

**Mayor:**  
Dan Roe



**Address:**  
2660 Civic Center Dr.  
Roseville, MN 55113

**Councilmembers:**  
Jason Etten  
Lisa Laliberte  
Tammy McGehee  
Robert Willmus

**City Council Agenda  
Monday, September 25, 2017  
City Council Chambers**

**Phone:**  
651-792-7000

**Website:**  
[www.cityofroseville.com](http://www.cityofroseville.com)

1. 6:15 P.M. Roll Call  
Voting & Seating Order: Willmus, Laliberte, Etten, McGehee, and Roe
2. 6:16 P.M. Pledge of Allegiance
3. 6:17 P.M. Approve Agenda
4. 6:20 P.M. Public Comment
5. 6:25 P.M. Recognition, Donations and Communications
6. 6:30 P.M. Items Removed from Consent Agenda
7. Business Items
  - 7.A. 6:35 P.M. Introduce New St. Paul Area Chamber of Commerce (SPACC)  
President, B Kyle  
  
Documents:  
  
[REQUEST FOR CITY COUNCIL ACTION.PDF](#)
  - 7.B. 6:45 P.M. Public Hearing to Approve/Deny an On-Sale and Sunday  
Intoxicating Liquor License for Crave Hospitality Roseville, LLC. dba  
Crave located at 1595 HWY 36, Suite 1025  
  
Documents:  
  
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
  - 7.C. 6:50 P.M. Appoint member to Human Rights, Inclusion and Engagement  
Commission  
  
Documents:  
  
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
  - 7.D. 6:55 P.M. Adopt a Preliminary 2018 Tax Levy and Budget  
  
Documents:  
  
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
  - 7.E. 7:35 P.M. Adopt the 2018 Preliminary EDA Tax Levy

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 7.F. 7:40 P.M. Receive presentation of the final summary of the input received during Phase 1 of the comprehensive plan update's community engagement effort. (PROJ0037)

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 7.G. 8:00 P.M. Consider a Concept Planned Unit Development to amend Planned Unit Development 1177 (Centre Pointe Business Park) to allow College or post-secondary school, office based, as a permitted use on 2955 Centre Pointe Drive (PF17-014)

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

8. 8:40 P.M. Approve Minutes
- 8.A. Approve City Council Minutes from September 11
9. 8:45 P.M. Approve Consent Agenda
- 9.A. Approve Payments

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 9.B. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 9.C. Authorize MnDOT Community Roadside Landscape Partnership Program Application

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 9.D. Approve Easement Agreement for 2095 & 2105 Midlothian Road

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 9.E. Approve 1681 Rice Street Non-Residential Stormwater Impact Fee Special Assessment Agreement

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 9.F. Approve Cooperative Agreements with Ramsey County for Parks Renewal Pathway Project

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 9.G. Approve Resolution Awarding Bid for Parks Renewal Pathway Project

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 9.H. Approve 1996 and 2004 Eldridge Avenue Drainage Easement Acquisition

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 9.I. Approve Temporary Gambling Permit - St. Rose of Lima Church

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

10. 8:50 P.M. Council and City Manager Communications, Reports and Announcements
11. 8:55 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
12. 9:00 P.M. Adjourn

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

Date: September 25, 2017  
Item No.: 7.a

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Department Approval



City Manager Approval



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Item Description: Introduce New St. Paul Area Chamber of Commerce (SPACC) President, B Kyle

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1 **BACKGROUND**

2 The St. Paul Area Chamber of Commerce (SPACC) recently named Brenda (B) Kyle as the new  
3 Chamber President.

4 As President/CEO of the Saint Paul Area Chamber of Commerce, B represents over 1,200 Twin  
5 Cities companies of all sizes and industries, as well as non-profit and government organizations. The  
6 Saint Paul Area Chamber of Commerce is a dynamic network of businesses and individuals, and is  
7 known for its strong advocacy both at a regional and state level on behalf of the business  
8 community.

9  
10 Within the community, B is a Midway Chamber of Commerce board member. She also is the 2015-  
11 17 President of the Minnesota Precision Manufacturing Association (MPMA), and is editor-in-chief  
12 of its bi-monthly trade journal, *Precision Manufacturing*.

13  
14 B graduated from the College of Saint Benedict and is a veteran of the U.S. Army. Prior to her work  
15 at the Chamber, she spent 11 years at the Saint Paul Port Authority, ultimately co-leading its  
16 development work in Saint Paul on projects such as the Treasure Island Center, CHS Field, the Saint  
17 Paul Police Department's Public Safety Training Facility, and Major League Soccer.

18  
19 **REQUESTED COUNCIL ACTION**

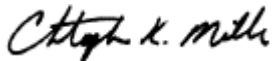
20 None

Prepared by: Kari Collins, Community Development Director

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

Date: 9/25/2017  
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Public Hearing to Approve/Deny an On-Sale and Sunday Intoxicating Liquor License for Crave Hospitality Roseville, LLC. dba Crave located at 1595 HWY 36, Suite 1025.

**BACKGROUND**

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

- ❖ Crave Hospitality Roseville, LLC. dba Crave – On-Sale and Sunday Intoxicating Liquor License

Crave is a new restaurant to Roseville which also has 6 locations around the metro area. Their submitted application is complete.

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

**POLICY OBJECTIVE**

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

**FINANCIAL IMPACTS**

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

**STAFF RECOMMENDATION**

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

**REQUESTED COUNCIL ACTION**

Motion to approve Crave Hospitality Roseville, LLC. dba Crave's request for an On-Sale and Sunday Intoxicating Liquor License located at 1595 HWY 36, Suite 1025.

Prepared by: Chris Miller, Finance Director  
Attachments: A: Craves Application



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7500 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: 10/1/17 To: 12/31/17

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

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

Fee(s): On Sale License fee: \$ 1750.00 Sunday License fee: \$ 50.00 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: Crave Hospitality Roseville, LLC DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
(corporation, partnership, LLC, or Individual)

Zip Code 55113 County Ramsey Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Business Trade Name Crave Business Address 1595 Hwy 36 City Roseville

Licensee's Federal Tax ID # 36-4866996 West Space #1025  
(To apply call IRS 800-829-4933)

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

Home Address 201 5th St # 2120 City Mpls Licensee's MN Tax ID # S230860

Keyvan James Talebi  
 Partner/Officer Name (First Middle Last)

Kam Michael Talebi  
 Partner/Officer Name (First Middle Last)

DOB Social Security # Home Address

Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

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

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

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: QBE Policy # 646 132 5 739

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: September 25, 2017  
Item No.: 7.c

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Department Approval

City Manager Approval



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Item Description: Appoint member to Human Rights, Inclusion and Engagement Commission

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1

2 **BACKGROUND**

3

4 The City has a vacancy on the Human Rights, Inclusion and Engagement Commission for a term  
5 that expires March 31, 2019. The City advertised for applicants and received two applications.

6

7 On September 18, the Council interviewed the two applicants for the position.

8 **REQUESTED COUNCIL ACTION**

9

10 Appoint \_\_\_\_\_ to the HRIE Commission for term ending March 31, 2019.

11

12

13

14 **Prepared by: Rebecca Olson, Assistant City Manager**

15 Attachments: A: Applications

**Full Name:** James Reyerson  
**Company:** HRIE  
**Home Address:** [REDACTED]  
 Roseville, MN 55113  
**Home:** [REDACTED]

First Name	James
Last Name	Reyerson
Address 1	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
How many years have you been a Roseville resident?	1
Commissions	Human Rights, Inclusion and Engagement, Planning, Police Civic Service, Public Works, Environment & Transportation
Commission preference	Human Rights, Inclusion and Engagement
Commission preference	Police Civil Service
This application is for	New Term
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Commission?	Human Rights, Inclusion, and Engagement: I would like to bring my unique experience to assist the city of Roseville in making it the best city



in the state of Minnesota. I have been strongly involved in numerous communities across the nation and feel that I could bring fresh ideas and a unique perspective to the Human Rights, Inclusion, and Engagement Commission. I grew up in Roseville and understand the complexity of the city on various levels. As a minority, I have an invested interest in the success the city of Roseville and ensuring that all people within the city work together to make the city a great place to live. Police Civil Service: I have served in various sworn law enforcement positions throughout the United States. I have serviced in the largest Police Department in the Country (NYPD) and with the Federal Government. I currently am sworn law enforcement officer with the State of Minnesota. I believe that I could bring a unique perspective and experience to the Police Civil Service Commission. I strongly believe in the importance of hiring the right people and in the correct manner to take the immense responsibility of being a Police Officer. It is extremely important to me that the hiring process is monitored so that the right Police Officers serve and protect myself and my family.

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What is your view of the role of this Commission?

The role of the Human Rights, Inclusion, and Engagement Commission is to ensure full participation in the civic engagement, community relations, and ensure that there are no instances of human rights violations. Additionally, advising the city council city involvement of activities that support community relations. Finally, coordinate and propose events, programs, and presentations that support engagement of the city of Roseville. I researched the Human Rights, Inclusion, and Engagement Commission and feel as though I have a strong understanding of its missions and obligations. The role of the Police Civil Service Commission is to review the employment practices of the Police Department to ensure fairness and that it aligns with state statute. Furthermore, monitors and corrects concerning hiring practices. I have researched the Police Civil Service Commission and feel as though I have a strong understanding of its mission and obligations. Being that I applied and went through the application process with the Roseville Police Department I believe I have a unique perspective on this process.

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Civic and Volunteer Activities

I currently volunteer with Twin Cities Big Brother Little Brother program. I have had a little brother for four years.

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Work Experience

I started my career as a Police Officer with the NYPD. I was then hired as a Special Agent with the Drug Enforcement Administration (DEA). I then worked at UCare in Minneapolis Minnesota as an Investigator with the Special Investigations Unit. Finally, I currently work with Minnesota Department of Commerce Fraud Bureau as a Special Agent (Criminal Investigator). The majority of my career to include my current position has

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been as a sworn peace officer.

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Education	Bachelor's Degree in Criminology with a minor in Sociology from the University of Tampa. Masters of Business Administration (MBA) from Southern New Hampshire University.
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Is there additional information you would like the City Council to consider regarding your application?	I am extremely motivated and excited about working with Roseville's city counsel to make the City of Roseville a even better place. Thank you.
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Preferred method to be contacted  
*City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.*

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Preferred method to be contacted	Telephone
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Please provide alternative phone number or email if different from above

██████████

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

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Minnesota Government Data Practices Act	Yes
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Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone
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Background Authorization	Yes
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Acknowledgement	Yes
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**Full Name:** John Lutter  
**Company:** HRIE  
**Home Address:** [Redacted]  
Roseville, MN 55113  
**Mobile:** [Redacted]  
**E-mail:** [Redacted]

First Name	John
Last Name	lutter
Address 1	[Redacted]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[Redacted]
Email Address	[Redacted]
How many years have you been a Roseville resident?	17
Commissions	Human Rights, Inclusion and Engagement
Commission preference	Human Rights, Inclusion and Engagement
Commission preference	Parks & Recreation
This application is for	New Term
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Commission?	Inclusion is fundamental to good government. It also results in better delivery of city services.

What is your view of the role of this Commission? To engage more Roseville residents, especially those who are underrepresented in city government, to participate in government. To identify new ways to engage residents and to evaluate strategies for engagement already in place.

---

Civic and Volunteer Activities Youth assistant soccer coach for teams in U8 to U18. University of Minnesota SJMC Alumni Society Board member 2008-2014 (President 2009-11).

---

Work Experience I have worked as a copywriter at a number of Twin Cities advertising agencies since 1983. In 2015 I started a freelance copywriting business, Churn LLC, in Roseville. View my profile at <https://www.linkedin.com> Visit the churnLLC website: churnLLC.com

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Education University of Minnesota SJMC BA in Journalism 1980

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Is there additional information you would like the City Council to consider regarding your application? *Field not completed.*

---

Preferred method to be contacted  
*City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.*

---

Preferred method to be contacted Email

---

Please provide alternative phone number or email if different from above *Field not completed.*

---

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

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Minnesota Government Data Practices Act Yes

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Minnesota Statute §13.601. subd. 3(b) Email Address

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Background Authorization	Yes
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Acknowledgement	Yes
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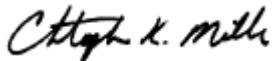
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**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 09/25/2017

Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Adopt a Preliminary 2018 Tax Levy and Budget

**BACKGROUND**

At the March 20, 2017 City Council meeting, the Council endorsed a general timeline for the 2018 budget process with the understanding that the calendar could change. The general timeline is as follows:

<b>2018 Budget Process Timeline</b>			<b>Estimated</b>
<b>Discussion Topic</b>	<b>Date</b>	<b>Regular or</b>	<b>Discussion</b>
		<b>Worksess.</b>	<b>Time (mins.)</b>
Review Ramsey County Assessed Market Value Data	5/15/2017	w/s	15
Receive 2018-2037 Capital Improvement Plan	5/15/2017	w/s	45
Review Impacts from the 2017 Legislative Session (a)	6/19/2017	regular	10
Review Citizen Comments on 2018 Budget Priorities (a)	6/19/2017	regular	30
Receive City Council Budgetary Goals	7/17/2017	w/s	30
EDA Budget & Tax Levy Discussion	7/18/2017	w/s	30
Receive the 2018 City Manager Recommended Budget	8/28/2017	regular	45
Receive Budget Recommendations from the Finance Commission	9/18/2017	w/s	30
Adopt Preliminary Budget, Tax Levy, & EDA Levy	9/25/2017	regular	20
Review & Adopt 2018 Proposed Utility Rates	11/13/2017	w/s	30
Review & Adopt 2018 Proposed Fee Schedule	11/13/2017	w/s	30
Final Budget Hearing (Truth-in-Taxation Hearing)	12/4/2017	regular	20
Adopt Final EDA Tax Levy	12/11/2017	regular	10
Adopt Final Budget, CIP & Tax Levy	12/11/2017	regular	20

The City Council is now asked to adopt a preliminary 2018 Tax Levy and Budget.

State Statute requires all cities in excess of 2,500 in population, to adopt a preliminary tax levy by September 30th for the upcoming fiscal year. Once the preliminary levy is adopted it can be lowered, but not increased. Historically, the City has also adopted an accompanying preliminary Budget which establishes the need for a tax levy.

The adoption of a preliminary tax levy and budget does not preclude further review. It is anticipated that additional budget-related discussions will be held later this year leading up to the adoption of the final 2018 tax levy and budget tentatively scheduled for December 11, 2017.

19 **2018 Recommended Tax Levy & Budget**

20 The City Council received the 2018 City Manager Recommended Tax Levy and Budget on August 28,  
21 2017. The 2018 Recommended Tax Levy is \$20,175,505, an increase of \$662,445 or 3.39%. The impact  
22 on residents will vary depending on the property’s value and change in value relative to other properties  
23 in the city.

24  
25 With this recommended levy, a median-valued home that experiences an expected 4.3% increase in value,  
26 can expect to pay approximately \$75.75 per month; a decrease of \$0.21. This is independent of the  
27 impacts that will result from a higher EDA Levy and utility rate increases which are estimated to be a  
28 decrease of \$0.05 and an increase of \$1.98 respectively. This is depicted in the table below.

29

<b>Budget Impact on Median-Valued Home</b> (monthly)				
	<u>2017</u>	<u>2018</u>	<u>\$ Chg.</u>	<u>% Chg.</u>
Property Tax Levy: City (a)	\$ 75.96	\$ 75.75	\$ (0.21)	-0.3%
Property Tax Levy: EDA	1.50	1.45	(0.05)	-3.3%
Utility Rates	56.17	58.15	1.98	3.5%
	\$ 133.63	\$ 135.35	\$ 1.72	1.3%

30 (a) **3.39%** City Levy increase, 1% EDA Levy increase, 3.5% Utility Rate Increase

31  
32 The overall 2018 City Manager Recommended Budget is \$54,239,230, an increase of \$2,275,495 from  
33 the previous year. The Budget for the property tax-supported programs is \$30,443,715, an increase of  
34 \$1,173,375 or 4.0%.

35  
36 A summary and reconciliation of the 2018 Recommended Tax Levy & Tax-Supported Operating Budget  
37 is included in *Attachment D*. Budget (spending) highlights include:

- 38
- 39 ■ \$122,515 in net new funding for three additional full-time firefighters
- 40 ■ \$35,140 in new funding for the Police Cadet position
- 41 ■ \$166,000 in new funding for the Pavement Management Program and \$14,000 for the Building  
42 Replacement Fund
- 43 ■ Approximately \$700,000 in additional funding to address employee wage & benefits impacts
- 44

45 As noted in the narrative portion of the Recommended Budget presented on 8/28/17, the projected impact  
46 on residents is relatively small thanks in large part to the significant growth in the City’s tax base. This  
47 presents an opportunity to address a couple of structural budget challenges including our continued  
48 reliance on the use of cash reserves and the long-term funding gap in our Capital Improvement Plan.  
49 *Attachment E* provides a variety of tax levy options, along with the impact on the median single-family  
50 home.

51  
52 While there is value in any decision that creates greater financial sustainability, Staff recommends that  
53 the Council consider the near-term financial challenges of having a structurally-balanced budget before  
54 addressing longer-term concerns.

55 **POLICY OBJECTIVE**

56 Adopting a preliminary budget and tax levy is required under Mn State Statutes.

57

58 **FINANCIAL IMPACTS**

59 See above.

60 **STAFF RECOMMENDATION**

61 Staff Recommends the Council adopt the preliminary 2018 Tax Levy and Budget as outlined in this  
62 report and in the attached resolutions.

63 **REQUESTED COUNCIL ACTION**

64 The Council is asked to take the following separate actions:

65

66 a) Motion to approve the attached Resolution to adopt the 2018 Preliminary Tax Levy

67 b) Motion to approve the attached Resolution to adopt the 2018 Preliminary Debt Levy

68 c) Motion to approve the attached Resolution to adopt the 2018 Preliminary Budget

69

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution to adopt the 2018 Preliminary Tax Levy

B: Resolution to adopt the 2018 Preliminary Debt Levy

C: Resolution to adopt the 2018 Preliminary Budget

D: Summary of the City Manager Recommended Tax Levy Changes

E: Alternative Tax Levy Options

1



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

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 25th day of September, 2017 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION**

**RESOLUTION SUBMITTING THE PRELIMINARY PROPERTY TAX LEVY  
ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR  
FOR THE FISCAL YEAR OF 2018**

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

The City of Roseville is submitting the following tax levy on real estate within the corporate limits of the City to the County Auditor in compliance with the Minnesota State Statutes.

<b>Purpose</b>	<b>Amount</b>
Programs & Services	\$ 16,845,505
Debt Service	3,330,000
Total	\$ 20,175,505

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)  
 ) SS  
County of Ramsey)

38 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State  
39 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of  
40 minutes of a regular meeting of said City Council held on the 25th of September, 2017 with the original  
41 thereof on file in my office.

42  
43 WITNESS MY HAND officially as such Manager this 25th day of September, 2017.

44  
45  
46  
47 \_\_\_\_\_  
48 Patrick Trudgeon  
49 City Manager

50 Seal

51

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

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 25th day of September, 2017 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

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

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO  
ADJUST THE APPROVED TAX LEVY FOR 2018 BONDED DEBT**

WHEREAS, the City will be required to make debt service payments on General Obligation Debt in 2018; and

WHEREAS, there are reserve funds sufficient to partially reduce the originally scheduled levy for General Obligation Series 2009A, 2011A, 2012A, and 2013A; and

WHEREAS, General Obligation Series 2008A requires a higher amount.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that

The Ramsey County Auditor is directed to change the 2018 tax levy for General Improvement Debt by \$55,433.55 from that which was originally scheduled upon the issuance of the bonds as follows:

	Originally Scheduled	Additions or Reductions	Certified Debt Levy
<u>Bond Issue</u>	<u>Levy Amount</u>		
GO Equip Certs 2008A	\$ -	\$ 355,000.00	\$ 355,000.00
GO Housing Imp 2009A	113,596.88	(113,596.88)	-
GO 2011A	842,517.07	(7,517.07)	835,000.00
GO 2012A	1,434,877.50	(59,877.50)	1,375,000.00
GO 2013A refunding	883,575.00	(118,575.00)	765,000.00
Total	\$ 3,274,566.45	\$ 55,433.55	\$ 3,330,000.00

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

and the following voted against the same:

90 WHEREUPON, said resolution was declared duly passed and adopted.

91

92 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State  
93 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of  
94 minutes of a regular meeting of said City Council held on the 25th day of September, 2017, with the  
95 original thereof on file in my office.

96

97 WITNESS MY HAND officially as such Manager this 25th day of September, 2017.

98

99

100

\_\_\_\_\_  
Patrick Trudgeon  
City Manager

101

102

103

104 Seal

105

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

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Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 25th day of September 2017 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

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

**RESOLUTION ADOPTING THE PRELIMINARY 2018 ANNUAL BUDGET  
FOR THE CITY OF ROSEVILLE**

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

The City of Roseville's Budget for 2018 in the amount of \$54,239,230, of which \$30,443,715 is designated for the property tax-supported programs, be hereby accepted and approved

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)  
) SS  
County of Ramsey)

142 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State  
143 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of  
144 minutes of a regular meeting of said City Council held on the 25th day of September, 2017, with the  
145 original thereof on file in my office.

146  
147 WITNESS MY HAND officially as such Manager this 25th day of September, 2017.

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151 \_\_\_\_\_  
152 Patrick Trudgeon  
153 City Manager

154 Seal

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2018 Proposed Budget Reconciliation: *Tax-Supported Funds (excluding capital)*

	Operating Budget <u>Expenditures</u>	Tax Levy <u>Revenues</u>	<u>Notes (Pertains to budget impacts unless otherwise noted)</u>
2017 Adopted Budget / Levy	\$ 24,886,815	\$ 19,513,060	
<b>2018 Proposed Subtractions</b>			
S1: Reduced costs for one-time spending	(30,000)	-	See Appendix S1
S2: Reduced costs for supplies & materials	(52,915)	(47,915)	See Appendix S2, less IT-related items
S3: Reduced costs for contractual services, other charges	(131,525)	(131,525)	See Appendix S3
S4: Reduced costs for labor: position reductions	(139,645)	(139,645)	See Appendix S4
S5: Reduced costs for labor: health insurance & benefits	-	-	
S6: Reduced costs for debt service	-	-	
S7: Reduced levy due to increased non-tax revenues	-	(423,490)	\$153K IT, \$244K GF, \$26K P&R
S8: Reduced contributions to capital reserve funds	-	-	
Total Subtractions	\$ (354,085)	\$ (742,575)	
<b>2018 Proposed Additions</b>			
A1: Increased costs for one-time spending	27,000	12,000	See Appendix A1, Less GARE
A2: Increased costs for supplies & materials	18,300	16,800	See Appendix A2, less IT-related items
A3: Increased costs for contractual services, other charges	575,680	201,020	See Appendix A3, less IT-related items
A4: Increased costs for labor: cost-of-living adjustment	357,374	321,874	Less IT-related items
A5: Increased costs for labor: wage steps (net)	324,346	269,346	Less IT-related items
A6: Increased costs for labor: new positions	297,300	297,300	See Appendix A6
A7: Increased costs for labor: health insurance & benefits (net)	137,680	127,680	Less IT-related items
A8: Increased costs for debt service	-	-	
A9: Increased contributions to capital replacement funds: IT Equip.	4,880	174,000	Add'l IT Capital Spending / \$160K for PMP + \$14K
A10: Make up of use of reserves for general tax relief in previous years	-	781,610	for Golf Course Clubhouse Replacement (future)
A11: Increased levy due to decline of non-tax revenues	-	-	
Total Additions	\$ 1,742,560	\$ 2,201,630	
Proposed for 2018 (Before Tax Relief Measures)	\$ 26,275,290	\$ 20,972,115	
\$ Change	1,388,475	1,459,055	
% Change	5.6%	7.5%	
Less Use of Reserves for Property Tax Relief (Discretionary)	-	\$ (796,610)	
Note: Per Cash Reserve Policy, reserves may be used for tax relief if over target levels, or they may be allocated for other funds			
Proposed for 2018 (After Tax Relief)	\$ 26,275,290	\$ 20,175,505	
\$ Change	1,388,475	662,445	
% Change	5.6%	3.4%	

**City of Roseville**

Alternative 2018 Tax Levy Options & Impact

For a **\$236,900** Median-Valued Home

Alternative Tax Levy Options

<b>City Levy Only</b>	City Manager Recommended	Option A	Option B	Option C	Option D	Options B + C	Options B + D	Options A + C	Option E	Option B, D, E
Operating Levy	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505	\$ 14,375,505
Capital Levy	2,470,000	2,470,000	2,470,000	2,470,000	2,470,000	2,470,000	2,470,000	2,470,000	2,470,000	2,470,000
Debt Levy	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000	3,330,000
Add'l: Use of Reserves	-	390,805	781,610	-	-	781,610	781,610	390,805	-	781,610
Add'l: CIP Funding Gap	-	-	-	580,595	1,161,190	580,595	1,161,190	580,595	-	1,161,190
** Add'l: Utility CIP Trsfr from Rates	-	-	-	-	-	-	-	-	3,600,000	3,600,000
<b>Total</b>	<b>\$ 20,175,505</b>	<b>\$ 20,566,310</b>	<b>\$ 20,957,115</b>	<b>\$ 20,756,100</b>	<b>\$ 21,336,695</b>	<b>\$ 21,537,710</b>	<b>\$ 22,118,305</b>	<b>\$ 21,146,905</b>	<b>\$ 23,775,505</b>	<b>\$ 25,718,305</b>
Median-Valued Home Impact (Monthly)	\$ 75.75	\$ 77.33	\$ 78.91	\$ 78.10	\$ 80.44	\$ 81.25	\$ 83.59	\$ 79.67	\$ 90.28	\$ 98.12
2017 (Current) Monthly Impact	75.96	75.96	75.96	75.96	75.96	75.96	75.96	75.96	75.96	75.96
\$ Change from 2017 Amount	\$ (0.21)	\$ 1.37	\$ 2.94	\$ 2.13	\$ 4.47	\$ 5.28	\$ 7.63	\$ 3.71	\$ 14.31	\$ 22.15
% Change from 2017 Amount	-0.3%	1.8%	3.9%	2.8%	5.9%	7.0%	10.0%	4.9%	18.8%	29.2%

**City Levy + EDA Levy + Utility Rates**

2017 (Current) Monthly Impact	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63	\$ 133.63
\$ Change from 2017 Amount	1.72	3.30	4.87	4.06	6.40	7.21	9.56	5.64	16.24	24.08
% Change from 2017 Amount	1.3%	2.5%	3.6%	3.0%	4.8%	5.4%	7.2%	4.2%	12.2%	18.0%

\*\* Less Savings from Utility Bill \$ (17.48) \$ (17.48)  
 Net \$ Change (1.24) 6.60  
 Net % Change -0.9% 4.9%

**Alternative Tax Levy Options**

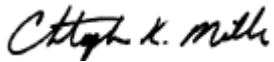
- Option A = Eliminate 50% Use of Reserves
- Option B = Eliminate 100% Use of Reserves
- Option C = Eliminate 50% CIP Funding Gap
- Option D = Eliminate 100% CIP Funding Gap
- Option E = Transfer Utility CIP Funding from Base Rates to Tax Levy



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

Date: 9/25/2017  
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Adopt the 2018 Preliminary EDA Tax Levy

**BACKGROUND**

Under State Statutes, municipalities with an established Economic Development Authority (EDA) are allowed to establish a separate property tax levy that is designated for economic development purposes.

State Statute requires all preliminary EDA levies to be adopted by September 30th for the upcoming fiscal year. Once the preliminary levy is adopted it can be lowered, but not increased. The *final* EDA levy is scheduled to be adopted on December 11, 2017.

In a previous communication, Staff recommended an EDA Levy in the amount of \$360,150. The Council is now asked to formally adopt the preliminary 2018 EDA Levy by resolution, which is included in *Attachment A*.

Estimated Impact

The following table summarizes the estimated tax impact on single-family residential homes, based on the EDA's recommended 2018 tax levy, tax base estimates provided by Ramsey County, and assuming a 4.3% increase in property valuation – the expected amount for a median valued home in Roseville.

Estimated ANNUAL Tax Impact - Residential 4.3% Valuation Increase				
Value of Home	2017	2018	\$ Increase (Decrease)	% Increase (Decrease)
187,740	14.22	13.82	(0.40)	-2.8%
208,600	15.80	15.35	(0.45)	-2.8%
236,900	17.95	17.44	(0.51)	-2.8%
255,535	19.36	18.81	(0.55)	-2.8%
276,395	20.94	20.34	(0.59)	-2.8%
	1.50	1.45	\$ (0.04)	Per month

The amounts shown above are independent of the impact that results from the City's regular property tax levy.

24 **POLICY OBJECTIVE**

25 Adopting a preliminary EDA tax levy is required under State Statutes in order to make it effective the  
26 following year.

27 **FINANCIAL IMPACTS**

28 See above.

29 **STAFF RECOMMENDATION**

30 Staff Recommends the Council adopt the attached resolution setting the 2018 preliminary EDA property  
31 tax levy.

32 **REQUESTED COUNCIL ACTION**

33 Motion to adopt the attached resolution establishing the 2018 preliminary EDA tax levy.  
34

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution to adopt the 2018 Preliminary EDA Tax Levy

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

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Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of September, 2017, at 6:00 p.m.

The following members were present

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO \_\_\_\_\_**

**A RESOLUTION APPROVING A SPECIAL PROPERTY TAX LEVY, FOR THE BENEFIT OF THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY, ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2018**

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

The request of the Economic Development Authority for a special levy per Minnesota Statutes Section 469.107, is hereby approved in the amount of \$360,150 to be collected in 2018 for the purposes of Minnesota Statutes, Sections 469.090 to 469.1081. This amount does not exceed 0.01813 percent of estimated market value of the city as required under Section 469.107.

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

and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

State of Minnesota)

) SS

County of Ramsey)

40 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of  
41 Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of  
42 a regular meeting of said City Council held on the 25th of September, 2017 with the original thereof on file  
43 in my office.

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45 WITNESS MY HAND officially as such Manager this 25th day of September, 2017.

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Patrick Trudgeon  
City Manager

Seal

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

Date: 9/25/2017  
Item: 7.f

Department Approval



City Manager Approval



Item Description: Receive presentation of the final summary of the input received during Phase 1 of the comprehensive plan update's community engagement effort. (PROJ0037)

**BACKGROUND**

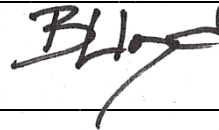
Lydia Major, a consultant with LHB who is a part of the team leading the process of updating Roseville's comprehensive plan, will present a summary of the input received during the first phase of community engagement around establishing and confirming the goals that will be the foundation of the comprehensive plan update. Ms. Major will also present an outline of the second phase of community engagement, which will center on the process of incorporating the Phase 1 feedback into the updated comprehensive plan. The full and un-edited complement of input received during the Phase 1 effort is posted on Roseville's website; a link to a repository of the feedback can be found on the main 2040 Comprehensive Plan Update webpage, at [www.cityofroseville.com/CompPlan](http://www.cityofroseville.com/CompPlan).

**RECOMMENDED ACTION**

Receive the presentation about community engagement for the comprehensive plan update from Lydia Major.

Exhibits: A: Phase 1 Community Engagement Summary

Prepared by: Senior Planner Bryan Lloyd  
651-792-7073  
[bryan.lloyd@cityofroseville.com](mailto:bryan.lloyd@cityofroseville.com)





## Memorandum

DATE: September 15, 2017

TO: Bryan Lloyd and Kari Collins, City of Roseville

FROM: Lydia Major and Erin Perdu

RE: Community Engagement Summary – Phase 1 Conclusion Final

Dear Bryan and Kari,

A summary of our community engagement efforts to date follows. We have wrapped up the final stages of the Phase 1 (Visioning) engagement process. A few wrap-up events have been conducted since our update to the Planning Commission in July. This memo therefore includes a final summary of Phase 1 work.

### Overall Summary

Participants in our various engagement activities have told us a variety of important and impactful things about how they perceive Roseville today, and how they see it changing in the future. The most common themes across all participants have been:

- Roseville offers a wonderful combination of high-quality neighborhoods, parks, shopping, and schools that keep people here for decades.
- Roseville’s geographic location and access to highways has made it a convenient place to live for commuters.
- There is a need to consider new housing options that will reflect the needs of the changing population, including affordable and workforce housing, senior housing, and similar resources.
- Many residents hope to see more varied and local restaurant and shopping options that will revitalize local retail areas.
- Sustainable approaches to energy and natural resources are very desirable.
- New residents should be welcomed and connected to high-quality public and private resources as quickly as possible.

## RCA Exhibit A

Memorandum

Date: September 15, 2017

### Metrics

The Roseville 2040 engagement process has used a wide variety of tools to reach as many people as possible. We have been tracking the following metrics:

1. Grow the contact list to the degree appropriate to each phase of the project.
  - a. We have 384 subscribers, but there's no way to tell when they subscribed as the system does not provide that information.
2. Achieve at least one dialogue regarding the Comprehensive Plan process on the My Sidewalk or Facebook pages each month.
  - a. City staff has initiated the following conversations:
    - i. Nextdoor – 6 posts, 3 of which generated comments
    - ii. b. Facebook – 7 posts, 3 of which generated comments
    - iii. c. Twitter – 7 tweets
3. Attract meaningful participation in each of the engagement target groups.
  - a. We have faced many of the challenges we expected, especially in hearing from traditionally underrepresented community members, and are continuing to work on that issue. We will be planning very targeted stakeholder interviews with several key groups, especially where the needs of those groups are likely to substantially impact the planning of certain aspects of the Comprehensive Plan. We also are continuing to coordinate with other ongoing processes where those synergies may allow us to improve awareness and input for the Comprehensive Plan.
4. Achieve 3,500 unique visits (approximately 10% of population) to [www.cityofroseville.com/CompPlan](http://www.cityofroseville.com/CompPlan) over the course of the process.
  - a. The Comp Plan Update webpage ([www.cityofroseville.com/3005/2040-Comprehensive-Plan-Update](http://www.cityofroseville.com/3005/2040-Comprehensive-Plan-Update)) has had 1,399 unique page views since January 1. The average amount of time visitors have spent on that page is 1 minute, 40 seconds.

### Kick-off Meeting Summary

The Roseville Comprehensive Plan Kick-Off Meeting served as an introduction to the project and to begin to collect feedback from the community. It began a community engagement process that will include public open houses, charrettes and workshops, panel discussions, focus groups, stakeholder interviews, listening sessions, intercepts, meetings in a box, online surveys and written questionnaires. Sixty-seven attendees signed in to the meeting, most of whom appeared to be residents, overwhelmingly White/Caucasian, about equally male/female, and over 50 years old, though several minorities and younger citizens (including a couple children) were represented.

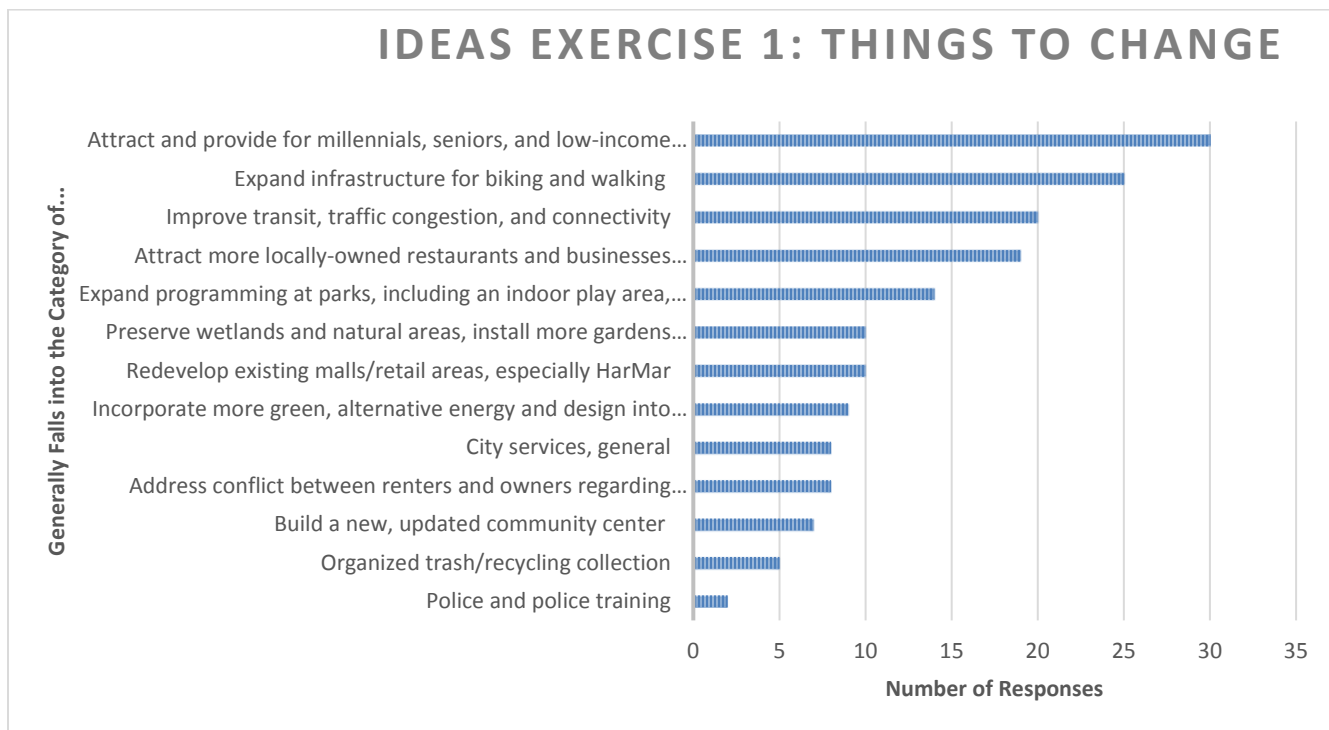
## RCA Exhibit A

Memorandum

Date: September 15, 2017

Comprehensive Plan process, including:

- Incorporate more green, alternative energy and design into the city – solar, wind, LEED
- Expand infrastructure for biking and walking
- Improve transit, traffic congestion, and connectivity
- Address conflict between renters and owners regarding property upkeep
- Attract more locally-owned restaurants and businesses instead of chains, including craft breweries and a food co-op/grocery store
- Redevelop existing malls/retail areas, especially Har Mar
- Attract and provide for millennials, seniors, and low-income folks via transit, housing, services and general livability
- Build a new, updated community center
- Preserve wetlands and natural areas, install more gardens and community gardens
- Expand programming at parks, including an indoor play area, mountain biking, sensory activities, a skateboard park, classes – though in general there was very positive feedback for existing parks



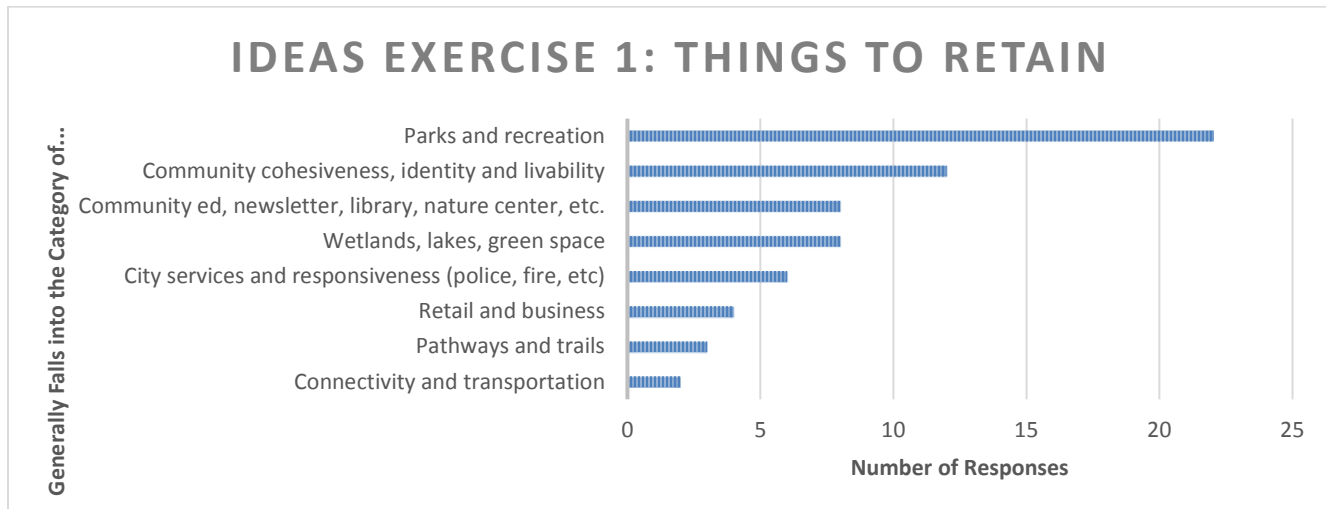
\* Approximately 15 responses were recorded that did not fit into the above categories



## RCA Exhibit A

Memorandum

Date: September 15, 2017



\* Approximately 6 responses were recorded that did not fit into the above categories

### Intercept Board Locations

Intercept Boards were deployed at the following locations:

- City Hall
- The Oval
- Fairview Community Center
- Ramsey County Library
- Bridging
- University of Northwestern, St. Paul
- Keystone Community Service (in the Hamline Shopping Center)
- RAHS (to be put up during parent/teacher conferences on April 20)

The following locations were attempted but didn't work out:

- Common areas in Har Mar (initially unresponsive, but will be conducting a site tour on July 20<sup>th</sup> and potentially leaving intercept boards following that tour if we can get permission)
- Common areas in Rosedale (wanted exorbitant insurance)

There were several overarching themes that came from this update of the intercept boards:

- Appreciation of the lakes, parks, and library
- Interest in greening the city via increased green space, gardens, alternative energy (solar, wind, etc)

## **RCA Exhibit A**

Memorandum

Date: September 15, 2017

- Desire for a community center
- A downtown-like retail center is preferable to strip malls
- Traffic/transportation are issues of concern, with a particular interest in increasing transit and bike/pedestrian access

More detailed information is available in the separate PDF, attached. There is no demographic data for these boards, but we appear to have between 40 and 50 unique respondents.

### **Meetings in a Box (MIAB)**

We have three kits ready to go and have had two successful MIABs. Participants were fairly evenly mixed, with somewhat more women and seniors. Many comments focused on the need for transportation improvements, especially to reduce congestion and better serve aging adults. Others discussed a preference for more activities, especially restaurants and retail, a community center for all ages to hang out, wading pools for children, etc. Complete notes are available online.

### **Online Survey**

The survey was closed on July 21 with 529 unique responses. The data closely reflects what was heard in our other engagement activities. A complete summary, including demographics, were provided as a PDF.

### **Future Cities Team Brainstorming Meeting**

On January 26, we had a fun and productive meeting with the twenty or so middle school students involved in this year's Future City Competition. We asked:

- Do you see yourselves coming back to Roseville after you graduate?
- What do you want to see in YOUR Roseville?
- What do you like about Roseville?
- What would you change?

The students told us:

- Make sure that Roseville doesn't become too overcrowded
- Keep the open space and trees, including street trees
  - Roads with trees on both sides are highly desirable
- Don't keep large commercial areas all together – they don't look nice from a driver's perspective
- Incorporate things like banners on street lamps, which are friendly
- Reduce light pollution
  - All light fixtures should be pointed downward

## RCA Exhibit A

Memorandum

Date: September 15, 2017

- Make the City more walkable, like White Bear Lake downtown area
- Have spaces for more small businesses
- In general, the City needs more spaces to meet up – perhaps in parks. There needs to be more diversity in gathering spaces, areas for sports and sports equipment.
- Har-Mar Mall:
  - It is too empty and dark
  - Empty spaces inside feel unsafe and intimidating
  - Have more amusements, things to do
  - Small family restaurants
  - Incorporate some green space too which could serve a dual purpose: making the site look better and have space for gathering and things like a farmer’s market
  - Outdoor shopping area that is walkable
  - Maybe apartments on top
- Business diversity:
  - Attract family-run restaurants and not just chains
  - More family-owned businesses; maybe these could be located in areas where nothing is happening now.
  - We need a destination for these small businesses where there are other things to do as well.
  - String together small businesses and give them some advantages; something like a “Diversity Square” like Pikes Place Market in Seattle or the International Bazarre at the State Fair.
  - Create more business diversity within the existing malls (including world food and culture offerings)
- Underground parking
- The city needs more arts and culture...we have the people we just don’t have the places for culture and diversity. Perhaps we should use public spaces for this purpose
- The city needs a better grocery
- When asked if they would come back to Roseville when they graduate, 4-5 said they would (out of approximately 20).

### Focus Group Meetings

We held the following Focus Group Meetings on April 19 at the Oasis Park Building:

- 7:30am Economic Development (invited Visitors Association, Business Council, Malls, small business, economic development, and Chamber representatives; nine attended)
- 9:00am Land Use (invited developers, brokers, and other real estate representatives; zero attended)
- 10:30am Housing #1 (invited housing developers, affordable housing, apartment managers, and housing association representatives; one attended)

## RCA Exhibit A

Memorandum

Date: September 15, 2017

- 1:00pm Education (invited public and private K-12, post-secondary, and preschool representatives; two attended)
- 2:30pm Opportunity (invited community service, family resource, non-profit/philanthropic, and under-represented populations representatives; three attended)
- 6:00pm Housing #2 (invited neighborhood organization/block leaders, League of Women Voters (who expressed an interest in this topic at the public meeting), and other members of the public; five attended)
- 7:30pm Diversity (held following the HRC meeting at Roseville City Hall to include many participants in that meeting and invited various interested organizations; approximately twelve attended)

We had wonderful discussions with these groups and learned a lot of information about what is working in Roseville and what could change to make it even better. The complete set of notes is available on the Roseville 2040 Website.

We are also planning a Transportation Focus Group as part of that separate but coordinated effort. That meeting is planned for July 20 and notes will be provided after that date.

### Walkabouts

We conducted the following walkabouts:

- The area near UNW-SP to review the impacts of rental and other forms of housing on this evolving neighborhood.
  - Walkabout conducted on June 8. Five community members attended and we had a good discussion. Notes provided separately.
- County Road B/Snelling Avenue node to explore the seam between the retail and residential areas, as well as the general direction of this key commercial district.
  - Walkabout conducted on June 8. Five community members attended and we had a good discussion. Notes provided separately.
- The transition area between the residential neighborhood generally south of County Road B, between Hamline and Lexington Avenues, and the commercial node at Lexington/Larpenteur.
  - Walkabout conducted on June 22. Six community members attended and we had a good discussion. Notes provided separately.
- Southeast Roseville, northwest of Rice/Larpenteur, where we are hoping to reach targeted populations where they are and explore the impacts of high- and low-density residential neighborhoods. This will be coordinated with the Rice/Larpenteur planning project and the Marion Playlot planning process, which will hold a “Popsicles-In-The-Park” event at the Marion site immediately preceding the walkabout.
  - Walkabout conducted on June 26. One community member attended and we had a good discussion. Notes provided separately.

## **RCA Exhibit A**

Memorandum

Date: September 15, 2017

- Har Mar Mall area. Due to a high level of community interest in this area being expressed through other means, we added a walkabout around the mall area and surrounding neighborhood.
  - Walkabout conducted on July 20. Approximately forty community members attended and we had a good discussion. Notes provided separately.

### **ECFE**

We had difficulty getting a response and support from ECFE staff during our first phase of engagement. Since summer is not an ideal time to engage with them, we are planning to reconnect with them during our second phase of engagement this fall.

### **Stakeholder Interviews**

Because we recognized the difficulty in engaging underserved communities in our other engagement efforts, we reached out to leaders from organizations that sometimes represent those communities. Unfortunately, attempts to email and call have not been successful to date, but we will continue to try. The following contacts were attempted:

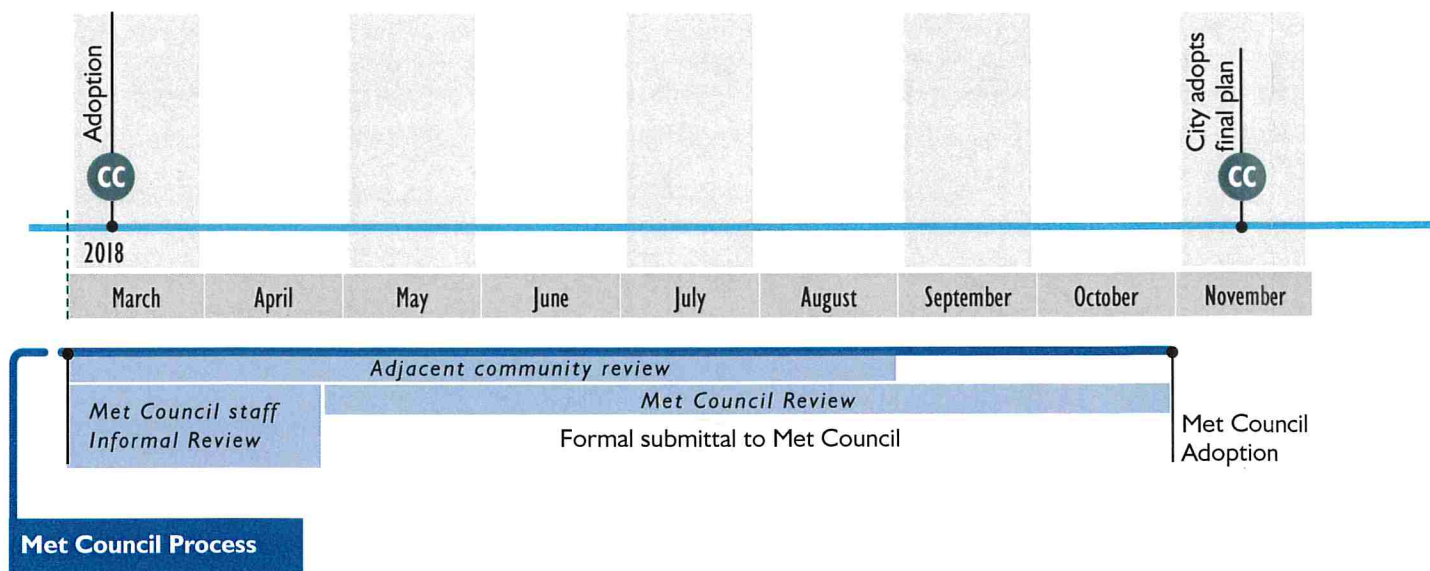
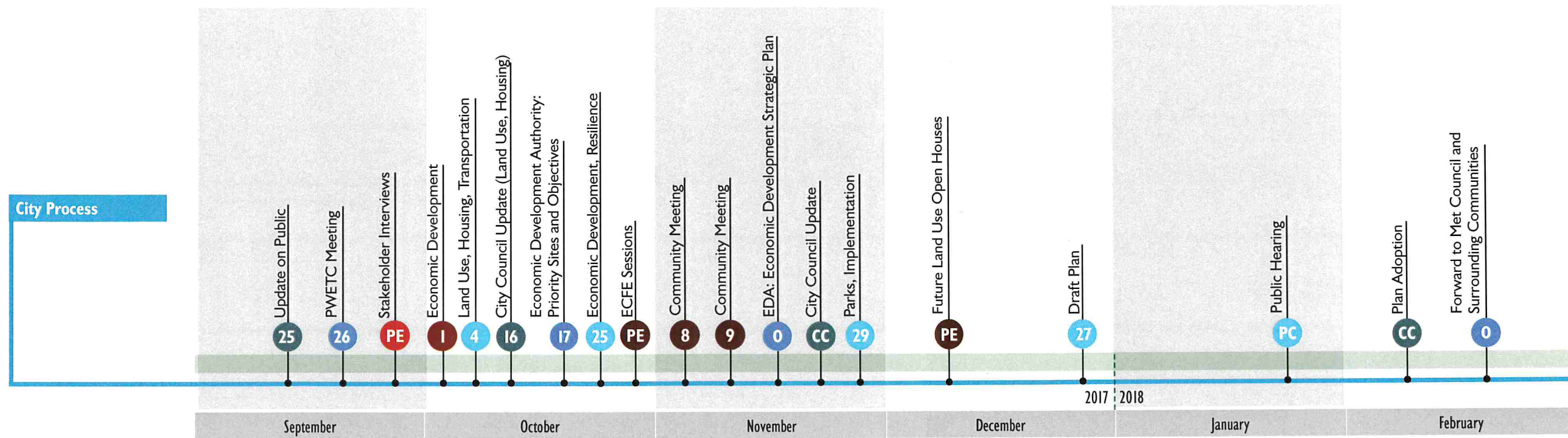
- Hmong Cultural Center
- Hmong American Partnership
- St. Paul NAACP
- Minnesota Council on Latino Affairs
- Karen Organization of Minnesota

c: LHB File

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# Roseville Comprehensive Plan Schedule

Bonch Handout  
Agenda Item 7.f.  
September 25, 2017



Key to Meeting Symbols

- PC - Planning Commission
- CC - City Council
- 0 - Other Commissions
- A - Interagency
- S - Staff
- PE - Public Engagement

- Last Updated: 9/22/2017

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

Date: 09/25/2017

Item: 7.g

Department Approval



City Manager Approval



Item Description: Consider a Concept Planned Unit Development to amend Planned Unit Development 1177 (Centre Pointe Business Park) to allow College or post-secondary school, office based, as a permitted use on 2955 Centre Pointe Drive (PF17-014).

**1 APPLICATION INFORMATION**

2 Applicant: Centre Pointe, LLC (University of Northwestern)  
3 Location: 2955 Centre Pointe Drive  
4 Property Owner: same  
5 Application Submission: July 26, 2017  
6 City Action Deadline: September 24, 2017  
7 Planning File History: PF2880 and PUD #1177

**8 Level of Discretion in Decision Making:**

9 Actions taken on a Planned Unit Development Amendment request are legislative; the City has  
10 broad discretion in making land use decisions based on advancing the health, safety, and general  
11 welfare of the community.

**12 BRIEF INTRODUCTION**

13 Centre Pointe, LLC (University of Northwestern) seeks an amendment to Planned Unit  
14 Development (PUD) Agreement 1177 to allow College or post-secondary school, office-based,  
15 as a permitted use at 2955 Centre Pointe Drive. The Centre Pointe Business Park is regulated by  
16 PUD 1177 and not the Office/Business Park zoning that is indicated on Roseville's Official  
17 Zoning Map.

18 A PUD amendment requires an Open House Meeting prior to the submittal of an application.  
19 For this proposal, the open house was held on July 19, 2017, with no citizens attending  
20 (Attachment C). Since the open house, the Planning Division has received a number of emails  
21 regarding the PUD amendment request by Northwestern University.

**22 CENTRE POINTE PUD REVIEW/HISTORY**

23 Although the 2030 Comprehensive Plan Land Use Map guides the area Office/Business Park  
24 (O/BP) and the Official Zoning Map classifies the area the same, Centre Pointe Business Park  
25 was rezoned from a previous zoning classification of Retail Office Service District (B-4) to  
26 Planned Unit Development Business Zone and is governed by a very specific Planned Unit  
27 Development Agreement (1177) approved in April 1987.

28 It is clear from our research that the desire back in 1996/1997 was to create a professional  
29 office/jobs-based redevelopment area that offered some service industry use (hotels and  
30 restaurants) or supportive services, as well as light manufacturing. This is evidenced by the list  
31 of permitted uses in the PUD (found in table below) that are somewhat dependent on office as a

32 primary use. Amendments over the years helped to reinforce the office/jobs desire (Veritas and  
 33 Solutia) but also to support other uses as was the case with the PUD allowance of a third hotel  
 34 (Ordinance 1242 – Attachment D).

35 A recent drive through Centre Pointe finds few businesses that are 100% office type uses. Many,  
 36 however, are office with customers/clients including Physicians Head & Neck, Eckroth Music,  
 37 Respiritech, US Bank Home Mortgage, Pillar Title Services, and Summit Investments. The  
 38 Planning Division is unaware of showroom or manufacturing uses or at least the types identified  
 39 in the allowable use table of the PUD.

40 Traffic was also a consideration back in 1996/1997 as evidenced by the Environmental  
 41 Assessment Worksheet (EAW) that assisted with the initial PUD and subsequent Veritas/Solutia  
 42 amendments. Traffic, however, never materialized to the extent noted in the original EAW  
 43 which can be directly tied to how Centre Pointe has developed and been used (tenant wise)  
 44 throughout the years. Specifically, the Veritas campus has not built out to its approved plan and  
 45 is currently contemplating a division of land to sell a portion of the undeveloped campus for  
 46 another use. Similarly, the three hotels contribute to a reduction in both overall and peak hour  
 47 traffic, and again the types of tenants in the various multi-tenant buildings are of a mix that that  
 48 typically does not generate high volumes or traffic impacts.

49 Per the PUD Agreement, uses within the PUD area are limited to the following statement and  
 50 table:

51 *In the PUD, the intent is to maintain at least 50% of each building as office uses, except for*  
 52 *the hotel and restaurant buildings. Permitted " office" uses shall be defined as listed in*  
 53 *Exhibit E- 2. The uses shall be restricted to those two specified in the site plans and*  
 54 *supporting documents including office, office/showroom, office/ manufacturing, two hotels*  
 55 *and one restaurant within the Centre Pointe Business Park Plan. If either of the hotels or the*  
 56 *restaurant are not built, the lots/ sites designated for those uses on the approved land use/site*  
 57 *plans shall be used for office, office/showroom, or office manufacturing uses as per Exhibit*  
 58 *E- 2. Accessory structures or exterior trash collection areas shall be prohibited. Where not*  
 59 *superseded by more restrictive requirements of this PUD, the standards of the B-4 zoning*  
 60 *district and the City Zoning Code shall apply.*

<b>B-4 Uses Permitted Within Each Building Type</b>		
<b>OFFICE (minimum 50% of each bldg.)</b>	<b>SHOWROOM</b>	<b>MANUFACTURING</b>
MEDICAL & DENTAL	BLUE PRINTING/PHOTO COPYING ESTAB.	ELECTRONIC & MEDICAL DEVICE MFG.
BUSINESS & PROFESSIONAL OFFICES	OFFICE SERVICE BUILDING EXCEPT RETAIL	BLUE PRINTING/PHOTO COPYING ESTAB.
BANKS & FINANCIAL INSTITUTIONS	PRINTING UTILIZING OFFSET PRESSES	OFFICE SERVICE BUILDING EXCEPT RETAIL
RESEARCH, DESIGN, DEVELOPMENT LABORATORY AND CLEAN ROOM	ELECTRONIC & MEDICAL DEVICE MFG.	PRINTING UTILIZING OFFSET PRESSES
OFFICE SERVICE BUILDING EXCEPT RETAIL		
RECORDING STUDIOS		
PRINTING UTILIZING COMPUTERS AND LASER PRINTERS OR SIMILAR TECHNOLOGY		
DELI		

61 In March 2000 the City granted Ryan Companies an administrative amendment to the Centre  
 62 Pointe PUD in support of a revised Veritas Campus (Attachment E).

63 In December 2001, Solutia Consulting sought and received a formal amendment to PUD 1177 in  
 64 support of changing the “planned” use of the property at 3015 Centre Pointe Drive from a 6,000  
 65 sq. ft. restaurant site to a 21,240 sq. ft. office with underground parking and other site  
 66 improvements (Attachment F).



67 **REVIEW OF REQUEST**

68 The University of Northwestern – St. Paul seeks to expand the use of the building from a  
69 permitted Office use to a use that includes classrooms, laboratories, and research facilities for its  
70 new engineering and science program (building use plan - Attachment G). In so doing,  
71 Northwestern is seeking an amendment to the use table contained within the PUD to permit  
72 college or post-secondary school, office-based.

73 At the heart of this request is whether college or post-secondary school, office-based, is an  
74 appropriate use within Centre Pointe Business Park, as the central theme of the approved PUD  
75 appears to suggest office and job uses.

76 Similarly to the previously requested PUD amendment (PF17-010) for a self-storage facility, the  
77 Planning Division is challenged to come up with a firm interpretation of the office column as it  
78 seems that many of the uses could be different depending on interpretation. The Division  
79 interprets office as being a room or cubical where an employee works versus space to perform  
80 services to clients or the public. For example, medical and dental are clinic based uses, as a clinic  
81 includes treatment rooms, lobby area, and other spaces that are normally vastly larger by  
82 percentage than any offices.

83 The Planning Division recognizes the degree of interpretation that is present when reviewing  
84 older PUD agreements against new requests for development. A link to the Centre Pointe PUD  
85 can be found below to help you sift through the initial objectives of the PUD and how this  
86 request and/or future requests for amendment might be considered.

87 <http://www.cityofroseville.com/DocumentCenter/View/23769>

88 Since the open house and published public hearing notice, the Planning Division has received  
89 correspondence regarding this application (Attachment H). The University of Northwestern has  
90 also submitted additional information in support of its application (Attachment I)

91 The Planning Division Recommends the Planning Commission consider the following two  
92 options:

- 93 a. Recommend approval of a PUD amendment that would modify the permitted uses on the  
94 subject property to include college or post-secondary school, office-based, as defined by  
95 Section 1001.10 of the Zoning Code.
- 96 b. Recommend denial of the request as the suggested uses including classroom, laboratories,  
97 and research facilities affiliated with a college or post-secondary school are deemed not  
98 appropriate for the Centre Pointe Business Park.

99 **PLANNING COMMISSION ACTION**

100 On September 6, 2017, the Roseville Planning Commission held the duly noticed public hearing  
101 concerning the Concept phase of the proposed amendment to PUD 1177. At the hearing  
102 Commissioners had a number of questions of staff and the applicant regarding the proposal and a  
103 number of citizen that addressed the Commission voicing support for the change to allow the site  
104 to expand its use from office to college or post-secondary school, office-based PC minutes –  
105 Attachment J).

106 The Planning Commission voted 5-1 to recommend to the City Council approval of the requested  
107 amendment to the Centre Pointe PUD to include college or post-secondary school, office-based  
108 as a permitted use, on the 2955 Centre Pointe Drive property.

109 **SUGGESTED CITY COUNCIL ACTION**

110 It is recommended that the City Council take one of the following actions:

- 111 **a.** Approve the Concept PUD, an amendment to PUD Agreement 1177, as recommended by the  
112 Planning Commission (5-1), which would modify the permitted uses on the subject property  
113 to include college or post-secondary school, office-based, as defined by Section 1001.10 of  
114 the Zoning Code.
- 115 **b.** Deny of the request as the suggested uses including classroom, laboratories, and research  
116 facilities affiliated with a college or post-secondary school are deemed not appropriate for the  
117 Centre Pointe Business Park. A motion to deny must include findings of fact germane to the  
118 request.

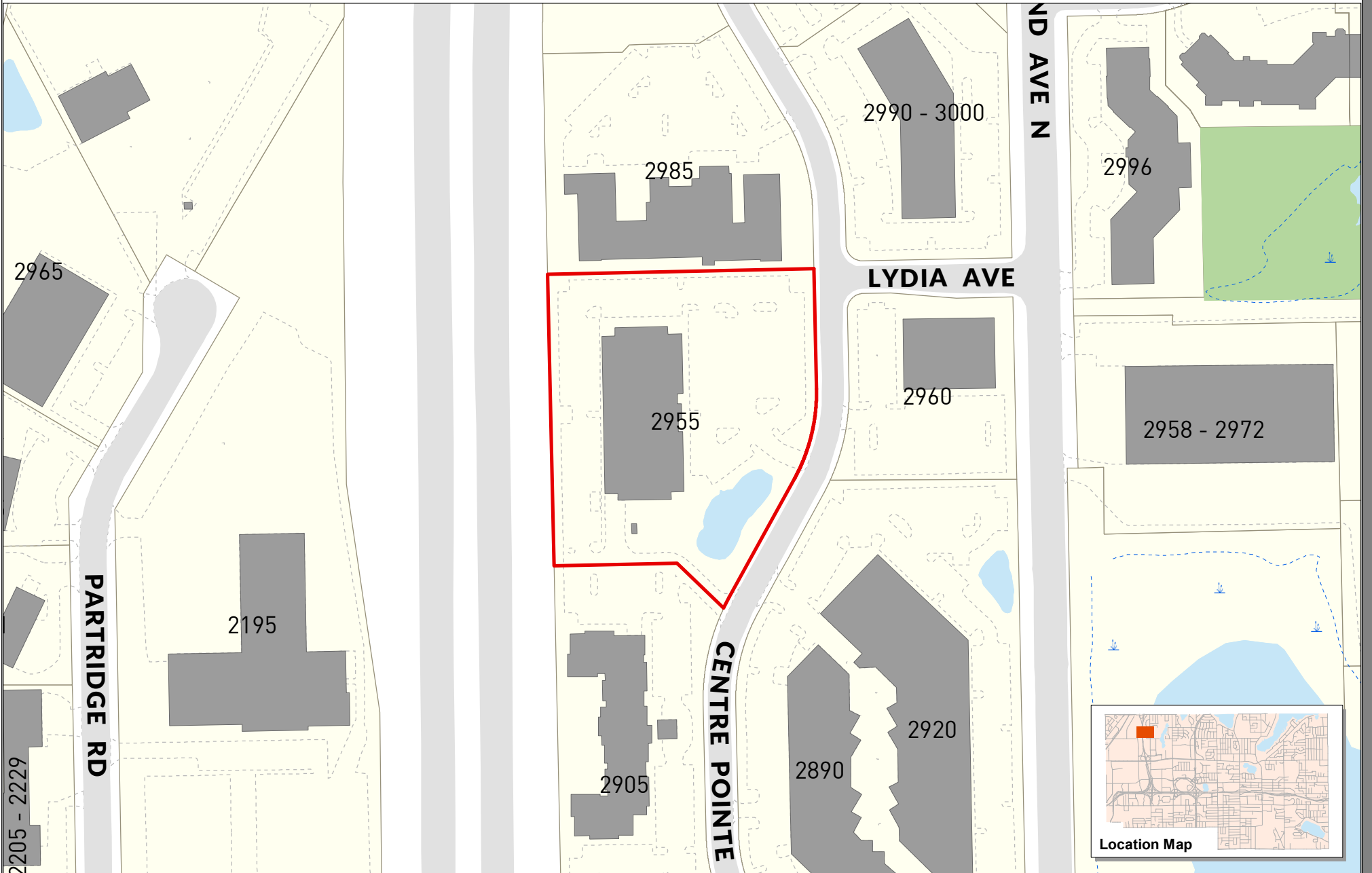
119 **ALTERNATIVE ACTION**

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

Report prepared by: Thomas Paschke, City Planner 651-792-7074 | [thomas.paschke@cityofroseville.com](mailto:thomas.paschke@cityofroseville.com)

- Attachments:
- |                              |                         |
|------------------------------|-------------------------|
| A. Location map              | B. Aerial map           |
| C. Open house info/narrative | D. Hotel amendment      |
| E. Veritas amendment         | F. Solutia amendment    |
| G. Building layout plans     | H. Email correspondence |
| I. Supportive documents      | J. PC minutes           |

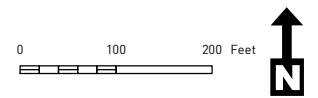
# Attachment A for Planning File 17-014



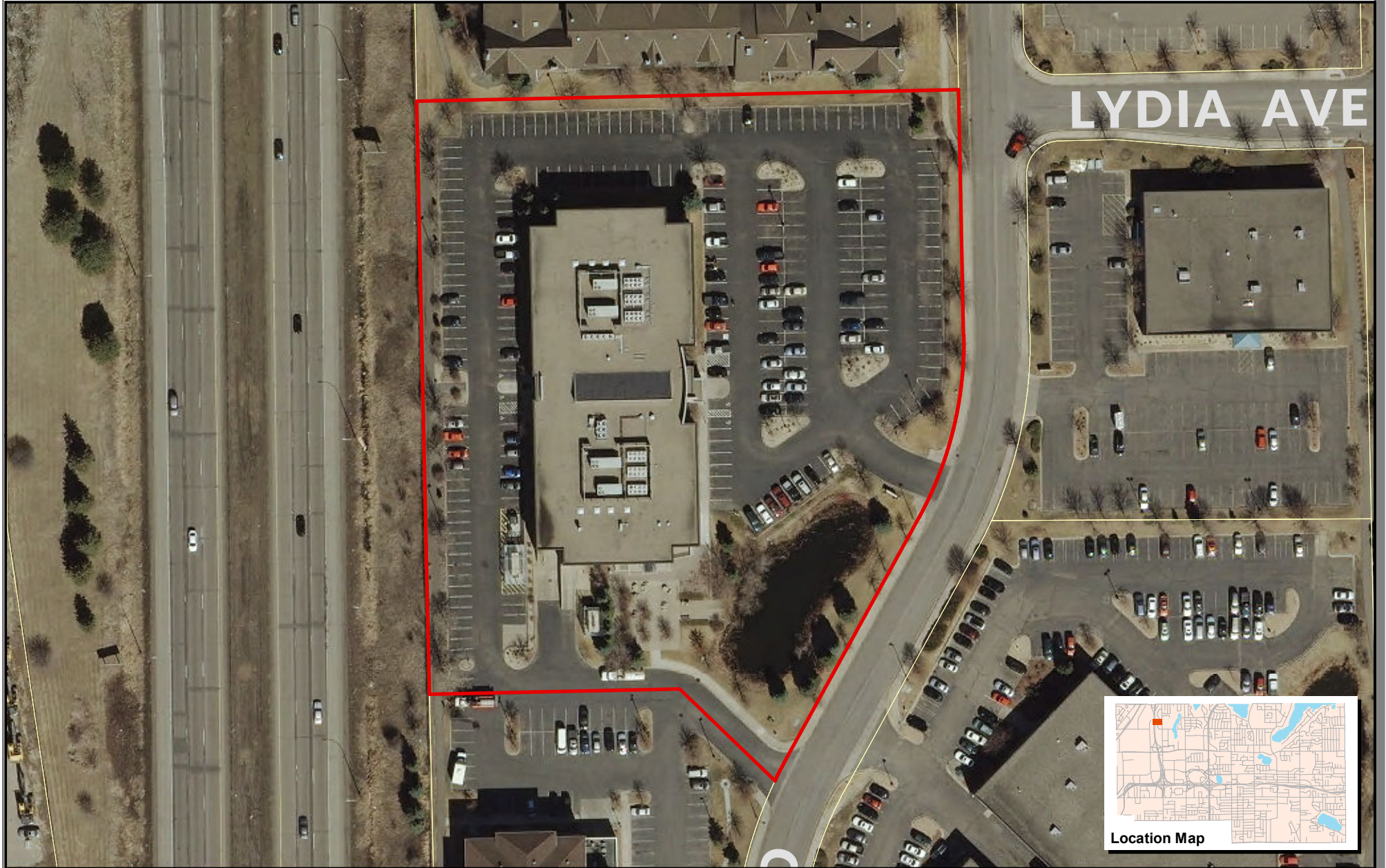
  
 Site Location

**Data Sources**  
 \* Ramsey County GIS Base Map (8/3/2017)  
 For further information regarding the contents of this map contact:  
 City of Roseville, Community Development Department,  
 2660 Civic Center Drive, Roseville MN

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



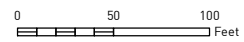
# Attachment B for Planning File 17-014



Site Location

**Data Sources**  
\* Ramsey County GIS Base Map (7/7/2017)  
\* Aerial Data: Surdex (4/2015)  
For further information regarding the contents of this map contact:  
City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

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PUD Sketch Plan Submittal Requirements

Contact Information:

See attached.

Current Legal Description:

See attached.

Open House Summary:

An open house was held at the Centre Pointe facility from 6:00 PM – 8:00 PM on Wednesday, July 19, 2017. UNW Staff was available during that time to respond to any questions or inquiries from the public or attendees. No individuals other than UNW staff and its consultants attended the open house.

Narrative:

The University of Northwestern is requesting an amendment to the current PUD, as it only applies to 2955 Centre Pointe Drive, to allow as “permitted” uses those uses permitted under the City’s current zoning code for the Office/Business Park zoning district, specifically “Campus-Office Base” as defined by ordinance 1427, 7-9-2012 which states, “An institution for post-secondary education, public or private, offering courses in general, technical, or religious education, which operates in commercial-type buildings, wholly or partially owned or leased by the institution for administrative and faculty offices, classrooms, laboratories, and/or other related facilities.”

Proposed Use:

The University of Northwestern proposes to use the 60,000 square foot facility at 2955 Centre Pointe Dr. to provide teaching and laboratory space, along with related support space for faculty offices and student gathering space, for its new Engineering and expanded Science programs.

Conceptual Development Schedule:

Phase I (2 Engineering laboratories & 1 Biology laboratory): Begin Construction 2/1/2018, End Construction 8/1/2018

Phase II (the remainder of the building): Begin Construction 1/1/2019, End Construction 8/1/2019

PUD Sketch Plan:

There is no proposed external change to the building except identifying signage. For internal sketch plan see attached.

AN ORDINANCE AMENDING ORDINANCE #1177, BEING THE  
ORDINANCE CHANGING ZONING OF PROPERTIES WITHIN CENTRE POINTE  
BUSINESS PARK FROM B-4 TO A PLANNED UNIT DEVELOPMENT, BY  
ALLOWING CONSTRUCTION  
OF A THIRD HOTEL BUILDING  
[PF3208]

**The City Council of the City of Roseville does ordain:**

Section 1. Pursuant to Section 1008 (Planned Unit Developments) of the City Zoning Code of the City of Roseville, the Planned Unit Development #1177, being for properties generally located between I-35W and Cleveland Avenue, south of County Road D and north of County Road C, known as Centre Pointe Business Park, is herein amended (from allowing two hotels) to allow as a permitted use, the following facility:

*A third hotel within the Centre Pointe Business Park PUD, consisting of a three-story building with 120 rooms and meeting, dining and bar facilities primarily for guests. The hotel shall meet or exceed all site planning requirements and all hotel requirements within the original PUD ordinance and agreement.*

*The proposed hotel shall be located on property legally described as: Portions of Block 1, Lot 4, Centre Pointe Business Park, PIN: 05293140028.*

Section 2. **Effective Date.** This ordinance amendment to the City Code shall take effect upon passage by the City Council and publication.

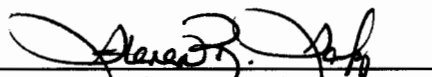
Passed this 22nd day of May, 2000.

CITY OF ROSEVILLE

BY:

  
John Kysylyczyn, Mayor

ATTEST:

  
Steven R. Sarkozy, City Manager



March 2, 2000

Mr. Kent Carlson  
 Ryan Companies US, Inc.  
 700 International Centre  
 900 Second Avenue South  
 Minneapolis, Mn. 55404-3387

Post-It® Fax Note 7671		Date 3/30	# of pages 14
To	Sharon Frisell	From	Dennis W. Sch
Co./Dept.	Grease Seal	Co.	Roseville
Phone #		Phone #	651-490-2232
Fax #	612.373.0929	Fax #	

Dear Kent:

The City of Roseville Development Review Committee (DRC) and I have completed the review of your request proposing changes to Centre Pointe Planned Unit Development (#1177) and have concluded the following:

**1.0 Administrative Review for proposed Veritas expansion.**

From the information you submitted, I understand the proposed changes to include: 1) a decrease of 8,100 s.f. of restaurant space from 14,100 s.f. to 6,000 s.f., 2) an increase of 5,791 s.f. of business hotel space from 106,613 s.f. to 112,404 s.f., 3) an increase of 377,399 s.f. of office space from 185,757 s.f. to 563,156 s.f., 4) a decrease of 313,130 s.f. of office/showroom space to 0 s.f., and 5) a decrease of 60 parking spaces from 2,800 to 2,740 spaces.

The Veritas Master Site Plan dated March, 2000 consists of three buildings totaling approximately 260,000 s.f.. The original PUD projected two - 1 story, Office/Showroom buildings in excess of 100,000 s.f. each, but did allow for flexibility and more density on the site in the areas south of Centre Pointe Drive.

Pursuant to Roseville City Code §1008.09.B.1., minor extensions, alterations or modifications of existing or proposed buildings or structures may be authorized by the DRC if they are consistent with the purposes and intent of the final plan. Paragraph 6 of the PUD also specifies that minor variations from the final plans may be approved by the DRC under the direction of the Community Development Director. Pursuant to Roseville City Code §1008.07.A., minor changes in the location, placement and height of structures may be authorized by the Development Review Committee.

The current completed buildings on the Centre Pointe site are as follows:

Centre Pointe Development	Developer	Year Built	Square Footage
Residence Inn	CSM	1998	75,391
Fairfield Inn	Torkelson	1998	37,013
CSM Office Building	CSM	1999	12,015
Ehlers & Associates	Ryan	1998	13,425
Centre Pointe - Phase I	Ryan	1998	25,445
Centre Pointe - Phase II	Ryan	1998	101,886
Builders Association	Ryan	1997	15,120
Veritas Software - Phase I	Ryan	1999	62,420
<b>Square footage to-date</b>		<b>Total SF</b>	<b>342,715 SF</b>
<b>Total allowable PUD S.F.</b>		<b>Total SF</b>	<b>619,600 SF</b>
<b>Remaining new construction available based on PUD</b>		<b>Total SF</b>	<b>276,885 SF (Jan. 2000)</b>
<b>Requested addition to PUD</b>	<b>Ryan</b>	<b>10% of Total SF</b>	<b>61,960 SF</b>
<b>Modified Total Allowable PUD S.F.</b>			<b>681,560</b>
<b>Total S.F. Remaining to Develop</b>		<b>110% of Total</b>	<b>338,845 SF</b>

In addition to the previous 1988 building construction of 110,000 s.f., the allowable new building area under the March 1997 EAW and the approved PUD is a total of 619,600 square feet. Construction is on schedule to reach those totals in the next three to four years (2003 to 2004), if not sooner. The Year 2000 Veritas Master Site Plan, dated March, 2000, includes more general office space and a reduction or elimination of Office/Showroom/Warehouse structures.

Ryan has proposed development that would increase the total allowable building area (or building cube) on the site by 10 percent (61,690 s.f.) more than the previously approved total of 619,600 s.f. for a total of 681,560 s.f.. This proposed modification is consistent with the approved plan, constitutes a minor modification from paragraph 38 of the original Planned Unit Development # 1177, is authorized under City Code §1008.09.B.1. and is hereby approved.

With this modification, there is a total of 338,845 s.f. remaining to be developed. As now proposed and approved, the development will be divided among the following parcels:

1. Lot 3, Block 1 Centre Pointe Business Park 2<sup>nd</sup> Addition will be developed as a 6,000 s.f. restaurant.
2. The southerly remainder of Lot 4, Block 1, Centre Pointe Business Park and the northerly portion of Lot 5, Block 1, Centre Pointe Business Park as described in attachment "A" may be developed for up to 72,500 s.f. of office space.



3. The southerly remainder of Lot 5, Block 1, Centre Point Business Park as described in attachment "B", and all of Lots 6 and 7 of Block 1, Centre Point Business Park will be developed for up to 260,345 s.f. of office space.

Ryan has also proposed a change in location, placement and height of the structures. These changes are shown on the Veritas Software Second Addition Master Site Plan dated March, 2000 (the "Site Plan"). Based on the determination by the DRC that the changes are not major or significant, the changes in location, placement and height of the structures proposed by Ryan in the Site Plan are approved by the DRC. Additionally, building set back requirements are waived for Veritas Building No. 2, located at 2825 Cleveland Avenue, as shown on the Site Plan.

## **2.0 Traffic, Indirect Source Permit (MnPCA), and Environmental Assessment Worksheet (EAW) Review**

The city engineering staff has reviewed the projected traffic on the site based on the revised building configuration and found that the level of service along Cleveland Avenue from County Road C to County Road D will not deteriorate.

The Minnesota Pollution Control Agency has also reviewed the Indirect Source Permit (ISP) and found no significant change based on the amended plan and by letter dated February 11, 2000 has granted approval of the minor modification to the ISP to allow the construction of the proposed changes.

City staff has also analyzed the proposed modifications with regard to the Environmental Assessment Worksheet (EAW) prepared for the original PUD, including the analysis prepared by RLK Kuusisto, Ltd. Dated January 25, 2000, and has determined that the proposed modifications do not constitute a substantial change that affects the potential for significant adverse environmental effects as contemplated by Minnesota Rule 4410.1100, Subp. 5. Consequently, the City has determined that a new or supplemental EAW is not required. However, the applicant should be aware that future increases in square footage or changes in proposed uses will likely require the preparation of a new EAW for the project, or may exceed the mandatory Environmental Impact Statement thresholds.

## **3.0 Administrative Reviews**

Ryan must comply with City Code administrative requirements on the following issues:

Tax parcel combination of lots for identification of Veritas project - survey required - administrative work City Manager, Community Development Director must approve. Ryan must record.

Grading Plan review for Veritas Building 1 – administrative work, plan submitted.

Utility Plan review for Veritas Building Phases – administrative work, plan submitted.

Building and Landscape Plans - administrative work, plans being completed.

Pond renovation – administrative work with City, Rice Creek, MnDot, and MnDNR.

In conclusion, the City through its DRC and the Community Development Director has determined that the proposed project modifications are consistent with the terms and conditions of PUD #1177 and the City Code and are hereby approved. All other provisions of the Planned Unit Development #1177 will remain in full force and effect.

Sincerely,



Dennis P. Welsch  
Community Development Director

Attachments: MnPCA Letter dated February 11, 2000  
Parcel Descriptions  
Site plan dated March, 2000  
RLK Correspondence dated January 25, 2000

Xc: Steven Sarkozy, City Manager  
Joel Jamnik, City Attorney

Q:\Special Projects\Centre Pointe\Centre Pointe Veritas Expansion4(RR)\_3.2.00.doc

**ORDINANCE NO. 1257**

**AN ORDINANCE AMENDING PLANNED UNIT DEVELOPMENT #1177,  
BEING THE CENTRE POINTE BUSINESS PARK PLANNED UNIT  
DEVELOPMENT, TO ALLOW AND ADDITIONAL 15,240 SQUARE FEET OF  
OFFICE DEVELOPMENT (PF3338)**

The City Council of the City of Roseville does ordain:

**Section 1.** Pursuant to Section 1008 (Planned Unit Developments) of the City Code of the City of Roseville, Planned Unit Development 1177, for property generally located at 3015 Centre Pointe Drive, within the Centre Pointe Business Park, is herein amended to allow the following:

*Within the 47-acre Centre Pointe Business Park Planned Unit Development, on the vacant 61,000 square foot lot (as described below), an additional 15,240 square feet in total building area, to allow Solutia Consulting to construct a two-story, 21,240 square foot office building, which shall meet all other criteria and required permits of the original PUD#1177 as well as implement the Solutia EAW state agency comments. The previous Master Site Plan indicated a 1 story, 6,000 square feet restaurant building.*

The vacant parcel addressed as 3015 Centre Pointe Drive is legally described as:

*Lot 3, Block 1, Centre Pointe Business Park 2<sup>nd</sup> Addition, City of Roseville,  
Ramsey County, Minnesota.*

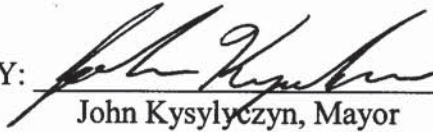
**Section 2.** Effective Date. This ordinance amendment to the City Code shall take effect upon passage by the City Council and publication.

Passed this 17th day of December, 2001.

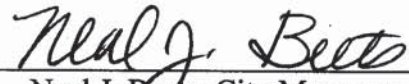
Ordinance – 1257

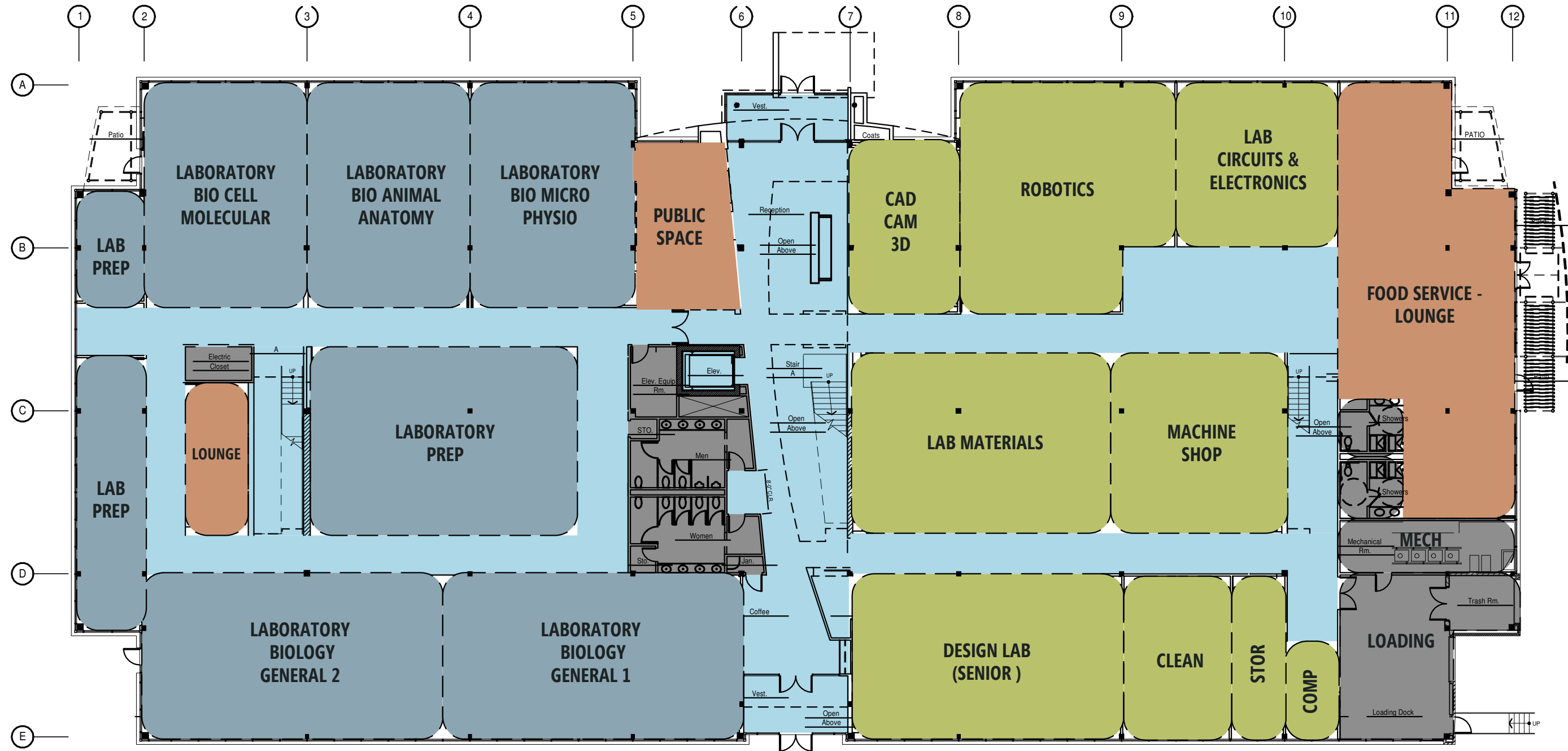
(SEAL)

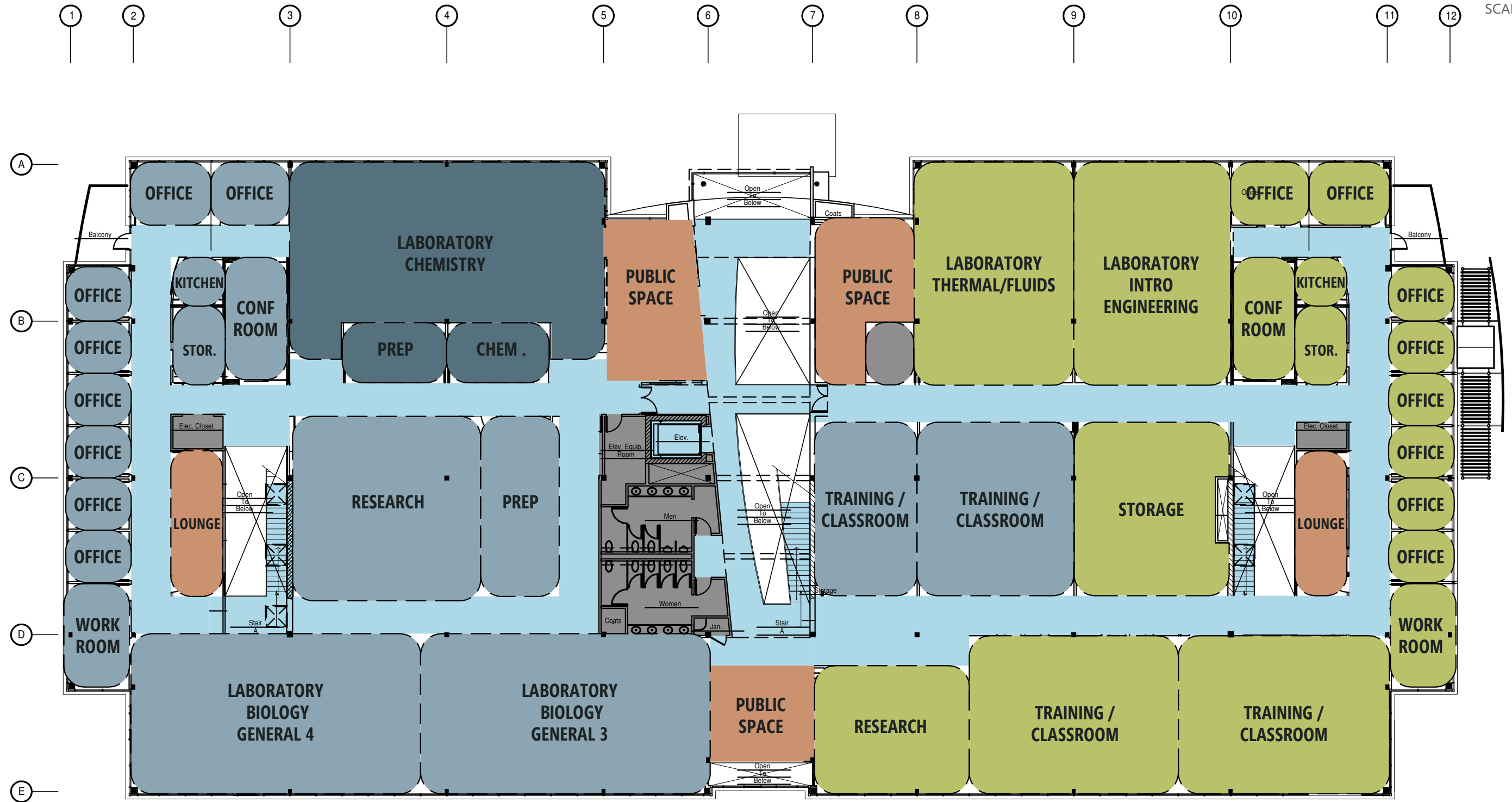
CITY OF ROSEVILLE

BY:   
John Kysylyczyn, Mayor

ATTEST:

  
Neal J. Beets, City Manager





**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Thursday, August 10, 2017 10:36 AM  
**To:** Thomas Paschke  
**Subject:** FW: 2955 Centre Point Drive/ University of Northwestern

-----Original Message-----

**From:** Christine Entner [REDACTED]  
**Sent:** Thursday, August 10, 2017 10:27 AM  
**To:** Dan Roe; Lisa Laliberte; Robert Willmus; Jason Etten; Tammy McGehee; Kari Collins; [REDACTED]  
**Subject:** 2955 Centre Point Drive/ University of Northwestern

Hello,

I'm writing this letter in support of the college being able to utilize the space in question to it's fullest potential. Northwestern has enriched our community in numerous ways.

Chris Entner

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, August 11, 2017 8:13 AM  
**To:** Thomas Paschke  
**Subject:** FW: U of Northwestern - PUD

**From:** Amanda Cornelius [REDACTED]  
**Sent:** Wednesday, August 09, 2017 7:53 PM  
**To:** Kari Collins  
**Subject:** U of Northwestern - PUD

Dear Ms. Collins,

I am contacting you today regarding the University of Northwestern St. Paul and its recent acquisition of the building at 2955 Centre Point Drive. I do hope that you will amend the planned unit development that currently defines the property usage, so that Northwestern is able to expand opportunities for its students.

My young children frequently take music lessons from students at Northwestern's music academy, and they regularly attend Northwestern's summer sports camps. We have experienced first hand that Northwestern graduates and students are quality people who are passionate about making an impact in their communities. We are very lucky to have this institution in Roseville.

I am excited about Northwestern's partnership with the city of Roseville. I hope that you, council member, will amend the PUD so that Northwestern may continue the work of equipping students well as they pursue their vocational aspirations in our city.

Thank you for your attention and time.

Kindly,

Amanda Cornelius

[REDACTED]



**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, August 11, 2017 8:12 AM  
**To:** Thomas Paschke  
**Subject:** FW: Support for amendment to PUD

-----Original Message-----

From: Judy Palke [REDACTED]  
Sent: Thursday, August 10, 2017 9:51 PM  
To: Dan Roe; Lisa Laliberte; Robert Willmus; Jason Etten; Tammy McGehee; Kari Collins  
Subject: Support for amendment to PUD

Dear Members of Roseville City Council:

Please accept this letter as support for the University of Northwestern request to amend the planned unit development (PUD) that defines the property usage for 2955 Centre Pointe Drive. This will allow the university to expand several of its programs. Expanding these education programs will continue to enhance the University of Northwestern's reputation as an academic institution producing career ready individuals in practical occupations. My understanding is that the engineering and nursing programs will reap the most benefits from the change in this policy by the city of Roseville. Both of these fields are in great demand at this time in Roseville and greater Minnesota.

My family and I have been residents of Roseville for 35 years and have found having Northwestern in the community to be a tremendous asset as a property owner. We live just 3 blocks from the University of Northwestern and take advantage of many of the educational, cultural and sporting opportunities for Roseville community members. I believe it is imperative that the City of Roseville continue a long and profitable relationship with the university by granting this request. It is a win win situation for both Roseville and Northwestern..

Thank you for considering our request.

George and Judy Palke  
[REDACTED]

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, August 11, 2017 8:13 AM  
**To:** Thomas Paschke  
**Subject:** FW: University of Northwestern support

-----Original Message-----

From: Charlotte Hyatt [REDACTED]  
Sent: Wednesday, August 09, 2017 9:15 AM  
To: Dan Roe  
Cc: Jason Etten; Lisa Laliberte; Robert Willmus; Tammy McGehee  
Subject: University of Northwestern support

Hi there, I am a resident of Roseville since 2005. I just want to convey my support of the University of Northwestern's use of the property at 2955 Centre Point Drive as a site for education. There are both locals and international students attending this school and we should expose our beautiful city to as many people as we can. Also the next generation is influencers will come from institutions like this, let's be part of their experience!  
Thanks,  
Charlotte Hyatt

[REDACTED]

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, August 11, 2017 8:13 AM  
**To:** Thomas Paschke  
**Subject:** FW: Property acquisition at 2955 Center Pointe

-----Original Message-----

From: Lois [REDACTED]  
Sent: Monday, August 07, 2017 7:34 PM  
To: Dan Roe  
Cc: Jason Etten; Lisa Laliberte; Tammy McGehee  
Subject: Property acquisition at 2955 Center Pointe

Dear Roseville Council members,

Congratulations to UNW St.Paul on the acquisition of the property at 2955 Center Pointe Drive.

I support their request to have the Council amend the planned unit development that currently defines the property usage.

Just this spring my grandson completed all of the class work that Northwestern offered in their Engineering program, and now he must go to the U of M in order to get his degree. Would have been nice to take all four years at Northwestern.

I trust you will do the right thing for Roseville and the students of the University of Northwestern, St. Paul.

Sincerely,  
Lois Gulbranson  
50 year resident of Roseville

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, August 11, 2017 8:13 AM  
**To:** Thomas Paschke  
**Subject:** FW: Letter of support  
**Attachments:** 2017.08.02NorthwesternRoseville.pdf

---

**From:** Marie Ellis [REDACTED]  
**Sent:** Wednesday, August 02, 2017 8:54 AM  
**To:** Dan Roe; Jason Etten; Lisa Laliberte; Tammy McGehee; Robert Willmus  
**Cc:** Kari Collins  
**Subject:** Letter of support

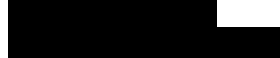
Hello Mayor Roe and members of the Roseville City Council,

Please see the attached letter of support for the University of Northwestern's application to amend the Centre Point PUD Agreement.

Thank you,  
Marie



Marie Ellis  
Director of Public Affairs and Legal Counsel



**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, August 11, 2017 11:09 AM  
**To:** Thomas Paschke  
**Subject:** FW: Online Form Submittal: General Inquiry Form

---

**From:** RV Info  
**Sent:** Friday, August 11, 2017 11:04 AM  
**To:** Pat Trudgeon; Rebecca Olson; Kari Collins  
**Subject:** FW: Online Form Submittal: General Inquiry Form

[For the council](#)

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Friday, August 11, 2017 10:36 AM  
**To:** RV Info <[info@cityofroseville.com](mailto:info@cityofroseville.com)>  
**Subject:** Online Form Submittal: General Inquiry Form

## General Inquiry Form

Please complete this online form and submit.

---

### Contact Information

---

First Name Timothy

---

Last Name Callaghan

---

Address 1

[REDACTED]

---

Address 2

*Field not completed.*

---

City

Roseville

---

State

MN

---

Zip Code

55113

---

Home or Cell Phone  
Number

[REDACTED]

---

Email Address

[REDACTED]

---

Select how would you  
prefer to be contacted

No need to contact me

---

Please share your comment, question or concern (no character limit)

Please do not change the zoning on what was one of our first redevelopments. The worst use we could have for the business park would be to have a school like Northwestern use the property for classrooms. They have not been a good neighbor. I have suffered from their sound system for twenty years at volumes that exceed state law. Our police department does not enforce the noise law or the parking regulations along Lydia. The cars park closer together than allowed by city ordinance and the cars often do not move during a snow emergency. I have often seen cars parked for up to a week after a major storm. This makes the street far to navigate since the cars keep parking father from the curve. They already have cost us money to repair the erosion that they caused to the hill going into Little Johanna. I watch the damage begin and increase even though the Northwestern filled a plan to repair the damage (2001), then was ordered by Rice Creek Watershed to repair the damage (2005). They falsely claimed that the damage was due to the previous owner. Now they have bright lights on the fields that bother myself and my neighbor. We were told at the planning commission that the trees would block the lights. Trees that are sixty feet tall do not block lights that are 80 feet tall. Also they start using the lights in February before the trees have any leaves on them. We were also told that the lights would be on twenty time a year. They are used over 100 times a year. Letting the college use one of the buildings will subject more of the city to traffic problems as well as taking tax money away from the city, the school system, and the county. The purpose of this development was to increase revenue. We also have a problem that Northwestern is in violation of its PUD. Their enrollment exceeds that approved for their PUD and also they were told at that time that they could expand on their campus but not off the campus. They have already added three buildings off their campus.

---



**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Saturday, August 12, 2017 11:19 AM  
**To:** Thomas Paschke  
**Subject:** Fwd: PUD

Sent from my iPhone

Begin forwarded message:

**From:** TIMOTHY CALLAGHAN [REDACTED]  
**Date:** August 12, 2017 at 10:56:53 AM CDT  
**To:** [dan.roe@cityofroseville.com](mailto:dan.roe@cityofroseville.com), [lisa4roseville@gmail.com](mailto:lisa4roseville@gmail.com), [rwillmus@msn.com](mailto:rwillmus@msn.com),  
[jason.etten@gmail.com](mailto:jason.etten@gmail.com), Tam McGehee <[tam@mcgehee.info](mailto:tam@mcgehee.info)>,  
[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)  
**Subject:** PUD

Please do not change the zoning on what was one of our first redevelopments. The worst use we could have for the business park would be to have a school like Northwestern use the property for classrooms. They have not been a good neighbor. I have suffered from their sound system for twenty years at volumes that exceed state law. Our police department does not enforce the noise law or the parking regulations along Lydia. The cars park closer together than allowed by city ordinance and the cars often do not move during a snow emergency. I have often seen cars parked for up to a week after a major storm. This makes the street far to navigate since the cars keep parking farther from the curve. They already have cost us money to repair the erosion that they caused to the hill going into Little Johanna. I watch the damage begin and increase even though the Northwestern filled a plan to repair the damage (2001), then was ordered by Rice Creek Watershed to repair the damage (2005). They falsely claimed that the damage was due to the previous owner.

Letting the college use one of the buildings will subject more of the city to traffic problems as well as taking tax money away from the city, the school system, and the county. The purpose of this development was to increase revenue. We also have a problem that Northwestern is in violation of its PUD. Their enrollment exceeds that approved for their PUD and also they were told at that time that they could expand on their campus but not off the campus. They have already added three buildings off their campus.

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Monday, August 14, 2017 9:10 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: University of Northwestern PUD request

Sent from my iPhone

Begin forwarded message:

**From:** Oscar Knudson [REDACTED]  
**Date:** August 14, 2017 at 8:50:03 PM CDT  
**To:** [Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)  
**Subject:** University of Northwestern PUD request

Dear Ms. Collins,

I would like to urge you to support the University of Northwestern St. Paul's request to amend the PUD that has been submitted for 2955 Centerpoint Drive. As a Roseville resident of 30 plus years I understand that a strong and healthy University of Northwestern is good for Roseville. Many people employed by UNWSP live in Roseville and support it's many businesses. It's students often work in our area businesses and spend their money here also. The quality of education and leadership skills learned at UNWSP are vital to our state and nation. The science and technology programs that they wish to house there also in great demand. Please support these future leaders by approving the amended use request.

Sincerely,

Oscar Knudson



**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Tuesday, August 15, 2017 12:56 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: Please Approve University of Northwestern's Request for Amendment to PUD at 2955 Centre Pointe Drive

Sent from my iPhone

Begin forwarded message:

**From:** Gene Gjerdingen [REDACTED]  
**Date:** August 15, 2017 at 12:31:34 PM CDT  
**To:** "[dan.roe@cityofroseville.com](mailto:dan.roe@cityofroseville.com)" <[dan.roe@cityofroseville.com](mailto:dan.roe@cityofroseville.com)>, "[jason.etten@gmail.com](mailto:jason.etten@gmail.com)" <[jason.etten@gmail.com](mailto:jason.etten@gmail.com)>, "[lisa4roseville@gmail.com](mailto:lisa4roseville@gmail.com)" <[lisa4roseville@gmail.com](mailto:lisa4roseville@gmail.com)>, "[tam@mcgehee.info](mailto:tam@mcgehee.info)" <[tam@mcgehee.info](mailto:tam@mcgehee.info)>, "[rwillmus@msn.com](mailto:rwillmus@msn.com)" <[rwillmus@msn.com](mailto:rwillmus@msn.com)>, "[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)" <[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)>  
**Subject: Please Approve University of Northwestern's Request for Amendment to PUD at 2955 Centre Pointe Drive**

Dear Mayor Roe, Council Member Etten, Council Member Laliberte, Council Member McGehee, Council Member Willmus, and Community Development Director Collins:

My wife and I have lived in Roseville since March of 1979. I am a 1977 alumnus of the University of Northwestern and was an employee there for 23 years. Our two sons currently work for Northwestern.

As a resident of Roseville and friend of Northwestern, I would ask the Roseville City Council to approve Northwestern's request to amend the Planned Unit Development that currently defines the property usage at 2955 Centre Pointe Drive.

Sincerely,

Gene Gjerdingen  
[REDACTED]

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Tuesday, August 15, 2017 9:23 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: UNWSP & 2955 Centre Point Drive

Sent from my iPhone

Begin forwarded message:

**From:** Sam Tindall [REDACTED]  
**Date:** August 15, 2017 at 8:04:25 PM CDT  
**To:** "[dan.roe@cityofroseville.com](mailto:dan.roe@cityofroseville.com)" <[dan.roe@cityofroseville.com](mailto:dan.roe@cityofroseville.com)>  
**Cc:** "[jason.etten@gmail.com](mailto:jason.etten@gmail.com)" <[jason.etten@gmail.com](mailto:jason.etten@gmail.com)>, "[lisa4roseville@gmail.com](mailto:lisa4roseville@gmail.com)" <[lisa4roseville@gmail.com](mailto:lisa4roseville@gmail.com)>, "[tam@mcgehee.info](mailto:tam@mcgehee.info)" <[tam@mcgehee.info](mailto:tam@mcgehee.info)>, "[rwillmus@msn.com](mailto:rwillmus@msn.com)" <[rwillmus@msn.com](mailto:rwillmus@msn.com)>, "[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)" <[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)>  
**Subject:** UNWSP & 2955 Centre Point Drive

Dear Members of the Roseville City Counsel,

It is my understanding that the University of Northwestern - St Paul recently purchased the 2955 Centre Point Drive property with a goal of utilizing it for it's ever expanding STEM degrees. The recent addition of a 4-year engineering program, coupled with our ever expanding Biology, Kinesiology, Nursing, and Media degrees is something each private school is facing. As a wonderful asset to the community, UNW was very beneficial to me as a student looking for a new direction. For them to be able to hold the types of classes they need and laboratory uses necessary to effectively teach the next generation is crucial and would be a wonderful improvement to that space. I hope you can see there is a vital need here and as a Roseville resident, I believe furthering your education is a must in today's society. STEM degrees seem to be the current trend in education and for Northwestern to thrive, I believe this area must be a focus. I hope and pray you will support my alma mater in this decision.

Blessings,

**Sam Tindall**

[REDACTED]

[REDACTED]

**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Friday, August 18, 2017 10:52 AM  
**To:** Thomas Paschke  
**Subject:** Fwd: Roseville Resident Letter to City Council Members in Support of University of Northwestern PUD Amendment for 2955 Centre Pointe Dr

Sent from my iPhone

Begin forwarded message:

**From:** "Stoll, Kirby R" [REDACTED]  
**Date:** August 18, 2017 at 10:34:32 AM CDT  
**To:** "[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)" <[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)>  
**Subject:** Roseville Resident Letter to City Council Members in Support of University of Northwestern PUD Amendment for 2955 Centre Pointe Dr

August 18, 2017

Kari Collins, Community Development Director  
Roseville City Council  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Kari,

My name is Kirby Stoll and I am a 20 year resident of Roseville, residing at 1973 Lexington Ave N.

My letter to you today is to request that you and all Roseville city council members look favorably upon the request of University of Northwestern to amend the PUD currently in place for the property they recently acquired on 2955 Centre Pointe Drive. I understand Northwestern endeavors to expand their engineering, sciences and nursing programs, and this building was the most affordable and suitable way of doing that. I am in full support of their plans for expansion. I'd also like to put in a good word for Northwestern by saying that their students and graduates are making a positive impact on our Roseville community, the greater Twin Cities and the world. Northwestern is good for Roseville and has always been a "good neighbor" to Roseville residents!

Northwestern is near to my heart for a number of reasons. I relocated from a small northern Minnesota town to attend college in the 1990s where I received a degree in Finance. Northwestern introduced me to Roseville and the Twin Cities, and my love for urban living began there. They have since allowed me to have purposeful and fulfilling employment for the last 16 years, and as of last Friday, my wife and I moved in our oldest of six (6) children to Northwestern. Our son (Jacob) is attending Northwestern with plans of becoming a mechanical engineer. He (and other students, of course) will directly benefit from

Northwestern's expansion. And wouldn't it be great if Jacob got his engineering degree and stayed in Roseville to work and raise his family?! Our hope is to put all of our children through the very enriching and positive educational experience Northwestern has to offer.

Our family loves Roseville! There is no other place we'd rather live. The home we purchased 20 years ago was our first, and we have continued to improve and expand it as our family has grown. This past year we invested \$175,000 into our 1927 home, fitting it for the future and adding to Roseville's property tax base in the process. Our Roseville public school systems is also the best. We have many great relationships with neighbors from our surrounding blocks and are patrons (nearly exclusively) to Roseville businesses.

Kari, please hear my plea for support on behalf of Northwestern. Please feel free to let me know if you have any questions. I will do my best to reply in a timely manner. Also, I plan on being present at the Planning Commission meeting on September 6 and the City Council meeting on September 25 when this PUD amendment will be discussed and where I'll be prepared to speak, if given the opportunity. Your faithful service and representation of Roseville residents is much appreciated.

Very Sincerely,



Kirby R. Stoll



**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Friday, August 18, 2017 12:21 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: Building Usage-2955 Centre Point Drive, Roseville

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** August 18, 2017 at 11:07:07 AM CDT  
**To:** Kari collins <[Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)>  
**Subject:** **Building Usage-2955 Centre Point Drive, Roseville**

Good morning Community Development Director, Kari Collins, I hope all is well.

I'm reaching out to you in support of The University of Northwestern St, Paul and their need to have the ability to fully utilize the building that the school has recently acquired located at 2955 Centre Pointe Drive for academic purposes. As a constituent of the local governing bodies of the city of Roseville. I am asking that the planned unit development; that currently defines property usage be amended to allow the school to provide it's students the full scope of their science, engineering and technology programs. Thank you in advance for your consideration of this request that will position a great institution of higher learning; to continue to support a number of industries. By providing high quality graduates who are passionate to make an impact in their perspective fields.

Alfonzo M Greene  
Roseville Resident

**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Friday, August 18, 2017 7:01 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: University of Northwestern - Please amend PUD

Sent from my iPhone

Begin forwarded message:

**From:** Julie Lynch [REDACTED]  
**Date:** August 18, 2017 at 5:28:05 PM CDT  
**To:** [kari.collins@cityofroseville.com](mailto:kari.collins@cityofroseville.com)  
**Subject:** University of Northwestern - Please amend PUD

Dear Kari,

Thank you for the work you do for our city.

I understand that Northwestern recently acquired the 2955 Centre Point Drive space, and that to fully utilize the space, they need the City Council to amend the PUD. As a longtime resident of Roseville (and an alumni of UNW), I fully support the positive role that they have in our community and **ask for your support of amending the PUD** as well.

Many thanks for your support -

Julie Lynch

[REDACTED]

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[REDACTED]

**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Saturday, August 19, 2017 1:47 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: Northwestern & Quality education in Roseville

Sent from my iPhone

Begin forwarded message:

**From:** Eithne Shimasaki [REDACTED]  
**Date:** August 18, 2017 at 8:11:22 PM CDT  
**To:** "[kari.collins@cityofroseville.com](mailto:kari.collins@cityofroseville.com)" <[kari.collins@cityofroseville.com](mailto:kari.collins@cityofroseville.com)>  
**Subject:** Northwestern & Quality education in Roseville  
**Reply-To:** Eithne Shimasaki [REDACTED]

Dear Ms. Collins,

My name is Eithne Shimasaki. I was raised right here in Roseville, graduated from RAHS (in 1987) and moved back to Roseville with my husband and children in 2006. Now my youngest is heading into her senior year at RAHS herself. We love our neighborhood, our schools and the people who make Roseville a great place to live!

I can remember visiting Northwestern College's campus when I was only 5, and I had several wonderful student teachers from Northwestern through the years. After graduating from RAHS, I decided that I wanted to go to Northwestern, and graduated in 1994 with degrees in Finance and International Business. After 10 years abroad, I came full-circle and returned to Roseville, in part because of the excellent education Roseville schools have to offer. As a Roseville parent, I know that tradition of cooperation between Northwestern and Roseville continues in the Roseville schools today - with student teachers and full-time faculty trained at Northwestern.

As an alumnus, I also keep up with the vision of Northwestern to impact our community in a positive way. I was excited to hear about the plans to expand the science and engineering programs at UNW, doubly so since my son had just enrolled in the Engineering program at UNW! Now, as you may know, the property at 2955 Centre Pointe Drive in Roseville which UNW acquired to realize the burgeoning science and engineering programs, currently cannot be utilized in a way that will optimally further Northwestern's (and our) vision of positively impacting our community. An amendment to use for education needs to be approved by the City.

I understand that you, as Community Development Director for our City, are key to making this amendment happen. I hope that you agree that UNW is an asset to the City of Roseville and that you will work together with the city council to amend the Planned Unit Development policy so that Roseville and Northwestern can best utilize this asset - partnering together to invest in Roseville and in our young people, who will in turn make Roseville an even better place to live.

Thank you for listening and for believing in Roseville residents and for making Roseville education even better.

Sincerely,

Eithne (Daire) Shimasaki





**From:** [Kari Collins](#)  
**To:** [Thomas Paschke](#)  
**Subject:** Fwd: Online Form Submittal: Contact City Council  
**Date:** Saturday, August 19, 2017 1:00:43 PM

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Sent from my iPhone

Begin forwarded message:

**From:** Pat Trudgeon <[Pat.Trudgeon@cityofroseville.com](mailto:Pat.Trudgeon@cityofroseville.com)>  
**Date:** August 19, 2017 at 12:49:00 PM CDT  
**To:** Kari Collins <[Kari.Collins@cityofroseville.com](mailto:Kari.Collins@cityofroseville.com)>  
**Subject:** FW: Online Form Submittal: Contact City Council

-----  
**Patrick Trudgeon | City Manager**  
O: 651.792-7021 | | F: 651.792.7020  
[pat.trudgeon@cityofroseville.com](mailto:pat.trudgeon@cityofroseville.com)

 **ROSEVILLE**  
2660 Civic Center Drive | Roseville, MN 55113  
[Facebook](#) | [Twitter](#) | [YouTube](#)

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Friday, August 18, 2017 11:18 PM  
**To:** \*RVCouncil <[city.council@cityofroseville.com](mailto:city.council@cityofroseville.com)>; Dawn O'Connor <[dawn.oconnor@cityofroseville.com](mailto:dawn.oconnor@cityofroseville.com)>; Pat Trudgeon <[Pat.Trudgeon@cityofroseville.com](mailto:Pat.Trudgeon@cityofroseville.com)>  
**Subject:** Online Form Submittal: Contact City Council

## Contact City Council

Please complete this online form and submit.

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Subject Request by UNW to amend PUD for 2955 Center Pointe Drive

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### Contact Information

---

Name: Rosanne Wood

---

Address: [REDACTED]

---

City: Roseville

---

State: MN

---

Zip: 55113

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This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

---

How would you prefer to be contacted? Remember to fill in the corresponding contact information. No Reply Necessary

---

Email Address: 

---

Phone Number: *Field not completed.*

---

Please Share Your Comment, Question or Concern

I a Roseville resident and am writing as a supporter of the University of Northwestern asking that you approve the university's amendment request for the 2955 Center Pointe Drive property. Having a higher education provider like UNW brings a lot to our community and allowing for their expansion will benefit us further. The science and engineering programs will attract quality employees; students will hopefully find Roseville a great place to stay after graduation. High quality post-secondary education options help keep young people in the area. Allowing this amendment will enable UNW to use the Center Pointe Drive property to its fullest potential, benefiting the university and the community. Thank you for your consideration, Rosanne Wood

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Unless restricted by law, all correspondence to and from Roseville City government offices, including information submitted through electronic forms such as this one, may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

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**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Wednesday, August 16, 2017 2:48 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: northwestern

Sent from my iPhone

Begin forwarded message:

**From:** JAMES EVERSON Owner [REDACTED]  
**Date:** August 16, 2017 at 2:06:33 PM CDT  
**To:** [Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)  
**Subject:** Fwd: northwestern

---

Dear Kari Collins,  
Please consider the request of the University of Northwestern St. Paul to use the building at 2955 Centre Pointe Drive, Roseville for classroom expansion.  
As a Roseville resident and former Northwestern student, I would support changes to the PUD property usage of this site. Thank you for your consideration.  
Sincerely, Julie Everson

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Monday, August 28, 2017 11:57 AM  
**To:** Thomas Paschke  
**Subject:** FW: UNW PUD CHANGE

**From:** Jerry Beilby [REDACTED]  
**Sent:** Monday, August 28, 2017 11:45 AM  
**To:** Kari Collins  
**Subject:** UNW PUD CHANGE

Dear Community Development Director Collins

I wish to speak on behalf of University of Northwestern-St. Paul and the request for a change to the current PUD for the Center Pointe property. Before I continue, I want to state that I am a retired 36 year-faculty-member of the biology department. But I also speak as a 40-year resident of Roseville. My wife and I greatly enjoy our daily walks around Langton Lake and the access to many shopping options.

Northwestern continues to expand programs that draw people to Roseville. The theater program is gaining recognition. ON the NEXTDOOR neighborhood website my neighbors have posted positive comments and encouraged others to attend. Northwestern has a new sports facility that is widely used in the summer for non-student training camps. Many weddings and non-college theater events draw many to campus and to local motels and restaurants. Often the faculty and staff will go out for lunch to local restaurants. Quick access to Rosedale is helpful for many employees who live outside of Roseville.

Unlike commercial businesses, Northwestern is a permanent presence in Roseville that continues to be a positive impact for Roseville.

Thank you for your service for Roseville and for your favorable consideration of the request for the change to the PUD under consideration.

Respectfully submitted,

Jerry Beilby, PhD

Professor Emeritus, Department of Biology and Biochemistry

University of Northwestern-St. Paul

**Thomas Paschke**

---

**From:** Kari Collins  
**Sent:** Friday, September 01, 2017 9:28 AM  
**To:** Thomas Paschke  
**Subject:** FW: I am requesting the Roseville City Council amend the planned unit development (PUD) for the education purpose of University of Northwestern - St Paul

---

**From:** Yi, Yu J [REDACTED]  
**Sent:** Thursday, August 31, 2017 11:52 PM  
**To:** Kari Collins  
**Cc:** Johnson, Jim K  
**Subject:** I am requesting the Roseville City Council amend the planned unit development (PUD) for the education purpose of University of Northwestern - St Paul

Dear Community Development Director, Kari Collins:

I wish you are doing very well!

My name is Jennie Yu Yi, I am working for University of Northwestern - St Paul (UNW), as an admission counselor for Chinese students. My husband's name is Bin Ma, he is working for the U of M as a research professor in EE department. We have a son, his name is Runsheng Ma. He is a sophomore in U of M, EE department. We live in Roseville since June 30<sup>th</sup>, 2016. We like this area very much although we are very new here.

We love UNW very much, specifically love UNW's Christ-centered education. More and more people are becoming Christian now in mainland of China. The more seekers, the more persecutions there. When I think about Christian parents in China are forced to equip their child in so-called atheist public school, I feel I called to help these children to have their Christ-centered higher education in UNW.

For forty-two years, families in mainland of China are obliged to One-Child policy. This policy ended in 2016. Child's education means lot to Chinese parents. And private poverties, are not protected as equal as in USA. That is why many Chinese parents want invest their limited money for child's education, especially, for studying abroad.

As I said, most families only have one child. Most of them want their child go back China to take over the family business or live with them. Therefore, the major is an essential part of families' decisions to apply a USA college.

In China these years, engineering, and medical industry are even hotter than before. Students will easy to find a job or begin their own business if they are in these fields.

As an admission counselor, I really hope my students will have wonderful memories to UNW after they begin their new life in China many years later.

I wish PUD can be approved for UNW as soon as possible because science, technology, medical industry and engineering programs will benefit for economic incoming of Roseville City in very close future.

Thank you very much for your attention! And thank you very much for all you had done for Roseville City!  
Wish you have a wonderful weekend!

Yours sincerely, Jennie Yu Yi

**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Tuesday, September 05, 2017 10:41 AM  
**To:** Thomas Paschke  
**Subject:** FW: Support of University of Northwestern's use of 2955 Center Drive for educational programs

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**From:** Lai-Wa Tam [REDACTED]  
**Sent:** Tuesday, September 05, 2017 10:31 AM  
**To:** Dan Roe; Jason Etten; Lisa Laliberte; Kari Collins; Tammy McGehee; Robert Willmus  
**Subject:** Support of University of Northwestern's use of 2955 Center Drive for educational programs

Dear Mayor, City council Members and Community Development Director,

I am writing to give my support for the University of Northwestern request to use the space at 2955 Center Drive for classrooms and laboratories. My family has lived in Roseville since 1991. We have benefited from Northwestern's various educational programs for our kids. We appreciate the quality of their programs and would like to urge you to support their effort in expanding their capacity. Their success will definitely help the growth and reputation of Roseville.

Sincerely,

Lai-Wa Tam  
[REDACTED]

**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Tuesday, September 12, 2017 9:08 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: University of Northwestern

Sent from my iPhone

Begin forwarded message:

**From:** TIMOTHY CALLAGHAN [REDACTED]  
**Date:** September 12, 2017 at 8:38:45 PM CDT  
**To:** [dan.roe@cityofroseville.com](mailto:dan.roe@cityofroseville.com), Lisa Laliberte <[lisa4roseville@gmail.com](mailto:lisa4roseville@gmail.com)>, [rwillmus@msn.com](mailto:rwillmus@msn.com), [jason.etten@gmail.com](mailto:jason.etten@gmail.com), Tam McGehee <[tam@mcgehee.info](mailto:tam@mcgehee.info)>, [Kari.collins@cityofroseville.com](mailto:Kari.collins@cityofroseville.com)  
**Subject:** University of Northwestern

I read the planning commission submittal and found it very interesting. It was interesting to hear about a community meeting that I have never heard about before. They talk about none of the community showed up. I am wondering how this meeting was announced to Roseville so that people might actually come if they were interested. I know I have not seen anything in the circulator. Also in the packet there is absolutely no information on which to evaluate the effect of this proposal. How many students would be attending. Would any of the students be traveling between this location and the main campus. What routes would they use since I know with activities on the main campus there would be students traveling. There is no traffic study of the effects on this traffic on Lydia, Fairview, or other local streets.

This represents a significant loss of revenue to the city a a time when taxes are rising three times the rate of inflation. This area was moved from bing residential to this PUD in 1986 to generate revenue. The TIF lasted longer than planned due to the slow buildout. I do not understand Northwestern referring to this as originally an area designated B-4 since it was residential in 1986 until it became a TIF district.

**Thomas Paschke**

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**From:** Kari Collins  
**Sent:** Thursday, September 14, 2017 6:28 PM  
**To:** Thomas Paschke  
**Subject:** Fwd: Support Letter for the University of Northwestern  
**Attachments:** image001.jpg; ATT00001.htm; image002.jpg; ATT00002.htm; image003.jpg; ATT00003.htm; image004.jpg; ATT00004.htm; image005.jpg; ATT00005.htm; image006.jpg; ATT00006.htm; image007.jpg; ATT00007.htm; SKMBT\_C36017091417492.pdf; ATT00008.htm

Sent from my iPhone

Begin forwarded message:

**From:** Valerie Alt [REDACTED]  
**Date:** September 14, 2017 at 6:03:03 PM CDT  
**To:** "'[Kari.Collins@cityofroseville.com](mailto:Kari.Collins@cityofroseville.com)" <[Kari.Collins@cityofroseville.com](mailto:Kari.Collins@cityofroseville.com)>  
**Subject:** Support Letter for the University of Northwestern

Ms. Kari Collins,

Please find attached a letter from Dan Lindh, President/CEO of Presbyterian Homes, regarding the University of Northwestern's request to amend the planned unit development for 2955 Centre Pointe Drive.

Thank you for your consideration.

**Valerie Alt**  
Senior Executive Assistant to Dan Lindh, President & CEO

**Presbyterian Homes and Services**  
2845 Hamline Avenue North  
Roseville, MN 55113





Dear Kari Collins,

For over a century, the University of Northwestern – St. Paul has been committed to developing the whole person, characterized by personal development, spiritual maturity, ethical conviction, intellectual curiosity, cultural sensitivity, and faithful service to society and to the world. As a former student, I witnessed these values not only taught, but also lived out by staff, faculty, and my fellow students.

Northwestern is the reason I have decided to remain in Roseville for over five years and why I have come to love living in Roseville. Northwestern is passionate about training leaders, it is in their DNA. In order to continue to send students equipped with the virtues our world needs the most, they need the proper space to thrive. **By amending the current planned unit development Roseville will reap incredible immediate and long-term benefits.**

The first of many benefits is that the building is owned (not leased) by Northwestern, and providing sustainable jobs to faculty and supporting staff. Many companies occupying these kinds of spaces are only leasing and therefore providing temporary jobs as there is less commitment on their part to stay in the same space for an extended period. This building will provide immediate professional level jobs, and help create future jobs to our students. A building filled with students becoming educated and equipped to enter the workforce reflects much better on a city than an empty building with a “for-lease” sign in the ground. The main Northwestern campus building was built in 1923 and still used today, which was well before Roseville became a city in 1948. While other businesses may come and go throughout Roseville, Northwestern is here to stay.

Secondly, Northwestern graduates make ideal residents and many alumni choose to stay in Roseville. Highly educated residents tend to have higher incomes, which leads to higher property values and thus lower tax rates for the city.

Thirdly, the best way for students to learn how to succeed in their field is by giving them hands-on learning opportunities from experts in the field. This building location aids Northwestern in expanding their partnerships with local businesses for internships and research projects. Collaboration between Northwestern and Roseville businesses continues to be mutually beneficial.

Lastly, many students at Northwestern must pay for their tuition with little to no help from family members. Therefore, students must find work close to campus to finance their education. Northwestern students provide Roseville with an important supply of part-time labor and it is to our city’s benefit to see this number expand.

**In light of all the above benefits that the Northwestern Community could bring to the building at 2955 Centre Pointe Drive, I request that the Roseville City Council amend the planned unit development that currently defines the property usage.**

Thank you for your time,

Meagan Struck

*Current Roseville Resident*

*Former student and current employee of University of Northwestern*

Dick and Patty Durgin  
1048 Parker Ave  
Roseville, MN 55113  
Date

Dear Community Development Director, Kari Collins,

We are writing this letter in support of the request of the University of Northwestern-St Paul that the Roseville City Council amend the planned unit development of the property at 2955 Center Point Drive to allow them to use the space to the fullest potential for them to develop their science, technology, and engineering programs. With this they would be able to fulfill the needs of the engineering, nursing and medical industry with the quality graduates that will go on to improve our area here, or anywhere these young people are called on to use their skills. We have seen the quality of their graduates and the impact they have made on the community, and believe that the broadening of their ability to teach and train to a higher level of excellence in these areas would be a boost to our area.

We have lived in Roseville for many years – 82 years for me, and 55 years for my husband, and we are proud of our community. That is another reason we believe in the ability of Northwestern University to make a great addition to their campus, thus growing their staff, and ultimately to the welfare of Roseville itself!

Sincerely,

*Dick Durgin*  
*Patty Durgin*

Dick and Patty Durgin

September 6, 2017

Kari Collins, Community Development Director  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Kari:

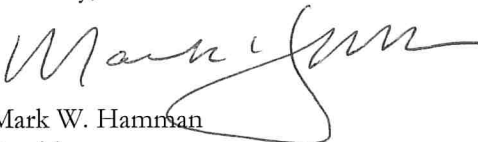
As a health care company located in Roseville for the past 30 years, I am writing to you in hopes of amending the PUD that currently defines property usage for the University of Northwestern. We recently learned that they acquired space in Roseville to expand space to its fullest potential for their science, technology, and engineering programs. With the recent addition of their 4-year engineering program and increasing enrollment in biology and nursing programs, this building will give them the opportunity to continue growing and fulfill the needs of the graduates who are passionate about making an impact.

This is especially important to PHS due to the patients we service. This should also be important to the City of Roseville as well as the entire State of MN. As we all know, there is an extreme shortage of nurses and with the University of Northwestern being able to expand their biology and nursing programs, that is very exciting to us as we have children stuck in the hospital because we don't have enough nurses to bring them home.

PHS has hired nurses from the University of Northwestern and it is very exciting to us that they could possibly be growing their nursing program. Please consider amending the PUD so we can bring these kids home.

Thank you for your time.

Sincerely,



Mark W. Hamman  
President

August 28, 2017

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

City of Roseville,

With University of Northwestern's recent purchase of the 2955 Centre Pointe building, we want to make you aware of our support for Northwestern to amend the a planned unit development (PUD) in an effort to use the building for higher education purposes.

Organizations like Veritas rely on skilled and talented workers. These workers are professionally prepared through rigorous higher education experiences, like those found at University of Northwestern. Keeping top professional talent within the Twin Cities is essential to revitalizing and sustaining businesses in the Roseville area. Because of this, we look forward to working with University of Northwestern students, faculty, and staff through internship programs and job placement opportunities to further enhance the Roseville community.

We offer our support to Northwestern in the expansion of their engineering, nursing, and science programs to help meet the needs of the city and industry.

Please let me know if you have any questions or need any additional information.

Regards,



Brent A. Genovese  
Senior Director of Real Estate  
Veritas



Mayor Dan Roe  
Councilmember Jason Etten  
Councilmember Lisa Laliberte  
Councilmember Tammy McGehee  
Councilmember Robert Willmus

August 2, 2017

Dear Mayor Roe and Councilmembers Etten, Laliberte, McGehee, and Willmus,

The Saint Paul Area Chamber of Commerce strongly supports the University of Northwestern's application to amend the Centre Point Planned Unit Development (PUD) Agreement.

Northwestern's proposed use for the former Veritas building is compatible with the nearby properties and is complimentary to the existing development. The proposed use is a great way to encourage communication between businesses and the University of Northwestern, and to capitalize on a well-educated population.

The Saint Paul Area Chamber of Commerce recently partnered with your neighbor, the City of Arden Hills, to look at business retention and expansion (BRE). We learned that employers in Arden Hills think that the training and education of the workforce in Arden Hills is excellent, and one concern of many employers is traffic at rush hour.

If we extrapolate that many businesses in Roseville would concur with their neighbors to the north, approving the University's application would continue the city's tradition of a highly educated workforce, and relieve some of the rush hour traffic congestion, as class schedules are not at peak traffic times.

Allowing a successful employer, which educates a future workforce, to expand within the City directly meets the City's needs. We strongly urge you to support Northwestern's application.

Thank you for your service to our East Metro community.

Sincerely,



Marie Ellis

cc: Kari Collins, Community Development Director, City of Roseville



August 30, 2017

To: City of Roseville, Minnesota; City Council members, Planning Commission members, City Staff

This cover letter and the accompanying pages serve as an attachment to Northwestern's application for an amendment to the PUD associated with the Centre Pointe District.

As the Staff report indicates, Northwestern's request is to amend the PUD, not for some special non-conforming use within the Office/Business Park zoning district in which the Centre Pointe business district is located but, rather, to amend the original 1997 PUD to be consistent with the City's current zoning code for the Office/Business Park district. The City has already applied this definition to other accredited, degree-granting higher education institutions located in business districts within the City. As noted by the Staff in their report, the City's current zoning code allows, as a permitted use, College-Office Based uses, within the Office/Business Park district. The Staff report includes the City's definition for "College-Office Base."

As the Staff report states, "A recent drive through Centre Pointe finds few businesses that are 100% office type uses." A further review of the district's buildings and their business activities indicates that for the buildings having unique uses such as retail, daycare, health and medical services, it is likely these buildings would fall short of the "minimum 50%" office use stated in the original PUD, if the definition of "office use" is limited to the traditional four-wall room or cubicle. A broadened and updated understanding of current and typical business activities allows for the current business activities located in the district. This broadened understanding led to the 2012 creation of the College-Office Based definition, which was applied to the former Edina Realty office building purchased by the university in 2006. This building was used as a traditional office building until 2013 when Northwestern began its Nursing program after partnering with the City to locate this new program in this "office building," (now known as Wilson Center) under the new, updated and broadened "office" definition of "College-Office Based."

Similarly, the university is again seeking to partner with the City to apply this now existing definition, which is applicable to the underlying zoning district, to the Centre Pointe PUD in order for the university to expand its Nursing program and establish a full four-year Engineering program. Northwestern and the Roseville community need the university to expand its Nursing program and develop a full Engineering program. The success of the partnership between the City and Northwestern that allowed for the creation of our Nursing program now speaks for itself. Today, after just four years, there are now 120 students in Northwestern's Nursing program, and the City of Roseville is home to the State of Minnesota's highest quality Nursing program as measured by the most recent Nursing Board tests scores.

However, the importance to the Roseville community of Northwestern's Nursing program goes far beyond the State's highest test scores. The accompanying document prepared by Dr. Ginger Wolgemuth, the program's director, shows how, in just these few short years, Northwestern's Nursing program has become an integral part of the Roseville community. These mutual benefits can, and will, continue to grow if Northwestern is allowed to continue to grow its Nursing program, which is dependent on our ability to grow our Biology program at the Centre Pointe site.

Northwestern is extremely confident that in a similar way, our new full Engineering program will have the same type of positive impact on the Roseville community, if we are allowed, in the Centre Pointe facility, to create the type of program described by Dr. Matt Hyre in the second accompanying document. Dr. Hyre articulately describes the program he and Northwestern envision for the coming years and how this program will directly benefit the community in which it is located. As this program is being patterned after other similar successful programs, this positive community impact is not just idle boasting. It will happen, just as Northwestern during these past few years made it happen with our Nursing program. Additionally, a glimpse of what can happen through Northwestern's full Engineering program can be seen by reviewing what Dr. Hyre shares that our students and program have already accomplished recently through business partnerships while our program has only been a 3/2 program with the University of Minnesota.

Northwestern looks forward to the opportunity to share with you more about our vision for these programs, why the Centre Pointe location is the right location for these programs, and why another partnership between the City and Northwestern will result in mutual benefits for the Roseville community and for the University of Northwestern.



## Overview of Northwestern's Engineering Program Planned Cooperation with the City of Roseville

Significant informal interaction has already taken place between the University of Northwestern's Department of Mathematics & Engineering and the City of Roseville. This engagement has come primarily in the form of engineering internships and employment at companies within Roseville. The expansion of Northwestern Engineering into a fully accredited four-year program provides a tremendous opportunity for an even closer partnership between our program and the City of Roseville, because of the distinctive way our program is structured.

The newly developed Engineering program at Northwestern includes community service as a core commitment and is included in our ABET (Accreditation Board for Engineering and Technology) outcomes. This outcome places a high emphasis on interaction with the local community, including providing updated technology and new ideas based on applied research to local industry and businesses. Additionally, our Senior Design course will seek out local industry design needs and provide engineering solutions to local companies at no cost.

In addition to its emphasis on community service, our program also embraces a new system for teaching engineering called Design Thinking, which is based on the following principles:

1. Show Don't Tell
2. Be Mindful of the Process
3. Bias Toward Action
4. Focus on Human Values
5. Craft Clarity
6. Radical Collaboration
7. Embrace Experimentation

This concept of teaching recognizes the importance of developing a partnership with local industry and providing community service to enable students to actively practice engineering. Cooperation with local industry and municipalities provides students with the best platform through which they can implement their ideas and design solutions.

Non-profit organizations, municipality departments, and industries within Roseville may require substantial technological assistance to improve their products and services. Some local organizations do not have the budget and/or the expertise to develop their products or services without technological assistance. Through the year-long Senior Design class, Northwestern's engineering program will create forums for the exchange of information with the expectation that engineering solutions will be created and applied to benefit local industry and municipalities.

With a full four-year engineering program, Northwestern will be better equipped to provide human and equipment resources to Roseville. This includes a highly educated and expert workforce in different specializations, laboratory equipment, technical libraries, computers and software, and other facilities required to deal with most community needs. The increased number of faculty and engineering students with a higher level of education will increase the availability of expert scientists with strong technical backgrounds. These faculty and students can actively engage with community organizations to meet public expectations by providing new engineering solutions and improving the technological performance of the organizations. The faculty are committed to working closely with interested



community organizations to discuss and analyze their needs and to suggest new technology to be developed or existing technology to be modified.

Since Northwestern's Engineering program is based on Design Thinking, our engineering students will acquire their skills through active learning and will be required to implement these skills in a real and practical way. Therefore, Northwestern's Engineering program is integrating service learning into our curriculum to address the contextual, motivational, and multidisciplinary needs of their skills. This idea is not unique to Northwestern. Rather, we are modeling our curriculum based on the ideas developed at such schools as Purdue University, the University of Massachusetts, and the University of Michigan that include service learning as part of their educational goals.

Examples of projects already considered include the following:

1. Local-community schools: Northwestern engineering students (under the supervision of faculty members) can deliver tutorial sessions to students in mathematics and science. Additionally, they can help incorporate pre-engineering classes to Roseville high school students, help schools design laboratory experiments, aid in the development of engineering exhibitions, and provide software training sessions.
2. Students with special needs: Northwestern engineering students and faculty members can help design equipment targeted toward students with special needs. Such projects could include security systems to enhance students' safety and electronic devices to aid in communication and learning for students with disabilities such as blindness or deafness.
3. Local municipality projects: Northwestern engineering faculty members and students hope to participate in some of the local municipality projects such as construction and/or reconstruction plans, site evaluation works, environmental impact assessments, or water and power supply projects.

Applying their knowledge within Roseville provides a great opportunity for Northwestern engineering students and faculty to cooperate with and serve the local community and to experience the societal impacts of their engineering solutions.

To effectively implement service learning, Northwestern's engineering faculty hope to develop a local community service board that would include senior representatives from Northwestern's Engineering program, local industry, and the local community (such as government agencies, municipality departments, or non-profit organizations). This board would do the following:

1. Help establish the general policies and responsibilities among university, industry, and community;
2. Review and outline tasks, necessary requirements, period for completion, and any cost for industry projects;
3. Coordinate the working relationship between the local organization and Northwestern's Engineering program;
4. Examine the completed design to ensure all criteria of the agreement have been met.

In summary, Northwestern is creating an Engineering program that recognizes the importance of integrating teaching and research with a commitment to community service. It is a goal we have included in the development of our curriculum. A cooperative relationship between Northwestern Engineering and Roseville's business and government sector will be critical to accomplishing this goal.

**Northwestern Engineering Collaboration with Industry  
Both Domestic and Around the World (Past 6 Years)**

- Development of new methods for designing and manufacturing complex glass products.  
Company: Ramon Clemente  
Location: Barcelona, Spain
- New glass bottle coating methods for increased chemical vapor deposition efficiency  
Company: Institute for Glass Research  
Location: Zurich, Switzerland
- Design of grit separation tanks for wastewater treatment to improve bioreactor performance:  
Company: Hampton Roads Sanitation District  
Location: Virginia Beach, VA
- Stent and balloon expansion dynamics to reduce arterial damage and restenosis  
Company: Cordis (Cardinal Health Company)  
Location: Fremont, CA
- Computation modeling of the formation of defects in glass bottles using unique material models  
Company: Bucher Emhart Glass  
Location: Enfield, CT
- Ventilation and air flow mapping for a Navy SEAL facility in Southern California  
Company: Subcontracted by Clark Nexsen for the United States Navy  
Location: Richmond, VA
- Data analytics and cloud-based computing for the automation and integration of financial transactions  
Company: Goldleaf Partners  
Location: Bloomington, MN
- Glass bottle strengthening and computational modeling for increased manufacturing efficiency and reduced energy consumption  
Company: Bucher Emhart Glass  
Location: Enfield, CT
- Training for the simulation of complex viscoelastic flows in glasses and plastics  
Company: Lav Glass  
Location: Istanbul, Turkey
- Software development for simulation tools used by technicians in the manufacturing of non-standard glass containers  
Company: IQS  
Location: Barcelona, Spain



**The University of Northwestern  
School of Nursing and the City of Roseville  
Community Impact**

Located within the City of Roseville, at the Wilson Center, the UNW School of Nursing (SON) has offered a variety of local community strengthening events through its curriculum and program requirements since 2014. Examples of these include:

- **Health Fairs**, (2014, 2015 and 2016) organized and executed by senior nursing students as part of their community health course clinical requirements. The SON collaborated with KTIS radio and a variety of local vendors and businesses to provide health screenings, a Red Cross Blood Drive, health and wellness information and resources to the local community. Clinical partners such as Presbyterian Homes and Pediatric Home Services, also based in Roseville, participated. In 2015, the health fair hosted 55 vendors. KTIS radio provided on-air marketing for the Health Fair and broadcast music at the Health Fair. In 2014, Assistant Dean and Nursing Department Chair, Dr. Ginger Wolgemuth, was interviewed on KARE 11 television at the Health Fair. KARE 11 is a co-sponsor of the Community Health Screening Van, which was also present. The health fair is promoted throughout the Roseville community to local residents and businesses. In 2014 and 2015, Night to Unite or National Night Out were partners in the event with Roseville Police and Fire giving tours of their vehicles. Students, along with faculty, worked with the City of Roseville on logistics. Attendance at the Health Fairs has averaged 100-150 over the past three years.
- **As a class assignment**, two student groups conducted a Community Assessment on the City of Roseville for the Community and Population-Based Care Services course. These assessments will help students plan the 2017 Health Fair and to specifically meet needs in the Roseville community. For example, obesity, and texting and driving are statistically noted to have a high incidence in the city.
- **Emergencies and Complex Pediatrics: A Conference for Home Care Nurses**, in partnership with Pediatric Home Services, based in Roseville, partnered to offer this conference on April 27, 2017. Students assisted with the planning and preparation for their “Leadership in Nursing” course. Over 140 home care nurses and health care staff attended this first annual conference held in the Nazareth Great Room. Participants were impressed with the location and expressed a desire to return for future conferences.
- **Centennial United Methodist Church in Roseville**, has a parish nurse, Julia Nordling, RN, who has provided clinical opportunities through her role for our Community Health students since 2014. 6-8 students spend a day with her in spring and summer terms.

- **The Gathering at Centennial United Methodist Church in Roseville**, is a community based respite program for area residents with mild to moderate memory loss, still living at home with a family caregiver. Our students were trained by the sponsoring organization, Lyngblomsten in St Paul to provide one-to-one facilitation with a care recipient during the twice-monthly five-hour respite time, offering brain-stimulating programming in a calming environment through engaging activities. Students in both “Mental Health” and the “Leadership in Nursing” courses had clinical time at this site, as well as four others in greater St. Paul, for an impact of over 100 area participants and their caregivers, and 32 hours per student of clinical time.
- **First Annual 5K Fun Run, May 2017 on the campus of UNWSP**, Senior School of Nursing students helped faculty plan this on-campus event, which drew 20+ nurses and participants from the community to run or walk our beautiful campus. Local businesses helped advertise and we collaborated with The Running Room in St. Paul to provide t-shirts and registration packets for the event. Live music and prizes were part of the event.
- **Day Set Apart Conference, March 2015, 2016, 2017**. Students provided blood pressure screenings, health teaching and an information booth on the SON in the vendor area for this annual two-day event that attracts hundreds of women both locally and around the region. Approximately 40-50 women stop to have their blood pressure checked at our booth each year.

## Extract of the September 6, 2017, Roseville Planning Commission Meeting Minutes

### 1. Public Hearing

#### a. **Planning File 17-014: Request by Centre Point, LLC (University of Northwestern, St. Paul) to amend Centre Pointe Planned Unit Development (PUD) Agreement 1177 to allow College or post-secondary school, office-based, as a permitted use on 2955 Centre Point Drive**

Due to his interest on this item, Member Daire recused himself and stepped down from the dais. Prior to the meeting, he presented a letter to Chair Murphy outlining his reasons for recusal.

Chair Murphy opened the public hearing for Planning File 17-014 at approximately 6:36 p.m. He advised this item will be on the September 25, 2017 City Council agenda.

City Planner Paschke summarized the request as detailed in the staff report dated September 6, 2017. The University of Northwestern owns the property at 2955 Centre Pointe Drive and wishes to expand its engineering and science program. It will include classrooms, laboratories, and research facilities. He highlighted the uses currently permitted in the Centre Pointe Business Park, and stated the University of Northwestern is requesting consideration of an amendment to the Centre Pointe Business Park Planned Unit Development (PUD) to allow college or post-secondary school, office based as a permitted use.

Mr. Paschke reported there are letters of support and one letter of opposition to this proposal included in the meeting packet. The Planning Division recommends the Planning Commission consider the following two options:

- a. Recommend approval of a PUD amendment that would modify the permitted uses on the subject property to include college or post-secondary school, office-based, as defined by Section 1001.10 of the Zoning Code.
- b. Recommend denial of the request as the suggested uses including classroom, laboratories, and research facilities affiliated with a college or post-secondary school are deemed not appropriate for the Centre Pointe Business Park.

Member Kimble referred to line No. 55 of the staff report, and inquired what Exhibit E-2 was.

Mr. Paschke responded Exhibit E-2 includes the chart that is included on page 2 of the staff report. It highlights select uses that were in the previous B-4 district, which no longer exists.

Chair Murphy confirmed he tracked down Exhibit E-2 on the website prior to the meeting, and it included this chart as Mr. Paschke had stated.

Member Kimble commented that many of the uses listed are common to all office projects, are not unique, and could be considered 100% office.

Member Bull inquired about the proposed building.

Mr. Paschke explained it is a two-story building and may have a basement. Northwestern would be the tenant and he is unsure if they were planning to include any additional tenants. It could be parceled off if all of it was not needed by Northwestern since office is a permitted use.

Member Sparby inquired if there is an option to consider a comprehensive review of this PUD.

Mr. Paschke responded there currently in not a plan to consider that, but it may take place in the future. It would help eliminate inconsistencies between the PUD, what the current code allows for, and how the property is guided.

Commissioner Gitzen inquired about parking requirements and future studies needed for approval.

Mr. Paschke responded he believes it would meet the parking requirements. The laboratory space would have different calculations than an office building would have. If this is approved, they will look more closely at it so there are no parking issues. When this office park was first developed, traffic was a concern because it was new to the area. However, it is no longer a concern and he is not aware of any other studies needed for approval.

Member Kimble inquired about the square footage of the building and if the building is exempt from real estate taxes since Northwestern already owns the building.

Mr. Paschke advised the size of the building is not referenced in the staff report and confirmed Northwestern is exempt from real estate taxes.

Chair Murphy inquired about proposed changes to the exterior, how Lydia Avenue and Center Pointe Drive are classified, and if college office use is a permitted use.

Mr. Paschke commented the applicant can speak to the changes on the building. Center Pointe Drive and Lydia Avenue act as interior roads and take the traffic from inside the office park and move it out onto Cleveland Avenue. There is no need for further modifications to these roads. This area shows up as office business park on the zoning map and is guided as such. An office based use is a permitted use within an office business park district.

Member Bull inquired if an impact study has been done on the pathways master plan.

Mr. Paschke stated this type of study has not been done. There are sidewalks and pathways within the Centre Pointe Business Park, but there may not be connections along Cleveland Avenue which is a County road.

Chair Murphy commented it may be a challenge for people to get across Cleveland Avenue at certain times of the day.

Mr. Paschke stated there are plans in place related to the Twin Lakes redevelopment area that a connection be made from Cleveland Avenue toward the park on County Road C2.

Member Sparby inquired what the ratio is between classroom and student activity versus administration, if they plan to see an increase in traffic to the building, and if there is concern with left turns onto Cleveland Avenue out of the office park.

Mr. Paschke responded there would be an increase in traffic within Centre Pointe Business Park because this building has not been used for a while. He is unsure what the increase would be with this being used as a school based use versus an office use because they do not keep tabs on the number of office workers allowed in the building. The Centre Pointe PUD does state that at some time in the future, the properties may be responsible to assist with a signal light at County Road C2 and Cleveland Avenue, if needed. However, it has not been

an issue up to this point and is part of long range plans related to a Twin Lakes area buildout on the east side of Cleveland Avenue.

Doug Schroder, University of Northwestern Vice President of Business/Chief Financial Officer, thanked the staff and Commission for their work on this project. Northwestern has deep roots in the Roseville community, it is the largest private employer in the community with over 800 employees, and they share the same sense of commitment and vibrancy in the community with the City.

Mr. Schroder reported the nursing program at Northwestern has 120 students, and there is a need for expansion. They previously also had a partnership with the University of Minnesota in engineering, but that was discontinued in December of 2015. The demand for nursing and engineering majors is going up and with four percent of their enrollment based in engineering, they need to respond. The Board of Trustees decided to begin a four-year engineering program, but there is no space with their current facilities for this option, nor do they want to take on the debt that would allow it. They need to provide for the educational needs of the community, but it must be affordable to them.

Mr. Schroder reported the property at 2955 Centre Pointe Drive fits their needs, it can be purchased at a reasonable price point, it is close to the main campus, and the underlying zoning district of office business park allows for college office space use. The faculty and students are excited for this opportunity because it puts them right in the middle of the business community for collaboration and partnerships towards producing job-ready business students. He directed the Commissioners to a document in the meeting packet from Dr. Matt Hyre, head of the Engineering Department at Northwestern, that addresses this. Mr. Schroder stated St. Thomas, Hamline University, and College of St. Scholastica also have satellite locations.

Mr. Schroder reported in the 2007 PUD, the City identified traffic as a concern if the campus continued to grow. Relocating to this area will redistribute traffic and not bring it onto the campus. Laboratory use is a permitted use in the B-4 chart, and is part of a broader office definition. He read the college office based definition found in Ordinance No. 1427 and stated this building would be owner-occupied solely by them. The City has wisely demonstrated flexibility over the past 20 years on how to define an office, the result has provided a healthy business climate within the district, and Northwestern seeks that same flexibility with this request. They have looked over the PUD and laboratory is not defined, but the City has defined laboratory in the zoning statute. If flexibility is applied to the PUD's definition of office to include educational laboratories, then Northwestern's proposed use of the building would be 80 percent office, and no PUD would be required.

Mr. Schroder explained they are requesting an amendment to the original 1997 PUD for the property at 2955 Centre Pointe Drive, to conform it to the City's current zoning code. They are seeking equal consideration from the City to what it has already granted three other accredited degree granting institutions within the City. National American University and Minneapolis Business College are both located in office business districts, and the American Academy of Acupuncture is located in a regional business district. They are proposing to invest in an existing vacant building and will maintain the buildings historic use of having highly educated professionals. He provided a rendering of the minimal changes that will be made to the exterior of the building and the proposed interior layout.

Mr. Schroder explained in order to expand the nursing program, they need to expand the biology program, and it will be done in this facility. There is a link between the vibrancy of Northwestern and the health of the Roseville community and he highlighted examples of this. In addition, they will bring professional, permanent jobs to the site, they will own/occupy the building and invest millions of dollars into it, their presence will attract other businesses who seek to locate in proximity to their programs, and they will continue to provide highly educated nursing and engineering students.

Member Kimble inquired about the conceptual develop schedule and when the building will begin its use.

Mr. Schroder responded they have a need for a laboratory in the fall of 2018 and an additional one in the spring of 2019. Phase I allows these two laboratories to be completed, and Phase II will be completed for use in the fall of 2019. There would be minimal use in the fall of 2018 and the remaining use would begin in the fall of 2019.

Member Bull inquired if a typical student using this building would be there full time or traveling to and from the main campus.

Mr. Schroder responded the students are full time, but may only have classes two or three times a week during the day. They will not all arrive and leave at the same time of the day so the traffic will be distributed throughout the day. They will run a shuttle service to and from the main campus based on the class schedule and require students to use it.

Member Bull inquired if the improvements to the building will be done by Roseville companies.

Mr. Schroder responded the general contractor is PCL, and they could suggest they bid out work to local subcontractors.

Member Bull stated this use does not fit into office business park zoning because of the overlying PUD and its special conditions. In a previous proposal with the storage unit facility, they recommended to the City Council to cancel the PUD and look at the appropriate underlying zoning that the City would like for that area. The City Council decided not to move forward with that recommendation because there were two members absent from the meeting. He inquired about the citizen who wrote in opposition to this request stating Northwestern was in violation of the current PUD with exceeding the enrollment maximum.

Mr. Schroder explained the 2007 PUD allows for 2,400 traditional students enrolled on campus. The official enrollment of traditional students in 2017 is 1,625. The entire enrollment of students is 3,500, which includes 1,300 online students and 500 students that take classes at night.

Chair Murphy inquired what uses Northwestern would use the building for if this is not approved.

Mr. Schroder responded they will ask their Board for further direction. They may look at moving other administrative offices or leasing out some of the space.

Member Sparby inquired how they define laboratory as referenced in the PUD language.



Mr. Schroder responded in will include equipment for engineering, traditional laboratories for chemistry and biology, and computer simulation laboratories. It will be both research and classroom style laboratories.

Member Sparby inquired what percentage of the laboratories will be classroom style versus research style.

Mr. Schroder recalled 25 percent of the square footage is classroom and 80 percent of it is office/laboratory. Thirty percent of the square footage in any building is hallways, stairwells, and bathrooms. They also hope to have public space, which is about 10 percent.

Member Brown inquired if it will be primarily engineering or engineering and nursing.

Mr. Schroder responded the first floor is engineering and the second floor is biology and chemistry. The majority of the students in the biology program are pre-nursing students and they take biology classes during their first two years. During years three and four, they will be considered nursing students and will take classes in the Wilson Center Building on Lincoln Drive, which was formerly Edina Realty.

Member Bull inquired about biohazard management plans within the building, if there will be any outside storage, and about his amendment request being made solely for this property.

Mr. Schroder responded they have an extensive program where they partner with the University of Minnesota to make sure they comply with all the requirements for biohazards and the faculty and students are trained to make sure waste is properly disposed of. There will be no outside storage at this site. Mr. Schroder commented he is interested solely in this site and allowing the college office based definition there.

### **Public Comment**

Dave Erickson, 1251 Josephine Road, on faculty at University of Northwestern, commented he currently works in the Business Department. He supervises 70 interns, half of which are in the Roseville community, and 65 percent of those get employment through their internship. If the Engineering Department is expanded, it will be about the same size as the Business Department and will have the same internship requirement. This will provide people of character and high values as employees within the City.

Kirby Stoll, 1973 Lexington Avenue North, commented his written statement is included in the meeting packet as Appendix H. His son just started at Northwestern and will be studying mechanical engineering, and he is in support of the PUD amendment. Northwestern has been a good neighbor to Roseville. There are vacant office spaces in the City and he likes that Northwestern has the opportunity to own and increase its impact on Roseville and the community.

Micah Stelter, 2818 Virginia Avenue, commented he began as a student at Northwestern in 2005 and has never left. He currently works at the college and many current students, faculty and staff serve in the Roseville community. This is a great opportunity for the community to support this growth and program.

Linda Ashworth, 2583 Dellwood Avenue, commented she used to be the Internship Director at Northwestern and has had conversations with the Engineering Department on how they

can partner with local companies. They need to have a laboratory to equip themselves and she supports approval of this request.

Mark Seignious, 702 Wheaton Avenue, commented he has one child at Northwestern and supports approval of this request. It would be a great gesture in maintaining the good will that Roseville and Northwestern have with one another.

George Palke, 1775 Shorewood Curve, commented he is a close neighbor to Northwestern and had a son graduate from there in 2002. He has seen Northwestern students helping senior citizens with shoveling snow and raking leaves. The Roseville community benefits from services the students provide and he supports anything they can do to enhance Northwestern.

Yu Yi, 1427 Clarmar Avenue, commented her Chinese friends have kids that attend Northwestern. They love the school, respect the faculty, and support the educational opportunities it provides. People are very friendly and the school is a good bridge between China and the United States.

Meagan Struck, 570 Sandhurst Drive, commented she is a former student and currently on staff at Northwestern, and supports approval of this request.

Benjamin Struck, 570 Sandhurst Drive, alumni of the Biochemistry Program at Northwestern, commented he supports the growth of Northwestern and approval of this request.

Mia Madison, 2610 Snelling Curve, Northwestern alumni, commented she is glad Northwestern can support a nursing program, is excited to see it grow, loves Roseville, and supports approval of this request.

Oscar Knudson, 2749 Woodbridge Street, commented he has worked with Northwestern in his former business and supports approval of this request.

Chair Murphy explained the Planning Commission cannot approve or deny the request, but can recommend actions to the City Council. He stated there are some Commission openings with the City and encourage the residents in attendance to consider serving in that way.

With no one further coming forward to speak for or against this request, Chair Murphy closed the public hearing at approximately 8:01 p.m.

### **Commission Deliberation**

#### **MOTION**

**Chair Murphy moved, seconded by Member Gitzen, to recommend to the City Council approval of a PUD amendment that would modify the permitted uses on the subject property to include college or post-secondary school, office-based, as defined by Section 1001.10 of the Zoning Code.**

In response to Member Kimble, Mr. Paschke confirmed the motion is specific to the property at 2955 Centre Pointe Drive and not the PUD as a whole.

Member Bull commented he supports what Northwestern is trying to do and would like to see them succeed with it. However, similar to a previous proposal, he recommends

cancelling the PUD and have underlying zoning appropriate for the site. They should not be making individual amendments for a single property and the right method is to have the City Council determine if the PUD is still appropriate.

Member Sparby commented it is up to the Planning Commission to recommend approval or denial of PUD amendments and they are working with a PUD that has no purpose at this point. He is upset the City has forced the applicants to come through this process rather than addressing the PUD itself. They have had multiple requests on this and they have yet to decide if the PUD even makes sense at this time. He supports looking comprehensively at the PUD and opening it up for all types of development.

Member Bull commented they are required to take action within a certain period of time.

Member Gitzen commented the PUD has been amended over time. This use is a good fit for the site and supports this application.

Chair Murphy agreed this PUD has a history and is dated. The history of amendments, underlying zoning, and the 2012 added definition of college/post-secondary school office based use supports this use. It is compatible with the office uses in the district today as permitted uses.

Member Kimble agreed with Chair Murphy and supports the motion.

Member Brown also agreed with Chair Murphy. She added it will bring stability to the area and she supports the motion.

Member Sparby requested a friendly amendment to the motion to recommend cancellation of the PUD with an alternative of approval of the amendment to the PUD. If the Council does not cancel the PUD, the alternative would be to support this application and the approval of the amendment to the PUD. He wants to make it clear their preference is to cancel the PUD to allow for this use and other uses.

Chair Murphy inquired if they could direct staff to come up with appropriate alternatives, but not cancel the PUD.

Mr. Paschke responded no, as it relates to this request. In 2010, they eliminated the PUD process when they adopted a new zoning code. The PUD process never allowed for a cancellation and there are other active PUDs. The process has always allowed for amendments to PUDs where deemed appropriate. It is up to the Council to determine what to do long term with this PUD and the others. A PUD cancellation will require a lot of work and staff time because of all the nuances and restrictions and how they fit in with the existing code.

Ms. Collins commented the Council is still interested in looking at some of the outdated PUDs and exploring cancellation or amendments to them. They would not be comfortable cancelling a PUD until they look at all the various land use tables and identify what uses they are comfortable with.

Mr. Paschke stated they are also in a Comprehensive Plan update that may make some minor changes to what some of the land use designations are called and update the zoning code. It may be two or three years before they consider how the older PUDs should be amended or cancelled in the future. It is a complicated process.

Chair Murphy inquired if the topic of PUD cancellations is developed enough to have a joint meeting with the City Council.

Ms. Collins suggested when this recommendation comes before the City Council on September 25, 2017, they will see this dialogue and provide direction to the Planning Commission on how they would like to proceed.

Member Sparby commented with the previous application, it was frustrating when they were given an option to recommend cancellation of the PUD. It went forward to the City Council and cancellation was never really a consideration. Now that they know it is not an option, he feels comfortable supporting or denying these applications going forward, and he supports this application.

Member Kimble commented the request is to study this issue and they cannot make a recommendation to cancel this PUD.

Member Bull agreed with Member Sparby, and commented a Councilmember pointed out they were not comfortable moving forward with the application because they did not have enough Councilmembers present. If approving this is the right thing to do, he does not feel it is specific to this one property.

#### **MOTION TO AMEND**

**Member Bull moved, seconded by Member Sparby, to amend the main motion to include the entire development within PUD #1177.**

Member Gitzen commented he does not support the requested amendment. He does not want to jeopardize the application by having the Council look all the properties associated with this PUD.

Member Kimble and Member Brown agreed with Member Gitzen, and do not support the amendment.

Member Sparby commented if they are looking at office/classroom usage in the area, it makes sense to open it up to other potential schools and broaden the PUD as a whole.

Chair Murphy commented he does not support the amendment. When the Council reads the minutes from this meeting, they will see the discussion and have the ability to open it up to include the entire PUD at their discretion.

**Ayes: 2**

**Nays: 4 (Kimble, Gitzen, Murphy, and Brown)**

**Motion failed.**

There was no further discussion and the Council voted on the main motion.

**Ayes: 5**

**Nays: 1 (Bull)**

**Motion carried.**



Bench Hancock  
Agenda Item 7.9  
Sept. 25,  
2017

SPIRE Administrative Offices:  
2025 Larpenteur Ave W  
Falcon Heights, MN 55113

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September 25, 2017

City Council Members of Roseville,

I am so sorry that I am unable to attend your City Council meeting tonight in person. I have my own SPIRE Board Meeting on this very same night.

I am a proud alumnus of the University of Northwestern and have the privilege of serving as the current Chair of the Board of Trustees. As you are well aware, SPIRE has a vibrant, newly constructed branch in Roseville that revitalized an important area that was previously a Denny's restaurant. Our Roseville branch is often referred to now as our flagship branch among SPIRE's 17 branches because of our pride in that location/site.

I want to assure you that the goals for the site in Roseville/Centerpoint are the same for the University of Northwestern. The Centerpoint site for the University will be a professional building enhancing Roseville's strong image of diversity and helping further the Council's *Imagine Roseville* initiative of ensuring that, "Roseville is a community where people make connections amidst changing demographics." The University of Northwestern is excited to invest in this building and in our students' education as they become our future leaders of tomorrow right here in Roseville. I hope the Council supports this exciting vision tonight!

Thank You,

A handwritten signature in black ink, appearing to read "Dan Stoltz", with a long, sweeping horizontal line extending to the right across the page.

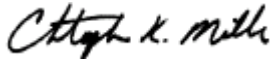
Dan Stoltz  
CEO/President of SPIRE  
Chair of the Board of Trustees of the University of Northwestern  
Alumnus of the University of Northwestern--Class of 1983  
Board Member of Presbyterian Homes

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

Date: 9/25/2017

Item No.: 9.a

Department Approval



City Manager Approval



Item Description:      Approve Payments

**BACKGROUND**

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

Check Series #	Amount
ACH Payments	\$1,138,743.52
87072-87206	\$1,554,689.81
Total	\$2,693,433.33

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

**POLICY OBJECTIVE**

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

**FINANCIAL IMPACTS**

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

**STAFF RECOMMENDATION**

Staff recommends approval of all payment of claims.

**REQUESTED COUNCIL ACTION**

Motion to approve the payment of claims as submitted

Prepared by:      Chris Miller, Finance Director

Attachments:     A:          Checks for Approval

## Accounts Payable

## Checks for Approval

User: mary.jenson  
 Printed: 9/19/2017 - 12:25 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2017	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-CC	Tools, Power Equipment Parts	275.84
87133	09/12/2017	Boulevard Landscaping	Operating Supplies	Tri State Bobcat, Inc	Equipment Supplies	330.00
87133	09/12/2017	Boulevard Landscaping	Operating Supplies	Tri State Bobcat, Inc	Equipment Supplies	302.50
Operating Supplies Total:						908.34
Fund Total:						908.34
87174	09/19/2017	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies	Copier Charges	4,610.99
Rental - Office Machines Total:						4,610.99
Fund Total:						4,610.99
0	09/12/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	7.37
Federal Income Tax Total:						7.37
0	09/12/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	1.64
0	09/12/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	7.02
FICA Employee Ded. Total:						8.66
0	09/12/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	7.02
0	09/12/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	1.64
FICA Employers Share Total:						8.66
0	09/12/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	1.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	1.04
0	09/12/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	6.79
					PERA Employee Ded Total:	6.79
0	09/12/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	1.04
0	09/12/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	6.79
					PERA Employer Share Total:	7.83
0	09/12/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	3.90
					State Income Tax Total:	3.90
					Fund Total:	44.25
87173	09/19/2017	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices, Bids Acct: 000262	106.50
					Advertising Total:	106.50
0	09/14/2017	Community Development	Conferences	APA-CC	Planning Association Conference Reg	270.00
0	09/14/2017	Community Development	Conferences	Holiday-CC	Building Official Forum Supplies	19.50
					Conferences Total:	289.50
0	09/06/2017	Community Development	Credit Card Fees	US Bank-CC	July Terminal Charges	594.32
0	09/06/2017	Community Development	Credit Card Fees	US Bank-CC	July Terminal Charges	1,254.91
					Credit Card Fees Total:	1,849.23
0	09/19/2017	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-August	4,663.20
					Electrical Inspections Total:	4,663.20
0	09/12/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	4,249.36



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	4,249.36
0	09/12/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	487.27
0	09/12/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	2,083.51
					FICA Employee Ded. Total:	2,570.78
0	09/12/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	2,083.51
0	09/12/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	487.27
					FICA Employers Share Total:	2,570.78
87101	09/12/2017	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	540.00
					HRA Employer Total:	540.00
87120	09/12/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	207.07
					HSA Employee Total:	207.07
87120	09/12/2017	Community Development	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Empl	362.99
					HSA Employer Total:	362.99
0	09/12/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2017 ICMA Defe	767.94
					ICMA Def Comp Total:	767.94
0	09/12/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	322.63
					MN State Retirement Total:	322.63
0	09/12/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	475.00
					MNDCP Def Comp Total:	475.00
0	09/14/2017	Community Development	Office Supplies	Amazon.com- CC	Office Supplies	99.99
0	09/19/2017	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	333.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Office Supplies Total:	433.85
0	09/14/2017	Community Development	Operating Supplies	Amazon.com- CC	Sit/Stand Workstation	447.08
					Operating Supplies Total:	447.08
0	09/12/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	2,223.75
					PERA Employee Ded Total:	2,223.75
0	09/12/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	2,223.75
0	09/12/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	342.13
					PERA Employer Share Total:	2,565.88
87103	09/12/2017	Community Development	Planned Unit Development	Iron Point Real Estate Partners III, L	Application Fee Overpayment Refunc	900.00
					Planned Unit Development Total:	900.00
87122	09/12/2017	Community Development	Professional Services	Ramsey County Recorder	Permit-Ref No: PF16-27	46.00
87132	09/12/2017	Community Development	Professional Services	Time Saver Off Site Secretarial, Inc	Planning Commission Meeting Minut	331.33
87138	09/12/2017	Community Development	Professional Services	Verizon Wireless	Cell Phones-Reissue of Lost Check 8'	35.01
0	09/19/2017	Community Development	Professional Services	WSB & Associates, Inc.	2040 Comprehensive Plan	9,013.38
					Professional Services Total:	9,425.72
0	09/12/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	1,650.72
					State Income Tax Total:	1,650.72
0	09/14/2017	Community Development	Training	International Code Council-CC	Building Official Training	69.00
0	09/14/2017	Community Development	Training	Joe Sensers-CC	Training Supplies	116.00
					Training Total:	185.00
					Fund Total:	36,806.98
87084	09/12/2017	Contracted Engineering Svcs	Deposits	Calyxt Inc.	Escrow Fee Refund-Permit EC16-002	20,880.00
87106	09/12/2017	Contracted Engineering Svcs	Deposits	John Mathern	Escrow Fee Refund-901 Burke Ave	3,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Deposits Total:						23,880.00
0	09/12/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	630.17
Federal Income Tax Total:						630.17
0	09/12/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	372.82
0	09/12/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	87.19
FICA Employee Ded. Total:						460.01
0	09/12/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	87.19
0	09/12/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	372.82
FICA Employers Share Total:						460.01
87120	09/12/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	120.40
HSA Employee Total:						120.40
87120	09/12/2017	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Empl	370.00
HSA Employer Total:						370.00
0	09/12/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	61.18
MN State Retirement Total:						61.18
0	09/12/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	115.00
MNDCP Def Comp Total:						115.00
0	09/12/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Empl	397.70
PERA Employee Ded Total:						397.70
0	09/12/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	61.18
0	09/12/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Empl	397.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	458.88
0	09/12/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	281.37
					State Income Tax Total:	281.37
					Fund Total:	27,234.72
0	09/06/2017	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	9.47
					209000 - Sales Tax Payable Total:	9.47
87173	09/19/2017	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices, Bids Acct: 000262	464.41
					Advertising Total:	464.41
0	09/14/2017	General Fund	Clothing	Amazon.com- CC	Uniform Supplies	60.62
87155	09/19/2017	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	33.88
0	09/14/2017	General Fund	Clothing	Keepsr-CC	Patrol Uniform Supplies	44.99
0	09/14/2017	General Fund	Clothing	Target- CC	Patrol Uniform Supplies	16.94
87137	09/12/2017	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	161.88
					Clothing Total:	318.31
0	09/14/2017	General Fund	Conferences	American Airlines-CC	Conference Transportation	50.00
0	09/14/2017	General Fund	Conferences	CRVA-Concessions-CC	Conference Meals	36.59
0	09/14/2017	General Fund	Conferences	Desalegn-CC	Conference	30.00
0	09/14/2017	General Fund	Conferences	Fuel Pizza-CC	Conference Meal	13.98
87094	09/12/2017	General Fund	Conferences	Grand View Lodge	Sex Crimes Conference Lodging	460.00
0	09/14/2017	General Fund	Conferences	MN GFOA-CC	Annual Conference Registration	285.00
87112	09/12/2017	General Fund	Conferences	MN/SCIA	MN Sex Crimes Investigator Assn. Cc	390.00
0	09/14/2017	General Fund	Conferences	Roasting Plant-CC	Conference Meal	16.41
0	09/14/2017	General Fund	Conferences	Stock Car Cafe-CC	Conference Meal	20.00
0	09/14/2017	General Fund	Conferences	Westin Hotels-CC	Conference Lodging, Meals	767.45
					Conferences Total:	2,069.43
87075	09/12/2017	General Fund	Contract Maint - Vehicles	Abra MN Roseville	Vehicle Repair	3,043.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maint - Vehicles Total:						3,043.24
87193	09/19/2017	General Fund	Contract Maint. - City Hall	Sandstrom Land Management, LLC	Landscaping Service	1,380.00
87201	09/19/2017	General Fund	Contract Maint. - City Hall	Thyssenkrupp Elevator Corp.	Elevator Maintenance	859.82
87136	09/12/2017	General Fund	Contract Maint. - City Hall	Twin City Garage Door Co.	Vehicle Repair	239.00
Contract Maint. - City Hall Total:						2,478.82
0	09/19/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	608.33
0	09/19/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	1,482.25
0	09/19/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	1,238.25
Contract Maint. H.V.A.C. Total:						3,328.83
0	09/19/2017	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Service	106.00
0	09/12/2017	General Fund	Contract Maintenance	City of St. Paul	Patrol Training Classes	231.75
0	09/19/2017	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	18.90
87119	09/12/2017	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	Tree Removal	330.00
87119	09/12/2017	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	Tree Removal	126.00
87187	09/19/2017	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	2016 DISEASED AND HAZARD TF	2,757.00
87121	09/12/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	368.16
87201	09/19/2017	General Fund	Contract Maintenance	Thyssenkrupp Elevator Corp.	Elevator Maintenance	447.11
87138	09/12/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	420.12
87073	09/06/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	309.56
87073	09/06/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	420.12
Contract Maintenance Total:						5,534.72
87091	09/12/2017	General Fund	Contract Maintnence	Embedded Systems, Inc.	Siren Supplies	663.84
Contract Maintnence Total:						663.84
87121	09/12/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,120.70
87121	09/12/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	5,685.98
Dispatching Services Total:						34,806.68
0	09/14/2017	General Fund	Employee Recognition	Byerly's- CC	Retirement Cake-R. Schultz	81.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Employee Recognition Total:	81.37
0	09/12/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	35,112.37
					Federal Income Tax Total:	35,112.37
0	09/12/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	4,386.80
0	09/12/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	7,006.06
					FICA Employee Ded. Total:	11,392.86
0	09/12/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	7,006.06
0	09/12/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	4,386.80
					FICA Employers Share Total:	11,392.86
87111	09/12/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
					Financial Support Total:	354.43
0	09/19/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	509.30
0	09/12/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	540.00
0	09/12/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	384.62
0	09/12/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	521.00
					Flex Spending Day Care Total:	1,954.92
0	09/19/2017	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	416.61
0	09/12/2017	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	1,811.54
0	09/19/2017	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	15.00
0	09/12/2017	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	454.63
					Flex Spending Health Total:	2,697.78
87101	09/12/2017	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	4,584.89
					HRA Employer Total:	4,584.89
87120	09/12/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	3,618.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	3,618.87
87120	09/12/2017	General Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	8,200.27
					HSA Employer Total:	8,200.27
0	09/12/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2017 ICMA Defe	2,214.55
					ICMA Def Comp Total:	2,214.55
87104	09/12/2017	General Fund	Memberships & Subscriptions	League of MN Cities	Membership Dues	23,906.00
87110	09/12/2017	General Fund	Memberships & Subscriptions	Minnesota Mayors Association	Mayors Association Membership Due	30.00
87131	09/12/2017	General Fund	Memberships & Subscriptions	The MN Transportation Alliance, In	Annual Membership Dues	634.00
					Memberships & Subscriptions Total:	24,570.00
87160	09/19/2017	General Fund	Minor Equipment	Dell Marketing, L.P.	Computer Supplies	1,253.45
					Minor Equipment Total:	1,253.45
0	09/14/2017	General Fund	Miscellaneous	D'Amico & Sons-CC	Volunteer Coordinator Interview Lunc	77.81
					Miscellaneous Total:	77.81
0	09/12/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	3,095.42
					MN State Retirement Total:	3,095.42
0	09/12/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	9,315.17
					MNDCP Def Comp Total:	9,315.17
0	09/06/2017	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	July Fuel Tax	171.86
					Motor Fuel Total:	171.86
87087	09/12/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees	2,020.50
87087	09/12/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees	1,862.10
87087	09/12/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees	1,961.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Non Business - Pawn Fees Total:						5,843.70
0	09/19/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	64.81
0	09/19/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	34.26
0	09/19/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	117.69
Office Supplies Total:						216.76
87203	09/19/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	236.05
Op Supplies - City Hall Total:						236.05
0	09/14/2017	General Fund	Operating Supplies	Amazon.com- CC	Paper Towel Dispenser	64.99
0	09/14/2017	General Fund	Operating Supplies	Amazon.com- CC	Telephone Record Device	24.48
0	09/14/2017	General Fund	Operating Supplies	Byerly's- CC	Family Night Out Supplies	14.10
87085	09/12/2017	General Fund	Operating Supplies	CES Imaging	Paper & Toner, Service Plan	582.45
0	09/14/2017	General Fund	Operating Supplies	Chianti Grill-CC	Retirement Party Supplies-R. Schultz	50.00
87158	09/19/2017	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	2,698.15
0	09/06/2017	General Fund	Operating Supplies	Deluxe-Non Bank	AP Check Stock	1,438.22
0	09/14/2017	General Fund	Operating Supplies	Facebook-CC	Family Night Out Supplies	52.40
0	09/19/2017	General Fund	Operating Supplies	Grainger Inc	Filters	36.84
0	09/14/2017	General Fund	Operating Supplies	Home Depot- CC	Lube	8.88
0	09/19/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	34.38
0	09/14/2017	General Fund	Operating Supplies	Innovative Office Solutions-CC	Office Supplies	26.19
0	09/14/2017	General Fund	Operating Supplies	International Code Council-CC	Code & Commentay Download	43.50
0	09/12/2017	General Fund	Operating Supplies	Brooke Jennings	K9 Supplies Reimbursement	249.29
0	09/14/2017	General Fund	Operating Supplies	North Hgts Hardware Hank-CC	Hammers	69.59
0	09/14/2017	General Fund	Operating Supplies	Office Depot- CC	Voice Recorder	299.91
0	09/14/2017	General Fund	Operating Supplies	Parking Ramp-CC	Training Parking	15.00
0	09/14/2017	General Fund	Operating Supplies	Paul Conway Shields-CC	Firefighter Supplies	256.50
0	09/14/2017	General Fund	Operating Supplies	PayPal-CC	Firefighter Toolbox	41.99
87184	09/19/2017	General Fund	Operating Supplies	Pitney Bowes, Inc.	Postage Machine	289.99
87186	09/19/2017	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Network Access Monthl	618.16
87127	09/12/2017	General Fund	Operating Supplies	SKB Environmental, Inc.	Malcolm Transfer Station	179.89
87196	09/19/2017	General Fund	Operating Supplies	SKB Environmental, Inc.	Disposal Charges	545.03
87198	09/19/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	73.68
0	09/14/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Wall Scraper	12.83
0	09/14/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Casters, Stprage Box, Cable Cutters	92.71
0	09/19/2017	General Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Aggregate Mixes	362.96
0	09/14/2017	General Fund	Operating Supplies	Target- CC	Station Supplies	7.49
0	09/14/2017	General Fund	Operating Supplies	Walgreens-CC	Water	5.98
0	09/14/2017	General Fund	Operating Supplies	Walmart-CC	Kitchen Supplies	53.43



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	8,249.01
87203	09/19/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	39.82
					Operating Supplies City Garage Total:	39.82
0	09/12/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	28,604.44
					PERA Employee Ded Total:	28,604.44
0	09/12/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	39,452.43
0	09/12/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	1,062.82
					PERA Employer Share Total:	40,515.25
0	09/14/2017	General Fund	Police Explorer Program	Flaherty's Bowl-CC	Explorers Supplies	120.52
					Police Explorer Program Total:	120.52
87137	09/12/2017	General Fund	Police Reserve Program	Uniforms Unlimited, Inc.	Uniform Supplies	121.87
					Police Reserve Program Total:	121.87
87079	09/12/2017	General Fund	Professional Services	Ammunition Disposal of MN/Davic	Ammo Pick-Up	50.00
0	09/19/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	16,276.00
0	09/19/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Services	13,382.00
0	09/19/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Grievance	555.00
87109	09/12/2017	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	718.00
87128	09/12/2017	General Fund	Professional Services	St. Paul Police Canine Unit	Kennel Fee	175.00
87130	09/12/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	400.00
87130	09/12/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
87132	09/12/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Committee Meeting Minutes	173.00
87202	09/19/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting 1	198.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	171.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	175.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	247.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	340.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	210.00
87135	09/12/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						33,349.30
0	09/12/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	13,613.53
State Income Tax Total:						13,613.53
87138	09/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	70.02
87138	09/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	175.07
87138	09/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	1,703.60
87138	09/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	652.41
87138	09/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	123.14
87138	09/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	175.05
87205	09/19/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	226.87
Telephone Total:						3,126.16
0	09/14/2017	General Fund	Training	Act*Special Ops-CC	Summer Symposium	69.00
0	09/12/2017	General Fund	Training	City of St. Paul	Patrol Training Classes	498.00
0	09/12/2017	General Fund	Training	City of St. Paul	Patrol Training Classes	285.00
0	09/14/2017	General Fund	Training	Cub Foods- CC	Training Supplies	83.82
0	09/14/2017	General Fund	Training	IAFCI- CC	Fire Chiefs Association Training	234.00
0	09/12/2017	General Fund	Training	Crystal Jones	Tuition Reimbursement	1,500.00
0	09/12/2017	General Fund	Training	Crystal Jones	Training Expense Reimbursement	58.85
0	09/12/2017	General Fund	Training	Ted Larson	Training Expenses Reimbursement	211.25
0	09/12/2017	General Fund	Training	Christine Marston	Training Expenses Reimbursement	22.00
0	09/14/2017	General Fund	Training	MNSCU-CC	Training	374.06
0	09/14/2017	General Fund	Training	MNSCU-CC	Training Supplies	374.06
0	09/14/2017	General Fund	Training	Parking Ramp-CC	GFOA Investing Strategies Training F	9.00
0	09/12/2017	General Fund	Training	Streicher's	40mm Projectile Supplies	998.56
Training Total:						4,717.60
0	09/12/2017	General Fund	Union Dues Deduction	LELS	PR Batch 00001.09.2017 Lels Union	1,783.60
87105	09/12/2017	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2017 IOUE Unioi	259.52
0	09/12/2017	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.09.2017 Local 320 U	679.24
0	09/12/2017	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.09.2017 IAFF Union	780.00
Union Dues Deduction Total:						3,502.36
0	09/12/2017	General Fund	Utilities	Xcel Energy	Street Light-282 Fairview	51.18
0	09/12/2017	General Fund	Utilities	Xcel Energy	New Fire Station	2,685.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/12/2017	General Fund	Utilities	Xcel Energy	Street Lights & Traffic Signal	2,058.50
					Utilities Total:	4,794.92
0	09/19/2017	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,326.23
					Utilities - City Garage Total:	2,326.23
0	09/19/2017	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,128.69
0	09/19/2017	General Fund	Utilities - City Hall	Xcel Energy	Payment of Inadvertant Short Pay-Ini	54.00
					Utilities - City Hall Total:	6,182.69
0	09/12/2017	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	287.96
					Utilities - Old City Hall Total:	287.96
0	09/12/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	94.78
0	09/12/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	174.49
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	63.72
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	55.23
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	91.96
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	82.93
0	09/12/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	91.94
0	09/12/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	67.25
0	09/12/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Maintenance Supplies	92.04
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Screw Machs	55.13
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Absorbent	35.40
87175	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	63.53
0	09/12/2017	General Fund	Vehicle Supplies & Maintenance	Midway Ford Co	Vehicle Repair	57.61
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	103.76
0	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	46.39
87123	09/12/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Medical Supplies	115.58
87199	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	638.00
87199	09/19/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	700.00
					Vehicle Supplies & Maintenance Total:	2,629.74
0	09/14/2017	General Fund	Volunteer Recognition	Axels-CC	Survey Drawing Gift Card	40.00
0	09/14/2017	General Fund	Volunteer Recognition	Pizza Luce-CC	Survey Drawing Gift Card	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Volunteer Recognition Total:	80.00
0	09/19/2017	General Fund	Work Session Expenses	Innovative Office Solutions	Office Supplies	10.12
					Work Session Expenses Total:	10.12
					Fund Total:	331,374.66
0	09/14/2017	General Fund Donations	Operating Supplies	Chipotle- CC	Supplies	53.19
					Operating Supplies Total:	53.19
					Fund Total:	53.19
0	09/06/2017	Golf Course	Credit Card Fees	US Bank-CC	July Terminal Charges	824.13
					Credit Card Fees Total:	824.13
0	09/12/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	723.82
					Federal Income Tax Total:	723.82
0	09/12/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	545.55
0	09/12/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	127.60
					FICA Employee Ded. Total:	673.15
0	09/12/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	127.60
0	09/12/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	545.55
					FICA Employers Share Total:	673.15
0	09/19/2017	Golf Course	Furniture, Fixtures, Equipment	Muska Electric Co	Trailer Temporary Power	2,925.00
87182	09/19/2017	Golf Course	Furniture, Fixtures, Equipment	On Site Sanitation, Inc.	Restroom Rental	35.36
87194	09/19/2017	Golf Course	Furniture, Fixtures, Equipment	Satellite Shelters, Inc.	Mobile Office	2,684.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Furniture, Fixtures, Equipment Total:	5,644.95
87101	09/12/2017	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Emplc	70.00
					HRA Employer Total:	70.00
87120	09/12/2017	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	200.00
					HSA Employer Total:	200.00
0	09/12/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplc	54.05
					MN State Retirement Total:	54.05
0	09/12/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
0	09/19/2017	Golf Course	Operating Supplies	Mark Bartholomew	Supplies Reimbursement	21.93
87153	09/19/2017	Golf Course	Operating Supplies	Central Power Distributors Inc	Golf Course Supplies	193.23
0	09/14/2017	Golf Course	Operating Supplies	Jason's Dry Ice-CC	Pop Machine CO2	57.00
0	09/14/2017	Golf Course	Operating Supplies	Joe Sensors-CC	Golf League Gift Card Prize	25.00
87171	09/19/2017	Golf Course	Operating Supplies	Leitner Co	Sand	858.47
0	09/14/2017	Golf Course	Operating Supplies	MIDC Enterprises- CC	Repair Parts	37.31
87179	09/19/2017	Golf Course	Operating Supplies	Nardini Fire Equipment Co, Inc	Tank Disconnection	134.00
87190	09/19/2017	Golf Course	Operating Supplies	Reinders Inc.	Lawn Supplies	582.00
0	09/14/2017	Golf Course	Operating Supplies	Restaurant Depot- CC	Kitchen Supplies	41.34
0	09/14/2017	Golf Course	Operating Supplies	Target- CC	Garbage Bags, Batteries	48.93
					Operating Supplies Total:	1,999.21
0	09/12/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplc	351.34
					PERA Employee Ded Total:	351.34
0	09/12/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	54.05
0	09/12/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplc	351.34
					PERA Employer Share Total:	405.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
87156	09/19/2017	Golf Course	Rental	Club Car, LLC	Seasonal Lease Rental	989.35
87182	09/19/2017	Golf Course	Rental	On Site Sanitation, Inc.	Restroom Rental	17.86
Rental Total:						1,007.21
0	09/12/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	341.70
State Income Tax Total:						341.70
0	09/06/2017	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,985.00
State Sales Tax Payable Total:						2,985.00
0	09/14/2017	Golf Course	Training	Serving Alcohol-CC	Alcohol Training	38.12
0	09/14/2017	Golf Course	Training	Serving Alcohol-CC	Alcohol Training	25.41
Training Total:						63.53
0	09/06/2017	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	153.30
Use Tax Payable Total:						153.30
0	09/19/2017	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Nut-Hex	15.01
Vehicle Supplies & Maintenance Total:						15.01
Fund Total:						16,234.94
87145	09/19/2017	Housing Rep Program/Single Fam	Utilities	Alex's Lawn & Turf	Lawn Service	295.67
Utilities Total:						295.67
Fund Total:						295.67
87130	09/12/2017	HRA Operating Fund	Professional Services	Sheila Stowell	Economic Development Authority Me	43.75
Professional Services Total:						43.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
87115	09/12/2017	HRA Operating Fund	Rice/Larpenteur Vision Plan	Perkins+Will, Inc.	Rice St-Larpenteur Ave Gateway Visi	20,523.65
					Rice/Larpenteur Vision Plan Total:	20,523.65
					Fund Total:	20,567.40
0	09/14/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Domain & Websidt Renewal	485.73
87183	09/19/2017	Information Technology	Contract Maintenance	OPG-3, Inc.	Rio Named Full Users	902.92
0	09/14/2017	Information Technology	Contract Maintenance	Solarwinds-CC	Kiwi Syslog Server	319.00
					Contract Maintenance Total:	1,707.65
0	09/12/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	6,065.04
					Federal Income Tax Total:	6,065.04
87089	09/12/2017	Information Technology	Fiber Maintenance & Locates	Cornerstone Utility Const, Inc.	Add Fiber Duct to City Hall	4,950.00
87206	09/19/2017	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance-Acct: 011277	2,750.81
					Fiber Maintenance & Locates Total:	7,700.81
0	09/12/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	3,266.40
0	09/12/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	763.90
					FICA Employee Ded. Total:	4,030.30
0	09/12/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	3,266.40
0	09/12/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	763.90
					FICA Employers Share Total:	4,030.30
87101	09/12/2017	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	878.00
					HRA Employer Total:	878.00
87120	09/12/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	642.10
					HSA Employee Total:	642.10
87120	09/12/2017	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	1,443.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employer Total:	1,443.75
0	09/12/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2017 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
87080	09/12/2017	Information Technology	Internet	Anoka County Treasury	Broadband	75.00
0	09/12/2017	Information Technology	Internet	Cologix, Inc	Fiber Cross Connect	500.00
87088	09/12/2017	Information Technology	Internet	Comcast	Business Services	91.97
87099	09/12/2017	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
87172	09/19/2017	Information Technology	Internet	Level 3 Communications	Internet	1,158.27
					Internet Total:	2,325.24
87090	09/12/2017	Information Technology	Minor Equipment	Data Q Internet Equip. Corp.	Computer Supplies	3,570.00
87090	09/12/2017	Information Technology	Minor Equipment	Data Q Internet Equip. Corp.	Computer Supplies	1,785.00
87090	09/12/2017	Information Technology	Minor Equipment	Data Q Internet Equip. Corp.	Computer Supplies	714.00
87090	09/12/2017	Information Technology	Minor Equipment	Data Q Internet Equip. Corp.	Computer Supplies	357.00
87159	09/19/2017	Information Technology	Minor Equipment	Data Q Internet Equip. Corp.	Computer Supplies	5,715.00
87160	09/19/2017	Information Technology	Minor Equipment	Dell Marketing, L.P.	Computer Supplies	575.00
					Minor Equipment Total:	12,716.00
0	09/12/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	540.50
					MN State Retirement Total:	540.50
0	09/12/2017	Information Technology	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	110.00
					MNDCP Def Comp Total:	110.00
0	09/14/2017	Information Technology	Operating Supplies	Amazon.com- CC	Cables, Telephone for Demos	138.30
0	09/14/2017	Information Technology	Operating Supplies	Impark-CC	IT Symposium	10.00
					Operating Supplies Total:	148.30
87148	09/19/2017	Information Technology	Other Improvements	Arvig Construction, Inc.	ROSEVILLE - COUNTY ROAD C S	40,188.50
					Other Improvements Total:	40,188.50



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/12/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	3,513.33
					PERA Employee Ded Total:	3,513.33
0	09/12/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	3,513.33
0	09/12/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	540.50
					PERA Employer Share Total:	4,053.83
0	09/12/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	2,291.14
					State Income Tax Total:	2,291.14
87138	09/12/2017	Information Technology	Telephone	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	610.41
87138	09/12/2017	Information Technology	Telephone	Verizon Wireless	Cell Phones	645.60
					Telephone Total:	1,256.01
					Fund Total:	93,865.80
0	09/06/2017	Internal Service - Interest	Investment Income	US Bank-CC	July Terminal Charges	97.99
					Investment Income Total:	97.99
					Fund Total:	97.99
87152	09/19/2017	IP Telephony System	CAP - Capital Equip Recovery	CDW Government, Inc.	HZGW197 INTORTEL ISI 3 YEAR	24,752.52
87090	09/12/2017	IP Telephony System	CAP - Capital Equip Recovery	Data Q Internet Equip. Corp.	Computer Supplies	1,100.00
					CAP - Capital Equip Recovery Total:	25,852.52
87078	09/12/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	Allstream	Telephone	3,317.47
87154	09/19/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
					PSTN-PRI Access/DID Allocation Total:	3,403.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	29,256.05
0	09/12/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	3,677.97
					Federal Income Tax Total:	3,677.97
0	09/12/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	2,382.26
0	09/12/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	557.14
					FICA Employee Ded. Total:	2,939.40
0	09/12/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	2,382.26
0	09/12/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	557.14
					FICA Employers Share Total:	2,939.40
87101	09/12/2017	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	713.00
					HRA Employer Total:	713.00
87120	09/12/2017	License Center	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	311.92
					HSA Employee Total:	311.92
87120	09/12/2017	License Center	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	670.00
					HSA Employer Total:	670.00
0	09/12/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	390.86
					MN State Retirement Total:	390.86
0	09/12/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	1,852.00
					MNDCP Def Comp Total:	1,852.00
0	09/19/2017	License Center	New License Center Facility	Gaughan Properties	Progress Billing for State Farm Reloc	21,095.28
87169	09/19/2017	License Center	New License Center Facility	Kodet Architectural Group Ltd.	Architectural Services-License Cente	3,328.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					New License Center Facility Total:	24,423.90
0	09/14/2017	License Center	Office Supplies	Amazon.com- CC	Office Supplies	117.08
0	09/14/2017	License Center	Office Supplies	Displays 2 Go-CC	Office Supplies	90.18
0	09/19/2017	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	167.03
					Office Supplies Total:	374.29
0	09/14/2017	License Center	Operating Supplies	Chipotle- CC	Supplies	257.10
0	09/14/2017	License Center	Operating Supplies	Costco-CC	Kitchen Supplies	60.43
0	09/14/2017	License Center	Operating Supplies	Cub Foods- CC	Customer Appreciation Refreshments	79.58
0	09/14/2017	License Center	Operating Supplies	Cub Foods- CC	Supplies	173.94
0	09/14/2017	License Center	Operating Supplies	Cub Foods- CC	Kitchen Supplies	19.95
0	09/14/2017	License Center	Operating Supplies	Mavericks-CC	Employee Luncheon Supplies	120.49
0	09/14/2017	License Center	Operating Supplies	Nelsons Cheese & Deli-CC	Supplies	126.41
0	09/14/2017	License Center	Operating Supplies	Pakor-CC	Passport Supplies	43.42
0	09/14/2017	License Center	Operating Supplies	Savoy Pizza-CC	Supplies	101.98
0	09/14/2017	License Center	Operating Supplies	Target- CC	Kitchen Supplies	58.88
0	09/14/2017	License Center	Operating Supplies	Target- CC	Supplies	48.51
87203	09/19/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	8.53
					Operating Supplies Total:	1,099.22
0	09/12/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	2,381.19
					PERA Employee Ded Total:	2,381.19
0	09/12/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	2,381.19
0	09/12/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	366.35
					PERA Employer Share Total:	2,747.54
0	09/14/2017	License Center	Postage	USPS-CC	Passport Postage	339.15
					Postage Total:	339.15
0	09/12/2017	License Center	Rental	Gaughan Properties	License Center Rent-Oct. 2017	8,628.75
					Rental Total:	8,628.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/06/2017	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,079.71
					Sales Tax Payable Total:	1,079.71
0	09/12/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	1,553.93
					State Income Tax Total:	1,553.93
0	09/14/2017	License Center	Transportation	Parking Ramp-CC	Conference Parking	10.00
					Transportation Total:	10.00
0	09/19/2017	License Center	Utilities	Xcel Energy	License Center	645.50
					Utilities Total:	645.50
					Fund Total:	56,777.73
0	09/19/2017	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-August	250.00
					Professional Services Total:	250.00
					Fund Total:	250.00
0	09/12/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	2,840.61
					Federal Income Tax Total:	2,840.61
0	09/12/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	1,657.84
0	09/12/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	387.71
					FICA Employee Ded. Total:	2,045.55
0	09/12/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	1,657.84
0	09/12/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	387.71
					FICA Employers Share Total:	2,045.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
87101	09/12/2017	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Emplc	370.00
					HRA Employer Total:	370.00
87120	09/12/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	250.00
					HSA Employee Total:	250.00
87120	09/12/2017	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	1,110.00
					HSA Employer Total:	1,110.00
0	09/12/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplc	219.46
					MN State Retirement Total:	219.46
0	09/12/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	605.00
					MNDCP Def Comp Total:	605.00
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Bachman's-CC	Nursery Supplies	155.97
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Cub Foods- CC	Arboretum Supplies	19.95
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Safety Supplies	134.95
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Field Chalk	24.94
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Furnace Filters	45.07
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Arboretum Supplies	33.97
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Tools, Putty	22.99
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Cleaning Supplies	18.96
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Epoxy	14.48
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Weed Whip Supplies	24.99
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Fuses	11.99
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Tape	49.95
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Angle	16.99
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Paint	13.98
0	09/14/2017	P & R Contract Maintenance	Operating Supplies	Walmart-CC	Cleaning Supplies	14.48
					Operating Supplies Total:	603.66
0	09/12/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplc	1,350.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	1,350.38
0	09/12/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	1,350.38
0	09/12/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	207.72
					PERA Employer Share Total:	1,558.10
87182	09/19/2017	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom Rental	335.00
					Rental Total:	335.00
0	09/12/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	1,177.33
					State Income Tax Total:	1,177.33
87138	09/12/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	35.03
87138	09/12/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	315.11
87138	09/12/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
87138	09/12/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	315.19
					Telephone Total:	700.34
87105	09/12/2017	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2017 IOUE Unioi	276.00
					Union Dues Deduction Total:	276.00
0	09/12/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	1,133.96
0	09/12/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	3,732.27
					Utilities Total:	4,866.23
					Fund Total:	20,353.21
0	09/19/2017	Park Dedication Fund	Other Improvements	LHB Inc	Marion Play Lot Service	2,473.64
					Other Improvements Total:	2,473.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						2,473.64
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	870.00
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	4,805.00
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	4,590.25
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	176.80
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	8,092.50
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	1,500.00
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	1,768.75
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	4,934.20
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	2,661.33
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	5,706.25
0	09/19/2017	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	291.25
Contractor Payments Total:						35,396.33
0	09/19/2017	Park Renewal 2011	Other Improvements	LHB Inc	Cleveland Play Lot	487.75
0	09/19/2017	Park Renewal 2011	Other Improvements	LHB Inc	Cleveland Play Lot	220.50
Other Improvements Total:						708.25
Fund Total:						36,104.58
87093	09/12/2017	Pathway Maintenance Fund	Operating Supplies	Gary Carlson Equipment, Corp.	Sprayer	149.68
Operating Supplies Total:						149.68
Fund Total:						149.68
87135	09/12/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	245.00
87135	09/12/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
87135	09/12/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	420.00
87135	09/12/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	120.00
87135	09/12/2017	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	115.00
Professional Services Total:						985.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	985.00
0	09/12/2017	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	427.01
					Federal Income Tax Total:	427.01
0	09/12/2017	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	37.27
					FICA Employee Ded. Total:	37.27
0	09/12/2017	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	37.27
					FICA Employers Share Total:	37.27
87101	09/12/2017	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Emplc	40.36
					HRA Employer Total:	40.36
87120	09/12/2017	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	25.49
					HSA Employer Total:	25.49
0	09/12/2017	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	25.95
					MN State Retirement Total:	25.95
0	09/12/2017	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	6.37
					MNDCP Def Comp Total:	6.37
0	09/12/2017	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	280.29
					PERA Employee Ded Total:	280.29
0	09/12/2017	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	420.44
					PERA Employer Share Total:	420.44
0	09/12/2017	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	141.52



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	141.52
0	09/12/2017	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.09.2017 Lels Union	29.40
					Union Dues Deduction Total:	29.40
					Fund Total:	1,471.37
87074	09/12/2017	Police Forfeiture Fund	Professional Services	2nd Wind Exercise Equipment	Fitness Supplies	4,980.96
87135	09/12/2017	Police Forfeiture Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	115.00
87135	09/12/2017	Police Forfeiture Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	130.00
87135	09/12/2017	Police Forfeiture Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	100.00
					Professional Services Total:	5,325.96
					Fund Total:	5,325.96
87077	09/12/2017	Police Vehicle Revolving	Minor Equipment	All Traffic Solutions, Inc.	LFP Power Kit	610.00
					Minor Equipment Total:	610.00
0	09/14/2017	Police Vehicle Revolving	Operating Supplies	Midway USA-CC	Tactical Supplies	174.95
					Operating Supplies Total:	174.95
87097	09/12/2017	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	1,017.05
					Vehicles & Equipment Total:	1,017.05
					Fund Total:	1,802.00
0	09/14/2017	Recreation Donations	Operating Supplies	Greg Fryer-CC	Dasher Board Installation	125.00
					Operating Supplies Total:	125.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	125.00
0	09/12/2017	Recreation Fund	Contract Maintenance	Kone Inc	Maintenance Coverage	4,645.56
					Contract Maintenance Total:	4,645.56
0	09/12/2017	Recreation Fund	Contract Maintenance	Kone Inc	Maintenance Coverage	2,366.28
					Contract Maintenance Total:	2,366.28
87163	09/19/2017	Recreation Fund	Direct Deposit	Rose Gangl	Payroll	48.28
					Direct Deposit Total:	48.28
0	09/12/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	5,346.80
					Federal Income Tax Total:	5,346.80
87147	09/19/2017	Recreation Fund	Fee Program Revenue	Gloria Arntzen	Key Deposit Refund	25.00
87164	09/19/2017	Recreation Fund	Fee Program Revenue	Laura Gilchrist	Key Deposit Refund	25.00
87168	09/19/2017	Recreation Fund	Fee Program Revenue	Chris Kocinski	Rental Reservation Refund	253.73
87192	09/19/2017	Recreation Fund	Fee Program Revenue	Alejandro Rios	Key Deposit Refund	25.00
					Fee Program Revenue Total:	328.73
0	09/12/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	898.18
0	09/12/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	3,840.51
					FICA Employee Ded. Total:	4,738.69
0	09/12/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	898.18
0	09/12/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	3,840.51
					FICA Employers Share Total:	4,738.69
87101	09/12/2017	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	1,408.00
					HRA Employer Total:	1,408.00
87120	09/12/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	261.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	261.42
87120	09/12/2017	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	695.00
					HSA Employer Total:	695.00
0	09/12/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2017 ICMA Defe	350.00
					ICMA Def Comp Total:	350.00
0	09/19/2017	Recreation Fund	Memberships & Subscriptions	Mood Media, Inc.	Skating Center Music	173.97
					Memberships & Subscriptions Total:	173.97
0	09/12/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	405.98
					MN State Retirement Total:	405.98
0	09/12/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	1,308.41
					MNDCP Def Comp Total:	1,308.41
87076	09/12/2017	Recreation Fund	Operating Supplies	AIA Services, LLC	Softball Shirts	2,538.34
0	09/14/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Summer Spec. Supplies	4.45
0	09/14/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Credit	-30.30
0	09/14/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Inadvertant Personal Purchase. Repai	10.68
0	09/14/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Bee's Life Camp Supplies	39.99
0	09/14/2017	Recreation Fund	Operating Supplies	American Flag-CC	Flags	102.95
0	09/14/2017	Recreation Fund	Operating Supplies	Cardinal Corner-CC	Animal Supplies	510.00
0	09/14/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Summer Spec. Supplies	2.68
0	09/14/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Credit	-12.40
0	09/14/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Summer Spec. Supplies	4.57
0	09/14/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Summer Spec. Activity Supplies	72.57
0	09/14/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Snacks	61.32
0	09/14/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Preschool Supplies	24.40
0	09/14/2017	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Elevator Tags	56.00
0	09/14/2017	Recreation Fund	Operating Supplies	Fastenal-CC	Wasp Spray	55.21
0	09/12/2017	Recreation Fund	Operating Supplies	Grainger Inc	Brooms, Hooks	146.51
0	09/19/2017	Recreation Fund	Operating Supplies	Grainger Inc	Brooms	117.76
0	09/19/2017	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	69.48
0	09/14/2017	Recreation Fund	Operating Supplies	Greg Fryer-CC	Dasher Board Installation	600.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2017	Recreation Fund	Operating Supplies	Hobby Lobby-CC	Frames, Needle Art	48.67
0	09/14/2017	Recreation Fund	Operating Supplies	Hobby Lobby-CC	Summer Spec. Supplies	161.73
0	09/14/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Program Supplies	33.08
0	09/14/2017	Recreation Fund	Operating Supplies	Hy-Vee-CC	Camp Supplies	4.48
0	09/14/2017	Recreation Fund	Operating Supplies	Menards-CC	Camp Supplies	61.47
0	09/14/2017	Recreation Fund	Operating Supplies	Michaels-CC	Summer Spec. Supplies	20.13
0	09/14/2017	Recreation Fund	Operating Supplies	Michaels-CC	Bee's Life Camp Supplies	28.76
0	09/14/2017	Recreation Fund	Operating Supplies	Nature Watch -CC	Camp Supplies	48.70
0	09/14/2017	Recreation Fund	Operating Supplies	Nature Watch -CC	Camp Supplies	48.70
0	09/14/2017	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	19.98
0	09/14/2017	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Supplies	15.29
0	09/14/2017	Recreation Fund	Operating Supplies	Sam's Club-CC	Rec. Supplies	20.00
0	09/14/2017	Recreation Fund	Operating Supplies	Sam's Club-CC	Rec. Supplies	35.36
87126	09/12/2017	Recreation Fund	Operating Supplies	Sherwin Williams Co.	Paint Supplies	216.09
0	09/19/2017	Recreation Fund	Operating Supplies	Stitchin Post	Soccer Shirts	1,914.00
0	09/14/2017	Recreation Fund	Operating Supplies	Super America-CC	Summer Spec. Session Reward	21.16
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Program Supplies	9.18
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	19.17
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Passport Week 6 Supplies	32.99
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	DYP Supplies	6.88
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Batteries	8.02
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Batteries	5.68
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Play Supplies	14.49
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Play Supplies	13.85
0	09/14/2017	Recreation Fund	Operating Supplies	Walmart-CC	Distilled Water	20.91
0	09/12/2017	Recreation Fund	Operating Supplies	Youth Enrichment League, Corp.	Pre-K Engineers, Builders, Project Rt	3,104.00
Operating Supplies Total:						10,306.98
0	09/12/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	2,971.63
PERA Employee Ded Total:						2,971.63
0	09/12/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	457.21
0	09/12/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	2,971.63
PERA Employer Share Total:						3,428.84
0	09/14/2017	Recreation Fund	Professional Services	Bakken Museum-CC	Field Trip	152.00
0	09/14/2017	Recreation Fund	Professional Services	Bakken Museum-CC	Field Trip	142.00
87149	09/19/2017	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	144.00
0	09/14/2017	Recreation Fund	Professional Services	Big Thrill Factory-CC	Field Trip Deposit	60.00
0	09/14/2017	Recreation Fund	Professional Services	Big Thrill Factory-CC	Field Trip Deposit	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
87151	09/19/2017	Recreation Fund	Professional Services	Breanna Burmester	Volleyball Officiating	48.00
87139	09/13/2017	Recreation Fund	Professional Services	Jeff Chapman	Wild Rice Festival Programming	450.00
0	09/19/2017	Recreation Fund	Professional Services	Chad Charboneau	Volleyball Officiating	48.00
0	09/14/2017	Recreation Fund	Professional Services	Crayola Experience-CC	Field Trip	149.09
0	09/14/2017	Recreation Fund	Professional Services	Edina Aquatic Center-CC	Field Trip	105.00
0	09/19/2017	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	208.00
0	09/14/2017	Recreation Fund	Professional Services	Facebook-CC	Advertising	16.48
87140	09/13/2017	Recreation Fund	Professional Services	Gibbs Farm	Wild Rice Festival Programming	400.00
87141	09/13/2017	Recreation Fund	Professional Services	Rick Gravrock	Wild Rice Festival Programming	150.00
87165	09/19/2017	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	48.00
87166	09/19/2017	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	48.00
0	09/12/2017	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,596.00
0	09/19/2017	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,400.00
0	09/12/2017	Recreation Fund	Professional Services	Jessica Neau	Mileage Reimbursement	20.79
87181	09/19/2017	Recreation Fund	Professional Services	Bob Nielsen	Big Band Loading/Unloading	40.00
87142	09/13/2017	Recreation Fund	Professional Services	John Oakgrove	Wild Rice Festival Programming	900.00
87182	09/19/2017	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Restroom Rental-Credit	-26.43
87143	09/13/2017	Recreation Fund	Professional Services	Paul Rice	Wild Rice Festival Programming	300.00
87144	09/13/2017	Recreation Fund	Professional Services	Reed Schillenman	Wild Rice Festival Programming	350.00
87200	09/19/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Park Buildings Cleaning	3,855.60
0	09/19/2017	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	196.00
0	09/19/2017	Recreation Fund	Professional Services	JoAnne Wilson	Volleyball Officiating	48.00
Professional Services Total:						10,888.53
87182	09/19/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	20.00
87182	09/19/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	990.00
Rental Total:						1,010.00
0	09/06/2017	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,426.39
Sales Tax Payable Total:						2,426.39
0	09/14/2017	Recreation Fund	Skate Camp	3rd Lair Skate Park-CC	Skateboard Camp	2,850.00
Skate Camp Total:						2,850.00
0	09/12/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	2,226.26
State Income Tax Total:						2,226.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
87138	09/12/2017	Recreation Fund	Telephone	Verizon Wireless	Cell Phones-Reissue of Lost Check 8:	134.13
87138	09/12/2017	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	134.09
Telephone Total:						268.22
0	09/19/2017	Recreation Fund	Transportation	Anne Klaesges	Mileage Reimbursement	87.21
0	09/14/2017	Recreation Fund	Transportation	Parking Ramp-CC	Global Market Parking	2.08
Transportation Total:						89.29
87105	09/12/2017	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2017 IOUE Unio	103.50
Union Dues Deduction Total:						103.50
87157	09/19/2017	Recreation Fund	Utilities	Comcast	Business Services Acct: 529 051508	250.03
0	09/12/2017	Recreation Fund	Utilities	Xcel Energy	Nature Center	579.66
0	09/19/2017	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	866.15
Utilities Total:						1,695.84
Fund Total:						65,081.29
0	09/19/2017	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	9,247.54
Employer Insurance Total:						9,247.54
87170	09/19/2017	Risk Management	Insurance	League of MN Cities Ins Trust	Insurance Policy-Acct: 10002798	900.00
Insurance Total:						900.00
0	09/19/2017	Risk Management	Professional Services	Samba Holdings Inc	Driver Baseline	435.00
Professional Services Total:						435.00
87170	09/19/2017	Risk Management	Sewer Department Claims	League of MN Cities Ins Trust	Sewer Backup Claim-30645	8,581.80
Sewer Department Claims Total:						8,581.80
87102	09/12/2017	Risk Management	Training	Integrated Loss Control, Inc	Safety Services	1,668.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Training Total:	1,668.00
					Fund Total:	20,832.34
0	09/19/2017	Sanitary Sewer	2017 Pavement Mgmt Project	T. A. Schifsky & Sons, Inc.	Project SAP 160-221-009-2017 PMP	11,913.00
					2017 Pavement Mgmt Project Total:	11,913.00
87095	09/12/2017	Sanitary Sewer	Accounts Payable	CONSTANCE GRUNDEI	Refund Check	9.75
					Accounts Payable Total:	9.75
87150	09/19/2017	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Sanitary Sewer	3,267.50
87177	09/19/2017	Sanitary Sewer	Cleveland Lift Station Repl	Minger Construction, Inc.	Cleveland Lift Station Rehab	366,512.66
					Cleveland Lift Station Repl Total:	369,780.16
87113	09/12/2017	Sanitary Sewer	Contract Maintenance	Jim Moncor	Sewer Backflow Device Reimburse	107.83
					Contract Maintenance Total:	107.83
0	09/06/2017	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	July UB Payments.com Charges	3,469.13
					Credit Card Fees Total:	3,469.13
0	09/12/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	1,369.88
					Federal Income Tax Total:	1,369.88
0	09/12/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	193.62
0	09/12/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	827.85
					FICA Employee Ded. Total:	1,021.47
0	09/12/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	193.62
0	09/12/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	827.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	1,021.47
87101	09/12/2017	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Emplc	404.00
					HRA Employer Total:	404.00
87120	09/12/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	60.56
					HSA Employee Total:	60.56
87120	09/12/2017	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	90.74
					HSA Employer Total:	90.74
0	09/12/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2017 ICMA Defe	26.25
					ICMA Def Comp Total:	26.25
87150	09/19/2017	Sanitary Sewer	Lounge Lift Station Upgrade	Bolton & Menk, Inc.	Sanitary Sewer, Lift Station	815.00
					Lounge Lift Station Upgrade Total:	815.00
87086	09/12/2017	Sanitary Sewer	Metro Waste Control Board	City of Lauderdale	3rd Quarter PACAL Sewer Payment	805.05
87176	09/19/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	234,684.83
					Metro Waste Control Board Total:	235,489.88
87152	09/19/2017	Sanitary Sewer	Minor Equipment	CDW Government, Inc.	Computer Supplies	29.02
87160	09/19/2017	Sanitary Sewer	Minor Equipment	Dell Marketing, L.P.	Computer Supplies	1,253.45
					Minor Equipment Total:	1,282.47
0	09/12/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	138.37
					MN State Retirement Total:	138.37
0	09/12/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	128.25
					MNDCP Def Comp Total:	128.25



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/19/2017	Sanitary Sewer	Operating Supplies	Flexible Pipe Tool Company	Wire Nozel Extension, Tigertail w/Ro	357.00
0	09/14/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Saw Blades	44.98
					Operating Supplies Total:	401.98
0	09/12/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	899.19
					PERA Employee Ded Total:	899.19
0	09/12/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	138.37
0	09/12/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	899.19
					PERA Employer Share Total:	1,037.56
87185	09/19/2017	Sanitary Sewer	Postage	Postmaster	Water Billing Postage-Acct: 2437	2,000.00
					Postage Total:	2,000.00
0	09/19/2017	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	August Utility Bills	369.62
0	09/19/2017	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	263.70
87100	09/12/2017	Sanitary Sewer	Professional Services	InfoSend, Inc.	Postage Deposit	870.34
					Professional Services Total:	1,503.66
87108	09/12/2017	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Charges-August	76,264.65
					Sewer SAC Charges Total:	76,264.65
0	09/12/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	577.79
					State Income Tax Total:	577.79
87105	09/12/2017	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2017 IOUE Unioi	119.01
					Union Dues Deduction Total:	119.01
0	09/12/2017	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	918.92
					Utilities Total:	918.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	710,850.97
87161	09/19/2017	Singles Program	Operating Supplies	Shirley Detmer	Singles Supplies Reimbursement	10.00
87191	09/19/2017	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
					Operating Supplies Total:	25.00
					Fund Total:	25.00
0	09/12/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	113.85
					Federal Income Tax Total:	113.85
0	09/12/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	14.38
0	09/12/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	61.46
					FICA Employee Ded. Total:	75.84
0	09/12/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	14.38
0	09/12/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	61.46
					FICA Employers Share Total:	75.84
0	09/12/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	9.38
					MN State Retirement Total:	9.38
0	09/14/2017	Solid Waste Recycle	Operating Supplies	Clearstream Recycling-CC	Recycling Supplies	326.85
					Operating Supplies Total:	326.85
0	09/12/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	60.91
					PERA Employee Ded Total:	60.91
0	09/12/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	60.91
0	09/12/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	9.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	70.29
0	09/12/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	51.28
					State Income Tax Total:	51.28
					Fund Total:	784.24
0	09/19/2017	Storm Drainage	2017 Pavement Mgmt Project	T. A. Schifsky & Sons, Inc.	Project SAP 160-221-009-2017 PMP	167,027.10
					2017 Pavement Mgmt Project Total:	167,027.10
87178	09/19/2017	Storm Drainage	BMP Miantenance-2017	Minnesota Native Landscapes Inc.	Weed Control Service	300.00
					BMP Miantenance-2017 Total:	300.00
87193	09/19/2017	Storm Drainage	Contract Maintenance	Sandstrom Land Management, LLC	Landscaping Service	7,258.00
					Contract Maintenance Total:	7,258.00
87162	09/19/2017	Storm Drainage	Contractor Payments	Environmental Design, Inc.	Four Stem Riverbirch	2,800.00
0	09/19/2017	Storm Drainage	Contractor Payments	T. A. Schifsky & Sons, Inc.	Aggregate Mixes	1,391.93
0	09/19/2017	Storm Drainage	Contractor Payments	T. A. Schifsky & Sons, Inc.	Curb/Gutter Replacement	28,512.15
					Contractor Payments Total:	32,704.08
0	09/12/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	1,113.23
					Federal Income Tax Total:	1,113.23
0	09/12/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	667.89
0	09/12/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	156.18
					FICA Employee Ded. Total:	824.07
0	09/12/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	156.18
0	09/12/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	667.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	824.07
87101	09/12/2017	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Emplc	113.75
					HRA Employer Total:	113.75
87120	09/12/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	80.77
					HSA Employee Total:	80.77
87120	09/12/2017	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplc	328.75
					HSA Employer Total:	328.75
0	09/12/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2017 ICMA Defe	52.51
					ICMA Def Comp Total:	52.51
0	09/12/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	100.56
					MN State Retirement Total:	100.56
0	09/12/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	63.50
					MNDCP Def Comp Total:	63.50
0	09/19/2017	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	28.05
					Office Supplies Total:	28.05
0	09/14/2017	Storm Drainage	Operating Supplies	Certified Laboratories-CC	Safety Supplies	209.67
87092	09/12/2017	Storm Drainage	Operating Supplies	Fra-Dor Inc.	Received Loads	100.00
87196	09/19/2017	Storm Drainage	Operating Supplies	SKB Environmental, Inc.	Disposal Charges	53.37
					Operating Supplies Total:	363.04
0	09/12/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplc	653.63
					PERA Employee Ded Total:	653.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/12/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	100.56
0	09/12/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	653.63
PERA Employer Share Total:						754.19
87189	09/19/2017	Storm Drainage	Pond Main - 2017	Ramsey Conservation District	Biovolume Collection for Walsh Lake	1,485.00
Pond Main - 2017 Total:						1,485.00
87185	09/19/2017	Storm Drainage	Postage	Postmaster	Water Billing Postage-Acct: 2437	2,000.00
Postage Total:						2,000.00
0	09/19/2017	Storm Drainage	Professional Services	Ecoenvelopes, LLC	August Utility Bills	369.61
0	09/19/2017	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	263.70
87100	09/12/2017	Storm Drainage	Professional Services	InfoSend, Inc.	Postage Deposit	870.33
87117	09/12/2017	Storm Drainage	Professional Services	Pipe Services Inc	7136 - 27"-72" STORM SEWER TEI	645.00
87202	09/19/2017	Storm Drainage	Professional Services	Time Saver Off Site Secretarial, Inc	PWET Commission Meeting Minutes	268.35
Professional Services Total:						2,416.99
0	09/12/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	454.24
State Income Tax Total:						454.24
87105	09/12/2017	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2017 IOUE Unioi	85.48
Union Dues Deduction Total:						85.48
0	09/19/2017	Storm Drainage	Walsh Lake Lift St Repl	SEH	Walsh Lift Station Engineering Servic	9,631.21
Walsh Lake Lift St Repl Total:						9,631.21
Fund Total:						228,662.22
0	09/19/2017	Street Construction	2017 Pavement Mgmt Project	American Engineering Testing, Inc.	DOT Material Testing-Project: 20-15	6,428.55
0	09/19/2017	Street Construction	2017 Pavement Mgmt Project	American Engineering Testing, Inc.	DOT Material Testing-Project: 20-15	3,683.90
0	09/19/2017	Street Construction	2017 Pavement Mgmt Project	T. A. Schifsky & Sons, Inc.	Project SAP 160-221-009-2017 PMP	123,184.78
0	09/19/2017	Street Construction	2017 Pavement Mgmt Project	T. A. Schifsky & Sons, Inc.	Project SAP 160-221-009-2017 PMP	125,604.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					2017 Pavement Mgmt Project Total:	258,901.52
0	09/19/2017	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Curb/Gutter Replacement	15,332.50
					Contractor Payments Total:	15,332.50
					Fund Total:	274,234.02
0	09/12/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	583.35
					Federal Income Tax Total:	583.35
0	09/12/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	445.26
0	09/12/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	104.13
					FICA Employee Ded. Total:	549.39
0	09/12/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	445.26
0	09/12/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	104.13
					FICA Employers Share Total:	549.39
87101	09/12/2017	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	161.50
					HRA Employer Total:	161.50
87120	09/12/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	9.62
					HSA Employee Total:	9.62
87120	09/12/2017	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	50.00
					HSA Employer Total:	50.00
0	09/12/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	71.87
					MN State Retirement Total:	71.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/12/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	390.00
					MNDCP Def Comp Total:	390.00
0	09/12/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	467.20
					PERA Employee Ded Total:	467.20
0	09/12/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	71.87
0	09/12/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	467.20
					PERA Employer Share Total:	539.07
87082	09/12/2017	Telecommunications	Printing	Bolger Inc.	Sept/Oct City Newsletter	4,747.98
					Printing Total:	4,747.98
0	09/12/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	255.96
					State Income Tax Total:	255.96
					Fund Total:	8,375.33
0	09/19/2017	Water Fund	2017 Pavement Mgmt Project	T. A. Schifsky & Sons, Inc.	Project SAP 160-221-009-2017 PMP	108,845.30
					2017 Pavement Mgmt Project Total:	108,845.30
87146	09/19/2017	Water Fund	Accounts Payable	PAUL ANDERSON	Refund Check	5.54
87081	09/12/2017	Water Fund	Accounts Payable	DAVID BECKER	Refund Check	111.83
87083	09/12/2017	Water Fund	Accounts Payable	JENNIFER BURDICK	Refund Check	271.89
87095	09/12/2017	Water Fund	Accounts Payable	CONSTANCE GRUNDEI	Refund Check	26.13
87096	09/12/2017	Water Fund	Accounts Payable	MEGAN HALLSTROM	Refund Check	140.12
87098	09/12/2017	Water Fund	Accounts Payable	KARI HUBBARD	Refund Check	339.22
87167	09/19/2017	Water Fund	Accounts Payable	CALEB JENNINGS	Refund Check	152.06
87107	09/12/2017	Water Fund	Accounts Payable	SARAH MEEKS	Refund Check	243.26
87180	09/19/2017	Water Fund	Accounts Payable	GRACE NETTEBERG	Refund Check	35.74
87114	09/12/2017	Water Fund	Accounts Payable	BLAKE OLSON	Refund Check	153.54
87116	09/12/2017	Water Fund	Accounts Payable	ALEX PETERSON	Refund Check	101.18
87118	09/12/2017	Water Fund	Accounts Payable	Dennis Polla	Reissue of UB Refund Check 81627	136.48
87188	09/19/2017	Water Fund	Accounts Payable	R S J Investments, Inc.	UB Refund Reissued to Home Owner	98.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
87124	09/12/2017	Water Fund	Accounts Payable	CRAIG & CHELSEY ROSENTHA	Refund Check	34.03
87195	09/19/2017	Water Fund	Accounts Payable	MAUREEN A. SIKORRA	Refund Check	105.82
87129	09/12/2017	Water Fund	Accounts Payable	LISA STEFAN	Refund Check	74.41
87134	09/12/2017	Water Fund	Accounts Payable	PABALELO & PHEMELO TSHAN	Refund Check	67.31
Accounts Payable Total:						2,096.91
0	09/12/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Federal Incc	1,878.54
Federal Income Tax Total:						1,878.54
0	09/12/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	1,157.40
0	09/12/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	270.68
FICA Employee Ded. Total:						1,428.08
0	09/12/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 Medicare E	270.68
0	09/12/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2017 FICA Empl	1,157.40
FICA Employers Share Total:						1,428.08
87101	09/12/2017	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2017 HRA Empl	410.50
HRA Employer Total:						410.50
87120	09/12/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2017 HSA Empl	134.14
HSA Employee Total:						134.14
87120	09/12/2017	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2017 HSA Emplo	173.01
HSA Employer Total:						173.01
0	09/12/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2017 ICMA Defe	48.75
ICMA Def Comp Total:						48.75
0	09/12/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2017 Post Emplo	172.15
MN State Retirement Total:						172.15



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/12/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2017 MNDCP De	203.75
MNDCP Def Comp Total:						203.75
0	09/14/2017	Water Fund	Operating Supplies	Airgas-CC	Acetylene, Oxygen	154.23
0	09/12/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter/Water Supplies	160.78
0	09/12/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter/Water Supplies	643.91
0	09/12/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter/Water Supplies	7.86
0	09/19/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,156.83
0	09/19/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	2,826.83
0	09/19/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,755.60
87092	09/12/2017	Water Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	80.00
0	09/12/2017	Water Fund	Operating Supplies	Ramy Turf Products	Lawn Supplies	402.50
0	09/14/2017	Water Fund	Operating Supplies	Sherwin Williams - CC	Paint Supplies	11.47
0	09/14/2017	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Number/Letter Set	19.24
Operating Supplies Total:						7,219.25
0	09/12/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	1,119.19
PERA Employee Ded Total:						1,119.19
0	09/12/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera additio	172.15
0	09/12/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2017 Pera Emplo	1,119.19
PERA Employer Share Total:						1,291.34
87185	09/19/2017	Water Fund	Postage	Postmaster	Water Billing Postage-Acct: 2437	2,000.00
Postage Total:						2,000.00
0	09/19/2017	Water Fund	Professional Services	Ecoenvelopes, LLC	August Utility Bills	369.61
0	09/19/2017	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	263.70
87100	09/12/2017	Water Fund	Professional Services	InfoSend, Inc.	Postage Deposit	870.33
87204	09/19/2017	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-August Samples	600.00
Professional Services Total:						2,103.64
87197	09/19/2017	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water-Acct: 0709535	515,695.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					St. Paul Water Total:	515,695.36
0	09/12/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2017 State Incom	782.29
					State Income Tax Total:	782.29
0	09/06/2017	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	20,782.13
					State Sales Tax Payable Total:	20,782.13
87105	09/12/2017	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2017 IOUE Unioi	191.49
					Union Dues Deduction Total:	191.49
0	09/12/2017	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	16.55
0	09/19/2017	Water Fund	Utilities	Xcel Energy	2501 Fairview/Water Tower	5,024.25
					Utilities Total:	5,040.80
0	09/06/2017	Water Fund	Water - Roseville	City of Roseville- Non Bank	July City Water Bills	3,412.60
					Water - Roseville Total:	3,412.60
					Fund Total:	676,457.30
0	09/12/2017	Workers Compensation	Insurance	WCRA	Premium	3,522.93
					Insurance Total:	3,522.93
87125	09/12/2017	Workers Compensation	Police Patrol Claims	SFM	Work Comp Administration	291.19
87125	09/12/2017	Workers Compensation	Police Patrol Claims	SFM	Work Comp Administration	183.00
					Police Patrol Claims Total:	474.19
87125	09/12/2017	Workers Compensation	Professional Services	SFM	Work Comp Administration	13,675.82
87125	09/12/2017	Workers Compensation	Professional Services	SFM	Work Comp Administration	340.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	14,015.82
87125	09/12/2017	Workers Compensation	Public Works Admin. Claims	SFM	Work Comp Administration	2,765.53
					Public Works Admin. Claims Total:	2,765.53
87125	09/12/2017	Workers Compensation	Street Department Claims	SFM	Work Comp Administration	183.00
					Street Department Claims Total:	183.00
					Fund Total:	20,961.47
					Report Total:	2,693,433.33

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

Date: 9/25/2017  
Item No.: 9.b

Department Approval

*Christopher K. Mills*

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>
Sewer	Arcade Asphalt Inc.	Private Driveway Replacement	(a)	\$ -	\$ 11,500.00	CIP

Comments/Description:

- a) This one-time replacement of the driveway at 2095 and 2105 Midlothian Road is in exchange for a sanitary sewer easement and encroachment agreement.

Sale of Surplus Vehicles or Equipment

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

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

**POLICY OBJECTIVE**

Required under City Code 103.05.

**FINANCIAL IMPACTS**

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

26 **STAFF RECOMMENDATION**

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

29 **REQUESTED COUNCIL ACTION**

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

32

33

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

34

## City of Roseville

Updated August 31, 2017

## 2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
<b>Administration</b>					
Office Furniture		\$ -	\$ -	\$ 9,870	\$ (9,870)
<b>Finance</b>					
Software Acquisition		-	20,000	-	20,000
<b>Central Services</b>					
Copier & Postage Machine Lease		-	77,840	43,298	34,542
<b>Police</b>					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	77,353	87,647
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	91,892	(67,892)
CSO Vehicle	1/23/2017	30,032	33,950	30,032	3,918
Vehicle Tools & Equipment		-	69,395	4,314	65,081
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
<b>Fire</b>					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	46,214	(1,214)
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	13,643	66,357
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
SCBA Equipment		-	-	34,446	(34,446)
Rescue Equipment	1/23/2017	34,144	30,000	4,954	25,046
<b>Public Works</b>					
#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	167,816	62,184
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	3/27/2017	30,436	60,000	30,436	29,564
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs	5/22/2017	36,780	50,000	36,780	13,220
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
<b>Parks &amp; Recreation</b>					
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	3/13/2017	40,237	35,000	40,231	(5,231)
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine	3/13/2017	118,304	145,000	133,304	11,696

**City of Roseville**

Updated August 31, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
<b>General Facility Improvements</b>					
Police & PW garage Co2/No2 detectors	3/13/2017	9,500	9,200	9,500	(300)
Update Flooring CH/PD	8/14/2017	64,760	75,000	45,420	29,580
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
<b>Information Technology</b>					
Computers (Notebooks, Desktop, Mobile)		-	30,400	7,244	23,156
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	6,697	8,024
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	31,303	(3,803)
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
<b>Park Improvements</b>					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	11,285	188,715
Natural Resources		-	-	-	-
<b>Street Improvements</b>					
Improvements		-	2,100,000	1,425,250	674,750
<b>Street Lighting</b>					
Improvements		-	-	-	-
<b>Pathways (Existing)</b>					
Improvements	4/24/2017	180,000	180,000	203,082	(23,082)
<b>Communications</b>					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
<b>License Center</b>					
General Office Equipment		-	17,900	441	17,459
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
<b>Community Development</b>					
Inspections Vehicle	3/13/2017	17,120	18,000	20,613	(2,613)
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

**City of Roseville**

Updated August 31, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
<b>Water</b>					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup	4/10/2017	30,193	25,000	30,193	(5,193)
#230 Ford 1/2-ton	6/5/2017	30,193	20,000	-	20,000
#237 Wacker Compacter	5/22/2017	31,305	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Booster station building maintenance		-	40,000	221,907	(181,907)
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	141,541	858,459
<b>Sanitary Sewer</b>					
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Cleveland LS upgrade		-	550,000	15,423	534,577
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	995,281	(295,281)
I & I reduction		-	100,000	-	100,000
<b>Storm Sewer</b>					
#132 Elgin sweeper 2002 3-wheel	2/13/2017	218,189	225,000	218,189	6,811
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	12,256	(256)
Walsh Storm station Upgrades		-	60,000	6,179	53,821
Pond improvements/Infiltration	7/24/2017	23,100	300,000	166,242	133,758
Storm Sewer Replacement/Rehabilitation		-	400,000	119,918	280,082
<b>Golf Course</b>					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$4,505,374	\$3,725,771



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

Date: September 25, 2017  
Item No.: 9.c

Department Approval



City Manager Approval



Item Description: Authorize MnDOT Community Roadside Landscape Partnership Program Application

**BACKGROUND**

The Minnesota Department of Transportation's Community Roadside Landscaping Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights of way. This is a reimbursement program, not a grant. The program has four goals: (1) roadside beautification, (2) community improvement, (3) environmental stewardship, and (4) community engagement.

The Home Owner's Association (HOA) at 2200 Midland Grove Road has approached the City with an interest in participating in the program. Their goal is to provide new vegetation to beautify the area as well as screen the condo building that is located on the east side of Cleveland.

Participation in this program will require approval from MnDOT for the proposed plantings before reimbursement to the applicant for the actual plant materials. The applicant will be responsible for all costs related to the planting of the materials. In this case, the HOA will hire a landscape company to install the plant materials, submit invoices documenting the actual cost of the plant materials and MnDOT will reimburse the HOA for those materials.

The program requires the applicant to form and designate a committee of at least three contact people for the project. At least one of the three contact people must be an employee or official representative of the local government unit requesting or sponsoring the project. The City has designated Luke Sandstrom, Civil Engineer, as the City's representative in this program.

**POLICY OBJECTIVE**

It is City policy to keep utility infrastructure in good operating condition and to keep systems operating in a safe condition.

**FINANCIAL IMPLICATIONS**

There will be no costs associated to the City for applying for the program. The HOA will be responsible for the labor costs and any material costs that are not eligible under the program. MnDOT will reimburse the HOA for all eligible material costs.

**STAFF RECOMMENDATION**

Staff recommends approval of a resolution authorizing staff to submit a MnDOT Community

30 Roadside Landscape Partnership Program Application and designating Luke Sandstrom City  
31 representative.

32 **REQUESTED COUNCIL ACTION**

33 Approve resolution authorizing staff to submit a MnDOT Community Roadside Landscape  
34 Partnership Program Application and designating Luke Sandstrom as the City's representative.

35 Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director  
Attachments: A: Resolution  
B: Program Application  
C. Project Location

**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 25th day of September, 2017,  
3 at 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 AUTHORIZING MNDOT COMMUNITY ROADSIDE LANDSCAPE  
PARTNERSHIP PROGRAM APPLICATION**

8  
9  
10  
11  
12  
13  
14 WHEREAS, The Minnesota Department of Transportation's Community Roadside  
15 Landscaping Partnership Program is designed to provide technical and financial assistance to  
16 communities that are interested in landscaping state highway rights of way; and

17  
18 WHEREAS, The Home Owner’s Association at 2200 Midland Grove Road has approached  
19 the City with an interest in participating in the program. Their goal is to provide new  
20 vegetation to beautify the area as well as screen the condo building that is located on the east  
21 side of Cleveland; and

22  
23 WHEREAS, The program requires the applicant to form and designate a committee of at least  
24 three contact people for the project. At least one of the three contact people must be an  
25 employee or official representative of the local government unit requesting or sponsoring the  
26 project. The City has designated Luke Sandstrom, civil engineer, as the City’s representative  
27 in this program; and

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

- 31  
32 1. The City of Roseville act as sponsoring unit for the Community Roadside Landscape  
33 Partnership Program on behalf of the Midland Grove Condominium Association on  
34 state trunk highway 35W to be conducted during the Spring of 2018.  
35 2. Be it further resolved Luke Sandstrom is hereby authorized to apply to the Minnesota  
36 Department of Transportation for funding of this project on behalf of the City of  
37 Roseville.

38  
39 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,  
40 Minnesota:

41

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

45

46 WHEREUPON said resolution was declared duly passed and adopted.



# Community Roadside Landscape Partnership Program

Application Manual – 2017 “From Wildflowers to Trees”



A Growing Partnership to Improve our Communities and Environment

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## Program Description

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The Minnesota Department of Transportation's Community Roadside Landscaping Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights of way. This is a reimbursement program, not a grant.

**The program has four goals: (1) roadside beautification, (2) community improvement, (3) environmental stewardship, and (4) community engagement.**

This manual describes the program and application requirements, and provides examples of required documents. Part I is the Program Description. Part II is the Application Form and the instructions to complete the form. Part III is the Appendices that provide other information pertinent to the application process.

If you have any questions about the program or application requirements, please call (651) 366-4617 to speak with Mn/DOT's Landscape Partnership Program Coordinator, or visit the website at:

<http://www.dot.state.mn.us/roadsides/partners/index.html>

### Applicant Eligibility

For purposes of this program, **'Communities' are defined as counties, home rule charters, statutory cities or towns, townships, and Counties. Ineligible applicants will not be considered unless they are sponsored by a community or other unit of government that can execute and honor a cooperative agreement with MnDOT** (a necessary requirement for MnDOT to transfer funds.) If you have questions about your group's eligibility, please contact the Landscape Partnership Program Coordinator for assistance.

### Eligible Components

**Funds awarded under this program must be used for roadside landscaping located on state trunk highway rights of way with fee or easement title.** Interstate freeways and high volume divided highways with controlled access may be excluded from this program due to liability, safety, and access problems. MnDOT District Staff or the Landscape Architect/Designer assigned will help determine if the site is suitable.

Components that support the goals of the program include, but are not limited to, the following:

- **Trees, shrubs, vines, perennial groundcovers, wildflowers and grasses.**
- **Soil amendments, herbicides, edging, weed fabric, wood fiber blanket, mulch (wood chip, rock or other approved types), rodent protection, staking and guying, gator bags, and seedling shelters.**

Components that support the goals of the program, which MnDOT can help design and locate, but are **not** funded by Mn/DOT's Landscape Partnership Program are:

- **Community entrance monuments**
- **Annual flowers, hanging baskets, bulbs**
- **Retaining walls, walkways, planters, benches, lighting, irrigation systems, bicycle racks, etc...**



Communities seeking approval to initiate a proposed landscape partnership project with provision of MnDOT technical and design assistance **must submit a written request to the appropriate MnDOT District Engineer** (see Appendix III.), **along with the completed application.**

### **Design - Assistance Needed (MNDOT Prepared Plans)**

If you need design assistance, please complete the all of the application except sections 6 and 7. Also please include all of the required attachments, except attachment "C". Submittal can be at anytime during the year. Allow between 6 months to 1 year for design and municipal agreement processes.

### **Design – Submitting Plans Prepared by Others**

If you are submitting your own design, please complete your written request and submit your applications for **fall planting to Mn/DOT by May 31<sup>st</sup>**. Applications for **spring planting** must be submitted to MnDOT by **December 31<sup>st</sup>**.

### **Program Goals**

Project components must support at least one of the three goals of the program (roadside beautification, community improvement, and environmental stewardship.)

In the formative stages of the project, the applicant must form and **designate a committee of at least three contact people for the project**. At least one of the three contact people **must be an employee or official representative of the local government unit requesting or sponsoring the project**. The designated individuals on the committee would then be responsible for overall project liaison and coordination prior to and during the submission of the application, as well as during implementation stages, installation, and maintenance period of the project.

#### *Community Support*

At least one of the committee members will be required to **help set up a training session for the Community**. They will be responsible for providing Community workers and volunteers with Mn/DOT supplied instructions, and information packets pertaining to safe and proper worker supervision, materials handling, plant installation and plant maintenance.

#### *Community Resolution*

The application must include a **formal resolution indicating community support** for the desired improvements and authorization of a primary contact person to apply to MnDOT for funding. See Appendix I for sample resolution.

#### *MNDOT Approved Plan*

**A MnDOT approved** (District and Landscape Partnership Program Coordinator) **landscape plan at a scale of not more than 50'=1" must be included as part of the application.**

{11" x 17" reductions are acceptable for application purposes.} The landscape plan shall incorporate by reference or attachment, standard MnDOT planting details, material specifications and special provisions as applicable. The plan may be prepared by one of MnDOT's landscape architects, landscape designers or foresters with no obligation or cost to the community, **as scheduled work loads permit**. Potential applicants may use the services of local landscape design professionals to prepare plans, **at their own cost**, thereby minimizing time delays that may occur as a result of MnDOT's workload. MnDOT's project manager will assist applicants in obtaining base mapping information, design guidelines, required reviews, and necessary approvals. Community designed plans will need to be reviewed by Mn/DOT Staff, to determine if the project meets minimum standards for safety and mobility.

### Funding - Reimbursement

**Funding assistance is limited to the estimated cost of providing the required landscape materials.** Materials included, but not limited to are: soil amendments, herbicides, plant materials, seed, sod, mulch, rodent guards, gator bags, and other miscellaneous materials necessary for the project. Eligible projects must include a minimum of \$1,000 worth of materials and the maximum award of funds for any project or project phase shall not exceed \$30,000<sup>1</sup> in any given year.

**The program requires that a community provide the funds or in-kind services to install and maintain the state funded materials.** Applicants may utilize their own labor forces, service organizations, volunteers or contractors. The community must act as the contract letting and administration authority where contract installation is desired. Contract awards must be received and approved by District Staff and the Landscape Partnership Coordinator, before the project can be started.

If volunteers are to be used, the application must include **a volunteer pledge list**<sup>2</sup> identifying sufficient numbers of volunteers to complete the scope of work within an acceptable time period. Volunteers **must be** 18 years of age or older **unless accompanied and supervised** by an adult at all times. A ratio of at least one adult supervisor for every five children under the age of 18 is required.

Successful applicants are required to enter into a Cooperative Agreement with MnDOT to install and maintain the roadside landscape improvements. A detailed landscape plan showing actual locations and quantities of materials along with the specifications and special provisions will form the basis of the Agreement together with the application and schedule of maintenance requirements (Appendix V).

### Application

**The applicant must submit the completed application and written request to the appropriate MnDOT District Engineer (Appendix III). The application could also be sent electronically, in PDF Format.** The application will then be reviewed for approval by MnDOT's District and Community Roadside Landscape Partnership Program staff.

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<sup>1</sup> The upper limit cost is determined by the local District office, based on funding available for the fiscal year.

<sup>2</sup> Estimated Volunteers needed based on 1 person planting either: 1 tree/hour or 4 shrubs/hour or 20 perennials/hour

## Criteria for Evaluating Applications

---

After the completed application has been submitted to MnDOT, additional information may be required. Clarification of vague or ambiguous application materials may be requested by the MnDOT review team. Incomplete applications will not be considered for funding.

In order for an application to be reviewed, it must contain the basic, minimal requirements as outlined in this manual. Applications may be approved for funding in the full amount requested or in an amount less than requested.

**The criteria to be used in reviewing and ranking qualifying applications include:**

1. Extent to which the proposed project meets one or more of the goals of the program.
2. Extent to which the proposed project is consistent with MnDOT policy, safety, design, and operations guidelines.
3. Extent to which the proposed project and partner demonstrate a strong likelihood for successful installation, establishment and maintenance of the roadside landscaping investment.

## Project Fund Reimbursement

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**Project Fund reimbursement is contingent upon:**

- **Appropriate preparatory work and installation of approved landscape materials.** Approved materials need to include all certificates and licenses required by the state, as per MnDOT spec 2571.
- **Execution and approval of the Cooperative Agreement.** Funds may be transferred to the community upon receipt of a written request to the Statewide Landscape Partnership Coordinator with a copy of the purchase orders and/or invoices for landscape materials.
  - o The letter needs to include the project number, agreement number and the amount of reimbursement that is being requested
  - o The letter must also state if the amount being requested is for payment in full or for a partial payment.
    - A partial payment may be made if the community was not able to complete all planting operations on the day of the planting, but need to be reimbursed for the material that has been planted to date.
    - The city must then request a final payment after the project is completed.
  - o A partial payment by MnDOT does not constitute an agreement for additional plantings outside of the original agreement.
  - o A partial or full payment does not guarantee an approval for future projects with MnDOT, unless the community submits another application.

## Application - 2017

---

Community Roadside Landscape Partnership Project for: \_\_\_\_\_

Projected Planting Date: \_\_\_\_\_



## Application Form

---

**(1) APPLICANT**

Local Government Unit / Community \_\_\_\_\_

Address \_\_\_\_\_

**(2) COMMITTEE OF PRIMARY CONTACT PERSONS:** One of the Committee members must be employed as a staff member or representative of the Local Government Unit.

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**(3) DESCRIBE THE LOCATION OF THE PROJECT SITE(S). (Include county, city and the limits of the project.)**  
Trunk Highway:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) BRIEFLY STATE THE GOALS AND SCOPE OF YOUR PROPOSED PROJECT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5) BRIEFLY STATE THE PUBLIC PARTICIPATION (Committees, Boards or other) AND APPROVAL PROCESS USED (City Council or other) AND SIGNIFICANT COORDINATION WITH OTHER PROGRAMS (DNR, Watershed District, or other).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(6) FOR PLANS PREPARED BY OTHERS:** LIST THE REQUIRED “GENERAL” MATERIALS ONLY AND THE ESTIMATED MATERIAL COSTS FOR THE PROJECT (soil amendments, herbicide, plant materials, seed, sod, construction materials, weeds fabric, mulch, rodent protection, etc.) **DO NOT INCLUDE LABOR OR EQUIPMENT.**

**PROJECT MATERIALS** (on state right of way only)

MATERIALS	QUANTITY	ESTIMATED COST
Plant Materials	_____	_____
Herbicides	_____	_____
Compost – Type 2	_____	_____
Mulch – Type 6	_____	_____
Rodent Protection (If Needed)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Sales Tax	_____	_____
Shipping	_____	_____

TOTAL MATERIAL COST \_\_\_\_\_  
(Include Sales Tax and Shipping)

**(7) SHOW THE DESIRED TIMETABLE FOR COMPLETION OF EACH MAJOR COMPONENT OF THE PROPOSED PROJECT FROM PREPARATION OF PLANTING AREAS THROUGH COMPLETION OF INSTALLATION.**

TIMETABLE COMPONENT	BEGINNING DATE:		ENDING DATE:											
	YEAR	J	F	M	A	M	J	J	A	S	O	N	D	
Preliminary Layout and Staking														
Spray or Remove existing weeds & grasses														
Cultivate planting and seeding areas (soil amendments, rototilling)														
Stake individual plant locations														
Install Plants														
Install Turf														
Install Mulch														
Install Plant Protection														

- (8)** DESCRIBE THE TYPES OF LABOR FORCES AND THE ESTIMATED QUANTITY OF PERSONNEL THAT WILL INSTALL AND MAINTAIN THE PROJECT. (city crews, youth service corp., contractors, volunteers) If the majority of work is to be performed by volunteers, a preliminary pledge list of volunteers must be attached.

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### Statement of Assurances

---

To the best of my knowledge and belief, data in this application is true and correct, and the document has been duly authorized by the government unit of the applicant with full understanding of the program requirements. It is agreed that at least one primary contact person will hold a training session for the community workers, volunteers and/or contractors to provide proper direction and information packets for landscape project preparation, inspection, installation, and maintenance. It is agreed that if volunteer workers are to be used, they will meet minimum age or eligibility requirements. It is agreed that the local government unit will enter into an Agreement with MnDOT ensuring that the local government unit will ensure or provide required maintenance of the roadside landscape improvements described in the plan and the Agreement.

Signature of the Primary Contact Person Authorized By the Local Government Unit	Date
--	------

### Required Attachments

---

- (A)  RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.
- (B)  MAP OF PROJECT LOCATION.
- (C)  VOLUNTEER PLEDGE LIST  
(If volunteers are to be used, otherwise state how the project will be installed)

**If submitting plans by others**

- (D)  MNDOT APPROVED LANDSCAPE PLAN AND ESTIMATE (Approval Stamped and Dated By District Staff and Landscape Partnership Coordinator)

The documents submitted in support of this application shall be considered part of this application.

## Appendices

---

- I. [SAMPLE OF RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.](#)
- II. [LIST OF RESOURCES.](#)
- III. [MAP OF MN/DOT DISTRICTS AND LIST OF DISTRICT/METRO DIVISION CONTACTS WITH ADDRESSES AND PHONE NUMBERS.](#)
- IV. [EXAMPLE MAINTENANCE ACTIVITY CHARTS](#)
- V. [PARTIAL LIST OF ACTIVITIES TO INSURE SUCCESS OF PARTNERSHIP PLANTINGS.](#)
- VI. [MN/DOT LANDSCAPING PARTNERSHIP PROCESS FLOW DIAGRAM.](#)



## Appendix - I

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### Sample Resolution

To start the cooperative agreement process community City Councils, Township Boards, County Boards or coordinating sponsor must authorize a primary contact for contract coordination. Below is an example of a Community Resolution. This is just an example, the community may use its standard resolution format.

Applicants must adopt the following as a resolution or letter and submit it with the application. Applications without a completed and signed resolution or letter will not be considered.

Be it resolved that \_\_\_\_\_  
(applicant/local government)  
act as sponsoring unit for the project identified as \_\_\_\_\_  
on the state trunk highway(s) \_\_\_\_\_ to be conducted  
during the period \_\_\_\_\_ through \_\_\_\_\_.  
(duration dates)  
Be it further resolved \_\_\_\_\_ is hereby authorized to apply  
(name of primary contact person)  
to the Minnesota Department of Transportation for funding of this project on behalf of  
\_\_\_\_\_  
(applicant/local government)

I certify that the above resolution was adopted or approved by \_\_\_\_\_ of  
(City Council or City/County official)  
\_\_\_\_\_ on \_\_\_\_\_.

**SIGNED:**

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(title) (date)

**WITNESSED:**

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(title) (date)

## Appendix - II

---

### Resources

The following may be able to provide assistance or information affecting your project:

Minnesota Department of Transportation  
(see Appendix III for contacts)

- District Offices
- Statewide Landscape Partnership Coordinator

Minnesota Extension Service

University of Minnesota

St. Paul, MN 55108

[www.extension.umn.edu](http://www.extension.umn.edu)

AnswerLine - (800) 854-1678

Minnesota State Horticultural Society

Minnesota Green

1755 Prior Avenue North

Falcon Heights, MN 55113

[www.northerngardener.org](http://www.northerngardener.org)

(651) 643-3601 or (800) 676-6747 ext 211

Minnesota State Historical Society

State Historic Preservation Government

Project and Compliance

History Center, 345 Kellogg Blvd. W.

St. Paul, MN (651) 296-5462

[www.mnhs.org/shpo](http://www.mnhs.org/shpo)

Iron Range Resources And Rehabilitation Board

Community Development Division

P.O. Box 441, Highway 53 South

Eveleth, MN 55734 (218) 735-3000

[www.ironrangeresources.org](http://www.ironrangeresources.org)

University of Minnesota

School of Architecture and Landscape Architecture

216 Pillsbury Drive S.E.

Minneapolis, MN 55455 (612) 626-9068

[www.design.umn.edu](http://www.design.umn.edu)

University of Minnesota Landscape Arboretum

3675 Arboretum Drive

Chanhassen, MN 55317 (952) 443-1400

[www.arboretum.umn.edu](http://www.arboretum.umn.edu)

Minnesota Nursery and Landscape Association

P.O. Box 130307

St. Paul, MN 55113 (651) 633-4987

[www.mnla.biz](http://www.mnla.biz)

Minnesota Chapter of the

American Society of Landscape Architects

275 Market Street, Suite 54

Minneapolis, MN 55405 (612) 339-0797

[www.masla.org](http://www.masla.org)

Minnesota Design Team

AIA Minnesota

International Market Square

275 Market Street, Suite 54

Minneapolis, MN 55405

(612) 338-6763 ext 214

[http://www.aia-mn.org/get-](http://www.aia-mn.org/get-involved/committees/minnesota-design-team)

[involved/committees/minnesota-design-team](http://www.aia-mn.org/get-involved/committees/minnesota-design-team)

#### **Local Offices of the following:**

- County Agricultural Extension Service
- Department of Natural Resources (D.N.R.)  
Division of Forestry
- Regional / Metropolitan Planning  
Commissions and Councils
- Soil Conservation Service (S.C.S.)
- Soil and Water Conservation Districts  
(S.W.C.D.)
- U.S. Forest Service (U.S.F.S.)

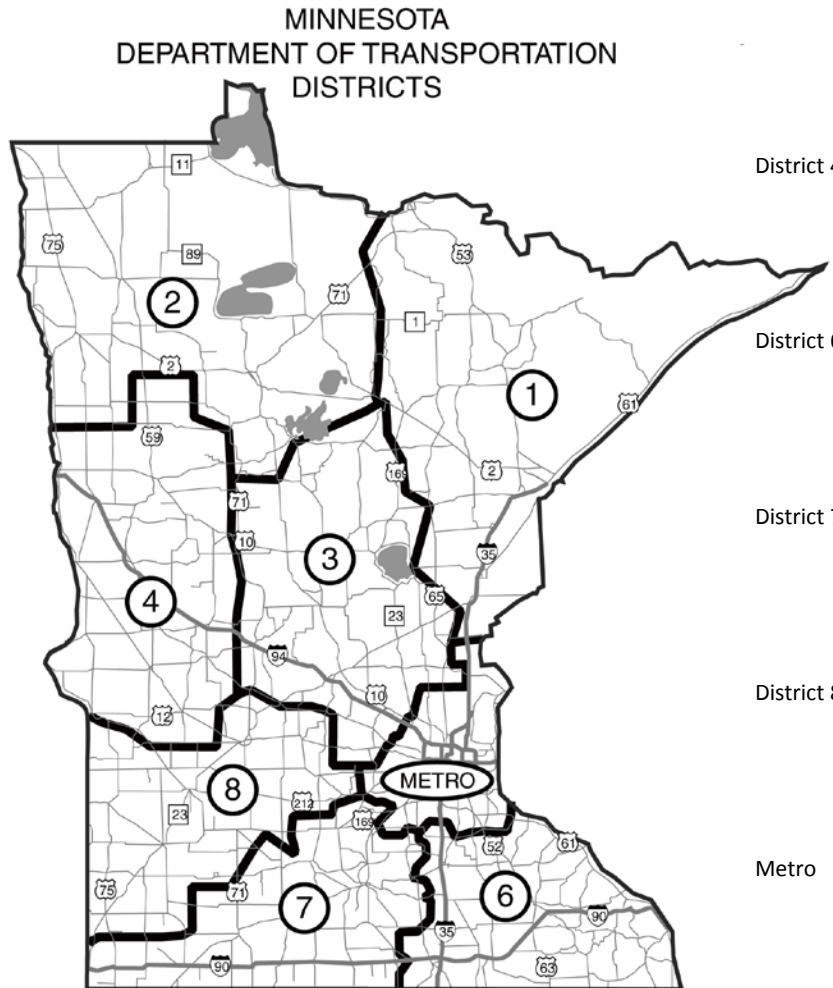
## Appendix - III

### Map of MNDOT Districts and Contacts

For More information or guidance in developing your  
Community Roadside Landscape Partnership Project  
Contact:

**Mn/DOT State Landscape Partnership  
Program Coordinator**

Todd A. Carroll, Landscape Architect  
MnDOT Office of Environmental Stewardship,  
395 John Ireland Blvd., M.S. 686  
St. Paul, MN 55155-1899  
Phone: (651) 366-4617  
E-mail: [Todd.Carroll@state.mn.us](mailto:Todd.Carroll@state.mn.us)



**District Contacts:**

District 1	Mr. Duane Hill 1123 Mesaba Avenue Duluth, MN 55811 (218) 725-2704 <a href="mailto:Duane.Hill@state.mn.us">Duane.Hill@state.mn.us</a>
District 2	Mr. Curt Larson 248 – 125 <sup>th</sup> Ave. NE Thief River Falls, MN 56701 (218) 683 - 8023 <a href="mailto:Curt.Larson@state.mn.us">Curt.Larson@state.mn.us</a>
District 3	Mr. Dan Anderson, D.E. 7694 Industrial Park Baxter, MN 56425 (218) 828-5703 <a href="mailto:Daniel.D.Anderson@state.mn.us">Daniel.D.Anderson@state.mn.us</a>
District 4	Ms. Jody Martinson D.E. 1000 Highway 10 West Detroit Lakes, MN 56501 (218) 846-3603 <a href="mailto:Jody.Martinson@state.mn.us">Jody.Martinson@state.mn.us</a>
District 6	Mr. Nathan Gregor 2900, 48 <sup>th</sup> St. N.W. Rochester, MN 55903 (507) 286-7561 <a href="mailto:Nathan.Gregor@state.mn.us">Nathan.Gregor@state.mn.us</a>
District 7	Mr. Jed Falgren, A.D.E. 2151 Bassett Dr. Mankato, MN 56001-5032 (507) 304-6104 <a href="mailto:Jed.Falgren@state.mn.us">Jed.Falgren@state.mn.us</a>
District 8	Mr. Todd Broadwell, A. D.E. 1800 E. College Dr. Marshall, MN 56258 (507) 537-2044 <a href="mailto:Todd.Broadwell@state.mn.us">Todd.Broadwell@state.mn.us</a>
Metro	Mr. Ryan Sodd 1500 West County Rd. B2 Roseville, MN 55113-3105 (651) 234-7923 <a href="mailto:Ryan.Sodd@state.mn.us">Ryan.Sodd@state.mn.us</a>

## Appendix - IV

---

### MNDOT Landscaping Partnership Process

For General Information call the MnDOT Landscape Partnership Program Coordinator (651) 366-4617

Sponsoring Local Government Unit must send a letter or resolution to the MnDOT District Contact person (Appendix III) requesting sanction and technical assistance to develop a proposed landscaping partnership project.

If MnDOT District Staff consider the project request feasible and desirable, the Landscape Partnership Program Coordinator (LPPC) will be asked to assign a Project Manager to provide design and/or technical assistance to the Community.

MnDOT Project Manager (landscape architect, designer or forester) and District Liaison meet with the Community to discuss project planning, implementation, and maintenance concerns.

MnDOT Project Manager prepares or assists the Community designer in preparing conceptual Plans.

District Liaison reviews preliminary Plan for safety and operational concerns prior to Plan review with the Community.

MnDOT Project Manager, District Liaison, and Local Government Unit / Community meet to review the Plan and to identify desired modifications, options, timetables, implementation strategies and phasing.

MnDOT Project Manager or the Community designer finalizes the detailed Plans, Cost Estimates, and Specifications for review and approval by Mn/DOT and Local Government Unit / Community representatives.

MnDOT District Liaison approves plan and gets the necessary Mn/DOT signatures.

Local Government Unit / Authorized Primary Contact Person prepare a "complete" Partnership Project Application and submit it in duplicate to the MnDOT Landscape Partnership Program Coordinator.

MnDOT Landscape Partnership Program Coordinator screens Application with Project Manager for accuracy / completeness and forwards a recommendation for approval / rejection of Funding with the Application to District Liaison.

Subsequent to District feedback, the Landscape Partnership Program Coordinator notifies applicants of approval, rejection, or deferral of their Application and Mn/DOT funding.

If the Application and Funding are approved, the MnDOT Project Manager will draft a Cooperative Agreement detailing the Local Government Unit's procurement, installation, and maintenance responsibilities. The MnDOT Municipal Agreements Engineer coordinates execution of the Agreement and encumbrance of District landscape partnership Funds.

MnDOT Project Manager provides technical assistance to help the Community organize their efforts, procure quality materials, obtain training, and coordinate safe and successful installation and maintenance of their plantings.

Local Government Unit sends copies of the Purchase Orders for Approved Materials specified in the Project Application and Plan to the MnDOT Project Manager.

MnDOT Municipal Agreements Engineer authorizes a Lump Sum Payment of the Approved Funding Amount to the Local Government Unit

MnDOT Project Manager(s) will Evaluate Compliance / Success of Project relative to intent by written report including Corrective Actions, if needed, and continue providing technical assistance to Community as necessary.

## Appendix - V

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### Suggested Activities to insure Landscape Project Success

Overall coordination .....	City, Beautification Committee
Request MnDOT sanction and technical assistance .....	City
Secure assistance from local resources; services; sponsors .....	City, Beautification Committee
Initial scoping and strategy meetings .....	City, MN/DOT, Local Resource Personnel and Services
Prepare plan .....	MN/DOT or City, Consultant Designer, Resource Personnel
Review plan.....	MN/DOT, City and Beautification Committee
Identify preliminary work force capabilities and volunteer pledges .....	City, Beautification Committee and Mn/DOT
Identify preliminary equipment and supply needs and provider commitments / terms .....	City, Beautification Committee and Mn/DOT
Approve plan.....	Mn/DOT and City
Obtain cost estimates / bids for provision of Landscape materials .....	City, Beautification Committee and Mn/DOT
Secure Commitments to maintain plantings .....	City
Develop phasing strategy and schedule .....	City, Beautification Committee and Mn/DOT
Submit <b>completed</b> partnership application with MnDOT approved plan .....	City, Beautification Committee
Notify successful applicants of projects to be awarded .....	Mn/DOT
Prepare and execute the Landscape Partnership Agreement .....	Mn/DOT and City
Order and schedule delivery of plants and materials.....	City
Provide training session for plant inspection, installation, and maintenance .....	Beautification Committee and Mn/DOT
Attend training session .....	Community Workers, Volunteers, and Contractors
Plan a Planting Day Ceremony to Honor the Effort and Participants .....	Beautification Committee
Publicize planting day and line up sponsors, services, "leaders", work crews (volunteers, contractors, etc.) .....	Beautification Committee
Hold orientation meeting(s) to schedule and plan installation; to assign tasks; and to review proper procedures and info packets / videos .....	Beautification Committee
Supply stakes .....	MN/DOT
Stake plant locations.....	City, Crew Leaders and MN/DOT
Review staking .....	MN/DOT
Locate and mark utilities, re-stake as necessary .....	City, Beautification Committee
Locate material storage sites and staging areas.....	Beautification Committee and MN/DOT
Spray Roundup in planting areas	

(Optional and preferably in late summer or early fall) .....Experienced and Licensed Personnel (City, County, Mn/DOT or Contractor)

Haul compost / soil amendments to planting beds.....City / Community "Forces"

Till planting beds (incorporate compost or other soil amendments preferably in fall) .....City / Community "Forces"

Haul wood chips to storage locations near planting beds.....City / Community "Forces"

Layout flower beds and line up flowers.....Community Garden Club

Receive and inspect nursery stock (preferably in spring) .....Trained Community Personnel with assistance from Local Conservation and Environmental Resource Personnel

### Activities – Planting Day:

Breakfast gathering suggested .....Organizers, Crew leaders, Service Providers

Check-In Station with Information Providers, Refreshments .....City / Community "Forces" and Sponsors

Traffic Control, Signing and access / parking directions .....Mn/DOT, Local Law Enforcement Personnel, and Designated City / Community Safety Officer

Provision of "porta-potties" .....City / Communities Sponsors

Planting and safety demonstrations.....MN/DOT, Local Resource Personnel and Crew Leaders

Distribution of plants and materials from and to storage sites .....Local Resource Personnel and Crew leaders

Supervise planting crews (crew leaders) .....Local Resource Personnel, Trained Community Personnel and Mn/DOT

Insure proper handling and protection of plants before and during planting.....Crew Leaders

Insure safe work methods and behaviors.....Crew Leaders

Insure proper plant and material installation.....Crew Leaders

Install plants, seed, sod, mulch, rodent protection, etc. ....City / Community "Forces"

Watering .....Fire Department and City / Community "Forces"

TAKE PICTURES throughout project.....Mn/DOT, Volunteers and Media

Provide Simple Lunch.....City / Community Sponsors and Service Organizations

Conduct a Ceremony to Honor the Effort and Participants      Beautification Committee, Dignitaries, Participants

### Activities – After Planting:

Send letters of appreciation .....Mn/DOT and Beautification Committee

Set up maintenance schedule.....City, Volunteers, Trained Community Personnel

Watering .....Fire Department and City / Community "Forces"

Weeding, monitoring for disease, insect, drainage problems.....City / Community "Forces"

### Activities – Potential Work Groups:

Civic groups	Garden Clubs	Army Reserve Unit	Sentence to Service
Scouts	Youth groups	Vo-Ag Class	Businesses
City Parks/Public Works Crews	FFA	4-H Clubs	Contractors

## Appendix - VI

### Maintenance Requirements

The following reflect what will be required of the community for its portion of the cooperative agreement:

**Table 1 – Required Landscape Maintenance Activities**

Plant Groups	Pruning		Weed Control	Fertilization	Watering	Insect and Disease Control	Rodent Protection	Removals and Replaceme
	When To	Type of						
Evergreen Tree	Anytime- Dry Conditions	Corective and Deadwood Removal	Maintain Mulch at a 3" minimum depth and a 2' minimum radius around trees in mowed areas in a weed free condition	Yes	Yes until established (2 years Supplemental Watering may be needed during drought periods (especially during July and August) Even after plants are established	As Needed - Remove diseased plants which pose threats to adjacent plantings.	Yes – Pine Only	Remove all Dead Plants. Replace dead or dying plants unless the visual appearance or design intent are not noticeably compromised by the lost plants.
Shade Trees	Deadwood removal anytime, when dormant for other pruning			Yes				
Oaks	Not in April, May, June, or July.			Yes				
Honeylocust	When Dormant, not when Humid or Wet			Yes				
Ornamental Trees	Deadwood removal anytime, when dormant for other pruning			Yes				
Evergreen Shrubs	Anytime – Dry Conditions	Deadwood Removal		Yes				
Decidous Shrubs	Dormant	Corrective and renewal		Yes				
Vines	Dormant			No				
Groundcovers	Not Needed		Yes					

**Table 2 – Calendar of Landscape Maintenance**

ACTIVITY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>Pruning</b>	See Table 1 for best time for specific species											
Conifers	XXXX	XXXX	XXXX	XXXX	XOOO	O0XX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Deciduous Trees/Shrubs (Except Oak)	XXXX	XXXX	XXOO	O000	O000	O000	O000	O000	O000	O0XX	XXXX	XXXX
Oak Trees	XXXX	XXXX	XXXO				O000	O000	O000	O0XX	XXXX	XXXX
<b>Weed Control</b>	Planting beds must be kept in a weed free condition											
Mow 5' from bed edges				--OO	OXXX	XXXX	XXXX	XXXX	XXOO	O---		
Remulch			--OO	O0XX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXO	OO--	
Herbicide	Must be applied by a Licensed Pesticide Applicator – See MnDOT 2571.3K2a for methods											
<b>Fertilization</b>	See Table 5 for rates of application											
Shrubs Trees			---O	XXXX	O---							
Turf								---O	XXXX	O---		
<b>Insect and Disease</b>	Time of control depends on the type of insect or disease and when it is detected											
<b>Sunscauld Protection</b>	XXXX	XXXX	XXXO							---O	XXXX	XXXX
<b>Watering</b>	During first and second growing season approximately once a week or as needed to maintain adequate but not excessive soil moisture											
<b>Maintain Rodent Protection</b>	O000	O000	O000	O000	O000				O0XX	XXXX	XXOO	O000
<b>Mowing – Prairie Establishment</b>						--OO	XXXX	XXXX	XXXX	OO--		
<b>Mowing – Turf Establishment</b>					O0X	XXXX	XXXX	XXXX	XXXX	XXOO		
<b>Mower Damage Prevention</b>				--OX	XXXX	XXXX	XXXX	XXXX	XXXX	XXOO		
<b>Replant – Coniferous</b>				-OXX	XXOO			--OX	XXXO			
<b>Replant – Deciduous – B&amp;B, B.R.</b>				-OXX	XXXX	O---				OXXX	XO--	
<b>Replant – Container Plants</b>				-XXX	XXXX	XXXO	O000	O00X	XXXX	X000		
<b>Replant –Turf</b>				---O	XXXX	XXOO	O000	--OX	XXXX	OO--		

X - Optimum time  
O - Less than optimum time



**Table 3 – Description of Types of Pruning**

Type of Pruning	When To Prune	Description
Disease Removal	After Diagnosis	Removal of fungal bacterial growths. Sterilize pruners between cuts
Deadwood Removal	See Table 1	Removal of dead branches, normally from the interior portion or the crown
Training	See Table 1	Maintaining central leaders and acceptable symmetry in evergreen shade and ornamental trees. Removal of suckers and water sprouts
Corrective	See Table 1	Removal of storm-damaged, vehicle damaged or vandalized limbs
Renewal	See Table 1	Removing all top growth at or near the ground line and remulch. Or removal of 1/3 of the oldest stems at the ground line.

**Table 4 – Integrated Vegetation Management**

Method	Category		
	Trees	Shrub Beds	Turf
Replanting – Filling Voids	Yes – See Table 2	Yes – See Table 2	As Needed
Fertilization	Yes - See Table 5	Yes - See Table 5	Yes - See Table 5
Remulch <sup>(a)</sup>	Replenish every 3-5 years	Yes – Replenish every 3 years	No
Herbicides	Spot Treatment	No Spraying <sup>(b)</sup>	Spot Treatment
Weed Whip	Do Not injure trunks	Avoid stem injury	No

(a) Wood Chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a minimum 3” depth or a maximum 6” depth. Mulch should not be touching trunks or stems of plant material.

(b) Approved Herbicide method as per MnDOT 2571.3K2a. Other methods upon prior MnDOT Approval.

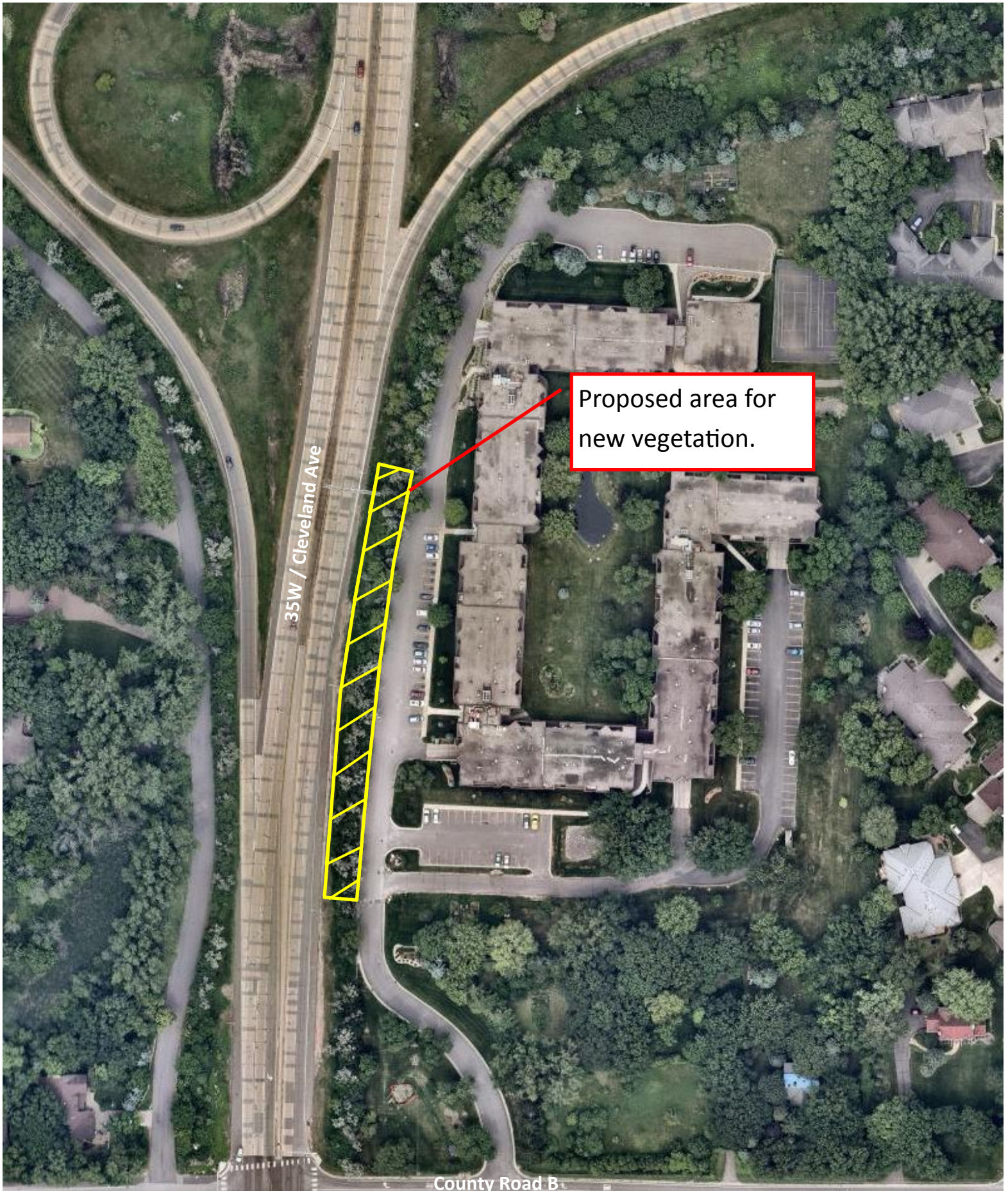
**Table 5 – Fertilization Schedule**

Category	Frequency	Time of Application	Analysis	Rate
Mowed Turf <sup>(1)</sup> & Groundcovers	Every 1-3 years <sup>(3)</sup>	September	20-0-10	220lbs/acre 5 lbs/1000 sq. ft.
Mass mulched Shrub/Tree Beds <sup>(2)</sup>	Every 1-3 years	April	15-5-10	13 lbs/1000 sq. ft.
Individually Mulched Shade Trees*	Every 1-3 years	April	15-5-10	1.3 lbs/100 sq. ft.

Note: If using slow release fertilizer for mowed Turf and groundcovers, you can double the rate to 440 lbs/acre..

- (1) Over 1 lbs/1000 sq. ft. of “actual nitrogen” will burn turf if it is quick-release. Up to 2 lbs/1000 sq. ft can be applied if it is slow release nitrogen. For example, the rate of 25 lbs of 12-12-12/1000 sq. ft. specified for mass mulch beds equates to 3 lbs of “actual nitrogen” per 1000 sq. ft.
- (2) Plants that fix nitrogen, like silver buffaloberry, caragana, honeylocust, or other legumes should not be fertilized except under special conditions. Tall shrubs do not need to be fertilized if leaf color remains normal.
- (3) If Turf is not mowed, every 3 years would be sufficient for frequency.

# Project Location



Proposed area for new vegetation.

35W / Cleveland Ave

County Road B

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

Date: September 25, 2017  
Item No.: 9.d

---

Department Approval



City Manager Approval



---

Item Description:      Approve Easement Agreement for 2095 & 2105 Midlothian Road

---

1    **BACKGROUND**

2    The City of Roseville owns and maintains a sanitary sewer line between the homes of 2095 & 2105  
3    Midlothian Road. When these parcels were platted, this right of way was dedicated to the City as  
4    Eldridge Avenue, allowing the City to construct the sanitary sewer. On June 10, 1963 the property  
5    owners petitioned the City to vacate the right of way. The Council approved the vacation of the right of  
6    way but did not retain the sanitary sewer easement.

7    The City has been utilizing the shared driveway at 2095 and 2105 Midlothian Road for access to  
8    maintain the sewer. The property owners believe we have caused damage to the driveway with our large  
9    equipment and since we do not have an easement, we should have some responsibility.

10   In order to acquire an easement and resolve the driveway issue, the City has worked with the property  
11   owners to enter into an easement agreement, which the City Attorney has drafted. The agreement states  
12   that the property owners will dedicate a utility easement and the City will reconstruct their driveway one  
13   time in exchange for the easement. All future costs for the driveway will be the property owners.

14   **POLICY OBJECTIVE**

15   The agreement indemnifies the City from any damages to the property owner's property due to the  
16   regular use of the easement. It also requires the property owners to assume responsibility for any future  
17   costs of reconstruction of the driveway should the City need to work in the easement.

18   **FINANCIAL IMPACTS**

19   The cost to replace the driveway is \$11,500. Funding will be from the sanitary sewer fund.

20   **STAFF RECOMMENDATION**

21   Motion to approve resolution approving Easement Agreement at 2095 and 2105 Midlothian Road.

22   **REQUESTED COUNCIL ACTION**

23   Motion to approve resolution approving Easement Agreement at 2095 and 2105 Midlothian Road.

Prepared by:      Jesse Freihammer, Asst. Public Works Director/City Engineer  
Attachments:      A: Resolution  
                            B: Easement Agreement  
                            C: 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 25<sup>th</sup> day of September, 2017, at 6:00  
3 p.m.

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

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

8  
9 **RESOLUTION NO.**

10  
11 **RESOLUTION APPROVING EASEMENT AGREEMENT FOR 2095 & 2105**  
12 **MIDLOTHIAN ROAD**

13  
14  
15 WHEREAS, the City of Roseville owns and maintains a sanitary sewer line between 2095 & 2105  
16 Midlothian Road; and

17  
18 WHEREAS, on June 10, 1963 the Village Council of Roseville vacated the Eldridge Avenue Right of  
19 Way and did not retain a sanitary sewer easement; and

20  
21 WHEREAS, the City allowed the Owners to construct a driveway over the vacated street on the 2095  
22 Property and the 2105 Property (the “Driveway”); and

23  
24 WHEREAS, the City needs access to the underground utilities located beneath the Driveway on the  
25 2095 Property and the 2105 Property; and

26  
27 WHEREAS, the parties cannot ascertain whether a utility easement on the 2095 Property and the  
28 2105 Property was documented or otherwise obtained by the City; and

29  
30 WHEREAS, the Owners desire to maintain and repair the Driveway for the benefit of their  
31 respective properties; and

32  
33 WHEREAS, the City desires to maintain and repair the utilities, including a sewer pipe, buried  
34 beneath the Driveway; and

35  
36 WHEREAS, subject to the terms and conditions of this Agreement, the 2095 Owners and the 2105  
37 Owners have agreed to grant to the City an easement for utility purposes on their respective  
38 properties; and

39  
40 WHEREAS, subject to the terms and conditions of this Agreement, the City has agreed to rebuild the  
41 Driveway at the City’s sole cost and expense; provided however, that the City will only rebuild the  
42 Driveway one time after this Agreement is properly executed and recorded, and all future Driveway

1 maintenance, improvements, repairs, and related expenses shall be the exclusive responsibility of the  
2 Owners, and the City shall not be responsible therefor.

3

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

5

6 1. The Council approves the Mayor and the City Manager to enter into the Easement Agreement as  
7 shown in Exhibit A.

8

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

11

12 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF RAMSEY )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25<sup>th</sup> day of September, 2017, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Patrick Trudgeon, City Manager

(SEAL)

**EXHIBIT A**

**Easement Agreement**

The following documents are attached and made a part of the above Resolution:

1. Easement Agreement



**EASEMENT AGREEMENT**

1           THIS EASEMENT AGREEMENT (“Agreement”) is made this \_\_\_\_ day of  
2 \_\_\_\_\_, 2017, by and between Xiang Cheng and Yuqian Zhang, married to each  
3 other (“2095 Owners”), Lon W. Flippo and Chris A. Flippo, married to each other (“2105  
4 Owners”) (the 2095 Owners and the 2105 Owners are referred to collectively as the “Owners”),  
5 and the City of Roseville, a Minnesota municipal corporation (“City”).

6           WITNESSETH THAT:

7           WHEREAS, the 2095 Owners are the owners of real property located at 2095 Midlothian  
8 Road in Roseville, Minnesota, legally described as follows, to wit (the “2095 Property”):

9                   **Lot 5, Block 3, Ran Villa Lane, Ramsey County, Minnesota**

10                   (Torrens property); and  
11  
12

13           WHEREAS, the 2105 Owners are the owners of real property located at 2105 Midlothian  
14 Road in Roseville, Minnesota, legally described as follows, to wit (the “2105 Property”):

15                   **Lot 7, Block 2, Crestwood, Ramsey County, Minnesota**

16                   (abstract property); and  
17  
18

19           WHEREAS, there is an Extract of Minutes of Meeting of the Village Council of  
20 Roseville, Minnesota, Held June 10, 1963 (the “Vacation Resolution”) dated June 17, 1963,

21 recorded by the Office of the Ramsey County Registrar of Titles on February 11, 1964, as  
22 Document No. 467467, and recorded by the Office of the Ramsey County Recorder on February  
23 11, 1964, as Document No. 1611416; and

24 WHEREAS, the Vacation Resolution indicates that the portion of Eldridge Avenue, a  
25 public street, lying between the 2095 Property and the 2105 Property, was vacated pursuant to a  
26 petition from adjoining property owners; and

27 WHEREAS, the Vacation Resolution did not specifically reserve for the City an  
28 easement for utilities in the vacated street on the 2095 Property and the 2105 Property; and

29 WHEREAS, the City allowed the Owners to construct a driveway over the vacated street  
30 on the 2095 Property and the 2105 Property (the “Driveway”); and

31 WHEREAS, the 2095 Owners and the 2105 Owners agreed to construct and maintain the  
32 Driveway, sharing the costs equally, in an agreement dated December 30, 1963, recorded by the  
33 Office of the Ramsey County Registrar of Titles on February 11, 1964, as Document No.  
34 467468, and recorded by the Office of the Ramsey County Recorder on February 11, 1964, as  
35 Document No. 1611417 (the “Shared Driveway Agreement”); and

36 WHEREAS, the City needs access to the underground utilities located beneath the  
37 Driveway on the 2095 Property and the 2105 Property; and

38 WHEREAS, the parties cannot ascertain whether a utility easement on the 2095 Property  
39 and the 2105 Property was documented or otherwise obtained by the City; and

40 WHEREAS, the Owners desire to maintain and repair the Driveway for the benefit of  
41 their respective properties; and

42 WHEREAS, the City desires to maintain and repair the utilities, including a sewer pipe,  
43 buried beneath the Driveway; and

44 WHEREAS, subject to the terms and conditions of this Agreement, the 2095 Owners and  
45 the 2105 Owners have agreed to grant to the City an easement for utility purposes on their  
46 respective properties; and

47 WHEREAS, subject to the terms and conditions of this Agreement, the City has agreed to  
48 rebuild the Driveway at the City's sole cost and expense; provided however, that the City will  
49 only rebuild the Driveway one time after this Agreement is properly executed and recorded, and  
50 all future Driveway maintenance, improvements, repairs, and related expenses shall be the  
51 exclusive responsibility of the Owners, and the City shall not be responsible therefor.

52 NOW THEREFORE, in consideration of the mutual covenants contained herein and for  
53 other good and valuable consideration, the parties agree as follows:

54 1. The 2095 Owners hereby grant to the City a perpetual easement for utility  
55 purposes over the portion of the 2095 Property legally described as follows (the "2095  
56 Easement"):

57 See attached **Exhibit A**  
58  
59 (the "2095 Easement Area").

60  
61 2. The 2105 Owners hereby grant to the City a perpetual easement for utility  
62 purposes over the portion of the 2105 Property legally described as follows (the "2105  
63 Easement"):

64 See attached **Exhibit B**  
65  
66 (the "2105 Easement Area").

67  
68 3. The 2095 Easement and the 2105 Easement are referred to collectively as the  
69 "Easements". The 2095 Easement Area and the 2105 Easement Area are referred to collectively  
70 as the "Easement Area".

71           4.       The grant of the Easements includes the right of the City, and its contractors,  
72 agents, employees, and successors and assigns to enter upon and use the Easement Area to  
73 construct, reconstruct, inspect, operate, use, maintain, and repair utilities and drainage  
74 improvements and appurtenances, on, over, under, across, and through the Easement Area; to  
75 grade, level, fill, and drain the Easement Area; to excavate as needed to access buried utilities  
76 within the Easement Area; to remove and import soils from and into the Easement Area; to  
77 remove pavement, trees, brush, undergrowth, and other obstructions from the Easement Area;  
78 and to do all other acts and things which are reasonably necessary for or incidental to the  
79 enjoyment of the easement rights granted herein.

80           5.       In consideration of the Owners' grant of the utility Easements, the City has agreed  
81 to reconstruct the Driveway to handle the additional load of utility vehicles that may use the  
82 Driveway (the "2017 Driveway Project"). The 2017 Driveway Project will be commenced and  
83 completed as soon as reasonably possible after the proper execution and recording of this  
84 Agreement in the Offices of the Ramsey County Registrar of Titles and the Ramsey County  
85 Recorder. The City shall complete the 2017 Driveway Project at its sole cost and expense, with  
86 no assessment against the 2095 Property or the 2105 Property. If the City damages the Driveway  
87 at any time within two (2) years after completion of the 2017 Driveway Project, the City will  
88 repair the Driveway at its sole cost and expense. Except for the obligations in this fifth (5<sup>th</sup>)  
89 Provision concerning the 2017 Driveway Project, all future Driveway maintenance,  
90 improvements, repairs, and related expenses shall be the exclusive responsibility of the 2095  
91 Owners and 2105 Owners, which Owners shall jointly and severally indemnify, defend, and hold  
92 harmless the City from any and all such expenses.

93           6.       The Owners grant the City and its contractor, employees, and agents the right to  
94 enter and use the 2095 Easement Area and the 2105 Easement Area as necessary to complete the  
95 2017 Driveway Project.

96           7.       After the City completes the 2017 Driveway Project, the Owners shall pay all  
97 other Driveway maintenance expenses, with no right to contribution, off-set, or any  
98 compensation from the City. The Owners shall be responsible for removal of all snow, debris,  
99 obstacles, and obstructions, all pothole repairs, and all other actions to maintain the Driveway in  
100 a neat, clean, and safe condition.

101          8.       The Owners shall be responsible for obtaining and paying for all permits,  
102 variances, approvals, costs, fees, and other expenses necessary for Driveway maintenance. The  
103 Driveway maintenance shall be in compliance with all laws, rules, regulations, codes, and  
104 ordinances imposed by all governmental authorities which have jurisdiction over the Driveway  
105 and the Easement Area.

106          9.       The Owners hereby covenant and agree to release, indemnify, defend, and hold  
107 the City, and its mayor, council, officers, employees, attorneys, and agents, harmless from and  
108 against any and all claims, losses, liabilities, demands, actions, judgments, damages, penalties,  
109 fines, costs, and expenses (including the City's attorney's fees) arising out of or related to: (a)  
110 the condition of the Driveway; (b) the Driveway maintenance; (c) the existence of the Driveway  
111 in the Easement Area, including the City's expenses to remove and replace the Driveway in  
112 order to access the utilities underneath the Driveway; (d) use of the Driveway and the Easement  
113 Area by the Owners and their invitees, licensees, and others; and (e) any breach by the Owners  
114 of the covenants and conditions in this Agreement.

115           10.     In the event that the Driveway is substantially damaged or totally destroyed, is  
116 removed from the Easement Area, or the Owners fail to comply with any of the Owners'  
117 obligations under this Agreement, the Owners shall remove any remaining portions of the  
118 Driveway which are located within the Easement Area, and the Owners' right to construct,  
119 maintain, and repair the Driveway in the Easement Area shall terminate. The Owners agree to  
120 complete such removal at their own cost and in accordance with all applicable laws, codes, and  
121 regulations pertaining thereto. In the event that the Driveway is not removed, the City shall have  
122 the right, upon giving the Owners ten (10) days' prior written notice, to remove the Driveway, in  
123 which case the Owners shall be responsible for the costs thereof. Such costs of removal, and any  
124 and all other amounts due hereunder, shall be fully paid within ten (10) days following the  
125 delivery of written demand therefor upon the Owners. If not timely paid, the costs shall be  
126 assessed as a lien against the 2095 Property and the 2105 Property. The Owners waive any and  
127 all rights to challenge or appeal the assessment.

128           11.     The covenants and agreements contained herein shall be binding upon and inure  
129 to the benefit of the parties hereto, and their successors and assigns, and shall run with the land.

130           12.     Except for the Owners' right to construct, maintain, and repair the Driveway as  
131 provided herein, the City shall continue to have all of the rights and privileges which have been  
132 granted to the City by the drainage and utility Easement herein.

133           13.     The obligations of all parties signing this Agreement as Owners shall be joint and  
134 several.

135           14.     If any portion, section, subsection, sentence, clause, paragraph, or phrase of this  
136 Agreement is for any reason held invalid, such decision shall not affect the validity of the  
137 remaining portions of this Agreement.

138           15.     The action or inaction of the City shall not constitute a waiver or amendment to  
139 the provisions of this Agreement. To be binding, amendments or waivers must be in writing,  
140 signed by the parties, and approved by the Roseville City Council. The City’s failure to  
141 promptly take legal action to enforce a default under this Agreement shall not be a waiver or  
142 release of such default.

143           16.     The Owners were advised and had the opportunity to seek independent legal  
144 counsel in connection with this Agreement. The Owners have read and understand the terms of  
145 this Agreement.

146           17.     This written Agreement constitutes the complete agreement between the parties  
147 and supersedes any prior oral or written agreements between the parties regarding the Owners’  
148 properties, the Easements, the Easement Area, and the Driveway; provided however, the Owners  
149 hereby confirm and restate the Shared Driveway Agreement. To the extent any provisions of the  
150 Shared Driveway Agreement conflict with the provisions of this Agreement, the provisions of  
151 this Agreement shall prevail.

152           18.     Any notice to be given by any party upon another under this Agreement shall be  
153 properly given if personally given to the other party; or if mailed to the other by United States  
154 registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set  
155 forth below; or if given to a nationally recognized, reputable overnight courier for overnight  
156 delivery to the other addressed as follows:

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

If to the 2095 Owners: Xiang Cheng and Yuqian Zhang  
2095 Midlothian Road  
Roseville, MN 55113

If to the 2105 Owners: Lon W. Flippo and Chris A. Flippo  
2105 Midlothian Road  
Roseville, MN 55113

157 Notices shall be deemed effective on the date of deposit in the U.S. Mail if mailed, or on the date  
158 of delivery to an overnight courier if so delivered provided, however, the time for response to  
159 any notice by the other party shall commence to run one business day after the date of mail or  
160 delivery to the courier. Any party may change its address for the service of notice by giving  
161 written notice of such change to the other party, in any manner above specified, at least ten (10)  
162 days prior to the effective date of such change.

163 19. This Agreement may be executed in counterparts, each of which shall be deemed  
164 to be an original and all of which shall constitute one agreement which is binding on the parties  
165 hereto. Any facsimile or e-mail signature shall be deemed an original signature and be binding  
166 on all parties.

167 (signatures follow)



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

**2095 OWNERS**

\_\_\_\_\_  
Xiang Cheng

\_\_\_\_\_  
Yuqian Zhang

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF RAMSEY    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by Xiang Cheng and Yuqian Zhang, married to each other.

\_\_\_\_\_  
Notary Public

**2105 OWNERS**

\_\_\_\_\_  
Lon W. Flippo

\_\_\_\_\_  
Chris A. Flippo

STATE OF MINNESOTA   )  
  ) ss.  
COUNTY OF RAMSEY    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Lon W. Flippo and Chris A. Flippo, married to each other.

\_\_\_\_\_  
Notary Public



**EXHIBIT A**

**2095 Easement Area  
Legal Description**

The northerly twelve feet (12') of the real property legally described as follows: Lot 5, Block 3, Ran Villa Lane, together with that portion of the vacated street adjoining said premises that accrued to said premises by reason of the vacation thereof, Ramsey County, Minnesota

(Torrens property)

**EXHIBIT B**

**2105 Easement Area  
Legal Description**

The southerly twelve feet (12') of the real property legally described as follows: Lot 7, Block 2, Crestwood, together with that portion of the vacated street adjoining said premises that accrued to said premises by reason of the vacation thereof, Ramsey County, Minnesota

(abstract property)





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

Date: September 25, 2017  
Item No.: 9.e

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Department Approval



City Manager Approval



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Item Description: 1681 Rice Street Non-Residential Stormwater Impact Fee Special Assessment Agreement

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1 **BACKGROUND**

2 At their May 22, 2017 meeting the City Council granted the property owner at 1681 Rice Street  
3 (the parcel in the northwest corner of the intersection of Rice Street and Larpenteur Avenue) a  
4 reduction of the required Non-Residential Stormwater Impact Fee which was being levied  
5 against them in lieu of actual required on-site stormwater mitigation.

6 At the same meeting the City Council also approved the request of the property owner to have  
7 the fee paid through special assessments levied against the property and paid through property  
8 taxes over 10 years at an interest of 5%.

9 The City Attorney has drafted an Agreement of Assessment and Waiver of Irregularity and  
10 Appeal which is attached as Attachment A. The property owner has reviewed this agreement and  
11 approved it. The agreement will allow the City to levy the amount of \$25,605 against the  
12 property and sets the terms for repayment over a 10 year time period at 5% interest. The property  
13 owner can pay the remaining balance at any time prior to the ten year term.

14 **POLICY OBJECTIVE**

15 The City of Roseville has developed specific requirements that apply to development and  
16 redevelopment projects. These standards are intended to help achieve the water resource goals of  
17 the City's Surface Water Management Plan (SWMP) and help the City maintain compliance  
18 with the National Pollutant Discharge Elimination System (NPDES) municipal permit program.  
19 These standards highlight important aspects of the requirements for stormwater quality,  
20 discharge rate and volume control, erosion control, and illicit discharge.

21 The Non-Residential Stormwater Impact Fee policy was developed to provide options for  
22 developments that cannot feasibly meet the City's Stormwater Requirements.

23 **FINANCIAL IMPLICATIONS**

24 The City is not advancing any payment which this assessment repays. At some point, when Rice  
25 Street is reconstructed or some other nearby public improvement provides an opportunity for the  
26 installation of a stormwater device, the City will use these funds to oversize that device to  
27 account for the required stormwater mitigation that could not be constructed on this site. These  
28 funds will be spent at that time.



29 **STAFF RECOMMENDATION**

30 Staff recommends the City Council approve the Agreement of Assessment and Waiver of  
31 Irregularity and Appeal for 1681 Rice Street.

32 **REQUESTED COUNCIL ACTION**

33 Approve the Agreement of Assessment and Waiver of Irregularity and Appeal for 1681 Rice  
34 Street.

Prepared by: Marc Culver, Public Works Director  
Attachments: A: Agreement  
B: Site Plan

**AGREEMENT OF ASSESSMENT AND  
WAIVER OF IRREGULARITY AND APPEAL**

This Agreement of Assessment and Waiver of Irregularity and Appeal (“Agreement”) is made and entered into between Abufeddah, LLC, a Minnesota limited liability company (the “Owner”), and the City of Roseville, a Minnesota municipal corporation (the “City”).

RECITALS

A. The Owner owns the real property located at 1681 Rice Street, Roseville, Minnesota, legally described as:

See attached **Exhibit A** (the “Property”).

B. The Owner plans to redevelop the Property, including redevelopment of the site and construction of a building as shown on the site plan attached as **Exhibit B** (the “Project”). The Project scope triggers the requirement of storm water mitigation improvements in accordance with the City Code and the City’s Surface Water Management Plan. However, due to poor site conditions and lack of storm water facilities, the City’s Non-Residential Stormwater Impact Fee Policy was recommended in lieu of construction of storm water Best Management Practices (“BMP’s”).

C. The Owner appealed to the City Council to waive the Storm Water Impact Fee, or if the fee was not waived, to have the fee assessed against the Property.

D. The City Council, at its May 22, 2017 meeting, set the Storm Water Impact Fee for the Property at \$25,605.00 and allowed the fee to be assessed against the Property rather than payable in a single lump-sum payment.

E. NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated into this Agreement, the Owner and City agree as follows:

AGREEMENT

1. In lieu of traditional storm water BMP’s for the Project construction, the Owner hereby consents with the City assessment of \$26,605.00 (the “Assessment Amount”) against the Property pursuant to Minnesota Statutes Chapter 429 (the “Assessment”).

2. The Owner agrees to pay the Assessment Amount, along with interest at the rate of five percent (5%) per annum, in not to exceed ten (10) equal annual installments.

3. The City hereby agrees to accept the Owner’s payment of the Assessment Amount in lieu of requiring traditional storm water BMP’s related to construction of the Project.

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4. The Owner expressly waives any objection to any irregularity with regard to the Assessment and any claim that the Assessment Amount levied against the Property concerning the Project is excessive.

5. The Owner hereby waives all rights the Owner has by virtue of Minnesota Statutes Chapter 429 to a public hearing before the City Council, any appeal of the Assessment in court or otherwise to challenge the amount or validity of the Assessment or the procedures used by the City in levying the Assessment for the Project and hereby releases the City, its mayor, council members, employees, agents, and contractors, from any and all liability related to or arising out of the levying of the Assessment Amount and the Project.

6. The City shall not be responsible for any work or conditions on the Property. The City shall not be responsible for undertaking any operations or other actions on the Property. The Owner shall comply with all federal, state, and local laws, ordinances, and regulations and standards, rules, policies, and other binding governmental requirements and any court judgments applicable to the Owner or the Property. The Owner agrees to indemnify and hold the City harmless from and against any and all loss, damages, claims, penalties, liability, suits, costs, and expenses, including without limitation, reasonable attorneys' fees, and also including without limitation, the costs of remedial action or cleanup, suffered or incurred by the City arising out of or related to any Hazardous Substance on the Property. For purposes of this Agreement, the term "Hazardous Substance" shall include, without limitation, hazardous waste, toxic substances, polychlorinated biphenyls, asbestos, or related materials, substances defined as "hazardous substances" or "toxic substances" in the Comprehensive Environmental Response Compensation Liability Act of 1980, as amended, 42 U.S.C. § 9601, et seq., the Hazardous Materials Transportation Act, or as "Hazardous Substances", Hazardous Waste", "Pollutant", or "Contaminant" as defined under Minnesota or other law.

7. The terms and provisions hereof shall inure to the benefit of the City of Roseville and shall be binding upon the Owner, and their heirs, representatives, successors, and assigns, and all future owners of all or any part of the Property, and shall be deemed to be covenants running with the land.

8. The City may record this Agreement with the offices of the Ramsey County Recorder and/or the Ramsey County Registrar of Titles.

(Signatures follow.)



**CITY**

**City of Roseville, a Minnesota municipal corporation**

---

By: Dan Roe  
Its: Mayor

---

By: Patrick Trudgeon  
Its: City Manager

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF RAMSEY     )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2017, by Dan Roe, Mayor of the City of Roseville, and by Patrick Trudgeon, City Manager of the City of Roseville, a Minnesota municipal corporation, on behalf of the municipal corporation.

---

Notary Public

**THIS INSTRUMENT WAS DRAFTED BY:**  
Erickson, Bell, Beckman & Quinn, P.A.  
Rosedale Tower, Suite 110  
1700 West Highway 36  
Roseville, MN 55113  
Phone: 651-223-4999

## **EXHIBIT A**

### **Legal Description**

The East Two Hundred feet of the South Two Hundred feet of the Southeast One-Quarter (SE1/4) of Section Thirteen (13), Township Twenty-nine (29), Range Twenty-three (23), according to the United States Government Survey thereof, Ramsey County, Minnesota.

(abstract property)

## **EXHIBIT B**

### **Site Plan**

The Project site plan follows.

**CONSENT**

Community Resource Bank (FDIC # 5219), whose address is 1501 West County Road C, Roseville, Minnesota ("Mortgagee"), having an interest as Mortgagee in the real property described in the foregoing Agreement of Assessment and Waiver of Irregularity and Appeal ("Agreement"), pursuant to that certain mortgage dated February 21, 2017, recorded February 22, 2017, in the office of the Ramsey County Recorder, as Document No. A4648101 ("Mortgage"), hereby consents to the Agreement and subjects and subordinates its Mortgage to said Agreement.

IN WITNESS WHEREOF, the undersigned has caused this Consent to be executed as of \_\_\_\_\_, 2017.

**Community Resource Bank**

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

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

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

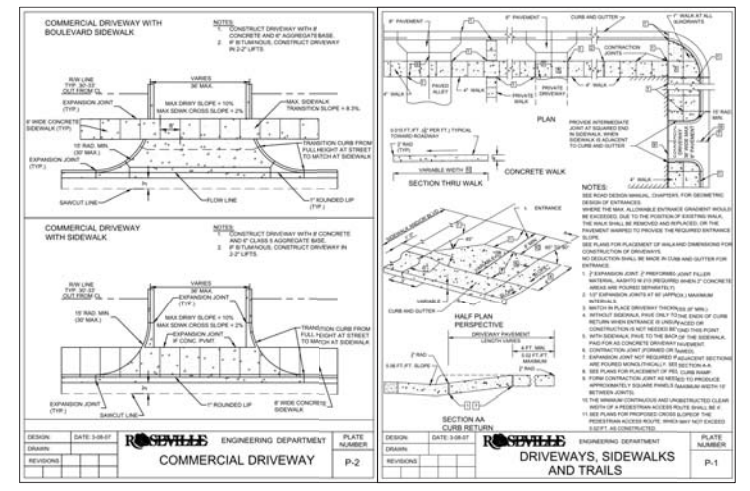
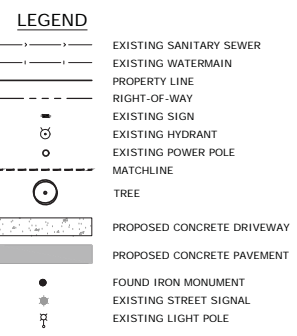
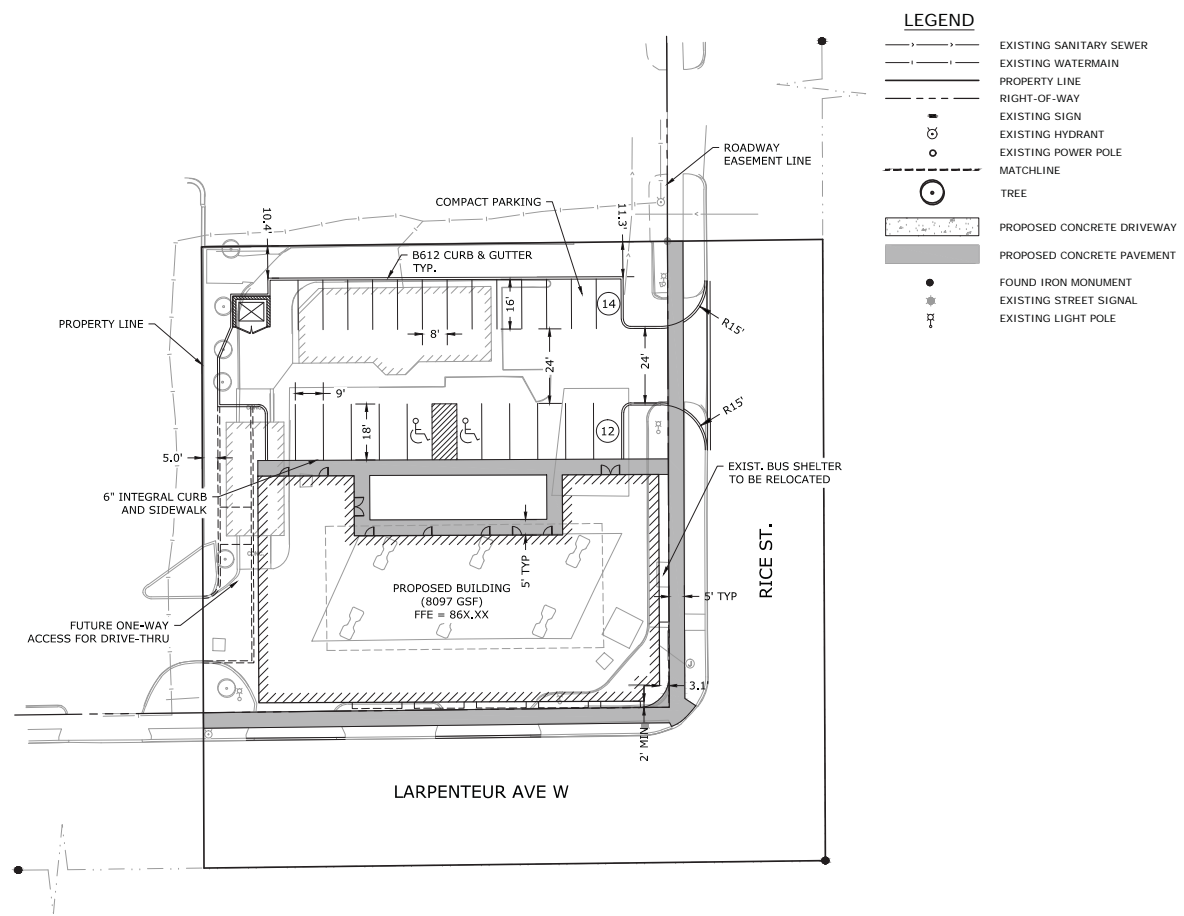
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2017, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and

\_\_\_\_\_ respectively, of Community Resource Bank (FDIC # 5219), whose office is 1501 West County Road C, Roseville, Minnesota, on behalf of said bank.

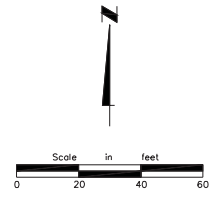
\_\_\_\_\_  
Notary Public

This Document Was Drafted By:  
Erickson, Bell, Beckman & Quinn, P.A.  
1700 West Highway 36  
Suite 110  
Roseville, MN 55113  
Telephone: 651-223-4999





PRELIMINARY - NOT FOR CONSTRUCTION



FILE: P:\DRAWING\1681 RICE ST\DWG\1600 SITE PLAN.dwg  
 SCALE: 1/8" = 1'-0"  
 DATE: 10/25/2016 11:22AM  
 USER: AKC  
 PLOT: 10/25/2016 11:22AM

**HT PO** Engineering • Surveying  
 Landscape Architecture  
**HANSEN THORP PELLINEN OLSON, Inc.**  
 7510 Market Place Drive • Eden Prairie, MN 55344  
 952-829-0700 • 952-829-7806 fax

PROJECT NO.	DATE	ISSUES / REVISIONS
16-007	XX-XX-XX	X
DRAWN BY	ADC	
DESIGN BY	ADC	
CHECKED BY	AKC	

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

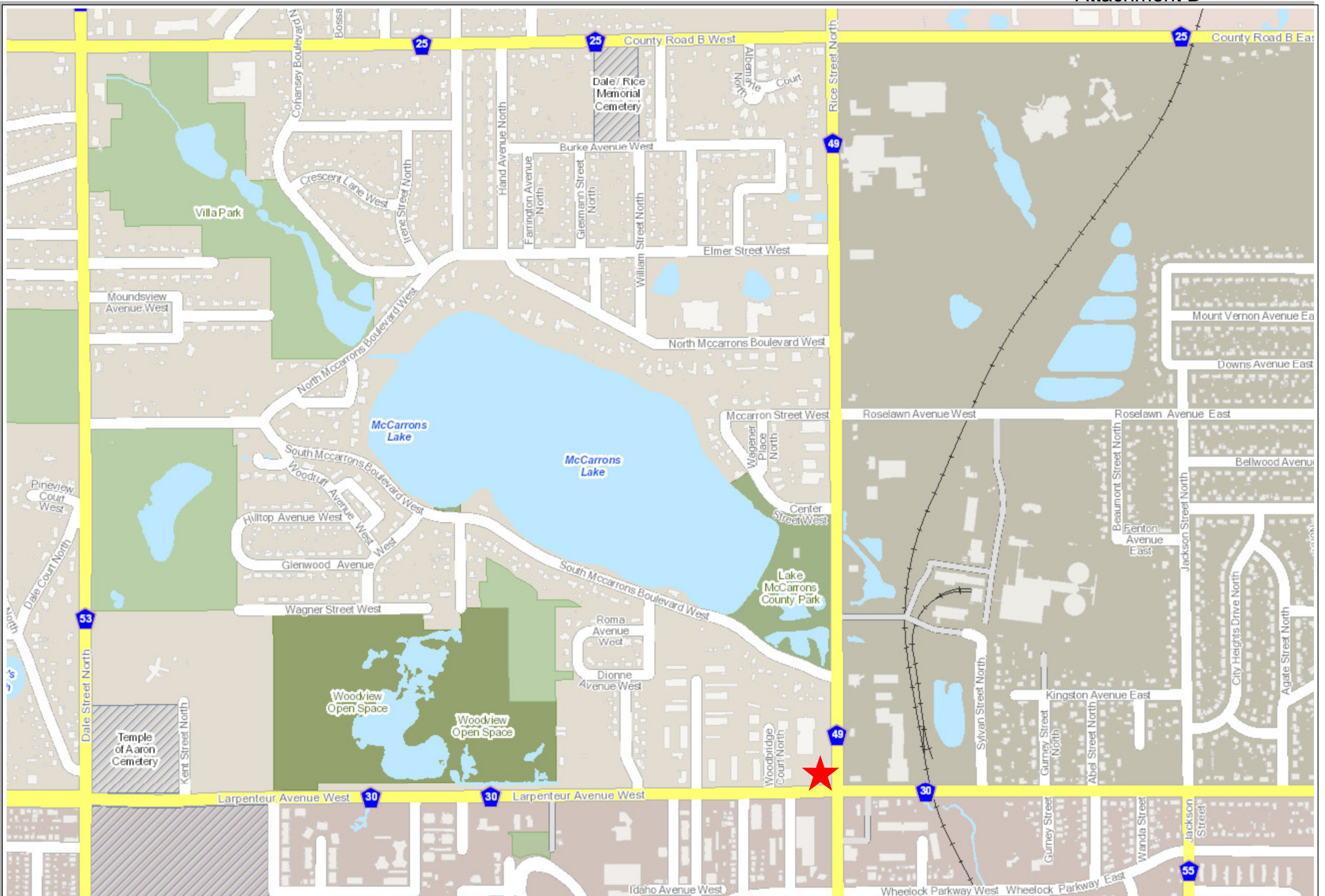
AARON K. CARRELL  
 LIC. NO. 47494 DATE: XX-XX-XX

STATE AID PROJECT NO. \_\_\_\_\_  
 COUNTY PROJECT NO. \_\_\_\_\_  
 CITY PROJECT NO. \_\_\_\_\_  
 CLIENT PROJECT NO. 14071

**SITE PLAN**

1681 RICE STREET  
 ROSEVILLE, MN

SHEET X  
 OF  
 5 SHEETS



# 1681 Rice Street



Prepared by:  
Engineering Department  
May 17, 2017

Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (5/4/17)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department  
 2680 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 furnished 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 warrant that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-9275. The prepared information is provided pursuant to Minnesota Statutes §66C.02, Subd. 21 (2005), and the use of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims to which the user, its employees or agents, or their parties, which were not the user's actions or use of data product.



mapdoc: 1681RiceStreet.mxd  
 map: 1681RiceStreet.pdf



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

Date: September 25, 2017  
Item No.: 9.f

Department Approval



City Manager Approval



Item Description: Approve Cooperative Agreements with Ramsey County for Parks  
Renewal Pathway Project

**BACKGROUND**

At their June 20, 2016 meeting the City Council authorized using approximately \$600,000 in Parks Renewal funding to complete the sidewalk segments listed below. Additionally, on September 12, 2016 Council approved a short trail connection between Twin Lakes Parkway and the Langton Lake Trail to be completed with these funds.

1. Tamarack Park Trail Extension, Farrington Ave – Playground
2. Victoria Street, County Rd C – Owasso Ballfields (west side)
3. Lexington Ave: County Rd B to Parker Ave (east side)
4. Lexington Ave: Parker Ave to Shryer Ave (east side)
5. Lexington Ave: Shryer Ave to Roselawn Ave (east side)
6. Dale St: County Rd B to Sandhurst (east side)
7. County Road B: Dale Street to Sandhurst (north side)
8. Langton Lake Trail Connection, Twin Lakes Parkway – Langton Lake Trail

To date Public Works Staff has completed a portion of segment 3 and all of segment 6 and 8 at a cost of \$28,094.50 providing cost savings to the overall project. The remaining segments will be built with the Parks Renewal Pathway Project contract scheduled for award on September 25.

Additionally Council approved acquiring easements from four property owners in the amount of \$21,600 in order to construct the sidewalk along Lexington Avenue.

Staff applied for and received approval from Ramsey County for Cost Share Funding for the Lexington Avenue, Victoria St and County Road B segments. The County's cost participation in the construction of trails and sidewalks is limited to the grading, base material, and concrete. The County's policy is to participate at a level of 50% of the cost of the sidewalk, but only along County State Aid Highway (CSAH) designated roadways. Agreements for each County Road is included in the attachments. Based on the low bid, the County will be providing approximately \$72,455.70 in funding.

26 **FINANCIAL IMPACTS**

27 The total remaining construction cost of the project based on the low bid for the Parks Renewal  
28 Pathway Project is \$433,777.90. The County's share of the costs for three sidewalk segments is  
29 \$72,455.70. To date staff has spent approximately \$57,944.50 in acquiring easements and  
30 constructing three segments.

31 Based on the low bid for construction, construction contingency, future testing costs, and the  
32 amount of money spent to date, there should be approximately \$150,000 remaining from the  
33 original \$600,000 in approved funds.

34 **STAFF RECOMMENDATION**

35 Staff recommends that Council approve entering into Cooperative Agreements with Ramsey  
36 County Public Works for the County Road B Sidewalk, Victoria Street Sidewalk and Lexington  
37 Avenue Sidewalk.

38 **REQUESTED COUNCIL ACTION**

39 Motion to approve entering into Cooperative Agreements with Ramsey County Public Works for  
40 the County Road B Sidewalk, Victoria Street Sidewalk and Lexington Avenue Sidewalk.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director  
Attachments: A: Ramsey County Public Works Agreement, Lexington Avenue  
B: Ramsey County Public Works Agreement, Victoria Street  
C: Ramsey County Public Works Agreement, County Road B  
D: Project Location Map

Agreement PW2017

**RAMSEY COUNTY  
COOPERATIVE AGREEMENT  
WITH THE CITY OF ROSEVILLE FOR  
SIDEWALK CONSTRUCTION ON LEXINGTON AVE  
(COUNTY STATE AID HIGHWAY 51)  
BETWEEN ROSELAWN AVE AND BURKE AVE  
S.A.P. 062-651-053**

This Agreement is between the City of Roseville, a municipal corporation ("City") and Ramsey County, a political subdivision of the State of Minnesota, ("County") for the sidewalk construction on Lexington Ave between Roselawn Ave and Burke Ave ("Project").

WITNESSETH:

WHEREAS, the City and the County desire to proceed with the Project; and

WHEREAS, the Project is identified in Ramsey County's Transportation Improvement Program; and

WHEREAS, Lexington Ave is designated County State Aid Highway (CSAH) 51; and

WHEREAS, the Project been designated by the Minnesota Department of Transportation (Mn/DOT) as eligible for County State Aid Highway funds; and

WHEREAS, the Project has been designated as State Aid Project (S.A.P.) 062-651-053; and

WHEREAS, the subject road segment is located within the City; and

WHEREAS, the proposed Project, includes, in addition to other items, grading, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and related features; and

WHEREAS, plans for the Project showing proposed construction will be presented to the County and will be on file at City of Roseville Public Works Department; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Whereas recitals set forth in this Agreement are hereby made a part of this Agreement as set out in full.
2. Responsibility for Design Engineering

- 2.1. The City will prepare plans, specifications, and proposals for the Project, which will include, among other things, the proposed reconstruction, alignment, profiles, grades, cross sections, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and utility replacement and adjustments.
  - 2.2. Any costs associated with Project revisions after the completion of plans and specifications will be paid for by the party requesting the revisions. Revisions must be consistent with Mn/DOT State Aid requirements and are subject to approval by the County.
3. Procurement and Award of Contract
  - 3.1. The City will take bids in accordance with state law and City rules.
  - 3.2. The City will prepare an abstract of bids and a cost participation summary based on the lowest responsible bidder's proposal, and will provide the same to the County.
  - 3.3. Prior to award of the contract, the City will receive concurrence from the County to award a contract to the lowest responsible bidder.
  - 3.4. The City will award a contract, and pay the contractor from the County State Aid Highway and local funds identified for the Project.
4. Responsibility for Construction Engineering
  - 4.1. The City shall perform or contract the performance of the construction engineering for all elements of the Project.
5. Project Costs
  - 5.1. An estimate of the County's share of the Project costs is attached as Exhibit A, (Cost Participation Based on Project Bid). Quantities and unit prices in Exhibit A are estimates. Actual costs shall be based on the contract unit prices and the quantities constructed.
  - 5.2.
    - 5.2.1. The costs of contractor mobilization and traffic control will be allocated based upon cost participation percentages for the entire Project and based on contract unit prices and quantities at the time of contract award. No adjustments in the allocation will be made if unit prices or quantities vary during construction.

- 5.3. Except as provided herein, the County and City will participate equally in the costs of construction of the sidewalk.
- 5.4. Design Engineering Costs
  - 5.4.1. The City will pay for all costs related to design engineering.
- 5.5. Construction Engineering and Administration Costs
  - 5.5.1. The City will pay for all costs related to construction engineering.
6. Payment Schedule
  - 6.1. The City will invoice the County for construction costs incurred on a monthly basis or as determined by the payment schedule for the contractor.
  - 6.2. Payment will be made within 30 days of receipt of an invoice.
7. Maintenance Responsibility for Project Elements
  - 7.1. The City shall be responsible for all maintenance associated with sidewalk. Maintenance includes, but not limited to, snow removal and panel replacement.
8. The County grants the City temporary construction easements over all County owned rights-of-way and property within the limits of the Project for use during construction at no cost to the City.
9. The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.
10. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

CITY OF ROSEVILLE, MINNESOTA

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

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

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

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



RAMSEY COUNTY, MINNESOTA

\_\_\_\_\_  
Julie Kleinschmidt, County Manager

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

Approval recommended:

\_\_\_\_\_  
James E. Tolaas, Director  
Public Works Department

Approved as to form:

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

# Exhibit A

OPINION OF PROBABLE COST BASED ON LOW BID						Quantity										Cost									
ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST	Lexington Ave. 160-020-031	Lexington Ave. 062-651-053	Victoria St. 160-020-030	Victoria St. 062-652-022	County Rd. B 160-020-032	County Rd. B 062-625-063	Water main	STORM SEWER (LOCAL)	Tamarack Park (LOCAL)	Lexington Ave. 160-020-031	Lexington Ave. 062-651-053	Victoria St. 160-020-030	Victoria St. 062-652-022	County Rd. B 160-020-032	County Rd. B 062-625-063	Water main	STORM SEWER (LOCAL)	Tamarack Park (LOCAL)	
1	2021.501	MOBILIZATION	LS	1	\$ 48,985.00	\$ 48,985.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 15,185.35	\$ 4,408.65	\$ 3,428.95	\$ 1,469.55	\$ 7,347.75	\$ 2,449.25	\$ 5,388.35	\$ 1,959.40	\$ 7,347.75	
25	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	570	\$ 18.00	\$ 10,260.00	135	135	40	40	70	70	0	0	80	\$ 2,430.00	\$ 2,430.00	\$ 720.00	\$ 720.00	\$ 1,260.00	\$ 1,260.00	\$ -	\$ -	\$ 1,440.00	
29	2411.618	MODULAR BLOCK RETAINING WALL	S F	190	\$ 37.00	\$ 7,030.00	0	0	0	0	95	95	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -	\$ -	\$ -	
46	2521.501	"4" CONCRETE WALK"	S F	17950	\$ 4.75	\$ 85,262.50	4715	4715	1505	1505	2755	2755	0	0	0	\$ 22,396.25	\$ 22,396.25	\$ 7,148.75	\$ 7,148.75	\$ 13,086.25	\$ 13,086.25	\$ -	\$ -	\$ -	
47	2521.501	"6" CONCRETE WALK"	S F	1130	\$ 7.50	\$ 8,475.00	375	375	115	115	50	50	0	0	50	\$ 2,812.50	\$ 2,812.50	\$ 862.50	\$ 862.50	\$ 375.00	\$ 375.00	\$ -	\$ -	\$ 375.00	
48	2531.501	CONCRETE CURB AND GUTTER DESIGN B618	L F	190	\$ 30.00	\$ 5,700.00	0	0	30	30	65	65	0	0	0	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ 1,950.00	\$ 1,950.00	\$ -	\$ -	\$ -	
49	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	L F	130	\$ 32.00	\$ 4,160.00	65	65	0	0	0	0	0	0	0	\$ 2,080.00	\$ 2,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	2531.618	TRUNCATED RADIUS DOMES	S F	172	\$ 38.00	\$ 6,536.00	56	56	20	20	10	10	0	0	0	\$ 2,128.00	\$ 2,128.00	\$ 760.00	\$ 760.00	\$ 380.00	\$ 380.00	\$ -	\$ -	\$ -	
52	2531.618	TRUNCATED DOMES	S F	32	\$ 38.00	\$ 1,216.00	8	8	0	0	0	0	0	0	16	\$ 304.00	\$ 304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 608.00	
53	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,500.00	\$ 5,500.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 1,705.00	\$ 495.00	\$ 385.00	\$ 165.00	\$ 825.00	\$ 275.00	\$ 605.00	\$ 220.00	\$ 825.00	
57	2573.55	EROSION CONTROL SUPERVISOR	LS	1	\$ 500.00	\$ 500.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 155.00	\$ 45.00	\$ 35.00	\$ 15.00	\$ 75.00	\$ 25.00	\$ 55.00	\$ 20.00	\$ 75.00	
<b>TOTAL - CONSTRUCTION</b>						<b>\$ 433,777.90</b>										<b>\$ 132,654.80</b>	<b>\$ 37,099.40</b>	<b>\$ 31,236.55</b>	<b>\$ 12,040.80</b>	<b>\$ 66,733.35</b>	<b>\$ 23,315.50</b>	<b>\$ 48,928.35</b>	<b>\$ 15,997.40</b>	<b>\$ 65,771.75</b>	

Agreement PW2017

**RAMSEY COUNTY  
COOPERATIVE AGREEMENT  
WITH THE CITY OF ROSEVILLE FOR  
SIDEWALK CONSTRUCTION ON VICTORIA ST  
(COUNTY STATE AID HIGHWAY 52)  
BETWEEN COUNTY ROAD C AND WOODHILL DRIVE  
S.A.P. 062-652-022**

This Agreement is between the City of Roseville, a municipal corporation ("City") and Ramsey County, a political subdivision of the State of Minnesota, ("County") for the sidewalk construction on Victoria St between County Road C and Woodhill Dr, ("Project").

WITNESSETH:

WHEREAS, the City and the County desire to proceed with the Project; and

WHEREAS, the Project is identified in Ramsey County's Transportation Improvement Program; and

WHEREAS, Victoria St is designated County State Aid Highway (CSAH) 52; and

WHEREAS, the Project been designated by the Minnesota Department of Transportation (Mn/DOT) as eligible for County State Aid Highway funds; and

WHEREAS, the Project has been designated as State Aid Project (S.A.P.) 062-652-022; and

WHEREAS, the subject road segment is located within the City; and

WHEREAS, the proposed Project, includes, in addition to other items, grading, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and related features; and

WHEREAS, plans for the Project showing proposed construction will be presented to the County and will be on file at City of Roseville Public Works Department; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Whereas recitals set forth in this Agreement are hereby made a part of this Agreement as set out in full.
2. Responsibility for Design Engineering

- 2.1. The City will prepare plans, specifications, and proposals for the Project, which will include, among other things, the proposed reconstruction, alignment, profiles, grades, cross sections, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and utility replacement and adjustments.
  - 2.2. Any costs associated with Project revisions after the completion of plans and specifications will be paid for by the party requesting the revisions. Revisions must be consistent with Mn/DOT State Aid requirements and are subject to approval by the County.
3. Procurement and Award of Contract
  - 3.1. The City will take bids in accordance with state law and City rules.
  - 3.2. The City will prepare an abstract of bids and a cost participation summary based on the lowest responsible bidder's proposal, and will provide the same to the County.
  - 3.3. Prior to award of the contract, the City will receive concurrence from the County to award a contract to the lowest responsible bidder.
  - 3.4. The City will award a contract, and pay the contractor from the County State Aid Highway and local funds identified for the Project.
4. Responsibility for Construction Engineering
  - 4.1. The City shall perform or contract the performance of the construction engineering for all elements of the Project.
5. Project Costs
  - 5.1. An estimate of the County's share of the Project costs is attached as Exhibit A, (Cost Participation Based on Project Bid). Quantities and unit prices in Exhibit A are estimates. Actual costs shall be based on the contract unit prices and the quantities constructed.
  - 5.2.
    - 5.2.1. The costs of contractor mobilization and traffic control will be allocated based upon cost participation percentages for the entire Project and based on contract unit prices and quantities at the time of contract award. No adjustments in the allocation will be made if unit prices or quantities vary during construction.
  - 5.3. Except as provided herein, the County and City will participate equally in the costs of construction of the sidewalk.

#### 5.4. Design Engineering Costs

5.4.1. The City will pay for all costs related to design engineering.

#### 5.5. Construction Engineering and Administration Costs

5.5.1. The City will pay for all costs related to construction engineering.

### 6. Payment Schedule

6.1. The City will invoice the County for construction costs incurred on a monthly basis or as determined by the payment schedule for the contractor.

6.2. Payment will be made within 30 days of receipt of an invoice.

### 7. Maintenance Responsibility for Project Elements

7.1. The City shall be responsible for all maintenance associated with sidewalk. Maintenance includes, but not limited to, snow removal and panel replacement.

8. The County grants the City temporary construction easements over all County owned rights-of-way and property within the limits of the Project for use during construction at no cost to the City.

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

10. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

CITY OF ROSEVILLE, MINNESOTA

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

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

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

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

RAMSEY COUNTY, MINNESOTA

\_\_\_\_\_  
Julie Kleinschmidt, County Manager

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

Approval recommended:

\_\_\_\_\_  
James E. Tolaas, Director  
Public Works Department

Approved as to form:

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

# Exhibit A

OPINION OF PROBABLE COST BASED ON LOW BID						Quantity										Cost									
ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST	Lexington Ave. 160-020-031	Lexington Ave. 062-651-053	Victoria St. 160-020-030	Victoria St. 062-652-022	County Rd. B 160-020-032	County Rd. B 062-625-063	Water main	STORM SEWER (LOCAL)	Tamarack Park (LOCAL)	Lexington Ave. 160-020-031	Lexington Ave. 062-651-053	Victoria St. 160-020-030	Victoria St. 062-652-022	County Rd. B 160-020-032	County Rd. B 062-625-063	Water main	STORM SEWER (LOCAL)	Tamarack Park (LOCAL)	
1	2021.501	MOBILIZATION	LS	1	\$ 48,985.00	\$ 48,985.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 15,185.35	\$ 4,408.65	\$ 3,428.95	\$ 1,469.55	\$ 7,347.75	\$ 2,449.25	\$ 5,388.35	\$ 1,959.40	\$ 7,347.75	
25	2211.503	AGGREGATE BASE (CV) CLASS 5	C Y	570	\$ 18.00	\$ 10,260.00	135	135	40	40	70	70	0	0	80	\$ 2,430.00	\$ 2,430.00	\$ 720.00	\$ 720.00	\$ 1,260.00	\$ 1,260.00	\$ -	\$ -	\$ 1,440.00	
29	2411.618	MODULAR BLOCK RETAINING WALL	S F	190	\$ 37.00	\$ 7,030.00	0	0	0	0	95	95	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -	\$ -	\$ -	
46	2521.501	"4" CONCRETE WALK"	S F	17950	\$ 4.75	\$ 85,262.50	4715	4715	1505	1505	2755	2755	0	0	0	\$ 22,396.25	\$ 22,396.25	\$ 7,148.75	\$ 7,148.75	\$ 13,086.25	\$ 13,086.25	\$ -	\$ -	\$ -	
47	2521.501	"6" CONCRETE WALK"	S F	1130	\$ 7.50	\$ 8,475.00	375	375	115	115	50	50	0	0	50	\$ 2,812.50	\$ 2,812.50	\$ 862.50	\$ 862.50	\$ 375.00	\$ 375.00	\$ -	\$ -	\$ 375.00	
48	2531.501	CONCRETE CURB AND GUTTER DESIGN B618	L F	190	\$ 30.00	\$ 5,700.00	0	0	30	30	65	65	0	0	0	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ 1,950.00	\$ 1,950.00	\$ -	\$ -	\$ -	
49	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	L F	130	\$ 32.00	\$ 4,160.00	65	65	0	0	0	0	0	0	0	\$ 2,080.00	\$ 2,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	2531.618	TRUNCATED RADIUS DOMES	S F	172	\$ 38.00	\$ 6,536.00	56	56	20	20	10	10	0	0	0	\$ 2,128.00	\$ 2,128.00	\$ 760.00	\$ 760.00	\$ 380.00	\$ 380.00	\$ -	\$ -	\$ -	
52	2531.618	TRUNCATED DOMES	S F	32	\$ 38.00	\$ 1,216.00	8	8	0	0	0	0	0	0	16	\$ 304.00	\$ 304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 608.00	
53	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,500.00	\$ 5,500.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 1,705.00	\$ 495.00	\$ 385.00	\$ 165.00	\$ 825.00	\$ 275.00	\$ 605.00	\$ 220.00	\$ 825.00	
57	2573.55	EROSION CONTROL SUPERVISOR	LS	1	\$ 500.00	\$ 500.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 155.00	\$ 45.00	\$ 35.00	\$ 15.00	\$ 75.00	\$ 25.00	\$ 55.00	\$ 20.00	\$ 75.00	
<b>TOTAL - CONSTRUCTION</b>						<b>\$ 433,777.90</b>										<b>\$ 132,654.80</b>	<b>\$ 37,099.40</b>	<b>\$ 31,236.55</b>	<b>\$ 12,040.80</b>	<b>\$ 66,733.35</b>	<b>\$ 23,315.50</b>	<b>\$ 48,928.35</b>	<b>\$ 15,997.40</b>	<b>\$ 65,771.75</b>	



Agreement PW2017

**RAMSEY COUNTY  
COOPERATIVE AGREEMENT  
WITH THE CITY OF ROSEVILLE FOR  
SIDEWALK CONSTRUCTION ON COUNTY ROAD B  
(COUNTY STATE AID HIGHWAY 25)  
BETWEEN DALE STREET AND SANDHURST DRIVE  
S.A.P. 062-625-063**

This Agreement is between the City of Roseville, a municipal corporation ("City") and Ramsey County, a political subdivision of the State of Minnesota, ("County") for the sidewalk construction on County Road B between Dale Street and Sandhurst Drive, ("Project").

WITNESSETH:

WHEREAS, the City and the County desire to proceed with the Project; and

WHEREAS, the Project is identified in Ramsey County's Transportation Improvement Program; and

WHEREAS, County Road B is designated County State Aid Highway (CSAH) 25; and

WHEREAS, the Project been designated by the Minnesota Department of Transportation (Mn/DOT) as eligible for County State Aid Highway funds; and

WHEREAS, the Project has been designated as State Aid Project (S.A.P.) 062-625-063; and

WHEREAS, the subject road segment is located within the City; and

WHEREAS, the proposed Project, includes, in addition to other items, grading, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and related features; and

WHEREAS, plans for the Project showing proposed construction will be presented to the County and will be on file at City of Roseville Public Works Department; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Whereas recitals set forth in this Agreement are hereby made a part of this Agreement as set out in full.
2. Responsibility for Design Engineering

- 2.1. The City will prepare plans, specifications, and proposals for the Project, which will include, among other things, the proposed reconstruction, alignment, profiles, grades, cross sections, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and utility replacement and adjustments.
  - 2.2. Any costs associated with Project revisions after the completion of plans and specifications will be paid for by the party requesting the revisions. Revisions must be consistent with Mn/DOT State Aid requirements and are subject to approval by the County.
3. Procurement and Award of Contract
  - 3.1. The City will take bids in accordance with state law and City rules.
  - 3.2. The City will prepare an abstract of bids and a cost participation summary based on the lowest responsible bidder's proposal, and will provide the same to the County.
  - 3.3. Prior to award of the contract, the City will receive concurrence from the County to award a contract to the lowest responsible bidder.
  - 3.4. The City will award a contract, and pay the contractor from the County State Aid Highway and local funds identified for the Project.
4. Responsibility for Construction Engineering
  - 4.1. The City shall perform or contract the performance of the construction engineering for all elements of the Project.
5. Project Costs
  - 5.1. An estimate of the County's share of the Project costs is attached as Exhibit A, (Cost Participation Based on Engineer's Estimate). Quantities and unit prices in Exhibit A are estimates. Actual costs shall be based on the contract unit prices and the quantities constructed.
  - 5.2.
    - 5.2.1. The costs of contractor mobilization and traffic control will be allocated based upon cost participation percentages for the entire Project and based on contract unit prices and quantities at the time of contract award. No adjustments in the allocation will be made if unit prices or quantities vary during construction.

- 5.3. Except as provided herein, the County and City will participate equally in the costs of construction of the sidewalk.
- 5.4. Design Engineering Costs
  - 5.4.1. The City will pay for all costs related to design engineering.
- 5.5. Construction Engineering and Administration Costs
  - 5.5.1. The City will pay for all costs related to construction engineering.
6. Payment Schedule
  - 6.1. The City will invoice the County for construction costs incurred on a monthly basis or as determined by the payment schedule for the contractor.
  - 6.2. Payment will be made within 30 days of receipt of an invoice.
7. Maintenance Responsibility for Project Elements
  - 7.1. The City shall be responsible for all maintenance associated with sidewalk. Maintenance includes, but not limited to, snow removal and panel replacement.
8. The County grants the City temporary construction easements over all County owned rights-of-way and property within the limits of the Project for use during construction at no cost to the City.
9. The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.
10. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

CITY OF ROSEVILLE, MINNESOTA

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

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

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

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

RAMSEY COUNTY, MINNESOTA

\_\_\_\_\_  
Julie Kleinschmidt, County Manager

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

Approval recommended:

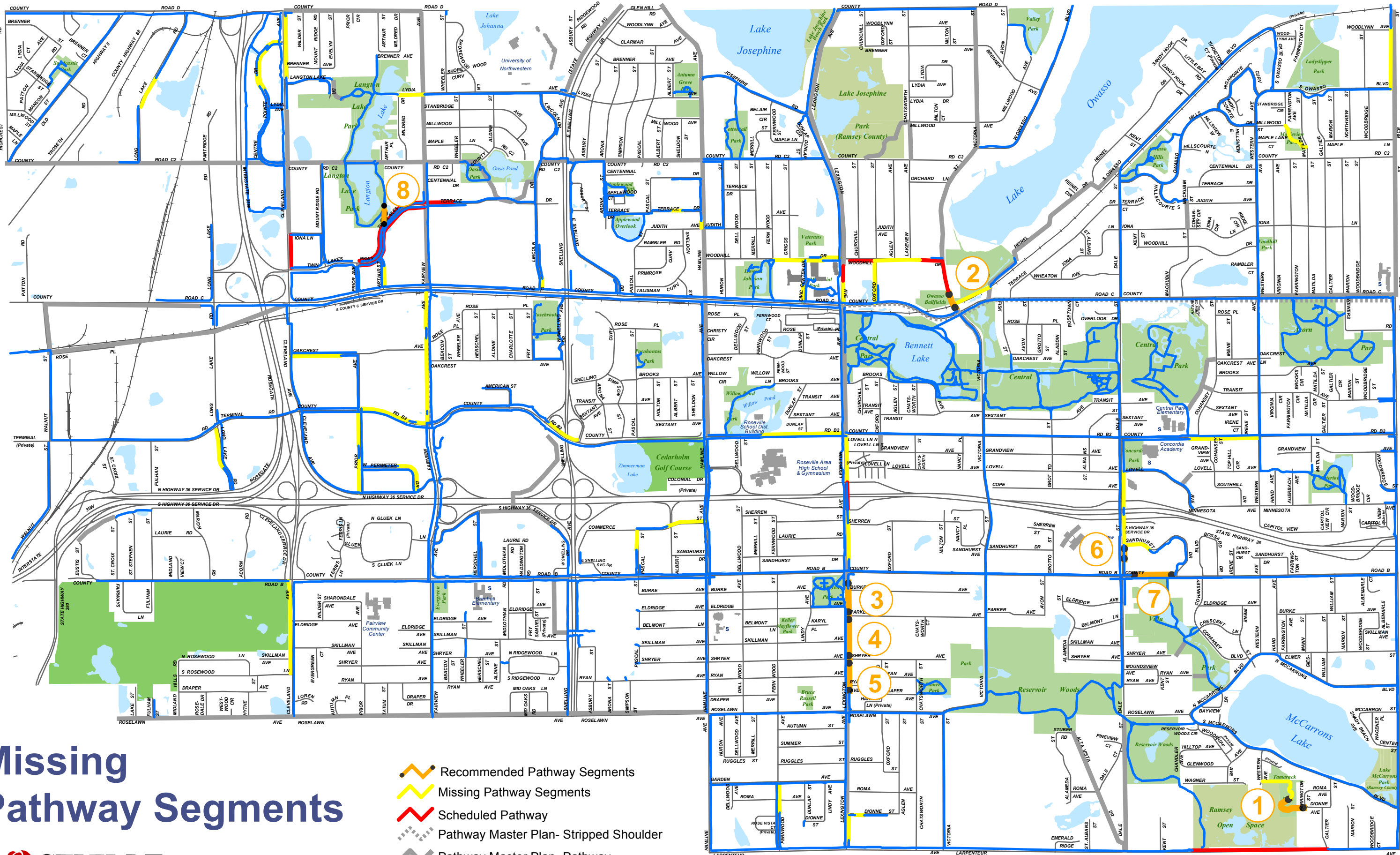
\_\_\_\_\_  
James E. Tolaas, Director  
Public Works Department

Approved as to form:







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

# Exhibit A

OPINION OF PROBABLE COST BASED ON LOW BID						Quantity										Cost									
ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST	Lexington Ave. 160-020-031	Lexington Ave. 062-651-053	Victoria St. 160-020-030	Victoria St. 062-652-022	County Rd. B 160-020-032	County Rd. B 062-625-063	Water main	STORM SEWER (LOCAL)	Tamarack Park (LOCAL)	Lexington Ave. 160-020-031	Lexington Ave. 062-651-053	Victoria St. 160-020-030	Victoria St. 062-652-022	County Rd. B 160-020-032	County Rd. B 062-625-063	Water main	STORM SEWER (LOCAL)	Tamarack Park (LOCAL)	
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29	2411.618	MODULAR BLOCK RETAINING WALL	S F	190	\$ 37.00	\$ 7,030.00	0	0	0	0	95	95	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -	\$ -	\$ -	
46	2521.501	"4" CONCRETE WALK"	S F	17950	\$ 4.75	\$ 85,262.50	4715	4715	1505	1505	2755	2755	0	0	0	\$ 22,396.25	\$ 22,396.25	\$ 7,148.75	\$ 7,148.75	\$ 13,086.25	\$ 13,086.25	\$ -	\$ -	\$ -	
47	2521.501	"6" CONCRETE WALK"	S F	1130	\$ 7.50	\$ 8,475.00	375	375	115	115	50	50	0	0	50	\$ 2,812.50	\$ 2,812.50	\$ 862.50	\$ 862.50	\$ 375.00	\$ 375.00	\$ -	\$ -	\$ 375.00	
48	2531.501	CONCRETE CURB AND GUTTER DESIGN B618	L F	190	\$ 30.00	\$ 5,700.00	0	0	30	30	65	65	0	0	0	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ 1,950.00	\$ 1,950.00	\$ -	\$ -	\$ -	
49	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	L F	130	\$ 32.00	\$ 4,160.00	65	65	0	0	0	0	0	0	0	\$ 2,080.00	\$ 2,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	2531.618	TRUNCATED RADIUS DOMES	S F	172	\$ 38.00	\$ 6,536.00	56	56	20	20	10	10	0	0	0	\$ 2,128.00	\$ 2,128.00	\$ 760.00	\$ 760.00	\$ 380.00	\$ 380.00	\$ -	\$ -	\$ -	
52	2531.618	TRUNCATED DOMES	S F	32	\$ 38.00	\$ 1,216.00	8	8	0	0	0	0	0	0	16	\$ 304.00	\$ 304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 608.00	
53	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,500.00	\$ 5,500.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 1,705.00	\$ 495.00	\$ 385.00	\$ 165.00	\$ 825.00	\$ 275.00	\$ 605.00	\$ 220.00	\$ 825.00	
57	2573.55	EROSION CONTROL SUPERVISOR	LS	1	\$ 500.00	\$ 500.00	0.31	0.09	0.07	0.03	0.15	0.05	0.11	0.04	0.15	\$ 155.00	\$ 45.00	\$ 35.00	\$ 15.00	\$ 75.00	\$ 25.00	\$ 55.00	\$ 20.00	\$ 75.00	
<b>TOTAL - CONSTRUCTION</b>						<b>\$ 433,777.90</b>										<b>\$ 132,654.80</b>	<b>\$ 37,099.40</b>	<b>\$ 31,236.55</b>	<b>\$ 12,040.80</b>	<b>\$ 66,733.35</b>	<b>\$ 23,315.50</b>	<b>\$ 48,928.35</b>	<b>\$ 15,997.40</b>	<b>\$ 65,771.75</b>	



# Missing Pathway Segments

-  Recommended Pathway Segments
-  Missing Pathway Segments
-  Scheduled Pathway
-  Pathway Master Plan- Striped Shoulder
-  Pathway Master Plan- Pathway
-  Existing Pathway



Prepared by:  
Engineering Department  
January 18, 2017

Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (5/3/16)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2600 Civic Center Drive, Roseville MN

DISCLAIMER:  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subc. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

mapdoc: 2016RosevillePathwayMissingSegments.mxd  
 map: 2016RosevillePathwayMissingSegments.pdf



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

Date: September 25, 2017  
Item No.: 9.g

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Bid for Parks Renewal Pathway Project

**BACKGROUND**

At their June 20, 2016 meeting the City Council authorized using approximately \$600,000 in Parks Renewal funding to complete the sidewalk segments listed below. Additionally, on September 12, 2016 Council approved a short trail connection between Twin Lakes Parkway and the Langton Lake Trail to be completed with these funds.

1. Tamarack Park Trail Extension, Farrington Ave – Playground
2. Victoria Street, County Rd C – Owasso Ballfields (west side)
3. Lexington Ave: County Rd B to Parker Ave (east side)
4. Lexington Ave: Parker Ave to Shryer Ave (east side)
5. Lexington Ave: Shryer Ave to Roselawn Ave (east side)
6. Dale St: County Rd B to Sandhurst (east side)
7. County Road B: Dale Street to Sandhurst (north side)
8. Langton Lake Trail Connection, Twin Lakes Parkway – Langton Lake Trail

Staff has assembled and designed a public project for segments 1, 2, 4, 5 and 7 listed above. Bids were opened on Wednesday, September 13, 2017. Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. For the Parks Renewal Pathway Project, the apparent low bid is \$433,777.90. The following is a summary of the bids received for this project:

<u>Contractor</u>	<u>Bid</u>
Concrete Idea Inc	\$433,777.90
Northdale Construction Co, Inc.	\$442,435.36
Bituminous Roadways, Inc.	\$546,201.50
Pember Companies, Inc	\$550,204.80
Barber Construction Inc	\$567,915.00
Forest Lake Contracting	\$593,540.00
Thomas and Sons Construction	\$679,595.96
<i>Engineer's Estimate</i>	<i>\$522,517.50</i>



19 **POLICY OBJECTIVE**

20 It is City policy to keep utility infrastructure in good operating condition and to keep systems  
21 operating in a safe condition. This also meets the goals within the City’s Pathway Master Plan.

22 **BUDGET IMPLICATIONS**

23 Staff received three bids for this project. The low bid submitted by Concrete Idea Inc., in the  
24 amount of \$433,777.90, is 17% lower than the engineer’s construction estimate of \$522,517.50.  
25 The bids were all lower than anticipated for the proposed project.

26 This project is proposed to be paid through Park Renewal funds, County funds, and Water Utility  
27 Funds.

28

<b><u>Project Funding</u></b>	<b><u>Amount</u></b>
Parks Renewal Pathway	\$336,393.90
Water Utility Fund	\$24,928.35
Ramsey County State Aid	\$72,455.70

29 This proposed project will be completed by July 2018.

30 **STAFF RECOMMENDATION**

31 Staff recommends approval of a resolution awarding bid for the Parks Renewal Pathway Project in  
32 the amount of \$433,777.90 to Concrete Idea Inc.

33 **REQUESTED COUNCIL ACTION**

34 Approve resolution awarding bid for the Parks Renewal Pathway Project in the amount of  
35 \$433,777.90 to Concrete Idea Inc.

36 Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director  
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 25th day of September, 2017,  
3 at 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 2017 PARKS RENEWAL PATHWAYS PROJECT**

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

18  
19  
20  
21 WHEREAS, it appears that Concrete Idea Inc., is the lowest responsible bidder at the  
22 tabulated price of \$433,777.90.

<u>Contractor</u>	<u>Bid</u>
Concrete Idea Inc	\$433,777.90
Northdale Construction Co, Inc.	\$442,435.36
Bituminous Roadways, Inc.	\$546,201.50
Pember Companies, Inc	\$550,204.80
Barber Construction Inc	\$567,915.00
Forest Lake Contracting	\$593,540.00
Thomas and Sons Construction	\$679,595.96
<i>Engineer's Estimate</i>	<i>\$522,517.50</i>

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

- 27  
28 1. The Mayor and City Manager are hereby authorized and directed to enter into a  
29 contract with Concrete Idea Inc. for \$433,777.90, the name of the City of Roseville for  
30 the above improvements according to the plans and specifications thereof heretofore  
31 approved by the City Council and on file in the office of the City Manager.

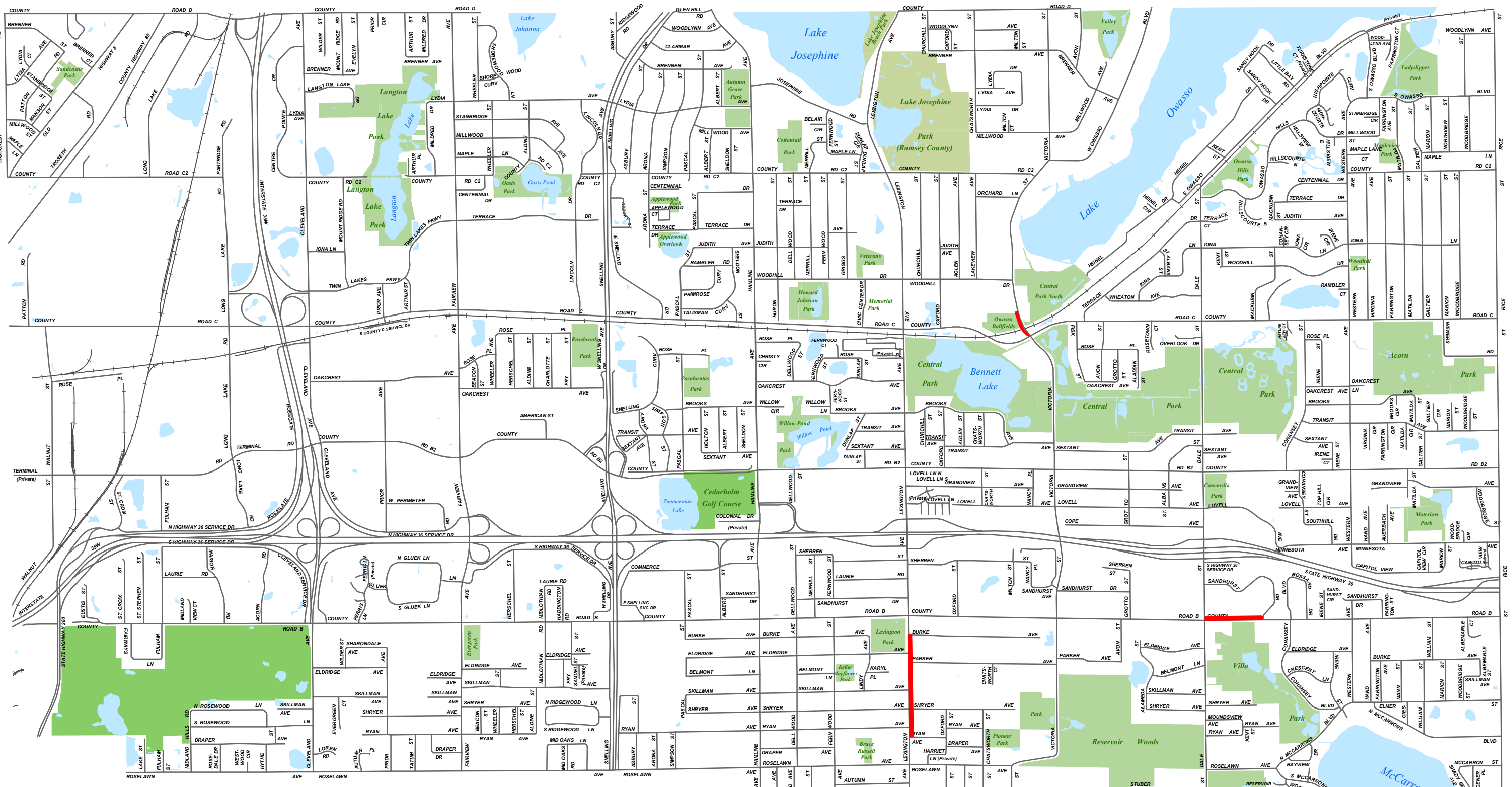
32           2. The City Manager is hereby authorized and directed to return forthwith to all bidders  
33           the deposits made with their bids except the deposits of the successful bidder and the  
34           next lowest bidder shall be retained until contracts have been signed.  
35

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.





# 16-03 Pathway Project

 Pathway Segements



Prepared by:  
Engineering Department  
August 14, 2017

Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (7/07/17)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2660 Civic Center Drive, Roseville MN

DISCLAIMER:  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-762-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by user, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

mapdoc: 16-03PathwayProject.mxd  
 map: 16-03PathwayProject.pdf



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

Date: September 25, 2017  
Item No.: 9.h

Department Approval



City Manager Approval



---

Item Description:      Approve 1996 and 2004 Eldridge Avenue Drainage Easement Acquisition

---

1    **BACKGROUND**

2    City staff has been working with the property owners at 1996 and 2004 Eldridge Avenue to address a  
3    historic drainage problem. The City currently has a pipe within a drainage easement between the lots  
4    to assist with backyard drainage, but the pipe and easement do not pick up the low area. During large  
5    rain events the back yards in this neighborhood flood.

6    To solve the problem, staff is proposing to extend the pipe and do some light grading. In order to do  
7    so, drainage easements are needed from the property owners at 1996 and 2004 Eldridge Avenue.  
8    Staff has worked with the property owners and they have agreed to give the City easements at no  
9    cost.

10   If the easements are approved, staff will construct the storm sewer improvements next summer.

11   **FINANCIAL IMPACTS**

12   There are no costs for the easements. The overall cost of the improvements is estimated to be  
13   \$50,000. When the project is bid, this will be brought to Council for approval. This cost will be paid  
14   by the storm sewer fund.

15   **STAFF RECOMMENDATION**

16   Staff recommends the Council approve the resolution authorizing the Mayor and City Manager to  
17   approve the easement acquisitions at 1996 and 2004 Eldridge Avenue.

18   **REQUESTED COUNCIL ACTION**

19   Motion to approve resolutions authorizing the Mayor and City Manager to approve the easement  
20   acquisitions at 1996 and 2004 Eldridge Avenue.

Prepared by:      Jesse Freihammer, City Engineer/Asst. Public Works Director  
Attachments:      A: Resolution 1996 Eldridge Avenue Drainage and Utility Easement  
                            B: Resolution 2004 Eldridge Drainage and Utility Easement  
                            C: 1996 Eldridge Avenue Drainage and Utility Easement  
                            D: 2004 Eldridge Avenue Drainage and Utility Easement  
                            E: 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 25<sup>th</sup> day of September, 2017, at 6:00  
3 p.m.

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

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

8  
9 **RESOLUTION NO.**

10  
11 **RESOLUTION APPROVING DRAINAGE EASEMENT AGREEMENT AT 1996**  
12 **ELDRIDGE AVENUE**

13  
14  
15 WHEREAS, the City has determined a need to construct drainage improvements in the area near 1996  
16 Eldridge Avenue; and

17  
18 WHEREAS, in order to construct the drainage improvements, a drainage and utility easement is needed  
19 from the property owner at 1996 Eldridge Avenue, as legally described in the Drainage and Utility  
20 Easement document, attached hereto as Exhibit A (“Drainage & Utility Easement”).

21  
22 THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

- 23  
24 1. The proposed acquisitions are in compliance with the City of Roseville Comprehensive Plan.  
25  
26 2. The Council approves the Easement and authorizes the Mayor and City Manager to execute the  
27 drainage and utility easement document.

28  
29 The motion was duly seconded by Member and upon vote being taken thereon, the following voted in  
30 favor thereof: ; and and the following voted against: .

31  
32 WHEREUPON said resolution was declared duly passed and adopted.





**EXHIBIT A**

**Drainage & Utility Easement**

The following documents are attached and made a part of the above Resolution:

1. Drainage & Utility Easement

**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 25<sup>th</sup> day of September, 2017, at 6:00  
3 p.m.

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7 Member introduced the following resolution and moved its adoption:

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12 **ELDRIDGE AVENUE**

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15 WHEREAS, the City has determined a need to construct drainage improvements in the area near 1996  
16 Eldridge Avenue; and

17  
18 WHEREAS, in order to construct the drainage improvements, a drainage and utility easement is needed  
19 from the property owner at 1996 Eldridge Avenue, as legally described in the Drainage and Utility  
20 Easement document, attached hereto as Exhibit A (“Drainage & Utility Easement”).

21  
22 THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

- 23  
24 1. The proposed acquisitions are in compliance with the City of Roseville Comprehensive Plan.  
25  
26 2. The Council approves the Easement and authorizes the Mayor and City Manager to execute the  
27 drainage and utility easement document.

28  
29 The motion was duly seconded by Member and upon vote being taken thereon, the following voted in  
30 favor thereof: ; and and the following voted against: .

31  
32 WHEREUPON said resolution was declared duly passed and adopted.



**EXHIBIT A**

**Drainage & Utility Easement**

The following documents are attached and made a part of the above Resolution:

1. Drainage & Utility Easement

**DRAINAGE AND UTILITY EASEMENT**

1  
2           THIS INDENTURE is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017,  
3 between Diane K. Rossini and Martha Rossini Olson, as trustees of the Disclaimer Trust (the  
4 “Trust”) created by Will of Anthony R. Rossini, dated March 30, 2010 (“Grantors”), and the City  
5 of Roseville, a Minnesota municipal corporation (“City”).

6           WITNESSETH:

7  
8           That said Grantors, in consideration of One and no/100 Dollar (\$1.00) and other good and  
9 valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby  
10 grant and convey unto the City, and its successors and assigns, a permanent drainage and utility  
11 easement on, over, across and through a portion of the following described real property located  
12 in Ramsey County, Minnesota, to-wit:

13           See attached **Exhibit A**

14  
15 Said easement being that part of the above described parcel which is legally described as  
16 follows:

17           See attached **Exhibit B** (the “Easement Area”).

18  
19           The grant of the foregoing easement includes the right of the City, and its contractors,  
20 agents, employees, and successors and assigns, to enter upon and use the Easement Area to

21 construct, reconstruct, inspect, operate, use, maintain, repair and pave utilities, drainage, other  
22 improvements and appurtenances, on, over, across and through the Easement Area; to grade, level,  
23 fill and drain the Easement Area; to excavate culverts, cuts, slopes and ditches within the Easement  
24 Area; to remove and import soils from and into the Easement Area; to remove trees, brush,  
25 undergrowth and other obstructions from the Easement Area; and to do all other acts and things  
26 which are reasonably necessary for or incidental to the enjoyment of the easement rights granted  
27 herein.

28         The foregoing easement shall be binding upon the Grantors and their heirs, beneficiaries,  
29 successors and assigns, and those of the Trust, shall inure to the benefit of the City and its  
30 successors and assigns, and shall run with the land.

31         The Grantors, for themselves and their heirs, beneficiaries, successors and assigns, and  
32 those of the Trust, covenant with the City, and its successors and assigns, that Grantors are the  
33 owners of the Easement Area described herein and have good right to grant and convey the  
34 easement given herein to the City.

35         TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and  
36 appurtenances thereunto belonging, or in anywise appertaining, to the City, its successors and  
37 assigns, forever.

38         (Signatures Follow)



**EXHIBIT A**

**Grantors' Property  
Legal Description**

Lot 8, Sunset View, according to the recorded plat thereof, Ramsey County, Minnesota  
(abstract property)



**EXHIBIT B**

**Easement Area  
Legal Description**

The westerly 10.00 feet of that part of Lot 8, Sunset View, which lies southerly of the northerly 120 feet of said Lot 8, Ramsey County, Minnesota

(abstract property)





**DRAINAGE AND UTILITY EASEMENT**

1           THIS INDENTURE is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017,  
2 between Tania R. Hueg, a single person (“Grantor”), and the City of Roseville, a Minnesota  
3 municipal corporation (“City”).

4           WITNESSETH:

5  
6           That said Grantor, in consideration of One and no/100 Dollar (\$1.00) and other good and  
7 valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby  
8 grant and convey unto the City, and its successors and assigns, a permanent drainage and utility  
9 easement on, over, across and through a portion of the following described real property located  
10 in Ramsey County, Minnesota, to-wit:

11           See attached **Exhibit A**

12  
13 Said easement being that part of the above described parcel which is legally described as  
14 follows:

15           See attached **Exhibit B** (the “Easement Area”).

16  
17           The grant of the foregoing easement includes the right of the City, and its contractors,  
18 agents, employees, and successors and assigns, to enter upon and use the Easement Area to  
19 construct, reconstruct, inspect, operate, use, maintain, repair and pave utilities, drainage, other

20 improvements and appurtenances, on, over, across and through the Easement Area; to grade, level,  
21 fill and drain the Easement Area; to excavate culverts, cuts, slopes and ditches within the Easement  
22 Area; to remove and import soils from and into the Easement Area; to remove trees, brush,  
23 undergrowth and other obstructions from the Easement Area; and to do all other acts and things  
24 which are reasonably necessary for or incidental to the enjoyment of the easement rights granted  
25 herein.

26 The foregoing easement shall be binding upon the Grantor and her heirs, successors, and  
27 assigns, shall inure to the benefit of the City and its successors and assigns, and shall run with the  
28 land.

29 The Grantor, for herself and her heirs, successors, and assigns, covenants with the City,  
30 and its successors and assigns, that Grantor is the owner of the Easement Area described herein  
31 and has good right to grant and convey the easement given herein to the City.

32 TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and  
33 appurtenances thereunto belonging, or in anywise appertaining, to the City, its successors and  
34 assigns, forever.

35 (Signatures Follow)

IN TESTIMONY WHEREOF, the Grantor has caused this easement to be executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**GRANTOR**

\_\_\_\_\_  
Tania R. Hueg

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by Tania R. Hueg, a single person, as Grantor.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
Erickson, Bell, Beckman & Quinn, P.A.  
1700 West Highway 36  
Suite 110  
Roseville, MN 55113  
651-223-4999

**EXHIBIT A**

**Grantor's Property  
Legal Description**

Lot 9, Sunset View, Ramsey County, Minnesota

(abstract property)

**EXHIBIT B**

**Easement Area  
Legal Description**

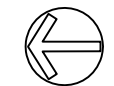
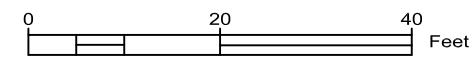
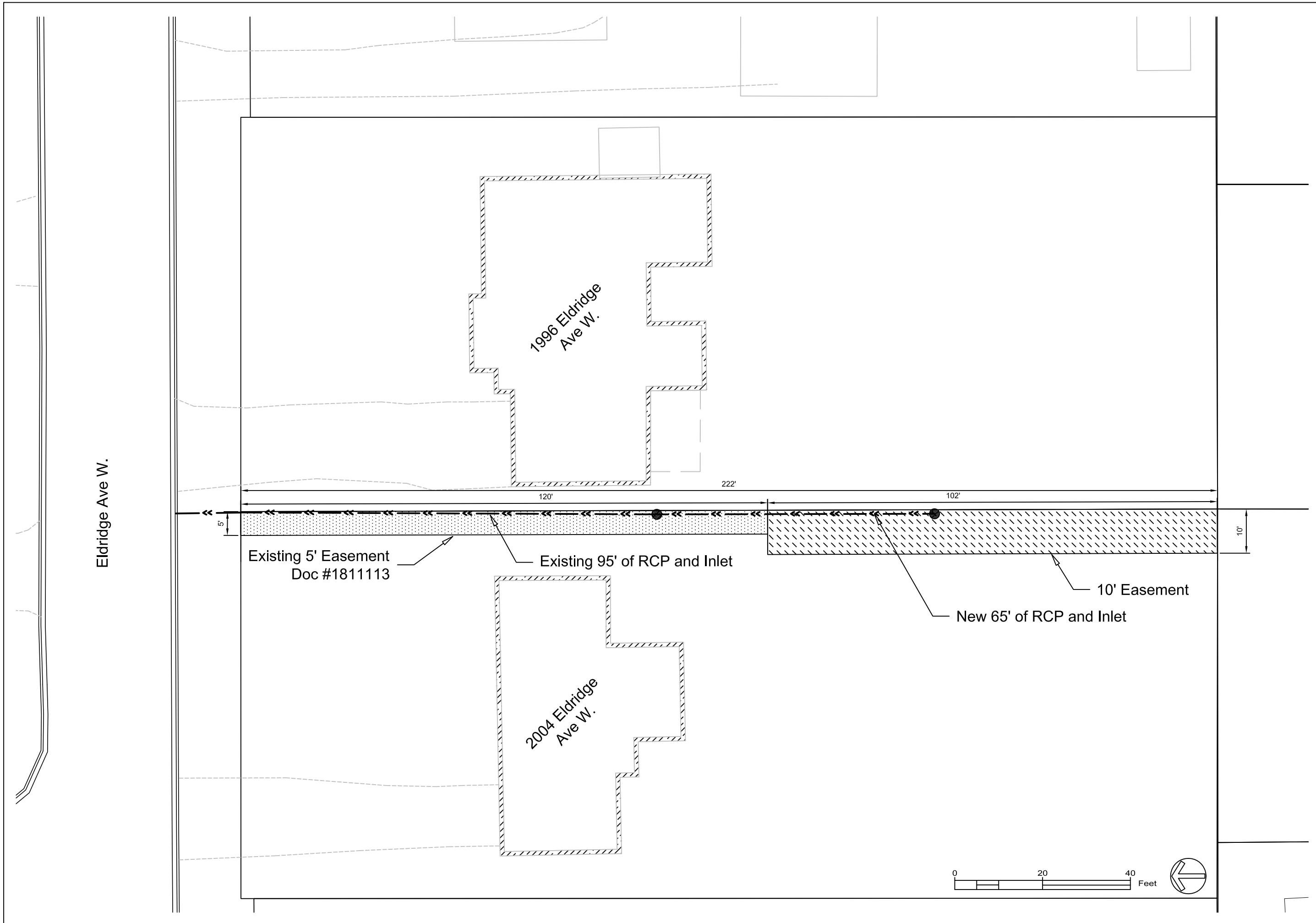
The easterly 10.00 feet of that part of Lot 9, Sunset View, which lies southerly of the northerly 120 feet of said Lot 9, Ramsey County, Minnesota

(abstract property)





FIELD BOOK:  
 Plot Date: 09/05/2017  
 Drawing name: R:\Public\Works\Engineering\Future Projects\Eldridge\_1986\_2004\CAD\2004\2004 Eldridge Exhibit A.dwg  
 Xref: RSVL22-bdr\_1.txt, RSVL22-AT



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 DATE 5-Sep-17 CITY ENGINEER LIC. NO. \_\_\_\_\_

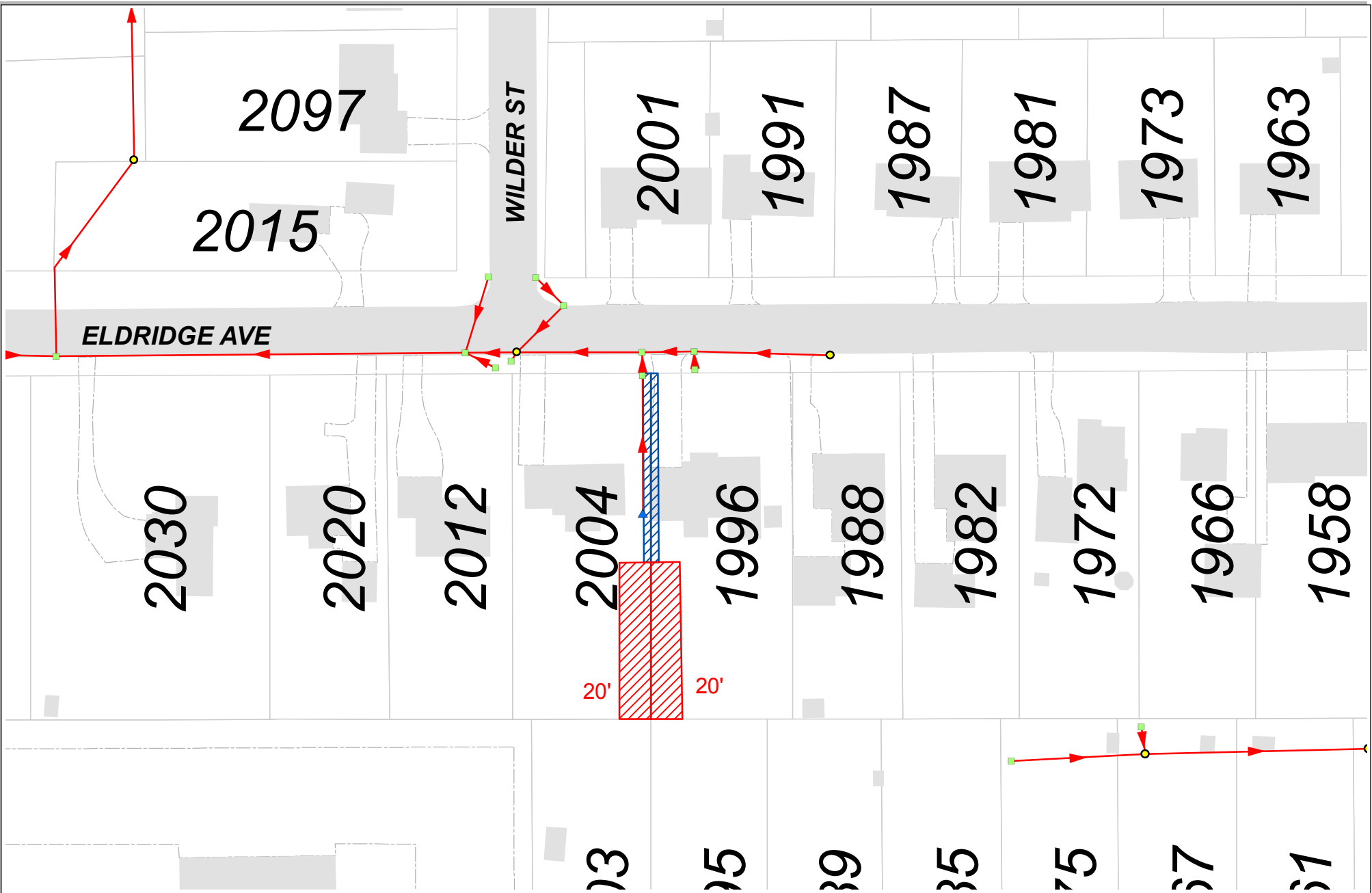
DESIGNED	DRAWN
RJ	RJ
CHECKED	
JF	

NO.	DATE	BY	DESCRIPTION OF REVISIONS
1	5-Sep-17	RJ	Easement Exhibit







Eldridge Avenue West  
 Easement Exhibit A  
  
 ENGINEERING DEPARTMENT

2004 Eldridge Ave W  
 PID# 162923220048  
 Sunset View, Lot 9, Ramsey County MN  
 CITY PROJ. NO. 17-10 SAP NO. NA

SHEET NO. 1 OF SHEETS



# Eldridge Storm Sewer Easement

-  Proposed Easement
-  Existing Storm Easement
-  Storm Sewer Pipe
-  Storm Manhole
-  Catch Basin
-  Inlet/Outlet



Prepared by  
Engineering Department  
September 15, 2017

Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (9/12/17)  
 \* 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:  
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0 15 30 45 60 Feet  
 mapdoc: EldridgeStormEasement.mxd  
 map: EldridgeStormEasement.pdf



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

Date: 9/25/2017

Item No.:

---

Department Approval

City Manager Approval

*Chris Miller*

---

Item Description: Consideration to approve or deny 1 Temporary Gambling Permit.

---

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 conducting Bingo at the St. Rose of Lima Catholic School located at 2072 Hamline Ave N  
11 in Roseville. The date of the Bingo is November 5th, 2017. The Church has been approved for prior  
12 Temporary Permits with no issues.

13  
14  
15 **POLICY OBJECTIVE**

16 Required by City Code

17 **FINANCIAL IMPACTS**

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

19 **STAFF RECOMMENDATION**

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

22 **REQUESTED COUNCIL ACTION**

23 Motion to approve the Temporary Gambling License.

Prepared by: Chris Miller, Finance Director  
Attachments: A: Applications

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: SAINT ROSE OF LIMA 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 AVE N.

City: ROSEVILLE State: MN Zip: 55113 County: RAMSEY

Name of Chief Executive Officer (CEO): REVELAND 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](http://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): SAINT ROSE OF LIMA CATHOLIC SCHOOL

Address (do not use P.O. box): 2072 HAMLINE AVE. N.

City or Township: ROSEVILLE Zip: 55113 County: RAMSEY

Date(s) of activity (for raffles, indicate the date of the drawing): NOVEMBER 5, 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: \$ \_\_\_\_\_)

**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](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

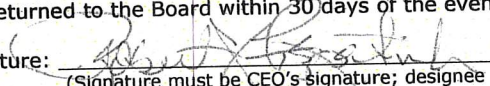
**LG220 Application for Exempt Permit**

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

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> 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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

**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: 9/22/17

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

Print Name: FR. ROBERT J. FITZPATRICK

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
---------------------	---

<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>Mail application with:</b></p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>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</p>	<p>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 Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; 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.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

Internal Revenue Service

Department of the Treasury

District  
Director

Baltimore District

31 Hopkins Plaza, Baltimore, Md. 21201

▷ August 12, 1988

Telephone: (301) 962-4768

United States Catholic Conference  
Ms. Deirdre Halloran  
Associate General Counsel  
1312 Massachusetts Avenue, N.W.  
Washington, D.C. 20005

Dear Ms. Halloran:

In a ruling dated March 25, 1946, we held that the agencies and instrumentalities and all educational, charitable and religious institutions operated, supervised, or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions appearing in the Official Catholic Directory for 1946, are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c)(3) of the 1954 Code. This ruling has been updated annually to cover the activities added to or deleted from the Directory.

The Official Catholic Directory for 1988 shows the names and addresses of all agencies and instrumentalities and all educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories and possessions in existence at the time the Directory was published. It is understood that each of these is a nonprofit organization, that no part of the net earnings thereof inures to the benefit of any individual, that no substantial part of their activities is for promotion of legislation, and that none are private foundations under section 509(a) of the Code.

Based on all information submitted, we conclude that the agencies and instrumentalities and educational, charitable, and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions appearing in the Official Catholic Directory for 1988 are exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to the agencies, instrumentalities and institutions referred to above, as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

United States Catholic Conference

Beginning January 1, 1984, unless specifically excepted, you and your subordinates must pay taxes under the Federal Insurance Contributions Act (Social Security taxes) for each employee who is paid \$100 or more in a calendar year. You and your subordinates are not liable for tax under the Federal Unemployment Tax Act (FUTA).

Next year, within 90 days before the close of your annual accounting period, or by May 31, the data established by our letter of April 28, 1975, which gave an extension of time to file the information, please send one copy of the Official Catholic Directory of 1989 for each Internal Revenue District in which one or more of your subordinates are located, with four additional copies to this office.

The conditions concerning the retention of your group exemption as set forth in our previous determination letter of August 17, 1983 remain in full force and effect.

Your request for mailing instructions for the district offices were previously provided in our letter of July 15, 1988.

Sincerely yours,

  
Phil Brand  
District Director

cc: Mark E. Chopko  
General Counsel  
1312 Massachusetts Avenue, N.W.  
Washington, D.C. 20005