

Mayor:
Dan Roe



Address:
2660 Civic Center Dr.
Roseville, MN 55113

Councilmembers:
Jason Etten
Lisa Laliberte
Tammy McGehee
Robert Willmus

**City Council Agenda
Monday, June 4, 2018
City Council Chambers**

Phone:
651-792-7000

Website:
www.cityofroseville.com

1. 6:00 P.M. Roll Call
Voting & Seating Order: Willmus, Laliberte, Etten, McGehee and Roe
2. 6:01 P.M. Pledge of Allegiance
3. 6:02 P.M. Approve Agenda
4. 6:05 P.M. Public Comment
5. Recognition, Donations and Communications
6. 6:10 P.M. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:15 P.M. Rice Creek Watershed District Basic Water Management Petition Update

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
 - 7.B. Receive Comprehensive Annual Financial Report, Auditor Communication Letter, and Reports on Compliance for Fiscal Year Ending December 31, 2017

Documents:

[REQUEST FOR CITY COUNCIL ACTION.PDF](#)
 - 7.C. 6:45 P.M. Update on 2017 Year-End Cash Reserves

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.D. 7:10 P.M. Public Hearing for an On-Sale Liquor License

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.E. 7:20 P.M. Approve Grading Ordinance Amendment and Establish and Ordinance Regulating Storm Water Best Management Practices

Documents:

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

- 7.F. 7:35 P.M. Approve Fats, Oils, Grease (FOG) Ordinance

Documents:

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

- 7.G. 7:45 P.M. Consider approval of text amendments to Section 405.03

Documents:

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

- 7.H. 7:50 P.M. Consider proposed text amendments to Section 402.13, 403.02 and 403.12

Documents:

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

- 7.I. 8:00 P.M. Discuss possible allowance of items placed for sale by residents in right of way

Documents:

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

8. 8:15 P.M. Approve Minutes
Approve City Council Minutes - May 14
Approve City Council Minutes - May 21

9. 8:20 P.M. Approve Consent Agenda

- 9.A. AP-Approval of Payments

Documents:

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

- 9.B. Temporary Liquor and Gambling

Documents:

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

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

Documents:

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

- 9.D. Consider a Zoning map change at 2030 County Road D (PF17-019)

Documents:

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

9.E. Approve a County Road C Fiber Optic Agreement

Documents:

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

9.F. Approve Ramsey County VCET Joint Powers Agreement

Documents:

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

9.G. Resolution to Authorize Transfer of Econoline Cube Ownership to Ramsey County

Documents:

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

9.H. Snelling Ave Alternative Review Study Professional Services Contract

Documents:

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

10. 8:25 P.M. Council and City Manager Communications, Reports and Announcements
11. 8:30 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
12. 8:35 P.M. Adjourn


REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **7.a**

Department Approval



City Manager Approval



Item Description: Update on Rice Creek Watershed District Basic Water Management Petition

BACKGROUND

In the summer of 2013, the cities of New Brighton and St. Anthony petitioned the Rice Creek Watershed District (RCWD) for a Basic Water Management Project to address storm water management and flooding issues within the sub-watersheds of three Ramsey County ditches: Ramsey County Ditch (RCD) 2, RCD 3, and RCD 5. A report was completed by the two cities and submitted to the RCWD, identifying flooding locations following the July, 2011, storm event. On August 19, 2013, the RCWD board received the petition and initiated the development of the Basic Water Management Project, which is broken into four phases:

Phase 1: Identifying and analyzing current conditions, challenges and opportunities related to storm water management and flood damage within the Cities and making recommendations of actions likely to address comprehensive storm water management and flood damage issues within the Cities and those downstream areas affected by storm water runoff including Pike and Long Lake;

Phase 2: Developing a regional, comprehensive storm water management and flood damage reduction plan, to include water quality features, which identifies capital improvements and other actions to be undertaken by the Cities and the Rice Creek Watershed District;

Phase 3: Developing implementation timelines and priorities, costs allocations and revenue generation methods for both implementation and long term maintenance of capital improvements and water quality features;

Phase 4: Implementing one or more of the project components identified in Phase 2 as a coordinated series of capital improvements by the Cities and the Rice Creek Watershed District;

A Phase 1 report was completed in March, 2014 that identified areas within the sub-watershed of Ramsey County Ditch 5 in the City where project components could be developed and implemented to provide both local and regional storm water management and flood damage reduction benefit. Shortly afterwards the petition was amended to incorporate some of the findings and recommendations of the Phase I report. The City of Roseville officially joined the petition in June of 2014 as part of the amendment process.

The Phase I report also identified two project components, Mirror Lake (located in St. Anthony) and Hansen Park (located in New Brighton) as key features in the overall project objectives. These two projects were completed in the spring of 2018, and provide regional water quality, storm water and flood management benefits.

With the completion of Mirror Pond and Hansen Park, the RCWD will enter into Phase 2 of the Petition. Phase 2 will include a feasibility study, hydraulic & hydrologic modeling, regulatory coordination,

34 recommendations, and a final report for the entire RCD 2/3/5 drainage area. The timeline to complete
35 this process is estimated to be 12 months.

36 **POLICY OBJECTIVE**

37 The RCD 5 sub-watershed is listed as a problem area in the City's Comprehensive Surface Water
38 Management Plan (CSWMP.) Some of the goals from the City's CSWMP are to provide flood
39 protection for all residents and structures, protect the integrity of storm water conveyance channels and
40 storm water detention areas, and improve water quality to lakes and wetlands. City policy is to
41 cooperate with other agencies for mutual benefit whenever possible.

42 **FINANCIAL IMPACTS**

43 The City has not realized any direct financial impacts by joining the petition. There may be financial
44 impacts during the implementation phase if projects are constructed in the City of Roseville and there
45 are local benefits identified along with the regional benefits. Cost participation agreements would be
46 negotiated and presented to the City Council for approval at that time.

47 **STAFF RECOMMENDATION**

48 Receive the Basic Water Management Petition update from the Rice Creek Watershed District.

49 **REQUESTED COUNCIL ACTION**

50 Receive the Basic Water Management Petition update Rice Creek Watershed District.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A: Petition
B: Presentation
C: Map

STATE OF MINNESOTA
RICE CREEK WATERSHED DISTRICT

The matter of Watershed Basic Water Management Project 2013-01 (upon the petition of the Cities of New Brighton and Saint Anthony)

Amended Petition, adding the City of Roseville and directing further proceedings

Petitioners Cities of New Brighton, Roseville and Saint Anthony, for this amended petition to the Board of Managers of the Rice Creek Watershed District state and request the following:

1. On August 19, 2013, the Rice Creek Watershed District (RCWD) Board of Managers received the Joint Petition of the Cities of New Brighton and Saint Anthony for the establishment of a phased basic water management project to develop a comprehensive and integrated strategy for stormwater management, flood damage reduction, and water quality enhancement within the Cities that implements a series of project components to achieve reasonable stormwater management and flood damage reduction objectives.

2. On August 28, 2013, by Resolution 2013-23, the Watershed District Board of Managers initiated the project, assigning Project Number 2013-01, and appointed Houston Engineering as the project engineer to make surveys, maps, analyses and reports for the project as necessary and consistent with the project phasing, coordination and implementation proposals contained within the Petition.

3. The original petition and the terms and processes contained therein remain valid, except to the extent amended herein.

4. Phase 1 of the project phasing, coordination and implementation proposals contained within the original Petition is complete and the project engineer has submitted a draft Phase 1 Report dated March 31, 2014.

5. Staff members from the Cities of New Brighton, Roseville and Saint Anthony have participated in the phase 1 process. In addition to the areas previously identified within the City of New Brighton and St. Anthony, the City of Roseville staff has identified areas within the sub-watershed of Ramsey County Ditch 5 in the City where project components could be developed and implemented to provide both local and regional stormwater management and flood damage reduction benefit.

6. The draft Phase 1 Report leaves open the opportunity to develop project components in phases 2 and 3 to address issues within the City of Roseville and conveyance issues downstream of Long Lake.

7. The draft Phase 1 Report identifies two project components, Mirror Lake and Hansen Park, as key features in the overall project objectives and as ready for immediate implementation while other project components are being developed and analyzed.

8. Both the Mirror Lake and Hansen Park project components are identified in July 2011 Flood Investigation and Stormwater Modeling Reports of the Cities of New Brighton and St. Anthony.

9. During the phase 1 proceedings, the Watershed District submitted a Targeted Watershed Demonstration Grant proposal to the Board of Water and Soil Resources which included the Mirror Lake and Hansen Park project components.

10. The Watershed District was successful in its proposal and has received a grant to be used to pay the cost of various projects, including implementation of the Mirror Lake and Hansen Park project components of the petitioned Basic Water Management Project.

11. The engineer has issued a preliminary opinion of cost to implement the Mirror Lake and Hansen Park project components of the petitioned Basic Water Management Project. The grant funding is not sufficient to pay 100% of the cost to implement the Mirror Lake and Hansen Park project components of the petitioned Basic Water Management Project. However, the Watershed District Board of Managers has determined that implementation of the project components creates both water quality benefits and regional stormwater and flood management benefits. Therefore, the Watershed District will fund implementation of the Mirror Lake and Hansen Park project components of the petitioned Basic Water Management Project from District derived funds without allocation of costs to the project petitioners. Implementation final funding is subject to further proceedings pursuant to this petition.

12. The petitioners agree that phase 1 of the project phasing, coordination and implementation proposals contained within the original Petition is complete and concur in the content of the draft Phase 1 Report dated March 31, 2014.

13. Based on the foregoing, the petitioners amend the original petition as follows:

- a. to allow implementation of Mirror Lake and Hansen Park project components without delay.
- b. to allow proceeding to project phases 2 & 3 concurrently, with the inclusion of project components within the sub-watershed of Ramsey County Ditch 5.
- c. to allow the addition of the City of Roseville as an additional petitioner for the Basic Water Management Project, as if a party to the original petition.

14. The Cities, therefore, amend the original petition to the Rice Creek Watershed District initiating Basic Water Management Project 2013-01 for the following purposes:

- a. Phase 1: Identifying and analyzing current conditions, challenges and opportunities related to stormwater management and flood damage within the

- Cities and making recommendations of actions likely to address comprehensive stormwater management and flood damage issues within the Cities and those downstream areas affected by stormwater runoff including Pike and Long Lake;
- b. Phase 2: Developing a regional, comprehensive stormwater management and flood damage reduction plan, to include water quality features, which identifies capital improvements and other actions to be undertaken by the Cities and the Rice Creek Watershed District;
 - c. Phase 3: Developing implementation timelines and priorities, costs allocations and revenue generation methods for both implementation and long term maintenance of capital improvements and water quality features;
 - d. Phase 4: Implementing one or more of the project components identified in Phase 2 as a coordinated series of capital improvements by the Cities and the Rice Creek Watershed District;

15. This amended petition allows the Watershed District, in cooperation with the petitioners, to take actions set forth in paragraphs 14.b.-c. above until such time as the petitioners, individually or jointly, amend this petition to proceed with subsequent actions contained in paragraph 14. d.

16. This amended petition allows the Watershed District, in cooperation with the petitioners, to take actions set forth in paragraph 14.d. above for the implementation of the Mirror Lake and Hansen Park project components.

17. The costs of the Mirror Lake and Hansen Park project components, based on the engineer's opinion of cost, shall be allocated between proceeds from the Targeted Watershed Demonstration Grant and District derived funds based on the identification of regional benefit from implementation of the project components.

18. Subject to the provisions of Statutes Section 103D.705, Subdivisions 3 & 4, the Petitioners may dismiss this petition or any amendment hereof. Failure to amend the petition to authorize a subsequent phase of the project shall be deemed a dismissal of the petition.

19. This petition is conditioned upon the following process to be followed by the Rice Creek Watershed District in implementing project phases:

- a. Pre-coordination: The Cities and the Rice Creek Watershed District shall meet at the initiation of any project phase to establish a scope of work and anticipated cost.
- b. Study/Component Development: The Rice Creek Watershed District, in consultation with City staff shall prepare all studies and develop project features consistent with project phases and purposes described in paragraph 14. Project study and component development shall culminate with a joint presentation to the City Councils of the outcomes and recommendations of the Rice Creek Watershed District.
- c. Concurrence/Petition Amendment: The City Councils, considering the information and recommendations presented by the Rice Creek Watershed

District, shall concur or not concur with one or more of the recommendations and either authorize petition amendment to proceed with a subsequent phase of the project or dismiss the petition.

20. This petition is authorized by separate resolution of the City Councils authorizing their respective Mayors and City Managers to sign and submit this petition as the action of each City.

21. The proposed Basic Water Management Project will be conducive to the public health, safety, convenience and welfare of the Cities and their residents as well as regional providers and consumers of goods and services within the Cities.

22. The Cities, by action of their individual Councils, concur in the Rice Creek Watershed District's exercise of alternative authority to maintain and improve public drainage systems within the Cities as provided in Minnesota Statutes Section 103D.621, subd. 4.

23. The Cities request, as part of their petition, that the Rice Creek Watershed District exercise its full authorities for generating revenues for the implementation of the petitioned project.

24. All actions described in this Petition are intended to support and be implemented as part of a petitioned Basic Water Management Project of the Rice Creek Watershed District.

25. This petition may be executed in counterparts.


SIGNATURE PAGES TO FOLLOW

SIGNATURE PAGE OF THE CITY OF NEW BRIGHTON TO THE AMENDED PETITION
TO THE RICE CREEK WATERSHED DISTRICT INITIATING BASIC WATER
MANAGEMENT PROJECT 2013-01 TO ADDRESS STORMWATER MANAGEMENT AND
FLOODING WITHIN THE CITIES OF NEW BRIGHTON, ROSEVILLE AND SAINT
ANTHONY, MINNESOTA

Respectfully Submitted:

City of New Brighton

Dated: 5/27/14

By 
Its Mayor

Attest:
By: 
Its City Manager

SIGNATURE PAGE OF THE CITY OF ROSEVILLE TO THE AMENDED PETITION TO
THE RICE CREEK WATERSHED DISTRICT INITIATING BASIC WATER
MANAGEMENT PROJECT 2013-01 TO ADDRESS STORMWATER MANAGEMENT AND
FLOODING WITHIN THE CITIES OF NEW BRIGHTON, ROSEVILLE AND SAINT
ANTHONY, MINNESOTA

Respectfully Submitted:

City of Roseville

Dated: June 9, 2014

By  _____
Its Mayor

Attest:

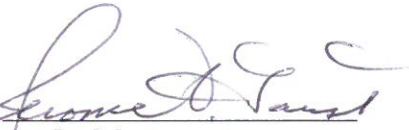
By:  _____
Its City Manager

SIGNATURE PAGE OF THE CITY OF SAINT ANTHONY TO THE AMENDED PETITION
TO THE RICE CREEK WATERSHED DISTRICT INITIATING BASIC WATER
MANAGEMENT PROJECT 2013-01 TO ADDRESS STORMWATER MANAGEMENT AND
FLOODING WITHIN THE CITIES OF NEW BRIGHTON, ROSEVILLE AND SAINT
ANTHONY, MINNESOTA

Respectfully Submitted:

City of Saint Anthony

Dated: June 10, 2014

By: 
Its Mayor

Attest:
By: 
Its City Manager

Ramsey County Ditches 2, 3 & 5 Basic Water Management Petition

Project Update – Phase 2

June 4, 2018



Petition Background: The Early Days...

- July 2011 flooding led to 2012 Flood Studies (NB & SA)
 - Focused on flood problems, solutions & costs within each city
 - Did not consider downstream effects or water quality issues

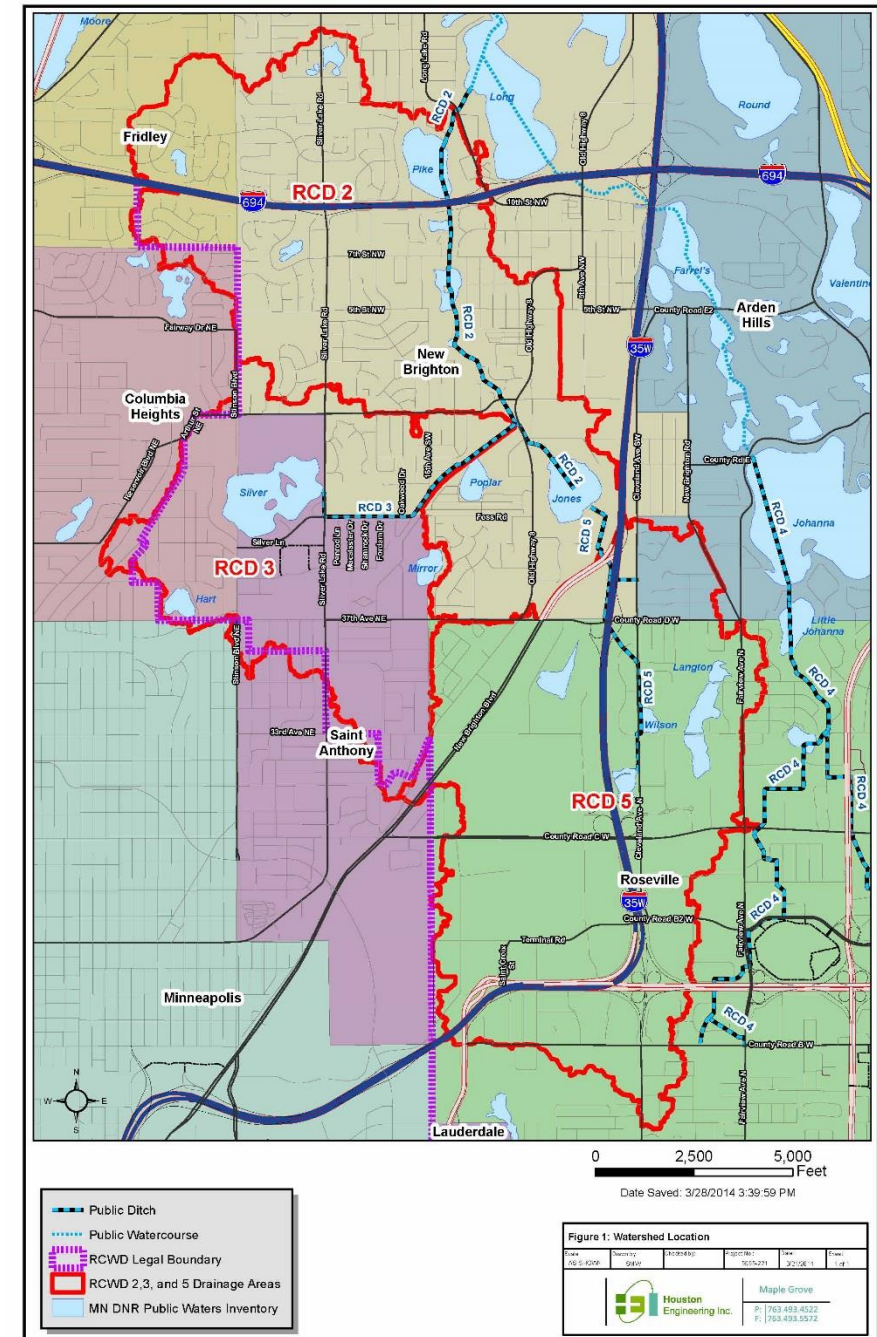


Petition Background: The Early Days...

- Per 2013 Basic Water Management Petition, the cities:
 - Sought a comprehensive, integrated approach to stormwater management, flood damage reduction, and water quality enhancement
 - Desired partnerships with others, including RCWD to implement actions
 - Acknowledged that some solutions would fall solely within City purview and others would fall within the regional management focus of the RCWD
- **Petition submitted by New Brighton and Saint Anthony was accepted by RCWD Board of Managers in August 2013**

Petition Background: Phase 1

Identifying and analyzing current conditions, challenges and opportunities related to stormwater management and flood damage within the Cities and making recommendations of actions likely to address comprehensive stormwater management and flood damage issues within the Cities and those downstream areas affected by stormwater runoff including Pike and Long Lake.



Petition Background: Phase 1

Identifying and analyzing current conditions, challenges and opportunities related to stormwater management and flood damage within the Cities and making recommendations of actions likely to address comprehensive stormwater management and flood damage issues within the Cities and those areas affected by stormwater runoff from Pike and Long Lake.

COMPLETE

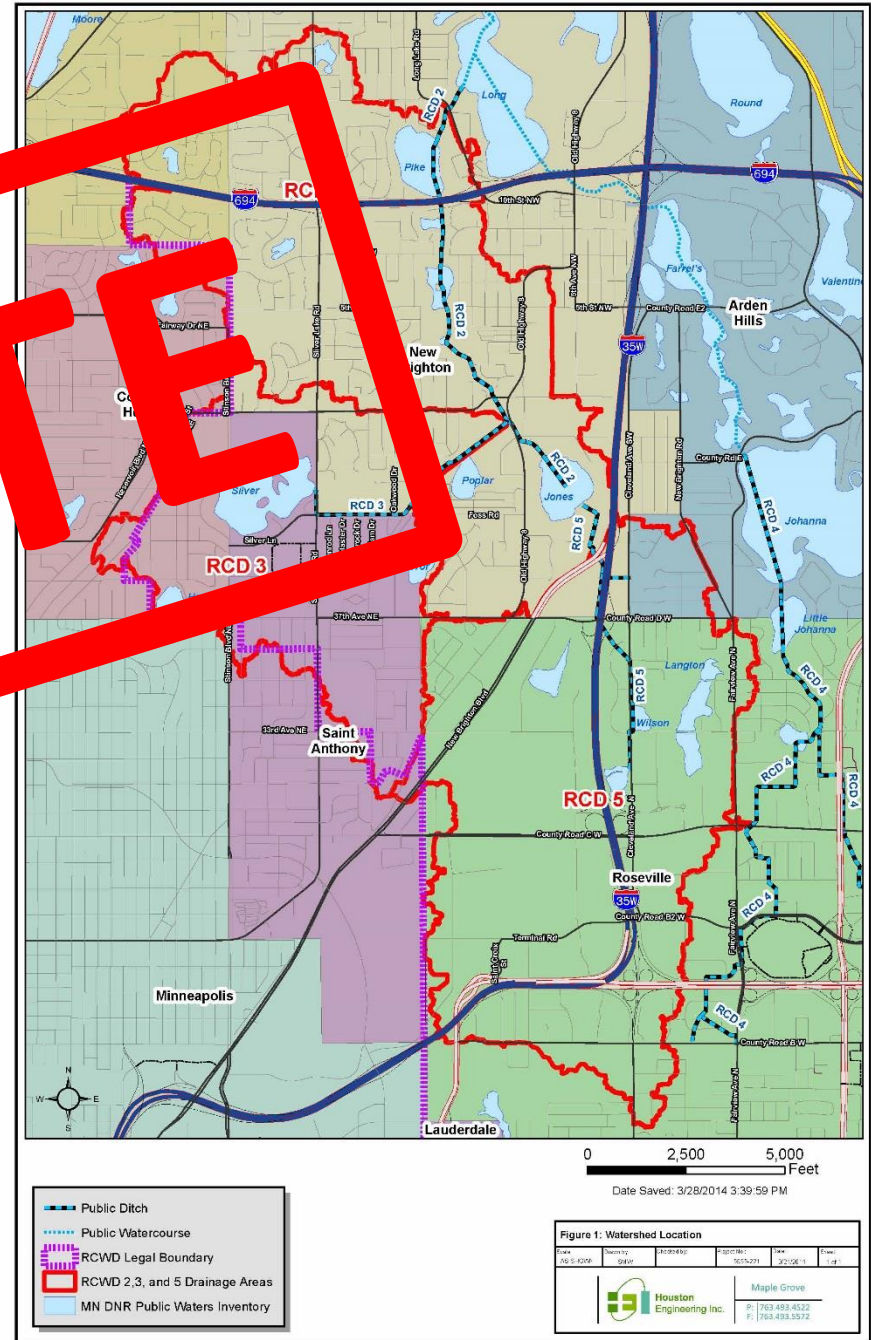


New Brighton/St. Anthony
Basic Water Management
Project – Phase 1
Rice Creek Watershed District

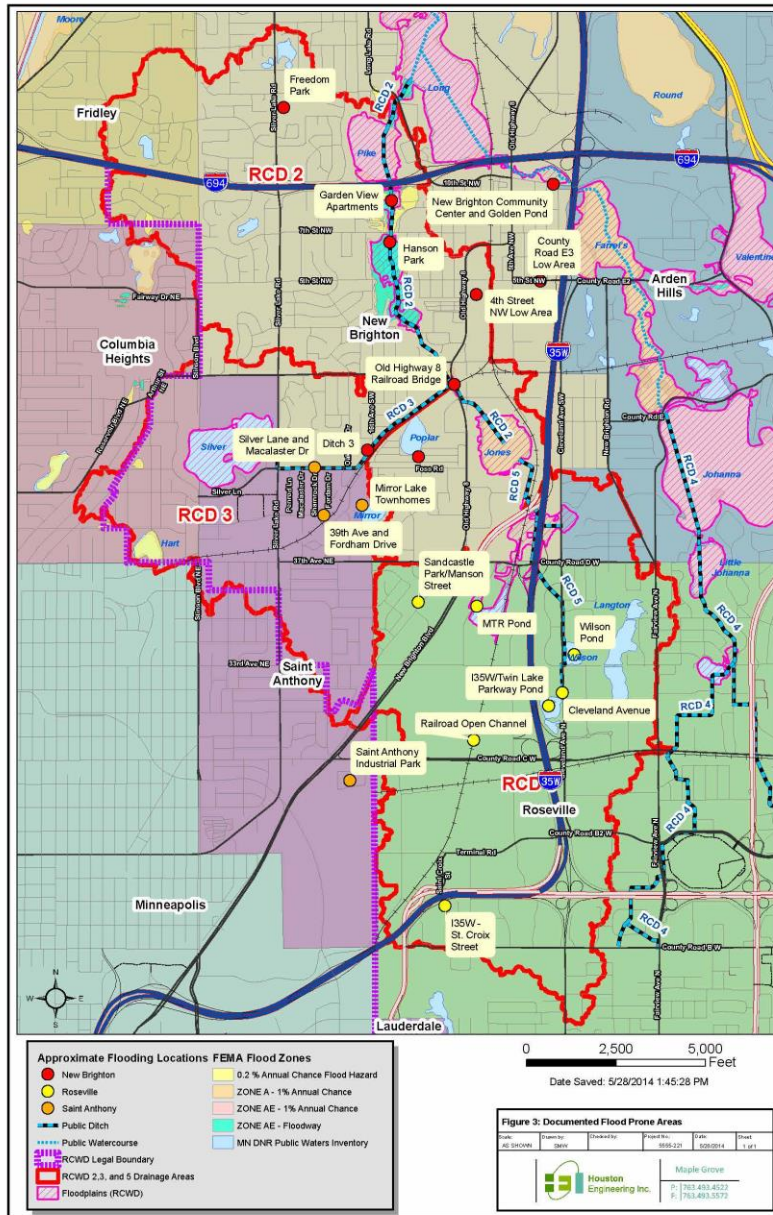


June 10, 2014

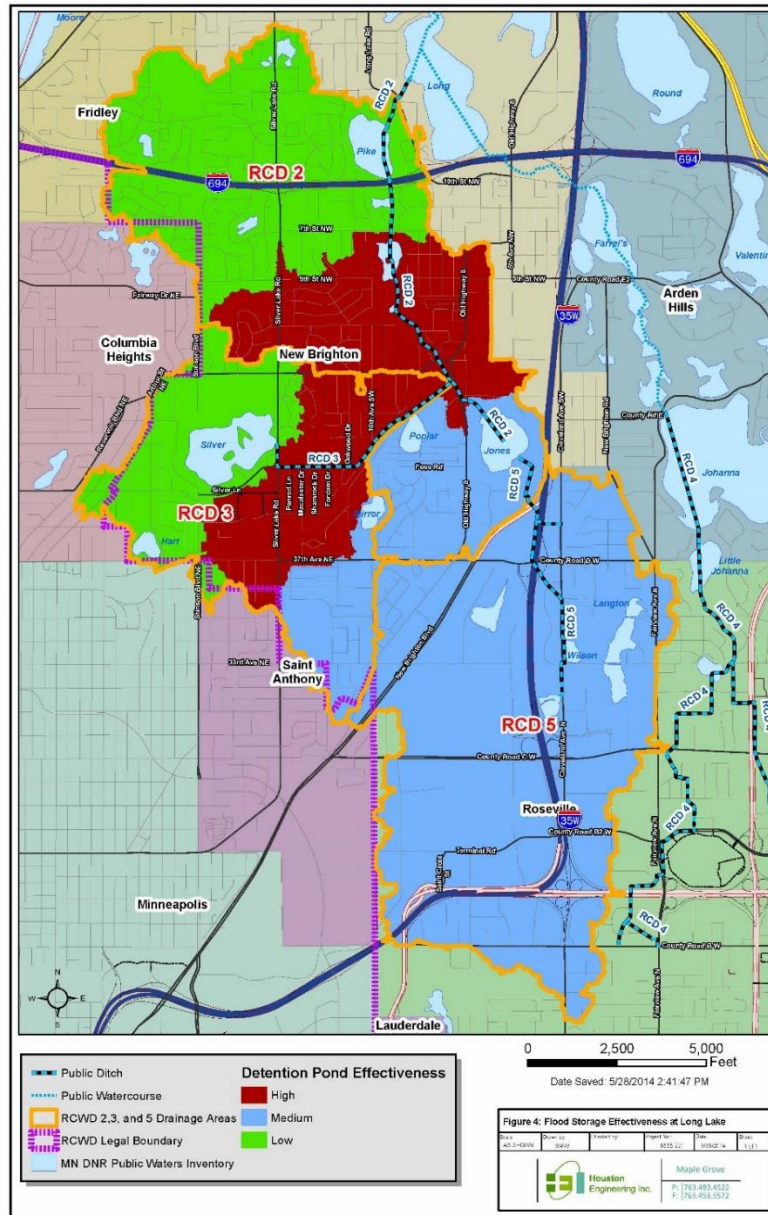
In Association With:
City of New Brighton
City of Roseville
City of St. Anthony
Rinke – Noonan Law Firm
WSB & Associates



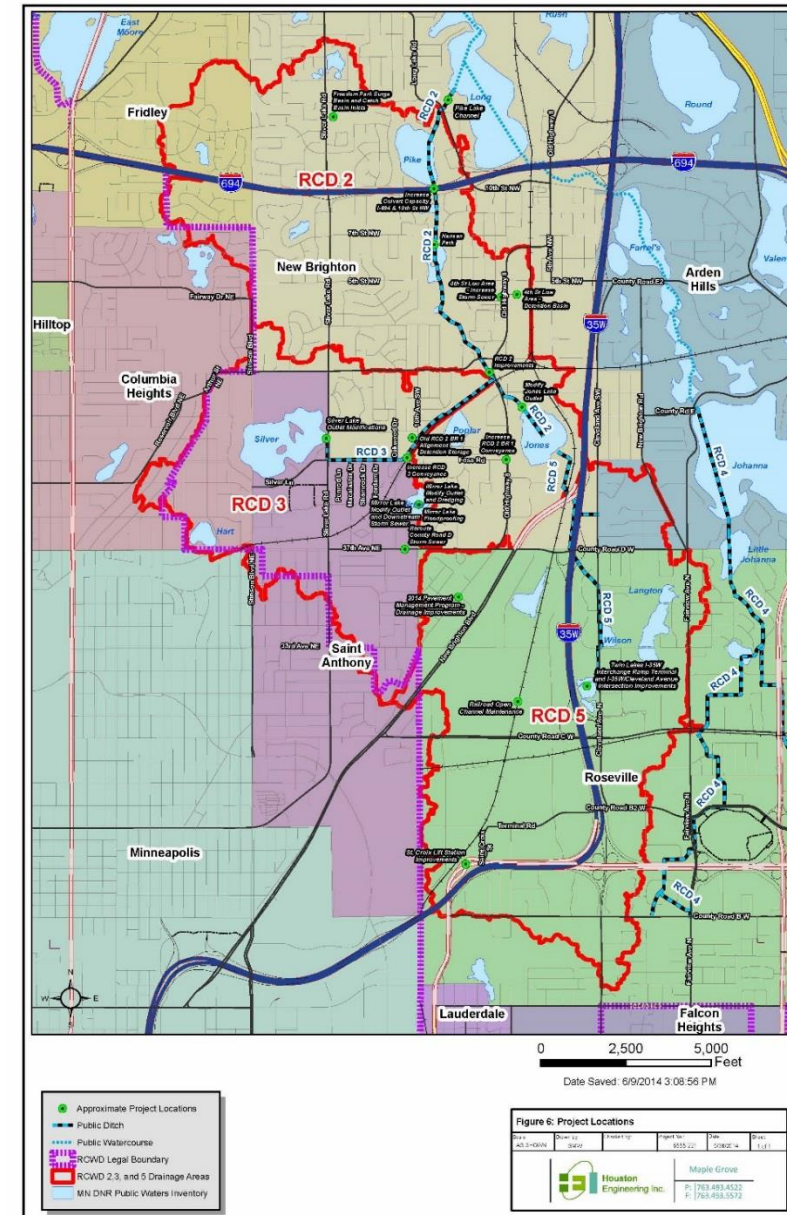
Flood Prone Areas



Detention Effectiveness



Project Locations



Petition Background: The Saga Continues...

- Amended Petition submitted and accepted by RCWD in June 2014
 - **Added Roseville as a petitioner**
 - **Included Roseville in the final Phase 1 Report**
 - Authorized Phases 2 & 3 to be undertaken by RCWD
 - Authorized immediate implementation of Hansen Park & Mirror Lake projects
 - **Aided by fortunate RCWD windfall in form of \$3,000,000 BWSR grant used to help fund water quality improvement components of projects**
 - **\$2,180,000 in grant funds went to Hansen Park & Mirror Lake**
- Phases 2/3 of petition placed on hold until Hansen & Mirror completed

Petition Background: The Saga Continues...

- Amended Petition submitted and accepted by RCWD in June 2014
 - Added Roseville as a petitioner
 - Included Roseville in the final Phase 1 Report
 - Authorized Phases 2 & 3 to be undertaken by RCWD
 - Authorized immediate implementation of Hansen Park & Mirror Lake projects
 - Aided by fortunate RCWD windfall in form of \$5,000,000 BWSR grant used to help fund water quality improvement components of projects
 - \$2,180,000 in grant funds went to Hansen Park & Mirror Lake
- Phases 2/3 of petition placed on hold until Hansen & Mirror completed

**HANSEN & MIRROR
COMPLETE IN 2018...**

Phase 2 – Feasibility Studies

NEXT

Developing a regional, comprehensive stormwater management and flood damage reduction plan, to include water quality features, which identifies capital improvements and other actions to be undertaken by the Cities and the Rice Creek Watershed District.

Phase 3 – Prioritization & Cost Allocation

Developing implementation timelines and priorities, costs allocations and revenue generation methods for both implementation and long-term maintenance of capital improvements and water quality features.

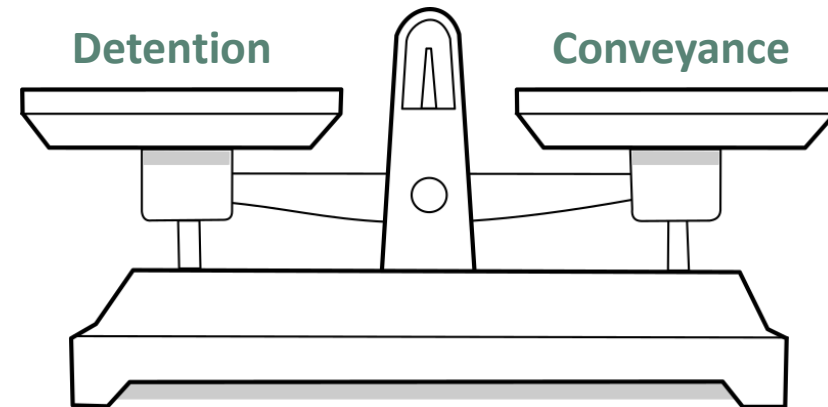
Phase 4 – Implementation

Implementing one or more of the project components identified in Phase 2 as a coordinated series of capital improvements by the Cities and the Rice Creek Watershed District.

What's Next for Phase 2?

- Complete RCD 2/3/5 Historical Review Process (June 2018)
- Update city councils about project status (May/June 2018)
- Obtain City staff input on proposed Phase 2 scope of work

**Need to balance
conveyance improvements
with new storage and
peak runoff timing**

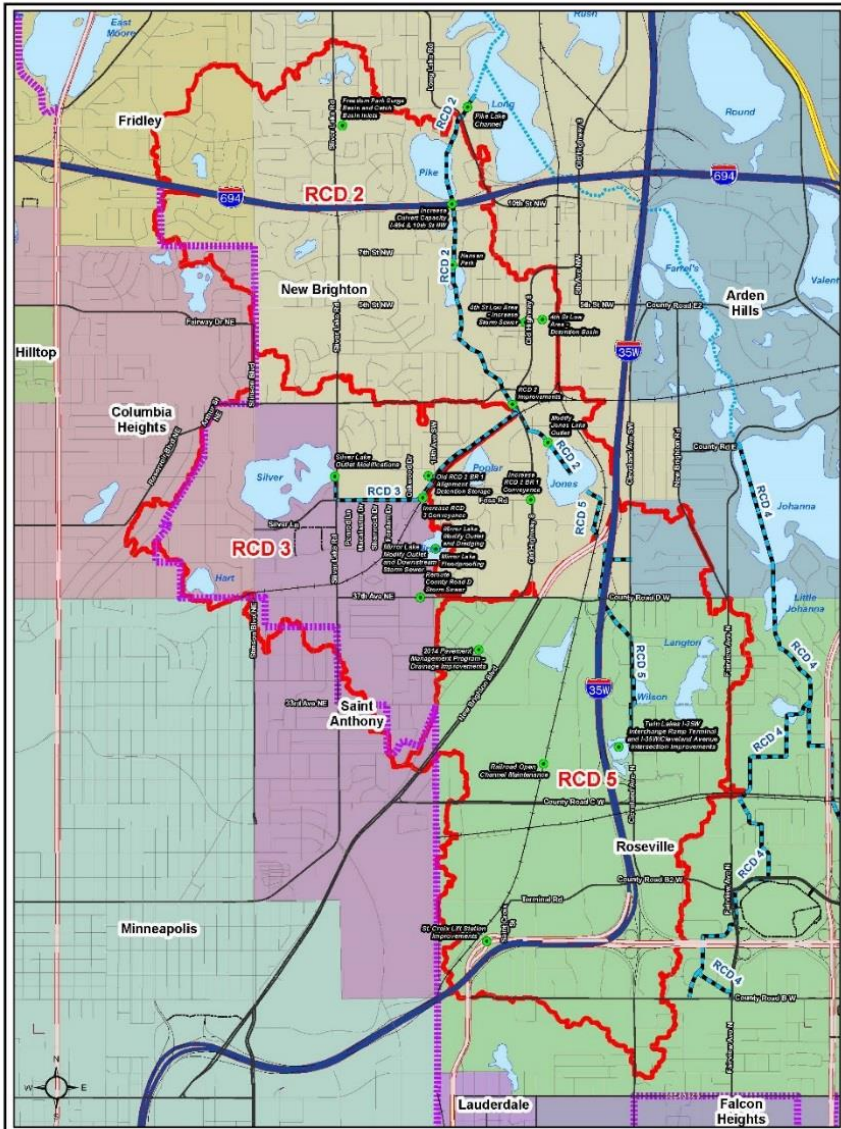


Draft Phase 2 Scope of Work

- ➔ 1. Develop Concept Design Features
- ➔ 2. Data Collection & Field Survey
- 3. Soils Analysis
- 4. Update Existing Conditions Model
- ➔ 5. Hydrologic & Hydraulic Analysis
- 6. Water Quality Analysis
- 7. Develop Cost Estimates
- ➔ 8. Regulatory Coordination
- ➔ 9. Develop Recommendations
- ➔ 10. Prepare Final Phase 2 Report

➔ **Significant City
Staff Input Needed**

Proposed Projects to be Studied



Projects located in Roseville in red

Project ID	Proposed Projects
RCD2-1	Increase Culvert Capacity at 10th St NW and I-694
RCD2-2	Detention Basin North of 5th Street
RCD2-3	Increase 4th Street Storm Sewer Capacity
RCD2-4	Pike Lake Channel Modification
RCD2-5	Modify Jones Lake Outlet and Dredging
RCD2-6	Remmele Culvert Modification
RCD2-7	Increase Storm Sewer Capacity on RCD 3 & RCD 2 BR 1 – both outlets of Poplar Lake
RCD2-8	Upper (South) Hansen Park – Added after Phase 1
RCD3-1	Old Historic RCD 2 Branch 1 Alignment (Detention)
RCD3-2	Increase RCD 3 Storm Sewer Capacity
RCD3-3	Floodproofing of Individual Homes (in the vicinity of 39 th Street and Shamrock Drive)
RCD3-4	Silver Lake Outlet Modification
RCD3-5	Route Stormwater from CR D and Foss Rd through Mirror Lake
RCD5-2	Twin Lakes I-35W Interchange Ramp and I-35W/Cleveland Avenue Intersection Improvements
RCD5-3	Railroad Open Channel (Roseville City Ditch #2) Maintenance
RCD5-4	St. Croix Lift Station Improvements
RCD5-5	Wilson Lake – Added after Phase 1
RCD5-6	MN Transfer Railway Pond – Added after Phase 1

Phase 2 Timeline, Cost & Outcomes

- Timeline: Phase 2 should be complete by May/June 2019
- Cost: Cost estimate currently in the range of \$125,000 to \$150,000
- Major Deliverables of Final Report:
 - Individual concept-level technical studies for each project
 - Regulatory and financial considerations for each project
 - Approximately five (5) scenarios showing how different suites of projects will work together, along with their cumulative benefits and impacts
 - ***Must balance conveyance/storage/timing so existing flood problems are not exacerbated!***
- Phase 2 will NOT determine implementation priorities or which projects, if any, are implemented.
- Phase 2 will NOT determine who pays for what during implementation

Any Questions?



Kyle Axtell – RCWD Project Manager

kaxtell@ricecreek.org

763-398-3072




REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **7.b**

Department Approval



City Manager Approval



Item Description: Receive Comprehensive Annual Financial Report, Auditor Communication Letter, and Reports on Compliance for Fiscal Year Ending December 31, 2017

1 **BACKGROUND**

2 State Statute requires an annual presentation of the City's year-end financial report by an independent
3 auditor. The purpose is to provide a forum for which an independent report can be made directly to
4 elected officials with regard to the City's financial operations.

5
6 David Mol, from the firm of Redpath and Company, LLC will be present to provide an overview of the
7 Annual Reports, as well as the audit process and any required disclosures or findings.

8
9 Staff will be available for any follow-up questions if necessary.

10 **POLICY OBJECTIVE**

11 The presentation of the annual report is required by State Statute.

12 **FINANCIAL IMPACTS**

13 Not applicable.

14 **STAFF RECOMMENDATION**

15 Staff recommends the Council formally accept the 2017 Comprehensive Annual Financial Report and
16 Audit Reports.

17 **REQUESTED COUNCIL ACTION**

18 Motion to accept the 2017 Annual Financial Reports.

19
Prepared by: Jason Schirmacher, Assistant Finance Director
Attachments: A: 2017 Comprehensive Annual Financial Report and Audit Reports

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **6/04/18**
Item No.: **7.c**

Department Approval

Christopher K. Mills

City Manager Approval

Samuel J. Truog

Item Description: Update on Cash Reserve Levels

BACKGROUND

At the April 16, 2018 City Council meeting, the Council established a general timeline for the 2019 budget process including the following key dates:

2019 Budget Process Timeline	Date
Discussion on Organizational Priorities	4/16/2018
Discussion on Cash Reserve Levels	6/4/2018
Review General Budget & Legislative Impacts, Tax Base Changes	6/18/2018
Presentation of the 2019-2038 Capital Improvement Plan	7/9/2018
Discussion on City Council Budgetary Goals	7/16/2018
EDA Budget & Tax Levy Discussion	7/16/2018
Receive the 2019 City Manager Recommended Budget	8/13/2018
Receive Budget Recommendations from the Finance Commission	9/17/2018
Adopt Preliminary Budget, Tax Levy, & EDA Levy	9/24/2018
Review 2019 Proposed Utility Rates	11/5/2018
Review & Adopt 2019 Fee Schedule	11/5/2018
Final Budget Hearing (Truth-in-Taxation Hearing)	11/26/2018
Adopt Final EDA Tax Levy	12/3/2018
Adopt Final Budget, Tax Levy & Utility Rates	12/3/2018

As noted in the table above, the City Council has requested an update on the City’s cash reserve levels. The Council has also directed the Finance Commission to review the City’s cash reserve levels and its Operating Fund Cash Reserve Policy. The Commission is expected to present its findings and recommendations to the Council at the Joint Meeting in September.

The information presented below provides a summary of the City’s cash reserves available to provide for on-going operational and long-term capital needs. For purposes of this analysis, the figures exclude funds that are held for *legally-restricted* purposes. The information is grouped in two categories; key operating funds and capital replacement funds.

18 For those funds that have revenues that support both operations and capital, the amount available for
 19 operations is established at the high end of the target reserve level. A more comprehensive review of
 20 those same funds' CIP needs as well as future operating income would be necessary to determine if excess
 21 cash is available for other purposes.

22

23 Key Operating Funds

24 The amounts shown in the table below represent the *unrestricted* monies held in key operating funds.

25

	12/31/2017	Less	Less	12/31/2017		12/31/2017
	Cash	From	Reserved	Available	12/31/2017	Amount
<u>Operating Funds</u>	<u>Reserves</u>	<u>Donations</u>	<u>Capital</u>	<u>Reserves</u>	<u>Reserve</u>	<u>Above Low</u>
					<u>Level</u>	<u>Target %</u>
General (unrestricted portion)	\$ 5,803,701	\$ (44,100)	\$ -	\$ 5,759,601	38%	\$ 427,405
Parks & Recreation	1,945,172	(306,726)	-	1,638,446	34%	443,190
Communications	431,608	-	(298,215)	133,393	25%	80,036
Information Technology	1,125,426	-	(456,791)	668,635	25%	401,181
License Center	976,492	-	(515,836)	460,656	25%	276,394
				\$ 8,660,731		\$ 1,628,206

26

27

	Target	Target
<u>Operating Funds</u>	<u>Low</u>	<u>High</u>
General (unrestricted)	35%	45%
Parks & Recreation	25%	25%
Communications	10%	25%
Information Technology	10%	25%
License Center	10%	25%

28

29

30 In the first table, the far-right column identifies the amount available above the *minimum* target level.
 31 Collectively this amounts to approximately \$1,682,000. In contrast, the amount available above the *high*
 32 targeted range is approximately \$443,000.

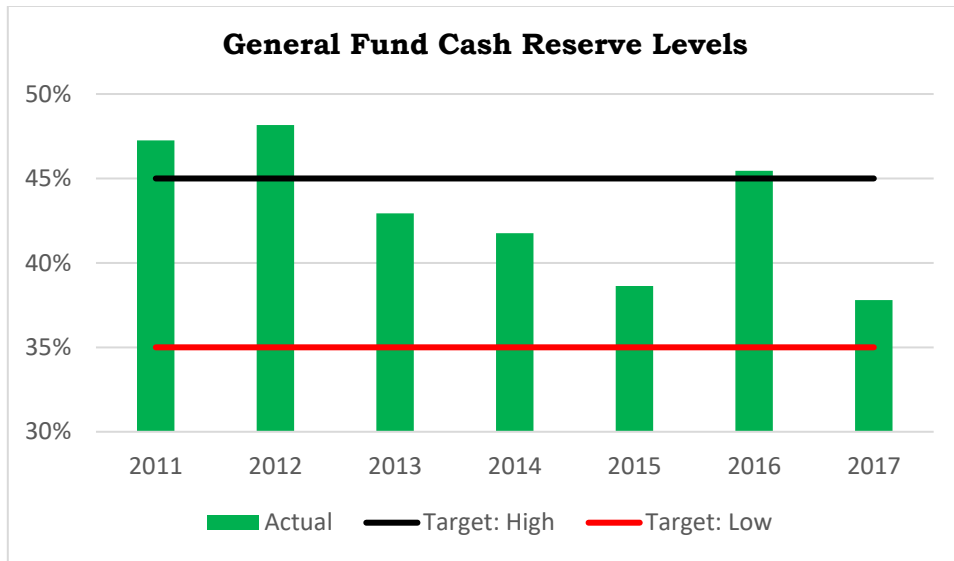
33

34 As shown in the table, the amount of 'available' cash reserves has been adjusted for monies received
 35 from donations which are earmarked for a specific purpose, as well as monies tentatively set aside for the
 36 CIP. It should be noted that the 2018 Adopted Budget calls for the spend-down of cash reserves in the
 37 amount of \$681,000, \$80,000, and \$103,000 for the General, Communication, and License Center funds
 38 respectively. This will significantly reduce the amount available for 2019 and beyond, although any
 39 number of varying events could change this result.

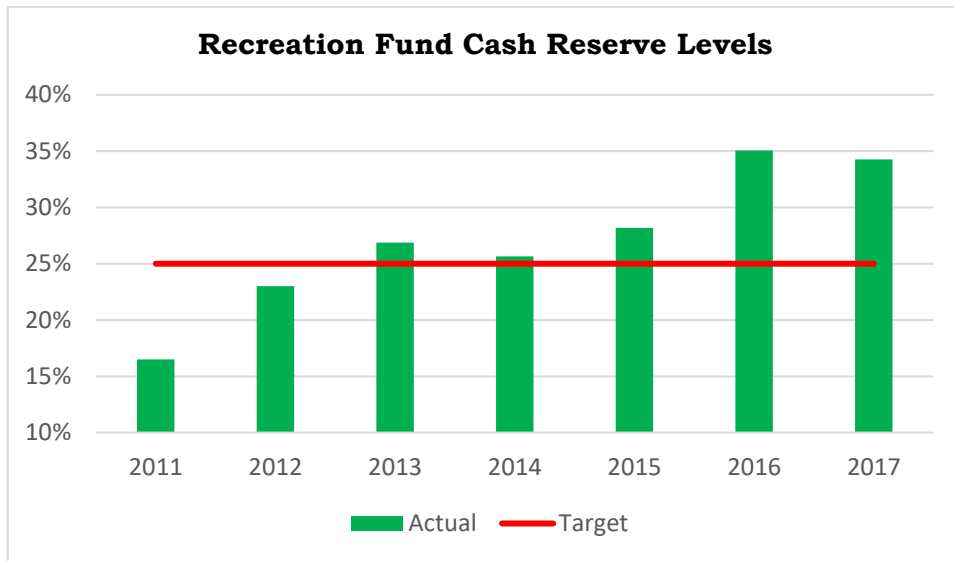
40

41 The following graphs depict the 2011-2017 cash reserve levels for the key operating funds noted above.

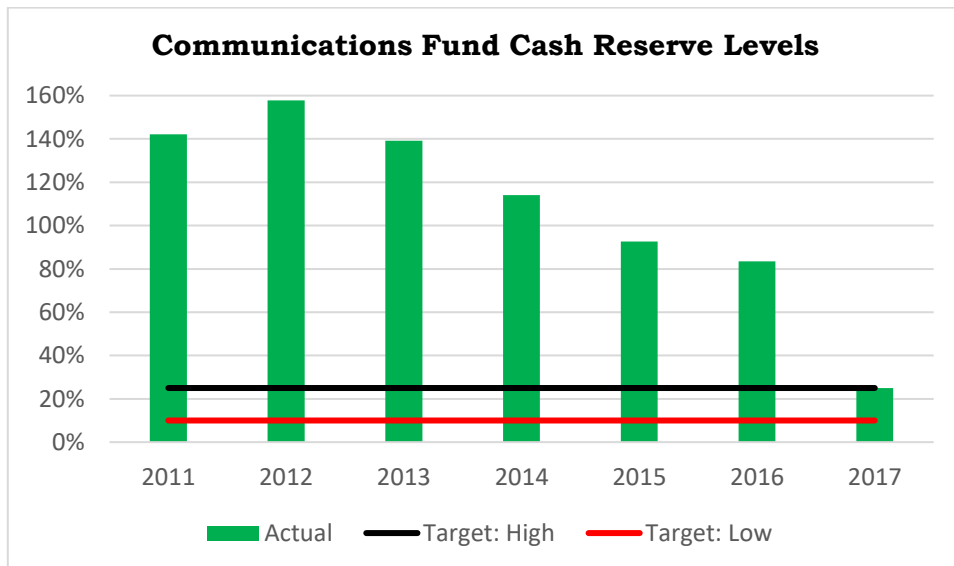
42



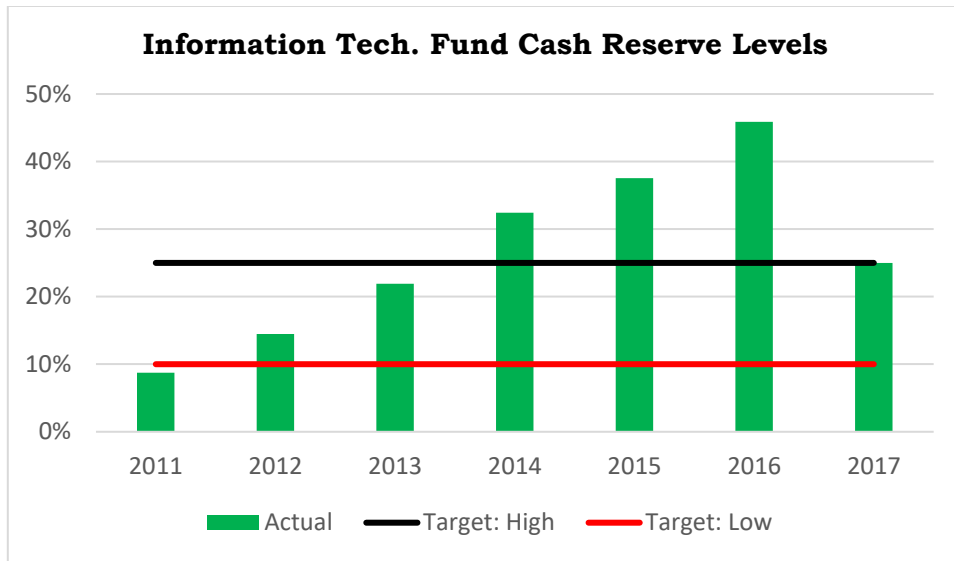
43
44



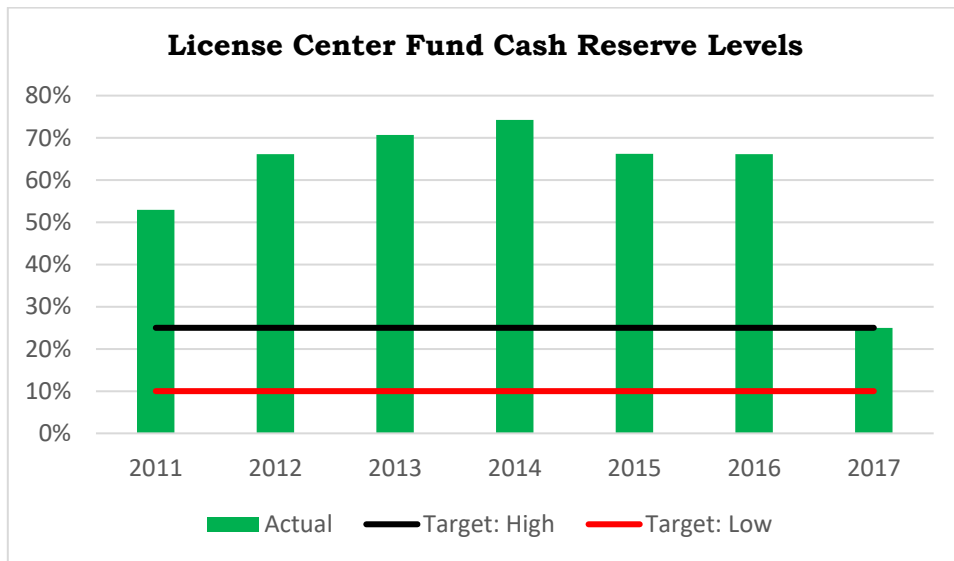
45
46



47
48



49
50
51



52
53
54
55
56
57
58
59

Capital Replacement Funds

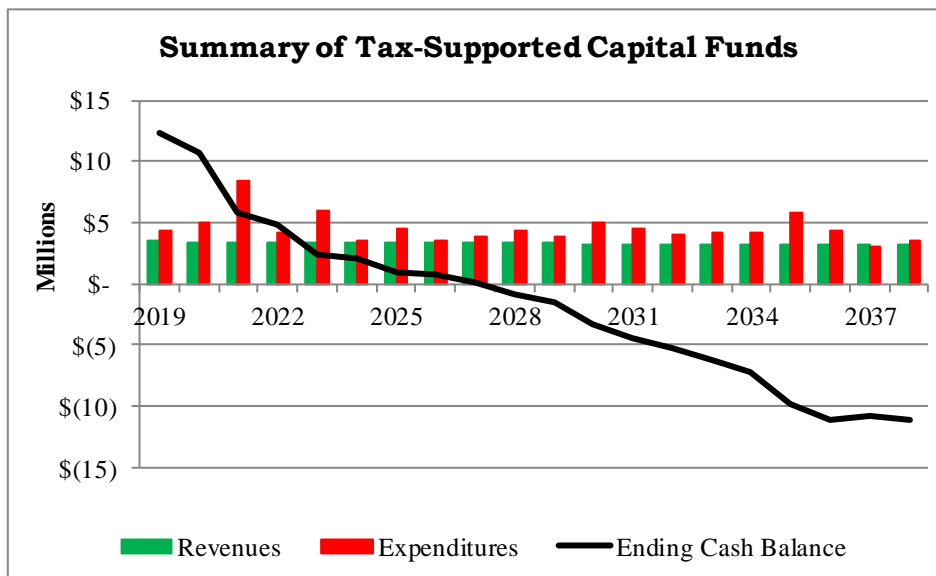
The next table depicts the cash reserve levels for the city’s capital replacement funds along with the 1, 5, 10, and 20-year funding status as depicted in the 2019-2038 Capital Improvement Plan (CIP) with existing revenue sources. The amounts shaded in light red reflect those funds that are less than 90% funded.

	12/31/2017	1-Year	5-Year	10-Year	20-Year
	Cash	Funding	Funding	Funding	Funding
<u>Capital Replacement Funds</u>	<u>Reserves</u>	<u>Status</u>	<u>Status</u>	<u>Status</u>	<u>Status</u>
Communications	\$ 298,215	1783%	274%	142%	76%
Information Technology	456,791	211%	112%	107%	108%
License Center	515,836	104%	101%	92%	80%
Police Vehicles & Equipment	532,021	340%	119%	108%	97%
Fire Vehicles & Equipment	888,993	644%	123%	117%	116%
Parks & Rec. Vehicles & Equipment	164,088	334%	136%	136%	153%
Public Works Vehicles & Equipment	732,353	421%	135%	113%	101%
Administration Equipment	(43,041)	0%	103%	105%	107%
Finance Equipment	48,780	130%	216%	120%	125%
Central Services Equipment	96,538	157%	111%	106%	103%
Building Replacement	756,078	201%	45%	66%	80%
Streetlight Replacement	86,587	434%	116%	120%	111%
Pathway/Parking Lot Maintenance	99,097	69%	84%	90%	100%
Parks Improvement Program	741,050	230%	62%	63%	61%
Street Replacement	8,017,753	801%	198%	121%	78%
Municipal State Aid	357,320	117%	114%	109%	105%
Water (a)	170,768	75%	102%	103%	97%
Sanitary Sewer (a)	311,335	92%	96%	101%	114%
Storm Water (a)	454,751	142%	105%	102%	96%
Golf Course (a)	149,340	283%	18%	15%	11%
	\$ 13,563,811				

< 90% Funded in 2019-2038 CIP

(a) Reserves are used for operations and capital replacements. Amount shown depict amount set aside for CIP
 As shown in the table above, the City’s capital replacement funds collectively have over \$13.5 million in cash reserves; however the majority resides in the Street Replacement Program. If we include the restricted monies set aside in our Community Development Fund, the amount rises to \$15.2 million.

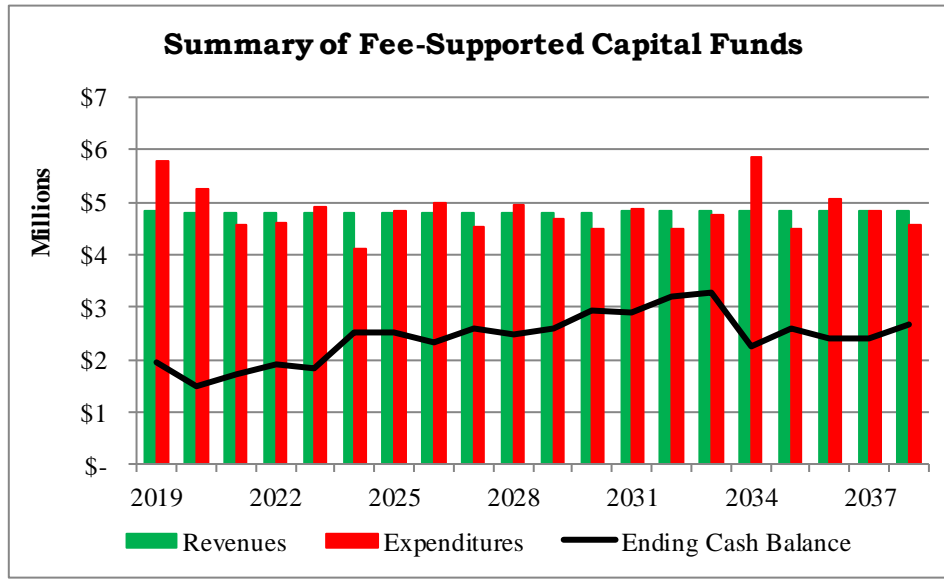
While this places the City in a strong financial position today, this cash balance is projected to decline steadily over the next 20 years. The following graphs depict the projected cash balance for the *tax-supported* and *fee-supported* replacement funds based on the CIP and current revenue sources.



60
61
62
63
64
65
66
67
68

69

70
71



72
73
74
75
76
77
78

As shown in the charts, the City's Capital Replacement Funds are projected to decline from \$16.1 million today, to \$1.6 million in 2028, and \$8.4 million deficit by 2038 based on current revenues. A broader presentation on the proposed 2019-2038 CIP is scheduled for July including revised projections utilizing re-purposed debt levies that are expiring.

79 **POLICY OBJECTIVE**

80 The City maintains an Operating Fund Cash Reserve Policy to govern the appropriate level of cash reserves for its day-to-day activities. A copy of this Policy is included in *Attachment A*. Prior to adopting
81 this Policy, the City Council held a number of discussions regarding the important role(s) that cash
82 reserves play including the following:

- 83
- 84
- 85
 - 85 ■ Provide cash flow to support operations in between revenue collection periods
 - 86 ■ Provide interest earnings to fund current operations in lieu of higher property taxes or fees
 - 87 ■ Address unforeseen circumstances including loss of revenue sources or unexpected expenditures
 - 88 (i.e. Business Risk)
 - 89 ■ Provide for future capital expenditures
 - 90 ■ Strengthen overall financial condition and bond (credit) rating
- 91

92 As the Council reflects on the amount of cash reserves the City should maintain, it is suggested that these
93 considerations be taken into account.

94 **FINANCIAL IMPACTS**

95 Not applicable.

96 **STAFF RECOMMENDATION**

97 See above.

98

99 **REQUESTED COUNCIL ACTION**

100 For information purposes only. No formal Council action is required.

101

Prepared by: Chris Miller, Finance Director

Attachments: A: Operating Fund Cash Reserve Policy

102

Operating Fund Cash Reserve Policy

Purpose

- To provide a cushion against unexpected revenue and income interruptions
- To provide working capital by ensuring sufficient cash flow to meet the City's needs throughout the year

Policy

- The City will maintain a general fund reserve of 35-45% of the general fund's total annual operating budget. This ensures that the City has adequate funds on hand to provide for operations between bi-annual property tax collection periods. Any surplus beyond the required general fund reserve may be transferred to another reserve fund with a funding shortfall
- The City will strive to create a reserve in the Recreation Fund to equal 25% of the annual recreation budget. This reserve will provide a cash flow cushion and reduce the inter-fund borrowing expense to the Recreation Fund. Because of more frequent cash inflows, a 25% reserve will be adequate to support the daily cash needs of the fund
- The Community Development Fund is supported solely by building permit fees and charges. Because the economic environment has a major effect on this Fund, a fund balance of 25-50 % of the annual budget is a reasonable target. It is expected that as economic downturns take place, this reserve will provide for a transition period during which the Council will be able to assess and to better match operations with the economic need
- City enterprise funds shall have operating cash reserves sufficient to provide for monthly cash flow, and for a reasonable level of equipment and infrastructure replacement. Major reconstruction or system upgrades, may need to be funded from enterprise revenue bonds. Annual utility rate reviews will be made in regard to projected operating expenses and capital improvements. The Council will, on an annual basis, establish rates in accordance to operating cost recovery and the projected capital improvements
- All other operational funds e.g. License Center, Information Technology, etc. are expected to operate with positive reserve balances of 10-25% of the annual operating budget. Each operational fund shall be reviewed on an annual basis to assure the fund balance is in line with the fund's objectives
- In the event the minimum fund balance drops below prescribed levels, the City shall dedicate new incoming property tax or program revenues (where applicable) in an amount sufficient to bring fund balance levels back into compliance within three fiscal years

- Unless otherwise directed by the City Council, monies held in individual Funds shall be expended first from restricted fund balances, second from committed fund balances, then from assigned fund balances, before using unassigned fund balance

Implementation

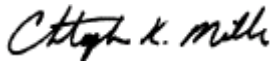
All fund reserves shall be reviewed each year at the time of the annual budget preparation for the purpose of complying with this policy. Budgets shall be prepared on an "All Resources" basis, so that the City Council and Community can readily discern the current and projected management of all reserves.

If aggregate unrestricted reserves in the tax-supported operating funds are outside of targeted goals, the Council is advised to create a plan to get reserves into targeted goal ranges by committing reserve funds, using aggregate excess reserves to reduce the levy, or making appropriate budget or tax levy adjustments.


REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **7.d**

Department Approval



City Manager Approval



Item Description: Public Hearing to Approve/Deny an On-Sale and Sunday Intoxicating Liquor License for CM Rosedale LLC dba Craveable Market located at 1595 HWY 36, Suite 1030 & 2030.

BACKGROUND

Under City Code, a public hearing is required to consider approving liquor licenses for the current calendar year. The City has received an applications for a 2018 Liquor License as follows:

- ❖ CM Rosedale LLC dba Craveable Market – On-Sale and Sunday Intoxicating Liquor License
- ❖ CM Rosedale LLC dba Craveable Market – 2 AM License
- ❖ CM Rosedale LLC dba Craveable Market – Outdoor Sales Endorsement

Craveable Market is a new 2 story restaurant in the Rosedale Center in Roseville. Their submitted application will be complete pending receipt of their Insurance Acord.

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 pending successful background checks and receipt of their Insurance Acord.

REQUESTED COUNCIL ACTION

Motion to approve CM Rosedale LLC dba Craveable Market’s request for an On-Sale and Sunday Intoxicating Liquor License, including the 2 AM License and Outdoor Sales Endorsement license located at 1595 HWY 36, Suite 1030 & 2030.

Prepared by: Chris Miller, Finance Director
Attachments: A: Application from Craveable Market



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

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

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

Name of City or County Issuing Liquor License Roseville License Period From: _____ To: 12/31/2018

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

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

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

Licensee Name: CM Rosedale LLC DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name Craveable Market Business Address 1595 Hwy 36 West
Spaces 1030, 2030 City Roseville

Zip Code 55113 County Ramsey Business Phone 646-467-8545 Home Phone _____

Home Address _____ City _____ Licensee's MN Tax ID # 5388F15

Licensee's Federal Tax ID # 82-3731745 (To Apply call 651-296-6181)
(To apply call IRS 800-829-4933)

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

<u>Stephen M. Goglia</u>	DOB	Social Security #	Home Address
<u>Gary J. Miller</u>	DOB	Social Security #	Home Address
<u>Mathew Facht</u>	DOB	Social Security #	Home Address

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

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

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

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

Workers Compensation Insurance Company Name: _____ Policy # _____

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.

City of Roseville, Minnesota

Application for On Sale and Sunday Intoxicating Liquor License

1. Name of Applicant (Name of individual, partnership, corporation or association):

CM Rosedale LLC

2. Name and address under which applicant will be doing business:

Full Legal Name CM Rosedale LLC

DBA Name Craveable Market

Business Address 10 Rosedale Center, Spaces 1030, 2030 Roseville, MN 55123

Business Telephone (646) 467-8545

3. Type of Applicant:

Individual Partnership Corporation

4. Type of license applicant seeks: On Sale Sunday

5. State the legal description of the premises to be licensed:

Space Nos. 1030 and 2030, Rosedale Center,
See Lease - Exhibit A

6. How is the property classified under the Roseville Zoning Ordinance?

7. Where the building is owned by other than applicant give legal name, business address and phone number of owner(s):

1. Legal Name PPF RTL Roseville Shopping Center
Business Address c/o Morgan Stanley Real Estate Advisor INC,
1585 Broadway, 37th Floor, NY, NY 10036
Business Telephone 212-761-2530

2. Legal Name _____
Business Address _____
Business Telephone _____

8. State the amount of investment the applicant has in the business premise, fixtures, furniture, stocks in trade, etc. and attach supporting proof of the source of such money.

Landlord providing 100% of capital required to
build out and open the premises

9. Provide full name, address, telephone number and the nature of interest of all persons, other than applicant, who have any financial interest in the business, buildings, fixtures, furniture, or stock in trade. (This shall include, but not limited to, any lessees, mortgages, lenders, lien holders or any persons who have loaned, pledged or extended security for any indebtedness of the applicant).

Landlord to receive base rent and percentage rent

10. Attach lease agreement. (if applicable) Attached

11. Submit a plat plan of the area showing dimensions, location of building, street access, parking facilities and the locations of and distances to the nearest state institutions including, but not limited to, educational buildings, fair grounds, and correctional buildings. The plan must also show number of persons intended to be served in the dining rooms, and indicate and identify all other rooms and areas where intoxicating liquor is to be sold and consumed.

12. List all additional permits that have been applied for either on the Federal or State level for this premise:

If applicant is an individual skip to Personal Information Page

If applicant is a partnership:

1. Attach a true copy of the partnership agreement and a copy of the certificate of trade name under provisions of Chapter 333, Minnesota Statutes, certified by the Clerk of District Court.

2. List Legal name and percent of interest for each partner

Full Legal name _____ Interest _____ %

Full Legal name _____ Interest _____ %

Full Legal name _____ Interest _____ %

Full Legal name _____ Interest _____ %

3. Skip to Personal Information Page.

If applicant is a corporation or association:

1. State the Legal name of the corporation or association, corporate office address and telephone number, branch address and telephone number.

Name CM Roseville LLC

State of Incorporation or Association Delaware

Corporate Address 33 E. 33rd Street, Suite 804, New York, NY 10016

Corporate Phone Number 212-813-0108

Branch Address _____

Branch phone number _____

2. Attach a true copy of the Articles of Incorporation or Association Agreement. *Attached*

3. List the legal names, position and percent of interest of all officers of said corporation or association.

Full Legal Name Craveable Markets USA LLC

Position Site Member Interest 100 %

Full Legal Name Stephen M. Goglin

Position President & CEO Interest 0 %

Full Legal Name Gary J. Keller

Position Chief Financial Officer Interest 0 %

Full Legal Name Matthew Focht

Position Chief Development Officer Interest 0 %

4. Fill out Personal Information Page



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555
 www.dps.state.mn.us

Application for Optional 2 AM Liquor License

License type code: 2AM License Expiration Date _____ ID# _____
 (For Office Use Only)

Licensee Name: CM Rosedale LLC
 Trade Name: Crawable Market
 Licensed Location Address: 10 Rosedale Center, Spaces 1030, 2030
 City, State, Zip Code: Roseville, MN 55113
 Business Phone: 646-467-8545

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

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Stephen M. Guslier</u>			
<u>Gary J. Keller</u>			
<u>Mathew Focht</u>			

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: **Alcohol and Gambling Enforcement Division (AGED)**. Mail this application and check to : AGED, 444 Cedar St., Suite 133, St. Paul, MN 55101-5133.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1,000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes No Does your city or county licensing official allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature _____ Date _____

(I certify that the city or county of Roseville approves the sale of alcoholic beverages until 2 AM)

Licensee Minnesota Tax ID Number (Required) _____

Licensee Signature [Signature] Date 1/12/18
 (I certify that I have answered the above questions truthfully and correctly)

Licensee: Prior to submitting this application to the Alcohol and Gambling Enforcement Division, it must be signed by your local city or county licensing official.

CITY OF ROSEVILLE

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

ON-SALE INTOXICATING OUTSIDE PERMANENT ENDORSEMENT

Trade Name CM Rosedale LLC

Business Name ~~CM Rosedale LLC~~ Craveable Market

Business Address 10 Rosedale Center, Roseville, MN 55113

Business Phone _____

Contact person Gary Heller

Phone 646-467-8545

Location of Outside Sales attached out door patio - see attached floor plan

The undersigned agrees to abide by all the laws of the State of Minnesota and the Ordinances of the City of Roseville.

Signature  Date 4/28/18

License fee is 25.00

Make checks payable to City of Roseville

*** Contact Community Development. Requires land use approval**



REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**

Item No.: **7.e**

Department Approval

City Manager Approval

Item Description: Approve Grading Ordinance Amendment and Establish and Ordinance Regulating Storm Water Best Management Practices

1 **BACKGROUND**

2 As discussed at the May 21, 2018 City Council meeting staff is recommending amending
3 Chapter 803 of the City Code. Currently the city code regulates grading in two sections of the
4 City Code. Chapter 705 regulates grading on public property and Chapter 1017 section 1017.24
5 regulates grading, filling and land alteration of private property. On June 6, 2018 the Planning
6 Commission will discuss removing section 1017.24 from the zoning ordinance and bringing this
7 to council for adoption later in June.

8 Staff proposes making changes to the grading ordinance to put all grading regulations under Title
9 8 Public Works, Chapter 803 Storm Water Drainage. This will allow Public Works to regulate
10 grading. By moving the new regulations to this section, it will tie grading permits with the
11 current erosion control permit already established. Since grading and erosion control are also
12 linked together this will make regulating both these practices much easier. The escrow
13 requirements will help ensure grading done on a site meets the approved grading plan before the
14 permit is closed out.

15 The highlights of the changes to the grading ordinance are as follows:

- 16 • Elimination of Chapter 705.
- 17 • Adding grading regulations to the current Erosion and Sediment Control Ordinance
18 (803.04).
- 19 • Requires a grading permit for sites that disturb greater than 5,000 square feet or
20 placement or grading of 50 cubic yards of material or land change on a parcel of land
21 located directly adjacent to a water resource or located in the shoreland overlay district.
- 22 • Further defined land disturbance activity and limited excepted uses by defining size of
23 disturbed areas.
- 24 • Requires a grading plan showing changed conditions to the existing land.
- 25 • Requires an additional grading escrow to ensure grading meets approved grading plan
26 requirements.
- 27 • Puts in provisions for corrective work if grading is not completed per the approved
28 grading plan.

29 The second change to Chapter 803 is establishing an ordinance Regulating Storm Water Best
30 Management Practices. 803.05 Stormwater Best Management Practice (BMP) Maintenance was
31 created to add detail and clarification to the existing maintenance of public and private BMPs
32 under Chapter 1017. The proposed new section includes the maintenance language from 1017,
33 and clarifies structural (i.e. raingardens, infiltration/filtration basins), and non-structural (i.e.

34 ponds) BMP's given their different functional design elements and maintenance requirements.
35 The new section also adds required inspection timeframes to ensure proper long-term
36 functionality, and highlights the City process for BMP's that are not maintained in accordance
37 with the original plans. Failure to not properly maintain the BMP will result in notification by
38 the City, and can include administrative penalties and the abatement process.

39 Staff presented the ordinance amendment to the Public Works, Environment, and Transportation
40 Commission at their February and March meetings and incorporated their comments into the
41 ordinance amendment presented. Staff updated the ordinance based on feedback from Council
42 discussion on May 21.

43 **FINANCIAL IMPACTS**

44 There will be permit fees associated with the grading ordinance. The proposed fee schedule
45 changes related to the ordinance are as follows:

- 46 • Eliminate all community development and current engineering fees
- 47 • Grading Permit Fee Engineering
 - 48 ○ <50 CY - \$50
 - 49 ○ 51-250 CY - \$100
 - 50 ○ 251-1000 CY - \$200
 - 51 ○ 1001-10,000 CY - \$350
 - 52 ○ >10,000 CY - \$650
 - 53 ○ Escrow \$20/CY for sites >250 CY
- 54 • Storm Water Permit Review
 - 55 ○ Less than 1 Acre - \$35.00
 - 56 ○ 1-5 Acre - \$75
 - 57 ○ More than 5 Acres - \$125
- 58 • Storm Water Non-Compliance - \$100 Administrative Fine

59 Amendment of the fee schedule for the permit fees associated with grading permits will be
60 brought to Council on June 18 should the Grading Ordinance be adopted.

61 **STAFF RECOMMENDATION**

62 Based on the comments provided in this report, staff recommends approval of the proposed text
63 ordinance amendments to Roseville's City Code, Title 8, Chapter 803 Section 803.04 adding
64 Grading to Erosion and Sedimentation Control and 803.05 establishing an ordinance Regulating
65 Storm Water Best Management Practices.

66 If Title 8 Chapter 803 is amended, staff recommends of approval of an ordinance repealing Title
67 7, Chapter 705, Regulating Excavating, Grading and Surfacing within the City of Roseville,
68 Minnesota.

69 **REQUESTED COUNCIL ACTION**

70 Adopt an ordinance amending selected text ordinance amendments of Roseville's City Code,
71 Title 8, Chapter 803 Section 803.04 adding Grading to Erosion and Sedimentation Control and
72 803.05 establishing an ordinance Regulating Storm Water Best Management Practices.

73 Adopt an ordinance repealing Title 7, Chapter 705, Regulating Excavating, Grading and
74 Surfacing within the City of Roseville, Minnesota.

75

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Ordinance Amendment, Grading Ordinance
B: Ordinance Summary, Grading Ordinance
C: Ordinance, Repealing Chapter 705
D: Minutes from PWETC meetings
E: Draft Grading, Sediment and Erosion Control Information Handout and Permit
F: Planning Commission Packet

3
4 **AN ORDINANCE AMENDING TITLE 8, CHAPTER 803, SECTION 803.04 ADDING GRADING**
5 **TO EROSION CONTROL AND SEDIMENTATION CONTROL AND 803.05 ESTABLISHING**
6 **AN ORDINANCE REGULATING STORMWATER BEST MANAGEMENT PRACTICE**
7 **MAINTENANCE**
8

9 **THE CITY OF ROSEVILLE ORDAINS:**

10
11 **SECTION 1. Purpose:** The Roseville City Code is hereby amended to modify/clarify specific
12 requirements within the Roseville City Code, Title 8, Chapter 803, Section 803.04 is hereby amended to
13 include Grading and Section 803.05 is hereby added establishing an ordinance regulating stormwater best
14 management practice maintenance within the City of Roseville, MN.
15

16 **SECTION 2. Section 803.04 and 803.05 are hereby amended as follows:**
17

18 **803.04: GRADING, EROSION AND SEDIMENTATION CONTROL:**

- 19 A. Purpose: The purpose of this article is to regulate grading and to control or eliminate soil
20 erosion and sedimentation resulting from construction activity within the City. This article
21 Section establishes standards and specifications for grading practices which protects drainage,
22 conservation practices and planning activities that-which minimize soil erosion and
23 sedimentation.
- 24 B. Scope: Except as exempted by the definition of the term “land disturbance activity” in Section
25 803.004-C.7, any person, entity, state agency, or political subdivision thereof proposing land
26 disturbance activity within the City shall apply to the City for the approval of the grading,
27 erosion and sediment control plan. No land shall be disturbed until the plan is approved by the
28 City and conforms to the standards set forth in this article.
- 29 C. Definitions: The following words, terms and phrases, when used in this article, shall have the
30 meanings ascribed to them in this section, except where the context clearly indicates a
31 different meaning:
- 32 1. Best Management Practice (BMP): Erosion and sediment control and water quality
33 management practices that are the most effective and practicable means of controlling,
34 preventing, and minimizing the degradation of surface water, including construction-phasing,
35 minimizing the length of time soil areas are exposed, prohibitions, and other management
36 practices published by state or designated
37 area-wide planning agencies.
 - 38 2. Certificate of Completion: the certificate issued after the final inspection of the site has
39 been completed, temporary erosion control has been removed and the site has been fully
40 restored.
 - 41 3. City of Roseville Erosion Control Specifications: practices described in, but not
42 limited to, the following manuals:
 - 43 a. Minnesota Stormwater Manual
 - 44 a-b. Minnesota DOT Erosion Control Manual
 - 45 b-c. Minnesota Pollution Control Agency’s “Protecting Water Quality in Urban
46 Areas” handbookRamsey County Erosion and Sediment Control Handbook
 - 47 4. Erosion: any process that wears away the surface of the land by the action of water, wind,
48 ice, or gravity. Erosion can be accelerated by the activities of man and nature.
 - 49 5. Erosion and sediment control plan: a document containing the requirements of Section
50 803.04 D that, when implemented, will prevent or minimize soil erosion on a parcel of land
51 and off-site sediment damages.
 - 52 6. Erosion and sediment control practice specifications and erosion and sediment control
53 practices: the management procedures, techniques, and methods to control soil erosion and
54 sedimentation as officially adopted by the City.

55 7. Land disturbance activity: Any land change activity including clearing, grading,
56 excavating, transporting and filling of land, greater than 5,000 square feet, and/or placement
57 or grading of 50 cubic yards of earthen materials, land change on a parcel of land located
58 directly adjacent to a water resource or located within the shoreland overlay district, ~~that~~
59 ~~may result in soil erosion from water or wind and the movement of sediments into or upon~~
60 ~~waters or lands of the city, including clearing, grading, excavating, transporting and filling of~~
61 ~~land.~~ Land disturbance activity does not mean the following:

- 62 a. Minor land disturbance activities such as home gardens and an individual's home
63 landscaping, repairs, and maintenance work, disturbing less than 500 square feet.
64 b. Tilling, planting, or harvesting or agricultural, horticultural, or silvicultural crops,
65 disturbing less than 500 square feet.
66 c. Installation of fence, sign, telephone, and electric poles and other kinds of posts or
67 poles.
68 d. Emergency work to protect life, limb, or property and emergency repairs. However, if
69 the land disturbance activity would have required an approved erosion and sediment
70 control plan except for the emergency, the land area disturbed shall be shaped and
71 stabilized in accordance with the requirement of the local plan-approving authority or the
72 city when applicable.

73 8. Permittee: a person, entity, state agency, corporation, partnership, or political
74 subdivision thereof engaged in a land disturbance activity.

75 9. Sediment: solid mineral or organic material that, in suspension, is being transported or
76 has been moved from its original site by air, water, gravity, or ice, and has been deposited
77 at another location.

78 10. Sedimentation: the process or action of depositing sediment that is determined to have
79 been caused by erosion.

80 11. Water Resource: any stream, channel, wetland, storm pond, or lake within the City.

81 D. Grading, Erosion and Sediment Control Plan:

82 1. Required: Every Permittee for a building permit, a subdivision approval, or a permit to
83 allow land disturbance activities must submit a grading, erosion and sediment control plan
84 to the City Engineer. No building permit, subdivision approval, or permit to allow land
85 disturbance activities shall be issued and no earth disturbing activity shall commence until
86 approval of the grading, erosion and sediment control plan by the City.

87 Projects coordinated by Ramsey County or Mn/DOT do not require a permit; however,
88 the City must be notified of the project and be provided a copy of the grading, erosion
89 and sediment control plan, as well as an estimated schedule for commencement and
90 completion. The City will notify the designated contact if the grading plan is not being
91 followed, if erosion control measures should fail, or if erosion control measures require
92 maintenance with the expectation that the deficiencies will be corrected.

93 If no permit has been obtained, a stop work order shall be issued on the construction and a
94 fine shall be issued in an amount equal to twice the required permit fee. A completed
95 grading, erosion and sediment control plan and permit application shall be submitted before
96 construction will be allowed to resume.

97 Obtaining a permit does not exempt the permittee from obtaining permits required by other
98 government regulatory agencies.

99 2. Criteria addressed: The grading, erosion and sediment control plan shall address
100 the following criteria:

101 a. Account for existing drainage patterns

102 b. Control the storm water leaving the site

103 a.c. Conform to the natural limitations presented by topography and soil so
104 as to create the least potential for soil erosion.

105 b.d. Stabilize all exposed soils and soil stockpiles

106 e.e. Establish permanent vegetation

107 d.f. Prevent sediment damage to adjacent properties and other designated
108 areas

- 109 e.g. Schedule of erosion and sediment control practices
- 110 f.h. Criteria for the use of temporary sedimentation basins
- 111 g.i. Stabilization of steep slopes
- 112 ~~h.a. Control the storm water leaving the site~~
- 113 i.j. Stabilize all waterways and outlets
- 114 j.k. Protect storm sewers from the entrance of sediment, debris and trash
- 115 k.l. Control waste, such as discarded building materials, concrete truck
- 116 washout, chemicals, litter, sanitary waste, etc. that may adversely impact water
- 117 quality
- 118 l.m. When working in or crossing water resources, take precautions to contain
- 119 sediment.
- 120 m.n. Re-stabilize utility construction areas as soon as possible
- 121 n.o. Protect paved roads from sediment and mud brought in from access
- 122 routes
- 123 o.p. Dispose of temporary erosion and sediment control measures
- 124 p.q. Maintain all temporary and permanent erosion and sediment control
- 125 practices
- 126 q.r. Removal of sediment from streets at the end of each day
- 127 r.s. Dewatering methods and outletting of stormwater
- 128 s.t. Site inspection plan & record of rainfall amounts
- 129 t.u. Final stabilization

130 3. Contents of Plan: The grading, erosion and sediment control plan shall include

131 the following:

- 132 a. Contact information for the Permittee
- 133 b. Project description: the nature and purpose of the land disturbance activity
- 134 and the amount of grading involved, including the amount of material removed
- 135 and imported to the site.
- 136 c. Phasing of construction: the nature and purpose of the land disturbance
- 137 activity and the amount of grading, utilities, and building construction
- 138 d. Existing and proposed site conditions: existing and proposed topography,
- 139 vegetation, and drainage
- 140 e. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads,
- 141 etc., which might be affected by the land disturbance activity
- 142 f. Soils: soil names, mapping units, erodibility
- 143 g. Critical erosion and Environmentally ~~Sensitive~~Sensitive areas: areas on the
- 144 site that have potential for serious erosion problems and local water resources.
- 145 h. Erosion and sediment control measures: methods to be used to control
- 146 erosion and sedimentation on the site, both during and after the construction
- 147 process
- 148 i. Temporary and Permanent stabilization: how the site will be stabilized during
- 149 and after construction is completed, including specifications
- 150 j. Storm water management: how storm runoff will be managed, including
- 151 methods to be used if the development will result in increased peak rates or
- 152 volume of runoff
- 153 k. Maintenance: schedule of regular inspections and repair of erosion and
- 154 sediment control structures
- 155 l. Calculations: any that were made for the design of such items as sediment
- 156 basins, diversions, waterways, and other applicable practices (Ord. 1510 09- 26-
- 157 16)

158 E. Plan Review:

- 159 1. General: The City appoints the City Engineer to review the grading, erosion and
- 160 sediment control plan to ensure compliance with the City of Roseville Design Standards and
- 161 Grading, Erosion and Sediment Control Standards.
- 162 2. Permit required: If the City determines that the grading, erosion and sediment control

163 plan meets the requirements of this article, the City shall issue a permit, valid for a
164 specified period of time that authorizes the land disturbance activity contingent on the
165 implementation and completion of the erosion and sediment control plan.

166 3. Denial: If the City determines that the grading, erosion and sediment control plan does
167 not meet the requirements of this article, the City shall not issue a permit for the land
168 disturbance activity. The grading, erosion and sediment control plan must be resubmitted for
169 approval before the land disturbance activity begins. No land use and building permits may
170 be issued until the Permittee has an approved grading, erosion and sediment control plan.

171 4. Permit suspension: If the City determines that the approved plan is not being
172 implemented according to the schedule or the control measures are not being properly
173 maintained, all land use and building permits must be suspended and stop work order
174 issued until the Permittee has fully implemented and maintained the control measures
175 identified in the approved grading, erosion and sediment control plan.

176 F. Plan Implementation And Maintenance:

177 1. All grading should following the approved grading, erosion and sediment control plan. If
178 temporary grading is needed, it should be reflected in the grading, erosion and sediment
179 control plan.

180 2. All storm water pollution controls noted on the approved grading, erosion and sediment
181 control plan shall be installed before commencing the land disturbance activity, and shall not
182 be removed without City approval or issuance of a Certificate of Completion.

183 3. The Permittee shall be responsible for proper operation and maintenance of all stormwater
184 pollution controls and soil stabilization measures in conformance with best management
185 practices. The Permittee shall also be responsible for maintenance, clean- up and all damages
186 caused by flooding of the site or surrounding area due to in-place grading, erosion and
187 sediment control. The foregoing responsibilities shall continue until a Certificate of
188 Completion is issued to the Permittee by the City for the land disturbance activity, and the
189 obligations of the grading, erosion and sediment control permit have been satisfied.
190 terminated.

191 G. Modification of Plan: An approved grading, erosion and sediment control plan may be
192 modified on submission of an application for modification to the City and subsequent approval
193 by the City Engineer. In reviewing such application, the City Engineer may require additional
194 reports and data and possible modification of escrow.

195 H. Escrow Requirement: The City shall require the Permittee to escrow a sum of money sufficient
196 to ensure the grading is completed per the approved grading plan. The escrow shall also be
197 sufficient to ensure the inspection, installation, maintenance, and completion of the grading,
198 erosion and sediment control plan and practices. Escrow amounts shall be set as detailed in the
199 adopted City fee schedule, from time to time by the City Council. Upon project completion and
200 the issuance of a Certificate of Completion any remaining amount held in escrow shall be
201 returned to the Permittee.

202 I. Enforcement:

203 1. If the City determines the grading, erosion and sedimentation control is not being
204 implemented or maintained according to the approved plan, the Permittee will be notified and
205 provided with a list of corrective work to be performed. The corrective work shall be
206 completed by the Permittee within forty-eight (48) hours after notification by the City.
207 Notification may be given by:

208 a. Personal delivery upon the Permittee, or an officer, partner, manager or designated
209 representative of the Permittee.

210 b. E-mail or facsimile by sending such notice to the e-mail address or facsimile number
211 provided by the Permittee.

212 2. Failure to Do Corrective Work: If a Permittee fails to perform any corrective work or
213 otherwise fails to conform to any provision of this ordinance within the time stipulated, the City
214 may take any one or more of the following actions:

215 a. Issue a stop work order whereupon the Permittee shall cease all land disturbance activity
216 on the site until such time as the City determines the corrective measures that are necessary

- 217 to correct the conditions for which the stop work order was issued. Once the necessary
218 corrective actions have been determined the Permittee shall perform the corrective work.
219 All corrective work must be completed before further land disturbance activity will be
220 allowed to resume.
- 221 b. Complete the corrective work using City forces or by separate contract. The issuance of a
222 land disturbance permit constitutes a right-of-entry for the City or its contractor to enter
223 upon the construction site for the purpose of completing the corrective work.
- 224 c. Impose a monetary fine in an amount equal to twice the required permit fee.
- 225 d. Charge the Permittee for all staff time expended and costs incurred by the City to:
- 226 i perform any corrective work required by the City,
227 ii perform such inspections and reinspections of the site on which the land disturbance
228 activity is occurring as the City deems necessary, and/or
229 iii coordinate and communicate with the Permittee regarding any corrective work,
230 inspections, reinspections or other remedial actions which the City deems necessary to
231 implement as a result of the failure of the Permittee to conform to the provisions of this
232 ordinance, and
233 iv remedy any other failure of the Permittee to conform to provisions of this ordinance.
- 234 e. The cost for staff time shall be determined by multiplying the staff member's hourly rate
235 times 1.9 times the number of hours expended, for all staff members (including
236 administrative employees) involved in such corrective work, communications, coordination
237 of activities, inspections, reinspections and other remedial actions. All amounts charged
238 shall be paid by the Permittee within 30 days of the delivery by the City of a written invoice
239 which describes such charges.
- 240 f. Draw on the escrow amount for all staff costs incurred, and payments due to the City as a
241 result of the exercise by the City of any remedy available to the City pursuant to this
242 ordinance.
- 243 g. Assess that portion of any unpaid charges which are attributable to the removal or
244 elimination of public health or safety hazards from private property pursuant to Minnesota
245 Statutes Section § 429.101.
- 246 h. Pursue any other legal equitable remedy which is available to the City.

247 3. Appeal of Notice of Violation: Any person receiving a Notice of Violation may appeal the
248 determination of the Public Works Director. The notice of appeal must be received within 7
249 days from the date of the Notice of Violation. Hearing on the appeal before the City Manager
250 or his/her designee shall take place within 15 days from the date of receipt of the notice of
251 appeal. The decision of the City Manager or his/ her designee shall be final.

252 4. The remedies listed in this ordinance are not exclusive of any other remedies available
253 under any applicable federal, state or local law and it is within the discretion of the City to
254 seek cumulative remedies. (Ord. 1416, 9-26-2011)

255 **803.05: STORMWATER BEST MANAGEMENT PRACTICE (BMP)**

256 **MAINTENANCE**

257 A. Maintenance of Stormwater BMPs. The City requires that stormwater BMPs be maintained.

258 1. Private Stormwater BMPs - All private stormwater BMPs shall be maintained by the
259 property owner so that the BMPs are in proper condition consistent with the performance
260 standards for which they were originally designed.

261 a. Ponds, Stormwater Wetlands, and other non-structural BMPs

262 i Removal of settled materials - All settled materials from ponds, sumps, grit chambers,
263 and other BMPs, including settled solids, shall be removed and properly disposed of on a
264 five (5) year interval. One (1) to five (5) year waivers from this requirement may be
265 granted by the City when the owner presents evidence that the BMP has additional
266 capacity to remove settled solids in accordance with the original design capacity.

267 b. Infiltration, Filtration, Underground Storage, and other structural BMPs

268 i Quarterly inspections, unless otherwise specified in a maintenance agreement, of the
269 Private Stormwater BMPs and, if necessary, removal of all litter, debris, sediment, and

270 replacement of mulch, vegetation, and eroded areas to ensure establishment of healthy
271 functioning plant life therein; and
272 ii A five (5) year certification, by a stormwater professional acceptable to the City, is
273 required that demonstrates the Stormwater BMPs are functioning in accordance with the
274 approved plans and have maintained the proper operation of the stormwater treatment as
275 a Stormwater Management BMP according to the City Standards. The quarterly
276 inspection(s) and certification(s) shall be made available to the City upon request without
277 prior notice.

278 2. Maintenance plan required - No private stormwater BMPs may be approved unless a
279 maintenance plan is provided that defines who will conduct the maintenance, the type of
280 maintenance, and the maintenance intervals.

281 3. Inspection - The City shall inspect or require the inspection of, all stormwater BMPs
282 during construction, during the first year of operation, and at least once every five years
283 thereafter, or as budget allows.

284 4. Maintenance of Publicly Owned Stormwater BMPs - The City shall annually perform the
285 maintenance of the in place stormwater BMPs within the City as provided for in the local
286 water management plan or watershed management plan. Further, the City shall notify the
287 owners of other publicly owned stormwater BMPs if scheduled maintenance is needed
288 according to periodic site inspections or maintenance plans on file.

289 B. Inventory of Stormwater BMPs. Upon adoption of this Chapter, the City shall inventory and
290 maintain a database for all private and public stormwater BMPs within the City requiring
291 maintenance to assure compliance with this ordinance. The City shall notify owners of public
292 and private stormwater BMPs of the need for conducting maintenance at least every five years.

293 C. Severability. The provisions of this ordinance are severable, and if any provisions of this
294 ordinance, or application of any provision of this ordinance to any circumstance, is held
295 invalid, the application of such provision to other circumstances, and the remainder of this
296 ordinance shall remain in full force and effect.

297 D. Failure to maintain Private Stormwater BMPs: It is the responsibility of the property
298 owner to maintain all private stormwater BMPs in accordance with the original standards. If
299 during a City inspection the BMP does not meet City standards, the City will notify the owner
300 in writing of the deficiencies. Failure to properly maintain the BMP after notification could
301 result in administrative penalties and abatement processes under Chapter 407 and/or 906 of the
302 City Code.

303
304 **SECTION 3. Effective Date:** This ordinance shall take effect upon its passage and publication.
305

306 Passed by the City Council of the City of Roseville this 4th day of June, 2018.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

CITY OF ROSEVILLE
OFFICIAL SUMMARY NO. _____

A SUMMARY OF AN ORDINANCE AMENDING TITLE EIGHT, CHAPTER 803

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on June 4, 2018:

AN ORDINANCE AMENDING TITLE EIGHT, CHAPTER 803

Chapter 803 is amended to add language to modify/clarify specific requirements within the Roseville City Code to regulate grading, erosion control and sedimentation control and to regulate stormwater best management practice maintenance.

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

Attest: _____
Patrick Trudgeon, City Manager

**City of Roseville
ORDINANCE NO.**

**AN ORDINANCE REPEALING TITLE 7, CHAPTER 705, REGULATING
EXCAVATING, GRADING AND SURFACING WITHIN THE CITY OF ROSEVILLE,
MINNESOTA**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: Title 7, Chapter 705, is hereby repealed.

SECTION 2. Effective Date: This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this 4th day of June, 2018.

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

CITY OF ROSEVILLE

PUBLIC WORKS, ENVIRONMENT AND TRANSPORTATION COMMISSION

EXCERPTS FROM FEB. 27, 2018 and MARCH 27, 2018 MEETING MINUTES

FEB. 27, 2018 MEETING MINUTES:

Chapter 802: Sewer Use and Regulations.

Mr. Freihammer reported this amendment adds languages on discharging of Fats, Oils, and Grease (FOG). It adds new requirements for new businesses and adds regulations to existing businesses that discharge FOG. The intent of the ordinance is to reduce FOG that causes increased maintenance of the City's sewer infrastructure and also reduce the risk of backups caused by FOG.

He referred to Section 802.15.A.1 and noted "Food Service Facility" will be changed to "Food Service Establishment (FSE)."

Chair Cihacek referred to 802.15.A.2 and noted FOG should be a parenthetical reference, not separated by "or."

Mr. Freihammer stated if someone comes in with a new restaurant, they would be required to install a grease interceptor, which is similar to a septic tank. It will remove the FOG and prevent the sewer system from backing up. It is not required for existing businesses if they are following best management practices or having any issues. However, if issues are documented and ongoing, it may be required. They will require reports on how often they are maintaining grease traps.

He provided a map of the areas this ordinance would affect. This would mostly affect restaurants and hotels.

Member Wozniak inquired why there are no issues around Rosedale with concentration of food establishments in that area.

Mr. Freihammer responded the size of the pipe also determines the effects of grease buildup.

Mr. Culver noted Rosedale also has a private sewer within its campus.

Mr. Freihammer reported they will educate businesses affected by this ordinance. A lot of it includes general housekeeping practices that businesses can employ to prevent FOG from getting into the water. A lot of other cities have a similar ordinance in place.

Member Trainor inquired how many other cities have this in place.

Mr. Freihammer responded most cities have something in place and some cities require all existing businesses to have an interceptor in place. Golden Valley has the most restrictive requirements and staff modeled Roseville's on what Elk River requires.

Member Trainor inquired if they spoke with any of the business owners. He also inquired how they can provide feedback on this new ordinance.

Mr. Freihammer responded they have not spoken to any business owners. They will notify businesses when this goes before the City Council and they can express feedback at the public hearing.

Mr. Culver commented it will have an immediate impact on new construction and they are not going to require it in existing businesses. They will first work with them to follow best practices. If businesses are not making any effort and there is no improvement, then installation of the grease interceptor may be required.

Member Misra inquired about kitchens associated with churches and schools.

Mr. Freihammer stated they would technically be considered existing and would be required to follow best practices like other existing establishments. If a new church came in and had a commercial kitchen, it would have to be evaluated.

Commissioner Wozniak inquired if the Metropolitan Council regulates FOG differently than other discharges.

Mr. Freihammer responded they do not. It is a collection system issue and they would look at it as a treatment issue.

Commissioner Wozniak inquired if Public Works staff would be doing the inspections and outreach.

Mr. Freihammer confirmed this.

Commissioner Wozniak inquired if restaurants who upgrade their kitchens would be required to install a grease interceptor.

Mr. Culver stated if it is a level of upgrade that required an upgrade to the plumbing code, they would require this as well.

Member Wozniak stated he will email his comments on the text to staff.

Member Trainor stated they should consider having the annual and maintenance records be a suggested practice instead of a required practice.

Mr. Freihammer noted they need to owners to fill it out because it is the only way for the City to document they have done the work. They could require them just to have the records available, but not require them to submit it.

Member Trainor commented ideally, they will see problems in the sewer system and then they can pursue the offender.

Chair Cihacek stated if people choose not to keep the records, they have no grounds for an appeal. It is in their best interest to maintain the records.

Mr. Culver noted if there is a backup and they cannot provide their records, it becomes a liability issue for them.

Mr. Freihammer stated he initially thought they could annually provide a letter along with the forms as a way to remind them of this best management practice.

The Commission agreed to change the language to reflect that the submittal of records will not be required annually, but owners should be able to provide them on demand.

Member Wozniak referred to item E and required if there are licensed haulers to remove this product.

Mr. Freihammer noted he believes they are licensed by the MPCA.

Chair Cihacek suggested they clarify what they mean by licensed hauler in the ordinance. Due to all the suggested changes, he requested they see this ordinance again at the next meeting.

MARCH 27, 2018 MEETING MINUTES:

Chapter 803 – Storm Water Drainage.

Mr. Freihammer reported they now included the grading ordinance as part of this and will also include Stormwater Facility Management and Maintenance. The grading ordinance would be removed from the zoning code. This will simplify the ordinance by including it in one area and it will become part of the erosion control permit. With the stormwater facility, they are talking about private BMPs and what property owners are required to do. The frequency of inspections was reduced from monthly to quarterly, and they did not require the records to be submitted annually.

Chair Cihacek referred to Section 803.05, item A(1)(a)(i) and inquired if the phrase “when granted by the community” is standard language or if it should read “when granted by the City.”

Mr. Freihammer responded he will change it to “when granted by the City.”

Chair Cihacek referred to Section 803.05, item A(1)(b)(ii) and inquired about “qualified individual [LS2].”

Mr. Freihammer responded the [LS2] is a comment made by staff. They did not want to define what determines who is a qualified individual. It was left subjective and staff would be determining if a person is qualified to sign off on it. It could create a potential issue and they could try to define who that is.

Chair Cihacek stated they may not have to define it if they include a remedy to the process if there is a dispute as to whether a person is qualified or not. This could be through an appeal process or preapproval process.

Mr. Freihammer commented anyone with experience in dealing with stormwater BMPs would be qualified. They also have checklists and inspection forms they can share with businesses and property owners.

Member Trainor inquired if this would be addressed in the required maintenance plan. The owners must submit a plan, and have it approved by the City and this approval includes who will conduct the maintenance. If they changed the person conducting the maintenance without coordination with the City, they would be liable for anything the City wanted to do.

Mr. Freihammer noted they are trying to make sure businesses have someone in charge.

Member Seigler stated if it is clean and nice and passes inspection, it should not matter.

Mr. Culver explained the quarterly inspections could be done by any maintenance staff on site. The annual inspection and certification needs to come from a more technically qualified individual. They need to certify that it is operating as designed.

Chair Cihacek stated this would need to be someone with an engineering background or something beyond maintenance.

Mr. Culver agreed and stated it could be a technician or a landscape contractor with prior experience on this.

Member Misra inquired if the maintenance plan would cover the inspections and suggested they include language that indicates approval of who would conduct the inspections.

Chair Cihacek agreed with Member Misra.

Mr. Culver suggested the wording be changed to “an annual inspection certification by an approved individual as indicated in the maintenance plan.”

Mr. Culver noted they will look at possible options.

Chair Cihacek commented they can submit it as is knowing there is a potential risk for problems during the first year of implementation. Based upon feedback, they can make an adjustment the following year.



Erosion Control, Grading & Stormwater Permit Information Handout City Code 803.04

Purpose: To regulate grading and to control or eliminate soil erosion and sedimentation resulting from construction activity within the City to ensure that sediment from construction sites is not getting into the City's storm sewer pipes, ponds and lakes, it is necessary for Public Works Staff to inspect construction sites after a rain event or at least once a week.

Permit Requirements

- All sites with more than 50 CY (cubic yards) of graded material, or sites with greater than 5,000 square feet or more of disturbed area or any land disturbance within the shoreland overlay district not exempted by City Ordinance are required to obtain an Erosion Control, Grading & Stormwater Permit.
- An Erosion Control Plan shall be submitted with all permits.
- A Grading Plan shall be submitted on all new construction sites, all sites within the shoreland district or on sites where greater than 50 cubic yards of material moved or as required by the City Engineer.
 - a. The grading plan must include the total amount of material that will be moved on site, including a breakdown of the amount of material imported and the amount of material exported.
 - b. If hauling materials, haul routes must be identified.
 - c. Estimated time to complete work.
- The permit needs to be signed by the applicant and the property owner.

Minimum Erosion Control Requirements

- All controls shall be installed and inspected by the City before starting work on a site. Please call 651-792-7004 to schedule a site inspection meeting before beginning construction.
- Inlet protection and perimeter control shall be installed to manage sediment from the site.
- Street sweeping shall be performed at least weekly to remove sediment tracked onto City streets.
- Stabilization is required for stock piles and exposed soils that have not been worked for 14 days.
- All basement and/or foundation excavation spoil piles shall be kept completely off City right-of-way and shall be completely surrounded with approved erosion control.
- All construction waste shall be properly managed and disposed of so it will not have an adverse impact on water quality.

Erosion Control Permit Fees

Since staff time spent on inspections will vary depending on the size of the construction site, the fees for this permit are based on the size of the site. Permits are good for one year from the date of issuance.

Size of site	Assumed construction time	Initial Fee (for 1 st year)	Renewal Fee (for each additional year)	Escrow
<5,000 SF (shoreland only)	1-2 weeks	\$50.00	N/A	N/A
<0.5 Acre (residential remodel only)	1 Month	\$350.00	N/A	\$1,000.00
<1 acre	3-4 months	\$625.00	\$220.00	\$3,000.00
1-5 acres	7-8 months	\$900.00	\$320.00	\$3,000.00- \$15,000.00
>5 acres	12 months	\$1400.00	\$480.00	>\$15,000.00
Escrow	\$3,000.00 per acre (rounded up to nearest acre)			



Grading Permit Fees

Fee based on cubic yards of material moved.

Amount of Grading	Fee	Escrow
<5,000 SF (shoreland only)	\$0.00	N/A
<50 CY	\$50.00	N/A
51-250 CY	\$100.00	N/A
251-1000 CY	\$200.00	\$20.00/CY
1001-10,000 CY	\$350.00	\$20.00/CY
>10,000 CY	\$650.00	\$20.00/CY

Grading escrows may be reduced by the City Engineer depending on site conditions.

Escrow Information

- The City shall require an erosion control escrow as a part of the permit. This sum of money shall ensure the inspection, installation, maintenance, and completion of the erosion control plan.
- For sites with grading in excess of 250 CY of material, a grading escrow will be required.
- The applicant shall be responsible for proper operation and maintenance of all controls.
- **Any problems identified by the City shall be addressed within 48 hours of notification.**
- If the applicant does not comply with the erosion control plan or requests from the City, the City may take such action as it deems appropriate to control erosion, including using the escrow money to sweep streets and repair or clean erosion controls.
- If correction items are not addressed within 48 hours of notice, escrow money will be deducted for staff time spent on follow up inspections.
- Grading escrow funds will be released when the City determines the grading has been completed per the approved grading plan.
- Remaining erosion control escrow funds will not be released until the site has undergone final stabilization and all erosion control has been removed.

Stormwater Permit Fees

Staff time spent on review will vary depending on the area of disturbance which will dictate the required stormwater treatment for site. The fees for this permit are based on the disturbed area. Permits are good for one year from the date of issuance.

Size of site	Fee
<1 acre	\$35.00
1-5 acres	\$75.00
>5 acres	\$125.00



EROSION CONTROL, GRADING & STORMWATER PERMIT

Erosion Control Grading Stormwater

Permit No: _____

APPLICATION DATE:			
SITE:	Address/Location:		
APPLICANT:	Company:	Daytime Phone:	
Address:		Email:	
City/State/Zip:		Contact Person:	
Applicant Signature:			
ESCROW DEPOSIT FROM:		Name:	
Address:		City/State/Zip:	
<p>The applicant assumes all responsibilities for installation and maintenance of the erosion control on this site. Any problems identified by the City erosion control inspector shall be addressed within <u>48 hours of notification</u>. The applicant understands that failure to follow grading plan or install and maintain erosion control within the time allotted will result in the City using escrow funds to remedy deficiencies and for additional staff time. The issuance of this permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of completing the corrective work.</p>			
<p>As Property Owner I further agree and understand that in the event that there are insufficient escrow funds, the cost for the work will be billed to the applicant. If payment is not made in full within 30 days of receiving the bill, the unpaid amount will be assessed to my property taxes, together with any additional administrative charges and interest (5%) of the unpaid amount.</p> <p>By signing this application I authorize the City of Roseville to certify to my property taxes any unpaid costs, together with additional administrative charges and interest. I understand that this authorization constitutes and is intended to be a full and complete waiver of any notice, hearing, irregularity, appeal, or any other rights that might otherwise apply to the City's imposition of costs or assessments under this permit.</p>			
OWNER:	Name:	Daytime Phone:	
Address:		Email:	
City/State/Zip:		Contact Person:	
Property Owner Signature:			

EROSION AND SEDIMENT CONTROL PERMIT & ESCROW FEES

Number of Acres Disturbed:				
Escrow Fees:				
\$1,000.00 (residential remodel only)	\$	\$3,000.00 x number of acres	\$	
Permit Fees for 1 year (circle one):				
<5,000 SF (shoreland only) = \$50.00	< 0.5 acre (residential remodel only) = \$350.00	5,000 SF to 1 acre = \$625.00	1-5 acres = \$900.00	Over 5 acres = \$1,400.00
Permit Renewal Fees (circle one):				
<5,000 SF (shoreland only) = N/A	< 0.5 acre (residential remodel only) = N/A	5,000 SF to 1 acre = \$220.00	1-5 acres = \$320.00	Over 5 acres = \$480.00
FOR OFFICE USE ONLY				
Amount Paid:	Date Paid:	Initials:	Notes:	

Fees adopted 6/4/2018

Engineering Department ♦ 2660 Civic Center Dr ♦ Roseville, MN 55113 ♦ Phone: 651-792-7004
Please call 651-792-7004 to schedule a site inspection meeting before beginning construction.

Grading Supplement Application

Grading Contractor (if different than first page)	
Site Address	
Company	Contact
Address	City, State, Zip
Phone	Email

Type of grading (x)	
<input type="checkbox"/>	Removing, excavating, or material storage
<input type="checkbox"/>	Filling or raising existing surface grades
<input type="checkbox"/>	Subdivision grading prior to final plat approval

Purpose of grading:	
Estimated time to complete:	Anticipated start/finish dates:
Proposed haul route:	
Erosion control plan attached: Yes / No (if No, describe)	
Restoration Plan attached: Yes / No (if No, describe)	

GRADING PERMIT & ESCROW FEES:			
(Fee based on cubic yards of material moved. Grading escrows may be reduced by the City Engineer, depending on site conditions)			
Total Amount of Material Imported (CY) :	Total Amount of Material Exported (CY) :	Total Amount of Grading Material (CY) :	
Escrow Fees:			
≤250 CY	\$ 0.00	>250 CY @ \$20/CY	\$
Permit Fees (circle one):			
<5,000 SF (shoreland only) = \$0.00		251 – 1,000 CY = \$200	
≤50 CY = \$50		1,001 – 10,000 CY = \$350	
51 – 250 CY = \$100		>10,000 CY = \$650	
FOR OFFICE USE ONLY			
Amount Paid:	Date Paid:	Initials:	Notes:

STORMWATER PERMIT FEES:	
<1 acre	\$35.00
1-5 acres	\$75.00
>5 acres	\$125.00
FOR OFFICE USE ONLY	
Amount Paid:	Date Paid:
Initials:	Notes:

Fees adopted 6/4/2018

Engineering Department ♦ 2660 Civic Center Dr ♦ Roseville, MN 55113 ♦ Phone: 651-792-7004
Please call 651-792-7004 to schedule a site inspection meeting before beginning construction.



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **06/06/18**

Agenda Item: **6C**

Prepared By

Agenda Section

Department Approval

Public Hearings

Item Description: Request by the Community Development and Public Works Department's to Amend §1017.25 Grading, Filling, and Land Alteration by deleting in its entirety these requirements – revised requirements to be amended into Title 8, Public Works (**PROJ0017-Amdt34**).

1 BACKGROUND

2 Over the past year the Community Development and Public Works Departments have been
3 discussing changes to the City Code to better account for grading, drainage, and storm water
4 management. Specifically, the City Code regulates these items in the following manner:

- 5 **a.** Chapter 705 regulates grading on public property
- 6 **b.** Chapter 803 regulates storm water drainage
- 7 **c.** §1017.24 regulates grading, filling and land alteration of private property

8 For staff, having three separate areas within the Code regulating the same or similar items dealing
9 with grading, drainage, and storm water management is confusing and can get complicated.
10 Therefore, the two Departments determined that such requirements should be located in a single
11 chapter of the City Code, and that such regulations should be updated as deemed necessary.

12 Specifically, the Engineering staff is proposing to revise/amend the existing requirements and then
13 incorporate all within §803.04. By moving the new regulations to this section, it will tie grading
14 permits with the current erosion control permit already established. Since grading and erosion
15 control are also linked together, the proposed amendment will make regulating both these practices
16 much easier.

17 The Planning Commission charge in this request, which is different than most text amendment
18 requests, is to support the elimination of §1017.25 Grading, Filling, and Land Alteration from the
19 City Code. By doing so, the requirements can be updated and placed within §803.04, where it was
20 determined to be a better location for such requirements.

21 SUGGESTED PLANNING COMMISSION ACTION

22 Based on public comments and Planning Commissioner input, recommend approval of the request
23 to delete in its entirety §1017.25 Grading, Filling, and Land Alteration, and support their inclusion
24 into a revised Chapter 803 of the Roseville City Code.

25 **ALTERNATIVE ACTIONS**

- 26 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need for
27 clarity, analysis, and/or information necessary to make a recommendation on the request.
- 28 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings
29 of fact germane to the request.

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



REQUEST FOR COUNCIL ACTION

Date: 6/04/2018

Item No.: 7.f

Department Approval

City Manager Approval

Item Description: Approve Fats, Oils, Grease (FOG) Ordinance

1 **BACKGROUND**

2 As discussed at the May 21, 2018 City Council meeting staff is recommending amending the
3 Sanitary Sewer chapter of the City Code to add additional regulations on the discharge of fats,
4 oils and greases (FOG). Currently Chapter 802, Sewer Use and Regulations, does not regulate the
5 discharge of fats, oils and greases (FOG). These materials are typically generated from food
6 manufacturing or preparation, and can be discharged into the sanitary sewer system if proper
7 maintenance procedures are not in place. Currently many restaurants and other businesses that
8 generate FOG are discharging this material into the sanitary sewer system. This material, as it
9 cools, collects and coats the city's sanitary sewer collection system including pipes and lift
10 stations. This leads to a greater need for maintenance and a higher risk of sewer backups.

11 In order to limit the amount of FOG that is discharged in the city's sanitary sewer collection
12 system staff has proposed amending Chapter 802 of the City Code by adding a section regulating
13 the discharge of FOG. Some of the highlights of the ordinance are as follows:

- 14 • Provides definition of FOG.
- 15 • Provides definitions of Food Service Establishments (FSE) and Food
16 manufacturer/processor (FM/P) who would be regulated by the new ordinance.
- 17 • Requires all FSE and FM/P to participate in FOG prevention program.
- 18 • Prohibits the discharge of FOG to the sanitary sewer system.
- 19 • Requires FOG interceptors to be installed for all new FSE or FM/Ps.
- 20 • Allows the Public Works Director to require existing FSE or FM/Ps, who have been
21 found to discharge FOG into the sanitary sewer collection system requiring the system to
22 be cleaned more than twice in a calendar year, to install grease interceptors.
- 23 • Requires the maintenance of grease interceptors.
- 24 • Requires FSE and FM/Ps to document maintenance of grease interceptors or other grease
25 control devices.
- 26 • Allows the City to inspect FSE and FM/Ps for compliance with FOG ordinance.
- 27 • Allows the City to charge for remedial maintenance or repair of the City's sanitary sewer
28 system.
- 29 • Allows the City to charge fees for failure to have maintenance records or failing FOG
30 inspections.

31
32 The overall goal of the ordinance is to reduce FOG in the sanitary sewer collection system, to
33 reduce the risk of sewer backups and the amount of maintenance required. Should the ordinance
34 be approved, staff will work to identify all existing FSE and FM/Ps to help educate them on the

35 new ordinance requirements. Staff would provide information on training and other best
36 management practices that could be used to prevent FOG.

37 Staff presented the ordinance amendment to the Public Works, Environment and Transportation
38 Commission at their February and March meetings and incorporated their comments into the
39 ordinance amendment presented. Staff updated the ordinance based on feedback from Council
40 discussion on May 21.

41 **FINANCIAL IMPACTS**

42 There will be fees associated with the FOG ordinance. The proposed fees are as follows:

- 43 • Fog discharge resulting in blockage fee - \$500/incident.
- 44 • Failure to maintain records - \$100/incident.
- 45 • Create FOG sewer rate class in utility bill fees, 50% higher rate on metered flow.

46 Amendment of the fee schedule for fees associated with violations of the FOG ordinance will be
47 brought to Council on June 18 should the FOG ordinance be adopted.

48 **STAFF RECOMMENDATION**

49 Based on the comments provided in this report, staff recommends approval of the proposed text
50 ordinance amendments to Roseville's City Code, Title 8, Chapter 802 Section 802.15,
51 establishing an ordinance Regulating the Discharge of Fats, Oils and Grease within the City of
52 Roseville.

53 **REQUESTED COUNCIL ACTION**

54 Adopt proposed text ordinance amendments to Roseville's City Code, Title 8, Chapter 802
55 Section 802.15, establishing an ordinance Regulating the Discharge of Fats, Oils and Grease
56 within the City of Roseville.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Ordinance Amendment, Fats, Oils, Grease Ordinance
B: Ordinance Summary, Fats, Oils, Grease Ordinance
C: Excerpts from Public Works, Environment and Transportation Commission Feb. 27, 2018
Meeting Minutes
D: Draft FOG handouts
E: Letter to Business Owners
F: FOG Maps

1 City of Roseville
2 ORDINANCE NO.

Attachment A

3
4 AN ORDINANCE ADDING TITLE 8, CHAPTER 802, SECTION 802.15, ESTABLISHING AN
5 ORDINANCE REGULATING THE DISCHARGE OF FATS, OILS AND GREASE WITHIN THE
6 CITY OF ROSEVILLE, MINNESOTA

7
8 THE CITY OF ROSEVILLE ORDAINS:

9
10 SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific
11 requirements within the Roseville City Code, Title 8, Chapter 802, Section 802.15 establishing an ordinance
12 regulating the discharge of Fats, Oils and Grease within the City of Roseville, MN.

13
14 SECTION 2. 802.15 are hereby amended as follows:

15 **802.15: DISCHARGE OF FATS, OILS AND GREASE:**

16 A. Definitions: The following words, terms and phrases, when used in this section, shall have the
17 meaning:

18 1. Best Management Practice or BMP: Fats, Oils and Grease or FOG BMP's are the most
19 effective and practicable means of controlling, preventing and minimizing the discharge of
20 FOG into the City's sanitary sewer system including the installation of devices, device
21 maintenance, training or any other practice that reduces FOG.

22 2. Food Service Establishments or FSE means any facility containing an operation that
23 prepares, packages, serves, vends or otherwise provides food or which disposes of food related
24 wastes. Food service facility does not include single or multifamily residential facilities unless
25 commercial kitchens, which are licensed by Ramsey County Public Health, are present, but
26 does include institutional facilities and other facilities designated by the Public Works Director
27 or their designee, as a facility that discharges enough FOG to have significant impact on the
28 City's sanitary sewer system.

29 3. Fats, Oils and Grease or FOG: means material composed primarily of fats, oils and grease
30 from animal or vegetable sources.

31 4. Food manufacturer/processor or FM/P means those establishments using methods and
32 techniques to transform raw ingredients into food for human consumption.

33 5. Grease interceptor means grease retention units of the outdoor or underground type with a
34 1,000- to 3,000-gallon capacity. FSE requiring a larger than 3,000-gallon capacity interceptor
35 shall plumb and install additional separate units.

36 6. Grease trap means a device for separating and retaining waterborne greases and grease
37 complexes prior to the wastewater exiting the trap and entering the sanitary sewer system.

38 B. FOG program participation required.

39 1. This section applies to all FSE and FM/P discharging wastewater containing fats, oils and
40 grease to the City's sanitary sewer system including, but not limited to, restaurants, grocery
41 stores, meat markets, hotels, correctional facilities, factory and office building cafeterias, public
42 and private schools, hospitals, multiple tenant housing which has commercial kitchens licensed
43 by Ramsey County Public Health, commercial day care centers, places of worship, and catering
44 services.

45 2. As of the effective date of this ordinance and thereafter, no FSE or FM/P shall discharge
46 any substance of any kind into any portion of the City's sanitary sewer system except in
47 accordance with a best management practice (BMP) program which has been approved by the
48 City's Public Works Director in writing.

49 3. No FSE or FM/P shall discharge any substance of any kind into any portion of the sanitary
50 sewer system which is not in conformance with the BMP program for that FSE or FM/P.

51 C. FOG prohibitions. No FSE or FM/P shall;

52 1. Install food grinders in a plumbing or sewage system in any new construction or renovation
53 of a structure designed to house a FSE or FM/P;

- 54 2. Discharge any wastewater containing FOG into the sanitary sewer system except in
55 compliance with the BMP program for that facility;
- 56 3. Introduce any additives into the sanitary sewer system for the purpose of emulsifying FOG
57 or biologically or chemically treating any substance introduced into any sanitary sewer system
58 for the purpose of treatment or pretreatment of wastewater, unless with a specific written
59 authorization by the Public Works Director;
- 60 4. Discharge wastewater at temperatures in excess of 160 degrees Fahrenheit to any grease
61 interceptor or grease trap;
- 62 5. Operate grease interceptors if the unit has accumulated waste, both FOG and food solids,
63 accounting for 25 percent or more of its wetted depth measured from the static water level to
64 the interior tank bottom, with FOG and solids accumulation, exceeding 25 percent of the total
65 operating depth of the grease interceptor; or
- 66 6. Discharge any FOG or any other solid materials removed from the grease control device to
67 the sanitary sewer system.

68 D. FOG interceptors installation requirements.

- 69 1. Except as provided for in subsection 802.15.M, any structure designed for or intended to be
70 used for an FSE or FM/P must have a grease interceptor installed prior to discharging any
71 wastewater into a sanitary sewer system. Such grease interceptor must comply with all
72 conditions as set forth in the State of Minnesota Administrative Rule 4715 and the Ramsey
73 County Public Health Department;
- 74 2. Property owners of any new commercial construction structure designed to house multiple
75 tenants on a single parcel shall be responsible to install and maintain a single grease interceptor
76 to serve each individual tenant. If a property owner demonstrates to the Public Works Director
77 that it is not practically possible to install and maintain a single grease interceptor to serve each
78 individual unit located in the structure, in which case the Public Works Director has the
79 discretion to approve a plan for such structure providing for more than one grease interceptor or
80 a combination of grease interceptors and grease traps to service such property, which approval
81 shall be in writing. Said approved plan shall include the minimum number of grease
82 interceptors and grease traps that can reasonably serve the structure and the BMP program shall
83 specifically include service for all approved grease intercepts and grease traps;
- 84 3. The owner of any structure occupied by more than one FSE or FM/P shall be jointly and
85 severally liable with the owner of each FSE or FM/P served by any grease interceptor or any
86 grease trap for the servicing and maintenance of that grease interceptor or grease trap and for
87 any servicing and maintenance of any sanitary sewer system located downstream from said
88 structure to remove any accumulations of FOG therefrom;
- 89 4. The Public Works Director may require existing FSE or FM/Ps and owners of structures in
90 which such FSE or FM/Ps are located which have been identified as introducing FOG in any
91 portion of the sanitary sewer system, and which introduction of FOG, in whole or in
92 combination with other FOG contributors, has been responsible for causing the need for the city
93 to clean such portion of the sanitary sewer system more than twice in a single calendar year to
94 install grease interceptors or other FOG equipment as deemed necessary to comply with this
95 section. Such installation shall be completed and operational within 180 days of notice by the
96 Public Works Director.

97 E. Grease interceptors. Maintenance and cleaning of grease interceptors. In the maintaining and
98 routine cleaning of grease interceptors and any other grease control device, the owner of the
99 FSE or FM/P and the owner of the structure in which it is located, if different from the owner
100 of the FSE or FM/P shall be responsible for the proper removal and disposal by appropriate
101 means of the captured material. If not performed by personnel under the direct control and
102 direction of any such owner, such removal and haul shall be performed by currently licensed
103 waste disposal haulers who are licensed for this activity.

- 104 1. Maintenance of grease interceptors shall be performed as frequently as necessary to
105 protect the sanitary sewer system against the accumulation of FOG. Maintenance shall be
106 performed as determined by inspection and application of the 25-percent rule, or at intervals

107 specified in the permit, whichever is more frequent. Maintenance shall be performed at least
108 every 90 days.

109 a. The 25-percent rule requires that the depth of oil and grease (floating and settled) in a trap
110 shall be less than 25 percent of the total operating depth of the trap. The operating depth of a
111 trap is determined by measuring the internal depth from the outlet water elevation to the
112 bottom of the trap.

113 F. Grease traps. Maintenance of grease traps shall be performed as frequently as necessary to
114 protect the sanitary sewer system against the accumulation of FOG. Maintenance shall be
115 performed as required by inspection and/or sampling or at intervals specified in the permit,
116 whichever is more frequent. Maintenance shall be performed at minimum every 14 days.

117 G. Maintenance modifications. Food service facilities which operate infrequently or only for
118 special events may request a modification to the maintenance schedule specified above. The
119 Public Works Director may authorize a maintenance frequency related to the operation of the
120 food service facility. The property owner shall submit a request for a modified maintenance
121 schedule which includes all details of operation for the director to review.

122 H. Disposal. The property owner shall be responsible for the proper removal and disposal of the
123 grease interceptor or trap waste. All waste removed from each grease interceptor or trap must
124 be disposed of properly at an appropriate facility designed to receive grease interceptor or
125 trap waste. No grease interceptor or trap waste shall be discharged into any City sanitary or
126 storm sewer system.

127 I. Maintenance log. The property owner shall be responsible for retaining records of the
128 maintenance of grease interceptors and traps including manifests, permits, permit applications,
129 correspondence, sampling data and any other documentation that may be requested by the City.
130 This log shall include the dates of service, volume of waste removed, waste hauler, and disposal
131 site of waste. These records shall be kept on-site at the location of the grease interceptor or
132 trap for a period of three years and are subject to review by the City upon request without
133 prior notification.

134 J. Inspection. The City will perform periodic inspections of these facilities and shall notify the
135 property owner of any additional required maintenance or repairs. Upon written notification by
136 the City, the property owner shall be required to perform the maintenance and records of said
137 maintenance within 14 calendar days. Upon inspection by the City the property owner may be
138 required to install, at their expense, additional controls to provide a complete system which
139 prevents discharges of FOG into the sanitary sewer system.

140 K. Exception from grease interceptor requirements. If the owner of any FSE or FM/P or of any
141 structure in which an FSE or FM/P is located or is to be located demonstrates to the
142 reasonable satisfaction of the Public Works Director that installation of a grease interceptor is
143 not feasible, the Public Works Director may grant an exception allowing such owner to install
144 grease traps or other alternative treatment technology which will in their discretion
145 adequately control the release of FOG from the FSE or FM/P or the structure into the sanitary
146 sewer system. The FSE or FM/P bears the burden of demonstrating that the installation of a
147 grease interceptor is not feasible to the satisfaction of the Public Works Director.

148 L. Charge for remedial maintenance or repair of the City sanitary sewer system.

149 1. In the event that the owner of an FSE or FM/P or the owner of any structure in which an
150 FSE or FM/P is located is found to have contributed to the partial or complete obstruction of a
151 sanitary sewer system resulting from the discharge of wastewater or waste containing FOG and
152 that the City is required to act immediately to control a public health hazard because of such
153 blockage, such owner shall be required to reimburse the City for all costs of abating such
154 condition. In situations where there are multiple owners identified as contributing to FOG
155 causing such obstruction, the Public Works Director will apportion the cost of the cleanup,
156 maintenance or repair costs on a prorated basis, based on each owner's percentage share of the
157 average total sanitary sewer charges for all such owners. Further, should inspection, testing or
158 other sampling activity by the City confirm that any property owner is contributing FOG
159 (including other harmful ingredients) and is causing the repair or excessive maintenance
160 activity to maintain the sanitary sewer system, the Public Works Director may require

161 retrofitting of the structure with grease interceptors or grease traps, including testing facilities
162 and access thereto sufficient to resolve the problem;

163 2. The costs for curing any private sewer lateral failures and sewer system overflows,
164 including cleaning and other maintenance, caused in whole or in part by FOG introduced into
165 the sanitary sewer system by any FSE or FM/P, alone or in conjunction with any other party,
166 are the responsibility of the owner of the FSE or FM/P and the owner of any structure in which
167 the FSE or FM/P contributing the FOG to the sanitary sewer system is located.

168 M. Compliance. Compliance with the grease control program shall be evaluated based on the
169 following criteria:

170 1. All FSE and SM/P who are implementing and documenting BMPs and performing and
171 documenting grease retention unit cleaning at the required frequency will be considered to be in
172 full compliance with this policy.

173 2. When an obstruction and/or sanitary sewer overflow occur due to the presence of FOG, the
174 records of all FSE or FM/P that discharge to the affected sanitary sewer line may be reviewed
175 in order to determine the responsible party. Any FSE or FM/P found to be in noncompliance
176 with the required grease retention unit cleaning frequency shall be deemed a "responsible party"
177 for cost recovery. Payment of cost recovery does not preclude further enforcement actions for
178 noncompliance as per the FOG enforcement response plan.

179 N. Penalties and assessments for FOG program noncompliance. In the event that the owner of an
180 FSE or FM/P or the owner of any structure in which an FSE or FM/P is located is found to
181 have failed to comply with the provisions of this division, the following penalties or
182 assessments or both may be applied:

183 1. For introduction of FOG into any sanitary sewer system resulting in obstruction to said
184 system or in a sanitary sewer overflow:

185 a. The city may disconnect water and sewer service to the FSE or FM/P and to the
186 structure in which the FSE or FM/P is located;

187 b. City may impose a fine per the City's Fee Schedule until such owner demonstrates that
188 the subject FSE or FM/P or structure is in compliance with the requirements of this
189 section;

190 2. For failure to maintain records as required by the BMP program for any FSE or FM/P, or
191 failing or refusing to timely comply with any request for records required to be provided to the
192 Public Works Director, a fine per the City's Fee Schedule until such records are provided;

193 3. For failure to pass the FOG inspection due to lack of or ineffective FOG equipment the
194 Public Works Director may:

195 a. Require the subject FSE or FM/P to install additional FOG equipment as necessary to
196 resolve the problem;

197 b. Change the sewer rate class of the FSE or FM/P to reflect the presence of the excessive
198 FOG contribution by the FSE or FM/P

199
200 **SECTION 3. Effective Date:** This ordinance shall take effect upon its passage and publication.

201
202 Passed by the City Council of the City of Roseville this 4th day of June, 2018.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

**CITY OF ROSEVILLE
OFFICIAL SUMMARY NO. _____**

A SUMMARY OF AN ORDINANCE AMENDING TITLE EIGHT, CHAPTER 802

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on June 4, 2018:

AN ORDINANCE AMENDING TITLE EIGHT, CHAPTER 802

Chapter 802 is amended to add language to modify/clarify specific requirements within the Roseville City Code to regulate discharge of Fats, Oils and Grease.

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

Attest: _____
Patrick Trudgeon, City Manager

CITY OF ROSEVILLE**PUBLIC WORKS, ENVIRONMENT AND TRANSPORTATION COMMISSION****EXCERPTS FROM FEBRUARY 27, 2018 MEETING MINUTES**Chapter 802: Sewer Use and Regulations.

Mr. Freihammer reported this amendment adds languages on discharging of Fats, Oils, and Grease (FOG). It adds new requirements for new businesses and adds regulations to existing businesses that discharge FOG. The intent of the ordinance is to reduce FOG that causes increased maintenance of the City's sewer infrastructure and also reduce the risk of backups caused by FOG.

He referred to Section 802.15.A.1 and noted "Food Service Facility" will be changed to "Food Service Establishment (FSE)."

Chair Cihacek referred to 802.15.A.2 and noted FOG should be a parenthetical reference, not separated by "or."

Mr. Freihammer stated if someone comes in with a new restaurant, they would be required to install a grease interceptor, which is similar to a septic tank. It will remove the FOG and prevent the sewer system from backing up. It is not required for existing businesses if they are following best management practices or having any issues. However, if issues are documented and ongoing, it may be required. They will require reports on how often they are maintaining grease traps.

He provided a map of the areas this ordinance would affect. This would mostly affect restaurants and hotels.

Member Wozniak inquired why there are no issues around Rosedale with concentration of food establishments in that area.

Mr. Freihammer responded the size of the pipe also determines the effects of grease buildup.

Mr. Culver noted Rosedale also has a private sewer within its campus.

Mr. Freihammer reported they will educate businesses affected by this ordinance. A lot of it includes general housekeeping practices that businesses can employ to prevent FOG from getting into the water. A lot of other cities have a similar ordinance in place.

Member Trainor inquired how many other cities have this in place.

Mr. Freihammer responded most cities have something in place and some cities require all existing businesses to have an interceptor in place. Golden Valley has the most restrictive requirements and staff modeled Roseville's on what Elk River requires.

Member Trainor inquired if they spoke with any of the business owners. He also inquired how they can provide feedback on this new ordinance.

Mr. Freihammer responded they have not spoken to any business owners. They will notify businesses when this goes before the City Council and they can express feedback at the public hearing.

Mr. Culver commented it will have an immediate impact on new construction and they are not going to require it in existing businesses. They will first work with them to follow best practices.

If businesses are not making any effort and there is no improvement, then installation of the grease interceptor may be required.

Member Misra inquired about kitchens associated with churches and schools.

Mr. Freihammer stated they would technically be considered existing and would be required to follow best practices like other existing establishments. If a new church came in and had a commercial kitchen, it would have to be evaluated.

Commissioner Wozniak inquired if the Metropolitan Council regulates FOG differently than other discharges.

Mr. Freihammer responded they do not. It is a collection system issue and they would look at it as a treatment issue.

Commissioner Wozniak inquired if Public Works staff would be doing the inspections and outreach.

Mr. Freihammer confirmed this.

Commissioner Wozniak inquired if restaurants who upgrade their kitchens would be required to install a grease interceptor.

Mr. Culver stated if it is a level of upgrade that required an upgrade to the plumbing code, they would require this as well.

Member Wozniak stated he will email his comments on the text to staff.

Member Trainor stated they should consider having the annual and maintenance records be a suggested practice instead of a required practice.

Mr. Freihammer noted they need to owners to fill it out because it is the only way for the City to document they have done the work. They could require them just to have the records available, but not require them to submit it.

Member Trainor commented ideally, they will see problems in the sewer system and then they can pursue the offender.

Chair Cihacek stated if people choose not to keep the records, they have no grounds for an appeal. It is in their best interest to maintain the records.

Mr. Culver noted if there is a backup and they cannot provide their records, it becomes a liability issue for them.

Mr. Freihammer stated he initially thought they could annually provide a letter along with the forms as a way to remind them of this best management practice.

The Commission agreed to change the language to reflect that the submittal of records will not be required annually, but owners should be able to provide them on demand.

Member Wozniak referred to item E and required if there are licensed haulers to remove this product.

Mr. Freihammer noted he believes they are licensed by the MPCA.

Chair Cihacek suggested they clarify what they mean by licensed hauler in the ordinance. Due to all the suggested changes, he requested they see this ordinance again at the next meeting.

FATS, OILS, & GREASE (FOG)

Management Plan Checklist

This checklist will help your establishment steer clear of FOG-related problems and their associated costs.

1. Have you heard about the potential problems fats, oils, and grease can cause to the sanitary sewer system (both private and public)? Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
2. Does your establishment have a grease trap or interceptor? If yes, do you have a cleaning schedule? If no, do you have a plan that prevents grease entering the sanitary sewers?	Yes No
3. Is your grease trap or interceptor being cleaned regularly (by staff or a contractor)? <input type="checkbox"/> If yes, do you monitor amount of grease removed? (If the trap more than 50% full at time of cleaning, frequency of cleaning should be increased.)	Yes No
4. Is management witnessing or inspecting the cleaning to be sure Best Management Practices (BMPs) are being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the cleaning and maintenance log current? <input type="checkbox"/> Log records volume of grease removed <input type="checkbox"/> Frequency of cleaning is ___ weeks or ___ months	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do employees receive training on proper handling and disposal of grease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Do employees remove grease by dry methods (scraping, wiping, sweeping) before using wet methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do employees know not to pour grease down the drain? <input type="checkbox"/> Employees have been trained on designated sites for grease collection. <input type="checkbox"/> Scrapers/other tools are readily available for removing grease from surfaces and equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. The following cleaning practices are in place (check all that apply): <input type="checkbox"/> use of rubber scrapers to remove FOG from cookware, utensils, and chafing dishes, etc <input type="checkbox"/> use of absorbent materials to soak up oil and grease under fryer baskets <input type="checkbox"/> use of paper towels to wipe down work areas (cloth towels will eventually release grease during washing) <input type="checkbox"/> water temperature is kept at 140 degrees F or below in sinks with grease traps <input type="checkbox"/> "No Grease" signs are posted near drains <input type="checkbox"/> drain screens are placed in all sinks and floor drains	
10. Our spill clean-up plan includes the following (check all that apply): <input type="checkbox"/> procedures for different types of spills <input type="checkbox"/> training schedules for employees <input type="checkbox"/> designated employee to monitor cleanup <input type="checkbox"/> a plan posted in work area <input type="checkbox"/> clean-up kits in place and well-marked with absorbent materials available	
11. Are exhaust hood filters cleaned on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Do you have a procedure for cleaning exhaust hoods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Does runoff from hood cleaning flow through a grease trap?	<input type="checkbox"/> Yes <input type="checkbox"/> No



2660 Civic Center Drive ❖ Roseville, Minnesota 55113
651-792-7004 ❖ Engineering@cityofroseville.com

FATS, OILS, & GREASE (FOG)

Management Plan Checklist (cont.)

14. Are floor mats cleaned inside the premises, and is cleaning water discharged to a sink or floor drain with a grease trap?	Yes	No
15. The following items are cleaned so runoff goes to a grease trap (check all that apply): <input type="checkbox"/> grease filters <input type="checkbox"/> grills cleaning bucket water from cleaning greasy surfaces		
16. Spills of grease are wiped up before the following items are cleaned (check all that apply): <input type="checkbox"/> floor mats <input type="checkbox"/> floors		
17. Are only licensed companies used to haul away fats, oils, and grease? If so, who? (Name of company): _____	Yes	No
18. The following Best Management Practices (BMPs) are followed in storing fats, oils, and grease (check all that apply): <input type="checkbox"/> all storage containers are covered <input type="checkbox"/> storage containers are placed away from storm drains and catch basins <input type="checkbox"/> if containers must be near catch basins or drains, containers are bermed with absorbent pads to prevent spills reaching drain <input type="checkbox"/> a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains)		
19. All employees are trained in Best Management Practices (BMPs) for fats, oils, and grease (check all that apply): <input type="checkbox"/> training is updated and tracked regularly <input type="checkbox"/> cleanup guidelines are posted <input type="checkbox"/> “No Grease” signs are posted near drains without grease traps <input type="checkbox"/> a spill prevention plan is in place (note – do not use kitty litter or other flowable materials for cleaning spills near storm drains) <input type="checkbox"/> employees are trained to properly use dumpsters and recycling containers <input type="checkbox"/> always keep them covered <input type="checkbox"/> stay alert for signs of leaks <input type="checkbox"/> pick up spilled material and litter regularly <input type="checkbox"/> if water is used to clean area, direct water to sanitary sewer		

Establishment Information	
Food Service Facility Name	
Address	
Point Of Contact	
Phone Number	Email



2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-7004 ❖ Engineering@cityofroseville.com

FATS, OILS, & GREASE (FOG)

Best Management Practices Employee Training Checklist

- All new and existing employees must understand best management practices for keeping Fats, Oils, and Grease (FOG) out of the environment.

Approved BMPs For Restaurants	Yes	No	N/A
Train all staff members about FOG best management practices (BMPs) to ensure they are implemented			
Post "No Grease" signs above sinks and on the front of dishwashers			
Use water temperatures less than 140° F			
Use a three-sink dishwashing system with sinks for washing, rinsing, and sanitizing			
Dry-wipe all dishware before washing and place the grease and food in garbage receptacles			
Recycle waste cooking oil			
Recycle food waste or place it in the garbage			
Do not pour grease into sinks or toilets			
Avoid or limit the use of garbage disposals			
Witness all grease trap or interceptor cleaning and maintenance			
Clean under-sink grease traps weekly			
Clean grease interceptors routinely			
Keep a maintenance log of the frequency and volume of the interceptor cleanings			
Cover outdoor grease and oil storage containers			
Locate grease dumpsters and storage containers away from storm drain catch basins			
Use absorbent pads or material to clean up spills around outdoor equipment as well as in storm drain catch basins			
Routinely clean kitchen exhaust system filters			
Name of Establishment		Date of Training	
Name of Owner/Manager (please print)	Signature of Owner/Manager		
Name of Employee (please print)	Signature of Employee		



2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-7004 ❖ Engineering@cityofroseville.com

FATS, OILS, & GREASE (FOG)

Grease Interceptor Cleaning Log

Business Name	Phone
---------------	-------

Address

Size of Grease Interceptor (gal)	Date of Quarterly Inspection	Inspector Initials
----------------------------------	------------------------------	--------------------

Date of Service	Initials of Employee Inspecting Cleaning	Name of Cleaning Service	Initials of Cleaning Service Employee	Gallons Pumped	Additional Comments/Manifest #	Depth of Grease	Depth of Trap

I certify that this document was prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All records of maintenance and cleaning shall be retained on site for three years. Failure to provide copies of maintenance and cleaning logs during an inspection by the City of Golden Valley may result in fines or other penalties.

Name	Title
Signature	Date

Schedule Reminder	January	February	March	April	May	June
	July	August	September	October	November	December



May 17, 2018

«BusinessName»
Attention: Manager
«Address»
«CityStateZIP»

Dear Roseville Restaurant or Grocer Manager:

In order to protect the integrity of the operation of the City's sanitary sewer system, the City of Roseville will be considering adopting a new section of City Code related to the discharge of Fats, Oils, and Greases (FOG) into the sanitary sewer system.

You likely already have a small grease trap as part of your internal plumbing system. If well maintained, these grease traps can do a sufficient job of keeping FOG from the sanitary pipes, including your own sewer service line. However, if not well maintained, or undersized for the amount of grease produced, you could be discharging large amounts of FOG into the sanitary system that could create issues for you and/or your neighbors.

Therefore, the City is considering the adoption of new requirements for businesses that discharge FOG. The proposed ordinance text is attached as well as some documents that help you understand what you should be doing now in order to provide for reasonable protection of the discharge of FOG from your property.

We invite you to attend the **City Council meeting on Monday May 21st at Roseville City Hall**. The meeting will start at 6 PM. The agenda for the meeting will be available online by Friday and will list an approximate time for the FOG Ordinance consideration. There will be an opportunity to provide public comment on the ordinance before the Council takes final consideration of the ordinance.

If you have any questions in the meantime I encourage you to contact either myself or the City Engineer Jesse Freihammer. Our contact info is listed below.

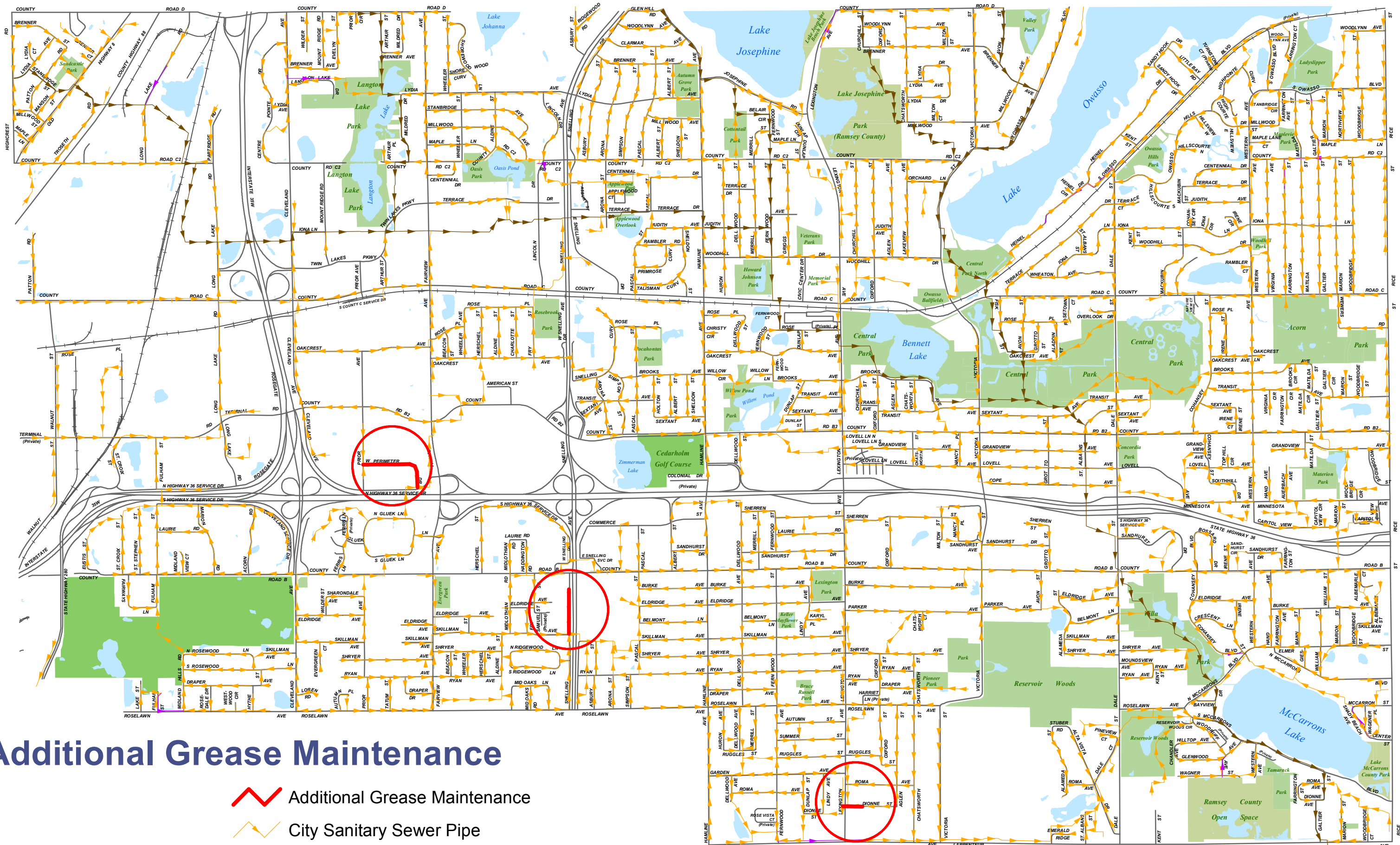
Marc Culver
Public Works Director
651-792-7041
marc.culver@cityofroseville.com

Jesse Freihammer
City Engineer/Assistant Public Works Director
651-792-7042
jesse.freihammer@cityofroseville.com





Sincerely,

A handwritten signature in black ink, appearing to read "Marcus J. Culver".

Marcus J. Culver, P.E.
Public Works Director



Additional Grease Maintenance

-  Additional Grease Maintenance
-  City Sanitary Sewer Pipe
-  Metro Sanitary Sewer Pipe
-  Sanitary Sewer Force Main



Prepared by:
Engineering Department
February 22, 2018

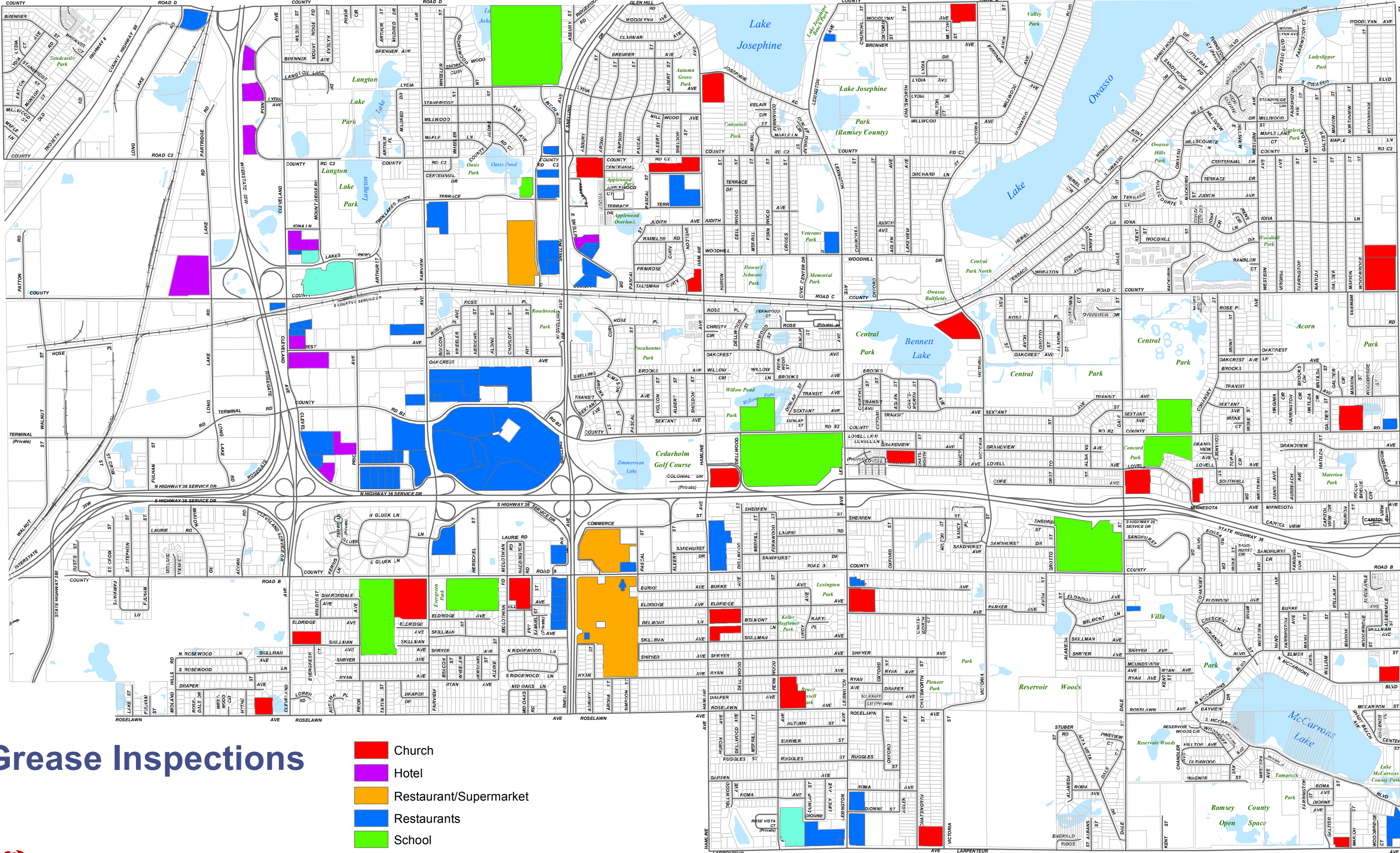
Data Sources and Contacts:
 * Ramsey County GIS Base Map (1/31/17)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

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, 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, 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: AdditionalGreaseMaintenance2018.mxd
 map: AdditionalGreaseMaintenance2018.pdf





Grease Inspections

- Church
- Hotel
- Restaurant/Supermarket
- Restaurants
- School
- Supermarket



Prepared by:
Engineering Department
February 01, 2018

Data Sources and Contacts:
 * Ramsey County GIS Base Map (12/05/17)
 * 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.



mapdoc: GreaseInspections.mxd
 map: GreaseInspections.pdf





REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **7.g**

Department Approval

City Manager Approval

Kari Collins, Community Development Director

Item: Consider Approval of Proposed Text Ordinance Amendments of the Roseville City Code, Section 405.03: Hourly Restrictions of Certain Operations

1 **BACKGROUND**

2 Roseville’s Code Enforcement Division seeks approval of text amendments to Roseville’s City
3 Code, Chapter 405, Noise Control. The text amendments are for updating text language.

4
5 Currently, certain operations are limited to operation between the hours of 7:00 a.m. and 10:00
6 p.m. on any weekday or between the hours of 9:00 a.m. and 9:00 p.m. on weekends or legal
7 holidays. A proposed text amendment would be to reduce the available hours of operation on any
8 weekday by one hour. Weekday operation would then only be allowed between the hours of 7:00
9 a.m. and 9:00 p.m. No change would be made to the hourly restrictions on weekends or legal
10 holidays.

11
12 **FINANCIAL IMPACTS**

13 There are no financial impacts.

14
15 **STAFF RECOMMENDATION**

16 Based on the comments provided in this report, staff recommends approval of the proposed text
17 ordinance amendments of the Roseville City Code, Section 405.03, Hourly Restrictions of
18 Certain Operations.

19
20 **REQUESTED COUNCIL ACTION**

21 Adopt an ordinance amending selected text of the Roseville City Code, Section 405.03, Hourly
22 Restrictions on Certain Operations.

23
24 Prepared by: Dave Englund, Building Official
25 Attachment: A: Ordinance Amendment

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
405.03: HOURLY RESTRICTIONS OF CERTAIN OPERATIONS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Section 405.03: HOURLY RESTRICTIONS OF CERTAIN OPERATIONS

SECTION 2. Chapter 405 Section 405.03 is hereby amended as follows:

405.03: HOURLY RESTRICTIONS OF CERTAIN OPERATIONS:

- A. Recreational Vehicles: No persons shall, between the hours of ~~10~~9:00 P.M. and 7:00 A.M., drive or operate any minibike or other recreational vehicle not licensed for travel on public highways.
- B. Domestic Power Equipment: No person shall operate a power lawn mower, power hedge clipper, chain saw, mulcher, garden tiller, edger, drill or other similar domestic power maintenance equipment, except between the hours of 7:00 A.M. and ~~10~~9:00 P.M. on any weekday, or between the hours of 9:00 A.M. and 9:00 P.M. on any weekend or legal holiday. Snow removal equipment is exempt from this provision.
- C. Refuse Handling: No person shall collect or remove garbage or refuse in any residential district except between the hours of 7:00 A.M. and ~~10~~9:00 P.M. on any weekday or between the hours of 9:00 A.M. and 9:00 P.M. on any weekend or legal holiday.
- D. Construction Activities: No person shall engage in or permit construction activities involving the use of any kind of electric, diesel or gas powered machine or other power equipment except between the hours of 7:00 A.M. and ~~10~~9:00) P.M. on any weekday, or between the hours of 9:00 A.M. and 9:00 P.M. on any weekend or legal holiday.
- E. Snowmobiles: Snowmobiles shall be operated only at times allowed by Section 604.03 of this Code. (Ord. 927, 6-30-1983,)

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 4th day of June 2018.

BY:

Daniel J. Roe, Mayor

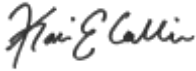
ATTEST:

Patrick Trudgeon, City Manager


REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **7.h**

Department Approval



Kari Collins, Community Development Director

City Manager Approval



Item Description: Consider Approval of Proposed Text Ordinance Amendments of the Roseville City Code, Sections 402.13: Placement of Containers, 403.02: Definitions, 403.12: Placement of Containers for Collection

1 BACKGROUND

2 In the 2015 cycle of the Neighborhood Enhancement Program, residents raised concerns related
3 to the code provision requiring containers to be placed out of view. With the beginning of the
4 2018 inspections, staff is proposing a text amendment to allow for options to residents where
5 placement out of public view may be difficult.

6
7 Currently, residential dwellings are required to keep containers out of public view except on day
8 of pickup. An exception to existing code is proposed to allow hauler provided containers to be in
9 view as long as they are maintained in a neat, orderly fashion and shall be stored behind the front
10 line of the primary structure, but not in street facing side yard of a corner lot. This exception
11 would be for Residential Dwellings only and be specific to hauler provided containers. These
12 containers are uniform in appearance and maintained by the hauler. This amendment may
13 provide greater flexibility and convenience to residents on certain parcels where keeping
14 containers out of view may be problematic. Additional similar text amendments to Section
15 403.12 are suggested to allow consistency between Sections 402.13 and 403.12.

16 FINANCIAL IMPACTS

17 There are no financial impacts.

19 STAFF RECOMMENDATION

20 Based on the comments provided in this report, staff recommends approval of the proposed text
21 ordinance amendments of the Roseville City Code, Sections 402.13, Placement of Containers,
22 403.02, Definitions and 403.12, Placement of Containers for Collection.

24 REQUESTED COUNCIL ACTION

25 Adopt an ordinance amending selected text of the Roseville City Code, Sections 402.13,
26 Placement of Containers, 403.02, Definitions and 403.12, Placement of Containers for
27 Collection.

28
29 Prepared by: Dave Englund, Building Official
30 Attachment: A: Ordinance Amendment Section 402
31 B: Ordinance Amendment Section 403

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
402.13: Placement of Containers

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Section 402.13, Placement of Containers.

SECTION 2. Chapter 402 Section 402.13 is hereby amended as follows:

402.13: Placement of Containers

- A. Residential Dwellings: Garbage containers, other refuse, yard waste and special waste at residential dwellings shall be out of public view except for hauler provided containers and on the day of pickup. Such solid waste containers may be placed at curbside for collection (unless walk-up arrangements have been made with the hauler) prior to 7:00 A.M. At no time shall solid waste containers or other containers remain on curbside for longer than 24 consecutive hours and shall be stored behind the front line of the primary structure, but not in street facing side yard of a corner lot.
- B. Multiple Residential Dwellings and Commercial Establishments: Garbage containers, other refuse, yard waste and special waste at multiple residential dwellings and commercial establishments shall be out of public view. (Ord. 1097, 8-12-91)

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 4th day of June 2018.

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, 403.02: Definitions and 403.12: Placement of Containers for Collection

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Sections 403.02, Definitions and 403.12, Placement of Containers for Collection.

SECTION 2. Chapter 403 Sections 403.02 and 403.12 is hereby amended as follows:

403.02: Definitions:

Commercial Establishment: Any premises where a commercial or industrial enterprise of any kind is carried on and shall include, but not be limited to, motels, office buildings, manufacturing plants, curbs, nursing homes, churches and schools.

403.12: Placement of Containers for Collection:

A. Residential Dwellings: Recycling containers shall be located out of the public view except for hauler provided containers and on the day of pickup. Recycling containers must be placed at curbside for collection prior to 7:00 A.M. on collection day. At no time shall containers remain on curbside for longer than 24 consecutive hours and shall be stored behind the front line of the primary structure, but not in street facing side yard of a corner lot. At Multi-Family Complexes, containers shall be located in a place determined by the pertinent Licensee and Complex owner or manager, and said containers shall be located out of the public view. (Ord. 1098, 8-12-1991) (Ord. 1280, 03-31-2003)

B. Multi-Family Complexes and Commercial Establishments: Containers shall be located in a place determined by City Code, the pertinent Licensee and Complex Property owner or manager, and said containers shall be located out of the public view. (Ord. 1098, 8-12-1991) (Ord. 1280, 03-31-2003)

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 4th day of June 2018.

BY:

Daniel J. Roe, Mayor

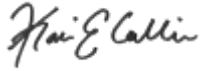
ATTEST:

Patrick Trudgeon, City Manager


REQUEST FOR COUNCIL ACTION

Date: **6-04-2018**
Item No.: **7.i**

Department Approval



Kari Collins, Community Development Director

City Manager Approval



Item Description: **Discuss possible ordinance amendments to allow short-term right of way obstruction with items placed for sale by residents.**

1 **BACKGROUND**

2 Council recently requested staff to research possible text amendments to current City Code that
3 could allow for short term placement of items on or near the public right of way at the front of
4 residential property.

5
6 Staff researched City Code for sections that currently allow for the obstruction of the right of
7 way and sections that prohibit outside storage of household items. Please note the following
8 research findings:

9

10 **City Code Sections**

11 • **707.02: DEFINITIONS:**

12 **OBSTRUCT:** to place any object in a right of way so as to hinder free and open
13 passage over that or any part of the right of way.

14

15 **OBSTRUCTION PERMIT:** The permit which, pursuant to this Chapter, must be
16 obtained before a person may obstruct a right of way, allowing the holder to
17 hinder free and open passage over the specified portion of that right of way by
18 placing equipment described therein on the right of way for the duration specified
19 therein.

20

21 **RIGHT OF WAY:** The surface and space above and below a public roadway, highway,
22 street, cartway, bicycle and public sidewalk in which the City has an interest,
23 including other dedicated rights of way for travel purposes, utility easements and
24 any other real property owned by or under the control of the City.

25

26 **RIGHT-OF-WAY PERMIT:** Either the excavation permit or the obstruction permit, or
27 both, depending on the context, required by this Chapter.

28

29 • **707.05: REGISTRATION AND RIGHT-OF-WAY OCCUPANCY:**

30 A. Registration: Each person who occupies, uses, or seeks to occupy or use the right of
31 way or place any equipment in the right of way, including persons with installation
32 and maintenance responsibilities by lease, sublease or assignment, must register with
33 the Director. Registration will consist of providing application information, paying a
34 registration fee, and posting a performance and restoration bond or other security
35 acceptable to the Director.

36

C. Exceptions: Nothing herein shall be construed to repeal or amend the provisions of a

37 City ordinance permitting persons to plant or maintain boulevard plantings or gardens in
38 the area of the right of way between their property and the street curb. Persons planting or
39 maintaining boulevard plantings or gardens shall not be deemed to use or occupy the
40 right of way, and shall not be required to obtain any permits or satisfy any other
41 requirements for planting or maintaining such boulevard plantings or gardens under this
42 Chapter. However, nothing herein relieves a person from complying with the provisions
43 of the Minnesota Statutes chapter 216D, "One Call" law. (Ord. 1209, 8-24-1998)
44
45

46 • **707.08: PERMIT REQUIREMENT:**

- 47 A. Permit Required: Except as otherwise provided in this Code, no person may obstruct
48 or excavate any right of way without first having obtained the appropriate right of
49 way permit from the Director to do so.
50 2. Obstruction Permit: An obstruction permit is required by a registrant to hinder free
51 and open passage over the specified portion of right of way by placing equipment
52 described therein on the right of way, to the extent and for the duration specified
53 therein. An obstruction permit is not required if a person already possesses a valid
54 excavation permit for the same project.
55

56 • **407.03: NUISANCES AFFECTING PUBLIC HEALTH AND SAFETY:**

- 57 I. Junk: The outside piling, storing or keeping of old machinery, furniture, household
58 furnishings or appliances or component parts thereof, rusting metal inoperable/unusable
59 equipment, or other debris visible on private or public property. (Ord. 1162, 7-10-1995)
60

61 It is the opinion of staff that allowing any short term placement or obstruction of the right of way
62 may be problematic to enforce due to the following:

- 63 • An extraordinary amount of staff time will be required to monitor and catalog items with
64 a time duration.
65 • If there is an allowance to place or occupy, without registration or permitting, how will
66 notifying the proper party be assured.
67 • Items found to be placed after the "allowed" time would be abated or would a fine be
68 assessed to the property? If items are abated, would this type of item be eligible for
69 accelerated abatement? If not the length of time would greatly increase due to notification
70 requirements for public hearings.
71 • Current Code Enforcement process addresses these items.
72
73

74 Prepared by: Dave Englund, Building Official



REQUEST FOR COUNCIL ACTION

Date: 6/04/2018

Item No.: 9.a

Department Approval

City Manager Approval

Item Description: Approve Payments

1 **BACKGROUND**

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

Check Series #	Amount
ACH Payments	\$1,482,298.86
89379-89557	\$1,182,185.20
Total	\$2,664,484.06

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

8 **POLICY OBJECTIVE**

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

10 **FINANCIAL IMPACTS**

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

13 **STAFF RECOMMENDATION**

14 Staff recommends approval of all payment of claims.

15 **REQUESTED COUNCIL ACTION**

16 Motion to approve the payment of claims as submitted

17
18 Prepared by: Chris Miller, Finance Director

19 Attachments: A: Checks for Approval

20

Accounts Payable

Checks for Approval

User: Mary.Jenson
 Printed: 5/29/2018 - 9:03 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89470	05/17/2018	2719 Lexington Avenue	Professional Services	Terracon Consultants, Inc.	Property Condision Assessment	3,250.00
					Professional Services Total:	3,250.00
					Fund Total:	3,250.00
89398	05/17/2018	Boulevard Landscaping	Operating Supplies	Columbia Heights Rental	Boomlift Truck	812.00
0	05/15/2018	Boulevard Landscaping	Operating Supplies	MN Dept of Agriculture-CC	Pesticide Applicator License	30.75
					Operating Supplies Total:	842.75
					Fund Total:	842.75
89449	05/17/2018	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes Global Financial Serv	Postage Machine Rental	926.97
					Rental - Copier Machines Total:	926.97
89430	05/17/2018	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies	Copy Machine Rentals	5,880.62
					Rental - Office Machines Total:	5,880.62
					Fund Total:	6,807.59
0	05/24/2018	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	6.52
					Federal Income Tax Total:	6.52
0	05/24/2018	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	7.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	1.69
					FICA Employee Ded. Total:	8.91
0	05/24/2018	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	1.69
0	05/24/2018	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	7.22
					FICA Employers Share Total:	8.91
0	05/24/2018	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	1.08
					MN State Retirement Total:	1.08
0	05/24/2018	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	6.94
					PERA Employee Ded Total:	6.94
0	05/24/2018	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	1.08
0	05/24/2018	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	6.94
					PERA Employer Share Total:	8.02
0	05/24/2018	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	4.04
					State Income Tax Total:	4.04
					Fund Total:	44.42
89428	05/17/2018	Community Development	Advertising	Lillie Suburban Newspaper Inc	Ordinances-Acct: 262	187.44
					Advertising Total:	187.44
89438	05/17/2018	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	4,557.52
					Building Surcharge Total:	4,557.52
0	05/17/2018	Community Development	Electrical Inspections	Tokle Inspections, Inc.	April Electrical Inspections	6,623.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Electrical Inspections Total:	6,623.20
0	05/24/2018	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	3,693.08
					Federal Income Tax Total:	3,693.08
0	05/24/2018	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	510.88
0	05/24/2018	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	2,184.55
					FICA Employee Ded. Total:	2,695.43
0	05/24/2018	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	510.88
0	05/24/2018	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	2,184.55
					FICA Employers Share Total:	2,695.43
0	05/24/2018	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	817.94
					ICMA Def Comp Total:	817.94
89523	05/24/2018	Community Development	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	208.86
					Life Ins. Employee Total:	208.86
89523	05/24/2018	Community Development	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	56.91
					Life Ins. Employer Total:	56.91
89523	05/24/2018	Community Development	Long Term Disability	LINA	Life Insurance Premium-May 2018	189.45
					Long Term Disability Total:	189.45
89508	05/24/2018	Community Development	McGough Headquarter	Ehlers & Associates, Inc.	McGough Redevelopment	910.00
					McGough Headquarter Total:	910.00
89540	05/24/2018	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	622.06
					Medical Ins Employee Total:	622.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89540	05/24/2018	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	4,640.39
					Medical Ins Employer Total:	4,640.39
0	05/15/2018	Community Development	Memberships & Subscriptions	AMBO-CC	Membership Dues	200.00
					Memberships & Subscriptions Total:	200.00
89438	05/17/2018	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-91.08
					Miscellaneous Revenue Total:	-91.08
0	05/24/2018	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	353.97
					MN State Retirement Total:	353.97
0	05/24/2018	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	650.00
					MNDCP Def Comp Total:	650.00
0	05/24/2018	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	48.85
					Office Supplies Total:	48.85
0	05/24/2018	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	2,300.95
					PERA Employee Ded Total:	2,300.95
0	05/24/2018	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	353.97
0	05/24/2018	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	2,300.95
					PERA Employer Share Total:	2,654.92
0	05/17/2018	Community Development	Printing	Rapit Printing	Spring Mailing	1,286.30
0	05/17/2018	Community Development	Printing	Rapit Printing	Door Hanger	224.89
					Printing Total:	1,511.19
89454	05/17/2018	Community Development	Professional Services	Ramsey County Recorder/Registrar	C.O. Synch Enterprises, Inc.	46.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	46.00
0	05/24/2018	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	1,734.80
					State Income Tax Total:	1,734.80
					Fund Total:	37,307.31
0	05/17/2018	Contracted Engineering Svcs	Computer/Software Replacement	ESRI, Inc.	ArcGIS User License	2,500.00
					Computer/Software Replacement Total:	2,500.00
0	05/24/2018	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	682.96
					Federal Income Tax Total:	682.96
0	05/24/2018	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	395.55
0	05/24/2018	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	92.50
					FICA Employee Ded. Total:	488.05
0	05/24/2018	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	395.55
0	05/24/2018	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	92.50
					FICA Employers Share Total:	488.05
89523	05/24/2018	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	18.00
					Life Ins. Employee Total:	18.00
89523	05/24/2018	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	9.60
					Life Ins. Employer Total:	9.60
89523	05/24/2018	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium-May 2018	34.46
					Long Term Disability Total:	34.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89540	05/24/2018	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	1,187.98
					Medical Ins Employer Total:	1,187.98
0	05/24/2018	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	64.83
					MN State Retirement Total:	64.83
0	05/24/2018	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	125.00
					MNDCP Def Comp Total:	125.00
0	05/24/2018	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	421.41
					PERA Employee Ded Total:	421.41
0	05/24/2018	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	64.83
0	05/24/2018	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	421.41
					PERA Employer Share Total:	486.24
0	05/17/2018	Contracted Engineering Svcs	Professional Services	WSB & Associates, Inc.	Transportation Plan Elements	260.00
					Professional Services Total:	260.00
89399	05/17/2018	Contracted Engineering Svcs	Right of Way Permits	Comcast	Cancelled Right of Way Permit	428.00
					Right of Way Permits Total:	428.00
0	05/24/2018	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	327.97
					State Income Tax Total:	327.97
0	05/24/2018	Contracted Engineering Svcs	Traffic Study	SRF Consulting Group, Inc.	Chick-fil-A Development Traffic Stuc	2,499.84
0	05/24/2018	Contracted Engineering Svcs	Traffic Study	SRF Consulting Group, Inc.	Chick-fil-A Development Traffic Stuc	2,387.87
					Traffic Study Total:	4,887.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						12,410.26
89495	05/24/2018	EDA Operating Fund	Professional Services	Center for Energy and Environment	Administrative Fees, Quarterly Monit	425.00
89404	05/17/2018	EDA Operating Fund	Professional Services	Ehlers & Associates, Inc.	Harvest Group Project	960.00
Professional Services Total:						1,385.00
Fund Total:						1,385.00
0	05/24/2018	Fire Vehicles Revolving	Minor Equipment	Federal Signal Corporation	Upgrade DCFC Cabin	21,856.25
Minor Equipment Total:						21,856.25
Fund Total:						21,856.25
89428	05/17/2018	General Fund	Advertising	Lillie Suburban Newspaper Inc	Ordinances-Acct: 262	26.78
Advertising Total:						26.78
89385	05/17/2018	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	108.94
89385	05/17/2018	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	248.35
89386	05/17/2018	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	41.38
89395	05/17/2018	General Fund	Clothing	Cintas Corporation #470	Uniform Supplies	33.86
89395	05/17/2018	General Fund	Clothing	Cintas Corporation #470	Uniform Supplies	33.86
89499	05/24/2018	General Fund	Clothing	Cintas Corporation #470	Uniform Supplies	33.86
89499	05/24/2018	General Fund	Clothing	Cintas Corporation #470	Uniform Supplies	33.86
0	05/15/2018	General Fund	Clothing	Joes USA-CC	Uniform Supplies	627.95
89423	05/17/2018	General Fund	Clothing	Keepsr Inc	Uniform Supplies	49.49
0	05/15/2018	General Fund	Clothing	LA Police Gear, Inc.-CC	Uniform Supplies	238.92
0	05/17/2018	General Fund	Clothing	Streicher's	Uniform Supplies	1,219.50
Clothing Total:						2,669.97
89538	05/24/2018	General Fund	Community Grants	Newtrax, Inc.	Area South Loup	1,017.13
Community Grants Total:						1,017.13
0	05/15/2018	General Fund	Conferences	Grandview Lodge-CC	City Manager Conference Lodging	248.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/15/2018	General Fund	Conferences	GTS Educational-CC	City Manager Conference Registratio	520.00
0	05/15/2018	General Fund	Conferences	Holiday Inn-CC	Conference Lodging	293.79
0	05/15/2018	General Fund	Conferences	Kelly Tasky-CC	Conference Lodging	14.24
Conferences Total:						1,076.37
0	05/17/2018	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	127.40
Contract Maint - Vehicles Total:						127.40
89499	05/24/2018	General Fund	Contract Maint. - City Hall	Cintas Corporation #470	City Hall Services	172.44
89527	05/24/2018	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Services	538.75
89527	05/24/2018	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Management Fee	2,940.75
89536	05/24/2018	General Fund	Contract Maint. - City Hall	Nardini Fire Equipment Co, Inc	Inspection System	291.00
89477	05/17/2018	General Fund	Contract Maint. - City Hall	Twin City Garage Door Co.	Door Service	300.00
Contract Maint. - City Hall Total:						4,242.94
89492	05/24/2018	General Fund	Contract Maint. - City Garage	Brin Glass Co.	Insulated Glass Replacement	395.00
89499	05/24/2018	General Fund	Contract Maint. - City Garage	Cintas Corporation #470	Garage Services	172.44
0	05/24/2018	General Fund	Contract Maint. - City Garage	Life Safety Systems	Fire Panel Repair	260.00
89527	05/24/2018	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Management Fee	784.20
89477	05/17/2018	General Fund	Contract Maint. - City Garage	Twin City Garage Door Co.	Door Service	787.70
Contract Maint. - City Garage Total:						2,399.34
0	05/17/2018	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	20,000.00
0	05/17/2018	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	2,113.57
0	05/24/2018	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	564.01
0	05/24/2018	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	125.00
Contract Maint. H.V.A.C. Total:						22,802.58
0	05/24/2018	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
89505	05/24/2018	General Fund	Contract Maint.- Old City Hall	Davis Lock & Safe Inc	Lock Service	544.40
Contract Maint.- Old City Hall Total:						623.40
89379	05/17/2018	General Fund	Contract Maintenance	3SI Security Systems, Inc.	Annual Usage-Tracking	648.00
0	05/17/2018	General Fund	Contract Maintenance	Ancom Technical Center	Radio Optimizing	467.50
89488	05/24/2018	General Fund	Contract Maintenance	AT&T Mobility	Wireless Service	58.59
89502	05/24/2018	General Fund	Contract Maintenance	Comcast	Business Services	107.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89418	05/17/2018	General Fund	Contract Maintenance	Husky Construction, Inc.	Terrace Pond Tree Removal	480.00
0	05/17/2018	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	41.99
89483	05/17/2018	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	420.14
0	05/24/2018	General Fund	Contract Maintenance	Yale Mechanical, LLC	HVAC Maintenance	28.00
Contract Maintenance Total:						2,252.21
89479	05/17/2018	General Fund	CWP Lexington Escrow	United Properties	Escrow Fee Refund for Cherrywood I	132,248.00
CWP Lexington Escrow Total:						132,248.00
89554	05/24/2018	General Fund	Emeral Ash Borer	Upper Cut Tree Service	Tree Removal	2,374.00
Emeral Ash Borer Total:						2,374.00
0	05/15/2018	General Fund	Employee Recognition	Union SNC-CC	Queen Single Roses on Base	282.50
Employee Recognition Total:						282.50
89540	05/24/2018	General Fund	Employer Insurance	NJPA	Health Insurance Premium-May 2018	1,070.00
89540	05/24/2018	General Fund	Employer Insurance	NJPA	Health Insurance Premium-May 2018	790.00
Employer Insurance Total:						1,860.00
0	05/24/2018	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	31,825.21
Federal Income Tax Total:						31,825.21
0	05/24/2018	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	4,767.79
0	05/24/2018	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	7,234.56
FICA Employee Ded. Total:						12,002.35
0	05/24/2018	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	7,234.56
0	05/24/2018	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	4,767.79
FICA Employers Share Total:						12,002.35
89533	05/24/2018	General Fund	Financial Support	MN Child Support Payment Center	Remittance ID: 0015005038	365.73
89533	05/24/2018	General Fund	Financial Support	MN Child Support Payment Center	Remittance ID: 0015528480	234.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Financial Support Total:	600.15
0	05/17/2018	General Fund	Flex Spending Day Care	[REDACTED]	Dependent Care Reimbursement	722.88
0	05/17/2018	General Fund	Flex Spending Day Care	[REDACTED]	Dependent Care Reimbursement	800.00
0	05/24/2018	General Fund	Flex Spending Day Care	[REDACTED]	Dependent Care Reimbursement	321.00
					Flex Spending Day Care Total:	1,843.88
0	05/17/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	503.34
0	05/17/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	300.00
0	05/17/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	1,146.96
0	05/24/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	65.75
0	05/17/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	2,400.00
0	05/24/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	396.05
0	05/24/2018	General Fund	Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	97.59
					Flex Spending Health Total:	4,909.69
0	05/24/2018	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	2,464.56
					ICMA Def Comp Total:	2,464.56
89523	05/24/2018	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	1,872.71
89523	05/24/2018	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	206.40
					Life Ins. Employee Total:	2,079.11
89523	05/24/2018	General Fund	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	469.69
					Life Ins. Employer Total:	469.69
89523	05/24/2018	General Fund	Long Term Disability	LINA	Life Insurance Premium-May 2018	1,629.70
					Long Term Disability Total:	1,629.70
89540	05/24/2018	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	6,635.05
89540	05/24/2018	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	5,290.88
					Medical Ins Employee Total:	11,925.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89540	05/24/2018	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	55,383.18
					Medical Ins Employer Total:	55,383.18
89409	05/17/2018	General Fund	Medical Services	FSSolutions	Urine Drug Screen	94.00
					Medical Services Total:	94.00
0	05/15/2018	General Fund	Memberships & Subscriptions	Natl Asian Peace-CC	Membership Dues	350.00
0	05/15/2018	General Fund	Memberships & Subscriptions	Natl Asian Peace-CC	Membership Dues	350.00
89543	05/24/2018	General Fund	Memberships & Subscriptions	Ramsey County Fire Chiefs Assoc.	2018 Membership Dues	60.00
					Memberships & Subscriptions Total:	760.00
0	05/24/2018	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2018 Minnesota F	63.64
					Minnesota Benefit Ded Total:	63.64
0	05/15/2018	General Fund	Miscellaneous	Dunkin Donuts-CC	Tapping Time Supplies	23.54
89411	05/17/2018	General Fund	Miscellaneous	Galilee Lutheran Church	Fellowship Hall Rental for Transporta	35.00
89513	05/24/2018	General Fund	Miscellaneous	Galilee Lutheran Church	Fellowship Hall Rental for Transporta	30.00
					Miscellaneous Total:	88.54
0	05/24/2018	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	3,270.68
					MN State Retirement Total:	3,270.68
0	05/24/2018	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	9,224.80
					MNDCP Def Comp Total:	9,224.80
0	05/17/2018	General Fund	Motor Fuel	Mansfield Oil Company of Gainsvil	2018 BLANKER PO FOR FUEL ST/	9,458.10
0	05/17/2018	General Fund	Motor Fuel	Mansfield Oil Company of Gainsvil	2018 BLANKER PO FOR FUEL ST/	9,425.70
0	05/17/2018	General Fund	Motor Fuel	Mansfield Oil Company of Gainsvil	2018 BLANKER PO FOR FUEL ST/	9,087.12
					Motor Fuel Total:	27,970.92
0	05/17/2018	General Fund	Office Supplies	Greenhaven Printing	Business Cards-Stefani	39.00
0	05/24/2018	General Fund	Office Supplies	Greenhaven Printing	Business Cards	27.00
0	05/24/2018	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	145.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	54.14
0	05/24/2018	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	42.31
0	05/24/2018	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	57.40
Office Supplies Total:						365.84
0	05/24/2018	General Fund	Op Supplies - City Hall	Fikes, Inc.	Restroom Supplies	34.11
0	05/24/2018	General Fund	Op Supplies - City Hall	Fikes, Inc.	Restroom Supplies	242.03
0	05/24/2018	General Fund	Op Supplies - City Hall	Fikes, Inc.	Restroom Supplies	51.17
89527	05/24/2018	General Fund	Op Supplies - City Hall	McGough Facility Management, LI	Supplies	13.92
89556	05/24/2018	General Fund	Op Supplies - City Hall	Viking Electric Supply, Inc.	Electrical Supplies	104.58
Op Supplies - City Hall Total:						445.81
0	05/17/2018	General Fund	Operating Supplies	3D Specialties, Inc.	Posts	3,791.53
0	05/17/2018	General Fund	Operating Supplies	Alex Air Apparatus, Inc.	Fire Supplies	224.00
0	05/17/2018	General Fund	Operating Supplies	Allegra Print & Imaging	Staffing Brochures	607.13
0	05/15/2018	General Fund	Operating Supplies	Amazon.com- CC	Operating/Station Supplies	385.76
0	05/15/2018	General Fund	Operating Supplies	Amazon.com- CC	Outreach/Training Supplies	71.08
0	05/17/2018	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	585.17
0	05/15/2018	General Fund	Operating Supplies	Byerly's- CC	Swearing In Cake	35.99
89498	05/24/2018	General Fund	Operating Supplies	CES Imaging	Supplies & Service Plan, Toner	122.70
89498	05/24/2018	General Fund	Operating Supplies	CES Imaging	Ink	19.93
0	05/15/2018	General Fund	Operating Supplies	Costco-CC	Station Supplies	45.55
0	05/15/2018	General Fund	Operating Supplies	Costco-CC	Station Supplies	336.90
89506	05/24/2018	General Fund	Operating Supplies	Don Day	Mailbox Replacement Reimbursemen	53.68
89403	05/17/2018	General Fund	Operating Supplies	Dresser Trap Rock, Inc.	FA-2	2,092.80
0	05/15/2018	General Fund	Operating Supplies	E Collar Tech-CC	K9 Supplies	395.99
89406	05/17/2018	General Fund	Operating Supplies	Forest Lake Floral	Wreath	98.00
0	05/15/2018	General Fund	Operating Supplies	Global Industrial-CC	Easel Stand	295.62
0	05/17/2018	General Fund	Operating Supplies	Grainger Inc	Gloves, Cleaning Supplies	48.99
0	05/15/2018	General Fund	Operating Supplies	Home Depot- CC	Spray Paint	57.57
89417	05/17/2018	General Fund	Operating Supplies	Hotsy of Minnesota	Restroom Supplies	520.89
0	05/24/2018	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	74.51
89429	05/17/2018	General Fund	Operating Supplies	Bob Lindahl	Plow Damage	122.87
0	05/15/2018	General Fund	Operating Supplies	Menards-CC	Search Warrant Bin	46.91
0	05/15/2018	General Fund	Operating Supplies	Netbrands Media-CC	Operating Supplies	124.20
89442	05/17/2018	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Traffic Signs	634.74
89537	05/24/2018	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Traffic Supplies	57.32
89537	05/24/2018	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Traffic Supplies	105.16
89450	05/17/2018	General Fund	Operating Supplies	Police Service Dogs, Inc.	Warranty Repair Customs Fee	160.00
89451	05/17/2018	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data	603.76
89453	05/17/2018	General Fund	Operating Supplies	Q3 Contracting, Inc.	Road Signs	151.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/15/2018	General Fund	Operating Supplies	Ram Mounts-CC	Arm Rest	73.14
89455	05/17/2018	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	1,345.05
89545	05/24/2018	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	770.88
0	05/15/2018	General Fund	Operating Supplies	Royal Canin-CC	K9 Supplies	106.04
0	05/15/2018	General Fund	Operating Supplies	Strapworks-CC	Patrol Supplies	7.67
0	05/15/2018	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Ratchet, Anti Freeze	39.96
0	05/15/2018	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Chain Saw Sharpening, Utility Knife:	95.51
0	05/17/2018	General Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Yard Purchases	52.00
0	05/15/2018	General Fund	Operating Supplies	Target- CC	Citizen Academy Supplies	68.51
89475	05/17/2018	General Fund	Operating Supplies	Tri State Bobcat, Inc	Powersweep	855.42
0	05/15/2018	General Fund	Operating Supplies	Uline-CC	Evidence Box, Labels	182.71
0	05/15/2018	General Fund	Operating Supplies	Walmart-CC	Citizen Academy Supplies	45.35
Operating Supplies Total:						15,512.24
0	05/24/2018	General Fund	Operating Supplies City Garage	Fikes, Inc.	Restroom Supplies	5.75
0	05/24/2018	General Fund	Operating Supplies City Garage	Fikes, Inc.	Restroom Supplies	40.82
0	05/24/2018	General Fund	Operating Supplies City Garage	Fikes, Inc.	Restroom Supplies	8.63
Operating Supplies City Garage Total:						55.20
0	05/24/2018	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	30,497.05
PERA Employee Ded Total:						30,497.05
0	05/24/2018	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	42,108.38
0	05/24/2018	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	1,108.67
PERA Employer Share Total:						43,217.05
0	05/24/2018	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.05.2018 PERA Life	16.00
PERA Life Ins. Ded. Total:						16.00
89541	05/24/2018	General Fund	Postage	Postmaster	BRM Permit: 2437000. Acct: 2437	225.00
Postage Total:						225.00
0	05/17/2018	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	16,507.00
0	05/17/2018	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Services	13,453.00
0	05/15/2018	General Fund	Professional Services	GFOA- CC	GFOA Budget Award	425.00
89427	05/17/2018	General Fund	Professional Services	LexisNexis Claims Solutions, Inc.	Minimum Commitment Balance	50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	General Fund	Professional Services	Life Safety Systems	Annual Monitoring Charge	325.00
89431	05/17/2018	General Fund	Professional Services	Martin McAllister, Inc.	Public Safety Assessment	500.00
89436	05/17/2018	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	723.00
89472	05/17/2018	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	City Council Meeting Minutes	430.45
89472	05/17/2018	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	City Council Work Session Minutes	294.75
89472	05/17/2018	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Meeting Minutes	331.40
Professional Services Total:						33,039.60
0	05/24/2018	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	14,855.66
State Income Tax Total:						14,855.66
0	05/15/2018	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
89483	05/17/2018	General Fund	Telephone	Verizon Wireless	Cell Phones	29.06
89483	05/17/2018	General Fund	Telephone	Verizon Wireless	Cell Phones	175.05
89483	05/17/2018	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
89483	05/17/2018	General Fund	Telephone	Verizon Wireless	Cell Phones	770.26
89483	05/17/2018	General Fund	Telephone	Verizon Wireless	Cell Phones	297.09
Telephone Total:						1,360.72
0	05/15/2018	General Fund	Training	BCA-CC	Investigation Training	75.00
0	05/15/2018	General Fund	Training	Calibre Press, LLC-CC	Patrol Training	298.00
0	05/15/2018	General Fund	Training	Caribou Coffee- CC	Training Supplies	26.05
0	05/15/2018	General Fund	Training	Chipotle- CC	Training Supplies	87.83
0	05/17/2018	General Fund	Training	City of St. Paul	PDI Training	100.00
0	05/15/2018	General Fund	Training	Crave-CC	Training Supplies	46.01
0	05/17/2018	General Fund	Training	Amy Cuddihy	Mileage Reimbursement	8.94
0	05/15/2018	General Fund	Training	Donut Hut-CC	Training Supplies	12.95
0	05/17/2018	General Fund	Training	Jason Gehrman	Training Expenses Reimbursement	56.07
0	05/15/2018	General Fund	Training	Green Mill- CC	GARE Training Supplies	75.48
89522	05/24/2018	General Fund	Training	League of MN Cities	Respectful Workplace/Sexual Harassr	2,780.00
89432	05/17/2018	General Fund	Training	Masa Consulting, Inc.	IED & Hostile Event Training	725.00
89532	05/24/2018	General Fund	Training	Midwest Training Associates, LLC	Rope Rescue Training	300.00
89437	05/17/2018	General Fund	Training	MN Chiefs of Police Association	Conference Registratioin	1,610.00
89440	05/17/2018	General Fund	Training	MN State Fire Marshal Division	Registration-T. Larson	77.50
0	05/15/2018	General Fund	Training	NASRO-CC	SRO Training	195.00
89457	05/17/2018	General Fund	Training	Regions Hospital	Medical Services	225.00
0	05/17/2018	General Fund	Training	Travis Steinberg	Tuition Reimbursement	1,500.00
0	05/15/2018	General Fund	Training	Target- CC	Training Supplies	27.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Training Total:	8,226.16
0	05/15/2018	General Fund	Transportation	Parking Ramp-CC	SPACC Public Affairs Committee Me	6.50
					Transportation Total:	6.50
0	05/17/2018	General Fund	Tuition Reimbursement	Mark Ganley	Tuition Reimbursement	1,320.00
0	05/24/2018	General Fund	Tuition Reimbursement	Rachel Thrasher	Tuitioin Reimbursement	1,500.00
					Tuition Reimbursement Total:	2,820.00
0	05/24/2018	General Fund	Utilities	Xcel Energy	Civil Defense	146.89
0	05/24/2018	General Fund	Utilities	Xcel Energy	Streetlights	12,806.40
					Utilities Total:	12,953.29
0	05/24/2018	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,869.65
					Utilities - City Garage Total:	2,869.65
0	05/24/2018	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	5,781.27
					Utilities - City Hall Total:	5,781.27
0	05/24/2018	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	208.48
					Utilities - Old City Hall Total:	208.48
89381	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Airgas USA, LLC	Vehicle Supplies	103.84
89388	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Batteries Plus Bulbs	Batteries	80.95
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Certified Laboratories, Inc.	Vehicle Supplies	638.54
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Emergency Automotive Tech Inc	Vehicle Supplies	841.52
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Emergency Automotive Tech Inc	Vehicle Supplies	612.52
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Emergency Automotive Tech Inc	Bracket	68.98
89510	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Emergency Medical Products, Inc.	HeartStart Pads	104.46
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	72.20
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	101.98
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	59.66
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	50.31
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	27.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	95.53
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	10.76
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	1.87
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Gopher Bearing (BDI Branch 78)	Keystock	34.98
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Gopher Bearing (BDI Branch 78)	Chain Parts, Roller Chain	1,067.62
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Vehicle Supplies	13.82
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Gloves	61.63
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Gloves	184.89
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Kath Fuel Oil Service, Inc.	Vehicle Supplies	240.00
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Pump	642.13
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Shop Vac Supplies	89.87
0	05/15/2018	General Fund	Vehicle Supplies & Maintenance	Menards-CC	Filters, Adapters	27.37
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	28.08
0	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	20.36
89544	05/24/2018	General Fund	Vehicle Supplies & Maintenance	RCM Equipment Company, LLC	Vehicle Supplies	957.88
89457	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Medical Supplies	422.86
0	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Tool Boxes	664.84
0	05/15/2018	General Fund	Vehicle Supplies & Maintenance	Snap On-CC	Vehicle Supplies	77.00
89468	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	619.60
89550	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	552.06
89550	05/24/2018	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	372.00
89469	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Tennant Sales & Services	Vehicle Supplies	2,057.12
89474	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Towmaster	Vehicle Supplies	329.88
89476	05/17/2018	General Fund	Vehicle Supplies & Maintenance	Truck Utilities, Inc.	Vehicle Supplies	279.00
Vehicle Supplies & Maintenance Total:						11,613.90
89463	05/17/2018	General Fund	Worker's Compensation	SFM	Work Comp Administration	577.00
Worker's Compensation Total:						577.00
Fund Total:						537,257.42
0	05/17/2018	General Fund Donations	Explorers - Supplies	Crystal Jones	Explorer Supplies Reimbursement	217.55
Explorers - Supplies Total:						217.55
0	05/15/2018	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Charge	9.95
K-9 - Supplies Total:						9.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						227.50
89413	05/17/2018	Golf Course	Buildings & Structures	Hagen, Christensen & McIlwain	Cedarholm Community Building	1,600.00
0	05/17/2018	Golf Course	Buildings & Structures	Jorgenson Construction, Inc.	Cedarholm Community Building	377,415.00
Buildings & Structures Total:						379,015.00
89445	05/17/2018	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Restroom Rentals	188.61
89445	05/17/2018	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Restroom Rentals-Credit	-26.00
Contract Maintenance Total:						162.61
0	05/24/2018	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	759.52
Federal Income Tax Total:						759.52
0	05/24/2018	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	124.54
0	05/24/2018	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	532.47
FICA Employee Ded. Total:						657.01
0	05/24/2018	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	124.54
0	05/24/2018	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	532.47
FICA Employers Share Total:						657.01
89415	05/17/2018	Golf Course	Furniture, Fixtures, Equipment	Hockenbergs	Cedarholm Golf Course Kitchen Equi	68,475.17
0	05/15/2018	Golf Course	Furniture, Fixtures, Equipment	Houzz-CC	Furniture	4,686.83
0	05/17/2018	Golf Course	Furniture, Fixtures, Equipment	Jorgenson Construction, Inc.	Cedarholm Community Building	5,910.00
0	05/15/2018	Golf Course	Furniture, Fixtures, Equipment	Lowes-CC	Monitor Mounts	203.49
89452	05/17/2018	Golf Course	Furniture, Fixtures, Equipment	Provantage	2 - 55" SuperSign LG TV	1,448.28
89548	05/24/2018	Golf Course	Furniture, Fixtures, Equipment	Satellite Shelters, Inc.	Mobile Office	452.06
0	05/15/2018	Golf Course	Furniture, Fixtures, Equipment	Walmart-CC	Furniture	1,190.25
Furniture, Fixtures, Equipment Total:						82,366.08
89523	05/24/2018	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	79.48
Life Ins. Employee Total:						79.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89523	05/24/2018	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	14.37
					Life Ins. Employer Total:	14.37
89523	05/24/2018	Golf Course	Long Term Disability	LINA	Life Insurance Premium-May 2018	48.89
					Long Term Disability Total:	48.89
89540	05/24/2018	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	289.12
					Medical Ins Employee Total:	289.12
89540	05/24/2018	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	1,187.25
					Medical Ins Employer Total:	1,187.25
0	05/24/2018	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	62.83
					MN State Retirement Total:	62.83
0	05/24/2018	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
0	05/15/2018	Golf Course	Operating Supplies	InkToner Store-CC	Ink and Toner	117.95
0	05/24/2018	Golf Course	Operating Supplies	MTI Distributing, Inc.	Switch	17.11
89480	05/17/2018	Golf Course	Operating Supplies	US Bank	League Prize Money	1,000.00
					Operating Supplies Total:	1,135.06
0	05/24/2018	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	408.35
					PERA Employee Ded Total:	408.35
0	05/24/2018	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	62.83
0	05/24/2018	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	408.35
					PERA Employer Share Total:	471.18
89501	05/24/2018	Golf Course	Rental	Club Car, LLC	Seasonal Lease	1,318.39
89501	05/24/2018	Golf Course	Rental	Club Car, LLC	Maintenance Agreement	120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Rental Total:	1,438.39
0	05/24/2018	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	394.19
					State Income Tax Total:	394.19
0	05/24/2018	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-18.26
					Use Tax Payable Total:	-18.26
0	05/24/2018	Golf Course	Utilities	Xcel Energy	Golf Course	283.79
					Utilities Total:	283.79
89393	05/17/2018	Golf Course	Vehicle Supplies & Maintenance	Chris Carpenter	Toro Service	1,049.00
0	05/24/2018	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Switch	16.82
					Vehicle Supplies & Maintenance Total:	1,065.82
					Fund Total:	470,527.69
89472	05/17/2018	HRA Operating Fund	Professional Services	Time Saver Off Site Secretarial, Inc	EDAI Meeting Minutes	301.40
					Professional Services Total:	301.40
					Fund Total:	301.40
89522	05/24/2018	Information Technology	Contract Maintenance	League of MN Cities	1 ILLUSTRATOR - YEAR 1 OF 3, P	155.00
89522	05/24/2018	Information Technology	Contract Maintenance	League of MN Cities	150 ACROBAT PROFESSIONAL D	3,900.00
89522	05/24/2018	Information Technology	Contract Maintenance	League of MN Cities	1 ILLUSTRATOR - YEAR 1 OF 3, P	1,730.00
89522	05/24/2018	Information Technology	Contract Maintenance	League of MN Cities	12 CREATIVE CLOUD - ALL APPS	4,716.00
89446	05/17/2018	Information Technology	Contract Maintenance	OPG-3, Inc.	Laserfiche	1,905.55
0	05/24/2018	Information Technology	Contract Maintenance	SHI International Corp	2 - 7Nq-00300 MICROSOFT SQL S1	7,994.00
					Contract Maintenance Total:	20,400.55
0	05/24/2018	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	5,123.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	5,123.45
89484	05/17/2018	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance	2,883.24
					Fiber Maintenance & Locates Total:	2,883.24
0	05/24/2018	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	750.20
0	05/24/2018	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	3,207.69
					FICA Employee Ded. Total:	3,957.89
0	05/24/2018	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	750.20
0	05/24/2018	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	3,207.69
					FICA Employers Share Total:	3,957.89
0	05/24/2018	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
89384	05/17/2018	Information Technology	Internet	Anoka County Treasury	June Broadband	400.00
89500	05/24/2018	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
89500	05/24/2018	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,845.00
0	05/17/2018	Information Technology	Internet	Cologix, Inc	Fiber Cross Connect	507.50
89400	05/17/2018	Information Technology	Internet	Comcast	Business Services	91.97
89426	05/17/2018	Information Technology	Internet	Level 3 Communications. LLC	Internet	1,185.14
89481	05/17/2018	Information Technology	Internet	US Internet	DNS Hosting	78.00
89484	05/17/2018	Information Technology	Internet	Zayo Group LLC	Internet	1,587.00
					Internet Total:	9,294.61
89523	05/24/2018	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	181.10
					Life Ins. Employee Total:	181.10
89523	05/24/2018	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	86.26
					Life Ins. Employer Total:	86.26
89523	05/24/2018	Information Technology	Long Term Disability	LINA	Life Insurance Premium-May 2018	286.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	286.21
89540	05/24/2018	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	148.95
					Medical Ins Employee Total:	148.95
89540	05/24/2018	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	11,296.17
					Medical Ins Employer Total:	11,296.17
89402	05/17/2018	Information Technology	Minor Equipment	Dell Marketing, L.P.	Computer & Display Council-AV Roc	738.79
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	1,978.00
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	602.00
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	3,984.00
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	430.00
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	688.00
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	122.00
0	05/17/2018	Information Technology	Minor Equipment	SHI International Corp	Computer Supplies	4,374.00
					Minor Equipment Total:	12,916.79
0	05/24/2018	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	520.88
					MN State Retirement Total:	520.88
0	05/24/2018	Information Technology	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	110.00
					MNDCP Def Comp Total:	110.00
89466	05/17/2018	Information Technology	Office Supplies	Staples Business Advantage, Inc.	Office Supplies	79.93
89466	05/17/2018	Information Technology	Office Supplies	Staples Business Advantage, Inc.	Office Supplies	5.25
					Office Supplies Total:	85.18
0	05/15/2018	Information Technology	Operating Supplies	Amazon.com- CC	DisplayPort	162.00
					Operating Supplies Total:	162.00
0	05/24/2018	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	3,385.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	3,385.73
0	05/24/2018	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	3,385.73
0	05/24/2018	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	520.88
					PERA Employer Share Total:	3,906.61
0	05/24/2018	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	2,292.93
					State Income Tax Total:	2,292.93
89483	05/17/2018	Information Technology	Telephone	Verizon Wireless	Cell Phones	516.85
					Telephone Total:	516.85
					Fund Total:	81,738.29
0	05/24/2018	IP Telephony System	CAP - Capital Equip Recovery	Newegg Business, Inc.	Cisco Conference Station	515.00
					CAP - Capital Equip Recovery Total:	515.00
89487	05/24/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	Allstream	Telephone	360.62
89494	05/24/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CDW Government, Inc.	Telephone	55.94
89394	05/17/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	95.56
89394	05/17/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.78
89394	05/17/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	207.70
89394	05/17/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
89394	05/17/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
89497	05/24/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.87
89497	05/24/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	112.14
					PSTN-PRI Access/DID Allocation Total:	1,176.71
					Fund Total:	1,691.71
0	05/24/2018	License Center	Computer/Software Replacement	SHI International Corp	2 - 7Nq-00300 MICROSOFT SQL S1	1,944.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Computer/Software Replacement Total:	1,944.00
89392	05/17/2018	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	31.00
89395	05/17/2018	License Center	Contract Maintenance	Cintas Corporation #470	Mats	19.60
89395	05/17/2018	License Center	Contract Maintenance	Cintas Corporation #470	Mats	19.60
89507	05/24/2018	License Center	Contract Maintenance	ECR Software	Point of Sale License/Support	4,500.00
					Contract Maintenance Total:	4,570.20
0	05/24/2018	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	2,422.14
					Federal Income Tax Total:	2,422.14
0	05/24/2018	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	511.67
0	05/24/2018	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	2,187.83
					FICA Employee Ded. Total:	2,699.50
0	05/24/2018	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	2,187.83
0	05/24/2018	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	511.67
					FICA Employers Share Total:	2,699.50
89523	05/24/2018	License Center	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	133.00
					Life Ins. Employee Total:	133.00
89523	05/24/2018	License Center	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	43.07
					Life Ins. Employer Total:	43.07
89523	05/24/2018	License Center	Long Term Disability	LINA	Life Insurance Premium-May 2018	117.48
					Long Term Disability Total:	117.48
89540	05/24/2018	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	1,557.31
					Medical Ins Employee Total:	1,557.31
89540	05/24/2018	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	7,836.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	7,836.66
0	05/24/2018	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2018 Minnesota F	108.84
0	05/24/2018	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2018 Minnesota F	55.84
					Minnesota Benefit Ded Total:	164.68
0	05/24/2018	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	349.69
					MN State Retirement Total:	349.69
0	05/24/2018	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	2,280.00
					MNDCP Def Comp Total:	2,280.00
0	05/15/2018	License Center	Office Supplies	Amazon.com- CC	Shredder	115.94
0	05/24/2018	License Center	Office Supplies	Greenhaven Printing	Business Cards	81.00
0	05/24/2018	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	49.18
0	05/15/2018	License Center	Office Supplies	Varidesk-CC	Chair	250.00
					Office Supplies Total:	496.12
0	05/15/2018	License Center	Operating Supplies	Byerly's- CC	Staff Supplies	17.97
0	05/24/2018	License Center	Operating Supplies	Fikes, Inc.	Restroom Supplies	1.24
0	05/24/2018	License Center	Operating Supplies	Fikes, Inc.	Restroom Supplies	8.75
0	05/24/2018	License Center	Operating Supplies	Fikes, Inc.	Restroom Supplies	1.85
0	05/15/2018	License Center	Operating Supplies	Pakor-CC	Passport Supplies	317.84
					Operating Supplies Total:	347.65
0	05/24/2018	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	2,346.10
					PERA Employee Ded Total:	2,346.10
0	05/24/2018	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	360.93
0	05/24/2018	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	2,346.10
					PERA Employer Share Total:	2,707.03
0	05/15/2018	License Center	Postage	USPS-CC	Passport Postage	582.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Postage Total:	582.90
89521	05/24/2018	License Center	Professional Services	Kodet Architectural Group Ltd.	License Center Architectural Service	2,515.00
89527	05/24/2018	License Center	Professional Services	McGough Facility Management, LI	Management Fee	196.05
0	05/17/2018	License Center	Professional Services	Quicksilver Express Courier	Courier Service	211.53
					Professional Services Total:	2,922.58
0	05/24/2018	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	1,274.75
					State Income Tax Total:	1,274.75
0	05/24/2018	License Center	Transportation	Tereza Bazac	Mileage/Parking Reimbursement	20.16
0	05/17/2018	License Center	Transportation	Quicksilver Express Courier	Courier Service	935.88
					Transportation Total:	956.04
0	05/24/2018	License Center	Utilities	Xcel Energy	License Center	524.38
					Utilities Total:	524.38
					Fund Total:	38,974.78
89499	05/24/2018	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Supplies	9.88
89499	05/24/2018	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Supplies	9.88
					Clothing Total:	19.76
0	05/24/2018	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	2,229.68
					Federal Income Tax Total:	2,229.68
0	05/24/2018	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	342.98
0	05/24/2018	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	1,466.55
					FICA Employee Ded. Total:	1,809.53
0	05/24/2018	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	1,466.55
0	05/24/2018	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	342.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	1,809.53
89523	05/24/2018	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	66.00
					Life Ins. Employee Total:	66.00
89523	05/24/2018	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	39.30
					Life Ins. Employer Total:	39.30
89523	05/24/2018	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium-May 2018	109.41
					Long Term Disability Total:	109.41
89540	05/24/2018	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	367.74
					Medical Ins Employee Total:	367.74
89540	05/24/2018	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	5,172.19
					Medical Ins Employer Total:	5,172.19
0	05/15/2018	P & R Contract Maintenance	Minor Equipment	Build.com-CC	Motorized Drain Cleaner	1,810.38
					Minor Equipment Total:	1,810.38
0	05/24/2018	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	231.38
					MN State Retirement Total:	231.38
0	05/24/2018	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	580.00
					MNDCP Def Comp Total:	580.00
0	05/15/2018	P & R Contract Maintenance	Operating Supplies	AT&T-CC	Phone Case	42.95
89511	05/24/2018	P & R Contract Maintenance	Operating Supplies	Equinox Environmental	30" Bags	310.00
0	05/15/2018	P & R Contract Maintenance	Operating Supplies	Ferguson Enterprises Inc.-CC	Sewer Cleaning Supplies	370.64
0	05/24/2018	P & R Contract Maintenance	Operating Supplies	Fikes, Inc.	Restroom Supplies	476.60
0	05/24/2018	P & R Contract Maintenance	Operating Supplies	Fikes, Inc.	Restroom Supplies	132.80
89512	05/24/2018	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	673.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	P & R Contract Maintenance	Operating Supplies	Goodin Corp.	PVC Pipe, Couplings	203.58
0	05/15/2018	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Arboretum Supplies	349.78
0	05/15/2018	P & R Contract Maintenance	Operating Supplies	Menards-CC	Deck Supplies	132.12
89531	05/24/2018	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Valve	80.40
0	05/15/2018	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Spray Paint	21.96
0	05/15/2018	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Snake, Paint Supplies	76.16
89378	05/15/2018	P & R Contract Maintenance	Operating Supplies	Ramsey County Environmental He	Ramsey County Pool License	651.00
89553	05/24/2018	P & R Contract Maintenance	Operating Supplies	Universal Athletic Service, Inc.	Tennis Nets	487.90
89553	05/24/2018	P & R Contract Maintenance	Operating Supplies	Universal Athletic Service, Inc.	Soccer Nets	574.72
89553	05/24/2018	P & R Contract Maintenance	Operating Supplies	Universal Athletic Service, Inc.	Anti Whip Nets	83.22
Operating Supplies Total:						4,667.58
0	05/24/2018	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	1,572.74
PERA Employee Ded Total:						1,572.74
0	05/24/2018	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	1,572.74
0	05/24/2018	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	241.97
PERA Employer Share Total:						1,814.71
89504	05/24/2018	P & R Contract Maintenance	Professional Services	The Davey Tree Expert Company	Tree Service	1,338.43
0	05/24/2018	P & R Contract Maintenance	Professional Services	Jeff's S.O.S. Drain & Sewer Cleanir	High Pressure Water Jetting	465.00
0	05/24/2018	P & R Contract Maintenance	Professional Services	Jeff's S.O.S. Drain & Sewer Cleanir	Sewer Line Video Inspection	240.00
89518	05/24/2018	P & R Contract Maintenance	Professional Services	Keller Fence Company, Inc.	Mayflower Park Fence Repair	1,373.00
89524	05/24/2018	P & R Contract Maintenance	Professional Services	McCaren Designs, Inc.	Exterior Landscape	571.39
89524	05/24/2018	P & R Contract Maintenance	Professional Services	McCaren Designs, Inc.	Exterior Landscape	571.39
0	05/24/2018	P & R Contract Maintenance	Professional Services	Prowire, Inc.	Annual Security Monitoring	444.00
89554	05/24/2018	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	DISEASED AND HAZARD TREE R	88.00
Professional Services Total:						5,091.21
0	05/24/2018	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	1,098.45
State Income Tax Total:						1,098.45
89483	05/17/2018	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	64.09
89555	05/24/2018	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
Telephone Total:						99.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	2,919.11
					Utilities Total:	2,919.11
0	05/24/2018	P & R Contract Maintenance	Vehicle Supplies & Maintenance	Cushman Motor Co Inc	Snow Blower Supplies	722.75
0	05/24/2018	P & R Contract Maintenance	Vehicle Supplies & Maintenance	Cushman Motor Co Inc	Skid Shoe	792.34
					Vehicle Supplies & Maintenance Total:	1,515.09
					Fund Total:	33,022.89
89447	05/17/2018	Park Renewal 2011	2016 Parks Renewal Pathways	Outdoor Lab Landscape Design, Inc	Trees	2,030.00
					2016 Parks Renewal Pathways Total:	2,030.00
					Fund Total:	2,030.00
89408	05/17/2018	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Frontier Ag & Turf	SnowWolf Quattroplow 8'	7,500.00
89408	05/17/2018	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Frontier Ag & Turf	John Deere 244J Loader	81,702.23
					Parks & Recreation Vehicles Total:	89,202.23
89408	05/17/2018	Parks & Recreation Vehicle Rev	Sale of Property	Frontier Ag & Turf	Trade-In on 2007 John Deere 244J	-45,000.00
					Sale of Property Total:	-45,000.00
					Fund Total:	44,202.23
89530	05/24/2018	Pathway Maintenance Fund	2017 Trail & Parking Lot Impr	Mickman Brothers, Inc.	Irrigation Service	675.00
					2017 Trail & Parking Lot Impr Total:	675.00
					Fund Total:	675.00
0	05/24/2018	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	17.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	17.33
0	05/24/2018	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	1.77
					FICA Employee Ded Total:	1.77
0	05/24/2018	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	1.77
					FICA Employer Share Total:	1.77
0	05/24/2018	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	1.23
					MN State Retirement Total:	1.23
0	05/24/2018	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	1.45
					MNDCP Def Comp Total:	1.45
0	05/24/2018	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	13.29
					PERA Total:	13.29
0	05/24/2018	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	19.92
					PERA Employer Share Total:	19.92
0	05/17/2018	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	1,083.00
					Professional Services Total:	1,083.00
0	05/24/2018	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	6.62
					State Income Tax Total:	6.62
					Fund Total:	1,146.38
89523	05/24/2018	Police Grants	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	2.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	2.31
89523	05/24/2018	Police Grants	Long Term Disability	LINA	Life Insurance Premium-May 2018	8.21
					Long Term Disability Total:	8.21
89540	05/24/2018	Police Grants	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	8.70
					Medical Ins Employee Total:	8.70
89540	05/24/2018	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	196.09
					Medical Ins Employer Total:	196.09
0	05/15/2018	Police Grants	Training	5 Guys-CC	Training Supplies	18.00
0	05/15/2018	Police Grants	Training	Chick Fil A-CC	Training Expenses	19.20
0	05/15/2018	Police Grants	Training	Metro Court VA-CC	Training Expenses	20.00
0	05/15/2018	Police Grants	Training	Residence Inn-CC	Lodging During Training	1,146.08
0	05/15/2018	Police Grants	Training	Uber-CC	Training Expenses	14.95
					Training Total:	1,218.23
					Fund Total:	1,433.54
0	05/24/2018	Police Forfeiture Fund	Deferred Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	44.78
					Deferred Comp Total:	44.78
0	05/24/2018	Police Forfeiture Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	49.21
					Federal Income Tax Total:	49.21
0	05/24/2018	Police Forfeiture Fund	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	8.27
					FICA Employee Ded Total:	8.27
0	05/24/2018	Police Forfeiture Fund	FICA Employer	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	8.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employer Total:	8.27
89523	05/24/2018	Police Forfeiture Fund	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	0.69
					Life Ins. Employee Total:	0.69
0	05/24/2018	Police Forfeiture Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	5.77
					MN State Retirement Total:	5.77
0	05/24/2018	Police Forfeiture Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	62.28
					PERA Employee Ded Total:	62.28
0	05/24/2018	Police Forfeiture Fund	PERA Employer	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	93.42
					PERA Employer Total:	93.42
89483	05/17/2018	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02
					Professional Services Total:	70.02
0	05/24/2018	Police Forfeiture Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	26.41
					State Income Tax Total:	26.41
					Fund Total:	369.12
0	05/15/2018	Police Vehicle Revolving	Minor Equipment	CDWG- CC	Squad Printers	538.29
					Minor Equipment Total:	538.29
0	05/17/2018	Police Vehicle Revolving	Operating Supplies	Streicher's	Uniform Supplies	5,092.00
					Operating Supplies Total:	5,092.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	5,630.29
89496	05/24/2018	Public Works Vehicle Revolving	Minor Equipment	Central Trailer Sales, Inc.	Trailer	3,619.00
					Minor Equipment Total:	3,619.00
					Fund Total:	3,619.00
89549	05/24/2018	Recreation Donations	Operating Supplies	Sherwin Williams Co.	Paint Supplies	131.62
					Operating Supplies Total:	131.62
					Fund Total:	131.62
89396	05/17/2018	Recreation Fund	Advertising	City Pages	Advertising	135.00
0	05/15/2018	Recreation Fund	Advertising	Facebook-CC	Arts @ The Oval Advertising	50.00
89443	05/17/2018	Recreation Fund	Advertising	North Suburban Lions Club	Placemat Advertising	50.00
89448	05/17/2018	Recreation Fund	Advertising	Pioneer Press	Advertising	70.00
					Advertising Total:	305.00
89489	05/24/2018	Recreation Fund	Building Rental	Baha'i of Roseville	Building Rental Refund	617.41
					Building Rental Total:	617.41
89389	05/17/2018	Recreation Fund	Collected Insurance Fee	Shannon Boehm	Park Building Rental Refund	5.00
					Collected Insurance Fee Total:	5.00
89517	05/24/2018	Recreation Fund	Contract Maintenance	Int'l Chemtex Corp	Cooling Treatment	1,315.45
					Contract Maintenance Total:	1,315.45
0	05/24/2018	Recreation Fund	Contract Maintenance	Prowire, Inc.	Fire System Testing	153.00
					Contract Maintenance Total:	153.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89542	05/24/2018	Recreation Fund	Employer Pension	Public Employees Retirement Assoc	Pension	19,422.58
					Employer Pension Total:	19,422.58
0	05/24/2018	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	4,317.61
					Federal Income Tax Total:	4,317.61
89389	05/17/2018	Recreation Fund	Fee Program Revenue	Shannon Boehm	Park Building Rental Refund	144.35
89389	05/17/2018	Recreation Fund	Fee Program Revenue	Shannon Boehm	Park Building Rental Refund	5.00
					Fee Program Revenue Total:	149.35
0	05/24/2018	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	3,624.29
0	05/24/2018	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	847.63
					FICA Employee Ded. Total:	4,471.92
0	05/24/2018	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	3,624.29
0	05/24/2018	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	847.63
					FICA Employers Share Total:	4,471.92
0	05/24/2018	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	375.00
					ICMA Def Comp Total:	375.00
89523	05/24/2018	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	91.30
					Life Ins. Employee Total:	91.30
89523	05/24/2018	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	57.50
					Life Ins. Employer Total:	57.50
89523	05/24/2018	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium-May 2018	159.40
					Long Term Disability Total:	159.40
89540	05/24/2018	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	669.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	669.28
89540	05/24/2018	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	7,559.02
					Medical Ins Employer Total:	7,559.02
89514	05/24/2018	Recreation Fund	Merchandise for Sale	Hermel Wholesale	Concession Items for Resale	330.99
					Merchandise for Sale Total:	330.99
0	05/15/2018	Recreation Fund	Miscellaneous	Dunn Bros Coffee-CC	Meeting Supplies	37.26
0	05/15/2018	Recreation Fund	Miscellaneous	Grateful Table-CC	Volunteer Leader Meeting Supplies	45.75
0	05/15/2018	Recreation Fund	Miscellaneous	Sam's Club-CC	Meeting Supplies	59.70
					Miscellaneous Total:	142.71
0	05/24/2018	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	412.99
					MN State Retirement Total:	412.99
0	05/24/2018	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	1,008.41
					MNDCP Def Comp Total:	1,008.41
89382	05/17/2018	Recreation Fund	Operating Supplies	American Solutions for Business	Broomball Winter Shirts	456.00
89387	05/17/2018	Recreation Fund	Operating Supplies	AVVR	Oval Supplies	1,270.00
0	05/15/2018	Recreation Fund	Operating Supplies	Costume Gallery-CC	Ice Show Costumes	53.20
0	05/15/2018	Recreation Fund	Operating Supplies	Cub Foods- CC	Arts @ The Oval Supplies	138.59
0	05/15/2018	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	24.68
0	05/15/2018	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	102.33
0	05/15/2018	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	36.94
0	05/15/2018	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	28.12
0	05/15/2018	Recreation Fund	Operating Supplies	Dollar Tree-CC	Arts @ The Oval Supplies	6.44
0	05/15/2018	Recreation Fund	Operating Supplies	Ferguson Enterprises Inc.-CC	Valve	14.09
0	05/24/2018	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	238.00
0	05/17/2018	Recreation Fund	Operating Supplies	Grainger Inc	Oval Supplies	24.94
0	05/17/2018	Recreation Fund	Operating Supplies	Grainger Inc	Oval Supplies	4.47
0	05/15/2018	Recreation Fund	Operating Supplies	Home Depot- CC	Eye Bolt	2.38
0	05/15/2018	Recreation Fund	Operating Supplies	Home Depot- CC	Splice Connectors	44.29
89419	05/17/2018	Recreation Fund	Operating Supplies	Ice Skating Institute	Skating Supplies	24.00
89516	05/24/2018	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	24.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/15/2018	Recreation Fund	Operating Supplies	Revolution Dancewear-CC	Skating Show Costumes	499.85
89459	05/17/2018	Recreation Fund	Operating Supplies	Matt Richards	Ice Show Decorations Reimbursemen	464.17
89460	05/17/2018	Recreation Fund	Operating Supplies	Nancy Robbins	Earth Day Supplies Reimbursement	119.88
0	05/15/2018	Recreation Fund	Operating Supplies	Sam's Club-CC	Arts @ The Oval Supplies	56.83
0	05/15/2018	Recreation Fund	Operating Supplies	Sherwin Williams - CC	Paint Supplies	26.92
0	05/15/2018	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	30.59
0	05/17/2018	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	55.00
0	05/15/2018	Recreation Fund	Operating Supplies	Subway-CC	Arts @ The Oval Supplies	84.83
0	05/15/2018	Recreation Fund	Operating Supplies	Target- CC	Arts @ The Oval Supplies	60.90
0	05/15/2018	Recreation Fund	Operating Supplies	Target- CC	HANC Supplies	68.84
0	05/15/2018	Recreation Fund	Operating Supplies	Target- CC	Tapping Time Supplies	17.91
0	05/15/2018	Recreation Fund	Operating Supplies	Time Clock Express-CC	Time Clock	199.99
0	05/15/2018	Recreation Fund	Operating Supplies	Tumbl Trak-CC	Tumbl Trak Replacement	1,020.36
0	05/15/2018	Recreation Fund	Operating Supplies	Weissman's Design-CC	Ice Show Costumes	30.62
0	05/15/2018	Recreation Fund	Operating Supplies	Weissman's Design-CC	Ice Show Costumes	563.52
Operating Supplies Total:						5,792.68
0	05/24/2018	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	3,267.94
PERA Employee Ded Total:						3,267.94
0	05/24/2018	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	3,267.94
0	05/24/2018	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	502.78
PERA Employer Share Total:						3,770.72
89390	05/17/2018	Recreation Fund	Printing	Bolger Inc.	Summer Newsletter	1,361.00
89390	05/17/2018	Recreation Fund	Printing	Bolger Inc.	Summer Newsletter	1,500.00
89390	05/17/2018	Recreation Fund	Printing	Bolger Inc.	Summer Newsletter	1,350.00
0	05/17/2018	Recreation Fund	Printing	Greenhaven Printing	Skating Show Program	1,020.00
89441	05/17/2018	Recreation Fund	Printing	Murphy Creative Design, LLC	Rosefest Button Artwork	250.00
89441	05/17/2018	Recreation Fund	Printing	Murphy Creative Design, LLC	Rosefest Button Artwork	450.00
89448	05/17/2018	Recreation Fund	Printing	Pioneer Press	Advertising	70.00
89448	05/17/2018	Recreation Fund	Printing	Pioneer Press	Advertising	77.20
89448	05/17/2018	Recreation Fund	Printing	Pioneer Press	Advertising	80.80
Printing Total:						6,159.00
89380	05/17/2018	Recreation Fund	Professional Services	AARP	Safe Driving Class	335.00
0	05/17/2018	Recreation Fund	Professional Services	Adam's Pest Control Inc	Mice & Rat Service	267.36
0	05/24/2018	Recreation Fund	Professional Services	Brianna Anderson	Mileage Reimbursement	9.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89490	05/24/2018	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	96.00
0	05/24/2018	Recreation Fund	Professional Services	Chad Charboneau	Volleyball Officiating	204.00
89397	05/17/2018	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Monthly Cleaning-March	3,855.60
89397	05/17/2018	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Monthly Cleaning-April	2,500.00
0	05/24/2018	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	429.00
89410	05/17/2018	Recreation Fund	Professional Services	Fun Characters	Earth Day Face Painter	150.00
89515	05/24/2018	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	96.00
89525	05/24/2018	Recreation Fund	Professional Services	Kelli McClellan	Ice Show Music Director/Editor	641.00
0	05/17/2018	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,416.00
0	05/24/2018	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,332.00
89434	05/17/2018	Recreation Fund	Professional Services	Metro Connections, Inc.	Adult Trip-Final Payment	51.00
0	05/17/2018	Recreation Fund	Professional Services	Scott Meyer	CHEM Tennis Program	506.25
0	05/24/2018	Recreation Fund	Professional Services	Scott Meyer	Tennis Program	506.25
89535	05/24/2018	Recreation Fund	Professional Services	Morsound	Run/Roll for the Roses Announcing S	200.00
0	05/24/2018	Recreation Fund	Professional Services	Printers Service Inc	Ice Knife Sharpening	80.00
0	05/15/2018	Recreation Fund	Professional Services	Survey Monkey.com-CC	Evaluation Tool for Department	252.00
0	05/24/2018	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	296.00
0	05/24/2018	Recreation Fund	Professional Services	JoAnne Wilson	Volleyball Officiating	240.00
89557	05/24/2018	Recreation Fund	Professional Services	Mike Wittmann	Ice show Music Director	300.00
Professional Services Total:						17,762.73
89445	05/17/2018	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rentals	1,489.50
89547	05/24/2018	Recreation Fund	Rental	Roseville Area Schools	Auditorium Rental	272.50
89547	05/24/2018	Recreation Fund	Rental	Roseville Area Schools	Auditorium Rental	272.50
89461	05/17/2018	Recreation Fund	Rental	Roseville Area Schools-Attn: Kris F	Storage Space Lease	4,114.40
Rental Total:						6,148.90
89389	05/17/2018	Recreation Fund	Sales Tax Payable	Shannon Boehm	Park Building Rental Refund	10.65
Sales Tax Payable Total:						10.65
0	05/24/2018	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	2,136.36
State Income Tax Total:						2,136.36
89483	05/17/2018	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	100.61
Telephone Total:						100.61
89401	05/17/2018	Recreation Fund	Transportation	Lauren Deal	Mileage Reimbursement	113.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Transportation Total:	113.36
89400	05/17/2018	Recreation Fund	Utilities	Comcast	Business Services	280.03
89400	05/17/2018	Recreation Fund	Utilities	Comcast	Business Services	280.03
89400	05/17/2018	Recreation Fund	Utilities	Comcast	Business Services	285.02
0	05/24/2018	Recreation Fund	Utilities	Xcel Energy	Nature Center	597.98
0	05/24/2018	Recreation Fund	Utilities	Xcel Energy	Skating Center	13,545.19
					Utilities Total:	14,988.25
					Fund Total:	106,287.04
0	05/24/2018	Recreation Improvements	Facility Repairs & Maintenance	St. Croix Recreation Funplayground	Chute Slide	521.29
					Facility Repairs & Maintenance Total:	521.29
					Fund Total:	521.29
0	05/24/2018	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	6,435.34
					Employer Insurance Total:	6,435.34
0	05/24/2018	Risk Management	Professional Services	Samba Holdings Inc	Driver Monitor, MVR State Fee	835.00
89467	05/17/2018	Risk Management	Professional Services	Stericycle, Inc.	Monthly Fee	231.25
					Professional Services Total:	1,066.25
89424	05/17/2018	Risk Management	Street Department Claims	League of MN Cities Ins Trust	LMCIT Claim #: 56356	498.99
					Street Department Claims Total:	498.99
					Fund Total:	8,000.58
0	05/24/2018	Sanitary Sewer	2018 PMP	T. A. Schifsky & Sons, Inc.	Street Maintenance	88,822.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					2018 PMP Total:	88,822.86
0	05/24/2018	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	1,167.49
					Federal Income Tax Total:	1,167.49
0	05/24/2018	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	198.21
0	05/24/2018	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	847.54
					FICA Employee Ded. Total:	1,045.75
0	05/24/2018	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	198.21
0	05/24/2018	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	847.54
					FICA Employers Share Total:	1,045.75
0	05/24/2018	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	26.25
					ICMA Def Comp Total:	26.25
89523	05/24/2018	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	104.62
					Life Ins. Employee Total:	104.62
89523	05/24/2018	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	25.03
					Life Ins. Employer Total:	25.03
89523	05/24/2018	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium-May 2018	74.99
					Long Term Disability Total:	74.99
89391	05/17/2018	Sanitary Sewer	Lounge Lift Station Upgrade	Bolton & Menk, Inc.	Lounge Sanitary Sewer Lift Station	2,276.00
					Lounge Lift Station Upgrade Total:	2,276.00
89540	05/24/2018	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	1,011.66
					Medical Ins Employee Total:	1,011.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89540	05/24/2018	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	3,050.53
					Medical Ins Employer Total:	3,050.53
89528	05/24/2018	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Wastewater Service	242,755.31
					Metro Waste Control Board Total:	242,755.31
0	05/24/2018	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	141.79
					MN State Retirement Total:	141.79
0	05/24/2018	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	128.26
					MNDCP Def Comp Total:	128.26
0	05/24/2018	Sanitary Sewer	Operating Supplies	Certified Laboratories, Inc.	Earplugs, Eyewash	612.29
0	05/24/2018	Sanitary Sewer	Operating Supplies	ESS Brothers & Sons, Inc.	Bolt Down, Frame	3,084.00
0	05/24/2018	Sanitary Sewer	Operating Supplies	Flexible Pipe Tool Company	Hose Repair	95.00
0	05/24/2018	Sanitary Sewer	Operating Supplies	Grainger Inc	Step Stool, Safety Can	132.39
0	05/17/2018	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Lock, Switch	23.33
					Operating Supplies Total:	3,947.01
0	05/24/2018	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	921.41
					PERA Employee Ded Total:	921.41
0	05/24/2018	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	921.41
0	05/24/2018	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	141.79
					PERA Employer Share Total:	1,063.20
89420	05/17/2018	Sanitary Sewer	Postage	InfoSend, Inc.	Utility Bills-March 2018	432.47
					Postage Total:	432.47
89486	05/24/2018	Sanitary Sewer	Professional Services	Advanced Engineering & Environm	2018 SCADA Services	369.60
89420	05/17/2018	Sanitary Sewer	Professional Services	InfoSend, Inc.	Utility Bills-March 2018	166.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	536.25
89435	05/17/2018	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Charges-April	14,760.90
					Sewer SAC Charges Total:	14,760.90
0	05/24/2018	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	596.16
					State Income Tax Total:	596.16
0	05/24/2018	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewer/Lift Stations	1,401.66
					Utilities Total:	1,401.66
					Fund Total:	365,335.35
0	05/24/2018	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	96.63
					Federal Income Tax Total:	96.63
0	05/24/2018	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	15.07
0	05/24/2018	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	64.40
					FICA Employee Ded. Total:	79.47
0	05/24/2018	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	64.40
0	05/24/2018	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	15.07
					FICA Employers Share Total:	79.47
89523	05/24/2018	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium-May 2018	5.30
					Long Term Disability Total:	5.30
0	05/24/2018	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	9.78
					MN State Retirement Total:	9.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	63.57
					PERA Employee Ded Total:	63.57
0	05/24/2018	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	9.78
0	05/24/2018	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	63.57
					PERA Employer Share Total:	73.35
89493	05/24/2018	Solid Waste Recycle	Professional Services	BRO-TEX, INC.	Clean Up Day Supplies	677.72
89509	05/24/2018	Solid Waste Recycle	Professional Services	Emerge Enterprises, Inc.	Recycling Services	2,145.00
0	05/17/2018	Solid Waste Recycle	Professional Services	Eureka Recycling	Rev Share-April 2018	2,907.53
0	05/17/2018	Solid Waste Recycle	Professional Services	The Retrofit Companies Inc	Electronics Recycling	3,045.00
					Professional Services Total:	8,775.25
0	05/24/2018	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	54.13
					State Income Tax Total:	54.13
					Fund Total:	9,236.95
0	05/24/2018	Special "10" Fund	Professional Service	Roseville Community Foundation	Lawful Gambling Proceeds	37,000.00
					Professional Service Total:	37,000.00
					Fund Total:	37,000.00
0	05/24/2018	Storm Drainage	2018 PMP	T. A. Schifsky & Sons, Inc.	Street Maintenance	12,681.07
					2018 PMP Total:	12,681.07
0	05/24/2018	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	983.26
					Federal Income Tax Total:	983.26
0	05/24/2018	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	153.28
0	05/24/2018	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	655.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	808.68
0	05/24/2018	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	655.40
0	05/24/2018	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	153.28
					FICA Employers Share Total:	808.68
0	05/24/2018	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	52.50
					ICMA Def Comp Total:	52.50
89523	05/24/2018	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	59.36
					Life Ins. Employee Total:	59.36
89523	05/24/2018	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	1.43
89523	05/24/2018	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	19.42
					Life Ins. Employer Total:	20.85
89523	05/24/2018	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium-May 2018	57.19
					Long Term Disability Total:	57.19
89540	05/24/2018	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	180.79
					Medical Ins Employee Total:	180.79
89540	05/24/2018	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	1,965.82
					Medical Ins Employer Total:	1,965.82
0	05/24/2018	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2018 Minnesota E	34.27
					Minnesota Benefit Ded Total:	34.27
0	05/24/2018	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	105.62
					MN State Retirement Total:	105.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/24/2018	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	63.51
					MNDCP Def Comp Total:	63.51
0	05/17/2018	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.	Quick Set Repair	3,669.00
0	05/15/2018	Storm Drainage	Operating Supplies	Home Depot- CC	Trash Pickers	60.61
					Operating Supplies Total:	3,729.61
0	05/24/2018	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	686.55
					PERA Employee Ded Total:	686.55
0	05/24/2018	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	105.62
0	05/24/2018	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	686.55
					PERA Employer Share Total:	792.17
89418	05/17/2018	Storm Drainage	Pond Main - 2018	Husky Construction, Inc.	Terrace Pond Tree Removal	720.00
					Pond Main - 2018 Total:	720.00
89420	05/17/2018	Storm Drainage	Postage	InfoSend, Inc.	Utility Bills-March 2018	432.46
					Postage Total:	432.46
89420	05/17/2018	Storm Drainage	Professional Services	InfoSend, Inc.	Utility Bills-March 2018	166.65
89551	05/24/2018	Storm Drainage	Professional Services	Time Saver Off Site Secretarial, Inc	PWET Commission Meeting Minutes	211.00
					Professional Services Total:	377.65
0	05/24/2018	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	481.41
					State Income Tax Total:	481.41
0	05/24/2018	Storm Drainage	Utilities	Xcel Energy	Storm Lift Stations	1,190.90
					Utilities Total:	1,190.90
0	05/17/2018	Storm Drainage	Walsh Lake Lift St Repl	SEH	Walsh Lift Station	371.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Walsh Lake Lift St Repl Total:	371.15
					Fund Total:	26,603.50
0	05/24/2018	Street Construction	2018 PMP	T. A. Schifsky & Sons, Inc.	Street Maintenance	178,356.08
					2018 PMP Total:	178,356.08
0	05/24/2018	Street Construction	2018 PMP	T. A. Schifsky & Sons, Inc.	Street Maintenance	111,751.35
					2018 PMP Total:	111,751.35
89519	05/24/2018	Street Construction	Cty Rd B2 Intersection Improv	Kimley-Horn & Associates, Inc.	B2 & Snelling Ave	44,407.44
					Cty Rd B2 Intersection Improv Total:	44,407.44
					Fund Total:	334,514.87
0	05/24/2018	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	462.05
					Federal Income Tax Total:	462.05
0	05/24/2018	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	449.66
0	05/24/2018	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	105.14
					FICA Employee Ded. Total:	554.80
0	05/24/2018	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	449.66
0	05/24/2018	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	105.14
					FICA Employers Share Total:	554.80
0	05/24/2018	Telecommunications	Franchise Fees	North Suburban Access Corp	2018 Q1 PEG Fees	60,218.96
					Franchise Fees Total:	60,218.96
89523	05/24/2018	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	48.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	48.30
89523	05/24/2018	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	10.56
					Life Ins. Employer Total:	10.56
89523	05/24/2018	Telecommunications	Long Term Disability	LINA	Life Insurance Premium-May 2018	39.42
					Long Term Disability Total:	39.42
89540	05/24/2018	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	274.66
					Medical Ins Employee Total:	274.66
89540	05/24/2018	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	850.06
					Medical Ins Employer Total:	850.06
0	05/24/2018	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	72.47
					MN State Retirement Total:	72.47
0	05/24/2018	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	392.50
					MNDCP Def Comp Total:	392.50
0	05/15/2018	Telecommunications	Operating Supplies	Broadcast Pix-CC	Software Upgrade	995.00
					Operating Supplies Total:	995.00
0	05/24/2018	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	471.07
					PERA Employee Ded Total:	471.07
0	05/24/2018	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	72.47
0	05/24/2018	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	471.07
					PERA Employer Share Total:	543.54
89390	05/17/2018	Telecommunications	Printing	Bolger Inc.	Summer Newsletter	5,437.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Printing Total:	5,437.09
0	05/17/2018	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services-April	1,433.19
0	05/24/2018	Telecommunications	Professional Services	North Suburban Access Corp	Special Meetings	225.00
					Professional Services Total:	1,658.19
0	05/24/2018	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	255.75
					State Income Tax Total:	255.75
					Fund Total:	72,839.22
0	05/17/2018	TIF District #17-Twin Lakes	Twin Lakes Area East Collector	SRF Consulting Group, Inc.	Twin Lakes Area East Collector Preli	165.08
					Twin Lakes Area East Collector Total:	165.08
					Fund Total:	165.08
0	05/24/2018	Water Fund	2018 PMP	T. A. Schifsky & Sons, Inc.	Street Maintenance	37,026.46
					2018 PMP Total:	37,026.46
0	05/17/2018	Water Fund	706 Shryer Water Booster	American Engineering Testing, Inc.	Booster Station Materials Testing	521.00
89439	05/17/2018	Water Fund	706 Shryer Water Booster	MN Mechanical Solutions, Inc.	Booster Station	26,055.65
					706 Shryer Water Booster Total:	26,576.65
89383	05/17/2018	Water Fund	Accounts Payable	JOEL GROSTEPHAN AMY OGRE	Refund Check	354.39
89491	05/24/2018	Water Fund	Accounts Payable	JANET BOEHLKE	Refund Check	186.27
89405	05/17/2018	Water Fund	Accounts Payable	PETER FEHLEN	Refund Check	62.01
89412	05/17/2018	Water Fund	Accounts Payable	ADAM GERTZ	Refund Check	84.64
89414	05/17/2018	Water Fund	Accounts Payable	MICHAEL HEBERT	Refund Check	326.03
89416	05/17/2018	Water Fund	Accounts Payable	WONDERFUL HOME BUILDERS	Refund Check	77.37
89421	05/17/2018	Water Fund	Accounts Payable	ELIZABETH JACOBSON	Refund Check	187.10
89422	05/17/2018	Water Fund	Accounts Payable	PETE & GINA JOHNSON	Refund Check	72.26
89520	05/24/2018	Water Fund	Accounts Payable	TOM KLEIN	Refund Check	51.96
89425	05/17/2018	Water Fund	Accounts Payable	LANCE LENARZ	Refund Check	157.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
89526	05/24/2018	Water Fund	Accounts Payable	KATHY MCCURDY	Refund Check	190.21
89433	05/17/2018	Water Fund	Accounts Payable	DARREN MCGANN	Refund Check	170.10
89529	05/24/2018	Water Fund	Accounts Payable	Marlene MICHELS	Refund Check	52.95
89539	05/24/2018	Water Fund	Accounts Payable	ESTATE OF ANNE NICKELOFF	Refund Check	175.25
89444	05/17/2018	Water Fund	Accounts Payable	STEVE & MICHELLE OLSON	Refund Check	134.99
89456	05/17/2018	Water Fund	Accounts Payable	OLSEN REAL ESTATE GROUP	Refund Check	148.24
89458	05/17/2018	Water Fund	Accounts Payable	REMAX RESULTS	Refund Check	127.99
89546	05/24/2018	Water Fund	Accounts Payable	RHONDA RICE	Refund Check	69.12
89462	05/17/2018	Water Fund	Accounts Payable	DANIEL & MALLORI SCHNEIDE	Refund Check	197.11
89464	05/17/2018	Water Fund	Accounts Payable	RONALD & JILL SMOTHERS	Refund Check	117.13
89471	05/17/2018	Water Fund	Accounts Payable	S THORSTENSON	Refund Check	72.04
89473	05/17/2018	Water Fund	Accounts Payable	WAYNE TOENJES	Refund Check	53.57
89552	05/24/2018	Water Fund	Accounts Payable	MIKE TRACY	Refund Check	107.26
89482	05/17/2018	Water Fund	Accounts Payable	DAVIE VANG	Refund Check	45.66
Accounts Payable Total:						3,220.71
0	05/24/2018	Water Fund	Clothing	John Konstandinou	Uniform Supplies Reimbursement	104.30
Clothing Total:						104.30
0	05/24/2018	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Federal Incc	1,503.15
Federal Income Tax Total:						1,503.15
0	05/24/2018	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	246.18
0	05/24/2018	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	1,052.56
FICA Employee Ded. Total:						1,298.74
0	05/24/2018	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 Medicare E	246.18
0	05/24/2018	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2018 FICA Empl	1,052.56
FICA Employers Share Total:						1,298.74
0	05/17/2018	Water Fund	I/I Study	SEH	I/I Investigation	3,098.29
I/I Study Total:						3,098.29
0	05/24/2018	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2018 ICMA Defe	48.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					ICMA Def Comp Total:	48.75
89523	05/24/2018	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium-May 2018	165.50
					Life Ins. Employee Total:	165.50
89523	05/24/2018	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium-May 2018	33.35
					Life Ins. Employer Total:	33.35
89523	05/24/2018	Water Fund	Long Term Disability	LINA	Life Insurance Premium-May 2018	87.11
					Long Term Disability Total:	87.11
89540	05/24/2018	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2018	214.95
					Medical Ins Employee Total:	214.95
89540	05/24/2018	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-May 2018	2,403.31
					Medical Ins Employer Total:	2,403.31
0	05/24/2018	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2018 Post Emplo	166.97
					MN State Retirement Total:	166.97
0	05/24/2018	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2018 MNDCP De	253.74
					MNDCP Def Comp Total:	253.74
89503	05/24/2018	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	2,070.85
0	05/24/2018	Water Fund	Operating Supplies	Fastenal Company Inc.	Credit	-11.42
0	05/24/2018	Water Fund	Operating Supplies	Fastenal Company Inc.	Tools	58.52
0	05/17/2018	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	360.72
0	05/24/2018	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	60.96
0	05/24/2018	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	17.41
89407	05/17/2018	Water Fund	Operating Supplies	Fra-Dor Inc.	Blacktop	490.00
0	05/15/2018	Water Fund	Operating Supplies	Menards-CC	Drywall, Electrical Supplies	37.40
0	05/15/2018	Water Fund	Operating Supplies	Sharrow Lifting Products-CC	Leg Web Bridle	274.11
0	05/15/2018	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Elbow	8.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/15/2018	Water Fund	Operating Supplies	USA Blue Book-CC	Bluebook Dispenser	88.44
					Operating Supplies Total:	3,455.98
0	05/24/2018	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	1,085.40
					PERA Employee Ded Total:	1,085.40
0	05/24/2018	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera additio	166.97
0	05/24/2018	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2018 Pera Emplo	1,085.40
					PERA Employer Share Total:	1,252.37
89420	05/17/2018	Water Fund	Postage	InfoSend, Inc.	Utility Bills-March 2018	432.46
					Postage Total:	432.46
0	05/15/2018	Water Fund	Professional Services	Appointment Plus-CC	Scheduling Service	213.17
89420	05/17/2018	Water Fund	Professional Services	InfoSend, Inc.	Utility Bills-March 2018	166.65
89478	05/17/2018	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-April Samples	600.00
					Professional Services Total:	979.82
89465	05/17/2018	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	288,353.82
					St. Paul Water Total:	288,353.82
0	05/24/2018	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2018 State Incom	717.29
					State Income Tax Total:	717.29
89534	05/24/2018	Water Fund	Training	MN Dept of Health-Drinking Water	Water Supply System Operator Renev	23.00
					Training Total:	23.00
0	05/24/2018	Water Fund	Utilities	Xcel Energy	Water Infrastructure	6,732.74
					Utilities Total:	6,732.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	380,533.60
89463	05/17/2018	Workers Compensation	Fire Department Claims	SFM	Work Comp Administration	2,049.81
89463	05/17/2018	Workers Compensation	Fire Department Claims	SFM	Work Comp Administration	189.00
					Fire Department Claims Total:	2,238.81
89463	05/17/2018	Workers Compensation	Parks & Recreation Claims	SFM	Work Comp Administration	9,508.13
					Parks & Recreation Claims Total:	9,508.13
89463	05/17/2018	Workers Compensation	Police Patrol Claims	SFM	Work Comp Administration	4,575.20
					Police Patrol Claims Total:	4,575.20
89463	05/17/2018	Workers Compensation	Professional Services	SFM	Work Comp Administration	242.00
					Professional Services Total:	242.00
					Fund Total:	16,564.14
					Report Total:	2,664,484.06

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **9.b**

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 1 Temporary On-Sale Liquor License and 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
3 City Council for approval. The following applications are submitted for consideration:

4
5 **Temporary On-Sale Liquor License**

6 Bent Brewstillery
7 1744 Terrace Dr
8 Roseville, MN 55113

9
10 Bent will be hosting a BBQ Event on June 30th. They have had temporary licenses issued in the past with no
11 issues. This will be there 5th day out of 12 allowed for 2018.

12
13 **Temporary Gambling Permits**

14 Children's Cancer Research Fund
15 7301 Ohms Lane, Suite 355
16 Minneapolis, MN 55439

17
18 The Children's Cancer Research Fund will be hosting a raffle on July 7th at Top Ten Liquors located at 1611
19 County Road C West in Roseville.

20
21 **POLICY OBJECTIVE**

22 Required by City Code

23 **FINANCIAL IMPACTS**

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

25 **STAFF RECOMMENDATION**

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

28 **REQUESTED COUNCIL ACTION**

29 Motion to approve the Temporary On-Sale Liquor License and Temporary Gambling Permit.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications



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

Attachment A

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

Address	City	State	Zip Code
1744 Terrace Dr	Roseville	Minnesota	55113

Name of person making application	Business phone	Home phone
Bartley Blume	651-233- 343	

Date(s) of event	Type of organization
6/30/18	<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit

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

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
 BBQ Event on premises

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

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

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

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

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____
 CLERKS NOT ICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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

MINNESOTA 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: CHILDREN'S CANCER RESEARCH FUND Previous Gambling Permit Number: _____
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1893645
 Mailing Address: 7307 Ohms Lane, Suite 355
 City: Minneapolis State: MN Zip: 55439 County: Hennepin
 Name of Chief Executive Officer (CEO): JOHN HALBERG
 CEO Daytime Phone: 952.893.9355 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): bjpedersen@childrenscancer.org

NONPROFIT STATUS

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): TOP TEN LIQUORS
 Physical Address (do not use P.O. box): 1611 County Rd C, West
 Check one:
 City: Roseville Zip: 55113 County: Ramsey
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): Saturday, July 7, 2018

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</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: <u>ROSEVILLE</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</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>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</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: 5/10/2018

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

Print Name: JOHN HALLBERG

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <p><input checked="" type="checkbox"/> All gambling conducted on two or more consecutive days; or</p> <p><input checked="" type="checkbox"/> All gambling conducted on one day.</p> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</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>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p><input checked="" type="checkbox"/> a copy of your proof of nonprofit status; and</p> <p><input checked="" type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</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 application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248359979
Dec. 16, 2015 LTR 4168C 0
41-1893645 000000 00

00027647

BODC: TE

CHILDRENS CANCER RESEARCH FUND
% EXECUTIVE DIRECTOR
7301 OHMS LN STE 355
MINNEAPOLIS MN 55439



021644

Employer ID Number: 41-1893645
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Dec. 07, 2015, regarding your tax-exempt status.

We issued you a determination letter in February 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) 3.

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

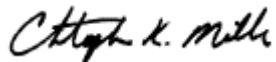
For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).


REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **9.c**

Department Approval



City Manager Approval



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

1 **BACKGROUND**

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

5
6 *Attachment A* includes a list of items submitted for Council review and approval. *Attachment B*
7 includes a summary of the CIP purchases for 2018.

8
9 **POLICY OBJECTIVE**

10 Required under City Code 103.05.

11 **FINANCIAL IMPACTS**

12 Funding for all items is provided for in the current budget or through pre-funded capital replacement
13 funds.

14 **STAFF RECOMMENDATION**

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

17 **REQUESTED COUNCIL ACTION**

18 Motion to approve the submitted purchases or contracts for services and if applicable; the sale/trade-
19 in of surplus items.

20
21 Prepared by: Chris Miller, Finance Director
Attachments: A: Over \$5,000 Items for Purchase or Sale/Trade-in
B: 2018 CIP Purchase Summary

General Purchases or Contracts

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Information Tech Servers	Direct	Police Data Storage	(a)	\$ 24,000	\$ 19,735	CIP
Information Tech	SHI	Server Virtualization Software	(b)	12,000	11,720	CIP

Key

- (a) Police vehicle and body-worn camera video storage system
- (b) Includes software upgrade and licensing renewal for participating Metro I-Net Agencies.
Roseville's share is \$2,700.

Sale of Surplus Vehicles or Equipment

<u>Division</u>	<u>Description</u>	<u>Key</u>	<u>Est. Sale / Trade-In Amount</u>
			n/a

City of Roseville

2018 Summary of Scheduled CIP Items

Updated April 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	80,000	-	80,000
Central Services					
Copier & Postage Machine Lease		-	82,000	17,492	64,508
Police					
Marked Squad Car Replacements	1/29/2018	121,765	165,000	24,268	140,732
Unmarked Vehicle Replacement	1/29/2018	22,556	24,000	14,824	9,176
Vehicle Tools & Equipment		-	11,855	3,786	8,069
Vehicle Computers & Printers		-	8,800	-	8,800
Vehicle Cameras		-	41,715	-	41,715
Sidearms, Long-Guns, Non-Lethal Equip.		-	6,750	-	6,750
Tactical Gear		-	12,905	-	12,905
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/29/2018	26,247	15,500	26,247	(10,747)
Office Equipment		-	6,500	-	6,500
Office Furniture		-	8,400	-	8,400
Fire					
Command Response Vehicle	1/29/2018	38,319	52,500	47,208	5,292
Reporting Software		-	11,000	-	11,000
Portable and mobile radios		-	20,000	11,028	8,972
Personal Protective Equipment		-	40,000	-	40,000
SWAT Gear/Equipment		-	10,000	-	10,000
Fitness Equipment		-	10,000	2,465	7,535
Rescue/Training Equipment		-	1,500	-	1,500
Kitchen table & chairs		-	1,500	-	1,500
Outdoor Warning Sirens	1/29/2018	51,239	52,595	27,419	25,176
Public Works					
#304: Project Coord. C1500	1/29/2018	24,040	30,000	-	30,000
#111 Bobcat: Bucket		-	5,000	-	5,000
#111 Bobcat: Millhead	1/29/2018	14,112	22,000	14,112	7,888
#111 Bobcat: Sweeper Broom	1/29/2018	2,940	8,000	2,940	5,060
#157 Ingersoll 5-ton roller	1/29/2018	34,469	40,000	34,469	5,531
Street Signs		-	10,000	-	10,000
Band Saw		-	4,500	-	4,500
Boom Truck	1/8/2018	182,264	225,000	-	225,000
Brake lathe	1/29/2018	9,848	11,000	9,848	1,152
Parks & Recreation					
#511 Toolcat	1/29/2018	41,745	55,000	41,745	13,255
#553 John Deere Loader	1/29/2018	44,202	80,000	-	80,000
Tractor Replacement		-	41,000	-	41,000

City of Roseville

Attachment B

2018 Summary of Scheduled CIP Items

Updated April 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Door Card Reader (CH,PW)		-	25,000	-	25,000
Unit Heaters (CH, PW)		-	6,000	-	6,000
Tables & Chairs (CH)		-	30,000	-	30,000
Maintenance Yard Security Gate		-	25,000	-	25,000
Paint Walls & City Hall		-	15,000	-	15,000
City Hall Elevator		-	95,000	-	95,000
Arena: Dehumidification		-	90,000	-	90,000
Arena: Restroom Remodeling		-	75,000	-	75,000
OVAL: Microprocessors		-	20,000	-	20,000
Fire Station Shift Office Counter Tops		-	3,000	-	3,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	69,800	-	69,800
Monitor/Display		-	8,700	-	8,700
MS Office License		-	8,100	-	8,100
Desktop Printer		-	1,200	-	1,200
Network Switches/Routers (Roseville)		-	38,000	5,275	32,725
Network Switches/Routers (Roseville)		-	10,000	-	10,000
Servers - Host - Shared (5)		-	30,000	-	30,000
Storage Area Network Nodes- Shared (8)		-	55,000	-	55,000
Power/UPS - Closets (11)		-	1,700	-	1,700
Surveillance Cameras (53)		-	9,180	-	9,180
Wireless Access Points (38)		-	23,200	-	23,200
Office Furniture		-	-	-	-
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	60,000	-	60,000
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	359	199,641
Natural Resources		-	40,000	-	40,000
Street Improvements					
Improvements		-	2,200,000	8,658	2,191,342
Street Lighting					
Improvements		-	45,000	-	45,000
Pathways (Existing)					
Improvements	3/26/2018	72,349	250,000	-	250,000
Communications					
Conference Room Equipment		-	-	-	-
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	3,100	-	3,100
Facility Improvements		-	250,000	-	250,000
Community Development					
Inspections Vehicle		-	19,000	-	19,000
Computer Replacements		-	2,500	893	1,607
Office Furniture		-	1,000	-	1,000

City of Roseville

2018 Summary of Scheduled CIP Items

Updated April 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
Field Computer Add/Replacements		-	5,000	-	5,000
Valve Operator & Vac	4/9/2018	72,550	70,000	-	70,000
Booster Station Rehabilitation		-	1,600,000	308,059	1,291,941
Water main replacement		-	500,000	150	499,850
Sanitary Sewer					
#209 1-ton Flat Bed Crane		-	40,000	-	40,000
Pipe Camera	4/9/2018	78,778	75,000	-	75,000
Lounge Lift Station Rehab		-	350,000	20,067	329,933
Fernwood Lift Station Rehab		-	60,000	-	60,000
Sewer main repairs		-	1,000,000	(2,250)	1,002,250
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#172 Zero Turn Mower		-	15,000	-	15,000
Walsh Storm station Upgrades		-	450,000	7,545	442,455
Pond improvements/Infiltration		-	275,000	23,291	251,709
Storm Sewer Replacement/Rehabilitation	2/12/2018	47,300	350,000	-	350,000
Golf Course					
Irrigation System Upgrades		-	30,000	-	30,000
		-	-	-	-
Total - All Items			\$9,836,500	\$ 649,897	\$9,186,603



REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 6/04/2018
Agenda Item: 9.d

Department Approval

City Manager Approval

Item Description: Consider a Zoning map change at 2030 County Road D (PF17-019).

1 **BACKGROUND**

2 On January 29, 2018, the Roseville City Council adopted Resolution 11485 re-guiding the land
3 use designation on a portion of 2030 County Road D from Neighborhood Business to Low
4 Density Residential. This action was subject to the Metropolitan Council’s review and approval
5 of the amendment (Attachment A).

6 On May 1, 2018, the Planning Division received the formal letter from the Metropolitan Council
7 approving the change in land use (Attachment B).

8 Based on the Metropolitan Council approval, the City Council still needs to rezone the property
9 from its current zoning classification of Neighborhood Business (NB) District and Low Density
10 Residnetial-1 (LDR-1) District to Low Density Residential-2 (LDR-2) District, per the actions
11 taken by the City Council on January 29 and the recommendation of the Planning Commission
12 on December 6, 2017.

13 **PLANNING COMMISSION ACTION**

14 On December 6, 2017, the Roseville Planning Commission held the duly noticed public hearing
15 regarding the proposed Comprehensive Plan Land Use and Zoning Map change. The Planning
16 Commission made the following motion, each on a vote of 6-0:

- 17 **a.** Member Kimble moved, seconded by Member Gitzen to recommend to the City Council
18 that the property at 2030 County Road D be re-guided from a Comprehensive Land Use
19 Map Designation of Business to Low-Density Residential
- 20 **b.** Member Sparby moved, seconded by Member Kimble to recommend to the City Council
21 that the property at 2030 County Road D be rezoned from the official map classification of
22 Neighborhood Business to Low-Density Residential 2 (PF17-019).

23 **SUGGESTED CITY COUNCIL ACTION**

24 Based upon the Met Council’s acceptance of the Comprehensive Land Use Map Change and the
25 Planning Commission consideration, community and neighborhood input, it is recommended that
26 the City Council take the following action:

27 Adopt an ordinance rezoning the property at 2030 County Road D from Neighborhood
28 Business (NB) District and Low Density Residnetial-1 (LDR-1) District to Low Density
29 Residnetia-2 (LDR-2) District.

30 **ALTERNATIVE ACTIONS**

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

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

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

Attachments: A. 01/29/18 RCA and approved resolution B. Met Council approval letter
C. Draft rezoning ordinance

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **01/29/18**

Agenda Item:

Department Approval

City Manager Approval



Item Description: Consider a **Comprehensive Land Use Plan Map change** for 2030 County Road D (**PF17-019**).

APPLICATION INFORMATION

1 Applicant: Gunnar Pettersen
 2 Location: 2030 County Road D
 3 Property Owner: Same
 4 Application Submission: October 25, 2017
 5 City Action Deadline: December 24, 2017; extended to February
 6 22, 2018
 7
 8 Planning File History: None

9 **LEVEL OF DISCRETION IN DECISION MAKING:** Actions taken on a Comprehensive Plan Land
 10 Use change and Rezoning request are legislative; the City has broad discretion in making land
 11 use decisions based on advancing the health, safety, and general welfare of the community.

BACKGROUND

12 The subject property (.71 acres), located in Planning District 2, has a Comprehensive Plan Land
 13 Use Designation of Low Density Residential (LR) and Neighborhood Business (NB), and
 14 respective zoning classifications of Low Density Residential-1 (LDR-1) District and
 15 Neighborhood Business (NB) District.
 16

17 The applicant, Gunnar Pettersen seeks to change the Comprehensive Plan Land Use designation
 18 from the current NB to LDR to allow a new lot division and development of a duplex along
 19 County Road D. The property would be rezoned to the Low Density Residential-2 (LDR-2)
 20 District in order to support the existing and proposed duplex.

21 Comprehensive Plan amendments require an Open House Meeting prior to the submittal of an
 22 application. For this proposal, the open house was held on October 24 and was attended by six
 23 residents in the area and one Planning Commissioner. The main concern from adjacent residents
 24 was related to the duplex being rental versus owner occupied.

COMPREHENSIVE LAND USE PLAN MAP CHANGE

25
 26 City Code §202.07 (Comprehensive Plan Amendments) allows the City Council to seek, and the
 27 Planning Commission to recommend, changes to the Comprehensive Plan. A recommendation
 28 by the Planning Commission to approve a change to the Comprehensive Plan must have the
 29 affirmative votes of at least 5/7ths of the Planning Commission's total membership.

30 Within the Comprehensive Plan Land Use Section, there is no specific direction regarding this
31 subject property. It is assumed that back in 2008/2009 the thoughts of the Consultant,
32 Stakeholder Panel, and the City Council, were to keep the “guiding” of the property consistent
33 with how the property had been used, thus the split in guiding and zoning.

34 The applicant’s property is unique with the zoning line splitting the home and the former beauty
35 salon, then also having a vacant lot to the west having a guiding/zoning of NB as well. The
36 vacant lot is rather small for development as a separate commercial site and would be better
37 served to be combined into a larger project. Mr. Pettersen has attempted to sell the property,
38 however, the complexity of the zoning has made a sale difficult.

39 The Planning Division has reviewed the area and the site (with its existing zoning complexity)
40 and supports a change in guiding to LR and rezoning to LDR-2 as this is a very good option for
41 this particular property and area given other options currently available.

42 The change from the current land use designation to the proposed Low Density Residential
43 further promotes the following Residential Area Goals and Policies identified in the
44 Comprehensive Plan:

45 ***Goal 1: Maintain and improve Roseville as an attractive place to live, work, and play by***
46 ***promoting sustainable land-use patterns, land-use changes, and new developments that***
47 ***contribute to the preservation and enhancement of the community’s vitality and sense of***
48 ***identity.***

49 *Policy 1.1: Promote and provide for informed and meaningful citizen participation in*
50 *planning and review processes.*

51 *Policy 1.4: Maintain orderly transitions between different land uses in accord with the*
52 *general land-use guidance of the Comprehensive Plan by establishing or strengthening*
53 *development design standards.*

54 ***Goal 5: Create meaningful opportunities for community and neighborhood engagement in***
55 ***land-use decisions.***

56 *Policy 5.1: Utilize traditional and innovative ways to notify the public, the community, and*
57 *neighborhoods about upcoming land-use decisions as early as possible in the review process.*

58 *Policy 5.2: Require meetings between the land-use applicant and affected persons and/or*
59 *neighborhoods for changes in land-use designations and projects that have significant*
60 *impacts, prior to submittal of the request to the City.*

61 *Policy 5.3: Provide for and promote opportunities for informed citizen participation at all*
62 *levels in the planning and review processes at both the neighborhood and community level.*

63 ***Goal 6: Preserve and enhance the residential character and livability of existing***
64 ***neighborhoods and ensure that adjacent uses are compatible with existing neighborhoods.***

65 *Policy 6.1: Promote maintenance and reinvestment in existing residential buildings and*
66 *properties, residential amenities, and infrastructure to enhance the long-term desirability of*
67 *existing neighborhoods and to maintain and improve property values.*

68 ***Goal 7: Achieve a broad and flexible range of housing choices within the community to***
69 ***provide sufficient alternatives to meet the changing housing needs of current and future***
70 ***residents throughout all stages of life.***

71 *Policy 7.1: Promote flexible development standards for new residential developments to*
72 *allow innovative development patterns and more efficient densities that protect and enhance*
73 *the character, stability, and vitality of residential neighborhoods.*

74 *Policy 7.4: Promote increased housing options within the community that enable more*
75 *people to live closer to community services and amenities such as commercial areas, parks,*
76 *and trails.*

77 **PLANNING COMMISSION ACTION**

78 On December 7, 2017, the Roseville Planning Division held the duly noticed public hearing
79 regarding the Gunnar Petterson request. At the meeting there were no citizen present to address
80 the Commission, however Barry O’Mera, representative for the applicant, was present to provide
81 information and answer questions regarding the project (see attached meeting minutes –
82 Attachment D).

83 The Planning Commission voted 6-0 to recommend to the City Council approval of the
84 Comprehensive Land Use Map and Official Zoning Map changes for 2030 County Road D as
85 detailed below:

- 86 **a.** The property be re-guided from a Comprehensive Land Use Map designation of High
87 Density Residential (HDR) to Low Density Residential (LDR); and
- 88 **b.** The property be rezoned from an Official Map classification of High Density Residential-1
89 (HDR-1) District to Low Density Residential-2 (LDR-2) District

90 **SUGGESTED CITY COUNCIL ACTION**

91 Adopt a Resolution approving a Comprehensive Plan Land Use Map designation change from
92 High Density Residential (HDR) to Low Density Residential (LDR), subject to Metropolitan
93 Council review and approval (see draft resolution – Attachment E).

94 **ALTERNATIVE ACTIONS**

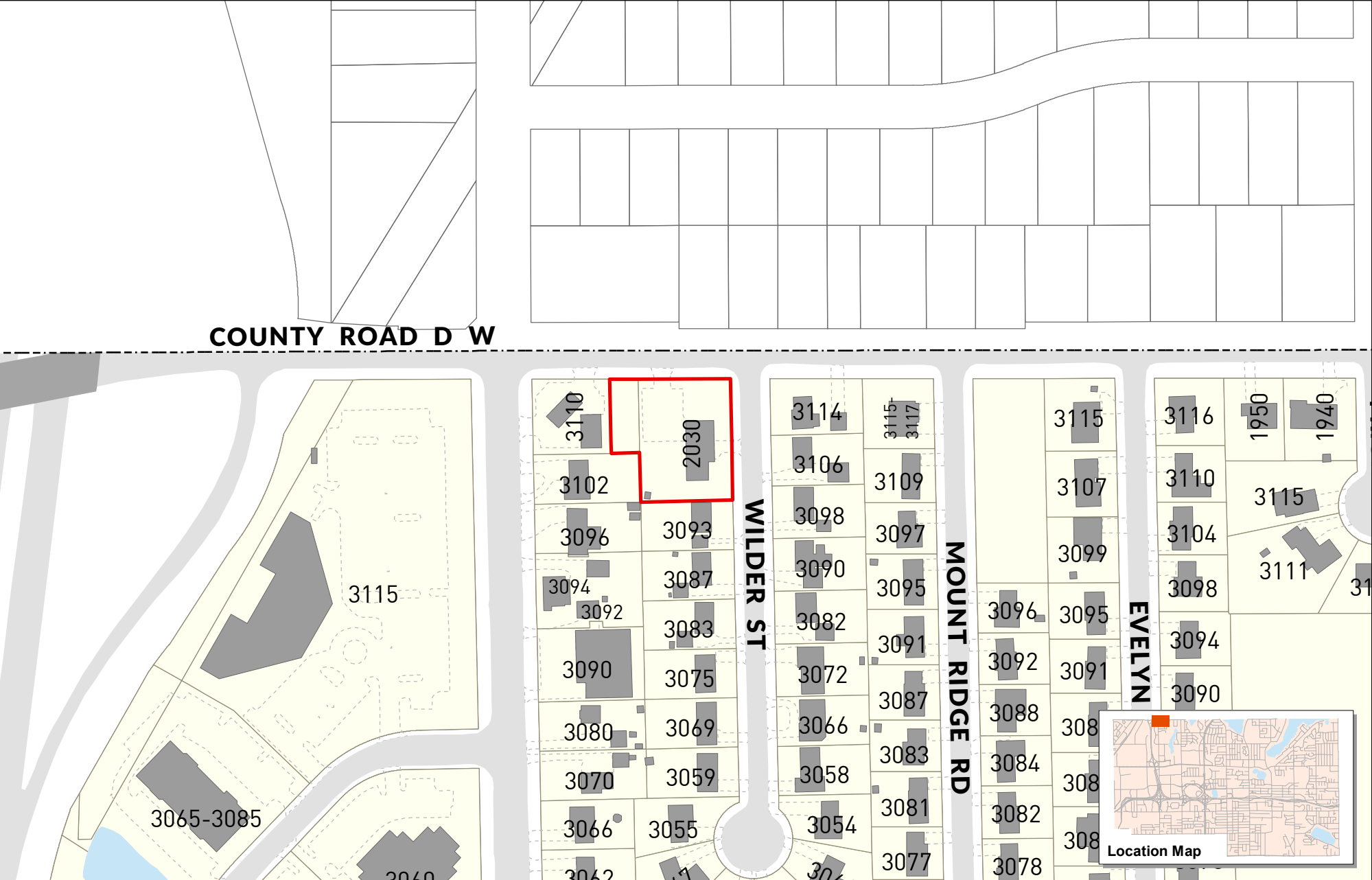
- 95 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need
96 for clarity, analysis and/or information necessary to make a recommendation on the request.
- 97 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings
98 of fact germane to the request.

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

Attachments: A. Site map B. Aerial photo
C. Open house summary D. PC minutes
E. Draft resolution

Attachment A for Planning File 17-019

COUNTY ROAD D W

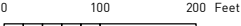


Site Location

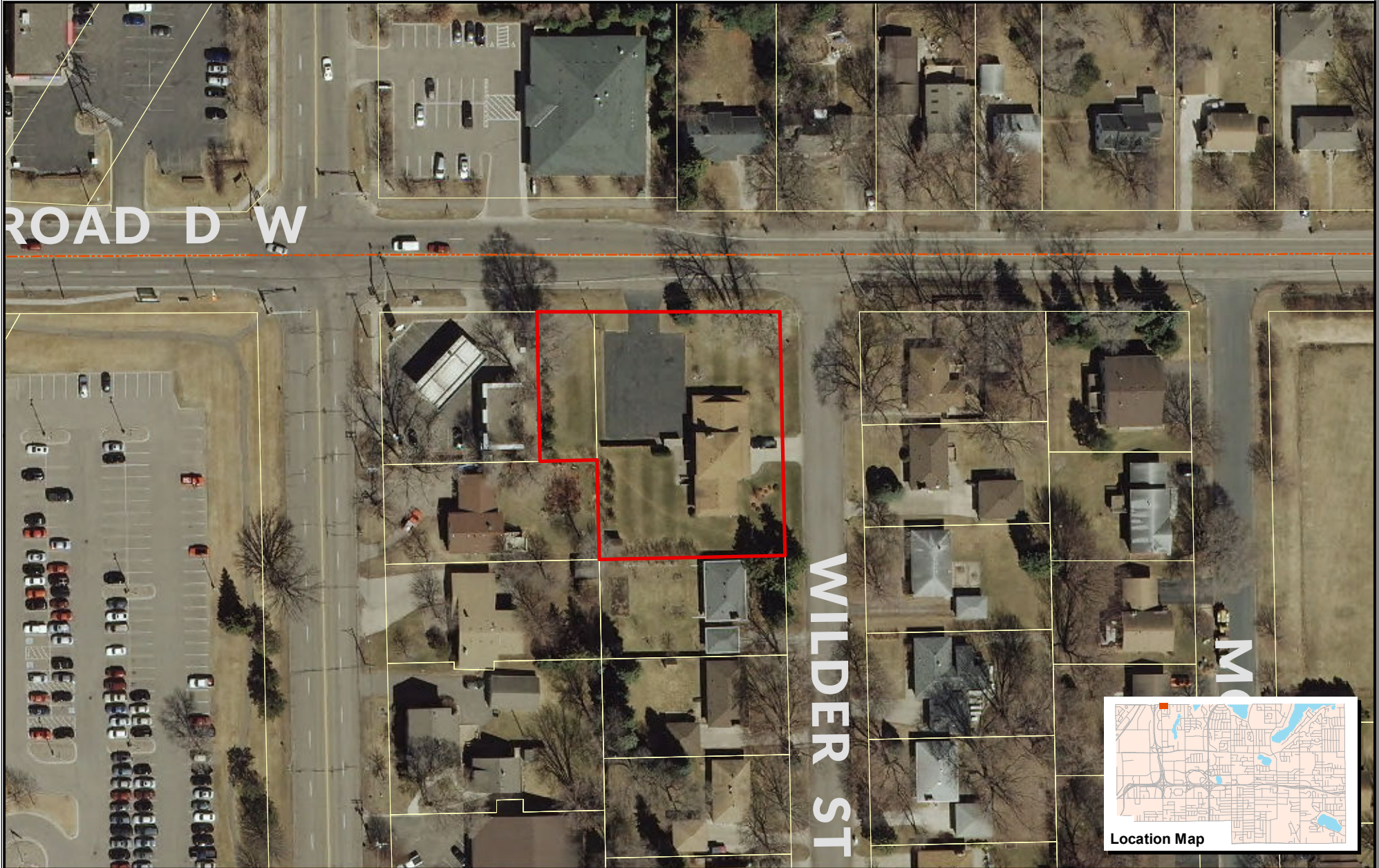
Data Sources
 * Ramsey County GIS Base Map (11/3/2017)

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.

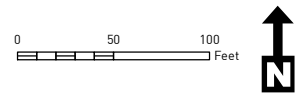
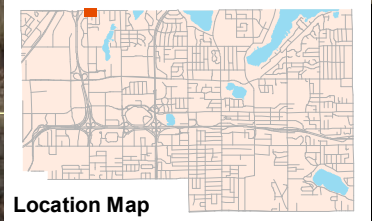


Attachment B for Planning File 17-019



Data Sources
 * Ramsey County GIS Base Map (11/3/2017)
 * 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

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.



Thomas Paschke

From: PettersenGunnar@aol.com
Sent: Wednesday, October 25, 2017 2:05 PM
To: Thomas Paschke
Subject: Re: Open House for 2030 County Road D West

The open house was held on October 24, 2017 at the Twin Cities Builders Association at; 2960 Centre Pointe Drive.

Three couples from Wilder Street attended. Develper, Barry O'Mara, a Roseville resident, and his son, Brendon O'Mara, also attended the meeting. Barry O'Mara is a friend of mine and he is helping with the public hearings, and he is also a potential buyer of the proposed duplex lot when the zoning is completed. Planning Commission, Bob Murphy, was also in attendance. A letter of approval was received from Pamela K. (Johnson) Mix who lives at 3115-17 Mount Ridge.

Some of the attendees from Wilder Street were concerned that a duplex may end up as rental property without owner occupant and thereby not being properly maintained, or that it could end up as Section 8 occupancy. They, therefore, thought it would be better to have a single-family dwelling on the lot. I maintained that the proper zoning would be to have a duplex between the gas station and the single-family residences. I then told them that I am determined to split the total property in a way that I'm able to market it. I further stated that one of my options would be to tear down the commercially zoned office portion of my property and then sell the remaining house portion as a single family dwelling on my properly zoned lot. That would then create a neighborhood business zoning along County Road D from Cleveland to Wilder Street, and that I could possibly sell my portion of it to the BP Gas Station for expansion..

Extract of the December 6, 2017, Meeting of the Roseville Planning Commission

a. Consideration of a Comprehensive Land Use Plan Map Change and Zoning Map Change at 2030 County Road D (PF17-019)

Chair Murphy opened the public hearing for PF17-019 at approximately 6:40 p.m. and reported on the purpose and process of a public hearing. He advised this item will be before the City Council on the third or fourth meeting in January 2018.

City Planner Paschke summarized the request as detailed in the staff report dated December 6, 2017. He pointed out the property under consideration, which is owned by Gunnar Petterson. Part of the zoning is neighborhood business, and the south portion is residential. The request is to change all of the property to Low-Density Residential 2, which will allow for the conversion to another home site on the north side, creating a duplex. The other main purpose of the request is to allow for a lot to be created to build a second duplex.

Mr. Paschke pointed out the staff report, noting this would be considered a downgrading of the current Comp Plan designation as well as a down-zoning. Staff considered the location and surrounding land use in the area and has concluded the requested changes make sense. He noted this is a straight-forward request. He pointed out there is a BP Amoco on the corner.

Mr. Paschke noted the property owner has had the property for sale for years, but it is such an odd situation, with the line going through a building and having two different uses for the property. It makes most sense to make it all Neighborhood Business, Low Density or Medium Density which would improve the marketing of the property.

Vice Chair Bull asks about lines 84 through 86 of the staff recommendation, which indicates the property would be changed from High Density.

Mr. Paschke responded it was a typo and should rather indicate Neighborhood Business.

Chair Murphy noted this is unusual in that two zonings butting up in one structure, and it is a very narrow strip of property between it and the back of the gas station to the west.

Member Gitzen asked if a platting process would also be required.

Mr. Paschke affirmed that a platting would be necessary to subdivide the property, but it makes sense to wait for the Comp Plan update. There are some things that might have to change in this area, including some utilities. Those two should be resolved, so it does not make sense to shift lot lines to accommodate that. The first step is Comp Plan Amendment rezoning.

Member Kimble asked about the email in the packet, Attachment C, the options do not make sense. She asked about selling a portion to the gas station for expansion.

Mr. Paschke recalled that comment described the property owner's choice, as related to what was presented at the Open House.

Member Sparby noted some people are concerned about a possible change to Section 8 housing.

Mr. Paschke responded the City is unable to regulate housing of any sort, as it relates to rental or ownership. From that perspective, the City does not get involved, whether it is Section 8 or any other type of modified housing type. Once the City allows something to move forward and become a guided land for residential housing, that is what it is. There is no ability to determine whether it is owner-occupied or a rental.

Mr. Paschke continued that if the property is rented, if someone meets whatever the rental obligations are, they can have Section 8 vouchers to pay for the rent. The City does not get involved in those types of arrangements. Federal law prohibits the City from discriminating against Section 8.

Public Comment

Barry O'Mara stated he is a friend of Gunnar's, and he is representing the meeting on behalf of Gunnar. The gas station has been brought up. If the zoning is approved, there would be no gas station expansion. Secondly, it would be very unlikely the duplexes would become Section 8 housing.

Mr. O'Mara asked for clarification on the correct map. Mr. Paschke pointed out the updated, accurate map.

Chair Murphy noted the parking lot would be approved, and a duplex would be built.

Mr. O'Mara concurred that a duplex would likely be built on the site. The parking lot would be completely removed. He does not envision any structure that would allow the retaining of the parking lot. It is better off being green grass.

Member Sparby if the applicant has considered two single-family lots.

Mr. O'Mara responded there was some consideration given to other options, including single family. It does not lend itself well to that scenario. The highest and best use of this property is a duplex.

Chair Murphy closed the public hearing at 6:58 p.m., as no one else appeared to speak for or against.

Commission Deliberation

Chair Murphy asked whether the Comp Plan takes a supermajority, while the rezoning does not.

Mr. Paschke concurred.

Chair Murphy suggested two motions be made.

MOTION

Member Kimble moved, seconded by Member Gitzen to recommend to the City Council that the property at 2030 County Road D be reguided from a Comprehensive Land Use Map Designation of Business to Low-Density Residential (PF17-019).

Chair Murphy recalled he attended the open house, and probably a half dozen folks were present. The small piece that is designated Neighborhood Business now – the only thing can be done is expand the gas station. Changing it to Residential looks like to provide a nice blending with the surrounding residential.

Member Sparby noted it would serve as a nice buffer between residential and neighborhood business. This would also put the property to the highest value.

Ayes: 6

Nays: 0

Motion carried.

MOTION

Member Sparby moved, seconded by Member Kimble to recommend to the City Council that the property at 2030 County Road D be rezoned from the official map classification of Neighborhood Business to Low-Density Residential 2 (PF17-019).

Ayes: 6

Nays: 0

Motion carried.

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 29th day of January, 2018 at 6:00 p.m.

The following members were present: Laliberte, McGehee, Willmus, Etten and Roe and the following were absent: none.

Councilmember McGehee introduced the following resolution and moved its adoption:

RESOLUTION NO. 11485

A RESOLUTION APPROVING AN AMENDMENT TO THE COMPREHENSIVE LAND USE PLAN MAP DESIGNATION FROM NEIGHBORHOOD BUSINESS (NB) TO LOW DENSITY RESIDENTIAL (LR) FOR PROPERTY LOCATED AT 2030 COUNTY ROAD D (PF17-019)

WHEREAS, the Planning Commission, at a public hearing held on December 7, 2017, pertaining to the request they received from Gunnar Pettersen for a Comprehensive Land Use Plan Amendment on property commonly known as 2030 County Road D; and

WHEREAS, the proposed Comprehensive Land Use Plan Amendment requires a map designation change from "NB" (Neighborhood Business) to "LR" (Low Density Residential); and

WHEREAS, said Comprehensive Land Use Plan Amendment affects the following addressed properties (also see attached map):

**2030 County Road D
PIN # 042923220002 and 042923220003**

WHEREAS, after required public hearings, the Roseville Planning Commission recommended approval (6-0) of the request for a Comprehensive Plan Amendment, indicating support for the proposed change; and

WHEREAS, the Roseville City Council at their meeting of January 29, 2018, was presented with the project report from the Community Development staff regarding the subject request; and

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the amendment to the Comprehensive Plan from "NB" (Neighborhood Business) to "LR" (Low Density Residential) for property located at 2030 County Road D (legally described above), subject to the approval of the Comprehensive Plan Map Change by the Metropolitan Council.

The motion for the adoption of the foregoing resolution was seconded by Member Etten and upon vote being taken thereon, the following voted in favor thereof: Laliberte, McGehee, Willmus, Etten and Roe and the following voted against the same: none.


WHEREUPON said resolution was declared duly passed and adopted.

Amendment to the Comp Land Use Plan Map Designation from Neighborhood Business to Low Density Residential at 2030 Co Rd D

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 29th day of January, 2018, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 29th day of January, 2018.



Patrick Trudgeon, City Manager

(SEAL)

May 1, 2018

Mr. Thomas Paschke, City Planner
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: City of Roseville, County Road D Comprehensive Plan Amendment – Administrative Review

Metropolitan Council Review File No. 20516-7
Metropolitan Council District 10

Dear Mr. Paschke:

The Metropolitan Council received the City's County Road D Comprehensive Plan Amendment (amendment) on March 26, 2018. The amendment was determined to be incomplete for review on April 17, 2018. The City submitted supplemental information for this amendment on April 30, 2018.

The amendment re-guides the approximately 0.46 acres of a lot with split zoning and land use guiding from Neighborhood Business to Low Density Residential to allow for construction of two twin or duplex homes on the 0.71 acre property. The property is located at the southwest corner of County Road D and Wilder Street.

Council staff finds the amendment meets the Comprehensive Plan Amendment Administrative Review Guidelines revised by the Council on July 28, 2010. The proposed amendment does not affect official forecasts. The amendment does not affect opportunities to accommodate the City's share of the region's affordable and lifecycle housing need. Therefore, the Council will waive further review and action; and the City may place this amendment into effect.

In addition, staff offers the following advisory comments for your consideration:

Transit (Steve Mahowald, 612-349-7775)

There are bus stops in the vicinity at Cleveland and County Road D; Council staff strongly encourage the City to require a sidewalk along the property lines adjacent to the streets (especially along on County Road D).

Housing (Tara Beard, 651-602-1051)

The City should be aware that its share of the region's 2021-2030 need for affordable housing is 142 units. In preparing the 2040 comprehensive plan update, the City should note that the minimum density of land guided to address this need is 8 units per acre. The City is encouraged to contact their Sector Representative or Council housing staff with any questions regarding the Council's housing policy for the 2040 comprehensive plan update.

The amendment, explanatory materials, and the information submission form will be appended to the

Mr. Thomas Paschke, City Planner
May 1, 2018
Page 2

City's Update in the Council's files. If you have any questions please contact Eric Wojchik, Principal Reviewer, at 651-602-1330.

Sincerely,

A handwritten signature in blue ink, appearing to read "LisaBeth Barajas".

LisaBeth Barajas, Manager
Local Planning Assistance

CC: Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division
 Marie McCarthy, Metropolitan Council District 10
 Eric Wojchik, Principal Reviewer/Sector Representative
 Raya Esmaeili, Reviews Coordinator

N:\CommDev\LPA\Communities\Roseville\Letters\Roseville 2018 County Rd D CPA 20516-7 AdminRev.docx

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE, CHANGING CERTAIN REAL PROPERTY LOCATED AT 2030 COUNTY ROAD D FROM NEIGHBORHOOD BUSINESS (NB) DISTRICT AND LOW DENSITY RESIDENTIAL-1 (LDR-1) DISTRICT TO LOW DENSITY RESIDENTIAL-2 (LDR-2) DISTRICT

The City Council of the City of Roseville does ordain:

Section 1. Real Property Rezoned. Pursuant to Section 1009.06 (Zoning Changes) of the City Zoning Code of the City of Roseville, and after the City Council consideration on PF17-019, the following property, located at 2030 County Road D is hereby rezoned from Neighborhood Business (NB) District and Low Density Residential-1 (LDR-1) District to Low Density Residential-2 (LDR-2) District.

**Said rezoning shall only affect the following addressed property also see attached map
2030 County Road D**

Section 2. Effective Date. This ordinance amendment to the City Code and Zoning Map shall take effect upon:

1. The passage and publication of this ordinance.

Passed this 4th day of June 2018.



REQUEST FOR COUNCIL ACTION

Date: 6/04/2018

Item No.: 9.e

Department Approval

City Manager Approval

Item Description: Approve a County Road C Fiber Optic Ownership, Use, and Access Agreement with Arvig Enterprises

BACKGROUND

On September 11, 2017, the City Council approved a joint fiber optic installation with the North Suburban Access Corporation (NSAC), in conjunction with a fiber project that Arvig Enterprises Inc., a local telecommunications company, was installing along County Road C. The project utilized existing city-owned conduit between City Hall and Snelling Avenue, accompanied by new conduit constructed by Arvig between Snelling Avenue and the NSAC offices near County Road C and Prior Avenue.

With the project now complete, an agreement specifying the ownership, use, and access is necessary to ensure the rights of both the City and Arvig. The agreement establishes the following:

- Assignment of fiber optic capacity for each Party
- The rights of each Party to access the fiber for their individual needs
- Financial obligations of each Party for the repair and maintenance of the shared fiber

The City has a number of similar use agreements for other shared fiber projects constructed over the past 15+ years to connect City, School District, and Ramsey County Library facilities. These projects are necessary to provide for fast and secure data connections between public facilities, and by working with other government agencies, the City is able to share the cost of operating and maintaining the network.

This particular segment connecting City Hall and the NSAC offices, was jointly funded by the NSAC (\$40,188.50) and the City (\$14,390.20) respectively; however the City retains the ownership rights and use.

POLICY OBJECTIVE

Multi-jurisdictional agreements and projects are consistent with the goals and strategies identified in prior Council polices and directives. The joint construction of a fiber optic network will serve a larger number of constituents and achieve greater economies of scale than if the City or other agency would to construct one separately.

BUDGET IMPLICATIONS

The Agreement provides for the shared cost (50-50) of any operating or maintenance expenses between the City and Arvig. Typically, costs are only incurred due to accidental damage to the fiber.

STAFF RECOMMENDATION

Staff recommends the Council approved the attached County Road C Fiber Optic Ownership, Use, and Access Agreement with Arvig Enterprises.

REQUESTED COUNCIL ACTION

Motion to approve the

Prepared by: Terre Heiser, Network Manager; Chris Miller, Finance Director

Attachments: A: County Road C Fiber Optic Ownership, Use, and Access Agreement with Arvig Enterprises

B: Exhibit A of the Agreement - Map of County Road C Fiber Conduit

City of Roseville
County Road C Fiber Ownership, Use, and Access Agreement

This Agreement (“Agreement”) is made by and between the City of Roseville, a municipal corporation (hereinafter “City”), 2600 Civic Center Drive, Roseville, Minnesota, and Arvig Enterprises, Inc. (“Arvig”), a Minnesota corporation, 150 Second Avenue Southwest, Perham, Minnesota, collectively referred to as the “Parties”, as of the effective date set forth below.

Recitals

WHEREAS, in 2017 Arvig constructed a Fiber Transport Facility (“Transport Facility”) with the City of Roseville within which 288 strands of fiber optic cable exist;

WHEREAS, as part of the contemplated collaboration of the Parties, the City paid \$40,188.50 of the construction costs of the Fiber Transport Facility; and

WHEREAS, the completed Fiber Transport Facility begins near the intersection of Lexington Avenue and County Road C, continues westerly along County Road C to the northwest corner of Prior Avenue at County Road C, continues northerly along Prior Avenue and ends at the northwest corner of Prior Avenue at Twin Lakes Parkway as depicted in Exhibit A of this Agreement;

WHEREAS, at the time of the construction of the Fiber Transport Facility, the Parties contemplated joint use of a common and shared Fiber Optic Cable (“Cable”);

WHEREAS, the Parties now desire to memorialize the terms and conditions of their respective ownership, use, and access regarding said fiber optic cable.

NOW, THEREFORE, intending to be mutually bound to the promises and covenants below, the consideration of which is deemed sufficient, the City and Arvig agree as follows:

1. **Effective Date; Termination.** This Agreement shall be effective as of the last date of signature of the Parties below and shall continue in full force and effect until terminated by one or both of the Parties as follows:
 - a. This Agreement may be terminated by either Party, for any reason, at any time not less than ten (10) years after the effective date. Such termination shall be preceded by not less than 12 months written notice of intent to terminate delivered to the non-terminating Party. The Parties may immediately terminate this Agreement at any time by mutual written agreement.
 - b. In the event of default by one party, the non-defaulting party shall provide written notice and description of the default to the defaulting party. If the defaulting party fails to fully cure the described default within 30 days of receipt of such notice, the non-defaulting party may terminate this Agreement immediately.

- c. In any event of termination, all incurred expenses and costs owed by one party to the other under this Agreement shall become immediate due and payable no later than 30 days after the date of termination.

2. Definitions. As used in this Agreement, the following terms shall be defined as follows:

Optical Fiber (“Fiber”): A glass or plastic fiber that has the ability to guide light along its axis. The three parts of an optical fiber are the core, the cladding, and the coating or buffer.

Fiber Optic Cable (“Cable”): means a collection of Optical Fibers contained in color-coded buffer tubes with a protective outer covering (sheath), which covering includes stiffening rods and filler.

Dark Fiber: Optical fiber installed without transmitter and receiver, usually to provide expansion capacity.

Fiber Transport Facility: The conduit, cable vaults, pull boxes, and splice vaults housing the Fiber Optic Cable that collectively constitute a fiber optic pathway between a demarcation point in a switching facility and a demarcation point in another switching facility or customer premises.

Access Point: is the physical location(s) at which the Parties may, subject to required permits and Rights, connect its telecommunications system with the Allocated Fibers. Access Points may be a point of presence, regenerator site, or optical amplifier with each Access Point specifically set forth on Exhibit A attached hereto and incorporated by reference herein.

Optical Splice Point (“Splice Point”): means the point where the IRU Grantee’s Cable connects to the IRU Fibers.

Slack Loop: Coils of extra fiber optic cable stored at cable vault, pull box, or splice point. These coils are used for repairing a cable when it has been damaged or for connecting new fiber optic cables to the network.

Splicing: The act of joining two optical fibers end-to-end using heat.

Road Relocating Costs: Costs associated with the relocation of the Fiber Transport Facilities as required by any Governmental Authority under the power of eminent domain or otherwise.

Operating and Maintenance Expenses: Guard and Protect (staff on site to manage the cable while other utility work is performed in the area), cable repairs due to adjacent utility work or animal damage, broken strand or attenuation repairs, splice case maintenance.

Emergency Splicing: Any unplanned maintenance or repair of the fiber optic facilities caused by an unanticipated network outage.

Indefeasible Right of Use (“IRU”): is an exclusive and irrevocable right to use certain Dark Fibers in the Fiber Optic Cable (“Capacity”), subject to the terms and conditions of this Agreement.

Gopher State One Call (“GSOC”) Expenses: Utility operator registration fees required as part of the Excavation Notice System, pursuant to Minnesota Statutes Chapter 216D, commonly referred to as the “Call 811 Before You Dig” program, that requires all excavators to submit requests for utility locates prior to any excavation/digging project.

3. **Fiber Optic Cable Ownership and Use.** Per this Agreement, Arvig will own fiber strands 1-144 of the common fiber cable and the City will own fiber strands 145-288 of the common fiber cable. Each Party is granted an exclusive, indefeasible right to use the Capacity granted under this Agreement, all upon the terms and conditions set forth below.
4. **Fiber Optic Cable Access.** This Agreement includes a non-exclusive right for the Parties to access the Fiber Transport Facilities necessary for the operation and use of the Fibers as contemplated herein.
5. **Financial Obligations.** The Parties agree that the following financial obligations shall apply for the term of this Agreement, subject to mutually agreeable amendment under Paragraph 15 of this Agreement:
 - a. Arvig shall be financially responsible for all Gopher State One Call expenses of any kind, nature, and amount. The City shall be financially responsible for no such expenses.
 - b. Each party shall be financially responsible for 50% of road relocating costs.
 - c. Each party shall be financially responsible for 50% of all operating and maintenance expenses.
 - d. Arvig shall perform all splicing activities on the transport facility and shall be reimbursed by the City for such performance at a regular rate of \$100.00 per hour. In the event of Emergency Splicing or any splicing activity outside of regular working hours of Monday through Friday, 8:00 a.m. to 5:00 p.m., Arvig shall be reimbursed by the City at a premium rate of \$150.00 per hour. Such regular and premium rates shall be subject to mutual amendment by the Parties only at five (5) year intervals beginning at the Effective Date of this Agreement. In no event shall such regular and premium rates be subject to unilateral change by either party.
6. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City’s prior written approval. Pursuant to Minnesota Statutes

section 16C.05, the books, records, documents and accounting procedures and practices of Arvig or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. Arvig shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of Arvig.

7. **Independent Contractor.** At all times and for all purposes herein, Arvig and its employees, agents, and other persons acting on its behalf or its direction are independent contractors and not an employee of the City. No statement herein shall be construed so as to find Arvig and such persons to be employees of the City.
8. **Assignment.** Assignment. No party may assign or transfer any rights or obligations under this Agreement without the prior consent, not unreasonably withheld or delayed by the other Party and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
9. **No Partnership or Joint Venture.** The Parties expressly understand and affirm that this Agreement shall not constitute a partnership between or joint venture by the Parties or constitute any party the agent of the other. No party shall hold itself out contrary to the terms of this provision and no party shall become liable by any representation, act or omission of the other contrary to the provisions hereof. This Agreement is not for the benefit of any third party and shall not be deemed to give any right or remedy to any such party whether referred to herein or not.
10. **Compliance with Laws and Regulations.** All Parties shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of any activities arising from this Agreement. The Parties, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13, as applicable.
11. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either party's ability to enforce a subsequent breach.
12. **Indemnification.** To the fullest extent permitted by law, Arvig agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of Arvig, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform its obligations under this Agreement and against all losses resulting from the failure of Arvig to fully perform all of its obligations under this Agreement.

13. **Liability Limitations.** Nothing in this Agreements intends to, or shall be construed so as to, waive any liability limitations in favor of the City pursuant to Minnesota Statutes Chapter 466 or other applicable law.
14. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (“Information”) shall become the property of the City, but Arvig may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to Arvig for such use. Arvig shall not use or disclose the Information for purposes other than performing its obligations contemplated by this Agreement without the prior consent of the City.
15. **Amendment.** This Agreement shall not be altered, changed, or amended in any form without the express written consent of both Parties.
16. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
17. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
18. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
19. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
20. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of Arvig if such notice is to be given to Arvig, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City:	City of Roseville 2660 Civic Center Drive Roseville, MN 55113 Attn: City Manager
If to Arvig:	Arvig Enterprises, Inc. 150 2 nd Avenue Southwest Perham, Minnesota 56573 Attn: Director of Network Operations

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

21. **Successors and Assigns.** This Agreement is binding upon, and shall inure to the benefit of, the Parties and their respective successors and assigns.
22. **Recitals.** All recitals set forth above are hereby incorporated in and made of this Agreement by reference.
23. **Entire Agreement.** Unless stated otherwise in this Provision 23, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the last date of signature below.

CITY OF ROSEVILLE

Dated: _____

By: _____
Mayor

Dated: _____

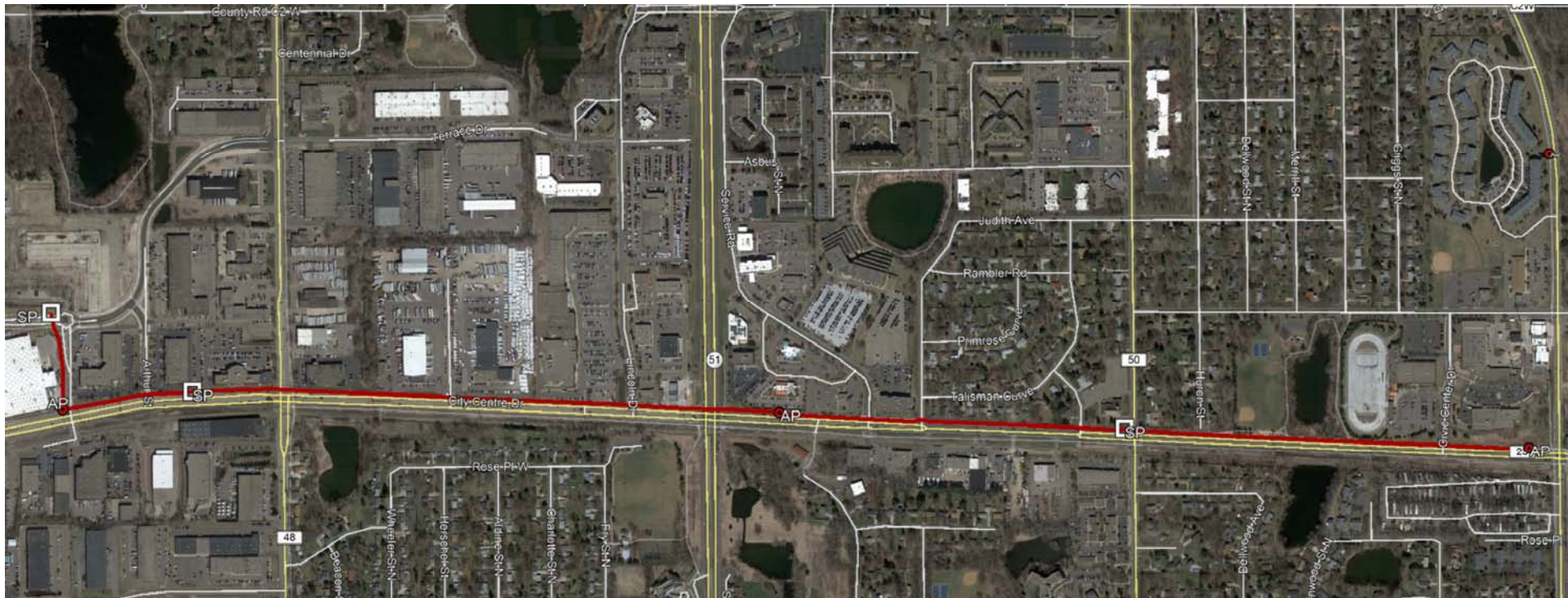
By: _____
City Manager

Arvig Enterprises, Inc.

Dated: _____

By: _____
Its: _____

Exhibit A - Fiber Transport Facility



The Fiber Transport Facility begins near the intersection of Lexington Avenue and County Road C, continues westerly along County Road C to the northwest corner of Prior Avenue at County Road C, continues northerly along Prior Avenue and ends at the northwest corner of Prior Avenue at Twin Lakes Parkway as depicted in the map above.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**
Item No.: **9.f**

Department Approval



City Manager Approval



Item Description: Ramsey County VCET Joint Powers Agreement Approval

BACKGROUND

In 2005, Ramsey County and the cities of St. Paul, Maplewood, White Bear Lake and Roseville formed a joint task force for the purpose of more effectively enforcing controlled substance laws and investigating and prosecuting their related crimes, especially felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have an impact on multiple jurisdictions. At that time, the task force was called the East Metro Narcotics Task Force.

In January of 2010, the East Metro Narcotics Task Force became the Ramsey County Violent Crime Enforcement Team (VCET). Ramsey County VCET was required to comply with all requirements for VCETs that are established by the State of Minnesota.

The current Task Force members are Ramsey County, the City of Saint Paul, the City of Maplewood, the City of Roseville, the City of New Brighton, the City of White Bear Lake, and the City of Mounds View. The recent addition of the City of Mounds View mandates the renewal of the JPA.

POLICY OBJECTIVE

To renew the JPA and allow all members of the Ramsey County Violent Crime Enforcement Team (VCET) through the formation of the task force to more effectively enforce controlled substance laws, and the investigation and then prosecution of related crimes—especially felony-level crimes.

The JPA signed in 2005, 2007, 2010, 2013, and earlier in 2018, along with the current JPA, have been reviewed and authorized by the City Attorney.

BUDGET IMPLICATIONS

Not applicable.

STAFF RECOMMENDATION

Allow the police department to accept and abide by the terms of the Joint Powers Agreement and authorize the Mayor, City Manager, City Attorney, Finance Director and Chief of Police to sign the document.

REQUESTED COUNCIL ACTION

Allow the police department to accept the terms of the Agreement and authorize the Mayor, City Manager, City Attorney, Finance Director and Chief of Police to sign the document.

Prepared by: Chief Rick Mathwig
Attachments: A: 2018 JPA

**JOINT POWERS AGREEMENT OF THE RAMSEY COUNTY VIOLENT CRIME
ENFORCEMENT TEAM**

This is an agreement between Ramsey County, a political subdivision of the State of Minnesota, and the City of Maplewood, the City of New Brighton, the City of Roseville, the City of St. Paul, the City of White Bear Lake, and the City of Mounds View, Minnesota municipalities (hereinafter collectively referred to as “the Parties”), pursuant to the provisions of Minnesota Statutes § 471.59, the Joint Powers Act (“Agreement”).

WHEREAS, The Parties each have law enforcement agencies with police powers within their respective jurisdictions: Ramsey County has the Ramsey County Sheriff’s Office, the City of Maplewood has the Maplewood Police Department, the City of New Brighton has the New Brighton Police Department, the City of Roseville has the Roseville Police Department, the City of St. Paul has the St. Paul Police Department, the City of White Bear Lake has the City of White Bear Lake Police Department, and the City of Mounds View has the Mounds View Police Department (hereinafter collectively referred to as “the Agencies”); and

WHEREAS, The Agencies are responsible for the enforcement of controlled substance laws in their respective jurisdictions; and

WHEREAS, On February 7, 2005, Ramsey County, through the Ramsey County Sheriff’s Office, and the City of St. Paul, through the St. Paul Police Department, executed a Joint Powers Agreement (“JPA”) creating the East Metro Narcotics Task Force for a term of one year, with an automatic renewal clause; and

WHEREAS, On January 31, 2007, the JPA was amended to add the Cities of Maplewood, Roseville, and White Bear Lake as members of the Task Force; and

WHEREAS, On June 1, 2010, a Second Amendment to the Agreement was executed to change the name of the East Metro Narcotics Task Force to be the Ramsey County Violent Crime Enforcement Team (“RCVCET”) and to add the Cities of Lino Lakes and North St. Paul as members; and

WHEREAS, Since the execution of the Second Amendment, the Cities of Lino Lakes and North St. Paul have withdrawn from the RCVCET;

WHEREAS, On January 1, 2013, the Parties amended the JPA for another one-year term, with four automatic one-year renewal terms;

WHEREAS, On January 1, 2018, the Parties amended the JPA for another one-year term, with four automatic one-year renewal terms;

WHEREAS, On May 3, 2018, the Parties voted to amend the JPA to add the City of Mounds View as a member of the RCVCET;

WHEREAS, It is the intent of the Parties that this Agreement shall constitute an amendment to the JPA, as previously amended, to be effective as provided in paragraph 15 of this Agreement; and

WHEREAS, The RCV CET was formed for the purpose of enforcing controlled substance laws and investigating and prosecuting gang and violent crimes, especially felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have an impact on all Parties; and

THEREFORE, The Parties agree as follows:

1. General Purpose

The purpose of this Agreement is to formally create and establish the Ramsey County Violent Crime Enforcement Team (hereinafter “RCV CET”) as an organization to coordinate efforts to investigate, apprehend, and prosecute drug offenders, violent offenders, gang members and career criminals and to define the rights and obligations of the Parties with respect to the duties and activities performed by the RCV CET throughout the term of the Agreement. The RCV CET is a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement.

2. Members

The RCV CET is hereby established by the Parties. The RCV CET members are Ramsey County, the City of Maplewood, the City of New Brighton, the City of Roseville, the City of St. Paul, the City of White Bear Lake, and the City of Mounds View.

3. Good Faith

The Parties and the Agencies shall cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled, and to undertake resolution of disputes, if any, in good faith and in an equitable and timely manner.

4. Term of Agreement/Termination

4.1 The initial term of this Agreement shall be for a one-year period, from January 1, 2018, through December 31, 2018 (“Initial Term”), effective upon January 1, 2018 (“Effective Date”).

4.2 This Agreement shall automatically renew for additional one-year periods (“Renewal Term”) up to a maximum of four Renewal Terms, unless all Parties give written notice to the other Parties of their intent not to renew at least sixty (60) days prior to the end of the Initial Term or the then-current Renewal Term.

4.3 A Party may withdraw from this Agreement at any time with a 30-days written notice to the other Parties. Withdrawal shall not excuse a Party from obligations incurred prior to the effective date of withdrawal. This Agreement shall automatically terminate when all but one Party has withdrawn.

- 4.4 Upon expiration, dissolution, or other termination of this Agreement,
- 4.4.1 any outstanding financial obligations of the RVCET, excluding obligations for payment of claims as set forth in Section 7 of this Agreement, will be paid out of remaining RVCET Funds and/or the proceeds of the sale of RVCET-owned property. If such funds or proceeds are inadequate to meet all of such outstanding financial obligations, the shortage will be subject to payment by the individual Parties to this Agreement as follows: 50% will be paid by the Ramsey County Sheriff and the remaining 50% will be paid by the police departments of the Cities, each in a sum that is a percentage of the total obligation that is equal to the percentage the city's population bears to the population of all of the Cities combined, upon receipt of a notice from the Fiscal Agent (See Section 9.2);
- 4.4.2 if, after payment of all outstanding financial obligations pursuant to section 4.4.1, there remain any RVCET funds or property owned by the RVCET, all RVCET funds, property owned by the RVCET, or the proceeds of a sale of RVCET property shall be distributed to the Agencies that are members of the RVCET at the time of the expiration, dissolution, or termination and who have been members of the RVCET for a minimum of 12 consecutive months prior to the expiration, dissolution, or termination, using the formula set forth in section 4.4.1 for payment of outstanding financial obligations; and
- 4.4.3 property of the Agencies or the Parties that had been loaned for use by the RVCET shall be returned to the loaning Agency or Party.

5. State and Federal Assistance for Narcotics Control

Ramsey County, acting on behalf of RVCET, the Parties to this Agreement, and/or the Agencies, in relation to this Agreement, shall be the grant applicant for funding from the Minnesota Office of Justice Programs ("OJP"), Department of Public Safety ("DPS") for multi-jurisdictional narcotics task forces and violent crime teams, and from all other sources for this Agreement. The Parties agree to seek and maintain certification pursuant to the provisions of Minn. Stat. § 299A.642, subd. 4.

6. RVCET Board

6.1 The governing body of the RVCET shall be a Board of Directors ("RVCET Board"), to be made up of the chief law enforcement officer or designee from each of the Agencies; one representative from the RAO; and up to three additional members selected by the governing body. All Directors shall serve at the pleasure of their appointing authorities. The RVCET Board shall select an Executive Director on an annual basis, who shall conduct business meetings, document meeting minutes, and maintain frequent communication with members of the RVCET Board and the Commander.

6.2 Directors shall not be deemed employees of the RVCET and shall receive no compensation from the RVCET for serving as directors.

- 6.3 The RCV CET Board has final administration and policy decision-making authority for the RCV CET, including development of a strategic enforcement plan. Decisions shall be made by a majority of the RCV CET Board.
- 6.4 The RCV CET Board shall meet quarterly to evaluate the progress of the RCV CET. The RCV CET Board shall maintain financial and other records of RCV CET activities. A special meeting may be called by any Director, or by the RCV CET Commander.
- 6.5 The RCV CET Board, through the Fiscal Agent, may apply for grants, approve contracts, including agreements for the rental of real property, incur expenses and make expenditures necessary and incidental to the effectuation of the purpose for which the RCV CET is organized as described in Section 1 of this Agreement and consistent with the powers of the RCV CET Board.
- 6.6 The RCV CET Board will develop and approve RCV CET priorities, a RCV CET budget, and RCV CET operational policies and procedures.
- 6.7 The RCV CET Board shall cooperate with other federal, state, and local law enforcement agencies when appropriate and necessary to accomplish the purpose for which the RCV CET is organized.
- 6.8 The RCV CET Board, through the Fiscal Agent, shall make the RCV CET books, reports, and records open to inspection by the Agencies at all reasonable times.
- 6.9 The RCV CET Board has sole authority to incur obligations and approve contracts and take final action on behalf of the RCV CET.
- 6.10 The RCV CET Board may not incur obligations or approve contracts that extend beyond the Initial Term or any Renewal Term of this Agreement or which will require the expenditure of funds in excess of RCV CET Funds available.
- 6.11 The RCV CET Board shall make a quarterly statistical report and a financial report to the Parties on all activities conducted by the RCV CET.
- 6.12 The RCV CET Board shall arrange an audit annually of all of the RCV CET's financial accounts, the cost of which will be paid out of state funds.

7. Insurance and Indemnification

- 7.1 The RCV CET shall purchase a policy of municipal liability insurance, and may purchase such other insurance as it deems appropriate and necessary, covering the acts and omissions of the RCV CET, its Board of Directors and its employees, and the Parties to this Agreement and their employees, officials, and agents, in an amount not less than the statutory maximum set forth in Minn. Stat. § 466.04. The cost of the municipal liability insurance policy shall be paid from the RCV CET

Funds. The cost of any other insurance shall be paid in a manner to be determined by the RCV CET Board.

- 7.2 The RCV CET shall defend, indemnify and hold harmless the Parties, their officers, employees, and volunteers, from and against any and all claims, damages, losses, suits, judgments, costs, and expenses, including attorney's fees, arising out of or related to the acts or omissions of any person acting on behalf of the RCV CET Board in carrying out the terms of this Agreement.
- 7.3 For liability not covered by insurance, the Parties and the RCV CET agree to share the costs of such liability, including the costs of defense, using the formula described in 4.4 for allocation of payment for outstanding obligations and distribution of assets on termination of this Agreement.
- 7.4 Nothing herein, including the purchase by the RCV CET of excess liability coverage for federal law claims, shall constitute a waiver of the limits of liability, exceptions, defenses, or immunities under Minnesota State statutes.
- 7.5 To the fullest extent permitted by law, actions by the Parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minn. Stat. § 471.59, subd. 1a (a), provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility or liability for the acts or omissions of another Party, its officials, employees, and volunteers.

8. RCV CET Operations

- 8.1 The RCV CET shall operate in compliance with the Multijurisdictional Task Force Operating Procedures and Guidelines Manual adopted by the Violent Crime Coordinating Council, as may be amended from time to time, which is incorporated herein and made part of this Agreement by reference.
- 8.2 Ramsey County shall serve as the Coordinating Agency. Daily operation and responsibility for carrying out the purpose of the RCV CET shall be under the direction of the RCV CET Commander, selected by the RCV CET Board.
- 8.3 The RCV CET Commander will plan and coordinate case activities and direct investigative activities based on intelligence provided by the Agencies, with priorities as determined by the RCV CET Board.
- 8.4 The RCV CET Board shall operate in compliance with all reporting requirements of a grant recipient.

9. Finances

- 9.1 RCV CET operations will be financed from grant funding, subject to grant terms and conditions and grant program guidelines, incorporated herein by reference; and may be additionally funded by supplemental funding from participating Agencies and/or from RCV CET drug forfeiture funds (“RCV CET Funds”).
- 9.2 Ramsey County shall serve as the Fiscal Agent for the RCV CET. Ramsey County shall not receive compensation from RCV CET Funds for its services.
- 9.3 Ramsey County, as Fiscal Agent, is authorized to receive all RCV CET Funds for deposit and make disbursements therefrom in accordance with generally accepted accounting practices and procedures, the current Office of Justice Program’s Grant Manual, Governmental Accounting Standards, the Ramsey County Finance Office Policies and Procedures for Fiscal Agents, and federal and state requirements. In conjunction therewith, the Ramsey County Sheriff’s Office Accounting Division shall maintain current and accurate records of all obligations and expenditures of RCV CET Funds during the Initial Term and any Renewals and for six years after the termination of this Agreement in accordance with state law.
 - 9.3.1 All RCV CET Funds handled by the Fiscal Agent shall be deposited into a separate RCV CET account at the County’s depository bank.
 - 9.3.2 Interest accrued on the RCV CET Funds shall be deposited in the RCV CET Funds account.
- 9.4 RCV CET Funds may be expended only as directed by the RCV CET Board and in accordance with this Agreement. In no event shall there be an expenditure of RCV CET Funds except per the approved RCV CET budget.
- 9.5 As Fiscal Agent, the Ramsey County Sheriff’s Office shall be responsible for daily monitoring and maintenance of RCV CET financial matters and shall make and submit to the RCV CET Board a quarterly report of the budget status of the RCV CET Funds.
- 9.6 Any issues raised by a Member regarding the activities of the Fiscal Agent shall first be brought to the attention of the RCV CET Commander. If the matter is not resolved to the satisfaction of the Member, the Commander shall present the issue to the RCV CET Board for resolution. Any issues raised by the Fiscal Agent shall first be brought to the attention of the RCV CET Commander. If the matter is not resolved to the satisfaction of the Fiscal Agent, the Commander shall present the issue to the RCV CET Board for resolution.
- 9.7 As Fiscal Agent, Ramsey County is not responsible for providing services outside of the scope of services described in this Agreement. The County is not liable for management decisions made by the RCV CET. The County is not responsible for cash shortfalls due to funding shortfalls of the RCV CET.

10. Vehicles

The Parties may use a Ramsey County vehicle for RCV CET activities. In the event that a County-owned vehicle is needed by a Party, that Party must execute a Vehicle Lease Agreement (“VLA”) with Ramsey County prior to the use of the vehicle.

11. RCVCET Personnel

11.1 The Agencies shall assign licensed peace officers and/or civilian personnel to the RCV CET as needed to carry out its purpose and to perform their responsibilities under this Agreement.

11.2 All personnel assigned to the RCV CET (“RCVCET Personnel”) shall remain employees of the Party whose Agency assigned the personnel and shall not be considered temporary or permanent employees of any of the other Parties or Agencies or the RCV CET for any purpose whatsoever or be entitled to tenure rights or any rights or benefits by way of workers’ compensation, re-employment insurance, medical and hospital care, sick and vacation leave, severance pay, PERA or any other right or benefit of another of the Parties. The Parties acknowledge their individual responsibility to provide all salary compensation and fringe benefits to their employees while performing services on behalf of the RCV CET. Benefits may include, but are not limited to, health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare, PERA, vacation, sick leave, and unpaid leave of absence.

11.3 All RCV CET Personnel shall be required to comply with the Violent Crime Coordinating Council’s Multijurisdictional Task Force Operating Procedures and Guidelines Manual and more restrictive rules of conduct and operating procedures prescribed by the RCV CET Commander, which shall be developed in consultation with the heads of the Agencies and in recognition of the rules of their respective Agencies, and adopted by the RCV CET Board. The RCV CET Commander, or his/her designee, shall refer disciplinary matters involving RCV CET Personnel to the person’s originating Agency for investigation and disposition unless, based on the judgment of the RCV CET Commander, or his/her designee, a particular matter represents probable cause for the issuance of a criminal complaint, in which case the matter shall be referred directly to an external law enforcement agency for investigation, provided the person’s Agency head is notified in advance thereof.

11.4 As assigned by the RCV CET Commander, RCV CET Personnel will be responsible for drug, gang and violent crime investigation, including information management, case development, and presenting cases for charging to the appropriate prosecuting authority. RCV CET Personnel may also assist other law enforcement agencies in surveillance and undercover operations. RCV CET Personnel will work cooperatively with assisting agencies. RCV CET Personnel who are peace officers and who take action in another jurisdiction are authorized to exercise the powers of a peace officer in the other jurisdiction for purposes of the RCV CET activities.

12. Advisor
The Ramsey County Attorney shall designate an Assistant Ramsey County Attorney to provide civil legal advice to the RCV CET Board as, and if, required.
13. Location
RCVCET activities shall take place out of a central location to be agreed to by the Agencies.
14. Forfeiture, Seizures, and Fines
Proceeds received by the Agencies pursuant to Minnesota statutes on forfeitures from RCV CET case forfeitures shall be turned over to the Fiscal Agent to be used to support the efforts of the RCV CET according to the RCV CET Grant requirements. The use and disbursement of these proceeds must be approved by the RCV CET Board.
15. New Members
A governmental unit may become an additional member of the RCV CET upon approval by the RCV CET Board. Any governmental unit that applies to become a member must agree to assign at least one officer to the RCV CET. A governmental unit that becomes a new member shall be included in the term “Parties” as used in this JPA, its law enforcement agency shall be included in the term “Agencies” as used in this JPA, and the member and its agency shall be subject to all of the provisions of this JPA. Such governmental unit will become a member effective upon filing with the Fiscal Agent a certified resolution of the governmental unit’s governing body approving and authorizing execution of this Agreement and an executed counterpart copy of this Agreement. Upon receipt of such resolution and executed copy, the Fiscal Agent will prepare a conformed copy showing execution by existing Parties and the new member and forward a copy to all Parties.
16. Counterparts
This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. All executed counterparts of this Agreement shall be forwarded to the Fiscal Agent. Upon receipt of executed counterparts from all parties, the Fiscal Agent will prepare one conformed copy of this Agreement and provide a copy to each Party.
17. The Parties to this Agreement are subject to the provisions of Minn. Stat. § 299A.642.
18. This Agreement shall amend the JPA signed on February 7, 2005, as amended on January 31, 2007, June 1, 2010, January 1, 2013, and January 1, 2018.

IN WITNESS THEREOF, the undersigned Parties, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

RAMSEY COUNTY

Jim McDonough, Chair
Ramsey County Board of Commissioners

Janet Guthrie, Chief Clerk
Ramsey County Board of Commissioners

Date: _____

Approval recommended:

Jack Serier, Ramsey County Sheriff

Approved as to form:

Assistant County Attorney

CITY OF MAPLEWOOD

By: _____
Nora Slawik, Mayor

Date: _____

By: _____
Melinda Coleman, City Manager

Date: _____

Approval recommended:

Scott Nadeau, Director
Maplewood Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF NEW BRIGHTON

By: _____
Valerie Johnson, Mayor

Date: _____

By: _____
Dean R. Lotter, City Manager

Date: _____

Approval recommended:

Tony Paetznick, Director
New Brighton Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF ROSEVILLE

By: _____
Dan Roe, Mayor

Date: _____

By: _____
Patrick J. Trudgeon, City Manager

Date: _____

Approval recommended:

Rick Mathwig, Police Chief
Roseville Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF SAINT PAUL

By: _____
Melvin Carter, Mayor

Date: _____

Approval recommended:

Todd Axtell, Police Chief
Saint Paul Police Department

Approved as to form:

Saint Paul City Attorney

Financial Services Director

CITY OF WHITE BEAR LAKE

By: _____
Jo Emerson, Mayor

Date: _____

By: _____
Ellen Richter, City Manager

Date: _____

Approval recommended:

Julie Swanson, Police Chief
White Bear Lake Police Department

Approved as to form:

City Attorney

Financial Services Director

CITY OF MOUNDS VIEW

By: _____
Carol A. Mueller, Mayor

Date: _____

By: _____
Nyle Zikmund, City Administrator

Date: _____

Approval recommended:

Nathan Harder, Police Chief
Mounds View Police Department

Approved as to form:

City Attorney

Financial Services Director

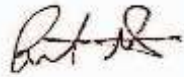
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**

Item No.: **9.g**

Department Approval

City Manager Approval



Item Description: **Resolution to Authorize Transfer of Econoline Cube Ownership to Ramsey County**

BACKGROUND

In 2013, the Roseville City Council accepted the donation from Health East of a 2003 Ford Econoline Cube. Since that date, East Metro SWAT (EMS) has used the Econoline Cube vehicle in high-risk situations involving barricaded suspects and high risk warrants.

On March 26, 2018, the Roseville City Council approved the Roseville Police Department's request to terminate the joint powers agreement (JPA) authorizing East Metro SWAT (EMS) and enter into a joint powers agreement (JPD) with Ramsey County and other neighboring communities to form a Ramsey County SWAT unit.

With the dissolution of East Metro SWAT (EMS), the City of Roseville would like to transfer ownership of the Econoline Cube to Ramsey County as the Ramsey County SWAT JPA permits Ramsey County to receive vehicles and equipment from other member communities for SWAT use.

Roseville's city attorney drafted a formal transfer of ownership agreement between the City of Roseville and Ramsey County.

OBJECTIVE

Staff seeks to enter into a formal transfer of ownership agreement between the City of Roseville and Ramsey County to transfer ownership of the Roseville Police Department's Econoline Cube to Ramsey County SWAT.

FINANCIAL IMPACTS

A reduction in financial impact to the City is expected due to reduced vehicle maintenance and fuel costs.

STAFF RECOMMENDATION

Staff recommends Council adoption of the resolution authorizing transfer of ownership of a Roseville Police Department vehicle, the Econoline Cube, to Ramsey County for use by Ramsey County SWAT.

REQUESTED COUNCIL ACTION

31 Adopt the Resolution Authorizing Transfer of Ownership to Ramsey County of a Police Department
32 Vehicle Without Consideration allowing the City of Roseville to enter into a formal transfer of
33 ownership agreement with Ramsey County to transfer its Econoline Cube without consideration.

34

Prepared by: Rick Mathwig, Chief of Police
Attachment: Resolution Authorizing Vehicle Transfer

**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 ____ day of ____, 20__, 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:

RESOLUTION No. [REDACTED]

**RESOLUTION AUTHORIZING TRANSFER OF OWNERSHIP TO RAMSEY COUNTY
OF A POLICE DEPARTMENT VEHICLE WITHOUT CONSIDERATION**

13
14 WHEREAS, the City of Roseville acquired a 2003 Ford Econoline Cube vehicle, bearing
15 Vehicle Identification Number 1FDWE35F03HA16470, in 2013, pursuant to a donation from
16 Health East; and

17
18 WHEREAS, the City of Roseville entered into a joint powers agreement (“JPA”) with Ramsey
19 County and other neighboring communities to form a Ramsey County-SWAT unit; and

20
21 WHEREAS, the SWAT JPA permits Ramsey County to receive vehicles and equipment from
22 member communities for SWAT use; and

23
24 WHEREAS, the City of Roseville wishes to transfer ownership of the Econoline Cube to
25 Ramsey County for SWAT use pursuant to the JPA without receipt of payment or consideration;
26 and

27
28 WHEREAS, Minnesota Statutes section 471.85 permits transfer of municipal personal property
29 without consideration to another public entity when duly authorized by its governing body.

30
31 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Roseville hereby
32 authorizes, by and through its Police Department, the transfer of ownership of its Econoline
33 Cube to Ramsey County without consideration.

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

38
39 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 ____ day of _____, 20____, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this ____ day of _____, 20____.

Patrick Trudgeon, City Manager

(SEAL)



REQUEST FOR COUNCIL ACTION

Date: **6/04/2018**

Item No.: **9.h**

Department Approval

City Manager Approval

Item Description: Snelling Ave Alternative Review Study Professional Services Contract

1 **BACKGROUND**

2 In early 2017, the City of Roseville was awarded a Surface Transportation Program federal
3 funding grant from the Metropolitan Council for the addition of a third lane along northbound
4 Snelling Ave (MnDOT Trunk Highway 51) from County Road B2 to a point north of Lydia Ave.
5 Since that project award, staff has been working with the Minnesota Department of
6 Transportation (MnDOT) on the exact project scope and timing of actual construction. During
7 those conversations it is clear that more detailed analysis is necessary in order to determine what
8 the actual project scope will be or if there are other alternative improvements that could be made
9 to this area that result in similar, if not better, overall improvements to the traffic congestion in
10 the area.

11 Staff has requested a proposal from SRF Consulting Group for additional analysis on this
12 proposed project. SRF has done considerable work in the area for both the Twin Lakes area
13 traffic analysis as well as the 35W Managed Lane modeling and has sufficient base traffic counts
14 and traffic model framework which results in a very efficient and cost effective study for this
15 purpose.

16 SRF's proposal is attached, the scope of which includes:

- 17 • Use the developed Regional Travel Demand Model to test potential local/regional pattern
18 shifts related to a third northbound lane along Snelling Ave – this has been one concern
19 expressed by Mn/DOT.
- 20 • Develop and evaluate a range of intersection/corridor alternatives to improve operations
21 along Snelling Avenue.
- 22 • Prepare a Final Operations Summary of the analyzed alternatives.
- 23 • Develop preliminary concept layouts and cost estimates for up to three conceptual
24 layouts.
- 25 • Provide a final concept layout summary.

26 It is anticipated that the study will be complete within 3-6 months of a final authorization to
27 proceed. Once the study is complete, staff will present the results to the Public Works,
28 Environment and Transportation Commission, and the City Council, and also conduct at least
29 one public meeting to gather input on the proposed concepts. If a different concept than the full
30 third lane which has been awarded the funding is ultimately preferred by the City Council, staff
31 would work with the Metropolitan Council to amend the terms of the STP grant. It is still
32 expected by staff that the final preferred alternative will be some version of the third lane project.

33 The largest questions this will help answer will be the ultimate northern limits of the third lane
34 project and what considerations should be made at the at-grade intersections. However, by
35 analyzing some drastically different alternatives, we can be more confident that this provides the
36 best long term improvements along this corridor or if we should be working towards a more
37 substantial improvement with MnDOT and Ramsey County.

38 As currently proposed the Snelling Ave Third Lane project is estimated to cost \$3.7 million in
39 construction costs. The City was awarded \$2.7 million in federal funds. The remaining dollars
40 would be shared by Ramsey County, MnDOT and locally sourced funds. It is anticipated that
41 local development in the area would contribute to the bulk of the City share as was realized with
42 the Cleveland Ave/Twin Lakes Parkway and 35W Interchange project. More details on the
43 specific cost share will be available as the project is developed.

44 The Metropolitan Council currently has this project programmed for 2021 construction. Staff will
45 be working with Met Council and MnDOT to modify that schedule as needed to avoid impacts
46 with the 35W Managed Lane project that will be starting in 2019.

47 **POLICY OBJECTIVE**

48 These proposed improvements would address deficiencies identified in the City's Transportation
49 Plan as well as recent traffic studies that analyzed traffic in the Twin Lakes area.

50 **BUDGET IMPLICATIONS**

51 The Professional Services contract for the Alternatives Review Study sets a not to exceed cost of
52 \$19,750, but will be billed on an hourly basis. The City has received a commitment from
53 MnDOT to contribute \$10,000 to the cost of the study given Snelling Ave is a MnDOT Trunk
54 Highway facility. The remaining \$9,750 will be paid from the City's Engineering Services Fund.

55 **STAFF RECOMMENDATION**

56 Staff recommends that council approve the Professional Services Agreement with SRF
57 Consulting Group for the Snelling Ave Alternative Review study in the amount of \$19,750.

58 **REQUESTED COUNCIL ACTION**

59 Approve the Professional Services Agreement with SRF Consulting Group for the Snelling Ave
60 Alternative Review study in the amount of \$19,750.

Prepared by: Marc Culver, Public Works Director
Attachments: A: Project Location Map
B: Professional Services Agreement with SRF Proposal

K:\TWC_LDE\WALMART\116199108_ROSEVILLE_SAMS\3_Design\CAD\Edit Files\2016-0615_Snelling Avenue Widening OPC.dwg June 15, 2016 - 11:04am

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



LEGEND

- TURNING LANE
- PROPOSED LANE
- PROPOSED SHOULDER

GRAPHIC SCALE IN FEET

0 125 250 500

**SNELLING AVE.
WIDENING**

ROSEVILLE, MN

KHA PROJECT	XXXXXX
DATE	06/15/16
SCALE	AS SHOWN
DESIGNED BY	MLS
DRAWN BY	MLS
CHECKED BY	ATB

Kimley»Horn

© 2016 KIMLEY-HORN AND ASSOCIATES, INC.
2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

SHEET NUMBER
EX. 2

Standard Agreement for Professional Services

This Agreement (“Agreement”) is made on the 4th day of June, 2018, between the City of Roseville, a municipal corporation (hereinafter “City”), and SRF Consulting Group, Inc., a domestic corporation (hereinafter “Consultant”).

Preliminary Statement

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

The City and Consultant agree as follows:

1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. **Term.** The term of this Agreement shall be from June 4, 2018 the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Consultant a not-to-exceed amount of \$19,750 as compensation as described in Exhibit A attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. **City Representative and Special Requirements:**
 - A. The Public Works Director shall act as the City’s representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City’s policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City’s representative at any time by notifying the Consultant of such change in writing.
 - B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit B attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit B.
5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

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

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

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
 - B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. **Project Manager and Staffing.** The Consultant has designated Matt Pacyna ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.
 7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
 8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.
 9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and

reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.

10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. ***Independent Consultant.*** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. ***Non-Discrimination.*** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. ***Assignment.*** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. ***Services Not Provided For.*** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. ***Compliance with Laws and Regulations.*** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.
17. ***Indemnification.*** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses,

including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. Insurance.

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

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

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

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

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

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

E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise

agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:

- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an “occurrence” form (“claims made” and “modified occurrence” forms are not acceptable);
- (ii) All policies, except the Professional Liability Insurance Policy and the Worker’s Compensation Policy, shall name “the City of Roseville” as an additional insured;
- (iii) All policies, except the Professional Liability Insurance Policy and the Worker’s Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and

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

19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (“Information”) shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
20. **Annual Review.** Prior to January 1 of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
21. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
22. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
23. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
24. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

25. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

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

If to Consultant: SRF Consulting Group, Inc.
 One Carlson Pkwy North, Suite 150
 Minneapolis, MN 55447

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

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

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

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

SRF Consulting Group, Inc.

By: _____

Its: _____



May 1, 2018

Marcus J. Culver, PE, Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Subject: Proposal for Professional Services for Snelling Avenue Alternative Review
Roseville, Minnesota

Dear Mr. Culver:

SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to develop, evaluate, and review opportunities along Snelling Avenue to improve operations. The City of Roseville received a regional solicitation grant to construct a third northbound lane along Snelling Avenue between County Road B2 and Lydia Avenue. This review will assess a variety of considerations, including local/regional travel pattern changes, intersection/corridor capacity, alternative improvements, and project limits. Coordination with area stakeholders is also planned as part of this review. Based on our understanding of the review, the following phased scope of services was developed.

Scope of Services

We propose to carry out the work described as follows:

Phase I

1. Review historical traffic volume information within the area, which includes a combination of intersection turning movement counts, average daily traffic volumes, and loop/ramp detector data.
2. Process video data previously collected by SRF in 2017 along Snelling Avenue at County Road C2 and Lydia Avenue during the p.m. peak period (i.e. 3:00 to 6:00 p.m.) and compare to historical traffic volume information. This information will be used to determine the appropriate dataset to analyze.
3. Use the Regional Travel Demand Model to test potential local/regional pattern shifts related to a third northbound lane along Snelling Avenue between County Road B2 and Lydia Avenue.
4. Develop and evaluate a range of intersection/corridor alternatives to improve operations along Snelling Avenue. The range of alternatives will include both at-grade and grade-separated options, dynamic shoulder considerations, and third lane limit tests, in addition to a no-build condition. All alternatives will be evaluated using Synchro/SimTraffic (V9) and focus on the existing p.m. peak hour.

5. Prepare a draft operations summary (i.e. bullets and figures) documenting the assumptions and findings of the alternative review. Make revisions based on City review and provide a final operations summary.
6. Prepare for and attend one (1) agency coordination meeting with the City, Ramsey County, and MnDOT to discuss the findings of the review. Assumes two SRF staff will attend.
7. Provide day-to-day project management and administration, as well as project coordination with City staff.

Phase II

1. Develop preliminary concept layouts and cost estimates for the remaining alternatives based on feedback received during Phase I. This task assumes up to three (3) conceptual layouts will be developed (i.e. two at-grade and one grade-separated alternative).
2. Prepare a draft concept layout summary (i.e. bullets and figures) documenting the design assumptions, potential issues/opportunities, and costs. Make revisions based on City review and provide a final concept layout summary.
3. Prepare for and attend one (1) agency coordination meeting with the City, Ramsey County, and MnDOT to discuss the preliminary concept layouts. Assumes two SRF staff will attend.
4. Provide day-to-day project management and administration, as well as project coordination with City staff.

Schedule

We will complete this work within a mutually agreed-upon time schedule.

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the review, the total cost of our services is not to exceed \$19,750 (\$10,000 for Phase I; \$9,750 for Phase II), which includes both time and expenses.

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is mpacyna@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this study. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Matthew Pacyna, PE (MN WI ND)
Principal

MP/

Attachment A – Standard Terms and Conditions

Approved

(signature)

Name _____

Title _____

Date _____

Please check the corresponding box to execute the desired Phase as part of this contract.	
Phase I	<input type="checkbox"/>
Phase II	<input type="checkbox"/>

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.