



City Council Agenda

Monday, March 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, Etten, McGehee,
Laliberte 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. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Consider Amending City Code Chapter 304: Lawful
Gambling
- 6:30 p.m. b. Consider Adoption of Ordinance Prohibiting the Sale of
Dogs and Cats in Pet Stores
- 7:00 p.m. c. Consider Text Amendments to City Code §1009.07 and
1102.01 pertaining to Developer Open Houses Meeting
requirements
- 7:10 p.m. d. Adopt an Interim Ordinance Prohibiting Requests for
Residential Minor Subdivisions
- 7:20 p.m. e. Consideration of amendments to City Code Chapter
314.05: the 2017 Fee schedule
- 7:25 p.m. f. Public Hearing to Approve/Deny an On-Sale and Sunday
Intoxicating Liquor License for No Match, Inc. dba Green
Mill located at 1595 HWY 36, Suite 1010
- 7:30 p.m. g. Public Hearing to Consider the Approval of an Off Sale
Liquor License to Target Corporation dba Target Store
T2101
- 7:40 p.m. h. Appoint members to Finance; Human Rights; Parks and
Recreation; Planning; Police Civil Service; and Public
Works Environment and Transportation Commissions
- 8. Approve Minutes**

8:10 p.m. a. Approve City Council Minutes – February 27

8:15 p.m. **9. Approve Consent Agenda**

- a. Approve Payments
- b. Consideration to approve or deny 1 Temporary Gambling Permit, 1 Temporary Consumption and Display Permit, and 3 Temporary On Sale Liquor License
- c. Approve General Purchases or Sale of Surplus Items Exceeding of \$5,000
- d. Receipt of Memorandum related to Police Forfeiture Accounts
- e. Approve Resolution Awarding Bid for Larpenteur Avenue Sidewalk
- f. Approve Amendments to the 2016 Budget
- g. Award Contract for Engineering Services to complete the Infiltration and Inflow Study
- h. 35W at Cleveland Ave Interchange Project – Approve Final Payment
- i. Approve Resolution Awarding Bid for Railroad Crossing Improvements
- j. Enter into a Professional Services Agreement with Perkins+Will for Consulting Services for the Rice and Larpenteur Area Visioning Plan & Enter into a Cooperative Funding Agreement with the Cities of St. Paul and Maplewood for Visioning Plan Fund Acknowledgement and Payment
- k. Approved Oasis Pond Project Agreement

Council and City Manager Communications, Reports and Announcements

8:20 p.m. **10. Councilmember Initiated Future Agenda Items and Future Agenda Review**

8:25 p.m. **11. Closed Session**

Consider Developing an Offer on Property Located at 2719 Lexington Avenue

Reconvene Open Session

8:35 p.m. **12. Adjourn**

Council Agenda - Page 3

Some Upcoming Public Meetings.....

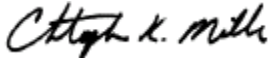
Tuesday	Mar 14	6:30 p.m.	Finance Commission
Thursday	Mar 16	6:30 p.m.	Community Engagement Commission
Monday	Mar 20	6:00 p.m.	City Council Meeting
Wednesday	Mar 22	6:30 p.m.	Comp Plan 2040 Update
Monday	Mar 27	6:00 p.m.	City Council Meeting
Tuesday	Mar 28	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Mar 29	6:00 p.m.	Human Rights Commission
April			
Tuesday	Apr 4	6:30 p.m.	Parks & Recreation Commission
Wednesday	Apr 5	5:30 p.m.	Variance Board
Wednesday	Apr 5	6:30 p.m.	Planning Commission
Monday	Apr 10	6:00 p.m.	City Council Meeting
Tuesday	Apr 11	6:30 p.m.	Finance Commission
Wednesday	Apr 12	6:30 p.m.	Ethics Training

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/13/2017
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Consider Amending City Code Chapter 304: Lawful Gambling

BACKGROUND

On October 24, 2016, December 5, 2016, and January 30, 2017; the City Council discussed possible modifications to City Code Chapter 304: Lawful Gambling. At the January 30 discussion, the Council directed Staff to revise outdated language and make the following substantive changes:

- A. Increase the number of locations that an organization can conduct lawful gambling activities from two to three [City Code 304.02, subd (a)].
- B. Increase in the total number of premise permits allowed in the City from eight to twelve [City Code 304.02, subd (d)].
- C. As allowed under MN Statutes 349.213 subd. (g); impose the requirement that 100% of expenditures for lawful purposes be expended within the City of Roseville’s trade area. This includes Roseville and the adjacent cities of: Arden Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul, and Shoreview [City Code 304.04, subd (b)].
- D. Eliminate City Code 304.03 subd. (h); which allows organizations conducting bingo at the Bingo Hall to receive reimbursement for CPA-performed accounting, bookkeeping, and tax preparation services funded by the 3% tax on net proceeds charged to all lawful gambling organizations in the City.
- E. Reduce the tax on net proceeds from 3.0% to a lower amount [City Code 304.05].
** Note 1.0% is being recommended**.

With regard to the proposed change highlighted in item ‘C’, Staff suggests that we clarify that expenses “within the City of Roseville’s trade area” include, but are not limited to:

- The costs associated with the conduct of lawful gambling activities at Roseville locations
- The cost of using facilities or participating at events in the trade area
- Contributions/donations towards facilities or events in the trade area
- Contributions/donations towards families or individuals that live in the trade area

35 A letter detailing the proposed changes was sent to all existing organizations conducting lawful gambling
36 activities in the City with a request for comments by March 6, 2017. We received inquiries from the
37 Roseville Hockey Association, Midway Speedskating, and Destination Education.

38
39 The Hockey Association and Midway Speedskating both expressed concern over losing the ability to
40 have their bookkeeping costs reimbursed by the 3% tax proceeds, yet they acknowledge that the financial
41 impact will largely be eliminated by the reduction in the tax from 3% to 1%.

42
43 Destination Education addressed concerns on their ability to continue providing scholarships to students
44 that are within the Mounds View School District, but outside the defined (proposed) trade area.
45 Destination Education's primary purpose is to provide scholarships towards seniors attending Roseville,
46 Mounds View, and Irondale high schools. Irondale is physically located in Mounds View which lies
47 outside the trade area.

48
49 To accommodate this, Destination Education has asked that the Council lower the requirement that 100%
50 of the net proceeds be spent in the trade area, to 80%. This will allow them to use the other 20% for the
51 Irondale students, as well as continuing to partner with other non-profits in making regional charitable
52 contributions. They noted that the City of St. Paul requires only 75%.

53
54 A marked-up version of City Code Chapter 304: Lawful gambling is included in *Attachment A*, while an
55 ordinance and ordinance summary are included in *Attachments B & C*.

56 **POLICY OBJECTIVE**

57 Not applicable.

58 **FINANCIAL IMPACTS**

59 Not applicable.

60 **STAFF RECOMMENDATION**

61 Not applicable.

62 **REQUESTED COUNCIL ACTION**

63 Motion #1: Approve or amend an ordinance revising City Code Chapter 304: Lawful Gambling.

64
65 Motion #2: Approve or amend an ordinance summary revising City Code Chapter 304: Lawful
66 Gambling

67
Prepared by: Chris Miller, Finance Director
Attachments: A: Marked Up Version of City Code Chapter 304: Lawful Gambling
B: Draft Ordinance
C: Draft Ordinance Summary

68

CHAPTER 304 LAWFUL GAMBLING

SECTION:

- 304.01: Lawful Gambling Permitted
- 304.02: Number of Licenses and Permits
- 304.03: Approval of Licenses
- 304.04: Contributions
- 304.05: Law Enforcement and Administrative Costs
- 304.06: Gambling Exempt from State Licensing Requirements
- ~~304.07: Video Games of Chance~~

304.01: LAWFUL GAMBLING PERMITTED:

Lawful gambling as regulated in Minnesota Statutes Chapter 349 is permitted in the City if the organization conducting such activities meets the following criteria:

- A. Is licensed by the Minnesota Gambling Control Board.
- ~~B. Is a tax exempt organization pursuant to 501(c) of the Internal Revenue Code or has a 501(c) application pending with the Internal Revenue Service.~~
- ~~C. Maintains an address within the City.~~
- ~~D. Has been in existence at least three consecutive years prior to the date it begins its gambling operations.~~
- E. Complies with all of the provisions of this Chapter. (Ord. 1114, 8-24-1992)

304.02: NUMBER OF LICENSES AND PERMITS:

- A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than ~~two~~ three locations within the city, ~~except any organization that does not conduct bingo and has prior to April 1, 1992, operated lawfully at more than one location, may continue to operate at the locations licensed as of that date.~~ (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)
- ~~B. The maximum number of bingo hall licenses and locations issued pursuant to Minnesota Statutes Chapter 349 within the City shall be one. Once the bingo hall license is issued by the City, it shall be limited to the location and to the owner specified on the license. Any change of location or ownership without the approval of the City shall result in the termination of the license. (Ord. 1244, 12-18-2000) (Ord. 1412, 7-11-2011)~~
- ~~C. The maximum number of licensees conducting gambling at the bingo hall license location described in subsection B of this section shall be five.~~
- D. The maximum number of premises permits issued pursuant to Minnesota Statutes Chapter 349 ~~in addition to one bingo hall license described in subsection A of this section shall be eight~~ twelve. ~~Except as provided in subsection E of this section the g~~ G ~~ambling activities allowed at those locations shall be confined to the types~~ pull tabs, paddlewheels, raffles, and tipboards as defined and regulated under Minnesota Statutes Chapter 349. (Ord. 1412, 7-11-2011)

40 E. An organization in existence and qualified under section 501(c)7 or section 501(c)19 of the internal
 41 revenue code and which had its principal place of business or place of conducting meetings in the
 42 City prior to and continuing since 1980 may be granted a premises permit to conduct all lawful
 43 gambling operations on their own premises.

44 ~~Such organizations are not eligible for a bingo hall license as provided in Minnesota statutes~~
 45 ~~section 349.164 and may conduct gambling activities or bingo only on their own property. (Ord.~~
 46 ~~1138, 4-25-1994) (Ord. 1412, 7-11-2011)~~

47 **304.03: APPROVAL OF LICENSES:**

- 48 A. Required Documentation: Any organization applying to the Gambling Control Board for a
 49 premises permit, ~~bingo hall license~~ or for the renewal of the same to conduct lawful gambling in
 50 the city shall, within ten days of making such application, file a copy of all application materials
 51 submitted to the State. ~~the following with the City:~~
- 52 1. ~~Application: A duplicate copy of the Gambling Control Board application along with all~~
 53 ~~supporting documents submitted to the Gambling Control Board.~~
 - 54 2. ~~Corporate Documents: A copy of the Articles of Incorporation and Bylaws of the organization.~~
 - 55 3. ~~Officers and Directors: The names and addresses of all officers and directors of the organization.~~
 - 56 4. ~~Written Procedures: A copy of the organization's written procedures and/or criteria for~~
 57 ~~distribution of funds derived from lawful gambling, its standardized application form and its~~
 58 ~~written fiscal control procedures.~~
 - 59 5. ~~IRS Exempt Letter: A copy of the Internal Revenue Service's tax exempt letter.~~
 - 60 6. ~~Felony Conviction: Confirmation that no employee or principal officer of the organization has~~
 61 ~~been convicted of a felony. No employee or organization whose principal officers or employees~~
 62 ~~have a felony conviction shall be employed or retained in a gambling related activity by any~~
 63 ~~permitted organization.~~
 - 64 7. ~~Investigation Reports: A copy of all records, all testimony or other information submitted to the~~
 65 ~~State of Minnesota or Federal Government as part of any previous or current investigation or~~
 66 ~~inquiry on any matter related to gambling.~~
- 67 B. Investigation: Upon receipt of the materials required by subsection A of this section, ~~and not later~~
 68 ~~than 60 days from receipt of notice from the Gambling Control Board,~~ City staff shall investigate
 69 the applicant and based upon said investigation, the City Council shall act on the application.
- 70 C. Resolution: The action of the City Council to approve an application for a premises permit ~~or bingo~~
 71 ~~hall license~~ within the city shall be by resolution. Failure to receive a majority affirmative vote of
 72 the City Council shall constitute a denial of the application.
- 73 D. Additional Documents: Copies of any other reports or documents which are required to be
 74 subsequently filed by such organization with the Gambling Control Board, including monthly
 75 financial statements, shall be filed with the City within ten days of filing such materials with the
 76 Gambling Control Board.
- 77 E. Compliance: to assure compliance with this Chapter, the City may require a premises permit holder
 78 ~~or bingo hall licensee~~ to provide copies of records as allowed under Minnesota Statutes. (Ord.
 79 1327, 10-10-05)
- 80 F. Suspension: Approval of a premises permit issued by the City under any part of this Chapter may
 81 be suspended by the City for violation of Chapter or revoked or any renewal delayed, for failure to
 82 meet the qualifications set out in subsection A or a willful violation of any part of this Chapter or a
 83 failure to comply, for any reason, with any provision, guarantee or claim made in an applicant's
 84 original license application to either the City or the State of Minnesota.

85

- 86 G. Liability of City: No license or permit issued by the City grants the licensee a property right or
 87 entitlement to the license or permit. The City may not issue, renew nor revoke the license or permit
 88 for any reason and will not incur liability for any damages including, but not limited to, direct,
 89 consequential or incidental damages, deprivation of property, loss of income, loss of profits or loss
 90 of livelihood.
- 91 H. ~~Employment of Certified Public Accountant: All organizations conducting Bingo at the Bingo hall
 92 in the City shall use a certified public accounting firm for all accounting, bookkeeping and tax
 93 preparation services related directly to lawful gambling and charged as an allowable expense of the
 94 gambling operation. All agreements providing for such services shall be in writing and shall be
 95 submitted to the City as part of the application for review by the City to determine compliance with
 96 local and State regulations and laws. Any such agreements entered into or modified after issuance
 97 of a license or permit shall be filed with the City prior to the new agreement or modification
 98 becoming effective. The initial approval and the continuance of a license or permit are contingent
 99 upon such agreements complying with this Chapter and State statutes and regulations. (Ord. 1412,
 100 7-11-2011)~~
- 101 I. ~~Management: All licensees and permittees in the City will assure continuous and active
 102 management of the gambling operation and will not delegate managerial responsibilities, will work
 103 continuously to operate in the most efficient manner to increase the amount of available lawful
 104 proceeds, will maintain the lowest possible costs and will encourage and use volunteers to the
 105 fullest extent possible. (Ord. 1114, 9-24-92)~~

106 **304.04: CONTRIBUTIONS:**

- 107 A. Each organization conducting lawful gambling within the City shall contribute at least 10% of its
 108 net profits derived from lawful gambling in the City to a fund administered and regulated by the
 109 City. The City then shall make disbursements to the Roseville Community Fund, administered by
 110 the North Suburban Community Foundation, a Minnesota nonprofit corporation. This contribution
 111 shall be for the purposes defined in Minnesota Statutes Chapter 349. The City's directive to the
 112 Roseville Community Fund, administered by the North Suburban Community Foundation, as to the
 113 use of the funds shall be made at the time of the City's adoption of its annual budget or any
 114 amendments thereto. (Ord. 1327, 10-10-05) (Ord. 1412, 7-11-2011).
- 115 B. Excluding amounts contributed to the Roseville Community Fund, 100% of the remaining net
 116 profits shall be expended in the City's trade area as defined in Mn Statutes 349.213, subd. 1(g).
 117 Roseville's trade area includes: Roseville, Arden Hills, Falcon Heights, Lauderdale, Little Canada,
 118 Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul, and Shoreview. B.—Each
 119 organization conducting lawful gambling shall expend or contribute a minimum of 75% of its net
 120 profits from Roseville gambling sites by the end of each premises permit year. The remaining
 121 percentage may be carried over to the subsequent permit or license year. The City Council may
 122 grant a variance authorizing the organization to carry over more than 25% of all its net profits for
 123 expenditure in the subsequent permit or license year.
- 124 C. In the event any organization contributes to the City any sum in excess of the 10% as required in
 125 Subsection A above, said funds will be deposited and allocated to the Roseville Community Fund,
 126 as administered by the North Suburban Community Foundation. In the event the Roseville
 127 Community Fund, as administered by the North Suburban Community Foundation is in any way
 128 unable to receive the allocated funds as set forth in subsection A above, the funds will be deposited
 129 in an interest bearing escrow account in a bank located in the City and allocated to uses by further
 130 order of the City Council. (Ord. 1114, 9-24-92) (Ord. 1412, 7-11-2011)

131

132 **304.05: LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:**

133 All organizations conducting lawful gambling within the City shall, within 30 days of the end of each
134 month, pay to the City an amount up equal to 3%, as established by the Fee Schedule, of the gross
135 receipts from lawful gambling conducted in the City in such month, less amounts actually paid for
136 prizes, to cover the City's law enforcement and administrative costs in regulating lawful gambling.
137 (Ord. 1114, 9-24-92)

138 **304.06: GAMBLING EXEMPT FROM STATE LICENSING REQUIREMENTS:**

- 139 A. Organizations which conduct lawful gambling which is exempt from State gambling licensing
140 requirements may conduct such gambling within the City upon receipt of a permit from the City,
141 except this requirement does not apply to door prizes or raffles and bingo where total prizes are
142 less than \$1,500 in a calendar year. (Ord. 1327, 10-10-05)
- 143 B. An application for such a permit, along with a fee as prescribed by the Fee Schedule, shall be made
144 at least 30 days prior to the date such gambling is to be conducted. The application shall contain
145 the following:
- 146 1. The name of the organization.
 - 147 2. The address of the organization.
 - 148 3. The place where such gambling will occur.
 - 149 4. The total prizes to be awarded.
- 150 (Ord. 1327, 10-10-05)
- 151 C. Within 30 days of filing any reports with the Gambling Control Board, the organization shall file a
152 copy of such reports with the City.
- 153 D. The provisions relating to law enforcement and administrative costs set forth in Section 304.05
154 shall not apply to gambling permitted pursuant to this Section. All other provisions of this Chapter
155 apply to such organizations. (Ord. 1114, 9-24-92)

156 ~~**304.07: VIDEO GAMES OF CHANCE:**~~

157 ~~"Video games of chance", as defined by Minnesota Statutes, are prohibited in the City. (Ord. 1114, 9-~~
158 ~~24-92)~~

159

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING
TITLE THREE CHAPTER 304

304.01, 304.02, 304.03, 304.04, 304.05, AND 304.07.

TO AMEND SECTIONS OF THE CODE THAT ARE OUTDATED, TO MODIFY THE NUMBER OF LOCATIONS AND LAW ENFORCEMENT & ADMINISTRATIVE FEES, AND TO ESTABLISH WHERE LAWFUL GAMBLING PROCEEDS ARE EXPENDED

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title Three, Chapter 304 of the Roseville City Code is amended to read as follows:

304.01: LAWFUL GAMBLING PERMITTED:

Lawful gambling as regulated in Minnesota Statutes Chapter 349 is permitted in the City if the organization conducting such activities meets the following criteria:

- A. Is licensed by the Minnesota Gambling Control Board.
- ~~B. Is a tax exempt organization pursuant to 501(c) of the Internal Revenue Code or has a 501(c) application pending with the Internal Revenue Service.~~
- ~~C. Maintains an address within the City.~~
- ~~D. Has been in existence at least three consecutive years prior to the date it begins its gambling operations.~~
- E. Complies with all of the provisions of this Chapter. (Ord. 1114, 8-24-1992)

304.02: NUMBER OF LICENSES AND PERMITS:

- A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than ~~two~~ three locations within the city, ~~except any organization that does not conduct bingo and has prior to April 1, 1992, operated lawfully at more than one location, may continue to operate at the locations licensed as of that date.~~ (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)
- ~~B. The maximum number of bingo hall licenses and locations issued pursuant to Minnesota Statutes Chapter 349 within the City shall be one. Once the bingo hall license is issued by the City, it shall be limited to the location and to the owner specified on the license. Any change of location or ownership without the approval of the City shall result in the termination of the license. (Ord. 1244, 12-18-2000) (Ord. 1412, 7-11-2011)~~
- ~~C. The maximum number of licensees conducting gambling at the bingo hall license location described in subsection B of this section shall be five.~~
- D. The maximum number of premises permits issued pursuant to Minnesota Statutes Chapter

~~349 in addition to one bingo hall license described in subsection A of this section shall be eight twelve. Except as provided in subsection E of this section the Gambling activities allowed at those locations shall be confined to the types pull tabs, paddlewheels, raffles, and tipboards as defined and regulated under Minnesota Statutes Chapter 349. (Ord. 1412, 7-11-2011)~~

- E. An organization in existence and qualified under section 501(c)7 or section 501(c)19 of the internal revenue code and which had its principal place of business or place of conducting meetings in the City prior to and continuing since 1980 may be granted a premises permit to conduct all lawful gambling operations on their own premises.
~~Such organizations are not eligible for a bingo hall license as provided in Minnesota statutes section 349.164 and may conduct gambling activities or bingo only on their own property. (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)~~

304.03: APPROVAL OF LICENSES:

- A. Required Documentation: Any organization applying to the Gambling Control Board for a premises permit, ~~bingo hall license~~ or for the renewal of the same to conduct lawful gambling in the city shall, within ten days of making such application, file a copy of all application materials submitted to the State. ~~the following with the City:~~
- ~~1. Application: A duplicate copy of the Gambling Control Board application along with all supporting documents submitted to the Gambling Control Board.~~
 - ~~2. Corporate Documents: A copy of the Articles of Incorporation and Bylaws of the organization.~~
 - ~~3. Officers and Directors: The names and addresses of all officers and directors of the organization.~~
 - ~~4. Written Procedures: A copy of the organization's written procedures and/or criteria for distribution of funds derived from lawful gambling, its standardized application form and its written fiscal control procedures.~~
 - ~~5. IRS Exempt Letter: A copy of the Internal Revenue Service's tax exempt letter.~~
 - ~~6. Felony Conviction: Confirmation that no employee or principal officer of the organization has been convicted of a felony. No employee or organization whose principal officers or employees have a felony conviction shall be employed or retained in a gambling related activity by any permitted organization.~~
 - ~~7. Investigation Reports: A copy of all records, all testimony or other information submitted to the State of Minnesota or Federal Government as part of any previous or current investigation or inquiry on any matter related to gambling.~~
- B. Investigation: Upon receipt of the materials required by subsection A of this section, ~~and not later than 60 days from receipt of notice from the Gambling Control Board,~~ City staff shall investigate the applicant and based upon said investigation, the City Council shall act on the application.
- C. Resolution: The action of the City Council to approve an application for a premises permit ~~or bingo hall license~~ within the city shall be by resolution. Failure to receive a majority affirmative vote of the City Council shall constitute a denial of the application.
- E. Compliance: to assure compliance with this Chapter, the City may require a premises permit holder ~~or bingo hall licensee~~ to provide copies of records as allowed under Minnesota Statutes. (Ord. 1327, 10-10-05)

- H. ~~Employment of Certified Public Accountant: All organizations conducting Bingo at the Bingo hall in the City shall use a certified public accounting firm for all accounting, bookkeeping and tax preparation services related directly to lawful gambling and charged as an allowable expense of the gambling operation. All agreements providing for such services shall be in writing and shall be submitted to the City as part of the application for review by the City to determine compliance with local and State regulations and laws. Any such agreements entered into or modified after issuance of a license or permit shall be filed with the City prior to the new agreement or modification becoming effective. The initial approval and the continuance of a license or permit are contingent upon such agreements complying with this Chapter and State statutes and regulations. (Ord. 1412, 7-11-2011)~~
- I. ~~Management: All licensees and permittees in the City will assure continuous and active management of the gambling operation and will not delegate managerial responsibilities, will work continuously to operate in the most efficient manner to increase the amount of available lawful proceeds, will maintain the lowest possible costs and will encourage and use volunteers to the fullest extent possible. (Ord. 1114, 9-24-92)~~

304.04: CONTRIBUTIONS:

- B. ~~Excluding amounts contributed to the Roseville Community Fund, 100% of the remaining net profits shall be expended in the City's trade area as defined in Mn Statutes 349.213, subd. 1(g). Roseville's trade area includes: Roseville, Arden Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul, and Shoreview. B. — Each organization conducting lawful gambling shall expend or contribute a minimum of 75% of its net profits from Roseville gambling sites by the end of each premises permit year. The remaining percentage may be carried over to the subsequent permit or license year. The City Council may grant a variance authorizing the organization to carry over more than 25% of all its net profits for expenditure in the subsequent permit or license year.~~

304.05: LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:

All organizations conducting lawful gambling within the City shall, within 30 days of the end of each month, pay to the City an amount up equal to 3%, as established by the Fee Schedule, of the gross receipts from lawful gambling conducted in the City in such month, less amounts actually paid for prizes, to cover the City's law enforcement and administrative costs in regulating lawful gambling. (Ord. 1114, 9-24-92)

304.07: VIDEO GAMES OF CHANCE:

~~"Video games of chance", as defined by Minnesota Statutes, are prohibited in the City. (Ord. 1114, 9-24-92)~~

Passed by the City Council of the City of Roseville this 13th day of March, 2017.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

BY: _____
Patrick Trudgeon, City Manager

**CITY OF ROSEVILLE
ORDINANCE SUMMARY NO _____**

A SUMMARY OF AN ORDINANCE AMENDING TITLE THREE, CHAPTER 304

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on March 13, 2017:

AN ORDINANCE AMENDING TITLE THREE CHAPTER 304

304.01, 304.02, 304.03, 304.04, 304.05, AND 304.07 are amended to replace outdated language, modify the number of locations and law enforcement & administrative fees, and to establish where lawful gambling proceeds are expended.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary is also posted on the internet web page of the City of Roseville (www.cityofroseville.com).

Attest: _____

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2017
Item No.: 7.b

Department Approval

City Manager Approval



Item Description: Consider Adoption of Ordinance Prohibiting the Sale of Dogs and Cats in Pet Stores

1 **BACKGROUND**

2 At the January 30, 2017 meeting, the City Council reviewed a draft ordinance that would prohibit the
3 sale of dogs and cats by a pet store but would allow for a collaboration between a pet store and animal
4 shelter or rescue organization to showcase adoptable dogs and cats. The minutes from that meeting are
5 included as Attachment A.

6 As a result of the review and discussion by the City Council of the draft ordinance, several changes
7 were directed to be made. They were as follows:

- 8 • Replaced the multiple “Whereas” clauses in Section 1 of the ordinance with the statement “The
9 City Council finds that...”.
- 10 • Added language in Section 1 stating that the City of Roseville does not have adequate resources
11 to safeguard the health and well-being of dogs and cats at the point of sale.
- 12 • Removed language in Section 1 that referenced adoption of the ordinance would reduce costs to
13 the City and its residents and protect citizens of the City who purchase dogs and cats from pet
14 store.
- 15 • Modified the definition of Animal Rescue Organization in Section 2 to simply state that it is an
16 organization whose mission and practice is the rescue and placement of animals and does not
17 breed animals. Previous language stated that that animal rescue organizations could not obtain

18 animals from a breeder or broker. That reference has been removed as animal rescue
19 organizations may rescue dogs and cats from breeders and brokers.

- 20 • Added language in Section 3 [501.25(B)] to state that dogs being showcased for adoption cannot
21 be boarded overnight in a pet store and cats being showcased can only be boarded overnight if
22 provision for care and monitoring have been arranged.

23 The full ordinance with these changes has been included as Attachment B.

24 As part of this ordinance, a violation is considered to be an Administrative Offense under City Code
25 Section 102.01(C). The City fee schedule needs to be modified to include a fine amount for a violation
26 of the proposed ordinances provisions. The fee schedule is proposed to be modified in a later agenda
27 item on March 13th. As part of that action, staff is recommending that the fine for a violation of this
28 ordinance be \$500 for the first occurrence, and \$1,000 for the second occurrence, and \$2,500 for the
29 third and subsequent violations within a rolling 12 month period.

30 **POLICY OBJECTIVE**

31 To determine whether pet stores should be regulated and/or licensed in the City of Roseville.

32 **FINANCIAL IMPACTS**

33 City costs cannot be determined at this time. Enforcing the ordinance will require staff time to ensure
34 compliance. Adoption of the fine structure described above will help defray some of enforcement costs
35 when violations occur.

36 **STAFF RECOMMENDATION**

37 Staff suggests that the City Council review the draft ordinance, take public comment regarding the
38 ordinance, and consider taking action on the ordinance.

39 **REQUESTED COUNCIL ACTION**

40 Review the draft ordinance, take public comment and consider taking action on the ordinance.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments: A: City Council Minutes dated January 30, 2016
B: Draft Ordinance regarding the sale of dogs and cats by pet stores drafted by the City Attorney.

Roll Call

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

Nays: None.

b. Proclamation of Optimist Day

Mayor Roe read a proclamation celebrating Optimist Day throughout the world on the first Thursday of every February, sponsored by the Members of Optimist International, to promote efforts in helping and recognizing young people who make a difference in their communities and encouraging a greater exchange of ideas between young people and adults.

Mayor Roe noted that City Manager Trudgeon was among the charter members of this newly formed group in Roseville; with City Manager Trudgeon subsequently introducing another charter member, David Schaps, in tonight's audience.

McGehee moved, Willmus seconded, proclaiming the first Thursday of February 2017 as Optimist Day in the City of Roseville, encouraging pride in the impact of the city's optimists in making a difference in the community and lives of community members, *as amended with typographical corrections*.

Roll Call

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

Nays: None.

6. Items Removed from Consent Agenda

7. Business Items (Action Items)

a. Review of Draft Ordinance Prohibiting the Sale of Dogs and Cats in Pet Stores

City Manager Trudgeon briefly summarized tonight's discussion before deferring to City Attorney Gaughan; as detailed in the Request for Council Action (RCA) and attachments.

City Attorney Gaughan reviewed changes since the last iteration, specifically addressing the formatting and language of the preamble and alterations to the penalty phase providing a non-criminal approach. As City Attorney Gaughan reviewed the revised draft ordinance, City Manager Trudgeon displayed those changes for the benefit of the public (Attachment B).

Page 1, Section 1 (Background)

City Attorney Gaughan noted this section remained essentially unchanged from the previous draft given no clear direction from the City Council at that time. Mr. Gaughan noted that this section involved recitals related to action by the City Council to restrict unlawful business. Mr. Gaughan provided examples from oth-

er sections of city code that would provide consistency when the final draft ordinance is brought back for formal adoption. Mr. Gaughan suggested that one of those alterations be framing recitals as “City Council findings.” City Attorney Gaughan noted the importance that the City Council’s findings provide sufficient basis and substance to regulate sales of dogs and cats.

Page 3, Line 108, Section 501.25.C.1 (Pet Stores)

City Attorney Gaughan stated that the substance of the proposed ordinance was largely the same as the previous draft other than this particular line, with the ordinance citing that sale of dogs and cats was prohibited. While the previous draft described purchasers, Mr. Gaughan advised that that term was inappropriate, and therefore he changed it to the adopter receiving a Certificate of Source, since dogs and cats would no longer be permitted for “sale” under this ordinance.

Page 3, Lines 116 – 118, Section 501.25.D

Specific to this penalty provision, City Attorney Gaughan noted the State of Minnesota mandate for misdemeanor criminal penalties and fines, with another approach being for a municipal administrative offense. As provided in Section 102 of existing city code, specific to municipal penalties for code violations, Mr. Gaughan noted its reference to administrative penalties and fines, and thus he had included similar language accordingly. Mr. Gaughan advised that he had included Chapter 102 as Attachment C for reference by the City Council and public. Mr. Gaughan noted that the provision was for any fine to be levied against the pet store operator versus an employee on shift if and when a violation should occur, essentially holding the owner liable versus an employee.

Mr. Gaughan noted that, as indicated in Chapter 102, an appeal process would also be in place for this ordinance provision, with the City Manager serving as arbiter. Mr. Gaughan advised that any administrative fine would be appropriate for inclusion in the city’s fee schedule, reviewed and adopted annually, as deemed appropriate under current circumstances and to appropriately cover administrative costs for monitoring and enforcement of these provisions.

City Attorney Gaughan clarified that he wasn’t taking a position or advocating one penalty over another; but referenced past discussions on hurdles in pursuing criminal offenses, with the city then held to the strictest burden of proof, in an already overloaded criminal court system. Having served as a prosecutor in Minnesota for thirteen years, Mr. Gaughan advised that such a criminal offense was considered a low priority for judges; with staff already struggling to have code violation cases heard when a criminal citation was filed to obtain compliance. Mr. Gaughan suggested this may provide rationale for the City Council to consider an administrative fine to keep the process internal and resolved sooner rather than later.

Page 3, Lines 120-121, Section 4 (Effective Date)

City Attorney Gaughan advised that he had changed the effective day from the previous 30 days to the proposed 180 days to provide affected business owners with time to make other arrangements for their business, recalling that lag time as previously discussed by the City Council. However, Mr. Gaughan noted that this was up to the City Council's discretion tonight.

City Council Questions

Mayor Roe referenced the two sections of language provided via email by Ms. Coughlin of the Humane Society included as a bench handout, defining "Animal Rescue Organizations;" with additional edits and also addressing rationale in not allowing overnight boarding of dogs and/or cats at a pet store overnight.

"ANIMAL RESCUE ORGANIZATION: ANY NOT-FOR-PROFIT ORGANIZATION WHICH HAS TAX-EXEMPT STATUS UNDER SECTION 501(C) (3) OF THE U.S. INTERNAL REVENUE CODE, WHOSE MISSION AND PRACTICE IS, IN WHOLE OR IN SIGNIFICANT PART, THE RESCUE OF ANIMALS AND THE PLACEMENT OF THOSE ANIMALS IN PERMANENT HOMES, ~~does not obtain animals from a breeder or broker for payment or compensation,~~ AND WHICH DOES NOT BREED ANIMALS"

"DOGS SHALL NOT BE KEPT OVERNIGHT AT A PET STORE. CATS, AS DEFINED IN THIS ORDINANCE FROM ANIMAL RESCUE ORGANIZATIONS, ANIMAL SHELTERS OR ANIMAL CONTROL AUTHORITIES TO BE SHOWCASED FOR ADOPTION, SHALL NOT BE KEPT OVERNIGHT AT A PET STORE WITHOUT PROVISION FOR THEIR CARE AND MONITORING OUTSIDE OF STORE HOURS."

Based on discussion at a previous meeting specific to concerns with overnight boarding of animals, Mayor Roe noted that the concern appeared to be different as it relates to dogs and cats, thus the proposed language. However, Mayor Roe sought City Attorney Gaughan's input from a legal perspective based on his review.

City Attorney Gaughan advised that he had not had a chance to review the language as yet, but his initial reaction was that he didn't see a concern for equal protection between cats and dogs; and as long as the basis is articulated if there was such distinction between animals, the city would need to clearly articulate why.

City Council Comments/Discussion

Regarding the preamble, with so much language addressing where animals were bred or housed within their first eight weeks, Councilmember Laliberte also noted previous conversations about conditions at locations where they were for sale. However, Councilmember Laliberte noted that she didn't see that in this draft language, opining there may be too much emphasis on the original breeding situation and not enough emphasis on the sale location and conditions. Councilmem-

ber Laliberte suggested that, if the city found conditions in a store were key to the life-long health of an animal, the city needed to be in a position to monitor that as well.

Mayor Roe opined that made sense and suggested it also related to the city's concern in how to regulate conditions and whether a licensing inspection program may get to that goal; whether two separate findings or combined as one finding.

In addition, Councilmember McGehee noted that there were no federal or state regulations in place to monitor conditions once the animals were in that retail location.

Councilmember Willmus agreed, and also opined that of the paragraphs making up the preamble, he didn't think the first three were uniquely germane to Roseville, while the remaining five paragraphs were and therefore, could serve as a more factual basis for findings.

City Attorney Gaughan referenced page 1, lines 32-33, suggesting additional language if the city believed that findings at the point of sale were unregulated, unhealthy or unsafe for animals and at issue.

While not having the capability for the city to confirm or ensure those conditions, Mayor Roe suggested adding language at that point such as "... and the City of Roseville does not have the resources to address it;..."

Councilmember McGehee reviewed her preferred language revisions as follows:

Lines 25 – 30

"WHEREAS ~~[the]~~ inhumane conditions in mass breeding facilities ~~[may]~~ lead to health and behavioral issues in the animals bred in those facilities, which many consumers are unaware of when purchasing animals from pet stores due to both a lack of education on the issue and misleading tactics of ~~[some]~~ pet stores in some cases..."

Lines 51 – 55

"WHEREAS, the City Council for the City of Roseville believes it is in the best interests of the City of Roseville to adopt reasonable regulations to ~~[discourage]~~ ~~[reduce costs to the City and its residents, protect he citizens of the City who may purchase dogs or cats from a pet store or other business establishment, help prevent]~~ inhumane breeding conditions, promote community awareness of animal welfare, and foster a more humane environment in the City."

Line 110

Councilmember McGehee opined that requiring businesses to retain "Certificate of Source" records for each dog or cat for at least one year may prove burdensome for such a vigorous business; and instead suggested a shorter timeframe (e.g. 180 days).

For clarification purposes, Councilmember Etten noted that the issues and concerns initially brought up at the Har Mar Pet Shop were related to conditions of the site itself and not necessarily the sources of the animals housed at the store. With a number of breeding facilities throughout the country, he suggested it might be more appropriate to create a fee schedule and contract with a local veterinarian for monthly inspections to deal with breeder conditions. Councilmember Etten opined that ordinance as proposed did not deal with the initial concerns. While this may prove a relatively easy ordinance to adopt and enforce, Councilmember Etten reiterated his concern that it didn't address the immediate concerns in the city.

Mayor Roe suggested that another similar option might be to contract with a city having more regulation resources to perform the same service for the City of Roseville, with cost recovery from related businesses depending on City Council agreement.

Councilmember Laliberte suggested another way to identify what was being monitored would be to limit the number of animals in an enclosure, even if for adoption purposes, and the length of time they're there. If those issues were not addressed, Councilmember Laliberte cautioned that it seemed to provide a way to avoid the system.

Mayor Roe advised that this was his rationale in the provision to not allow boarding animals overnight. If too many animals are housed in a cage during the day, Mayor Roe opined that this didn't seem to him as problematic as they would be boarded overnight in a store versus in a shelter where they're used to dealing with various situations.

Councilmember McGehee recognized the issues brought forward by Councilmember Etten, but stated that she wasn't sure she was willing to enthusiastically embark on an inspection program of any frequency, noting there were three other pet stores using the adoption model in Roseville that had presented no problems to-date. Councilmember McGehee stated that all would need to be inspected and fall under the same and consistent regulations; thus necessitating the need for additional inspections that she wasn't sure was feasible for the city or appropriate. Councilmember McGehee noted that most shelter animals are only at another site for a few hours to be showcased for possible adoption, and then returned to their foster homes usually by their handlers. Councilmember McGehee opined that this ordinance would be the least expensive way to address a problem that had been brought to the city's attention.

Councilmember Willmus also recognized Councilmember Etten's perspective; but beyond that, stated that he looked at the problem at the point of sale and beyond and as a mechanism for animals arriving there in the first place. Councilmember Willmus noted that the proposed ordinance dealt with a major number of those issues; thus his support for it as drafted.

Mayor Roe suggested that one way to avoid regulating all pet stores would be to specify "...related to the *[sale]* of pets or dogs." Mayor Roe opined that then any store not currently using that business model would not need to comply.

For those cities doing inspecting, Councilmember Etten suggested a draft of that language for City Council review by comparison, noting that the city may be trying to solve a situation in the wrong way. While being against puppy mills, Councilmember Etten noted that the city had no evidence that the Har Mar Pet Shop was using this practice, and again reiterated that therefore, the city may not be addressing the problem initially brought before it.

Mayor Roe sought consensus on the time to keep "Certificate of Source" records and the proposed effective date of the ordinance (lines 110 and 122).

Councilmember Willmus agreed with Councilmember McGehee that one year may be too long.. Specific to the effective date, Councilmember Willmus stated that he would support no less than 180 days.

Councilmember Laliberte preferred 180 days in both applications.

Councilmember McGhee stated her support to keep records for 180 days; and agreed with the effective date of 180 days, but also stated she would be agreeable with the effective date being up to a year.

Councilmember Etten agreed with the suggestions made by Councilmember Willmus as to timing.

Mayor Roe suggested modification to the proposed overnight boarding restriction as follows:

"Dogs *[and cats]* shall not be kept overnight at a pet store, without provision for their care and monitoring outside of store hours."

Specific to the definition of animal rescue organizations provided as suggested language by the Humane Society, City Manager Trudgeon referenced their interest in including breeding organizations in that definition to avoid rejection in such cases.

Public Comment

Written comment, attached hereto and made a part hereof, included an email dated January 28, 2017 from Christine Coughlin, representing the Humane Society and providing suggested language revisions; recent emails from Cynthia Eskandary, Tara Bollmann, Terisa Winters Steiber, Brenda Moore, Vicki Mineo, Matt Burns, and Sue Swanigan, each speaking in opposition to a ban on commercial breeders selling and their sales to pet stores; a letter from Arlene Menoke

and John King in opposition to and alleging that the was city attempting drive the Har Mar Pet Shop out of business; a letter from Brandon Sinn, DVM at Lambert Vet Supply in Fairbury, NE, speaking against attempts to shut down regulated parts of the industry in support of non-regulated parts; a letter from Jim Foster, VDM at Red Barn Veterinary Services in Shelbina, MO in support of breeding operations; a letter from A. G. Beukleman, DVM, MPVM at Avenue Veterinary Clinic in Sioux Center, IA in support of pet stores and professional breeders; and a letter from Mindy Patterson, President of The Calvary Group o Grover, MO in support of the city's rejection of a ban on pet sales.

Kristin Smith, Blaine, MN and Vanessa Rojos, St. Paul, MN (Pet Store Operators)

Regarding proposed language in the submitted individual paragraphs, Ms. Rojos questioned the term "pet store" when discussing overnight boarding and if rescues were exempt so their animals could be sheltered overnight; and sought a definition for "provision."

Ms. Smith noted the distinction between leaving puppies in a store overnight and adult dogs or cats.

Ms. Rojos and Ms. Smith further questioned the definition of "Animal Rescue Organizations" and the rationale in specifying a not-for-profit organization with tax-exempt status under Section 501.C.3 of the IRS code; opining that any animal rescue organization should not receive a negative mark dependent on their tax status and seeking fairness across the board within the industry.

Elaine Hansen, MN Pet Breeder's Association and MN Council of Dog Clubs
Providing a description of the organizations she represents as commercial breeders and trainers of show dogs for performance competitions, Ms. Hansen addressed several concerns. Ms. Hansen called attention to several things already in law, seeking city review as they deliberate further of MN Statute 325.F.9.1 providing consumer protection of dogs and cats sold by retail pet stores or any person except rescues and shelters under 501.C.3 non-profit status. Ms. Hansen opined that their experience had found less protection for animals at the time of sale if sold by a non-profit versus a retailer or breeder.

Ms. Hansen expressed further concern for the earlier-stated term "sale or purchase" being replaced by "adoption, with adoption also being considered a sale if consideration was exchanged for an animal, and if subject to sales tax, and still having the same literal affect.

Under MN State Statute 347.31, Ms. Hansen stated that a kennel licensed by the Board of Animal Health could have the owner liable for any non-compliance with those applicable standards, whether or not the animals on the premise were owned by him or not. While a shop owner was required to absorb all costs related to conducting his business (e.g. maintaining his premises, equipment, sales, employ-

ees and maintenance), Ms. Hansen noted that he could receive no compensation or control over the source or inventory of non-profits selling on his premises. Ms. Hansen questioned the viability of that business plan model, without her benefit of having heard from the owner of the Har Mar Pet Shop and ramifications to his business.

Gary Papineau, Owner of Har Mar Pet Shop

Mr. Papineau opined that variety was a good thing for Roseville; and further opined that licensing would serve to add to that diversity. Mr. Papineau noted that he had attended several of these meetings where animal rights groups had made comments about puppy mills and him and his business specifically.

Mr. Papineau stated that he was proud of his store and the animals he sold there. While hearing from opponents at these meetings, Mr. Papineau noted that his regular, satisfied customers weren't present stating that they were unhappy with their pet purchase. Mr. Papineau opined that licensing would work better than a ban.

Ann Olson, Executive Director, Animal Folks MN, St. Paul, MN

Ms. Olson thanked the city for drafting this ordinance, opining that it addressed their concerns as brought forward previously. As far as specifics with the proposed ordinance, Ms. Olson stated that they agreed with the 180 day effective date; with other minor points for discussion off line but not impacted by state law. Ms. Olson noted that, based on their experience in the industry, animals obtained from mass breeding facilities without any knowledge of their genetic conditions, was at the core of rationale in not obtaining animals there. As mentioned by her at the last meeting, Ms. Olson noted considerable data was available and records on large breeders in MN and IA and volunteered to share that information with the city to further support their position. Ms. Olson advised that those records would document the purchase of dogs and puppies by the Roseville pet store in question from those large breeders.

Specific to criminal or administrative offenses, Ms. Olson asked that any penalty or fee should be high enough to serve as a true deterrent and relative to the sales price of animals.

Ms. Olson spoke in support of the city continuing with the ordinance revisions; opining it was an efficient and economical way to address the issues.

Kathy Maken, Animal Humane Society

Ms. Maken agreed with the comments of Ms. Olson, and draft ordinance as originally introduced, with revision to 180 days for an effective date. Ms. Maken agreed this would address the problem being faced with pet stores. Ms. Maken also offered additional information or clarification on how their shelters were run and pet licensing.

Christine Coughlin, MN State Director, The Humane Society of the U.S., Minneapolis, MN

Ms. Coughlin offered the Society's support for the ordinance as drafted and commended the City Council in addressing the source of the problem in a meaningful way. Ms. Coughlin also offered to provide additional information; expressing her confidence that this served as the best solution for multiple communities across the country that were also considering such an ordinance versus simply a "band aid" approach. Ms. Coughlin stated that their organization had proof that the humane model works, with major retailers, with the exception of one, already having switched to this model.

City Council Deliberation

Councilmember Willmus spoke in support of moving forward, recognizing the considerable comment to-date from Roseville residents seeking such action. Given the discussion on the draft ordinance to-date, and revisions made along the way, Councilmember Willmus stated his support for those changes, taking into account City Attorney Gaughan's recommendation to clean-up the preamble of this draft in accordance with tonight's discussion. Councilmember Willmus questioned if there was consensus regarding the length of time for keeping records.

Councilmember McGehee sought comment from City Attorney Gaughan regarding State Statute 325.F.9 as brought up during public comment tonight specific to consumer protections.

While not having a copy of the Statute before him, based on his recollection of the statute, City Attorney Gaughan responded that the chapter references neglect of animals and more generally the treatment of animals, and wasn't specifically focused toward retail establishments, while it may reference conditions at breeding locations.

Without objection, Mayor Roe asked City Attorney Gaughan to provide more detail in a response when this item next comes before the City Council.

McGehee moved, Willmus seconded, revising language on page 3, line 110 of the draft ordinance, that "Certificate of Source" records be retained for 180 days.

Councilmember Willmus also advised that he was going to suggest the original, non-amended language from the Humane Society specific to dogs, stating that he had no issue with cats and their boarding.

Mayor Roe noted that if dogs are not kept overnight, language would cover puppies as well for clarity. Mayor Roe asked if the intent of the makers of the motion was to revise language as brought forward in the two separate paragraphs related to including dogs and cats as defined in this ordinance as well as animal rescue organizations.

Specific to the rescue organization, Councilmember McGehee stated that it didn't define by purchase; and she noted several instances in Minnesota where there had been action taken against a particular breeder. Since the animals all ended up going to rescue for adoption, Councilmember McGehee noted her observations of this occurrence more than one time in Minnesota.

Mayor Roe clarified that the motion now included the two items of language provided as bench handouts with respect to overnight boarding and the definition of Animal Rescue Organizations, as presented and without changes.

At the request of City Attorney Gaughan for the purposes of clarification, without objection, including language in the Whereas clauses or preamble related to "point of sale" was included in the motion.

Councilmember McGehee expressed her interest in further amending the motion to address the "WHEREAS language in lines 51 – 55 to delete language related to costs to the city and residents and for their protection as she previously stated (page 2). Mayor Roe, on consultation with the maker and seconder of the motion, confirmed inclusion of Councilmember McGehee's requested change in the motion.

Councilmember Laliberte appealed to the makers of the motion to keep records for one year (lines 109-110, page 3). Given that a pet's health issues may not always be known or apparent even within that timeframe, Councilmember Laliberte opined that she didn't think it would prove burdensome for a business to keep those records longer.

Amendment

Laliberte moved, Willmus seconded, retaining language as originally presented in lines 109-110 for retaining records for one year.

Discussion ensued, with Mayor Roe subsequently calling for a vote on the amendment to retain records for one year.

Roll Call (Amendment – Record Retention at one year)

Ayes: Laliberte, Willmus, Etten and Roe.

Nays: McGehee

Roll Call (Original Motion, as amended, with Language Revisions as Noted)

Ayes: Laliberte, Willmus and Roe.

Nays: None.

Abstentions: McGehee and Etten

Motion carried.

Without objection, Mayor Roe directed staff to return with revisions as discussed and amended for future consideration by the City Council, at which time staff and

City Attorney Gaughan were asked to include staff recommendations for a administrative penalty administrative penalty as similar to liquor license violations.

b. Consider Amending City Code, Chapter 304: Lawful Gambling

Finance Director Chris Miller referenced the staff report detail and revised Chapter 304 (Lawful Gambling) outlined in Attachment, based on previous discussions on this issue. As previously noted by Mayor Roe to Mr. Miller, lines 100-101 of the draft were corrected to delete "bingo hall license" references as well as they had been updated in other areas of the ordinance.

While staff recommendation was for deletion of Section H (Employment of Certified Public Accountants), since this was a requirement for this type of organization, Finance Director Miller advised its inclusion or omission could still be at the discretion of the City Council.

Section 304.04.B, page 5, lines 145-148, (Contributions)

Specific to the trade area, Finance Director Miller noted requirements per State Statute related to defining a trade area, and revised language identifying that trade area for expenditure of gambling profits in and around Roseville. As defined in Statute, Mr. Miller advised that the surrounding cities or townships had to be contiguous to Roseville, and those ten were listed in Section B accordingly.

Finance Director Miller also noted staff's recommendation to strike redundancy in Section B as noted.

Specific to the percentage of remaining net profits, currently at 3%, Finance Director suggested leaving out reference to an exact percentage, leaving it at "up to 3%," subject to annual review. Mr. Miller suggested this could then be addressed annually on the fee schedule review to ensure that the city's administrative costs were being covered.

At the request of Mayor Roe, Finance Director Miller and City Attorney Gaughan confirmed that the city could require 100% of the profits be spent within that trade area. Mr. Miller also confirmed that the current draft of the ordinance continued with two versus the previously requested three locations at this point.

Councilmember Willmus asked if the city was bound by State Statute or had the option to guide contributions toward youth athletics specifically.

City Attorney Gaughan advised that State Statute didn't reference such a restriction and the city had the authority to adopt more stringent regulations than outlined in state law. While Mr. Gaughan opined that the city could probably reference particular youth recreational activities, he wasn't going to advise that it would never be subjected to a legal challenge, but since it wasn't specifically addressed in state law, he thought the city should have that authority to stipulate where the contributions went.

1 City of Roseville
2 ORDINANCE NO.

3
4 AN ORDINANCE AMENDING

5
6 TITLE [REDACTED], SECTION [REDACTED]

7
8 AN ORDINANCE CREATING AN ADMINISTRATIVE OFFENSE FOR THE
9 SALE OF DOGS AND CATS BY A RETAIL ESTABLISHMENT

10
11 THE CITY OF ROSEVILLE ORDAINS:

12
13 SECTION 1. Background:

14 WHEREAS, The City Council finds that a significant number of puppies and kittens sold at pet
15 stores come from large-scale, commercial breeding facilities where the health and welfare of the
16 animals are not adequately provided for; and

17
18 WHEREAS, The City Council finds that the documented abuses endemic to mass breeding
19 facilities include over-breeding; inbreeding; minimal to non-existent veterinary care; lack of
20 adequate and nutritious food, water and shelter; lack of socialization; lack of adequate space;
21 lack of adequate exercise; no or limited screening of genetic diseases; inadequate transportation
22 and shipping protocols of puppies and kittens; and indiscriminate disposal of breeding dogs and
23 cats who have reached the end of their profitable breeding cycle; and

24
25 WHEREAS, The City Council finds that ~~the~~ inhumane conditions in mass breeding facilities lead
26 to health and behavioral issues in the animals bred in those facilities, which many consumers are
27 unaware of when purchasing animals from pet stores due to both a lack of education on the issue
28 and misleading tactics of pet stores in some cases. These health and behavioral issues, which
29 may not present themselves until sometime after the purchase of the animals, can impose
30 exorbitant financial and emotional costs on consumers; and

31
32 WHEREAS, The City Council finds that current Federal and State regulations do not properly
33 address the sale of dogs and cats in pet stores, while the City of Roseville does not possess
34 adequate resources to safeguard the health and well being of dogs and cats at the point of sale;
35 and

36
37 WHEREAS, The City Council finds that due in large part to pet overpopulation, numerous dogs
38 and cats are euthanized. Restricting the retail sale of puppies and kittens is likely to increase
39 demand from animal shelters and rescue organizations, which will likely reduce the burden on
40 such agencies and reduce financial costs on local taxpayers; and

41
42 WHEREAS, The City Council finds that across the country, thousands of independent pet stores
43 as well as large chains operate profitably with a business model focused on the sale of pet
44 services and supplies and not on the sale of commercially bred dogs or cats. Many of these stores
45 collaborate with local animal shelters and rescue organizations to offer space and support for
46 showcasing adoptable homeless pets on their premises; and

47
48 ~~WHEREAS, The City Council finds that~~ this Ordinance will not affect consumers’ ability to
49 obtain a dog or cat of their choice directly from an animal shelter, or breed-specific rescue
50 organization, or from a breeder where the consumer can see directly the conditions in which the
51 dogs or cats are bred or can confer directly with the breeder concerning those conditions; and
52

53 ~~WHEREAS, The City Council finds that the City Council for the City of Roseville believes~~ it is
54 in the best interests of the City of Roseville to adopt reasonable regulations to ~~reduce costs to the~~
55 ~~City and its residents, protect the citizens of the City who may purchase dogs or cats from a pet~~
56 ~~store or other business establishment,~~ help prevent inhumane breeding conditions, promote
57 community awareness of animal welfare, and foster a more humane environment in the City.
58

59 **SECTION 2. Section 501.01 (Definitions) is hereby amended as follows:**

60 **501.01: DEFINITIONS:**

61 Except where the term is expressly defined by other provisions or sections within this Chapter,
62 the following words and terms shall have the meanings ascribed to them in this Section:
63

64 ANIMAL CONTROL AUTHORITY: Any governmental entity which is responsible for animal
65 control operations in its jurisdiction.
66

67 ANIMAL RESCUE ORGANIZATION: Any not-for-profit organization which has tax-exempt
68 status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and
69 practice is, in whole or in significant part, the rescue of animals and the placement of those
70 animals in permanent homes, and which ~~does not obtain animals from a breeder or broker for~~
71 ~~payment or compensation, and~~ does not breed animals.
72

73 ANIMAL SHELTER: Any not-for-profit organization which has tax-exempt status under
74 Section 501(c)(3) of the Internal Revenue Code, which (1) accepts animals into a physical
75 facility; (2) is devoted to the rescue, care, and adoption of stray, abandoned, unwanted or
76 surrendered animals; (3) places animals in permanent homes or with animal rescue
77 organizations; and (4) does not breed animals.
78

79 CAT: A mammal that is wholly or in part of the species Felis domesticus.
80

81 CERTIFICATE OF SOURCE: A document from an animal control authority, animal rescue
82 organization, or animal shelter which shall provide a brief description of the dog or cat, and shall
83 list the name, address, and telephone number of the source (animal control authority, animal
84 rescue organization, or animal shelter) of the dog or cat.
85

86 DOG: A mammal that is wholly or in part of the species Canis familiaris.
87

88 PET STORE: Any retail establishment, or operator thereof, which displays, sells, delivers, offers
89 for sale, barter, auctions, gives away, or otherwise transfers companion animals in the City of
90 Roseville. This definition does not apply to animal control authorities, animal shelters, or animal
91 rescue organizations.
92

93 PET STORE OPERATOR: A person or business entity who owns or operates a pet store.
94

95 **SECTION 3. Section 510.25 is renumbered as section 501.26, and section 501.25 is**
96 **hereby amended as follows:**

97 **501.25 PET STORES**

98 A. No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer
99 or dispose of cats or dogs.

100

101 B. Nothing in this section shall prohibit pet stores from collaborating with animal shelters,
102 animal rescue organizations, and animal control authorities to offer space for such entities to
103 showcase adoptable dogs and cats inside pet stores. Such animals shall not be younger than 8
104 weeks old. Dogs that are showcased for adoption shall not be kept overnight at a pet store.
105 Cats that are showcased shall not be kept overnight at a pet store without provision for care
106 and monitoring outside of pet store business hours.

107

108 C. A pet store shall post and maintain a Certificate of Source in a conspicuous place on or
109 within three feet of each dog's or cat's kennel, cage, or enclosure.

110

- 111 1. A Certificate of Source shall be provided to the adopter of any dog or cat.
- 112 2. Certificate of Source records for each dog or cat shall be maintained by a pet store for at
113 least one year from the last date that a dog or cat appeared in the store.
- 114 3. Pet stores shall make Certificates of Source immediately available for review upon the
115 request of a peace officer or animal control authority, or a humane agent pursuant to
116 Minnesota Statutes section 343.06 acting on behalf of the City.
- 117 4. Falsification of a Certificate of Source shall be deemed a violation of this section.

117

118 D. A violation of this section shall constitute an Administrative Offense under Section 102.01.C
119 of City Code and subject the Pet Store Operator to the to the procedures and penalties
120 contained therein.

121

122 **SECTION 4. Effective Date:** This amendment to the Roseville City Code shall take effect
123 180 days after passage and publication.

124

125

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144

Ordinance - Title of Ordinance -

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **03/13/17**

Agenda Item: 7.c

Department Approval



City Manager Approval



Item Description: Consider Text Amendments to City Code §1009.07 and 1102.01 pertaining to Developer Open Houses Meeting requirements.

1 BACKGROUND

2 In May of 2016, the City Council approved a pilot program pertaining to certain aspects of the
3 notification process for the developer open house and certain land use applications. Specifically,
4 the City Council expanded the invitation and public hearing notification processes for
5 Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and the
6 Planned Unit Development to include resident and business renters. These and other items
7 supported in the pilot program were an outcome of the Zoning Notification Task Force.

8 On January 30, 2017, Planning Division staff communicated the results of the pilot program and
9 discussed the need for an open house application fee for consideration at a later date. The
10 Planning Division also communicated to the City Council the intent to move forward with Code
11 amendments that would address conflict between the current expanded notification procedures
12 and those found in City Code §1009.07 and §1102.01.

13 PLANNING DIVISION ANALYSIS

14 Administrative processes that are codified in the City Code can become cumbersome and
15 difficult to implement. This is the case with the existing open house meeting requirements
16 contained in §1009.07 and §1102.01 of the City Code. While the Planning Division finds the
17 requirements listed in §1009.07 and §1102.01 to generally be appropriate for public use, it has
18 determined the codified process is too specific and limits flexibility for a current evolving
19 process.

20 The following is generally the process for conducting land use/zoning or subdivision open
21 houses in Roseville:

22 *Developer Open House Meetings*

23 ***Purpose:*** Certain proposals or applications for development may constitute significant
24 departures from the present or historical use and/or zoning of a property. Prior to submitting
25 an application for approval of an interim use or zoning map change, therefore, an applicant
26 shall hold an open house meeting with property owners in the vicinity of the potential
27 development location in order to provide a convenient forum for engaging community
28 members in the development process, to describe the proposal in detail, and to answer
29 questions and solicit feedback.

30 **Timing:** *The open house shall be held not less than 15 days and not more than 45 days prior*
31 *to the submission of an application for approval of a proposal requiring a developer open*
32 *house meeting and shall be held on a weekday evening beginning between 6:00 p.m. and*
33 *7:00 p.m. and ending by 10:00 p.m. (Ord. 1473, 11-10-2014)*

34 **Location:** *The open house shall be held at a public location (not a private residence) in or*
35 *near the neighborhood affected by the proposal, and (in the case of a parcel situated near*
36 *Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not*
37 *available the applicant shall arrange for the meeting to be held at the City Hall Campus.*
38 *(Ord. 1473, 11-10-2014)*

39 **Invitations:** *The applicant shall prepare a printed invitation identifying the date, time, place,*
40 *and purpose of the open house and shall mail the invitation to the recipients in a list*
41 *prepared and provided in electronic format by Community Development Department staff .*
42 *The recipients will include property owners within the public hearing notification area*
43 *established in Chapter 108 of the City Code, members of the Planning Commission and City*
44 *Council, and other community members that have registered to receive the invitations. The*
45 *invitation shall clearly identify the name, phone number, and email address of the host of the*
46 *open house to be contacted by invitees who have questions but are unable to attend the open*
47 *house. The invitations shall also include a sentence that is substantially the same as the*
48 *following:*

49 *This open house meeting is an important source of feedback from nearby property owners*
50 *and is a required step in the process of seeking City approval for the proposed [zoning map*
51 *change/interim use], and a summary of the comments and questions raised at the open house*
52 *meeting will be submitted to the City as part of the formal application.*

53 **Summary:** *A written summary of the open house shall be submitted as a necessary*
54 *component of an application for approval of a proposal requiring a developer open house*
55 *meeting. The summary shall include a list of potential issues/concerns and any possible*
56 *mitigations or resolutions for resolving the issues(s) and/or concern(s). Citizens are also*
57 *encouraged to submit their own summary of the meeting highlighting concerns/issues and*
58 *any mitigations and resolutions. A sign-in sheet shall be provided on which citizens may, but*
59 *are not required, to enter their name and address. The sign-in sheet shall be submitted by the*
60 *developer with the open house summary. No later than the date of submission of the*
61 *application the applicant/developer shall be responsible for mailing a copy of the meeting*
62 *summary to all attendees who provided their names and addresses on the sign-in sheet. (Ord.*
63 *1473, 11-10-2014)*

64 As the City moves away from a developer driven invitation process to a Planning Division lead
65 process, many of the categories articulated will, at a minimum, need to change or be removed to
66 better assist with the current evolving expanded notification process. That said, the Planning
67 staff would note that the original aspiration of the open house meeting was to be conducted with
68 limited staff involvement. This, however, is generally far from how the process occurs. From
69 the basic four lot subdivision, where staff may have contact with the builder/developer about a
70 number of Code nuances such as lot size or configuration, easements, and storm water
71 management, to the far more detailed and involved Planned Unit Development process, staff will
72 always be involved in projects prior to an applicant conducting an open house and making a
73 formal application submittal. Eliminating or clarifying up-front this involvement in the process
74 will be beneficial to citizens understanding the open house meeting process.

75 Further, the Planning staff has for many years inconsistently implemented directives of the City
76 Council with limited success. These include the addition of area maps, concept development
77 plans, and/or a concept subdivision plan. The staff also, at the request of the Council, has
78 reviewed or crafted a number of open house invitations. Although on its face these items appear
79 to be appropriate or acceptable, they are a departure from the codified requirements of the
80 process

81 The Division's involvement in the expanded notification process since May has shed some light
82 on a more applicable process and procedures. For instance, the Division will seek a minimum
83 three weeks lead time for an open house request to properly be processed and mailed to citizens.
84 Such a requirement would ensure that the Planning staff could achieve a 10-day advanced notice
85 consistent with the public hearing process. Similarly, with a policy for application deadlines
86 being the first Friday of every month, the Division does not see a benefit to an application
87 submittal of between 15 and 45 days, especially when a PUD could go well beyond 45 days
88 before the Planning Division receives the sketch or concept submittal.

89 Similar to existing policies, the Planning Division is seeking to adopt a generalized policy
90 framework in place of revised/amended standards articulated in the Code. Staff believes that the
91 existing open house process and anything specifically codified in the City Code will greatly
92 reduce staffs ability to make critical changes in the interest of the community. Below is the
93 procedure for conducting a public hearing. This process does not articulate all the nuances that
94 staff implements from the time we receive an application and determine it to be complete to the
95 time the notice is sent to citizens.

96 ***108.01: PROCEDURE FOR CONDUCTING CERTAIN PUBLIC HEARINGS:***

97 *A. Hearings: When a public hearing involving the Comprehensive Plan, zoning or subdivision*
98 *regulations is required by this Code or by a Minnesota statute, the Planning Commission*
99 *shall hold the public hearing. All parties interested shall be given an opportunity to be heard.*
100 *The Planning Commission, after citing the reason, may request the City Council to extend the*
101 *review period for up to 60 days.*

102 *B. Notice: Notice of the time and place of such hearing shall be published in the designated*
103 *legal newspaper no less than ten nor more than thirty days prior to the hearing. In the event*
104 *the hearing involves a particular parcel of land, mailed notice shall be given by the City to*
105 *the owner and each of the property owners within 500 feet of the outside boundaries of the*
106 *parcel and to State, County, and Federal agencies, if applicable. Failure to mail notice or*
107 *failure of the property owner to receive the notice shall not invalidate the proceedings. (Ord.*
108 *1357, 1-14-2008)*

109 *C. Council Hearings: The City Council shall hold further hearings using the notice procedure*
110 *in subsection B of this Section only in the event that such hearings are required by other*
111 *sections of this Code, by State statute, or because the Planning Commission has failed to*
112 *hold the required hearing or make a recommendation. If not previously done in response to a*
113 *Planning Commission request, the City Council may extend the review period for up to 60*
114 *days. Failure to receive a report from the Planning Commission as herein provided shall not*
115 *invalidate the proceedings or action of the City Council. (Ord. 1175A, 11-25-1996)*

116 Likewise, the application submittal process is also not specifically listed in code. This is a
117 prescribed process that includes an application deadline (Friday of each month), numerous
118 submittal details, and review by staff/committee to determine completeness. The requirements
119 of the interim use process are provided below:

120 **B. Open House Meeting:** *Prior to submitting an application for a proposed zoning map change,*
121 *an applicant shall hold a community open house meeting as described in Section 1009.07 of*
122 *this Title.*

123 **C. Applications:** *The owner of property on which a zoning change is proposed shall file an*
124 *application for approval of the zoning change by paying the fee set forth in Chapter 314 of*
125 *this Code and submitting a completed application form and supporting documents as set*
126 *forth on the application form. Complete applications shall be reviewed in a public hearing*
127 *before the Planning Commission and acted upon by the City Council according to the*
128 *process set forth in Chapter 108. If a proposed zoning change is denied, an application for*
129 *substantially the same zoning change on the same property shall not be accepted within 1*
130 *year of the date of the denial*

131 In response to the challenges articulated above, Planning Division is seeking the removal of
132 certain aspects of §1009.07 and §1102.01 pertaining to developer open houses in-favor of a more
133 detailed policy that affords staff flexibility to consider deviations assuming these deviations are
134 not in conflict with the goal of greater public participation. Staff suggests the following items to
135 replace the existing language in §1009.07 and §1102.01 of the City Code (also see Attachment B
136 draft ordinance):

137 **Developer Open House Meetings**

138 **Purpose:** Certain proposals or applications for development may constitute significant
139 departures from the present or historical use and/or zoning of a property. Prior to submitting an
140 application for **a Comprehensive Plan Map Change, a Zoning Map Change, an Interim Use,**
141 **a Subdivision Plat, or a Planned Unit Development** approval of an interim use or zoning map
142 change, therefore, an applicant shall hold an open house meeting with property owners **and**
143 **renters** in the vicinity of the potential development location in order to provide a convenient
144 forum for engaging community members in the development process, to describe the proposal in
145 detail, and to answer questions and solicit feedback.

146 **Applicant Responsibility: The applicant shall be responsible for the following items:**

- 147 • **Completed Open House Form (application)**
- 148 • **Payment of fee and escrow**
- 149 • **Provision of applicable information regarding the project/request**
- 150 • **Provision of the open house location, date, and time**
- 151 • **Required submittal of open house summary upon conclusion of meeting**

152 **General: Please refer to the Open House Meeting Policy that is a component of the Open**
153 **House Form (application) or contact the Community Development Department for**
154 **additional information regarding the process.**

155 The Planning Division will include a more specific scope of the open house process on the
156 application/form similar to other required application processes and offers the following items as
157 the formal open house policy:

- 158 **a** Prior to submitting an application for Comprehensive Plan Map Change, a Zoning Map
159 Change, an Interim Use, a Subdivision Plat, or a Planned Unit Development an applicant
160 shall hold an open house meeting with owners and renters in the vicinity of the potential

161 development location in order to provide a convenient forum for engaging community
162 members in the development process, to describe the proposal in detail, and to answer
163 questions and solicit feedback.

164 **b** Planning Division staff shall be responsible for all aspects of the open house
165 invitation including, but not limited to, the information contained on the
166 invitation, a map or illustrations, the notice list, and the mailing of all documents
167 regarding the open house.

168 **c** The open house shall be held on the subject site or at a public venue near the
169 subject site (preferably in Roseville) as approved by the Planning Division. In the
170 event arrangements cannot be made at or near the subject site, City Hall can be
171 used for the open house meeting.

172 **d** The open house should occur between the hours of 5:30 p.m. and 8:00 p.m. as
173 approved by the Planning Division and last a minimum of two hours. Earlier start
174 times could warrant either a longer meeting or two meetings on the same evening.

175 **e** The applicant shall be responsible for the following items as a part of the
176 submittal for an open house meeting:

- 177 • Completed Open House Form (application)
- 178 • Payment of fee and escrow
- 179 • Provision of applicable information regarding the project/request
- 180 • Provision of the open house location, date, and time
- 181 • Submittal of open house summary upon conclusion of meeting to the Planning
182 staff

183 **PLANNING COMMISSION ACTION**

184 On February 1, 2017, the Roseville Planning Commission held the duly noticed public hearing
185 regarding the text amendments and policy statement pertaining to the open house process.

186 During the presentation and discussion on the proposed changes, Commissioners asked a number
187 of questions of staff regarding the Code required existing process and the proposed more policy
188 based process (Attachment C).

189 The Commission voted 7-0 to recommend approval of the text amendments and establishment of
190 a policy pertaining to the open house process.

191 **SUGGESTED CITY COUNCIL ACTION**

192 The Planning Division recommends the City Council take the following action regarding the
193 open house process:

- 194 **a.** Adopt an ordinance amending §1009.07 and §1102.01 of the City Code per Attachment
195 A
- 196 **b.** Adopt a resolution replacing specific language contained in §1009.07 and §1102.01 of
197 the City Code with a policy statement allowing the Planning Division to better manage
198 the open house meeting process.

199 **ALTERNATIVE ACTIONS**

200 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need
201 for clarity, analysis and/or information necessary to make a recommendation on the request.

- 202 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings
203 of fact germane to the request.

Report prepared by: Thomas Paschke, City Planner
thomas.paschke@cityofroseville.com
651-792-7074

Attachments: A. Draft Ordinance B. Draft Resolution
 C. Draft PC minutes D. Ordinance Summary

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING §1009.07 OF TITLE 10 ZONING ORDINANCE AND §1102.01.B OF TITLE 11 SUBDIVISION ORDINANCE OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code, §1009.07 and §1102.01, is hereby amended to eliminate these sections and replace them with a formalized policy to be administered by the Community Development Department’s Planning Division;

SECTION 2. §1009.07 is hereby amended as follows:

Developer Open House Meetings

Purpose: Certain proposals or applications for development may constitute significant departures from the present or historical use and/or zoning of a property. Prior to submitting an application for a Comprehensive Plan Map Change, a Zoning Map Change, an Interim Use, a Subdivision Plat, or a Planned Unit Development approval of an interim use or zoning map change, therefore, an applicant shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.

Applicant Responsibility: The applicant shall be responsible for the following items:

- Completed Open House Form (application)
Payment of fee and escrow
Provision of applicable information regarding the project/request
Provision of the open house location, date, and time
Required submittal of open house summary upon conclusion of meeting

General: Please refer to the Open House Meeting Policy that is a component of the Open House Form (application) or contact the Community Development Department for additional information regarding the process.

Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a proposal requiring a developer open house meeting and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m. (Ord. 1473, 11-10-2014)

Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville’s boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus. (Ord. 1473, 11-10-2014)

Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members

40 of the Planning Commission and City Council, and other community members that have registered to
41 receive the invitations. The invitation shall clearly identify the name, phone number, and email address
42 of the host of the open house to be contacted by invitees who have questions but are unable to attend the
43 open house. The invitations shall also include a sentence that is substantially the same as the following:

44 *This open house meeting is an important source of feedback from nearby property owners and is a*
45 *required step in the process of seeking City approval for the proposed [zoning map change/interim use],*
46 *and a summary of the comments and questions raised at the open house meeting will be submitted to the*
47 *City as part of the formal application.*

48 **Summary:** A written summary of the open house shall be submitted as a necessary component of an
49 application for approval of a proposal requiring a developer open house meeting. The summary shall
50 include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the
51 issues(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting
52 highlighting concerns/issues and any mitigations and resolutions. A sign-in sheet shall be provided on
53 which citizens may, but are not required, to enter their name and address. The sign-in sheet shall be
54 submitted by the developer with the open house summary. No later than the date of submission of the
55 application the applicant/developer shall be responsible for mailing a copy of the meeting summary to
56 all attendees who provided their names and addresses on the sign-in sheet. (Ord. 1473, 11-10-2014)

57 **SECTION 3. Section §1102.01.B is hereby amended as follows:**

58 **B. Developer Open House Meeting**

59 1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an
60 applicant shall hold an open house meeting with property owners **and renters** in the vicinity of the
61 potential development location in order to provide a convenient forum for engaging community
62 members in the development process, to describe the proposal in detail, and to answer questions and
63 solicit feedback.

64 **2. Applicant Responsibility: The applicant shall be responsible for the following items:**

- 65 • **Completed Open House Form (application)**
- 66 • **Payment of fee and escrow**
- 67 • **Provision of applicable information regarding the project/request**
- 68 • **Determined the open house location, date, and time**
- 69 • **Required submittal of open house summary upon conclusion of meeting**

70 **3. General: Please refer to the Open House Meeting Policy that is a component of the Open**
71 **House Form (application) or contact the Community Development Department for additional**
72 **information regarding the process.**

73 2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the
74 submission of an application for approval of a preliminary plat and shall be held on a weekday evening
75 beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.

76 3. Location: The open house shall be held at a public location (not a private residence) in or near the
77 neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries)
78 preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange
79 for the meeting to be held at the City Hall Campus.

80 4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and
81 purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided

82 ~~in electronic format by Community Development Department staff. The recipients will include property~~
83 ~~owners within the public hearing notification area established in Chapter 108 of the City Code, members~~
84 ~~of the Planning Commission and City Council, and other community members who have registered to~~
85 ~~receive the invitations. The invitation shall clearly identify the name, phone number, and email address~~
86 ~~of the host of the open house to be contacted by invitees who have questions but are unable to attend the~~
87 ~~open house. The invitations shall also include a sentence that is substantially the same as the following:~~

88 ~~This open house meeting is an important source of feedback from nearby property owners and is a~~
89 ~~required step in the process of seeking City approval for the proposed preliminary plat. A summary~~
90 ~~of the comments and questions raised at the open house meeting will be submitted to the City as part~~
91 ~~of the formal application.~~

92 ~~5. Summary: A written summary of the open house shall be submitted as a necessary component of a~~
93 ~~preliminary plat. The summary shall include a list of potential issues/concerns and any possible~~
94 ~~mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to~~
95 ~~submit their own summary of the meeting highlighting concerns/issues and any mitigations and~~
96 ~~resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open~~
97 ~~house summary.~~

98 **SECTION 4. Effective Date.** This ordinance amendment to the Roseville City Code shall take
99 effect upon passage and publication.

100 Passed this 13th day of March, 2017.

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

1
2
3 Pursuant to due call and notice thereof, a public hearing was held at the regular meeting of the
4 City Council of the City of Roseville, County of Ramsey, Minnesota, on the 13th day of
5 March, 2017, at 6:00 p.m.

6 The following members were present:
7 and the following members absent:

8 Council Member _____ introduced the following resolution and moved its adoption:

9 **RESOLUTION NO.**
10 **A RESOLUTION CREATING AN OPEN HOUSE AND PUBLIC HEARING**
11 **NOTIFICATION POLICY FOR THE CITY OF ROSEVILLE**

12 WHEREAS, City Code §1009.07 and §1102.01.B, establish the open house
13 requirements for applicants when ultimately applying for a Comprehensive Plan Map
14 Change, a Zoning Map Change, an Interim Use, a Planned Unit Development or for a
15 subdivision plat greater than 4 lots; and

16 WHEREAS, the City Council has directed the Planning Division to take control of
17 the developer open house process so that proper inclusion of expanded notification and
18 appropriate invitation information reaches its audience; and

19 WHEREAS, the codified open house process contained in §1009.07 and
20 §1102.01.B of the City Code is better served as a policy as it is an administrative process
21 that may continue to be improved upon;

22 WHEREAS, a City Council approved policy provides the Planning Division general
23 direction on a given set of guidelines and supports the flexibility to implement minor
24 deviation on a case by case basis; and

25 WHEREAS, City Council supports the following general guidelines to replace the
26 codified open house procedures contained in §1009.07 and §1102.01.B of the City Code:

- 27 a. Prior to submitting an application for Comprehensive Plan Map Change, a Zoning Map
28 Change, an Interim Use, a Subdivision Plat, or a Planned Unit Development an applicant
29 shall hold an open house meeting with owners and renters in the vicinity of the potential
30 development location in order to provide a convenient forum for engaging community
31 members in the development process, to describe the proposal in detail, and to answer
32 questions and solicit feedback.
- 33 b. Planning Division staff shall be responsible for all aspects of the open house
34 invitation including, but not limited to, the information contained on the invitation,
35 a map or illustrations, the notice list, and the mailing of all documents regarding
36 the open house.
- 37 c. The open house shall be held on the subject site or at a public venue near the
38 subject site (preferably in Roseville) as approved by the Planning Division. In the

39 event arrangements cannot be made at or near the subject site, City Hall can be
40 used for the open house meeting.

41 d. The open house should occur between the hours of 5:30 p.m. and 8:00 p.m. as
42 approved by the Planning Division and last a minimum of two hours. Earlier start
43 times could warrant either a longer meeting or two meetings on the same evening.

44 e. The applicant shall be responsible for the following items as a part of the submittal
45 for an open house meeting:

- 46 • Completed Open House Form (application)
- 47 • Payment of fee and escrow
- 48 • Provision of applicable information regarding the project/request
- 49 • Provision of the open house location, date, and time
- 50 • Submittal of open house summary upon conclusion of meeting to the Planning
51 staff

52 NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to
53 approve the above policy statements as a framework for guiding the Planning Division
54 with the developer open house meeting process.

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

58 WHEREUPON said resolution was declared duly passed and adopted.

Extract of the Meeting Minutes of the February 1, 2017, Roseville Planning Commission

a. Project File 0017, Amendment 31: Request by City of Roseville to amend City Code, Chapters 1009.07 and 1102.01 pertaining to developer open house meetings

Chair Boguszewski opened the public hearing at approximately 6:47 p.m.

Two bench handouts were provided, consisting of an updated “Open House Application” and a revised draft ordinance for future City Council consideration entitled, “An Ordinance Amending Chapter 1009.07, Title 10 of the City of Roseville Zoning Ordinance and Chapter 1102.01, Title 11, Subdivision Ordinance”

As detailed in the staff report of today’s date, City Planner Paschke reviewed the proposed continuation of this pilot expanded open house notification program as recently updated with the City Council, and related fee and code changes. At that January 30, 2017 meeting, Mr. Paschke advised that staff was directed to move forward with code amendments to address any conflicts between current code and expanded notification procedures.

At the request of Member Murphy, Mr. Paschke reviewed the process by staff rather than the developer or applicant in mailing the notices, with the developer providing funding to do so via fees. Mr. Paschke advised that staff prepared a welcoming invitation with maps of the project site providing as much detail as possible for the public. Mr. Paschke noted that, when the applicant had done the mailings in the past, often there was insufficient detail, maps or information for the public to understand the actual purpose of the open house. With the city’s Planning Division staff now having undertaken the process, Mr. Paschke reported improved implementation. As an example, Mr. Paschke reviewed the recent Minnesota State Fair application for renewal of their Interim Use for park and ride locations throughout the community; with staff providing detailed information with the invitation to the open house, showing drop off sites and routing information for Fair buses.

Member Cunningham asked if staff had received any pushback by the business community or developers with concerns that they had no control over the open house process.

Mr. Paschke clarified that the applicant/developer retained ownership and control of the open house themselves as far as presentation, information provided and the question/answer time with attendees. Therefore, Mr. Paschke noted there had been no concerns expressed about staff undertaking the other components of the process. In the past, Mr. Paschke noted that staff had provided examples of the invitation to the applicant, even though staff retained final editing rights of the invitations when completed before mailing. However, Mr. Paschke advised that, as per City Council findings a few years ago when staff had been asked to intervene with the notice process, the ordinance stayed in place but staff determined what triggered expanded notification depending on the complexities and/or location of a project, with staff also then taking over the mailing of open house notices to make sure they were done and provided sufficient information.

Using the State Fair mailing as an example, Member Daire questioned the fee, and if it was dependent on the number of open houses held.

Mr. Paschke clarified that applicants were required to provide one fee and escrow to cover administration time, material costs, and postage in processing the open house notices, using the

Attachment C

Fair as an example without knowing the actual cost at that time; it was used as a test case. Mr. Paschke reported that staff had ended up sending notices to 2,200 addressed in Roseville, with costs exceeding the initial fee paid by the Fair, and subsequent additional funds submitted to cover the costs. With funds held in escrow, depending on the actual cost realized in processing the mailed notices, Mr. Paschke advised that if not all funds were used, they would be returned, and if additional funds required, the applicant would submit those monies to the city. Mr. Paschke noted that the city was not interested in making money on the process, only in ensuring city costs were covered by the developer through fees for administrative costs. Once the State Fair mailings were completed, Mr. Paschke advised that staff was then aware of general costs for this type of mailing for future reference; and would be proposing to the City Council fee changes that would be based on that information and reviewed annually as part of the City Council's review and approval of all city fees. At this point, Mr. Paschke clarified that the annual fee amount for this process remains silent in city code, and is addressed in the fee schedule.

As noted by Member Gitzen, Mr. Paschke reviewed the intended striking of Chapter 1102.01 in code to remove that more detailed open house information, which would now be covered on the application form and checklist provided to the applicant/developer; and tied to the fee schedule and open house meeting process itself. With code only providing a general statement, Mr. Paschke noted that the process could be revised periodically as needed and based on actual usage and experiences.

Member Kimble noted staff's intent to provide the details as embedded in the open house meeting policy, as provided in the draft provided tonight (Attachment B); with Mr. Paschke concurring, noting that the City Council had yet to approve the policy, clarifying that this was only a draft at this point, provided in resolution format.

Chair Boguszewski recognized the intent with outlining the process via policy versus needing to change those details via ordinance and requiring a longer process to do so.

Member Bull noted that today's code stipulated the start/stop times for an open house; and as discussed during the comprehensive plan process, it was noted that more residents worked outside Roseville and with the proposed language change for start time from 6:00 to 5:30 p.m., how that would not preclude those residents from attending and participating in an open house.

Mr. Paschke clarified that the intent was simply to provide a broader time range for conducting the two-hour open house, whether it started earlier or not. As an example, Mr. Paschke noted the recent McCarron's neighborhood open house with one open house held in the afternoon and another later in the evening. Mr. Paschke opined that no matter the start time, the intent was to work with individuals throughout the process, and depending on which one of the five different applications were being processes, as to how flexible and open that broader timing range could be.

Community Development Director Collins concurred; and noted the variables available in the open house format; with the developer available for dialogue and to respond to questions; while the actual time for the formal presentation could be adjusted according to the project and timing. Ms. Collins reminded all that the meeting format itself was "open house" that typically provided for coming and going and not an actual sit-down meeting format. Ms. Collins noted that the intent was for the developer and staff to be available to answer questions of those attending.

Member Bull opined that the Planning Commission might understand that intent; however, he stated that he got a lot of comments from the public regarding timing and a general lack of understanding that they could come at any time, apparently creating some confusion on the presentation time.

Mr. Paschke noted that most open houses involve a presentation or information provided on a proposal; with the developer/applicant available over a two-hour time span and available for questions. However, Mr. Paschke advised that staff would clarify what the open house was, and that it was not simply a presentation.

If staff was responsible for the text of the invitations, Chair Boguszewski suggested that they provide a statement clarifying the meeting format, followed by a Q and A period; and if applicable, the presentation could be started later in the meeting for those unable to attend when it immediately started.

Ms. Collins duly noted that suggestion, advising that staff would work with each developer and build that language into their notice accordingly.

Member Bull noted the needed clarification of the codification process, as detailed in the staff report, line 68 and following.

Mr. Paschke noted that, while staff undertaking the process, and not delineated directly in city code, it allows more flexibility for the open house depending on the location of and actual project itself. Similarly with the timing of the open house not before 15 days or after 45 days, Mr. Paschke noted the difficulty with some applications (e.g. Planned Unit Developments – PUD’s) relative to when staff accepts applications (deadline the first Friday of each month) to facilitate staff review and processing, published Public Hearing Notices, and Planning Commission meeting schedules and subsequent approvals by the City Council when applicable, all part of the rationale for timing of open houses in the process as well. Mr. Paschke stated that, it was staff’s findings that, it was difficult to work with that timing and variables, while meeting the 60-day statutory approval and land-use provisions when determined by code that may preclude sufficient timing for open houses and public hearings as required. Therefore, Mr. Paschke clarified that need to anticipate and adjust timing by staff as needed (e.g. PUD application process).

Member Bull questioned how a policy versus city code enforcement would prevail.

Ms. Collins advised that she viewed the administrative portion more effective via a policy versus via ordinance, since it consisted of an administrative task, as with this open house process no longer addressed in city code but via policy to allow some flexibility to ensure it works for a particular project, depending on the scale of that project. Ms. Collins opined that this flexibility allowed for staff to determine if more than one open house was indicated and provided a case by case review of the process.

As noted by Chair Boguszewski, in Attachment B, the City Council would support the “general guidelines” that could be amended on a case by case basis and via policy versus having the process hardwired in city code.

Mr. Paschke concurred, advising that he saw the process as similar to the application processes in place for Interim uses (IU) or Conditional Uses (CU) where everything may not be by city code upfront, due to the variables with each application and therefore not articulated in code but called out specifically in the applications for general requirements, with supplemental

Attachment C

information perhaps required after staff's initial review. While that initial information required or supplemental is not codified, Mr. Paschke noted the way the process was handled as guided in general by city code proved less cumbersome for all involved.

With the language currently addressed in code, Member Bull opined if something fell outside the range of specifications, there was an easy determination to make, allowing for fair treatment of all if something didn't meet city code. If a flexible policy was instead in its place, Member Bull opined that it would be hard for the Planning Commission to see if an application fell within that or if it may open the city up to risk or reprisal if all land use applications were not handled the same.

Mr. Paschke clarified that the open house process was not something coming before the Planning Commission initially anyway, and was no different than the IU or CU processes of today.

However, Member Bull noted that the open house was a prerequisite.

Ms. Collins responded that the intended policy was to serve as a baseline for the open house process; and at no point would staff make a determination that there was no need for an open house. Ms. Collins advised that the policy remained what it is, and assured the Commission that the City Council took all of its approved policies very seriously; and this simply allowed them to expand or adjust parameters to capture more participation, not to give a developer an "out." Ms. Collins noted that the applicant still needed to abide by the policy; and also assured the Commission that the city and Community Development staff, as an organization, also took city policies very seriously, similar to the many contracts and professional services agreements in place; all adopted by the City Council and holding all parties accountable.

Member Daire suggested that the intent was to reduce the surprise factor or any proposed development and to inform the public through the open house before the project entered the formal approval process. Member Daire further suggested that this allowed the developer to respond to community concerns and subsequently tailor their formal proposal to not only suit the developer's needs but also those of the community; or in other words an informal process to plumb those immediately affected by a proposed project within the notification area. Then when the formal public hearing and process comes forward, Member Daire noted that the community could then see if their concerns had been addressed or the proposal changed accordingly, or to hear rationale accordingly. Member Daire stated that he had been surprised by the \$1,100 application fee; but was agreeable if it sufficiently covered administrative costs and had been approved by the City Council. Member Daire advised that he had attended three of the five open houses held for the State Fair's IU renewal of their park and ride facilities, and opined that he found the community exceptionally grateful for having an opportunity to review the proposal before it came to the city for review and approval. With the idea being to avoid surprises and have the community review proposals and the developer able to address their concerns before submitting their formal proposal, Member Daire opined that this process was on the right track.

Member Cunningham clarified that the Planning Commission didn't deal with city policy at this level; and on a separate track, the City Council would approve the policy or revise the draft prepared by staff. Therefore, Member Cunningham asked what influence the Commission would or could have on the policy, or what their recourse would be to pressure staff to make any changes they deemed necessary at some point in the future.

Attachment C

Ms. Collins advised that to amend a policy, it would only take a recommendation by the Commission to the City Council. At any time the Commission found a policy was not working for any reason, Ms. Collins asked that staff be alerted, and that input would be directed to the City Council accordingly for their consideration of necessary revisions. Ms. Collins noted that this was part of the intent in making amendments through a resolution to policy versus the lengthy process required to make tweaks, whether minor or major, to city code (ordinance).

Mr. Paschke concurred that it was much easier to work through policy than language codified in city code.

Member Kimble noted a typographical error in Attachment B, line 47, duly noted by staff (Change “determined” to “determine”). Member Kimble asked if developers were aware that part of their submittal requirement was to include the names of those attending and on the sign-in sheet or if staff needed to specify that requirement.

Mr. Paschke advised that as staff reviews the process and required submittals of materials as part of a developer’s application, that included the sign-in sheet, retention of the names of those attending, and a summary of the meeting itself along with providing a copy of that summary to those requesting one as part of their sign-in. Mr. Paschke advised that this documentation would be provided to staff, and that staff would provide those interested parties with a summary of the meeting. Mr. Paschke noted that considerable information through and about the process would be retained, including emails and phone calls received that were related to the project as well; all summarized and sent out to those attending the meeting.

Chair Boguszewski noted the four specific things included as part of the written summary, now revised to include requiring names and addresses; asking how applicants or developers were made aware of those expectations.

Ms. Collins responded that staff could develop a template.

Mr. Paschke responded that staff would see that those expectations were made a part of their application so they clearly understood them. Mr. Paschke noted that many things required by staff in the application process were not necessarily included on the application itself; suggesting that a timeline would probably be added for the open house process and time needed for staff to prepare and process mailed notices, once their form(s) and fees are received, typically three weeks before the scheduled open house. Mr. Paschke assured the commission that staff would include sufficient information with the application to ensure it was clear to the applicant/developer, similar to the checklists of documents or information needed and when they needed to be submitted.

In Attachment B, lines 41 -42, Member Murphy sought clarification as to the public location intended versus a private residence, citing several examples of past open house locations, asking if more specificity was needed.

Mr. Paschke responded that that statement had been created by the City Council, with the goal to get out of the potential of holding an open house in someone’s home, but somewhere in the general vicinity (e.g. community room at a nearby apartment complex; area church; or park building. Mr. Paschke opined that he liked the idea of holding the open house on site if possible, even if in a tent or building on site. However since this may not have been the City Council’s intent, Mr. Paschke suggested broadening those suggested locations; as suggested by Member Murphy to broaden or clarify that statement.

Attachment C

Member Murphy advised that if the statement had been crafted by the City Attorney, he wouldn't question it.

Ms. Collins suggested using language such as "publicly accessible site."

On line 42 of Attachment B, Member questioned if an escape clause that the open house be held on the City Hall campus if no other public space is available. Member Murphy cited an example of the trailer storage in the triangle without a suitable meeting spot.

Mr. Paschke advised that there was a statement elsewhere that if no other suitable location is available, the developer/applicant should use City Hall; but duly noted that request for reiteration of that point as noted by Member Murphy.

Referencing the fairness and fee mentioned by Member Bull, Chair Boguszewski encouraged staff to make that clear in the application that the fee is intended to cover actual expenses and would be charged or reimbursed accordingly at actual cost. If the policy is flexible enough to change, Chair Boguszewski suggested the methodology of the final costs allowed people to know it was an estimate rather than the solid fee.

Ms. Collins advised that an open house application fee would eventually be codified as a secure amount. Ms. Collins noted that the Interim Use renewal for the State Fair had been a unique situation; opining she wasn't aware of any other situations that might require five open houses, with most requiring only one such meeting. Ms. Collins noted that the State Fair IU renewal resulted in 2,200 mailings, again a unique situation, with the \$1,100 fee typically covering staff time for custom-designing notices, including graphics, GIS maps and other information, and processing the mailing itself, all taking time, as well as securing the date of the open house, meaning significant back and forth with the developer.

As noted by Member Gitzen, Mr. Paschke confirmed that the State Fair open house process had proven a good experiment to define the time required of staff; noting it was still an evolving process. Since it is to be implemented as a policy, Mr. Paschke noted that as it continues to evolve, practical experience would indicate changes as needed with the policy revised accordingly.

Member Bull asked why Conditional Use permits are not required to hold an open house.

Mr. Paschke responded that, while a Conditional Uses cover a broad range of residential and commercial options, the City Council had determined as with a variance, no open house would be required for either a Variance or CU application given either could cover a residential and/or commercial application. Mr. Paschke noted the policy for open houses covered comprehensive plan amendments, zoning changes, PUD's and IU's.

Member Murphy advised that was one of the considerations that made the \$1,100 fee palatable for him, that it only applied to commercial and not residential applications.

Member Bull stated that he understood the flexibility of time for an open house; however, he asked staff how they were going to ensure it didn't impede the flexibility of involvement by residents versus accommodating the time for a developer. As a general statement, Member Bull asked how that made things better for citizens.

Mr. Paschke assured the commission that staff would take that into consideration on a case by case basis and whether or not a given situation required longer hours for the open house.

Attachment C

Ms. Collins responded that, if each developer is required to hold an open house, staff retained flexibility with the policy; and could demand more than one open house (e.g. Minnesota State Fair required to hold five open houses for their IU renewal application) versus how the current ordinance read. As far as timing, Ms. Collins stated that she wasn't too concerned, and if a developer had some reason or expectation to start earlier, the open house could then run longer. Ms. Collins noted that the idea was to capture those coming home from work and those able to come later, at their preference, and to gather a broader audience. Ms. Collins advised that staff was putting considerable time into this process, and crafting invitation notices well to encourage as many as possible to show up. If open houses were held at such times where no one showed up, Ms. Collins noted that it was just a waste of time for all involved.

Mr. Paschke opined that the policy in no way took away from the goal to get people engaged in the process; but instead enhanced it and allowed it to be implemented better.

Chair Boguszewski opined that the times served as a general guideline or as a default; but if the applicant wanted to change the times in some way, they would be required to work with staff for their judgment for rationale in starting any earlier.

Ms. Collins concurred, noting that any deviation from the policy would need resolution and the planning file would show the reason for that deviation and rationale for changing the timing.

Chair Boguszewski suggested that, when a summary of the open house was received by the Planning Commission, it would be aware of the time of the open house; and if desired, could open up and examine the record at that time. Chair Boguszewski noted that the process relied inherently on any variances from policy to allow for staff judgment that may be perceived by some as subjective, thus the hesitancy of Member Bull.

Member Bull questioned why the process was codified originally and not considered as a policy at that point.

Mr. Paschke responded that, as per City Council direction, staff was tasked with establishing a process via city zoning ordinance for certain developments, basically at that time the number of PUD's and Subdivisions of more than four lots coming before in considerable number. Mr. Paschke noted the concern was that residents were only finding out about a project at the formal public hearing at the Planning Commission and/or City Council, at which time an internal policy by staff required developers to conduct open house proceedings depending on a project's size, location and the project itself. While the City Council supported that process, they asked that it be formally codified, and was now evolving into this proposed amendment.

Chair Boguszewski closed the public hearing at 7:52 p.m.; none spoke for or against.

MOTION

Member Gitzen moved, seconded by Member Cunningham to recommend to the City Council amendment of Chapters 1009.02 and 1002.01 of Roseville City Code, as per Attachment A (as amended via a bench handout and attached to the staff report dated today's date) to be replaced with a policy statement by resolution (Attachment B), entitled, "A Resolution Creating an Open House and Public Hearing Notification Policy for the City of Roseville;" as detailed in the staff report of today's date; and further amended to correct the typographical error on Attachment B, line 124 (change "determined" to "determine"); with further modification to the policy as discussed tonight taken into consideration prior to presentation to the City Council.

Attachment C

Member Bull stated his preference for the previously City Council codified process via ordinance and having that process very specific with rules to follow for these types of applications. Essentially, Member Bull opined that the city was now doing away with that, creating a flexible policy that would be administered by staff and put more of a burden on staff and their time. Therefore, Member Bull questioned how this benefited citizens in any way.

In response, Chair Boguszewski stated that while he agreed there was more of a burden on staff beyond just the mechanics, he was unsure that the flexibility could be used by the applicant to abuse that flexibility, but instead he found that it would provide yet more transparency to benefit citizens by providing a tool to do so, with it being up to staff to make sure it was used accordingly for the city's benefit versus restricting it. Chair Boguszewski opined that this revision was in keeping with the recommendations of the Zoning Code Task Force consisting of Planning and Community Engagement commissioners, with the goal of improving transparency. Chair Boguszewski opined that by improving transparency and putting that burden on staff, it achieved standardization that was desired and did so in an informative way to reach more people. While at some point down the road it may become clear based on experience that more staff was needed, Chair Boguszewski noted that would then be up to the City Council. Chair Boguszewski stated his support for the motion as it moved toward the Task Force's goal; and he expressed confidence that staff would be diligent not to abuse the process versus improving access for citizens.

Member Bull thanked Chair Boguszewski for his comments, opining that helped him.

Ayes: 7

Nays: 0

Motion carried.

1 **City of Roseville**

2 **ORDINANCE SUMMARY NO. ____**

3
4 **AMENDING §1009.07 OF TITLE 10 ZONING ORDINANCE**
5 **AND**
6 **§1102.01.B OF TITLE 11 SUBDIVISION ORDINANCE**
7 **OF THE ROSEVILLE CITY CODE**

8 The following is the official summary of Ordinance NO. _____ approved by the City Council
9 of Roseville on March 13, 2017:

10 An Ordinance amending §1009.07 of title 10 Zoning Ordinance and §1102.01.B of Title 11
11 Subdivision Ordinance, of the City Code, amended these sections and implementing a formalized
12 policy regarding Developer Open House Meetings to be administered by the Community
13 Development Department’s Planning Division

14 A printed copy of the ordinance is available for inspection by any person during regular office hours
15 in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville,
16 Minnesota 55113. A copy of the ordinance and summary shall also be posted on the web page of the
17 City of Roseville (www.ci.roseville.mn.us).

18 Attest: _____
19 Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/13/2017
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Adopt an Interim Ordinance Prohibiting Requests for Residential Minor Subdivisions

BACKGROUND

Last fall, the City Council reviewed and approved a request for a Minor Subdivision that generated testimony concerning observations of inadequate drainage and stormwater run-off by residents in the area. The concerns expressed by residents of the neighborhood prompted the City Council to adopt an Interim Ordinance to prohibit applications for residential Minor Subdivisions while the City completed an update to Title 11 of City Code, which includes minor subdivision regulations. Commercial properties were not included in the draft Interim Ordinance, as commercial requests most often trigger additional City and Watershed District requirements for stormwater management, whereas applications on individual single-family lots often do not. The Interim Ordinance was written to be effective 180 days, and the Interim Ordinance will expire on March 18, 2017.

Minnesota Statutes Section 462.355 (Attachment B) allows the City to adopt a temporary interim ordinance for a period of up to twelve (12) months from the date it is effective to allow for a study to be performed, for the adoption of a comprehensive plan, or to review official land use/zoning controls in order to protect the public health, safety and general welfare.

Duration of Moratorium and Subdivision/Minor Subdivision Code Review

The previously adopted 6-month Interim Ordinance was intended to allow enough time to complete the update to Title 11, but the time required to issue a request for proposals and engage a consultant and the year-end scheduling conflicts prevented the work from starting until early in January 2017. Depending on the actual alignment and coordination of upcoming Council and Commission meeting dates, Planning Division staff and the consultants believe that the update can be completed by the end of May.

Staff recommends adopting an Interim Ordinance prohibiting requests for residential minor subdivisions to become effective on March 19, 2017, and remain in effect for up to 180 days, or until an ordinance is adopted updating Title 11 of the City Code, whichever is sooner. One hundred-eighty days is sure to be more than enough time to complete the update of the Subdivision Code, but greater precision about the actual completion date is stymied by the difficulty of accurately predicting how the update progress aligns with Commission and Council meeting schedules.

POLICY OBJECTIVE

An Interim Ordinance (moratorium) is generally enacted when the City Council believes that development under the current regulatory controls could result in an outcome that is in opposition to

33 City policies. The City Council has engaged a consultant to update Roseville’s subdivision code, and
34 180 days should be a sufficient period of time for that task to be completed.

35 **BUDGET IMPLICATIONS**

36 Adoption of the proposed Interim Ordinance will not have any effect on City budgets.

37

38 **STAFF RECOMMENDATION**

39 Adopt an Interim Ordinance prohibiting requests for residential minor subdivisions to become effective
40 on March 19, 2017, and remain in effect for up to 180 days, or until an ordinance is adopted updating
41 Title 11 of the City Code, whichever is sooner.

42

43 **REQUESTED COUNCIL ACTION**

44 Motion to adopt an Interim Ordinance prohibiting requests for residential minor subdivisions to become
45 effective on March 19, 2017, and remain in effect for up to 180 days, or until an ordinance is adopted
46 updating Title 11 of the City Code, whichever is sooner, for the purpose of updating Roseville’s
47 subdivision regulations.

48

Prepared by: Bryan Lloyd, Senior Planner

Exhibit A: Draft Interim Ordinance

Exhibit B: Minnesota Statutes Section 462.355

RCA Exhibit A

46 SECTION 3: Effective Date and Duration

47

48 This ordinance shall take effect and be in full force from March 19, 2017, and after its
49 publication. It shall remain in effect for 180 days, or until an ordinance is adopted
50 updating Title 11 of the City Code, whichever is sooner.

51

52 Passed by the City Council of the City of Roseville this 13th day of March 2017.

53

54

RCA Exhibit A

55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74

AN INTERIM ORDINANCE TEMPORARILY PROHIBITING MINOR SUBDIVISIONS

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

462.355 ADOPT, AMEND COMPREHENSIVE PLAN; INTERIM ORDINANCE.

Subdivision 1. **Preparation and review.** The planning agency shall prepare the comprehensive municipal plan. In discharging this duty the planning agency shall consult with and coordinate the planning activities of other departments and agencies of the municipality to insure conformity with and to assist in the development of the comprehensive municipal plan. In its planning activities the planning agency shall take due cognizance of the planning activities of adjacent units of government and other affected public agencies. The planning agency shall periodically review the plan and recommend amendments whenever necessary. When preparing or recommending amendments to the comprehensive plan, the planning agency of a municipality located within a county that is not a greater than 80 percent area, as defined in section 103G.005, subdivision 10b, must consider adopting goals and objectives that will protect open space and the environment.

Subd. 1a. **Update by metropolitan municipalities.** Each municipality in the metropolitan area, as defined in section 473.121, subdivision 2, shall review and update its comprehensive plan and fiscal devices and official controls as provided in section 473.864, subdivision 2.

Subd. 2. **Procedure to adopt, amend.** The planning agency may, unless otherwise provided by charter or ordinance consistent with the municipal charter, recommend to the governing body the adoption and amendment from time to time of a comprehensive municipal plan. The plan may be prepared and adopted in sections, each of which relates to a major subject of the plan or to a major geographical section of the municipality. The governing body may propose the comprehensive municipal plan and amendments to it by resolution submitted to the planning agency. Before adopting the comprehensive municipal plan or any section or amendment of the plan, the planning agency shall hold at least one public hearing thereon. A notice of the time, place and purpose of the hearing shall be published once in the official newspaper of the municipality at least ten days before the day of the hearing.

Subd. 3. **Adoption by governing body.** A proposed comprehensive plan or an amendment to it may not be acted upon by the governing body until it has received the recommendation of the planning agency or until 60 days have elapsed from the date an amendment proposed by the governing body has been submitted to the planning agency for its recommendation. Unless otherwise provided by charter, the governing body may by resolution adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance. Except for amendments to permit affordable housing development, a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote of all of the members. Amendments to permit an affordable housing development are approved by a simple majority of all of the members. For purposes of this subdivision, "affordable housing development" means a development in which at least 20 percent of the residential units are restricted to occupancy for at least ten years by residents whose household income at the time of initial occupancy does not exceed 60 percent of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development, and with respect to rental units, the rents for affordable units do not exceed 30 percent of 60 percent of area median income, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development.

Subd. 4. **Interim ordinance.** (a) If a municipality is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of a comprehensive plan or official controls as defined in section 462.352, subdivision 15, or if new territory for which plans or controls have not been adopted is annexed to a municipality, the governing body of the municipality may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety and welfare of its citizens. The interim ordinance may

regulate, restrict, or prohibit any use, development, or subdivision within the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective.

(b) If a proposed interim ordinance purports to regulate, restrict, or prohibit activities relating to livestock production, a public hearing must be held following a ten-day notice given by publication in a newspaper of general circulation in the municipality before the interim ordinance takes effect.

(c) The period of an interim ordinance applicable to an area that is affected by a city's master plan for a municipal airport may be extended for such additional periods as the municipality may deem appropriate, not exceeding a total additional period of 18 months. In all other cases, no interim ordinance may halt, delay, or impede a subdivision that has been given preliminary approval, nor may any interim ordinance extend the time deadline for agency action set forth in section 15.99 with respect to any application filed prior to the effective date of the interim ordinance. The governing body of the municipality may extend the interim ordinance after a public hearing and written findings have been adopted based upon one or more of the conditions in clause (1), (2), or (3). The public hearing must be held at least 15 days but not more than 30 days before the expiration of the interim ordinance, and notice of the hearing must be published at least ten days before the hearing. The interim ordinance may be extended for the following conditions and durations, but, except as provided in clause (3), an interim ordinance may not be extended more than an additional 18 months:

(1) up to an additional 120 days following the receipt of the final approval or review by a federal, state, or metropolitan agency when the approval is required by law and the review or approval has not been completed and received by the municipality at least 30 days before the expiration of the interim ordinance;

(2) up to an additional 120 days following the completion of any other process required by a state statute, federal law, or court order, when the process is not completed at least 30 days before the expiration of the interim ordinance; or

(3) up to an additional one year if the municipality has not adopted a comprehensive plan under this section at the time the interim ordinance is enacted.

History: 1965 c 670 s 5; 1976 c 127 s 21; 1977 c 347 s 68; 1980 c 566 s 24; 1983 c 216 art 1 s 67; 1985 c 62 s 1,2; 1995 c 176 s 4; 2004 c 258 s 1; 2005 c 41 s 17; 1Sp2005 c 1 art 1 s 91; 2008 c 297 art 1 s 59; 2010 c 347 art 1 s 24

**City of Roseville
ORDINANCE NO.**

**AN INTERIM ORDINANCE TEMPORARILY PROHIBITING MINOR
SUBDIVISIONS OF RESIDENTIAL PROPERTY IN THE CITY OF
ROSEVILLE**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Purpose and Intent

The City of Roseville (“City”) recognizes significant public interest and concern over Minor Subdivision requests as defined within Title 11 of Roseville City Code.

The City desires to regulate requests for residential minor subdivisions (divisions of land that result in three lots or fewer), in a manner that is consistent with the purpose and intent of the Comprehensive Plan and Zoning Ordinance. Due to the conceptual nature of the Minor Subdivision process, and limitations to codified submission requirements, the City recognizes that certain protections may not be thoroughly vetted at the time an application requires City Council approval.

Minnesota Statutes Section 462.355 allows the City to adopt a temporary interim ordinance for a period of up to twelve (12) months from the date it is effective, to allow for such study and adoption of comprehensive plan, zoning and/or other official land use controls in order to protect the public health, safety and general welfare. The same statute allows for the limited extension of the period under particular circumstances.

The City has concluded that revised regulations are necessary to ensure that all subdivisions, especially Minor Subdivisions as defined in City of Roseville’s existing Subdivision Code, adequately address concerns pertaining to water run-off, drainage, and lot design. There is a need for an interim ordinance to be adopted for the purpose of protecting the planning process and the health, safety, and welfare of the citizens of the City until such revised regulations can be adopted.

SECTION 2: Prohibition

Pursuant to State Statutes 462.355, the City hereby adopts and approves this interim ordinance temporarily prohibiting requests for Minor Subdivisions as defined in Roseville City Code Title 11 across the entire City. During the effective period of this interim ordinance, the City will not accept any application for Minor Subdivisions.

All requests for Minor Subdivision applications received prior to the effective date of this ordinance will remain valid and continue forward in the review and approval process normally.

SECTION 3: Effective Date and Duration

This ordinance shall take effect and be in full force from March 19, 2017, and after its publication. It shall remain in effect for 180 days, or until an ordinance is adopted updating Title 11 of the City Code, whichever is sooner.

Passed by the City Council of the City of Roseville this 13th day of March 2017.

AN INTERIM ORDINANCE TEMPORARILY PROHIBITING MINOR SUBDIVISIONS

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager



REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 03/13/17
Agenda Item: 7.e

Department Approval
[Signature]

City Manager Approval
[Signature]

Item Description: Consideration of amendments to City Code Chapter 314.05: the 2017 Fee schedule

BACKGROUND

On December 5, 2016, the Roseville City Council approved Ordinance 1516, which created the 2017 Roseville fee schedule. Since that date, the Planning Division, Permit Division, Fire Department, Engineering Division, Finance Department, and the City Manager have been reviewing fees to determine if all fees have been appropriately accounted, whether errors required fixing, or developing new fees predicated on recent City Council discussion/action.

The Permits Division, in its review of the 2017 Fee Schedule, concluded the property nuisance and license verification fee for mechanical contractor require change. In the case of the property nuisance fee, the fee for City Code violations was reduced from \$100 to \$75 to provide clarity from the previous property nuisance fee. However, staff has learned that this fee is linked to Ramsey County Courts and several pre-printed citation books throughout the City. Keeping the fee at \$75 would create confusion and cost issues.

The license verification fee has been added to reflect staff time involved in verification. This fee is similar to our verification fee for State contractor licenses. The mechanical contractor was omitted in the description of the fee, but it was the intent of the Permits Division to include in fee/ process.

Similarly, the building permit fee for Engineering review for project valuation between \$501 and \$2,000 should be increased from the indicated \$5.00 to \$15.00.

An omission was noted in the Rental Registration Ordinance Section 907.11.3 Appeals. The ordinance states that an appeal shall be accompanied by the fee set in the fee schedule; the fee of \$50.00 was not added to the 2017 schedule. This fee would be similar to the appeal fee for Rental License.

Public Works/Engineering and the Permits Division have discussed establishing a fee for review of residential driveway expansion and sheds over 120 sq. ft. up to 200 sq. ft. Currently this is a fee that does not have a specific amount, which had become cumbersome to calculate for folks seeking one of these permits, as it is established during processing of the permit application. It has been determined that a flat fee of \$15.00 is an appropriate amount to charge for the Engineering portion of the improvement fee.

The Fire Department, in its review of the 2017 Fee Schedule, concluded the fuel storage tank removal inspection fee should be eliminated and replaced with three more specific fees; removal of aboveground or underground fuel storage tank, installation of aboveground or belowground liquid fuel storage tank, and installation of aboveground or underground liquefied gas storage tank. The fee amount would be established at the same rate of \$170.

34 The Planning Division, in its review of the 2017 Fee Schedule, concluded a number of fees (and
35 application processes) associated with 2016 City Council actions were inadvertently omitted,
36 including open house, landscape plan review, and tree preservation/restoration plan review.

37 Based on the expanded notification process and the Planning Division assuming the open house
38 process, an application/form needs to be created and a fee assigned. With the recently completed
39 State Fair open house process, staff was afforded an opportunity to better understand costs and
40 determine whether fees added to other applications were reasonable and to what an appropriate
41 fee and escrow for the open house process. The Division concluded existing fees were adequate
42 and the open house fee should be established at \$1,100 and an escrow established at \$500.

43 As previously stated, the Division's review of fees determined that tree preservation and
44 restoration process and development project landscape plan review fees were omitted. Both of
45 these processes are contracted through a private consultant and the past year has allowed staff an
46 opportunity to better understand review and inspection of a number of projects, thus allowing it
47 to comfortably establish a fee and escrow for both of these new processes. Fees for each should
48 be established at \$300 and an escrow of \$500.

49 The Division also concluded the temporary event permit fee for 6-10 events should increase to
50 the historical fee rate of \$100 (as previously noted on applications) and a fee needs to be
51 established for land division variations (lot line correction, lot recombination, and a common
52 wall duplex split), a process previously covered under the minor subdivision application. The
53 Division suggests a fee of \$375. It should also be noted that the Planning Division has created
54 the corresponding applications or forms for the processes outlined above.

55 At the time, the City Council adopted the 2017 Fee Schedule, it was also contemplating some
56 changes to City Code Chapter 304: Lawful Gambling which had some implications associated
57 with the Fee Schedule. However, those changes had not been finalized until recently. Among
58 the changes to Chapter 304 is the Law Enforcement & Administrative tax which had been
59 established at 3.0% of gross sales, but now defers to an amount prescribed in the Fee Schedule.
60 The 2017 Fee Schedule also references the 3.0%, however given the changes in the types of
61 lawful gambling-related administrative functions the city now performs, the tax amount can be
62 reduced to 1.0%. The amount collected from the tax will drop from a projected \$93,000
63 annually to \$31,000.

64 Earlier in the meeting, the City Council will be considering the creation of an ordinance that
65 regulates the sale of dogs and cats in pet stores. Violations of the ordinance will constitute an
66 Administrative Offense under Chapter 102.01C of the City Code. Staff is recommending that the
67 fee schedule contain penalties for violation of the pet store ordinance in the amount of \$500 for
68 the first occurrence; \$1,000 for the second occurrence, and \$2,500 for the third and subsequent
69 violations within a rolling 12 month period.

70 **STAFF RECOMMENDATION**

71 On behalf of the City Staff, the Planning Division recommends the City Council approve an
72 ordinance and ordinance summary amending Chapter 314.05 adopting a new 2017 Fee Schedule,
73 per the following changes and/or additions:
74

75 City Code Violation Violation fee - \$100

76 Include Mechanical in the type of licenses we verify

**ORDINANCE NO. _____
CITY OF ROSEVILLE**

**AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE
ADOPTING A REVISED 2017 FEE SCHEDULE**

THE CITY OF ROSEVILLE HEREBY ORDAINS:

SECTION 1. Purpose. The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

SECTION 2. Other Fee References
By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

SECTION 3. Authority
The authority to enact the fees identified herein is established by City Code.

SECTION 4. Penalty
Failure to pay the fees identified herein is subject to penalties and interest as established by City Code.

SECTION 5. Fee Schedule
The 2017 Fee Schedule, as amended, is as shown in *Exhibit A*.

SECTION 6. Effective Date. This ordinance shall be effective upon adoption and publication.

Passed this 13th day of March, 2017.

Ordinance: Adopting the 2017 Fee Schedule

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

Seal



2017 Fee Schedule

Revised March 13, 2017

Prepared by the Department of Finance

City of Roseville 2017 Fee Schedule

Table of Contents

	Page
General Business Licenses and Permit Fees	2-6
Administrative Fines	7
Building Permit & Plan Review Fees	8-16
Electrical Permits	17-18

City of Roseville 2017 Fee Schedule

General Business Licenses and Permit Fees

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Amusement device (per machine)	303	\$ 15.00	\$ 15.00	
Benches in right-of-way	703	50.00	50.00	
Assessment searches:				
Deferred or pending	n/a	-	-	
Historical	n/a	100.00	100.00	
Bowling alley:				
First alley	n/a	70.00	70.00	
Each additional alley	n/a	20.00	20.00	
Burial Permit	401	100.00	100.00	
Cigarettes, sale of	306	200.00	200.00	
Compost/woodchip delivery from Compost Site	n/a	40.00	40.00	
Construction noise variance	405	450.00	450.00	
Conversation parlors	308	10,000.00	10,000.00	
Copy charges per page	n/a	0.25	0.25	
CPR Training charge per student	n/a	80.00	80.00	
Curb stop turn on/off fee	n/a	-	50.00	
Daycare facility inspection fee	n/a	40.00	40.00	
Dog and cat license:				
2 Year: sterilized	501	10.00	10.00	
2 Year: sterilized with micro chip	501	5.00	5.00	
2 Year: non-sterilized	501	35.00	35.00	
2 Year: non-sterilized with micro chip	501	25.00	25.00	
Lifetime: sterilized	501	30.00	30.00	
Lifetime: sterilized with micro chip	501	5.00	5.00	
Lifetime: non-sterilized	501	150.00	150.00	
Lifetime: non-sterilized with micro chip	501	100.00	100.00	
Duplicate or address change	501	5.00	5.00	
Special multiple: 2 Year	501	40.00	40.00	
Dog kennels	501	75.00	75.00	
DVD Copy	n/a	5.00	5.00	
Encroachment agreement application fee	n/a	300.00	300.00	
Erosion control escrow fee (per acre):				
Standard	1017	3,000.00	3,000.00	
Residential remodel (less than 1/4 acre)	1017	-	1,000.00	
Erosion control inspection permit:				
Less than 1 acre	1017	625.00	625.00	
1 to 5 acres	1017	900.00	900.00	
More than 5 acres	1017	1,400.00	1,400.00	
Shoreland district < 5,000 sq. ft.	1017	-	300.00	
Residential remodel (less than 1/4 acre)	1017	-	300.00	
Permit renewal (residential remodel)	1017	-	150.00	

City of Roseville 2017 Fee Schedule

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Erosion control permit renewal:				
Less than 1 acre	1017	\$ 220.00	\$ 220.00	
1 to 5 acres	1017	320.00	320.00	
More than 5 acres	1017	480.00	480.00	
Excavation, grading, and surfacing	705	n/a	n/a	See separate section below
False alarm fees: Fire:				
Third false alarm	506	300.00	300.00	
Fourth	506	400.00	400.00	
Fifth and all subsequent alarms	506	500.00	500.00	
Construction-related	n/a	150.00	150.00	
False alarm fees: Police:				
Third false alarm	506	100.00	100.00	
Fourth	506	200.00	200.00	
Fifth	506	300.00	300.00	
Sixth	506	400.00	400.00	
Seventh and all subsequent alarms	506	500.00	500.00	
Fertilizer:				
Sale of	408	30.00	30.00	
Applicator	408	100.00	100.00	
Firearms, sale of	310	30.00	30.00	
Fire Inspection: Commercial Vent Hood	902	25.00	93.00	
Fire rescue and extrication fee	n/a	400.00	400.00	
Fire safety training (per hour)	n/a	80.00	80.00	
Fireworks, sale of consumer:				
Existing retail	n/a	100.00	100.00	
Stand-alone, temporary	902	350.00	450.00	
Fuel storage tank removal inspection	902	100.00	170.00	Above or underground tanks
Fuel storage tank: Installation of liquid fuel tank	902	-	170.00	Above or underground tanks
Fuel storage tank: Installation of liquified fuel tank	902	-	170.00	Above or underground tanks
Game room	303	175.00	175.00	
Gasoline stations	310	130.00	130.00	
Gas pumps (private business)	310	60.00	60.00	
Horse	501	5.00	5.00	
Hospitals-veterinary	310	80.00	80.00	
Lawful gambling:				
One-time event	304	25.00	25.00	
On-going premise permit: gross sales %	304	3%	1%	
On-going premise permit: net profits %	304	10%	10%	

City of Roseville 2017 Fee Schedule

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Liquor Licenses:				
On-sale intoxicating liquor license	302	\$ 7,000.00	\$ 7,000.00	
On-sale wine license (75 seats or less)	302	750.00	750.00	
On-sale wine license (75+ seats)	302	1,500.00	1,500.00	
Temporary: on-sale (3 days)	302	50.00	50.00	
Temporary: on-sale in Cental Park	302	20.00	20.00	
Sunday on-sale	302	200.00	200.00	
Special club: 51-200 members	302	300.00	300.00	
Special club: 201-500 members	302	500.00	500.00	
Special club: 501-1,000 members	302	650.00	650.00	
Special club: 1,001-2,000 members	302	800.00	800.00	
Special club: 2,001-4,000 members	302	1,000.00	1,000.00	
Special club: 4,001-6,000 members	302	2,000.00	2,000.00	
Special club: more than 6,000 members	302	3,000.00	3,000.00	
On-sale brewery taproom	302	750.00	750.00	
On-sale microdistillery cocktail room	302	750.00	750.00	
Off-sale intoxication liquor license	302	300.00	300.00	
Off-sale intoxication liquor license	302	200.00	200.00	See comment 'A' below
Sale outside of premises	302	25.00	25.00	
Investigation fee	302	300.00	300.00	
Massage therapist	309	100.00	100.00	
Massage therapy business establishment:				
License	309	300.00	300.00	
First-time applicant background check	309	150.00	150.00	
Open burning permit	n/a	90.00	120.00	Plus \$0.50 per required notice
Park dedication fee:				
Residential (per unit)	1103	3,500.00	4,000.00	
Non-residential (fair-market value %)	1103	7%	10%	See comment 'B' below
Pathway patching fee:				
Concrete sidewalk (2 panels)	n/a	675.00	675.00	
Bituminous (12' x 8')	n/a	500.00	550.00	
Pawn shop license	311	10,000.00	10,000.00	
Pawn shop + precious meter dealer license	311	13,000.00	13,000.00	
Pawn shop transaction fee (per transaction)	n/a	2.90	2.90	
Pool and billiards:				
First table	303	70.00	70.00	
Each additional table	303	20.00	20.00	
Precious metal dealler	311	10,000.00	10,000.00	
Private hydrant inspections:				
1-10 hydrants	801	\$ -	\$ 50.00	
11-20 hydrants	801	-	100.00	
> 20 hydrants	801	-	100.00	+ \$10 for each > 20 hydrants

City of Roseville 2017 Fee Schedule

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Public improvement contract application fee	n/a	550.00	550.00	See comment 'C' below
Recycling contractor	403	125.00	125.00	
Rental licensing:				
Multi family (per unit)	908	\$ 20.00	\$ 20.00	+ \$102.00 per building
Multi family: reinstatement	908	102.00	102.00	
Reinspection fee (per unit)	908	66.00	66.00	After 1st inspection
Failure to renew within 30 days of exp.	908	500.00	500.00	Fee doubles every two weeks
Failure to submit within 60 days of exp.	908	-	500.00	Fee doubles every two weeks
Fee appeal to City Council	908	50.00	50.00	
Rental registration:				
Housing	907	35.00	35.00	Includes technology fee
Mid-year (Jan 1-Jun 30)	907	17.50	17.50	Includes technology fee
Late renewal fee	907	-	35.00	
Administrative fine (per unit)	907	100.00	100.00	
Appeal	907	-	50.00	
Right of way permits:				
Hole (per hole)	707	400.00	400.00	
Trench	707	400.00	400.00	+ \$0.40 / lineal foot of trench
Boring	707	400.00	400.00	+ \$0.40 / lineal foot of boring
Non-excavation (obstruction)	707	50.00	50.00	+ \$0.06 / lineal foot
Roll-off container	707	50.00	50.00	
Extension	707	25.00	25.00	+ \$25.00 per week of extension
Penalty	707	2 times amount of standard permit		
Curb cut	707	50.00	50.00	
Sewer connection fees	802	n/a	n/a	See separate section below
Sewer usage fees	802	n/a	n/a	Established separately
Soil contamination fee (per cubic yard)	406	1.00	1.00	max \$300
Solid waste hauler license	402	125.00	125.00	
Stormwater drainage fees	803	n/a	n/a	Established separately
Stormwater impact fee (per cubic foot)	1017	-	22.50	
Stormwater residential permit:				
Initial	n/a	250.00	250.00	
Renewal (5 year term)	n/a	100.00	100.00	
Street patching fee:				
without curb	n/a	650.00	700.00	
with curb	n/a	1,300.00	1,300.00	
Sump pump waiver fee	802	-	50.00	
Sump pump surcharge fee (per month)	802	-	50.00	
Technology Fee (building)	n/a	-	2% of permit or license fee	
Theaters (per viewing screen)	310	70.00	70.00	
Tree planting and removal	706	n/a	n/a	Established separately
Utility service location fee	n/a	100.00	100.00	

City of Roseville 2017 Fee Schedule

General Business Licenses and Permit Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Vehicle impound fee (per day)	n/a	20.00	20.00	
Water connection fees	801	n/a	n/a	See separate section below
Water meter deposit	801	n/a	n/a	Established separately
Water tower permit: private use	801	n/a	n/a	Established separately
Water usage fees	801	n/a	n/a	Established separately
Well permit	801	n/a	n/a	Established separately
Wireless tower lease agreement	1205	n/a	n/a	Negotiated
<u>Comments:</u>				
(a)	If MN Statute 340A.408, subd 3(c) are met			
(b)	Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.			
(c)	In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected			

City of Roseville 2017 Fee Schedule

Administrative Fines

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Alcohol and tobacco Sales:				
Purchase, possession: underage	n/a	\$ 150.00	\$ 150.00	
Lending ID to underage person	n/a	100.00	100.00	
Selling tobacco: underage	n/a	200.00	200.00	
Selling alcohol: underage	n/a	250.00	250.00	
License holder	n/a	300.00	300.00	
Other violation	n/a	100.00	100.00	
Animals:				
Vicious animal	n/a	50.00	50.00	
Barking dog	n/a	50.00	50.00	
Animal at large	n/a	50.00	50.00	
Other violation	n/a	50.00	50.00	
Fires:				
No open fires	n/a	25.00	25.00	
Fire code	n/a	100.00	100.00	
Parking: snowbird	n/a	25.00	25.00	
Miscellaneous:				
City Code violation: general	n/a	100.00	100.00	
Consuming alcohol: unauthorized places	n/a	250.00	250.00	
Discharge, display of weapon	n/a	250.00	250.00	
Expired license plates	n/a	35.00	35.00	
Failure to apply for license	n/a	50.00	50.00	
Fill permits	n/a	100.00	100.00	
Fireworks: use, possession, sale	n/a	250.00	250.00	
Golf cart / ATV violation	n/a	50.00	50.00	
Illegal dumping	n/a	150.00	150.00	
Land use	n/a	100.00	100.00	
Licenses (not occurring elsewhere)	n/a	50.00	50.00	
Missing plate/tab	n/a	35.00	35.00	
Noise complaint	n/a	250.00	250.00	
Park ordinance violation	n/a	25.00	25.00	
Peddling	n/a	75.00	75.00	
Pet Store Requirements:				
1st violation (within a rolling 12 months)	501	-	500.00	
2nd violation (within a rolling 12 months)	501	-	1,000.00	
3rd violation (within a rolling 12 months)	501	-	2,500.00	
Property nuisance: Repeat	511	250.00	250.00	See Comment 'A' below
Public nuisance	n/a	100.00	100.00	
Regulated businesses	n/a	100.00	100.00	
Seat belts	n/a	25.00	25.00	
Signs	n/a	50.00	50.00	
Snowmobiles (use on public property)	n/a	50.00	50.00	
Tampering with civil defense system	n/a	250.00	250.00	
Trespassing	n/a	150.00	150.00	
Wetland / Shore land	n/a	100.00	100.00	

Comments:

(a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees

City Code Sections; 307, 801, 802, 901, 1014. ** All permits, licenses, fees, & fines are subject to a technology fee.

Building Permit Fee – Community Development

Permit fee to be based on job cost valuation. The determination of value or valuation shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

Plan Review Fee:

When a building permit is required and a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings shall be sixty five percent (65%) of the building permit fee as set forth in Section 901.06 of this chapter, except as modified in M.S.B.C. Section 1300. (Ord. 1110, 4-13-1992)

The plan review fees specified are separate fees from the permit fees and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged.

Expiration of plan review:

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official.

The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

Refund Policy

The building official may authorize refunding of any fee paid hereunder pursuant to the established fee policy of the Community Development department.

Investigation Fee: Work without a Permit

Whenever any work for which a permit is required from the city has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this Fee Schedule. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of State and City Code nor from any penalty prescribed by law.

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Building Permit - Community Development:				
\$1 - \$500 valuation (total valuation)		\$ 31.00	\$ 31.00	
\$501 - \$2,000 valuation		31.00	31.00	For the first \$500 value;
				plus \$4.00 for each add'l \$100
				value or fraction thereof
\$2,001 - \$25,000 valuation		83.50	83.50	For the first \$2,000 value;
				plus \$16.55 for each add'l \$1,000
				value or fraction thereof
\$25,001 - \$50,000 valuation		464.15	464.15	For the first \$25,000 value;
				plus \$12.00 for each add'l \$1,000
				value or fraction thereof
\$50,001 - \$100,000 valuation		764.15	764.15	For the first \$50,000 value;
				plus \$8.45 for each add'l \$1,000
				value or fraction thereof
\$101,001 - \$500,000 valuation		1,186.65	1,186.65	For the first \$100,000 value;
				plus \$6.75 for each add'l \$1,000
				value or fraction thereof
\$500,001 - \$1,000,000 valuation		3,886.65	3,886.65	For the first \$500,000 value;
				plus \$5.50 for each add'l \$1,000
				value or fraction thereof
\$1,000,000 + valuation		6,636.65	6,636.65	For the first \$1,000,000 value;
				plus \$4.50 for each add'l \$1,000
				value or fraction thereof
Inspections outside of normal business hours		68.50	69.50	Hourly rate
Re-inspection fees (hourly)		68.50	69.50	Per State Building Code
Misc. inspection/investigation fees (hourly)		68.50	69.50	
Add'l plan review fee required by revisions		68.50	69.50	Hourly rate
Building Permit - Engineering:				
\$1 - \$500 valuation		\$ 5.00	\$ 5.00	
\$501 - \$2,000 valuation		5.00	15.00	
\$2,001 - \$25,000 valuation		25.00	25.00	
\$25,001 - \$50,000 valuation		50.00	50.00	
\$50,001 - \$100,000 valuation		75.00	75.00	
\$100,001 - \$500,000 valuation		100.00	100.00	
\$500,001 - \$1,000,000 valuation		200.00	200.00	
\$1,000,000 +		300.00	300.00	
Demolition Permit Fee - Community Development				
Tenant improvement/remodeling		\$ 75.00	\$ 75.00	Prior to building permit
Structures not connected to utilities		96.00	96.00	
Structures connected to city utilities: residential		163.00	163.00	
Structures connected to city utilities: commercial		425.00	425.00	

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees *(continued)*

Electrical Permit Fee:

Set through yearly contract with Contract Electrical Inspector.

Fire Safety Inspection Fee:

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Fire Safety Inspection Fee		8%	8%	% of building permit fee
Fire Plan Review Fee: New Construction (hourly)		-	93.00	
Fire Plan Review Fee: Existing				
** Plan Review Fee will be 65% of the calculation below **				
\$1 - \$2,000 valuation		-	93.00	Per Hour
\$2,001 - \$25,000 valuation		-	93.00	For the first \$2,000 value; plus \$21.00 for each add'l \$1,000 value or fraction thereof
\$25,001 - \$50,000 valuation		-	576.00	For the first \$25,000 value; plus \$15.40 for each add'l \$1,000 value or fraction thereof
\$50,001 - \$100,000 valuation		-	961.00	For the first \$50,000 value; plus \$10.70 for each add'l \$1,000 value or fraction thereof
\$101,001 - \$500,000 valuation		-	1,496.00	For the first \$100,000 value; plus \$8.60 for each add'l \$1,000 value or fraction thereof
\$500,001 - \$1,000,000 valuation		-	4,936.00	For the first \$500,000 value; plus \$7.10 for each add'l \$1,000 value or fraction thereof
\$1,000,000 + valuation		-	8,486.00	For the first \$1,000,000 value; plus \$5.70 for each add'l \$1,000 value or fraction thereof

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees *(continued)*

Grading Plan Review & Permit Fees:

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Grading Plan Review Fee - Community Development:				
50 cubic yards or less		\$ 80.00	\$ 80.00	
51 - 10,000 cubic yards		160.00	160.00	For the first 1,000 cubic yards;
				plus \$10.00 for each add'l 1,000 cubic yards or fraction thereof
10,001 - 100,000 cubic yards		318.00	318.00	For the first 10,000 cubic yards;
				plus \$5.00 for each add'l 10,000 cubic yards or fraction thereof
100,000 + cubic yards		848.00	848.00	For the first 100,000 cubic yards;
				plus \$10.00 for each add'l 10,000 cubic yards or fraction thereof
Grading Plan Review Fee - Engineering:				
50 cubic yards or less		\$ 25.00	\$ 25.00	
51 - 10,000 cubic yards		25.00	25.00	
10,001 - 100,000 cubic yards		50.00	50.00	
100,000 + cubic yards		75.00	75.00	
Grading Permit Fee - Community Development:				
50 cubic yards or less		\$ 80.00	\$ 80.00	
51 - 1,000 cubic yards		106.00	106.00	For the first 100 cubic yards;
				plus \$20.00 for each add'l 100 cubic yards or fraction thereof
1,001 - 10,000 cubic yards		318.00	318.00	For the first 1,000 cubic yards;
				plus \$32.00 for each add'l 1,000 cubic yards or fraction thereof
10,001 - 100,000 cubic yards		636.00	636.00	For the first 10,000 cubic yards;
				plus \$104.00 for each add'l 10,000 cu. yards or fraction thereof
100,000 + cubic yards		1,590.00	1,590.00	For the first 100,000 cubic yards;
				plus \$84.00 for each add'l 10,000 cu. yards or fraction thereof
Grading Permit Fee - Engineering:				
50 cubic yards or less		\$ 25.00	\$ 25.00	
51 - 1,000 cubic yards		25.00	25.00	
1,001 - 10,000 cubic yards		50.00	50.00	
10,001 - 100,000 cubic yards		75.00	75.00	
100,000 + cubic yards		100.00	100.00	

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
House Moving Permit Fee:				
Over private property only		\$ 95.00	\$ 95.00	
Over public streets		137.00	137.00	
Investigation fee (hourly)		68.50	69.50	
Manufactured Home Permit Fee (new installation)		275.00	275.00	
Mechanical Permit Fee - Residential:				
Air conditioning: new		49.00	49.00	
Air conditioning: replacement		61.00	61.00	
Warm air furnace: new		102.00	102.00	
Warm air furnace: replacement		61.00	61.00	
Hot water boilers: new		102.00	102.00	
Hot water boilers: replacement		61.00	61.00	
Unit heaters		61.00	61.00	
Swimming pool heaters		61.00	61.00	
Misc. work & gas piping		1.28% of job cost		
Minimum fee		61.00	61.00	
Gas fireplace		61.00	61.00	
In floor heat		85.00	85.00	
Mechanical Permit Fee - Commercial (All)		1.28% of job cost		\$61.00 minimum fee
Plan Review Fee:		65%	65%	% of building permit fee
Plumbing Permit Fee:				
Minimum fee		61.00	61.00	
Additional for each fixture opening		10.00	10.00	
Backflow prevention device		28.00	10.00	
Miscellaneous work		1.28% of job cost		
Residential Property Improvement Fee:				
Backflow prevention investigation fee		-	75.00	
Driveway permits: residential replacement		55.00	55.00	
Driveway permits: residential expansion		-	75.00	Plus \$15 engineering fee
Fence permits: residential		52.00	52.00	
Fence permits: commercial		Per Building Permit Fee Schedule		
Shed permits (residential < 120 square feet)		52.00	52.00	
Shed permits (residential 121-200 square feet)		-	75.00	Plus \$15 engineering fee
Drain tile		115.00	115.00	
Other		Per Building Permit Fee Schedule		

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Sewer Connection Permit Fee - Community Develop:				
Residential		\$ 96.00	\$ 96.00	
Commercial		303.00	303.00	
Repair		61.00	61.00	
Disconnect: residential		85.00	85.00	
Disconnect: commercial		169.00	169.00	
Sewer Connection/Inspection Permit Fee - Engineering:				
Connection: residential		25.00	25.00	
Connection: commercial		75.00	75.00	
Connection: repair		25.00	25.00	
Connection: inspection		75.00	75.00	
Disconnect: residential		25.00	25.00	
Disconnect: commercial		75.00	75.00	
Sign Permit Fee - Community Development:				
Permanent sign (minimum fee)		55.00	55.00	
Annual sign		100.00	100.00	
Temporary sign		30.00	30.00	
Attention-getting device		30.00	30.00	
Swimming Pool Permit - Community Development:				
Residential: in-ground		212.00	212.00	
Residential: seasonal		25.00	25.00	
Commercial		Per Building Permit Fee Schedule		
Swimming Pool Permit - Engineering		15.00	15.00	
Water Connection Permit Fee - Community Develop:				
Residential		96.00	96.00	
Commercial		303.00	303.00	
Repair		61.00	61.00	
Disconnect: residential		85.00	85.00	
Disconnect: commercial		169.00	169.00	
Water Connection/Inspection Permit Fee - Engineering:				
Connection: residential		25.00	25.00	
Connection: commercial		75.00	75.00	
Connection: repair		25.00	25.00	
Connection: inspection		75.00	75.00	
Disconnect: residential		25.00	25.00	
Disconnect: commercial		75.00	75.00	
Water Meter Program Fees - Engineering:				
Manual meter read surcharge		40.00	40.00	per quarter
Non-standard water meter no-read fee		50.00	50.00	
Denial of access to water meter		100.00	100.00	per quarter

City of Roseville 2017 Fee Schedule

Building Permit and Plan Review Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Miscellaneous Building Permit Fees:				
Administrative fee for abatement		\$ 68.50	\$ 125.00	
Administrative fee: other zones		68.50	69.50	
Administrative fee: R1 or R2 zones		68.50	69.50	
Certificate of Occupancy: conditional		102.00	102.00	Special conditions
Certificate of Occupancy: copy		n/a	n/a	
Certificate of Occupancy: full		-	25.00	
City contractor license fee		94.00	94.00	
Construction deposit: commercial		4,000.00	5,000.00	
Construction deposit: residential		800.00	1,000.00	
Footing/foundation permits: commercial		477.00	477.00	
Footing/foundation permits: residential		102.00	102.00	
Garage only		56.00	56.00	
Outdoor sales/display permit: 1-5 occurrences		50.00	50.00	
Outdoor sales/display permit: 6-10 occurrences		75.00	75.00	
Outdoor sales/display permit: 11 or more		200.00	200.00	
Outdoor storage/display permit: 1-5 occurrences		50.00	50.00	
Outdoor storage/display permit: 6-10 occurrences		100.00	100.00	
Outdoor storage/display permit: 11 or more		200.00	200.00	
Outdoor temporary event: 1-5 occurrences		50.00	50.00	
Outdoor temporary event: 6-10 occurrences		75.00	100.00	
Outdoor temporary event: 11 or more occurrences		200.00	200.00	
Parking lot repair		-	250.00	See Comment 'A'
Replacement inspection card		21.00	21.00	
Residential siding replacement fee (minimum)		92.00	92.00	
Residential window replacement (minimum)		92.00	92.00	
Residential wood burning fireplace		92.00	92.00	
Re-stamping job site plan sets		31.00	31.00	
Roofing fee (residential)		102.00	102.00	
SAC administration fee		36.00	36.00	
SAC research fee: hourly Rate		68.50	69.50	
Solar panel/renewable energy equipment install		1.28 % of job cost or		\$160 minimum fee
Verification fee: age of structure on property		5.00	5.00	
Verification fee: electrician/plumber state license		-	1.00	
Verification fee: lead abatement certificate		5.00	5.00	
Verification fee: sewer/water bond certificate		-	1.00	
Verification fee: state contracting license		5.00	5.00	
<u>Comments:</u>				
(a) Fee amount if < 25% of total surface is replaced not exposing base, otherwise add'l fees are imposed				

City of Roseville 2017 Fee Schedule

Community Development Department Miscellaneous Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Accessory Dwelling Unit permit	n/a	\$ 100.00	\$ 100.00	
Administrative deviation	n/a	110.00	110.00	See Comment 'E'
Attorney, consultant review & analysis	n/a	100% of direct cost billed to applicant		
City Address Book (11x17) – existing PDF maps	n/a	100.00	100.00	See Comment 'A'
Comprehensive Plan – amendment	n/a	925.00	1,725.00	See Comment 'B' & 'E'
Comprehensive Plan on CD	n/a	20.00	20.00	See Comment 'A'
Conditional Use:				
Residential	n/a	510.00	510.00	See Comment 'B' & 'E'
Commercial	n/a	775.00	775.00	See Comment 'B' & 'E'
Copying (per sheet)	n/a	0.25	0.25	
Hardscape improvement permit		-	75.00	
Interim Use	n/a	675.00	1,475.00	See Comment 'B' & 'E'
Interim Use extension	n/a	225.00	1,025.00	See Comment 'B' & 'E'
Landscape Plan:				
Application fee	n/a	-	200.00	
Escrow	n/a	-	500.00	
Land Division Variation Fee	n/a	-	375.00	
Maps – 8 ½ x 11 (b & w) – existing PDF maps	n/a	No charge		See Comment 'C'
Maps – 8 ½ x 11 (color) – existing PDF maps	n/a	1.00	1.00	See Comment 'A'
Maps – 11 x 17 (color) – existing PDF maps	n/a	2.00	2.00	See Comment 'A'
Maps – 17 x 22 (color) – existing PDF maps	n/a	10.00	10.00	See Comment 'A'
Maps – 22 x 34 (color) – existing PDF maps	n/a	20.00	20.00	See Comment 'A'
Maps – 34 x 44 (color) – existing PDF maps	n/a	40.00	40.00	See Comment 'A'
Master Sign Plan:				
Residential/institutional	n/a	250.00	250.00	
Commercial	n/a	350.00	350.00	
Open House fee				
Application fee	n/a	-	1,100.00	
Escrow	n/a	-	500.00	
Planned Unit Development:				
Amendment	n/a	\$ 410.00	\$ 1,210.00	See Comment 'E'
Sketch plan PUD open house application fee	n/a	-	800.00	
Sketch plan PUD application fee	n/a	-	350.00	
PUD Concept Plan: open house application	n/a	-	800.00	
PUD Concept Plan: application fee	n/a	-	2,500.00	
PUD Concept Plan: escrow	n/a	-	4,200.00	
PUD Final Plan: application fee	n/a	-	1,200.00	
PUD Final Plan: escrow fee	n/a	-	1,800.00	
Planning Commission agendas/year (mailed)	n/a	10.00	10.00	See Comment 'A'
Planning Commission minutes/year (mailed)	n/a	15.00	15.00	See Comment 'A'

City of Roseville 2017 Fee Schedule

Community Development Department Miscellaneous Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Public Financing & Business Subsidy:				
Application fee	n/a	-	1,500.00	Nonrefundable
Escrow	n/a	-	15,000.00	
Rezoning of project site or parcel	n/a	1,675.00	1,475.00	
Staff research time (per hour)	n/a	68.50	69.50	
Subdivision:				
Escrow (minimum)	n/a	2,500.00	2,500.00	See Comment 'D'
Minor Subdivision	n/a	675.00	675.00	See Comment 'E'
Escrow data collection, analysis (per hour)	n/a	68.50	69.50	
Preliminary Plat	n/a	575.00	1,375.00	See Comment 'E'
Final Plat	n/a	510.00	510.00	See Comment 'E'
Tree preservation:				
Restoration & Landscape Plan Application	n/a	50.00	300.00	See Comment 'E'
Restoration & Landscape Plan Escrow	n/a	TBD	500.00	
Variance:				
Residential	n/a	360.00	360.00	See Comment 'B' & 'E'
Non Residential	n/a	475.00	475.00	See Comment 'B' & 'E'
Variance appeal fee:				
Residential	n/a	150.00	150.00	
Commercial	n/a	300.00	300.00	
Zoning Code text amendment	n/a	625.00	1,425.00	See Comment 'B' & 'E'
Zoning Code on CD	n/a	20.00	20.00	See Comment 'A'
Zoning compliance letter: data collection & analysis	n/a	68.50	69.50	Per hour (1 hour minimum)
Comments:				
(a) Item is free on City website, and available for review at City Hall and Roseville Library.				
(b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged				
(c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate				
(d) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. City Attorney costs shall be paid as part of this escrow.				
(e) Technology fee included in amount				

City of Roseville 2017 Fee Schedule

Electrical Permit Fees – Community Development

A. Minimum fee for each separate inspection of an installation, replacement, alteration or repair is limited to one inspection only:

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Minimum fee	n/a	\$ 40.00	\$ 40.00	

B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services shall be computed separately:

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Services, changes for services:				
0 to 300 amp	n/a	\$ 50.00	\$ 50.00	
301 to 400 amp	n/a	58.00	58.00	
401 to 500 amp	n/a	72.00	72.00	
501 to 600 amp	n/a	86.00	86.00	
601 to 800 amp	n/a	114.00	114.00	
801 to 1,000 amp	n/a	142.00	142.00	
1,001 to 1,100 amp	n/a	156.00	156.00	
1,101 to 1,200 amp	n/a	170.00	170.00	
Add \$14 for each additional 100 amps				

C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder shall be computed separately, including circuits fed from sub-feeders and including the equipment served, except as provided for in (D) through (K):

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Circuits, changes for services:				
0 to 30 amp	n/a	\$ 8.00	\$ 8.00	
31 to 100 amp	n/a	10.00	10.00	
101 to 200 amp	n/a	15.00	15.00	
201 to 300 amp	n/a	20.00	20.00	
301 to 400 amp	n/a	25.00	25.00	
401 to 500 amp	n/a	30.00	30.00	
501 to 600 amp	n/a	35.00	35.00	
601 to 700 amp	n/a	40.00	40.00	
Add \$5 for each additional 100 amps				

City of Roseville 2017 Fee Schedule

Electrical Permit Fees: Community Development *(continued)*

<u>Electrical Permit Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Residential panel replacement	n/a	\$ 100.00	\$ 100.00	
Residential sub panel	n/a	40.00	40.00	
Minimum fee:				
Inspection only	n/a	40.00	40.00	Plus \$1 State surcharge
Rough-in & final	n/a	80.00	80.00	Plus \$1 State surcharge
Single-family dwelling/townhouse < 200 amps *	n/a	175.00	175.00	Plus \$1 State surcharge
Apartment buildings (per unit)	n/a	70.00	70.00	Excludes cover svc, unit feeders & house panels
Swimming pool (up to two inspections)	n/a	80.00	80.00	
Additions, remodels, basement additions	n/a	80.00	80.00	Up to 10 circuits & 2 inspections
Accessory structure:				
Panel	n/a	50.00	50.00	
Per circuit	n/a	8.00	8.00	
Inspection	n/a	80.00	80.00	
Traffic signals (per standard)	n/a	7.00	7.00	
Street & parking lot lights (per standard)	n/a	4.00	4.00	
Transformers & Generators:				
Up to 10 KVA	n/a	10.00	10.00	
11-75 KVA	n/a	40.00	40.00	
76-299 KVA	n/a	60.00	60.00	
299+ KVA	n/a	150.00	150.00	
Retro-fit lighting (per fixture)	n/a	0.65	0.65	
Sign transformer (each)	n/a	8.00	8.00	
Remote control & signal circuits (per device)	n/a	0.75	0.75	
Re-inspection fee (in addition to others)	n/a	40.00	40.00	
<u>Comments:</u>				
* Fee covers a maximum of three inspections				
** Permit fee is doubled if work is started <u>before</u> permit is issued				
Note: Minimum fee electrical permits are not refundable				

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

City of Roseville

ORDINANCE SUMMARY NO. _____

**AMENDING CHAPTER 314.05, FEE SCHEDULE
ADOPTING A REVISED 2017 FEE SCHEDULE**

The following is the official summary of Ordinance NO. _____ approved by the City Council of Roseville on March 13, 2017:

An Ordinance amending Chapter 314.05 of the Roseville City Code adopting a revised 2017 Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions.

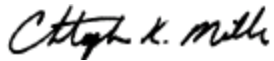
A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted on the web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____
Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/13/2017
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Public Hearing to Approve/Deny an On-Sale and Sunday Intoxicating Liquor License for No Match, Inc. dba Green Mill located at 1595 HWY 36, Suite 1010.

1 **BACKGROUND**

2 Under City Code, a public hearing is required to consider approving liquor licenses for the current
3 calendar year. The City has received an application for a 2017 Liquor License as follows:

- 4
5 ❖ No Match, Inc. dba Green Mill – On-Sale and Sunday Intoxicating Liquor License

6
7 Green Mill has held a prior On-Sale liquor license but has moved locations within the Mall and are
8 required to submit a new application. Their submitted application is complete.

9
10 Neither State Statute nor City Code limits the number of licenses that can be issued for On-Sale and
11 Sunday Intoxicating Liquor licenses.

12
13 **POLICY OBJECTIVE**

14 The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the
15 State and the City.

16 **FINANCIAL IMPACTS**

17 The revenue that is generated from the license fees is used to offset the cost of police compliance checks,
18 background investigations, enforcement of liquor laws, and license administration.

19 **STAFF RECOMMENDATION**

20 The applicant meets all requirements set forth under City Code. Staff recommends approval.

21 **REQUESTED COUNCIL ACTION**

22 Motion to approve No Match, Inc. dba Green Mill's request for an On-Sale and Sunday Intoxicating
23 Liquor License located at 1595 HWY 36, Suite 1010.

24
Prepared by: Chris Miller, Finance Director
Attachments: A: Green Mill's Application



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: 4/1/17 To: 12/31/17

Circle One: New License License Transfer Suspension Revocation Cancel
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$5250 Sunday License fee: \$150 3.2% On Sale fee: \$ 3.2% Off Sale fee: \$

Licensee Name: NoMatch, Inc. DOB Social Security #
(corporation, partnership, LLC, or Individual)

Business Trade Name Green Mill Business Address 1595 Hwy 36 Suite 1010 City Roseville

Zip Code 55113 County Ramsey Business Phone 651-633-2100 Home Phone

Home Address City Licensee's MN Tax ID # 1870050
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # 41-1722735
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Table with 4 columns: Partner/Officer Name (First Middle Last), DOB, Social Security #, Home Address. Entry: Thomas John Ryan

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Sfm Policy # 29633.211

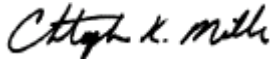
I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature Date
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/13/2017
Item No.: 7.g

Department Approval



City Manager Approval



Item Description: Public Hearing to Consider the Approval of an Off Sale Liquor License to Target Corporation dba Target Store T2101.

1 **BACKGROUND**

2 City Code permits a maximum of 10 Off-Sale Liquor Licenses within the city. At this moment, there
3 are only 9 issued due to the non-renewal of Taste of Minnesota at the end of 2016.

4
5 Target Corporation has completed all the application materials for an Off-Sale License within the city.
6 The store will be attached to the main store located at 1515 County Rd B W.

7
8 Target currently holds a 3.2% Non-Intoxicating Off-Sale License and has no liquor violations at the
9 Roseville location within the past 5 years.

10
11 **POLICY OBJECTIVE**

12 Required by City Code.

13 **FINANCIAL IMPACTS**

14 Not applicable.

15 **STAFF RECOMMENDATION**

16 City Staff recommends that the City Council approve the issuance of the 10th Off-Sale Liquor License.

17 **REQUESTED COUNCIL ACTION**

18 Motion to approve the issuance of the 10th Off-Sale Liquor License to Target Corporation.

19
Prepared by: Chris Miller, Finance Director
Attachments: A: Application from Target



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133
 (651) 201-7507 FAX (651)297-5259 TTY(651)282-6555
 WWW.DPS.STATE.MN.US



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received

Workers compensation insurance company. Name Indemnity Insurance Co of North America Policy # WLRC49105381

Licensee's MN Sales and Use Tax ID # 9086874 To apply for a MN sales and use tax ID #, call (651) 296-6181

Licensee's Federal Tax ID # 41-0215170

If a corporation, an officer shall execute this application If a partnership, a partner shall execute this application.

Licensee Name (Individual, Corporation, Partnership, LLC) <u>Target Corporation</u>	Social Security #	Trade Name or DBA <u>Target Store T2101</u>
License Location (Street Address & Block No.) <u>1515 County Road B W</u>	License Period From _____ To _____	Applicant's Home Phone # <u>612-761-1015 (HQ)</u>
City <u>Roseville</u>	County <u>Ramsey</u>	State <u>MN</u>
Name of Store Manager <u>Drew Anderson</u>	Business Phone Number <u>651-631-0330</u>	DOB (Individual Applicant)

If a corporation or LLC state name, date of birth, Social Security # address, title, and shares held by each officer. If a partnership, state names, address and date of birth of each partner.

Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
<u>See attached list of officers</u>					
Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code

- If a corporation, date of incorporation 02/11/1902, state incorporated in Minnesota, amount paid in capital http://investors.target.com If a subsidiary of any other corporation, so state --- and give purpose of corporation n/a. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota? Yes No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state.
First floor
- Is establishment located near any state university, state hospital, training school, reformatory or prison? Yes No If yes state approximate distance. _____
- Name and address of building owner: Target Corporation, 33 S 6th Street CC-1028, Minneapolis, MN 55402
- Has owner of building any connection, directly or indirectly, with applicant? Yes No
- Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued? Yes No If yes, in what capacity? _____
- State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. N/A
- Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota?
 Yes No If yes, give name and address of establishment. See attached list of Target Stores in MN with liquor licenses

8. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? Yes No
9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. Yes No Will be granted
10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. Yes No Will be granted
11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. N/A
12. State Number of Employees TBD
13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? N/A
14. If this license is being issued by a County Board, is it located in an organized township? **If so, attach township approval.**

1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. No
2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. No
3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor Control penalties? Yes No If yes, give dates, charges and final outcome.
See attached Violations list
4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802.
 Yes No If yes, attach a copy of the summons.


This licensee must have one of the following:

(ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)

Check one

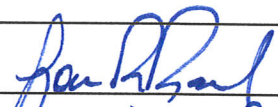
- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.
- or
- B. A surety bond from a surety company with minimum coverage as specified in A.
- or
- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title	Signature of Applicant	Date
Janine L Brown-Wiese, Vice President		2/7/2017

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

<u>ROSEVILLE POLICE DEPT.</u>	<u>ACTING CHIEF OF POLICE</u>	
Police/Sheriff's Department	Title	Signature <u>Lorne P. Rosand</u> <u>3-6-2017</u>
County Attorney's Signature		PS 9136-(2009)

IMPORTANT NOTICE

All retail liquor licensees must register with the Alcohol, Tobacco Tax and Trade Bureau.
For information call (513) 684-2979 or 1-800-937-8864

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2017
Item No.: 7.h

Department Approval

City Manager Approval



Item Description: Appoint members to Finance; Human Rights; Parks and Recreation; Planning; Police Civil Service; and Public Works Environment and Transportation Commissions

BACKGROUND

On February 27, the City Council interviewed applicants interested in appointment to various commissions.

Council will consider applicants for:

- Finance Commission – one vacancy for a partial term expiring March 31, 2018
- Human Rights Commission – one vacancy for a term expiring March 31, 2020
- Parks and Recreation Commission – one vacancy for a term that expires March 31, 2018, one vacancy for a term expiring March 31, 2020
- Planning Commission – one vacancy for a term that expires March 31, 2018, one vacancy for a term expiring March 31, 2020
- Police Civil Service Commission – one vacancy for a term expiring March 31, 2020
- Public Works, Environment and Transportation Commission - one vacancy for term that expires March 31, 2020

REQUESTED COUNCIL ACTION

Appoint _____ to the Finance Commission for term ending March 31, 2018.

Appoint _____ to the Human Rights Commission for term ending March 31, 2020.

Appoint _____ to the Parks and Recreation Commission for terms ending March 31, 2018.

Appoint _____ to the Parks and Recreation Commission for terms ending March 31,

32 2020.

33

34 Appoint _____ to the Planning Commission for term ending March 31, 2018.

35

36 Appoint _____ to the Planning Commission for term ending March 31, 2020.

37

38 Appoint _____ to the Police Civil Service Commission for term ending March 31,
39 2020.

40

41 Appoint _____ to the Public Works Commission for term ending March 31, 2020.

42

43

44 **Prepared by: Carolyn Curti, Communications Specialist**

45 Attachments: A: Council Preferences

Advisory Commission Tallies

Commission

Finance

1 vac, 1 yr

<u>Councilmember</u>	<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>	<u>Choice D</u>	<u>Choice E</u>	<u>Choice F</u>	<u>Choice G</u>	<u>Choice H</u>
<i>Etten</i>	McRoberts							
<i>Laliberte</i>	McRoberts							
<i>McGehee</i>	Hall	Maldonado						
<i>Willmus</i>	McRoberts							
<i>Mayor Roe</i>	McRoberts							
<i>Chair Schroeder (ref)</i>	McRoberts							

Council Tally:

Curtis	0
Hall	1
Maldonado	1
McRoberts	4

Commission

(HRC/CEC)

(1 vac, 3 yrs)

<u>Councilmember</u>	<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>	<u>Choice D</u>	<u>Choice E</u>	<u>Choice F</u>	<u>Choice G</u>	<u>Choice H</u>
<i>Etten</i>	Djevi	Eichhorst						
<i>Laliberte</i>	No submittal*							
<i>McGehee</i>	Djevi	Eubanks						
<i>Willmus</i>	No submittal*							
<i>Mayor Roe</i>	Sorman	Verbeten						
<i>Chair Groff (ref)</i>	Djevi	Eubanks						

* Both indicated they would prefer to wait to fill this appointment until the new commission combining the HRC and CEC is created.

Council Tally:

Becker	0
Brown	0
Djevi	2
Eichhorst	1
Etheridge	0
Eubanks	1
Greene	0
Lueben	0
Sorman	1
Verbeten	1
Wisher	0

Advisory Commission Tallies

Commission

Parks & Recreation

1 vac, 3 yrs

1 vac, 1 yr

(2 vac total)

<u>Councilmember</u>	<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>	<u>Choice D</u>	<u>Choice E</u>	<u>Choice F</u>	<u>Choice G</u>	<u>Choice H</u>
<i>Etten</i>	Baggenstoss	Hoag	Lindberg	Wisher				
<i>Laliberte</i>	Baggenstoss	Hoag						
<i>McGehee</i>	Misra	Wisher						
<i>Willmus</i>	Baggenstoss	Hoag	Wisher					
<i>Mayor Roe</i>	Baggenstoss	Hoag	Wisher					

<i>Chair Newby (ref)</i>	Misra	Hoag						
--------------------------	-------	------	--	--	--	--	--	--

Council Tally:

Baggenstoss	4
Becker	0
Erickson	0
Etheridge	0
Hoag	4
Linberg	0
Lueben	0
Lundell	0
Misra	1
Negstad	0
Sparby	0
Vazquez	0
Wisher	4

Advisory Commission Tallies

Commission

Planning

1 vac, 3 yrs

1 vac, 1 yr

(2 vac total)

<u>Councilmember</u>	<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>	<u>Choice D</u>	<u>Choice E</u>	<u>Choice F</u>	<u>Choice G</u>	<u>Choice H</u>
<i>Etten</i>	Baggenstoss	Etheridge	Sparby					
<i>Laliberte</i>	Etheridge	Sparby						
<i>McGehee</i>	Djevi	Erickson	Etheridge	Sparby				
<i>Willmus</i>	Etheridge	Sparby						
<i>Mayor Roe</i>	Baggenstoss	Etheridge	Sparby					

<i>Chair Boguszewski (ref)</i>	Baggenstoss	Etheridge	Sparby					
--------------------------------	-------------	-----------	--------	--	--	--	--	--

Council Tally:

Baggenstoss	2
Curtis	0
Djevi	1
Erickson	1
Etheridge	5
Greene	0
Owings	0
Ragland	0
Sparby	5
Vazquez	0

Commission

Police Civil Service

1 vac, 3 yrs

<u>Councilmember</u>	<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>	<u>Choice D</u>	<u>Choice E</u>	<u>Choice F</u>	<u>Choice G</u>	<u>Choice H</u>
<i>Etten</i>	Lundell							
<i>Laliberte</i>	Lundell							
<i>McGehee</i>	Lundell							
<i>Willmus</i>	No submittal							
<i>Mayor Roe</i>	Lundell							

<i>Chair Jenkins (ref)</i>								
----------------------------	--	--	--	--	--	--	--	--

Council Tally:

Curtis	0
Lundell	4

Advisory Commission Tallies

Commission

PWET

1 vac, 3 yrs

<u>Councilmember</u>	<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>	<u>Choice D</u>	<u>Choice E</u>	<u>Choice F</u>	<u>Choice G</u>	<u>Choice H</u>
<i>Etten</i>	Baggenstoss	Misra						
<i>Laliberte</i>	Misra							
<i>McGehee</i>	Maldonado	Misra						
<i>Willmus</i>	Misra							
<i>Mayor Roe</i>	Misra	Owings						

<i>Chair Cihacek (ref)</i>	Erickson	Maldonado						
----------------------------	----------	-----------	--	--	--	--	--	--

Council Tally:

Baggenstoss	1
Erickson	0
Maldonado	1
Misra	5
Negstad	0
Owings	1
Sparby	0



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

City Council Meeting
DRAFT – Minutes – DRAFT
City Hall Council Chambers, 2660 Civic Center Drive
Monday, February 27, 2017

1. Roll Call

Mayor Roe called the meeting to order at 6:00 p.m. Voting and Seating Order: McGehee; Willmus; Laliberte; Etten; and Roe.

2. Pledge of Allegiance

3. Approve Agenda

Mayor Roe stated that without objection that the agenda for the evening is approved.

4. Public Comment

Mayor Roe called for public comment by members of the audience on any non-agenda items. No one appeared to speak.

5. Commission Interviews

The council interviewed candidates for the Finance Commission, Human Rights Commission, Parks and Recreation Commission, Planning Commission, and Public Works, Environment, and Transportation Commission; from approximately 6:00 PM to 9:15 PM.

6. Approve Minutes-February 13

Willmus moved, McGehee seconded, approval of the February 13, 2017 City Council Meeting Minutes as amended.

7. Council & City Manager Communications, Reports, and Announcements

City Manager Trudgeon did not have any announcements.

Councilmember Laliberte indicated that she attended the recent Ramsey County League of Local Governments (RCLLG) meeting where the group received updates of the legislative session from Ramsey County legislators. Councilmember Laliberte also distributed the 2017 RCLLG Handbook and Directory.

8. Councilmember Initiated Future Agenda Items and Future Agenda Review

DRAFT Regular City Council Meeting

Monday, February 27, 2017

Page 2

1 City Manager Trudgeon noted upcoming items for the March 13 meeting including con-
2 sideration of amendments to the lawful gambling ordinance, consideration of the pet store
3 ordinance, and appointment of commissioners to fill vacancies. For the March 20 work
4 session, City Manager Trudgeon noted several issues will be discussed including updates
5 on rental licensing and Fire Department staffing, the draft 2018 Budget calendar, the Fi-
6 nance Commission Scope and Duties, the Metro I-Net strategic plan, and the Cedarholm
7 Golf Course Clubhouse.

8
9 Councilmember Laliberte asked for discussion about the commission appointments and
10 whether the City Council should appoint a member to the Human Rights Commission
11 given the fact that it is being transformed into a new commission.

12
13 Mayor Roe advised that the topic should be discussed at the March 13 meeting and not at
14 tonight's meeting as it was not listed on the agenda.

15
16 Councilmember Laliberte also asked for a future discussion about the timing of election
17 of Commission Chairs. Currently the City Code requires appointment of the Chair at the
18 first meeting after new persons are appointed and Councilmember Laliberte suggested
19 that the better meeting for the Chair to be elected would be at the last meeting of the
20 commission before members rotated off.

21
22 It was agreed to have the discussion on the timing of election chairs to come back at a fu-
23 ture City Council meeting.

24
25 **9. Adjourn**

26
27 Willmus moved, Etten seconded, adjournment at 9:20 p.m.

28
29 **Roll Call**

30 **Ayes:** McGehee; Willmus; Laliberte; Etten; and Roe.

31 **Nays:** None.

32
33
34
35
36
37 ATTEST:

Daniel J. Roe, Mayor

38
39
40 _____
Patrick J. Trudgeon, City Manager



REQUEST FOR COUNCIL ACTION

Date: 3/13/2017

Item No.: 9.a

Department Approval

City Manager Approval

Item Description: Approve Payments

1 **BACKGROUND**

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

Check Series #	Amount
ACH Payments	\$1,330,577.51
84605-84860	\$1,515,222.17
Total	\$2,845,799.68

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

8 **POLICY OBJECTIVE**

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

10 **FINANCIAL IMPACTS**

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

13 **STAFF RECOMMENDATION**

14 Staff recommends approval of all payment of claims.

15 **REQUESTED COUNCIL ACTION**

16 Motion to approve the payment of claims as submitted

17
18 Prepared by: Chris Miller, Finance Director

19 Attachments: A: Checks for Approval

20

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 3/2/2017 - 9:42 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84786	02/22/2017	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes	Copier Rentals	926.97
84677	02/09/2017	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copier Rental	2,722.09
Rental - Copier Machines Total:						3,649.06
84728	02/16/2017	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Copier Rentals	2,112.82
Rental - Office Machines Total:						2,112.82
Fund Total:						5,761.88
0	02/15/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	7.37
0	03/01/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	7.37
Federal Income Tax Total:						14.74
0	02/15/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	1.64
0	02/15/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	7.02
0	03/01/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	7.01
0	03/01/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	1.64
FICA Employee Ded. Total:						17.31
0	02/15/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	7.02
0	02/15/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	1.64
0	03/01/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	1.64
0	03/01/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	7.01
FICA Employers Share Total:						17.31
0	02/15/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	1.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	1.05
					MN State Retirement Total:	2.10
0	02/15/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	6.80
0	03/01/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	6.79
					PERA Employee Ded Total:	13.59
0	02/15/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	1.05
0	02/15/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	6.80
0	03/01/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	1.05
0	03/01/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	6.79
					PERA Employer Share Total:	15.69
84741	02/16/2017	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Midway Speedskating Bingo	2,143.26
84852	03/01/2017	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Youth Hockey Bingo	2,347.38
					Professional Services - Bingo Total:	4,490.64
0	02/15/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	3.91
0	03/01/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	3.91
					State Income Tax Total:	7.82
					Fund Total:	4,579.20
84713	02/16/2017	Community Development	Building Permits	Andrus Built, Inc.	Building Permit Refund-1414 Primro	464.15
					Building Permits Total:	464.15
84637	02/09/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	2,139.63
					Building Surcharge Total:	2,139.63
84763	02/22/2017	Community Development	Deposits	Hage Homes	Construction Deposit Refund-2169 St	800.00
84839	03/01/2017	Community Development	Deposits	Kraus Anderson Construction	Construction Deposit Refund-1880 W	4,000.00
84847	03/01/2017	Community Development	Deposits	My Home Source	Construction Deposit Refund-675 Coj	800.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Deposits Total:	5,600.00
84823	03/01/2017	Community Development	Development Escrow	Davey Tree Expert Company	Contract Forestry Services	450.00
					Development Escrow Total:	450.00
0	02/09/2017	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-January	4,749.60
					Electrical Inspections Total:	4,749.60
0	02/15/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	5,130.70
0	03/01/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	4,125.45
					Federal Income Tax Total:	9,256.15
0	02/15/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	553.66
0	02/15/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	2,367.37
0	03/01/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	481.62
0	03/01/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	2,059.34
					FICA Employee Ded. Total:	5,461.99
0	02/15/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	2,367.37
0	02/15/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	553.66
0	03/01/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	2,059.34
0	03/01/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	481.62
					FICA Employers Share Total:	5,461.99
84713	02/16/2017	Community Development	General Miscellaneous	Andrus Built, Inc.	Building Permit Refund-1414 Primro	10.00
					General Miscellaneous Total:	10.00
84824	03/01/2017	Community Development	Good Samaritan Homes	Ehlers & Associates, Inc.	General Consulting Services	715.00
					Good Samaritan Homes Total:	715.00
84723	02/16/2017	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	359.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HRA Employer Total:	359.14
84737	02/16/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	384.76
84649	02/09/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	225.59
84649	02/09/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	162.63
84848	03/01/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	388.22
					HSA Employee Total:	1,161.20
84737	02/16/2017	Community Development	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	696.89
					HSA Employer Total:	696.89
0	02/16/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	1,960.76
0	02/09/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	1,898.81
0	02/09/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	1,518.34
0	03/01/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	1,967.95
					ICMA Def Comp Total:	7,345.86
84772	02/22/2017	Community Development	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	215.36
					Life Ins. Employee Total:	215.36
84772	02/22/2017	Community Development	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	58.58
					Life Ins. Employer Total:	58.58
84772	02/22/2017	Community Development	Long Term Disability	LINA	Life, AD&D & LTD Premiums	193.37
					Long Term Disability Total:	193.37
84734	02/16/2017	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium	665.03
					Medical Ins Employee Total:	665.03
84734	02/16/2017	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium	4,659.97
					Medical Ins Employer Total:	4,659.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84826	03/01/2017	Community Development	Memberships & Subscriptions	ESRI, Inc.	ARC GIS Primary Maintenance	441.67
					Memberships & Subscriptions Total:	441.67
84637	02/09/2017	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-42.74
					Miscellaneous Revenue Total:	-42.74
0	02/15/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	352.82
0	03/01/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	336.10
					MN State Retirement Total:	688.92
0	02/15/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	601.28
0	03/01/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	475.00
					MNDCP Def Comp Total:	1,076.28
0	03/01/2017	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	144.85
					Office Supplies Total:	144.85
0	02/16/2017	Community Development	Operating Supplies	Rapit Printing	Building Inspection Record Forms	213.27
					Operating Supplies Total:	213.27
0	02/15/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	2,293.35
0	03/01/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	2,184.65
					PERA Employee Ded Total:	4,478.00
0	02/15/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	2,293.35
0	02/15/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	352.82
0	03/01/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	336.10
0	03/01/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	2,184.65
					PERA Employer Share Total:	5,166.92
84716	02/16/2017	Community Development	Professional Services	Bolger, LLC	Comp. Plan Mailing Postage	4,075.50
0	02/15/2017	Community Development	Professional Services	FormSite.com-CC	Rental Registration Monthly Charge	49.95
84768	02/22/2017	Community Development	Professional Services	Kimley-Horn & Associates, Inc.	Subdivision Code Update	5,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84732	02/16/2017	Community Development	Professional Services	MN Dept of Health	Well Monitoring Maintenance	150.00
84798	02/22/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	243.75
84798	02/22/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
84798	02/22/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
84798	02/22/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	162.50
84746	02/16/2017	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
0	02/09/2017	Community Development	Professional Services	WSB & Associates, Inc.	2040 Comprehensive Plan	1,576.00
84748	02/16/2017	Community Development	Professional Services	ZedIT Solutions Inc,	Accela Implementation	2,268.00
Professional Services Total:						13,570.01
0	02/15/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	1,913.21
0	03/01/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	1,597.27
State Income Tax Total:						3,510.48
84855	03/01/2017	Community Development	Telephone	T Mobile	Cell Phones-Acct: 876644423	99.30
Telephone Total:						99.30
Fund Total:						79,010.87
84849	03/01/2017	Contracted Engineering Svcs	Deposits	Premium Real Estate	Escrow Return	7,880.00
Deposits Total:						7,880.00
0	02/15/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	636.27
0	03/01/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	632.43
Federal Income Tax Total:						1,268.70
0	02/15/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	372.96
0	02/15/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare Ei	87.22
0	03/01/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare Ei	87.19
0	03/01/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	372.82
FICA Employee Ded. Total:						920.19
0	02/15/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	372.96
0	02/15/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare Ei	87.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	87.19
0	03/01/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	372.82
FICA Employers Share Total:						920.19
84737	02/16/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	119.09
84649	02/09/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	51.86
84649	02/09/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	25.06
84848	03/01/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	120.40
HSA Employee Total:						316.41
84737	02/16/2017	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Empl	363.98
HSA Employer Total:						363.98
84772	02/22/2017	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	17.10
Life Ins. Employee Total:						17.10
84772	02/22/2017	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	9.60
Life Ins. Employer Total:						9.60
84772	02/22/2017	Contracted Engineering Svcs	Long Term Disability	LINA	Life, AD&D & LTD Premiums	32.81
Long Term Disability Total:						32.81
84734	02/16/2017	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium	19.56
Medical Ins Employee Total:						19.56
84734	02/16/2017	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium	1,120.36
Medical Ins Employer Total:						1,120.36
0	02/15/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	61.18
0	03/01/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	61.18
MN State Retirement Total:						122.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/15/2017	Contracted Engineering Svcs	MNDPC Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDPC De	100.00
0	03/01/2017	Contracted Engineering Svcs	MNDPC Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDPC De	100.00
MNDPC Def Comp Total:						200.00
0	02/15/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	397.70
0	03/01/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	397.70
PERA Employee Ded Total:						795.40
0	02/15/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	397.70
0	02/15/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	61.18
0	03/01/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	61.18
0	03/01/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	397.70
PERA Employer Share Total:						917.76
0	02/15/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	284.45
0	03/01/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	282.42
State Income Tax Total:						566.87
Fund Total:						15,471.29
0	02/16/2017	East Metro SWAT	Operating Supplies	Streicher's	SWAT Supplies	630.03
0	02/22/2017	East Metro SWAT	Operating Supplies	Streicher's	Uniform Supplies	2,216.46
Operating Supplies Total:						2,846.49
Fund Total:						2,846.49
84631	02/09/2017	Fire Vehicles Revolving	SCBA Equipment	The Knox Company	Black Hinged Recessed	1,086.00
84638	02/09/2017	Fire Vehicles Revolving	SCBA Equipment	Motorola Solutions, Inc.	Mobile Communication Devices	3,410.75
SCBA Equipment Total:						4,496.75
Fund Total:						4,496.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/09/2017	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	21.37
209000 - Sales Tax Payable Total:						21.37
0	02/16/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	2,725.70
0	03/01/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	458.85
0	02/16/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	126.20
0	02/16/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	564.78
0	03/01/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	330.81
84809	02/22/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	274.98
211402 - Flex Spending Health Total:						4,481.32
0	02/16/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	2,000.00
0	02/09/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	384.00
0	02/16/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	68.00
0	02/09/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	204.00
0	03/01/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	384.62
0	02/16/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	192.31
211403 - Flex Spend Day Care Total:						3,232.93
84633	02/09/2017	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices	61.93
Advertising Total:						61.93
84814	03/01/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	310.80
84814	03/01/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	89.95
84816	03/01/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	6.00
84767	02/22/2017	General Fund	Clothing	Keepsr Inc	Uniform Supplies	146.00
84767	02/22/2017	General Fund	Clothing	Keepsr Inc	Uniform Supplies	978.00
84767	02/22/2017	General Fund	Clothing	Keepsr Inc	Uniform Supplies	1,156.00
84767	02/22/2017	General Fund	Clothing	Keepsr Inc	Uniform Supplies	214.92
0	02/16/2017	General Fund	Clothing	Sean Mooney	Reimbursement for Ruined Sweater-c	29.99
0	02/22/2017	General Fund	Clothing	Streicher's	Uniform Supplies	128.49
0	02/22/2017	General Fund	Clothing	Streicher's	Uniform Supplies	1,130.00
0	02/15/2017	General Fund	Clothing	Target- CC	CSO Clothing	69.96
84712	02/16/2017	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	96.98
84804	02/22/2017	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	53.98
84804	02/22/2017	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	15.98
84804	02/22/2017	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	9.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Clothing Total:						4,437.00
84774	02/22/2017	General Fund	Conferences	MAMA	Luncheon Meeting	20.00
84730	02/16/2017	General Fund	Conferences	MN Chapter IAAI	Conference Registration	260.00
84807	02/22/2017	General Fund	Conferences	YMCA	Senior Resource Fair Vendor Fee	20.00
Conferences Total:						300.00
84749	02/22/2017	General Fund	Contract Maint - Vehicles	Abra MN Roseville	Vehicle Repair	6,205.02
0	03/01/2017	General Fund	Contract Maint - Vehicles	Ancom Technical Center	Technical Service	55.00
84815	03/01/2017	General Fund	Contract Maint - Vehicles	Astleford International Trucks	Vehicle Repair	1,673.44
84833	03/01/2017	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair	1,249.86
0	02/22/2017	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	69.30
Contract Maint - Vehicles Total:						9,252.62
84830	03/01/2017	General Fund	Contract Maint. - City Hall	G & K Services	Mats	73.20
84841	03/01/2017	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning	3,215.18
84635	02/09/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Labor	56.25
84843	03/01/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facilities Management	-112.50
84843	03/01/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facilities Management	1,460.00
84843	03/01/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facilities Management	140.02
84843	03/01/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facilities Management	2,855.25
84674	02/09/2017	General Fund	Contract Maint. - City Hall	Twin City Garage Door Co.	Door Repair	303.00
Contract Maint. - City Hall Total:						7,990.40
84830	03/01/2017	General Fund	Contract Maint. - City Garage	G & K Services	Mats	80.40
84841	03/01/2017	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning	1,000.83
84843	03/01/2017	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facilities Management	761.40
84676	02/09/2017	General Fund	Contract Maint. - City Garage	United Rentals	Scissor Lift	246.25
84858	03/01/2017	General Fund	Contract Maint. - City Garage	United Rentals	Scissor Lift	145.78
Contract Maint. - City Garage Total:						2,234.66
0	03/01/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Winter Maintenance	970.25
0	03/01/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Winter Maintenance	970.25
Contract Maint. H.V.A.C. Total:						1,940.50
0	03/01/2017	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maint.- Old City Hall Total:						79.00
0	03/01/2017	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Service	100.00
84605	02/09/2017	General Fund	Contract Maintenance	Agency 360	Field Training Tracker Yearly Service	597.00
0	02/22/2017	General Fund	Contract Maintenance	Alex Air Apparatus, Inc.	Compressor Air Quality Test	835.00
0	03/01/2017	General Fund	Contract Maintenance	Criterion, Inc.	Quarterly HR Subscription Service-1/	4,777.00
84625	02/09/2017	General Fund	Contract Maintenance	Grabar Voice and Data, Inc.	2017 Maintenance Agreement	313.00
84632	02/09/2017	General Fund	Contract Maintenance	LETG, LLC	Maintenance-2017	53,154.12
84632	02/09/2017	General Fund	Contract Maintenance	LETG, LLC	Maintenance Hosting-2017	360.00
84841	03/01/2017	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	568.90
0	02/09/2017	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	6.30
84711	02/16/2017	General Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoice	359.83
84711	02/16/2017	General Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoice	789.80
84711	02/16/2017	General Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoice	716.62
84711	02/16/2017	General Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoice	323.34
84641	02/09/2017	General Fund	Contract Maintenance	NeoCertified	Annual Subscription Renewal 2017	1,104.00
84654	02/09/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	43.68
84654	02/09/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	393.12
84678	02/09/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	385.11
Contract Maintenance Total:						64,826.82
84654	02/09/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,120.70
84654	02/09/2017	General Fund	Dispatching Services	Ramsey County	CAD Service	5,685.98
Dispatching Services Total:						34,806.68
84734	02/16/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium	980.00
84734	02/16/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium	740.00
Employer Insurance Total:						1,720.00
84813	03/01/2017	General Fund	Engineering Fees	Abu Feddah, LLC	Engineering Fee Refund-1681 Rice St	33.27
Engineering Fees Total:						33.27
0	02/15/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	2,841.50
0	02/15/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	33,037.26
0	03/01/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	35,253.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						71,132.38
0	02/15/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	360.04
0	02/15/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	4,100.78
0	02/15/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	317.88
0	02/15/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	6,540.96
0	02/09/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	Federal Tax	44.75
0	03/01/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	4,387.27
0	03/01/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	6,513.47
FICA Employee Ded. Total:						22,265.15
0	02/15/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	317.88
0	02/15/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	6,540.96
0	02/15/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	360.04
0	02/15/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	4,100.78
0	02/09/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	Federal Tax	44.75
0	03/01/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	6,513.47
0	03/01/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	4,387.27
FICA Employers Share Total:						22,265.15
84731	02/16/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID 0015005038	354.43
84844	03/01/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						708.86
84723	02/16/2017	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	372.73
84723	02/16/2017	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	3,993.22
HRA Employer Total:						4,365.95
84737	02/16/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	320.25
84737	02/16/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	2,922.22
84649	02/09/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	235.68
84649	02/09/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	2,937.55
84848	03/01/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	3,211.18
HSA Employee Total:						9,626.88
84737	02/16/2017	General Fund	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	696.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84737	02/16/2017	General Fund	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	7,313.28
HSA Employer Total:						8,010.19
0	02/16/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	254.93
0	02/16/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	1,816.25
0	02/09/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	1,584.44
0	02/09/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	2,328.53
0	03/01/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	1,984.47
ICMA Def Comp Total:						7,968.62
84772	02/22/2017	General Fund	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	9.61
84772	02/22/2017	General Fund	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	1,875.45
Life Ins. Employee Total:						1,885.06
84772	02/22/2017	General Fund	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	460.19
Life Ins. Employer Total:						460.19
84772	02/22/2017	General Fund	Long Term Disability	LINA	Life, AD&D & LTD Premiums	1,499.94
Long Term Disability Total:						1,499.94
84734	02/16/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium	4,033.20
84734	02/16/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium	6,861.41
Medical Ins Employee Total:						10,894.61
84734	02/16/2017	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium	47,292.44
Medical Ins Employer Total:						47,292.44
84828	03/01/2017	General Fund	Medical Services	FirstLab	Drug Screening	341.50
Medical Services Total:						341.50
84607	02/09/2017	General Fund	Memberships & Subscriptions	ATOM	Membership Renewal-Rosand	250.00
84628	02/09/2017	General Fund	Memberships & Subscriptions	IAPE	Membership Renewal-Griffin	50.00
84787	02/22/2017	General Fund	Memberships & Subscriptions	PLEAA	2017 Dues-K. Roberto	35.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84655	02/09/2017	General Fund	Memberships & Subscriptions	Ramsey County Chiefs of Police As	2017 Annual Dues-Mathwig, Scheide	225.00
84799	02/22/2017	General Fund	Memberships & Subscriptions	Suburban Rate Authority	2017 Membership Assessment	1,519.00
84801	02/22/2017	General Fund	Memberships & Subscriptions	Thomson Reuters-West	Subscription	215.85
Memberships & Subscriptions Total:						2,294.85
0	03/01/2017	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.02.2017 Minnesota F	79.59
Minnesota Benefit Ded Total:						79.59
0	02/15/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emp H	7,962.49
0	02/15/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emp H	19,022.85
0	02/15/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	3,073.74
0	03/01/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	3,057.32
MN State Retirement Total:						33,116.40
0	02/15/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	1,430.32
0	02/15/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	8,095.09
0	02/15/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	30.00
0	03/01/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	8,738.34
MNDCP Def Comp Total:						18,293.75
0	03/01/2017	General Fund	Motor Fuel	Mansfield Oil Company	2017 BLANKET PO FOR FUEL. ST.	8,558.37
0	03/01/2017	General Fund	Motor Fuel	Mansfield Oil Company	2017 BLANKET PO FOR FUEL. ST.	8,695.70
0	02/09/2017	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Fuel Tax	598.50
Motor Fuel Total:						17,852.57
84756	02/22/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees	1,391.40
Non Business - Pawn Fees Total:						1,391.40
0	02/09/2017	General Fund	Office Supplies	Frontier Precision, Inc	Office Supplies	12.00
0	03/01/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	70.29
0	03/01/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	63.52
0	03/01/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	168.90
0	03/01/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	37.64
0	03/01/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	46.03
0	02/15/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	11.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Office Supplies Total:						409.72
0	02/15/2017	General Fund	Op Supplies - City Hall	Home Depot- CC	Plumbing Supplies	161.42
0	02/15/2017	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-CC	Plumbing Supplies	41.99
84857	03/01/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	399.08
Op Supplies - City Hall Total:						602.49
0	02/15/2017	General Fund	Operating Supplies	All Poolside-CC	Anti Foam	10.66
0	02/15/2017	General Fund	Operating Supplies	Amazon.com- CC	Property/Evidence Supplies	84.99
0	02/22/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	560.42
0	03/01/2017	General Fund	Operating Supplies	ARAMARK Services	Water Filters	119.08
0	02/15/2017	General Fund	Operating Supplies	Byerly's- CC	Swearing In Supplies	62.99
84613	02/09/2017	General Fund	Operating Supplies	CES Imaging	Core 20LB Bond	14.95
84755	02/22/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Supplies	33.88
84755	02/22/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Supplies	33.88
84755	02/22/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Supplies	33.88
84614	02/09/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	33.88
0	02/09/2017	General Fund	Operating Supplies	City of St. Paul	River Print Supplies	425.50
0	02/15/2017	General Fund	Operating Supplies	Evident Inc-CC	Property/Evidence Supplies	1,081.53
0	02/16/2017	General Fund	Operating Supplies	Grainger Inc	Hand Soap	21.70
0	02/09/2017	General Fund	Operating Supplies	Grainger Inc	Batteries	61.76
0	02/09/2017	General Fund	Operating Supplies	Grainger Inc	Batteries	54.84
0	03/01/2017	General Fund	Operating Supplies	Grainger Inc	Gloves	29.04
0	03/01/2017	General Fund	Operating Supplies	Grainger Inc	Oil	435.24
0	02/09/2017	General Fund	Operating Supplies	Greenhaven Printing	Invoice Sheets	296.00
0	02/15/2017	General Fund	Operating Supplies	Home Depot- CC	Supplies	8.32
0	03/01/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	4.63
0	02/09/2017	General Fund	Operating Supplies	Brooke Jennings	K9 Supplies Reimbursement	66.56
84767	02/22/2017	General Fund	Operating Supplies	Keepsr Inc	Uniform Supplies	59.99
0	03/01/2017	General Fund	Operating Supplies	Ted Larson	Supplies Reimbursement	104.90
0	02/15/2017	General Fund	Operating Supplies	Menards-CC	Pick	65.69
0	02/15/2017	General Fund	Operating Supplies	NAPA Auto Parts-CC	Vehicle Supplies	32.60
84783	02/22/2017	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	96.65
84783	02/22/2017	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	12.84
84648	02/09/2017	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, NAF Software	646.29
84664	02/09/2017	General Fund	Operating Supplies	Specialty Solutions, LLC	Ice Bite	2,580.28
84854	03/01/2017	General Fund	Operating Supplies	Specialty Solutions, LLC	250gl Shuttles	2,800.00
84854	03/01/2017	General Fund	Operating Supplies	Specialty Solutions, LLC	250gl Shuttles-Credit	-125.00
84854	03/01/2017	General Fund	Operating Supplies	Specialty Solutions, LLC	250gl Shuttles-Credit	-125.00
0	03/01/2017	General Fund	Operating Supplies	Tessman Seed Co - St. Paul	Street Supplies	571.15
0	02/15/2017	General Fund	Operating Supplies	Uline-CC	Property/Evidence Supplies	350.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						10,544.91
0	02/09/2017	General Fund	Operating Supplies City Garage	Grainger Inc	Aerated Spray Head	77.65
0	03/01/2017	General Fund	Operating Supplies City Garage	MacQueen Equipment	Flexible Hoses	171.32
0	03/01/2017	General Fund	Operating Supplies City Garage	Metal Supermarkets	Cold Rolled Flat Bars	245.00
84857	03/01/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	67.32
84744	02/16/2017	General Fund	Operating Supplies City Garage	Twin City Garage Door Co.	Garage Door Supplies	745.00
84859	03/01/2017	General Fund	Operating Supplies City Garage	Viking Electric Supply, Inc.	Electrical Supplies	66.60
Operating Supplies City Garage Total:						1,372.89
0	02/15/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	28,585.01
0	03/01/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	28,660.69
PERA Employee Ded Total:						57,245.70
0	02/15/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	995.73
0	02/15/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	39,641.39
0	03/01/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	39,751.54
0	03/01/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	986.28
PERA Employer Share Total:						81,374.94
0	03/01/2017	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.02.2017 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
84775	02/22/2017	General Fund	Police Explorer Program	MLEEA Conference	Association Dues	75.00
Police Explorer Program Total:						75.00
0	02/22/2017	General Fund	Printing	Greenhaven Printing	Window Envelopes	195.00
0	02/22/2017	General Fund	Printing	Greenhaven Printing	Envelopes	328.00
Printing Total:						523.00
84757	02/22/2017	General Fund	Professional Services	Commercial Appraisal & Consultin	Vacant Commercial Land 2501 Fairvi	2,000.00
0	02/16/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	16,226.00
0	02/16/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Sergeant Arneson Grievance	1,054.50
0	02/09/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Service	13,032.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84826	03/01/2017	General Fund	Professional Services	ESRI, Inc.	ARC GIS Primary Maintenance	663.33
84826	03/01/2017	General Fund	Professional Services	ESRI, Inc.	ARC GIS Primary Maintenance	116.67
84761	02/22/2017	General Fund	Professional Services	GIS Workshop, LLC	RoweMap, SimpleSigns Support & M	400.00
84834	03/01/2017	General Fund	Professional Services	Hildi, Inc	GASB 45 Update	1,010.00
84769	02/22/2017	General Fund	Professional Services	Language Line Services	Interpreter Service	50.02
84771	02/22/2017	General Fund	Professional Services	LexisNexis Risk Solutions	Person Searches	160.00
84780	02/22/2017	General Fund	Professional Services	Multicare Associates	Medical Services-Acct: 93381	153.00
84733	02/16/2017	General Fund	Professional Services	Network Design, Inc.	Card Reader Replacement	564.61
84798	02/22/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	187.50
84798	02/22/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
84798	02/22/2017	General Fund	Professional Services	Sheila Stowell	Community Engagement Commissior	156.25
84798	02/22/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
84667	02/09/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	237.50
84667	02/09/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
0	02/15/2017	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Fee	26.00
84802	02/22/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting 1	139.00
84670	02/09/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	207.00
84672	02/09/2017	General Fund	Professional Services	TransUnion Risk and Alternative	Person Searches-Acct: 212095	104.20
Professional Services Total:						36,510.83
0	02/15/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	1,082.84
0	02/15/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	12,876.47
0	03/01/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	13,663.72
State Income Tax Total:						27,623.03
84855	03/01/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	735.31
84855	03/01/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	290.02
84855	03/01/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	201.15
84855	03/01/2017	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	182.90
84746	02/16/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	35.15
84746	02/16/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	192.21
84746	02/16/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	156.69
84805	02/22/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
84805	02/22/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	807.91
Telephone Total:						2,636.35
84606	02/09/2017	General Fund	Training	Allied Medical Training	EMT Refresher Course	295.00
0	02/15/2017	General Fund	Training	Byerly's- CC	Training Supplies	125.66
84610	02/09/2017	General Fund	Training	Calibre Press, Inc.	Tactics in Traffic Training	149.00
0	02/22/2017	General Fund	Training	Century College	Patrol Training Books	70.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84762	02/22/2017	General Fund	Training	Glock Professional, Inc.	Advanced Armorer's Course	350.00
0	02/09/2017	General Fund	Training	Brooke Jennings	Training Supplies Reimbursement	59.50
0	02/22/2017	General Fund	Training	Crystal Jones	Training Expenses Reimbursement	12.00
84770	02/22/2017	General Fund	Training	League of MN Cities	PATROL Subscription	4,320.00
84770	02/22/2017	General Fund	Training	League of MN Cities	Safety & Loss Control Workshop	20.00
84776	02/22/2017	General Fund	Training	Mn CIT Officers Association	Patrol Training	2,500.00
84777	02/22/2017	General Fund	Training	MN State Fire Marshal Division	Conference Registration	1,015.00
84739	02/16/2017	General Fund	Training	Regions Hospital	Medical Direction Fee	2,002.00
0	02/15/2017	General Fund	Training	Target- CC	Training Supplies	33.56
Training Total:						10,951.72
0	02/16/2017	General Fund	Union Dues Deduction	LELS	PR Batch 00001.02.2017 Lels Union	282.71
0	02/16/2017	General Fund	Union Dues Deduction	LELS	PR Batch 00001.02.2017 Lels Union	1,579.29
84727	02/16/2017	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Union	5.78
84727	02/16/2017	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Union	263.18
0	02/16/2017	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.02.2017 Local 320 U	27.19
0	02/16/2017	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.02.2017 Local 320 U	451.81
0	02/16/2017	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.02.2017 IAFF Union	585.00
Union Dues Deduction Total:						3,194.96
0	02/09/2017	General Fund	Utilities	Xcel Energy	New Fire Station	4,132.30
0	02/09/2017	General Fund	Utilities	Xcel Energy	Street Lights & Traffic Signal	2,630.36
0	03/01/2017	General Fund	Utilities	Xcel Energy	Civil Defense	78.38
0	03/01/2017	General Fund	Utilities	Xcel Energy	Street Lights & Traffic Signal	2,568.49
0	03/01/2017	General Fund	Utilities	Xcel Energy	Street Lights	12,860.62
Utilities Total:						22,270.15
0	02/16/2017	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	6,566.58
Utilities - City Garage Total:						6,566.58
0	02/16/2017	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,377.00
Utilities - City Hall Total:						6,377.00
0	02/09/2017	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	1,133.35
0	03/01/2017	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	1,127.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Utilities - Old City Hall Total:						2,261.29
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Cushman Motor Co Inc	Vehicle Supplies	955.06
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Cushman Motor Co Inc	Vehicle Supplies	1,688.64
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	192.99
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies-Credit	-49.28
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies-Credit	-91.24
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	34.38
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	121.01
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	34.99
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	395.43
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies-Credit	-190.59
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	11.71
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	252.44
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	117.01
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	58.30
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	253.89
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	92.35
0	02/16/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Maintenance Absorbents	42.06
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Miniature Lamps	18.56
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Inspection Tags	21.18
84808	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Interstate PowerSystems	Bull Guard	405.60
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Vehicle Supplies	282.13
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Vehicle Supplies	42.30
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	7.58
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	74.48
84634	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	118.28
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Midway Ford Co	Vehicle Supplies	178.72
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	134.75
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	12.21
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	22.82
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	13.95
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	69.97
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	15.50
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	53.14
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	12.70
0	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	25.40
84656	02/09/2017	General Fund	Vehicle Supplies & Maintenance	RDO Equipment	Vehicle Supplies	350.32
84739	02/16/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm Stock Report, Procurement Rep	2,102.30
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Interior Lights	41.44
84658	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Vehicle Supplies	59.20
84658	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Vehicle Supplies	59.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84795	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Schelen Gray Auto and Electric	Rebuilt Alternator	139.99
84668	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Tires	650.00
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Total Tool	Saw Bar, Saw Chain	186.07
84856	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Towmaster	Automated Chain System	4,578.00
84856	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Towmaster	Automated Chain System	3,620.00
84856	03/01/2017	General Fund	Vehicle Supplies & Maintenance	Towmaster	Automated Chain System	1,810.00
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Ziegler Inc	Tools	362.42
0	02/22/2017	General Fund	Vehicle Supplies & Maintenance	Ziegler Inc	Credit	-291.07
0	02/09/2017	General Fund	Vehicle Supplies & Maintenance	Ziegler Inc	Chisel Tool	342.43
Vehicle Supplies & Maintenance Total:						19,438.72
Fund Total:						707,175.26
0	02/15/2017	General Fund Donations	Explorers - Supplies	Walmart-CC	Shelving, Utility Cart, Sporting Equip	783.46
Explorers - Supplies Total:						783.46
Fund Total:						783.46
84711	02/16/2017	Golf Course	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoic	73.19
Contract Maintenance Total:						73.19
0	02/15/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	573.49
0	03/01/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	563.90
Federal Income Tax Total:						1,137.39
0	02/15/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	308.77
0	02/15/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	72.21
0	03/01/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	71.93
0	03/01/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	307.56
FICA Employee Ded. Total:						760.47
0	02/15/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	308.77
0	02/15/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	72.21
0	03/01/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	307.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	71.93
					FICA Employers Share Total:	760.47
84723	02/16/2017	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Emplc	66.73
					HRA Employer Total:	66.73
84737	02/16/2017	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	200.00
					HSA Employer Total:	200.00
84772	02/22/2017	Golf Course	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	73.48
					Life Ins. Employee Total:	73.48
84772	02/22/2017	Golf Course	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	4.80
					Life Ins. Employer Total:	4.80
84772	02/22/2017	Golf Course	Long Term Disability	LINA	Life, AD&D & LTD Premiums	18.67
					Long Term Disability Total:	18.67
84734	02/16/2017	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium	707.07
					Medical Ins Employee Total:	707.07
84734	02/16/2017	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium	1,360.36
					Medical Ins Employer Total:	1,360.36
0	02/15/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	54.05
0	03/01/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	54.05
					MN State Retirement Total:	108.10
0	02/15/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	50.00
0	03/01/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MNDCP Def Comp Total:	100.00
0	02/15/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	351.34
0	03/01/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	351.34
					PERA Employee Ded Total:	702.68
0	02/15/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	54.05
0	02/15/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	351.34
0	03/01/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	54.05
0	03/01/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	351.34
					PERA Employer Share Total:	810.78
84831	03/01/2017	Golf Course	Professional Services	Hagen, Christensen & McIlwain	Cedarholm Club House Study	3,405.90
					Professional Services Total:	3,405.90
0	02/15/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	263.81
0	03/01/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	259.89
					State Income Tax Total:	523.70
0	02/09/2017	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	25.61
					State Sales Tax Payable Total:	25.61
84855	03/01/2017	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	26.78
					Telephone Total:	26.78
0	02/09/2017	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	10.29
0	03/01/2017	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-36.99
					Use Tax Payable Total:	-26.70
0	03/01/2017	Golf Course	Utilities	Xcel Energy	Golf Course	575.04
					Utilities Total:	575.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						11,414.52
84837	03/01/2017	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	Legal Services	362.19
Attorney Fees Total:						362.19
84827	03/01/2017	Housing & Redevelopment Agency	Miscellaneous	Fastsigns	Corrugated Plastic Signs	93.39
Miscellaneous Total:						93.39
84683	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Lewis Anderson	Energy Audit Reimbursement	60.00
84685	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Bill Cagley	Energy Audit Reimbursement	60.00
84686	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Joel Cheney	Energy Audit Reimbursement	60.00
84687	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Jaime Christensen	Energy Audit Reimbursement	60.00
84688	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Brian Joseph Comiskey	Energy Audit Reimbursement	60.00
84690	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Helene Douville	Energy Audit Reimbursement	60.00
84692	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Jack Freedman	Energy Audit Reimbursement	60.00
84694	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Richard Hoffman	Energy Audit Reimbursement	60.00
84697	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Paul Husby	Energy Audit Reimbursement	60.00
84698	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Thomas Jensen	Energy Audit Reimbursement	60.00
84699	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	David C. Johnson	Energy Audit Reimbursement	60.00
84700	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Michelle Kato	Energy Audit Reimbursement	60.00
84701	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Nancy Knowlton	Energy Audit Reimbursement	60.00
84702	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Erica L. Ledesma	Energy Audit Reimbursement	60.00
84703	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Robert Milne	Energy Audit Reimbursement	60.00
84705	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Marie O'Brien	Energy Audit Reimbursement	60.00
84706	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Bradley Seguin	Energy Audit Reimbursement	60.00
84707	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Matthew Sieberg	Energy Audit Reimbursement	60.00
84708	02/14/2017	Housing & Redevelopment Agency	Payment to Owners	Dan R Warden	Energy Audit Reimbursement	60.00
Payment to Owners Total:						1,140.00
84824	03/01/2017	Housing & Redevelopment Agency	Professional Services	Ehlers & Associates, Inc.	General Consulting Services	655.00
Professional Services Total:						655.00
Fund Total:						2,250.58
84810	03/01/2017	HRA Property Abatement Program	Payments to Contractors	1-800 Got Junk?	Junk Removal-2051 William St N	249.00
84671	02/09/2017	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service-1065 Shryer Ave	160.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Payments to Contractors Total:	409.00
					Fund Total:	409.00
84616	02/09/2017	Information Technology	Computer Equipment	Data Q Internet Equip. Corp.	Wave 1 Controller	4,720.00
					Computer Equipment Total:	4,720.00
84720	02/16/2017	Information Technology	Contract Maintenance	Cisco Systems Capital Corp.	Advanced Payment	25,264.18
84710	02/16/2017	Information Technology	Contract Maintenance	McAfee, Inc.	Web & Email Protection	880.00
84735	02/16/2017	Information Technology	Contract Maintenance	OPG-3, Inc.	LASERFICHE RIO LSAP RENEWA	34,148.00
84797	02/22/2017	Information Technology	Contract Maintenance	Splashtop, Inc.	Splashtop Enterprise 1 Year Subscript	1,688.00
84745	02/16/2017	Information Technology	Contract Maintenance	US Internet	Domain Hosting	30.00
					Contract Maintenance Total:	62,010.18
0	02/15/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	5,584.11
0	03/01/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	5,586.00
					Federal Income Tax Total:	11,170.11
0	02/15/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	702.21
0	02/15/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	3,002.59
0	03/01/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	702.72
0	03/01/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	3,004.75
					FICA Employee Ded. Total:	7,412.27
0	02/15/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	702.21
0	02/15/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	3,002.59
0	03/01/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	702.72
0	03/01/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	3,004.75
					FICA Employers Share Total:	7,412.27
84723	02/16/2017	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	744.73
					HRA Employer Total:	744.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84737	02/16/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Emplc	670.67
84649	02/09/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Emplc	670.67
84848	03/01/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Emplc	670.68
HSA Employee Total:						2,012.02
84737	02/16/2017	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplc	1,413.75
HSA Employer Total:						1,413.75
0	02/16/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	225.00
0	02/09/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	73.51
0	02/09/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	151.49
0	03/01/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	225.00
ICMA Def Comp Total:						675.00
84714	02/16/2017	Information Technology	Internet	Anoka County Treasury	Broadband	75.00
84726	02/16/2017	Information Technology	Internet	Level 3 Communications	Internet	1,163.85
Internet Total:						1,238.85
84772	02/22/2017	Information Technology	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	157.47
Life Ins. Employee Total:						157.47
84772	02/22/2017	Information Technology	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	80.41
Life Ins. Employer Total:						80.41
84772	02/22/2017	Information Technology	Long Term Disability	LINA	Life, AD&D & LTD Premiums	269.05
Long Term Disability Total:						269.05
84734	02/16/2017	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium	529.73
Medical Ins Employee Total:						529.73
84734	02/16/2017	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium	10,719.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	10,719.12
0	02/15/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	497.76
0	03/01/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	498.26
					MN State Retirement Total:	996.02
0	02/15/2017	Information Technology	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	124.00
					MNDCP Def Comp Total:	124.00
0	02/15/2017	Information Technology	Operating Supplies	Monoprice.Com-CC	Cables	30.81
					Operating Supplies Total:	30.81
0	02/15/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	3,235.55
0	03/01/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	3,238.72
					PERA Employee Ded Total:	6,474.27
0	02/15/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	497.76
0	02/15/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	3,235.55
0	03/01/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	498.26
0	03/01/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	3,238.72
					PERA Employer Share Total:	7,470.29
0	02/15/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	2,054.40
0	03/01/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	2,058.09
					State Income Tax Total:	4,112.49
84721	02/16/2017	Information Technology	Telephone	City of North St. Paul	Data Center Interconnects	600.00
84721	02/16/2017	Information Technology	Telephone	City of North St. Paul	Billing Interconnects	4,845.00
84855	03/01/2017	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	49.69
84746	02/16/2017	Information Technology	Telephone	Verizon Wireless	Cell Phones	439.95
					Telephone Total:	5,934.64
0	02/22/2017	Information Technology	Transportation	Eng Lee	Mileage Reimbursement	78.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/22/2017	Information Technology	Transportation	Jason Swalley	Mileage Reimbursement	100.05
					Transportation Total:	178.96
					Fund Total:	135,886.44
84717	02/16/2017	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
84841	03/01/2017	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning	668.63
					Contract Maintenance Total:	697.63
0	02/15/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	3,532.82
0	03/01/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	3,554.32
					Federal Income Tax Total:	7,087.14
0	02/15/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	2,239.57
0	02/15/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	523.77
0	03/01/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	2,245.61
0	03/01/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	525.19
					FICA Employee Ded. Total:	5,534.14
0	02/15/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	2,239.57
0	02/15/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	523.77
0	03/01/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	2,245.61
0	03/01/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	525.19
					FICA Employers Share Total:	5,534.14
84723	02/16/2017	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	620.73
					HRA Employer Total:	620.73
84737	02/16/2017	License Center	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	261.92
84649	02/09/2017	License Center	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	261.92
84848	03/01/2017	License Center	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	261.92
					HSA Employee Total:	785.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84737	02/16/2017	License Center	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	658.46
					HSA Employer Total:	658.46
84772	02/22/2017	License Center	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	133.00
					Life Ins. Employee Total:	133.00
84772	02/22/2017	License Center	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	48.00
					Life Ins. Employer Total:	48.00
84772	02/22/2017	License Center	Long Term Disability	LINA	Life, AD&D & LTD Premiums	130.15
					Long Term Disability Total:	130.15
84734	02/16/2017	License Center	Medical Ins Employee	NJPA	Health Insurance Premium	2,255.61
					Medical Ins Employee Total:	2,255.61
84734	02/16/2017	License Center	Medical Ins Employer	NJPA	Health Insurance Premium	6,875.98
					Medical Ins Employer Total:	6,875.98
0	03/01/2017	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.02.2017 Minnesota E	123.84
					Minnesota Benefit Ded Total:	123.84
0	02/15/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	366.16
0	03/01/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	367.34
					MN State Retirement Total:	733.50
0	02/15/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	1,048.09
0	02/15/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	528.87
0	03/01/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	528.87
0	03/01/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	750.00
					MNDCP Def Comp Total:	2,855.83
0	03/01/2017	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	5.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	License Center	Office Supplies	St. Paul Stamp Works, Inc.	Desk Seal	128.84
Office Supplies Total:						134.14
84722	02/16/2017	License Center	Operating Supplies	G & K Services	Mats	23.60
84722	02/16/2017	License Center	Operating Supplies	G & K Services	Mats	23.60
84857	03/01/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	14.42
Operating Supplies Total:						61.62
0	02/15/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	2,234.83
0	03/01/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	2,234.02
PERA Employee Ded Total:						4,468.85
0	02/15/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	343.84
0	02/15/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	2,234.83
0	03/01/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	2,234.02
0	03/01/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	343.72
PERA Employer Share Total:						5,156.41
84617	02/09/2017	License Center	Professional Services	Davis Lock & Safe Inc	Lever Handle	187.50
84843	03/01/2017	License Center	Professional Services	McGough Facility Management, LI	Facilities Management	190.35
0	02/09/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	207.32
0	03/01/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	253.91
Professional Services Total:						839.08
0	02/16/2017	License Center	Rental	Gaughan Properties	License Center Rent-March 2017	5,315.93
Rental Total:						5,315.93
0	02/09/2017	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,060.75
Sales Tax Payable Total:						1,060.75
0	02/15/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	1,492.82
0	03/01/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	1,497.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	2,990.49
84711	02/16/2017	License Center	Telephone	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoic	36.59
					Telephone Total:	36.59
0	03/01/2017	License Center	Transportation	Jill Theisen	Mileage Reimbursement	194.74
					Transportation Total:	194.74
0	02/16/2017	License Center	Utilities	Xcel Energy	Motor Vehicle	544.41
					Utilities Total:	544.41
					Fund Total:	54,876.92
84715	02/16/2017	P & R Contract Maintenance	Clothing	Avenue Shirt Works	Uniform Supplies	48.00
84715	02/16/2017	P & R Contract Maintenance	Clothing	Avenue Shirt Works	Uniform Supplies	36.00
84719	02/16/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.78
					Clothing Total:	85.78
0	02/15/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	2,618.34
0	03/01/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	2,586.02
					Federal Income Tax Total:	5,204.36
0	02/15/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	1,383.63
0	02/15/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	323.59
0	03/01/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	1,375.63
0	03/01/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	321.72
					FICA Employee Ded. Total:	3,404.57
0	02/15/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	323.59
0	02/15/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	1,383.63
0	03/01/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	321.72
0	03/01/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	1,375.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	3,404.57
84723	02/16/2017	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Emplc	370.00
					HRA Employer Total:	370.00
84737	02/16/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Emplc	259.61
84649	02/09/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Emplc	259.61
84848	03/01/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Emplc	259.62
					HSA Employee Total:	778.84
84737	02/16/2017	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplc	1,134.24
					HSA Employer Total:	1,134.24
84772	02/22/2017	P & R Contract Maintenance	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	62.55
					Life Ins. Employee Total:	62.55
84772	02/22/2017	P & R Contract Maintenance	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	39.61
					Life Ins. Employer Total:	39.61
84772	02/22/2017	P & R Contract Maintenance	Long Term Disability	LINA	Life, AD&D & LTD Premiums	106.25
					Long Term Disability Total:	106.25
84734	02/16/2017	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium	605.87
					Medical Ins Employee Total:	605.87
84734	02/16/2017	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium	4,705.70
					Medical Ins Employer Total:	4,705.70
0	02/15/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	226.87
0	03/01/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	225.58

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	452.45
0	02/15/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	605.00
0	03/01/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	605.00
					MNDCP Def Comp Total:	1,210.00
84617	02/09/2017	P & R Contract Maintenance	Operating Supplies	Davis Lock & Safe Inc	Keys	56.00
0	02/15/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Casters	31.98
0	02/15/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Shelter, Nature Center Supplies	106.47
0	02/15/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Rug Cleaner	14.98
0	02/15/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Filters	14.98
84747	02/16/2017	P & R Contract Maintenance	Operating Supplies	Wheeler Hardware Company	Brushed Crome Plate	80.00
					Operating Supplies Total:	304.41
0	02/15/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	1,474.68
0	03/01/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	1,466.34
					PERA Employee Ded Total:	2,941.02
0	02/15/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	226.87
0	02/15/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	1,474.68
0	03/01/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	1,466.34
0	03/01/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	225.58
					PERA Employer Share Total:	3,393.47
84740	02/16/2017	P & R Contract Maintenance	Professional Services	Rick Johnson's Deer & Beaver Inc.	Deer Removal	290.00
					Professional Services Total:	290.00
84645	02/09/2017	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom Rental	160.00
					Rental Total:	160.00
0	02/15/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	1,044.25
0	03/01/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	1,032.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	2,077.11
84855	03/01/2017	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 876644423	36.92
84746	02/16/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
84746	02/16/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
84746	02/16/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
					Telephone Total:	141.95
84727	02/16/2017	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Unio	268.90
					Union Dues Deduction Total:	268.90
0	02/09/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	16.56
0	02/09/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	2,049.38
0	03/01/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	2,038.39
					Utilities Total:	4,104.33
					Fund Total:	35,245.98
0	02/16/2017	Park Renewal 2011	Professional Services	LHB Inc	P&R Renewal Program Documentatic	162.50
					Professional Services Total:	162.50
					Fund Total:	162.50
0	03/01/2017	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	11.72
					Federal Income Tax Total:	11.72
0	03/01/2017	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	1.23
					FICA Employee Ded Total:	1.23
0	03/01/2017	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	1.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employer Share Total:	1.23
84848	03/01/2017	Police - DWI Enforcement	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	1.19
					HSA Employee Total:	1.19
0	03/01/2017	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	0.88
					MN State Retirement Total:	0.88
0	03/01/2017	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	5.38
					MNDCP Def Comp Total:	5.38
0	03/01/2017	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	9.45
					PERA Total:	9.45
0	03/01/2017	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	14.17
					PERA Employer Share Total:	14.17
84752	02/22/2017	Police - DWI Enforcement	Professional Services	Baycom, Inc	Arbitrator Mic's	1,850.00
0	02/22/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Squad DVD Copying	2,083.33
0	02/22/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	717.50
					Professional Services Total:	4,650.83
0	03/01/2017	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	4.07
					State Income Tax Total:	4.07
					Fund Total:	4,700.15
0	02/22/2017	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Impact Sponge Round	986.80
					Operating Supplies Total:	986.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	986.80
0	02/22/2017	Police Forfeiture Fund	Professional Services	Jason Gehrman	Supplies Reimbursement	17.98
84805	02/22/2017	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02
					Professional Services Total:	88.00
					Fund Total:	88.00
0	02/15/2017	Police Vehicle Revolving	Capital Outlay	Bravo Company-CC	CIP Equipment	65.80
0	02/15/2017	Police Vehicle Revolving	Capital Outlay	Firstspear-CC	CIP Equipment	133.09
0	02/15/2017	Police Vehicle Revolving	Capital Outlay	LA Police Gear, Inc.-CC	Tactical Supplies	44.18
84779	02/22/2017	Police Vehicle Revolving	Capital Outlay	Motorola Solutions, Inc.	CIP Equipment	24,252.50
84800	02/22/2017	Police Vehicle Revolving	Capital Outlay	Taser International, Inc.	CIP Equipment	2,564.41
					Capital Outlay Total:	27,059.98
0	02/22/2017	Police Vehicle Revolving	Vehicles & Equipment	Applied Concepts, Inc.	Vehicle Equipment	217.00
84666	02/09/2017	Police Vehicle Revolving	Vehicles & Equipment	Stop Stick, Ltd.	Stop Stick	547.00
					Vehicles & Equipment Total:	764.00
					Fund Total:	27,823.98
84738	02/16/2017	Public Works Vehicle Revolving	Public Works Vehicles	RDO Equipment	2016 VERMEER BC1500 BRUSH C	55,313.00
84738	02/16/2017	Public Works Vehicle Revolving	Public Works Vehicles	RDO Equipment	TRADE 2006 VERMEER BC1500	-19,000.00
84743	02/16/2017	Public Works Vehicle Revolving	Public Works Vehicles	Truck Utilities, Inc.	Oil Tank Replacement	650.00
					Public Works Vehicles Total:	36,963.00
					Fund Total:	36,963.00
84845	03/01/2017	Recreation Fund	Accounts Payable	MRPA	Membership Dues	2,065.00
					Accounts Payable Total:	2,065.00
84791	02/22/2017	Recreation Fund	Advertising	Roseville Boys Hockey Booster Clu	Hockey Program Advertising	150.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Advertising Total:						150.00
84751	02/22/2017	Recreation Fund	Clothing	Avenue Shirt Works	Polo Shirts	30.12
84751	02/22/2017	Recreation Fund	Clothing	Avenue Shirt Works	Embroidery	12.00
Clothing Total:						42.12
84818	03/01/2017	Recreation Fund	Collected Insurance Fee	Sara Burns	Kids Ice Fishing Tournament Refund	1.00
84819	03/01/2017	Recreation Fund	Collected Insurance Fee	Cassandra Carr	Kids Ice Fishing Tournament Refund	1.00
84832	03/01/2017	Recreation Fund	Collected Insurance Fee	Lao Hang	Kids Ice Fishing Tournament Refund	1.00
Collected Insurance Fee Total:						3.00
84758	02/22/2017	Recreation Fund	Contract Maintenance	Cool Air Mechanical, Inc.	OVAL Brine System Repairs	10,755.65
84758	02/22/2017	Recreation Fund	Contract Maintenance	Cool Air Mechanical, Inc.	OVAL Brine System Repairs-Credit	-1,823.36
84822	03/01/2017	Recreation Fund	Contract Maintenance	Custom Door Sales, Inc.	Door Repair	283.89
84836	03/01/2017	Recreation Fund	Contract Maintenance	Kath Auto Parts	Burner Replacement	1,155.50
84841	03/01/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	1,030.63
84711	02/16/2017	Recreation Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoic	250.05
84711	02/16/2017	Recreation Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoic	106.73
84711	02/16/2017	Recreation Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Extinguisher Maintenance-Invoic	393.28
84782	02/22/2017	Recreation Fund	Contract Maintenance	Northern Power Products Inc.	UPS 300 Base	2,900.00
84790	02/22/2017	Recreation Fund	Contract Maintenance	Rink-Tec Arena Specialists, Inc.	Pipe and Floor Repair	3,315.22
84790	02/22/2017	Recreation Fund	Contract Maintenance	Rink-Tec Arena Specialists, Inc.	Service Labor	1,091.00
Contract Maintenance Total:						19,458.59
84841	03/01/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	834.63
Contract Maintenance Total:						834.63
0	02/15/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	5,433.28
0	03/01/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	5,692.41
Federal Income Tax Total:						11,125.69
84818	03/01/2017	Recreation Fund	Fee Program Revenue	Sara Burns	Kids Ice Fishing Tournament Refund	18.00
84818	03/01/2017	Recreation Fund	Fee Program Revenue	Sara Burns	Kids Ice Fishing Tournament Refund	1.00
84819	03/01/2017	Recreation Fund	Fee Program Revenue	Cassandra Carr	Kids Ice Fishing Tournament Refund	18.00
84819	03/01/2017	Recreation Fund	Fee Program Revenue	Cassandra Carr	Kids Ice Fishing Tournament Refund	1.00
84832	03/01/2017	Recreation Fund	Fee Program Revenue	Lao Hang	Kids Ice Fishing Tournament Refund	18.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84832	03/01/2017	Recreation Fund	Fee Program Revenue	Lao Hang	Kids Ice Fishing Tournament Refund	1.00
Fee Program Revenue Total:						57.00
0	02/15/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	946.38
0	02/15/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	4,046.34
0	03/01/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	4,227.21
0	03/01/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	1,004.53
FICA Employee Ded. Total:						10,224.46
0	02/15/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	946.38
0	02/15/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	4,046.34
0	03/01/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	1,004.53
0	03/01/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	4,227.21
FICA Employers Share Total:						10,224.46
84723	02/16/2017	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	1,760.49
HRA Employer Total:						1,760.49
84737	02/16/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	253.35
84649	02/09/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	154.92
84649	02/09/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	121.28
84848	03/01/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	271.89
HSA Employee Total:						801.44
84737	02/16/2017	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Empl	667.82
HSA Employer Total:						667.82
0	02/16/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	663.06
0	02/09/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	1,771.07
0	02/09/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	1,301.83
0	03/01/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	580.07
ICMA Def Comp Total:						4,316.03
84772	02/22/2017	Recreation Fund	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	83.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	83.70
84772	02/22/2017	Recreation Fund	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	53.39
					Life Ins. Employer Total:	53.39
84772	02/22/2017	Recreation Fund	Long Term Disability	LINA	Life, AD&D & LTD Premiums	181.75
					Long Term Disability Total:	181.75
84734	02/16/2017	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium	1,601.09
					Medical Ins Employee Total:	1,601.09
84734	02/16/2017	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium	7,094.50
					Medical Ins Employer Total:	7,094.50
84642	02/09/2017	Recreation Fund	Memberships & Subscriptions	North Suburban Gavel Assn	2017 Membership Dues	15.00
					Memberships & Subscriptions Total:	15.00
84764	02/22/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Items	1,015.91
84764	02/22/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Items	510.59
84627	02/09/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Supplies	722.39
84627	02/09/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Supplies	130.94
84650	02/09/2017	Recreation Fund	Merchandise For Sale	ProGuard Sports, Inc.	Athletic Tape	442.82
84796	02/22/2017	Recreation Fund	Merchandise for Sale	Shamrock Group	Concession Supplies	252.80
84796	02/22/2017	Recreation Fund	Merchandise for Sale	Shamrock Group	Concession Supplies	345.20
84661	02/09/2017	Recreation Fund	Merchandise for Sale	Shamrock Group	Concession Supplies	25.71
84679	02/09/2017	Recreation Fund	Merchandise for Sale	Watson Company	Concession Items	212.48
					Merchandise for Sale Total:	3,658.84
0	02/15/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	429.02
0	03/01/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	442.37
					MN State Retirement Total:	871.39
0	02/15/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	1,345.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	1,311.24
MNDCP Def Comp Total:						2,657.07
0	02/15/2017	Recreation Fund	Operating Supplies	A-1 Vacuum Cleaner Co.-CC	Vacuum Belts	12.81
0	02/15/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Vacuum Cleaning	1,248.93
0	02/15/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Wireless Headset	368.23
0	02/15/2017	Recreation Fund	Operating Supplies	Costume Gallery-CC	Ice Show Costumes	2,683.80
0	02/15/2017	Recreation Fund	Operating Supplies	Dansco-CC	Ice Show Costumes	1,378.47
84825	03/01/2017	Recreation Fund	Operating Supplies	Emergency Medical Products, Inc.	Athletic Tape	232.60
0	02/22/2017	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	453.05
0	02/22/2017	Recreation Fund	Operating Supplies	Grainger Inc	Cleaning Supplies	97.69
0	02/22/2017	Recreation Fund	Operating Supplies	Grainger Inc	Restroom Supplies	24.54
0	02/09/2017	Recreation Fund	Operating Supplies	Grainger Inc	Cable Ties	26.20
0	03/01/2017	Recreation Fund	Operating Supplies	Grainger Inc	Vacuum	222.43
0	03/01/2017	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	135.24
0	02/15/2017	Recreation Fund	Operating Supplies	Liberts-CC	Ice Show Costumes	104.92
0	02/15/2017	Recreation Fund	Operating Supplies	OTC Brands-CC	Craft Supplies	133.56
84851	03/01/2017	Recreation Fund	Operating Supplies	Proforma	Uniform Supplies	279.86
0	02/09/2017	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Bearings, Seals	216.50
0	02/15/2017	Recreation Fund	Operating Supplies	Revolution Dancewear-CC	Ice Show Costumes	825.79
84659	02/09/2017	Recreation Fund	Operating Supplies	Jennifer Sampson	Skates Reimbursement	40.00
0	02/16/2017	Recreation Fund	Operating Supplies	Eleanor Swenson	Supplies Reimbursement	48.00
0	02/15/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Ice Show Costumes	1,580.86
0	02/15/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Ice Show Costumes	46.44
Operating Supplies Total:						10,159.92
84855	03/01/2017	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	13.91
Other services Total:						13.91
0	02/15/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	3,295.11
0	03/01/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	3,473.91
PERA Employee Ded Total:						6,769.02
0	02/15/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	3,295.11
0	02/15/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	506.95
0	03/01/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	3,534.39
0	03/01/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	515.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	7,852.28
84736	02/16/2017	Recreation Fund	Postage	Postmaster	Spring/Summer Brochure Postage-Ac	6,375.00
					Postage Total:	6,375.00
84812	03/01/2017	Recreation Fund	Professional Services	AARP	Driving Class	280.00
0	02/15/2017	Recreation Fund	Professional Services	Amazon.com- CC	Credit	-2.13
84608	02/09/2017	Recreation Fund	Professional Services	Courtney Bowman	Basketball Scorekeeping	88.00
84611	02/09/2017	Recreation Fund	Professional Services	Ricardo Castillo	Basketball Scorekeeping	44.00
84618	02/09/2017	Recreation Fund	Professional Services	Bobbie Jo Deal	Daddy-Daughter Dance Photography	130.00
0	02/15/2017	Recreation Fund	Professional Services	Facebook-CC	Advertising	8.03
84630	02/09/2017	Recreation Fund	Professional Services	Eric Kendall	Basketball Scorekeeping	88.00
0	02/09/2017	Recreation Fund	Professional Services	Willie McCray	Referee Service	1,120.00
0	03/01/2017	Recreation Fund	Professional Services	Willie McCray	Referee Service	1,232.00
0	02/16/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	826.50
0	02/22/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,368.00
0	02/09/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,368.00
0	03/01/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	1,368.00
84781	02/22/2017	Recreation Fund	Professional Services	Bob Nielsen	Community Band Van Loading/Unloa	75.00
0	02/09/2017	Recreation Fund	Professional Services	Kali Norton	Basketball Scorekeeping	108.00
84643	02/09/2017	Recreation Fund	Professional Services	NRPA	CAPRA 2017 Annual Fee	240.00
84644	02/09/2017	Recreation Fund	Professional Services	Obssa Omar	Basketball Scorekeeping	44.00
0	03/01/2017	Recreation Fund	Professional Services	Susan Perry	Yoga Instruction	101.01
84682	02/09/2017	Recreation Fund	Professional Services	Pioneer Press	Advertising	175.00
84850	03/01/2017	Recreation Fund	Professional Services	Bill Pringle	Broomball Officiating	304.00
0	02/22/2017	Recreation Fund	Professional Services	Printers Service Inc	Ice Knife Sharpening	435.00
84662	02/09/2017	Recreation Fund	Professional Services	George Sigstad	Basketball Scorekeeping	48.00
84853	03/01/2017	Recreation Fund	Professional Services	George Sigstad	Broomball Officiating	304.00
84742	02/16/2017	Recreation Fund	Professional Services	Swank Motion Pictures, Inc.	Movie Rentals	1,105.00
84669	02/09/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Park Building Cleaning Services	3,855.60
					Professional Services Total:	14,713.01
84829	03/01/2017	Recreation Fund	Rental	Fun Jumps Entertainment, Inc.	July 4 Rental-50% Deposit	1,440.00
84645	02/09/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	220.00
					Rental Total:	1,660.00
0	02/09/2017	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	6,799.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Sales Tax Payable Total:						6,799.65
0	02/15/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	2,247.11
0	03/01/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	2,375.75
State Income Tax Total:						4,622.86
84855	03/01/2017	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	285.10
84746	02/16/2017	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	116.32
Telephone Total:						401.42
84727	02/16/2017	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Unioi	102.00
Union Dues Deduction Total:						102.00
0	02/09/2017	Recreation Fund	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	33.11
Use Tax Payable Total:						33.11
84615	02/09/2017	Recreation Fund	Utilities	Comcast	Business Services	235.06
84615	02/09/2017	Recreation Fund	Utilities	Comcast	Business Services	235.06
84821	03/01/2017	Recreation Fund	Utilities	Comcast	Business Services	252.73
0	02/16/2017	Recreation Fund	Utilities	Xcel Energy	Garage/PW Building	857.40
0	03/01/2017	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	1,789.27
0	03/01/2017	Recreation Fund	Utilities	Xcel Energy	Skating Center	34,917.39
Utilities Total:						38,286.91
Fund Total:						175,736.55
84826	03/01/2017	Recreation Improvements	Play Area Upgrades	ESRI, Inc.	ARC GIS Primary Maintenance	441.67
Play Area Upgrades Total:						441.67
Fund Total:						441.67
0	02/09/2017	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	7,061.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Employer Insurance Total:	7,061.92
84840	03/01/2017	Risk Management	Insurance	League of MN Cities Ins Trust	Insurance-1st Installment	86,965.00
					Insurance Total:	86,965.00
84725	02/16/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0024072	28,549.88
84725	02/16/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0033568	31,184.74
					Police Patrol Claims Total:	59,734.62
0	02/16/2017	Risk Management	Professional Services	Samba Holdings Inc	Driver Baseline Fees	435.00
					Professional Services Total:	435.00
					Fund Total:	154,196.54
84817	03/01/2017	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Sewer-Engineerin	827.13
					Cleveland Lift Station Repl Total:	827.13
84811	03/01/2017	Sanitary Sewer	Contract Maintenance	24Restore	Water Damage Mitigatioin-573 Wood	3,972.80
					Contract Maintenance Total:	3,972.80
0	02/16/2017	Sanitary Sewer	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance Contract	112,583.24
					Contractor Payments Total:	112,583.24
0	02/15/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	1,366.92
0	03/01/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	1,372.70
					Federal Income Tax Total:	2,739.62
0	02/15/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	192.68
0	02/15/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	823.88
0	03/01/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	193.06
0	03/01/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	825.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	2,034.91
0	02/15/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	192.68
0	02/15/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	823.88
0	03/01/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	193.06
0	03/01/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	825.29
					FICA Employers Share Total:	2,034.91
84723	02/16/2017	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	397.87
					HRA Employer Total:	397.87
84737	02/16/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	65.32
84649	02/09/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	6.62
84649	02/09/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	60.36
84848	03/01/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	66.97
					HSA Employee Total:	199.27
84737	02/16/2017	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	117.53
					HSA Employer Total:	117.53
0	02/16/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	22.98
0	02/09/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	1.12
0	02/09/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	25.13
0	03/01/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	26.25
					ICMA Def Comp Total:	75.48
84772	02/22/2017	Sanitary Sewer	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	90.17
					Life Ins. Employee Total:	90.17
84772	02/22/2017	Sanitary Sewer	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	23.36
					Life Ins. Employer Total:	23.36
84772	02/22/2017	Sanitary Sewer	Long Term Disability	LINA	Life, AD&D & LTD Premiums	68.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	68.96
84734	02/16/2017	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium	1,454.11
					Medical Ins Employee Total:	1,454.11
84734	02/16/2017	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium	2,700.66
					Medical Ins Employer Total:	2,700.66
84729	02/16/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	234,684.83
					Metro Waste Control Board Total:	234,684.83
0	02/15/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	138.12
0	03/01/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	138.47
					MN State Retirement Total:	276.59
0	02/15/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	119.24
0	03/01/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	128.23
					MNDCP Def Comp Total:	247.47
0	03/01/2017	Sanitary Sewer	Office Supplies	Innovative Office Solutions	Office Supplies	92.30
					Office Supplies Total:	92.30
84673	02/09/2017	Sanitary Sewer	Operating Supplies	Tri State Bobcat, Inc	Rammer w/Honda Engine	1,050.00
					Operating Supplies Total:	1,050.00
0	02/15/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	897.82
0	03/01/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	900.03
					PERA Employee Ded Total:	1,797.85
0	02/15/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	138.12
0	02/15/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	897.82
0	03/01/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	900.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	138.47
PERA Employer Share Total:						2,074.44
0	02/22/2017	Sanitary Sewer	Professional Services	Ecoenvelopes, Inc.	Utility Billing Processing-Jan 2017	259.87
84826	03/01/2017	Sanitary Sewer	Professional Services	ESRI, Inc.	ARC GIS Primary Maintenance	663.33
0	02/09/2017	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	55.35
84724	02/16/2017	Sanitary Sewer	Professional Services	KorTerra Inc.	KorWeb Mobile Fee	116.67
0	02/09/2017	Sanitary Sewer	Professional Services	MacQueen Equipment	Bull Dog Repair	566.25
84794	02/22/2017	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	Vehicle Storage Lease Payment-Feb 2	694.44
0	03/01/2017	Sanitary Sewer	Professional Services	Viking Industrial Center	Lifeline Repair	245.03
Professional Services Total:						2,600.94
84636	02/09/2017	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	Sac Charges	31,981.95
Sewer SAC Charges Total:						31,981.95
0	02/15/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	579.71
0	03/01/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	575.61
State Income Tax Total:						1,155.32
84727	02/16/2017	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Unioi	113.84
Union Dues Deduction Total:						113.84
0	02/16/2017	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	814.09
0	02/09/2017	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	134.07
0	03/01/2017	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	815.15
Utilities Total:						1,763.31
Fund Total:						407,158.86
84842	03/01/2017	Singles Program	Operating Supplies	Martha Martin	Singles Supplies Reimbursement	49.40
84657	02/09/2017	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
Operating Supplies Total:						64.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						64.40
0	02/15/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	113.85
0	03/01/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	113.85
Federal Income Tax Total:						227.70
0	02/15/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	14.38
0	02/15/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	61.47
0	03/01/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	14.38
0	03/01/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	61.47
FICA Employee Ded. Total:						151.70
0	02/15/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	61.47
0	02/15/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	14.38
0	03/01/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	14.38
0	03/01/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	61.47
FICA Employers Share Total:						151.70
84772	02/22/2017	Solid Waste Recycle	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	1.43
Life Ins. Employer Total:						1.43
84772	02/22/2017	Solid Waste Recycle	Long Term Disability	LINA	Life, AD&D & LTD Premiums	5.07
Long Term Disability Total:						5.07
0	02/15/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	9.37
0	03/01/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	9.37
MN State Retirement Total:						18.74
0	02/15/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	60.92
0	03/01/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	60.92
PERA Employee Ded Total:						121.84
0	02/15/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	60.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/15/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	9.37
0	03/01/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	60.92
0	03/01/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	9.37
PERA Employer Share Total:						140.58
0	02/09/2017	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	36,506.84
Professional Services Total:						36,506.84
0	02/15/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	51.29
0	03/01/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	51.29
State Income Tax Total:						102.58
Fund Total:						37,428.18
84652	02/09/2017	Storm Drainage	Contract Maintenance	Q3 Contracting, Inc.	Signs, Barricades	337.95
Contract Maintenance Total:						337.95
0	02/16/2017	Storm Drainage	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance Contract	13,020.63
Contractor Payments Total:						13,020.63
84609	02/09/2017	Storm Drainage	Cty Rd C2 Ditch	Braun Intertec Corporation	C2 Ditch Sampling	2,154.30
Cty Rd C2 Ditch Total:						2,154.30
0	02/15/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	1,141.42
0	03/01/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	1,129.43
Federal Income Tax Total:						2,270.85
0	02/15/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare Ei	151.15
0	02/15/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	646.19
0	03/01/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	646.70
0	03/01/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare Ei	151.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						1,595.25
0	02/15/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	151.15
0	02/15/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	646.19
0	03/01/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	151.21
0	03/01/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	646.70
FICA Employers Share Total:						1,595.25
84723	02/16/2017	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	110.31
HRA Employer Total:						110.31
84737	02/16/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	70.47
84649	02/09/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	47.07
84649	02/09/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	26.65
84848	03/01/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	73.71
HSA Employee Total:						217.90
84737	02/16/2017	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	213.50
HSA Employer Total:						213.50
0	02/16/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	48.37
0	02/09/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	229.36
0	02/09/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	204.26
0	03/01/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	52.51
ICMA Def Comp Total:						534.50
84772	02/22/2017	Storm Drainage	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	53.42
Life Ins. Employee Total:						53.42
84772	02/22/2017	Storm Drainage	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	20.25
Life Ins. Employer Total:						20.25
84772	02/22/2017	Storm Drainage	Long Term Disability	LINA	Life, AD&D & LTD Premiums	58.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	58.11
84734	02/16/2017	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium	260.33
					Medical Ins Employee Total:	260.33
84734	02/16/2017	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium	1,725.89
					Medical Ins Employer Total:	1,725.89
0	03/01/2017	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.02.2017 Minnesota E	42.85
					Minnesota Benefit Ded Total:	42.85
0	02/15/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	103.81
0	03/01/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	104.12
					MN State Retirement Total:	207.93
0	02/15/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	119.20
0	03/01/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	63.51
					MNDCP Def Comp Total:	182.71
84663	02/09/2017	Storm Drainage	Operating Supplies	SKB Environmental, Inc.	Disposal Fee	60.94
					Operating Supplies Total:	60.94
0	02/15/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	674.79
0	03/01/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	676.67
					PERA Employee Ded Total:	1,351.46
0	02/15/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	674.79
0	02/15/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	103.81
0	03/01/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	104.12
0	03/01/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	676.67
					PERA Employer Share Total:	1,559.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/09/2017	Storm Drainage	Pond Main - 2017	WSB & Associates, Inc.	Stormwater Pond Maintenance Progr	7,552.25
Pond Main - 2017 Total:						7,552.25
0	02/22/2017	Storm Drainage	Professional Services	Ecoenvelopes, Inc.	Utility Billing Processing-Jan 2017	259.87
84826	03/01/2017	Storm Drainage	Professional Services	ESRI, Inc.	ARC GIS Primary Maintenance	663.33
0	02/09/2017	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	55.35
84724	02/16/2017	Storm Drainage	Professional Services	KorTerra Inc.	KorWeb Mobile Fee	116.66
84785	02/22/2017	Storm Drainage	Professional Services	Pipe Services Inc	Storm Sewer Television Inspections	22,765.98
84794	02/22/2017	Storm Drainage	Professional Services	SanRon Properties, Inc.	Vehicle Storage Lease Payment-Feb 2	694.44
0	02/16/2017	Storm Drainage	Professional Services	SEH	CSWMP Update	6,201.44
0	02/09/2017	Storm Drainage	Professional Services	SEH	CSWMP Update	4,800.80
84667	02/09/2017	Storm Drainage	Professional Services	Sheila Stowell	PWET Commission Meeting Minutes	206.25
84667	02/09/2017	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
Professional Services Total:						35,768.77
84653	02/09/2017	Storm Drainage	Rental	Railroad Management Co. III, LLC	License 302676 Fee	194.55
Rental Total:						194.55
0	02/15/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	466.81
0	03/01/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	466.25
State Income Tax Total:						933.06
84727	02/16/2017	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Unio	84.02
Union Dues Deduction Total:						84.02
Fund Total:						72,106.37
0	02/16/2017	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance Contract	183,734.60
0	02/16/2017	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance Contract	17,053.75
Contractor Payments Total:						200,788.35
84838	03/01/2017	Street Construction	Cty Rd B2 Intersection Improv	Kimley-Horn & Associates, Inc.	County Road B2 & Snelling Ave	33,631.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Cty Rd B2 Intersection Improv Total:	33,631.09
					Fund Total:	234,419.44
0	02/15/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	570.66
0	03/01/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	580.71
					Federal Income Tax Total:	1,151.37
0	02/15/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	104.11
0	02/15/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	445.13
0	03/01/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	103.97
0	03/01/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	444.55
					FICA Employee Ded. Total:	1,097.76
0	02/15/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	104.11
0	02/15/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	445.13
0	03/01/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	103.97
0	03/01/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	444.55
					FICA Employers Share Total:	1,097.76
84723	02/16/2017	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	153.95
					HRA Employer Total:	153.95
84737	02/16/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	9.40
84649	02/09/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	9.63
84848	03/01/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	9.61
					HSA Employee Total:	28.64
84737	02/16/2017	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Empl	48.87
					HSA Employer Total:	48.87
84772	02/22/2017	Telecommunications	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	31.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	31.50
84772	02/22/2017	Telecommunications	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	10.57
					Life Ins. Employer Total:	10.57
84772	02/22/2017	Telecommunications	Long Term Disability	LINA	Life, AD&D & LTD Premiums	38.24
					Long Term Disability Total:	38.24
84734	02/16/2017	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium	377.95
					Medical Ins Employee Total:	377.95
84734	02/16/2017	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium	798.10
					Medical Ins Employer Total:	798.10
0	02/15/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	71.76
0	03/01/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	71.76
					MN State Retirement Total:	143.52
0	02/15/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	521.75
0	03/01/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	389.99
					MNDCP Def Comp Total:	911.74
0	03/01/2017	Telecommunications	Operating Supplies	Innovative Office Solutions	Office Supplies	28.48
					Operating Supplies Total:	28.48
0	02/15/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	466.45
0	03/01/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	466.45
					PERA Employee Ded Total:	932.90
0	02/15/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	71.76
0	02/15/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	466.45
0	03/01/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	466.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/01/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	71.76
PERA Employer Share Total:						1,076.42
84647	02/09/2017	Telecommunications	Postage	Postmaster	Newsletter Postage Acct: 2437	3,400.00
Postage Total:						3,400.00
0	02/15/2017	Telecommunications	Professional Services	Facebook-CC	Advertising	84.77
84640	02/09/2017	Telecommunications	Professional Services	Murphy Creative Design, LLC	Newsletter Creative Services	1,050.00
0	02/09/2017	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services	1,433.19
Professional Services Total:						2,567.96
0	02/15/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	250.22
0	03/01/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	255.21
State Income Tax Total:						505.43
Fund Total:						14,401.16
84720	02/16/2017	Telephone	Contract Maintenance	Cisco Systems Capital Corp.	Advanced Payment	58,302.56
Contract Maintenance Total:						58,302.56
84718	02/16/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	205.70
84718	02/16/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
84718	02/16/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
84754	02/22/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.56
84754	02/22/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.28
84820	03/01/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.45
84820	03/01/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.14
84835	03/01/2017	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	353.84
84746	02/16/2017	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	70.02
PSTN-PRI Access/DID Allocation Total:						1,179.09
Fund Total:						59,481.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84765	02/22/2017	TIF District #17-Twin Lakes	Contractor Payments	Insight Realty Advisors, Inc.	Real Estate Appraisal Report-2830 Fa	3,700.00
					Contractor Payments Total:	3,700.00
84824	03/01/2017	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Ehlers & Associates, Inc.	General Consulting Services	1,512.50
					General Twin Lakes HSS Expense Total:	1,512.50
0	03/01/2017	TIF District #17-Twin Lakes	Twin Lakes Area East Collector	SRF Consulting Group, Inc.	Twin Lakes Area East Collector Prelu	672.89
					Twin Lakes Area East Collector Total:	672.89
0	03/01/2017	TIF District #17-Twin Lakes	Twin Lakes Area Signals	SRF Consulting Group, Inc.	Twin Lakes Area Traffic Signals	200.04
					Twin Lakes Area Signals Total:	200.04
84609	02/09/2017	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Braun Intertec Corporation	35W & Cleveland Ave Interchange	750.00
					Twin Lakes I-35W Ramp Total:	750.00
					Fund Total:	6,835.43
84750	02/22/2017	Water Fund	Accounts Payable	BOB ALLEN	Refund Check	106.54
84684	02/14/2017	Water Fund	Accounts Payable	WALLACE BELL	Refund Check	95.04
84753	02/22/2017	Water Fund	Accounts Payable	BALD EAGLE BUILDERS	Refund Check	170.29
84689	02/14/2017	Water Fund	Accounts Payable	DERICK COPELAND	Refund Check	98.35
84619	02/09/2017	Water Fund	Accounts Payable	KRISTEN DEGROOD	Refund Check	143.38
84620	02/09/2017	Water Fund	Accounts Payable	ANNETTE & LOUIS DICK	Refund Check	76.60
84759	02/22/2017	Water Fund	Accounts Payable	GOOD DOMUS DUO, LLC	Refund Check	142.79
84760	02/22/2017	Water Fund	Accounts Payable	ROBERT EHRREICH	Refund Check	47.52
84691	02/14/2017	Water Fund	Accounts Payable	LISA FLETCHER	Refund Check	53.88
84693	02/14/2017	Water Fund	Accounts Payable	CRAIG GENUNG	Refund Check	219.29
84623	02/09/2017	Water Fund	Accounts Payable	MARIAN GESCHWIND	Refund Check	44.64
84624	02/09/2017	Water Fund	Accounts Payable	MATTHEW & TASHA GORDON-J	Refund Check	85.36
84626	02/09/2017	Water Fund	Accounts Payable	HARVEST MOON DEVELOPMEI	Refund Check	38.99
84695	02/14/2017	Water Fund	Accounts Payable	JOHN HOLLERMANN	Refund Check	48.78
84696	02/14/2017	Water Fund	Accounts Payable	ELOF HOLMQUIST	Refund Check	25.09
84629	02/09/2017	Water Fund	Accounts Payable	Jolene Jensen	Reissue of UB Check 84426	24.67
84766	02/22/2017	Water Fund	Accounts Payable	BEVERLY JOHNSON	Refund Check	125.00
84773	02/22/2017	Water Fund	Accounts Payable	BRUCE MACFARLANE	Refund Check	20.47
84778	02/22/2017	Water Fund	Accounts Payable	MORGAN & TRUST REALTY	Refund Check	142.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84704	02/14/2017	Water Fund	Accounts Payable	INEZ NICHOLSON	Refund Check	79.21
84646	02/09/2017	Water Fund	Accounts Payable	THACHER PAINE	Refund Check	32.85
84784	02/22/2017	Water Fund	Accounts Payable	DOROTHY PETERSON	Refund Check	175.50
84651	02/09/2017	Water Fund	Accounts Payable	TRACY PROSEN	Refund Check	77.45
84789	02/22/2017	Water Fund	Accounts Payable	MSP HOME RENTAL	Refund Check	154.49
84793	02/22/2017	Water Fund	Accounts Payable	RYAN PROPERTIES, INC.	Refund Check	959.89
84803	02/22/2017	Water Fund	Accounts Payable	WILLIAM & MARLENE TOLZM/	Refund Check	173.83
84709	02/14/2017	Water Fund	Accounts Payable	RONALD WILLIAMS	Refund Check	36.39
84806	02/22/2017	Water Fund	Accounts Payable	JIE XIA	Refund Check	184.74
Accounts Payable Total:						3,583.93
0	03/01/2017	Water Fund	Clothing	Bob Norby	Boots Reimbursement	169.99
0	02/09/2017	Water Fund	Clothing	Michael Ross	Coat Reimbursement	65.90
Clothing Total:						235.89
84680	02/09/2017	Water Fund	Construction Contracts	FER-PAL Construction USA LLC	Heinel Watermain Lining	25,619.85
0	03/01/2017	Water Fund	Construction Contracts	SEH	Heinel Drive WM Rehab	280.29
Construction Contracts Total:						25,900.14
84674	02/09/2017	Water Fund	Contract Maintenance	Twin City Garage Door Co.	Door Repair	400.00
Contract Maintenance Total:						400.00
0	02/16/2017	Water Fund	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance Contract	111,167.95
Contractor Payments Total:						111,167.95
0	02/15/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Federal Incc	1,759.21
0	03/01/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Federal Incc	1,746.32
Federal Income Tax Total:						3,505.53
0	02/15/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	1,070.77
0	02/15/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	250.44
0	03/01/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	1,061.53
0	03/01/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	248.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						2,630.96
0	02/15/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 Medicare E	250.44
0	02/15/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.02.2017 FICA Empl	1,070.77
0	03/01/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 Medicare E	248.22
0	03/01/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.02.2017 FICA Empl	1,061.53
FICA Employers Share Total:						2,630.96
84723	02/16/2017	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.02.2017 HRA Empl	354.10
HRA Employer Total:						354.10
84737	02/16/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.02.2017 HSA Empl	138.87
84649	02/09/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	6.63
84649	02/09/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00003.01.2017 HSA Empl	133.92
84848	03/01/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.02.2017 HSA Empl	140.54
HSA Employee Total:						419.96
84737	02/16/2017	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.02.2017 HSA Emplo	199.77
HSA Employer Total:						199.77
0	02/16/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.02.2017 ICMA Defe	42.65
0	02/09/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	46.68
0	02/09/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00003.01.2017 ICMA Defe	2.07
0	03/01/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.02.2017 ICMA Defe	48.75
ICMA Def Comp Total:						140.15
84772	02/22/2017	Water Fund	Life Ins. Employee	LINA	Life, AD&D & LTD Premiums	143.50
Life Ins. Employee Total:						143.50
84772	02/22/2017	Water Fund	Life Ins. Employer	LINA	Life, AD&D & LTD Premiums	39.41
Life Ins. Employer Total:						39.41
84772	02/22/2017	Water Fund	Long Term Disability	LINA	Life, AD&D & LTD Premiums	99.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	99.22
84734	02/16/2017	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium	913.02
					Medical Ins Employee Total:	913.02
84734	02/16/2017	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium	3,423.93
					Medical Ins Employer Total:	3,423.93
0	02/15/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.02.2017 Post Emplo	171.32
0	03/01/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.02.2017 Post Emplo	170.00
					MN State Retirement Total:	341.32
0	02/15/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.02.2017 MNDCP De	188.01
0	03/01/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.02.2017 MNDCP De	203.76
					MNDCP Def Comp Total:	391.77
0	02/16/2017	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Select Granule	1,421.71
84612	02/09/2017	Water Fund	Operating Supplies	Cemstone Products Co, Inc.	Concrete	1,437.50
0	02/16/2017	Water Fund	Operating Supplies	Fastenal Company Inc.	Supplies	6.48
84621	02/09/2017	Water Fund	Operating Supplies	Ferguson Enterprises Inc #1657	Meter Supplies	146.54
0	02/16/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	2,958.03
0	02/16/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Clamps	499.01
0	03/01/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Water Meter Supplies	466.93
0	03/01/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Water Meter Supplies	147.52
0	03/01/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Water Meter Supplies-Credit	-43.30
84639	02/09/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	118.72
84639	02/09/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	73.36
84639	02/09/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	152.80
84846	03/01/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	136.08
84788	02/22/2017	Water Fund	Operating Supplies	Q3 Contracting, Inc.	Signs, Arrows	228.00
0	02/16/2017	Water Fund	Operating Supplies	Total Tool	Angle Grinder	53.17
84673	02/09/2017	Water Fund	Operating Supplies	Tri State Bobcat, Inc	Rammer w/Honda Engine	1,050.00
					Operating Supplies Total:	8,852.55
0	02/15/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	1,113.69
0	03/01/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	1,105.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	2,218.82
0	02/15/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera additio	171.32
0	02/15/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.02.2017 Pera Emplo	1,113.69
0	03/01/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera Emplo	1,105.13
0	03/01/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.02.2017 Pera additio	170.00
					PERA Employer Share Total:	2,560.14
0	02/22/2017	Water Fund	Professional Services	Ecoenvelopes, Inc.	Utility Billing Processing-Jan 2017	259.87
0	02/09/2017	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	55.35
84724	02/16/2017	Water Fund	Professional Services	KorTerra Inc.	KorWeb Mobile Fee	116.67
84794	02/22/2017	Water Fund	Professional Services	SanRon Properties, Inc.	Vehicle Storage Lease Payment-Feb 2	694.45
84675	02/09/2017	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-January Samples	480.00
84860	03/01/2017	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location Service	1,533.51
					Professional Services Total:	3,139.85
84622	02/09/2017	Water Fund	Rental	Gary Carlson Equipment, Corp.	Outrigger Pads	80.00
84653	02/09/2017	Water Fund	Rental	Railroad Management Co. III, LLC	License 302677 Fee	194.55
					Rental Total:	274.55
84665	02/09/2017	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	344,353.20
					St. Paul Water Total:	344,353.20
0	02/15/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.02.2017 State Incom	737.75
0	03/01/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.02.2017 State Incom	717.43
					State Income Tax Total:	1,455.18
0	02/09/2017	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	4,971.60
					State Sales Tax Payable Total:	4,971.60
84681	02/09/2017	Water Fund	State surcharge - Water	MN Dept of Health-Drinking Water	Water Service Connection Fee-4th Qu	16,308.63
					State surcharge - Water Total:	16,308.63

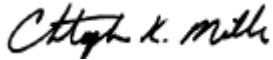
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84855	03/01/2017	Water Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	261.48
					Telephone Total:	261.48
84727	02/16/2017	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.02.2017 IOUE Unioi	182.28
					Union Dues Deduction Total:	182.28
0	02/16/2017	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	71.07
0	03/01/2017	Water Fund	Utilities	Xcel Energy	Water Tower	4,215.61
					Utilities Total:	4,286.68
0	02/09/2017	Water Fund	Water - Roseville	City of Roseville- Non Bank	City Water Bills	1,282.64
0	02/09/2017	Water Fund	Water - Roseville	MN Dept of Revenue-Non Bank	Sales/Use Tax	32.62
					Water - Roseville Total:	1,315.26
					Fund Total:	546,701.73
84660	02/09/2017	Workers Compensation	Fire Department Claims	SFM	Work Comp Administration	31.54
					Fire Department Claims Total:	31.54
84660	02/09/2017	Workers Compensation	Golf Course Claims	SFM	Work Comp Administration	216.35
					Golf Course Claims Total:	216.35
84660	02/09/2017	Workers Compensation	Police Patrol Claims	SFM	Work Comp Administration	309.84
					Police Patrol Claims Total:	309.84
84660	02/09/2017	Workers Compensation	Professional Services	SFM	Work Comp Administration	3,325.00
					Professional Services Total:	3,325.00
84660	02/09/2017	Workers Compensation	Street Department Claims	SFM	Work Comp Administration	597.03
84660	02/09/2017	Workers Compensation	Street Department Claims	SFM	Work Comp Administration	1,013.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Street Department Claims Total:	1,610.11
84660	02/09/2017	Workers Compensation	Water Department Claims	SFM	Work Comp Administration	401.79
					Water Department Claims Total:	401.79
					Fund Total:	5,894.63
					Report Total:	2,845,799.68


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/13/2017
Item No.: 9.b

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 1 Temporary Gambling Permit, 1 Temporary Consumption and Display Permit, and 3 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 **Temporary Gambling Permit**

6 St. Rose of Lima Church
7 2048 Hamline Ave N
8 Roseville, MN 55113

9
10 The Church will be holding a raffle at the Midland Hills Country Club located at 2011 Fulham St in Roseville.
11 The Date of the raffle is May 6, 2017. The Church has been approved for prior Temporary Permits with no
12 issues.

13
14 **Temporary On-Sale Liquor License**

15 Rotary Club of Roseville
16 2233 Hamline Ave N, Suite 620
17 Roseville, MN 55113

18
19 The Rotary Club of Roseville is hosting their annual “Taste of Roseville” event at the Muriel Sahlin Arboretum
20 at Central Park in Roseville. The alcohol will be provided by Cellar’s Wine, which holds a current Off-Sale
21 Liquor License.

22
23 **Bent Brewstillery**
24 1744 Terrace Dr
25 Roseville, MN 55113

26
27 Bent Brewstillery is hosting a “Everyone Loves Sriracha” event at their brewery on April 6th through April 8th.
28 Bent has applied for Temporary Liquor Licenses in the past without any issues. According to State Statute
29 340A.410 Subd 10, a group is only able to have a total of 12 days with a Temporary Liquor License. This will
30 bring their total days up to 7 for the 2017 calendar year.

31
32 **Concordia Academy**
33 2400 North Dale Street
34 Roseville, MN 55113

35

36 Concordia Academy is hosting their annual dinner auction on April 8, 2016. It will be held in the school gym
37 located at 2400 North Dale St.

38

39 **Consumption and Display Permit**

40 Friends of Ramsey County Libraries

41 4560 N Victoria St

42 Shoreview, MN 55126

43

44 The Friends of Ramsey County Libraries will be holding their 4th Annual Fundraising Gala: Kids at Heart on
45 April 1st, 2017 at the Ramsey County Library located at 2180 N Hamline Ave. They will be serving wine that is
46 being donated by Fairview Wine and Spirits, which hold a current off-sale liquor license with the city. The
47 serving of the wine will be done by employees of Fairview Wine and Spirits.

48

49 **POLICY OBJECTIVE**

50 Required by City Code

51 **FINANCIAL IMPACTS**

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

53 **STAFF RECOMMENDATION**

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

56 **REQUESTED COUNCIL ACTION**

57 Motion to approve the Temporary Liquor License, Temporary Consumption and Display Permit, and
58 Temporary Gambling Licenses.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit12/16
Page 1 of 2

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: Saint Rose of Lima Church Previous Gambling Permit Number: X-62002

Minnesota Tax ID Number, if any: 8570281 Federal Employer ID Number (FEIN), if any: 41-0790158

Mailing Address: 2048 Hamline Avenue N.

City: Roseville State: MN Zip: 55113 County: Ramsey

Name of Chief Executive Officer (CEO): Fr. Robert J. Fitzpatrick

Daytime Phone: 651-645-9389 Email: frfitz@saintroseoflima.net

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
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
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): Midland Hills Country Club

Address (do not use P.O. box): 2011 Fulham St.

City or Township: Roseville Zip: 55113 County: Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing): May 6, 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: \$ 1500)

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.)

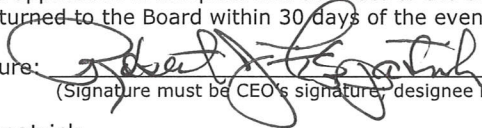
Print Township Name: _____

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:  Date: 3/1/17

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

Print Name: Fr. Robert J. Fitzpatrick

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.



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

Name of organization	Date organized	Tax exempt number
Rotary Club Of Roseville	May 7, 1970	23-7068538

Address	City	State	Zip Code
2233 Hamline Ave. N. Suite 620	Roseville	Minnesota	55113

Name of person making application	Business phone	Home phone
David Kray	763-792-3621	651-489-1734

Date(s) of event	Type of organization		
June 22, 2017	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		

Organization officer's name	City	State	Zip Code
Brad Kirscher, President	Roseville	Minnesota	55113

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
 Roseville Central Park Muriel Sahlin Arboretum

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 Celler's Wine, 2701 Lincoln Drive, Roseville, MN 55113

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Attached

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 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 Bent Brewstillery		Date organized Jun 11, 2011	Tax exempt number 45-2650832
Address 1744 Terrace Dr	City Roseville	State Minnesota	Zip Code 55113
Name of person making application Bartley Blume		Business phone 651-233-3843	Home phone
Date(s) of event 4/6/17 - 4/8/17	Type of organization <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Bartley Blume	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.
 "Everyone Loves Sriracha" event at Bent Brewstillery

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

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



APPROVAL

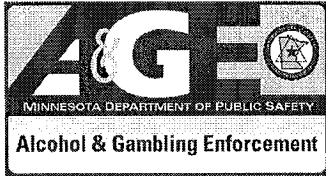
APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____

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

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



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 Concordia Academy		Date organized Jan 1, 1968	Tax exempt number 41-0845401
Address 2400 North Dale St	City Roseville	State Minnesota	Zip Code 55113
Name of person making application Lisa Sell		Business phone 6514848429	Home phone
Date(s) of event April 8, 2017	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 Carlyle Kramer	City Roseville	State Minnesota	Zip Code 55113
Organization officer's name Tim Berner	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

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

Will be used in school gym for dinner auction fundraising event.

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

No.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

No.

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 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
TEMPORARY CONSUMPTION AND DISPLAY PERMIT

(City or county may not issue more than 10 permits in any one year)

Name of organization		Date organized	Tax exempt number
Friends of the Ramsey County Libraries		June, 1979	41-1597085
Address	City	State	Zip Code
4560 North Victoria Street	Shoreview	Minnesota	55126
Name of person making application		Business phone	Home phone
Cyndi Cook		651-486-2213	651-497-6731
Date(s) of event	Type of organization		
04/01/2017	<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name		City	State Zip
X Frank Harris		Roseville	Minnesota 55113
<input type="button" value="Add New Officer"/>			

Location where permit will be used. If an outdoor area, describe.
 Ramsey County Library in Roseville--2180 North Hamline Ave, Roseville, MN 55113

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 Email 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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/13/2017
Item No.: 9.c

Department Approval

Christopher K. Miller

City Manager Approval

James J. Truog

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

BACKGROUND

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

General Purchases or Contracts

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

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Information Tech.	DC Group	Power Supply Fan/Capacitor Repl.	(a)	\$ 120,000.00	\$ 5,382.00	Budget
Information Tech.	CDWG	Anti-virus Software Maintenance	(b)	120,000.00	31,950.00	Budget
Facilities	Yale Mechanical	Carbon monide/nitrogen sensors	(c)	9,200.00	9,500.00	CIP
Facilities	Norell Builders	Admin/Finance service counter	(d)	-	46,620.00	CIP
Community Dev.	Nelson Auto Center	Inspections Vehicle replacement	(e)	18,000.00	17,119.89	CIP
Parks & Recreation	MTI Distributing	Toro Groundmaster	(f)	35,000.00	40,237.37	CIP
Parks & Recreation	Cushman Motor Co.	Sidewalk snow machine	(g)	145,000.00	118,304.00	CIP

Comments/Description:

- a) The replacement includes individual components of the City Hall UPS (batter backup) equipment, which have reached the end of their useful lives. The amount budgeted includes the entire 2017 Budget amount for maintenance-type purchases.
- b) This purchase is being made on behalf of all Metro I-Net agencies. Roseville's share is \$3,810.00. The amount budgeted includes the entire 2017 Budget amount for maintenance-type purchases.
- c) The sensors are required by OSHA and replace existing units in the Maintenance Facility which have reached the end of their useful lives. Funding will come from the Building Replacement Fund.
- d) Includes the renovation of the administration and finance entry/service counter area to eliminate City Hall's only remaining unsecured access into employee work areas. Funding will come from the Building Replacement Fund.
- e) This replaces the current 2008 pickup used for inspections. Purchased off the State Bid Contract.
- f) Replaces the existing 2009 model, and includes mower, blower, and sweeper capabilities.
- g) Replaces the existing 2007 model.

25 Sale of Surplus Vehicles or Equipment
26 City Staff have identified surplus vehicles and equipment that have been replaced or are no longer needed
27 to deliver City programs and services. These surplus items will either be traded in on replacement items
28 or will be sold in a public auction or bid process. The items include the following:
29

Department	Item / Description
Comm. Development	2008 GMC Pickup: est. auction price = \$5,000

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

City of Roseville

Updated February 28, 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>
Administration					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	9,003	68,837
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	764	68,631
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	2,564	15,516
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	24,253	(8,753)
Office Equipment		-	20,025	567	19,458
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	3,411	76,589
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	4,954	25,046
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	36,963	193,037
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 February 28, 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	4,720	21,280
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	20,771	2,079,229
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 February 28, 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	111,656	888,344
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	112,583	587,417
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel	2/13/2017	218,189	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	9,707	290,293
Storm Sewer Replacement/Rehabilitation		-	400,000	13,021	386,979
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$ 354,936	\$7,876,209

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 03/13/2017
Item No.: 9.d

Department Approval

City Manager Approval



Item Description: Receipt of Memorandum related to Police Forfeiture Accounts

1 **BACKGROUND**

2 In 2011, Council asked for an annual summary of information related to the year's activities in the
3 forfeiture accounts. This memorandum is Attachment A. The memorandum supplied to the Council
4 dated in 2011 explaining the forfeiture accounts, is attached as a reference- Attachment B.

6 **OBJECTIVE**

7 Accept summary information of account activities.

8 **FINANCIAL IMPACTS**

9 There is no cost to the city.

10 **STAFF RECOMMENDATION**

11 Council receipt of summary memorandums on forfeiture accounts.

13 **REQUESTED COUNCIL ACTION**

14 Request Council receipt of summary memorandums on forfeiture accounts.

15

Prepared by: Rick Mathwig, Chief of Police
Attachments: A. 2016 Summary Information
 B. 2011 PD Memo to Council

MEMORANDUM

Attachment A



1
2
3
4 **DATE:** February 13, 2017

5
6 **TO:** City Manager Patrick Trudgeon

7
8 **FROM:** Chief of Police Rick Mathwig

9
10 **SUBJECT:** Summary information on Police Forfeiture funds

11
12 In August of 2011, Council requested an annual document summarizing forfeiture account
13 activities. The accompanying memorandum, which describes the Police Department's forfeiture
14 accounts, serves as foundation.

15
16 The Police Department forfeiture accounts are labeled as: **Narcotics Forfeiture, Federal**
17 **Equitable Sharing- Narcotics** and **Alcohol Forfeiture**. The Narcotics Forfeiture account holds
18 funds forfeited for controlled substance offenses and other "designated offenses", as defined in
19 Minnesota statutes. The Federal Equitable Sharing- Narcotics account holds funds forfeited for
20 federal controlled substance violations. The Alcohol Forfeiture account holds only funds forfeited
21 for DWI related offenses.

22
23 Purchases made in excess of \$5,000 require Council approval.

24
25
26 The **2016** summary information for both accounts:

27 Narcotics Forfeiture

- 28 • Beginning balance- \$100,974
- 29 • Ending balance- \$86,742

30 Summary of purchases

- 31 • Vehicle tow and storage fees- \$320
- 32 • Taser body camera data storage- \$2,115
- 33 • East Metro SWAT annual membership- \$4,848
- 34 • Protest safety supplies (non-lethal bean bags)- \$2821
- 35 • K-9 handler safety equipment- plates, carriers, helmets- \$2864
- 36 • Covert investigative supplies, services and equipment- \$750
- 37 • FTO program: iPad Air tablets data plans (2)- \$857
- 38 • Costs related to tobacco compliance checks- \$260
- 39 • Naloxone first responder kits (50)- (\$3,100 fully reimbursed through grant)
- 40 • Other nominal costs related to police services

41 Equitable Sharing- Federal Narcotics Forfeitures

- 42 • Beginning balance- \$101,242
- 43 • Ending balance- \$116,980

44 Summary of purchases

- 45 • Protest Safety Equipment (e.g. fire extinguishers, tourniquets, gas mask filters, helmets,
46 batons, less lethal launchers, optics and sponge rounds) - \$6,008

47
48
49
50
51

1 **Alcohol Forfeiture**

- 2 • Beginning balance- \$287,560
3 • Ending balance- \$242,925
4

5 **Summary of purchases**

- 6 • City attorney fees related to DWI forfeiture- not included in prosecution contract- \$5,861
7 • Squad DVD copying services- \$14,583
8 • Fees related to seized vehicles (e.g. towing, storage, titles etc.)- \$3,377
9 • Speech recognition equipment and software for report writing- \$25,033
10 • Costs related to alcohol compliance checks- \$169
11 • Maintenance and fuel of squad dedicated to DWI enforcement- \$80
12 • Arbitrator with batteries- \$925
13 • Intoxilyzer supplies and repairs- \$191
14 • Other nominal costs related to DWI enforcement services
15
16
17
18

19 *All information accurate as of 3/6/2017



MEMORANDUM

DATE: August 25, 2011

TO: City Manager Bill Malinen

FROM: Chief Rick Mathwig

SUBJECT: Forfeiture Information

This memorandum is in response to Mayor Roe's request for a report related to questions raised by a citizen.

Property seized and ultimately forfeited by the Roseville Police Department is governed by Minnesota statutes: 169A.63 as it pertains to vehicle forfeitures for aggravated drunk driving arrests, and 609.531 as it pertains to vehicle and property seized for designated offenses such as narcotics, burglary, and other crimes.

Other property forfeited by the Police Department, not governed by Minnesota statutes, is generally related to our narcotics officer assigned to the Ramsey County's Violent Crime Enforcement Team (VCET). A percentage of their forfeitures are in concert with federal agencies such as the DEA. Those forfeitures are under the direction of federal laws which are similar to those in Minnesota.

Each Minnesota statute contains numerous subdivisions which strictly control forfeitures and the appeal processes afforded to those whose property is seized by law enforcement.

Upon seizure of property to be forfeited the owner is issued a receipt for the property and is issued written documentation on how to contest the seizure in court. This information is written in multiple languages and the law enforcement agency must be certain the person understands the seizure and the appeal process or the seizure will be considered invalid.

Once property has been legally seized and forfeited state statutes dictate how the proceeds should be dispersed. This process differs among crimes, but involving aggravated DWI offenses, the law enforcement agency retains seventy percent of the proceeds and thirty percent is forwarded to the prosecuting attorney. For crimes involving narcotics, burglary, etc., percentages differ but in general the law enforcement agency retains seventy percent of the proceeds, twenty percent is forwarded to the prosecuting attorney and the remaining ten percent is sent to the State of Minnesota's Crime Victim's Fund.

The Minnesota Peace Officers Standards and Training Board (POST) is the state entity that holds all professional licenses of peace officers in Minnesota. POST provides many functions one of which is offering model policies based on best practices in law enforcement. Some of the model policies are considered mandatory; *Procession of Property Seized for Administrative Forfeiture* is a required policy of all law enforcement agencies in Minnesota. The model policy was implemented in 2011. The model policy did not change our forfeiture operations in any significant manner.

Minnesota statutes mandate every forfeiture be reported to the Office of the State Auditor.

51 The citizen's questions raised to the Council are directly related to the now defunct Gang Strike
52 Force and not my Department. I do not have intimate details of the Gang Strike Force's former
53 operations but what has been established is some members of the Gang Strike Force
54 disregarded state and federal statutes which dictate the process of seizing and ultimately
55 forfeiting property from suspects in criminal activity.

56
57 These web links will allow access to expanded information on forfeiture guidelines and
58 regulations.

59
60 Forfeitures related to aggravated DWI offenses:
61 <https://www.revisor.mn.gov/statutes/?id=169A.63>

62
63 Forfeitures related to other crimes: <https://www.revisor.mn.gov/statutes/?id=609.531>

64
65 Model policies of POST: [https://dps.mn.gov/entity/post/model-policies-learning-
66 objectives/Pages/default.aspx](https://dps.mn.gov/entity/post/model-policies-learning-objectives/Pages/default.aspx)

67
68 The citizen's questions also address the expenditure of forfeiture funds. State statutes mandate
69 the funds are to be used to "supplement" law enforcement's activities and budgets. Historically,
70 the Department has used forfeited funds related to aggravated DWI offenses to supplement its
71 efforts in combating DWI. The Department has used forfeited funds related to other crimes in a
72 more general sense in supplementing budgetary limitations. Many times expenses related to the
73 Roseville members of East Metro SWAT are paid by this forfeiture account.

74
75 All expenditures are authorized by the Chief of Police and paid by the Finance Department.

76
77 There is no manner to realistically forecast expected expenditures of these accounts as
78 forfeiture statutes mandate the funds be used to "supplement" the financial needs of a law
79 enforcement agency and not replace budgetary funding.

80
81 The forfeiture accounts have been used to bridge the CIP shortfall and actual needs of the
82 Department in effectively and efficiently providing public safety functions to the citizens,
83 businesses and visitors to Roseville.

84
85 There are many day to day operational items that have been purchased by these funds to
86 include: automobile window tint meters, Tasers, legal defense related to forfeitures which is
87 outside the contract of the city attorney, preliminary alcohol breath test meters, over \$100,000
88 was used to purchase the Department's current mobile computers, Police Reserve appreciation
89 dinner, and many other uses. I expect future expenditures will be similar to the past.

90
91 I hope this memorandum provides enough guidance on the criminal forfeiture process and am
92 willing to answer additional questions.

93

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2017
Item No.: 9.e

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Bid for Larpenteur Avenue Sidewalk

BACKGROUND

The City recently identified the north side of Larpenteur Avenue from the Ramsey County Dog Park to Galtier Street as a high priority for a sidewalk connection. The proposed sidewalk would provide a link to existing pedestrian walkways to the east and the west. The proposed walk will be a public safety improvement and will generally aid pedestrian travel throughout the neighborhood and city parkland. The 2,500-foot long concrete sidewalk is proposed to be eight feet wide and would be installed adjacent to a new curb. There will also be various storm sewer work to accommodate drainage in the area.

The City is partnering with Ramsey County Public Works and Ramsey County Community Development on this project. They would provide funding through County State Aid Funds (\$76,500) and a Community Development Block Grant (\$186,000) to help pay for the addition of the sidewalk to create a safe pedestrian connection to the rest of Roseville’s pathways and sidewalks. City storm sewer funds would cover any storm sewer portions of the work and the City has committed \$50,000 in Municipal State Aid dollars (MSA) to pay for the project. Additional MSA funding may be needed for the balance of the project costs if no additional funding is obtained.

Last summer the City opened bids for this project. Only two bids were received with the low bid being \$578,623.60. Based on the low amount of bidders and the high prices, Council rejected the bids.

The City re-advertised the bids in February for the Larpenteur Avenue Sidewalk Project. The following bids were opened on March 1, 2017:

CONTRACTOR	BID TOTAL
<u>T.A. Schifsky & Sons, Inc.</u>	<u>\$409,018.00</u>
GL Contracting, Inc.	\$422,151.90
Sunram Constructing, Inc.	\$445,649.00
Concrete Idea Inc.	\$455,303.00
New Look Contracting, Inc	\$474,215.50
Urban Companies	\$547,110.00
Pember Companies, Inc	\$569,249.50
<i>Engineers Estimate</i>	<i>\$463,675.00</i>

Seven bids were received indicating this was a much better bidding environment than last summer. The lowest bid was T.A. Schifsky & Sons, Inc with a bid of \$409,018.00, which is 11.79% lower than the Engineers Estimate and a \$169,605.60 savings from last year’s bid.

25 **POLICY OBJECTIVE**

26 The goals of the City’s Pathway Master Plan is to provide pedestrian facilities and connectivity. City
27 policy is to cooperate with other agencies for mutual benefit whenever possible.

28 **FINANCIAL IMPACTS**

29 Seven bids were received for the Larpenteur Avenue Sidewalk Project. The low bid submitted by
30 T.A. Schifsky & Sons, Inc, \$409,018.00 is slightly above the current funding available with this
31 project. Current funding provided is as follows;

Fund	Cost
Ramsey County Public Works	\$ 76,500.00
Ramsey County HRA	\$ 186,000.00
City Storm Water Funds	\$ 49,570.00
City State Aid Funds	\$ 50,000.00
Totals	\$ 362,070.00
Funding Gap	\$ 46,948.00

32
33 Council recently passed a resolution authorizing staff to apply for Community Development Block
34 Grant (CDBG) Funds to assist with the Larpenteur Avenue Sidewalk Project. Based on the bid
35 results, Community Development staff will apply for an additional \$65,000 from Ramsey County.
36 If these funds were received, it would cover the missing funding gap and provide an additional 5%
37 contingency if there were any project over runs.

38 If the City fails to acquire any additional funds, additional municipal state aid funds would be
39 used.

40 **REQUESTED COUNCIL ACTION**

41 Motion approving a resolution awarding Bid the Larpenteur Avenue Sidewalk Project in the amount
42 of \$409,018.00 to T.A. Schifsky & Sons, Inc.

43
Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution
B: Location Map

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
2 Roseville, County of Ramsey, Minnesota, was duly held on the 13th day of March, 2017, at
3 6:00 p.m.

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

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

RESOLUTION No.

**RESOLUTION AWARDING BIDS
FOR PROJECT 16-07**

LARPENTEUR AVENUE SIDEWALK PROJECT

8
9
10
11
12
13
14
15 WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans
16 and specifications thereof on file in the office of the Manager of said City, said bids were
17 received on Wednesday, March 1, 2017, at 1:00 p.m., opened and tabulated according to law
18 and the following bids were received complying with the advertisement:

CONTRACTOR	BID TOTAL
T.A. Schifsky & Sons, Inc.	\$409,018.00
GL Contracting, Inc.	\$422,151.90
Sunram Constructing, Inc.	\$445,649.00
Concrete Idea Inc.	\$455,303.00
New Look Contracting, Inc	\$474,215.50
Urban Companies	\$547,110.00
Pember Companies, Inc	\$569,249.50
<i>Engineers Estimate</i>	<i>\$463,675.00</i>

19
20
21 WHEREAS, it appears that T.A. Schifsky & Sons, Inc., of North St. Paul, Minnesota is the
22 lowest responsible bidder at the tabulated price of \$409,018.00 and

23
24 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
25 Minnesota:

- 26
27 1. The Mayor and City Manager are hereby authorized and directed to enter into a
28 contract with T.A. Schifsky & Sons, Inc. for \$409,018.00 in the name of the City of
29 Roseville for the above improvements according to the plans and specifications
30 thereof heretofore approved by the City Council and on file in the office of the City
31 Manager.

32 2. The City Manager is hereby authorized and directed to return forthwith to all bidders
33 the deposits made with their bids except the deposits of the successful bidder and the
34 next lowest bidder shall be retained until contracts have been signed.
35

36 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
37 Minnesota:

38
39 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
40 upon vote being taken thereon, the following voted in favor thereof: ; and and the
41 following voted against the same: .
42

43 WHEREUPON said resolution was declared duly passed and adopted.



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 to re-survey, track or any other purpose requiring precise measurements of distance or direction or position. In the event of a geographic feature, if there is a discrepancy between the map and the ground, 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



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 03/13/17
Item No.: 9.f

Department Approval

Christopher K. Mills

City Manager Approval

Samuel J. Truog

Item Description: Approve Amendments to the 2016 Budget

BACKGROUND

The City annually adopts budgets on the basis set forth by State Statute, and generally accepted accounting principles. Although the City adopts a single all-encompassing budget, additional measures are necessary to show that all expenditures within the General Fund and other selected Operating Funds are within budget appropriations when presented in the annual financial statements.

The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) has been established at the fund level as opposed to individual programs or line-items. If the expenditures exceed the *total* fund budget as presented in the financial statements, a budget amendment must be shown.

These types of year-end adjustments are typical for local governments like Roseville given the size and scope of our operations. Rather than making potentially numerous budget adjustments throughout the year and incur the administrative costs of monitoring the budget on a regular basis, it is customary to reflect the changes in one all-encompassing adjustment. The year-end budget adjustments typically reflect reallocated or additional costs that are offset by unbudgeted grants or donations, fees, or other revenues.

The following amendment to the 2016 Budget is submitted for Council consideration along with supporting comments:

2016 Budget Amendments				
	Budget		Budget	
<u>Fund</u>	<u>Expense Category</u>		<u>Adjustment</u>	<u>Notes:</u>
Lawful Gambling	Other Svcs. & Charges	(a)	15,000	Donations to NSCF

Comments:

- a) Lawful Gambling profits collected by the City resulted in higher-than expected donations made by the City to the North Suburban Community Foundation. An increase in the budget is necessary to reflect the higher contributions.

31 The amendment noted above is reflected in the attached excerpt of the draft 2016 Financial Statements
32 (*Attachment A*), and have been incorporated in the column marked ‘final’ budget.

33 **POLICY OBJECTIVE**

34 Where applicable, budget amendments are made to comply with State Statutes.

35 **FINANCIAL IMPACTS**

36 There are no current year financial impacts. The budget amendments are necessary to demonstrate that
37 previously incurred expenditures are within the adopted budget. Any impacts on expenditure trends are
38 incorporated into future budgets.

39 **STAFF RECOMMENDATION**

40 Staff has prepared the requested budget amendment and considers them reasonable, and in accordance
41 with applicable State Statutes. It is recommended that the budget amendment be approved. The City’s
42 Auditors are tentatively scheduled to make a formal presentation on the 2016 financial statements at the
43 May 8, 2017 Council Meeting.

44 **REQUESTED COUNCIL ACTION**

45 Motion to approve the year-end amendments to the 2016 Budget.

46

Prepared by: Chris Miller, Finance Director
Attachments: A: Excerpt of the Draft 2016 financial statements

47

City of Roseville, Minnesota
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL
 CHARTABLE GAMBLING FUND
 For the Fiscal Year Ended December 31, 2016

Schedule 13
 (Page 1 of 1)

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Licenses and permits	-	-	200	200
Gambling taxes	75,000	75,000	93,815	18,815
Donations	76,150	76,150	110,018	33,868
Investment income				
Interest earned on investments	-	-	1,267	1,267
Increase (decrease) in fair value of investments	-	-	(1,530)	(1,530)
Total Revenues	151,150	151,150	203,770	52,620
EXPENDITURES				
Current				
General government				
Personal services	4,500	4,500	3,365	1,135
Other services and charges	146,650	161,650	161,901	(251)
Total Expenditures	151,150	166,150	165,266	884
Net Change in Fund Balance	-	(15,000)	38,504	53,504
FUND BALANCE, January 1	42,615	42,615	42,615	-
FUND BALANCE, December 31	42,615	27,615	81,119	53,504

The notes to the required supplementary information are an integral part of this statement.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

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

Department Approval



City Manager Approval



Item Description: Award Contract for Engineering Services to complete the Infiltration and Inflow Study.

BACKGROUND

The majority of Roseville's sanitary sewer system was constructed between 1950 and 1960, along with most of the current housing stock. The City's sanitary sewer system includes more than 145 miles of collector sewers and 13 lift stations.

Within the City limits, the Metropolitan Council Environmental Services (MCES) owns and operates more than 12 miles of interceptor sewer. Wastewater treatment for the City is provided by the MCES at the Metro (Pig's Eye) Plant located in St Paul. The City of Roseville is billed by the MCES for the use of the interceptor sewer system and treatment of the wastewater at the Metro Plant.

The City's wastewater flow is determined by the MCES through a relatively complex formula based on the flow records from eight separate meters. A master meter (No. 46) is located at the southern edge of the City near Lake McCarrons. The flow records from this meter are adjusted by subtracting the flow rates from five other meters that measure flows into Roseville from Shoreview (two meters), Arden Hills (three meters) and St Anthony (one meter).

In 2008 an Inflow and Infiltration study was done in a portion of the City. Seven meters were installed in various places throughout the City to measure the increase in sewer flows during rain events. Due to lack of rainfall that year and the scope of the study, the data collected was inconclusive and the study recommended additional investigation. This recommendation was taken and was used to start the City's annual televising and sewer lining project. Another study was done in 2013, but did not encompass the entire City and a recommendation was for additional investigation. To date, the City has lined over 44 miles of sanitary sewer main, televised nearly all 145 miles of sanitary sewer pipe, and has removed a number of other I/I sources.

This study would encompass the entire City. It will allow the City to compare flow data to quantify the effectiveness of the City's sanitary sewer lining and other I/I mitigation efforts. Further, the results will help identify areas in the City that have excessive I/I so the City can prioritize other mitigation options such as sump pump disconnections. Owning some of the meters will allow City staff to measure flows in certain areas for an extended period. This will allow us to better analyze the I/I in the City over time and will also allow us to gather better overall data if certain years have a lack of rainfall and therefore a lack of data.

City Staff solicited proposals to complete the Infiltration and Inflow Study. The results are listed below:

Consultant	Study Cost	Purchasing Meters	Total Cost
SEH, Inc.	\$44,390	\$51,000	\$95,390
Bolton & Menk, Inc.	\$51,100	\$51,000	\$102,100

33 MCES has offered to loan 11 meters to the City and the City will purchase the other 10 meters.
34 As stated before, purchasing 10 meters will allow City staff to continue to study I/I flows in key
35 areas determined by the overall study after the study is complete.

36 **POLICY OBJECTIVE**

37 Staff plans and recommends the timely replacement of infrastructure to provide continuous
38 uninterrupted sanitary sewer service to all properties in Roseville. Staff seeks to find the most
39 cost effective purchasing opportunities to meet budgetary and operational objectives.

40 **BUDGET IMPLICATIONS**

41 The cost for this improvement will be funded by the Sanitary Sewer Utility fund. The estimated
42 cost for this project is \$95,390. The City has received \$277,055.36 in Met Council grants for I/I
43 mitigation over the past two years. This has offset costs of sanitary sewer lining over that time.
44 Staff recommends using a portion of the grant funds, which are deposited into the Sanitary
45 Sewer Utility fund, to essentially fund this study.

46 **STAFF RECOMMENDATION**

47 Staff recommends award of a contract to SEH, Inc. for engineering services to perform a
48 Comprehensive Citywide Infiltration and Inflow Study.

49 **REQUESTED COUNCIL ACTION**

50 Motion awarding an engineering services contract to SEH, Inc., in an amount of \$95,390.00 for
51 engineering services to perform a Comprehensive Citywide Infiltration and Inflow Study.

Prepared by: Luke Sandstrom, Civil Engineer
Attachments: A: Professional Services Standard Agreement
B: SEH Proposal

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: _____



Building a Better World
for All of Us®

January 31, 2017

RE: City of Roseville, Minnesota
I/I Review and Program
Development
MCES I/I Surcharge Program
SEH No. 139896 ROSEV

Luke Sandstrom, P.E.
Civil Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Mr. Sandstrom:

Short Elliott Hendrickson Inc. (SEH) is pleased to provide the following proposal to assist the City of Roseville with their continued efforts to manage inflow/infiltration (I/I) within the City's sanitary sewer collection system in concurrence with the Metropolitan Council Environmental Services (MCES) Surcharge Program. Based on our previous meeting, it is our understanding the City of Roseville would like SEH to review the entire City sanitary sewer collection system by establishing a comprehensive flow monitoring program as the start of a fresh start to locate and remove clear water sources within the Roseville sanitary sewer collection system. The flow monitoring program will be first step to identifying and implementing a long term investigation and rehabilitation program to reduce peak wastewater hour flow rates established by the MCES.

During our initial review of the Roseville sanitary sewer collection system, we identified over ninety-five (95) connections to the MCES interceptor the ranging in pipe sizes of 8-inch to 30-inches. Many of these connections only serve less than 20 homes and for the purposes of this study, we recommend beginning by selecting flow meter locations which isolate larger areas initially to encompass a larger percent of the collection system with a more economical approach. Using this approach, we have identified twenty-one (21) locations where we would begin installing flow meters and collecting wastewater data in 2017 starting in early March.

We have reviewed the options for the use of flow monitoring equipment and recommend using a purchase option with the help of MCES to establish a successful monitoring plan. Work with MCES staff to supply meter equipment for eleven locations and purchase the remaining ten units necessary to perform the initial flow monitoring. After a couple of meetings with MCES staff over the past month, they appear to have eleven meters good condition and are willing to provide them for use by the City of Roseville. Purchasing the remaining additional flow meter equipment would allow the City more flexibility to use it in future years in order to establish key flow monitoring locations to monitor long term effectiveness as we locate and remove inflow sources in future years.

PURPOSE AND OBJECTIVES

The purpose of this work scope is to implement a comprehensive flow monitoring plan for the City of Roseville to begin the process of identifying potential I/I sources and implement an abatement program for future years. This investigation will primarily focus on the implementation of a flow meter investigation in order to isolate specific areas of concern related to I/I within the City of Roseville.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

Error! Reference source not found.

Error! Reference source not found.

Page 2

The main objective of this study will be to help further identify areas of the City that are contributing significant amounts of peak I/I flows and, to identify the best method to mitigate those sources of I/I so the City can avoid MCES wastewater surcharges in the future. Further I/I investigation techniques such as smoke testing, dye testing, and/or television inspection will be performed or recommended as part of a future I/I abatement strategy. The work tasks proposed by SEH under this scope of work will include flow monitoring to further isolate sections of the collection system with higher peak flow rates, data quality analysis and review, and prepare recommendations for future I/I abatement activities.

WORK SCOPE

The work scope for this evaluation is as follows:

Task 1.0 – Flow Monitoring

SEH field crews will locate and visually inspect manholes to identify potential flow meter manhole locations for future flow monitoring. Each location will be evaluated to determine if they are acceptable places for obtaining quality wastewater flow results. A complete field review of each potential flow monitor site will be completed to determine the suitability of the measuring location. Information to be collected shall include, but not be limited to: the location of the site, diameter of the pipe(s), hydraulics of the manhole, depth of the manhole, elevation(s) of pipe flowline (including any drops), material of the manhole, and material of the pipe(s). Field crews will evaluate alternative manhole locations if preliminary sites are unsuitable for long-term monitoring during the initial field reconnaissance investigation. Preliminary manhole locations have been determined and presented in the attached figure. SEH will meet with Roseville staff prior to installation of the flow monitoring equipment.

- SEH technicians will install and monitor twenty-one (21) portable flow meters manufactured by Teledyne Isco for a period of up to eight months (March to October, 2017). Up to three types of flow meters will be used depending on the availability of MCES equipment. Ten Model 2150 flow meters will be purchased from Teledyne Isco and each unit will record depth and velocity data from a pressure transducer mounted at the invert of the pipe where the flow is to be determined.
- Each meter location will be either checked at a minimum of every two weeks by our field technicians in order to determine if the units are functioning properly and the flow conditions are consistent with the original installation.
- Each flow meter will be interrogated with an Isco Field Wizard Model 2101 or a portable laptop to collect the latest flow data for review and analysis.
- The initial location of the flow meter installations were determined based on isolation specific areas of the City in order to determine if I/I is significant and warrants further investigation.

The goal is to record flow data from multiple storm events with rainfall intensities exceeding a one year recurrence interval during 2017. In future years, the meters owned by the City of Roseville will be used to continue flow monitoring in the event adequate data is not collected initially, further define collection system areas with I/I issues or be used to identify I/I reductions due to future implemented sewer rehabilitation measures. The raw monitoring data collected from the flow meters will be in tabulated 15 minute maximum intervals, daily maximum and minimum flow rates, rain fall total per day, total, average, and peak daily flow. Flow rates shall also be shown graphically.

Error! Reference source not found.

Error! Reference source not found.

Page 3

Task 2.0 – Rainfall/Base flow Data Collection

SEH will contact MCES and identify local data collected from rain gauge equipment maintained by Met Council. SEH will determine the need for additional rainfall data recovery and the need to install a portable rain gauge within the city limits to collect additional data. We will evaluate rainfall events during the flow monitoring period in order to correlate its impact on the wastewater flow data from each city meter location. SEH will meet with City staff to review and discuss these findings.

Task 3.0 - Review MCES Flow Data

SEH will review all MCES data that is used to calculate the volume of I/I generated in Roseville for accuracy. During flow monitoring of the City sanitary collection system, SEH staff will request MCES flow data for comparison with the data collected at the portable meter locations. SEH also proposes to coordinate meetings between City staff and MCES staff, as necessary, to discuss MCES data and the condition of MCES interceptors.

Task 4.0 – Flow Data Analysis/Evaluation

SEH will take all the flow monitoring data collected during the previous task and determine I/I contributions for each sewer sub-district. SEH will also determine the following for each sewer sub-district:

- Normal dry weather wastewater flow by area.
- Establish the peak hour I/I contribution from each sewer sub-district by comparing wet and dry weather events at each location and comparing MCES flow meter data results with the data collected from the portable flow meters.
- Present flow monitoring results by sewer sub-district.

Task 5.0 - I/I Abatement Recommendations

SEH will provide a recommended course of action to cost-effectively eliminate I/I from the wastewater collection system to include:

- Discussion of the work tasks.
- A map delineating areas with high I/I potential by priority.
- Identify future investigative measures to identify and eliminate future I/I sources.
- Recommendations for future metering locations.
- Review funding methods for plan implementation.
- Identify I/I sources and estimate volumes that could potentially be contributed from each source.
- Discuss maintenance measures to reduce I/I, including a discussion of the effectiveness and estimated costs of performing each measure.
- Prepare recommendations for an abatement program that will help the City and MCES manage clear water entering the sanitary collection and interceptor sewer system.

SEH will work with City staff to develop future cost estimates. Additional I/I abatement measures which may be recommended pending the results of this investigation but **are not part of this current investigation** may include the following:

Error! Reference source not found.

Error! Reference source not found.

Page 4

Smoke Testing, Dye Water Flooding and CCTV

To investigate the potential for large inflow sources and cross connections with the existing storm sewer collection system, smoke testing, dye water flooding or sewer televising (CCTV) will be performed on the sanitary collection system in select areas based on the results of the flow monitoring. This field investigation measure will target inflow sources from storm water catch basin, roof leader, foundation drain or area connectors to the sanitary sewer system or directly from indirect sources. Work under this task will include the following:

- Publicize and coordinate testing with news media, local residents, and emergency departments.
- Perform testing/document and photograph discharge points.
- Qualify areas tributary to improper or illegal connections discovered.
- Identify areas requiring more detailed building surveys or further investigation (dye water flooding and television inspection)

The field work will be completed during periods of lower groundwater to facilitate greater smoke migration through open pipe cracks and surrounding soils. Field crews will monitor groundwater in the area to determine the most appropriate time period to complete the testing.

Sewer Ordinance and Building Inspection

SEH will assist the City to review the existing sewer ordinance and determine if the language is appropriate to specifically prohibit sump pump, roof-drain, or foundation drain connections to the sanitary sewer system. Any changes necessary to update the ordinance will be completed and the City will work through the process of adopting the changes through the City Council. Additionally, based on the results of the previous tasks, SEH staff will work the City to identify the initial steps and procedures needed to implement a private property inspection program. Program implementation issues would include funding, public education, inspection procedures and the method or process used to establish compliance. Building inspections could be implemented in select areas or become a long range program designed to continue managing I/I within the City's sanitary sewer collection system.

Task 6.0 - Draft/Final Report Review

SEH will document and summarize the results of the tasks completed under this work scope and present two draft report copies of our findings prior to finishing the project. The project schedule will be followed in accordance with the requirements of the MCES Surcharge Program. We will meet with City staff to discuss our findings and, upon receipt of the final comments, incorporate the appropriate revisions into the final draft. We will provide one electronic version and two hard copies of the final draft report.

SCHEDULE

SEH has the staff available to meet the City's project schedule and can start the project immediately upon a notice to proceed by the City of Roseville. We will provide a draft document of our findings within two months after completion of all fieldwork performed under this investigation in December of 2017.

PROJECT COST

The estimated project cost for completion of all tasks listed in the work scope is provided in the attached spreadsheet. The estimated cost to complete this project is \$95,390. All flow meter maintenance under this estimate would be performed by SEH staff based on eight months of meter maintenance and data downloading over the entire eight months flow monitoring period as outlined in our attached spreadsheet. Our estimate is based on the following assumptions:

- City will locate, provide access, and access equipment to all manholes if needed.

Error! Reference source not found.

Error! Reference source not found.

Page 5

- City will make available, in a timely manner, all records and pertinent information including archival records, video tapes and television logs of sewer pipe, electronic versions of the Roseville sanitary sewer collection system, land use and saturated development plans along with GIS assistance in mapping and graphics, copies of all past I/I studies completed by the City.

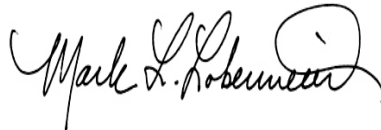
Project invoices would be prepared monthly and follow the contractual obligations in accordance with our master agreement. We will not exceed the project estimate without your approval prior to conducting the work tasks. If you have any questions relating to this project, please call me at 651.490.2144. We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Kirby Van Note, P.E.
Project Manager
kvn



Mark Lobermeier, P.E.
Client Service Manager

**Inflow/Infiltration (I/I) Review and Program Development
City of Roseville, Minnesota
Project Cost Estimate**

	Project Manager	Sr. Project Engineer	Project Engineer	Lead Field Technician	Field Technician	GIS Technician	CADD Technician	Admin. Tech	Total labor
Task	Labor Hours								
Task 1.0 - Flow Monitoring									
Meter Reconnaissance	2	2	2	8	8		2		\$2,670
Flow Meter Installation	2		4	24	24				\$5,410
Flow Meter Data Downloads/Maintenance			16		64				\$6,720
Flow Meter Relocation/Removal			24	16	16				\$5,440
Task 2.0 - Rainfall/Baseflow Data Collection	2		8		2				\$1,410
Task 3.0 - Review MCES Flow Data	2		8		2				\$1,410
Task 4.0 - Flow Data Analysis/Evaluation	4		48	4	4				\$6,460
Task 5.0 - I/I Abatement Recommendations	12	4	24			4		4	\$6,460
Task 6.0 - Draft/Final Report Review	12	2	24	8			2	4	\$6,800
Future Optional Items:									
Smoke Testing Investigation									
Sewer Ordinance Review									
Private Property Inspection Program									
Labor Hours Subtotal	36	8	158	60	120	4	4	8	

Total Labor Costs

\$42,780

Project Reimbursible Expenses

1. Flow meter purchase (Ten Isco A/V Model 2150)	\$51,000
2. Truck mileage	\$1,050
3. Supplies - Batteries, meter hangers, etc.	\$200
3. Report production	\$360

Total Reimbursible Expenses

\$52,610

Total I/I Project Costs

\$95,390

ROSEVILLE
REQUEST FOR COUNCIL ACTION

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

Department Approval



City Manager Approval



Item Description: 35W at Cleveland Ave Interchange Project - Approve Final Payment

BACKGROUND

On August 24, 2015, the City Council awarded the 35W at Cleveland Ave Interchange Project to Forest Lake Contracting, of Forest Lake, Minnesota. The work for this contract was finished in October, 2016, and the contractor has requested final payment. This project consisted of adding additional turn lanes and installing a new traffic signal at the TH 35W ramps, Cleveland Avenue and Twin Lakes Parkway intersection.

POLICY OBJECTIVE

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

FINANCIAL IMPACTS

The final contract amount of \$1,628,547 is higher than the original contract amount of \$1,598,448.00. The cost increase was due to multiple factors including additional traffic control, additional removals of unexpected debris and concrete found below the surface and additional cost associated with transplanting trees.

This project was funded using a federal Surface Transportation Program grant in the amount of \$1,192,584, funding from the Walmart Development and TIF District 17 funding.

STAFF RECOMMENDATION

Since all necessary items have been completed in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed for the 35W at Cleveland Ave Interchange Project, and authorize final payment of \$9,617.57.

REQUESTED COUNCIL ACTION

Approve the resolution accepting the work completed for the 35W at Cleveland Ave Interchange Project, starting the one-year warranty, and authorizing final payment.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director
Attachments: A: Resolution
B: SRF Letter

C: City Engineer Certification

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
2 Roseville, County of Ramsey, Minnesota, was duly held on the 13th day of March, 2017, at
3 6:00 p.m.

4
5 The following members were present: and the following members were absent:
6 .

7
8 Council member introduced the following resolution and moved its adoption:
9

RESOLUTION No.

**FINAL CONTRACT ACCEPTANCE
35W AT CLEVELAND AVE INTERCHANGE PROJECT**

10
11
12
13
14
15 BE IT RESOLVED by the City Council of the City of Roseville, as follows:

16
17 WHEREAS, pursuant to a written contract signed with the City on August 24, 2015, Forest
18 Lake Contracting, has satisfactorily completed the improvements associated with the 35W at
19 Cleveland Ave Interchange Project contract.

20
21 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
22 ROSEVILLE, MINNESOTA, that the work completed under said contract is hereby accepted
23 and approved; and

24
25 BE IT FURTHER RESOLVED: That the City Manager is hereby directed to issue a proper
26 order for the final payment of such contract, taking the contractor's receipt in full; and
27

28 BE IT FURTHER RESOLVED: That the one-year warranty period as specified in the
29 contract shall commence on March 13, 2017.

30
31 The motion for the adoption of the foregoing resolution was duly seconded by
32 Councilmember and upon vote being taken thereon, the following voted in favor
33 thereof: and the following voted against the same: .
34

35 WHEAREUPON said resolution was declared duly passed and adopted.



February 13, 2017

SRF No. 01485870120

Mr. Marcus Culver, PE
Director of Public Works
CITY OF ROSEVILLE
2660 Civic Center Drive
Roseville, MN 55113

SUBJECT: TH 35W AND CLEVELAND AVENUE NORTH INTERCHANGE PROJECT
SP 6284-177, 160-020-025, 062-646-026

Dear Mr. Culver:

Enclosed please find a copy of the Request for Payment No. 8 (Final), the item record account for the referenced project, and forms IC-134 submitted by Forest Lake Contracting. We did not receive a consent from Forest Lake Contracting's surety. SRF is currently preparing as-builts and will submit them in the near future.

We hereby certify that we have observed construction for the referenced project, the work has been completed in accordance with the approved plans, the project is in compliance with the specifications and special provisions, and inspection has been performed to assure the quality of materials and workmanship.

Sincerely,

SRF CONSULTING GROUP, INC.

A handwritten signature in black ink that reads 'SJM' followed by a stylized surname.

Steven J. Miller, PE (MN)
Senior Associate

SJM/fh
Enclosure

cc: Jesse Freihammer, City of Roseville

H:\Projects\8587_Correspondence\Letters\Project Certification Letter\8587-170213_Project Certification.docx.doc



March 13, 2017

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 35W at Cleveland Ave Interchange Project
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 35W at Cleveland Ave Interchange Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$1,598,448.00
Actual amount due (based on actual quantities)	\$1,613,414.87
Previous payments	\$1,603,797.30
Balance Due	\$9,617.57

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

Federal Transportation Grant	\$1,192,584.00
Walmart Development Funds	\$371,046.08
TIF District 17	\$49,784.79

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

Sincerely,

Jesse Freihammer, P.E
City Engineer/Asst. Public Works Director
651-792-7042
Jesse.Freihammer@cityofroseville.com

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2017
Item No.: 9.i

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Bid for Railroad Crossing Improvements

1 **BACKGROUND**

2 There are ten rail road crossings across City of Roseville roadways that Minnesota Commercial
3 Railway (MCR) maintains. There are currently five crossings at three locations in western
4 Roseville that need replacement due to their poor condition. The five crossings have very rough
5 rides when vehicles cross and are becoming maintenance issues. The pedestrian portion of the trail
6 crossings adjacent to the roadway on the north side of Terminal road are also in very poor
7 condition creating a safety hazard to pedestrians and bicyclists due to the large gaps next to the
8 rails. The location of the crossings are as follows:

- 9 • Terminal Road, just west of St. Croix St (2 tracks will be reduced to one)
- 10 • Terminal Road, just east of Walnut St (2 tracks)
- 11 • Walnut St, north of Rose Place (1 track)

12 As part of the replacement MCR will eliminate one of the two tracks at the rail crossings on
13 Terminal Road near St. Croix St by moving a switch to the south. This will result in a savings of
14 approximately \$48,000.

15 An agreement with MCR was approved by Council on November 28, 2016. Under the terms of the
16 agreements, MCR will install the new crossings. The estimated cost of this agreement for the City
17 is \$148,406.39. The City will be responsible for setting up detours and completing the associated
18 roadway work.

19 Construction will likely take place this summer. The road will likely need to be closed for two to
20 three days for each rail crossing to be replaced. Detours will be installed at the time of the
21 closures. Further, the City will have a separate contractor perform related street repairs associated
22 with the railroad work.

23 The City advertised for bids in February for the Railroad Crossing Improvements Project. The
24 following bids were opened on March 6, 2017:

25

CONTRACTOR	BID TOTAL
Park Construction Co.	\$149,138.80
Valley Paving, Inc.	\$169,951.99
Hardrives, Inc.	\$173,161.07
Bituminous Roadways, Inc.	\$184,837.40
Pember Companies, Inc.	\$191,663.65
New Look Contracting, Inc.	\$206,049.00
Asphalt Surface Technologies Corp	\$229,257.98
Forest Lake Contracting	\$236,666.00
North Valley, Inc.	\$237,632.94
<i>Engineers Estimate</i>	<i>\$164,661.00</i>

27 9 bids were received with Park Construction Co. being the lowest bidder with a bid of
 28 \$149,138.80, which is 10% lower than the Engineers Estimate.

29 **POLICY OBJECTIVE**

30 It is City policy to keep utility infrastructure in good operating condition and to keep systems
 31 operating in a safe condition

32 **FINANCIAL IMPACTS**

33 The cost of the work provided by MCR in the three Crossing Surface Installation Agreements is
 34 \$148,406.39. The City construction contract portion of the project is \$149,138.80. The City will
 35 use Municipal State Aid dollars to pay for the work. To offset the use of State Aid funds for this
 36 project, staff will be slightly reducing the amount of State Aid roads being resurfaced in the 2017
 37 Pavement Management Project.

38 **REQUESTED COUNCIL ACTION**

39 Motion approving a resolution awarding bid on the Railroad Crossings Improvement Project in the
 40 amount of \$149,138.80 to Park Construction Co.

41

Prepared by: Jesse Freihammer, City Engineer
 Attachments: A: Resolution
 B: Location Map

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
2 Roseville, County of Ramsey, Minnesota, was duly held on the 13th day of March, 2017, at
3 6:00 p.m.

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

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

RESOLUTION No.

**RESOLUTION AWARDING BIDS
FOR PROJECT 17-13**

RAILROAD CROSSINGS IMPROVEMENT PROJECT

8
9
10
11
12
13
14
15 WHEREAS, pursuant to advertisement for proposals for the improvement, according to the
16 plans and specifications thereof on file in the office of the Manager of said City, said bids were
17 received on Monday, March 6, 2017, at 11:00 a.m., opened and evaluated for best value
18 according to law and the following bids were received complying with the advertisement:

CONTRACTOR	BID TOTAL
Park Construction Co.	\$149,138.80
Valley Paving, Inc.	\$169,951.99
Hardrives, Inc.	\$173,161.07
Bituminous Roadways, Inc.	\$184,837.40
Pember Companies, Inc.	\$191,663.65
New Look Contracting, Inc.	\$206,049.00
Asphalt Surface Technologies Corp	\$229,257.98
Forest Lake Contracting	\$236,666.00
North Valley, Inc.	\$237,632.94
<i>Engineers Estimate</i>	<i>\$164,661.00</i>

19
20
21 WHEREAS, it appears that Park Construction, of Minneapolis, Minnesota is the lowest
22 responsible bidder at the tabulated price of \$149,138.80, and

23
24 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
25 Minnesota:

- 26
27 1. The Mayor and City Manager are hereby authorized and directed to enter into a contract
28 with Park Construction Co. for \$149,138.80 in the name of the City of Roseville for the
29 above improvements according to the plans and specifications thereof heretofore

30 approved by the City Council and on file in the office of the City Manager.
31 2. The City Manager is hereby authorized and directed to return forthwith to all bidders
32 the deposits made with their bids except the deposits of the successful bidder and the
33 next lowest bidder shall be retained until contracts have been signed.

34
35 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
36 Minnesota:

37
38 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
39 upon vote being taken thereon, the following voted in favor thereof: ; and and the following
40 voted against the same: .

41
42 WHEREUPON said resolution was declared duly passed and adopted.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

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

Department Approval



City Manager Approval



Item Description: Enter into a Professional Services Agreement with Perkins+Will for Consulting Services for the Rice and Larpenteur Area Visioning Plan & Enter into a Cooperative Funding Agreement with the Cities of St. Paul and Maplewood for Visioning Plan Fund Acknowledgement and Payment

BACKGROUND

1 On July 27, 2016, the cities of Roseville, St. Paul, and Maplewood partnered with Ramsey County to
2 host a dialogue with the community on how to revitalize and re-envision the Rice St. /Larpenteur
3 Ave. corridor. The St. Paul Area Chamber of Commerce (SPACC) facilitated the discussion and
4 consolidated community feedback. The July discussion was well attended and solidified the desire
5 for visioning along the corridor.
6

7
8 Elected officials, along with staff representatives from each municipality, met with Ramsey County
9 over the last year, and following the community discussion, to discuss ways the cities might
10 collaborate on revitalizing, reinvesting, and rejuvenating a corridor in need of attention and
11 intervention. The planning group developed a Request for Proposal (RFP) to solicit consulting
12 services for the creation of a Visioning Plan, and as a result, nine proposals were received. Staff and
13 the planning group reviewed the proposals and identified Perkins+Will as being a consultant team
14 that had the most comprehensive experience working with multi-jurisdictional corridors.
15 Perkins+Will also emphasized putting a plan to work by identifying short/medium/long term goals
16 or outcomes. Lastly, Perkins+Will approached their proposal for a visioning plan through a lens of
17 community health that resonated with each city.
18

19 The City of Roseville has agreed to act as Contract Manager on behalf of the three communities
20 funding the visioning plan. A copy of the Professional Services Agreement is attached as
21 Attachment A and includes a Scope of Services as Exhibit A. Due to the complexity of multi-
22 jurisdictional funding, the Professional Services Agreement also includes a Cooperative Funding
23 Agreement between the City of Roseville, the City of St. Paul Housing & Redevelopment Authority,
24 and the City of Maplewood. The Cooperative Funding Agreement is attached as Attachment B, and
25 is also referred to as Exhibit B in the Professional Services Agreement.
26

27 **POLICY OBJECTIVE**

28 The corridors at Rice and Larpenteur, which border Southeast Roseville, were identified as a priority
29 area in Roseville’s 2016 Policy Priority Plan.

30 **BUDGET IMPLICATIONS**

31 The City of Roseville Economic Development Authority allocated \$40,000 toward the
32 Rice/Larpenteur visioning plan.

33 **STAFF RECOMMENDATION**

34 Staff recommends the City Council make motion to enter into a Professional Services Agreement
35 with Perkins+Will for consulting services for the Rice and Larpenteur Area Visioning Plan

36
37 **and,**

38 Staff recommends entering into a Cooperative Funding Agreement with the Cities of St. Paul and
39 Maplewood for Visioning Plan fund acknowledgement and payment

40 **REQUESTED COUNCIL ACTION**

41 Make motion to enter into a Professional Services Agreement with Perkins+Will for consulting
42 services for the Rice and Larpenteur Area Visioning Plan

43
44 **and,**

45 Make motion to enter into a Cooperative Funding Agreement with the Cities of St. Paul and
46 Maplewood for Visioning Plan fund acknowledgement and payment

47

Prepared by: Kari Collins, Community Development Director

Attachments: A: Professional Services Agreement

B: Cooperative Funding Agreement

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

11 This Agreement (“Agreement”) is made on the 13th day of March, 2017, between the
12 City of Roseville, a municipal corporation (hereinafter “City”), and Perkins+Will, Inc., a
13 planning and urban design project management team (hereinafter “Consultant”).
14

15 **Preliminary Statement**
16

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

23 The City and Consultant agree as follows:
24

- 25 1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services
26 shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set
27 forth in Provision 3 below. The terms of this Agreement shall take precedence over and
28 supersede any provisions and/or conditions in any proposal submitted by the Consultant.
29
- 30 2. **Term.** The term of this Agreement shall be from April 1, 2017, through June 1, 2018, the
31 date of signature by the parties notwithstanding.
32
- 33 3. **Compensation for Services.** The City agrees to pay the Consultant upon the approval of
34 a Cooperative Funding Agreement described in Exhibit B attached hereto for the Work,
35 subject to the following:
36
- 37 A. Any changes in the Work which may result in an increase to the compensation due
38 the Consultant shall require prior written approval of the City. The City will not pay
39 additional compensation for Work that does not have such prior written approval.
40
- 41 B. Third party independent contractors and/or subcontractors may be retained by the
42 Consultant when required by the complex or specialized nature of the Work when
43 authorized in writing by the City. The Consultant shall be responsible for and shall
44 pay all costs and expenses payable to such third party contractors unless otherwise
45 agreed to by the parties in writing.
46

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

4. **City Assistance.** The City agrees to provide the Consultant with the following assistance concerning the Work to be performed hereunder:
- A. Depending on the nature of the Work, Consultant 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 Consultant to enter upon public and private land and property as required for the Consultant to perform and complete the Work.
 - B. The City shall furnish the Consultant with a copy of any special standards or criteria promulgated by the City relating to the Work, including but not limited to design and construction standards, that is needed by the Consultant in order to prepare for the performance of the Work.
 - C. A person shall be appointed to 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, interpret, and define the City’s policy 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.
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. The Consultant shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. 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. Each invoice shall contain the City’s project number and a progress summary showing the original (or amended) amount of the Agreement, current billing, past payments and unexpended balance due under the Agreement.
 - 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:

- 92 A. The City shall have the right to suspend the Work to be performed by the
 93 Consultant under this Agreement when it deems necessary to protect the City,
 94 residents of the City or others who are affected by the Work. If any Work to be
 95 performed by the Consultant is suspended in whole or in part by the City, the
 96 Consultant shall be paid for any services performed prior to the delivery upon
 97 Consultant of written notice from the City of such suspension.
 98
- 99 B. The Consultant shall be reimbursed for services performed by any third party
 100 independent contractors and/or subcontractors only if the City has authorized the
 101 retention of and has agreed to pay such persons or entities pursuant to Section 3B
 102 above.
 103
- 104 6. ***Project Manager and Staffing.*** The Consultant has designated John Slack (“Project
 105 Contact”) to perform and /or supervise the Work, and as the person for the City to contact
 106 and communicate with regarding the performance of the Work. The Project Contact shall
 107 be assisted by other employees of the Consultant as necessary to facilitate the completion
 108 of the Work in accordance with the terms and conditions of this Agreement. Consultant
 109 may not remove or replace Project Contracts without the prior approval of the City
 110 (which will not be unreasonably withheld), except where due to the staff member’s death,
 111 disability or termination of employment.
 112
- 113 7. ***Standard of Care.*** All Work performed by the Consultant under this Agreement shall be
 114 in accordance with appropriate professional skill and care, as exercised by design
 115 professionals performing professional services of like kind in Ramsey County,
 116 Minnesota.
 117
- 118 8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to,
 119 or prepared or assembled by the Consultant under this Agreement which the City requests
 120 to be kept confidential shall not be made available by the Consultant to any individual or
 121 organization without the City’s prior written approval. Any such information must be in
 122 writing and clearly identified as “confidential.” The Consultant’s confidentiality
 123 obligations will not apply to information that: (i) is in the public domain; (ii) is known by
 124 the Consultant at the time of its receipt from the City; (iii) is developed independently by
 125 the Consultant; or (iv) is received from others. The obligations of confidentiality do not
 126 apply to information required to be publicly disclosed in defense or assertion of any claim
 127 against or by the Consultant or otherwise by legal process or requirements. The books,
 128 records, documents and accounting procedures and practices of the Consultant or other
 129 parties relevant to this Agreement are subject to examination by the City and either the
 130 Legislative Auditor or the State Auditor for a period of six (6) years after the effective
 131 date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et
 132 seq. and the Minnesota Government Data Practices Act, to the extent the Act is
 133 applicable to data, documents, and other information in the possession of the Consultant.
 134
- 135 9. ***Termination.*** This Agreement may be terminated at any time by the City, with or
 136 without cause, by delivering to the Consultant at the address of the Consultant set forth
 137 on page 1, a written notice at least seven (7) days prior to the date of such termination.

138 The date of termination shall be stated in the notice. Upon termination the Consultant
139 shall be paid for services rendered (and reimbursable expenses incurred if required to be
140 paid by the City under this Agreement) by the Consultant through and until the date of
141 termination so long as the Consultant is not in default under this Agreement. If however,
142 the City terminates the Agreement because the Consultant is in default of its obligations
143 under this Agreement, no further payment shall be payable or due to the Consultant
144 following the delivery of the termination notice, and the City may, in addition to any
145 other rights or remedies it may have, retain another consultant to undertake or complete
146 the Work to be performed hereunder.

- 147
- 148 10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided
149 under this Agreement without the express written consent of the City. The Consultant
150 shall promptly pay any subcontractor involved in the performance of this Agreement as
151 required by the State Prompt Payment Act.
152
- 153 11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an
154 independent contractor and not an employee of the City. No statement herein shall be
155 construed so as to find the Consultant an employee of the City.
156
- 157 12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall
158 not discriminate against any person, contractor, vendor, employee or applicant for
159 employment because of race, color, creed, religion, national origin, sex, marital status,
160 status with regard to public assistance, disability, sexual orientation or age. The
161 Consultant shall post in places available to employees and applicants for employment,
162 notices setting forth the provision of this non-discrimination clause and stating that all
163 qualified applicants will receive consideration for employment. The Consultant shall
164 incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for
165 Work done under this Agreement, and will require all of its subcontractors performing
166 such Work to incorporate such requirements in all subcontracts for the performance of
167 the Work. The Consultant further agrees to comply with all aspects of the Minnesota
168 Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act
169 of 1964, and the Americans with Disabilities Act of 1990.
170
- 171 13. **Assignment.** Neither the Consultant nor the City shall assign this Agreement, or its rights
172 and/or obligations hereunder, without the prior written consent of the non-assigning
173 party.
174
- 175 14. **Services Not Provided For.** No claim for services furnished by the Consultant not
176 specifically provided for herein shall be paid by the City.
177
- 178 15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal,
179 state and local laws, statutes, ordinances, rules and regulations in the performance of the
180 Work. The Consultant and City, together with their respective agents and employees,
181 agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes
182 Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any
183 violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the

184 Work to be performed shall constitute a material breach of this Agreement and entitle the
 185 City to immediately terminate this Agreement.

186
 187 16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall
 188 not affect, in any respect, the validity of the remainder of this Agreement.
 189

190 17. **Indemnification.** To the fullest extent permitted under law, the Consultant agrees to
 191 defend, indemnify and hold the City, its Council, officers, agents and employees harmless
 192 from any liability, claims, damages, costs, judgments, or expenses, including reasonable
 193 attorney’s fees, resulting directly or indirectly from a negligent act or omissions
 194 (including without limitation professional errors or omissions) of the Consultant, its
 195 agents, employees, and/or subcontractors pertaining to the performance of the Work
 196 provided pursuant to this Agreement and against all losses by reason of the failure of said
 197 Consultant to fully perform, in any respect, all of the Consultant’s obligations under this
 198 Agreement.
 199

200 18. **Insurance.**
 201
 202 A. General Liability. Prior to starting the Work, the Consultant shall procure, maintain
 203 and pay for such insurance as will protect against claims for bodily injury or death,
 204 and for damage to property, including loss of use, which may arise out of operations
 205 by the Consultant or by any subcontractor of the Consultant, or by anyone employed
 206 by any of them, or by anyone for whose acts any of them may be liable. Such
 207 insurance shall include, but not be limited to, minimum coverages and limits of
 208 liability specified in this Provision 18 or required by law. Except as otherwise stated
 209 below, the policies shall name the City as an additional insured for the Work provided
 210 under this Agreement and shall provide that the Consultant’s coverage shall be
 211 primary and noncontributory in the event of a loss.
 212

213 B. The Consultant shall procure and maintain the following minimum insurance
 214 coverages and limits of liability with respect to the Work:
 215

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
Consultant):	
Commercial General Liability:	\$1,000,000 per occurrence
	\$2,000,000 general aggregate
	\$2,000,000 Products – Completed Operations
	Aggregate
	\$100,000 fire legal liability each occurrence
	\$5,000 medical expense

- 230 Comprehensive Automobile
231 Liability: \$1,000,000 combined single limit (shall include
232 coverage for all owned, hired and non-owned
233 vehicles.
234
- 235 C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO
236 form CG 0001, and shall include the following:
237
- 238 a. Personal injury with Employment Exclusion (if any) deleted;
 - 239
 - 240 b. Broad Form Contractual Liability coverage; and
 - 241
 - 242 c. Broad Form Property Damage coverage, including Completed Operations.
243
244
- 245 D. Professional Liability Insurance. The Consultant agrees to provide to the City a
246 certificate evidencing that it has in effect, with an insurance company in good
247 standing and authorized to do business in Minnesota, a professional liability insurance
248 policy. Said policy shall insure payment of damage for liability arising out of the
249 performance of professional services for the City, in the insured's capacity as the
250 Consultant, if such liability is caused by a n error, omission, or negligent act of the
251 insured or any person or organization for whom the insured is liable. Said policy
252 shall provide an aggregate limit of \$2,000,000. Said policy shall not name the City as
253 an additional insured.
254
- 255 E. Consultant shall maintain in effect all insurance coverages required under this
256 Provision 18 at Consultant's sole expense and with insurance companies licensed to
257 do business in the state in Minnesota and having a current A.M. Best rating of no less
258 than A-, unless otherwise agreed to by the City in writing. In addition to the
259 requirements stated above, the following applies to the insurance policies required
260 under this Provision:
261
- 262 a. All policies, except the Professional Liability Insurance policy, shall be written on
263 an "occurrence" form ("claims made" and "modified occurrence" forms are not
264 acceptable);
265
 - 266 b. All policies, except the Professional Liability Insurance and Worker's
267 Compensation Policies, shall contain a waiver of subrogation naming "the City of
268 Roseville";
269
 - 270 c. All policies, except the Professional Liability Insurance and Worker's
271 Compensation Policies, shall name "the City of Roseville" as an additional
272 insured;
273

- 274 d. All policies, except the Professional Liability Insurance and Worker's
275 Compensation Policies, shall insure the defense and indemnify obligations
276 assumed by Consultant under this Agreement; and
- 277
- 278 e. All policies shall contain a provision that coverages afforded thereunder shall not
279 be canceled or non-renewed or restrictive modifications added, without thirty (30)
280 days prior written notice to the City.

281
282 A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as
283 applicable, which evidences the compliance with this Paragraph 18, must be filed
284 with City prior to the start of Consultant's Work. Such documents evidencing
285 insurance shall be in a form acceptable to City and shall provide satisfactory evidence
286 that Consultant has complied with all insurance requirements. Renewal certificates
287 shall be provided to City prior to the expiration date of any of the required policies.
288 City will not be obligated, however, to review such declaration page, Rider,
289 Endorsement or certificates or other evidence of insurance, or to advise Consultant of
290 any deficiencies in such documents and receipt thereof shall not relieve Consultant
291 from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's
292 obligations hereunder. City reserves the right to examine any policy provided for
293 under this Provision 18.

294

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

311

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

- 314 a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing
315 performance of the indemnity obligation; or
- 316
- 317 b. Furnish a written acceptance of tender of defense and indemnity from
318 Consultant's insurance company.
- 319

320
 321
 322
 323
 324
 325
 326
 327
 328
 329
 330
 331
 332
 333
 334
 335
 336
 337
 338
 339
 340
 341
 342
 343
 344
 345
 346
 347
 348
 349
 350
 351
 352
 353
 354
 355
 356
 357
 358
 359
 360
 361
 362
 363
 364
 365

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

19. **Ownership of Documents.** Provided the Consultant has received all payments properly due under this Agreement, all plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (“Information”) shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
20. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating litigation or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No litigation or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.
21. **Annual Review.** Prior to each anniversary of the date 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.
22. **Conflicts.** No salaried officer or employee of the City and no member of the Board of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

- 366 25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is,
367 for any reason, held by a court of competent jurisdiction to be contrary to law, such
368 decision shall not affect the remaining provisions of this Agreement.
369
- 370 26. **Entire Agreement.** Unless stated otherwise in this Provision 26, the entire agreement of
371 the parties is contained in this Agreement. This Agreement supersedes all prior oral
372 agreements and negotiations between the parties relating to the subject matter hereof as
373 well as any previous agreements presently in effect between the parties relating to the
374 subject matter hereof. Any alterations, amendments, deletions, or waivers of the
375 provisions of this Agreement shall be valid only when expressed in writing and duly
376 signed by the parties, unless otherwise provided herein. The following agreements
377 supplement and are a part of this Agreement: None.
378
- 379 27. **Force Majeure.** The Consultant shall not be liable for failure to perform the contract or
380 meet any schedule of performance of services to the extent that any delay or impediment
381 arises from causes beyond the control and without the fault or negligence of the
382 Consultant. Examples of such causes include acts of God or of the public enemy, acts of
383 the City or third parties, fires, floods, pandemics or epidemics, quarantine restrictions,
384 strikes or labor actions, boycotts, freight embargoes, and unusually severe weather. If the
385 failure to perform is caused by the default of one or more of Consultant's subconsultants
386 at any tier, and if the cause of the default is beyond the control of both the Consultant and
387 such subconsultant, and without the fault or negligence of either, the Consultant shall not
388 be liable for any excess costs for failure to perform and shall be entitled to an equitable
389 adjustment of Consultant's fee.
390

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

393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414

CITY OF ROSEVILLE

Mayor

City Manager

PERKINS+WILL, INC.

By: _____

Its: _____

Activity 1 Project Management

Phase 1. DISCOVERY

Phase 1 of the planning process will focus on developing a community engagement strategy, synthesizing previous studies, examining the existing conditions, identifying market and economic development potential, and working with the community stakeholders to define opportunities for the Rice Street/Larpenteur Gateway project area. This Phase will include the scope of work activities identified in the RFP for Activity 1. Manage and facilitate Gateway Area Planning Committee, Activity 2. Community and Stakeholder Outreach Strategy, and Activity 3. Articulate Vision & Reinvestment Goals.

1.1 Community and stakeholder Engagement Plan

- Define stakeholder engagement process and meeting schedule.
- Define meeting schedule for Gateway Area Planning Committee (GPC) and Community Advisory Committee (CAG).
- Define process to engage other community stakeholders.

Deliverable: *Community Engagement Plan that clarifies goals, roles, number of meetings, and types of engagement to be performed by the Perkins+Will team. This will include a key understanding of the preparation and participation in key meetings and other community engagement activities*

1.2 Kick-Off Meetings with Project Manager, GPC and CAG and other identified key stakeholders.

- Discuss management strategy: Review roles, responsibilities, and expectations.
- Review and refine stakeholder engagement plan and meeting schedule with GPC, CAG and stakeholders
- Discuss desired project outcomes, project goals and objectives
- Collect base information
- Refine the work program for the study and resolve any questions regarding contract interpretation.
- Establish effective lines and means of communication.
- Establish a firm schedule and basis for all participants to work together to create a successful project.

Deliverable: *Agenda for kick off meeting, public participation and communications plan, and summary of meeting.*

1.3 Visioning Work Sessions

- Meet with Project Manager, GPC and CAG and other identified key stakeholders to identify, update, and verify the planning vision, goals, objectives, and assumptions to serve as the basis of the planning process
- SWOT Analysis: Strengths, Weakness, Opportunities and Threat Analysis for the project area.

Deliverable: *Broad-based community awareness of the priority of issues and objectives, define project vision, and update of community engagement and the design process.*

1.4 Review, analyze and integrate existing master planning projects, initiatives, and other relevant planning studies.

Existing plans will be reviewed include;

- Current land use and zoning
- Comprehensive Plan designations
- Property, infrastructure, and public conditions
- Vehicular and pedestrian infrastructure
- Transit service

Deliverable: *An understanding of the issues, plans and strategies developed in previous planning efforts and synthesis of the illustrations and recommendations from each study.*

1.5 Market Analysis

Our market analysis will be based on recent efforts and available data. We will review socioeconomic data for the study area and the region to determine key drivers of local economic activity and historical growth patterns. This will serve as the basis for forecasting future development potential. We also will review recent development data (residential, commercial, and industrial) for the study area and the metropolitan region by volume, type, and price point to determine market momentum and direction. We will familiarize ourselves with property values, conditions, ownership, and tenants of properties in the study area. This will allow us to identify near-term development opportunity sites. Based on measurable growth forecasts and input from interviews, we will characterize the support, in terms of market viability and absorption, for future development by type within the study area. We will use data and information from the following sources:

- US Census
- MN State Demographer
- Metropolitan Council
- The Cities of Roseville, St. Paul, and Maplewood
- CoStar
- Best practices
- Field research
- Stakeholder interviews

As necessary, we will also interview a cross section of local real estate experts (developers, brokers, designers, and planners) to gauge market direction for the study area. These interviews also will include fact finding regarding current development costs and will serve as the basis for estimating the financial barriers for certain types of development scenarios.

Deliverable: *Economic and Market Analysis Report that summarizes findings regarding the short and long-term opportunities for redevelopment within the project area.*

1.6 Urban Design Analysis

- Conduct a land use analysis and identify relevant City zoning and other land use regulations
- Conduct a Health Impact Analysis (HIA) for the project area to determine opportunities to improve the social, cultural, economic and environmental elements of the project area.
- Define opportunities for site related improvements and alignment based on possible facility modifications
- Define land acquisition opportunities or reclamation of existing land for “higher and better use”.
- Parking analysis, overall transportation issues, vehicular and pedestrian access and circulation.
- Identify open space and public realm opportunities related to recent planning
- Evaluate physical plant infrastructure capacity needs and technology infrastructure
- Analyze opportunities for building utilization, repurposing and redevelopment
- Graphic analysis of the street, block and parcel patterns to better understand connectivity and the public realm.

Deliverable: Summary of transportation, landuse, access-circulation, parking and infrastructure issues within the project area that will inform design and recommendations in the following phases.

1.7 Stakeholder Meetings

- Meet with and accept guidance from Project Manager, GPC and CAG and to present the findings to date, create a common base of information, discuss preliminary market overview and transportation assessment and gain consensus on the goals and objectives prior to moving on to the second phase of the planning process.
- It is intended that there will be monthly meetings with the GPC throughout the planning process and approximately 1-2 meetings in Phase 1 with the CAG.

Deliverable: Meeting with City staff(s) and key stakeholders to discuss deliverables from each identified project tasks. Discussion of upcoming Phase 2 activities and continued public engagement.

Phase 2. Vision and Alternatives

This phase will focus on the creation of alternative design solutions for the gateway project area and design recommendations for transitional areas, and on-going community engagement. This Phase will include the scope of work activities identified in the RFP for Activity 1. Manage and facilitate Gateway Area Planning Committee and Activity 4. Prepare Action Plan with implementation methods and strategies.

2.1 Town Hall Charrette #1

The two-day charrette process will be the primary focus of the study, and will be the primary event to establish a vision, plan options, preferred direction and steps towards implementation of the final plan.

We will utilize the NCI Charrette System format to ensure that primary stakeholders and the public understand, contribute to, and feel ownership of a preferred plan. The agenda of the Charrette will be based on the following outline:

Day 1: Organization and Education (Friday)

- Primary Stakeholder Reviews. Review of the charrette process and preparation for Public Workshop
- Public Workshop #1. Public presentation to outline project purpose, existing conditions analysis and feasibility studies, roles and process and opportunities for involvement. Charrette team will elicit input on existing conditions, values and future vision from the participants.
- Alternative Framework Development (Charrette Team). Charrette Team will use input from Public Workshop #1, Project Objectives and measures and technical information gathered to develop plan options for review. Plan options will be illustrated using framework diagrams, plan diagrams, and bird's eye and pedestrian-level perspective renderings and photomontages comparing existing and proposed conditions.

- Public presentation and moderated discussion on alternative framework plans. Charrette team will document input, viewpoints and ideas to be incorporated into the Preferred Plan.

Day 2: Concept Plan Development (Following Wednesday)

- Preferred Framework Plan Synthesis (Charrette Team). Charrette Team will use input from Public Workshop #1 to develop a Preferred Framework Plan that merges high-performing elements of the alternative concept, represents stakeholder and public consensus, and conforms to Project Objectives and measures and technical criteria. Plan options will be illustrated using concept diagrams, plan diagrams and bird's eye and pedestrian-level perspective renderings. This session will also define redevelopment catalyst sites for future exploration in Charrette #2.
- Public Open House #2. Charrette Team will present the preferred Framework Plan to the Public in a meeting / open house to solicit feedback.

Deliverable: *The Town Hall charrette process, design ideas that are developed and key findings/outcomes will be documented and summarized.*

2.2 Stakeholder Meetings

- Meet with, accept guidance from Project Manager, GPC and CAG, and to present the findings to date, develop broad concepts for incorporation into the master plan, to review alternatives, make recommendations on work product in Phase 2, and discuss upcoming efforts in Phase 3 of the planning process.
- It is intended that there will be monthly meetings with the GPC throughout the planning process and approximately 1-2 meetings in Phase 2 with the CAG.

Deliverable: *Meeting with City staff(s) and key stakeholders to discuss deliverables from each identified project tasks. Discussion of upcoming Phase 3 activities and continued public engagement.*

2.3 Prepare draft framework plan that synthesizes feedback

- Analyze, synthesize and report findings from the feedback sessions and other input to demonstrate how the input has informed a draft of the master plan.

Deliverable: *Draft schematic level plan(s) that illustrate the primary recommendations and site design reflecting urban design principles, project area vision, goals and objectives.*

Phase 3. REDEVELOPMENT SITES AND IMPLEMENTATION action plan

This phase will focus on the refinement of a preferred design alternative for and the creation of a draft implementation action plan. This Phase will include the scope of work activities identified in the RFP for ongoing Activity 1. Manage and facilitate Gateway Area Planning Committee and Activity 5. Prepare Draft and Final Report.

3.1 Town Hall Charrette #2

This one-day charrette process will focus on developing concepts for redevelopment of key catalyst sites and developing strategies towards implementation of the final plan. The agenda of the Charrette will be based on the following outline:

Day 1: Redevelopment and Implementation (day of week to be determined)

- Primary Stakeholder Reviews. Review of the charrette process and preparation for Public Workshop
- Alternative redevelopment options for catalyst sites (Charrette Team). Charrette Team will develop redevelopment options for the catalyst sites. Plan options will be illustrated using diagrams, plan diagrams, and bird's eye and pedestrian-level perspective renderings and photomontages comparing existing and proposed conditions.
- Develop Implementation Strategies. Charrette Team will use input from Public Workshop #1 to develop Implementation Strategies that identifies key strategies, resources and phasing for related improvements. The implementation strategies will also represent stakeholder and public consensus and conform to Project Objectives, measures, and technical criteria.
- Public Open House #1. Presentation and moderated discussion on alternative redevelopment plans. Charrette team will document input, viewpoints and ideas to be incorporated into the Preferred Plan and implementation strategies.

Deliverable: *The Town Hall charrette process, design recommendations that are developed and key findings/outcomes will be documented and summarized.*

3.2 Prepare concept redevelopment plans that synthesize preferred options

- Analyze, synthesize and report findings from the feedback sessions and other input to demonstrate how the input has informed the final redevelopment options for catalyst sites.

Deliverable: *Based on the selected sites, draft redevelopment scenarios will be generated that respond to the overall desired goals and objectives and delivered to the City and stakeholder groups for review.*

3.3 Create draft Implementation Action plan with broad phasing (short/mid/long term) with estimates of costs

- Implementation Plan - Define short (1-5 year), mid (6-15 year), and long-term (16-20 year) building recommendations (demolition, right size, mothball, renovate, leasing, or additions) to improve campus.
- The plan will include graphic illustrations and maps to demonstrate the potential for changes within the Gateway Area boundaries.
- Overall Land Use Plan and Zoning Recommendations - Propose an incremental guide for improvement to reach the short, mid and long-term vision. Design guidelines and development standards
- Overall Redevelopment Opportunities – Define specific uses at individual locations.

- Overall Access and Circulation – Improved access and circulation changes for transit, bicycles, pedestrians, and vehicular. This will also include additional or modified community and transportation facilities and services
- Overall Public Realm Plan – Enhanced streetscape improvements
- Overall Livability – Define enhanced livability improvements that could include; public safety recommendations, incorporation of street trees, lighting, green infrastructure and others.
- Create cost estimates with related timeframe (short, mid or long term) for plan components and identification of funding sources/ partnerships

Deliverable: *Agreement on the appropriate strategies, time lines, and assigned responsibilities.*

3.4 Stakeholder Meetings

- Meet with and accept guidance from Project Manager, GPC and CAG and to develop broad concepts for incorporation into the master plan, to review alternatives, and to make recommendations.
- Meet with, accept guidance from Project Manager, GPC and CAG, and to present the findings to date, refine design concepts and recommendations, discuss implementation strategies and phasing, and discuss upcoming efforts in Phase 4 of the planning process.
- It is intended that there will be monthly meetings with the GPC throughout the planning process and approximately 1-2 meetings in Phase 3 with the CAG.

Deliverable: *Meeting with City staff(s) and key stakeholders to discuss deliverables from each identified project tasks. Discussion of upcoming Phase 4 activities and continued public engagement.*

Phase 4. DOCUMENTATION

This phase will focus on the creation of a final report and presentation to individual governmental bodies. This Phase will include the scope of work activities identified in the RFP for ongoing Activity 1. Manage and facilitate Gateway Area Planning Committee, Activity 5. Prepare Draft and Final Report and Activity 6. Presentations of Plan Individual Governmental Bodies

4.1 Create draft final master plan report that synthesizes each element of the plan. A draft report will be provided to the GPC and the CAG for review and comment prior to finalization.

Deliverables: *Draft master plan report will be developed and sent to City staff(s) and defined stakeholders for review.*

4.2 Finalize master plan document: executive summary, maps, narrative, site drawings, diagrams, tables, renderings and perspectives. The Consulting Team will prepare a final report with an executive summary, including text, tables and maps, that summarizes the work accomplished and could be used for grant applications or similar implementation activities.

Deliverables:

- *Prepare final narrative, plan diagrams and graphics of master plan and components*
- *Publish final master plan report and create electronic files*
 - *Executive Summary (interactive pdf)*
- *Define number of bound copies of the final document plus one unbound copy ready for reproduction.*

4.3 Stakeholder Meetings

- Meet with and accept guidance from Project Manager, GPC and CAG and to discuss final document preparation, other outstanding issues, and final engagement activities.
- It is intended that there will be monthly meetings with the GPC throughout the planning process and approximately one meeting in Phase 4 with the CAG.

Deliverable: Meeting with City staff(s) and key stakeholders to discuss deliverables from each identified project tasks. Discussion of upcoming activities and continued public engagement.

4.4 Presentation of plan individual governmental bodies. The Consulting Team will make one presentation of the final plan to an advisory or decision-making body of each of the Cities.

Deliverable: Attend final presentations to individual cities.

**COOPERATIVE FUNDING AGREEMENT
RICE ST. AND LARPENTEUR AVE. GATEWAY AREA VISIONING CONSULTING SERVICES**

THIS COOPERATIVE FUNDING AGREEMENT is between the City of Maplewood, the City of Roseville, and the Saint Paul Housing and Redevelopment Authority (HRA) (collectively referred to as “Collaborative Agency Partners”) as of the last date of signature of the parties below.

WHEREAS, the Collaborative Agency Partners border each other in an area approximately located at the intersection of Rice Street and Larpenteur Avenue in Ramsey County, Minnesota (“Border Area”);

WHEREAS, the Collaborative Agency Partners have a mutual interest in identifying critical redevelopment and reinvestment opportunities within the Border Area and across municipal boundaries;

WHEREAS, the Collaborative Agency Partners desire to identify such opportunities through the preparation of a Rice Street/Larpenteur Avenue Gateway Area Visioning Plan (“Visioning Plan”);

WHEREAS, each Collaborative Agency Partner is willing to contribute financial support to fund the professional design services necessary to create the Visioning Plan;

WHEREAS, the Collaborative Agency Partners desire to centralize the funding of such professional design services through a Contract Manager; and,

WHEREAS, the Collaborative Agency Partners desire to memorialize in writing their respective obligations through this Cooperative Funding Agreement.

NOW, THEREFORE, intending to be bound by the mutual promises and obligations contained herein, the parties hereby agree as follows:

- 1. Contract Manager.** The City of Roseville shall serve as the Contract Manager for the purposes of this Agreement and hereby agrees to the following obligations:
 - A. The Contract Manager shall solicit, execute, and manage a Professional Services Agreement with a professional design firm for the creation of a Rice Street/Larpenteur Avenue Gateway Area Visioning Plan.
 - B. Prior to execution of such Professional Services Agreement, the Contract Manager shall consult with representatives of each Collaborative Agency Partner to determine the appropriate desired scope of services, identity of the design firm, and material contractual terms.
 - C. Disburse payments to the selected design firm from funds collected pursuant to Section 2 below in an amount not to exceed \$100,000.00.
 - D. Prior to making disbursements, Contract Manager shall provide copies of invoices to the Collaborative Agency Partners for review and approval.

- 2. Financial Contributions.** The Collaborative Agency Partners shall each contribute financial support to satisfy contractual fees and expenses incurred by the Professional Services Agreement referenced in Section 1 above. Such financial support shall be proportionate to the following methodology:
 - A. The Saint Paul HRA shall contribute 50% of the total contractual cost, up to a maximum total amount of \$50,000.00.
 - B. The City of Maplewood shall contribute 10% of the total contractual cost, up to a maximum total amount of \$10,000.00.
 - C. The City of Roseville shall contribute 40% of the total contractual cost, up to a maximum total amount of \$40,000.00.

Each Collaborative Agency Partner shall remit its proportional financial contribution to the Contract Manager no later than April 1, 2017.

In the event the Contract Manager is unable to secure a Professional Services Agreement under Section 1 above in an amount not to exceed \$100,000 budget, the parties agree to meet and confer in good faith to determine collectively agreeable amendments to the financial contribution methodology and/or individual maximum contribution amounts.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in unused funds, such remaining amount shall be refunded to the Collaborative Agency Partners in the same proportional methodology as their financial contributions.

3. **Indemnification.** Each Party shall be liable for its own acts to the extent provided by law and hereby agrees to defend, indemnify and hold harmless other Party, and its officers, employees and agents, against any and all liability, loss, costs, damages, expenses, claims or actions, including reasonable attorneys' fees, which the other Party may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the indemnifying Party, and its officers, employees or agents, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. Nothing in this Agreement shall require a Party to defend, indemnify or hold harmless the other Party for the other Party's own acts or omissions.

4. **Liability Limitations.** It is understood and agreed that the Parties' liability shall be limited by the provisions of Minnesota Statutes, chapter 466, and/or other applicable law. The hold harmless provision of this Agreement does not constitute a waiver by any Party of any limitations on liability provided under Minnesota Statutes, section 466.04, as amended. To the fullest extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a) as amended. Each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party. Each Party agrees to promptly notify the other Party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, involving or reasonably likely to involve the other Party, and arising out of acts or omissions related to this Agreement.

5. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

6. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

7. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Ramsey County, Minnesota.

8. **Government Data/Privacy.** Each Party, its employees, officials and agents, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

9. **Waiver.** The waiver by either Party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

10. **Notices.** All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

To Roseville: _____

To Maplewood: _____

To Saint Paul: _____

11. **Savings Clause.** If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

12. **Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

13. **Effective Date.** This Agreement is effective on the date last executed by one of the Parties below.

IN WITNESS WHEREOF, the City of Roseville and Collaborative Agency Partners have caused this Cooperative Funding Agreement to be executed by their duly authorized representatives.

CITY OF ROSEVILLE

By: _____

Its: _____

Date: _____

By: _____

Its: _____

Date: _____

Saint Paul Housing and Redevelopment Authority

By: _____

Its: _____

Date: _____

CITY OF MAPLEWOOD

By: _____

Its: _____

Date: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2017
Item No.: 9.k

Department Approval



City Manager Approval



Item Description: Approved Oasis Pond Project Agreement

1 **BACKGROUND**

2 Oasis Pond is located in Oasis Park, east of Fairview Avenue, south of County Road C2,
3 and north of Terrace Drive. The entire pond and park property is owned by the City of
4 Roseville, and is a DNR public water (#62-205W). Oasis Pond is approximately 10 acres in
5 size with a normal water level of 896.18 and contains a sediment basin located between the
6 inlet of Ramsey County Ditch 4 (RCD 4) and the pond's outlet control structure. The inflow
7 from RCD 4 is a product of mostly untreated runoff from upstream residential, commercial, and light
8 industrial land uses.

9 Oasis Pond currently provides a valuable function in trapping coarse sediment from RCD 4,
10 but its outflow still contains substantial concentrations of fine sediment and dissolved
11 phosphorus. Rice Creek Watershed District (RCWD) monitoring data from 2011 to 2014 of
12 the outflow from Oasis Pond in RCD 4 indicates dissolved phosphorus comprises (on
13 average) 33% of the total phosphorus concentration.

14 The RCWD in partnership with the City is proposing to improve the water quality treatment
15 of Oasis Pond through the installation of an iron enhanced sand filter (IESF) located near
16 Lincoln Avenue to the south of an existing sanitary sewer lift station. The proposed design
17 will utilize a pump, storm sewer pipe, and manholes to move water from Oasis Pond to a
18 constructed basin with the IESF. The project also incorporates valves that will allow staff to
19 winterize the system, and then turn the system back on in the spring when weather allows.

20 The pumped stormwater filters through the iron enhanced sand and into an underdrain that
21 will route water back to RCD 4. By enhancing sand with iron, it will provide a greater level
22 of treatment by creating a chemical reaction with the phosphorus. Dissolved phosphorus
23 reacts with the iron and is turned into a solid where it will precipitate out of solution, and
24 improve water quality.

25 The project will remove 34 pounds of phosphorus on an annual basis, and will remove 850
26 pounds of phosphorus over the 25 year life span. One pound of phosphorus can produce
27 up to 500 pounds of algae in a water resource. By removing 34 pounds annually, the project
28 can remove 8.5 tons of algae from downstream water resources. RCD 4 drains into Little
29 Lake Johanna which is currently listed as impaired for nutrients (phosphorus) with the
30 MPCA.

31 **FINANCIAL IMPACTS**

32 The total estimated project cost is \$310,000 which equates to approximately \$200,000 for
33 construction, \$50,000 for contingency, and \$60,000 for engineering. RCWD in partnership with
34 the City applied for a Board of Water and Soil Resources Clean Water Land and Legacy Grant,
35 and was awarded \$280,000.

36 The City's financial impact is \$10,000 in matching money for the grant. The City will also be
37 required to maintain the project for 25 years. During the 25 years, the City will do routine
38 maintenance which will include vegetation management, cleaning filters, removing debris, etc.

39 RCWD and the City will partner on costs associated with major repairs that would include filter
40 media replacement, pump and electrical component replacement, etc. RCWD will complete all
41 grant associated reporting requirements.

42 **STAFF RECOMMENDATION**

43 Staff recommends the Council approve the Oasis Pond Project Agreement with the Rice Creek
44 Watershed District.

45 **REQUESTED COUNCIL ACTION**

46 Motion to approve entering into a Project Agreement with the Rice Creek Watershed District for
47 the Oasis Pond Project.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A: Oasis Pond Project Agreement w/ Exhibits
B: Location Map

**PROJECT AGREEMENT BETWEEN
THE CITY OF ROSEVILLE AND THE RICE CREEK WATERSHED DISTRICT
FOR THE CONSTRUCTION, OPERATION AND MAINTENANCE OF
THE OASIS POND IRON-ENHANCED SAND FILTER PROJECT**

THIS AGREEMENT is made and entered into this ____ day of _____, 2017, by and between the City of Roseville, Minnesota, a municipal corporation (hereinafter "City") and the Rice Creek Watershed District, a special purpose unit of local government under Minnesota Statutes Chapters 103B and 103D (hereinafter "District").

WHEREAS, in January 2010, the District adopted its Watershed Management Plan (most recently amended in November 2016) which includes implementation of iron-enhanced sand filters in the Southwest Urban Lakes area of the watershed;

WHEREAS, in May 2013, the City adopted its Comprehensive Surface Water Management Plan which includes implementation of Total Maximum Daily Load studies for impaired waterbodies within and downstream of the City within the plan's capital improvement program;

WHEREAS, in July 2016, the District prepared a Feasibility Report detailing the Oasis Pond Iron-Enhanced Sand Filter Project (hereinafter "Project");

WHEREAS, the District and City entered into an intergovernmental agreement to cooperate on the submittal of a Clean Water Fund Grant (hereinafter "Grant") application to the Board of Water and Soil Resources (hereinafter "BWSR") for the Project;

WHEREAS, under the intergovernmental agreement the District and City agreed to certain obligations related to the Grant application, cost allocation, construction, operation and maintenance of the Project;

WHEREAS, the District submitted the Grant application, was successful in its proposal, and BWSR awarded a Grant to be used to pay a portion of the cost of the Project;

WHEREAS, the District and City have worked cooperatively to develop goals and objectives for the Project, a concept construction design for the Project, a cost allocation between the City, Watershed and Schools for construction of the Project, and a plan for maintenance of the Project, once constructed;

WHEREAS, the District, by its Project Engineer, has provided the City with concept construction plans designating the required areas for access, construction, staging and materials storage, along with a construction timeline indicating the period for which the areas are required, to include the time necessary for restoration;

WHEREAS, all access, construction, staging and materials storage, as well as future maintenance activity is anticipated to occur on City owned property;

WHEREAS, prior to expending funds under the Grant, the Grant Agreement requires that the City provide the District assurances regarding operation and maintenance of the Project by the City for a period of 25 years as well as a 25-year access agreement on City property for the purpose of inspecting or correcting damage to the Project and maintenance of the Project;

WHEREAS, Minnesota Statutes Chapter 471.59 provides that two or more governmental units, by agreement entered into through action of their governing bodies, may cooperate to provide for the division of costs and other material elements of improvement projects; and,

NOW, THEREFORE, based on the foregoing recitals which are incorporated fully into this Agreement, the District, duly authorized by its governing body and upon resolution of the Board of Managers, and the City, duly authorized by its governing body and upon resolution of the City Council, agree as follows:

SECTION A: Access Agreement

1. The District, its employees and contractors may have access to the City property, within the areas delineated and labeled as "Construction Limits" and "Access Route," as indicated on the "Access Agreement Exhibit" incorporated herein as **Exhibit A**, hereinafter referred to as the "Project Area". Access is granted for construction of the Project, including land disturbance, excavation, filling, recontouring of adjacent, City-owned land, dewatering, structural and bioengineered features, seeding and planting, staging, stockpiling, installations to protect work-in-progress and public safety, and all other operations convenient or necessary for construction of the Project within the Project Area. Should access routes identified in the agreement become unusable or unavailable during the course of construction, the City will work in good faith with the District to identify reasonably convenient alternative routes to access the Project Area.
2. The right of entry and occupation described in paragraph 1 commences immediately for design purposes and on April 1, 2018 for construction purposes. The right ceases on December 31, 2019, or earlier upon completion of the Project. The District shall give the City at least one week notice before initial entry for construction. Subject to adjustments in the District's discretion, the intent of the District is to perform construction of the Project according to the work schedule incorporated herein as **Exhibit B**.
3. The City agrees to work in good faith with the District to accommodate reasonable adjustments to the construction schedule requiring extensions of time to this access agreement.
4. The City will, in a timely manner, give the District any information in its possession regarding subsurface structures, utilities or other physical features within the Project Area relevant to construction of the Project. The City will cooperate with the District in securing permits and approvals in its status as landowner, and will timely process any permit or approval that it requires. Pursuant to Minnesota Statutes Section 103D.335, subd. 24, the City will not charge a fee for any such permit or approval.

5. The District may periodically enter and occupy portions of the Project Area for a period of 25 years from the date of substantial completion of the Project, in order to inspect and maintain the Project. On the District's request, the City will provide reasonably convenient access and work area for inspection and maintenance of the Project. The District shall provide at least one week written notice to the City before using any motorized equipment for inspection or maintenance of the Project. The District will be responsible for any impact or disturbance of land as a result of maintenance during the 25-year maintenance period. The District will repair all impacts or disturbed areas to preexisting conditions, except where the City waives such requirement in writing.

Section B: Construction of the Project

6. Construction of the Project will conform to the following:
 - a. The District is responsible for letting all contracts related to the construction of the Project in accordance with all applicable laws. The District shall also be responsible for administering the contracts and for overseeing the work.
 - b. The District will repair all disturbances and improvements within the Project Area, except those to be permanently altered by the Project, to their preexisting condition, except where the City waives such requirement in writing. In the event disturbed areas cannot be restored to pre-existing conditions, the District shall submit proposed restoration changes to the City for approval.
 - c. The District shall require its contractor to meet all local requirements for traffic control and public safety, to provide for public safety, and to keep the Project site free of trash, debris and nuisance conditions.
 - d. The District shall require its contractor to name the City as an additional insured with primary coverage on a noncontributory basis under its commercial general liability policy, with a coverage limit of at least \$1.5 million per claim and aggregate. Coverage limits may be met by excess or umbrella policies. The City will be named as a holder and will receive a certificate of insurance before contractor entry for construction.
7. The City will not be responsible for any part of the cost of Project design, construction or required permits except for its own costs to meet its responsibilities under this Agreement and except as indicated in the "Ownership and Maintenance Responsibilities" and "Financial Obligations" sections below.
8. The District will defend and indemnify the City, its officials and its employees; and hold the City, its officials and its employees harmless; from any and all actions, costs, damages and liabilities of any nature to the degree they are the result of any action or omission of the District in the design, construction or maintenance of the Project that is the basis for the District's liability in law or equity.

9. Upon substantial completion, but before a certificate of completion issues, the District will give the City written notice and fourteen (14) calendar days to inspect the Project. Upon concurrence of the City that the Project has been completed according to the plans and specifications, the District may issue a certificate of completion. Notwithstanding the foregoing, the District will work cooperatively with the City to pursue any claims for defective work or warranty repairs against the contractors, as needed.

Section C: Ownership and Maintenance Responsibilities

10. The Project, once completed, will consist of an Iron-Enhanced Sand Filter and Pump System as indicated on **Exhibit C**.
11. The City and District shall cooperate in the development of operations and maintenance plans and agreements for the infrastructure.
12. Upon completion of the Project, the City shall take ownership and assume all operation and maintenance obligations for the Iron-Enhanced Sand Filter & Pump System in accordance with the approved operations and maintenance plans.

Section D: Financial Obligations

13. The City shall pay \$10,000 to the District as its contribution to the Grant's local match requirement, within 30 days of invoice receipt and upon the District's issuance of a "Notice to Proceed" to the selected contractor. The District shall be responsible for all other Project-related design and construction costs.
14. The City shall pay for any City-requested changes or amenities made a part of the Project (i.e. enhanced or decorative lighting, signage, paving, park benches or other improvements).
15. The City shall be responsible for the cost of minor maintenance and operation for a period of at least 25 years and will continue operation and maintenance thereafter until such time as the facility is abandoned as an improvement of the City. If after 25 years the Project is abandoned, the City shall be responsible for remediation of the facility.
16. The District and City will equally share the cost of major maintenance or repair work for a period of 25 years. The District and City each agree to work in good faith with each other to determine which actions constitute "major maintenance or repair work" (i.e. pump repair/replacement, pipe repair/replacement, filter media replacement, etc.), and are distinguished from "minor maintenance" (i.e. cleaning filters, removal of debris, maintenance of vegetation, etc.).

Section E: Miscellaneous Provisions

17. The District and City shall collaborate to erect and maintain public information and educational signage in conformance with reasonable size and location conditions.

18. District staff shall be responsible for completing all Grant reporting activities.
19. The project bidding process must adhere to MN Statutes 471.345, et seq. (Uniform Municipal Contracting Law).
20. The Project specifications must include Non-discrimination and Prevailing Wage provisions as required by the Grant.
21. The Grant agreement between the District and BWSR is incorporated into this Agreement and attached as **Exhibit D**.
22. The parties agree to comply with all laws, ordinances and regulations of Minnesota applicable to this Agreement and the construction of the Project. This Agreement shall be construed and enforced according to the laws of Minnesota.
23. Except as specified above, each party will be responsible for claims and damages resulting from the acts, errors and omissions of its officers, employees and agents and will defend and indemnify the other party for any such claims; provided, however, that nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which either party is entitled under Minnesota Statutes, Chapter 466, or otherwise.
24. Any notices or correspondence required to be given under this Agreement or any statute or ordinance shall be in writing and shall be deemed to be given if delivered personally or mailed postage-prepaid by certified mail, return receipt requested:

As to the City

City of Roseville
 2660 Civic Center Dr.
 Roseville, MN 55113
 ATTN: City Manager
 CC: Public Works Director

As to the District

Rice Creek Watershed District
 4325 Pheasant Ridge Dr. NE #611
 Blaine, MN 55449-4539
 ATTN: Administrator

or at such other address as either party may, from time to time, notify the other in writing in accordance with this paragraph.

25. In the event that any provision of this Agreement is held to be invalid, illegal or unenforceable by any court of competent jurisdiction, such holding shall pertain only to such section and shall not invalidate or render unenforceable any other provision of this Agreement.

26. If either party waives any default or non-performance by the other party in writing, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.
27. The preamble and recitals set forth on pages one and two of this Agreement are incorporated into and made a part of this Agreement.
28. The paragraph and section headings used in this Agreement have no legal significance and are used solely for convenience of reference.
29. This Agreement and attached Exhibits hereto, evidence the entire agreement between the parties relating to the subject matter addressed herein and supersedes all other prior agreements and understandings, written or oral, between the parties.
30. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto or their successors.
31. This Agreement is not intended to and shall not create rights of any character whatsoever in favor of any person, corporation, association or entity other than the parties to this Agreement and their successors and assigns, and the obligations herein assumed are solely for the use and benefit of the parties to this Agreement and their successors and assigns.
32. The parties hereto agree that neither party shall assign, sublet, transfer or pledge this Agreement and/or the services to be performed hereunder, whether in whole or in part, without the prior written consent of the non-assigning party.
33. For the convenience of the parties, any number of counterparts hereof may be executed and each such executed counterpart shall be deemed an original, but all such counterparts together shall constitute one in the same Agreement.
34. Data provided to either party or received from either party under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

[The remainder of this page is intentionally blank.]

[Signature pages follow.]

IN TESTIMONY WHEREOF, the Rice Creek Watershed District has caused this Agreement to be executed effective the day and year first above written.

RICE CREEK WATERSHED DISTRICT

By: _____
Patricia Preiner, President, Board of Managers

IN TESTIMONY WHEREOF, the City of Roseville has caused this Agreement to be executed effective the day and year first above written.

CITY OF ROSEVILLE

By: _____
Dan Roe, Mayor

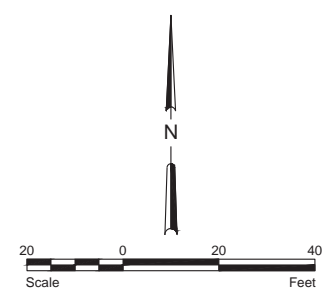
By: _____
Pat Trudgeon, City Manager

This document drafted by:

Rinke Noonan (JCK)
1015 W. St. Germain St., Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
(320) 251-6700
File No. 16266-0037

EXHIBIT A

ACCESS AGREEMENT EXHIBIT



LEGEND

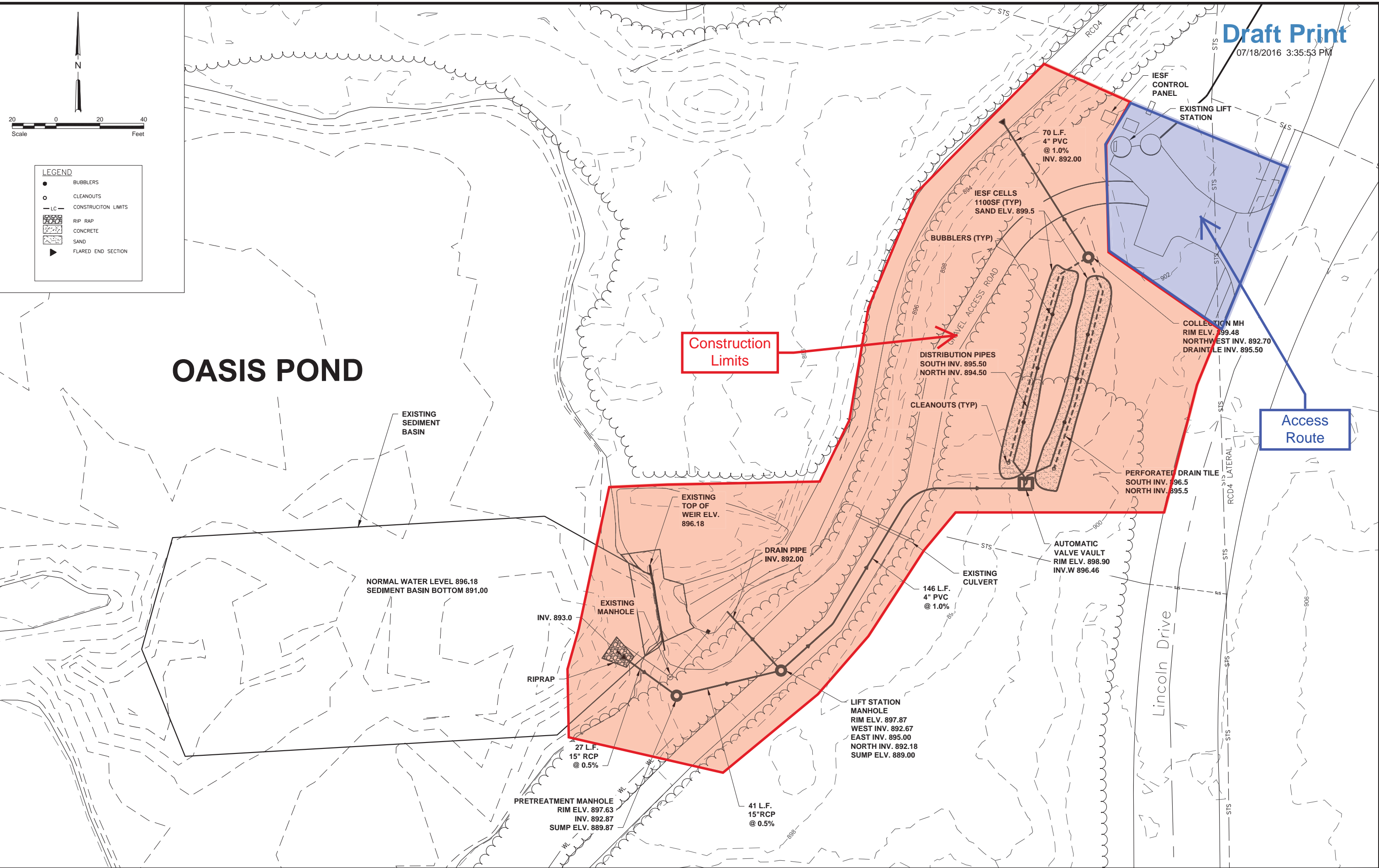
- BUBBLERS
- CLEANOUTS
- LC - CONSTRUCTION LIMITS
- ▨ RIP RAP
- ▨ CONCRETE
- ▨ SAND
- ▶ FLARED END SECTION

OASIS POND

Construction Limits

Access Route

H:\Maple Grove\RCWD\IBN\5555-268_001_Oasis_Pond_IESF_CAD\Plans\5555268001-IESF-Feasibility.dwg, Layout: 7/18/2016 2:20 PM (b) (pre)



No.	Revision	Date	By

EXHIBIT A



Maple Grove
 Drawn by WS Date 7-11-2016
 Checked by GB Scale AS SHOWN

OASIS POND LAYOUT
 RICE CREEK WATERSHED DISTRICT

CONCEPT LAYOUT
 PROJECT NO. 5555-268

SHEET
 1

EXHIBIT B

CONSTRUCTION SCHEDULE

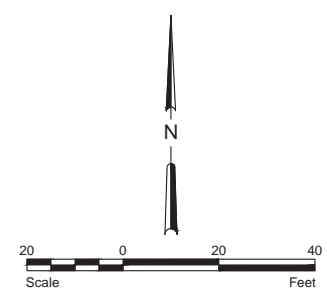
EXHIBIT B

ESTIMATED APPROXIMATE WORK SCHEDULE

June 1, 2018	Construction Site Preparations & Staging Begin <i>(Project Area Closed to Public)</i>
August 31, 2018	Substantial Completion of Construction
September 1, 2018	Stabilization & Revegetation Activities Begin
October 31, 2018	Final Stabilization & Project Construction Complete <i>(Project Area Opened to Public)</i>

EXHIBIT C

PROJECT COMPONENTS IDENTIFICATION



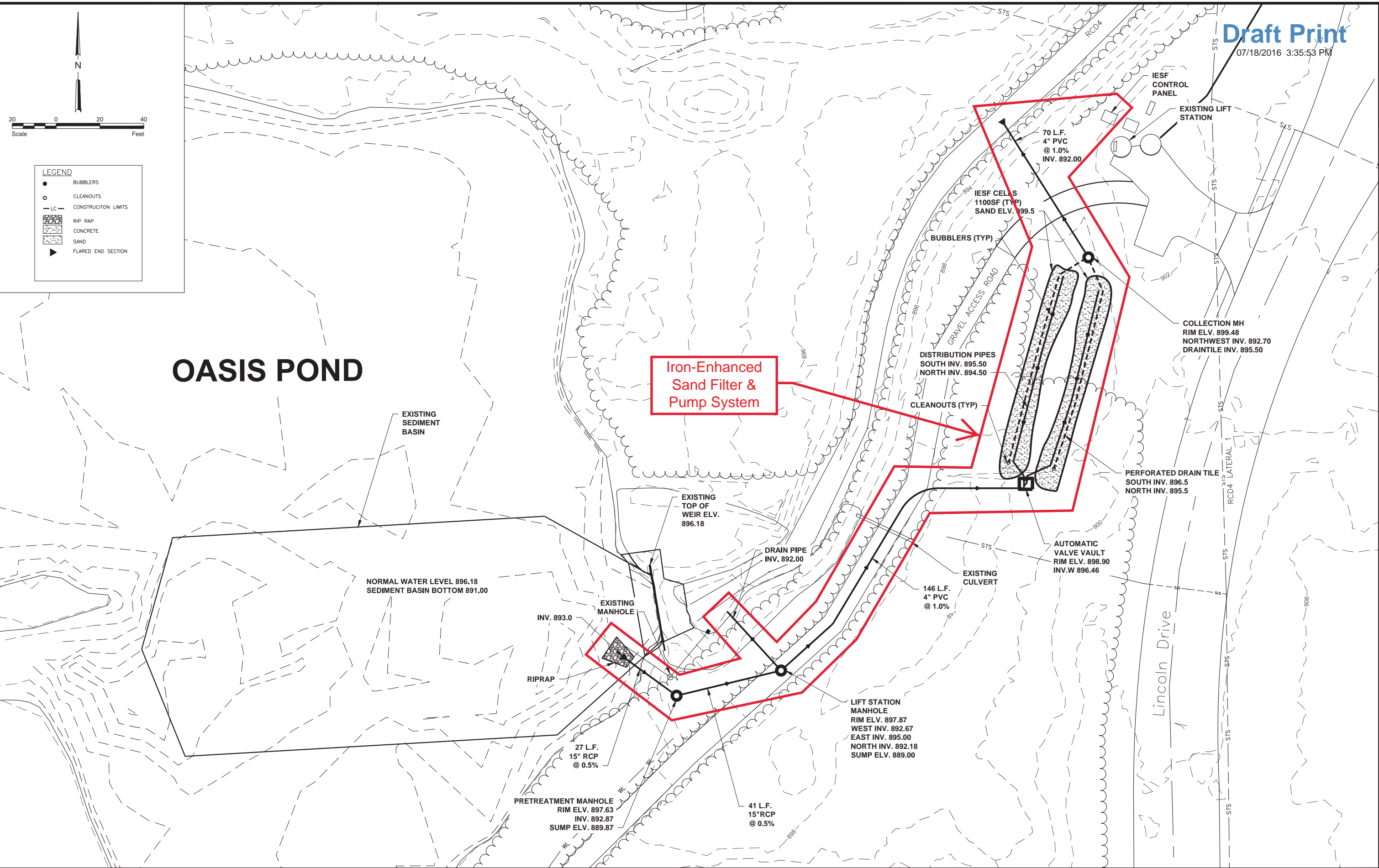
LEGEND

- BUBBLERS
- CLEANOUTS
- LC - CONSTRUCTION LIMITS
- ▨ RIP RAP
- ▨ CONCRETE
- ▨ SAND
- ▶ FLARED END SECTION

OASIS POND

Iron-Enhanced Sand Filter & Pump System

H:\Maple Grove\RCWD\IBN\5555-268_001_Oasis_Pond_IESF_CAD\Plans\5555268001-IESF-Feasibility.dwg, Layout: 7/18/2016 2:20 PM - (b) (pre)



No.	Revision	Date	By

EXHIBIT C



Maple Grove
 Drawn by WS Date 7-11-2016
 Checked by GB Scale AS SHOWN

OASIS POND LAYOUT
 RICE CREEK WATERSHED DISTRICT

CONCEPT LAYOUT
 PROJECT NO. 5555-268

SHEET
 1

EXHIBIT D

BWSR GRANT AGREEMENT AND WORK PLAN



**FY 2017 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
COMPETITIVE GRANTS PROGRAM
GRANT AGREEMENT**

Vendor:	0000195928	VN#:	
PO#:	3000007785	Date Paid:	

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Rice Creek WD, 4325 Pheasant Ridge Dr NE #611 Blaine Minnesota 55449** (Grantee).

<i>This grant is for the following Grant Programs :</i>		
C17-8732	Oasis Pond Iron-Enhanced Sand Filter Project	\$280,000

Total Grant Awarded: \$280,000

Recitals

1. Minnesota Statutes 103B.101, subd. 9 (1), and 103B.3369, authorize the Board to award this grant.
2. The Laws of Minnesota 2015, 1st Special Session, Chapter 2, Article 2, Section 7(b – Projects and Practices) (c – Accelerated Implementation) (h – Community Partners) and (k – multi-purpose drainage), appropriated Clean Water Fund (CWF) funds to the Board for the FY 2017 Competitive Grants Program.
3. The Minnesota Department of Health transferred funds to the Board for the Well Sealing Grant Program.
4. The Board adopted the FY 2017 Clean Water Fund Competitive Grants Policy and authorized the FY 2017 Competitive Grants Program in Board Resolution 16-52.
5. The Board adopted Board Resolution 16-98 to allocate funds for the FY 2017 Competitive Grants Programs.
6. The Grantee has submitted a BWSR approved work plan for this Program which is incorporated into this agreement by reference.
7. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.
8. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Marcey Westrick, Clean Water Coordinator, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, 651-284-4153, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is: **Phil Belfiori, Administrator
Rice Creek Watershed District
4325 Pheasant Ridge Drive NE #611
Blaine, MN 55449
(763) 398-3071**

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. **Term of Grant Agreement**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd.5. **The State's Authorized Representative will notify the Grantee when this grant agreement has been executed. The Grantee must not begin work under this grant agreement until it is executed.**
 - 1.2. **Expiration date:** December 31, 2019, or until all obligations have been satisfactorily fulfilled, whichever comes first.

- 1.3. **Survival of Terms:** The following clauses survive the expiration or cancellation of this Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 18. Intellectual Property Rights.

2. Grantee's Duties

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Agreement by reference.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
 - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
 - 2.2.2. The Grantee will display on its website the previous calendar year's detailed information on the expenditure of these State grant funds and measurable outcomes as a result of the expenditure of these State grant funds according to the format specified by the BWSR, by March 15 of each year.
 - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2020 or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
- 2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Terms of Payment

- 4.1. Grant funds will be distributed in three installments: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by BWSR. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the grantee and approved by BWSR.
- 4.2. All costs must be incurred within the grant period.
- 4.3. All incurred costs must be paid before the amount of unspent grant funds is determined. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount stated above.
- 4.5. This grant includes an advance payment of 50 percent of the grant's total amount. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.
- 4.6. Contracting and Bidding Requirements per Minn. Stat. §471.345, Grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.
 - 4.6.1. If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
 - 4.6.2. If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).

- 4.6.3. If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- 4.6.4. Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.6.5. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5. Conditions of Payment

All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as set forth in this Agreement and in the BWSR approved work plan for this program. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, FY 2017 Clean Water Fund Competitive Grants Policy, and regulations. All Grantees must follow the Grants Administration manual policy. Minnesota Statutes §103C.401 (2014) establishes BWSR's obligation to assure program compliance. If the noncompliance is severe, or if work under the grant agreement is found by BWSR to be unsatisfactory or performed in violation of federal, state, or local law, BWSR has the authority to require the repayment of grant funds, or an additional penalty. Penalties can be assessed at a rate up to 150% of the grant agreement.

The Minnesota Department of Administration's Office of Grants Management Policy on Grant Closeout Evaluation (Policy 08 – 13) requires the Board to consider a grant applicant's past performance before awarding subsequent grants to them. The Board must consider a grant applicant's performance on prior grants before making a new grant award of over \$5,000. The Board may withhold payment on this and grants from other programs if the Grantee is not in compliance with all Board reporting requirements.

6. Assignment, Amendments, and Waiver

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original agreement or any amendments thereto.
- 6.3. **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. State Audits

Under Minn. Stat. § 16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

- 8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

8.2. The Grantee or designated local unit of government implementing this Agreement will provide for an audit that meets the standards of the Office of State Auditor. The audit must cover the duration of the Agreement Period and be performed within one year after the end of the Agreement Period or when routinely audited, whichever occurs first. Copies of the audit report must be provided to the Board if requested.

9. Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. Publicity and Endorsement

11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

12. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination

13.1. The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

14. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Prevailing Wage

It is the responsibility of the Grantee or contractor to pay prevailing wages on construction projects to which State prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality.

16. Constitutional Compliance

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding use of Clean Water Funds to supplement traditional sources of funding.

17. Signage

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, article 3, section 5 (b) for Clean Water Fund projects.

18. Intellectual Property Rights

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Rice Creek Watershed District

Board of Water and Soil Resources

By: _____
(print)

By: _____

(signature)

Title: Administrator

Title: _____

Date: _____

Date: _____



Grant All-Detail Report Projects and Practices 2017

Grant Title - Oasis Pond Iron-Enhanced Sand Filter Project

Grant ID - C17-8732

Organization - Rice Creek WD

Grant Awarded Amount	\$280,000.00	Grant Execution Date	
Required Match Amount	\$70,000.00	Grant End Date	12/31/2019
Required Match %	25%	Grant Day To Day Contact	Kyle Axtell

Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$280,000.00	\$0.00	\$280,000.00
Total Match Amount	\$70,000.00	\$0.00	\$70,000.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$350,000.00	\$0.00	\$350,000.00

**Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Match
Construction	Urban Stormwater Management Practices	Current State Grant	Oasis Pond Iron-Enhanced Sand Filter Project	\$240,000.00			N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction	
						Date	Match
Construction	Urban Stormwater Management Practices	Local Fund	RCWD Match	\$0.00			Y
Construction	Urban Stormwater Management Practices	Local Fund	Roseville Match	\$10,000.00			Y
Design & Engineering	Technical/Engineering Assistance	Current State Grant	Oasis Pond Iron-Enhanced Sand Filter Project	\$40,000.00			N
Design & Engineering	Technical/Engineering Assistance	Local Fund	RCWD Match	\$20,000.00			Y
Project Development	Project Development	Local Fund	RCWD Match	\$40,000.00			Y

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
712M - Bioretention Basin	1	1	1 COUNT	0 COUNT

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
---------------	----------------	---------------	-----------	------------------	----------

Final Indicators Summary

Indicator Name	Total Value	Unit
----------------	-------------	------

Grant Activity

Grant Activity - Construction	
Description	<p>This activity covers the construction of all project components proposed for the Oasis Pond Iron-Enhanced Sand Filter (IESF) Project, including installation of interpretive signage within the park in the vicinity of the project. The primary features of the project will include a lift station (pump) system with an intake to pull water from Oasis Pond and distribute it via a small forcemain to two IESF cells. There will be a control system that operates automatically, switching pump flows from one basin to the other as dictated by the operations plan. Pumped water will drain through the IESF cells for treatment (phosphorus removal) and then will be discharged back to Ramsey County Ditch 4 through drain tiles under the cells. The ditch then flows to Little Lake Johanna, which is the subject of an excess nutrients TMDL. This project is expected to produce an average pollutant reduction of 34 pounds of total phosphorus annually.</p> <p>The RCWD intends to retain the services of Houston Engineering, Inc. (HEI) as the engineer for this project. HEI serves as the District's regular consulting engineer and has experience with the design of similar systems. RCWD will serve as "Owner" for the construction contract. The City of Roseville will serve in an advisory capacity as project partner during construction.</p>
Category	URBAN STORMWATER MANAGEMENT PRACTICES
Start Date	End Date
Has Rates and Hours?	No
Actual Results	

Activity Action - Oasis Pond IESF			
Practice	712M - Bioretention Basin	Count of Activities	1
Description	Iron-Enhanced Sand Filter at Oasis Pond; removes dissolved phosphorus from runoff flowing through Ramsey County Ditch 4 to Little Lake Johanna.		
Proposed Size / Units	1.00 COUNT	Lifespan	25 Years
Actual Size/Units	COUNT	Installed Date	
Mapped Activities	1 Point(s)		

Grant Activity - Design & Engineering

Description	<p>This activity covers all project work related to development of concept, preliminary and final plans and specifications for the Oasis Pond Iron-Enhanced Sand Filter Project, as well as permitting, bidding, contract management and construction oversight. These activities will all be undertaken by the District Engineer, Houston Engineering, Inc. (HEI) under the direction of RCWD staff.</p> <p>HEI employs licensed Professional Engineers, has experience with the design of similar systems, and has successfully filled this role many times for the RCWD over the last 8+ years.</p>		
Category	TECHNICAL/ENGINEERING ASSISTANCE		
Start Date		End Date	
Has Rates and Hours?	No		
Actual Results			

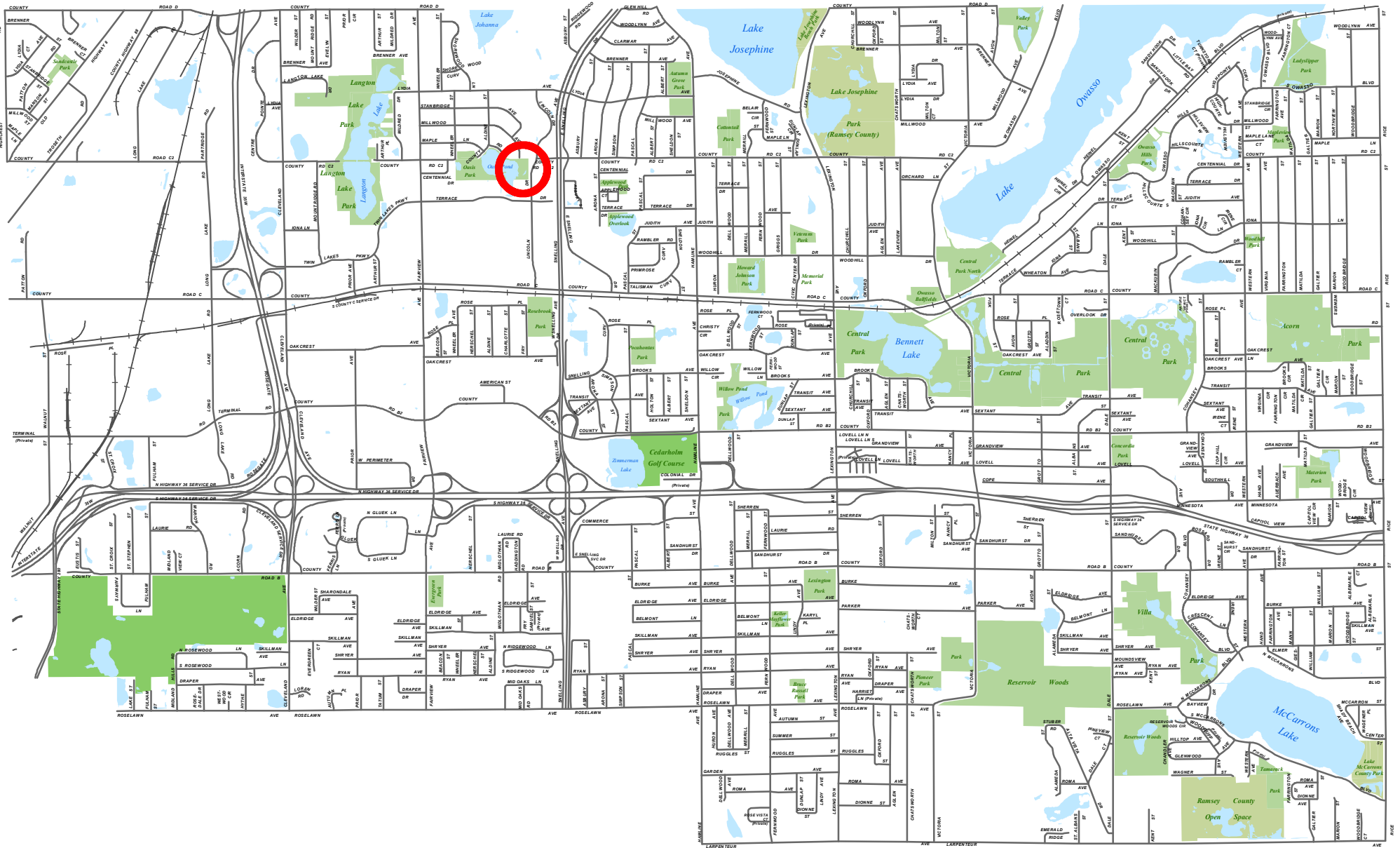
Grant Activity - Project Development

Description	<p>This activity includes all RCWD staff time devoted to the project, including grant administration, education & outreach, and other project development activities.</p> <p>Expenses for the RCWD's engineer and legal counsel associated with project development efforts will also be reported here. All RCWD staff time devoted to this project will be reported as matching funds. Grant funds will not be spent on RCWD staff time.</p> <p>The RCWD will work immediately to execute an agreement with the City of Roseville providing proper assurances for access, construction, operation and maintenance for this project, which will be submitted to BWSR for review prior to execution. The assurances will be executed prior to the expense of any grant funds on the project.</p>		
Category	PROJECT DEVELOPMENT		
Start Date		End Date	
Has Rates and Hours?	Yes		
Actual Results			

Grant Attachments

Document Name	Document Type	Description
---------------	---------------	-------------

Document Name	Document Type	Description
2017 Competitive Grant	Grant Agreement	2017 Competitive Grant - Rice Creek WD
Application	Workflow Generated	Workflow Generated - Application - 08/08/2016
Oasis Pond IESF Feasibility Report	Grant	Oasis Pond Iron-Enhanced Sand Filter Project
grantmap_17074_2016-08-05_02-55-18-PM.jpg	Grant	Oasis Pond Iron-Enhanced Sand Filter Project



Oasis Pond Project Location



Prepared by:
Engineering Department
March 07, 2017

Data Sources and Contacts:
 * Ramsey County GIS Base Map (2/6/17)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2650 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 map 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 was accurate from, and the City does not warrant that the GIS Data can be used for engineering, planning or other purposes requiring accurate measurements. If reliance is placed on this map, the user assumes all liability. The engineering disclaimer is provided pursuant to Minnesota Statutes 246C.03, Subd. 21 (2005), and the user certifies and acknowledges that the City shall not be liable for any damages, and hereby 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 are not of the user's scope or use of data provided.



mapfile: OasisPond.mxd
 map: OasisPond.pdf

