



## **City Council Agenda**

**Monday, October 10, 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, Etten, McGehee,  
Laliberte, 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**
- 6:17 p.m.     **7. Approve Minutes**  
a. Approve September 26 City Council Meeting Minutes
- 6:20 p.m.     **8. Approve Consent Agenda**  
a. Approve Payments  
b. Approve Business Licenses  
c. Approve General Purchases and Sale of Surplus Items in Excess of \$5,000  
d. Authorization of Joint Fuel Purchase for City Fleet  
e. Issuance of a 1-4 Day Temporary On-Sale Liquor
- 6:25 p.m.     **9. Consider Items Removed from Consent**
- 10. General Ordinances for Adoption**
- 11. Presentations**
- 6:30 p.m.     a. Human Rights Commission Meeting with the City Council
- 12. Public Hearing and Action Consideration**
- 7:00 p.m.     a. Public Improvement Hearing for Wheeler Street Closure Project

**13. Budget Items**

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

- 7:20 p.m. a. Consider Complaint Alleging Violations of the Roseville Ethics Code by City Council Members
- 7:35 p.m. b. Appoint Member to Finance Commission
- 7:40 p.m. c. I-35W Project Municipal Consent and Noise Wall Vote

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

- 8:00 p.m. a. Discuss Recommendations Regarding Neighborhood Associations from the Community Engagement Commission
- 8:45 p.m. b. City Council Member McGehee’s Request to Consider Requesting a Bid from the Ramsey County Sheriff for Policing Services in Roseville

9:45 p.m. **16. City Manager Future Agenda Review**

9:50 p.m. **17. Councilmember Initiated Items for Future Meetings**

9:55 p.m. **18. Adjourn Meeting**

*Some Upcoming Public Meetings.....*

Tuesday	Oct 11	6:30 p.m.	Finance Commission
Thursday	Oct 13	6:30 p.m.	Community Engagement Commission
Monday	Oct 17	6:00 p.m.	City Council Meeting
Wednesday	Oct 19	6:00 p.m.	Human Rights Commission
Monday	Oct 24	6:00 p.m.	City Council Meeting
Tuesday	Oct 25	6:30 p.m.	Public Works, Environment & Transportation Commission
<b>November</b>			
Tuesday	Nov 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Nov 2	5:30 p.m.	Variance Board
Wednesday	Nov 2	6:30 p.m.	Planning Commission
Monday	Nov 7	6:00 p.m.	City Council Meeting
<i>Tuesday</i>	<i>Nov 8</i>		<i>Election Day</i>
Wednesday	Nov 9	6:30 p.m.	Finance Commission
Thursday	Nov 10	6:30 p.m.	Community Engagement Commission
<i>Friday</i>	<i>Nov 11</i>		<i>City Offices Closed – Veterans Day</i>

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



# REQUEST FOR COUNCIL ACTION

Date: 10/10/2016

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	\$543,437.61
83184-83325	351,574.54
Total	\$895,012.15

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: 10/4/2016 - 9:44 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/22/2016	Boulevard Landscaping	Operating Supplies	Ramy Turf Products	Turf Supplies	100.00
					Operating Supplies Total:	100.00
					Fund Total:	100.00
0	09/22/2016	Building Improvements	Police Remodel	Electro Watchman, Inc.	Police Door Access Repair	153.19
					Police Remodel Total:	153.19
					Fund Total:	153.19
83202	09/22/2016	Central Svcs Equip Revolving	Rental - Copier Machines	Marco Technologies, LLC	Copier Rental	3,768.82
					Rental - Copier Machines Total:	3,768.82
					Fund Total:	3,768.82
0	09/29/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	7.18
					Federal Income Tax Total:	7.18
0	09/29/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	1.62
0	09/29/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	6.88
					FICA Employee Ded. Total:	8.50
0	09/29/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	1.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	6.88
					FICA Employers Share Total:	8.50
0	09/29/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	1.01
					MN State Retirement Total:	1.01
0	09/29/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Empl	6.67
					PERA Employee Ded Total:	6.67
0	09/29/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Empl	6.67
0	09/29/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	1.01
					PERA Employer Share Total:	7.68
83221	09/22/2016	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Midway Speedskating Bingo	2,245.32
83312	09/29/2016	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Youth Hockey Bingo	2,177.28
					Professional Services - Bingo Total:	4,422.60
0	09/29/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	3.83
					State Income Tax Total:	3.83
					Fund Total:	4,465.97
0	09/29/2016	Community Development	Computer Equipment	Amazon.com- CC	Notebook Stand	49.99
					Computer Equipment Total:	49.99
0	09/30/2016	Community Development	Conferences	Land Use-CC	Land Use Planning Course	80.00
					Conferences Total:	80.00
83271	09/29/2016	Community Development	Contractors Licenses	Corporate Mechanical Inc.	City License Fee Refund	94.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contractors Licenses Total:	94.00
83201	09/22/2016	Community Development	Electrical Permits	K & H Electric	Incorrect Fee Amount Refund-2825 F	132.00
					Electrical Permits Total:	132.00
0	09/29/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	4,116.66
					Federal Income Tax Total:	4,116.66
0	09/29/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	473.28
0	09/29/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	2,023.57
					FICA Employee Ded. Total:	2,496.85
0	09/29/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	2,023.57
0	09/29/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	473.28
					FICA Employers Share Total:	2,496.85
83307	09/29/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	245.36
					HSA Employee Total:	245.36
0	09/29/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	1,789.14
					ICMA Def Comp Total:	1,789.14
83284	09/29/2016	Community Development	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	200.48
					Life Ins. Employee Total:	200.48
83284	09/29/2016	Community Development	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	54.25
					Life Ins. Employer Total:	54.25
83284	09/29/2016	Community Development	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	162.41
					Long Term Disability Total:	162.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83297	09/29/2016	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	163.58
					Medical Ins Employee Total:	163.58
83297	09/29/2016	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	3,844.50
					Medical Ins Employer Total:	3,844.50
0	09/29/2016	Community Development	Memberships & Subscriptions	Mn Bookstore-CC	IBC Commentary Volume II	141.00
0	09/30/2016	Community Development	Memberships & Subscriptions	Mn Bookstore-CC	Building Code Books	463.00
					Memberships & Subscriptions Total:	604.00
0	09/29/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	291.81
					MN State Retirement Total:	291.81
0	09/29/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	576.49
					MNDCP Def Comp Total:	576.49
0	09/29/2016	Community Development	Operating Supplies	Nelsons Cheese & Deli-CC	Meeting Lunch	78.06
					Operating Supplies Total:	78.06
0	09/29/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	2,105.17
					PERA Employee Ded Total:	2,105.17
0	09/29/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	323.87
0	09/29/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	2,105.17
					PERA Employer Share Total:	2,429.04
0	09/29/2016	Community Development	Professional Services	FormSite.com-CC	Rental Registration	49.95
83224	09/22/2016	Community Development	Professional Services	Sheila Stowell	Variance Board Meeting Minutes	156.25
83224	09/22/2016	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
					Professional Services Total:	210.90
0	09/29/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	1,581.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	1,581.63
83317	09/29/2016	Community Development	Telephone	T Mobile	Cell Phones-Acct: 876644423	114.45
					Telephone Total:	114.45
0	09/29/2016	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement	170.64
					Transportation Total:	170.64
					Fund Total:	24,088.26
83277	09/29/2016	Contracted Engineering Svcs	Deposits	Hage Homes	Escrow Return-2169 St. Stephens St.	2,780.00
					Deposits Total:	2,780.00
0	09/29/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	1,851.51
					Federal Income Tax Total:	1,851.51
0	09/29/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	241.77
0	09/29/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	1,033.65
					FICA Employee Ded. Total:	1,275.42
0	09/29/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	241.77
0	09/29/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	1,033.65
					FICA Employers Share Total:	1,275.42
83307	09/29/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	87.45
					HSA Employee Total:	87.45
0	09/29/2016	Contracted Engineering Svcs	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	89.36
					ICMA Def Comp Total:	89.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83284	09/29/2016	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	67.04
					Life Ins. Employee Total:	67.04
83284	09/29/2016	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	30.25
					Life Ins. Employer Total:	30.25
83284	09/29/2016	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	80.26
					Long Term Disability Total:	80.26
83297	09/29/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	405.47
					Medical Ins Employee Total:	405.47
83297	09/29/2016	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	3,016.46
					Medical Ins Employer Total:	3,016.46
0	09/29/2016	Contracted Engineering Svcs	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.09.2016 Minnesota E	79.59
					Minnesota Benefit Ded Total:	79.59
0	09/29/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	167.68
					MN State Retirement Total:	167.68
0	09/29/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	68.40
					MNDCP Def Comp Total:	68.40
0	09/29/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	1,089.76
					PERA Employee Ded Total:	1,089.76
0	09/29/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	167.68
0	09/29/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	1,089.76
					PERA Employer Share Total:	1,257.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83217	09/22/2016	Contracted Engineering Svcs	Plan Review Escrow	S & S Tree & Horticultural Speciali	Farrington Estates	240.00
					Plan Review Escrow Total:	240.00
0	09/29/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	738.12
					State Income Tax Total:	738.12
					Fund Total:	14,599.63
0	09/29/2016	East Metro SWAT	Operating Supplies	Keys Cafe & Bakery-CC	SWAT Team Lunch	43.25
					Operating Supplies Total:	43.25
					Fund Total:	43.25
0	09/29/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	45.00
0	09/22/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	200.79
0	09/22/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	34.00
0	09/29/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	46.13
					211402 - Flex Spending Health Total:	325.92
0	09/22/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	250.00
0	09/29/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.00
0	09/29/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	204.00
					211403 - Flex Spend Day Care Total:	838.00
0	09/22/2016	General Fund	Attorney Development Escrow	Erickson, Bell, Beckman & Quinn I	Wheaton Woods Development	179.00
					Attorney Development Escrow Total:	179.00
83184	09/22/2016	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	29.42
83256	09/29/2016	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	58.84
83278	09/29/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	1,090.00
83278	09/29/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	573.59
83278	09/29/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	419.74
83278	09/29/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	385.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83278	09/29/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	141.58
83278	09/29/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	843.00
0	09/29/2016	General Fund	Clothing	Streicher's	Uniform Supplies	128.49
83318	09/29/2016	General Fund	Clothing	Tactical Products & Services, Inc.	Uniform Supplies	881.60
Clothing Total:						4,551.35
0	09/29/2016	General Fund	Conferences	APWA-CC	Public Works Conference-Dix	670.00
0	09/30/2016	General Fund	Conferences	Arrowwood Resort-CC	Conference Lodging	228.92
0	09/30/2016	General Fund	Conferences	Cadillac Ranch-CC	Conference Supplies	26.36
0	09/30/2016	General Fund	Conferences	Crave-CC	Conference Supplies	32.80
0	09/29/2016	General Fund	Conferences	Expedia Travel-CC	Conference Transportation-Trudgeon	1,347.76
0	09/29/2016	General Fund	Conferences	GFOA- CC	Annual Conference Registration	225.00
0	09/30/2016	General Fund	Conferences	MN GFOA-CC	MN GFOA Conference Registrations	675.00
0	09/30/2016	General Fund	Conferences	MN State Fire Chiefs-CC	Annual Conference Registration-G. P	300.00
0	09/30/2016	General Fund	Conferences	Panda Express-CC	Conference Supplies	9.87
Conferences Total:						3,515.71
83196	09/22/2016	General Fund	Contract Maint - Vehicles	GCR Tires & Service	Tire Repair	257.00
83216	09/22/2016	General Fund	Contract Maint - Vehicles	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	219.82
Contract Maint - Vehicles Total:						476.82
83285	09/29/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning	3,215.18
Contract Maint. - City Hall Total:						3,215.18
83285	09/29/2016	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning	1,000.83
0	09/30/2016	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
Contract Maint. - City Garage Total:						1,340.49
0	09/29/2016	General Fund	Contract Maintenance	Adam's Pest Control Inc	Custom Commercial Service	200.00
83255	09/29/2016	General Fund	Contract Maintenance	Atlas Business Solutions, Inc.	Annual Support Maintenance Plan	450.00
83198	09/22/2016	General Fund	Contract Maintenance	Hotsy of Minnesota	Switch Breaker	245.60
83285	09/29/2016	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	568.90
0	09/30/2016	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98
83212	09/22/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	637.50
83212	09/22/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	9,438.50
83212	09/22/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	750.00
83306	09/29/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	444.00



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83309	09/29/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	224.64
83228	09/22/2016	General Fund	Contract Maintenance	United Glass Inc.	Defective Insulated Glass Replaceme	600.00
0	09/29/2016	General Fund	Contract Maintenance	Yale Mechanical, LLC	Summer Maintenance, Coil Cleaniing	613.25
0	09/29/2016	General Fund	Contract Maintenance	Yale Mechanical, LLC	Gas Line Repairs	364.39
Contract Maintenance Total:						14,637.76
0	09/30/2016	General Fund	Employee Recognition	Blaine Sportswear-CC	Plaques	945.00
0	09/30/2016	General Fund	Employee Recognition	Things Remembered-CC	Engraving	115.60
Employee Recognition Total:						1,060.60
83297	09/29/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Sept. 2016	974.30
83297	09/29/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Sept. 2016	736.42
Employer Insurance Total:						1,710.72
0	09/29/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	35,454.22
Federal Income Tax Total:						35,454.22
0	09/29/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	4,285.76
0	09/29/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	6,283.69
FICA Employee Ded. Total:						10,569.45
0	09/29/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	6,283.69
0	09/29/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	4,285.76
FICA Employers Share Total:						10,569.45
83293	09/29/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
83307	09/29/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	2,736.55
HSA Employee Total:						2,736.55
0	09/29/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.09.2016 ICMA Defe	1,960.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					ICMA Def Comp Total:	1,960.28
83284	09/29/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	82.21
83284	09/29/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	1,455.42
					Life Ins. Employee Total:	1,537.63
83284	09/29/2016	General Fund	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	416.23
					Life Ins. Employer Total:	416.23
83284	09/29/2016	General Fund	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	1,332.10
					Long Term Disability Total:	1,332.10
83297	09/29/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	6,109.67
83297	09/29/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	9,148.52
					Medical Ins Employee Total:	15,258.19
83297	09/29/2016	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	41,148.18
					Medical Ins Employer Total:	41,148.18
0	09/30/2016	General Fund	Memberships & Subscriptions	Chipotle- CC	Conference Supplies	20.38
0	09/29/2016	General Fund	Memberships & Subscriptions	Firefighter Licensing-CC	Membership Dues	50.00
0	09/29/2016	General Fund	Memberships & Subscriptions	Hands On Twin Cities-CC	Skills Based Summit-O'Brien	42.99
0	09/29/2016	General Fund	Memberships & Subscriptions	IAFCI- CC	Fire Chiefs Membership Dues	284.00
0	09/29/2016	General Fund	Memberships & Subscriptions	Volgistics-CC	Volunteer Tracking	510.00
					Memberships & Subscriptions Total:	907.37
0	09/29/2016	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.09.2016 Minnesota F	3.27
					Minnesota Benefit Ded Total:	3.27
83254	09/29/2016	General Fund	Minor Equipment	Advanced Wireless Comm	Surveillance Earphone	101.21
0	09/30/2016	General Fund	Minor Equipment	Traffic Data-CC	PicoCount	2,264.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Minor Equipment Total:						2,365.64
0	09/29/2016	General Fund	Miscellaneous	Byerly's- CC	Meeting Refreshments	19.68
0	09/29/2016	General Fund	Miscellaneous	Granite City-CC	Lunch-Trudgeon, Willmus	15.79
0	09/29/2016	General Fund	Miscellaneous	Grateful Table-CC	Lunch-Trudgeon, Roe	11.61
0	09/29/2016	General Fund	Miscellaneous	La Casita-CC	Lunch-Trudgeon, Collins	27.47
0	09/29/2016	General Fund	Miscellaneous	Old Chicago-CC	Lunch-Trudgeon, Culver	27.45
Miscellaneous Total:						102.00
0	09/29/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	2,893.73
MN State Retirement Total:						2,893.73
0	09/29/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	7,192.37
0	09/29/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	47.74
MNDCP Def Comp Total:						7,240.11
0	09/29/2016	General Fund	Motor Fuel	Brooke Jennings	Fuel Reimbursement	38.22
0	09/29/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - ST	7,560.61
Motor Fuel Total:						7,598.83
83268	09/29/2016	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,395.90
Non Business Licenses - Pawn Total:						1,395.90
0	09/29/2016	General Fund	Office Supplies	Amazon.com- CC	ID Badge Case	13.90
0	09/29/2016	General Fund	Office Supplies	Greenhaven Printing	Business Cards	189.00
0	09/29/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	32.28
0	09/29/2016	General Fund	Office Supplies	Target- CC	Office Supplies	29.85
Office Supplies Total:						265.03
0	09/29/2016	General Fund	Op Supplies - City Hall	Amazon.com- CC	Vacuum Cleaner	130.30
0	09/29/2016	General Fund	Op Supplies - City Hall	Batteries Plus-CC	Batteries	12.60
83189	09/22/2016	General Fund	Op Supplies - City Hall	Dalco	Pump Odor Control	231.74
83194	09/22/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	66.80
83321	09/29/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	604.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Op Supplies - City Hall Total:	1,046.32
0	09/29/2016	General Fund	Operating Supplies	4Imprint-CC	Night to Unite Supplies	961.48
0	09/29/2016	General Fund	Operating Supplies	AED Superstore-CC	AED/HeartStart Supplies	304.20
0	09/29/2016	General Fund	Operating Supplies	Amazon.com- CC	Patrol Supplies	374.02
0	09/29/2016	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	188.86
0	09/30/2016	General Fund	Operating Supplies	American Assoc. of Notaries-CC	Notary Stamp	23.01
0	09/29/2016	General Fund	Operating Supplies	Best Buy- CC	Portable DVD Player	96.40
0	09/30/2016	General Fund	Operating Supplies	Byerly's- CC	Racial Equity Event Snacks	45.48
0	09/29/2016	General Fund	Operating Supplies	Certified Laboratories-CC	Supplies	199.46
83266	09/29/2016	General Fund	Operating Supplies	CES Imaging	Ink	12.66
83270	09/29/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	1,205.21
0	09/29/2016	General Fund	Operating Supplies	Costco-CC	Station Supplies	29.63
83273	09/29/2016	General Fund	Operating Supplies	Graham Eddy	Supplies Reimbursement	35.99
0	09/30/2016	General Fund	Operating Supplies	Emblem Enterprises-CC	Emblems	784.00
0	09/30/2016	General Fund	Operating Supplies	Evident Inc-CC	Crime Scene Supplies	300.50
0	09/22/2016	General Fund	Operating Supplies	Fastenal Company Inc.	Sledgehammer	52.49
0	09/29/2016	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Animal Quarantine Forms	24.10
0	09/30/2016	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Shipping Charges	59.52
83192	09/22/2016	General Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	170.00
0	09/29/2016	General Fund	Operating Supplies	Frattallones-CC	Fasteners	1.90
0	09/29/2016	General Fund	Operating Supplies	Grumpy's Grill-CC	Department Retreat Review Lunch	123.00
0	09/29/2016	General Fund	Operating Supplies	Guitar Center-CC	Mic Cable	18.20
0	09/30/2016	General Fund	Operating Supplies	Home Depot- CC	Mulch	169.94
0	09/29/2016	General Fund	Operating Supplies	Legacy Lockers-CC	Keys	53.57
0	09/29/2016	General Fund	Operating Supplies	Menards-CC	Night to Unite Supplies	38.48
0	09/29/2016	General Fund	Operating Supplies	Menards-CC	Night to Unite Supplies	38.48
0	09/29/2016	General Fund	Operating Supplies	Menards-CC	Night to Unite Supplies	38.50
0	09/29/2016	General Fund	Operating Supplies	Metal Supermarkets	CR Flat	5.00
0	09/30/2016	General Fund	Operating Supplies	National Camera Exchange-CC	Digital Photos	28.83
83208	09/22/2016	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	EC Film	190.37
0	09/30/2016	General Fund	Operating Supplies	North Hgts Hardware Hank-CC	Key	4.29
83303	09/29/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	80.32
0	09/29/2016	General Fund	Operating Supplies	Ram Mounts-CC	Vehicle Printer Base	108.30
0	09/29/2016	General Fund	Operating Supplies	Rapit Printing	Fire Inspection Forms	87.38
83314	09/29/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	79.99
83314	09/29/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	132.99
0	09/30/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Paper Hole Punch	11.76
0	09/30/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Key	4.28
0	09/29/2016	General Fund	Operating Supplies	Survey Monkey.com-CC	Monthly Fee	26.00
0	09/29/2016	General Fund	Operating Supplies	Target- CC	Property Room Supplies	17.12
0	09/29/2016	General Fund	Operating Supplies	Target- CC	Night to Unite Supplies	60.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/30/2016	General Fund	Operating Supplies	Target- CC	Cleaning Supplies	44.62
0	09/30/2016	General Fund	Operating Supplies	Uline-CC	Property Room Supplies	420.75
0	09/29/2016	General Fund	Operating Supplies	Walmart-CC	Property Room Supplies	3.20
0	09/29/2016	General Fund	Operating Supplies	Walmart-CC	Tote Box	4.64
0	09/29/2016	General Fund	Operating Supplies	Walmart-CC	Goodbye Party for Interns Supplies	12.53
0	09/30/2016	General Fund	Operating Supplies	Walmart-CC	Community Outreach Supplies	39.42
Operating Supplies Total:						6,711.25
0	09/29/2016	General Fund	Operating Supplies City Garage	Amazon.com- CC	Vacuum Cleaner	8.94
83194	09/22/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	66.80
83321	09/29/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	151.22
Operating Supplies City Garage Total:						226.96
0	09/29/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	27,181.75
PERA Employee Ded Total:						27,181.75
0	09/29/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	37,923.14
0	09/29/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	866.36
PERA Employer Share Total:						38,789.50
0	09/29/2016	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.09.2016 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
83288	09/29/2016	General Fund	Postage	Mailing Requirements	First Class Presort-Acct: 2437	215.00
0	09/22/2016	General Fund	Postage	Pitney Bowes - Non Bank	August Postage	3,000.00
Postage Total:						3,215.00
0	09/29/2016	General Fund	Professional Services	Brooke Jennings	K9 Supplies Reimbursement	185.70
83283	09/29/2016	General Fund	Professional Services	Language Line Services	Interpreter Service	13.93
83302	09/29/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	1,200.00
83214	09/22/2016	General Fund	Professional Services	Ramsey County	Election Contract Quarterly Payment	16,588.00
0	09/29/2016	General Fund	Professional Services	Secretary of State-CC	Notary Commission	120.00
83316	09/29/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	268.75
83316	09/29/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83316	09/29/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	206.25
83316	09/29/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	18,592.03
83210	09/22/2016	General Fund	Salaries - Regular	Peak Staffing, Inc.	Temporary Employment	1,185.00
					Salaries - Regular Total:	1,185.00
0	09/29/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	13,655.96
					State Income Tax Total:	13,655.96
0	09/30/2016	General Fund	Telephone	Amazon.com- CC	Phone Cases, USB Cable	45.02
0	09/30/2016	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
83317	09/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	16.00
83317	09/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	348.75
83317	09/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	245.11
83317	09/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	244.76
83317	09/29/2016	General Fund	Telephone	T Mobile	Cell Phones Acct: 771707201	76.89
					Telephone Total:	1,030.78
0	09/29/2016	General Fund	Training	Matt Beauchane	Mileage Reimbursement	114.48
83262	09/29/2016	General Fund	Training	Brownells, Inc.	Use of Force Supplies	124.55
0	09/29/2016	General Fund	Training	Chase Tactical-CC	Use of Force Supplies	65.90
0	09/29/2016	General Fund	Training	City of St. Paul	Pistol Skills Training	510.00
0	09/30/2016	General Fund	Training	MN Sheriffs Assn-CC	Patrol Training	70.00
0	09/29/2016	General Fund	Training	Radisson Hotel-CC	Investigations Training Lodging	396.00
0	09/29/2016	General Fund	Training	Shamrocks-CC	Training Meal	15.00
83315	09/29/2016	General Fund	Training	Alan Stefani	Conference Expenses Reimbursement	147.08
0	09/29/2016	General Fund	Training	U of M-CC	Construction Installer Recertification	115.00
					Training Total:	1,558.01
0	09/22/2016	General Fund	Utilities	Xcel Energy	Civil Defense	75.87
0	09/22/2016	General Fund	Utilities	Xcel Energy	Traffic Signals & Street Lights	565.50
0	09/22/2016	General Fund	Utilities	Xcel Energy	Street Lights	12,394.10
					Utilities Total:	13,035.47
0	09/22/2016	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	175.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Utilities - Old City Hall Total:						175.68
0	09/22/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	39.24
0	09/29/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Absorbent	49.07
0	09/29/2016	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Vehicle Supplies	93.88
0	09/30/2016	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Pliers	38.84
0	09/22/2016	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	83.33
0	09/22/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	96.90
0	09/30/2016	General Fund	Vehicle Supplies & Maintenance	Silent Rider-CC	ATV Muffler Silencer	200.99
83226	09/22/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Filters	93.93
Vehicle Supplies & Maintenance Total:						696.18
Fund Total:						303,092.03
0	09/29/2016	General Fund Donations	Explorers - Supplies	Discount Mugs-CC	Mugs	66.81
Explorers - Supplies Total:						66.81
0	09/29/2016	General Fund Donations	General - Donations	Chipotle- CC	Friday's with Firefighters Supplies	44.62
0	09/30/2016	General Fund Donations	General - Donations	Famous Daves-CC	Friday's with Firefighters Supplies	30.66
0	09/29/2016	General Fund Donations	General - Donations	Pizza Hut-CC	Training Supplies	34.06
0	09/30/2016	General Fund Donations	General - Donations	Twin Cities Inflatables-CC	Inflatable Rental	295.00
0	09/30/2016	General Fund Donations	General - Donations	Walmart-CC	Lemonade	15.00
General - Donations Total:						419.34
0	09/30/2016	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Service	9.95
K-9 - Supplies Total:						9.95
Fund Total:						496.10
0	09/30/2016	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
83301	09/29/2016	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Construction Restroom Rentals	50.00
Contract Maintenance Total:						129.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	671.06
					Federal Income Tax Total:	671.06
0	09/29/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	104.13
0	09/29/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	445.21
					FICA Employee Ded. Total:	549.34
0	09/29/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	445.21
0	09/29/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	104.13
					FICA Employers Share Total:	549.34
0	09/30/2016	Golf Course	League Expenses	Cub Foods- CC	League Supplies	194.43
0	09/30/2016	Golf Course	League Expenses	Papa Murphys-CC	League Supplies	20.00
0	09/30/2016	Golf Course	League Expenses	Sam Inc-CC	League Supplies	555.97
0	09/30/2016	Golf Course	League Expenses	Target- CC	League Supplies	13.19
					League Expenses Total:	783.59
83284	09/29/2016	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	73.48
					Life Ins. Employee Total:	73.48
83284	09/29/2016	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	4.80
					Life Ins. Employer Total:	4.80
83284	09/29/2016	Golf Course	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	18.31
					Long Term Disability Total:	18.31
83297	09/29/2016	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	519.84
					Medical Ins Employee Total:	519.84
83297	09/29/2016	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	1,374.12
					Medical Ins Employer Total:	1,374.12



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83276	09/29/2016	Golf Course	Merchandise For Sale	Great Lakes Coca Cola Distribution	Beverages for Resale	663.36
0	09/29/2016	Golf Course	Merchandise For Sale	Hornungs Pro Golf Sales, Inc.	Golf Items for Resale	66.90
0	09/29/2016	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Supplies	30.19
0	09/29/2016	Golf Course	Merchandise For Sale	Target- CC	Concession Supplies	206.83
0	09/30/2016	Golf Course	Merchandise For Sale	Target- CC	Buns	10.00
Merchandise For Sale Total:						977.28
0	09/29/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	52.15
MN State Retirement Total:						52.15
0	09/29/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	50.00
MNDCP Def Comp Total:						50.00
0	09/30/2016	Golf Course	Operating Supplies	Fed Ex Kinko's-CC	Poster Signs	104.32
0	09/30/2016	Golf Course	Operating Supplies	Fed Ex Kinko's-CC	Colored Scans	25.65
0	09/30/2016	Golf Course	Operating Supplies	Party City-CC	Ladies Banquet Supplies	55.50
0	09/29/2016	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Fasteners	9.00
0	09/29/2016	Golf Course	Operating Supplies	Target- CC	Storage Bins	59.58
0	09/29/2016	Golf Course	Operating Supplies	Target- CC	Veggie Burger	6.79
0	09/29/2016	Golf Course	Operating Supplies	Target- CC	Concession Supplies	161.64
0	09/29/2016	Golf Course	Operating Supplies	Webstaurant Store-CC	Grease Funnel	35.24
Operating Supplies Total:						457.72
0	09/29/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	338.96
PERA Employee Ded Total:						338.96
0	09/29/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	338.96
0	09/29/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	52.15
PERA Employer Share Total:						391.11
0	09/29/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	317.77
State Income Tax Total:						317.77
83317	09/29/2016	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	52.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Telephone Total:	52.00
0	09/22/2016	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-53.13
					Use Tax Payable Total:	-53.13
0	09/22/2016	Golf Course	Utilities	Xcel Energy	Golf Course	825.92
					Utilities Total:	825.92
0	09/29/2016	Golf Course	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer-CC	Hydraulic Line, Shop Supplies	108.69
0	09/29/2016	Golf Course	Vehicle Supplies & Maintenance	Kath Auto Parts-CC	Hydraulic Oil	50.00
0	09/29/2016	Golf Course	Vehicle Supplies & Maintenance	Mills Fleet Farm-CC	Shop Supplies/Tools	106.30
0	09/29/2016	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Fittings	391.56
83213	09/22/2016	Golf Course	Vehicle Supplies & Maintenance	R & R Products Inc.	Alloy Hollow Side-Eject Tine	400.85
					Vehicle Supplies & Maintenance Total:	1,057.40
					Fund Total:	9,140.62
83280	09/29/2016	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	EDA Legal Services	1,292.00
					Attorney Fees Total:	1,292.00
83292	09/29/2016	Housing & Redevelopment Agency	Miscellaneous	MN Chamber of Commerce	GrowMN! Partnership Fee-Acct: 393	500.00
					Miscellaneous Total:	500.00
83191	09/22/2016	Housing & Redevelopment Agency	Professional Services	Ehlers & Associates, Inc.	General Consulting Services	1,362.50
83191	09/22/2016	Housing & Redevelopment Agency	Professional Services	Ehlers & Associates, Inc.	Public Finance Policy Development	1,380.00
83316	09/29/2016	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Economic Development Authority Mt	56.25
					Professional Services Total:	2,798.75
0	09/29/2016	Housing & Redevelopment Agency	Training	CDFA-CC	Financing Roundtable Conference	145.00
83313	09/29/2016	Housing & Redevelopment Agency	Training	St. Paul Area Chamber of Commere	Small Business Series Sponsorship	180.00
					Training Total:	325.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	4,915.75
0	09/30/2016	Information Technology	Computer Equipment	Amazon.com- CC	Disk Drives	806.97
83190	09/22/2016	Information Technology	Computer Equipment	Data Q Internet Equip. Corp.	Computer Supplies	3,425.00
					Computer Equipment Total:	4,231.97
0	09/30/2016	Information Technology	Contract Maintenance	HP Services-CC	Area Network Storage Monthly Fee	376.80
0	09/30/2016	Information Technology	Contract Maintenance	Microsoft-CC	Monthly Exchange Subscriptions	334.66
0	09/29/2016	Information Technology	Contract Maintenance	Monitis-CC	External Network Monitoring Service	45.00
0	09/22/2016	Information Technology	Contract Maintenance	Zoho Corp	Manage Engine License Fee	3,589.00
					Contract Maintenance Total:	4,345.46
0	09/29/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	4,996.37
					Federal Income Tax Total:	4,996.37
0	09/29/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	2,771.14
0	09/29/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	648.07
					FICA Employee Ded. Total:	3,419.21
0	09/29/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	648.07
0	09/29/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	2,771.14
					FICA Employers Share Total:	3,419.21
83307	09/29/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	455.84
					HSA Employee Total:	455.84
0	09/29/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
83188	09/22/2016	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	540.00
83188	09/22/2016	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,360.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Internet Total:	4,900.50
83284	09/29/2016	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	142.04
					Life Ins. Employee Total:	142.04
83284	09/29/2016	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	75.60
					Life Ins. Employer Total:	75.60
83284	09/29/2016	Information Technology	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	239.57
					Long Term Disability Total:	239.57
83297	09/29/2016	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	1,276.34
					Medical Ins Employee Total:	1,276.34
83297	09/29/2016	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	9,750.01
					Medical Ins Employer Total:	9,750.01
0	09/29/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	452.10
					MN State Retirement Total:	452.10
0	09/29/2016	Information Technology	Operating Supplies	Amazon.com- CC	Server Cabinet Case	46.45
0	09/29/2016	Information Technology	Operating Supplies	Amazon.com- CC	Telephone Handset Cushions	22.40
0	09/29/2016	Information Technology	Operating Supplies	Approved Optics-CC	LH Modules & Patch Cables	835.55
83186	09/22/2016	Information Technology	Operating Supplies	CDW Government, Inc.	Laptop Sleeve	18.54
0	09/29/2016	Information Technology	Operating Supplies	Network Solutions- CC	Domain Name Renewal-OakdaleFire.	184.95
0	09/30/2016	Information Technology	Operating Supplies	UPS Store- CC	Shipping Costs	15.85
					Operating Supplies Total:	1,123.74
0	09/29/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	2,938.59
					PERA Employee Ded Total:	2,938.59
0	09/29/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	2,938.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	452.10
					PERA Employer Share Total:	3,390.69
0	09/29/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	1,860.55
					State Income Tax Total:	1,860.55
0	09/30/2016	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
83317	09/29/2016	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	100.32
					Telephone Total:	126.32
0	09/22/2016	Information Technology	Transportation	Peter Olson	Mileage Reimbursement	147.42
					Transportation Total:	147.42
					Fund Total:	47,516.53
83261	09/29/2016	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
83285	09/29/2016	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning	668.63
83203	09/22/2016	License Center	Contract Maintenance	McGough Facility Management, LI	Facility Management	391.77
					Contract Maintenance Total:	1,089.40
0	09/29/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	3,556.89
					Federal Income Tax Total:	3,556.89
0	09/29/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	2,174.01
0	09/29/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	508.43
					FICA Employee Ded. Total:	2,682.44
0	09/29/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	2,174.01
0	09/29/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	508.43
					FICA Employers Share Total:	2,682.44
83307	09/29/2016	License Center	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	213.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	213.06
83284	09/29/2016	License Center	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	122.29
					Life Ins. Employee Total:	122.29
83284	09/29/2016	License Center	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	48.00
					Life Ins. Employer Total:	48.00
83284	09/29/2016	License Center	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	125.04
					Long Term Disability Total:	125.04
83297	09/29/2016	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	1,702.13
					Medical Ins Employee Total:	1,702.13
83297	09/29/2016	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	6,974.25
					Medical Ins Employer Total:	6,974.25
0	09/29/2016	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.09.2016 Minnesota E	120.57
					Minnesota Benefit Ded Total:	120.57
0	09/29/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	355.40
					MN State Retirement Total:	355.40
0	09/29/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	389.58
0	09/29/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	522.84
					MNDCP Def Comp Total:	912.42
0	09/30/2016	License Center	Office Supplies	Amazon.com- CC	Office Supplies	78.38
0	09/29/2016	License Center	Office Supplies	Dollar Tree-CC	Office Supplies	10.71
0	09/30/2016	License Center	Office Supplies	Frattallones-CC	Office Supplies	19.25
0	09/29/2016	License Center	Office Supplies	Michaels-CC	Office Supplies	21.40
0	09/29/2016	License Center	Office Supplies	Office Depot- CC	Office Supplies	39.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/30/2016	License Center	Office Supplies	Office Depot- CC	Credit	-19.98
0	09/29/2016	License Center	Office Supplies	Pakor-CC	Passport Supplies	458.52
0	09/30/2016	License Center	Office Supplies	Pakor-CC	Office Supplies	552.65
0	09/30/2016	License Center	Office Supplies	Target- CC	Office Supplies	155.74
Office Supplies Total:						1,316.63
0	09/29/2016	License Center	Operating Supplies	Target- CC	Kitchen Supplies	75.99
Operating Supplies Total:						75.99
83322	09/29/2016	License Center	Other Improvements	Vantage Painting Company	Passport Office Painting	630.00
Other Improvements Total:						630.00
0	09/29/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	2,166.66
PERA Employee Ded Total:						2,166.66
0	09/29/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	333.32
0	09/29/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	2,166.66
PERA Employer Share Total:						2,499.98
0	09/29/2016	License Center	Postage	USPS-CC	Postage	283.80
0	09/30/2016	License Center	Postage	USPS-CC	Postage	283.80
Postage Total:						567.60
0	09/29/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	187.00
0	09/29/2016	License Center	Professional Services	Shred Right-CC	Shredding Service	80.00
Professional Services Total:						267.00
0	09/29/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	1,498.51
State Income Tax Total:						1,498.51
0	09/29/2016	License Center	Transportation	Pam Ryan Senden	Mileage Reimbursement	110.16
0	09/29/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	196.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Transportation Total:	306.72
					Fund Total:	29,913.42
0	09/22/2016	P & R Contract Maintenance	Clothing	Luke Gerlinger	Boots Reimbursement Per Union Con	250.73
					Clothing Total:	250.73
0	09/29/2016	P & R Contract Maintenance	Contract Maintenance	Muska Electric Co	Remove Lights, Poles	1,292.95
0	09/30/2016	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	602.14
					Contract Maintenance Total:	1,895.09
0	09/29/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	5,190.25
					Federal Income Tax Total:	5,190.25
0	09/29/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	459.64
0	09/29/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	1,965.43
					FICA Employee Ded. Total:	2,425.07
0	09/29/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	459.64
0	09/29/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	1,965.43
					FICA Employers Share Total:	2,425.07
83307	09/29/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	371.68
					HSA Employee Total:	371.68
83284	09/29/2016	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	158.67
					Life Ins. Employee Total:	158.67
83284	09/29/2016	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	39.60



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	39.60
83284	09/29/2016	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	102.16
					Long Term Disability Total:	102.16
83297	09/29/2016	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	494.87
					Medical Ins Employee Total:	494.87
83297	09/29/2016	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	5,183.73
					Medical Ins Employer Total:	5,183.73
0	09/29/2016	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	185.95
					MN State Retirement Total:	185.95
0	09/29/2016	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	175.00
					MNDCP Def Comp Total:	175.00
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Bachmans Inc	Nursery Supplies	63.98
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Beisswenger's Hardware-CC	Arboretum Supplies	108.76
83267	09/29/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	1.22
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Gloves	31.49
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Screws	3.97
83281	09/29/2016	P & R Contract Maintenance	Operating Supplies	Kromer Co., LLC	Axle Replacement	274.72
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Soccer Field Supplies	26.65
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Water, Trash Bags, Batteries	70.60
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Paint Supplies	36.56
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Mills Fleet Farm-CC	Shop Supplies/Tools	73.05
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Mills Fleet Farm-CC	Shop Supplies	32.12
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Weed Whip Parts, Shop Supplies	131.70
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Graffiti Remover	24.47
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Sanding Belts, Saw Blade	36.95
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Shop Supplies	39.78
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Office Depot- CC	Office Supplies	29.97
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	O'Reilly Automotive- CC	Mower Supplies	74.92
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Stihl Helmet	69.95
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Gloves	64.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/30/2016	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Gloves	51.98
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Lawn Supplies	291.02
0	09/29/2016	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Lawn Supplies	121.02
83319	09/29/2016	P & R Contract Maintenance	Operating Supplies	Tri State Bobcat, Inc	Cutter Bar	144.29
83321	09/29/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	1,122.68
Operating Supplies Total:						2,926.10
0	09/29/2016	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	1,247.00
PERA Employee Ded Total:						1,247.00
0	09/29/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	1,247.00
0	09/29/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	191.82
PERA Employer Share Total:						1,438.82
83289	09/29/2016	P & R Contract Maintenance	Professional Services	Marshall Concrete Products, Inc.	Concrete Supplies	593.85
83290	09/29/2016	P & R Contract Maintenance	Professional Services	McCaren Designs, Inc.	Exterior Landscape Maintenance	457.65
83294	09/29/2016	P & R Contract Maintenance	Professional Services	MRPA	Parks Superintendent Job Posting	100.00
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	8,115.00
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	1,062.50
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	1,300.61
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	464.39
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	3,400.00
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	1,168.75
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	675.00
83212	09/22/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	2,241.00
83306	09/29/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	270.00
83306	09/29/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	815.00
83306	09/29/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	360.00
Professional Services Total:						21,023.75
83300	09/29/2016	P & R Contract Maintenance	Rental	Oakdale Rental Center	Concrete Trailer Rental	194.00
Rental Total:						194.00
0	09/29/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	1,864.89
State Income Tax Total:						1,864.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/30/2016	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	26.00
83317	09/29/2016	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 876644423	73.44
Telephone Total:						99.44
0	09/22/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	3,370.51
Utilities Total:						3,370.51
Fund Total:						51,062.38
83279	09/29/2016	Park Renewal 2011	Building & Structures	Kendell Doors & Hardware Inc	Magnetic Lock	834.40
Building & Structures Total:						834.40
83253	09/29/2016	Park Renewal 2011	Contractor Payments	ACS Advanced Coating Systems	Paint Merry Go Round	1,500.00
83291	09/29/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Irrigation System Improvements	7,405.25
83291	09/29/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Irrigation System Improvements	1,291.05
83291	09/29/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Irrigation System Improvements	7,405.25
83291	09/29/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Irrigation System Improvements	16,777.00
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	175.04
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	917.37
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	226.07
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	3,649.00
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	322.53
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	2,037.25
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	84.57
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	222.08
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	129.68
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	1,347.34
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	5,198.88
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	5,142.02
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	347.15
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	1,842.41
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	590.96
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	11,789.68
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	2,751.66
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	4,448.12
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	9,156.98
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	3,641.37
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	1,902.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	2,450.07
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	4,104.83
0	09/29/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park & Rec Renewal Program	791.61
Contractor Payments Total:						97,647.56
83291	09/29/2016	Park Renewal 2011	Other Improvements	Mickman Brothers, Inc.	Legion Ballfield-Relocate Quick Cou	575.00
83291	09/29/2016	Park Renewal 2011	Other Improvements	Mickman Brothers, Inc.	Victoria East-Replace Mainline	2,097.00
83291	09/29/2016	Park Renewal 2011	Other Improvements	Mickman Brothers, Inc.	Evergreen Park Ballfield Move Sprinl	171.50
Other Improvements Total:						2,843.50
Fund Total:						101,325.46
83272	09/29/2016	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Crysteel Truck Equipment, Inc.	EQUIPMENT FOR #532 REPLACEI	11,205.47
83272	09/29/2016	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Crysteel Truck Equipment, Inc.	EQUIPMENT FOR #508 REPLACEI	20,219.42
Parks & Recreation Vehicles Total:						31,424.89
Fund Total:						31,424.89
83270	09/29/2016	Pathway Maintenance Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	2,786.98
83192	09/22/2016	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	100.80
83215	09/22/2016	Pathway Maintenance Fund	Operating Supplies	Rehbeins Black Dirt	Pulverized Black Dirt	177.00
Operating Supplies Total:						3,064.78
Fund Total:						3,064.78
0	09/29/2016	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	14.27
Federal Income Tax Total:						14.27
0	09/29/2016	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	1.56
FICA Employee Ded Total:						1.56
0	09/29/2016	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	1.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employer Share Total:	1.56
83307	09/29/2016	Police - DWI Enforcement	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	0.71
					HSA Employee Total:	0.71
83284	09/29/2016	Police - DWI Enforcement	Life Insurance	LINA	Life Insurance Premium-Acct: 04160	0.15
					Life Insurance Total:	0.15
83284	09/29/2016	Police - DWI Enforcement	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	0.48
					Long Term Disability Total:	0.48
83297	09/29/2016	Police - DWI Enforcement	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	12.17
					Medical Ins Employer Total:	12.17
0	09/29/2016	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	1.10
					MN State Retirement Total:	1.10
0	09/29/2016	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	7.63
					MNDCP Def Comp Total:	7.63
0	09/29/2016	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	11.83
					PERA Total:	11.83
0	09/29/2016	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	17.75
					PERA Employer Share Total:	17.75
0	09/29/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	PD Squad DVD Copying	2,083.33
0	09/29/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	262.50
					Professional Services Total:	2,345.83
0	09/29/2016	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	4.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	4.92
					Fund Total:	2,419.96
0	09/29/2016	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	31.69
					Federal Income Tax Total:	31.69
0	09/29/2016	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	3.20
					FICA Employee Ded. Total:	3.20
0	09/29/2016	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	3.20
					FICA Employers Share Total:	3.20
83284	09/29/2016	Police Grants	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	0.44
					Life Ins. Employer Total:	0.44
83284	09/29/2016	Police Grants	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	1.42
					Long Term Disability Total:	1.42
83297	09/29/2016	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	36.50
					Medical Ins Employer Total:	36.50
0	09/29/2016	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	2.24
					MN State Retirement Total:	2.24
0	09/29/2016	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	7.29
					MNDCP Def Comp Total:	7.29
0	09/29/2016	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	24.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	24.09
0	09/29/2016	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	36.13
					PERA Employer Share Total:	36.13
0	09/29/2016	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	11.08
					State Income Tax Total:	11.08
					Fund Total:	157.28
0	09/29/2016	Police Forfeiture Fund	Professional Services	Amazon.com- CC	Inadvertant Personal Purchase. Repai	15.99
					Professional Services Total:	15.99
					Fund Total:	15.99
0	09/30/2016	Police Vehicle Revolving	Capital Outlay	Danner Lacrosse-CC	Tactical Gear	2.00
83278	09/29/2016	Police Vehicle Revolving	Capital Outlay	Keepsr Inc	Uniform Supplies	284.97
83278	09/29/2016	Police Vehicle Revolving	Capital Outlay	Keepsr Inc	Uniform Supplies	277.75
83324	09/29/2016	Police Vehicle Revolving	Capital Outlay	Whitaker Brothers Business Machir	Cross Cut Paper Shredder	4,358.00
					Capital Outlay Total:	4,922.72
0	09/29/2016	Police Vehicle Revolving	Vehicles & Equipment	Advanced Graphix, Inc.	Reflective Badge	37.00
83325	09/29/2016	Police Vehicle Revolving	Vehicles & Equipment	Yamaha Golf & Utility	Golf Cart	7,940.00
					Vehicles & Equipment Total:	7,977.00
					Fund Total:	12,899.72
0	09/30/2016	Recreation Donations	Operating Supplies	Bachman's-CC	Butterfly Planting Supplies	157.14
0	09/30/2016	Recreation Donations	Operating Supplies	China Restaurant-CC	Lunch	55.49
0	09/29/2016	Recreation Donations	Operating Supplies	Davanni's -CC	Pizza	103.68
0	09/29/2016	Recreation Donations	Operating Supplies	Home Depot- CC	Supplies	72.89
0	09/29/2016	Recreation Donations	Operating Supplies	Home Depot- CC	HANC Supplies	109.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Recreation Donations	Operating Supplies	Home Depot- CC	Stair Supplies, Pest Control Supplies	285.79
0	09/30/2016	Recreation Donations	Operating Supplies	Home Depot- CC	Oval Supplies	21.40
0	09/30/2016	Recreation Donations	Operating Supplies	Home Depot- CC	Cleaning Supplies	85.72
0	09/30/2016	Recreation Donations	Operating Supplies	Jimmy John's Sandwiches- CC	Sandwiches	78.77
Operating Supplies Total:						970.50
Fund Total:						970.50
83311	09/29/2016	Recreation Fund	Concession Sales	Roseville Figure Skating Club	Ice Show Pizza Sales Revenue	220.00
83311	09/29/2016	Recreation Fund	Concession Sales	Roseville Figure Skating Club	Ice Show Products Sold Revenue	121.50
Concession Sales Total:						341.50
83285	09/29/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	1,030.63
0	09/30/2016	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
Contract Maintenance Total:						1,278.49
83285	09/29/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	834.63
Contract Maintenance Total:						834.63
0	09/29/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	4,759.43
Federal Income Tax Total:						4,759.43
83263	09/29/2016	Recreation Fund	Fee Program Revenue	Emily Carver	Key Deposit Refund	25.00
83274	09/29/2016	Recreation Fund	Fee Program Revenue	Randy Ellingboe	Key Deposit Refund	25.00
83299	09/29/2016	Recreation Fund	Fee Program Revenue	Megan O'Neil	Permit Charges Refund	150.00
Fee Program Revenue Total:						200.00
0	09/29/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	774.59
0	09/29/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	3,311.88
FICA Employee Ded. Total:						4,086.47
0	09/29/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	774.59
0	09/29/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	3,311.88



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	4,086.47
83307	09/29/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	183.70
					HSA Employee Total:	183.70
0	09/29/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	662.41
					ICMA Def Comp Total:	662.41
83284	09/29/2016	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	65.86
					Life Ins. Employee Total:	65.86
83284	09/29/2016	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	57.60
					Life Ins. Employer Total:	57.60
83284	09/29/2016	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	170.47
					Long Term Disability Total:	170.47
83297	09/29/2016	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	1,140.05
					Medical Ins Employee Total:	1,140.05
83297	09/29/2016	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	7,596.63
					Medical Ins Employer Total:	7,596.63
0	09/29/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	417.71
					MN State Retirement Total:	417.71
0	09/29/2016	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	1,611.68
					MNDCP Def Comp Total:	1,611.68
0	09/30/2016	Recreation Fund	Office Supplies	Amazon.com- CC	Office Supplies	172.32
0	09/29/2016	Recreation Fund	Office Supplies	NRPA-CC	P&R Management-3rd Edition	79.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	123.92
0	09/30/2016	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	185.04
Office Supplies Total:						560.49
0	09/30/2016	Recreation Fund	Operating Supplies	American Gymnast-CC	Gymnastics Chalk	290.15
0	09/29/2016	Recreation Fund	Operating Supplies	Axis Communications-CC	Oval Axis Replacement-Oval	700.00
0	09/29/2016	Recreation Fund	Operating Supplies	Barnes & Noble-CC	HANC Library Book	24.05
0	09/29/2016	Recreation Fund	Operating Supplies	Cascade Bay-CC	Field Trip	252.00
0	09/29/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Grocery Supplies	32.55
0	09/29/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Kitchen Supplies	19.35
0	09/29/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Camp Supplies	15.34
0	09/29/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Cooking Supplies	56.16
0	09/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Cooking Supplies	35.17
0	09/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Playground Supplies	5.37
0	09/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Cooking Supplies	16.19
0	09/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Camp Supplies	99.22
0	09/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Cooking Supplies	44.99
0	09/30/2016	Recreation Fund	Operating Supplies	Daktronics-CC	Scoreboard Parts	40.00
0	09/30/2016	Recreation Fund	Operating Supplies	Digi Tek-CC	Refurbished TriCaster	861.00
0	09/30/2016	Recreation Fund	Operating Supplies	Digi Tek-CC	Refurbished TriCaster	499.00
0	09/29/2016	Recreation Fund	Operating Supplies	Rachel Elliot	Dance Supplies Reimbursement	87.07
0	09/29/2016	Recreation Fund	Operating Supplies	Fair Trade Books-CC	HANC Library Book	26.67
0	09/29/2016	Recreation Fund	Operating Supplies	Grainger Inc	CFL's	33.59
0	09/29/2016	Recreation Fund	Operating Supplies	Grainger-CC	Pickleball Supplies	81.99
0	09/30/2016	Recreation Fund	Operating Supplies	Heritage Food-CC	Picnic Shelter Oven Racks	298.65
0	09/29/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Concrete Seal Supplies	37.57
0	09/29/2016	Recreation Fund	Operating Supplies	Home Depot- CC	HANC Butterfly Garden Planter Timt	350.00
0	09/30/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Hoses, Saw, Tape	147.26
0	09/29/2016	Recreation Fund	Operating Supplies	Ice Skating Institute-CC	Membership Dues	39.04
0	09/29/2016	Recreation Fund	Operating Supplies	Menards-CC	HANC Supplies	52.45
0	09/30/2016	Recreation Fund	Operating Supplies	Michaels-CC	Passport to Play Supplies	43.85
0	09/30/2016	Recreation Fund	Operating Supplies	Mike's Pro Shop-CC	Trophies	20.35
0	09/29/2016	Recreation Fund	Operating Supplies	North Heights Hardware Hank	Shaft	290.00
0	09/30/2016	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-CC	Volleyball Supplies	14.97
0	09/29/2016	Recreation Fund	Operating Supplies	Oriental Trading- CC	DYP Supplies	56.11
0	09/30/2016	Recreation Fund	Operating Supplies	Parking Ramp-CC	Parking	4.00
0	09/29/2016	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Supplies	69.31
0	09/30/2016	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Supplies	31.57
0	09/29/2016	Recreation Fund	Operating Supplies	REI-CC	Climbing Wall Supplies	27.75
0	09/30/2016	Recreation Fund	Operating Supplies	REI-CC	Gift Card	30.00
0	09/30/2016	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Ice Cream Supplies	25.34
0	09/29/2016	Recreation Fund	Operating Supplies	Roadside Pizza-CC	Pizza	59.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/30/2016	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	12.31
0	09/30/2016	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	32.13
0	09/22/2016	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	1,593.00
0	09/30/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Paint Supplies	22.43
0	09/30/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Volleyball Supplies	26.97
0	09/29/2016	Recreation Fund	Operating Supplies	Target- CC	Batteries	34.72
0	09/30/2016	Recreation Fund	Operating Supplies	Target- CC	DYP Supplies	10.69
83320	09/29/2016	Recreation Fund	Operating Supplies	Tri Tech Dispensing, Inc.	Defrost Timer	95.64
0	09/30/2016	Recreation Fund	Operating Supplies	UPS Store- CC	Shipping Charge	137.01
0	09/30/2016	Recreation Fund	Operating Supplies	US Foods-CC	Shelves	298.00
0	09/29/2016	Recreation Fund	Operating Supplies	USA Pickleball Assoc-CC	Pickleball Supplies	264.00
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	61.50
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Bleach	9.17
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Puppet Wagon/DYP Supplies	9.44
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Puppet Wagon/DYP Supplies	15.88
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Puppet Wagon/Passport to Play Suppl	7.56
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Puppet Wagon/Passport to Play Suppl	2.88
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	43.79
0	09/29/2016	Recreation Fund	Operating Supplies	Walmart-CC	Snacks, Sunscreen	31.94
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	42.30
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Water Games Supplies	7.16
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Passport to Play & DYP Supplies	9.94
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Passport to Play & DYP Supplies	48.15
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Spec. Supplies	5.92
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	LIT Supplies	31.85
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Craft Supplies	56.61
0	09/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	DYP Supplies	7.41
0	09/30/2016	Recreation Fund	Operating Supplies	Wargo Nature Center-CC	GPS Unit Rental	26.78
0	09/30/2016	Recreation Fund	Operating Supplies	When I Work-CC	Office Supplies	49.00
0	09/29/2016	Recreation Fund	Operating Supplies	Zoro Tools-CC	Zamboni Supplies	50.68
Operating Supplies Total:						7,862.18
83317	09/29/2016	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	16.72
Other services Total:						16.72
0	09/29/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	3,023.24
PERA Employee Ded Total:						3,023.24
0	09/29/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	3,023.24
0	09/29/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	465.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	3,488.37
83310	09/29/2016	Recreation Fund	Printing	Roseville Area Schools	Fall/Winter Brochures	1,828.96
					Printing Total:	1,828.96
83252	09/29/2016	Recreation Fund	Professional Services	AARP	AARP Driving Class	280.00
0	09/29/2016	Recreation Fund	Professional Services	Big Thrill Factory-CC	Field Trip	36.00
0	09/30/2016	Recreation Fund	Professional Services	Big Thrill Factory-CC	Field Trip	108.00
0	09/29/2016	Recreation Fund	Professional Services	Craigslis-CC	Dance Coordinator Job Posting	35.00
0	09/29/2016	Recreation Fund	Professional Services	Crayola Experience-CC	Field Trips	411.58
0	09/29/2016	Recreation Fund	Professional Services	Facebook-CC	Theater Camp Ad	3.00
0	09/29/2016	Recreation Fund	Professional Services	Harolds Shoe Repair-CC	Pleated Fan Repair	16.00
83199	09/22/2016	Recreation Fund	Professional Services	Ingina, LLC	Tech Tac Toe Class	720.00
0	09/22/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,485.00
0	09/29/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,591.50
0	09/29/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,591.50
83204	09/22/2016	Recreation Fund	Professional Services	MN Historical Society	Fort Snelling Field Trip	36.00
83296	09/29/2016	Recreation Fund	Professional Services	Bob Nielsen	Band Loading/Unloading	40.00
83298	09/29/2016	Recreation Fund	Professional Services	Northern Star Council/BSA	Friday Field Trip	44.00
0	09/29/2016	Recreation Fund	Professional Services	Paradise Charter Cruises-CC	Minneapolis Queen Field Trip	901.00
83304	09/29/2016	Recreation Fund	Professional Services	Jaelyn Petersen	Gymnastics Instructor	705.00
83305	09/29/2016	Recreation Fund	Professional Services	Kristy Petersen	Gymnastic Instructor	871.25
83222	09/22/2016	Recreation Fund	Professional Services	Shoreview Community Center	Swimming Pool Field Trip	164.25
0	09/29/2016	Recreation Fund	Professional Services	Shoreview Park & Rec-CC	Community Center Field Trip	100.00
0	09/29/2016	Recreation Fund	Professional Services	Springboard for the Arts-CC	Dance Coordinator Job Posting	30.00
0	09/29/2016	Recreation Fund	Professional Services	Springboard for the Arts-CC	Dance Coordinator Job Posting	30.00
0	09/30/2016	Recreation Fund	Professional Services	Swank Motion Pictures-CC	Outdoor Movie Rental	325.00
0	09/30/2016	Recreation Fund	Professional Services	The Works-CC	Field Trip	150.00
0	09/29/2016	Recreation Fund	Professional Services	Three Rivers Park- CC	Field Trip	37.00
0	09/30/2016	Recreation Fund	Professional Services	U of M Golf-CC	Driving Range Use	28.00
					Professional Services Total:	9,739.08
83301	09/29/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Construction Restroom Rentals	951.25
83301	09/29/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Construction Restroom Rentals	100.00
					Rental Total:	1,051.25
0	09/29/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	1,951.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	1,951.27
83317	09/29/2016	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	402.35
					Telephone Total:	402.35
0	09/29/2016	Recreation Fund	Training	ANCA-CC	Nature Center Administrators Summe	495.00
					Training Total:	495.00
0	09/29/2016	Recreation Fund	Transportation	Emily Dyson	Mileage Reimbursement	36.18
0	09/29/2016	Recreation Fund	Transportation	Emily Dyson	Mileage Reimbursement	32.40
					Transportation Total:	68.58
83269	09/29/2016	Recreation Fund	Utilities	Comcast	Business Services	240.06
83269	09/29/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
83269	09/29/2016	Recreation Fund	Utilities	Comcast	Business Services	252.81
0	09/22/2016	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	995.01
0	09/22/2016	Recreation Fund	Utilities	Xcel Energy	Skating Center	11,443.21
0	09/29/2016	Recreation Fund	Utilities	Xcel Energy	Park Shelters	995.01
					Utilities Total:	14,161.16
					Fund Total:	72,141.75
0	09/29/2016	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	5,412.55
					Employer Insurance Total:	5,412.55
83220	09/22/2016	Risk Management	Fire Department Claims	SFM	Work Comp. Administration	421.55
83220	09/22/2016	Risk Management	Fire Department Claims	SFM	Work Comp. Administration	722.27
					Fire Department Claims Total:	1,143.82
83287	09/29/2016	Risk Management	Insurance	Maguire Agency	Crime Bond	3,000.00
					Insurance Total:	3,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83220	09/22/2016	Risk Management	Police Patrol Claims	SFM	Work Comp. Administration	622.73
					Police Patrol Claims Total:	622.73
83220	09/22/2016	Risk Management	Professional Services	SFM	Work Comp. Administration	80.00
					Professional Services Total:	80.00
					Fund Total:	10,259.10
83244	09/29/2016	Sanitary Sewer	Accounts Payable	GLYNN & CRISTIN MURPHY	Refund Check	0.26
					Accounts Payable Total:	0.26
0	09/29/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	1,323.87
					Federal Income Tax Total:	1,323.87
0	09/29/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	779.42
0	09/29/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare Ei	182.27
					FICA Employee Ded. Total:	961.69
0	09/29/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare Ei	182.27
0	09/29/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	779.42
					FICA Employers Share Total:	961.69
83307	09/29/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	44.88
					HSA Employee Total:	44.88
0	09/29/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	26.25
					ICMA Def Comp Total:	26.25
83284	09/29/2016	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	71.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	71.83
83284	09/29/2016	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	23.39
					Life Ins. Employer Total:	23.39
83284	09/29/2016	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	65.91
					Long Term Disability Total:	65.91
83297	09/29/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	1,021.36
					Medical Ins Employee Total:	1,021.36
83297	09/29/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	2,707.09
					Medical Ins Employer Total:	2,707.09
0	09/29/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	130.73
					MN State Retirement Total:	130.73
0	09/29/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	84.58
					MNDCP Def Comp Total:	84.58
0	09/30/2016	Sanitary Sewer	Operating Supplies	AutoZone-CC	Vent Stick	6.94
0	09/29/2016	Sanitary Sewer	Operating Supplies	ESS Brothers & Sons, Inc.	Supplies	755.00
83192	09/22/2016	Sanitary Sewer	Operating Supplies	Fra-Dor Inc.	Received Loads	80.00
0	09/30/2016	Sanitary Sewer	Operating Supplies	Menards-CC	Railroad Pick, Shovel	186.79
0	09/29/2016	Sanitary Sewer	Operating Supplies	Metal Supermarkets-CC	Metal	5.00
0	09/29/2016	Sanitary Sewer	Operating Supplies	North Hgts Hardware Hank-CC	Plug	10.69
0	09/30/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Luger	19.99
0	09/30/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Staples	5.99
0	09/30/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Batteries	38.54
0	09/30/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Seed	17.99
0	09/30/2016	Sanitary Sewer	Operating Supplies	Verizon-CC	Phone Supplies	52.20
					Operating Supplies Total:	1,179.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	849.90
					PERA Employee Ded Total:	849.90
0	09/29/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	849.90
0	09/29/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	130.73
					PERA Employer Share Total:	980.63
83211	09/22/2016	Sanitary Sewer	Postage	Postmaster	Water Billing Postage-Acct: 2437	2,000.00
					Postage Total:	2,000.00
0	09/22/2016	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Utility Bill Processing, Mailing	350.66
83219	09/22/2016	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
					Professional Services Total:	1,045.10
0	09/29/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	550.82
					State Income Tax Total:	550.82
0	09/30/2016	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	52.00
83317	09/29/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones Acct: 771707201	79.98
					Telephone Total:	131.98
0	09/22/2016	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	3,217.38
					Utilities Total:	3,217.38
83259	09/29/2016	Sanitary Sewer	Wagner Lift Station	Bolton & Menk, Inc.	Wagner Sanitary Sewer Lift Station	285.00
					Wagner Lift Station Total:	285.00
					Fund Total:	17,663.47
0	09/29/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	108.82



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	108.82
0	09/29/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	13.84
0	09/29/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	59.14
					FICA Employee Ded. Total:	72.98
0	09/29/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	13.84
0	09/29/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	59.14
					FICA Employers Share Total:	72.98
83284	09/29/2016	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	1.44
					Life Ins. Employer Total:	1.44
83284	09/29/2016	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	4.87
					Long Term Disability Total:	4.87
0	09/29/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	9.00
					MN State Retirement Total:	9.00
0	09/29/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	58.45
					PERA Employee Ded Total:	58.45
0	09/29/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	9.00
0	09/29/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	58.45
					PERA Employer Share Total:	67.45
0	09/29/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	48.94
					State Income Tax Total:	48.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	444.93
83244	09/29/2016	Storm Drainage	Accounts Payable	GLYNN & CRISTIN MURPHY	Refund Check	0.02
					Accounts Payable Total:	0.02
83195	09/22/2016	Storm Drainage	Contract Maintenance	Gary Carlson Equipment, Corp.	Diaphragm Pump, Suction Threaded	73.00
					Contract Maintenance Total:	73.00
83282	09/29/2016	Storm Drainage	Contractor Payments	Land Logic, Inc.	Drainage Improvements-Corpus Christi	5,621.84
					Contractor Payments Total:	5,621.84
0	09/29/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	1,216.75
					Federal Income Tax Total:	1,216.75
0	09/29/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	660.48
0	09/29/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	154.42
					FICA Employee Ded. Total:	814.90
0	09/29/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	154.42
0	09/29/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	660.48
					FICA Employers Share Total:	814.90
83307	09/29/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	50.64
					HSA Employee Total:	50.64
0	09/29/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	48.13
					ICMA Def Comp Total:	48.13
83284	09/29/2016	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	43.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	43.88
83284	09/29/2016	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	19.07
					Life Ins. Employer Total:	19.07
83284	09/29/2016	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	52.32
					Long Term Disability Total:	52.32
83297	09/29/2016	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	219.14
					Medical Ins Employee Total:	219.14
83297	09/29/2016	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	1,599.15
					Medical Ins Employer Total:	1,599.15
0	09/29/2016	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.09.2016 Minnesota E	42.85
					Minnesota Benefit Ded Total:	42.85
0	09/29/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	105.65
					MN State Retirement Total:	105.65
0	09/29/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	60.17
					MNDCP Def Comp Total:	60.17
0	09/29/2016	Storm Drainage	Operating Supplies	Certified Laboratories-CC	Supplies	199.46
83270	09/29/2016	Storm Drainage	Operating Supplies	Commercial Asphalt Co	Dura Drive	89.70
0	09/29/2016	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.	Supplies	369.00
83192	09/22/2016	Storm Drainage	Operating Supplies	Fra-Dor Inc.	Received Loads	496.00
83197	09/22/2016	Storm Drainage	Operating Supplies	Gertens Greenhouses	Nursery Supplies	90.00
0	09/29/2016	Storm Drainage	Operating Supplies	Grainger-CC	Cable Ties	12.84
0	09/29/2016	Storm Drainage	Operating Supplies	Menards-CC	Safety Fence	100.04
0	09/30/2016	Storm Drainage	Operating Supplies	Menards-CC	Safety Fence, Bolts	139.25
0	09/29/2016	Storm Drainage	Operating Supplies	North Hgts Hardware Hank-CC	Masonry Brush	23.55
0	09/22/2016	Storm Drainage	Operating Supplies	Ramy Turf Products	Turf Supplies	614.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83215	09/22/2016	Storm Drainage	Operating Supplies	Rehbeins Black Dirt	Pulverized Black Dirt	177.00
0	09/29/2016	Storm Drainage	Operating Supplies	Suburban Ace Hardware-CC	Cable Ties	64.23
0	09/29/2016	Storm Drainage	Operating Supplies	Suburban Ace Hardware-CC	Cleaning Supplies	19.26
0	09/30/2016	Storm Drainage	Operating Supplies	Vasco, Inc-CC	No Receipt-T. Angell	137.00
0	09/30/2016	Storm Drainage	Operating Supplies	Walmart-CC	Supplies	20.84
Operating Supplies Total:						2,552.17
0	09/29/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	686.89
PERA Employee Ded Total:						686.89
0	09/29/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	105.65
0	09/29/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	686.89
PERA Employer Share Total:						792.54
83211	09/22/2016	Storm Drainage	Postage	Postmaster	Water Billing Postage-Acct: 2437	2,000.00
Postage Total:						2,000.00
0	09/22/2016	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Utility Bill Processing, Mailing	422.68
0	09/22/2016	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Utility Bill Processing, Mailing	350.67
83219	09/22/2016	Storm Drainage	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
Professional Services Total:						1,467.79
0	09/29/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	485.70
State Income Tax Total:						485.70
Fund Total:						18,767.50
83185	09/22/2016	Street Construction	Contractor Payments	Bluhm Brothers Landscaping, Inc.	Grade, Soil Installation-2210 Milton S	2,400.00
0	09/30/2016	Street Construction	Contractor Payments	Home Depot- CC	Mulch	35.67
Contractor Payments Total:						2,435.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	2,435.67
83286	09/29/2016	Telecommunications	Conferences	MAGC	Fall Conference Registration-Curti	100.00
					Conferences Total:	100.00
0	09/29/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	556.35
					Federal Income Tax Total:	556.35
0	09/29/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	435.39
0	09/29/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	101.83
					FICA Employee Ded. Total:	537.22
0	09/29/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	101.83
0	09/29/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	435.39
					FICA Employers Share Total:	537.22
83307	09/29/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	8.92
					HSA Employee Total:	8.92
83284	09/29/2016	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	31.50
					Life Ins. Employee Total:	31.50
83284	09/29/2016	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	10.56
					Life Ins. Employer Total:	10.56
83284	09/29/2016	Telecommunications	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	37.33
					Long Term Disability Total:	37.33
83297	09/29/2016	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	283.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	283.44
83297	09/29/2016	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	801.53
					Medical Ins Employer Total:	801.53
0	09/29/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	70.35
					MN State Retirement Total:	70.35
0	09/29/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	389.77
					MNDCP Def Comp Total:	389.77
0	09/29/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	457.41
					PERA Employee Ded Total:	457.41
0	09/29/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	70.35
0	09/29/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	457.41
					PERA Employer Share Total:	527.76
83258	09/29/2016	Telecommunications	Printing	Bolger Inc.	Sept/Oct City News	4,272.24
					Printing Total:	4,272.24
83257	09/29/2016	Telecommunications	Professional Services	AVI Systems, Inc.	Programming Service	692.73
83275	09/29/2016	Telecommunications	Professional Services	Granicus, Inc.	Citizen Participation Monthly Manag	1,200.00
0	09/22/2016	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services-Aug.	1,433.19
					Professional Services Total:	3,325.92
0	09/29/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	246.41
					State Income Tax Total:	246.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						12,193.93
0	09/30/2016	Telephone	CAP - Capital Equip Recovery	Amazon.com- CC	Cisco Phones Expansion Modules	464.82
CAP - Capital Equip Recovery Total:						464.82
83265	09/29/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink Communications	Telephone	14.72
83187	09/22/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.80
83187	09/22/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.40
83187	09/22/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	206.18
83187	09/22/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
83187	09/22/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
83264	09/29/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.54
83264	09/29/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.38
83200	09/22/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	353.98
PSTN-PRI Access/DID Allocation Total:						1,125.10
Fund Total:						1,589.92
83260	09/29/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Braun Intertec Corporation	35W & Cleveland Ave Interchange	355.50
0	09/22/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Forest Lake Contracting, Inc.	35W/Cleveland Interchange	84,474.02
Twin Lakes I-35W Ramp Total:						84,829.52
Fund Total:						84,829.52
83240	09/29/2016	Water Fund	Accounts Payable	TERESE ANDERSON	Refund Check	7.94
83241	09/29/2016	Water Fund	Accounts Payable	ANN BERRY	Refund Check	130.84
83193	09/22/2016	Water Fund	Accounts Payable	MATTHEW FRANK	Refund Check	97.79
83229	09/29/2016	Water Fund	Accounts Payable	JENNIFER GARUBANDA	Refund Check	126.13
83230	09/29/2016	Water Fund	Accounts Payable	BRIAN GEORGE	Refund Check	69.91
83231	09/29/2016	Water Fund	Accounts Payable	ROY GRIEDER	Refund Check	10.84
83232	09/29/2016	Water Fund	Accounts Payable	BILL JACQMEIN	Refund Check	119.20
83233	09/29/2016	Water Fund	Accounts Payable	KEATS ROSEVILLE LLC	Refund Check	214.84
83234	09/29/2016	Water Fund	Accounts Payable	ROBERT LIDFORS	Refund Check	105.32
83235	09/29/2016	Water Fund	Accounts Payable	MARTY MARTIN	Refund Check	53.22
83242	09/29/2016	Water Fund	Accounts Payable	MARTY MARTIN	Refund Check	21.78
83205	09/22/2016	Water Fund	Accounts Payable	GARY & MARY MOEN	Refund Check	360.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83206	09/22/2016	Water Fund	Accounts Payable	MPS HOMES	Refund Check	202.02
83244	09/29/2016	Water Fund	Accounts Payable	GLYNN & CRISTIN MURPHY	Refund Check	24.89
83243	09/29/2016	Water Fund	Accounts Payable	GLYNN & CRISTIN MURPHY	Refund Check	75.00
83207	09/22/2016	Water Fund	Accounts Payable	JEFF NEILSON	Refund Check	137.22
83245	09/29/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	6.66
83246	09/29/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	53.19
83248	09/29/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	10.26
83249	09/29/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	5.16
83250	09/29/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	3.66
83247	09/29/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	12.66
83236	09/29/2016	Water Fund	Accounts Payable	NANCY PALM	Refund Check	35.09
83209	09/22/2016	Water Fund	Accounts Payable	DORIEE PAPANHEIM	Refund Check	35.03
83218	09/22/2016	Water Fund	Accounts Payable	SAGES PROSPERO MANAGEMI	Refund Check	98.97
83237	09/29/2016	Water Fund	Accounts Payable	PAUL & JESSICA SCHMITT	Refund Check	94.90
83223	09/22/2016	Water Fund	Accounts Payable	BARRY STAR	Refund Check	104.28
83225	09/22/2016	Water Fund	Accounts Payable	KRISIT SWARTHWOOD	Refund Check	139.31
83238	09/29/2016	Water Fund	Accounts Payable	JANET TSCHIDA	Refund Check	34.89
83251	09/29/2016	Water Fund	Accounts Payable	GERALD WHEELER	Refund Check	114.64
83239	09/29/2016	Water Fund	Accounts Payable	CHRISTOPHER WHITE	Refund Check	144.65
Accounts Payable Total:						2,651.00
83323	09/29/2016	Water Fund	Construction Contracts	Pat Weber	Asbestos Test Results Reimbursement	55.00
Construction Contracts Total:						55.00
0	09/29/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Federal Incc	1,908.75
Federal Income Tax Total:						1,908.75
0	09/29/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	1,166.78
0	09/29/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	272.88
FICA Employee Ded. Total:						1,439.66
0	09/29/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 Medicare E	272.88
0	09/29/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.09.2016 FICA Empl	1,166.78
FICA Employers Share Total:						1,439.66
83307	09/29/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.09.2016 HSA Empl	106.90



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	106.90
0	09/29/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.09.2016 ICMA Defe	48.75
					ICMA Def Comp Total:	48.75
83284	09/29/2016	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium-Acct: 04160	174.34
					Life Ins. Employee Total:	174.34
83284	09/29/2016	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium-Acct: 04160	44.21
					Life Ins. Employer Total:	44.21
83284	09/29/2016	Water Fund	Long Term Disability	LINA	Life Insurance Premium-Acct: 04160	75.18
					Long Term Disability Total:	75.18
83297	09/29/2016	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept. 2016	750.61
					Medical Ins Employee Total:	750.61
83297	09/29/2016	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Sept. 2016	3,305.92
					Medical Ins Employer Total:	3,305.92
0	09/29/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.09.2016 Post Emplo	187.11
					MN State Retirement Total:	187.11
0	09/29/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.09.2016 MNDCP De	137.11
					MNDCP Def Comp Total:	137.11
83270	09/29/2016	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	174.25
0	09/29/2016	Water Fund	Operating Supplies	Fastenal-CC	Supplies	9.98
83192	09/22/2016	Water Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	35.00
83295	09/29/2016	Water Fund	Operating Supplies	Murkowski Properties Inc	Dump Fee	177.20
83295	09/29/2016	Water Fund	Operating Supplies	Murkowski Properties Inc	Dump Fee	121.20
0	09/30/2016	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Tape. Lube	31.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/29/2016	Water Fund	Operating Supplies	UPS Store- CC	Shipping Charges	59.64
					Operating Supplies Total:	608.81
0	09/29/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	1,216.00
					PERA Employee Ded Total:	1,216.00
0	09/29/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera Emplo	1,216.00
0	09/29/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.09.2016 Pera additio	187.11
					PERA Employer Share Total:	1,403.11
83211	09/22/2016	Water Fund	Postage	Postmaster	Water Billing Postage-Acct: 2437	2,000.00
					Postage Total:	2,000.00
0	09/22/2016	Water Fund	Professional Services	Ecoenvelopes, LLC	Utility Bill Processing, Mailing	350.67
83219	09/22/2016	Water Fund	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.45
0	09/22/2016	Water Fund	Professional Services	SEH	CSWMP Update	2,959.76
83227	09/22/2016	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-August Samples	480.00
					Professional Services Total:	4,484.88
83308	09/29/2016	Water Fund	Rental	Q3 Contracting, Inc.	Sign, Barrel Rental	897.50
					Rental Total:	897.50
0	09/29/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.09.2016 State Incom	789.40
					State Income Tax Total:	789.40
83317	09/29/2016	Water Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	347.68
					Telephone Total:	347.68
0	09/22/2016	Water Fund	Utilities	Xcel Energy	2501 Fairview/Water Tower	4,910.78
					Utilities Total:	4,910.78
0	09/22/2016	Water Fund	Water Meters	General Industrial Supply Co.	Hooded Protective Coveralls	69.47

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Water Meters Total:	69.47
					Fund Total:	29,051.83
					Report Total:	895,012.15



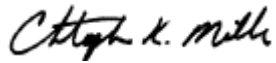
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 10/10/2016

Item No.: 8.b

Department Approval

City Manager Approval



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

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 Emily Larson  
7 Elements Massge  
8 2100 Snelling Ave N, #66B  
9 Roseville, MN 55113

10  
11 **Massage Therapy Establishment License**

12 Knead A Massage  
13 1961 Rice Street N  
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 Licenses.

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 Therapy Establishment License Application

[X] New License [ ] Renewal

For License Year Ending June 30, 2017

Business Name Knead A Massage

Business Address 1761 Rice Street N, Roseville, MN 55113

Business Phone

Email Address

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) HU XIAOFANG
(Last) (First) (Middle)

Home Address

Telephone

Date of Birth (mm/dd/yyyy)

Driver's License Number

Ethnicity:

Sex:

Have you ever used or been known by any name other than the legal name given above?
[ ] Yes [X] No If Yes, List each full name along with dates and places where used.

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?

[ ] Yes [X] No

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all 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. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature [Handwritten Signature]

Date 10/4/2016

License Fee is \$300.00
Additional \$150 background check fee for all first-time applicants
Make checks payable to: City of Roseville



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

### Massage Therapist License

New License       Renewal

For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print) Larson Emily Ann

2. Home Address \_\_\_\_\_

3. Telephone \_\_\_\_\_

4. Date of Birth (mm / dd / yy) \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Driver's License Number \_\_\_\_\_

7. Ethnicity: \_\_\_\_\_

8. Sex: \_\_\_\_\_

9. Have you ever used or been known by any name other than the legal name given in number 1 above?  
 Yes       No      If Yes, List each full name along with dates and places where used.  
Emily Ann Schmidt

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:  
Elements Massage 2600 Snelling Ave. N. #66B Roseville, MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?  
 Yes \_\_\_\_\_  No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.  
 Yes       No       N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature  Date 9-21-16

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 (prorated quarterly)**  
**Make checks payable to: City of Roseville**

## CHAPTER 309

### MASSAGE THERAPY ESTABLISHMENTS

#### SECTION:

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

#### **309.01: DEFINITIONS:**

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

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

**MASSAGE THERAPIST:** A person who practices massage therapy.

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

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

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

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

#### **309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:**

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



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

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

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

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

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

(3) Hygiene.

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

**309.05: REVOCATION OR SUSPENSION OF LICENSE:**

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

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

**309.06: RESTRICTIONS AND REGULATIONS:**

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

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

**309.07: VIOLATIONS, PENALTY:**

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



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

Date: 10/10/2016  
Item No.: 8.c

Department Approval

City Manager Approval

*Christopher K. Mills*

*Samuel 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>
IT	Hewlett Packard	Maintenance Agreement: SAN	(a)	\$100,000.00	\$ 6,425.52	Budget
Streets	Compass Materials	Road Salt	(b)	89,000.00	48,715.00	Budget

Comments/Description:

- a) Annual maintenance agreement for the City's Storage Area Network (SAN) devices. The budgeted amount represents the annual budget amount for contractual maintenance.
- b) Purchased off the State Bid Contract.

Sale of Surplus Vehicles or Equipment

City Staff have identified surplus vehicles and equipment that have been replaced 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.

**STAFF RECOMMENDATION**

Staff recommends the City Council approve the submitted purchases or contracts for service and, if

26 applicable, authorize the trade-in/sale of surplus items.

27 **REQUESTED COUNCIL ACTION**

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

30

31

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

32

**City of Roseville**

Updated September 30, 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	82,865	(5,025)
<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	7,977	2,523
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	33,740	(15,660)
Tactical Gear	1/11/2016	10,800	11,330	11,463	(133)
Crime Scene Equipment		-	4,000	-	4,000
Radio Equipment	9/12/2016	10,786	15,500	-	15,500
Office Equipment	2/8/2016	5,390	9,225	-	9,225
Office Furniture	9/12/2016	5,514	8,400	525	7,875
Kitchen Items		-	4,635	3,463	1,172
<b>Fire</b>					
SCBA's		-	350,000	264,770	85,230
Training Equipment		-	3,000	-	3,000
Air Monitoring Equipment		-	5,000	-	5,000
Other Equipment		-	-	9,134	(9,134)
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	-	142,116	(142,116)

**City of Roseville**

Updated September 30, 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	34,038	40,962
City Hall Entrance Walkway Improvements		-	15,000	-	15,000
Card Access System Replacement		-	40,000	36,907	3,093
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	49,854	41,896
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	179,804	20,196
Natural Resources		-	50,000	-	50,000
<b>Street Improvements</b>					
Improvements	Various	180,000	2,100,000	1,876,521	223,479
<b>Street Lighting</b>					
Improvements		-	25,000	-	25,000
<b>Pathways (Existing)</b>					
Improvements		-	180,000	74,396	105,604
<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	6,581	(5,581)
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
<b>Community Development</b>					
Computer Replacements		-	4,300	1,622	2,678
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 September 30, 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	688,614	211,386
Other Equipment		-	-	57,056	(57,056)
<b>Sanitary Sewer</b>					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	(3,161)	403,161
Sewer Main Repairs		-	1,000,000	1,262,089	(262,089)
I & I Reduction		-	100,000	-	100,000
<b>Storm Sewer</b>					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	263,694	36,306
Storm Sewer Replacement/Rehabilitation	3/14/2016	44,000	400,000	883,382	(483,382)
<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	\$6,481,067	\$1,776,653



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

Date: October 10, 2016  
Item No.:8.d

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Department Approval



City Manager Approval



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Item Description: Authorization of Joint Fuel Purchase for City Fleet

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1 **BACKGROUND**

2 The city has been participating for several years with local, regional, and state agencies in the  
3 joint bidding of fleet fuel to lock in a stable price to minimize budget uncertainty. We feel it is  
4 best to once again bid jointly with these agencies and lock in a price for 2017 gasoline and diesel  
5 fuel purchases.

6 Because we will be locked into this contract if we commit to participate, we recommend the  
7 Council authorize this joint bidding. Over the past 5 years we estimate we have saved  
8 approximately 4-5% over what would have been paid on the open, "spot," market. We feel we  
9 again have the potential to save on fuel purchases by committing to this contract. No one can  
10 predict with any certainty what the fuel market may ultimately do next year. There is some risk  
11 that the price on the open market could be more favorable. If we commit to participating again  
12 for 2017, we will be locked in to this contract.

13 However, locking into a fixed fuel price removes the volatility of the open market from our fuel  
14 purchases and allows us to manage our budget much more effectively over the course of the year.  
15 After locking in a price the only volatility left is how much fuel we use which of course can vary  
16 substantially depending on snow and storm events.

17 The average fuel consumption over the past full 5 years is about 70,500 gallons of unleaded fuel  
18 and 30,000 gallons of diesel fuel. We recommend contracting for 60,000 gallons of unleaded fuel  
19 and 24,000 gallons of diesel fuel.

20 The city purchases many items and supplies from joint purchasing contracts. We have been a  
21 member of the State of Minnesota Department of Administration Cooperative Purchasing  
22 Venture program for many years. These purchases have saved the city thousands of dollars over  
23 the years due to the volume of these contracts.

24 **POLICY OBJECTIVE**

25 Staff seeks to find the most cost effective purchasing opportunities to meet budgetary objectives.  
26 Many purchasing options are subject to market volatility. We use the best information we are  
27 able to obtain and consider historical fluctuations in the market to recommend purchasing  
28 authorizations. All purchasing must comply with statutory requirements.

29 **FINANCIAL IMPLICATIONS**

30 We are anticipating that participation in this fuel bid will be our best opportunity to ensure stable  
31 fuel pricing for 2017 fleet fuel purchases. The proposed 2017 budget for fuel is \$291,700. The  
32 combined budget for fuel in 2016 was \$319,375. Fuel purchases are funded in each individual  
33 department budget.

34 **STAFF RECOMMENDATION**

35 Staff recommends continuation of our participation in this cooperative purchasing venture.

36 **REQUESTED COUNCIL ACTION**

37 Motion approving participation in joint purchase of fleet fuel for 2017 as part of the State of  
38 Minnesota contract.

39

Prepared by: Marc Culver, Public Works Director

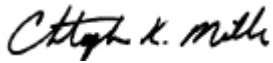
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 10/10/2016

Item No.: 8.e

Department Approval

City Manager Approval



Item Description: Issuance of a 1-4 Day Temporary On-Sale Liquor License.

**BACKGROUND**

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

**1-4 Day Temporary On-Sale Liquor License**

Bent Brewstillery  
1744 Terrace Drive  
Roseville, MN 55113

Bent Brewstillery will be hosting an event on Oct 27-29 at Bent Brewstillery, which will entail selling spirits on site. They currently hold a microdistillery off-sale license which will allow them to supply for their event.

Per state code 340a.404 subdivision 10 (c) The governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the requirements of section 340A.409, subdivisions 1 to 3a, shall apply to the license.

Bent Brewstillery has met the other requirements within the state code.

**POLICY OBJECTIVE**

Required by City Code

**FINANCIAL IMPACTS**

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

**STAFF RECOMMENDATION**

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

29 **REQUESTED COUNCIL ACTION**

30 Motion to approve the Temporary Liquor License application.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number
Bent Brewstillery	Jun 11, 2011	45-2650832

Address	City	State	Zip Code
1744 Terrace Dr	Roseville	Minnesota	55113

Name of person making application	Business phone	Home phone
Bartley Blume	651-233-3843	

Date(s) of event	Type of organization
10/27/16-10/29/16	<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Bartley Blume	Roseville	Minnesota	55113

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.  
 Bent Brewstillery

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Scottsdale Insurance Company  
 Aggregate Limit \$2,000,000  
 Each Common \$1,000,000

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

\_\_\_\_\_  
 City or County approving the license

\_\_\_\_\_  
 Date Approved

\_\_\_\_\_  
 Fee Amount

\_\_\_\_\_  
 Permit Date

\_\_\_\_\_  
 Date Fee Paid

\_\_\_\_\_  
 City or County E-mail Address

\_\_\_\_\_  
 City or County Phone Number

\_\_\_\_\_  
 Signature City Clerk or County Official

\_\_\_\_\_  
 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT  
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**





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

Date: October 10, 2016  
Item No.: 11.a

Department Approval

City Manager Approval



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Item Description: Human Right Commission Meeting with the City Council

---

1 **BACKGROUND**

2 Each year, the Human Rights Commission meets with the City Council to review activities and  
3 accomplishments and to discuss the upcoming year’s work plan that may be considered.

4 **ACTIVITIES/ACCOMPLISHMENTS**

- 5
- 6 • Sponsored middle school Essay Contest – 113 students participated
  - 7 • Hosted Naturalization Ceremony – 26 new citizens from 12 countries
  - 8 • Collaborated with Advocates for Human Rights, Karen Organization of Minnesota and  
9 the Community Engagement Commission in outreach activities into the Karen  
10 community
  - 11 • Co-sponsored film fest with Shoreview Human Rights Commission and the Roseville  
12 Library to highlight the 19<sup>th</sup> amendment and Women’s Right to Vote
  - 13 • Participated in Rose Parade
  - 14 • Helped with the planning of Imagine Roseville Community Conversation
  - 15 • Received applications and will be awarding the Human Rights Award
  - 16 • Appointed the second Youth Commissioner. Youth Commissioners have:
    - 17 ○ Organized and hosted a Youth Summer Book Read of the book *Arab in America*  
18 at the Roseville Library
    - 19 ○ Worked with the Roseville Review to do a story about hidden disabilities
    - 20 ○ Established a Teens for Human Rights at RAHS
  - 21 • Four new commissioners were appointed

22 **WORK PLAN ITEMS FOR 2016-2017**

- 23
- 24 • Planning two mental health forums discussing elder mental health
  - 25 • Co-hosting “Race: The Power of Illusion, a three-part video series with the Roseville  
26 Library
  - 27 • Seek ways to coordinate efforts/collaborate with the Teens for Human Rights at RAHS
  - 28 • Explore feasibility/ideas to sponsor a cultural festival
  - 29 • Continue to be involved in planning of Imagine Roseville events

**Prepared by: Carolyn Curti, Staff Liaison**

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

Date: October 10, 2016  
Item No.: 12.a

Department Approval



City Manager Approval



---

Item Description: Public Improvement Hearing for Wheeler Street Closure Project

---

1 **BACKGROUND**

2 On September 12, 2016, the City Council received the feasibility report for the Wheeler Street  
3 Closure Project and ordered a public hearing to be held on October 10, 2016. Prior to opening  
4 this public hearing, staff will present general information regarding the improvements and  
5 assessments that apply to this project.

6 In May 2011, the City received a petition from residents requesting a study of the permanent  
7 closure of Wheeler Street at County Road D. The major reason for the request was that during  
8 peak traffic times, traffic on Fairview Avenue backs up at County Road D and traffic cuts  
9 through Wheeler Street and Shorewood Lane to bypass the backups. Also requested was  
10 consideration of a temporary closure during the construction phase of the Presbyterian Homes  
11 project in Arden Hills. In September of 2011, the City Council approved a temporary closure  
12 until the Presbyterian Homes project was completed, which was estimated to be sometime in  
13 2015.

14 In September 2012, the City received a petition from the neighborhood for a permanent closure.  
15 An information meeting was held on March 7, 2013 to discuss the permanent closure and to get  
16 feedback from residents. It was at this meeting that this project was incorporated into the City's  
17 Traffic Management Program (TMP).

18 In September of 2015 a neighborhood meeting was held to give an update on the project and to  
19 discuss closure options.

20 Staff worked with the City of Arden Hills and the Developer for Presbyterian Homes for the  
21 reconstruction of County Road D. This work will be completed and paid for by the Developer  
22 with new curb and gutter at no cost to the City of Roseville. Construction is scheduled to begin  
23 October 10.

24 As part of the reconstruction, Wheeler Street will be closed. The City of Roseville will only be  
25 responsible for a portion of the road closure costs related to a driveway relocation. The cost for  
26 the TMP was set at the estimated cost of \$23,800 for the driveway relocation. According to the  
27 TMP policy, benefitting property owners of the road closure would be assessed 75% of the City  
28 portion of the project costs. This is estimated to be \$425/parcel.

29 On August 2, 2016 staff sent out an update of the project with a survey to see if the  
30 neighborhood wanted the road closed and would be willing to pay an estimated \$425/lot. The  
31 survey was sent to 42 property owners. 38 responded that they wanted the road closed and were  
32 willing to pay the estimated assessed amount, three (3) indicated they wanted the road to remain

33 open and one did not respond. Since 90% (38/42) support the project to permanently close  
34 Wheeler Street at County Road D, the required support requirement of at least 65% is met.  
35 Further, staff has studied the temporary closure and the closure has reduced traffic during peak  
36 times, resulting in less traffic in the neighborhood.

37 **POLICY OBJECTIVE**

38 The feasibility report, as approved by the City Council on September 12<sup>th</sup>, details the proposed  
39 design, neighborhood impact, estimated cost and proposed funding for the construction of these  
40 public improvements. For Traffic Management Program projects, it is the City’s policy to assess  
41 75% of the cost of the project to benefitting property owners. The remaining costs would be paid  
42 by the City of Roseville.

43 Assuming this project is completed by August of 2017, the final assessment amount would be  
44 determined following a thorough review of the proposed assessments by the Council at an  
45 assessment hearing in the fall of 2017. These assessments can either be paid up front in the fall  
46 of 2017, or be put against taxes payable in 2018 for 5 years at approximately 5.5% (rate set at  
47 time of hearing).

48 If the Council approves the project as proposed, staff will work with the Developer who is  
49 reconstructing County Road D to close Wheeler Street as part of that project. Since the majority  
50 of the work involved with the closure and only the driveway relocation work is being assessed,  
51 staff recommends that the Council approve the plans and specification for this portion of the  
52 project at this time and authorize staff to solicit bids for the construction work. After receiving  
53 bids, we will review them in accordance with the budgeted amounts for this project and bring an  
54 award recommendation to the City Council.

55 This project is following a more compressed schedule than normally followed for the required  
56 special assessment actions as required by State Law. This is due to the fact that much of the  
57 design effort and cost estimates were performed under the Traffic Management Program  
58 sequence of events. Therefore, it is appropriate for the Council to order the improvements and  
59 preparation of plans and specifications at the same meeting as the Council also approves said  
60 plans and specifications and authorizes the advertisement for bids.

61 **FINANCIAL IMPACTS**

62 This project has financial implications for the city including the following:

- 63 1. Assessments levied in accordance with the City’s assessment policy.
- 64 2. The remaining project costs to be covered by the City

65 The following is a summary of the preliminary estimated costs and financing for the Wheeler  
66 Street Closure;

	Estimated cost	Assessments	Street Infrastructure Fund
Wheeler Street Closure	\$23,800	\$17,850	\$5,950

67 **STAFF RECOMMENDATION**

68 Staff recommends that the City Council order these proposed public improvements.

69

70 **REQUESTED COUNCIL ACTION**

- 71 1. Per Attachment A, conduct a Public Hearing to consider whether public improvements  
72 should be constructed.
- 73 2. Approve a resolution ordering the improvement and preparation of plans and  
74 specifications for Wheeler Street Closure.
- 75 3. Approve a resolution approving plans and specifications for Wheeler Street Closure and  
76 authorizing advertisement for bid.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer  
Attachments: A: Public Hearing Agenda  
B: Resolution ordering improvement  
C: Resolution advertisement for bid  
D: Feasibility Report

**AGENDA FOR PUBLIC IMPROVEMENT HEARING  
Wheeler Street Closure**

- 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."

"This project was initiated as a result of a neighborhood petition. For petitioned projects by more than 35% of affected property owners, for the project to be ordered a majority or 3/5 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: P-13-08 Wheeler Street Closure

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 September 20 and September 27, 2016. Mailed notices were sent on September 23, 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 five 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 10th of October, 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  
WHEELER STREET CLOSURE**

8  
9  
10  
11  
12  
13  
14  
15 WHEREAS, a resolution of the City Council of Roseville adopted September 12, 2016,  
16 received the feasibility report and fixed a date for a Council hearing on the proposed  
17 improvement of Wheeler Street Closure, 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 October 10, 2016, at which  
21 all persons desiring to be heard were given an opportunity to be heard thereon,  
22

23 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
24 ROSEVILLE, MINNESOTA, as follows:

- 25  
26 1. Such improvement is necessary, cost-effective, and feasible as detailed in the  
27 feasibility report.  
28 2. Such improvement is hereby ordered as proposed in the Council resolution  
29 adopted September 12, 2016.  
30 3. The City Engineer shall prepare plans and specifications for the making of such  
31 improvement.  
32

33 The motion for the adoption of the foregoing resolution was duly seconded by Member  
34 and upon a vote being taken thereon, the following voted in favor thereof:  
35 ; and and the following voted against the same: .  
36

37 WHEREUPON said resolution was declared duly passed and adopted.





**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 of  
2 Roseville, County of Ramsey, Minnesota, was duly held on 10<sup>th</sup> day of October, 2016, at 6:00 p.m.

3  
4 The following members were present: ; and and the following members were absent: .

5  
6 Member introduced the following resolution and moved its adoption:

**RESOLUTION NO.**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS FOR  
WHEELER STREET CLOSURE**

7  
8  
9  
10  
11  
12  
13  
14  
15 WHEREAS, pursuant to resolution passed by the City Council, the City Engineer has prepared plans and  
16 specifications for City Project No. P-13-08, Wheeler Street Closure;

17  
18 THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

- 19  
20 1. Such plans and specifications, copies of which are attached hereto, and made a part hereof, are  
21 hereby approved.  
22  
23 2. The City Manager shall prepare and cause to be inserted in the *Roseville Review*, the official  
24 newspaper, and on the City’s website and on an industry website, an advertisement for bids upon  
25 the making of such approved plans and specifications. The advertisement for bids for City  
26 Project P-13-08 Wheeler Street Closure, shall be published as required by law, shall specify the  
27 work to be done, shall call the bids on the basis of cash payment for such work, shall state the  
28 date and time that the bids will be received by the City Engineer at which time they will be  
29 publicly opened and subsequently be considered by the Council; and that no bids will be  
30 considered unless sealed and filed and accompanied by a cash deposit, certified check or bid  
31 bond payable to the City of Roseville for ten percent of the amount of such bid.  
32

33 The motion was duly seconded by Member and upon vote being taken thereon, the following voted in  
34 favor thereof: ; and and the following voted against: .

35  
36 WHEREUPON said resolution was declared duly passed and adopted.





Public Works  
Engineering Department

**Feasibility Report**

**Project 13-08**

**Wheeler Street Closure**

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

**WHEELER STREET CLOSURE  
FEASIBILITY REPORT  
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September 12, 2016

City Council  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

RE: PROJECT 13-08, Wheeler Street Closure  
Feasibility Report

Dear Mayor and City Council Members:

At their August 22, 2016 meeting, the City Council adopted Resolution No. 11352 ordering the preparation of a Feasibility Report for the Wheeler Street Closure.

The total estimated project cost is \$23,800 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

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In 2011 the City council approved a temporary closure on Wheeler Street at County Road D until construction of the Presbyterian Homes development was completed. The closure was requested by the residents due to the fact that Wheeler Street was being used as a bypass route to Fairview Ave.

In 2012 the Traffic Management Program was adopted. This program allows the City to better respond to resident and business requests by providing the City with a better understanding of the issues and also offers a consistent application across the entire community. This process includes: Identifying the nature and extent of existing traffic-related problems on a given street or area, selecting and implementing the proper strategy for reducing the identified problem, evaluating the effectiveness of the strategy, accepting the strategy or modifying or reverting to original condition. After a temporary strategy is in place, we then look to gain feedback from the Affected Area about installation of a permanent strategy. These permanent strategies are funded by a combination of city funds and neighborhood assessments as follows: 75% property owners in Benefited Area and 25% City funds.

In September of 2012 a number of neighborhood residents submitted a request to the City to make the Wheeler Street closure permanent. The request included 35 signatures, 33 of which were property owners within the affected neighborhood. These 33 properties make up approximately 78% of the total affected neighborhood area. In 2013 the Traffic Management Program process was done and since then 2 neighborhood meetings were held to share results with the neighborhood and receive input.

Recently, project costs have been revised and a final survey has been sent out to all of the affected property owners. The survey asked if the property owner wanted Wheeler to be closed at County Road D and pay an estimated \$425/Lot. The results of the survey were 38 of the 42 property owners supported permanently closing Wheeler at County Road D. 3 of 42 property owners did not support the closure of Wheeler at County Road D and wanted the road to remain open. One property owner did not respond.

The majority of the road closure costs would be paid for by the Developer of Presbyterian Homes in Arden Hills, who is responsible for the reconstruction of County Road D. City costs related to the road closure would only involve a driveway relocation associated with the closure.

It is expected that if this improvement is approved, the work will start in the fall of 2016, with completion within four weeks. The driveway relocation portion of the project should only take about two weeks. 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 2013 and one in 2015. 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 on March 7, 2013, at Roseville City Hall, where staff presented information regarding the temporary closure and presented options for a full closure. Residents provided input regarding neighborhood concerns along the corridor.

The second meeting was on August 20, 2015, at Roseville City Hall, where staff showed the residents updated information regarding the temporary closure and presented options for a full closure as well as estimates.

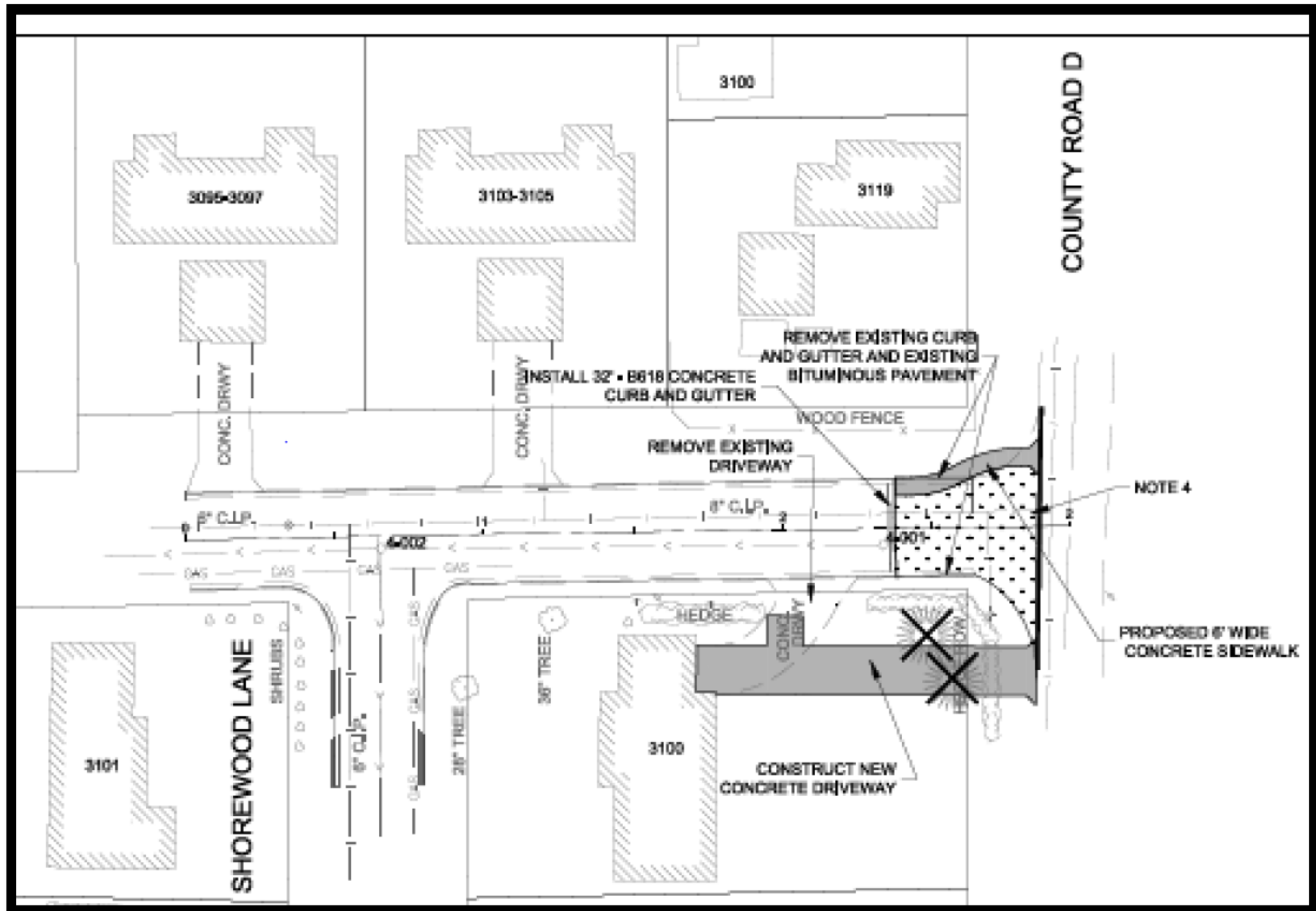
A survey was sent out to residents in August of 2016 and 41/42 responded with input.

This report summarizes the design items that were discussed during the public involvement process.



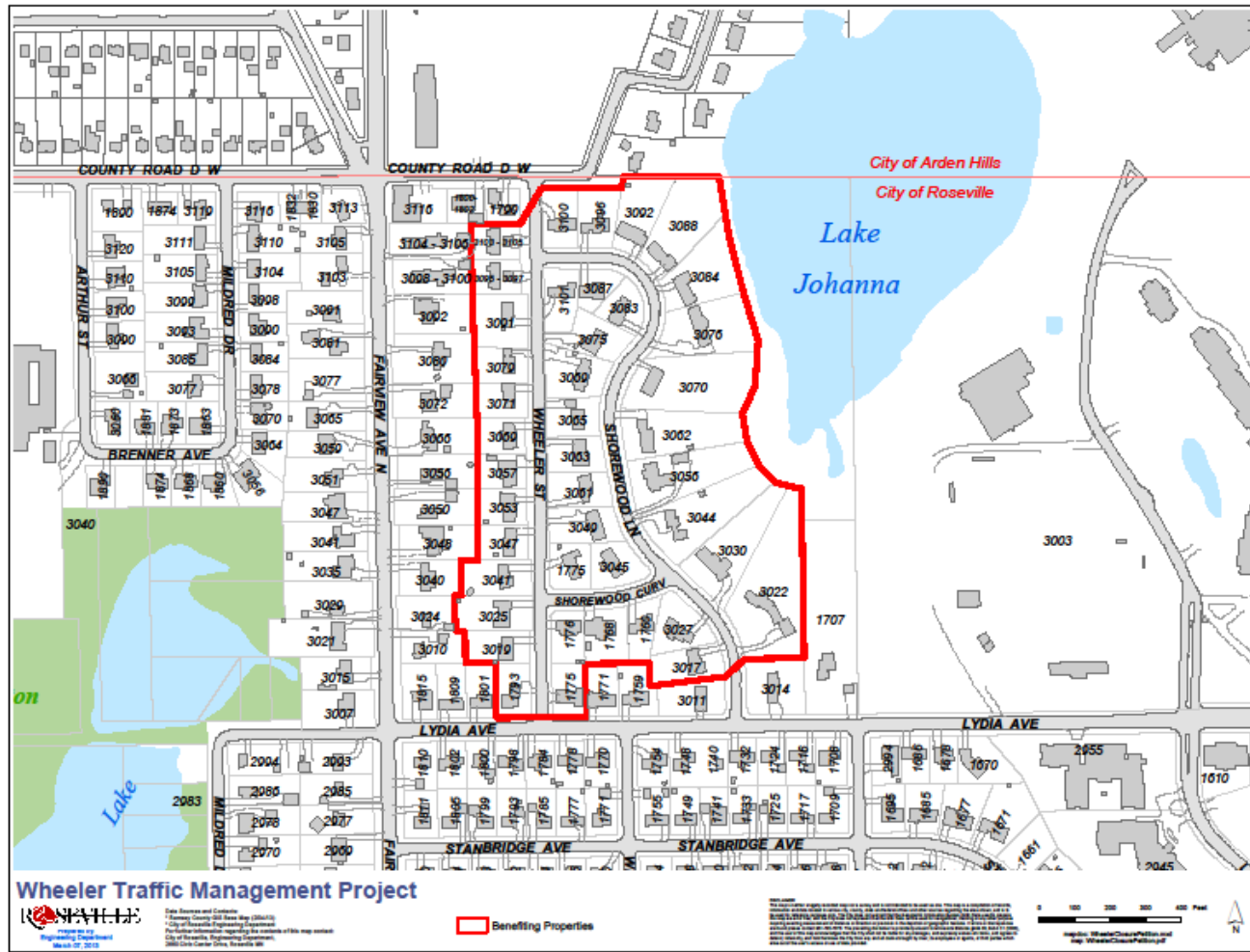


## Project Map





# Property Map





## CONCLUSIONS & RECOMMENDATIONS

---

- A. All portions of the project as proposed are feasible.
- B. Estimated project cost:

	Project Cost
Improvements	\$23,800
Total	<b>\$23,800</b>

The following is a summary of the recommendations discussed in this report.

- A. The majority of the costs related to the road closure will be paid by the Developer in Arden Hills who is responsible for reconstructing County Rd D.
- B. Construct the project in 2016.
- C. Construct storm sewer improvements to address water quality, meet watershed requirements, and address drainage concerns along the corridor.
- D. Fund the project with street infrastructure funds and assessments as detailed in this report.
- E. Schedule a public hearing for the Wheeler Street Closure project on October 10, 2016.

## **EXISTING CONDITIONS**

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### **General Comments**

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Wheeler Street is a City street that connects Lydia Ave and County Road D. Due to its proximity to Fairview Ave, it has become shortcut for drivers looking to bypass Fairview Ave during times of high traffic congestion.

## **PROPOSED CONSTRUCTION**

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### **General Comments**

---

The City of Roseville is proposing permanently closing Wheeler Street between Shorewood Lane and County Road D. The closure would consist of removing the existing pavement and curb and gutter in this area. New curb and gutter would be installed on both ends blocking vehicular access. A six foot pathway would be installed in this location for pedestrian and bike access. One driveway in this area would be redirected to County Rd D. The area disturbed would be top soiled and turf established. A rain garden may be installed in this location at a later date. The majority of the road closure costs other than the driveway relocation will be paid by the Developer of Presbyterian Homes in Arden Hills who will be reconstructing County Road D.

### **Special Considerations**

---

All items in this section of the report have been presented and discussed with the residents during the public involvement process.

- A. Driveways  
One driveway will be relocated as part of this project.

## **PROPOSED FUNDING**

---

- 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 fall of 2016, 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 Traffic Management Program Projects, all properties will be assessed 75% of the street improvement costs.

<b>Assessment Summary</b>	
Estimated total project cost	\$23,800
Lots Benefitting	42
Cost per Lot	\$566
Assessment Rate	
75% of cost/lot	<b>\$425.00</b>

B. Proposed Funding Summary

	Estimated cost	Assessments	Street Infrastructure Fund
Street Improvements	\$23,800	\$17,850	\$5,950

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	September 12, 2016
Conduct Public Improvement Hearing	October 10, 2016
Begin Construction	Fall 2016
Complete Construction	Fall 2016
City Council Conducts the Final Assessment Hearing	Fall 2017



## Preliminary Assessment Roll

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Parcel ID	Site Address	Assessment
42923120058	1760 Shorewood Curve	\$425
42923120059	1768 Shorewood Curve	\$425
42923120061	1775 Lydia Ave W	\$425
42923120056	1775 Shorewood Curve	\$425
42923120060	1776 Shorewood Curve	\$425
42923120027	1793 Lydia Ave W	\$425
42923120065	3017 Shorewood Ln	\$425
42923120025	3019 Wheeler St N	\$425
42923120042	3022 Shorewood Ln	\$425
42923120071	3025 Wheeler St N	\$425
42923120057	3027 Shorewood Ln	\$425
42923120041	3030 Shorewood Ln	\$425
42923120070	3041 Wheeler St N	\$425
42923120040	3044 Shorewood Ln	\$425
42923120054	3045 Shorewood Ln	\$425
42923120067	3047 Wheeler St N	\$425
42923120055	3049 Shorewood Ln	\$425
42923120066	3053 Wheeler St N	\$425
42923120039	3056 Shorewood Ln	\$425
42923120015	3057 Wheeler St N	\$425
42923120053	3061 Shorewood Ln	\$425
42923120038	3062 Shorewood Ln	\$425
42923120052	3063 Shorewood Ln	\$425
42923120051	3065 Shorewood Ln	\$425
42923120050	3069 Shorewood Ln	\$425
42923120014	3069 Wheeler St N	\$425
42923120037	3070 Shorewood Ln	\$425
42923120069	3071 Wheeler St N	\$425
42923120049	3075 Shorewood Ln	\$425
42923120036	3076 Shorewood Ln	\$425
42923120072	3079 Wheeler St N	\$425
42923120048	3083 Shorewood Ln	\$425
42923120035	3084 Shorewood Ln	\$425
42923120047	3087 Shorewood Ln	\$425
42923120034	3088 Shorewood Ln	\$425
42923120076	3091 Wheeler St N	\$425
42923120033	3092 Shorewood Ln	\$425

42923120078	3095 Wheeler St N	\$425
42923120032	3096 Shorewood Ln	\$425
42923120031	3100 Shorewood Ln	\$425
42923120046	3101 Shorewood Ln	\$425
42923120074	3103 Wheeler St N	\$425

  
**REQUEST FOR COUNCIL ACTION**

Date: October 10, 2016  
Item No.: 14.a

---

Department Approval

City Manager Approval



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Item Description: Consider Complaint Alleging Violations of the Roseville Ethics Code by City Council Members

---

1 **BACKGROUND**

2 On September 19, Brad Koland submitted two complaints alleging violations of the Roseville Ethics  
3 Code by Council Members Lisa Laliberte and Tammy McGehee. The complaints arise from the City  
4 Council denial of Mr. Koland's minor subdivision request in July 2016. The details of the alleged  
5 violations of the Roseville Ethics Code are contained in the material provided by Mr. Koland and are  
6 attached to this report.

7 Under the Roseville Ethics Code, allegations of violations by City Council members are referred to the  
8 City Attorney for investigation. Once the investigation is complete, the City Attorney's report is sent to  
9 the Roseville Ethics Commission for its consideration and recommendation. The City Council makes  
10 the final determination regarding the complaint.

11 City Attorney Gaughan has completed the investigation and has determined that there were no  
12 violations of the Roseville Ethics Code. The Roseville Ethics Commission met on October 3, 2016 to  
13 consider the City Attorney's report and concurred with the findings. The Ethics Commission  
14 unanimously recommended that the City Attorney's report be forwarded to the City Council with the  
15 finding that no violations of the Roseville Ethics Code occurred.

16 **POLICY OBJECTIVE**

17 The Roseville Ethics Code has been created to maintain ethical standards to guide Public Officials in  
18 the transaction of public business.

19 **FINANCIAL IMPACTS**

20 None

21 **COMMISSION RECOMMENDATION**

22 The Ethics Commission recommends that the City Council determine that there were not any violations  
23 of the Roseville Ethics Code by Council members McGehee and Laliberte with the denial of the minor  
24 subdivision request by Mr. Brad Koland.

25 **REQUESTED COUNCIL ACTION**

26 The City Council should review the complaint by Mr. Koland and the report by City Attorney Gaughan  
27 and make a decision on whether there were violations of the Roseville Ethics Code as alleged.

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

- Attachments:
- A: Roseville Ethics Code
  - B: Correspondence dated September 19 by Mr. Brad Koland alleging violations of the Roseville Ethics Code
  - C: Report and Findings of City Attorney Mark Gaughan regarding the alleged violations of the Roseville Ethics Code.
  - D: Draft Minutes of the October 3, 2016 Ethics Commission Meeting (will be provided prior to meeting).

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 14<sup>th</sup> day of July 2014, at 6:00 p.m.

The following members were present: McGehee, Willmus, Laliberte, Etten, Roe

and the following members were absent: None.

Council Member Laliberte introduced the following resolution and moved its adoption:

**RESOLUTION NO. 11163  
A RESOLUTION AMENDING THE CODE OF ETHICS FOR PUBLIC  
OFFICIALS IN THE CITY OF ROSEVILLE  
(RESOLUTION NO 10905)**

WHEREAS, it is the Council's desire to create and maintain ethical standards that guide Public Officials in the transaction of public business; and

WHEREAS, the Council has determined the most effective way to do so is to adopt and enforce a Code of Ethics that guides the conduct of Public Officials:

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, that the following Code of Ethics is hereby adopted:

**CODE OF ETHICS FOR PUBLIC OFFICIALS IN THE CITY OF  
ROSEVILLE**

**Purpose**

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.



## **Section 1. Declaration of Policy**

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that annual training be held to discuss the meaning of this code with Public Officials, and in addition such training shall involve trained experts on government ethics. The City Manager shall be the coordinator for the annual training. The training will keep the subject of ethics in government fresh in everyone's mind.  
*(amended 5-23-2011)*

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

## **Section 2. Definitions of Terms**

### **Public Official**

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head.

Public Officials include the following:

- a. Members of the City Council and Mayor;
- b. The department head and assistant department head of each City department;

- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- d. The City Manager.

**Anything of Value**

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term “Anything of Value” shall not be deemed to include:

- (1) Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- (2) Services of insignificant monetary value;
- (3) A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- (4) A trinket or memento costing \$5 or less;
- (5) Informational material of unexceptional value;
- (6) Food or a beverage given at a reception, meal, or meeting away from the recipient’s place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- (7) A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

**Compensation**

A payment of Anything of Value to an individual in return for that individual's services of any kind.

**Association**

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

**Immediate Family**

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

**Gift**



The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

**City Manager**

The person that heads up the administration of the operating government of Roseville.

**Section 3. Ethical Considerations**

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.

- B. Use of Confidential Information. No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity; nor shall any Public Official make such information available when it would be reasonably foreseeable that a person or entity would benefit from it.
- C. Solicitation of or Receipt of Anything of Value. A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.



- D. Holding Investments. No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. Representation of Others. A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.
- F. Financial Interest. Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. City Property. No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. Special consideration. No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Giving Anything of Value. No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. Expenses. Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. Donations. No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.

- M. Official Action. No Public Official shall take an official action or attempt to influence any process which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Laws. Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.
- O. Cooperation with Ethics Committee Investigations. Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. Resolution of Ethics Complaints. The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

#### **Section 4. Special Considerations**

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

#### **Section 5. Handling Alleged Violations of Code of Ethics**

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.



- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).
  - 1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
  - 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue its own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.
- H. **A complainant may withdraw a complaint, filed under this Code at any time, in writing with the City Manager or City Attorney. Unless the City Council directs otherwise, City personnel need not take any further action in accordance with the Code after such withdrawal. Once acceptance by the City Council has been granted, the City Attorney or City Manager shall provide notice to the complainant, the subject of the complaint if appropriate, and the Ethics Commission that the withdrawal has been accepted.**

### **Section 6. Disclosure of Financial Interests**

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:



1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member McGehee and upon vote being taken thereon, the following voted in favor: McGehee, Willmus, Laliberte, Etten, Roe

and the following voted against: none.

WHEREUPON said resolution was declared duly passed and adopted.



September 19, 2016

Mark Gaughan  
City Attorney  
2660 Civic Center Drive  
Roseville, MN 55113

Re: Code of Ethics violation by Council Member Laliberte for unethical actions on the denial of the minor subdivision at 1926 Gluek Lane on July 11, 2016 and July 18, 2016

Per the July 14, 2014 resolution 11163 that was introduced by Council Member Laliberte, I would like to submit to the city council, facts that Council Member Laliberte violated those very standards that she promulgated.

In accordance with the purpose of the City of Roseville ethics resolutions, "Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business". Section 3. Ethical Considerations, offers the following two items where I believe Council Member Laliberte violated her ethical standard of care:

- 1) That **government decisions be made in proper channels**
- 2) **N. Compliance with Laws.** Public Officials shall comply with all local ordinances.
- 3) **Other ethical considerations**, per paragraph two "...but these (violations enumerated below) do not necessarily encompass all the possible ethical considerations that might arise".

From the minutes of the July 11 meeting, the proposed minor subdivision of 1926 Gluek Lane was denied based upon the following findings:

- A) Runoff and drainage issues in this area are extreme to say the least without more information being known about the proposed subdivision and impact to the current drainage issues; and
- B) City Code is not being met as recently amended for lots no smaller than 85' in width, making one of the proposed parcels actually an unbuildable lot, as well as not in keeping with existing and adjacent lot sizes within the character of this neighborhood.

#### **Violation 1 – Government decisions be made in proper channels**

Response: Per the testimony during the City Council meeting on July 11 of Assistant Public Works Director and City Engineer, Mr. Jesse Freihammer, he outlined the "proper channels" for consideration and approval of this subdivision. His testimony was captured in the meeting minutes as follows: "Mr. Freihammer noted staff's review and approval of those grading plans, as well as that of other jurisdictional regulating agencies, in addressing how current flooding issues are mitigated would serve to address concerns to prevent exacerbating flooding elsewhere or making it worse than currently found". As noted in the meeting minutes, "Ms. Koland referenced line 98 of the subdivision packet, the flooding in this area is due to the larger system and not residential development. At the time the projects pulls a grading permit, Ms. Koland noted there would be significant review to ensure compliance with code."



Commentary: Mr. Freihammer and his team approved this subdivision and outlined the next and proper steps that would be taken to address these drainage concerns. While I agree that the Council has the authority and duty to review and approve of proposed subdivisions, the approval by the professional staff was that the grading/water issue would be dealt with during the permit process. This is the standard process that the city follows for proposed subdivisions. This is further supported by the denial of my right to pursue any water runoff remedy as provided by the Roseville City Code section 1017.26, which allows the use of constructed facilities to address stormwater runoff. Through Councilmember Lilaberte's actions, she undermined and overruled the professional recommendations of staff and the proper process by which this situation should have been properly handled.

### **Violation 2 – Section 3.N. Compliance with Laws**

In reference to denial finding B, there are three points of ethical violations that I would like addressed:

- 2a) City code is not being addressed as recently amended for lots no smaller than 85' in width.
- 2b) The determination that "one of the proposed parcels actually an unbuildable lot"
- 2c) The determination that this subdivision is "not in keeping with the existing and adjacent lot sizes within the character of this neighborhood"

#### 2a) City code is not being addressed as recently amended for lots no smaller than 85' in width.

Response: See attached letter dated 7/18/16, addressed to the City Council from Brad Koland. This letter addresses many items, including this topic. At the 7/18/16 Council meeting, I summarized this letter and submitted copies to the Council and City Manager. In this letter, I specifically detailed the facts and required dimensions stipulated by Roseville City Code. This submission is in conformance with City Code. As such, the Council's statement of fact is not true. As a false statement, this action is in direct violation of the city's ethical code, as outlined in item 3.N.

Commentary: At the City Council meeting on July 11, Senior City Planner, Mr. Bryan Llyod, verified that the submission is in compliance with City Code, and affirmed that the City Staff approved the subdivision. The City Council was told by their staff, not once but twice, that the proposed lot split met city code. On July 18, I presented further facts that the proposed subdivision met city code requirements, yet Councilmember Laliberte refused my request to remedy this false statement through a motion to reconsider.

#### 2b) The determination that "one of the proposed parcels actually an unbuildable lot".

Response: During the City Council meeting on July 11 and as noted on page 45 of the meeting minutes, Senior City Planner Llyod was noted "indicating the lot would be suitable on which to build a home".

City Code: The city code establishes standards for minimum width, length and area. The proposed subdivision exceeds the setback width requirement, exceeds the area, and meets the minimum rear lot width.



Commentary: Clearly, if this lot meets and exceeds all the dimensional requirements prescribed by the city, then this should by definition, be considered a buildable lot. If the City Council considers this an "unbuildable lot" then the City Council should change the city code. If additional proof is necessary, I can provide the reviewer of this petition with development plans that will demonstrate that a house will indeed fit well on this subdivision.

2c) The determination that this subdivision is "not in keeping with the existing and adjacent lot sizes within the character of this neighborhood"

Response: This statement is not supported by City Code, as there are no provisions for meeting specifications of adjacent lot sizes or the character of this neighborhood.

City Code: There is no provision in the City Code for specifications of adjacent lot sizes or the character of this neighborhood.

Commentary: The inference that I have from this statement is that the City Council is trying to create or enforce a building covenant. Building covenants are legal agreements that typically cover associations of homeowners. These homeowners voluntarily choose to enter a legal binding agreement with their neighbors that governs the development in which they live. There is no such agreement that I entered with my neighbors, nor with the City of Roseville. The City of Roseville has the Community Aspiration to be "safe and law-abiding". Implementing a non-existing contractual agreement is not abiding by the laws of the State of Minnesota.

### **Violation 3 - Other ethical considerations**

In addition to the three violations noted above, 1a, 1b and 1c, I content that the Councilmember also violated another aspect of the ethical standards that govern the City's actions. Per paragraph two of the ethical resolution, consideration for this afforded by the following language: "...but these (violations enumerated below) do not necessarily encompass all the possible ethical considerations that might arise".

In reference to denial finding B, there is one point of the ethical violations that I would like addressed:

3) Using false statements to substantiate a minor subdivision denial

3) The City Council Member knowingly made a false statement in the denial of this application.

Response and commentary: While not specifically outlined in the code of ethics, making knowingly false statements seems to me like an unreasonable standard for the City Council and its members to promulgate in the discharge of their duties. As outlined above, the Councilmember Laliberte was informed by the city's professional staff that the proposed subdivision met all relevant city code requirements with regards to lot width. Councilmember Laliberte also heard testimony from the City Staff stating that this lot division did meet city code requirements.

On July 18, I presented the City Council with the attached letter outlining rebutting the findings of facts that the Council Member used to substantiate the denial of this subdivision request. In that letter and during the public comment section, I informed the City Council about the erroneous facts that they used in this denial. I further asked that the Councilmembers in the majority of this denial vote motion for reconsideration, as outlined by Rosenberg's rules of order, based upon these findings. Councilmember Willmus was not in attendance at this meeting; however, Councilmembers Laliberte and McGehee were in attendance. Neither Councilmember Laliberte nor McGehee took the action that they should have to remedy this false statement. By not taking this action, they consciously chose to perpetuate the denial of this subdivision based upon a false statement. Councilmember Laiberte's response to my statement on July 18 was: "I didn't take it lightly a week ago, I don't take it lightly now". I believe that she completely understood that the false statement was in the denial and she chose not to remedy the official action.

**Request for special handling of this alleged violation.**

Per Section 5 of the Code of Ethics, this petition is submitted to the City Attorney. Following the City Attorney's submission, the Ethics Commission shall review the allegation.

As I believe that there is no current Ethics Commission in place, based upon my understanding of the Feb. 10, 2016 meeting, I would request that the City Attorney and City Council propose a format and independent body to hear this allegation and determine if the standard outlined in Section 5.F., has been met evidencing "clear and convincing evidence" as defined by Minnesota State Law.

Regards,



Brad Koland  
1926 Gluek Lane  
Roseville, MN 55113  
[Koland.brad@gmail.com](mailto:Koland.brad@gmail.com)  
(612) 743-7357

September 19, 2016

Mark Gaughan  
City Attorney  
2660 Civic Center Drive  
Roseville, MN 55113

Re: Code of Ethics violation by Councilmember McGehee for unethical actions on the denial of the minor subdivision at 1926 Gluek Lane on July 11, 2016 and July 18, 2016

Per the July 14, 2014 resolution 11163 that was introduced by Councilmember McGehee and seconded by Councilmember Laliberte, I would like to submit to the city council, facts that Council Member McGehee violated those very standards.

In accordance with the purpose of the City of Roseville ethics resolutions, "Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business". Section 3. Ethical Considerations, offers the following two items where I believe Council Member McGehee violated her ethical standard of care:

- 1) That **Public Officials be independent and impartial**
- 2) That **government decisions be made in proper channels**
- 3) **3B. Confidential Information.** Use of information not generally made available to and/or is not known to the public
- 4) **3N. Compliance with Laws.** Public Officials shall comply with all local ordinances.
- 5) **Other ethical considerations**, per paragraph two "...but these (violations enumerated below) do not necessarily encompass all the possible ethical considerations that might arise".

From the minutes of the July 11 meeting, the proposed minor subdivision of 1926 Gluek Lane was denied based upon the following findings:

- A) Runoff and drainage issues in this area are extreme to say the least without more information being known about the proposed subdivision and impact to the current drainage issues; and
- B) City Code is not being met as recently amended for lots no smaller than 85' in width, making one of the proposed parcels actually an unbuildable lot, as well as not in keeping with existing and adjacent lot sizes within the character of this neighborhood.

#### **Violation 1 – Public Officials be independent and impartial**

In reference to denial finding B, there are three points of ethical violations that I would like addressed:

1a) Hearing on 2201 Acorn Road, water drainage issues.

1b) Hearing on 2201 Acorn Road, neighborhood character

(1c to 1e, focus on Councilmember McGehee's discussion of the motion, 3:52:30 to

1c) Hearing on 1926 Gluek Lane, assertion that, I, the petitioner, do not care about the neighborhood character

1d) Hearing on 1926 Gluek Lane, assertion that, I, the petitioner of this lot subdivision needs more money and that she "personally doesn't feel that it is a valid reason to split these lots".

1e) Hearing on 1926 Gluek Lane, understanding upon purchase by neighbors not to subdivide in neighborhood

1f) Hearing on 1926 Gluek Lane, the appropriateness of building on peat

1a) Hearing on 2201 Acorn Road, water drainage issues.

Commentary: In my application for Gluek Lane, Councilmember McGehee stated that the drainage concerns in this "area" (a term yet to be defined by the City) are "are extreme, to say the least and that hydrologist should be consulted, as it is only common sense". Yet, at the very same meeting, Councilmember McGehee allowed the proposed split of 2201 Acorn to progress based upon her statement of "the builder seems to be very cognizant of the runoff issues, as is the city. And I think it has been documented and clear that this is a problem in terms of keeping the water on your own property that is a state mandate and so, that is something again that is not our sole jurisdiction". In this statement she acknowledges the City Council's role, in ensuring that the City Staff has done their due diligence and ensuring that the contractor will do their duties, along with the Rice Creek Watershed. By denying this application, she is upholding different standards for different residents based upon her personal opinion.

1b) Hearing on 2201 Acorn Road, character of neighborhood.

Council Member McGehee, stated that the proposal for this lot subdivision at 2201 is "and I think the custom homes, with any hope, will blend nicely into the neighborhood". Council Member McGehee further states that "not something to which we can object, we have our limitations and our code" (July 11 video 3:01:30). I don't see any legal way except to approve this subdivision"

Commentary: The same standards for lot size and width were met on the proposed subdivision on 1926 Gluek lane; however, unlike Councilmember McGehee's statement above on 2201, her statements on 1926 Gluek were inconsistent with her position of the Council's legal latitude. She was independent and impartial on the 2201 Acorn split, approving it even though she appeared not to like it; however, she did not exercise this same impartial, independent and legal judgement on the 1926 Gluek Lane subdivision.

1c) Hearing on 1926 Gluek Lane, assertion that, I, the petitioner, do not care about the neighborhood character

Commentary: I, and my family, care about this neighborhood. Councilmember's McGehee implication by our action of subdividing our lot, is that we do not care about our neighborhood. On page 45 of the minute meetings, Ms. Koland is noted as saying 'Ms. Koland agreed their neighborhood was well treed and very enjoyable, and therefore looked forward to letting someone else utilize this portion of their parcel to also enjoy the neighborhood.' In our 12 years in this neighborhood, we have helped countless neighbors remodel their homes, organized national night out get-togethers, watch neighbor's homes while on vacation, responded to fire alarms, protected children, and lent a helping hand. Beyond this, we have volunteered countless hours at our local elementary school and church in this very neighborhood. The assertion that I do not care about my neighborhood is unsubstantiated, biased, and

damaging to my reputation in this community. For Councilmember McGehee to make these accusations is dishonorable, unprofessional and is certainly not impartial.

1d) Hearing on 1926 Gluek Lane, assertion that, I, the petitioner of this lot subdivision needs more money

Commentary: The city of Roseville does not require that a reason be submitted for splitting a lot, nor did I provide one. During the Council discussion section on the lot subdivision of 1926 Gluek Lane, Councilmember McGehee stated that "people" when they need more money, split their lot. She then went on to further state that this was "not a valid reason to split these lots". For Councilmember McGehee to make these accusations is dishonorable. In her role as a public official, she used her position and office to personally attack and undermine my credibility and reputation.

1f) Hearing on 1926 Gluek Lane, the appropriateness of building on peat

Commentary: No evidence was brought forward indicating that there was peat in the lot to be split. Evidence was shared that there was peat discovered at 1895 Gluek Lane, as was testified by its homeowner. It is also important to note that a house was successfully built on at 1895 Gluek lane and has been there for many, many years. Councilmember McGehee brought forth information as it is a fact and is leveraging, with bias, that this is a significantly detrimental fact to the subdivision on this property. If in fact peat does exist, the City Code does not prohibit building on peat. This is another attempt to leverage her personal bias in lieu of being independent, impartial and following the City Code.

**Violation 2 – Government decisions be made in proper channels**

Response: Per the testimony during the City Council meeting on July 11 of Assistant Public Works Director and City Engineer, Mr. Jesse Freihammer, he outlined the "proper channels" for consideration and approval of this subdivision. His testimony was captured in the meeting minutes as follows: "Mr. Freihammer noted staff's review and approval of those grading plans, as well as that of other jurisdictional regulating agencies, in addressing how current flooding issues are mitigated would serve to address concerns to prevent exacerbating flooding elsewhere or making it worse than currently found". As noted in the meeting minutes, "Ms. Koland referenced line 98 of the subdivision packet, the flooding in this area is due to the larger system and not residential development. At the time the projects pulls a grading permit, Ms. Koland noted there would be significant review to ensure compliance with code."

Commentary: Mr. Freihammer and his team approved this subdivision and outlined the next and proper steps that would be taken to address these drainage concerns. While I agree that the Council has the authority and duty to review and approve of proposed subdivisions, the approval by the professional staff was that the grading/water issue would be dealt with during the permit process. This is the standard process that the city follows for proposed subdivisions. This is further supported by the denial of my right to pursue any water runoff remedy as provided by the Roseville City Code section 1017.26, which allows the use of constructed facilities to address stormwater runoff. Through Councilmember



McGehee's actions, she undermined and overruled the professional recommendations of staff and the proper process by which this situation should have been properly handled.

**Violation 3 – 3B. Confidential Information.** Use of information not generally made available to and/or is not known to the public

Issue: At the City Council meeting on July 18, 2016, Councilmember McGehee stated that "we have actually had homes whose basements have collapsed in that area due to water issues that we have".

Response: I would like this comment reviewed for public knowledge. I was not aware of this situation. I agree it would be relevant information to share, if it was due to a global flooding issue that impacted a house. If it was flooding due to the homeowners drainage issues, it is not relevant to this discussion.

**Violation 4 – 3N. Compliance with Laws.** Public Officials shall comply with all local ordinances.

In reference to denial finding B, there are three points of ethical violations that I would like addressed:

- 4a) City code is not being addressed as recently amended for lots no smaller than 85' in width.
- 4b) The determination that "one of the proposed parcels actually an unbuildable lot"
- 4c) The determination that this subdivision is "not in keeping with the existing and adjacent lot sizes within the character of this neighborhood"

4a) City code is not being addressed as recently amended for lots no smaller than 85' in width.

Response: See attached letter dated 7/18/16, addressed to the City Council from Brad Koland. This letter addresses many items, including this topic. At the 7/18/16 Council meeting, I summarized this letter and submitted copies to the Council and City Manager. In this letter, I specifically detailed the facts and required dimensions stipulated by Roseville City Code. This submission is in conformance with City Code. As such, the Council's statement of fact is not true. As a false statement, this action is in direct violation of the city's ethical code, as outlined in item 3.N.

Commentary: At the City Council meeting on July 11, Senior City Planner, Mr. Bryan Llyod, verified that the submission is in compliance with City Code, and affirmed that the City Staff approved the subdivision. The City Council was told by their staff, not once but twice, that the proposed lot split met city code. On July 18, I presented further facts that the proposed subdivision met city code requirements, yet Councilmember McGehee refused my request to remedy this false statement through a motion to reconsider.

4b) The determination that "one of the proposed parcels actually an unbuildable lot".

Response: During the City Council meeting on July 11 and as noted on page 45 of the meeting minutes, Senior City Planner Llyod was noted "indicating the lot would be suitable on which to build a home".

City Code: The city code establishes standards for minimum width, length and area. The proposed subdivision exceeds the setback width requirement, exceeds the area, and meets the minimum rear lot width.

Commentary: Clearly, if this lot meets and exceeds all the dimensional requirements prescribed by the city, then this should by definition, be considered a buildable lot. If the City Council considers this an "unbuildable lot" then the City Council should change the city code. If additional proof is necessary, I can provide the reviewer of this petition with development plans that will demonstrate that a house will indeed fit well on this subdivision.

4c) The determination that this subdivision is "not in keeping with the existing and adjacent lot sizes within the character of this neighborhood"

Response: This statement is not supported by City Code, as there are no provisions for meeting specifications of adjacent lot sizes or the character of this neighborhood.

City Code: There is no provision in the City Code for specifications of adjacent lot sizes or the character of this neighborhood.

Commentary: The inference that I have from this statement is that the City Council is trying to create or enforce a building covenant. Building covenants are legal agreements that typically cover associations of homeowners. These homeowners voluntarily choose to enter a legal binding agreement with their neighbors that governs the development in which they live. There is no such agreement that I entered with my neighbors, nor with the City of Roseville. The City of Roseville has the Community Aspiration to be "safe and law-abiding". Implementing a non-existing contractual agreement is not abiding by the laws of the State of Minnesota.

#### **Violation 5 - Other ethical considerations**

In addition to the three violations noted above, I content that the Councilmember also violated another aspect of the ethical standards that govern the City's actions. Per paragraph two of the ethical resolution, consideration for this afforded by the following language: "...but these (violations enumerated below) do not necessarily encompass all the possible ethical considerations that might arise".

In reference to denial finding B, there is one point of the ethical violations that I would like addressed:

5) Using false statements to substantiate a minor subdivision denial

5) The City Councilmember knowingly made false statements in the denial of this application and during the meeting on July 11.

Response and commentary: While not specifically outlined in the code of ethics, making knowingly false statements seems to me like an unreasonable standard for the City Council and its members to promulgate in the discharge of their duties. As outlined above, the Councilmember McGehee was informed by the city's professional staff that the proposed subdivision met all relevant city code

requirements with regards to lot width. Councilmember McGehee also heard testimony from the City Staff stating that this lot division did meet city code requirements.

On July 18, I presented the City Council with the attached letter outlining rebutting the findings of facts that the Council Member used to substantiate the denial of this subdivision request. In that letter and during the public comment section, I informed the City Council about the erroneous facts that they used in this denial. I further asked that the Councilmembers in the majority of this denial vote motion for reconsideration, as outlined by Rosenberg's rules of order, based upon these findings. Councilmember Willmus was not in attendance at this meeting; however, Councilmembers Laliberte and McGehee were in attendance. Neither Councilmember Laliberte nor McGehee took the action that they should have to remedy this false statement. By not taking this action, they consciously chose to perpetuate the denial of this subdivision based upon a false statement.

**Request for special handling of this alleged violation.**

Per Section 5 of the Code of Ethics, this petition is submitted to the City Attorney. Following the City Attorney's submission, the Ethics Commission shall review the allegation.

As I believe that there is no current Ethics Commission in place, based upon my understanding of the Feb. 10, 2016 meeting, I would request that the City Attorney and City Council propose a format and independent body to hear this allegation and determine if the standard outlined in Section 5.F., has been met evidencing "clear and convincing evidence" as defined by Minnesota State Law.

Regards,



Brad Koland  
1926 Gluek Lane  
Roseville, MN 55113  
[Koland\\_brad@gmail.com](mailto:Koland_brad@gmail.com)  
(612) 743-7357



1  
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4 **REPORT OF THE CITY ATTORNEY**  
5

6 *In re: Complaints Alleging Violations of the Ethics Code*  
7 *Against Council Members Laliberte and McGehee*  
8

9 **INTRODUCTION**

10  
11 On September 19, 2016, resident Brad Koland hand-delivered two (2) complaints alleging  
12 unethical actions by Council Members Lisa Laliberte and Tammy McGehee. The complaints  
13 arise from the council members' denial of Mr. Koland's July 2016 application for a minor  
14 subdivision of property located at 1926 Gluek Lane. Specifically, Mr. Koland's application  
15 requested a lot split that was recommended for approval by city staff, but was initially denied by  
16 the City Council. (A subsequent minor subdivision was approved by the City Council shortly  
17 thereafter.) The Council's initial denial was supported by the following findings:  
18

- 19 1. The existing storm water runoff and drainage issues in the area are extreme;  
20 2. The proposal does not meet minimum requirements of the City Code for lot width;  
21 and,  
22 3. The (additional) runoff from the residential development intended for the subdivided  
23 parcel might be injurious to other homes in the surrounding neighborhood.  
24

25 Mr. Koland alleges that Council Members Laliberte and McGehee, who voted for denial of the  
26 minor subdivision application, violated the City's ethics code in the course of doing so. Because  
27 the complaints arise under the same official council action, this office provides its investigative  
28 recommendations on both complaints into one consolidated report.  
29

30 Each of Mr. Koland's complaints are attached to this Report.  
31

32 **PROCESS**

33  
34 Under Section 5 of the Roseville Code of Ethics, complaints alleging ethical violations by  
35 council members must be submitted in written form to the City Attorney. The City Attorney is  
36 obligated to investigate such complaints and issue a report that documents the results of the  
37 investigation. Under Section 5.E.2., the City Attorney's report shall be sent to the Ethics  
38 Commission, which shall convene and, if it so chooses, issue its own report and recommendation  
39 to the City Council. In the alternative, the Ethics Commission may adopt the City Attorney's  
40 report and forward the same to the City Council. The City Council then shall take action as it  
41 deems appropriate.  
42

43 The standard for decisions regarding allegations of ethical violations shall be "clear and  
44 convincing evidence," which means that the evidence presented is highly and substantially more  
45 likely to be true than not.

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## ETHICAL CONSIDERATIONS

Section 3 of the Ethics Code sets forth 16 enumerated ethical violations, which prohibits actions ranging from holding incompatible public offices to solicitation of gifts to use of public funds. While this list is non-exhaustive, all ethical considerations under the code are governed by the following premise:

“Public Officials are to serve all persons fairly and equitably **without regard to their personal or financial benefit**. The credibility of Roseville government hinges on the proper discharge of duties in the **public interest**. Public Officials must assure that the independence of their judgment and actions, **without any consideration for personal gain**, is preserved.” (Emphasis added)

Therefore, ethical violations arise when a Public Official’s actions are motivated by personal gain over the public’s interests.

## COMPLAINT ALLEGATIONS

With respect to Council Member Laliberte, Mr. Koland alleges three (3) bases for ethical violations:

1. That Council Member Laliberte failed to follow proper channels of government. Presumably, this allegation arises from the Ethics Code’s preamble contained in Section 1 (“Declaration of Policy”), which states in part:

“The proper operation of democratic government request that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.”

Specifically, Mr. Koland complains that Council Member Laliberte did not accede to city staff’s conclusion that storm water run-off and discharge concerns could be mitigated through a subsequent grading permit review process. Even though this allegation does not allege an actual violation contained in Section 3, Mr. Koland believes this constitutes an Ethics Code violation nonetheless.

2. That Council Member Laliberte failed to act in compliance with laws under Section 3.N. of the Ethics Code. Specifically, Mr. Koland complains that Laliberte should have agreed with city staff that the proposed new lot (which was of irregular shape) complied with city code’s 85-foot lot width requirement. Also, Mr. Koland complains that Laliberte

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opined that the proposed lot would be unbuildable and would not maintain the neighborhood's characteristic lot sizes.

3. That Council Member Laliberte failure to agree with city staff's factual conclusions resulted in her "making knowingly false statements" regarding the application. Even though such an allegation does not implicate a specific consideration under Section 3 of the Ethics Code, Mr. Koland complains that Laliberte purported false statements violate the code due to Section 3 not providing an exhaustive list of ethical considerations.

With respect to Council Member McGehee, Mr. Koland alleges five (5) bases for ethical violations:

1. That Council Member McGehee failed to be independent and impartial. As with allegation #1 toward Council Member Laliberte, this accusation also appears to rely on the preamble declared in the Code's "Declaration of Policy." Specifically, Mr. Koland complains that McGehee's approval for a minor subdivision in a different neighborhood that also experiences storm water run-off and drainage issues displayed a lack of independence and impartiality. Further, Mr. Koland complains that McGehee's opinions regarding the appropriateness of the subdivision in the Gluek Lane neighborhood and Mr. Koland's motives for seeking a subdivision also displayed a lack of independence and impartiality.
2. That Council Member McGehee failed to follow proper channels by, like Council Member Laliberte, not acceding to city staff's factual conclusions.
3. That Council Member McGehee improperly used confidential information in violation of Section 3.B. This section states:

"No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity; nor shall a Public Official make such information available when it would be reasonably foreseeable that a person or entity would benefit from it."

Specifically, Mr. Koland complains that this violation arises from McGehee's statement that "we have actually had homes whose basements have collapsed in that area due to water issues that we have." (Quote taken from Mr. Koland's complaint.) There is no further explanation as to how this comment contained confidential information.

4. That Council Member McGehee failed to act in compliance with laws under Section 3.N, on the same grounds contained in allegation #2 toward Council Member Laliberte.
5. That, identical to allegation #3 toward Council Member Laliberte, Council Member McGehee's failure to agree with city staff's factual conclusions resulted in her "making knowingly false statements."

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**ANALYSIS**

As demonstrated above, the City’s Ethics Code is premised upon the admonition that Public Official conduct themselves without placing their personal benefit or gain above the City’s best interests. In each of the complaints here, there is no allegation or even suggestion that Council Members Laliberte and McGehee conducted themselves in a manner that placed their own personal benefit or gain above the City’s best interests. Rather, the entirety of Mr. Koland’s complaints allege that Council Members Laliberte and McGehee applied their own independent knowledge and opinion to the application at hand, and founded their denial of the minor subdivision application upon concern for the best interests of the City (or, at least, Mr. Koland’s neighborhood as a whole).

Without any allegation that a Public Official was motivated by personal benefit or gain in the conduct of his or her official duties, it is not feasible to conclude that the evidence establishes by a clear and convincing standard that violations of the Ethics Code exist. As such, this office concludes that no such violations have been clearly and convincingly established—or even actually alleged—in the present complaints.

**RECOMMENDATION**

This office recommends that the City Council find that no violations of the Ethics Code have been established by Mr. Koland’s complaints against Council Members Laliberte and McGehee.

Respectfully submitted,

**ERICKSON, BELL, BECKMAN & QUINN, P.A.**

175 Dated \_\_\_\_\_ 177 By: /S/ Mark F. Gaughan  
176 178 Mark F. Gaughan  
179 City Attorney

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

Date: October 10, 2016  
Item No.: 14.b

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Department Approval

City Manager Approval



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Item Description: Appoint member to Finance Commission

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1 **BACKGROUND**

2  
3 Because of a resignation, the City has a vacancy on the Finance Commission for a term that  
4 expires March 31, 2017. The City advertised for applicants and received two applications.

5  
6 On September 26, the Council interviewed two applicants for the position. Finance Commission  
7 Chair Robin Schroeder recommended that the Council appoint John Murray.

8 **REQUESTED COUNCIL ACTION**

9  
10 Appoint \_\_\_\_\_ to the Finance Commission for term ending March 31, 2017.

11  
12  
13  
14 **Prepared by:** Carolyn Curti, Communications Specialist

15 **Attachments:** A: Applications

**Full Name:** Bryan Schumann  
**Last Name:** Schumann  
**First Name:** Bryan  
**Company:** Finance

**Home Address:** [REDACTED]  
Roseville, MN 55113

**Home:** [REDACTED]  
**E-mail:** [REDACTED]  
**E-mail Display As:** Bryan Schumann ([REDACTED])

First Name Bryan

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Last Name Schumann

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Address 1 [REDACTED]

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Address 2 *Field not completed.*

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City Roseville

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State MN

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Zip Code 55113

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Home or Cell Phone Number [REDACTED]

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Email Address [REDACTED]

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How many years have you been a Roseville resident? 5

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Commissions Finance

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Commission preference Finance

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Commission preference Finance

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This application is for New Term

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If this is a student application please list grade in school *Field not completed.*

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Note  
*There is no character limit for the fields below.*

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Why do you want to serve on this Commission? I believe having a solid budget and financial stability is integral to having a community that is self-sufficient and resilient. Wise spending

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and saving habits make the difference between thriving and struggling. With the proper financial practices, we can build a future worth passing on to the next generation. I'd like to be a part of building that future.

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What is your view of the role of this Commission?

For pleasure, I read books and listen to podcasts about sustainable financial practices that can be implemented on a local level and that are win-win-win (city economy-citizen-environment). I'd like to regularly share my ideas and troubleshoot implementation with the council. I believe these ideas will allow us to grow as a community long-term in a manner that is sustainable both financially and environmentally.

---

Civic and Volunteer Activities

In April of 2016 year I volunteered and helped run the GlitchCon Video Game Conference. Glitch is a great U of M student run organization that builds community engagement around the development of virtual interactive art. I plan to volunteer again in 2017 as well. For the past year I have volunteered once per quarter at the Chicken Run Animal Rescue in Minneapolis. Caring for those in need is very important to me. I volunteered and performed a free concert at the Farm Sanctuary Walk for Animals in Sept of 2014 in Minneapolis. I have also volunteered in the past through work programs at Wells Fargo at the Cookie Cart in Minneapolis which is a community outreach program that provides opportunities for underprivileged youth to obtain work experience.

---

Work Experience

Wells Fargo Home Mortgage, Dec. 2008 – Present. Home Loan Underwriter III (LO) 4C - (Previously Fulfillment Team Lead). Free Lance Musician, Publisher, and Music Teacher, Dec 2007 - Present. Owner of Boreal Bard Music and Bryan Schumann Music. Augsburg College, September 2006 – December 2007. T.A., Music Tutor, Substitute Teacher, Office Assistant. Skills: ♣ Excellent verbal and written communication skills. ♣ Ability to lead, coach, and motivate others. ♣ Exceptional organizational habits. ♣ Capability to excel in a team environment. ♣ Aptitude with Microsoft Office: especially in Excel and Word. ♣ Strong ability with audio and video software: Pro Tools, Adobe Premiere, Sibelius & Finale. ♣ Working knowledge of Adobe Creative Suite 6.

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Education

Augsburg College, Dec 2007. ♣ B.A. Music Major – Summa CumLaude. Cambridge Community College, May 2004. ♣ Associate of Arts Degree.

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Is there additional information you would like the City Council to consider regarding your application?

I have been a Roseville resident and homeowner since 2011. I live with my wife, Kate, and two cats. I love spending time in my backyard vegetable garden as well as walking, biking, running, and playing tennis in the Roseville City parks. I am a musician by trade/education. I am a composer and music producer out of my home studio. Kate is a

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performing musician and trumpet teacher out of our home as well. I also have a background in finance with nearly a decade of experience in credit review, income to expense ratio review, and financial risk mitigation. I currently also work part-time as a home loan underwriter for Wells Fargo Home Mortgage.

---

Additional Information if you become Board or Commission Member

*Additional information may be emailed to [info@cityofroseville.com](mailto:info@cityofroseville.com) or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.*

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Minnesota Government Data Practices Act      Yes

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Minnesota Statute §13.601, subd. 3(b)      Home/Cell Phone, Email Address

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Acknowledgement      Yes

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**Full Name:** John Murray  
**Last Name:** Murray  
**Company:** Finance  
**Business Address:** [REDACTED]  
Roseville, MN 55113  
**Home:** [REDACTED]  
**E-mail:** [REDACTED]  
**E-mail Display As:** John Murray [REDACTED]

First Name	John
Last Name	Murray
Address 1	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
How many years have you been a Roseville resident?	26
Commissions	Finance
Commission preference	Finance
Commission preference	<i>Field not completed.</i>
This application is for	New Term
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve	Interested in my local community and making it work as well as

on this Commission?	possible.
What is your view of the role of this Commission?	The purpose of the Roseville finance commission in a nutshell, should be to make the work of the city Council easier. The commission should be responsible for pulling together the overall financial plan of the city, budgeting and other issues it is charged with. The commission should look to the future, making certain obligations of the city, in terms of bonds depreciation of plant and equipment, future needs and so forth would be aligned with future revenues. We need to maintain our triple A bond rating. Help communicate with city residents the financial position of the city, in terms of needs and future plans. In other words keeping the city on a sound financial footing with good overall financial planning for the future.
Civic and Volunteer Activities	MN CPA society- various committees, MN Accounting Aid Society, MN Tennant's Union, 14 years Ramsey County Draft board, volunteer IRS tax preparer, Various church boards including treasurer & President of congregation, several positions on political committees (not recently)
Work Experience	42 years public accounting
Education	U of Mn BS Educ, U of MN BS Business Accounting, CPA MN 1978 Lisc 04438
Is there additional information you would like the City Council to consider regarding your application?	<i>Field not completed.</i>
<p>Additional Information if you become Board or Commission Member  <i>Additional information may be emailed to <a href="mailto:info@cityofroseville.com">info@cityofroseville.com</a> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.</i></p>	
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Acknowledgement	Yes

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

Date: October 10, 2016  
Item No.: 14.c

Department Approval



City Manager Approval



Item Description: I-35W Project Municipal Consent and Noise Wall Vote

**BACKGROUND**

The Minnesota Department of Transportation (MnDOT) is proposing a project along Interstate 35W that will add a Managed Lane in each direction from Trunk Highway 36 in Roseville to Anoka County State Aid Highway 17 (Lexington Avenue) in Blaine. The proposed project will also include several smaller improvements along the corridor to improve or eliminate bottle neck areas for better overall traffic operations. This project is tentatively scheduled for 2019, although MnDOT is working to accelerate this project for possible construction starting in 2018.

A Managed Lane is a lane of traffic that will be limited to high occupancy vehicles (HOV) or transit vehicles as well as single occupancy vehicles that pay a fee to use that lane during certain times of the day based on congestion levels. The fee paid will vary based on the level of congestion. Managed Lanes are currently in operation on I-394, I-35W south of downtown Minneapolis and I-35E north of St. Paul.

The project will involve repaving the entire roadway section of I-35W including any ramps that have not been repaved as part of a recent project. The widening of the roadway will also require the construction of new bridges that currently extend over County Road C and Rosegate in the City of Roseville. A layout of the overall proposed project is available for viewing at the Public Works Department at the Roseville City Hall. An electronic version is also available for on-line viewing at MnDOT's Project Website located at:

<http://www.dot.state.mn.us/metro/projects/i35wroseville/index.html>

Included (Attachment C) are clips of the overall layout showing:

- The project area within the limits of the City of Roseville
- Typical section of the widened I-35W Corridor
- The area between County Road E2 and the 694 Interchange showing added auxiliary lanes to improve the overall operation of the interchange area

In a letter dated June 2, 2016 (Attachment B), MnDOT officially delivered a project layout and notified the City of a request for Municipal Consent. MN Statute 161.16 requires MnDOT to obtain Municipal Consent for projects that "alter access, increase or reduce highway traffic capacity, or require acquisition of permanent right-of-way". This project is adding traffic capacity, but will not alter access or require any permanent right-of-way acquisition within the City of Roseville.

Currently the project is expected to be delivered as a design-build project, whereby the contractor

32 would be responsible for completing the final design of the project and constructing the project  
33 per the specifications and requirements of the approved Final Layout as well as the requirements  
34 set forth in the Request for Proposals.

35 The estimated time to construct this project is 3 to 4 years. This length of time is necessary due  
36 to the overall project corridor length and the replacement of the entire existing driving surface on  
37 I-35W. The Design-Build project delivery method provides an opportunity for creative  
38 construction techniques that could shorten the overall project timeline.

39 On July 25<sup>th</sup>, 2016, the City Council held a public hearing for the purpose of receiving public  
40 comment on this project. There were no written or spoken comments presented at said public  
41 hearing.

42 The City Council is asked to consider approving the attached resolution approving the layout as  
43 presented to the City and including the elements described above. If the Council does not want  
44 to approve the layout, they should make a motion formally denying approval of the layout. Said  
45 motion should include specific concerns or reasons for denial so that MnDOT can follow up with  
46 a revised layout or address the concerns in their efforts to appeal the City's denial. Action from  
47 the City on this item is due to MnDOT by October 30<sup>th</sup>. If the City Council takes no formal  
48 action prior to that date the City will have waived its right to Municipal Consent.

#### 49 **NOISE WALL**

50 Besides the actual construction impacts and delays, potentially the most impactful item related to this  
51 project for the residents and businesses of Roseville will be the potential installation of noise walls  
52 along the east side of I-35W between the on ramp to I-35W northbound from Cleveland Avenue to  
53 County Road D. The proposed noise wall is shown in Attachment D. The wall will be constructed  
54 with wood planks and concrete posts and will be 14 feet in height.

55 The process for the recommendation of noise walls includes first analyzing the cost effectiveness of  
56 the noise walls in comparison to the actual noise reduction. If the noise wall meets the requirements  
57 as set by MnDOT and the Federal Highway Administration, then the benefiting property owner is  
58 given a vote on whether they want the noise wall or not. There are many properties that would prefer  
59 visibility from the freeway to the noise reduction.

60 In this case, the properties that will vote are the commercial properties located along the east side of  
61 I-35W and west of Cleveland Avenue. The City will also have some votes due to the location of the  
62 City's trail between the freeway and the businesses in this area. The City will be considered tenants  
63 of the properties as the trail is on a series of easements through this area, thus allowing the City some  
64 votes on the matter.

65 Each vote is given a point total based on the relationship of the voter to the property. Property  
66 owners immediately adjacent to the proposed noise wall receive 4 points per vote (one vote per  
67 parcel), tenants of properties immediately adjacent to the noise wall receive 2 points. For properties  
68 at least one parcel removed from the noise wall but within the benefiting area, property owners  
69 receive 2 points per vote and tenants receive one point per vote.

70 For the proposed noise wall within the City of Roseville, located between County Road C and  
71 County Road D, there are a total of 147 eligible possible points based on parcel location and number  
72 of tenants. The proposed noise wall must receive at least 74 Yes points in order for the wall to be  
73 approved. The City of Roseville has a total of 21 votes representing 41 total points (10 tenant votes

74 on parcels directly adjacent to the noise wall and one tenant vote for a parcel one parcel removed  
75 from the wall).

76 MnDOT has been updating the project website with the point total as votes are received. The  
77 website is updated each week on Friday. As of October 4<sup>th</sup>, there were 58 Yes points received (39%)  
78 and 8 No points received (5%). Once the Yes points exceed 50% of the total eligible points (74  
79 points) the noise wall is approved for construction. It is possible that by the time the Council  
80 considers its vote on the proposed noise wall, the noise wall will have received the necessary  
81 additional Yes points to warrant the construction of the noise wall. This number will be updated  
82 during the Council Meeting.

83 City staff has received one formal comment from a property owner, Jeff Eckroth owner of Eckroth  
84 Plaza located at 3065 Centre Point Drive. Mr. Eckroth requests that the City Council vote no for the  
85 noise wall based on impacts to the visibility and property value of the properties along I-35W in this  
86 area as well as the potential personal safety issues for users of the trail. His letter is included as  
87 Attachment E.

88 Staff has also had verbal comments from the hotels along this stretch that they are very much in  
89 favor of the noise wall based on comments from their customers regarding the freeway noise.

#### 90 **FINANCIAL IMPACTS**

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

#### 97 **STAFF RECOMMENDATION**

98 Based on the overall proposed improvements to the I-35W corridor and the limited impacts to the  
99 residents of Roseville, staff recommends that the City Council adopt the attached resolution  
100 approving the project layout as presented by MnDOT for the I-35W Managed Lane Project.

101 If the Council does not wish to approve the layout, a motion would be in order to formally deny the  
102 layout and direct staff to draft a resolution memorializing the Council's denial of Municipal Consent.  
103 That resolution of denial must be adopted prior to October 30, 2016.

104 Staff also recommends the City Council authorize the Public Works Director to submit the MnDOT  
105 supplied Noise Wall Ballot with a Yes vote based on benefits to the adjacent property owners and the  
106 trail along I-35W as well as the overwhelming YES votes currently received for this noise wall.

#### 107 **REQUESTED COUNCIL ACTION**

108 Adopt the attached resolution approving Municipal Consent for the MnDOT I-35W Project S.P.  
109 6284-172.

110 Motion authorizing the Public Works Director to complete and submit the noise wall ballot on behalf  
111 of the City of Roseville with a YES vote (or NO vote).

112 Prepared by: Marc Culver, Public Works Director  
Attachments: A: Resolution approving Municipal Consent

- B: MnDOT Letter Request for City Approval (Municipal Consent)
- C: I-35W Managed Lane Project – Portions of Layout
- D: MnDOT Noise Wall Notification Letter
- E: Eckroth Letter in opposition to Noise Wall
- F: Presentation

**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 10th of October, 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 APPROVING MUNICIPAL CONSENT FOR THE  
MnDOT I-35W PROJECT S.P. 6284-172**

10  
11  
12  
13  
14 WHEREAS, the Commissioner of Transportation has prepared a final layout for State  
15 Project 6284-172 on Interstate 35W from County Road B2 in Roseville to to 0.1 miles  
16 north Sunset Ave (Anoka County State Aid Highway 53) in Lino Lakes and on US 10  
17 from North Junction I35W to 0.7 miles east of Anoka County State Aid Highway J; and

18  
19 WHEREAS, said final layout is on file in the Metro District office of the Minnesota  
20 Department of Transportation, Roseville, Minnesota, and on file at the City Hall of the  
21 City of Roseville, being marked as Layout No. 1A, S.P. 6284-172 ; and

22  
23 WHEREAS, this project proposes to add capacity to 35W and therefore the  
24 Commissioner of Transportation seeks the approval of said layout, as described in  
25 Minnesota Statutes 161.62 to 161.167, Municipal Consent.

26  
27 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
28 ROSEVILLE, MINNESOTA, that said final layout for the improvement of Interstate 35W  
29 within the corporate limits of the City of Roseville be and is hereby approved.

30  
31 The motion for the adoption of the foregoing resolution was duly seconded by Member  
32 and upon a vote being taken thereon, the following voted in favor thereof:  
33 ; and and the following voted against the same: .

34  
35 WHEREUPON said resolution was declared duly passed and adopted.







## Minnesota Department of Transportation

Metropolitan District  
1500 County Road B2, Roseville, MN 55113

June 2, 2016

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

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

Dear Marc Culver,

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

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

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

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

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

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

An Equal Opportunity Employer



## Project Purpose

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

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

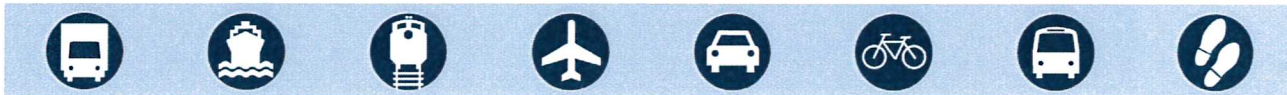
The purpose of this project is to provide a long-term, sustainable option for all highway users (transit and non-transit) that improves pavement conditions, increases mobility, improves travel time reliability, and maintains or improves transit advantages on I-35W between TH 36 in Roseville and CSAH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

## Project Description

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

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

An Equal Opportunity Employer





### Planned Project Schedule

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

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

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

### City's Estimated Project Costs

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

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

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

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

### City's Maintenance Responsibilities

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

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

Sincerely,



Jerome Adams

An Equal Opportunity Employer



Project Manager  
1500 County Road B2  
Roseville, MN 55113

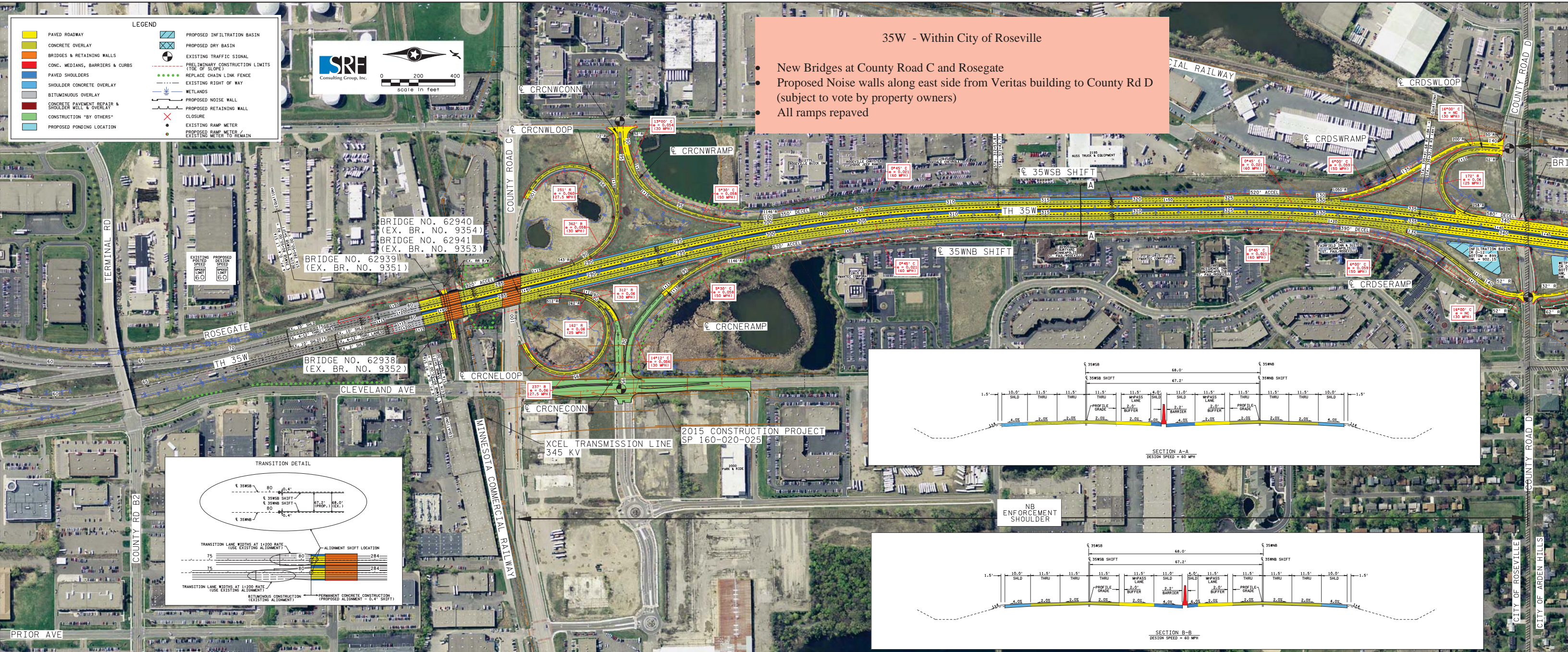
Attachments:

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

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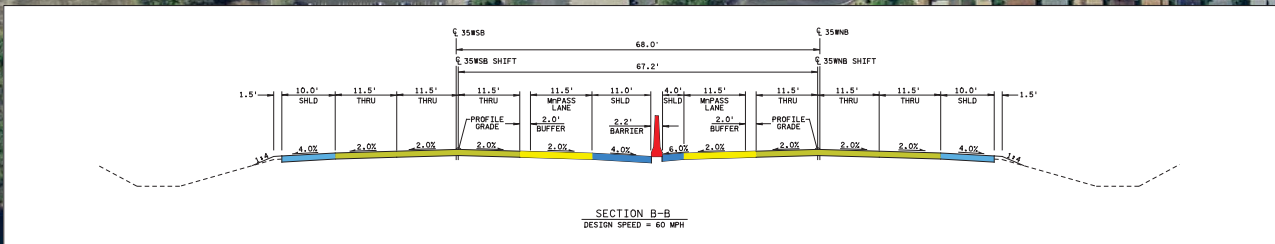
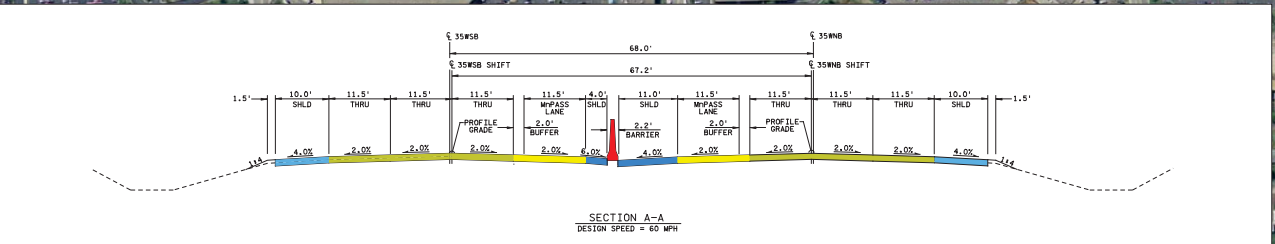
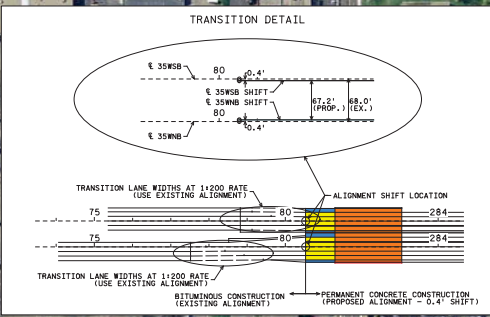


35W - Within City of Roseville

- New Bridges at County Road C and Rosegate
- Proposed Noise walls along east side from Veritas building to County Rd D (subject to vote by property owners)
- All ramps repaved

**LEGEND**

PAVED ROADWAY	PROPOSED INFILTRATION BASIN
CONCRETE OVERLAY	PROPOSED DRY BASIN
BRIDGES & RETAINING WALLS	EXISTING TRAFFIC SIGNAL
CONC. MEDIANS, BARRIERS & CURBS	PRELIMINARY CONSTRUCTION LIMITS (TYPE OF SLOPE)
PAVED SHOULDERS	REPLACE CHAIN LINK FENCE
SHOULDER CONCRETE OVERLAY	EXISTING RIGHT OF WAY
BITUMINOUS OVERLAY	WETLANDS
CONCRETE PAVEMENT REPAIR & SHOULDER MILL & OVERLAY	PROPOSED NOISE WALL
CONSTRUCTION "BY OTHERS"	PROPOSED RETAINING WALL
PROPOSED PONDING LOCATION	CLOSURE
	EXISTING RAMP METER
	PROPOSED RAMP METER
	EXISTING METER TO REMAIN



2015 CONSTRUCTION PROJECT  
SP 160-020-025  
XCEL TRANSMISSION LINE  
345 KV

NB ENFORCEMENT SHOULDER

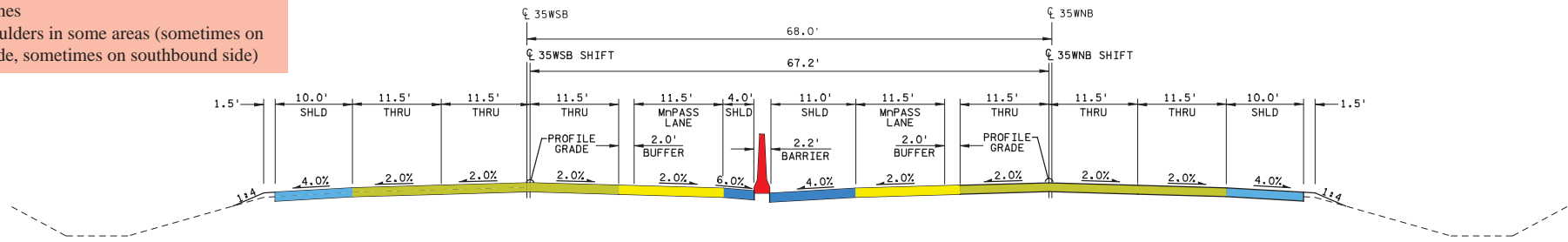
CITY OF ROSEVILLE  
CITY OF ARDEN HILLS





35W Managed Lane Typical Section

- 11.5 foot lanes
- Narrow shoulders in some areas (sometimes on northbound side, sometimes on southbound side)

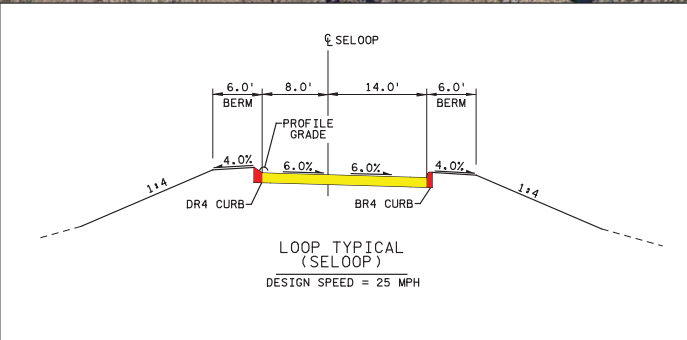
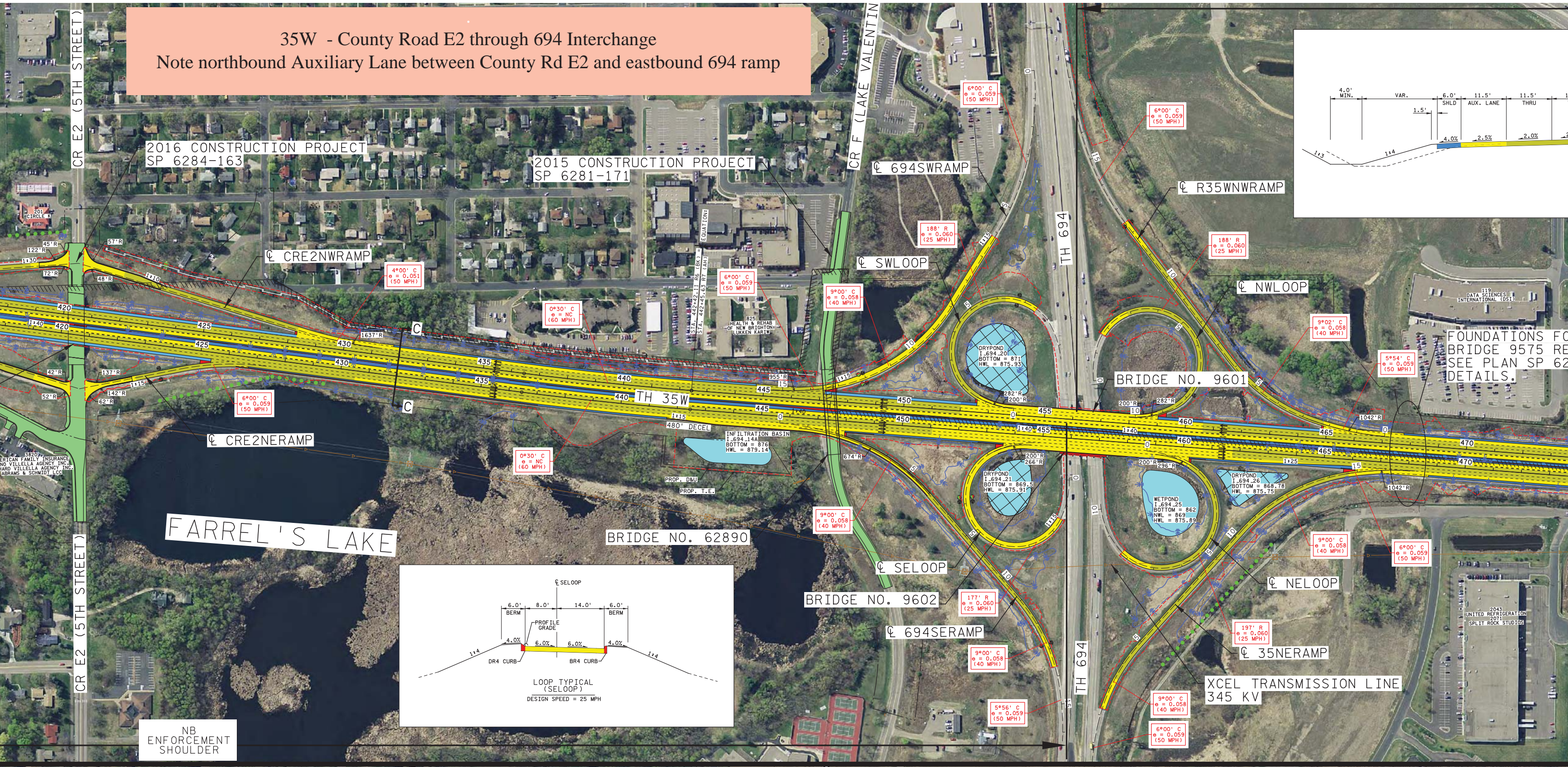


SECTION A-A  
DESIGN SPEED = 60 MPH





**35W - County Road E2 through 694 Interchange**  
 Note northbound Auxiliary Lane between County Rd E2 and eastbound 694 ramp



FOUNDATIONS FOR BRIDGE 9575 REPAIR SEE PLAN SP 6281-171 FOR DETAILS.

2043 UNITED REFRIGERATION 2011 SPLIT ROCK STUDIOS

NB ENFORCEMENT SHOULDER







# I-35W North Corridor Proposed Noise Walls

1,500 feet north of County Road C to County Road D (Noise Wall NB1)

## Why you are receiving this information

The Minnesota Department of Transportation (MnDOT) recently conducted a noise study along I-35W and determined a noise wall constructed from 1,500 feet north of County Road C to County Road D on the east side of I-35W would reduce the traffic noise level at your property, unit or business by at least 5 decibels.

## Vote on the proposed noise wall

Property owners and residents who will experience a 5-decibel reduction in noise as a result of a noise wall can vote for or against the proposed noise wall along the east side of I-35W (north of County Road C to County Road D).

### Your vote can make a difference

Cast your vote on the noise wall that affects you by completing the enclosed voting ballot and mailing it back by **October 6, 2016**.

### Translation Available

Para solicitar esta información en otro idioma, por favor comuníquese con Janet Miller a través del 651-366-4720 o [janet.rae.miller@state.mn.us](mailto:janet.rae.miller@state.mn.us)

Si aad u codsato akhbaartan iyadoo afka kale ku qoran, fadlan la soo xiriir Janet Miller oo laga helo khadka 651-366-4720. Ama [janet.rae.miller@state.mn.us](mailto:janet.rae.miller@state.mn.us)

Yog xav tau cov xov no yam siv lwm hom lus hu rau Janet Miller ntawm 651-366-4720 los yog [janet.rae.miller@state.mn.us](mailto:janet.rae.miller@state.mn.us)

## How voting works

You can vote for or against the noise wall that affects your property, unit or business. MnDOT uses a weighted voting system to ensure residents and property owners are given appropriate influence on the outcome of the noise wall. How much you influence the outcome of the noise wall is based on how much your property/unit is affected by the noise wall and whether or not you own the property/unit.

Proximity to Noise Wall	Points Awarded		
	Resident	Owner	Both
Property/unit is immediately adjacent to the noise wall	2	4	6
Property/unit is not immediately adjacent to the noise wall	1	2	3

*Only the units in apartments/multi-family residential buildings that receive a 5 decibel reduction of noise get to vote. Businesses, churches and schools receive a vote equal to that of a property owner. The table above is an example of the voting system. Please see MnDOT's Noise Policy for additional information about the voting process.*

If 50 percent or more of all possible voting points from eligible voters are received after the first request for votes, the majority of points (based upon the votes received) determine the outcome of the noise wall. If less than 50 percent of the possible voting points for a wall are received after the first request, a second ballot will be mailed to the eligible voters who did not respond.

If 25 percent or more of all possible points for a wall are received after the second request for votes, then the outcome is determined by the majority of votes received. If less than 25 percent of total possible points for a noise wall are received after the second request for votes, then the wall will NOT be constructed. If there is a tie, where there are equal numbers of points for and against a noise wall, the noise wall WILL be constructed.

### Upcoming neighborhood noise wall meetings

**Monday, Sept. 19, 2016**  
**5:30-7:00 PM**  
**Oasis Park**  
 1700 County Rd C2 West  
 Roseville

**Monday, Sept. 19, 2016**  
**5:30-7:00 PM**  
**New Brighton City Hall**  
 803 Old Hwy 8  
 New Brighton

**Wednesday, Sept. 21, 2016**  
**5:30-7:00 PM**  
**Mounds View Comm. Center**  
 5394 Edgewood Drive  
 Mounds View

**Wednesday, Sept. 21, 2016**  
**5:30-7:00 PM**  
**Rasmussen College**  
 3629 95th Avenue  
 Blaine

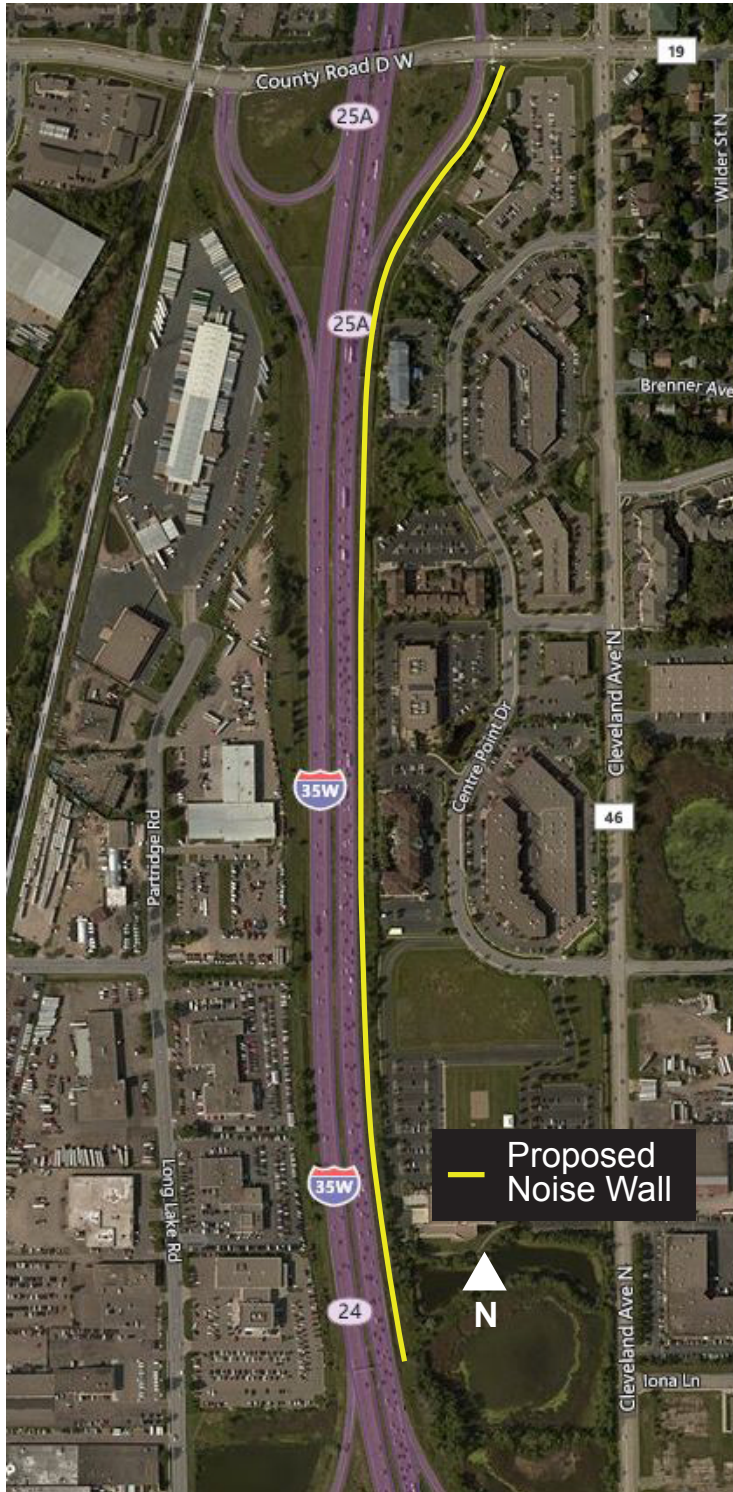


# Computer Generated Visualizations

## What will the noise wall look like?

The noise wall will be 14 feet tall, built with wood planks and concrete posts. The visuals below are based on the information available July 1, 2016 and should not be interpreted as an exact design of this project.

1,500 feet north of County Road C to County Road D  
(Noise Wall NB1)



View along trail near Xcel Energy office and CR D



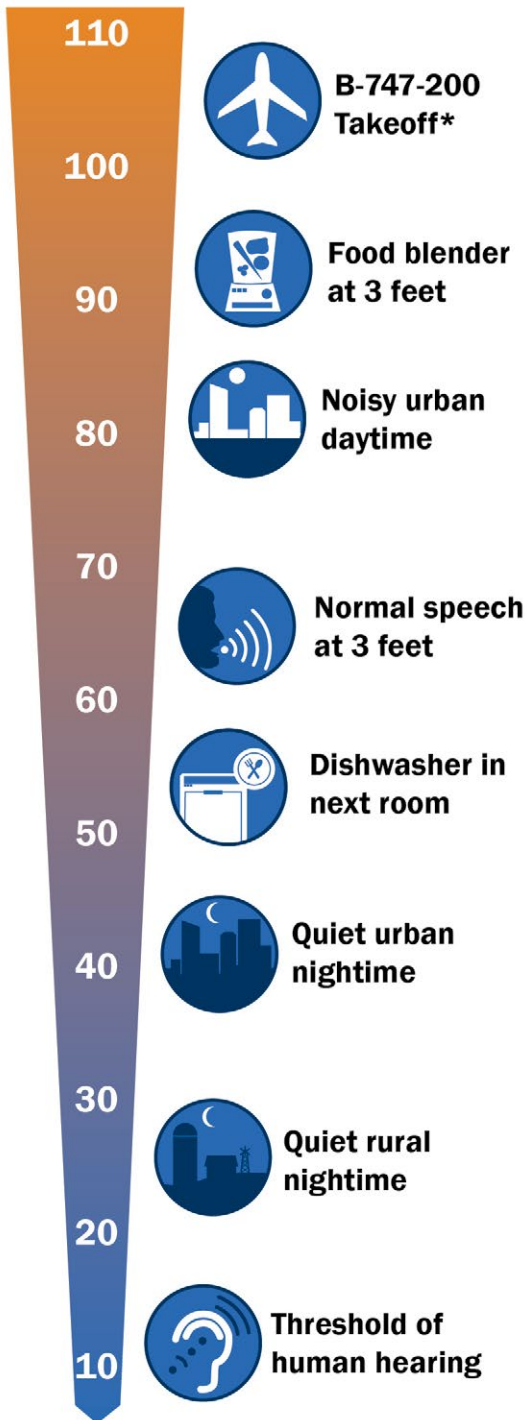
View of trail near Courtyard Marriott and Centre Point Dr.





# Frequently-Asked Questions

## COMPARISON OF NOISE LEVELS Measured in dB(A)



\* As measured along the takeoff path 2 miles from the overflight end of the runway

## Why are noise walls being proposed as part of the I-35W North Corridor Project?

MnDOT conducted a noise study along I-35W between Highway 36 and north of Sunset Avenue (County Road 53) to determine if noise walls would reduce the level of noise in the community adjacent to the project. Currently, traffic noise along I-35W exceeds the state's noise standards and a noise wall would reduce the noise levels at certain locations in the community by at least 5 decibels. MnDOT must comply with the noise limit requirements set by the State of Minnesota (MN Rules Chp 7030) and the Federal Highway Administration (23 C.F.R. 772).

Studies have shown that changes in noise levels of less than 3 decibels are not typically noticeable by the average human ear. An increase of 5 decibels is generally noticeable by anyone, and a 10-decibel increase is usually "twice as loud."

## Why does MnDOT conduct noise studies?

MnDOT assesses existing noise levels and predicts future noise levels and noise impacts of proposed construction projects. If noise impacts are identified, MnDOT is required to consider noise mitigation measures, such as installing noise walls. All traffic noise studies and analyses must follow the requirements established by federal law, Federal Highway Administration Noise Abatement Criteria, Minnesota Pollution Control Agency State Noise Standards, and MnDOT's Noise Policy and noise analysis guidelines.

## How does MnDOT determine if a noise wall should be proposed?

Constructing a noise wall must be feasible and reasonable. Feasibility and reasonableness are determined by cost, amount of noise reduction, safety and site considerations. Noise mitigation is not automatically provided where noise impacts have been identified. Decisions about noise mitigation are made according to MnDOT's Noise Policy.

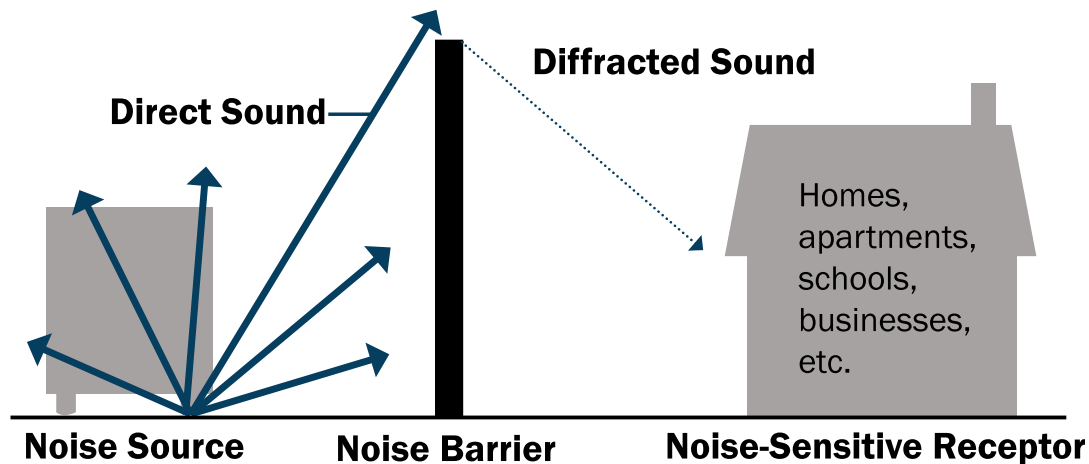
## When will the noise wall be installed?

The noise wall would be installed as part of the overall construction project, which is anticipated to begin in 2018 (tentative schedule - subject to change depending upon funding and project delivery method).

# Frequently-Asked Questions

## How do noise walls reduce noise?

Noise walls do not eliminate all noise. Noise walls reduce noise by blocking the direct path of sound waves to a home or business. **To be considered effective, a noise wall must reduce noise levels by at least 5 decibels.**



## Can noise levels increase as sound waves pass over a noise wall?

No, noise levels do not increase as sound waves pass over a wall. Noise levels are reduced the further the sound waves travel.

## Could trees be planted to block traffic noise?

There is not enough space to plant the amount of and size of trees needed to reduce traffic noise. To effectively reduce traffic noise there needs to be room for at least 100 feet of dense evergreen trees that are 15 feet tall or more. Additionally, if trees are used to reduce traffic noise, they need to be maintained. MnDOT lacks the necessary resources to maintain trees or other vegetation.

## How is the location of the noise wall determined?

MnDOT studied various location options to determine the height, length and location which provides the greatest level of noise reduction.

## Do noise walls affect property values?

There have not been any studies that link property values to the presence of noise walls.

## Where can I find more information about MnDOT's noise policy?

Visit MnDOT's noise website at <http://www.dot.state.mn.us/environment/noise/policy/2015.html>

## Where can I find more information about the I-35W North Corridor project?

Visit MnDOT's project website at <http://www.dot.state.mn.us/metro/projects/i35wroseville/index.html>

**Marc Culver**

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**From:** Jeff Eckroth [REDACTED]  
**Sent:** Monday, September 26, 2016 2:16 PM  
**To:** Marc Culver  
**Cc:** [REDACTED]  
**Subject:** RE: Contact info

Hello Marc,

Thank you for your time and support last week. Please pass this input on to the City Council for consideration as they contemplate their vote on this project. I would encourage them to vote NO based on the following:

1. I purchased the property in 2012 with the visibility from 35W as a major factor. The value of the property(ies) along the stretch of 35W absolutely are impacted by visibility. I paid more for the building/land due to this and more than had it been located in an office park without visibility from a major interstate highway. If the wall goes up on this stretch of Commercial Property, in my opinion, the values will be negatively impacted, as will the property tax revenue.
2. We developed a new Master Sign Plan based on this visibility from 35W and were approved for building signage and a 30' Pylon sign to take advantage of this visibility. (note: Xcel granted an easement and height was limited due to the power lines). The City of Roseville was wonderful to work with and supported this plan. Thusly, significant investment was made by Eckroth Music and Summit Investment Advisors (tenants of the building). If this wall is installed, all of the signage and invested \$'s will be useless.
3. This could be the biggest issue: The walking path along 35W is prone to being a personal safety issue. When we acquired the property we spent measurable \$'s to clear/clean up trees/bushes/weeds/etc.. Prior to our cleanup efforts, the vegetation caused large portions of the path to be 'obscured' and would have made it easy for predators to hide and take advantage of unsuspecting walkers. This is an ongoing issue even now and we are committed to keeping it clear and safe. We've just completed another \$1,900 in vegetation clean up. The WALL WOULD OBSCURE THIS EVEN MORE – PERMANENTLY . Additionally, without street lighting added, the path would be DARK after sundown and before sunrise.
4. Do the Taxpayers of MN, Hennepin County and Roseville really have the desire to invest precious tax dollars on a section of this wall that borders commercial property that, in our opinion, has little impact from the traffic noise?
5. Customer Impact: We chose this location as our customers travel from about a 60 mile radius to get service and support for their music education needs and directing them to '35W at County Road D' gives them an immediate understanding of where we are. The Pylon and Building Signage that is visible now gives them the 'oh there it is' as they get close. The wall would block this and cause confusion and frustration to our 1000's of customers that travel to Roseville to do business. Note:

Eckroth Music serves the needs of school band and orchestra students and their parents in East Central MN and Western WI.

Marc, Thank you and we would appreciate your support with a 'No' vote on the 10<sup>th</sup>.

Musically,

Jeff Eckroth  
Eckroth Plaza Minnesota, LLC



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---

**From:** Marc Culver [<mailto:Marc.Culver@cityofroseville.com>]

**Sent:** Friday, September 23, 2016 8:36 AM

**To:** Jeff Eckroth

**Subject:** Contact info

Jeff,

Again, thank for your phone call this morning and your input on the proposed installation of the noise wall. If you could please send me your comments and concerns in an email I will make sure the City Council has that input for their consideration of the noise wall at the October 10<sup>th</sup> City Council meeting. You are also welcome to come to that meeting and speak in person if you like.

If you have any other questions or comments please call or email me.

Thanks Jeff.

Marc...

Marcus J. Culver, P.E.

Public Works Director

City of Roseville

[marc.culver@cityofroseville.com](mailto:marc.culver@cityofroseville.com)

Office: (651) 792-7041





# 35W Managed Lane Project

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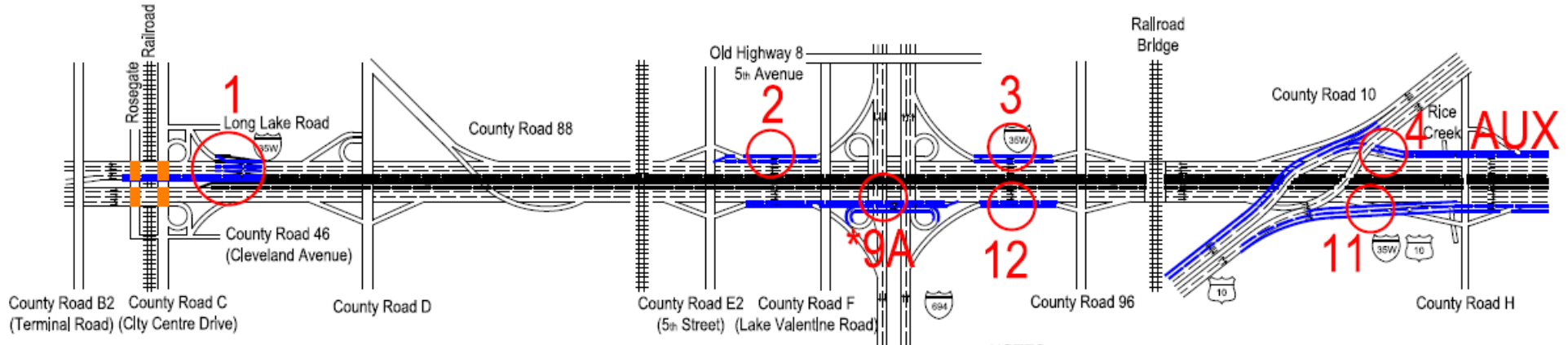
OCTOBER 10, 2016 – CONSIDERATION OF MUNICIPAL CONSENT  
AND NOISE WALL VOTES

# Project Scope

- ▶ Hwy 36 to Lexington Ave.
- ▶ Add a lane in each direction
- ▶ Recommend a MNPASS Lane
- ▶ Several spot improvements to roadway included
- ▶ Concrete pavement
- ▶ Noise walls will be evaluated
- ▶ Replace northbound and southbound bridges at CR C (4 bridges), and replace CR I bridge.
- ▶ Add continuous lighting from 1694 to north junction US 10.

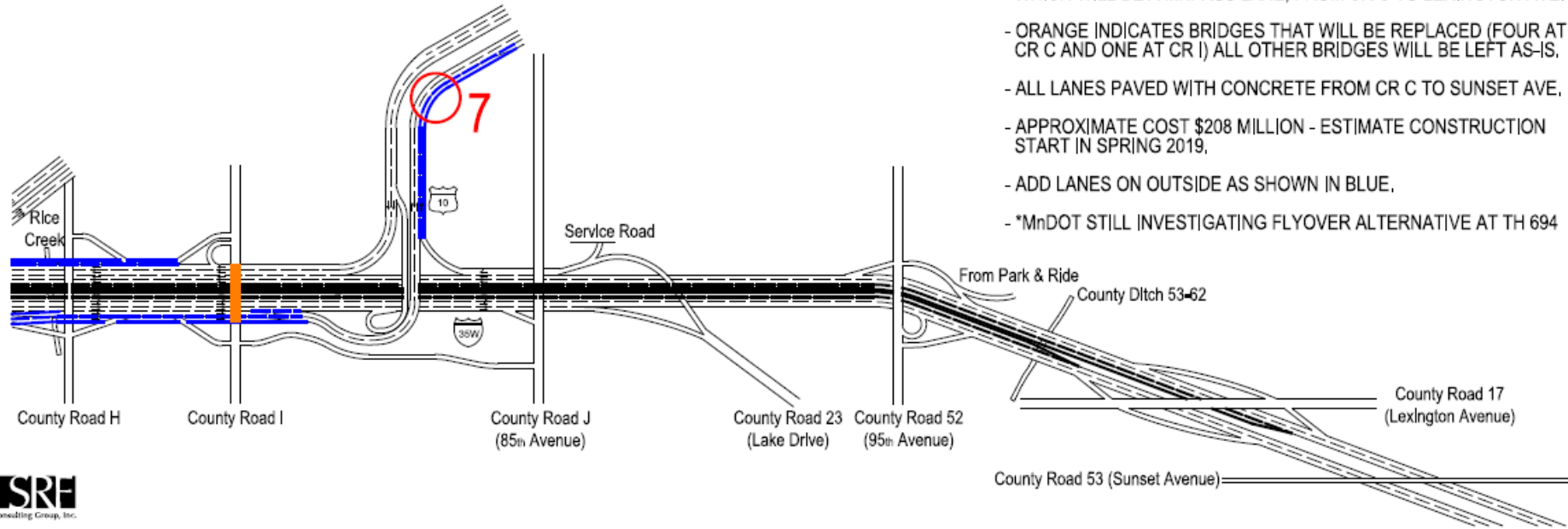


# I-35W NORTH PROJECT SCOPE



**NOTES:**

- ADD ONE LANE IN EACH DIRECTION IN THE MIDDLE, WHICH WILL BE A MNPASS LANE, FROM CR C TO LEXINGTON AVE.
- ORANGE INDICATES BRIDGES THAT WILL BE REPLACED (FOUR AT CR C AND ONE AT CR I) ALL OTHER BRIDGES WILL BE LEFT AS-IS.
- ALL LANES PAVED WITH CONCRETE FROM CR C TO SUNSET AVE.
- APPROXIMATE COST \$208 MILLION - ESTIMATE CONSTRUCTION START IN SPRING 2019,
- ADD LANES ON OUTSIDE AS SHOWN IN BLUE.
- \*MnDOT STILL INVESTIGATING FLYOVER ALTERNATIVE AT TH 694



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# Project Timeline

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- Construction start in 2018 or 2019
- Up to four years of construction
  - Reconstruction of entire pavement surface with concrete pavement
  - Reconstruction of any ramps that have not been reconstructed over the past several years
  - Construction of noise walls
  - Widening of pavement surface for managed lanes and auxiliary lanes
- Design Build project delivery method allows opportunity for contractor to provide value engineering to reduce cost of project and/or shorten construction timeline

# Municipal Consent

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- MnDOT Required by State Law to obtain Municipal Consent
- Per State Law Requirements
  - City of Roseville held a Public Hearing on July 25, 2016. No comments received
  - Impacted City must vote to approve project layout
  - If City does not approve the project layout MnDOT has the option to pursue an appeals process, redesign project or stop the project
- Cities that need to provide Municipal Consent for this project:
  - Roseville, New Brighton, Arden Hills, Mounds View, Shoreview, Lexington, Blaine, Lino Lakes
- If Council is satisfied with the project as presented it should adopt the attached resolution approving the project layout

# Noise Walls

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- Analysis indicated 8 locations where noise walls were warranted and cost effective
- One location in the City of Roseville
  - Located between County Road C and County Road D on the east side of 35W
  - Primarily justified due to the presence of the trail along the freeway corridor



# Proposed Noise Wall Location







# Noise Wall Voting

---

- MnDOT provides a process by which impacted and benefiting property owners and tenants may vote for the noise wall
- Some businesses prefer visibility from the freeway over the noise reduction benefit
- Votes are assigned points based proximity to the noise wall and whether vote is from the tenant (1-2 points) or property owner (3-4 points)
- City of Roseville has 11 votes worth 21 points due to location of the trail





**LOCATION 1 EXISTING**





**LOCATION 1 PROPOSED**





**LOCATION 2 EXISTING**





**LOCATION 2 PROPOSED**

# Noise Wall Voting

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- Current vote tally (as of October 4<sup>th</sup>, to be updated before Council Meeting):
  - Total Eligible Points = 147
  - Yes Points Received = 58 (39% of total eligible)
  - No Points Received = 8 (5% of total eligible)
- Noise wall will be considered approved when total Yes Points received exceeds 50% (74 points)
- One property owner has submitted request for a NO vote from the City (letter attached)
- City Council should vote for YES or NO vote on Noise Walls (ballot does not allow for some yes and some no votes)



Questions?



  
**REQUEST FOR COUNCIL ACTION**

Date: October 10, 2016  
Item No.: 15.a

---

Department Approval

City Manager Approval



---

Item Description: Discuss Recommendations Regarding Neighborhood Associations from the Community Engagement Commission.

---

1 **BACKGROUND**

2 At the April 25, 2016 meeting, the City Council received the Community Engagement Commission's  
3 (CEC) report on neighborhood associations. On August 8, 2016, the City Council discussed the report  
4 findings and received public comments about the recommendations. Staff is bringing the discussion  
5 forward at this time to have the City Council provide direction on whether to implement any of the  
6 recommendations of the report. Community Engagement Commission Chair Scot Becker will be in  
7 attendance to provide additional background on the recommendations. Attached to this report is the  
8 CEC's Report and Recommendations regarding neighborhood associations.

9 **POLICY OBJECTIVE**

10 The City of Roseville values community engagement and transparency of its operations and decisions.  
11 Fostering the creation of neighborhood associations will further this commitment for meaningful  
12 community engagement of Roseville residents and businesses.

13 **FINANCIAL IMPACTS**

14 The costs for implementing these recommendations are unknown at this time. While it is not  
15 contemplated under the existing recommendations that an additional staff person would be needed to  
16 assist neighborhood associations, it is expected that existing staff will spend time working on the issues.  
17 The new costs will be dependent on the level of support to neighborhood associations that are desired  
18 (costs of mailings, operating grants, etc.).

19 **STAFF RECOMMENDATION**

20 The City Council should discuss and provide direction to staff for next steps regarding implementing  
21 the recommendations regarding neighborhood associations.

22 **REQUESTED COUNCIL ACTION**

23 Discuss and provide direction to staff for next steps regarding implementing the recommendations for  
24 neighborhood associations.

25

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

- Attachments:
- A: City Council minutes from April 25, 2016
  - B: City Council minutes from August 8, 2016
  - C. 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**

**Roll Call (Super Majority Required)**

**Ayes:** Willmus, Laliberte, Etten, McGehee and Roe.

**Nays:** None.

On behalf of the public and City Council, Mayor Roe stated interest in hearing the first annual report of the RACF.

For those residents interested in serving on a board such as the RACF, Mayor Roe also noted the Roseville Historical Society as another area of service.

Ms. Pust concurred with Mayor Roe.

Councilmember Laliberte thanked Ms. Pust for her long-term efforts in working on this update.

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

**a. Discuss recommendations Regarding Neighborhood Associations from the Community Engagement Commission**

City Manager Patrick Trudgeon referenced the detail provided in the RCA as recommended by the Community Engagement Commission (CEC). Mr. Trudgeon referenced Attachment B, outlining the CEC's report and specific recommendations regarding Neighborhood Associations (NA). Mr. Trudgeon reviewed each section, starting with line 112 of Attachment B, seeking City Council feedback.

Criteria for "Affiliated" Neighborhood Associations (page 3)

As noted by Councilmember Laliberte, City Manager Trudgeon confirmed that no association had come forward to-date asking for this "affiliation" status; and the criteria provided were simply modeled from other communities with NAs.

When important issues came up in neighborhoods, Councilmember McGehee opined they rallied quickly and had the ability to self-organize to present their views to the City Council, often choosing their own spokesperson. Councilmember McGehee opined that the city should not be involved in this matter, and favored NAs being able to self-organize without interference and with no formal process requiring bylaws and coming before the City Council for approval. Councilmember McGehee further opined this was intrusive and unnecessary; nor was it necessary for the city to define their boundaries and dispute them if and when someone may feel left out. With existing block captains, NextDoor.com and other ways for a community to self-organize around city issues, Councilmember McGehee pointed out this had not arisen from the community wishing for such an idea. Councilmember McGehee stated she was not interested in pursuing this.

Councilmember Willmus stated he didn't see anything in this criteria that precluded neighborhoods from serving as NAs independent of this proposed process.

Councilmember McGehee then questioned the need to have it in place.

Mayor Roe noted this discussion was involving a portion of the document beyond that yet presented by City Manager Trudgeon. Mayor Roe clarified that if a NA chose to "affiliate" with the city, there were certain things the city would provide to the group in exchange for that "affiliation. Mayor Roe agreed with Councilmember McGehee's concerns with boundaries, opining those should be self-determined, and further stated he had no problem with overlapping boundaries of groups seeking further identify with a smaller area than the broader NA. However, Mayor Roe stated the city should not make that decision, and also expressed his concern in the city approving bylaws, suggesting there simply be a checklist for the NA to complete. Mayor Roe stated he did think it was good to require a NA to have bylaws to function well and avoid chaos.

Mayor Roe stated he did have a problem referring to NAs as "affiliated" and suggested it made more sense to call them "registered" to avoid any perception they were city-driven.

Councilmember Etten agreed with the comments of Mayor Roe, opining the city shouldn't get involved approving bylaws, but simply provided samples and let those organizations work for their efforts without city approval. As an example, Councilmember Etten noted his involvement in the larger Lake McCarron's Neighborhood Association, as well as in a smaller group functioning within that larger NA, both serving different purposes to build community. Councilmember Etten stated finding ways to assist neighbors in joining together was a good thing and benefited not only neighbors and the neighborhood, but the city as a whole, especially in more positive ways going forward versus being only a reactionary group. Councilmember Etten noted this provided neighbors to get to know about their neighborhood and city and make them more aware and involved. Councilmember Etten noted the block captain idea came from a public comment made in April when this was discussed; and suggested the city go to those contacts first to determine if there was interest in the registration process, and if so use that network as the starting point.

For someone coming to register with the city as a NA, Councilmember McGehee questioned how the city proved they represented those people.

Mayor Roe responded that would be evidenced as per the criteria outlined by City Manager Trudgeon. As with anything, Mayor Roe noted the city was depending on people being honest and straightforward, thus the criteria proposed.

Councilmember Willmus stated he had no issue whether a NA was referred to as “affiliated” or “registered.” Regarding boundaries, Councilmember Willmus asked Mayor Roe if he saw any need for oversight or how to provide a realistic guideline to avoid a boundary that may encompass the entire city or a good portion of it, or even possibly extend beyond the city.

Mayor Roe recognized it may involve some guidelines, but he didn’t think it necessarily should be based on so many members per acre, and acknowledge that people may identify in different ways and accept that. Mayor Roe suggested including instructive language discouraging conflicts related to boundaries, but otherwise didn’t see any issues.

Regarding the statement that this NA idea had not been brought forward by the public, Mayor Roe clarified that it definitely had been, and if not from the CEC, it had been members of the public that got them thinking about it; and noted formation of several other NAs over the last few years.

City Manager Trudgeon agreed with Mayor Roe, that prior to the creation of the CEC, the Civic Engagement Task Force provided a recommendation to foster NAs and brought that forward to the City Council, and subsequently turned it over to the CEC with the goal of fostering more civic and community engagement. Mr. Trudgeon noted this phase of the process was simply fleshing out the details.

Specific to boundaries, City Manager Trudgeon agreed it was a challenging issue, and noted the City Council’s discussion tonight mimicked those held by the CEC and its subcommittee. Referencing the City of St. Louis Park’s model with the city pre-determining boundaries by map divisions, Mr. Trudgeon noted that had become clear very quickly that it was not something the city was interested in doing. Mr. Trudgeon suggested allowing those boundaries to be self-determined by the NA, and spoke in support of a soft approval versus hard approval of their bylaws. While the City Council may consider those boundaries, if requested to do so, Mr. Trudgeon those boundaries may fall naturally. With the bylaws, Mr. Trudgeon reported that the CEC felt it was important to have things set up properly for the NA to function and be successful, with the intent for rules of governance and the strong feeling that an annual meeting was required and open to the public. While this language in Attachment B may be too harsh, Mr. Trudgeon referenced and suggested the St. Louis Park “tool kit” and sample bylaws and checklist for minimum criteria as a best practice to follow and the minimum submission to the city to be “registered.”

Mayor Roe agreed with that point, at a minimum to provide bylaws for a NA, but not for City Council approval, and only as an administrative function for staff to accept that registration and provide that registration on the city’s website. Mayor Roe opined that City Council Approval represented a whole level of politics, es-

pecially for a particular issue that may come before the City Council, and stated his lack of interest in setting up such potential conflicts.

Councilmember Willmus agreed with City Manager Trudgeon and Mayor Roe.

Councilmember McGehee reiterated that she saw no reason for bylaws or to be “registered,” since at this point anyone could access an agenda or notice and represented no specific public benefit for someone from city staff to talk to a NA, since that option already existed.

Councilmember Laliberte stated she preferred “registered” versus “affiliated” to serve as a way of recognizing the NA and to receive an exchange of services versus those NAs organically existing. Councilmember Laliberte also stated boundaries were not for the city to dictate, and people may want to participate in multiple areas or interest groups. Councilmember Laliberte agreed with Councilmember Etten that others could be blurred. Councilmember Laliberte stated she loved the idea that NAs develop for positive reasons and not just because they’re fighting about an issue, a development, or the city to be heard. Councilmember Laliberte opined that the goal in acknowledging a NA similarly was for the good of the community.

Neighborhood Association Expectations of the City (page 4-5)

Councilmember McGehee referenced the last bullet point (lines 186 – 189) and meeting with the City Manager annually. Again, Councilmember McGehee noted these items are readily available to the community or any group or neighborhood association asking for them. From this language, Councilmember McGehee opined that the perception is that if you or your small group isn’t “registered,” you are unable to partake of those activities. Councilmember McGehee opined that any neighborhood group should be able to use City meeting facilities at no cost, whether “affiliated” or not, with no special break just because you’re “registered.” Councilmember McGehee stated she didn’t see any check and balance in handing out these benefits; and would like to see evidence of a group and their acting as one versus someone stating they controlled a certain number of blocks in an area. While that may not happen often, Councilmember McGehee opined it could and referenced several cases in which she could see that happening. If a group wants to organize and the person in charge receives extra notification, Councilmember McGehee opined she had a hard time saying why this should be so different. Regarding the St. Louis Park model, Councilmember McGehee stated St. Louis Park is not only a different and much larger community with a larger staff than Roseville, but also operates under a different system. Councilmember McGehee reiterated her statement that she didn’t think this proposed NA process fit; and referred to recent community surveys indicating resident’s attachments to their neighborhoods and providing sufficient community input without this type of structure in place.

Councilmember Willmus responded that this structure didn't preclude them from what Councilmember McGehee was suggesting they already do, but simply provided a mechanism for more opportunity and for further connection with the city. Councilmember Willmus stated his only question was pertaining to the bullet points on lines 181 and 184, noting the comments of Councilmember McGehee on notification, and something available for anyone checking the box. Councilmember Willmus stated he had some questions as to whether or not that was absolutely necessary.

Councilmember Laliberte stated this provided a nice list of things that "could be" provided to a NA, but in some ways she found it too broad and long with the potential to tie up a staff person charged with doing this. Councilmember Laliberte noted just tracking what grants were available and their specific purpose and parameters was a huge task for a staff already overwhelmed. Councilmember Laliberte also expressed concern with including NA information in the city newsletter, opining that may prove difficult with the current every other month schedule that made it hard to get all of the city's existing timely information out to the public that the city was obligated to provide. Regarding mailing, if the mailing was intended as a one-time, NA set up notice, Councilmember Laliberte stated her agreement, but not as an annual meeting notice. However, Councilmember Laliberte noted this at some point brought up the issue of boundaries, or where that mailing went and who received the notice.

Councilmember Etten agreed with some of Councilmember Laliberte's points, noting his concern with being considerate of staff time in keeping up-to-date with grants. Councilmember Etten noted his interest in whether all NAs could become a collaborative group, not all inclusive, but in ways the NAs could work together for positive interaction with reasonable expectations. While the mailing may potentially be a good thing, Councilmember Etten noted potential funding sources for those mailings, whether a one-time starter mailing or other option, noting boundaries drove that cost. Instead, Councilmember Etten suggested a cost-participation cap for each NA that the city could support, but providing a specific source of and regulation of those funds. Regarding notifying a NA of things happening, Councilmember Etten stated his interest in continuing to inform that, and while things may not initially provide a perfect system, formalization for block captains was his preference with the goal to get more information out to neighborhoods and then ask those block captains to disseminate it to their community neighborhood. Councilmember Etten noted this provided another step and intentional effort for the city to reach and communicate with more people.

Mayor Roe stated he didn't have much problem with lines 181 – 185 and agreed with staff not spending too much time on those steps. Mayor Roe stated his interest in the collaborative feedback among NA's on grants that didn't require city research; and agreed with the lack of room available in the city's newsletter for NA



news as well as the additional staff time that would require. Mayor Roe agreed with the seed money concept for NA mailing leaving it up to them how they used it. Related to the notification process, similar to that used for land use issues, Mayor Roe noted this brought up the question of who provided the mailing list, suggesting that may be a service the city could provide, to determine what made the most sense versus an unlimited mailing. Mayor Roe agreed with the one-time only NA creation mailing.

Additional discussion and clarification included the initial mailing would be for a newly-forming NA to solicit for their membership in establishing as a group; clarification of the results of a mailing and what constitutes a NA by reporting the number to the city, without identifying members, just a head count; and preference for NAs to maintain communication with the city with updated meeting minutes or notes and a current tally of their membership on an annual basis.

Councilmember Laliberte noted her struggle in how to define members of a NA; while applauding NAs that strengthened their membership among themselves and funded their activities, opining that was the best case scenario from her perspective.

Councilmember McGehee agreed with Councilmember Laliberte, noting an example with the fence issue earlier this year, with a cohesive group coming together around a project, and continuing to get together around other projects and positive things and without an established boundary. Councilmember McGehee opined that certain personalities could make this idea problematic, and further opined how much nicer it was to have neighbors arrive spontaneously, and receive any additional information they requested from the city without the more formal aspects being suggested.

Councilmember Etten clarified that he didn't have a perception that city recognition would give a group some special powers; and suggested Councilmember McGehee was over-representing who NAs represented. Councilmember Etten further clarified that the goal was not to empower anyone, but to bring people together to communicate and provide a vehicle for them to do so, such as a NA. Councilmember Etten noted this was not guaranteeing people extra control over the city or their neighbors.

Councilmember McGehee opined that the Night to Unite event, block captains, and the NextDoor.com program provided significant and sufficient outreach.

City Manager Trudgeon noted this is all predicated on fostering NAs so they could foster community and civic engagement. Mr. Trudgeon noted there was a lot of information in this report, and clarified that there was no suggestion that everything be implemented all at once. Mr. Trudgeon suggested starting with basic resources and a tool kit for NA self-organization and offering the support

available to them from the city; and then to wait and see before implementing anything further. Mr. Trudgeon expressed his appreciation of the City Council's recognition of the staff time commitment, and especially if following this route, further noted his appreciation of a phased approach to not overburden staff. If the City Council is interested in proceeding, Mr. Trudgeon opined there were good nuggets provided in the report and models with which to move forward.

Benefits and Purposes of NAs (Attachment B, page 2)

Mayor Roe reviewed the intent of this effort.

**Public Comment**

Mayor Roe noted it would be helpful for the City Council if existing NA representatives could provide input as to the registration process and their experience in tracking membership.

**Lisa McCormick, Wheeler Street**

Ms. McCormick referenced how this NA process had historically come to be, based on her recollection and personal service on the task force and its report that served as a predecessor to the current CEC. With that original intent to create more cohesive neighborhoods that evolved into the NA concept, Ms. McCormick opined that idea met with some resistance at the CEC level. As to whether or not the idea was brought forward by members of the public, Ms. McCormick questioned that, noting she initially brought forward but then reversed her position; and stated she knew of no one else coming forward to request this.

Ms. McCormick opined this was premature, and to City Manager Trudgeon's point, it provided good information and things to initiate, there was no need for this formal of a process, but simply to strengthen the block program. Ms. McCormick referenced her starting of a NA several years ago and stated if she had more information at that time, would have used a different process to do so. Ms. McCormick referenced the work being done by the Police Department's Community Relations Coordinator Corey Yunke with block clubs. Ms. McCormick questioned for what purpose and what community engagement this effort was put forth. Specific to her NA, Ms. McCormick reported there were initially 40-60 residents at meetings and subsequently participating, but when they felt like they weren't being heard, it was difficult to maintain membership and keep good faith, even if and when decisions didn't have the preferred result of those participants.

Ms. McCormick questioned the goal, and suggested if the city pursued it there may not be the desired results that they had achieved and improved upon, including potential legal liabilities if they were encouraging incorporating entities and a level of involvement for the City Council in NA management. Under this proposal, Ms. McCormick stated she would not seek recognition as a NA as she was philosophically opposed to the requirements. Ms. McCormick opined when she was working directly with former Community Development Director Paul Bilotta,

she had contributed to the community, and by implementing this process, the city would be taking a step backwards. For members of the community to be allowed to meet in public spaces, Ms. McCormick asked if they needed to be recognized as a NA participant to do so. If so, Ms. McCormick opined that was a step backward.

Ms. McCormick referenced her research of the “Speak Up! Roseville” website, and past meeting videos, with most public comment coming from those attending tonight’s meeting for this topic, without much other feedback received. Ms. McCormick noted this had yet to be vetted by the community; and stated that she found it fairly disrespectful that the fact there are three NAs in Roseville, one formally incorporated and two informally meeting, and only one acknowledged at a public meeting. As the founder of one of those informal NAs, and with the Chair of the formally incorporated meeting also present in tonight’s audience, Ms. McCormick stated both had come forward to say this is premature, not collaborative, and not the right thing to do at this time based on their experience.

While there may be more conversation on this, Ms. McCormick asked that people be brought to the table to comment.

**Sherry Sanders, Chair of Lake McCarron’s NA, Resident of S McCarron’s Blvd.**

As a member of the Civic Engagement Task Force from its inception to its end, and after their report was submitted on which she had worked, as well as serving on the CEC, and as an involved community member, Ms. Sanders stated her interest in responding to this issue.

Ms. Sanders agreed with the comments of Mayor Roe and the city not defining boundaries, noting she had opposed that at the CEC level, and remained against that; and also opined the city should have nothing to do with NA bylaws.

Regarding concerns expressed by Councilmember McGehee, Ms. Sanders opined there was no need for that concern, as the Lake McCarrons Neighborhood Association continued to persist and was basically ignored by many City Councilmembers over the years. Ms. Sanders noted she represents 3,000 people, and that included residents and businesses in their area – anyone owning property, none of whom had asked for this.

Ms. Sanders stated community and civic engagement was hard and messy, and noted you could always rally people temporarily around a common enemy, but stated that wasn’t how she wanted to perceive things, but preferred something build on a positive aspect. Ms. Sanders noted her NA met monthly, had formal bylaws, regular meetings and membership dues.

Regarding the points outlined in the report, Ms. Sanders questioned why the City Council would even consider accepting it, other than simply receiving the report and reviewing it. Ms. Sanders asked that they not consider action now, opining the city already had too much going on already and suggested reacting to the report at a later date, and including public participation in that discussion. Of those working on the Task Force, Ms. Sanders noted after many hours sacrificed to consider NAs, none of them supported this or were asking for it to become city policy. While the report may have some good points, Ms. Sanders opined they were not necessary, even though she wrote some of them.

Ms. Sanders stated she had a problem with people without experience encouraging the City Council to make policy.

Regarding membership and vetting, Ms. Sanders addressed one group of residents seeking to be grandfathered in without any bylaws and holding no meetings to date. Ms. Sanders asked that the City Council take their time with vetting, and determine whether or not representation was in the actual area, opining otherwise messy things could happen down the road, when things should be done prudently and done right.

Ms. Sanders noted there were advantages for the city to help NAs advertise and with possible funding, but noted her NA did that on its own anyway, and referenced the Rice Street Gardens and Community Conversations as two examples of their efforts. Ms. Sanders noted their NA and those efforts were more resident-led initiatives and they could even do more.

Ms. Sanders offered her availability in the future to assist the City Council and bring in those with experience in creating and running real associations – block clubs that were a building block for associations form an organic foundation.

Ms. Sanders asked that the City Council wait until enough people want this and then do it right.

**Peggy Verkuilen, 1123 Sextant Avenue W**

Ms. Verkuilen expressed concern in attempting to draw boundaries, recommending if doing so, their borders needed to touch. While recognizing the need for rules of order for meetings, Ms. Verkuilen noted the difficulty with bylaws. Ms. Verkuilen noted the whole object was to get information out, and opined that was what should be included, and with the right person heading up the job it could be done.

Ms. Verkuilen noted her lack of support with mailings, opining the best thing was person to person contact and handing things to neighbors. With that personal contact and interest expressed, Ms. Verkuilen noted it allowed for ways to provide

personal information and a contact point through emails of door to door notice versus the cost of mailings.

**Rick Sanders, S McCarron's Blvd., Lake McCarron's NA Co-Chair**

Mr. Sanders asked that the City Council put this on the back burner, and opined the only benefit was funding for a one-time mailing list with everything else already available. If someone wants to start a NA, while it may be beneficial for them to receive this information, Ms. Sanders noted most if not all of it was available on line.

To have the municipal government involved in telling a NA how to run their organization, which he didn't think was their intent, Mr. Sanders questioned the rationale involved, and what potential harm could occur down the road.

Mr. Sanders encouraged the City Council to take it slow and give out information on what it would and could do, but avoid setting up boundaries, allowing block captains their role in providing fluent communication. Mr. Sanders opined that the goal was to see people come together and if they saw the city becoming too involved, they would back off. Mr. Sanders opined that any information residents sought of the city was readily available from the city website.

Mr. Sanders questioned what this whole movement was about; and as a member of an existing NA, opined he wasn't interested in what was being offered.

Additional City Council Discussion

Mayor Roe clarified his point in establishing NAs was voluntary for those wishing to do so, but further clarified that the city was in no way mandating it, and expressed concern that was the perception of this report and discussion. Mayor Roe categorically stated that was not what was being talked about by the City Council; and clarified the intent of the CEC was to have NAs register with the city and receive benefit from those collective efforts. Mayor Roe noted that ultimately the City Council would need to decide how to proceed; and determine whether there were benefits to registering as well as considering other aspects. Mayor Roe suggested that everyone leave this conversation acknowledging that there was nothing wrong with neighborhoods connecting with each other and forming an association; and also confirmed that there was no need for them to talk to the city to proceed, with no one suggesting that as a requirement. On the flip side, Mayor Roe noted the benefit of the process could be seen as the ability to connect with local government and be a part of that larger process. Mayor Roe stated any way to facilitate that participation was his objective with this process; and opined the rest was for discussion and consideration by the City Council.

Councilmember Willmus noted that, as he stated back in April of this year, his position had not changed. Councilmember Willmus stated that he saw nothing in this report that impedes any existing NA continuing to function as it had been;

and only provided an alternative for people choosing to go this route. Councilmember Willmus reiterated that it in no way should diminish residents or those existing NAs in any way. Councilmember Willmus opined, if things go forward, further review and consideration was needed; noting the report was nowhere near the point to move forward with it.

Out of respect to those with experience, Councilmember McGehee noted their advice was to wait; and until or if people come forward seeking assistance with forming a NA, the City Council and community needed to know that if they had something to discuss as a group, they were welcome to use public space to do so, as well as receiving City Council agendas as requested. Further Councilmember McGehee noted residents were free to contact their city leaders at any time about what they needed to form a collective voice. However, until she felt the need for this in the community or for the City Council or city staff to spend more time on this, Councilmember McGehee opined this was not in the city's best interest.

Councilmember Etten stated his agreement in general with Mayor Roe and Councilmember Willmus, noting this doesn't force anything, nor should it insult any existing NAs. Councilmember Etten stated he'd be very concerned if this intended to take away anything from groups not seeking registration, but opined he didn't think it did so. Councilmember Etten further opined that the vast majority of the points were intended for those seeking to do more in the community and to do good; and questioned why the city wouldn't want to encourage more people to make this happen and provide them with the tools and support they may need, but not forcing anything. Councilmember Etten stated this supported positive connections in the community, and opined there was a role for the city without formally forcing boundaries. While there were some things that needed working through, Councilmember Etten opined the city could help those not knowing how to develop neighborhood connections, the overall purpose of the city and for the good of the broader community.

Councilmember Laliberte stated this that she wasn't ready to do anything now, but she could support the baby steps approach. Councilmember Laliberte further stated she didn't want to create anything precluding an organization that wanted to be as loose or formal as they chose. However, the easy creation of a tool kit to assist them, similar to that created for neighborhoods interested in pursuing organized trash collection, Councilmember Laliberte opined was feasible, offering sample outreach options and bylaw models for them. Councilmember Laliberte opined it shouldn't take much more effort from the city than that. Councilmember Laliberte noted comments she'd received over the last few months that residents were not interested in paying for mailings for other residents. However, even though this already happens, Councilmember Laliberte noted the perception was out there. Councilmember Laliberte opined that one remaining question was whether those NAs not "registered" had the same recognition from the city as those who are. Councilmember Laliberte noted there were lots of things to work



through if the city provided any other benefits. However, if the intent was to help and encourage residents to build a more cohesive neighborhood in a formal or informal way, Councilmember Laliberte stated she was all for that, even though that was only one tiny part of this report.

Mayor Roe stated his tendency to agree with taking the first baby step of acknowledging the city felt there was a benefit in people forming NAs and a willingness to prove basic tools as resources. While he found this "tool kit" a good idea, Mayor Roe stated he wasn't supportive of tracking and providing grant information. Mayor Roe clarified that he wasn't suggesting authorizing the tool kit tonight, but stated that may be the first step in the future. Mayor Roe stated he didn't want to lose sight of this report and some of its suggestions; all toward the effort of encouraging neighborhoods to work together. Mayor Roe stated his take away from tonight's discussion was that there remained a lot of questions yet before moving forward with any steps.

Councilmember McGehee agreed that she wasn't ready to proceed even if the tool kit was very simple like that put together for organized trash hauling. However, Councilmember McGehee expressed her lack of understanding of the City Council's motivation in trying to make neighborhoods into NAs.

Mayor Roe clarified that this was not what he said; and restated his comment that he felt it was important for the city to acknowledge the benefit of associations, not disadvantages, by making positive communication efforts through that acknowledgement rather than the status quo which in effect served to discourage it.

**14. City Manager Future Agenda Review**

City Manager Trudgeon provided a preview of upcoming agenda items.

**15. Councilmember-Initiated Items for Future Meetings**

Mayor Roe requested meeting minutes of the June 21, 2016 Roseville Economic Development Authority (REDA) meeting be reviewed for approval at the next scheduled City Council meeting. Unless there was a reason not to do so offered by the REDA's legal counsel, Mayor Roe suggested future REDA meeting minutes be approved by the City Council as well, rather than waiting for the next REDA meeting to allow posting them on the city's website for public information without further delay.

City Manager Trudgeon reported that staff had intended to distribute them as part of the upcoming August 29, 2016 REDA meeting; but would consult on process protocol for future reference.

**16. Adjourn Meeting**

Etten moved, Laliberte seconded, adjournment of the meeting at approximately 9:43 p.m.

**Roll Call**

**Ayes:** Willmus, Laliberte, Etten, McGehee and Roe.

**Nays:** None.

# 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.



Andrew Tilman/SLP Friends of the Arts

**Vision:** St. Louis Park is committed to being a connected and engaged community.

## 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!

## 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.)

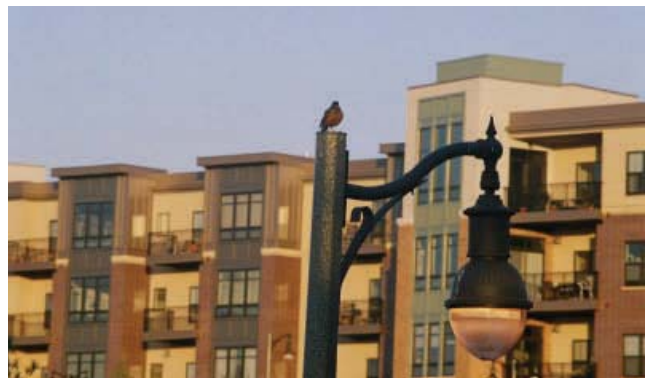
- Meet everyone in the room (Everyone should share who they are, where they live, and what they would like to see happen in our neighborhood.)
- 2. **Discussion of issues and challenges** (At this point in the meeting, everyone should have the chance to voice their opinions and make suggestions. You 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.





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## 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.



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## 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

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## 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

## 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
	<input type="checkbox"/>	<input type="checkbox"/>	Youth Activities/Play Groups
Phone: _____	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens
	<input type="checkbox"/>	<input type="checkbox"/>	Park Improvements/Additions
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Newsletter
	<input type="checkbox"/>	<input type="checkbox"/>	New Neighbor Welcome
Email: _____	<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.

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---

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	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Assoc. Start-Up Committee
	<input type="checkbox"/>	<input type="checkbox"/>	Youth Activities/Play Groups
Phone: _____	<input type="checkbox"/>	<input type="checkbox"/>	Community Gardens
	<input type="checkbox"/>	<input type="checkbox"/>	Park Improvements/Additions
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Newsletter
	<input type="checkbox"/>	<input type="checkbox"/>	New Neighbor Welcome
Email: _____	<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 _____



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*

*Copyright 1999-2000 © Campbell DeLong Resources, Inc.*

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

---

## 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).
- 

## 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.
- 

## 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)
- 

## 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.





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

Date: October 10, 2016  
Item No.:15.b

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Department Approval

City Manager Approval



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Item Description: City Council Member McGehee's Request to Consider Requesting a Bid from the Ramsey County Sheriff for Policing Services in Roseville

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1 **BACKGROUND**

2 City Council Member Tammy McGehee has provided information for the City Council to consider  
3 regarding having the Ramsey County Sheriff prepare a bid to provide policing services in Roseville. In  
4 her material, Council Member McGehee suggests that having the Ramsey County Sheriff provide  
5 policing services and replacing the existing City of Roseville Police Department would save the City  
6 over \$2 million annually. The full report is included as Attachment A.

7 Staff will be prepared to provide comments regarding the proposal at the meeting. Staff had previously  
8 provided a memo to the City Council that did not recommend having the Ramsey County Sheriff  
9 provide policing services for Roseville. That memo is included as Attachment B. Council Member  
10 McGehee has provided a memo in response to the city staff memo. (Attachment C).

11 **FINANCIAL IMPACTS**

12 The financial impact from Council Member McGehee's proposal is contained in Attachment B.

13 **STAFF RECOMMENDATION**

14 The City Manager does not recommend the City seek a bid for policing services from the Ramsey  
15 County Sheriff.

16 **REQUESTED COUNCIL ACTION**

17 Council Member McGehee is asking that the City Council to authorize the seeking of a bid for policing  
18 services from the Ramsey County Sheriff.

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

Attachments: A: City Councilmember McGehee's report on the Ramsey County Sheriff providing policing services in  
Roseville dated October 5, 2016  
B: City Manager memo to City Council regarding contracting police services with the Ramsey County  
Sheriff dated December 31, 2015.  
C: Memo from City Council Member McGehee dated October 6, 2016 in response to City Manager  
memo.

**MEMORANDUM**

To: Roseville City Council and City Manager  
From: Tammy McGehee, Roseville City Council Member  
Date: October 5, 2016  
Re: Budget Policy Proposal

I wish to make it clear that this work and proposal is not an issue that just arose. I spoke of wanting to save money for residents as part of my initial campaign. Last year, I had a memorandum in the budget packet saying we needed to “think outside the box” for substantial savings. [See Appendix A] To that end I have studied the budgets of other metro communities to look for differences in their funding and expenditures and those of Roseville trying to find ways in which we might save money for our residents. From my preliminary investigations it appeared that there might be potential savings through contract services for police.

I have worked for several years seeking information through data requests, budget reviews, and conversations with staff of other cities and other agencies. I have finally secured enough information to have a set of figures to present to the Council and the public showing a potential savings of \$2,000,000.00 to \$2,900,000.00—for the same services. These potential savings, affecting items currently funded by the tax supported levy, are derived from estimates for contract police services provided by Ramsey County Sheriff’s Department. These estimates and savings are based on the current staffing of the Roseville Police Department and the actual cost of our police services provided by our Finance Department.

These savings and this policy change could have a significant impact on the utility rates, the Capital Improvement Program, and the City budget. I am presenting it now as this is the time to consider it, while we are considering the budget. Such a change would take time to implement, but if it were decided this year, after

obtaining a bid and having a broad public discussion, it would likely take a year to implement this change. The impact of such a decision could impact other decisions going forward for next year, such as acquisition of another building as requested by Parks and Recreation or remodeling of the existing License Center.

The attached work and proposal was based on the budget through 2016. We are now entering 2017 budget discussions and have passed the “not to exceed levy”. Items of note are the 4.8% increase in housing valuations in Ramsey County. Other increases involve the taxes and fees charged to residents by the City. This year, for the now median priced home of \$226,800.00 (“median” meaning that 50% of Roseville residents live in homes valued at less than this amount and 50% live in homes valued at more than this amount), the proposed levy increase of 5.5% means an increase of \$4.22 per month for each household. The base fee (note that this is a flat “fee”, not adjusted as the levy taxes for the cost of the home ) for water, sewer, and storm water will increase \$2.88 per month. Finally, the Economic Development Authority (EDA) is adding a levy of \$1.51 per month. This is an annual increase to each household of \$103.20. **This is no longer a 5.5% increase but a 6.9% increase for every residential property for 2017.**

To blend this with the following document, in the five years from 2011 to 2016, the tax supported levy rose 31% and the base fee for storm water, sewer, and water rose 60%. Together their impact on the median priced residential home was an increase of 42%. Because part of that increase was a fixed fee, an individual with a home valued at \$175,000 paid approximately 5% more or 47%.

With this year’s proposed increase, the 42% increase will become a 48.9% increase in the last six years! The driving force behind this increase is the bonding for Parks and the new Fire Station, about \$2.6 million for the next 20 years for parks and about \$700,000.00 for the Fire Station. Surely not insignificant is the \$3,000,000.00 needed annually to continue the replacement of our aging water, sewer, and storm water infrastructure.

**The City Council, in the past three years, has chosen the unsustainable budget approach of taking money from “reserves” to balance the budget.** While we have money in reserves, often more than we can see immediate or short term

need for, using reserves for ongoing expenses means we are not, in spite of all the taxes and fees, living within our means. Each of the last three years, the Council has transferred \$375,000.00 from reserves into the operating budget, a total of \$1,125,000.00 over three years, just a bit more than the total budget increase for this year.

It is clear that our residents want to retain the services they now have. It is clear that the staff of this city is much leaner than most other metro cities of similar size. Our staff has been mindful and careful of expenditures. In the past, the Council has approached these financial problems of sustainability with minor changes of limited value. The senior utility discount and the leaf pick-up service were discontinued. Neither was of any significant benefit to the budget and could be argued to be a detriment to many residents, primarily those on fixed income.

It is time for the City of Roseville to look very carefully at the pattern of taxation and fees, the values, desires, and needs of the residents and consider every option to put our financial house in order while not taxing our residents on limited and fixed incomes out of their homes.

**Why Residents Deserve a Bid  
for  
Ramsey County Sheriff Policing for Roseville**

Tammy McGehee  
Roseville City Council Member  
October 4, 2016

## Executive Summary

The attached materials support the fact that the citizens of Roseville could save between \$2.0 and \$2.9 million dollars each year by entering into a contract with Ramsey County Sheriff's Department for police services. The Sheriff's Department already provides service to seven of our neighboring communities, Arden Hills, Shoreview, Little Canada, Vadnais Heights, White Bear Township, North Oaks, and Gem Lake. According to published data in 2014, those communities paid \$87.56 per citizen for service while Roseville residents paid \$190.46 per citizen. This difference is not explained by "more crime" in Roseville, Roseville's "proximity to St. Paul," or Roseville's "large commercial base." These are reasons why we would pay more than other contract cities in this group, but not why we would pay \$2,000,000.00 more for the same services.

Many in our community are struggling to stay in their homes, homes ideally suited to aging residents who have spent years building this community and who have retired with pensions and/or social security. During the past 5 years, the Social Security cost of living increase has been 8.5%. In the same 5 year period the tax supported levy in Roseville has increased by 31.2%. A utility fee increase of 60% has added \$155.00 annually to the bill of each residential homeowner for capital needs of water, sewer, and storm water infrastructure. The combined levy and utility increase over the five years is 42% for an average median priced home of \$215,000.00. As the value of the home declines to \$175,000.00, the percentage of increase rises to 47%. Increases of this magnitude are difficult if not impossible to absorb on a fixed income.

Police services are essential; the seven municipalities above have all been ably served by Ramsey County Sheriff's Department for years. That said, residents of Roseville deserve careful analysis of spending and protection of their taxpayer dollars. Such a change, should it occur, would not cause our officers a loss of benefits, a loss of pension, or a loss of employment. They could choose to work for the Ramsey County Sheriff's Department and return to working right in



Roseville with a different uniform. Alternatively, if one were looking for more opportunities, employment in a larger department would offer many more opportunities for both vertical and lateral advancement.

It is, in my opinion, the Council's job to provide both financial security and public safety for the community. To that end, this is a serious proposal which saves a significant amount of money, assists us to achieving sustainability in our finances, and provides the same high quality public safety.

**Why Residents Deserve a Bid  
for  
Ramsey County Sheriff Policing for Roseville**

**Analysis, Discussion, and Documentation**

So what is the impetus for this presentation and discussion? **MONEY!!** The City needs to reduce the impact of the funding for essential capital repairs and investments on residents, make the funding more equitable, and move City finances toward a sustainable model. Please note that all the factual information and documentation in this presentation was obtained through data requests going back over several years. It was not undertaken in haste, but is the culmination of some years of work.

The following information is offered to Roseville residents and the City Council in considering whether they should continue as usual, accepting the ever increasing 3-5% annual levy increase or seek significant alternatives. An analogy might be best likened to rearranging the deck chairs on the Titanic or choosing to book on another ship.

Analysis and discussion is what needs to be done when the City is suffering large shortfalls that will need additional levy assistance by either the repurposing of some of the levy dollars that are currently paying the over \$3,000,000.00 of annual debt or simply increasing the levy. In a recent review of the sustainability of the City's capital funds, both Finance Director Miller and the Finance Commission discussed the capital funds for Pavement Management, Park Improvement, and the General Facilities. Each of these funds will soon be in a precipitously downward spiral without significant intervention. In a joint meeting between the City Council and the Finance Commission, a commission required to include at least 4 individuals with significant training and experience in finance,

three important recommendations to provide ongoing sustainability were presented to the City Council.

The Finance Commission recommended that the Council retain the Pavement Management Fund as an endowment. Even with interest rates historically low, the fund's endowment contributes over \$300,000.00 annually to offset road repair and maintenance. It is this fund that allows Roseville to maintain our streets and to allow our roadways to be rebuilt with only a 25% assessment to property owners in the affected area. To properly maintain this fund according to Mr. Miller and the Finance Commission, it is recommended that there be a **levy increase of \$160,000 for 2017 and increases for 2018 and 2019 as well.** The plan for this fund is to continue to shore the Pavement Management Fund up with levy dollars until it reaches its goal of sustainability and/or interest rates rise.

A second recommendation was that the General Facilities Fund, which includes roof repairs, siding, HVAC, etc. for all City buildings, receive a **\$500,000.00 one time infusion** of Tax Increment Finance (TIF) funds in **2017** and then, in **2019, take the \$355,000.00 of Ice Arena Improvements funds being used to pay for repairs and maintenance of the arena and reapply the money to this capital fund.**

The final recommendation was for the Parks Improvement Fund to receive another transfusion. Here the recommendation of the Finance Commission and Mr. Miller was to transfer **\$400,000.00 of existing Park Dedication monies to the fund and dedicate 2/3 of all future Park Dedication monies** to this fund until the fund becomes sustainable. In addition to that money, beginning in **2020, it was recommended that the City repurpose the \$650,000.00 of retired debt** from the expansion of City Hall to the Parks Improvement Fund. During this period, it was further recommended that some planned expenditures be deferred to future years until these monetary infusions have a chance to impact the fund. Two **open questions** here are the **Cedarholm Golf Course clubhouse** and **repairs to the Oval.** It was suggested that each of these projects be delayed and/or seek funding outside the municipal funding structures.

All of these needs and proposals represent significant burdens to Roseville taxpaying residents. City surveys of 2014 and 2016 show that infrastructure

maintenance and asset repair are high priorities together with public safety. The question is can the City find ways to reduce the tax burden on citizens without reducing services? To that end, a large potential savings has been identified, a savings of more than \$2,000,000.00 annually, by contracting with the Ramsey County Sheriff's Department for City police services.

But why would we discuss this idea at all? First, many of our residents on fixed incomes are struggling with the increased and increasing levy burdens. Second, as the City improves the water and sewer infrastructure, additional "fees" have been placed on residential homeowners in the amount of nearly \$205.00 per year. Third, the City has taken \$375,000.00 from reserves every year for the past three years to support ongoing City expenses. This is a clear indication that the City is not "living within its means." These are significant reasons for the City to have an open and transparent discussion of this, and many other potential savings opportunities, that would move us more quickly toward a sustainable set of revenues and expenses. And that is why it is appropriate to discuss obtaining a bid for contract police services from Ramsey County Sheriff's Department.

Using current staffing data provided by the City of Roseville, Ramsey County Sheriff's Department has provided two estimates for services to Roseville. [See Appendix F] In broad terms, the City of Roseville would **save at least \$2,000,000.00 in direct costs, and police staffing and coverage for the City would remain the same.** Depending upon how the City structured its contract with the Ramsey County Sheriff's Department, many or all of the current Roseville officers could continue working in Roseville if they chose to do so. The City could retain the two individuals who interface with the community and police now and have them continue in their roles. The City would continue to have volunteers and Explorer programs as well as many other similar programs. [ See Appendix B]

**First, how much money could we save and how can we save it?** Policing is a very expensive service. It requires cars, personnel, equipment, space, technology, data collection, communication, insurance, liability, and storage. It draws on all the resources of the city, just as it provides service to the entire city. However, many of these internal costs do not show up in the figures usually presented to

residents, and it is important to this discussion that we have accurate costs. As an example, below is a breakdown of the 2015 and 2016 police budgets as supplied by Finance Director Miller.

In answering a request for internal costs of police services in July of 2015, Mr. Miller replied with the following analysis.

**2015 police-related costs:**

\$6,838,185 Operating Budget

\$342,482 Vehicles & Equipment (20-year amortized amount)

\$73,098 City Hall-related capital (20-year amortized amount @ 40% share)

\$183,600 City Hall-related Debt (40% share)

\$98,440 City Hall-related Maintenance (custodial, utilities, etc. @ 40% share)

\$24,600 Liability & Work comp insurance (40% share)

\$279,348 IT Equipment & Support costs (30% share)

**Grand total** using this methodology is **\$7,839,753**

When asked how to estimate for **2016**, Mr. Miller suggested simply increasing the 2015 costs by 3%. That calculation arrives at **\$8,074,927.05** and this cost has been recently verified by Director Miller. This figure is much closer to the real cost of the police services than the \$6,972,630.00 listed in the City Newsletter of July/August, 2016 or the cost plus capital of \$7,257,913.00 also shown in the newsletter. It should be noted that this cost does not include any payouts due to the City's liability related to police actions or any staff direct costs for negotiating contracts with two police unions.

It is clear that the seven municipalities (Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, and White Bear Lake Township) that currently contract with the Ramsey County Sheriff's Department pay less for police services in total than Roseville residents pay for police services. [See Appendix C] The most recent data from City-Data.com in 2014 showed a population of 74,420 and 52

square miles for the contract cities of Ramsey County Sheriff's Department and a cost of \$6,516,199.00. During that same period, Roseville showed a population of 34,666 and 13.2 square miles at a cost of \$6,602,570.00. This comparison resulted in a cost of service of \$87.56 per resident in the contract cities and \$190.46 for each Roseville resident. [See Appendix D]

The question is how this is possible? Do these other cities have less crime, less coverage? What is the secret of the Ramsey County Sheriff's Department? There is no secret; it's primarily an economy of scale—and the fact that, as Ramsey County residents, Roseville residents already pay for much of the “overhead” of the police services in Ramsey County. Unlike those using the contract services of Ramsey County Sheriff's Department, Roseville residents pay twice for many of these essential services. In the past 1.5 years, Sheriff's Department staff have responded to many questions and requests for data. They have pointed out that there are several reasons for the reduced cost, including that the Sheriff's Office already has a finance manager, training director, fleet manager, SWAT team, crowd management team, K-9 unit, technology staff, internal affairs division, task force members, etc. These are all present within the Sheriff's Department and are being paid for by all Ramsey County residents. Do they have enough staff to cover Roseville as well? No, that is why Roseville officers could join the Ramsey County Sheriff's Department.

In a recent MinnPost article entitled “A Blueprint for Better Policing in Minnesota,” [Appendix E] among other things, the authors come to some very similar conclusions regarding financing.

*Our somewhat surprising proposition, therefore, is to end municipal law-enforcement departments and, instead, shift all law-enforcement functions to the county level under elected sheriffs. This would cut bureaucracy, promote collaboration over competition among agencies, and fund police properly by sharing the cost across a far larger tax base. The public is crying out for accountability. Well, sheriffs are elected. If their agency is performing poorly, people can vote them out.*



The research presented here validates these findings and opinions regarding cost and cost savings while simultaneously addressing many questions posed. The Sheriff's Office supplied answers to questions posed and responded to data requests for statistical information. It is that information which has made it easier to reassure residents regarding the small and large issues many of them have raised concerning any proposed change to the Sheriff's Department for police service.

To obtain a proper estimate of contract services, Ramsey County Sheriff's Department was provided a schedule of Roseville's current police staffing for services. As the repository of data on all Ramsey County crimes, the Sheriff's Office was able to evaluate the costs based on the present crime rate, evaluating both the frequency and seriousness of crimes committed in Roseville. The Sheriff's Office then provided two proposals. [See Appendix F] The first, for \$5,618,461.86 was closely modeled after Roseville's current staffing of patrol officers and investigators. This price also includes Reserves, Community Affairs Officers (CSO), Chaplains, as well as Volunteer and Explorer programs. [See Appendix B] The second estimate, \$6,031,791.10, includes a bit more enhancement to the services already provided by Roseville police. Neither estimate takes into account the potential suggested 5% to 8% rebate based on space provided to the Sheriff's Department by the contracting city—a rebate of \$280,923.09 to \$482,543.29 depending on the service total selected, the amount of space desired, the space granted, and final percent of rebate. At the present time, the Sheriff's Office stated they would request a conference room and a room where officers could use their computers as a mini-substation. There is more than enough space in the existing 100,000 s.f. of space in City Hall now devoted to the police department to grant that space to the Sheriff's Department and still have enough space left over for the storage needs of Parks and Recreation and the License Center, opportunities which could save the City even more money.

Using the figure of \$8,074,927.05, the 2016 estimate of current costs for Roseville police presented earlier in this document and provided by Mr. Miller, City Finance Director, and the two quotes from Ramsey County Sheriff's Department for the

costs of providing similar services to Roseville for a low of \$5,618,461.86 and a high of \$6,031,790.10, one can estimate the following savings based on the options selected. The lower rebate would equal 5% savings on the cost and the higher would be 8% savings on the cost.

### **Table of Estimated Savings based on Available Options**

Lower service quote:	\$2,459,465.86
Lower quote, lower rebate: (\$280,293.09)	\$2,740,388.95
Lower quote, higher rebate: (\$449,476.95)	\$2,908,942.81
Higher service quote:	\$2,043,136.95
Higher quote, lower rebate: (\$301,589.51)	\$2,344,726.46
Higher quote, higher rebate: (\$482,543.21)	\$2,525,680.16

This shows a potential savings of approximately \$2.5 million no matter which option is selected. The best scenario from the standpoint of cost savings would be nearly \$2.9 million, exclusive of additional savings from repurposing of the 100,000 s.f. at City Hall.

These are the financials. What about the “intangibles” that are important and need to be understood and addressed? The Sheriff’s Department has answered the questions many residents have posed during discussions around this issue. The Sheriff’s Department staff have clarified and offered to meet with City staff and residents to answer any questions regarding any proposed transition. For the purposes of this discussion, the Sheriff’s Office did provide answers to a few specific questions posed by residents here.

**How long will it take officers to get to emergencies?** It will take the same time as it does now and perhaps less time for issues that might arise along borders with Arden Hills, Shoreview, or Little Canada because both communities would be served by the same force so coverage would be continuous across

municipal boundaries. The Roseville force of the Ramsey County Sheriff's Department would be based in Roseville. There will be officers here 24/7 just as there are now.

**What would happen to our existing officers?** This can be part of any contract negotiation. Officers will have an opportunity to go to the Ramsey County Sheriff's Department, but final work would be negotiated with County Human Resources and labor representatives.

**Will our current officers lose any pension or benefits?** No, pensions and benefits for law enforcement officers are maintained in the same PERA fund for all officers serving within Minnesota. So, even if our officers chose to serve a different community, their pensions would follow them without any loss.

**Will we have the same staffing and coverage as we have now?** Staffing prices given are based on the City's current level of staffing. Staffing increases or decreases would be up to the City. City requested changes and/or options would determine the total cost. Some of the differences can be more closely examined in the documents provided in Appendix C.

**Can we keep our current liaison staff as interface between Ramsey County and residents?** This is definitely not a problem. In addition Sheriff's Department staff recommends that communities invest in specific crime prevention initiatives. Their staff also meets with the staff of the contract cities monthly to keep abreast of any need for changes, issues, upcoming events that might require additional support, etc.

**Can we still have our reserve and volunteers?** Generally, yes, most likely they would become part of the Ramsey County Reserve Officer, Water Patrol, and Community Affairs Officers programs. This is a large support network, but individuals could still concentrate on service opportunities in Roseville. Appendix B shows some of the many opportunities in the Sheriff's Department.

**Will our patrol cars still say "Roseville" on them?** Yes, squads are black and white and carry the name of the community being served by the Sheriff's Department. Roseville squads would carry the Roseville name and logo.

**Will Ramsey County get here and then just raise the prices?** Prices are based on the actual cost of the services. The Sheriff's Department does not use contracting as a source of revenue. County taxpayers are already paying for statutorily mandated service like the detention center, courts, and legal administrative services. If the cost of a policing contract increases, it is due to the city's decision to increase staff or to the cost of living adjustments. [See Appendix C, overall, for historical review of pricing]

In terms of the budget, the savings need not stop with the change of police services. Depending on how the City chooses to allocate the savings, there could be several options which could provide additional savings and reduced liabilities. Some options are provided here and others may arise through ensuing discussions.

**Option:** Use the \$2 million dollars to remove the water/sewer utility fee while continuing to repair, replace, and recondition that infrastructure. This would create an annual savings of \$133.00 per residential homeowner. If options chosen regarding police services resulting in saving \$3 million, the residential homeowner would save \$205.00 annually while the City could continue the infrastructure program for water, sewer, and storm water (2016 figures).

**Option:** Change the water utility rates to add more steps to generate interest in and incentive for water conservation. These additional steps with increased pricing for increased water use could provide some additional funds for other water related services and might increase our Green Step Cities profile.

**Option:** Use the 100,000 s.f. in City Hall for other purposes. By moving the License Center to City Hall, the City would save \$63,000.00 per year in rent. This would also provide additional savings as the License Center would no longer have to set aside money for a new building and would likely not need all the \$1,200,000.00 currently held in reserves by the License Center. This reserve fund has been held for potential remodeling to existing space or the creation of a new building. Utilizing the possible space at City Hall for the License Center would be a financial benefit.

**Option:** The Parks and Recreation Department has been requesting a new building for storage of equipment. There would be more than enough room for the storage of parks and recreation equipment in addition to the space

needed for the License Center. The storage space in the bays and in the garage would be adequate for vehicles. There would be other more traditional space for other needs Parks and Recreation may have.

**Option:** The additional extra space could provide a home for the Roseville Historical Society at City Hall where the society would have safe, secure storage for their artifacts and ample room for rotating displays.

**Option:** There is a small area with gym equipment which has been used by the Police Department. This could be made available for staff as an addition to the Wellness Program.

It seems that at the least, a change to the Ramsey County Sheriff's Department for police services would maintain our current level of police protection, all ancillary activities such as reserves, explorers, volunteers, and liaison staff and could save residential property owners as much as \$200.00 per year by employing some of the option strategies above.

Finally, this is not a radical idea. The city of Newport, MN recently completed their contract with the Washington County Sheriff's Department. [See Appendix G] This article shows the new training and opportunities generated by the change. It also saved \$100,000.00 annually for a city of 3,000 with 5 officers. It may be that together, the MinnPost and Star Tribune articles, point to verification of several of the pros and cons provided. [See Appendix H]

Based on this information, it is appropriate that the City of Roseville seek a bid from Ramsey County Sheriff's Department for police services. Once such pricing is obtained, a possible transition should be reviewed and offered to the citizens of Roseville as part of the City's transparency and due diligence in protecting and properly managing the taxpayers' money while providing public safety and a sustainable and equitable funding program for all existing city assets and services.

**All supporting documentation was either in the public domain, available on the internet, or supplied in response to a public data request.**

# **Appendix A**

## **McGehee Memo, 2015**



## Budget Thoughts and Suggestions

According to our City Website, the figures below represent the monthly costs to City residents for the services and amenities provided by the City for 2015.

### City Services: Monthly Cost to Residents\*

Police Protection	\$15.85
Fire Protection	\$ 7.43
Parks & Recreation	\$12.87
Public Works (streets and infrastructure)	\$ 7.42
Capital Replacement	\$ 6.98
Debt Service	\$13.25
Administrative Services	\$ 5.93
<b>Total</b>	<b>\$69.75</b>

*\*Based on the projected cost of a median-value home. Estimated market value of \$215,000.*

Note that the second highest expense is “debt service.” Debt service, attributed to the departments actually incurring the debt, is shown below.

Street Replacement - \$0.57  
 City Hall, Public Works Building Remodel - \$2.91\*  
 Ice Arena - \$1.35  
 Fire Station - \$2.49  
 Park Renewal - \$5.93

\*For purposes below, I have made the following attribution of debt service of \$2.91: \$2.00 to Public Works, \$0.50 to Police, and \$0.41 to Administration. The Ice Arena costs are attributed to Parks and Recreation. This results in a monthly summary of costs as follows.

What appears now is a revised cost of the monthly expenditures with debt service included.

### City Services: Monthly Cost to Residents\*

Police Protection	\$16.35
Fire Protection	\$ 9.92
Parks & Recreation	\$20.15
Public Works (streets and infrastructure)	\$ 9.99
Capital Replacement	\$ 6.98
Administrative Services	\$ 6.34
<b>Total</b>	<b>\$69.75</b>

*\*Based on the projected cost of a median-value home. Estimated market value of \$215,000.*

With the debt service attributed to the departments incurring the costs, the resident's monthly cost for services, shown as percentages of total city levy dollars as:

Parks and Recreation	28.9%
Police Protection	23.4%
Public Works (streets/infrastructure)	14.3%
Fire Protection and EMS	14.3%
Capital Replacement	10.0%
Administration	9.1%

To continue, every household also incurs an additional \$104.00 per quarter for water, storm water, sewer, and recycling services, or \$34.66 per month. This additional burden does not change with household value, but it is a fixed cost that should still be taken into consideration when reviewing tax burdens to homeowners in the city.

Moving forward to the CIP, the current budget document, which is still a "wish list," shows the desired capital expenditures per major department for 2016.

Police	\$	302,035.00	
Community Development	\$	18,525.00	
Public Works	\$	706,500.00	PW, PW Admin, St. Lights, Pathways (.5)
Finance	\$	38,920.00	Admin Services (.5)
Fire	\$	358,000.00	
Parks and Recreation	\$	2,038,240.00	Skt, G, Main, Imp, Pathways (.5)
Administration	\$	421,200.00	Admin Services (.5)

**Total: \$3,883,420.00**

Reviewing the existing CIP document, this type of additional expenditure is projected for every year going forward.

To quote Dean Maschke, there is an elephant in the room, possibly two. We must fund our Street Maintenance Program, needing about \$600,000.00 per year for many years for sustainability. We apparently have well over ongoing expenses of \$1,200,000.00 to maintain our Parks and Recreation amenities. We also need about \$150,000 additional per year for facilities. These items alone mean that we must ask residents to fund an additional \$2,000,000 per year over inflation and other necessary replacement costs for vehicles and durable goods for many years to come.

As for our bonds retiring, here is the schedule for that.

Street Replacement Bond	\$	150,000	Levy, Retired 2015
City Hall Bond	\$	765,000	Levy, Retires 2019
Ice Arena	\$	355,000	Levy, Retires 2018

Fire Station/Park Bond	\$ 835,000	Levy, Retires 2027
Parks Bond	\$1,375,000	Levy, Retires 2028

It is clear that there is little relief for some time from bond retirements which can be applied forward.

I believe this situation is unacceptable to most residents, does not represent majority priorities, and will take more than looking at a few “programs” such as the leaf pick up and SWAT to correct. We need to get serious about priorities and fiscal responsibility by looking at the total picture. We need to all think outside the box in a big way.

Tammy McGehee

## **Appendix B**

### **Program and Services Comparison**

**Roseville Police:**

- Police Reserves
- Police Explorers
- Crime Prevention Presentations
- Child Passenger Safety Seat Inspections
- Fingerprinting
- Gun Permits
- Business and Residential Security Checks
- Neighborhood Watch
- Night to Unite
- Medicine Disposal Program
- Mentorships
- Internships
- Multi-Family Housing Liaison
- Child ID Kits
- Citizens Police Academy
- School Resource Officer
- Coffee with a Cop
- Family Night Out
- Shop with a Cop
- Police Activities League (P.A.L.)
- Park Patrol
- Community Emergency Response Team
- New American / Refugee Outreach
- Senior Safety Camp / Car Fit clinics
- Missing Child / Vulnerable Adult Alert Program
- Make a difference
- Adopt a Family
- Vacation Property Checks
- Department Tours (school field trips)
- Lunch in the Schools
- Emergency Cell Phone Program
- Check Diversion Program
- Neighborhood Speed Board Program
- Gun Safety Lock Program
- Retail Merchant Meetings
- Juvenile Detention Alternatives Initiative (JDAI)
- Heading Home Project

**Ramsey County Sheriff:**

- Reserve Deputies
- Explorers Program
- Crime Prevention Presentations
- Child Passenger Safety Seat Inspections
- Fingerprinting
- Gun Permits
- Business and Residential Security Checks
- Neighborhood Watch
- Night to Unite
- Prescription Medicine Collection
- Mentorships
- Internships
- Crime Free Multi-Housing
- Operation Kid Print
- Citizens Academy
- School Resource Officers
- Coffee with a Cop
- Citizens Civil Defense Corps (CCDC)
- Community Emergency Response Team
- Fright Farm
- Project Lifesaver
- Residential Emergency Response Info Form
- Open House
- Ramsey County Sheriff Chaplaincy Corps
- Emergency Management
- Drug Abuse Resistance Education (DARE)
- Water Patrol
- Annual Scouting Day
- Snowmobile Safety Training
- Firearm Safety Training
- ATV Safety Training
- Juvenile Detention Alternatives Initiative (JDAI)
- TRIAD (Seniors and Law Enforcement)
- Community Affairs Officers (CAO)

\*Ramsey County information obtained on 10/09/2015  
from [www.co.ramsey.mn.us/sheriff/community/index.htm](http://www.co.ramsey.mn.us/sheriff/community/index.htm);  
[www.co.ramsey.mn.us/sheriff/youth/index.htm](http://www.co.ramsey.mn.us/sheriff/youth/index.htm);  
[www.co.ramsey.mn.us/sheriff/volunteer/index.htm](http://www.co.ramsey.mn.us/sheriff/volunteer/index.htm)

## **Appendix C**

### **Final Contract Cities' 2016 Budget**

## 2016 LAW ENFORCEMENT CONTRACT COMMUNITIES ESTIMATE

### ARDEN HILLS

	%CHANGE	EST COST 2016	EST COST 2015	EST COST 2014	EST COST 2013	EST COST 2012		
PATROL DEPUTIES		\$788,523.99	\$772,952.27	\$754,570.38	\$734,162.97	\$706,314.74		
POWER SHIFT		\$17,798.23	\$18,937.10	\$20,078.19	\$19,672.25	\$19,539.71		
INVESTIGATION DEPUTIES		\$98,511.57	\$104,782.82	\$93,433.99	\$92,228.98	\$89,624.14		
PROPERTY FLEET ASST		\$15,406.30	\$14,051.22	\$13,028.29	\$12,688.40	\$11,880.68		
EQUIP&MAINT		\$107,331.55	\$99,792.33	\$86,989.18	\$87,943.86	\$85,597.74		
TRAFFIC DEPUTY		\$35,675.48	\$34,722.64	\$33,945.50	\$21,794.80	\$21,330.55		
TRAFFIC DEPUTY #2		\$0.00	\$0.00	\$0.00	\$11,803.35	\$11,723.83		
ANIMAL CONTROL		10,728.96	9,010.69	8,574.70	8,410.83	\$9,371.05		
CRIME PREV		\$31,586.20	\$31,622.82	\$26,422.61	\$22,257.26	\$20,272.90		
ESTIMATED REVENUE		(\$66,554.22)	(\$59,394.39)	(\$54,788.54)	(\$58,885.38)	(\$58,634.03)		
<b>TOTAL</b>		<b>\$12,530.57</b>	<b>1.22%</b>	<b>\$1,039,008.05</b>	\$1,026,477.49	\$982,254.30	\$952,077.32	\$917,021.31

### GEM LAKE

PATROL DEPUTIES		\$64,007.90	\$62,201.67	\$60,723.25	\$60,025.95	\$58,804.63		
POWER SHIFT		\$5,085.21	\$2,469.52	\$0.00	\$0.00	\$0.00		
PATROL DEPUTY SUPPLEMENT		\$6,646.43	\$6,294.52	\$6,295.38	\$5,908.54	\$0.00		
INVESTIGATION DEPUTIES		\$7,148.91	\$7,736.08	\$7,172.55	\$7,396.79	\$7,120.89		
PROPERTY FLEET ASST		\$1,103.31	\$961.04	\$889.22	\$946.13	\$974.32		
EQUIP&MAINT		\$8,967.90	\$8,337.97	\$7,268.23	\$7,348.00	\$7,151.97		
TRAFFIC DEPUTY		\$8,640.18	\$8,409.41	\$8,221.20	\$1,768.75	\$1,758.67		
TRAFFIC DEPUTY #2		\$0.00	\$0.00	\$0.00	\$5,901.67	\$5,861.91		
CRIME PREV		\$1,824.89	\$1,776.72	\$1,480.31	\$1,321.96	\$1,280.55		
ESTIMATED REVENUE		(\$5,960.52)	(\$5,809.29)	(\$6,208.74)	(\$6,185.40)	(\$6,795.64)		
<b>TOTAL</b>		<b>\$5,086.57</b>	<b>5.51%</b>	<b>\$97,464.21</b>	\$92,377.64	\$85,841.40	\$84,432.39	\$76,157.30

### LITTLE CANADA

PATROL DEPUTIES		\$829,090.21	\$800,731.92	\$787,833.18	\$767,056.50	\$747,795.29
POWER SHIFT		\$91,533.76	\$85,614.14	\$80,312.74	\$78,689.00	\$78,158.84
PATROL DEPUTY SUPPLEMENT		\$35,788.48	\$33,893.55	\$33,898.19	\$31,815.19	\$31,806.52
INVESTIGATION DEPUTIES		\$128,792.01	\$127,981.45	\$119,677.26	\$119,597.35	\$127,477.20
PROPERTY FLEET ASST		\$19,389.87	\$16,541.35	\$15,886.74	\$15,543.97	\$15,506.19



## 2016 LAW ENFORCEMENT CONTRACT COMMUNITIES ESTIMATE

EQUIP&MAINT	\$107,321.37	\$99,782.86	\$86,980.93	\$87,935.51	\$85,589.62
TRAFFIC DEPUTY	\$54,414.04	\$52,960.72	\$51,775.39	\$23,311.90	\$23,336.43
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$26,557.54	\$26,378.61
ANIMAL CONTROL	18,596.86	15,618.53	14,862.82	14,578.77	\$16,243.15
CRIME PREV	\$36,375.90	\$35,043.73	\$29,880.56	\$25,226.32	\$23,243.22
ESTIMATED REVENUE	(\$73,265.91)	(\$65,732.64)	(\$62,995.56)	(\$71,894.66)	(\$70,046.75)

<b>TOTAL</b>	<b>\$45,600.97</b>	<b>3.79%</b>	<b>\$1,248,036.58</b>	\$1,202,435.61	\$1,158,112.25	\$1,118,417.39	\$1,105,488.33
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### NORTH OAKS

PATROL DEPUTIES	\$434,957.00	\$428,171.81	\$425,503.53	\$417,819.73	\$406,172.07
POWER SHIFT	\$5,085.21	\$2,469.52	\$0.00	\$0.00	\$0.00
INVESTIGATION DEPUTIES	\$26,630.55	\$30,308.98	\$32,080.89	\$34,219.09	\$35,062.72
PROPERTY FLEET ASST	\$4,500.63	\$4,355.06	\$4,643.71	\$4,823.52	\$4,785.41
EQUIP&MAINT	\$66,135.40	\$61,489.89	\$53,600.86	\$54,189.11	\$52,743.49
TRAFFIC DEPUTY	\$11,806.98	\$11,491.63	\$11,234.44	\$11,947.97	\$11,831.84
CRIME PREV	\$11,748.27	\$12,038.82	\$10,745.97	\$9,347.28	\$8,050.99
ESTIMATED REVENUE	(\$38,072.56)	(\$30,856.06)	(\$27,749.55)	(\$32,147.09)	(\$33,994.87)

<b>TOTAL</b>	<b>\$3,321.84</b>	<b>0.64%</b>	<b>\$522,791.48</b>	\$519,469.64	\$510,059.85	\$500,199.61	\$484,651.65
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### SHOREVIEW

PATROL DEPUTIES	\$1,443,481.93	\$1,412,969.54	\$1,377,358.39	\$1,347,148.35	\$1,306,389.32
POWER SHIFT	\$43,224.28	\$41,566.15	\$40,156.37	\$39,344.50	\$39,079.42
INVESTIGATION DEPUTIES	\$171,323.05	\$180,792.13	\$160,737.56	\$158,657.31	\$162,541.53
PROPERTY FLEET ASST	\$26,373.86	\$23,915.30	\$21,981.83	\$21,998.27	\$21,448.19
EQUIP&MAINT	\$199,653.45	\$185,629.31	\$161,813.46	\$163,589.30	\$159,225.17
TRAFFIC DEPUTY	\$81,328.70	\$79,156.53	\$77,384.90	\$39,925.08	\$39,538.74
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$35,410.05	\$35,171.48
ANIMAL CONTROL	38,147.40	32,038.00	30,487.84	29,905.16	\$33,319.29
CRIME PREV	\$67,124.88	\$66,854.44	\$55,719.54	\$47,560.07	\$44,030.25
ESTIMATED REVENUE	(\$124,577.88)	(\$110,566.77)	(\$103,467.56)	(\$119,000.92)	(\$121,052.58)

<b>TOTAL</b>	<b>\$33,725.05</b>	<b>1.76%</b>	<b>\$1,946,079.66</b>	\$1,912,354.61	\$1,822,172.33	\$1,764,537.17	\$1,719,690.81
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## 2016 LAW ENFORCEMENT CONTRACT COMMUNITIES ESTIMATE

### VADNAIS HEIGHTS

PATROL DEPUTIES	\$770,172.41	\$747,951.59	\$727,440.53	\$704,252.75	\$683,899.28
POWER SHIFT	\$73,735.53	\$66,677.04	\$60,234.56	\$59,016.75	\$58,619.13
PATROL DEPUTY SUPPLEMENT	\$12,290.00	\$12,200.00	\$12,160.00	\$11,585.00	\$0.00
INVESTIGATION DEPUTIES	\$133,412.22	\$134,027.54	\$120,706.69	\$113,605.03	\$119,672.75
PROPERTY FLEET ASST	\$19,404.43	\$16,973.64	\$15,542.64	\$14,866.21	\$14,584.90
EQUIP&MAINT	\$97,280.76	\$90,447.53	\$78,843.30	\$79,708.58	\$77,582.16
TRAFFIC DEPUTY	\$52,966.32	\$51,551.67	\$50,397.88	\$21,574.46	\$21,509.49
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$26,557.54	\$26,378.61
ANIMAL CONTROL	15,735.80	13,215.68	12,576.23	12,335.88	\$13,744.21
CRIME PREV	\$40,190.43	\$39,332.17	\$32,653.12	\$27,252.06	\$25,616.07
ESTIMATED REVENUE	(\$66,987.99)	(\$62,527.58)	(\$58,189.08)	(\$64,514.65)	(\$63,901.35)

<b>TOTAL</b>	<b>\$38,350.64</b>	<b>3.46%</b>	<b>\$1,148,199.92</b>	\$1,109,849.28	\$1,052,365.87	\$1,006,239.61	\$977,705.25
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### WHITE BEAR TOWN

PATROL DEPUTIES	\$630,126.44	\$613,334.50	\$601,462.77	\$586,998.34	\$570,216.11
POWER SHIFT	\$17,798.23	\$29,218.55	\$40,156.37	\$39,344.50	\$39,079.42
INVESTIGATION DEPUTIES	\$71,832.83	\$74,184.03	\$70,636.63	\$70,662.94	\$73,092.08
PROPERTY FLEET ASST	\$11,098.65	\$9,760.47	\$9,266.98	\$9,168.81	\$9,024.01
EQUIP&MAINT	\$87,873.57	\$81,701.11	\$71,219.03	\$72,000.64	\$70,079.85
TRAFFIC DEPUTY	\$31,238.75	\$30,404.41	\$29,723.92	\$17,430.54	\$17,315.04
TRAFFIC DEPUTY #2	\$0.00	\$0.00	\$0.00	\$11,803.35	\$11,723.83
ANIMAL CONTROL	12,159.48	10,212.11	9,718.00	9,532.27	\$10,620.52
CRIME PREV	\$28,863.87	\$28,365.40	\$23,978.46	\$20,363.55	\$19,274.28
ESTIMATED REVENUE	(\$54,317.71)	(\$51,033.26)	(\$48,220.98)	(\$50,072.91)	(\$51,654.77)

<b>TOTAL</b>	<b>\$10,526.78</b>	<b>1.27%</b>	<b>\$836,674.10</b>	\$826,147.33	\$807,941.18	\$787,232.03	\$768,770.37
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<b><u>CONTRACT ESTIMATE</u></b>	<b>2.23%</b>	<b>\$6,838,254.01</b>	\$6,689,111.60	\$6,418,747.18	\$6,213,135.52	\$6,049,485.01
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## BUDGET ESTIMATE PATROL DEPUTIES

### ESTIMATE ACCORDING TO ASSIGNMENT OF PATROL DEPUTIES

PROJECTED SALARY INCREASE 2.50%

SALARIES		#EMPLOYEES	YEARLY SALARY	TOTAL
	PATROL DEPUTIES	35	\$70,347.90	\$2,462,176.50
	SERGEANTS	2	\$81,109.32	\$162,218.64
	ACCOUNT CLERK AND CLERK TYPIST	2	\$49,985.82	\$99,971.64

**TOTAL SALARIES \$2,724,366.78**

SALARY INCREASE			\$66,406.44
OVERTIME PAY 8% SWORN			\$209,615.45
OVERTIME FOR EVENTS	212.77		\$7,872.34
SWORN PERA (16.2%) / LIMITED FICA (1.45%)			\$509,760.57
CIVILIAN PERA (7.75%) / FICA (7.65%)			\$15,826.42
WORKERS COMP SWORN	2,500.00		\$92,500.00
WORKERS COMP CLERICAL			\$500.00
DEFERRED COMP			\$300.00
POLICE LIABILITY INSURANCE			280.00
HEALTH DENTAL LIFE INS at 16%	11,176.89		\$435,898.68
OPEB 5.25%			\$157,933.70
UNIFORM ALLOWANCE			\$800.00
OVERHEAD CHARGE			\$16,420.12
MDC ANNUAL REPLACEMENT	3		\$4,045.00
TRAINING			\$5,000.00
ADDITIONAL FUNDING FOR EVENTS			\$30,000.00

**TOTAL SALARIES CHARGES \$4,960,359.88**

**COST PER DEPUTY PER YEAR \$141,724.57**

### EST COST BASED 20% ON EVENTS AND 80% ON DEPUTY SHERIFFS ASSIGNED

CITY	PATROL DEP ASSIGNED	3-YEAR AVG 2012-2014 CALLS FOR SERVICE	EST COST
ARDEN HILLS	5.568936985	4231	\$788,523.99
GEM LAKE	0.465302868	303	\$64,007.90
LITTLE CANADA	5.568408691	5325	\$829,090.21
NORTH OAKS	3.431459191	1236	\$434,957.00
SHOREVIEW	10.35909216	7243	\$1,443,481.93
VADNAIS HEIGHTS	5.047448	5329	\$770,172.41
WHITE BEAR TOWNSHIP	4.559352103	3048	\$630,126.44
		<u>26715</u>	

**TOTALS \$4,960,359.88**

80%

20%

5.568936985	0.159112485	\$631,404.15	4231	0.158375445	\$157,119.84
0.465302868	0.013294368	\$52,755.88	303	0.011341943	\$11,252.02
5.568408691	0.159097391	\$631,344.25	5325	0.199326221	\$197,745.96
3.431459191	0.098041691	\$389,057.66	1236	0.046266143	\$45,899.34
10.35909216	0.295974062	\$1,174,510.29	7243	0.271121093	\$268,971.64
5.047448	0.1442128	\$572,277.91	5329	0.19947595	\$197,894.50
<u>4.559352103</u>	<u>0.130267203</u>	<u>\$516,937.77</u>	<u>3048</u>	<u>0.114093206</u>	<u>\$113,188.67</u>
35	1	\$3,968,287.90	26715	1	\$992,071.98

## POWER SHIFT DEPUTY - 2462 CAR

	NUMBER	EST COST
SALARY	2	\$140,695.80
SALARY INCREASE	2.50%	\$3,425.36
OVERTIME PAY 8% SALARY		\$11,235.17
OVERTIME FOR EVENTS	2	\$425.53
PERA 16.2% SALARY		\$27,346.04
WORKMANS COMP INSURANCE	2	\$5,000.00
DEFERRED COMPENSATION	2	\$600.00
POLICE LIABILITY INSURANCE/DEPUTY	2	\$560.00
HEALTH, DENTAL, LIFE INSURANCE	2	\$22,353.78
OPEB 5.25%		\$8,178.55
UNIFORM ALLOWANCE/DEPUTY	2	\$1,600.00
OVERHEAD CHARGE/DEPUTY	2	\$32,840.23
<b>TOTAL ESTIMATE</b>	<b>2</b>	<b>\$254,260.45</b>

### ALLOCATION BASED ON CALLS

CITY	AGREED FORMUL	INDEX	EST COST
ARDEN HILLS	0.07	7.00%	\$17,798.23
GEM LAKE	0.02	2.00%	\$5,085.21
LITTLE CANADA	0.36	36.00%	\$91,533.76
NORTH OAKS	0.02	2.00%	\$5,085.21
SHOREVIEW	0.17	17.00%	\$43,224.28
VADNAIS HEIGHTS	0.29	29.00%	\$73,735.53
WHITE BEAR TOWNSHIP	0.07	7.00%	\$17,798.23
<b>TOTAL</b>	<b>1</b>	<b>100.00%</b>	<b>\$254,260.45</b>

## PATROL DEPUTY SUPPLEMENT FOR LITTLE CANADA

	NUMBER	EST COST
OVERTIME = (16x18x\$52.00) + (8x34x52.00)		\$29,120.00
OPEB 5.25%		\$1,528.80
PERA/FICA rate 17.65%		\$5,139.68

TOTAL ESTIMATE **\$35,788.48**

### ESTIMATED COST TO CITIES BASED ON POPULATION INDEX

CITY	AGREED FORMUL.	INDEX	EST COST
ARDEN HILLS	0	0.00%	\$0.00
GEM LAKE	0	0.00%	\$0.00
LITTLE CANADA	1	100.00%	\$35,788.48
NORTH OAKS	0	0.00%	\$0.00
SHOREVIEW	0	0.00%	\$0.00
VADNAIS HEIGHTS	0	0.00%	\$0.00
WHITE BEAR TOWNSHIP	0	0.00%	\$0.00
<b>TOTAL</b>	<b>1</b>	<b>100.00%</b>	<b>\$35,788.48</b>

## PATROL DEPUTY SUPPLEMENT FOR GEM LAKE

	NUMBER	EST COST
OVERTIME = 104 hours @ \$52.00/hour		\$5,408.00
OPEB 5.25%		\$283.92
PERA/FICA rate 17.65%		\$954.51
		<hr/> <hr/>
TOTAL ESTIMATE		<b>\$6,646.43</b>

### ESTIMATED COST TO CITIES BASED ON POPULATION INDEX

CITY	AGREED FORMULA	INDEX	EST COST
ARDEN HILLS	0	0.00%	\$0.00
GEM LAKE	1	100.00%	\$6,646.43
LITTLE CANADA	0	0.00%	\$0.00
NORTH OAKS	0	0.00%	\$0.00
SHOREVIEW	0	0.00%	\$0.00
VADNAIS HEIGHTS	0	0.00%	\$0.00
WHITE BEAR TOWNSHIP	0	0.00%	\$0.00
<hr/> <hr/>			
<b>TOTAL</b>	<b>1</b>	<b>100.00%</b>	<b>\$6,646.43</b>





## PATROL DEPUTY SUPPL FOR VADNAIS HEIGHTS

	NUMBER	EST COST
OVERTIME Estimate		\$10,000.00
OPEB 5.25%		\$525.00
PERA/FICA rate 17.65%		\$1,765.00
		<hr/> <hr/>
TOTAL ESTIMATE		<b>\$12,290.00</b>

### ESTIMATED COST TO CITIES BASED ON POPULATION INDEX

CITY	AGREED FORMULA	INDEX	EST COST
ARDEN HILLS	0	0.00%	\$0.00
GEM LAKE	0	0.00%	\$0.00
LITTLE CANADA	0	0.00%	\$0.00
NORTH OAKS	0	0.00%	\$0.00
SHOREVIEW	0	0.00%	\$0.00
VADNAIS HEIGHTS	1	100.00%	\$12,290.00
WHITE BEAR TOWNSHIP	0	0.00%	\$0.00
		<hr/> <hr/>	
<b>TOTAL</b>	<b>1</b>	<b>100.00%</b>	<b>\$12,290.00</b>

## BUDGET ESTIMATE FOR INVESTIGATORS

	NUMBER	EST COST
SALARY	5	\$351,739.50
SALARY INCREASE	2.50%	\$8,563.39
OVERTIME PAY 8% SALARY	5	\$28,087.92
OVERTIME FOR EVENTS	5	\$1,063.83
PERA 16.2% SALARY	5	\$68,365.11
WORKMANS COMP INSURANCE	5	\$12,500.00
DEFERRED COMPENSATION	5	\$1,500.00
POLICE LIABILITY INSURANCE/DEPUTY	5	\$1,400.00
HEALTH, DENTAL, LIFE INSURANCE	5	\$55,884.45
OPEB 5.25%		\$20,446.37
UNIFORM ALLOWANCE/DEPUTY	5	\$4,000.00
OVERHEAD CHARGE/DEPUTY	5	\$82,100.58
LAW ENFORCEMENT EQUIPMENT		\$2,000.00
AUTOMOTIVE EQUIPMENT		\$0.00
TRAINING		\$0.00
<b>TOTAL ESTIMATE</b>		<b>\$637,651.13</b>

Based on 3-year averages of CIU cases assigned and events

CITY	CASES			LS FOR SERV	INDEX	COST @ 80%	TOTAL
	ASSIGNED	INDEX	COST @ 20%				
ARDEN HILLS	117	13.90%	\$17,720.95	4231	15.84%	\$80,790.63	\$98,511.57
GEM LAKE	9	1.07%	\$1,363.15	303	1.13%	\$5,785.76	\$7,148.91
LITTLE CANADA	179	21.26%	\$27,111.53	5325	19.93%	\$101,680.47	\$128,792.01
NORTH OAKS	20	2.38%	\$3,029.22	1236	4.63%	\$23,601.33	\$26,630.55
SHOREVIEW	218	25.89%	\$33,018.51	7243	27.11%	\$138,304.54	\$171,323.05
VADNAIS HEIGHTS	209	24.82%	\$31,655.36	5329	19.95%	\$101,756.85	\$133,412.22
WHITE BEAR TOWNSHIP	90	10.69%	\$13,631.50	3048	11.41%	\$58,201.33	\$71,832.83
<b>TOTAL</b>	<b>842</b>	<b>100.00%</b>	<b>\$127,530.23</b>	<b>26715</b>	<b>100.00%</b>	<b>\$510,120.91</b>	<b>\$637,651.13</b>

## PROPERTY FLEET ASSISTANT

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	NUMBER	EST COST
SALARY	1	\$55,679.78
SALARY INCREASE		\$1,391.99
OVERTIME PAY		\$0.00
PERA 7.75 % SALARY		\$4,423.06
FICA 7.65 % SALARY		\$4,388.94
WORKMANS COMP INSURANCE		\$500.00
DEFERRED COMP		\$300.00
HEALTH, DENTAL, LIFE INSURANCE/CIVILIAN		\$11,176.89
OPEB 5.25%		\$2,996.27
OVERHEAD CHARGE/EMPLOYEE		\$16,420.12
		\$97,277.05
<b>TOTAL ESTIMATE</b>		<b>\$97,277.05</b>

### ESTIMATE BASED ON EVENTS

CITY	CALLS FOR SERVICE	INDEX	EST COST
ARDEN HILLS	4231	15.84%	\$15,406.30
GEM LAKE	303	1.13%	\$1,103.31
LITTLE CANADA	5325	19.93%	\$19,389.87
NORTH OAKS	1236	4.63%	\$4,500.63
SHOREVIEW	7243	27.11%	\$26,373.86
VADNAIS HEIGHTS	5329	19.95%	\$19,404.43
WHITE BEAR TOWNSHIP	3048	11.41%	\$11,098.65
			\$97,277.05
<b>TOTAL</b>	<b>26715</b>	<b>100.00%</b>	<b>\$97,277.05</b>

## EQUIPMENT AND MAINTENANCE ESTIMATE

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SEVEN CITIES	ESTCOST	#SQUADS	COST
AUTOMOTIVE OPERATING EXPENSE			\$155,000.00
AUTOMOTIVE REPAIRS			\$126,000.00
AUTOMOTIVE EQUIPMENT (SQUADS)	\$35,666.67	6	\$214,000.00
AUTOMOTIVE EQUIPMENT Set up and Installation	\$9,894.00	6	\$59,364.00
AUTOMOTIVE INSURANCE			\$12,250.00
RADIO REPAIR			\$5,000.00
WIRELESS SERVICE (Sprint & St. Paul)			\$42,000.00
QUICK LOOK SERVICE \$250/MO			\$3,000.00
COMMUNICATIONS EQUIPMENT(RADIO,MDT)			\$4,000.00
MISC ELECTRONIC EQUIPMENT			\$14,650.00
FIREARMS			\$16,500.00
TASERS			\$0.00
TELEPHONE CELLULAR SERVICE			\$22,800.00
	<b>TOTAL</b>		<b>\$674,564.00</b>

BASED ON #OF DEP'S	#DEP'S	COST/DEP
	35	\$19,273.26
ARDEN HILLS	5.568936985	\$107,331.55
GEM LAKE	0.465302868	\$8,967.90
LITTLE CANADA	5.568408691	\$107,321.37
NORTH OAKS	3.431459191	\$66,135.40
SHOREVIEW	10.35909216	\$199,653.45
VADNAIS HGTS	5.047448	\$97,280.76
WHITE BEAR TWP	4.559352103	\$87,873.57
	<b>TOTAL</b>	
	<b>35</b>	<b>\$674,564.00</b>

## BUDGET ESTIMATE FOR TRAFFIC DEPUTY

	NUMBER	EST COST
SALARY	2	\$140,695.80
SALARY INCREASE		\$3,425.36
OVERTIME PAY 8% SALARY		\$11,235.17
OVERTIME FOR EVENTS	2	\$425.53
OVERTIME FOR WEIGHT RESTRICTION		\$5,000.00
PERA 16.2% SALARY		\$28,156.04
WORKMANS COMP INSURANCE/DEP	2	\$5,000.00
DEFERRED COMPENSATION	2	\$600.00
POLICE LIABILITY INSURANCE/DEP	2	\$560.00
HEALTH, DENTAL, LIFE INSURANCE/DEP	2	\$22,353.78
OPEB 5.25%		\$8,178.55
UNIFORM ALLOWANCE/DEP	2	\$1,600.00
OVERHEAD CHARGE/DEP	2	\$32,840.23
ANNUAL EQUIPMENT MAINTENANCE (TICKETWRITER)		\$12,000.00
AUTOMOTIVE EQUIPMENT		\$0.00
EQUIPMENT - Radar Units		\$4,000.00
<b>TOTAL ESTIMATE</b>		<b>\$276,070.45</b>

### COST BREAKDOWN FOR 7 CITIES (FROM LAST AGREED % BASED ON 2015 BUDGET)

	SHARE	COST
ARDEN HILLS	12.9226%	\$35,675.48
GEM LAKE	3.1297%	\$8,640.18
LITTLE CANADA	19.7102%	\$54,414.04
NORTH OAKS	4.2768%	\$11,806.98
SHOREVIEW	29.4594%	\$81,328.70
VADNAIS HEIGHTS	19.1858%	\$52,966.32
WHITE BEAR TOWNSHIP	11.3155%	\$31,238.75
<b>TOTALS</b>	<b>100.0000%</b>	<b>\$276,070.45</b>

## BUDGET ESTIMATE FOR Animal Control CSO

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SALARY	\$55,679.78
SALARY INCREASE	1,391.99
OVERTIME PAY 8% SALARY	4,565.74
PERA 7.750% SALARY	4,776.91
FICA 7.65 % SALARY	4,738.22
WORKMANS COMP INSURANCE	2,500.00
DEFERRED COMP	300.00
HEALTH, DENTAL, LIFE INSURANCE/DEP	11,176.89
OPEB 5.25%	3,235.97
UNIFORM ALLOWANCE	400.00
AUTOMOTIVE REPAIRS	3,000.00
AUTOMOTIVE SUPPLIES	7,500.00
CELL PHONE/DATA	650.00
LAPTOP AIRCARD	350.00
SAFETY EQUIPMENT	2,000.00
TRAINING	525.00
OVERHEAD	\$16,420.12
<b>TOTAL ESTIMATE</b>	<b>\$119,210.62</b>

### BASED ON % PREVIOUSLY PAID

ARDEN HILLS	9.00%	10,728.96
GEM LAKE	0.00%	-
LITTLE CANADA	15.60%	18,596.86
NORTH OAKS	0.00%	-
SHOREVIEW	32.00%	38,147.40
VADNAIS HEIGHTS	13.20%	15,735.80
WHITE BEAR TOWNSHIP	10.20%	12,159.48
RAMSEY COUNTY	20.00%	23,842.12
<b>TOTALS</b>	<b>100.00%</b>	<b>\$119,210.62</b>

## CRIME PREV/CRIME ANALYSIS DEPUTY

	NUMBER	EST COST
SALARY DEPUTY	1	\$70,347.90
SALARY INCREASE		\$1,712.68
OVERTIME PAY 8% SALARY		\$5,617.58
OVERTIME FOR EVENTS		\$212.77
PERA 16.2% SALARY/ FICA 1.45%		\$13,673.02
SALARY CSO	1	\$46,224.62
SALARY INCREASE		\$1,155.62
PERA 7.75%		\$3,671.97
FICA 7.65 % SALARY		\$3,647.54
WORKMANS COMP INSURANCE SWORN		\$2,500.00
WORKMANS COMP INSURANCE CIVILIAN		\$500.00
DEFERRED COMPENSATION	2	\$600.00
POLICE LIABILITY INSURANCE/DEP		\$280.00
HEALTH, DENTAL, LIFE INSURANCE/C	2	\$22,353.78
OPEB 5.25%		\$6,576.74
UNIFORM ALLOWANCE/DEPUTY		\$800.00
OVERHEAD CHARGE		\$32,840.23
NIGHT TO UNITE SUPPLIES		\$5,000.00
		<b>TOTAL</b>
		<b>\$217,714.43</b>
TOTAL ESTIMATE		50% POPULATION
		<b>\$108,857.22</b>
		50% CALLS
		<b>\$108,857.22</b>

### ESTIMATE BASED ON POPULATION(50%) AND EVENTS (50%)

CITY	POPULATION	CALLS FOR SERVIC	\$ FOR POP.	\$ FOR CALLS	TOTALS
ARDEN HILLS	9552	4231	\$14,345.89	\$17,240.31	\$31,586.20
GEM LAKE	393	303	\$590.24	\$1,234.65	\$1,824.89
LITTLE CANADA	9773	5325	\$14,677.80	\$21,698.10	\$36,375.90
NORTH OAKS	4469	1236	\$6,711.87	\$5,036.40	\$11,748.27
SHOREVIEW	25043	7243	\$37,611.39	\$29,513.49	\$67,124.88
VADNAIS HEIGHTS	12302	5329	\$18,476.03	\$21,714.40	\$40,190.43
WHITE BEAR TWP	10949	3048	\$16,444.00	\$12,419.87	\$28,863.87
<b>TOTALS</b>	<b>72481</b>	<b>26715</b>	<b>\$108,857.22</b>	<b>\$108,857.22</b>	<b>\$217,714.43</b>



## 2015 ESTIMATED OVERHEAD COST

DEPARTMENT PERSONNEL TOTAL	<b>389</b>		
PATROL DIVISION TOTAL PERSONNEL	<b>83</b>		
CONTRACT CITIES PERSONNEL	<b>53</b>		52
TOTAL SWORN PERSONNEL	<b>223</b>		
<b>PATROL SUPERVISORY SUPPORT</b>			
<b>SHARE OF SALARIES</b>	<b>NUMBER</b>	<b>YEAR SALARY</b>	<b>TOTAL</b>
DIVISION COMMANDER	1	\$148,743.04	\$148,743.04
COMMANDERS	1	\$128,400.81	\$128,400.81
SERGEANTS	4.5	\$111,603.13	\$502,214.09
SALARY INCREASE	1.5% included		
TOTAL SALARIES			\$779,357.94
PRO RATA SHARE (%OF DIV SWORN)	63.86%		\$497,662.30
<b>TOTAL SUPERVISORY SUPPORT</b>			<b>\$497,662.30</b>
<b>ADMINISTRATION CENTRAL SUPPORT</b>			
<b>SHARE OF SALARIES</b>	<b>NUMBER</b>	<b>SALARY</b>	<b>TOTAL</b>
ACCOUNTANT	1	\$115,602.40	\$115,602.40
ACCOUNT CLERK II	1	\$82,517.00	\$82,517.00
PAYROLL CLERK	1	\$68,024.33	\$68,024.33
CLERK TYPIST III	1	\$67,714.05	\$67,714.05
SALARY INCREASE	included		
<b>TOTAL SALARIES</b>			<b>\$333,857.78</b>
PRO RATA SHARE (% TOTAL DEPT)	13.62%		\$45,487.05
<b>TOTAL CENTRAL SUPPORT</b>			<b>\$45,487.05</b>
<b>ADMINISTRATION TRAINING SUPPORT</b>			
<b>SHARE OF SALARIES</b>	<b>SALARY</b>	<b>NUMBER</b>	<b>TOTALS</b>
DEPUTY SHERIFF'S	\$99,878.56	3	\$299,635.67
SALARY INCREASE			
<b>TOTAL</b>			<b>\$299,635.67</b>
PRO RATA SHARE (% OF DEPT SWORN)		21.08%	\$63,151.91
<b>TOTAL TRAINING SUPPORT</b>			<b>\$63,151.91</b>
<b>STATE AUDITOR SERVICES</b>			<b>\$2,800.00</b>

## OTHER SERVICES/CHARGES & SUPPLIES

PATROL DIVISION	
TELEPHONES	\$24,800.00
CELLULAR/ NEXTEL/ PAGERS	\$0.00
OUTSIDE NETWORK/DATA CONNECTIONS	\$30,000.00
PRINTING & STATIONARY	\$8,000.00
EQUIPMENT & MACHINERY REPAIR	\$28,000.00
EQUIPMENT RENTAL	\$14,000.00
LAUNDRY & SANITATION SERVICE	\$500.00
BUILDING & OFFICE SPACE	\$170,823.00
INVESTIGATION FEES/SUPPLIES	\$5,000.00
OFFICE SUPPLIES	\$23,000.00
LAW ENFORCEMENT SUPPLIES	\$16,000.00
IDENTIFICATION SUPPLIES	\$2,500.00
FIRST AID SUPPLIES	\$15,000.00
SMALL TOOLS & SAFETY EQUIPMENT	\$10,000.00
EQUIPMENT REPAIRS - PARTS & SUPPLIES	\$1,000.00
<b>TOTAL</b>	<b>\$348,623.00</b>
<b>CONTRACT CITIES SHARE</b>	<b>\$222,614.69</b>
(% OF PATROL PERSONNEL)	
<b>ADMINISTRATION DIVISION</b>	
INSTRUCTIONAL SUPPLIES	\$15,000.00
LAW ENFORCEMENT SUPPLIES	\$10,000.00
FIREARMS SUPPLIES	\$80,000.00
<b>TOTAL</b>	<b>\$105,000.00</b>
<b>CONTRACT CITIES SHARE</b>	<b>\$22,130.04</b>
<b>TOTAL OTHER SERVICES/CHARGES &amp; SUPPLIES</b>	<b>\$244,744.73</b>

## OVERHEAD PER EMPLOYEE

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	CONTR COST
TOTAL ESTIMATED OVERHEAD COSTS	<b>\$853,845.99</b>
OVERHEAD COST PER EMPLOYEE (52 of 53 EMPLOYEES)	<b>\$16,420.12</b>

## TOTAL ESTIMATED REVENUE

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ARDEN HILLS	\$66,554.22
GEM LAKE	\$5,960.52
LITTLE CANADA	\$73,265.91
NORTH OAKS	\$38,072.56
SHOREVIEW	\$124,577.88
VADNAIS HEIGHTS	\$66,987.99
WHITE BEAR TOWNSHIP	\$54,317.71
<b>TOTAL REVENUE</b>	<b>\$429,736.80</b>

## STATE AID FOR POLICE OFFICER PENSION

**ESTIMATE PER SWORN OFFICER** **\$7,127.66**

47 SWORN OFFICERS PAID FOR BY CITIES \$335,000.00

CITIES BREAKDOWN BASED ON PAYMENT PERCENTAGES AS FOLLOWS  
 NUMBER OF DEPUTIES PAID FOR BY CITIES  
 INVESTIGATORS BY EVENTS FORMULA  
 TRAFFIC DEPUTY BY PERCENTAGE OF TOTAL CONTRACT  
 RICE ST CORRIDOR DEPUTY

**PATROL 37 SWORN OFFICERS X \$5,531.91 / DEP / 35 DEPUTIES = \$5,848.02/ DEPUTY**

**ESTIMATED COST BASED ON DEP SHERIFFS ASSIGNED TO CITIES**

CITY	REBATE/DEPUTY PATROL DEPUTIES ASSIGNED	\$7,534.95
ARDEN HILLS	5.568936985	\$41,961.69
GEM LAKE	0.465302868	\$3,506.04
LITTLE CANADA	5.568408691	\$41,957.71
NORTH OAKS	3.431459191	\$25,855.89
SHOREVIEW	10.35909216	\$78,055.29
VADNAIS HEIGHTS	5.047448	\$38,032.29
WHITE BEAR TOWNSHIP	4.559352103	\$34,354.51
<b>TOTALS</b>	<b>35</b>	<b>\$263,723.40</b>

### INVESTIGATIONS

STATE AID FOR POLICE OFFICER PENSION

**ESTIMATED COST TO CITIES BASED ON EVENTS INVESTIGATED  
 5 INVESTIGATORS \$35,638.30**

CITY	CALLS FOR SERVICE	INDEX	REBATE
ARDEN HILLS	4231	15.84%	\$5,644.23
GEM LAKE	303	1.13%	\$404.21
LITTLE CANADA	5325	19.93%	\$7,103.65
NORTH OAKS	1236	4.63%	\$1,648.85
SHOREVIEW	7243	27.11%	\$9,662.29
VADNAIS HEIGHTS	5329	19.95%	\$7,108.98
WHITE BEAR TOWNSHIP	3048	11.41%	\$4,066.09
<b>TOTAL</b>	<b>26715</b>	<b>100.00%</b>	<b>\$35,638.30</b>

### TRAFFIC DEPUTY

**STATE AID FOR POLICE OFFICER PENSION** **\$14,255.32**

**ESTIMATED REBATE BASED ON TRAFFIC DEP FORMULA**

CITY	SHARE	REBATE
ARDEN HILLS	12.9226%	\$1,842.16
GEM LAKE	3.1297%	\$446.15
LITTLE CANADA	19.7102%	\$2,809.75
NORTH OAKS	4.2768%	\$609.67
SHOREVIEW	29.4594%	\$4,199.53
VADNAIS HEIGHTS	19.1858%	\$2,735.00
WHITE BEAR TOWNSHIP	11.3155%	\$1,613.06
<b>TOTALS</b>	<b>100.0000%</b>	<b>\$14,255.32</b>

## POWER SHIFT

STATE AID FOR POLICE OFFICER PENSION \$14,255.32  
 ESTIMATED REBATE BASED ON RICE ST CORRIDOR DEP FORMULA  
 SHARE REBATE

ARDEN HILLS	7.0000%	\$997.87
GEM LAKE	2.0000%	\$285.11
LITTLE CANADA	36.0000%	\$5,131.91
NORTH OAKS	2.0000%	\$285.11
SHOREVIEW	17.0000%	\$2,423.40
VADNAIS HEIGHTS	29.0000%	\$4,134.04
WHITE BEAR TOWNSHIP	7.0000%	\$997.87
<b>TOTALS</b>	<b>100.0000%</b>	<b>\$14,255.32</b>

## CRIME PREVENTION/CRIME ANALYSIS DEPUTY

STATE AID FOR POLICE OFFICER PENSION \$7,127.66

ESTIMATE BASED ON POPULATION(50%) AND EVENTS (50%)

CITY	POPULATION	CALLS FOR SERV	\$ FOR POP.	\$ FOR EVENTS	TOTALS
ARDEN HILLS	9552	4231	\$469.66	\$564.42	\$1,034.09
GEM LAKE	393	303	\$19.32	\$40.42	\$59.74
LITTLE CANADA	9773	5325	\$480.53	\$710.36	\$1,190.89
NORTH OAKS	4469	1236	\$219.74	\$164.88	\$384.62
SHOREVIEW	25043	7243	\$1,231.34	\$966.23	\$2,197.57
VADNAIS HEIGHTS	12302	5329	\$604.88	\$710.90	\$1,315.78
WHITE BEAR TWP	10949	3048	\$538.35	\$406.61	\$944.96
<b>TOTALS</b>	<b>72481</b>	<b>26715</b>	<b>\$3,563.83</b>	<b>\$3,563.83</b>	<b>\$7,127.66</b>

## REVENUE FROM SALES OF USED SQUAD CARS

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ESTIMATED SALE PRICE BASED ON PREVIOUS YEARS \$6,500.00

### SEVEN CONTRACT CITIES

# OF SQUADS	6	\$39,000.00
	<b>PER DEPUTY</b>	
BASED ON #OF DEP'S	35	\$1,114.29
ARDEN HILLS	5.568936985	\$6,205.39
GEM LAKE	0.465302868	\$518.48
LITTLE CANADA	5.568408691	\$6,204.80
NORTH OAKS	3.431459191	\$3,823.63
SHOREVIEW	10.35909216	\$11,542.99
VADNAIS HGTS	5.047448	\$5,624.30
WHITE BEAR TWP	4.559352103	\$5,080.42
	<b>35</b>	<b>\$39,000.00</b>
<b>TOTAL</b>		

### ADMINISTRATIVE CITATIONS

Estimate based on actual collections in 2014 (less 20%):

Arden Hills	8,869
Gem Lake	741
Little Canada	8,867
North Oaks	5,465
Shoreview	16,497
Vadnais Heights	8,038
White Bear Twp	7,261
	<b>55,737</b>
<b>TOTAL</b>	



## BUDGET ESTIMATE FOR SECURITY CSO

	NUMBER	EST COST
SALARY	1	\$46,224.62
SALARY INCREASE		\$1,155.62
OVERTIME PAY 8% SALARY		\$0.00
PERA 7.750% SALARY		\$3,671.97
FICA 7.65 % SALARY		\$3,647.54
WORKMANS COMP INSURANCE		2,500.00
DEFERRED COMP		\$300.00
HEALTH, DENTAL, LIFE INSURANCE/DEP		\$11,176.89
OPEB 5.25%		\$2,487.46
UNIFORM ALLOWANCE		\$400.00
OVERHEAD		\$0.00
AUTOMOTIVE REPAIRS		\$3,000.00
AUTOMOTIVE SUPPLIES		\$7,500.00
AUTOMOTIVE EQUIPMENT		\$0.00
DATA PROCESSING EQUIPMENT (CAMERA SYSTEM)		\$0.00
<b>TOTAL ESTIMATE</b>		<b>\$82,064.09</b>

### COST ALLOCATED 100% TO NORTH OAKS

	SHARE	COST
NORTH OAKS	100.0000%	\$82,064.09
<b>TOTALS</b>	<b>100.0000%</b>	<b>\$82,064.09</b>

No charge for overhead applied to this position



## **Appendix D**

### **Contract Cities' Comparison**

City	Population	Land Area Sq Mi	FT LE Staff	Sworn Staff	Budget (2014)	#/ 1,000 citizen	MN Ave	\$/Pop
Minneapolis	392,880	54.9	983	852	\$147,900,000	2.18		\$376.45
St Paul	290,770	52.8	792	595	\$101,799,851	2.05		\$350.10
Bloomington	86,033	35.5	140	109	\$22,457,082	1.29		\$261.03
Brooklyn Park	77,752	26.1	133	105	\$19,396,523	1.36		\$249.47
<b>RCSO Contract-7</b>	74,420	52.0	57	53	\$6,516,199	0.71	1.66	\$87.56
Plymouth	72,928	32.9	73	64	\$12,205,042	0.89		\$167.36
St Cloud	65,986	30.2	121	98	\$14,883,300	1.47		\$225.55
Eagan	64,854	32.0	79	68	\$11,790,200	1.04	1.66	\$181.80
Woodbury	64,498	35.0	73	63	\$9,588,667	1		\$148.67
Maple Grove	64,420	32.9	78	62	\$10,629,600	1		\$165.00
Eden Prairie	62,258	32.4	91	67	\$12,837,437	1.08	1.66	\$206.20
Coon Rapids	61,931	22.7	71	63	\$9,889,115	1.01		\$159.68
Burnsville	61,130	25.0	93	74	\$13,300,000	1.21	1.66	\$217.57
Blaine	59,412	34.0	69	58	\$7,586,490	1	1.66	\$127.69
Lakeville	57,342	36.2	62	53	\$8,921,850	0.93		\$155.59
Minnnetonka	51,123	27.1	72	55	\$8,640,200	1.08		\$169.01
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St Louis Park	46,362	10.7	66	51	\$7,579,500	1.1		\$163.49
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Moorhead	39,039	13.4	67	53	\$8,105,071	1.37		\$207.61
Richfield	36,087	6.9	56	45	\$7,107,460	1.25		\$196.95
Roseville	34,666	13.2	55	47	\$6,602,570	1.37		\$190.46
Inver Grove Heights	34,198	28.6	40	34	\$6,177,600	0.99		\$180.64
Oakdale	27,726	11.1	40	31	\$4,465,191	1.11		\$161.05
White Bear Lake	24,311	8.2	34	27	\$3,409,105	1.11		\$140.23
Ramsey	24,071	28.8	24	20	\$4,182,601	0.83		\$173.76
Rosemount	22,420	33.7	24	22	\$3,349,700	0.99		\$149.41
New Brighton	21,867	6.6	32	27	\$4,197,900	1.24		\$191.97
Lino Lakes	20,746	28.2	26	24	\$3,158,278	1.17		\$152.24
West St Paul	19,708	5.0	32	27	\$3,789,896	1.36		\$192.30
StAnt/FH/Laud	16,265	4.9	34	31	\$4,355,522	1.9		\$267.78

Notes

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Plymouth: Patrol 52 FTE, \$7,105,567

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## **Appendix E**

### **Minn Post Article**

# A blueprint for better policing in Minnesota

By [James Densley](#) and Jon R. Olson | 07/13/16



REUTERS/Adam Bettcher

Police assembled on Interstate 94 during Saturday night's protest march over the July 6 killing of Philando Castile by a police officer in Falcon Heights.

Earlier this week, one of us (Densley) [told MinnPost readers](#) that Minnesota's unique model of peace officer education was a failed experiment. He called for real change. This prompted the other one of us (Olson), to ask, "What does real change look like? In real terms." Together, we've drafted a blueprint for better policing in the state. Some might say it's radical. We say it's responsible.

## Education reform



James Densley

First, we need education reform. The current standard, a law-enforcement degree, especially a two-year law-enforcement degree, taught disproportionately by retired cops, is at best an echo chamber and at worst an assembly line to produce warriors, not guardians. It's antithetical to diversity (of all forms) and the source of all "group think" in the profession. We can change this by mandating a four-year degree for entry into a peace officer training program, and allowing the degree to be in any discipline. We know this system works because federal law enforcement, like the FBI, already does it. They recruit elite college graduates then put them through a rigorous police academy to teach all the "police" stuff Minnesotans currently think is unteachable outside a college classroom.

The four-year degree also solves another problem: immaturity. [Police chiefs](#) don't want 20-year-olds running around with a badge and a gun. They want people a little older. A little wiser. Career changers. People who have graduated from the "university of life" and the local university. A full university education, moreover, challenges future peace officers to think differently about people and the social and economic worlds they inhabit. Liberal arts and STEM graduates make great 21st-century cops — we just need to give them a chance.



## Training reform



Photo by John Hamilton  
Jon R. Olson

To attract top talent to Minnesota law enforcement, however, we also need to increase entry-level salaries and/or offer student-loan forgiveness as an incentive. The men and women who choose careers in law enforcement, who choose to run toward danger rather than away from it, should be paid commensurate with the hazards of their profession.

Next, we need training reform. Currently, the Minnesota Board of Peace Officer Standards and Training (POST) sets the learning objectives, but how they are met is at the discretion of colleges and universities. As a result, quality is variable, often contingent on instructor personality and performance. And every college and university has its own methods of screening (or not) its students into the program.

The solution here is standardization. A single state police academy (or academies), perhaps collocated with the Minnesota State Police training facility at Camp Ripley, funded by state dollars. Any college graduate can apply to attend the academy. They are then rigorously screened (background checks, interviews, mental and physical health and wellness exams, etc.), with an eye to whether the applicant will be successfully licensed (i.e., hired) not just license-eligible in the end. If selected, they are paid a stipend while in training. And while in training, students will learn to face history and themselves. They'll read "The New Jim Crow." They'll learn all about implicit bias, procedural justice, de-escalation, mental health first aid, less-lethal options, and the other stuff the current curriculum breezes over.

In college, students can repeat and retake classes until they pass. Don't forget, Cs get degrees. Not so in our proposed academy. Students will be held to the highest standards of professionalism and competence. But this is not boot camp. This is Harvard. For cops. Cops who will go from being classmates to being colleagues, building a network of excellence across the state.

## **On-the-job reform**

Finally, we need department-level reform. Larpenteur Avenue, where Philando Castile was shot and killed last week, is about five miles long, yet is policed by four different police departments (Roseville, St. Anthony, St. Paul, Maplewood). There are 331 municipal police departments in Minnesota, 87 county sheriffs' offices, plus a handful of other specialty, state, and tribal agencies. In total, 441 agencies service a little over 5 million people. By contrast, the United Kingdom, a country of 65 million people, is policed by only 48 different agencies. Something doesn't add up.

Our somewhat surprising proposition, therefore, is to end municipal law-enforcement departments and, instead, shift all law-enforcement functions to the county level under elected sheriffs. This would cut bureaucracy, promote collaboration over competition among agencies, and fund police properly by sharing the cost across a far larger tax base. The public is crying out for accountability. Well, sheriffs are elected. If their agency is performing poorly, people can vote them out.

Additionally, restructure the review process for police performance, to include citizen oversight of EVERY police agency. Citizen boards would not only receive quarterly briefings on department performance, but also participate in promotion boards, ensuring consent of the community in decision-making. Promotion boards would also borrow anonymous peer review from academia, whereby senior officers selected at random from both within the department and from other departments, would weigh in to ensure fair and impartial promotions.

All Minnesota peace officers deserve mandated counseling, removing the stigma of "needing help" to talk about the horrific things they see on a routine basis. They also deserve shift rotations that are conducive to sleep, and sabbatical leave to ensure they don't become jaded or cynical. Further, they deserve assignments that get them policing real criminal-justice issues, like gun violence, not "broken windows" and taillights.

And finally, to achieve 21st-century accountability, we need to match 21st-century policing with 21st-century technology. This does not include military-grade equipment that is anathema to the community, but rather body cameras for every officer, front and back; 360-degree view (not just dash-cams) cameras on all squad cars; less-lethal tools; and traffic enforcement cameras that, as in Europe, eliminate unnecessarily confrontational traffic stops.

## **Next steps**

These are but a few concrete solutions for a better policing model in Minnesota. It will take political will and courage to turn these words into deeds. There will be disagreement along the

way. But we hope this starts the conversation. At the end of the day, we all want the same thing: a system that produces exemplary officers of unmatched quality, character, and training. A model program. The best police officers in the nation. Police for America.

*[James Densley](#), Ph.D., is an associate professor of criminal justice at [Metropolitan State University](#) and the author of "[Minnesota's Criminal Justice System](#)" (Carolina Academic Press, 2016). He holds a doctorate in sociology from the University of Oxford.*

*Jon R. Olson, M.A., teaches at [Metropolitan State University](#) and [Carleton College](#). He is a retired commander in the U.S. Navy where he served as an intelligence officer for 21 years, and is the co-author of two political/military fiction thrillers.*

MinnPost, 7/13/16

<https://www.minnpost.com/community-voices/2016/07/blueprint-better-policing-minnesota>

## **Appendix F**

### **Sheriff Department's Estimates for Roseville**

**Roseville Draft Estimate of Costing of Contracted Law Enforcement Services by Ramsey County  
Sheriff's Office June 2016  
(Using 2016 Budget Formula)  
Plan B**

28 Patrol Deputies (\$141,724 per deputy with overhead) (page 3 of costing sheets attached for some detail) (allows for basic coverage of 4 deputies all the time with 8 deputies over peak evening hours w/ one man loss factor for sick & vacation)	\$3,968,272.00
3 Patrol Sergeants (\$111,603.13 per sgt. with overhead)	\$384,069.75
4 Investigators (\$127,530.20 per investigator with overhead)	\$510,120.80
1 Traffic Deputies (\$138,035 per deputy with overhead)(p.11 for detail)	\$138,040.00
.5 Crime Prevention Deputy (with overhead)(p.13 for detail)	\$70,862.00
.5 Animal Control Officer (with overhead) (p.12 for detail)	\$59,605.31
Additional itemized costing each city pays (for powershift cars that are shared, fleet manager, vehicles, equipment & maintenance) (Roseville cost based on a combination of Shoreview & Little Canada)	\$487,492.00
<b>Total Estimated Contract</b>	<b>\$5,618,461.86</b>

(This estimate is not based on any revenue shared back due to fines or price breaks for work space provided by the city-these rebates to the cities usually is 5-8% of the annual cost estimated above)

(Overhead costs vary due to specialized equipment or types of equipment assigned to a work title)

(Detail on overhead costs are found on pp. 13-16 of the attached Law Enforcement Communities Estimate)

This estimate includes Human Resource, Risk Management, and Internal Affairs as part of the overhead costs. Additionally, our volunteer Reserves, Community Affairs Officers, Chaplains, and Explorer Post are all part of our Contract Cities network.

**Roseville Draft Estimate of Costing of Contracted Law Enforcement Services by Ramsey County  
Sheriff's Office June 2016  
(Using 2016 Budget Formula)  
Plan A**

28 Patrol Deputies (\$141,724 per deputy with overhead) (page 3 of costing sheets attached for some detail) (allows for basic coverage of 4 deputies all the time with 8 deputies over peak evening hours w/ one man loss factor for sick & vacation)	\$3,968,272.00
3 Patrol Sergeants (\$111,603.13 per sgt. with overhead)	\$384,069.75
1 Patrol Commander (\$128,400.81 with overhead)	\$144,820.93
4 Investigators (\$127,530.20 per investigator with overhead)	\$510,120.80
2 Traffic Deputies (\$138,035 per deputy with overhead)(p.11 for detail)	\$276,080.00
1 Crime Prevention Deputy (with overhead)(p.13 for detail)	\$141,724.00
1 Animal Control Officer (with overhead) (p.12 for detail)	\$119,210.62
Additional itemized costing each city pays (for powershift cars that are shared, fleet manager, vehicles, equipment & maintenance) (Roseville cost based on a combination of Shoreview & Little Canada)	\$487,492.00
<b>Total Estimated Contract</b>	<b>\$6,031,790.10</b>

(This estimate is not based on any revenue shared back due to fines or price breaks for work space provided by the city-these rebates to the cities usually is 5-8% of the annual cost estimated above)

(Overhead costs vary due to specialized equipment or types of equipment assigned to a work title)

(Detail on overhead costs are found on pp. 13-16 of the attached Law Enforcement Communities Estimate)

## **Appendix G**

### **Star Tribune Article on Newport Transition**



[East Metro](#) 390772571

## Washington County Sheriff's Office finding a home in Newport

City's police department closed, but the officers changed uniforms and remained.

By [Kevin Giles](#) Star Tribune

August 20, 2016 — 12:11am



Kevin Giles Sgt. Larry Osterman of the Washington County Sheriff's Office has taken charge of five deputies who patrol Newport. "We are the Newport Police Department," he said. A big part of his new role has been to smooth the transition.

Newport is awash in sunshine on a summer morning, looking every bit like a small town going about its business.

The one cop on duty, Sgt. Larry Osterman, rolls his cruiser through shady neighborhoods, waving at everyone. When he sees two young boys he stops and rolls down his window.

"How you doing, guys? Excellent!" he responds to their enthusiastic greeting. "Ready for school?"

In Newport, an old river town with about 3,500 residents, Osterman has become the new police chief — even though he works for the Washington County Sheriff's Office.

That's because Newport is the latest Washington County city to contract with the Sheriff's Office for policing. But the City Council's decision last fall to scrap its police force didn't come without controversy.

"There was some opposition. It was about mending and listening to different sides of the story," said Osterman.

The city's five police officers became deputies under Osterman's command. "I've got total confidence in them. They are accountable to us," Mayor Tim Geraghty said.

'We're the Newport Police'

Last fall, Newport reeled over disclosures of scandalous behavior by some former officers and the news that the police department's unsecured evidence room was a mess. That's when the City Council turned to Washington County for help.

Newport joined 14 other Washington County cities and six townships where Sheriff Bill Hutton's department provides law enforcement. Hutton puts strong emphasis on community policing — meeting people and building relationships to prevent crime the old-fashioned way.

That expectation, said Sheriff's Office patrol commander Brian Mueller, was why Osterman was sent to Newport.

"He's down there because he understands the business of policing," Mueller said. "Even more important is that Larry's ability to work with the community and get things done is unprecedented."

Newport's contract with the county will cost the city an estimated \$696,498 in 2016. Geraghty said the city will save at least \$100,000 a year by not having its own police.

"The economies of scale provided by the Sheriff's Department could result in better services in some areas, for example investigations, than the city could expect to receive from its currently staffed, autonomous police department," the city resolution said last fall.

Osterman, who has worked in every Sheriff's Office division except the jail, was sent to Newport to train and mentor the new deputies and to bridge community misunderstandings. It reminded him of his first job as a cop in Mora, Minn.

"People need to see the end of the story," he said, meaning that deputies must stick with complaints until they're resolved.

Mueller said Newport residents receive all Sheriff's Office services, including investigations and narcotics. When more deputies are needed for critical incidents, they will come.

The five former Newport officers who now wear brown instead of blue have acquired new training from the county. One has joined the Sheriff's Office SWAT team, another is a crisis negotiator. A third joined the department's community engagement team.

"We're continually find ways of putting our deputies in with the community to build that trust," Mueller said.

Osterman was asked to clean up the Newport police evidence room. In a letter to City Administrator Deb Hill, Hutton said 14 confiscated weapons were missing, sexual assault test results were contaminated and property relating to 1,138 cases wasn't tracked. The Sheriff's Office now stores evidence from Newport in a high-security room at the Law Enforcement Center in Stillwater.

When county vehicles began patrolling Newport eight months ago, hardly anyone waved back, Osterman said. Now things are different and the Sheriff's Office is planning "Safe Summer Night" from 5 to 7 p.m. Aug. 30 at Newport Lutheran Church, 900 15th St.

"We're the Newport Police Department. This is where we work," Osterman said.

## **Appendix H**

### **Transition Pros and Cons**

## **Some Pros and Cons of Proposed Changes**

### **Potential Pros for Residents:**

- Savings of \$200.00 per homeowner annually
- Reduced liability for police actions
- Ability to specify amount and type of police services
- Additional savings through use of extra space
- Small gym for staff wellness
- Increased diversity of police staff
- Many potential costs borne by all Ramsey County residents

### **Potential Cons for Residents:**

- No longer individual city police force

### **Potential Pros for Officers:**

- More job opportunities
- More advancement paths
- Increased training options

### **Potential Cons for Officers:**

- Adjusting to a new department
- No longer a police chief



## Memo

**To:** Roseville City Council  
**cc:** Chief Rick Mathwig  
**From:** Patrick Trudgeon, City Manager  
**Date:** December 31, 2015  
**Re:** Contract Police Services

---

From time to time, the matter of contracting Roseville's policing services with Ramsey County comes up. In order for the issue to be directly addressed, I have worked with Chief Mathwig and the Roseville Police Department to provide information and analysis on the subject. I am bringing this topic forward to the City Council for informational purposes only and not for any policy decision or consideration. After reviewing the information and data, I am firmly convinced that keeping a separate Roseville Police Department is the right decision financially and also the best solution for the community.

The City of Roseville is not unique in having its own police department. Nearly all of the Twin Cities first-ring suburbs (the only exceptions are Falcon Heights and Lauderdale) have their own police department. This is partly due to their development history but also tied to their unique situation in being located near Minneapolis and St. Paul. Not only is there a high concentration of persons near the first-ring suburbs, each city also has an extensive transportation network bisecting their community. Ease of access to the first ring suburbs brings the opportunity for more crime to occur and the large amount of people traveling through the city provide for more of a chance for emergencies and accidents occur. With first-ring suburb's very specific geographic location, they have a higher number and greater range of police needs than second and third ring suburbs. Roseville also is fairly unique amongst first-ring suburbs with Rosedale Mall, a regional shopping center, bringing in thousands of visitors daily.

In Ramsey County seven communities have their own police department (Roseville, White Bear Lake, New Brighton, Mounds View, North St. Paul, Maplewood, and St. Paul). The remaining seven communities contract with Ramsey County (Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township).

### **Roseville versus Shoreview Comparison**

It has been mentioned that Roseville should follow Shoreview's lead and contract with Ramsey County Sherriff's Department for police services. It has been brought forward that Shoreview spends significantly less for policing and Roseville will see a similar savings if it were to contract for police services.

The differences between Roseville and Shoreview are strikingly different which directly impacts the level of policing needed. Roseville has:

- A larger population (34,719 in Roseville vs. 25,723 in Shoreview)
- Larger job base (36,892 vs. 11,205)
- More multi-family units (5,800 vs. 1,580)
- More acres of commercial land (849 acres vs. 339 acres)
- More hotels (11 vs. 3)
- Larger percentage of persons living below the poverty level (10.7% vs. 4.3%)

Roseville also has Rosedale Mall, Har Mar Mall, and the OVAL which Shoreview has no equivalent. Roseville borders Minneapolis and St. Paul, unlike Shoreview. Finally, Roseville has two major regional roadways going through the City; Hwy. 36 and I-35W generating over 100,000 vehicle trips daily.

These differences lead to a higher level of police department activity in Roseville. Roseville, when compared to Shoreview, has:

- A higher Part 1 crime rate (5,433 in Roseville vs. 1,205 in Shoreview)
- A higher violent crime rate (148.61 vs. 46.49 per 1,000 residents)
- A higher number of calls for service (34,064 vs. 7,243)
- A higher number of arrests (1,308 vs. 119)
- A higher numbers of criminal cases (1,625 vs. 218)

Ramsey County Sheriff's Office is under contract with Shoreview to provide the following staff resources:

- 2 uniformed officers available 24/7
- Average of  $\frac{3}{4}$  traffic officer daily
- 1 detective assigned to Shoreview cases

In Roseville, we deploy staff resources as follows:

- On average, 6 uniformed officers available 24/7
- 11 full-time investigations staff
- 48 police officers

Based on these allocation and taking a typical weekday afternoon, Roseville has five times the amount police personnel available:

- Immediate response to respond to a major incident in Shoreview on a Wednesday at 3:00 p.m. – 2 patrol officers, 1 traffic officer, 1 detective. (4)
- Immediate response to respond to a major incident in Roseville on a Wednesday at 3:00 p.m.- 8 patrol, 8 detectives, 4 administrative officers (20)

Roseville has less staff available in the evening, overnight, and on weekends, but at all times we have at least twice the amount of police personnel available than Shoreview.



The total Roseville Law Enforcement Budget as proposed for 2016 is \$7,257,915 at a cost of \$213 per call for service. Shoreview budgets \$2,070,658 for police services at a cost of \$286 per call for service. If Roseville were to contract with the Ramsey County Sheriff for police services under the same terms as Shoreview, the cost to Roseville would be \$9,742,304 (34,064 calls for service annually x \$286). Obviously, the cost of a contract for services with Ramsey County is not solely dependent on the costs per call, but does provide some context if we expect to maintain the same level of service in Roseville. However, since Roseville is a larger city with differences from Shoreview as previously indicated, there will be a higher number of calls which increases the overall cost for the services.

**Roseville versus Ramsey County Contract Cities Comparison**

Comparing Roseville to Shoreview is an “apples to oranges” comparison across all fronts and doesn’t provide much benefit in trying to make a comparison of costs between having a Roseville Police Department and contracting with the Ramsey County Sheriff.

To try to get a more “apples to apples” comparison, staff looked at the costs of the Ramsey County Sheriff to all of their contract cities. These numbers are somewhat more comparable but Roseville still provides a higher level of service at a lower cost than the Ramsey County Sheriff. Below are some quick comparisons:

	Calls for Service/ Events (3yr avg)	Arrests	Criminal Cases Assigned	Total Law Enforcement Personnel	2016 Law Enforcement Budget	Cost/Call for Service
Roseville	34,064	1308	1625 (per LETG)	57.5	\$7,257,915	\$213
All RCSO Contract Cities	26,715	151	842 (3yr avg)	53 + (~4.5 supervisory support)= 57.5	\$7,267,990	\$272

Additional comparison data is contained on Attachment A to this memo.

**Conclusion**

As indicated in this memo, the City of Roseville Police Department remains a cost efficient approach in making sure that our community needs and expects. From my perspective, there are many advantages with Roseville having its own police department. They include

*Accountability* - Having police officers that are Roseville employees make them more accountable to the City Council, City Manager, and the community. While a sheriff’s department could shuffle personnel when needed due to service issues, Roseville would lose continuity in serving the community. Contracted police services will also lead to law enforcement being disconnected from the city’s vision and priorities.

*Fiscal Control* - With our own police department, the City Council and City Manager are able maintain control over the expenditures of the police department like any other city department. Through the annual budget process, the City Council weighs the need of the department budget and are able to relocate resources as necessary. With contracted police services, there will be very little actual fiscal control over the operations and there would be a lag due to contracts entered into to make significant reallocation of fiscal resources.

*Familiarity with city and residents* - Having our own police officers allow for the officers to better know the community and for the community to better know the officers. Most of our officers remain in Roseville for their whole career and get to know the community and its residents quite well. With contracted services from Ramey County, there is not a guarantee that the same officers will be working exclusively in Roseville for their whole career. Given the opportunities available within the Sherriff's Department, it is very likely that deputies will rotate in and out of serving Roseville quite frequently.

*Cost* - As demonstrated in this memo, the cost for having our own department is cheaper than contracting with Ramsey County.

For all these reasons, I do not see any advantage or benefit in having Ramsey County provide police services to Roseville.

### Comparing Roseville to Shoreview

	Population	Jobs	Multi-family	Border Minneapolis and St. Paul?	Major Highways	Acres of Commercial	Hotels
Roseville	34,719	36,892	5,800	Yes- only suburb to border both	35W, 36, 280	849 (9.5 % of city)	11
Shoreview	25,723	11,205	1,580	No	694	339 (4.1 % of city)	3

	Retail Malls	Major Athletic Attractions	% Living Below Poverty Level	(Un) Safest City in MN	Combined Crime Rate	Part 1 Crime Rate	Violent Crime Rate
Roseville	Rosedale (12+million visitors), HarMar	John Rose Guidant Oval (130,000 visitors)	10.7	16 <sup>th</sup>	8,811	5,433	148.61
Shoreview	No Equivalent	No Equivalent	4.3	30 <sup>th</sup>	2,608	1,205	46.49

	Calls for Service/ Events (3yr avg)	Arrests	Criminal Cases Assigned	Investigations Staff	Estimated Cases Per Detective	Number of Pursuits Initiated	Total Law Enforcement Personnel	2016 Law Enforcement Budget	Cost/Call for Service
Roseville	34,064	1308	1625 (per LETG)	11 (8 detectives)	203 (avg 2014)	4	57.5	\$7,257,915*	\$213
Shoreview	7,243	119	218 (3yr avg)	~1.3	168 (3yr avg)	1	~15 assigned	\$2,070,658*	\$286
All RCSO Contract Cities	26,715	151	842 (3yr avg)	~7 (5 detectives)	168 (3yr avg)	8	53 + (~4.5 supervisory support)= 57.5	\$7,267,990*	\$272

**Roseville**  
 On average, 6 uniformed officers (24/7), 11 full time investigations staff, 48 police officers  
 Immediate response (in city at the time) to respond to a major incident in Roseville on a Wednesday at 3:00PM- 8 patrol, 8 detectives, 4 admn = **20** police officers

**Shoreview**  
 2 uniformed deputies (24/7), average of ¾ traffic officer, one detective assigned to Shoreview cases  
 Immediate response (in city at the time) to respond to a major incident in Shoreview on a Wednesday at 3:00PM- 2 patrol, 1(?) traffic officer, 1 detective = **4** deputies

Contract Cities= Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, White Bear Township, **Total Population= 72,481**

Sources- Metropolitan Council, MN BCA crime report 2014, Source Law Street 2014, Rosedale, City of Roseville, Ramsey County Sheriff's Dept.

\*2016 budget numbers do not reflect estimated revenues from state aid, federal and state grants, fees, fines, services and donations. (RVPD: ~\$781,655 in 2014)

10/19/2015

Service  Integrity  Respect  Innovation



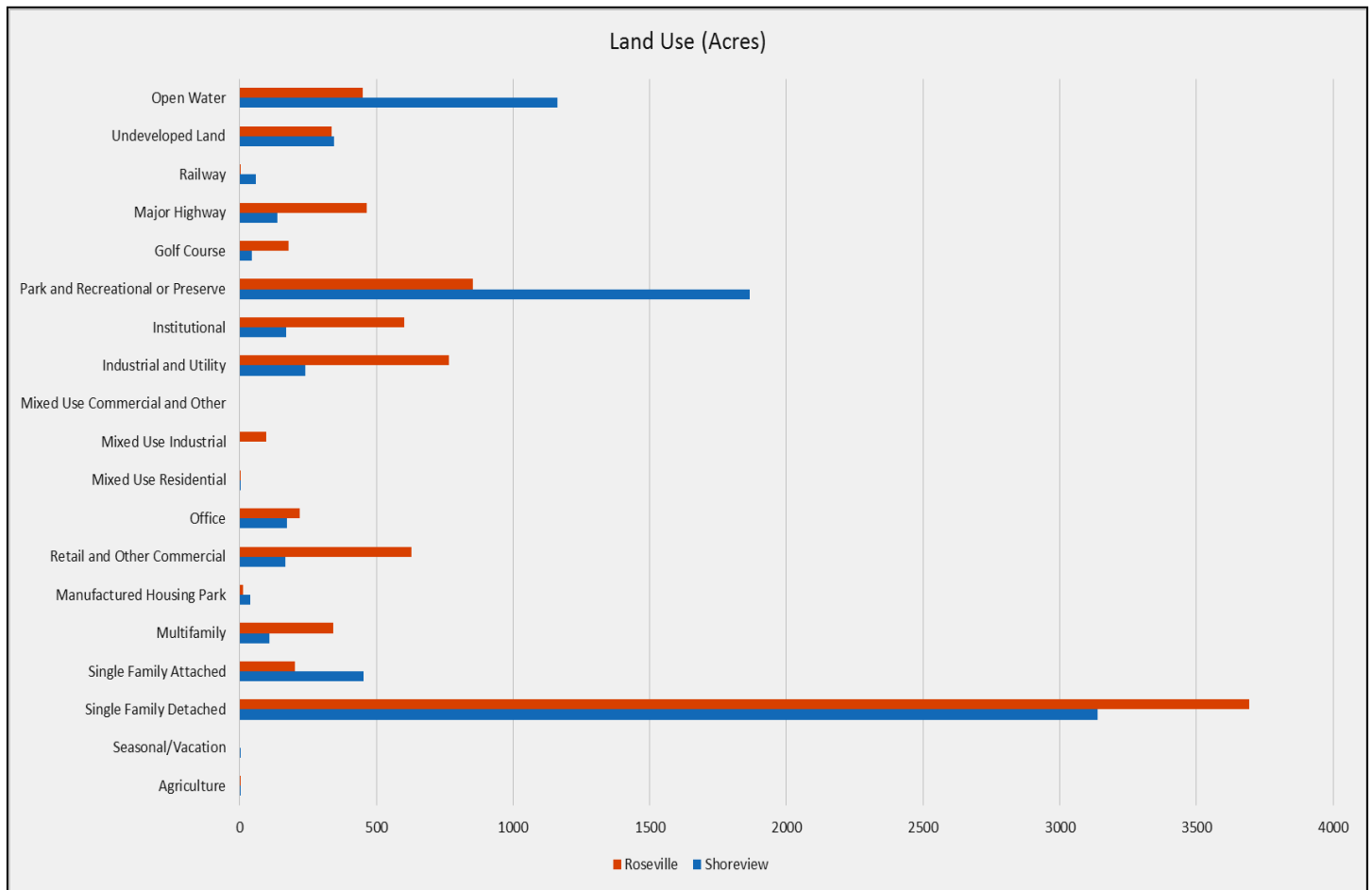
## City Comparison- Roseville (City Funded Police) vs. Shoreview (Ramsey County Sheriff)

### Met Council Community Profiles:

Roseville- [http://stats.metc.state.mn.us/profile/detail\\_print.aspx?c=02396435](http://stats.metc.state.mn.us/profile/detail_print.aspx?c=02396435)

Shoreview- [http://stats.metc.state.mn.us/profile/detail\\_print.aspx?c=02395876](http://stats.metc.state.mn.us/profile/detail_print.aspx?c=02395876)

	2014 Population	2014 Jobs	Multi-Family Residences	Land Size (Square miles)	Commercial Land (Acres)	Hotels
Roseville (Urban)	34,719	36,892	5800	13.8	849 (10% of total land)	11
Shoreview (Suburban)	25,723	11,205	1580	12.7	339 (4% of total land)	3



## Programs and Services

### **Roseville Police:**

- Police Reserves
- Police Explorers
- Crime Prevention Presentations
- Child Passenger Safety Seat Inspections
- Fingerprinting
- Gun Permits
- Business and Residential Security Checks
- Neighborhood Watch
- Night to Unite
- Medicine Disposal Program
- Mentorships
- Internships
- Multi-Family Housing Liaison
- Child ID Kits
- Citizens Police Academy
- School Resource Officer
- Coffee with a Cop
- Family Night Out
- Shop with a Cop
- Police Activities League (P.A.L.)
- Park Patrol
- Community Emergency Response Team
- New American / Refugee Outreach
- Senior Safety Camp / Car Fit clinics
- Missing Child / Vulnerable Adult Alert Program
- Make a difference
- Adopt a Family
- Vacation Property Checks
- Department Tours (school field trips)
- Lunch in the Schools
- Emergency Cell Phone Program
- Check Diversion Program
- Neighborhood Speed Board Program
- Gun Safety Lock Program
- Retail Merchant Meetings
- Juvenile Detention Alternatives Initiative (JDAI)
- Heading Home Project

### **Ramsey County Sheriff:**

- Reserve Deputies
- Explorers Program
- Crime Prevention Presentations
- Child Passenger Safety Seat Inspections
- Fingerprinting
- Gun Permits
- Business and Residential Security Checks
- Neighborhood Watch
- Night to Unite
- Prescription Medicine Collection
- Mentorships
- Internships
- Crime Free Multi-Housing
- Operation Kid Print
- Citizens Academy
- School Resource Officers
- Coffee with a Cop
- Citizens Civil Defense Corps (CCDC)
- Community Emergency Response Team
- Fright Farm
- Project Lifesaver
- Residential Emergency Response Info Form
- Open House
- Ramsey County Sheriff Chaplaincy Corps
- Emergency Management
- Drug Abuse Resistance Education (DARE)
- Water Patrol
- Annual Scouting Day
- Snowmobile Safety Training
- Firearm Safety Training
- ATV Safety Training
- Juvenile Detention Alternatives Initiative (JDAI)
- TRIAD (Seniors and Law Enforcement)
- Community Affairs Officers (CAO)

\*Ramsey County information obtained on 10/09/2015 from [www.co.ramsey.mn.us/sheriff/community/index.htm](http://www.co.ramsey.mn.us/sheriff/community/index.htm); [www.co.ramsey.mn.us/sheriff/youth/index.htm](http://www.co.ramsey.mn.us/sheriff/youth/index.htm); [www.co.ramsey.mn.us/sheriff/volunteer/index.htm](http://www.co.ramsey.mn.us/sheriff/volunteer/index.htm)

## Memorandum

To: Pat Trudgeon, Roseville City Council  
From: Tammy McGehee  
Date: October 6, 2016  
RE: Contract Police Services Memo of 12/31/2015

At the time the Memo of 12/31/2015 was sent to the Council, I discussed with Pat my issues with the arguments and facts. I had prepared to write a rebuttal, but after discussions with him, I decided to let it stand and not enter into a discussion of its details in further memos. Now, in light of the materials I have submitted for discussion, Pat has chosen to include his original memo arguing against a bid as he feels it is important for transparency. Given that his argument was, in my opinion, flawed and somewhat irrelevant in 2015, I find it important to make public my questions and issues with his memo.

Therefore, attached please find a copy of Pat's memo with my own questions and rebuttals in red. I apologize for the format and the fact it was done 9 months ago. It was not my intention to have to revisit this memo while simply presenting a very simple question.

**IF WE CAN POSSIBLY SAVE ROSEVILLE RESIDENTS \$2 TO 3 MILLION FROM THE LEVY BUDGET, SHOULD WE NOT EXPLORE THAT POSSIBILITY BY OBTAINING AN OFFICIAL BID?**

If the Council does not choose to consider such a savings, they may do so. I simply believe it is important to bring all possibilities to the table during the budget cycle.



## Memo

**To:** Roseville City Council  
**cc:** Chief Rick Mathwig  
**From:** Patrick Trudgeon, City Manager  
**Date:** December 31, 2015  
**Re:** Contract Police Services

---

From time to time, the matter of contracting Roseville's policing services with Ramsey County comes up. In order for the issue to be directly addressed, I have worked with Chief Mathwig and the Roseville Police Department to provide information and analysis on the subject. I am bringing this topic forward to the City Council for informational purposes only and not for any policy decision or consideration. After reviewing the information and data, I am firmly convinced that keeping a separate Roseville Police Department is the right decision financially and also the best solution for the community. If this was for informational purposes only and with no consideration by the Council, why is there a necessity to assert the author's strongly stated personal opinion? Further, an informational document often needs vetting, stated methodology, a stated validation of stated measures, and a review of all presented materials for accuracy and completeness.

The City of Roseville is not unique in having its own police department. Nearly all of the Twin Cities first-ring suburbs (the only exceptions are Falcon Heights and Lauderdale) have their own police department. (Little Canada is also a first-ring suburb and uses contract services from Ramsey County. I would submit that Vadnais Heights might be considered in this category as well having 35E, 694, a sports facility, and a Super Walmart.) This is partly due to their development history but also tied to their unique situation in being located near Minneapolis and St. Paul. Not only is there a high concentration of persons near the first-ring suburbs, each city also has an extensive transportation network bisecting their community. Ease of access to the first ring suburbs brings the opportunity for more crime to occur and the large amount of people traveling through the city provide for more of a chance for emergencies and accidents occur. With first-ring suburb's very specific geographic location, they have a higher number and greater range of police needs than second and third ring suburbs. Roseville also is fairly unique amongst first-ring suburbs with Rosedale Mall, a regional shopping center, bringing in thousands of visitors daily.

In Ramsey County seven communities have their own police department (Roseville, White Bear Lake, New Brighton, Mounds View, North St. Paul, Maplewood, and St. Paul). The remaining seven communities contract with Ramsey County (Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and White Bear Township).



## Roseville versus Shoreview Comparison

It has been mentioned that Roseville should follow Shoreview's lead and contract with Ramsey County Sheriff's Department for police services. It has been brought forward that Shoreview spends significantly less for policing and Roseville will see a similar savings if it were to contract for police services.

The differences between Roseville and Shoreview are strikingly different which directly impacts the level of policing needed. Roseville has:

- A larger population (34,719 in Roseville vs. 25,723 in Shoreview)
- Larger job base (36,892 vs. 11,205)
- More multi-family units (5,800 vs. 1,580)
- More acres of commercial land (849 acres vs. 339 acres)
- More hotels (11 vs. 3)
- Larger percentage of persons living below the poverty level (10.7% vs. 4.3%)

Roseville also has Rosedale Mall, Har Mar Mall, and the OVAL which Shoreview has no equivalent. Roseville borders Minneapolis and St. Paul, unlike Shoreview. Finally, Roseville has two major regional roadways going through the City; Hwy. 36 and I-35W generating over 100,000 vehicle trips daily. (Little Canada touches or is transversed by Hwy. 36, I-35E, and Hwy.694. Vadnais Heights is transverse by I-35E and Hwy. 694. Shoreview has I-35W on one side and is transverse by Hwy. 694.) These differences lead to a higher level of police department activity in Roseville. (All of this leads to the potential for a higher level of service, but have no bearing on whether or not those services could be provided by a contract service for a lower cost.)

Roseville, when compared to Shoreview, has:

- A higher Part 1 crime rate (5,433 in Roseville vs. 1,205 in Shoreview)
- A higher violent crime rate (148.61 vs. 46.49 per 1,000 residents)
- A higher number of calls for service (34,064 vs. 7,243)
- A higher number of arrests (1,308 vs. 119)
- A higher numbers of criminal cases (1,625 vs. 218)

(Figures here should be subjected to review by Ramsey County for verification and the source cited.)

Ramsey County Sheriff's Office is under contract with Shoreview to provide the following staff resources:

- 2 uniformed officers available 24/7
- Average of ¾ traffic officer daily
- 1 detective assigned to Shoreview cases

In Roseville, we deploy staff resources as follows:

- On average, 6 uniformed officers available 24/7

- 11 full-time investigations staff
- 48 police officers

(There is no valid or accurate information provided in the last two points here for Roseville. We do not have all these officers at any time. At least one of our officers lives in St. Cloud. Just as with our current squad, in an emergency we would technically have access to an even greater number of Ramsey County officers not to mention the various assistance contracts and understandings with surrounding communities. In short, this comparison above is meaningless.)

Based on these allocation and taking a typical weekday afternoon, Roseville has five times the amount police personnel available:

- Immediate response to respond to a major incident in Shoreview on a Wednesday at 3:00 p.m. – 2 patrol officers, 1 traffic officer, 1 detective. (4)
- Immediate response to respond to a major incident in Roseville on a Wednesday at 3:00 p.m.- 8 patrol, 8 detectives, 4 administrative officers (20)

(These comparisons between Shoreview and Roseville are irrelevant. If they indicate anything, they simply indicate a current difference in level of service provided. In that capacity they are useful in gauging the level of service currently being provided and nothing more.)

Roseville has less staff available in the evening, overnight, and on weekends, but at all times we have at least twice the amount of police personnel available than Shoreview. And, has been pointed out, Shoreview has less need during these periods. In addition, should Shoreview feel that they needed more, they have simply to make the request and it would be supplied. All of the contract cities' managers meet with Sheriff Department staff monthly to review services and evaluate any need for changes.

Roseville, because of its limited area, has to have extra officers to cover the peak times while possibly having too many officers during the off peak times. However, as Roseville does not work on a "contract" basis having officers on pay only when needed, thus we likely pay for our officers even when we may have more than we need.)

The total Roseville Law Enforcement Budget as proposed for 2016 is \$7,257,915 (as shown below, the more accurate figure is \$8, 289,528.44) at a cost of \$213 per call for service. (While Roseville shows 34,064 calls for service, the more comparable number is closer to 29,580 as Roseville considers "calls for service" among its "proactive calls"; Ramsey County does not log "proactive calls" or "officer initiated calls." If one then recomputes the analysis, Roseville's "cost per call" analysis, the cost is \$280.25. Shoreview budgets \$2,070,658 for police services at a "cost per call" of \$286 (\$285.88). (Given the obvious similarity in the costs based on "calls for service," the remainder of this computation is sufficiently flawed to be useless.) If Roseville were to contract with the Ramsey County Sheriff for police services under the same terms as Shoreview, the cost to Roseville would be \$9,742,304 (34,064 calls for service annually x \$286). Obviously, the cost of a contract for services with Ramsey County is not solely dependent on the costs per call, but does provide some context if we expect to maintain the same level of service in Roseville. However, since Roseville is a larger

city with differences from Shoreview as previously indicated, there will be a higher number of calls which increases the overall cost for the services. (As discussed in the cover memo, the more calls for service, the lower the cost per call. This is an unfortunate situation where the more calls, officer or public initiated, reduces the cost per call. This also demands a methodology and analysis that creates an “apples to apples” comparison.)

Another way to evaluate the costs of the service is to evaluate the cost by population. In that case, Shoreview, with a population of 25,723 and a contract of \$2,070,658 costs approximately \$80.50 per person per year. By comparison, Roseville residents, using the figures provided here with population at 34,719 and a cost of \$8,289,528.44, police services cost each resident of Roseville approximately \$238.76 per year.

Roseville’s cost of services is not the simple \$7,257,915 as reported; there are additional costs provided within the operating budgets of other departments, unlike the contract system. Last year I requested the additional cost from our Finance Department. Below are the 2015 police-related costs for Roseville as provided by our Roseville Finance Department.

\$6,838,185 Operating Budget

\$342,482 Vehicles & Equipment (20-year amortized amount)

\$73,098 City Hall-related capital (20-year amortized amount @ 40% share)

\$183,600 City Hall-related Debt (40% share)

\$98,440 City Hall-related Maintenance (custodial, utilities, etc. @ 40% share)

\$24,600 Liability & Work comp insurance (40% share)

\$279,348 IT Equipment & Support costs (30% share)

According to our Director of Finance, these 2015 figures need a 3% increase to be valid for 2016. This brings the additional total to \$1,031,613.44 for 2016. When added to the 2016 Operating Budget allocation, the cost of police services is \$7,257,915 plus \$1,031,613.44 or \$8,289,528.44.

These costs listed above, while obviously significant, do not represent all the factors of “cost.” There is no accounting of the time involved in the negotiations for contracts with the patrol and sergeant unions. These negotiations, while necessary, are time consuming and complex and ones in which Roseville is at a distinct disadvantage due to its small size. The ability of the unions, maintenance workers, and firefighters as well as police, to obtain more equitable resolutions in their negotiations results in greater and greater inequities for our non-union staff creating morale issues as well as the obvious and simple inequity. For example, this year alone our non-union workers received a 2% COLA, the LELS a 2.75% COLA, the maintenance workers a 2.5% COLA, and the fire fighters as 12.5% increase. Since it was only our non-union staff that was below the average for peer cities according to our independent compensation study, and our union

staff was at or above 100% it should be clear to anyone that this type of issue creates problems.

### **Roseville versus Ramsey County Contract Cities Comparison**

(While this memo's attempt to compare Roseville police costs to those of the contract services provided by Ramsey County Sheriff's Department to Shoreview is incomplete, it does point out that there are several possible advantages to the contract approach over the cost of a local municipal force for Roseville. However, the only way to get a more accurate cost analysis is to actually define what is needed and wanted and ask for a bid. That is what would be done in any other arena when a city was deciding as to whether hire staff for a service or purchase necessary services on a contract basis. Here, as staff already exists, it becomes more clouded by the emotional and thus potential political ramifications of any change. In my opinion, those potential issues should not preclude a thorough and accurate evaluation so that the residents can understand the costs and options of the services provided by their government.)

Comparing Roseville to Shoreview is an "apples to oranges" comparison across all fronts and doesn't provide much benefit in trying to make a comparison of costs between having a Roseville Police Department and contracting with the Ramsey County Sheriff.

To try to get a more "apples to apples" comparison, staff looked at the costs of the Ramsey County Sheriff to all of their contract cities. These numbers are somewhat more comparable but Roseville still provides a higher level of service (What is this "higher level of service"? There may be more officers at a given time or more detectives, but that does not necessarily translate into any better service. To discuss those issues, one may have to examine topics like type and extent of training and experience of each officer, the style of policing offered, as well as methodology, values, goals, etc., none of which were discussed here.) at a lower cost than the Ramsey County Sheriff. Below are some quick comparisons:

Charts such as that below are irrelevant without a stated methodology, goals, values, etc. for acquiring and analyzing accurate data.

	Calls for Service/ Events (3yr avg)	Arrests	Criminal Cases Assigned	Total Law Enforcement Personnel	2016 Law Enforcement Budget	Cost/Call for Service
Roseville	34,064	1308	1625 (per LETG)	57.5	\$7,257,915	\$213
All RCSO Contract Cities	26,715	151	842 (3yr avg)	53 + (~4.5 supervisory support)= 57.5	\$7,267,990	\$272

Additional comparison data is contained on Attachment A to this memo.

### **Conclusion**

As indicated in this memo, the City of Roseville Police Department remains a cost efficient approach in making sure that our community needs and expects. From my perspective, there are many advantages with Roseville having its own police department. They include:

*Accountability* - Having police officers that are Roseville employees make them more accountable to the City Council, City Manager, and the community. While a sheriff's department could shuffle personnel when needed due to service issues, Roseville would lose continuity in serving the community. Contracted police services will also lead to law enforcement being disconnected from the city's vision and priorities. (The contract services are "bid" by Ramsey County officers, many who may choose our community because of its proximity to their homes or some other attractive feature. One such officer has been serving Arden Hills for over 20 years. Second, these officers are not "shuffled." They are treated as employees who serve the area they are assigned and for which they have proactively bid. Finally, City Managers and Administrators meet with Ramsey County Sheriff staff on a monthly basis to review issues, concerns, visions, Council actions, etc. This is an open and transparent method of insuring that the services requested are both appropriate and adequate and to make any other adjustments on a nearly immediate basis.

*Fiscal Control* - With our own police department, the City Council and City Manager are able maintain control over the expenditures of the police department like any other city department. Through the annual budget process, the City Council weighs the need of the department budget and are able to relocate resources as necessary. With contracted police services, there will be very little actual fiscal control over the operations and there would be a lag due to contracts entered into to make significant reallocation of fiscal resources. The attached sheet show how little change there has been in the costs of services to the existing contract cities. Our own police costs have risen sharply. The information from Ramsey County is clear and transparent. We know exactly what we are paying for and what services are being provided. It is also possible under the contract model to design a position that the city desires and have it met by the contract supplier. North Oaks has done just that designing unique duties for the requested CSO in their city.

*Familiarity with city and residents* - Having our own police officers allow for the officers to better know the community and for the community to better know the officers. Most of our officers remain in Roseville for their whole career and get to know the community and its residents quite well. With contracted services from Ramey County, there is not a guarantee that the same officers will be working exclusively in Roseville for their whole career. Given the opportunities available within the Sherriff's Department, it is very likely that deputies will rotate in and out of serving Roseville quite frequently. This is again, speculation, and there is little assurance that anyone will stay in a given job indefinitely. However, it is just as likely for a contract officer who chose to work in Roseville and bid on the opportunity to stay as a young recruit who is seeking his first job out of school.

*Cost* - As demonstrated in this memo, the cost for having our own department is cheaper than contracting with Ramsey County. This is clearly an impossible conclusion based on the materials provided in the memo.

Further discussion of cost: If one reviews the costs provided and seeks to obtain accurate figures, it appears that Roseville residents pay approximately 2.97 times more for police

service than Shoreview residents. It also appears on a 2014 sheet attached and published by city-data.com for cities within the metropolitan area that police services for all Ramsey County contract cities averaged \$0.71 per 1,000 residents. Roseville was one of the highest at \$1.37 per 1,000 residents. This puts us higher than Bloomington and second only to Minneapolis, St. Cloud, and St. Paul in 2014.

If we review the costs, utilizing costs for Vadnais Heights and Shoreview together to be a more accurate representation of the commercial, population, and highway access compared to Roseville, the contract cost for the two cities is \$3,094,279.58 with a population of 38,706 or approximately 4,000 more residents than Roseville.

Another interesting article appeared over the holidays about Newport, MN (attached announcement). The town of about 3700 residents had 5 officers. After study, the Council decided to contract with Washing County for law enforcement. All the existing officers were retained to work in Newport per the contract and the city saved \$200,000.00 on the tax rolls. Using that example, Roseville has approximately 10 times the residents and officers (37,000 and 50 respectively). It might be possible to speculate that perhaps Roseville could save at least \$2,000,000.00 from a similar contract—and even retain some, if not most of the existing patrol officers if they would like to stay. Once again, all of this is irrelevant; what is needed is an actual list of necessary and desired services and a bid to provide them.

Finally, regarding cost, should the city contract for services, it could free about 100,000 sf of space at City Hall. This space could be repurposed for the License Center, saving an additional \$60,000.00 in annual rent. As there would still be additional space, there may not be necessary to purchase another building to store parks and recreation equipment. An additional building would be an initial expense and a long term maintenance issue as well.

For all these reasons, I believe we owe the residents a thorough review of this major expenditure of their public funds. If there are substantial savings, the issue should be brought forward for review and discussion. And the only way to begin the discussion is to obtain a bid for our necessary and desired services.

For all these reasons, I do not see any advantage or benefit in having Ramsey County provide police services to Roseville.