



City Council Agenda

Monday, February 13, 2017

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Laliberte, Etten,
McGehee, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:05 p.m. **4. Public Comment**
- 5. Recognitions, Donations and Communications**
- 6:10 p.m. a. New Firefighter Staff Introductions
 b. Proclaim Women’s History Month
- 6:20 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:25 p.m. a. Consider Lake Owasso Safe Boating Association’s
Request for Permit Renewal of the Water-Ski Slalom
Course on Lake Owasso
- 6:30 p.m. b. Consideration of a Community Development Department
Request to Perform an Abatement for an Unresolved
Violation of City code at 2051 William Street
- 6:40 p.m. c. Receive Update from City Council Sub-Committee on
Commissions
- 7:00 p.m. d. 2017 Policy Priority Plan Discussion
- 8. Approve Minutes**
- 8:00 p.m. a. Approve City Council Minutes – January 23
- 8:05 p.m. b. Approve City Council Minutes – January 30
- 8:10 p.m. **9. Approve Consent Agenda**

- a. Approve Payments
- b. Approve Business & Other Licenses & Permits
- c. Approve General Purchases and Sale of Surplus Items in Excess of \$5,000
- d. Certify Unpaid Utility and Other Charges to the Property Tax Rolls
- e. Approve July 4th Firework Display Agreement
- f. Approval of Licenses for Multifamily Rental Dwellings with Five or More Units
- g. Adopt a Resolution to Approve 2017 Apportionment of Assessments
- h. Facility Space Needs Analysis
- i. Authorize Agreement for Park Building Custodial Services
- j. Approve Contract for City Manager Position
- k. Adopt a Resolution Authorizing Staff to Apply for Community Development Block Grant (CDBG) Funds to Assist with the Larpenteur Avenue Pathway Connection

8:15 p.m. **10. Council and City Manager Communications, Reports and Announcements**

8:20 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**

8:25 p.m. **12. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Feb 14	6:30 p.m.	Finance Commission
Wednesday	Feb 15	6:00 p.m.	Human Rights Commission
<i>Monday</i>	<i>Feb 20</i>		<i>City Offices Closed - Presidents' Day</i>
Wednesday	Feb 22	6:30 p.m.	Comp Plan 2040 Update
Monday	Feb 27	6:00 p.m.	City Council Meeting
Tuesday	Feb 28	6:30 p.m.	Public Works, Environment & Transportation Commission
March			
Wednesday	Mar 1	5:30 p.m.	Variance Board
Wednesday	Mar 1	6:30 p.m.	Planning Commission
Tuesday	Mar 7	6:30 p.m.	Parks & Recreation Commission
Thursday	Mar 9	6:30 p.m.	Community Engagement Commission
Monday	Mar 13	6:00 p.m.	City Council Meeting
Tuesday	Mar 14	6:30 p.m.	Finance Commission

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

Date: February 13, 2017

Item: 5.a

New

Firefighter

Staff

Introduction



Women's History Month March 2017

Whereas: The City of Roseville is committed to recognizing and honoring contributions of all members of our community; and

Whereas: In 1980 a Joint Congressional Resolution declared the week of March 8 as National Women's History Week, and in 1987 Congress expanded the celebration of women's contributions to the entire month of March; and

Whereas: The movement recognizes and celebrates contributions that women of every race, class and ethnic background have made to society; and

Whereas: Although often overlooked and undervalued, women collectively have dramatically influenced the development of sound public policy, institutions, and organizations; and

Whereas: From championing human rights to ensuring access and equal opportunity for all Americans, women have led the way in establishing a stronger and more democratic country; and

Whereas: Against social convention and often legal restraints, women have created a legacy that expands the frontiers of possibility. Women have demonstrated character, courage and commitment as mothers, political and community leaders, educators, institution builders, business, labor, relief workers, religious leaders, and CEOs; and

Whereas: Women have always worked, but often their work has been undervalued and unpaid.

Whereas: The 2017 National Women's History Month "**Honoring Trailblazing Women in Labor and Business**" honors women who have successfully challenged the role of women in both business and the paid labor force.

Now, Therefore Be It Resolved that the City Council hereby declares March 2017 to be Women's History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

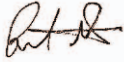
In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this thirteen day of February 2017.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 02/13/2017
Item No.:7.a

Department Approval



City Manager Approval



Item Description: Consider Lake Owasso Safe Boating Association's Request for Permit Renewal of the Water-Ski Slalom Course on Lake Owasso.

1 **BACKGROUND**

2 In 1997 the Lake Owasso Task Force presented a series of recommendations to the City Council.
3 The Council, in the resolution taking action on the recommendations, agreed it would be the
4 policy of the City to provide for public comment at Council meetings regarding requests for
5 permits on Lake.

6 **POLICY OBJECTIVE**

7 The Lake Owasso Safe Boating Association requests approval for placement of a water ski
8 slalom course in the same location as in the past forty-nine years.

9 **BUDGET IMPLICATIONS**

10 There are no financial impacts to the City.

11 **STAFF RECOMMENDATION**

12 Approve Lake Owasso Safe Boating Associations request for a permit from the Ramsey County
13 Sheriff for a water ski course on Lake Owasso.

14 **REQUESTED COUNCIL ACTION**

15 Motion Approving Lake Owasso Safe Boating Association's request for a permit from the
16 Ramsey County Sheriff for a water ski course on Lake Owasso for the 2017 season.

Prepared by: Lorne Rosand- Police Lieutenant
Attachments: A: Copy of Certificate of Insurance

ATTACHMENT A

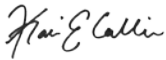
CERTIFICATE OF INSURANCE		DATE: 12/21/2016			
		CERTIFICATE NUMBER: 20161221489895			
AGENCY:					
ESIX 3 LLC d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Phone), 678-324-3303 (Fax)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
NAMED INSURED:		INSURERS AFFORDING COVERAGE:			
USA Water Ski 1251 Holy Cow Road Polk City FL 33868	Lake Owasso Safe Boating Association 460 W Horseshoe Dr Shoreview MN 55126-3001	INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058 INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058			
EVENT INFORMATION:					
Year Round Club Activity (-)					
POLICY/COVERAGE INFORMATION:					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1588800	1/1/2017 12:01 AM	1/1/2018 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$2,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB566712	1/1/2017 12:01 AM	1/1/2018 12:01 AM	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> SIR				AGGREGATE (Applies Per Event) \$1,000,000
					RETENTION/DEDUCTIBLE \$10,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:					
The certificate holder is an Additional Insured with respect to liability arising out of the negligence of the Named Insured as per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002). Coverage only applies with respect to tournaments, practices, exhibitions, clinics and related activities sanctioned and approved by USA Water Ski, Inc.					
CERTIFICATE HOLDER:			NOTICE OF CANCELLATION:		
City of Roseville 2660 Civic Center Drive Roseville MN 55113			Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.		
			AUTHORIZED REPRESENTATIVE:		
					


REQUEST FOR COUNCIL ACTION

Date: 2-13-17
Item No.: 7.b

Department Approval

City Manager Approval



Kari Collins, Community Development Director



Item Description: **Consideration of a Community Development Department Request to Perform an Abatement for an Unresolved Violation of City Code at 2051 William Street**

BACKGROUND

- The subject property is a single-family detached home which is owner-occupied.
 - The current owner is John Maki.
- Current violations include:
 - Outside storage of junk between the home and detached garage (violation of City Code Section 407.03.H).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City’s 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City “implement programs to ensure safe and well-maintained properties.” In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City’s efforts to maintain livability of the City’s residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Remove junk: \$ 500.00

Total: \$ 500.00

In the short term, costs of the abatement would be paid out of the EDA budget, which has allocated \$100,000 for abatement activities. The property owner would then be billed for actual and administrative costs. If charges were not paid, staff would recover costs as specified in Section 407.07B.

30 **STAFF RECOMMENDATION**

31 Staff recommends that the Council direct Community Development staff to abate the above referenced
32 public nuisance violation at 2051 William Street.

33 **REQUESTED COUNCIL ACTION**

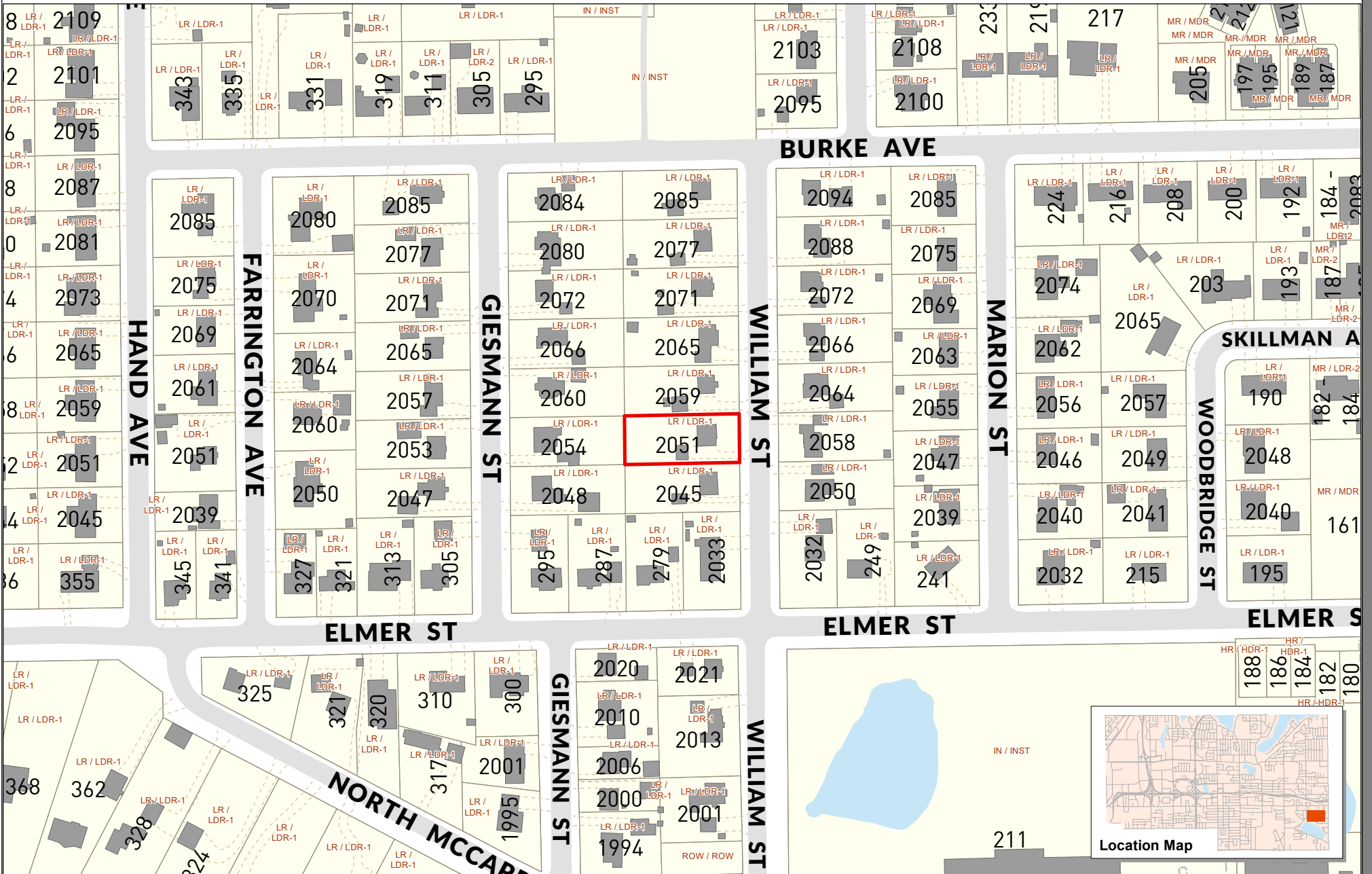
34 Direct Community Development staff to abate the public nuisance violation at 2051 William Street by
35 hiring a general contractor to remove the outside storage of junk between the home and detached
36 garage.

37 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
38 is to recover costs as specified in Section 407.07B.

39

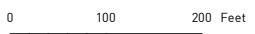
Prepared by: Dave Englund, Codes Coordinator

Attachments: A: Map of 2051 William Street
B: Photo



Data Sources
 * Ramsey County GIS Base Map (11/2/2016)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 13, 2017
Item No.: 7.c

Department Approval

City Manager Approval



Item Description: Receive Update from City Council Sub-Committee on Commissions

1 **BACKGROUND**

2 At the January 9, 2017 meeting, the City Council appointed Mayor Dan Roe and Council member Lisa
3 Laliberte to a sub-committee to review City Commissions with special focus on the Community
4 Engagement Commission (CEC). The City Council delayed reappointing two members to the CEC and
5 the advertising on vacancies on the CEC until the sub-committee had a chance to meet with
6 commission members and review the function and scope of the CEC. The sub-committee will provide
7 an update of its activities at the February 13th meeting.

8 **POLICY OBJECTIVE**

9 The sub-committee is reviewing the scope and responsibility of the Commissions in general and the
10 Community Engagement Commission in specific.

11 **FINANCIAL IMPACTS**

12 Not applicable.

13 **STAFF RECOMMENDATION**

14 Not applicable.

15

16 **REQUESTED COUNCIL ACTION**

17 Receive the update from the City Council sub-committee on City Commissions.

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

Attachments: None


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 13, 2017
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: 2017 Policy Priority Plan Discussion

1 **BACKGROUND**

2 On December 7, 2015, the City Council adopted the 2016 Policy Priority Plan (PPP) with two strategic
3 priorities, Housing and Economic Development and Infrastructure Sustainability. The City Council
4 identified strategic initiatives for each strategic priority along with goals/focus areas for each initiative.
5 Below is a listing of the strategic priorities and initiatives. The approved document is included as
6 Attachment A.

7
8 Staff has included an update reflecting activities conducted on these priorities in the 4th Quarter as
9 Attachment B.

10
11 Staff would like the City Council to review 2016 PPP and decide if any changes should be made
12 including adding priorities for 2017. Identifying these priorities will assist staff in its work plans for
13 2017 and will inform budget priorities.

14 **POLICY OBJECTIVE**

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

17 **FINANCIAL IMPACTS**

18 As each priority is carried out, there may be implementation costs. Costs will be identified as the
19 strategic priorities and initiatives are considered and as part of the budget process.

20 **STAFF RECOMMENDATION**

21 Staff recommends the City Council receive the 2016 Policy Priority Planning 4th Quarter Update and
22 decide on priorities for 2017.

23
24 **REQUESTED COUNCIL ACTION**

25 The City Council should receive the 2016 Policy Priority Planning 4th Quarter Update and decide on
26 priorities for 2017.

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

Attachments: A: Adopted 2016 City Priority Plan

B. 2016 4th Quarter Policy Priority Plan Update



City Council Priority Plan 2016

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

Housing and Economic Development

Infrastructure Sustainability.

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

Housing and Economic Development Strategic Initiatives

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

Infrastructure Sustainability Strategic Initiatives

- Categorize Infrastructure Condition
- Ensure Capital Improvement Funding

Roseville City Council Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

Desired Outcomes: Increase in commercial market value
Increase in residential market value

Goals/Focus Area	Responsible Staff/Commission	Timeline
Create Southeast Roseville Redevelopment Plan	<p>Staff Lead: Community Development Department</p> <p>Supporting Staff: Fire Department, Parks and Recreation Department, Police Department, Public Works Department, City Manager.</p> <p>Commissions: Community Engagement, Human Rights Commission, Parks and Recreation, Public Works, Environment, and Transportation.</p> <p>Others: Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, and adjacent municipalities.</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Identify Stakeholders • Identify Issues • Develop Plan Scope <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Issue RFP • Hire Consultant <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Begin Planning Process <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • Complete Planning Process by end of the year. <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Implement Southeast Roseville Redevelopment Plan

Roseville City Council Priority Plan 2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

Desired Outcomes: Increase in commercial market value
Increase in residential market value

Goals/Focus Area	Responsible Staff/Commission	Timeline
Formalize Karen Southeast Roseville Working Group	<p>Staff Lead: City Manager/Administration Department</p> <p>Supporting Staff: Community Development Department, Fire Department, Parks and Recreation Department, Police Department, Public Works Department.</p> <p>Commissions: Community Engagement, Human Rights, Parks and Recreation, Public Works, Environment, and Transportation Commissions.</p> <p>Others: Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, and adjacent</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Continue Karen Working Group • Continue working sub-committees (Educational, Community Garden, Recreational Opportunities) <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Continue Karen Working Group • Continue working sub-committees <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Continue Karen Working Group • Continue working sub-committees • Participate in SE Roseville Planning Process <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • Participate in SE Roseville Planning Process • Report to City Council on work completed and new initiatives needed. <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Continue to meet to address issues as needed.

Roseville City Council Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

Desired Outcomes: Create 50 living wage jobs

Goals/Focus Area	Responsible Staff/Commission	Timeline
Establish Twin Lakes Economic Development Program	<p>Staff Lead: Community Development</p> <p>Supporting Staff: Finance Department, City Manager</p> <p>Commissions: EDA, Finance Commission.</p> <p>Others: Consultants, Twin Lakes property owners</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Complete Twin Lakes Brownfield Action Plan <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Adopt Twin Lakes Incentive Program <p>3rd Quarter, 2016</p> <p>4th Quarter, 2016</p> <p>2017 and Beyond</p>

Roseville City Council Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Create Move-Up Housing Opportunities

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

Goals/Focus Area	Responsible Staff/Commission	Timeline
Establish Move-Up Housing Program	<p>Staff Lead: Community Development</p> <p>Supporting Staff: City Manager</p> <p>Commissions: EDA</p> <p>Others: Consultants</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Review housing demand in Roseville <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Create draft guidelines for Move-Up Housing program • Identify potential priority infill target sites. <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Adopt guidelines for Move-Up Housing Program <p>4th Quarter, 2016</p> <p>2017 and Beyond</p>

Roseville City Council Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Increase Residential Housing Values

Desired Outcomes: 10% increase in owner occupied housing values – 2015-2020
10% increase in rental housing value – 2015-2020

Goals/Focus Area	Responsible Staff/Commission	Timeline
Establish Housing Value Support Program	<p>Staff Lead: Community Development</p> <p>Supporting Staff: City Manager</p> <p>Commissions: EDA</p> <p>Others: Consultants</p>	<p>1st Quarter, 2016</p> <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Review factors in determining housing values <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Review existing programs (NEP, Rental Licensing, and Rental Registration) for effectiveness and impact to property values. • Explore other methods and programs to increase housing values. <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • Implement changes to existing programs and adopt new programs as determined. <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Track effectiveness of City programs to housing values.

Roseville City Council Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Facilitate City-wide Economic Development

Desired Outcomes: 2016 - Policies and Processes for Econ Dev
2017 - Implement Policies and Programs for Econ Dev

Goals/Focus Area	Responsible Staff/Commission	Timeline
	<p>Staff Lead: Community Development</p> <p>Supporting Staff: City Manager, Finance Department</p> <p>Commissions: EDA</p> <p>Others: Consultants</p>	<p>1st Quarter, 2016</p> <p>2nd Quarter, 2016</p> <p>3rd Quarter, 2016</p> <p>4th Quarter, 2016</p> <p>2017 and Beyond</p>

Roseville City Council Priority Plan
2016

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Categorize Infrastructure Condition

Desired Outcomes: Adopted Standards for each asset category

Goals/Focus Area	Responsible Staff/Commission	Timeline
<p>Establish measure of effectiveness for each infrastructure asset.</p>	<p>Staff Lead: Public Works Department</p> <p>Supporting Staff: Parks and Recreation Department, City Manager,</p> <p>Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission</p> <p>Others: Consultants</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Research industry acceptable standards. • Create draft baseline standards for Roseville infrastructure. <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Review draft baseline standards for Roseville infrastructure with Commissions. • Adopt new baseline standards for Roseville infrastructure <p>3rd Quarter, 2016</p> <p>4th Quarter, 2016</p> <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Implement and utilize Roseville infrastructure standards.

Roseville City Council Priority Plan
2016

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Ensure Capital Improvement Funding

Desired Outcomes: Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus Area	Responsible Staff/Commission	Timeline
Establish enterprise-wide consistency for asset management plan implementation	<p>Staff Lead: Finance Department, Public Works Department, and Parks and Recreation Department</p> <p>Supporting Staff: City Manager</p> <p>Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission, Finance Commission</p> <p>Others:</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Complete city-wide implementation of asset management program. • Review asset needs and costs. <p>2nd Quarter, 2016</p> <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Utilize newly adopted infrastructure standards to plan for capital improvement funding. • Review infrastructure and funding needs with Commissions. <p>4th Quarter, 2016</p> <p>2017 and Beyond</p>

2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

Desired Outcomes: Increase in commercial market value
Increase in residential market value

Goals/Focus Area	Timeline	Update
Create Southeast Roseville Redevelopment Plan	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Identify Stakeholders • Identify Issues • Review Roseville HRA initiatives in area • Review Smart Growth America report • Develop Plan Scope based on above input <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Issue RFP • Hire Consultant <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Begin Planning Process <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • Complete Planning Process by end of the year. <p>2017 and Beyond</p> <p style="text-align: center;">Implement Southeast Roseville Redevelopment Plan</p>	<p>1st Quarter, 2016-</p> <ul style="list-style-type: none"> • Identify Stakeholders (attachment A) • Identify Issues and Develop Plan Scope <ul style="list-style-type: none"> ○ At the April 11, 2016 City Council meeting, staff received direction that SE Roseville would focus on areas that border Larpenteur and Rice Street. Council discussed a visioning plan that included a hybrid model that combined the CDI process with a Design Charrette ○ Review Smart Growth America Report ○ Summary Report was included in the April 11 Council Packet discussing Southeast Roseville <p>2nd Quarter, 2016-</p> <ul style="list-style-type: none"> • Representatives from Roseville, Saint Paul, and Maplewood are collaborating with Ramsey County on ways to revitalize the Larpenteur Avenue and Rice Street corridors. The revitalization efforts have been coordinated by the St. Paul Area Chamber of Commerce. A Community Kick-Off is scheduled for July 27 to gather input regarding opportunities and possibilities for the area. • Community Development has created a dedicated webpage (www.cityofroseville.com/southeast) for Southeast Roseville as well as a subscription list for residents/interested parties to receive updates and information when things are happening in the area.

3rd Quarter, 2016

- The Kick-Off meeting for Rice/Larpenteur was well attended, and the Rice/Larpenteur Corridor Planning Team is in motion to ramp up planning/visioning efforts for the corridor. The next planning meeting is scheduled for October 27 to discuss hiring a Project Manager.
- Input still needs to be solicited from the business community, and from representatives of the Karen community.
- The City of Roseville has closed on 1716 Marion St. for the purpose of a neighborhood park. A parking encroachment will be removed in November. City staff are currently discussing a timeline for soliciting community input.
- City Staff met with MetroTransit in September to discuss expanding bus services East-West along Larpenteur Ave. MetroTransit were open to exploring reconfigurations of bus routes to better serve the area. City Staff are exploring dates to meet with MetroTransit, the City of St. Paul, and the Charter School of Excellence (locating at the old Linders site). The goal would be to explore how a bus turnaround could be included in the redevelopment plan to allow for expanded bus service along Larpenteur Ave.
- TIF 12 is set to expire at the end of 2016. The City Council will be considering amending the TIF Plan of the redevelopment district to dedicate funds to Southeast Roseville. The current balance is estimated at \$830,000.

4th Quarter, 2016

- *Amended TIF #12 to allow for current balance of funds to be used in SE Roseville for redevelopment opportunities.*
- *November 15, 2016 – Community meetings regarding potential rezoning and possible land uses for 211 N. McCarrons Blvd (Armory).*
- *Developed request for proposal (RFP) with corridor partners for visioning process of Rice Street/Larpenteur Avenue.*
- *Completing due-diligence on 196 S. McCarrons Housing Replacement Program.*

2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

Desired Outcomes: Increase in commercial market value
Increase in residential market value

Goals/Focus Area	Timeline	Update
Formalize Karen Southeast Roseville Working Group	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Continue Karen Working Group • Continue working sub-committees (Educational, Community Garden, Recreational Opportunities) <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Continue Karen Working Group • Continue working sub-committees <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Continue Karen Working Group • Continue working sub-committees • Participate in SE Roseville Planning Process <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • Participate in SE Roseville Planning Process • Report to City Council on work completed and new initiatives needed. <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Continue to meet to address issues as needed. 	<p>1st Quarter, 2016-</p> <ul style="list-style-type: none"> • Karen Interagency Group met January 26, 2016 -Initiatives included: <ul style="list-style-type: none"> <u>Rental Rights & Awareness</u> ECHO Video broadcast April 4 on MN Channel <u>Recreation Opportunities</u> Entered Into a Purchase Agreement at 1716 Marion St. for Park and Play Space for 200+ youth. U.S. Bank/CDBG Grants to be Decided in May. <u>Safe Pathways/Community Gardens</u> CDBG dollars secured for Larpenteur pathway connection. Community Garden Sub-Group/Lake McCarrons Neighborhood Association organized Rice St. Gardens in Maplewood. Almost all of the 200 plots for garden space have been designated. • Karen Interagency Group Scheduled to Meet on April 26, 2016 <p>*On April 26 the group will discuss moving towards Southeast Roseville interagency work that includes reinvestment/redevelopment opportunities for the area.</p> <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • <u>Community Outreach with ECHO</u> Rental Rights and Responsibilities Video promotion with HousingLink and City Manager attendance at Hmongtown Festival on June 25. Article about

Roseville's efforts appeared in July/August issues of Minnesota Cities magazine.

- Recreation Opportunities

Due-diligence is being done on the Purchase Agreement for 1716 Marion St. for Park and Play Space for 200+ youth. CDBG funds were awarded of \$117,400. US Bank grant application was not awarded.

- Safe Pathways/Community Gardens

RFP for improvements of the pathway was done and two bids came back significantly over budget. Rebidding will be done later in 2016. Community Garden has the growing season along the way.

- Karen Interagency Group Met on April 26, 2016 to discuss the SE Roseville process that is being done with Maplewood, St. Paul, and Ramsey County. The next meeting is the community meeting scheduled for July 27, 2016 at Galilee Church from 6pm-7:30pm. A follow-up meeting with the Karen Interagency Group may be scheduled pending the input received at the kick-off meeting, and subsequent meetings are established/defined.

3rd Quarter, 2016

- Community Outreach with ECHO

- The City Manager has continued to advocate and promote the Rental Rights and Responsibilities video at public events.
- The City of Roseville hosted its first Property Managers Meeting which allowed for various departments to walk through the Rental Licensing Program, and to be available for questions. The meeting was well attended, and Bridget Ehrman-Solberg of the International Institute (II) presented information on resources available to refugees when they begin to rent. II has been a tremendous partner in the Karen Interagency Group, and we were pleased to make this connection. City Staff also emphasized the benefits of new renters viewing the ECHO video to help property managers establish expectations of their tenants.

- Recreation Opportunities

- The City of Roseville closed on 1716 Marion St. and will begin to develop a timeline to solicit input for park/playground space.

Safe Pathways/Community Gardens

- Re-bidding for Larpenteur Pathway improvements will be explored at the end of the year.

Karen Interagency Group

- Karen Interagency Group met in August and discussed corridor planning work being explored in the SE Roseville area. International Institute provided information into staffing changes in the organization. The Karen Interagency Group expressed interest in assisting the City in navigating the 1716 Marion St. park planning process.

4th Quarter, 2016

- *Karen Interagency Group to meet in February to discuss 2017 priorities. Anticipated priorities include 1716 Marion St. community input for park design and Rice/Larpenteur Corridor engagement.*
- *Staff from various departments attended the October Karen Organization of Minnesota (KOM) Gala in support of the partnerships formed between the City of Roseville and the Karen community.*

2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

Desired Outcomes: Create 50 living wage jobs

Goals/Focus Area	Timeline	Update
Establish Twin Lakes Economic Development Program	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Complete Twin Lakes Brownfield Action Plan • Review best practices and options for incentivizing economic development in Twin Lakes <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Adopt Twin Lakes Incentive Program <p>3rd Quarter, 2016</p> <p>4th Quarter, 2016</p> <p>2017 and Beyond .</p>	<p>1st Quarter, 2016-</p> <p>On March 14 the City Council received a presentation from Terracon Consultants providing an overview on the environmental information gathered and retained for properties in Twin Lakes. The information currently links to an interactive map that the City can use to get a snapshot of environmental work/clean up that has been performed on each site.</p> <p>City Staff plans to work with our Economic Development Consultant to determine best incentive programs for future development opportunities in Twin Lakes.</p> <p>2nd Quarter, 2016-</p> <p>EDA discussed priorities with an economic development consultant and determined that policy development was the top priority for the remainder of 2016. Community Development staff are working with an economic development firm to guide a discussion on policy development at the upcoming August 8, 2016 City Council meeting. The EDA will discuss Economic Development incentive programs for future development requests in Roseville, and Twin Lakes.</p> <p>3rd Quarter, 2016-</p> <p>The EDA has reviewed and approved a public financing/business subsidy policy that will aide in reviewing public assistance applications city-wide.</p>

The completion of the Twin Lakes Parkway may serve as a catalyst to property owners interested in redeveloping property in the area.

Calyxt is still moving forward with Phase II to build their offices next year which will bring higher-wage jobs to Twin Lakes.

2785 Fairview has sold to a new owner. In the short term the property will remain as a trucking terminal, however the new owner is exploring multiple uses including office space for the area.

4th Quarter, 2016

- *TIF #17A Hazardous Substance Sub district (HSS) is under review by staff and consultants for remaining parcels that could qualify.*
- *Continue discussions with 2785 Fairview owners to explore redevelopment of the site.*
- *Aldi/Denny's/Strip retail center under construction.*
- *Code enforcement/Fire Department reviewing condition of properties.*

2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Housing and Economic Development

Strategic Initiative: Create Move-Up Housing Opportunities - **Initiative Deemed Complete**

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

Goals/Focus Area	Timeline	Update
Establish Move-Up Housing Program	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Review housing demand in Roseville <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Create draft guidelines for Move-Up Housing program • Identify potential priority infill target sites. <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Adopt guidelines for Move-Up Housing Program <p>4th Quarter, 2016</p> <p>2017 and Beyond</p>	<p>1st Quarter, 2016-</p> <ul style="list-style-type: none"> • City Staff has reviewed the 2013 Comprehensive Housing Study and the St. Paul Area Association of Realtor’s Quarterly Report. • Staff has valuation data for new construction homes for last five years. Most homes being constructed have been valued between \$350,000 - \$600,000 • Community Development Staff is gathering and reviewing data regarding housing Roseville in anticipation of the discussion about housing in May. <p>2nd Quarter, 2016-</p> <ul style="list-style-type: none"> • On June 21, City Staff presented the EDA with the permit history of homes that have been built over the last 5 years, as well as data of projected homes to be built out over 2016/2017. • 78 new homes were built over last 5 years with home value over \$350,000 • 44+ new homes are projected to be built through 2017. • Consensus was that market place is taking care of move-up housing.

2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Housing and Economic Development

Strategic Initiative: Increase Residential Housing Values

Desired Outcomes: 10% increase in owner occupied housing values – 2015-2020

10% increase in rental housing value – 2015-2020

Goals/Focus Area	Timeline	Update
Establish Housing Value Support Program	<p>1st Quarter, 2016</p> <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Review factors in determining housing values <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Review existing programs (NEP, Rental Licensing, and Rental Registration) for effectiveness and impact to property values. • Explore other methods and programs to increase housing values. <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • Implement changes to existing programs and adopt new programs as determined. <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Track effectiveness of City programs to housing values. 	<p>1st Quarter, 2016-</p> <p>City Staff will present an overview to the City Council of existing housing programs/activity levels in May.</p> <p>2nd Quarter, 2016-</p> <ul style="list-style-type: none"> • City Staff presented an overview to the EDA of existing housing programs/activity levels at the EDA meeting May 25, 2016. • Further discussions of other programs were brought back at the EDA meeting on June 21, 2016. There was not additional direction given to add any more housing programs but to sustain the current ones that the EDA administers. • 3rd quarter objectives have been completed. <p>3rd Quarter, 2016</p> <p>As noted above 3rd quarter objectives have been completed however EDA staff has been discussing desired outcomes with Ramsey County Assessor's office. Further information will be coming forward to the Council in the 4th quarter related to what the City can do to increase valuation of properties.</p> <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • <i>Presentation from Ramsey County Assessor Steve Baker</i>

2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Housing and Economic Development

Strategic Initiative: Facilitate City-wide Economic Development

Desired Outcomes: 2016 Policies and Processes for Economic Development
2017 Implement Policies and Programs for Economic Development

Goals/Focus Area	Timeline	Update								
	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> Develop goals, objectives, and outcomes for economic development in Roseville <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> Discussed and Determined economic development priorities <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> Adopt policies and implement programs as determined from 2nd quarter meeting <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> Adopt 2017 EDA Budget <p>2017 and Beyond</p>	<p>1st Quarter, 2016-</p> <p>Community Development staff will work with the Economic Development Consultant to identify for the purpose of developing a city-wide economic development strategy. The tentative timeline is as follows:</p> <table border="1" data-bbox="982 881 2062 1187"> <tr> <td data-bbox="982 881 1178 972">April 11</td> <td data-bbox="1178 881 2062 972">Authorize Entering into a Professional Services Contract with Economic Development Services, Inc.</td> </tr> <tr> <td data-bbox="982 972 1178 1036">April 18</td> <td data-bbox="1178 972 2062 1036">Introduction and Discussion (First-Touch) with Ms. Janna King</td> </tr> <tr> <td data-bbox="982 1036 1178 1092">May 23</td> <td data-bbox="1178 1036 2062 1092">Receive Draft ED Strategy (Second-Touch)</td> </tr> <tr> <td data-bbox="982 1092 1178 1187">June 13</td> <td data-bbox="1178 1092 2062 1187">Approve ED Strategy and Determine Resources/Funding/Staffing Needs to Achieve Objectives</td> </tr> </table> <p>2nd Quarter, 2016</p> <p>June 21, 2016 EDA meeting established priorities for the EDA in 2016 and 2017 that helped to develop the Desired Outcomes for the strategic priority of Housing and Economic Development. The following direction was given to staff to complete in 2016:</p>	April 11	Authorize Entering into a Professional Services Contract with Economic Development Services, Inc.	April 18	Introduction and Discussion (First-Touch) with Ms. Janna King	May 23	Receive Draft ED Strategy (Second-Touch)	June 13	Approve ED Strategy and Determine Resources/Funding/Staffing Needs to Achieve Objectives
April 11	Authorize Entering into a Professional Services Contract with Economic Development Services, Inc.									
April 18	Introduction and Discussion (First-Touch) with Ms. Janna King									
May 23	Receive Draft ED Strategy (Second-Touch)									
June 13	Approve ED Strategy and Determine Resources/Funding/Staffing Needs to Achieve Objectives									

- Business Subsidy Policy
- Acquisition Policy Framework
- Market Research
- SE Roseville Visioning
- Visitation Program

3rd Quarter, 2016

- A public financing/business subsidy policy has been adopted by the City Council/EDA on October 17, 2016.
- The Acquisition Framework is scheduled for discussion with the City Council on November 7
- Market Research will begin through the Urban Land Institute's Navigating Your Competitive Future discussion with the EDA in early 2017.
- SE Roseville visioning is underway.
- The EDA on August 29, 2016 adopted a Business Visitation Program. The following has been completed in 3rd quarter:
 - Intern verified businesses in community.
 - Completed Access database for retaining business information.
 - Sign agreement with MN Chamber to use Salesforce software and interview survey.

4th Quarter, 2016

- *The City/EDA adopted a Business Subsidy Policy on October 17, 2016.*
- *The City/EDA discussed an Acquisition Policy.*
- *Ribbon cuttings and openings*
 - *Painting with a Twist*
 - *Acorn Mini Storage*
 - *Dunkin Donuts*
- *Visitations completed –*
 - *Rain Street Green (Consulting service for energy improvements)*
 - *Shipyards (Distribution for Moco)*

		<ul style="list-style-type: none">▪ <i>Moco (End cap design firm)</i>▪ <i>HED Cycling (Manufacture of racing bikes and wheels)</i>▪ <i>JR Johnson Supply Inc.(Flower wholesale distributor)</i>▪ <i>Belden Plastics (Manufacture of plastic flower pots)</i>▪ <i>MAP Transportation (Delivery service company)</i>▪ <i>Our Vision Recycling (Recycling of electronics)</i>
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2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Categorize Infrastructure Condition

Desired Outcomes: Adopted Standards for each asset category

Goals/Focus Area	Timeline	Update
Establish measure of effectiveness for each infrastructure asset.	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Research industry acceptable standards. • Create draft baseline standards for Roseville infrastructure. <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Review draft baseline standards for Roseville infrastructure with Commissions. • Adopt new baseline standards for Roseville infrastructure <p>3rd Quarter, 2016</p> <p>4th Quarter, 2016</p> <p>2017 and Beyond</p> <ul style="list-style-type: none"> • Implement and utilize Roseville infrastructure standards. 	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Both Public Works and Parks and Recreation Departments have been researching and drafting base standards for its infrastructure. See attached drafts of standards. Next steps are to review these draft standards with the appropriate commission. <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Overview of City Asset Management Program and of Parks and Recreation related asset categories and parameters presented to the Parks and Recreation Commission in June 2016. The Commission had a preliminary discussion on the information and will continue the discussion at future meetings. • The Public Works Department will be presenting an overview of the Public Works Asset Management Program and the Draft Infrastructure Rating System to the Public Works, Environment and Transportation Commission on Tuesday, July 26th. <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Parks and Recreation is reviewing and incorporating general input from staff and the Parks and Recreation Commission. Further discussions are expected with the Commission. • Public Works presented the Draft Infrastructure Rating System to the PWET Commission in July and is incorporating their comments into the final version as well as the data within the asset management system. Staff continues to add assets to

		<p>the PubWorks Asset Management program and derive preliminary condition ratings for the assets in the system.</p> <p>4th Quarter, 2016</p> <ul style="list-style-type: none"> • <i>Parks and Recreation has completed a general rating system for major asset categories using it as another evaluation tool. We are also in the process of reviewing the program with new key staff members.</i> • <i>Public Works continues to update the Infrastructure Rating System document for the major assets as we gain experience with implementing the individual rating criteria for each asset.</i>
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2016 Roseville City Priority Plan
4th Quarter Status Update

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Ensure Capital Improvement Funding

Desired Outcomes: Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus Area	Timeline	Update
Establish enterprise-wide consistency for asset management plan implementation	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Complete city-wide implementation of asset management program. • Review asset needs and costs. <p>2nd Quarter, 2016</p> <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Utilize newly adopted infrastructure standards to plan for capital improvement funding. • Review infrastructure and funding needs with Commissions. <p>4th Quarter, 2016</p> <p>2017 and Beyond</p>	<p>1st Quarter, 2016</p> <ul style="list-style-type: none"> • Infrastructure has been catalogued throughout the city. Staff has drafted a City of Roseville Assessment Program policy that talks about the components and methodology of managing the City's assets. See attached policy. <p>2nd Quarter, 2016</p> <ul style="list-style-type: none"> • Staff continues to work to incorporate updated and accurate asset data into the various Asset Management tracking programs and databases. The Public Works department has been able to use updated data to modify the short term Capital Improvement Program particularly for the street pavement, water utility and sanitary sewer utility assets. <p>3rd Quarter, 2016</p> <ul style="list-style-type: none"> • Parks and Recreation has updated the asset categories in the various tracking methods and is using it to plan for capital improvement funding. The Public Works Department has completed condition surveys for all of the local streets and pathways this year allowing us to use data no older than two years old for review of pavement conditions. The department also has preliminary condition ratings for water main, sanitary sewer, retaining walls, hydrants, and stormwater ponds. All of these updated ratings were used to define the 2017 and preliminary 2018 work plans.

		<p>4th Quarter, 2016</p> <ul style="list-style-type: none">• <i>Parks and Recreation will plan to utilize the condition rating system as practical. We are also in the process of reviewing the program with new key staff members.</i>• <i>Public Works has generated 1596 service requests and 1104 fleet work orders in 2016. Most of these are associated with some city asset and will assist staff in continuing to monitor asset conditions and make better decisions about long term maintenance and replacement schedules. All of the Public Works assets are currently managed in either PubWorks or ICON (pavements) with the exception of storm sewer assets which should be added by the end of the first quarter of 2017.</i>
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REQUEST FOR COUNCIL ACTION

Date: 2/13/2017

Item No.: 9.a

Department Approval

City Manager Approval

Item Description: Approve Payments

BACKGROUND

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$1,289,800.24
84509-84604	\$868,527.77
Total	\$2,158,328.01

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 2/6/2017 - 2:55 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/02/2017	Boulevard Landscaping	Operating Supplies	Tessman Seed Co - St. Paul	Ice Melt	547.50
					Operating Supplies Total:	547.50
					Fund Total:	547.50
0	02/06/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	7.37
					Federal Income Tax Total:	7.37
0	02/06/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	7.01
0	02/06/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	1.64
					FICA Employee Ded. Total:	8.65
0	02/06/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	1.64
0	02/06/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	7.01
					FICA Employers Share Total:	8.65
0	02/06/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	1.04
					MN State Retirement Total:	1.04
0	02/06/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	6.79
					PERA Employee Ded Total:	6.79
0	02/06/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	1.04
0	02/06/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	6.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	7.83
84527	01/26/2017	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	Midway Speedskating Bingo-Dec 201	2,109.24
84527	01/26/2017	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	Youth Hockey Bingo-December	2,211.30
					Professional Services Total:	4,320.54
0	02/06/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	3.91
					State Income Tax Total:	3.91
					Fund Total:	4,364.78
0	02/01/2017	Community Development	Credit Card Fees	US Bank-Non Bank	December Terminal Charges	1,690.92
					Credit Card Fees Total:	1,690.92
84588	02/02/2017	Community Development	Deposits	Tech Builders, Inc.	Construction Deposit Refund	4,000.00
					Deposits Total:	4,000.00
84579	02/02/2017	Community Development	Development Escrow	S & S Tree & Horticultural Speciali	Tree Protection Plan, Consultation	540.00
					Development Escrow Total:	540.00
0	02/06/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	714.65
0	02/06/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	3,621.98
					Federal Income Tax Total:	4,336.63
0	02/06/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	491.13
0	02/06/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	437.97
0	02/06/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	114.86
0	02/06/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,872.60
					FICA Employee Ded. Total:	2,916.56
0	02/06/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,872.60
0	02/06/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	437.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	114.86
0	02/06/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	491.13
FICA Employers Share Total:						2,916.56
0	02/06/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	5,110.00
0	02/06/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	357.00
0	02/06/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	5,321.80
MN State Retirement Total:						10,788.80
0	02/06/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	896.14
0	02/06/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	1,003.06
MNDCP Def Comp Total:						1,899.20
0	02/02/2017	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	391.85
Office Supplies Total:						391.85
0	02/06/2017	Community Development	Operating Supplies	Home Depot- CC	Flashlight, Boot Tray, Measuring Tap	127.34
Operating Supplies Total:						127.34
0	02/06/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	2,320.53
PERA Employee Ded Total:						2,320.53
0	02/06/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	2,320.53
0	02/06/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	357.00
PERA Employer Share Total:						2,677.53
84520	01/26/2017	Community Development	Professional Services	Lillie Suburban Newspaper Inc	Notices, Ordinances-Act: 000262	32.75
84579	02/02/2017	Community Development	Professional Services	S & S Tree & Horticultural Speciali	Tree Protection Plan, Consultation	360.00
84579	02/02/2017	Community Development	Professional Services	S & S Tree & Horticultural Speciali	Tree Protection Plan, Consultation	390.00
84533	01/26/2017	Community Development	Professional Services	ZedIT Solutions Inc,	Accela Implementation	2,688.00
Professional Services Total:						3,470.75
0	02/06/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	264.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	1,421.56
					State Income Tax Total:	1,686.45
84586	02/02/2017	Community Development	Telephone	T Mobile	Cell Phones-Acct: 876644423	112.80
					Telephone Total:	112.80
0	02/06/2017	Community Development	Training	Building Assoc-CC	Building Official Training	98.00
0	02/06/2017	Community Development	Training	International Code Council-CC	Building Officials Training	966.00
					Training Total:	1,064.00
					Fund Total:	40,939.92
0	02/06/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	547.07
0	02/06/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	89.34
					Federal Income Tax Total:	636.41
0	02/06/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	74.10
0	02/06/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	57.53
0	02/06/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	316.87
0	02/06/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	13.46
					FICA Employee Ded. Total:	461.96
0	02/06/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	74.10
0	02/06/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	57.53
0	02/06/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	316.87
0	02/06/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	13.46
					FICA Employers Share Total:	461.96
0	02/06/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	61.00
0	02/06/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	466.06
0	02/06/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	964.74
					MN State Retirement Total:	1,491.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	Contracted Engineering Svcs	MNDPC Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDPC De	67.43
0	02/06/2017	Contracted Engineering Svcs	MNDPC Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDPC De	32.57
MNDPC Def Comp Total:						100.00
0	02/06/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	396.52
PERA Employee Ded Total:						396.52
0	02/06/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	396.52
0	02/06/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	61.00
PERA Employer Share Total:						457.52
0	02/06/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	244.72
0	02/06/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	39.58
State Income Tax Total:						284.30
Fund Total:						4,290.47
84566	02/02/2017	Fire Vehicles Revolving	SCBA Equipment	Masimo Americas, Inc.	Medical Supplies	747.00
84566	02/02/2017	Fire Vehicles Revolving	SCBA Equipment	Masimo Americas, Inc.	Medical Supplies	4,207.00
SCBA Equipment Total:						4,954.00
Fund Total:						4,954.00
0	01/26/2017	General Fund	211402 - Flex Spending Health	Eleanor Swenson	Flexible Benefit Reimbursement	595.28
0	02/02/2017	General Fund	211402 - Flex Spending Health	Dorothy Wrzos	Flexible Benefit Reimbursement	44.00
211402 - Flex Spending Health Total:						639.28
0	02/02/2017	General Fund	211403 - Flex Spend Day Care	Brady Martin	Dependent Care Reimbursement	384.62
0	02/02/2017	General Fund	211403 - Flex Spend Day Care	Nick Picha	Dependent Care Reimbursement	384.61
211403 - Flex Spend Day Care Total:						769.23
84520	01/26/2017	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices, Ordinances-Acct: 000262	22.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Advertising Total:	22.93
0	01/26/2017	General Fund	Career Development Training	Scott Wendel	Tuition Reimbursement	1,455.84
					Career Development Training Total:	1,455.84
84545	02/02/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	338.65
84545	02/02/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	49.95
84546	02/02/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	41.38
0	02/06/2017	General Fund	Clothing	George's Shoe Store-CC	CSO Clothing Supplies	15.00
0	02/02/2017	General Fund	Clothing	MES, Inc.	Uniform Supplies	377.52
					Clothing Total:	822.50
0	02/06/2017	General Fund	Conferences	Atom-CC	Conference Registration	250.00
0	02/06/2017	General Fund	Conferences	Delta Air-CC	2017 GFOA Conference Airfare	365.20
					Conferences Total:	615.20
84509	01/26/2017	General Fund	Contract Maint - Vehicles	Abra MN Roseville	Vehicle Repairs	3,314.50
0	01/26/2017	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes-Dec 2016	79.46
					Contract Maint - Vehicles Total:	3,393.96
84601	02/06/2017	General Fund	Contract Maint. - City Hall	Shortstop Electric, Inc.	Electrical Service	2,449.00
84601	02/06/2017	General Fund	Contract Maint. - City Hall	Shortstop Electric, Inc.	Electrical Service	1,899.00
					Contract Maint. - City Hall Total:	4,348.00
84570	02/02/2017	General Fund	Contract Maint. - City Garage	MN Dept of Public Safety	Hazardous Chemical Inventory Fee	25.00
84601	02/06/2017	General Fund	Contract Maint. - City Garage	Shortstop Electric, Inc.	Electrical Service	1,899.00
					Contract Maint. - City Garage Total:	1,924.00
0	01/26/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Fall Maintenance	1,549.30
0	01/26/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Fall Maintenance	1,549.30
0	01/26/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	999.16
0	02/02/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Air Exchanger Repair	2,807.54
0	02/02/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Air Flow Repair	888.34
0	02/02/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	1,648.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maint. H.V.A.C. Total:	9,442.35
0	02/06/2017	General Fund	Contract Maintenance	City of St. Paul	Radio Shop Maintenance-Dec 2016	262.49
84560	02/02/2017	General Fund	Contract Maintenance	Hotsy of Minnesota	Switch Pressure, Thermostat	265.81
84519	01/26/2017	General Fund	Contract Maintenance	Karges-Faulkonbridge, Inc.	Fire Station Hydronic Loop Investiga	561.00
84576	02/02/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	318.24
84593	02/02/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	209.20
0	01/26/2017	General Fund	Contract Maintenance	Yale Mechanical, LLC	HVAC Service	851.25
0	02/02/2017	General Fund	Contract Maintenance	Yale Mechanical, LLC	Compressor Repair	324.02
					Contract Maintenance Total:	2,792.01
84532	01/26/2017	General Fund	Emeral Ash Borer	Wilson's Nursery, Inc.	Decidious Trees-Balled & Burlap	1,906.00
					Emeral Ash Borer Total:	1,906.00
0	02/02/2017	General Fund	Employee Recognition	Innovative Office Solutions	Office Supplies	99.89
					Employee Recognition Total:	99.89
0	02/06/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	3,328.39
0	02/06/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	31,299.38
					Federal Income Tax Total:	34,627.77
0	02/06/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,080.30
0	02/06/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	3,958.42
0	02/06/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	5,891.09
0	02/06/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	465.00
					FICA Employee Ded. Total:	11,394.81
0	02/06/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	3,958.42
0	02/06/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	5,891.09
0	02/06/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	465.00
0	02/06/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,080.30
					FICA Employers Share Total:	11,394.81
84569	02/02/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Financial Support Total:	354.43
0	02/02/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	240.00
					Flex Spending Day Care Total:	240.00
0	02/06/2017	General Fund	Memberships & Subscriptions	Institute of Trans Eng-CC	Membership Dues	296.00
0	02/06/2017	General Fund	Memberships & Subscriptions	MN Chiefs of Police-CC	Membership Renewal	130.00
					Memberships & Subscriptions Total:	426.00
0	02/06/2017	General Fund	Minor Equipment	Amazon.com- CC	Crime Scene Processing Room Suppl	76.97
0	02/06/2017	General Fund	Minor Equipment	Amazon.com- CC	Projector	565.14
					Minor Equipment Total:	642.11
0	02/06/2017	General Fund	Miscellaneous	Grumpy's Grill-CC	Lunch	27.71
					Miscellaneous Total:	27.71
0	02/06/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	3,028.65
0	02/06/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	25,061.00
0	02/06/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	17,752.85
					MN State Retirement Total:	45,842.50
0	02/06/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	10,207.30
0	02/06/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	4,616.53
					MNDCP Def Comp Total:	14,823.83
84512	01/26/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees-Dec 2016	1,233.00
					Non Business - Pawn Fees Total:	1,233.00
0	02/02/2017	General Fund	Office Supplies	Greenhaven Printing	Business Cards	47.00
0	02/02/2017	General Fund	Office Supplies	Greenhaven Printing	Business Cards	43.00
0	02/02/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	15.63
0	02/02/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	312.04
0	02/02/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	55.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/02/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	663.22
0	02/06/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	28.47
0	02/06/2017	General Fund	Office Supplies	Target- CC	Laptop Bag	25.70
0	02/06/2017	General Fund	Office Supplies	Target- CC	Office Supplies	52.65
Office Supplies Total:						1,242.92
84556	02/02/2017	General Fund	Op Supplies - City Hall	Ferguson Enterprises Inc #1657	Sill Key	9.94
0	02/06/2017	General Fund	Op Supplies - City Hall	Ferguson Enterprises Inc.-CC	Meter Supplies	253.34
84516	01/26/2017	General Fund	Op Supplies - City Hall	G & K Services	Mats	73.20
0	02/02/2017	General Fund	Op Supplies - City Hall	Innovative Office Solutions	Office Supplies	265.82
84591	02/02/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	333.96
Op Supplies - City Hall Total:						936.26
0	02/06/2017	General Fund	Operating Supplies	Amazon.com- CC	Medical, Cleaning Supplies	255.63
0	02/06/2017	General Fund	Operating Supplies	Amazon.com- CC	Can Liners, Fitness Ball	121.70
0	02/02/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	508.07
0	02/02/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	600.80
0	02/06/2017	General Fund	Operating Supplies	AutoZone-CC	Rain-X	14.97
0	02/06/2017	General Fund	Operating Supplies	BA Rogers-CC	Gloves	357.12
0	02/06/2017	General Fund	Operating Supplies	Batteries Plus-CC	Batteries	26.31
0	02/06/2017	General Fund	Operating Supplies	BayTec-CC	Ball Valves	92.96
0	02/06/2017	General Fund	Operating Supplies	Brock White -CC	Hooks	62.24
0	02/06/2017	General Fund	Operating Supplies	Brock White -CC	Stakes	87.30
0	02/06/2017	General Fund	Operating Supplies	Byerly's- CC	Outreach Supplies	12.06
0	02/02/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products & Services	40.50
0	02/06/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products	51.00
0	02/06/2017	General Fund	Operating Supplies	Donut Hut-CC	Interns Last Day Supplies	19.90
0	02/06/2017	General Fund	Operating Supplies	EMP-CC	Medical Supplies	53.40
0	02/06/2017	General Fund	Operating Supplies	FastStone-CC	Screenshot Software	19.95
0	02/02/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	79.52
0	02/06/2017	General Fund	Operating Supplies	Menards-CC	Vehicle Supplies	144.74
0	02/06/2017	General Fund	Operating Supplies	Menards-CC	Brine Tank, Sign Room Supplies	246.95
84584	02/02/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	206.60
0	02/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Power Equipment Parts	146.76
0	02/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Utility Knife, Concrete Patch	56.74
0	02/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Fasteners, Tape Measure	25.81
0	02/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Containters, Brush	14.98
0	02/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Rollers, Nails	22.93
0	02/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Nylon Line	9.63
84530	01/26/2017	General Fund	Operating Supplies	Titan Machinery	Couplers	4,760.93
0	02/06/2017	General Fund	Operating Supplies	Walmart-CC	Putty	3.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	General Fund	Operating Supplies	Your Gloves-CC	Gloves	343.65
Operating Supplies Total:						8,386.25
84516	01/26/2017	General Fund	Operating Supplies City Garage	G & K Services	Mats	73.20
0	02/02/2017	General Fund	Operating Supplies City Garage	Grainger Inc	Pallet Rack	1,150.91
0	02/02/2017	General Fund	Operating Supplies City Garage	Innovative Office Solutions	Office Supplies	66.45
0	02/06/2017	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Rod Thread	15.98
84591	02/02/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	83.49
Operating Supplies City Garage Total:						1,390.03
0	02/06/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	28,033.61
PERA Employee Ded Total:						28,033.61
0	02/06/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	38,727.71
0	02/06/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	1,022.35
PERA Employer Share Total:						39,750.06
84567	02/02/2017	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	718.00
84522	01/26/2017	General Fund	Professional Services	Multicare Associates	Medical Services-Acct: 93381	160.80
84523	01/26/2017	General Fund	Professional Services	On-Site Medical Services, Inc.	Gas Mask Fittings-November 2016	910.00
84539	02/02/2017	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	1,200.00
84573	02/02/2017	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	960.00
84573	02/02/2017	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	667.50
84526	01/26/2017	General Fund	Professional Services	Ramsey County	Truth in Taxation Notice Reimburse	2,781.55
84600	02/06/2017	General Fund	Professional Services	Ramsey County	2016 Bridge Safety Inspection	190.00
84585	02/02/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
84585	02/02/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	143.75
84585	02/02/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
84585	02/02/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	306.25
84589	02/02/2017	General Fund	Professional Services	Tech Dump	Microwave Disposal	91.50
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	150.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	285.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	226.47
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	145.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	115.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	330.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	135.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	115.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	115.00
Professional Services Total:						10,269.77
0	02/06/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	1,274.08
0	02/06/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	12,180.12
State Income Tax Total:						13,454.20
84586	02/02/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	76.89
84586	02/02/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	16.00
84586	02/02/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	244.80
84586	02/02/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	361.26
84586	02/02/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	238.45
Telephone Total:						937.40
0	02/06/2017	General Fund	Training	ACLU-CC	Training	15.00
0	02/06/2017	General Fund	Training	Byerly's- CC	Training Supplies	40.99
0	02/06/2017	General Fund	Training	Byerly's- CC	Training Supplies	19.85
0	02/06/2017	General Fund	Training	Century College	Law Enforcement Training	1,590.00
0	02/06/2017	General Fund	Training	Cub Foods- CC	Training Supplies	17.97
0	01/26/2017	General Fund	Training	Crystal Jones	Supplies Reimbursement	12.42
0	02/06/2017	General Fund	Training	Olive Garden-CC	Training Supplies	190.26
0	02/06/2017	General Fund	Training	Open Source Intelligence-CC	Patrol Training	50.00
0	02/06/2017	General Fund	Training	Talon Grips-CC	Use of Force Training	35.98
Training Total:						1,972.47
0	01/26/2017	General Fund	Utilities	Xcel Energy	Civil Defense	74.77
0	01/26/2017	General Fund	Utilities	Xcel Energy	Street Lights	12,983.77
0	01/26/2017	General Fund	Utilities	Xcel Energy	Street Lights	57.72
0	01/26/2017	General Fund	Utilities	Xcel Energy	Street Lights	63.02
Utilities Total:						13,179.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	249.12
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	2.90
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	83.70
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	201.24
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	40.35
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Stepladder, Wrench	170.78
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Band Saw Blade	36.80
84565	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Little Falls Machine, Inc	Credit	-27.31
84565	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Little Falls Machine, Inc	Spinner Motor	534.40
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	21.56
0	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Breakaway Switch, Cable-Zip	83.23
84528	01/26/2017	General Fund	Vehicle Supplies & Maintenance	Target Supplies	Diesel Fuel Additive	134.13
84602	02/06/2017	General Fund	Vehicle Supplies & Maintenance	Titan Machinery	Bulbs	358.11
84590	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Light Bulbs	64.54
84590	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Battery	204.66
84592	02/02/2017	General Fund	Vehicle Supplies & Maintenance	Truck Utilities, Inc.	Flanged Mounted Bearing	27.50
0	01/26/2017	General Fund	Vehicle Supplies & Maintenance	Winter Equipment, Inc.	Vehicle Supplies	7,858.26
Vehicle Supplies & Maintenance Total:						10,043.97
Fund Total:						278,834.38
0	02/06/2017	General Fund Donations	Explorers - Supplies	Discount Mugs-CC	Shirts	743.57
Explorers - Supplies Total:						743.57
0	02/06/2017	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Charge	9.95
K-9 - Supplies Total:						9.95
Fund Total:						753.52
0	02/01/2017	Golf Course	Credit Card Fees	US Bank-Non Bank	December Terminal Charges	96.10
Credit Card Fees Total:						96.10
0	02/06/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	102.64
0	02/06/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	461.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	563.90
0	02/06/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	245.73
0	02/06/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	61.83
0	02/06/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	57.47
0	02/06/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	14.46
					FICA Employee Ded. Total:	379.49
0	02/06/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	245.73
0	02/06/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	61.83
0	02/06/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	57.47
0	02/06/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	14.46
					FICA Employers Share Total:	379.49
0	02/06/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	555.88
0	02/06/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	54.05
0	02/06/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	1,134.12
					MN State Retirement Total:	1,744.05
0	02/06/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
0	02/06/2017	Golf Course	Operating Supplies	MN Nursery & Lands-CC	Conference Registration	299.00
0	02/06/2017	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	WD40	6.42
					Operating Supplies Total:	305.42
0	02/06/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	351.34
					PERA Employee Ded Total:	351.34
0	02/06/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	351.34
0	02/06/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	54.05
					PERA Employer Share Total:	405.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	52.38
0	02/06/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	207.51
					State Income Tax Total:	259.89
84586	02/02/2017	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	52.00
					Telephone Total:	52.00
84568	02/02/2017	Golf Course	Training	MGCSA	Event Registration	35.00
					Training Total:	35.00
0	01/26/2017	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-39.04
					Use Tax Payable Total:	-39.04
0	01/26/2017	Golf Course	Utilities	Xcel Energy	Golf Course	606.78
					Utilities Total:	606.78
					Fund Total:	5,189.81
84538	02/02/2017	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	Legal Services	1,007.00
					Attorney Fees Total:	1,007.00
84514	01/26/2017	Housing & Redevelopment Agency	Professional Services	Ehlers & Associates, Inc.	General Consulting Services-Dec 201	1,290.00
					Professional Services Total:	1,290.00
					Fund Total:	2,297.00
84538	02/02/2017	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Kennedy & Graven, Chartered	Legal Services-Purchase of 196 S. Mc	216.75
					196 So. McCarrons Prof. Servic Total:	216.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						216.75
0	02/06/2017	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly Spam Filtering Service	880.00
0	02/06/2017	Information Technology	Contract Maintenance	Microsoft-CC	Exchange Online Licenses	334.66
0	02/06/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Monthly Web Forwarding	1.99
0	02/02/2017	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Pro	69.00
0	02/02/2017	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Standard	244.00
0	02/02/2017	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Standard	61.00
0	02/02/2017	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Pro	69.00
Contract Maintenance Total:						1,659.65
0	02/06/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	401.11
0	02/06/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	5,206.16
Federal Income Tax Total:						5,607.27
0	02/06/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	153.24
0	02/06/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	673.13
0	02/06/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	35.83
0	02/06/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	2,878.20
FICA Employee Ded. Total:						3,740.40
0	02/06/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	2,878.20
0	02/06/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	673.13
0	02/06/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	35.83
0	02/06/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	153.24
FICA Employers Share Total:						3,740.40
0	02/02/2017	Information Technology	Internet	Cologix, Inc	Fiber Cross Connect	500.00
Internet Total:						500.00
0	02/06/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	2,496.26
0	02/06/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	1,208.14
0	02/06/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	502.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	4,207.09
0	02/06/2017	Information Technology	Operating Supplies	Velocity Tech-CC	Hard Drives	118.00
					Operating Supplies Total:	118.00
0	02/06/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	3,267.54
					PERA Employee Ded Total:	3,267.54
0	02/06/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	3,267.54
0	02/06/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	502.69
					PERA Employer Share Total:	3,770.23
0	02/06/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	133.26
0	02/06/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	1,940.88
					State Income Tax Total:	2,074.14
84562	02/02/2017	Information Technology	Telephone	Hurricane Electric	Transit Service Monthly Fee	500.00
84586	02/02/2017	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	76.92
					Telephone Total:	576.92
					Fund Total:	29,261.64
0	02/01/2017	Internal Service - Interest	Investment Income	US Bank-Non Bank	December Terminal Charges	148.00
					Investment Income Total:	148.00
					Fund Total:	148.00
0	02/06/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	3,383.36
0	02/06/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	90.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						3,474.17
0	02/06/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	17.59
0	02/06/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	2,150.35
0	02/06/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	502.91
0	02/06/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	75.20
FICA Employee Ded. Total:						2,746.05
0	02/06/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	17.59
0	02/06/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	502.91
0	02/06/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	75.20
0	02/06/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	2,150.35
FICA Employers Share Total:						2,746.05
0	02/06/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	1,280.96
0	02/06/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	364.09
0	02/06/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	303.64
MN State Retirement Total:						1,948.69
0	02/06/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	740.16
0	02/06/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	528.87
0	02/06/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	118.32
0	02/06/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	9.84
MNDCP Def Comp Total:						1,397.19
84549	02/02/2017	License Center	Motor Vehicle Fees	Brookdale Volkswagen	Reimbursement of Inadvertent ACH	21,194.25
Motor Vehicle Fees Total:						21,194.25
0	02/06/2017	License Center	Office Supplies	Amazon.com- CC	Office Supplies	41.33
0	02/06/2017	License Center	Office Supplies	Costco-CC	Office Supplies	181.37
0	02/02/2017	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	162.27
0	02/06/2017	License Center	Office Supplies	Pakor-CC	Passport Supplies	591.45
0	02/06/2017	License Center	Office Supplies	Target- CC	Car Dealer Gifts	51.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Office Supplies Total:	1,027.81
0	02/06/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	2,223.86
					PERA Employee Ded Total:	2,223.86
0	02/06/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	2,223.86
0	02/06/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	342.17
					PERA Employer Share Total:	2,566.03
0	02/06/2017	License Center	Postage	USPS-CC	Postage	393.45
					Postage Total:	393.45
84601	02/06/2017	License Center	Professional Services	Shortstop Electric, Inc.	Electrical Service	672.00
					Professional Services Total:	672.00
0	02/06/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	38.42
0	02/06/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	1,430.60
					State Income Tax Total:	1,469.02
0	02/02/2017	License Center	Transportation	Mary Dracy	Parking Reimbursement	6.00
0	02/02/2017	License Center	Transportation	Mary Dracy	Mileage Reimbursement	96.30
0	02/02/2017	License Center	Transportation	Jill Theisen	Mileage Reimbursement	194.74
					Transportation Total:	297.04
					Fund Total:	42,155.61
0	02/02/2017	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director	250.00
					Professional Services Total:	250.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						250.00
84552	02/02/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84552	02/02/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84552	02/02/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84552	02/02/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
Clothing Total:						4.88
0	02/06/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	2,583.11
0	02/06/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	36.62
Federal Income Tax Total:						2,619.73
0	02/06/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	321.52
0	02/06/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	3.26
0	02/06/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,374.85
0	02/06/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	13.93
FICA Employee Ded. Total:						1,713.56
0	02/06/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	321.52
0	02/06/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,374.85
0	02/06/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	3.26
0	02/06/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	13.93
FICA Employers Share Total:						1,713.56
0	02/06/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	244.21
0	02/06/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	227.73
0	02/06/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	28.09
MN State Retirement Total:						500.03
0	02/06/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	605.00
MNDCP Def Comp Total:						605.00
0	02/02/2017	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.	Building/Rink Supplies	326.94
0	02/06/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Shelter Supplies	7.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	P & R Contract Maintenance	Operating Supplies	Sherwin Williams - CC	Paint Supplies	70.46
					Operating Supplies Total:	405.16
0	02/06/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	1,480.25
					PERA Employee Ded Total:	1,480.25
0	02/06/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	227.73
0	02/06/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	1,480.25
					PERA Employer Share Total:	1,707.98
0	02/06/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	1,034.48
0	02/06/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	12.36
					State Income Tax Total:	1,046.84
84586	02/02/2017	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 876644423	72.82
					Telephone Total:	72.82
84521	01/26/2017	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits	1,195.00
					Unemployment Insurance Total:	1,195.00
0	01/26/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	68.29
					Utilities Total:	68.29
					Fund Total:	13,133.10
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	506.60
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	895.00
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	575.00
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	298.13
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	984.20
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	567.50
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	633.45
0	02/06/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Park Renewal Program	-403.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84515	01/26/2017	Park Renewal 2011	Contractor Payments	Flagship Recreation	Equipment Redesign & Reconfigurati	31,950.00
84515	01/26/2017	Park Renewal 2011	Contractor Payments	Flagship Recreation	Site Grading, Concrete, Wood Fiber	71,885.30
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	4,906.62
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	5,124.27
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	10,659.35
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	21,836.61
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	3,740.01
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	19,502.48
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	4,075.27
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	2,295.94
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	3,520.47
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	23,367.44
0	02/02/2017	Park Renewal 2011	Contractor Payments	Knutson Construction Services	Park Renewal Services	11,348.11
0	01/26/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package I	1,953.35
0	01/26/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package I	4,342.93
0	01/26/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package I	2,249.57
0	01/26/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package I	4,992.31
0	01/26/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package I	8,243.21
Contractor Payments Total:						240,049.62
Fund Total:						240,049.62
84525	01/26/2017	Pathway Maintenance Fund	Operating Supplies	Peoples Electric	Crossing Flashing Lights Repair-June	5,158.97
Operating Supplies Total:						5,158.97
Fund Total:						5,158.97
84513	01/26/2017	Police - DWI Enforcement	Professional Services	CMI, Inc.	Cyl, Egs.	191.08
0	01/26/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	315.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	465.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	295.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	220.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	115.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	120.00
84603	02/06/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Charges	185.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	2,076.08
					Fund Total:	2,076.08
84603	02/06/2017	Police Forfeiture Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	150.00
84603	02/06/2017	Police Forfeiture Fund	Professional Services	Twin Cities Transport & Recove	Towing Charges	85.00
					Professional Services Total:	235.00
					Fund Total:	235.00
84561	02/02/2017	Police Vehicle Revolving	Capital Outlay	HP INC.	Computer Supplies	769.23
84561	02/02/2017	Police Vehicle Revolving	Capital Outlay	HP INC.	Computer Supplies	98.01
0	02/06/2017	Police Vehicle Revolving	Capital Outlay	Optics Planet-CC	CIP Equipment	215.28
					Capital Outlay Total:	1,082.52
84518	01/26/2017	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Custom Build Squad	10,846.86
84518	01/26/2017	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Repair	393.88
					Vehicles & Equipment Total:	11,240.74
					Fund Total:	12,323.26
84520	01/26/2017	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	Notices, Ordinances-Acct: 000262	25.80
84520	01/26/2017	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	Color Charges-Acct: 002609	381.00
84598	02/06/2017	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	New Years Advertising-Acct: 2609	381.00
0	02/06/2017	Recreation Fund	Advertising	Star Tribune	Craft Fair Advertising	104.00
					Advertising Total:	891.80
84536	02/02/2017	Recreation Fund	Contract Maintenance	Brin Glass Co.	Glazing Labor	1,985.00
0	02/02/2017	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	405.00
					Contract Maintenance Total:	2,390.00
0	02/06/2017	Recreation Fund	Contract Maintenance	Kone Inc	Elevator Repair	500.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						500.16
0	02/06/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	1,468.06
0	02/06/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	4,375.42
Federal Income Tax Total:						5,843.48
84564	02/02/2017	Recreation Fund	Fee Program Revenue	Lindsay Jacobs	Aboretum Rental Refund	150.00
Fee Program Revenue Total:						150.00
0	02/06/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	249.47
0	02/06/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,066.74
0	02/06/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	853.05
0	02/06/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	3,618.54
FICA Employee Ded. Total:						5,787.80
0	02/06/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,066.74
0	02/06/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	249.47
0	02/06/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	3,618.54
0	02/06/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	853.05
FICA Employers Share Total:						5,787.80
84544	02/02/2017	Recreation Fund	Memberships & Subscriptions	ASCAP, Inc.	License Fee-2017	341.00
84547	02/02/2017	Recreation Fund	Memberships & Subscriptions	BMI, Inc.	Annual Dues	307.80
0	02/02/2017	Recreation Fund	Memberships & Subscriptions	Mood Media, Inc.	Skating Center Music	165.69
0	02/02/2017	Recreation Fund	Memberships & Subscriptions	Mood Media, Inc.	Skating Center Music	165.69
84571	02/02/2017	Recreation Fund	Memberships & Subscriptions	MRPA	Volleyball Team Registrations	1,962.00
Memberships & Subscriptions Total:						2,942.18
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	85.70
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	107.12
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	42.85
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	85.70
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	53.56
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	32.14
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	32.14
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	32.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	64.28
84534	02/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Supplies	69.64
84559	02/02/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Supplies	756.18
84559	02/02/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Supplies	695.17
84581	02/02/2017	Recreation Fund	Merchandise for Sale	Shamrock Group	Beverages for Resale	139.85
84581	02/02/2017	Recreation Fund	Merchandise for Sale	Shamrock Group	Beverages for Resale	186.50
Merchandise for Sale Total:						2,382.97
0	02/06/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	10,263.77
0	02/06/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	8,733.63
0	02/06/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	427.39
MN State Retirement Total:						19,424.79
0	02/06/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	2,551.01
0	02/06/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	3,447.82
MNDCP Def Comp Total:						5,998.83
84557	02/02/2017	Recreation Fund	Motor Fuel	Ferrellgas	Petroleum Gas	140.00
Motor Fuel Total:						140.00
0	02/02/2017	Recreation Fund	Office Supplies	Innovative Office Solutions	Office Supplies	425.00
Office Supplies Total:						425.00
0	02/06/2017	Recreation Fund	Operating Supplies	A Wish Come True-CC	Dance Costumes	1,557.41
0	02/06/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	HANC Supplies	109.98
0	02/06/2017	Recreation Fund	Operating Supplies	Caribou Coffee- CC	Dance Instructor Gift Card	10.00
0	02/06/2017	Recreation Fund	Operating Supplies	Competitive Edge-CC	HANC Tables	719.94
0	02/06/2017	Recreation Fund	Operating Supplies	Competitive Edge-CC	HANC Tables	300.00
0	02/06/2017	Recreation Fund	Operating Supplies	Costume Gallery-CC	Dance Costumes	3,024.00
0	02/06/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Concession Supplies	56.92
0	02/06/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Program Supplies	6.13
0	02/06/2017	Recreation Fund	Operating Supplies	Dancewear Solutions-CC	Dance Costumes	124.95
0	02/06/2017	Recreation Fund	Operating Supplies	Discount Dance Supply-CC	Dance Costumes	106.49
84555	02/02/2017	Recreation Fund	Operating Supplies	E&T Plastics	Polycarbonate	136.00
0	02/06/2017	Recreation Fund	Operating Supplies	Epic Sports-CC	Volleyballs	323.95
0	02/02/2017	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	493.60
0	02/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Credit	-21.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Adapter	18.08
0	02/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Glass Cleaner	71.40
0	02/06/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Tools	157.45
0	02/06/2017	Recreation Fund	Operating Supplies	Home Depot- CC	HANC Kitchen Window Kit	14.94
0	02/06/2017	Recreation Fund	Operating Supplies	Liberts-CC	Dance Costumes	535.18
0	02/06/2017	Recreation Fund	Operating Supplies	Nametags.com-CC	Lanyards	150.00
0	02/06/2017	Recreation Fund	Operating Supplies	Nametags.com-CC	Lanyards	184.00
0	02/02/2017	Recreation Fund	Operating Supplies	Park Supply of America, Inc.	Park Supplies	46.94
0	02/06/2017	Recreation Fund	Operating Supplies	Party City-CC	Summer Spec. Supplies	84.45
0	02/02/2017	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Ball Bearing	206.35
0	02/02/2017	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Snow Breaker Spring	49.45
0	02/06/2017	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	24.70
0	02/06/2017	Recreation Fund	Operating Supplies	Staples-CC	Program Supplies	96.39
0	02/06/2017	Recreation Fund	Operating Supplies	Target- CC	Totes for Concessions	64.21
0	02/06/2017	Recreation Fund	Operating Supplies	Target- CC	Phone Chargers	74.96
0	02/06/2017	Recreation Fund	Operating Supplies	Target- CC	Phone Chargers	38.54
0	02/06/2017	Recreation Fund	Operating Supplies	Target- CC	Credit	-53.54
0	02/06/2017	Recreation Fund	Operating Supplies	Uline-CC	Folding Chairs	3,187.07
84604	02/06/2017	Recreation Fund	Operating Supplies	US Environmental Resources/F. Ga	Consulting Service	700.00
0	02/06/2017	Recreation Fund	Operating Supplies	Walmart-CC	Park Building Supplies	57.55
0	02/06/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Dance Costumes	171.85
0	02/06/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Dance Costumes	2,454.99
0	02/06/2017	Recreation Fund	Operating Supplies	When I Work-CC	Monthly Fee	49.00
Operating Supplies Total:						15,332.11
84586	02/02/2017	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	15.54
Other services Total:						15.54
0	02/06/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	112.13
0	02/06/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	3,287.31
PERA Employee Ded Total:						3,399.44
0	02/06/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	3,313.23
0	02/06/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	17.25
0	02/06/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	497.76
0	02/06/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	112.13
PERA Employer Share Total:						3,940.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84578	02/02/2017	Recreation Fund	Printing	Roseville Area Schools	Winter/Spring Brochure	781.44
84587	02/02/2017	Recreation Fund	Printing	Tandem Printing Inc	Skate Tags	948.00
Printing Total:						1,729.44
84542	02/02/2017	Recreation Fund	Professional Services	AARP	Driving Class	240.00
0	02/06/2017	Recreation Fund	Professional Services	Craigslit-CC	Gymnastics Job Ad	35.00
84558	02/02/2017	Recreation Fund	Professional Services	Gilbert Mechanical Contracting	Annual Fire Sprinkler Inspection	295.00
0	02/06/2017	Recreation Fund	Professional Services	Gymnasticscoach-CC	Gymnastics Job Ad	29.99
84596	02/06/2017	Recreation Fund	Professional Services	Kaiser Manufacturing, Inc.	Rink Pads	1,938.30
0	02/02/2017	Recreation Fund	Professional Services	Life Safety Systems	Annual Fire Alarm Inspection	325.00
0	02/02/2017	Recreation Fund	Professional Services	Willie McCray	Referee Service	1,120.00
0	02/02/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	1,368.00
84529	01/26/2017	Recreation Fund	Professional Services	Jake Tessmer	Basketball Scorekeeping	44.00
Professional Services Total:						5,395.29
0	02/06/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	1,836.72
0	02/06/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	569.37
State Income Tax Total:						2,406.09
84586	02/02/2017	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	369.27
Telephone Total:						369.27
0	01/26/2017	Recreation Fund	Transportation	Deborah Cash	Mileage Reimbursement	474.60
Transportation Total:						474.60
84521	01/26/2017	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits	82.43
Unemployment Insurance Total:						82.43
84554	02/02/2017	Recreation Fund	Utilities	Comcast	Business Services	250.06
84554	02/02/2017	Recreation Fund	Utilities	Comcast	Business Services	10.00
84554	02/02/2017	Recreation Fund	Utilities	Comcast	Business Services	252.71
0	01/26/2017	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	1,883.83
0	01/26/2017	Recreation Fund	Utilities	Xcel Energy	Skating Center	37,237.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Utilities Total:	39,633.70
					Fund Total:	125,443.09
84541	02/02/2017	Risk Management	Employer Insurance	Kara Thomas	Dental Coverage Reimbursement	873.00
					Employer Insurance Total:	873.00
					Fund Total:	873.00
84510	01/26/2017	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Sewer	599.88
					Cleveland Lift Station Repl Total:	599.88
84546	02/02/2017	Sanitary Sewer	Clothing	Avenue Shirt Works	Uniform Supplies	66.90
84546	02/02/2017	Sanitary Sewer	Clothing	Avenue Shirt Works	Uniform Supplies	14.50
					Clothing Total:	81.40
84601	02/06/2017	Sanitary Sewer	Contract Maintenance	Shortstop Electric, Inc.	Electrical Service	3,228.00
					Contract Maintenance Total:	3,228.00
0	02/01/2017	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	December UB Payments.com Charge:	2,262.46
					Credit Card Fees Total:	2,262.46
0	02/06/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	98.63
0	02/06/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	1,437.47
					Federal Income Tax Total:	1,536.10
0	02/06/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	64.15
0	02/06/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	836.16
0	02/06/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	195.57
0	02/06/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	15.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						1,110.88
0	02/06/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	195.57
0	02/06/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	15.00
0	02/06/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	836.16
0	02/06/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	64.15
FICA Employers Share Total:						1,110.88
84599	02/06/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service-January 2016	222,011.54
84599	02/06/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service-September 2016	222,011.54
Metro Waste Control Board Total:						444,023.08
0	02/06/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	1,122.61
0	02/06/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	250.61
0	02/06/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	150.73
MN State Retirement Total:						1,523.95
0	02/06/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	111.00
0	02/06/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	17.25
MNDCP Def Comp Total:						128.25
0	02/02/2017	Sanitary Sewer	Motor Fuel	Kath Fuel Oil Service, Inc.	Fuel	349.34
Motor Fuel Total:						349.34
0	02/06/2017	Sanitary Sewer	Office Supplies	Acco Products-CC	Calendar Supplies	62.13
Office Supplies Total:						62.13
0	02/06/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Bulbs	39.63
0	02/06/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Rust Remover	11.98
Operating Supplies Total:						51.61
0	02/06/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	979.51

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	979.51
0	02/06/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	979.51
0	02/06/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	150.73
					PERA Employer Share Total:	1,130.24
0	02/06/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	611.80
0	02/06/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	42.37
					State Income Tax Total:	654.17
84586	02/02/2017	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	79.98
					Telephone Total:	79.98
0	01/26/2017	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	1,169.31
					Utilities Total:	1,169.31
					Fund Total:	460,081.17
0	02/06/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	92.60
0	02/06/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	21.25
					Federal Income Tax Total:	113.85
0	02/06/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	11.70
0	02/06/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	2.68
0	02/06/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	50.00
0	02/06/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	11.47
					FICA Employee Ded. Total:	75.85
0	02/06/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	11.47
0	02/06/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	2.68
0	02/06/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	50.00
0	02/06/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	11.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	75.85
0	02/06/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	186.81
0	02/06/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	9.36
0	02/06/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	42.87
					MN State Retirement Total:	239.04
0	02/06/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	60.93
					PERA Employee Ded Total:	60.93
0	02/06/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	60.93
0	02/06/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	9.36
					PERA Employer Share Total:	70.29
0	02/06/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	9.57
0	02/06/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	41.73
					State Income Tax Total:	51.30
					Fund Total:	687.11
84583	02/02/2017	St. Paul Port Authority	Due to Other Governments	St. Paul Port Authority	Remittance of PACE Assessment	9,974.96
					Due to Other Governments Total:	9,974.96
					Fund Total:	9,974.96
0	02/02/2017	Storm Drainage	Clothing	Tony Angell	Boots Reimbursement	231.00
					Clothing Total:	231.00
0	02/02/2017	Storm Drainage	Contract Maintenance	City of St. Paul	Radio Shop Maintenance-Dec. 2016	348.75
84540	02/02/2017	Storm Drainage	Contract Maintenance	Ramsey County	Lift Station Operation Fee	2,584.62
84577	02/02/2017	Storm Drainage	Contract Maintenance	Regents of the University of MN	Compost Job	74.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maintenance Total:	3,007.37
84517	01/26/2017	Storm Drainage	Contractor Payments	G.F. Jedlicki, Inc.	Drainage Improvements-Phase I	11,450.85
84595	02/06/2017	Storm Drainage	Contractor Payments	G.F. Jedlicki, Inc.	Drainage Improvements	11,450.85
					Contractor Payments Total:	22,901.70
0	02/06/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	309.06
0	02/06/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	1,075.63
					Federal Income Tax Total:	1,384.69
0	02/06/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	142.33
0	02/06/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	206.91
0	02/06/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	608.71
0	02/06/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	48.39
					FICA Employee Ded. Total:	1,006.34
0	02/06/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	608.71
0	02/06/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	206.91
0	02/06/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	48.39
0	02/06/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	142.33
					FICA Employers Share Total:	1,006.34
0	02/06/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	117.55
0	02/06/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	1,720.58
0	02/06/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	2,085.81
					MN State Retirement Total:	3,923.94
0	02/06/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	562.40
0	02/06/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	458.37
					MNDCP Def Comp Total:	1,020.77
0	02/02/2017	Storm Drainage	Operating Supplies	Kath Fuel Oil Service, Inc.	Fuel	349.33
84582	02/02/2017	Storm Drainage	Operating Supplies	SKB Environmental, Inc.	Disposal Fee	128.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	478.14
0	02/06/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	763.85
					PERA Employee Ded Total:	763.85
0	02/06/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	117.55
0	02/06/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	763.85
					PERA Employer Share Total:	881.40
0	02/06/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	120.14
0	02/06/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	430.81
					State Income Tax Total:	550.95
0	02/06/2017	Storm Drainage	Training	U of M-CC	Wetlands Conference Registration	160.00
					Training Total:	160.00
					Fund Total:	37,316.49
84597	02/06/2017	Street Construction	1714-Rosedale CR B2 Int Impr	Kimley-Horn & Associates, Inc.	B2 & Snelling Ave Final Design	7,189.44
					1714-Rosedale CR B2 Int Impr Total:	7,189.44
84524	01/26/2017	Street Construction	Contractor Payments	Owasso Pointe Homeowner Assoc.	Mailbox Repair	225.00
					Contractor Payments Total:	225.00
					Fund Total:	7,414.44
0	02/06/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	48.17
0	02/06/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	532.57
					Federal Income Tax Total:	580.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	36.79
0	02/06/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	95.37
0	02/06/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	407.78
0	02/06/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	8.61
FICA Employee Ded. Total:						548.55
0	02/06/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	407.78
0	02/06/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	95.37
0	02/06/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	8.61
0	02/06/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	36.79
FICA Employers Share Total:						548.55
0	02/06/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	630.76
0	02/06/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	154.70
0	02/06/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	71.75
MN State Retirement Total:						857.21
0	02/06/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	315.16
0	02/06/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	74.84
MNDCP Def Comp Total:						390.00
0	02/06/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	466.48
PERA Employee Ded Total:						466.48
0	02/06/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	466.48
0	02/06/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	71.75
PERA Employer Share Total:						538.23
84553	02/02/2017	Telecommunications	Professional Services	CivicPlus	Communication Platform Annual Fee	14,195.70
Professional Services Total:						14,195.70
0	02/06/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	21.93
0	02/06/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	233.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	255.23
					Fund Total:	18,380.69
84551	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink Communications	Telephone	14.58
84550	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.45
84550	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	222.44
84550	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	100.89
84550	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.56
84550	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.28
84550	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	205.70
84563	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	353.84
84563	02/02/2017	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	3,417.51
					PSTN-PRI Access/DID Allocation Total:	4,506.25
					Fund Total:	4,506.25
84543	02/02/2017	TIF #18 Sienna Green	Contractor Payments	Aeon	2nd Half 2016 TIF Payment	33,725.59
					Contractor Payments Total:	33,725.59
					Fund Total:	33,725.59
84574	02/02/2017	TIF #19 Applewood Point II	Contractor Payments	PFI II, LLC	2nd Half 2016 TIF Payment	84,633.89
					Contractor Payments Total:	84,633.89
					Fund Total:	84,633.89
84511	01/26/2017	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Twin Lakes Pkwy-Construction Mate	1,020.50
84535	02/02/2017	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	New Road Alignment Services	2,153.15
0	01/26/2017	TIF District #17-Twin Lakes	Contractor Payments	Forest Lake Contracting, Inc.	Twin Lakes Parkway Phase 3	592,484.56
0	01/26/2017	TIF District #17-Twin Lakes	Contractor Payments	SRF Consulting Group, Inc.	Twin Lakes Parkway Construction Se	1,240.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contractor Payments Total:						596,899.13
84514	01/26/2017	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Ehlers & Associates, Inc.	TIF 17 Meeting-Dec 2016	161.25
84514	01/26/2017	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Ehlers & Associates, Inc.	General Consulting Services-Dec 201	790.00
General Twin Lakes HSS Expense Total:						951.25
0	02/02/2017	TIF District #17-Twin Lakes	Twin Lakes Area Signals	Forest Lake Contracting, Inc.	Twin Lakes Area Signals	46,550.00
Twin Lakes Area Signals Total:						46,550.00
Fund Total:						644,400.38
84548	02/02/2017	Water Fund	Accounts Payable	JOSHUA BRAND	Refund Check	206.45
84580	02/02/2017	Water Fund	Accounts Payable	Bradley Schmidt	Water Meter Deposit Refund	190.00
Accounts Payable Total:						396.45
0	02/06/2017	Water Fund	Clothing	Menards-CC	Utility Heater	16.06
0	02/02/2017	Water Fund	Clothing	Michael Ross	Boots Reimbursement	174.99
Clothing Total:						191.05
0	02/02/2017	Water Fund	Construction Contracts	SEH	Heinel Drive Water Main Rehab	488.16
Construction Contracts Total:						488.16
84575	02/02/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Signs, Barrels	114.30
84531	01/26/2017	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Equipment Rental	8,689.34
Contract Maintenance Total:						8,803.64
0	02/06/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	73.55
0	02/06/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Federal Incc	1,820.67
Federal Income Tax Total:						1,894.22
0	02/06/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	252.70
0	02/06/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	51.61

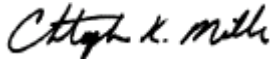
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/06/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,080.48
0	02/06/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	12.08
FICA Employee Ded. Total:						1,396.87
0	02/06/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	252.70
0	02/06/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 Medicare E	12.08
0	02/06/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	1,080.48
0	02/06/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.01.2017 FICA Empl	51.61
FICA Employers Share Total:						1,396.87
0	02/06/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	219.28
0	02/06/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emplo	181.47
0	02/06/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00003.01.2017 Post Emp H	878.32
MN State Retirement Total:						1,279.07
0	02/06/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	25.25
0	02/06/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00003.01.2017 MNDCP De	178.49
MNDCP Def Comp Total:						203.74
0	02/02/2017	Water Fund	Motor Fuel	Kath Fuel Oil Service, Inc.	Fuel	349.33
Motor Fuel Total:						349.33
0	02/02/2017	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Road Base	3,659.83
0	02/02/2017	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Road Base	2,879.79
0	02/02/2017	Water Fund	Operating Supplies	General Industrial Supply Co.	Cotter Pin, Ratchet Load	95.07
84572	02/02/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump	261.04
Operating Supplies Total:						6,895.73
0	02/06/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	1,179.82
PERA Employee Ded Total:						1,179.82
0	02/06/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera additio	181.47
0	02/06/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00003.01.2017 Pera Emplo	1,179.82

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	1,361.29
84594	02/02/2017	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location Service	1,393.15
					Professional Services Total:	1,393.15
0	02/06/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	760.83
0	02/06/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00003.01.2017 State Incom	31.03
					State Income Tax Total:	791.86
84586	02/02/2017	Water Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	336.38
					Telephone Total:	336.38
84521	01/26/2017	Water Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits	686.27
					Unemployment Insurance Total:	686.27
0	01/26/2017	Water Fund	Utilities	Xcel Energy	Water Tower	4,745.54
					Utilities Total:	4,745.54
84537	02/02/2017	Water Fund	Vehicles & Equipment	Gary Carlson Equipment, Corp.	Pro Tec Modular Shoring \$10,898.00	9,636.67
					Vehicles & Equipment Total:	9,636.67
0	02/02/2017	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	285.43
					Water Meters Total:	285.43
					Fund Total:	43,711.54
					Report Total:	2,158,328.01

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/2017
Item No.:9.b

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 3 Massage Therapist Licenses, 1 Solid Waste Hauler License, 1 Temporary Gambling Permit, 1 Consumption and Display Permit, and 1 Temporary On Sale Liquor License.

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 Brenda Chapeau
7 Elements Massage
8 2100 Snelling Ave N
9 Roseville, MN 55113

10
11 Vickie Schulte
12 Elements Massage
13 2100 Snelling Ave N
14 Roseville, MN 55113

15
16 Weiting Lu
17 Oriental Lake Massage
18 2216 County Road D West, Suite F
19 Roseville, MN 55113

20
21 **Solid Waste Hauler License**

22 Curbside Waste Inc
23 4025 85th Ave N.
24 Brooklyn Park, MN 55443

25
26 Curbside would like to offer trash service in Roseville. They plan on using 1 truck and their rates are in line
27 with the other Solid Waste Haulers within the city.

28
29 **Temporary On-Sale Liquor License**

30 Church of Corpus Christi
31 2131 Fairview Ave North

32 Roseville, MN 55113

33

34 The Church of Corpus Christi is hosting a Fish Fry on March 17 and would like to serve alcohol. They have
35 been approved in prior years for Temporary On-Sale Liquor Licenses without any issues.

36

37 **Consumption and Display Permit**

38 Nazareth Council Inc.

39 dba Knights of Columbus 4021

40 2233 N Hamline Ave, Suite B-12

41 Roseville, MN 55113

42

43 The Knights of Columbus organization has applied for a renewal of their State of Minnesota Consumption and
44 Display of Intoxicating Liquor Permit for 2233 N. Hamline Avenue, Suite B-12. Local consent is required
45 before the State will issue the permit. The Knights of Columbus has held this Permit since 1988.

46

47 Traditionally known as a ‘Bottle Club’ or ‘Set-Up’ license, the Consumption and Display of Intoxicating Liquor
48 permit allows members of the Knights of Columbus that are of legal drinking age to gather at a specified
49 location and bring their own alcohol to combine with either their own mixing beverages or to purchase mixing
50 beverages on the premises. The permit does not authorize the sale of alcohol.

51

52 Per State Statutes, the permit is valid from April 1st to March 31st of the following year.

53

54 **Temporary Gambling Permit**

55 Parkview Center School PTSA

56 701 W. County Road B

57 Roseville, MN 55113

58

59 The PTSA will be holding a Bingo/Raffle on March 31 at Parkview Center School.

60

61 **POLICY OBJECTIVE**

62 Required by City Code

63

63 **FINANCIAL IMPACTS**

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

65

65 **STAFF RECOMMENDATION**

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

68

68 **REQUESTED COUNCIL ACTION**

69 Motion to approve the Licenses pending successful background checks for the Massage Licenses and to approve
70 the Solid Waste Hauler, Temporary Liquor License, Consumption and Display Permit, and Temporary
71 Gambling License.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications
B: City Code 309 – Massage Therapy Code



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

Massage Therapist License

[X] New License [] Renewal For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print) Chapeau Brenda Marie
(Last) (First) (Middle)

2. Home Address

3. Telephone

4. Date of Birth (mm/dd/yyyy)

5. Email Address

6. Driver's License Number State of Issuance

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?
[X] Yes [] No If Yes, List each full name along with dates and places where used.
Chapman until 1991 when I got married

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
Elements Massage, 2100 Snelling Ave N, St Paul MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
[X] Yes Inver Grove, MN / Hastings MN [] 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 [X] 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 Brenda M Chapeau Date Feb 4, 2017

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



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

Massage Therapist License

[X] New License [] Renewal

For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print) Schulte, Vickie Ann
(Last) (First) (Middle)

2. Home Address

3. Telephone

4. Date of Birth (mm/dd/yyyy)

5. Email Address

6. Driver's License Number

7. Ethnicity:

8. Sex:

9. Have you ever used or been known by any name other than the legal name given in number 1 above?

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

Vickie Ann Hensel (maiden name)

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

Elements Massage HarMar Hall 2100 Snelling Ave.

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

[X] Yes [] No
Maple Grove / Shoreview

#66B
Roseville, MN
55113

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 [X] 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 [Signature]

Date 1/26/2017

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



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) LU WEITING
(Last) (First) (Middle)

2. Home Address _____

3. Telephone (_____) _____

4. Date of Birth (mm/dd/yyyy) _____

5. Email Address _____

6. Driver's License Number _____ State of Issuance _____

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.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
Oriental Lake Massage 2216 Courney Road D West, Suite F, Roseville MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
 Yes Plymouth, Rochester Rochester 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 Was not denied. chose not to renew and changed to new job.

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 Weiwei Lu _____ Date 02/03/17

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



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

Solid Waste Hauler License Application

Fee Due: \$125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Curbside Waste Inc.

Business Address 4025 85th Ave N. Brooklyn Pk, MN 55443
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone (763) 504-2872

Contact Information

Business Matters: Contact Person Chad Master

Email Address chad@curbsidewasteinc.com

Operational Matters: Contact Person Dean Richardson

Email Address dean@curbsidewasteinc.com

Emergency: Contact Name: Chad Master

Cell Phone: 763-464-2606

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? [X] Yes [] No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

- [X] Residential (single family, duplex, triplex, fourplex)
[] Multiple Residential (apartment, condominium, manufactured home park, and townhouse)
[] Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste /

Name and address of each transfer station, disposal facility and composting facility used for each of the following:
(attach additional pages if needed)

Garbage <u>SKB</u> <u>10304 Naples St NE</u> <u>Blaine, MN 55449</u>	Construction/Demolition Debris <u>N/A</u>
---	--

Yard Waste/Brush <u>Elk River</u> <u>22460 Hwy 169</u> <u>Elk River, MN 55330</u>	Organics <u>N/A</u>
--	------------------------

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

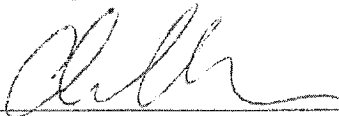
Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
32 Gallon Service*	<u>14⁰⁰</u> (per month)
64 Gallon Service*	<u>16⁰⁰</u> (per month)
96 Gallon Service*	<u>18⁰⁰</u> (per month)
Walk-up Service*	<u>5⁰⁰</u> (per month)
Additional Garbage*	<u>3⁰⁰ / bag.</u>
Yard Waste*	<u>99 + fuel</u>
Organics	<u>N/A</u>

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of \$125.00, and a copy of the disposal facility disclosure form.



 Applicant's Signature
 NCO

 Title
 2-1-17

 Date



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 Church of Corpus Christi		Date organized 1-22-17	Tax exempt number MN25499, FED41-0705812
Address 2131 Fairview Avenue North	City Roseville	State Minnesota	Zip Code 55113
Name of person making application Maureen Boxrud		Business phone 612-626-6415	Home phone 651-206-2037
Date(s) of event 3-17-17	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Father Robert Fitzpatrick	City Roseville	State Minnesota	Zip Code 55113
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
 The Parish Community Fish Fry will be held in the parish gathering area attached to the church building. Same address as above.

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Catholic Mutual - \$500,000

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



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement**
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7512

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

ID#	1285	License Code	CDPRV
Nazareth Council Inc.			
Knights of Columbus 4021			
2233 N Hamline Ave/Suite B-12			
Roseville		MN	55113-5010
Business Phone	6516310538		

**IF NAME AND ADDRESS
SHOWN ARE NOT
CORRECT, MAKE
CHANGES BELOW**

Worker's Comp. Ins. Name No EMPLOYEES Policy # _____ Policy Period _____

City/County where permit approved _____

Licensee Name _____

Address, City, State, Zip _____

Business Phone _____ Email _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Licensee Signature [Signature] Date 1/30/17
(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature _____ Date _____
(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

**MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT
AND RETURN WITH APPLICATION**

Amount Received 2017

\$250

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Parkview Center School PTSA Previous Gambling Permit Number: X-34418-16-008
Minnesota Tax ID Number, if any: 8013071 Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 701 W. County Road B
City: Roseville State: MN Zip: 55113 County: Ramsey
Name of Chief Executive Officer (CEO): Natasha Sandanayake
Daytime Phone: 651-336-9158 Email: sherwornie@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Parkview Center School
Address (do not use P.O. box): 701 W. County Road B
City or Township: Roseville Zip: 55113 County: Ramsey
Date(s) of activity (for raffles, indicate the date of the drawing): March 31, 2017
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 4,500.00)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Natasha Sandanayake Date: 2/7/16

(Signature must be CEO's signature; designee may not sign)

Print Name: Natasha Sandanayake

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status, and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Internal Revenue Service

Date: November 28, 2005

ROSEVILLE SCHOOLS
IND SCHOOL DIST NO 623
1251 COUNTY RD B2 W
ROSEVILLE MN 55113-3205 519

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. K. Hilson 31-07340
Customer Service Representative

Toll Free Telephone Number:

877-829-5500

Federal Identification Number:

41-6003439

Dear Sir or Madam:

This is in response to your request of November 28, 2005, regarding your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

No provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit (or an "integral part" thereof), its income will be subject to tax unless an exclusion or exemption applies.

One exclusion is provided by section 115(1) of the Code, which excludes from gross income:
"...income derived from ... the exercise of any essential governmental function and accruing to a State or any political subdivision thereof ..."

Your organization's income may not be subject to tax, either because the organization is a governmental unit (or an "integral part" thereof), or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115 by following the procedures specified in Rev. Proc. 2002-1 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or to exercise enforcement of regulatory powers), your organization would qualify under section 501(c)(3). To apply for exemption, complete Form 1023 and pay the required user fee.

ROSEVILLE SCHOOLS
41-6003439

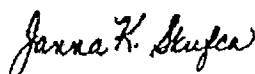
Sometimes governmental units are asked to provide proof of their status as part of a grant application. If your organization is applying for a grant from a private foundation, the foundation may be requesting certain information from your organization because of the restrictions imposed by the Code on such foundations. One such restriction imposes a tax on private foundations that make any "taxable expenditures." Under section 4945(d) and (h) of the Code, "taxable expenditures" include (1) any grant to an organization (unless excepted), unless the foundation exercises "expenditure responsibility" with respect to the grant; and (2) any expenditure for non-charitable purposes. Under section 4942 of the Code, private foundations must also distribute certain amounts for charitable purposes each year--"qualifying distributions"--or incur a tax on the undistributed amount. "Qualifying distributions" include certain amounts paid to accomplish charitable purposes.

Private foundation grants to governmental units for public or charitable purposes are not taxable expenditures under these provisions, regardless of whether the foundation exercises "expenditure responsibility." Under section 53.4945-5(a)(4)(ii) of the Foundation and Similar Excise Tax Regulations, expenditure responsibility is not required for grants for charitable purposes to governmental units (as defined in section 170(c)(1) of the code). Similarly, grants to governmental units for public purposes are "qualifying distributions", under section 53.4942(a)-3(a) of the regulations; and, if they are for charitable purposes, will not be taxable expenditures, under section 53.4945-6(a) of the regulations. Most grants to governmental units will qualify as being for charitable (as well as public) purposes.

Because of these restrictions, some private foundations require grant applicants to submit a letter from the Service determining them to be exempt under section 501(c)(3) and classified as a non-private foundation. Such a letter, or an underlying requirement that a grantee be a public charity, is not legally required to be relieved from the restrictions described above, when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

We believe this general information will be of assistance to your organization. This letter, however, is not a ruling and may not be relied on as such. If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

CHAPTER 309
MASSAGE THERAPY ESTABLISHMENTS

SECTION:

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

309.01: DEFINITIONS:

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

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

MASSAGE THERAPIST: A person who practices massage therapy.

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

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

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

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

309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

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

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

309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

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

309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

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

(3) Hygiene.

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

309.05: REVOCATION OR SUSPENSION OF LICENSE:

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

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

309.06: RESTRICTIONS AND REGULATIONS:

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

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

309.07: VIOLATIONS, PENALTY:

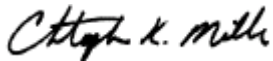
Every person who violates this Chapter is guilty of a misdemeanor. (Ord. 1142, 6-13-94)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/2017
Item No.: 9.c

Department Approval

City Manager Approval




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>
Information Tech.	Software House Int'l	Microsoft Licenses for Datacenter	(a)	\$ 120,000.00	\$ 13,760.00	Budget
Information Tech.	OPG-3 Inc.	Laserfiche Software Licenses	(b)	120,000.00	34,148.00	Budget
Information Tech.	Datalink	Cisco Maintenance & Support	(c)	120,000.00	104,793.28	Budget
Storm Sewer	MacQueen Equipment	Elgin Street Sweeper	(d)	225,000.00	218,189.00	CIP
Streets	Precision Landscape	Diseased & Hazardous Tree Removal	(e)	25,500.00	25,000.00	Budget
Streets/Pathways	Goodpoint Tech. Inc.	Street & Pathway Condition Survey	(f)	16,000.00	13,444.00	Budget
Storm Sewer	XP Solutions	Stormwater Modeling Software	(g)	10,000.00	10,737.14	Budget

Comments/Description:

- a) Software licenses for network servers. The amount budgeted represents the total amount for all licensing and equipment maintenance.
- b) The P.O. amount is for all Metro I-Net agencies participating in the joint purchase of Laserfiche licenses. Roseville's share is \$5,296.63. The amount budgeted represents the total amount for all licensing and equipment maintenance.
- c) The P.O. amount is for all Metro I-Net agencies participating in the joint purchase of Cisco software maintenance and support. Roseville's share is \$20,694. The amount budgeted represents the total amount for all licensing and equipment maintenance.
- d) Purchased off the State Bid Contract.
- e) Removal of diseased and hazardous trees in the right-of-way or boulevard.
- f) Annual survey of selected street and pathway/sidewalk segments.
- g) The purchase of the software would be in lieu of hiring consultants to perform storm water modeling for various projects or trouble spots.

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:

29

Department	Item / Description
Storm Sewer	2002 Elgin Sweeper – Sale Price unknown

30 **POLICY OBJECTIVE**

31 Required under City Code 103.05.

32 **FINANCIAL IMPACTS**

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

34 **STAFF RECOMMENDATION**

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

37 **REQUESTED COUNCIL ACTION**

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

40

41

Prepared by: Chris Miller, Finance Director
Attachments: A: 2017 CIP Purchase Summary

42

Updated January 31 2017

City of Roseville

2017 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>
Administration					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	5,354	72,486
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	-	165,000
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	-	24,000
CSO Vehicle	1/23/2017	30,032	33,950	-	33,950
Vehicle Tools & Equipment		-	69,395	-	69,395
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	-	18,080
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	-	15,500
Office Equipment		-	20,025	-	20,025
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	-	45,000
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	-	80,000
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
Rescue Equipment	1/23/2017	34,144	30,000	-	30,000
Public Works					
#111 - Bobcat, snow blower		-	20,000	-	20,000
#123 Patch Hook Body		-	75,000	-	75,000
#125 5-ton Dump (tandem)	1/9/2017	177,218	230,000	-	230,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
#166 Cimline Melter	1/23/2017	49,175	50,000	-	50,000
#108 Hydro Seeder		-	60,000	-	60,000
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs		-	50,000	-	50,000
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
Parks & Recreation					
Puppet Wagon		-	14,000	-	14,000
#519 Lee-boy grader		-	150,000	-	150,000
#520 Single axle trailer		-	5,000	-	5,000
#546 Toro groundmaster		-	35,000	-	35,000
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine		-	145,000	-	145,000

City of Roseville

Updated January 31 2017

2017 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>
General Facility Improvements					
Police & PW garage Co2/No2 detectors		-	9,200	-	9,200
Update Flooring CH/PD		-	75,000	-	75,000
Overhead door replacement		-	20,000	-	20,000
Tables and chairs City Hall		-	30,000	-	30,000
Central Park gymnasium		-	20,000	-	20,000
Variable speed pump-skating center		-	15,000	-	15,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	30,400	-	30,400
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	-	14,721
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	-	26,000
Network Switches/Routers (Shared)		-	18,509	-	18,509
Servers - Roseville Standalone (5)		-	5,000	-	5,000
Servers - Host - Shared (5)		-	17,500	-	17,500
Storage Area Network Nodes- Shared (8)	1/23/2017	31,250	27,500	-	27,500
Power/UPS - Closets (11)		-	1,320	-	1,320
Surveillance Cameras (53)		-	9,180	-	9,180
Telephone Handsets (283)		-	8,190	-	8,190
Wireless Access Points (38)		-	3,000	-	3,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	-	200,000
Natural Resources		-	-	-	-
Street Improvements					
Improvements		-	2,100,000	-	2,100,000
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements		-	180,000	-	180,000
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	17,900	-	17,900
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
Community Development					
Inspections Vehicle		-	18,000	-	18,000
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

City of Roseville

Updated January 31 2017

2017 Summary of Scheduled CIP Items

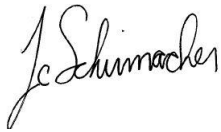
	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup		-	25,000	-	25,000
#230 Ford 1/2-ton		-	20,000	-	20,000
#237 Wacker Compacter		-	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	-	1,000,000
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Cleveland LS upgrade		-	550,000	-	550,000
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	-	700,000
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel		-	225,000	-	225,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	-	12,000
Walsh Storm station Upgrades		-	60,000	-	60,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation		-	400,000	-	400,000
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$ 5,354	\$8,225,791

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/17
Item No.: 9.d

Department Approval

City Manager Approval



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

BACKGROUND

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

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

Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to March 3, 2017 will be accepted and not levied on the 2018 property taxes.

POLICY OBJECTIVE

Certifying delinquent charges are required under City Code.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

Prepared by: Jason Schirmacher, Assistant Finance Director
Attachments: A: Resolution approving the certification of unpaid utility and other charges to Ramsey County
B: List of Delinquent Accounts - also noted as Schedule A on the Resolution

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

28 * * * * *
29 * * * * *

30
31 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,
32 County of Ramsey, Minnesota was duly held on the 13th day of February, 2017 at 6:00 p.m.

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

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

38 **RESOLUTION _____**

39 **RESOLUTION DIRECTING THE COUNTY AUDITOR TO**
40 **LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2018 or**
41 **BEYOND**

42
43 WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the
44 City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be
45 entered as part of the tax levy on said premises:
46
47

48
49 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as
50 follows:
51

52
53 1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property
54 lying within the City limits which are served by the City of Roseville, and on which there are unpaid city
55 water, sewer, and other charges as shown on the attached Schedule A.

56
57 2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the
58 real estate taxes due the amount set forth in Schedule A.

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

62
63 and the following voted against the same:

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

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

70
71 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
72 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
73 minutes of a regular meeting of said City Council held on the 13th day of February, 2017 with the original
74 thereof on file in my office.

75
76 WITNESS MY HAND officially as such Manager this 13th day of February, 2017.

77
78
79 _____
80 Patrick Trudgeon
81 City Manager

82
83 Seal
84

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

<u>PIN</u>	<u>SERVICE ADDRESS</u>		<u>\$ AMOUNT TO</u> <u>COLLECTIONS</u>		<u>COLLECTIONS +\$2.00 FEE</u>
022923320039	2779 AGLIN ST	\$	161.43	\$	163.43
132923110137	2143 ALBEMARLE CRT	\$	210.75	\$	212.75
092923110027	2550 ALDINE ST	\$	143.92	\$	145.92
032923230063	2887 ARONA ST	\$	146.40	\$	148.40
032923230045	2936 ARONA ST	\$	182.04	\$	184.04
032923220038	3014 ARONA ST	\$	203.32	\$	205.32
152923230007	1994 ASBURY ST	\$	170.65	\$	172.65
152923230003	2026 ASBURY ST	\$	121.65	\$	123.65
032923230071	2938 ASBURY ST	\$	175.11	\$	177.11
092923120040	2566 BEACON ST	\$	150.84	\$	152.84
152923210101	1404 BELMONT LN	\$	18.70	\$	20.70
122923130029	380 BROOKS AVE	\$	158.80	\$	160.80
122923240014	404 BROOKS AVE	\$	159.18	\$	161.18
112923240010	949 BROOKS AVE	\$	122.05	\$	124.05
102923240009	1401 BROOKS AVE	\$	277.44	\$	279.44
132923120016	311 BURKE AVE	\$	201.84	\$	203.84
152923210038	1398 BURKE AVE	\$	174.61	\$	176.61
142923320010	1849 CHATSWORTH ST	\$	148.38	\$	150.38
092923110046	2584 CHARLOTTE ST	\$	15.24	\$	17.24
022923330036	2749 CHURCHILL ST	\$	126.10	\$	128.10
022923320080	2846 CHURCHILL ST	\$	137.26	\$	139.26
082923440028	2255 CLEVELAND AVE	\$	143.92	\$	145.92
042923220012	3080 CLEVELAND AVE	\$	195.40	\$	197.40
122923440025	247 W CO RD B	\$	170.65	\$	172.65
132923120084	320 W CO RD B	\$	265.24	\$	267.24
142923210075	964 W CO RD B	\$	188.72	\$	190.72
152923210004	1378 W CO RD B	\$	161.74	\$	163.74
122923310085	492 W CO RD B2	\$	27.84	\$	29.84
112923140055	651 W CO RD B2	\$	159.54	\$	161.54
112923140033	701 W CO RD B2	\$	196.84	\$	198.84
112923420012	772 W CO RD B2	\$	157.29	\$	159.29
122923210031	422 CO RD C	\$	143.97	\$	145.97
122923210032	430 CO RD C	\$	202.29	\$	204.29
012923340156	445 CO RD C	\$	188.52	\$	190.52
022923440055	715 CO RD C	\$	0.03	\$	2.03
012923130041	299 CO RD C2	\$	143.92	\$	145.92
012923130047	349 CO RD C2	\$	195.27	\$	197.27
022923240056	885 CO RD C2	\$	121.24	\$	123.24
022923240061	937 CO RD C2	\$	206.47	\$	208.47
032923310003	1410 W CO RD C2	\$	20.49	\$	22.49
042923420005	1785 CENTENNIAL DR	\$	129.45	\$	131.45
022923440075	2743 DALE ST	\$	205.54	\$	207.54
032923420062	2835 DELLWOOD ST	\$	233.61	\$	235.61
032923420038	2858 DELLWOOD ST	\$	143.56	\$	145.56
132923430029	284 DIONNE AVE	\$	261.74	\$	263.74

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

152923130139	1236 DRAPER AVE	\$	117.19	\$	119.19
142923110077	659 ELDRIDGE AVE	\$	170.65	\$	172.65
152923210065	1368 ELDRIDGE AVE	\$	260.45	\$	262.45
162923210015	1857 ELDRIDGE AVE	\$	36.07	\$	38.07
162923220034	1987 ELDRIDGE AVE	\$	59.90	\$	61.90
132923140007	249 ELMER ST	\$	210.75	\$	212.75
082923340043	2224 EUSTIS ST	\$	117.19	\$	119.19
042923220100	3099 EVELYN ST	\$	238.47	\$	240.47
092923330256	2246 FERRIS LN	\$	11.46	\$	13.46
132923120041	2050 FARRINGTON ST	\$	152.09	\$	154.09
132923120050	2051 FARRINGTON ST	\$	179.56	\$	181.56
012923120030	3071 FARRINGTON CT	\$	368.34	\$	370.34
152923120001	2147 FERNWOOD AVE	\$	214.71	\$	216.71
162923110013	2064 FRY ST	\$	78.49	\$	80.49
112923120040	2545 FISK ST	\$	170.65	\$	172.65
112923120013	2614 FISK ST	\$	202.24	\$	204.24
092923120020	2586 FAIRVIEW AVE	\$	153.33	\$	155.33
042923240044	2903 FAIRVIEW AVE	\$	179.56	\$	181.56
172923210008	2096 FAIRWAYS LN	\$	262.60	\$	264.60
122923420027	272 GRANDVIEW AVE	\$	143.47	\$	145.47
112923320029	1007 GRANDVIEW AVE	\$	126.10	\$	128.10
012923440061	2742 GALTIER ST	\$	116.98	\$	118.98
132923310119	408 GLENWOOD AVE	\$	126.60	\$	128.60
132923310089	491 GLENWOOD AVE	\$	255.64	\$	257.64
032923410046	2761 GRIGGS ST	\$	156.52	\$	158.52
032923410011	2806 GRIGGS ST	\$	208.95	\$	210.95
152923420125	1844 HAMLIN AVE	\$	239.18	\$	241.18
152923130042	1986 HAMLIN AVE	\$	163.84	\$	165.84
102923210083	2579 HAMLIN AVE-STE D	\$	165.19	\$	167.19
102923210062	2589 HAMLIN AVE STE A	\$	156.47	\$	158.47
102923120035	2600 HAMLIN AVE	\$	139.51	\$	141.51
032923430048	2646 HAMLIN AVE	\$	111.35	\$	113.35
032923430046	2660 HAMLIN AVE	\$	163.27	\$	165.27
032923340003	2745 HAMLIN AVE	\$	143.92	\$	145.92
132923120064	2059 HAND AVE	\$	147.08	\$	149.08
022923410019	715 HEINEL DR	\$	78.49	\$	80.49
022923410023	734 HEINEL DR	\$	136.45	\$	138.45
092923120078	2598 HERSCHEL ST	\$	160.26	\$	162.26
132923310098	462 HILLTOP AVE	\$	143.92	\$	145.92
012923210089	3025 HIGHPOINT CURVE	\$	253.09	\$	255.09
032923430035	2723 HURON ST	\$	166.20	\$	168.20
032923420067	2866 HURON ST	\$	196.12	\$	198.12
152923420057	1890 HURON AVE	\$	117.19	\$	119.19
122923330003	590 HWY 36	\$	166.20	\$	168.20
112923340007	936 HWY 36	\$	161.74	\$	163.74
012923330003	528 IONA LN	\$	239.77	\$	241.77
032923310022	1423 JUDITH AVE	\$	206.61	\$	208.61

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

012923330025	2757 KENT ST	\$	140.28	\$	142.28
142923230082	1986 LEXINGTON AVE	\$	161.74	\$	163.74
142923220065	2062 LEXINGTON AVE	\$	170.65	\$	172.65
122923310037	464 LOVELL AVE	\$	161.74	\$	163.74
122923310016	465 LOVELL AVE	\$	3.17	\$	5.17
112923410048	653 LOVELL AVE	\$	14.56	\$	16.56
012923430045	2665 MATILDA ST	\$	138.30	\$	140.30
012923430043	2679 MATILDA ST	\$	197.52	\$	199.52
132923440005	182 MCCARRONS BLVD S	\$	148.38	\$	150.38
132923310030	493 S MCCARRONS BLVD	\$	161.74	\$	163.74
032923420033	2843 MERRILL ST	\$	0.40	\$	2.40
012923330462	2650 MACKUBIN ST	\$	447.98	\$	449.98
042923240039	2926 MILDRED DR	\$	224.11	\$	226.11
052923230022	2524 MILLWOOD ST	\$	126.10	\$	128.10
012923130086	363 MILLWOOD AVE	\$	191.59	\$	193.59
022923130030	822 MILLWOOD AVE	\$	324.60	\$	326.60
042923140060	1650 MILLWOOD AVE	\$	225.10	\$	227.10
042923130040	1771 MILLWOOD AVE	\$	164.22	\$	166.22
122923440007	204 MINNESOTA AVE	\$	139.47	\$	141.47
122923440009	226 MINNESOTA AVE	\$	260.45	\$	262.45
122923310048	405 MINNESOTA AVE	\$	128.58	\$	130.58
012923140081	208 MAPLE LN	\$	216.64	\$	218.64
012923140082	216 MAPLE LN	\$	163.54	\$	165.54
122923140033	2486 MARION ST	\$	225.31	\$	227.31
012923410042	2795 MARION ST	\$	166.21	\$	168.21
112923340054	2207 NANCY PL	\$	22.49	\$	24.49
112923310031	2360 NANCY PL	\$	179.56	\$	181.56
092923120102	1728 OAKCREST AVE	\$	21.49	\$	23.49
052923210073	3006 OLD HWY 8	\$	228.57	\$	230.57
022923310017	937 ORCHARD LN	\$	175.25	\$	177.25
012923120002	317 OWASSO BLVD	\$	139.51	\$	141.51
012923120009	353 OWASSO BLVD	\$	334.09	\$	336.09
012923240132	472 OWASSO BLVD	\$	215.61	\$	217.61
012923230034	609 OWASSO BLVD	\$	200.08	\$	202.08
032923240066	2904 PASCAL ST	\$	130.56	\$	132.56
142923120051	798 PARKER AVE	\$	166.20	\$	168.20
032923340047	1434 RAMBLER RD	\$	253.86	\$	255.86
162923140013	1681 RIDGEWOOD LN NO	\$	241.93	\$	243.93
152923430027	1272 ROMA AVE	\$	170.65	\$	172.65
102923110047	1223 ROSE PL	\$	204.13	\$	206.13
132923230058	577 ROSELAWN AVE	\$	146.40	\$	148.40
152923410005	1140 ROSELAWN AVE	\$	130.56	\$	132.56
162923130078	1745 ROSELAWN AVE	\$	202.83	\$	204.83
152923410106	1194 RUGGLES ST	\$	139.01	\$	141.01
132923230034	554 RYAN AVE	\$	228.57	\$	230.57
132923230055	578 RYAN AVE	\$	184.02	\$	186.02
162923130058	1742 RYAN AVE	\$	234.51	\$	236.51

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

112923140019	714 SEXTANT AVE	\$	0.84	\$	2.84
112923140011	715 SEXTANT AVE	\$	166.33	\$	168.33
112923130026	772 SEXTANT AVE	\$	122.74	\$	124.74
132923230077	558 SHRYER AVE	\$	192.93	\$	194.93
152923130026	1317 SHRYER AVE	\$	139.96	\$	141.96
152923240006	1390 SKILLMAN AVE	\$	18.98	\$	20.98
102923440099	1125 SANDHURST DR W	\$	121.65	\$	123.65
102923340017	1397 SANDHURST DR	\$	254.76	\$	256.76
122923310046	2306 SOUTHHILL DR	\$	170.65	\$	172.65
032923230017	2936 SIMPSON ST	\$	185.01	\$	187.01
032923230028	2951 SIMPSON ST	\$	192.34	\$	194.34
032923210100	3032 SIMPSON ST	\$	13.46	\$	15.46
042923120064	3011 SHOREWOOD LN	\$	4.25	\$	6.25
082923340019	2266 ST CROIX ST	\$	141.94	\$	143.94
032923340076	1427 TALISMAN CV	\$	181.72	\$	183.72
032923340074	1437 TALISMAN CV	\$	256.47	\$	258.47
012923310040	388 TERRACE DR	\$	228.99	\$	230.99
012923310042	406 TERRACE DR	\$	139.69	\$	141.69
012923310051	476 TERRACE DR	\$	438.76	\$	440.76
022923440003	707 TERRACE DR	\$	131.64	\$	133.64
112923230081	1016 TRANSIT AVE	\$	186.31	\$	188.31
082923130002	2323 TERMINAL RD # 1	\$	2,244.62	\$	2,246.62
082923130002	2323 TERMINAL RD # 2	\$	2,049.56	\$	2,051.56
142923340002	1789 VICTORIA ST	\$	192.93	\$	194.93
142923310010	1829 VICTORIA ST	\$	170.65	\$	172.65
142923210064	2057 VICTORIA ST	\$	12.68	\$	14.68
022923130047	2992 VICTORIA ST	\$	118.92	\$	120.92
012923410006	2857 WOODBRIDGE ST	\$	174.30	\$	176.30
012923140019	2980 WOODBRIDGE ST	\$	181.86	\$	183.86
012923110054	3075 WOODBRIDGE ST	\$	203.32	\$	205.32
012923110030	3076 WOODBRIDGE ST	\$	281.62	\$	283.62
022923220014	1045 WOODLYNN AVE	\$	186.49	\$	188.49
132923120025	2051 WILLIAM ST	\$	342.65	\$	344.65
132923120021	2077 WILLIAM ST	\$	148.87	\$	150.87
162923130039	1988 WHEELER ST	\$	157.29	\$	159.29
122923240038	2417 WESTERN AVE	\$	158.82	\$	160.82
122923210002	2623 WESTERN AVE	\$	168.04	\$	170.04
022923440052	738 WHEATON AVE	\$	145.99	\$	147.99
092923110004	2560 FRY ST	\$	352.89	\$	354.89
112923120025	750 CO RD C	\$	193.78	\$	195.78
112923230014	2468 LEXINGTON AVE	\$	6.25	\$	8.25
012923340141	413 CO RD C	\$	194.28	\$	196.28
022923430038	833 CO RD C	\$	174.94	\$	176.94
112923340080	2203 VICTORIA ST	\$	190.95	\$	192.95
042923120023	3024 FAIRVIEW AVE	\$	117.19	\$	119.19
132923110088	2120 WILLIAM ST	\$	285.80	\$	287.80
112923410067	703 COPE AVE	\$	126.10	\$	128.10

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

152923420065	1867 DELLWOOD AVE	\$	160.26	\$	162.26
012923340004	435 IONA LN	\$	4.09	\$	6.09
012923440009	2713 WOODBRIDGE ST	\$	137.26	\$	139.26
102923430100	2205 DELLWOOD AVE	\$	164.71	\$	166.71
052923210071	3020 OLD HWY 8	\$	901.65	\$	903.65
122923430034	335 SANDHURST DR W	\$	157.29	\$	159.29
132923110012	2103 RICE ST	\$	51.09	\$	53.09
152923240043	1446 SHRYER AVE	\$	170.65	\$	172.65
152923110010	1164 W CO RD B	\$	170.65	\$	172.65
042923130042	1716 STANBRIDGE AVE	\$	185.50	\$	187.50
082923430044	2223 W CO RD B	\$	345.02	\$	347.02
082923340008	2228 ST STEPHEN ST	\$	15.38	\$	17.38
012923320033	2820 HILLSCOURTE SOUTH	\$	258.36	\$	260.36
102923430005	1252 W HWY 36	\$	135.01	\$	137.01
122923420011	346 W CO RD B2	\$	182.53	\$	184.53
102923230042	2433 SIMPSON ST	\$	142.68	\$	144.68
152923240086	1379 ROSELAWN AVE	\$	312.97	\$	314.97
032923420054	2806 DELLWOOD ST	\$	135.28	\$	137.28
112923220004	2630 LEXINGTON AVE	\$	39.40	\$	41.40
012923430010	2687 GALTIER ST	\$	274.16	\$	276.16
132923230021	540 SHRYER AVE	\$	170.65	\$	172.65
102923240014	1363 BROOKS AVE	\$	135.06	\$	137.06
012923140085	240 MAPLE LN	\$	193.33	\$	195.33
142923120017	851 PARKER AVE	\$	142.44	\$	144.44
112923320005	1016 W CO RD B2	\$	170.65	\$	172.65
032923340002	1354 JUDITH AVE	\$	166.87	\$	168.87
122923340003	397 HWY 36	\$	286.99	\$	288.99
082923430090	2202 MIDLAND VIEW	\$	135.01	\$	137.01
022923430033	795 TERRACE DR	\$	152.83	\$	154.83
112923230068	2432 LEXINGTON AVE	\$	110.59	\$	112.59
142923230029	993 RYAN AVE	\$	179.56	\$	181.56
112923420086	795 COPE AVE	\$	150.85	\$	152.85
142923230005	1065 SHRYER AVE	\$	130.56	\$	132.56
112923340010	925 SHERRIN ST	\$	203.03	\$	205.03
032923320045	1491 APPLEWOOD COURT	\$	230.39	\$	232.39
052923230025	2536 MILLWOOD ST	\$	176.10	\$	178.10
012923340035	395 WOODHILL DR	\$	254.15	\$	256.15
012923410013	2801 WOODBRIDGE ST	\$	238.24	\$	240.24
142923330033	1067 DIONNE ST	\$	133.00	\$	135.00
112923230116	1063 W CO RD B2	\$	227.04	\$	229.04
152923230028	1942 SNELLING AVE	\$	207.77	\$	209.77
142923230056	1941 CHATSWORTH ST	\$	246.39	\$	248.39
152923130032	1294 SHRYER AVE	\$	117.19	\$	119.19
052923220084	3082 HIGHCREST RD	\$	251.47	\$	253.47
112923310011	916 W CO RD B2	\$	148.38	\$	150.38
112923330050	2168 OXFORD ST	\$	191.94	\$	193.94
142923210080	896 PARKER AVE	\$	240.65	\$	242.65

More than 90 days past due as of
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Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
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012923410036	2841 MARION ST	\$	211.87	\$	213.87
052923220037	3072 PATTON RD	\$	168.67	\$	170.67
042923420026	1798 CENTENNIAL DR	\$	126.10	\$	128.10
112923230008	1035 BROOKS AVE	\$	288.51	\$	290.51
102923110027	1106 OAKCREST AVE	\$	144.01	\$	146.01
122923240044	2438 IRENE ST	\$	19.84	\$	21.84
012923420104	2779 VIRGINIA AVE	\$	215.74	\$	217.74
102923430054	2226 DELLWOOD AVE	\$	177.58	\$	179.58
112923310015	924 W CO RD B2	\$	12.27	\$	14.27
152923410030	1901 LEXINGTON AVE	\$	150.64	\$	152.64
142923330056	1765 CHATSWORTH ST	\$	5.87	\$	7.87
162923240090	1932 TATUM ST	\$	139.96	\$	141.96
032923240069	2924 PASCAL ST	\$	170.65	\$	172.65
122923140020	2501 WOODBRIDGE ST	\$	226.86	\$	228.86
152923410114	1191 GARDEN AVE	\$	166.20	\$	168.20
122923420091	2366 WESTERN AVE	\$	139.47	\$	141.47
012923130074	2958 FARRINGTON ST	\$	221.77	\$	223.77
012923140053	2923 NORTHVIEW ST	\$	19.14	\$	21.14
022923320002	2851 LAKEVIEW AVE	\$	170.70	\$	172.70
152923140084	1129 ROSELAWN AVE	\$	13.05	\$	15.05
132923430017	295 DIONNE AVE	\$	168.67	\$	170.67
042923240042	2911 FAIRVIEW AVE	\$	135.01	\$	137.01
042923210055	3021 FAIRVIEW AVE	\$	410.82	\$	412.82
102923120054	2566 HAMLIN AVE	\$	134.83	\$	136.83
032923340027	1390 JUDITH AVE	\$	213.09	\$	215.09
022923220040	3092 LEXINGTON AVE	\$	608.86	\$	610.86
032923340048	1440 RAMBLER RD	\$	194.19	\$	196.19
042923220057	1990 BRENNER AVE	\$	515.23	\$	517.23
122923340054	2170 COHANSEY BLVD	\$	210.75	\$	212.75
012923330456	2662 MACKUBIN ST	\$	163.99	\$	165.99
022923410004	645 OWASSO BLVD	\$	277.67	\$	279.67
132923230028	555 RYAN AVE	\$	229.06	\$	231.06
122923340021	415 W CO RD B	\$	183.52	\$	185.52
042923310012	2845 FAIRVIEW AVE	\$	14.52	\$	16.52
112923320015	1086 W CO RD B2	\$	27.94	\$	29.94
012923130028	2942 MATILDA ST	\$	126.10	\$	128.10
022923110021	3048 W OWASSO BLVD	\$	195.72	\$	197.72
122923340010	432 MINNESOTA AVE	\$	14.05	\$	16.05
152923410001	1110 ROSELAWN AVE	\$	158.29	\$	160.29
112923430010	741 SHERREN ST	\$	186.99	\$	188.99
092923120097	2613 ALDINE ST	\$	143.92	\$	145.92
112923130039	763 W CO RD B2	\$	199.41	\$	201.41
102923240006	1419 BROOKS AVE	\$	161.89	\$	163.89
152923210062	2115 HAMLIN AVE	\$	204.55	\$	206.55
112923420081	823 COPE AVE	\$	148.38	\$	150.38
012923420108	2788 WESTERN AVE	\$	135.01	\$	137.01
012923430012	2673 GALTIER ST	\$	137.26	\$	139.26

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
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162923240062	1850 RYAN AVE	\$	221.14	\$	223.14
022923320010	2777 LAKEVIEW AVE	\$	139.11	\$	141.11
042923340002	2690 PRIOR AVE # 2	\$	1,585.73	\$	1,587.73
042923340002	2690 PRIOR AVE # 1	\$	1,727.18	\$	1,729.18
042923340002	2690 PRIOR AVE # 3	\$	1,585.73	\$	1,587.73
152923110030	1201 ELDRIDGE AVE	\$	77.65	\$	79.65
022923340014	2734 LAKEVIEW AVE	\$	129.90	\$	131.90
052923220125	2422 BRENNER CT	\$	171.15	\$	173.15
142923110075	671 ELDRIDGE AVE	\$	141.94	\$	143.94
122923440015	2234 MARION ST	\$	138.94	\$	140.94
032923410008	2828 GRIGGS ST	\$	166.20	\$	168.20
112923340056	979 W CO RD B	\$	186.49	\$	188.49
122923130040	2409 GALTIER ST	\$	31.54	\$	33.54
132923230072	1990 DALE ST	\$	170.65	\$	172.65
102923120061	1294 OAKCREST AVE	\$	127.86	\$	129.86
132923110002	158 W CO RD B	\$	172.14	\$	174.14
152923130007	1266 SKILLMAN AVE	\$	135.01	\$	137.01
102923210085	2585 HAMLIN AVE-STE E	\$	6.00	\$	8.00
032923320160	2809 ARONA ST	\$	170.89	\$	172.89
132923310049	1839 WESTERN AVE	\$	170.65	\$	172.65
112923120070	2586 GROTTO ST	\$	163.69	\$	165.69
022923330057	990 WOODHILL DR	\$	159.54	\$	161.54
032923130064	1303 W CO RD C2	\$	163.00	\$	165.00
112923230028	2468 CHURCHILL ST	\$	148.29	\$	150.29
112923130040	757 W CO RD B2	\$	166.16	\$	168.16
032923210053	1416 CLARMAR AVE	\$	139.47	\$	141.47
042923130003	1724 LYDIA AVE	\$	135.01	\$	137.01
122923340036	2186 BOSSARD DR	\$	175.39	\$	177.39
012923140069	2959 MARION ST	\$	27.28	\$	29.28
012923110003	195 WOODLYNN AVE	\$	171.25	\$	173.25
052923220124	2420 BRENNER CT	\$	195.90	\$	197.90
162923240099	1957 TATUM ST	\$	12.09	\$	14.09
152923130099	1292 DRAPER AVE	\$	200.85	\$	202.85
032923140003	1165 JOSEPHINE RD	\$	144.33	\$	146.33
032923340032	1424 JUDITH AVE	\$	2.97	\$	4.97
112923320057	1042 LOVELL AVE	\$	109.16	\$	111.16
162923110079	2151 SNELLING AVE	\$	713.39	\$	715.39
032923240087	2966 SIMPSON ST	\$	185.01	\$	187.01
152923110065	1129 SKILLMAN AVE	\$	171.10	\$	173.10
172923130011	2200 NO ROSEWOOD LN	\$	135.01	\$	137.01
112923310057	976 LOVELL AVE	\$	201.84	\$	203.84
022923220021	3080 OXFORD ST	\$	211.84	\$	213.84
122923130003	2496 MATILDA ST	\$	218.08	\$	220.08
152923130096	1293 DRAPER AVE	\$	126.79	\$	128.79
142923320069	1862 LEXINGTON AVE	\$	166.20	\$	168.20
012923420038	2837 MATILDA ST	\$	204.22	\$	206.22
152923110056	1120 ELDRIDGE AVE	\$	171.15	\$	173.15

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

112923230111	1091 W CO RD B2	\$	264.48	\$	266.48
022923330024	2737 OXFORD ST	\$	185.23	\$	187.23
152923410108	1204 RUGGLES ST	\$	15.92	\$	17.92
032923340080	1403 TALISMAN CV	\$	168.49	\$	170.49
142923320071	1856 LEXINGTON AVE	\$	136.00	\$	138.00
132923120029	2060 GIESMAN ST	\$	4.76	\$	6.76
102923240033	2490 SHELDON ST	\$	117.19	\$	119.19
052923230037	2994 OLD HWY 8	\$	203.82	\$	205.82
122923110049	2610 WEWERS RD	\$	175.11	\$	177.11
012923430013	2665 GALTIER ST	\$	98.67	\$	100.67
112923430044	772 SANDHURST DR W	\$	128.18	\$	130.18
112923230110	1093 W CO RD B2	\$	178.04	\$	180.04
162923110015	2082 FRY ST	\$	155.00	\$	157.00
122923330008	597 SANDHURST DR W	\$	317.64	\$	319.64
022923410037	629 TERRACE DR	\$	176.74	\$	178.74
032923440022	2743 GRIGGS ST	\$	17.99	\$	19.99
032923230009	1519 LYDIA AVE	\$	1.00	\$	3.00
022923310019	2853 VICTORIA ST	\$	197.92	\$	199.92
052923220041	2410 BRENNER CT	\$	125.00	\$	127.00
022923440020	704 TERRACE DR	\$	102.85	\$	104.85
022923120064	3020 VICTORIA ST	\$	81.64	\$	83.64
032923340042	1389 RAMBLER RD	\$	135.42	\$	137.42
162923110076	2086 SAMUEL ST. #6	\$	152.83	\$	154.83
152923110064	1121 SKILLMAN AVE	\$	154.32	\$	156.32
012923340150	433 CO RD C	\$	139.47	\$	141.47
012923330380	540 WOODHILL DR #73	\$	148.30	\$	150.30
112923340002	973 SHERREN ST	\$	33.00	\$	35.00
102923430013	2225 FERNWOOD ST	\$	29.61	\$	31.61
042923120028	1801 LYDIA AVE	\$	319.45	\$	321.45
152923130112	1293 ROSELAWN AVE	\$	154.44	\$	156.44
032923220003	1493 WOODLYNN AVE	\$	166.69	\$	168.69
142923110005	724 W CO RD B	\$	231.00	\$	233.00
052923230029	2529 MAPLE LN	\$	253.04	\$	255.04
122923430020	325 CAPITOL VIEW ST	\$	148.38	\$	150.38
152923420052	1911 HURON AVE	\$	166.20	\$	168.20
112923310021	970 W CO RD B2	\$	178.43	\$	180.43
122923310041	455 SOUTHHILL DR	\$	176.59	\$	178.59
042923120046	3101 SHOREWOOD LN	\$	17.94	\$	19.94
152923430032	1695 FERNWOOD AVE	\$	215.70	\$	217.70
142923220086	1008 PARKER AVE	\$	4.40	\$	6.40
032923240025	2903 HAMLIN AVE	\$	232.88	\$	234.88
012923220022	3053 LITTLE BAY RD	\$	5.71	\$	7.71
142923210056	2067 VICTORIA ST	\$	174.12	\$	176.12
142923110079	645 ELDRIDGE AVE	\$	123.38	\$	125.38
032923230053	2957 ARONA ST	\$	135.51	\$	137.51
132923240059	425 MCCARRONS BLVD	\$	124.62	\$	126.62
142923210069	892 W CO RD B	\$	117.19	\$	119.19

More than 90 days past due as of
9/30/16

Delinquent Accounts 1st Qtr
for 2018 Tax Year

City of Roseville, MN
2/1/2017

152923240090	1935 HAMLIN AVE	\$	186.49	\$	188.49
012923310068	388 JUDITH AVE	\$	189.64	\$	191.64
162923110076	2086 SAMUEL ST. #8	\$	135.01	\$	137.01
152923130034	1306 SHRYER AVE	\$	144.42	\$	146.42
132923210027	387 ELDRIDGE AVE	\$	139.47	\$	141.47
102923440038	1193 LAURIE RD	\$	146.89	\$	148.89
102923240094	1357 W CO RD B2	\$	171.04	\$	173.04
162923110026	1620 W CO RD B	\$	150.85	\$	152.85
102923440097	1125 W CO RD B	\$	22.04	\$	24.04
142923220008	1040 W CO RD B	\$	99.78	\$	101.78
092923110040	2619 CHARLOTTE ST	\$	161.74	\$	163.74
012923320032	2830 HILLSCOURTE SOUTH	\$	222.46	\$	224.46
022923130017	2939 W OWASSO BLVD	\$	193.04	\$	195.04
012923340111	2673 WESTERN AVE	\$	92.54	\$	94.54
132923130024	310 ELMER ST	\$	23.31	\$	25.31
142923230026	984 SHRYER AVE	\$	5.09	\$	7.09
122923230016	2446 DALE ST	\$	293.41	\$	295.41
012923420052	2792 FARRINGTON ST	\$	53.11	\$	55.11
152923240089	1357 ROSELAWN AVE	\$	9.00	\$	11.00
032923210068	1450 CLARMAR AVE	\$	31.79	\$	33.79
142923330048	1719 CHATSWORTH ST	\$	47.97	\$	49.97
112923430052	835 W CO RD B	\$	190.00	\$	192.00
012923430032	2752 MATILDA ST	\$	231.51	\$	233.51
052923320002	3253 OLD HWY 8	\$	224.60	\$	226.60
012923420052	2792 FARRINGTON ST	\$	37.73	\$	39.73
012923320025	531 OWASSO HILLS DR	\$	194.08	\$	196.08
042923120078	3097 WHEELER ST	\$	190.00	\$	192.00
012923230022	577 OWASSO BLVD	\$	190.00	\$	192.00
102923230042	2433 SIMPSON ST	\$	190.00	\$	192.00
052923220140	2406 W CO RD D #1	\$	190.00	\$	192.00
112923430046	756 SANDHURST DR W	\$	155.59	\$	157.59

Total for 1st Qtr - 2018

taxes

\$ 74,766.76

\$75,576.76

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/17
Item No.: 9.e

Department Approval

City Manager Approval



Item Description: Approve July 4th Fireworks Display Agreement

BACKGROUND

On July 4th each year as a part of Rosefest, a full day long community celebration takes place in Roseville Central Park. It is a time for the entire community to come together, celebrate community, have fun and engage. The day culminates with a fireworks display that entertains more than 20,000 people.

Enclosed is a proposed agreement with Pyrotechnic Display, Inc. to provide the fireworks display. The agreement has been prepared and reviewed by the City Attorney.

POLICY OBJECTIVE

To provide a safe and enjoyable community gathering event for Roseville.

FINANCIAL IMPLICATIONS

The 2017 budgeted amount for the fireworks display is \$15,000. The actual proposed agreement amount is \$14,000. The financial source is the 2017 adopted Parks and Recreation operating budget.

STAFF RECOMMENDATION

Based on the policy objective and a high level of interest and participation in this event, staff recommends approval of the attached agreement.

REQUESTED COUNCIL ACTION

Motion authorizing the Mayor and City Manager to sign the attached agreement with Pyrotechnic Display, Inc. to perform the 2017 fireworks display.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachment: Agreement

AGREEMENT

This Agreement is made this ____ day of _____, 2017, between City of Roseville, Ramsey County, Minnesota, ("City") and Pyrotechnic Display, Inc, 9405 River Road SE, Clear Lake, Minnesota, ("Contractor").

WITNESSETH:

WHEREAS, the City desires to provide a fireworks display for the 4th of July; and

WHEREAS, the Contractor is capable of fulfilling this need by rendering pyrotechnic expertise;

NOW, THEREFORE, in consideration of the terms and conditions expressed herein, the parties agree as follows:

I. DUTIES OF THE CONTRACTOR

1. The Contractor for and in consideration of the sum of Fourteen Thousand Dollars (\$14,000.00), including tax, to be paid hereinafter set forth, agrees to furnish the City one fireworks display, including the services of the Contractor's expert operators to be in full charge and to fire said display to be given on the evening of July 4, 2017, at Central Park, located in Roseville, Ramsey County, Minnesota, weather permitting.
2. Upon arrival at the shoot site on July 4, 2017, the Contractor must furnish the City with a shell inventory form outlining the specific quantities and sizes of each shell type that have been brought to the site. The Contractor must comply with the City requests to verify the sizes and counts of shells brought by the contractor.
3. Following the shoot, a shell count shall be conducted and any unused shells shall remain the property of the City to be stored by the Contractor. The Contractor agrees to furnish all equipment and all personnel necessary to set-up and shoot the fireworks display. The Contractor agrees to scan the designated shoot site for paper or garbage left from the display or its operators before departing the site.
4. The Contractor agrees to abide by safety standards and procedures as required by the City and as established by the American Pyrotechnic Association and the State of Minnesota.
5. The Contractor agrees to provide safety equipment for the crew including, but not limited to fire extinguishers, hearing plugs, hard hats, eye goggles, cotton coverings and First Aid supplies.
6. The Contractor shall obtain Fire Marshal permit from the City of Roseville for the fireworks display, complying with all additional requirements set forth by the City Fire Marshal.

7. The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.
8. The Contractor agrees that in order to protect itself and the City under the indemnity provision set forth herein, it will at all times during the term of this Agreement, keep in force policies of insurance as indicated in this contract.

The insurance protection will have the following limits:

A. Comprehensive Casualty General Liability;

- (1) Bodily Injury (including completed operations and products liability);
- (2) Property Damage Liability Insurance will provide explosion, Collapse and Underground coverages where applicable;
- (3) Personal Injury, with employment exclusion deleted:
\$5,000,000.00 Combined Single Limits

B. Comprehensive Automobile Liability:

- (1) Bodily Injury
\$500,000.00 Each Person
\$1,000,000.00 Each Occurrence
- (2) Property Damage
\$100,000.00 Each Occurrence

C. Workers' Compensation coverage:

The Contractor further agrees to name the City as additional insured in said insurance policies and to provide a certificate of said insurance to the City prior to commencing work. The Contractor agrees to notify the City twenty-five (25) days prior to cancellation or a change in any if the aforementioned insurance policies.

II. DUTIES OF THE CITY

1. The City agrees to furnish, at its cost, to the Contractor, sufficient space for the same and proper presentation of the fireworks display and all necessary Police protection, to provide the necessary perimeters for restricting the public from gaining access to the shoot site.
2. Upon execution of the terms of this Agreement, following the fireworks display on the night of July 4, 2017, payment shall be made in full by the City within two weeks.

III. MISCELLANEOUS

The parties agree that should inclement weather prevent the fireworks display from occurring on July 4, 2017, the Contractor shall be entitled to a fee charge of \$ 0.00

In the event of a cancellation for inclement weather, the fireworks display will be rescheduled to, a mutually agreed upon date within twelve (12) months.

1. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The contractor and its staff are to be and shall remain an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, any and all personnel required in performing services under this Agreement. Personnel, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall not be considered employees of the City, and any and all claims that might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Contractor, its officers, agents, contractors or employees shall in no way be the responsibility of the City, and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commissions or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick leave, Workers' Compensation, Unemployment Compensation, disability, severance pay and PERA.
2. The Contractor shall defend, indemnify and hold harmless the City, its officials, employees and agents, from any and all claims causes of actions, lawsuits, damages, losses or expenses, including attorney's fees, arising out of or resulting from the contractor's (including its officials, employees or agents) performance of the duties under this Agreement.
3. Any amendments to this Agreement shall be in writing and executed by the parties in the same manner as this Agreement.
4. This Agreement shall be interpreted under the laws of the State of Minnesota.
5. The parties mutually and severally guarantee the terms, conditions, and payments of the Agreement which shall be binding upon the parties, heirs executors, administrators, successors and assigns.

6. This Agreement shall not be assignable except at the written consent of the City.
7. This Agreement represents the entire agreement between the City and the Contractor and supersedes and cancels any and all prior agreements or proposals, written or oral, between the parties relating to the subject matter hereof, and amendments, addenda, alterations or modifications to the terms and conditions of this Agreement shall be in writing and signed by both parties. Should any provision of this Agreement be deemed null, void, or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall continue in full form and effect.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of _____, 2017.

CITY OF ROSEVILLE

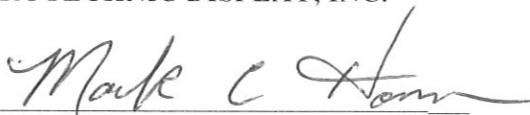
By: _____
City Manager

By: _____
Mayor

AS TO FORM

By: _____

PYROTECHNIC DISPLAY, INC.

By:  _____

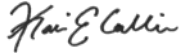
Mark C. Hanson
Its Display Sales and Designer

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/17
Item No.: 9.f

Department Approval

City Manager Approval




Kari Collins, Community Development Director

Item Description: Approval of Licenses for Multifamily Rental Dwellings with Five or More Units

BACKGROUND

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

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

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

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

In the Two Year renewal cycle completed in December 2016, staff inspected 35 buildings and 256 units, along with 64 units being re-inspected.

During this renewal inspection process, 233 total violations were identified in these buildings. In the 2014 initial inspection cycle 226 total violations were identified in these same buildings. This is approximately a 3% increase in violations. Eight of the buildings that were inspected had been sold in 2016, and had initial inspections under new ownership. Six of those buildings accounted for 65 violations, approximately 28% of the total number of violations among all 35 buildings.

No property owners entered into Memorandums of Understanding in this cycle, and none of the buildings inspected had open MOU's from previous inspections.

The following Multifamily Rental Licenses are submitted for consideration:

Item #	Property Address	# of Units	Property Owner	License Period	License Fee
a.	1144 Dionne Street	23 units	Don Glaser	Three Year 1/1/17 –12/31/19	\$562.00
b.	1360 Terrace Drive	36 units	Bigos Management	Three Year 1/1/17 –12/31/19	\$822.00
c.	1380 Terrace Drive	36 units	Bigos Management	Three Year 1/1/17 –12/31/19	\$822.00
d.	1400 Terrace Drive	15 units	Bigos Management	Two Year 1/1/17 –12/31/18	\$402.00
e.	1410 Terrace Drive	15 units	Bigos Management	Two Year 1/1/17 – 12/31/18	\$402.00

Item #	Property Address	# of Units	Property Owner	License Period	License Fee
f.	1420 Centennial Drive	95 units	Centennial Gardens East Apts	Three Year 1/1/17 –12/31/19	\$2,002.00
g.	1629 Skillman Avenue W	7 units	Mid-Continent Management	Three Year 1/1/17 –12/31/19	\$242.00
h.	1635 Skillman Avenue W	7 units	Mid-Continent Management	Three Year 1/1/17 –12/31/19	\$242.00
i.	1610 County Road B W	11 units	Tout DeGrace C/O Kleinman Realty	Two Year 1/1/17 –12/31/18	\$322.00
j.	1615 Eldridge Avenue W	11 units	C & E Holdings C/O Kleinman Realty	6 Month 1/1/17 –6/30/2017	\$322.00
k.	1634 County Road B W	11 units	Rose Park C/O Kleinman Realty	6 Month 1/1/17 – 6/30/2017	\$322.00
l.	1634 Eldridge Avenue W	11 units	Rose Park C/O Kleinman Realty	One Year 1/1/17 – 12/31/17	\$322.00
m.	1635 Eldridge Avenue W	11 units	Rose Park C/O Kleinman Realty	One Year 1/1/17 – 12/31/17	\$322.00
n.	2128 Fry Street	11 units	Kleinman Realty	6 Month 1/1/17 – 6/30/2017	\$322.00
o.	2136 Fry Street	11 units	Edwards Family C/O Kleinman Realty	Two Year 1/1/17 –12/31/18	\$322.00
p.	1647 County Road B W	11 units	Barry Star	6 Month 1/1/17 – 6/30/2017	\$322.00
q.	2900 Highcrest Road	11 units	Barry Star	One Year 1/1/17 – 12/31/17	\$322.00
r.	1721 Marion Street	30 units	Golden Sun Preservation	Two Year 1/1/17 –12/31/18	\$702.00
s.	197 Capitol View	13 units	Calibre Ridge C/O ICHDE	Three Year 1/1/17 –12/31/19	\$362.00
t.	2192 Lexington Avenue N	26 units	Lex Court 2	Two Year 1/1/17 –12/31/18	\$622.00
u.	2204 Lexington Avenue N	26 units	Lex Court 2	Two Year 1/1/17 –12/31/18	\$622.00
v.	2735 Rice Street	90 units	Sterling Georgetown	Two Year 1/1/17 –12/31/18	\$1,800.00
w.	2755 Rice Street	90 units	Sterling Georgetown	Two Year 1/1/17 –12/31/18	\$1,800.00
x.	2835 Rice Street	90 units	Sterling Georgetown	Three Year 1/1/17 –12/31/19	\$1,800.00
y.	2855 Rice Street	90 units	Sterling Georgetown	Three Year 1/1/17 –12/31/19	\$1,800.00
z.	2833 Lexington Avenue N	8 units	Highland Management	Three Year 1/1/17 –12/31/19	\$262.00
a.a.	3020 Old Highway 8	12 units	Thomas Brama	Three Year 1/1/17 –12/31/19	\$342.00
a.b.	535 Sandhurst Drive W	66 units	Palisades Limited Partnership	Three Year 1/1/17 –12/31/19	\$1,422.00
a.c.	565 Sandhurst Drive W	66 units	Palisades Limited Partnership	Two Year 1/1/17 –12/31/18	\$1,422.00
a.d.	204 North Mccarrons Blvd	11 units	BBH Management Co.	6 Month 1/1/17 – 6/30/2017	\$322.00
a.e.	182 North Mccarrons Blvd	17 units	BBH Management Co.	6 Month 1/1/17 – 6/30/2017	\$442.00

Item #	Property Address	# of Units	Property Owner	License Period	License Fee
a.f.	194 North Mccarrons Blvd	11 units	BBH Management Co.	6 Month 1/1/17 – 6/30/2017	\$322.00
a.g.	161 Mccarron Street	11 units	BBH Management Co.	6 Month 1/1/17 – 6/30/2017	\$322.00
a.h.	166 North Mccarrons Blvd	17 units	BBH Management Co.	6 Month 1/1/17 – 6/30/2017	\$442.00
a.i.	655 Larpenteur Avenue W	17 units	BBH Management Co.	6 Month 1/1/17 – 6/30/2017	\$442.00

31

32 **POLICY OBJECTIVE**

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

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

47 **FINANCIAL IMPACTS**

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

51

52 **STAFF RECOMMENDATION**

53 Staff has reviewed the applications and has determined that these applicants meet all City requirements of Chapter 908,
54 Licensing of Multifamily Rental Dwellings, and recommends approval of these licenses.

55 **REQUESTED COUNCIL ACTION**

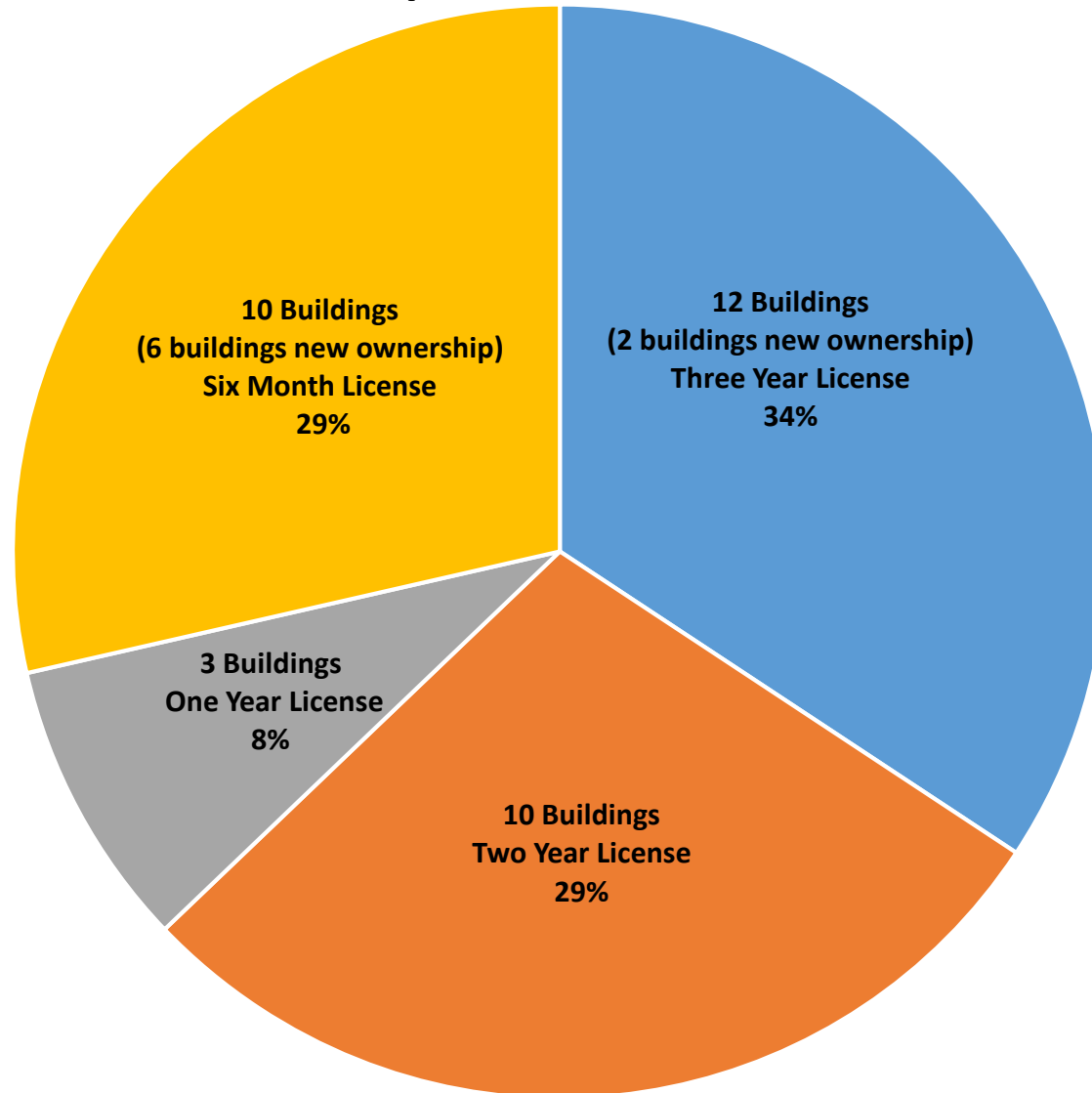
56 Motion to approve the above list of Multifamily Rental Dwelling Licenses.

Prepared by: David Englund, Codes Coordinator

Attachment: A: Inspection Results Chart

Multifamily Rental License Program 2017 Renewal Inspection Results

Attachment A



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 13, 2017
Item No.: 9.g

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Approve 2017 Reapportionment of Assessments

1 **BACKGROUND**

2 Whenever the legal description of property changes, it is necessary to reassign previously levied
3 assessments remaining on the property to the proper frontage or area of the new lot or lots. This
4 is called "Reapportionment of Assessments." This typically happens when a property is
5 subdivided or an easement is recorded on the property. The City Council must approve all
6 reapportionments.

7
8 Until 1993, each reapportionment was done with a separate Council Action request and
9 Resolution. The need to process separate reapportionments was very costly and time consuming.
10 In the past, there have been as many as 30 reapportionments in a single year. By adopting one
11 resolution authorizing the Public Works Director to reapportion the assessments the overall
12 process is streamlined and saves time for the City Council and staff.

13 **POLICY OBJECTIVE**

14 The City Council must approve the reapportionment of levied assessments for property
15 subdivisions. The engineering staff does the calculations to reapportion the assessments and
16 processes all support documentation for each request.

17 **STAFF RECOMMENDATION**

18 This system has been used since 1993 and has worked well. It is the staff recommendation to
19 continue this action for 2017.

20 **REQUESTED COUNCIL ACTION**

21 Approval of a resolution authorizing the Public Works Director to reapportion assessments in
22 2017.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution

**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 13th day of February,
3 2017, at 6:00 p.m.

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

6
7 Member introduced the following resolution and moved its adoption:
8
9

RESOLUTION No.

**RESOLUTION RELATING TO APPORTIONMENT OF
ASSESSMENTS FOR THE YEAR 2017**

10
11
12
13
14
15 WHEREAS, the assessment rolls for various improvements in the City of Roseville were
16 certified to the County Auditor of the County of Ramsey, and since the certifications, a
17 number of parcels of property contained within said assessment rolls have been divided
18 and conveyed, and

19
20 WHEREAS, said division requires that apportionment of the original assessments be
21 made by the City Council of the City of Roseville in order that the proper assessment can
22 be extended by the County Auditor against each parcel of property thereafter, and

23
24 WHEREAS, during the year, numerous requests to apportion the original assessments on
25 numerous parcels received by the City of Roseville, and

26
27 WHEREAS, it would be more expedient to allow the Public Works Director or his
28 assigned staff to apportion the original assessments in as much as the City Council of the
29 City of Roseville approves all apportionment prepared by city staff when requested.

30
31 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville
32 that the Public Works Director or his assigned personnel are hereby authorized to make
33 the apportionment of original assessments against all of the requested properties for the
34 year of 2017.

35
36 The City Manager of the City of Roseville is hereby authorized to prepare a certified
37 copy of this resolution and to certify the same to the County Auditor of Ramsey County,
38 Minnesota.

39

40 The motion for the adoption of the foregoing resolution was duly seconded by Member
41 _____, and upon a vote being taken thereon, the following voted in favor thereof: _____,
42 _____, _____, and Mayor _____,
43 and the following voted against the same: _____.

44
45 WHEREUPON said resolution was declared duly passed and adopted.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: February 13, 2017
Item No.: 9.h

Department Approval



City Manager Approval



Item Description: Facility Space Needs Analysis

1 **BACKGROUND**

2 Recently the City Council directed staff to conduct a facility study for two of its current facilities;
3 the License Center and the Maintenance Facility. The Council desired staff to look at both needs
4 simultaneously in case there is an opportunity to coordinate a solution for both needs.

5 Staff submitted a Request for Proposal to four qualified firms with experience in both municipal
6 maintenance facilities as well as more onsite service related governmental uses (such as libraries,
7 service centers, etc.). Those firms were Oertel Architects, Kodet Architectural Group, HCM
8 Architects, and BKV Group.

9 Staff received proposals from all four firms and reviewed them based on price, experience,
10 proposed schedule and any value added components within the individual proposals. Emphasis on
11 the review was placed on a broad range of experience for both general maintenance facility studies
12 and designs as well as work on buildings focused on more direct, onsite customer service.

13 Based on this review, staff is recommending hiring Kodet Architectural Group at a proposed cost
14 of \$32,600 plus direct reimbursable expenses (i.e, mileage, printing, etc.).

15 Kodet Architectural Group has significant experience in municipal and other governmental design
16 projects including courthouses, libraries, municipal and Mn/DOT maintenance facilities, and
17 service centers. Staff felt that Kodet offered the best range of experiences applicable to the wide
18 variation of uses in this requested study.

19 The priority of the study will be to analyze potential building size, layout, and configuration
20 (including parking requirements), for a new License Center on at least three parcels in close
21 proximity to the Civic Campus. It is anticipated this portion of the study would be complete by the
22 end of March.

23 The secondary priority would be the overall, long term space needs for the Public Works and Parks
24 and Recreation Maintenance Facility. The objective would be to identify short term solutions to
25 storage needs as well as identify long term recommendations for the facility. As a part of this
26 analysis, the selected firm will explore how the existing facility could be reconfigured to maximize
27 storage and operations. Kodet is proposing to have this portion of the study complete by June 15th.

28 The City would use our Standard Agreement for Professional Services, subject to minor revisions
29 with approval of the City Attorney, to enter into an agreement with Kodet Architectural Group.

30 **FINANCIAL IMPACTS**

31 The total proposed cost of the study to be conducted by Kodet Architectural Group is \$32,600 plus
32 reimbursable expenses (anticipated to be approximately \$1,000-2,000), with additional optional
33 costs for a presentation to the City Council. Staff is recommending funding this study using funds
34 from the License Center Facilities Fund, \$11,300, and the Building Replacement Fund, \$21,300.

35 **STAFF RECOMMENDATION**

36 Staff recommends the Council approve entering into a Professional Services Agreement with
37 Kodet Architectural Group for a Building Space Needs Study for the License Center and
38 Maintenance Facility.

39 **REQUESTED COUNCIL ACTION**

40 Motion to approve the resolution approve entering into a Professional Services Agreement with
41 Kodet Architectural Group for a Facility Space Needs Analysis for the License Center and
42 Maintenance Facility.

43

Prepared by: Marc Culver, Public Works Director
Attachments: A: Standard Professional Services Agreement

Standard Agreement for Professional Services

This Agreement (“Agreement”) is made on the ___ day of _____, 2017, between the City of Roseville, a municipal corporation (hereinafter “City”), and _____, a domestic corporation (hereinafter “Consultant”).

Preliminary Statement

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

The City and Consultant agree as follows:

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

5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
 - A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
 - B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."The payment of invoices shall be subject to the following provisions:
 - A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
 - B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. **Project Manager and Staffing.** The Consultant has designated _____ ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.
7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. **Indemnification.** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. **Insurance.**

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

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

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles).

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

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and
- (iii) Broad Form Property Damage coverage, including Completed Operations.

D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.

E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:

- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
- (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
- (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
- (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

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

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

20. **Annual Review.** Prior to January 1 of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.

21. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

22. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.

23. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
24. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
25. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

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

If to Consultant: _____

 Attn: _____

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

26. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement and its exhibits. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: none.

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

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

By: _____

Its: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/17

Item No.: 9.i

Department Approval

City Manager Approval



Item description: Authorize Agreement for Park Building Custodial Services

BACKGROUND

The 2017 Parks & Recreation budget includes funding for the maintenance and operations of park buildings at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Parks and the Central Park Muriel Sahlin Arboretum support building.

In 2015, The Cleaning Authority proposed custodial service for a cost significantly less (50% less) than two other local companies and was chosen to provide custodial services. Over the past two year, the Cleaning Authority staff has done a good job cleaning and maintaining the seven park facilities. The management team has been very attentive to our needs and responsive to our requests.

For the second year, Cleaning Authority management has offered to continue to provide the same services at the cost originally proposed in 2015. The 2017 park building budget for contracted services is \$59,500. This line item includes daily cleaning expenses, twice yearly window & ceiling fan/acoustic tile cleaning, as well as, fire system monitoring at Lexington and Sandcastle Parks. Staff recommends The City of Roseville enter into another agreement with The Cleaning Authority for contracted custodial service for the coming year.

The general scope of work is as follows:

- Daily, weekly and twice-yearly services
- Cleaning supplies provided by the contractor

Daily services is seven days per week and includes year round restroom cleaning at each park building plus facility walk-through in which cleaning staff will address light housekeeping issues as needed.

Weekly service is extended to all buildings mentioned above, and includes services to all areas of the buildings in addition to the restrooms (ie. gathering rooms, vestibules, kitchenettes and office).

Twice yearly services include window washing inside & out, ceiling fan and acoustical tile cleaning.

The Contractor will provide all cleaning supplies, equipment and tools. The Contractor is also committed to using green products. The City of Roseville is responsible for providing restroom and kitchenette paper products.

26 **POLICY OBJECTIVE**

27 The policy objective is to maintain safe, clean and attractive facilities for public use

28 **FINANCIAL IMPACTS**

29 The total cost for 12-months of custodial service (March 1, 2017-February 28, 2018) is \$50,812 and is
30 included in the 2017 parks & recreation budget.

31 **STAFF RECOMMENDATION**

32 Considering current and future options, staff recommends the City Council authorize an annual
33 agreement with Cleaning Authority for custodial services at Autumn Grove, Lexington, Oasis,
34 Rosebrook, Sandcastle and Villa Park Buildings and the Muriel Sahlin Arboretum support building at a
35 cost not to exceed \$50,812.

36 **REQUESTED COUNCIL ACTION**

37 Motion authorizing the Mayor and City Manager to finalize and sign the agreement with Cleaning
38 Authority for professional cleaning services at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle
39 and Villa Park Buildings and the Muriel Sahlin Arboretum support building for an amount not to exceed
40 \$50,812 from the 2017 Recreation Fees budget.

41

Prepared by: Jill Anfang, Assistant Director of Parks and Recreation

Attachments: Standard Agreement for Professional Services Draft for The Cleaning Authority



Standard Agreement for Professional Services

This Agreement (“Agreement”) is **made** on the thirteenth day of February, 2017, between the City of Roseville, a municipal corporation (hereinafter “City”), and the Cleaning Authority, 1301 Cliff Road East, Suite 115, Burnsville, MN 55337 (hereinafter “Contractor”).

Preliminary Statement

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

The City and Contractor agree as follows:

1. **Scope of Work Proposal.** The Contractor agrees to provide the professional services shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Contractor.
2. **Term.** The term of this Agreement shall be from March 1, 2017 through February 28, 2018, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Contractor the compensation noted in Exhibit A attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Contractor when required by the complex or specialized nature of the Work when authorized in writing by the City. The Contractor shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. **City Assistance.** The City agrees to provide the Contractor with the following assistance concerning the Work to be performed hereunder:
 - A. Depending on the nature of the Work, Contractor may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City shall provide access to and make provisions to enable the Contractor to enter upon public and private land and property as required for the Contractor to perform and complete the Work.

88 B. The City shall furnish the Contractor with a copy of any special standards or criteria
89 promulgated by the City relating to the Work, including but not limited to design and
90 construction standards that is needed by the Contractor in order to prepare for the performance
91 of the Work.

92
93 C. A person shall be appointed to act as the City's representative with respect to the Work to be
94 performed under this Agreement. Such representative shall have authority to transmit
95 instructions, receive information, interpret, and define the City's policy and decisions with
96 respect to the Work to be performed under this Agreement, but shall not have the right to enter
97 into contracts or make binding agreements on behalf of the City with respect to the Work or this
98 Agreement.

99
100 5. **Method of Payment.** The Contractor shall submit to the City, on a monthly basis, an itemized
101 invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same
102 manner as other claims made to the City. Invoices shall contain the following:

103
104 A. *The Contractor shall verify all statements submitted for payment in compliance with*
105 *Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in*
106 *Exhibit A, the Contractor shall provide an itemized listing and such documentation of such*
107 *expenses as is reasonably required by the City. Each invoice shall contain the City's project*
108 *number and a progress summary showing the original (or amended) amount of the Agreement,*
109 *current billing, past payments and unexpended balance due under the Agreement.*

110
111 B. To receive any payment pursuant to this Agreement, the invoice must include the following
112 statement dated and signed by the Contractor: "I declare under penalty of perjury that this
113 account, claim, or demand is just and correct and that no part of it has been paid."

114
115 The payment of invoices shall be subject to the following provisions:

116
117 A. The City shall have the right to suspend the Work to be performed by the Contractor under
118 this Agreement when it deems necessary to protect the City, residents of the City or others
119 who are affected by the Work. If any Work to be performed by the Contractor is suspended
120 in whole or in part by the City, the Contractor shall be paid for any services performed prior
121 to the delivery upon Contractor of written notice from the City of such suspension.

122
123 B. The Contractor shall be reimbursed for services performed by any third party independent
124 contractors and/or subcontractors only if the City has authorized the retention of and has
125 agreed to pay such persons or entities pursuant to Section 3B above.

126
127 6. **Project Manager and Staffing.** The Contractor has designated Lars Danielson, Owner and Scott
128 Martin to perform and /or supervise the Work, and as the persons for the City to contact and
129 communicate with regarding the performance of the Work. The Project Contacts shall be assisted
130 by other employees of the Contractor as necessary to facilitate the completion of the Work in
131 accordance with the terms and conditions of this Agreement. Contractor may not remove or replace
132 Project Contracts without the prior approval of the City.

133
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- 135 7. **Standard of Care.** All Work performed by the Contractor under this Agreement shall be in
136 accordance with the normal standard of care in Ramsey County, Minnesota, for professional
137 services of like kind.
138
- 139 8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared
140 or assembled by the Contractor under this Agreement which the City requests to be kept confidential
141 shall not be made available by the Contractor to any individual or organization without the City's
142 prior written approval. The books, records, documents and accounting procedures and practices of
143 the Contractor or other parties relevant to this Agreement are subject to examination by the City and
144 either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective
145 date of this Agreement. The Contractor shall at all times abide by Minn. Stat. § 13.01 et seq. and
146 the Minnesota Government Data Practices Act, to the extent the Act is applicable to data,
147 documents, and other information in the possession of the Contractor.
148
- 149 9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by
150 delivering to the Contractor at the address of the Contractor set forth on page 1, a written notice at
151 least seven (7) days prior to the date of such termination. The date of termination shall be stated in
152 the notice. Upon termination the Contractor shall be paid for services rendered (and reimbursable
153 expenses incurred if required to be paid by the City under this Agreement) by the Contractor
154 through and until the date of termination so long as the Contractor is not in default under this
155 Agreement. If however, the City terminates the Agreement because the Contractor is in default of
156 its obligations under this Agreement, no further payment shall be payable or due to the Contractor
157 following the delivery of the termination notice, and the City may, in addition to any other rights or
158 remedies it may have, retain another Contractor to undertake or complete the Work to be performed
159 hereunder.
160
- 161 10. **Subcontractor.** The Contractor shall not enter into subcontracts for services provided under this
162 Agreement without the express written consent of the City. The Contractor shall promptly pay any
163 subcontractor involved in the performance of this Agreement as required by the State Prompt
164 Payment Act.
165
- 166 11. **Independent Contractor.** At all times and for all purposes herein, the Contractor is an independent
167 contractor and not an employee of the City. No statement herein shall be construed so as to find the
168 Contractor an employee of the City.
169
- 170 12. **Non-Discrimination.** During the performance of this Agreement, the Contractor shall not
171 discriminate against any person, contractor, vendor, employee or applicant for employment because
172 of race, color, creed, religion, national origin, sex, marital status, status with regard to public
173 assistance, disability, sexual orientation or age. The Contractor shall post in places available to
174 employees and applicants for employment, notices setting forth the provision of this non-
175 discrimination clause and stating that all qualified applicants will receive consideration for
176 employment. The Contractor shall incorporate the foregoing requirements of this Provision 12 in all
177 of its subcontracts for Work done under this Agreement, and will require all of its subcontractors
178 performing such Work to incorporate such requirements in all subcontracts for the performance of
179 the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights
180 Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the
181 Americans with Disabilities Act of 1990.
182

183 13. **Assignment.** The Contractor shall not assign this Agreement, nor its rights and/or obligations
184 hereunder, without the prior written consent of the City.

185
186 14. **Services Not Provided For.** No claim for services furnished by the Contractor not specifically
187 provided for herein shall be paid by the City.

188
189 15. **Compliance with Laws and Regulations.** The Contractor shall abide with all federal, state and
190 local laws, statutes, ordinances, rules and regulations in the performance of the Work. The
191 Contractor and City, together with their respective agents and employees, agree to abide by the
192 provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and
193 Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Contractor of statutes,
194 ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material
195 breach of this Agreement and entitle the City to immediately terminate this Agreement.

196
197 16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect,
198 in any respect, the validity of the remainder of this Agreement.

199
200 17. **Indemnification.** The Contractor agrees to defend, indemnify and hold the City, its Council,
201 officers, agents and employees harmless from any liability, claims, damages, costs, judgments, or
202 expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or
203 omission (including without limitation professional errors or omissions) of the Contractor, its
204 agents, employees, and/or subcontractors pertaining to the performance of the Work provided
205 pursuant to this Agreement and against all losses by reason of the failure of said Contractor to fully
206 perform, in any respect, all of the Contractor's obligations under this Agreement.

207
208 18. **Insurance.**

209 A. **General Liability.** Prior to starting the Work, the Contractor shall procure, maintain and pay
210 for such insurance as will protect against claims for bodily injury or death, and for damage to
211 property, including loss of use, which may arise out of operations by the Contractor or by any
212 subcontractor of the Contractor, or by anyone employed by any of them, or by anyone for whose
213 acts any of them may be liable. Such insurance shall include, but not be limited to, minimum
214 coverages and limits of liability specified in this Provision 18 or required by law. Except as
215 otherwise stated below, the policies shall name the City as an additional insured for the Work
216 provided under this Agreement and shall provide that the Contractor's coverage shall be primary
217 and noncontributory in the event of a loss.

218
219 B. The Contractor shall procure and maintain the following minimum insurance coverages and
220 limits of liability with respect to the Work:

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Worker's Compensation:	Statutory Limits
Employer's Liability	\$500,000 each accident
(Not needed for	\$500,000 disease policy limit
Minnesota based	\$500,000 disease each employee
Contractor):	

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231 Commercial General Liability: \$1,000,000 per occurrence
232 \$2,000,000 general aggregate
233 \$2,000,000 Products – Completed Operations
234 Aggregate
235 \$100,000 fire legal liability each occurrence
236 \$5,000 medical expense

237
238 Comprehensive Automobile Liability: \$1,000,000 combined single limit (shall include
239 coverage for all owned, hired and non-owned
240 vehicles.
241

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

- 244 a. Personal injury with Employment Exclusion (if any) deleted;
- 245 b. Broad Form Contractual Liability coverage; and
- 246 c. Broad Form Property Damage coverage, including Completed Operations.

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248
249 D. Contractor shall maintain in effect all insurance coverages required under this Provision 18
250 at Contractor’s sole expense and with insurance companies licensed to do business in the state in
251 Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to
252 by the City in writing. In addition to the requirements stated above, the following applies to the
253 insurance policies required under this Provision:

- 254 a. All policies, shall be written on an “occurrence” form (“claims made” and “modified
255 occurrence” forms are not acceptable);
- 256 b. All policies, Worker’s Compensation Policies, shall contain a waiver of subrogation naming
257 “the City of Roseville”;
- 258 c. All policies, Worker’s Compensation Policies, shall name “the City of Roseville” as an
259 additional insured;
- 260 d. All policies, Worker’s Compensation Policies, shall insure the defense and indemnify
261 obligations assumed by Contractor under this Agreement; and
- 262 e. All policies shall contain a provision that coverages afforded thereunder shall not be
263 canceled or non-renewed or restrictive modifications added, without thirty (30) days prior
264 written notice to the City.
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270 A copy of the Contractor’s insurance declaration page, Rider and/or Endorsement, as applicable,
271 which evidences the compliance with this Paragraph 18, must be filed with City prior to the start
272 of Contractor’s Work. Such documents evidencing insurance shall be in a form acceptable to
273 City and shall provide satisfactory evidence that Contractor has complied with all insurance
274 requirements. Renewal certificates shall be provided to City prior to the expiration date of any
275 of the required policies. City will not be obligated, however, to review such declaration page,
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279 Rider, Endorsement or certificates or other evidence of insurance, or to advise Contractor of any
280 deficiencies in such documents and receipt thereof shall not relieve Contractor from, nor be
281 deemed a waiver of, City's right to enforce the terms of Contractor's obligations hereunder.
282 City reserves the right to examine any policy provided for under this Provision 18.
283

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

299 If a claim arises within the scope of the stated indemnity, the City may require Contractor to:
300

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

307 Contractor will take the action required by the City within fifteen (15) days of receiving notice
308 from the City.
309

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

- 318 20. **Conflicts.** No salaried officer or employee of the City and no member of the City Council shall
319 have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall
320 render this Agreement void.
321

- 322 21. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
323

- 324 22. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be
325 considered an original.
326

327 23. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any
328 reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect
329 the remaining provisions of this Agreement.
330

331 24. **Entire Agreement.** Unless stated otherwise in this Provision 26, the entire agreement of the parties
332 is contained in this Agreement. This Agreement supersedes all prior oral agreements and
333 negotiations between the parties relating to the subject matter hereof as well as any previous
334 agreements presently in effect between the parties relating to the subject matter hereof. Any
335 alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid
336 only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
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339 The following agreements supplement and are a part of this Agreement: None.
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IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

Mayor

Date

City Manager

Date

THE CLEANING AUTHORITY

By: _____

Date

Its: _____

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Scope of Work for Roseville Park Building Contracted Custodial Services

Locations: Autumn Grove Park Building; 1365 Lydia Avenue West
Lexington Park Building; 2131 Lexington Avenue North
Muriel Sahlin Arboretum Park Building; 2525 Dale Street North
Oasis Park Building; 1700 West County Road C2
Rosebrook Park Building; 2590 Fry Street
Sandcastle Park Building; 3060 Patton Road
Villa Park Building; 2055 Cohansey Boulevard

Work Details:

All seven buildings

- Daily (Sunday-Saturday) restroom cleaning to include;
 - toilets, urinals, sinks, floors, walls, partitions, mirrors & drinking fountains
- Daily (Sunday-Saturday) Walk through of building public spaces to observe and provide light housekeeping
- Weekly (Day to be scheduled in mutual agreement between Contractor & City) cleaning of all public spaces in each facility to include;
 - Vacuum entry vestibule & office at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Park Buildings
 - Clean & disinfect kitchen counters, sink & floors at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Park Buildings
 - Mop Gathering Room floor at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Park Buildings
 - Dust window seat & fireplace at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Park Buildings
 - Mop Multipurpose Room floor at Autumn Grove & Lexington Park Buildings
 - Mop entry vestibule & Event Staging Room floors at Muriel Sahlin Arboretum
- Twice Yearly (April & October) cleaning on all windows, ceiling fans & acoustic tiles at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Park Buildings

Other:

- Cleaning Authority to supply all GREEN cleaning supplies for each location.
- City of Roseville to supply all paper products for each location.
- Cleaning Authority to perform weekly inspection to insure contract specifications & communicate updates monthly.

2017 Compensation Details: \$881/week
\$2500/window, ceiling fan, acoustic tile cleaning
Total: \$50,812.00

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:February 13, 2017
Item No.:9.j

Department Approval

City Manager Approval



Item Description: Approve Contract for City Manager Position

1 **BACKGROUND**

2 On January 30, 2017, the City Council met in closed session to conduct a performance review of City
3 Manager Patrick Trudgeon. As a result of the performance review, the City Council directed the City
4 Attorney to bring forward an Employment Agreement to extend Mr. Trudgeon's tenure for an
5 additional five years (ending on February 13, 2022) subject to the provisions of the agreement.

6 The draft Employment Agreement is included as Attachment A.

7 **POLICY OBJECTIVE**

8 Roseville is a statutory Optional Plan B city. Under Minnesota Statutes section 412.641, subd. 1, the
9 City Council must appoint a City Manager.

10 **BUDGET IMPLICATIONS**

11 Costs for the salary and benefits for the City Manager are allocated as part of each City budget.

12 **STAFF RECOMMENDATION**

13 Motion to extend Patrick Trudgeon's employment as City Manager through February 13, 2022, and
14 authorize execution of City Manager Employment Agreement as presented in Attachment A.

15 **REQUESTED COUNCIL ACTION**

16 Move to extend Patrick Trudgeon's employment as City Manager through February 13, 2022, and
17 authorize execution of City Manager Employment Agreement as presented in Attachment A.

Prepared by: Mark Gaughan, City Attorney (651) 223-4999

Attachments: A: Draft City Manager Employment Agreement

City Manager Employment Agreement

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as the “Agreement”) is made and entered into by and between the City of Roseville, a municipal corporation (hereinafter referred to as the “City”) and Patrick J. Trudgeon (hereinafter referred to as the “Manager”) as of the effective date set forth herein.

WHEREAS, the City wishes to engage the services of the Manager as a professional employee; and

WHEREAS, the parties wish to memorialize in writing the terms and conditions of their relationship.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this agreement, the City and Manager agree as follows:

Section 1. Employment. Manager shall be employed by the City as the City Manager effective as of the 13th day of February, 2017 (“effective date”).

Section 2. Duties. The duties of the Manager’s position shall be set forth in the job description, as amended by the City from time to time and in the City’s discretion, and in accordance with state statutes and City ordinances and such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

Section 3. Discharge of Duties. Manager shall be paid a salary as a FLSA exempt professional employee and shall not be paid overtime for hours in excess of 40 hours per week and similarly shall be able to be absent in consideration of extraordinary time expenditures. The discharge of Manager’s duties requires work outside the normal work day for meetings and projects. To that end, the Manager will work flexible hours as is necessary to discharge the duties of his position and may be absent from the office to a reasonable extent during normal work hours in consideration of extraordinary time expenditures as other than normal working hours.

Section 4. Participation in Employee Benefits.

A) Health Insurance. The City shall provide health insurance for the Manager in the same fashion as it provides health insurance for fulltime non-union employees.

B) Life Insurance. The City shall provide life insurance coverage for the Manager in the same fashion as it provides life insurance for fulltime non-union employees.

C) Paid Time Off (PTO). Manager shall accrue PTO bi-weekly in accordance with the provision of the City’s PTO policy from the first day of employment equal to 8.6 hours per two (2) week pay period. Manager shall be credited with all previously accrued and unused PTO hours at the beginning of employment. All other policy guidelines will remain as stated in City policy.

- D) **Holidays.** Manager shall also have the same paid holidays off from work as the City's fulltime non-union employees.
- E) **Pension Plan.** Employer shall contribute to PERA as required by State law for the Manager or an alternate pension plan, if selected by Employee, as authorized by State law.
- F) **All Other Benefits.** Except as otherwise specified within this Agreement, the Manager shall receive or be eligible to participate in other benefits as provided to all fulltime non-union employees.

Section 5. Compensation.

- A) **Initial Salary.** The Manager's initial salary at the commencement of this Agreement shall be \$72.32 per hour/Annual salary of \$150,426.60 in accordance with Exempt Pay Plan Grade 21. This position is a full-time, Executive, FLSA-exempt position. In addition, during the course of this Agreement, the Manager will receive the same cost-of-living increases the City approves for all full-time, FLSA-exempt City employees.
- B) **Evaluation and Salary Increases.** The City Council shall evaluate the performance of the Manager annually thereafter and will measure the manager's performance against jointly determined goals and expected outcomes, which will be reduced to writing within the Manager's first two months of tenure with the City. The City shall provide the Manager with a written summary of findings and provide an opportunity for the Manager to discuss his evaluation with the City Council. Annually, the City Council shall define the Manager's goals and objectives, which they determine are necessary for the proper operation of the City, and establish appropriate priority to be attached to such goals and objectives given time and budgetary limitations. These goals, objectives, and priorities shall be provided to Manager in writing.

The Manager's salary shall be increased in accordance with City policy if performance is deemed to be satisfactory. In addition, the Employer shall consider the Manager for Merit Pay in accordance with City policy.

- C) **Professional Development.** The City will pay for membership and activities related to participation in the International City/County Management Association (ICMA), the Minnesota City/County Management Association (MCMA) and the League of Minnesota Cities (LMC), and City Council-approved civic organizations, as well as subscriptions to professional journals and publications. The City will also pay the travel expenses of the Manager for professional and official travel, conferences, meetings and occasions in accordance with the City's adopted policies.

- D) Participation in Professional Training/Development.** The City will pay for professional training in accordance with the existing City policies.
- E) Expenses Incurred in Performing Duties.** In accordance with applicable City policy, the City will reimburse Manager for actual expenses reasonably incurred by Manager that are directly related to performing Manager's duties. The City, however, will not reimburse Manager for any personal technological hardware or software used by Manager while performing Manager's duties.

Section 6. Discontinuance of Employment Relationship. At all times, Manager's employment with the City is "at-will" and the City may remove Manager from employment at any time and for any reason, subject to applicable limitations provided in City Code or State or Federal law.

A) Discontinuance By City.

- (1) For Cause. The City may immediately terminate this Agreement and remove Manager from employment without any further remuneration or benefit of any form, as permitted by law, in the event Manager commits employment misconduct.

Employment misconduct means any intentional, negligent, or indifferent conduct, on or off the job, that displays clearly: (a) a serious violation of the standards of behavior the City has the right to reasonably expect of Manager; or (b) a substantial lack of concern for the employment on the part of the Manager.

Employment misconduct does not mean: conduct that was a consequence of the Manager's inefficiency or inadvertence; simple unsatisfactory performance; conduct an average reasonable employee in the same employment position would have engaged in under the circumstances; or good faith errors in judgment.

- (2) Without Cause. In all other cases, the City may terminate this Agreement and remove Manager from employment upon 14 days' advance written notice to Manager and subject to the following remuneration and conditions:
- (a) If said employment termination is noticed to Manager on or before February 13, 2020, Manager shall receive upon expiration of the notice period: (i) a lump-sum payment equal to six (6) months' wages at Manager's then-existing wage level; (ii) a lump-sum payment for all accrued and unused PTO at Manager's then-existing wage level; and (iii) six (6) months' continuation of all employee benefits under Section 4 of this Agreement being provided to Manager at the time of the termination notice, at the then-existing rates of employer/employee contribution, except for PTO accrual and holiday pay.

- (b) If said employment termination is noticed to Manager after February 13, 2020, but on or before February 13, 2021, Manager shall receive upon expiration of the notice period: (i) a lump-sum payment equal to three (3) months' wages at Manager's then-existing wage level; (ii) a lump-sum payment for all accrued and unused PTO at Manager's then-existing wage level; and (iii) six (6) months' continuation of all employee benefits under Section 4 of this Agreement being provided to Manager at the time of the termination notice, at the then-existing rates of employer/employee contribution, except for PTO accrual and holiday pay.
- (c) If said employment termination is noticed to Manager after February 13, 2021, but on or before February 13, 2022, Manager shall receive upon expiration of the notice period: (i) a lump-sum payment equal to three (3) months' wages at Manager's then-existing wage level; (ii) a lump-sum payment for all accrued and unused PTO at Manager's then-existing wage level; and (iii) three (3) months' continuation of all employee benefits under Section 4 of this Agreement being provided to Manager at the time of the termination notice, at the then-existing rates of employer/employee contribution, except for PTO accrual and holiday pay.

B) Discontinuance by Manager. The Manager may terminate this Agreement and resign from employment upon 60 days' advance written notice to the City Council. In such cases, Manager shall not be entitled to any additional remuneration or benefits of any form, except for payment of accrued and unused PTO pursuant to Section 4(C) of this Agreement.

Section 7. Term. Unless previously terminated in accordance with Section 6 above, this Agreement will expire and terminate on February 13, 2022.

Section 8. Indemnification. The City shall defend and indemnify the Manager pursuant to and according to the terms and conditions of Minnesota Statutes 466.07 and 465.76.

Section 9. Merger. This Agreement supersedes all prior oral or written communications between the parties, specifically including but not limited to the parties' previous City Manager Employment Agreement dated February 24, 2014.

Section 10. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the employment relationship between the City and the Manager and the parties agree that there were no inducements or representations leading to the execution of this Agreement except as herein contained.

Section 11. Severability. In case any one or more of the provisions of this Agreement shall be deemed to be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired thereby.

Section 12. Governing Law. This Agreement will be construed and interpreted in accordance with the laws of the State of Minnesota.

Section 13. Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which are deemed an original, but all of which together will constitute one and the same instruments.

Section 14. Amendments. This Agreement may not be amended except upon mutual written consent of the parties.

Section 15. Assignment. This Agreement may not be assigned by either party except upon mutual written consent of the parties.

EMPLOYEE

Dated: _____

Patrick J. Trudgeon

EMPLOYER
CITY OF ROSEVILLE

Dated: _____

Dan Roe
Mayor

Approved as to form:

Dated: _____

Mark F. Gaughan
City Attorney

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/13/2017
Item No.: 9.k

Department Approval



City Manager Approval



Item Description: Adopt a Resolution Authorizing Staff to Apply for Community Development Block Grant (CDBG) Funds to Assist with the Larpenteur Avenue Pathway Connection

1 **BACKGROUND**

2 On March 31, 2016 Roseville was awarded \$186,000 in CDBG funds and County State Aid funds of
3 \$76,5000 to assist with the proposed pathway connection on Larpenteur (Attachment A). Bids were
4 sought in Spring of 2016 and came back over \$200,000 from what was budgeted. Engineering is
5 rebidding the project currently and anticipates bids to be submitted March 1, 2017. Based upon the
6 identified gap from the original bidding process, staff has estimated what additional funding may be
7 needed from Ramsey County. Ramsey County requires an Resolution of support from the local
8 jurisdiction requesting CDBG funds and thus a formal action is being requested of the City Council
9 to authorize staff to apply for the funds (Attachment B).

10 **POLICY OBJECTIVE**

11 One aspect of the City Council's 2016 Priority Plan is to focus on Southeast Roseville, which is
12 where Larpenteur Avenue Pathway is located.

13 **BUDGET IMPLICATIONS**

14 Ramsey County has awarded the City of Roseville CDBG funds of \$186,000 and \$76,500 in County
15 State Aid in 2016. Additional financial assistance will be requested from Ramsey County based
16 upon what the bids are for completing the connection of pathway along Larpenteur Avenue.

17 **STAFF RECOMMENDATION**

18 Authorize staff to apply to Ramsey County for CDBG funds to assist with the completion of the
19 pathway along Larpenteur Avenue.

20 **REQUESTED COUNCIL ACTION**

21 Authorize staff to apply to Ramsey County for CDBG funds to assist with the completion of the
22 pathway along Larpenteur Avenue.

Prepared by: Jeanne Kelsey, 651-792-7086, Housing and Economic Development Program Manager
Attachments: A: Map of Sidewalk to be completed
B: Resolution, Authorizing Application



Proposed Larpenteur Avenue Pathway



Prepared by:
Engineering Department
March 19, 2015

- Proposed 8' bituminous pathway (total added length approx. 2600 feet)
- Existing Pathway

Data Sources and Contacts:
 * Ramsey County GIS Base Map (2/15/15)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2960 Civic Center Drive, Roseville, MN

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of source information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring precise measurements of distance or direction or precision in the position of geographic features. If errors or discrepancies are found please contact 651-792-9775. The printing information is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the use of this map and knowledge that the City shall not be liable for any damages, and expressly reserves all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data product.

0 100 200 300 400 Feet

map\GIS\LarpAvePathway.mxd
 map: LarpAvePathway.pdf



**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 duly held on the 13th day of February, 2017 at 6:00 p.m.

The following members were present:

and the following were absent:

Member introduced the following resolution and moved its adoption:

Resolution No.

Resolution Authorizing City Staff to Apply for Community Development Block Grant Funding

WHEREAS, the City Council has made Southeast Roseville a priority in the City Council Priority Plan adopted for 2016; and

WHEREAS, the City of Roseville has identified Ramsey County Community Development Block Grant dollars as potential funding to assist with completion of pathway on north side of Larpenteur Avenue;

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby authorizes city staff to apply for Community Development Block Grant Funding for the completion of pathway on north side of Larpenteur Avenue; and

NOW, THEREFORE, BE IT RESOLVED,

The motion for the adoption of the foregoing resolution was duly seconded by Member ____, and upon a vote being taken thereon, the following voted in favor thereof: ____ and ____,

and the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

43 *Resolution – Authorizing City Staff to Apply for Community Development Block*
44 *Grant Funding for Larpenteur Avenue Pathway*

45
46
47 STATE OF MINNESOTA)
48) ss
49 COUNTY OF RAMSEY)

50
51
52
53 I, the undersigned, being the duly qualified City
54 Manager of the City of Roseville, County of Ramsey, State of
55 Minnesota, do hereby certify that I have carefully compared
56 the attached and foregoing extract of minutes of a regular
57 meeting of said City Council held on the 13th day of
58 February, 2017 with the original thereof on
59 file in my office.

60
61 WITNESS MY HAND officially as such Manager this 13th
62 day of February, 2017.

63
64
65
66
67
68 _____
69 Patrick Trudgeon,
70 City Manager
71
72
73

74 (Seal)