



City Council Agenda

Monday, September 8, 2014

6:00 p.m.

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Laliberte, Etten, McGehee, Roe
- 6:02 p.m. **2. Approve Agenda**
- 6:05 p.m. **3. Public Comment**
- 6:10 p.m. **4. Council Communications, Reports and Announcements**
- 5. Recognitions, Donations and Communications**
 - a. Proclaim Hispanic Heritage Month
- 6:15 p.m. **6. Approve Minutes**
 - a. Approve Minutes of August 25, 2014 Meeting
- 6:20 p.m. **7. Approve Consent Agenda**
 - a. Approve Payments
 - b. Approve Business and Other Licenses
 - c. Approve General Purchases and Sale of Surplus Items in Excess of \$5000
 - d. Authorize Joint Fuel Purchase for City Fleet
 - e. Receive the Planning Commission's determination that the proposed sale of the "Dale Street Fire Station Redevelopment Project" Site is in Compliance with the 2030 Comprehensive Plan
 - f. Renew Ramsey County GIS User Group Joint Powers Agreement
 - g. Approve Resolution Receiving Assessment Roll and Setting Assessment Hearing Date for County Road D Project
 - h. Approve IT Services Agreement with Lake Johanna Fire Department

- 6:30 p.m. **8. Consider Items Removed from Consent**
9. General Ordinances for Adoption
10. Presentations
11. Public Hearings
12. Budget Items
- 6:35 p.m. a. Adopt a Preliminary 2015 Tax Levy and Budget
- 7:35 p.m. b. Adopt the 2015 Preliminary HRA Tax Levy
- 8:35 p.m. **Break**
- 13. Business Items (Action Items)**
- 8:45 p.m. a. Receive Update on City Volunteer Activities and Accept
MAVA Grant Funds For Volgistics Volunteer
Management System
- 9:05 p.m. b. Consider Amending the City's Operating Fund Cash
Reserve Policy
- 14. Business Items – Presentations/Discussions**
- 9:35 p.m. **15. City Manager Future Agenda Review**
- 9:40 p.m. **16. Councilmember Initiated Items for Future Meetings**
- 9:45 p.m. **17. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Sep 9	6:30 p.m.	Finance Commission
Wednesday	Sep 10	5:30 p.m.	Parks & Recreation Commission Meeting & Tour
Thursday	Sep 11	6:30 p.m.	Community Engagement Commission
Monday	Sep 15	6:00 p.m.	City Council Meeting
Tuesday	Sep 16	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Sep 17	6:30 p.m.	Human Rights Commission
Monday	Sep 22	6:00 p.m.	City Council Meeting
Tuesday	Sep 23	6:30 p.m.	Public Works, Environment & Transportation Commission
October			
Wednesday	Oct 1	6:30 p.m.	Planning Commission

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



Hispanic Heritage Month September 15 - October 15, 2014

Whereas: The City of Roseville recognizes and honors contributions of all members of our community; and

Whereas: September 15 is the anniversary of independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico achieved independence on September 16; and Chile achieved independence on September 18; and

Whereas: In 1988 the United States Congress adopted a resolution designating September 15 to October 15 of each year as National Hispanic Heritage Month; and

Whereas: Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions which contribute to America's future; and

Whereas: The Hispanic community has a long history of contributions in language, history, music, arts, written words, education, sports, discoveries and other areas; and

Whereas: The City of Roseville invites all members of the community to celebrate 2014 Hispanic Heritage Month "Hispanics: A legacy of History, a Present of Action and a Future of Success;" and

Whereas: During National Hispanic Heritage Month, the United States celebrates the culture and traditions of Spanish speaking residents who trace their roots to Spain, Mexico, Central America, South America and the Caribbean.

Now, Therefore Be It Resolved, that the City Council hereby proclaim September 15 to October 15, 2014 to be Hispanic Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

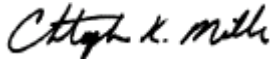
In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this eighth day of September 2014.

Mayor Daniel J. Roe

REQUEST FOR COUNCIL ACTION

Date: 9/08/2014
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Approve Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$1,062,051.05
74697-74895	\$1,144,222.43
Total	\$2,206,273.48

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 9/2/2014 - 8:17 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
75030	08/28/2014	Boulevard Landscaping	Operating Supplies	Specialty Turf & Ag, Inc.	Pesticides	369.32
					Operating Supplies Total:	369.32
					Fund Total:	369.32
74953	08/21/2014	Building Improvements	Other Improvements	Weatherproofing Technologies, Inc.	Restoration of Original City Hall (#4,	70,878.72
					Other Improvements Total:	70,878.72
					Fund Total:	70,878.72
74930	08/21/2014	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes	Postal Machine Rental	832.62
					Rental - Copier Machines Total:	832.62
					Fund Total:	832.62
74934	08/21/2014	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Midway Speedskating Bingo	2,347.38
74934	08/21/2014	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Roseville Youth Hockey Bingo	2,041.20
					Professional Services - Bingo Total:	4,388.58
					Fund Total:	4,388.58
74932	08/21/2014	Community Development	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	50.00
0	08/21/2014	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.08.2014 ICMA Defe	435.01
					ICMA Def Comp Total:	435.01
74938	08/21/2014	Community Development	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	227.69
					Life Ins. Employee Total:	227.69
74938	08/21/2014	Community Development	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	88.88
					Life Ins. Employer Total:	88.88
74938	08/21/2014	Community Development	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	198.61
					Long Term Disability Total:	198.61
74927	08/21/2014	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	379.44
					Medical Ins Employee Total:	379.44
74927	08/21/2014	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	3,891.09
					Medical Ins Employer Total:	3,891.09
0	08/21/2014	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	196.77
					Office Supplies Total:	196.77
0	08/26/2014	Community Development	Operating Supplies	Fastsigns-CC	Front Counter Sign	64.37
					Operating Supplies Total:	64.37
74914	08/21/2014	Community Development	Printing	Impressive Print	Business Cards	45.00
					Printing Total:	45.00
75033	08/28/2014	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	218.75
75033	08/28/2014	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
74949	08/21/2014	Community Development	Professional Services	Verizon Wireless	Cell Phones-Acct: 487223064-00001	35.01
0	08/26/2014	Community Development	Professional Services	Vroman Systems- CC	Rental Registration, Home & Garden	25.00
Professional Services Total:						283.63
74941	08/21/2014	Community Development	Telephone	T Mobile	Cell Phones-Acct: 87664423	32.79
Telephone Total:						32.79
Fund Total:						5,893.28
74907	08/21/2014	Contracted Engineering Svcs	Deposits	Custom Construction Services	Escrow Return-2936 Fernwood St.	3,000.00
74907	08/21/2014	Contracted Engineering Svcs	Deposits	Custom Construction Services	Escrow Return-2742 Fernwood St.	3,000.00
75029	08/28/2014	Contracted Engineering Svcs	Deposits	Kris Simonson	Escrow Return-2940 W Owasso Blvd	3,000.00
Deposits Total:						9,000.00
74938	08/21/2014	Contracted Engineering Svcs	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	8.08
Life Ins. Employer Total:						8.08
74938	08/21/2014	Contracted Engineering Svcs	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	19.68
Long Term Disability Total:						19.68
74927	08/21/2014	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	365.19
Medical Ins Employer Total:						365.19
Fund Total:						9,392.95
74896	08/21/2014	East Metro SWAT	Professional Services	American Messaging	Pager Service	460.17
Professional Services Total:						460.17
Fund Total:						460.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/21/2014	Fire Vehicles Revolving	Furniture & Fixtures	MES, Inc.	Hydoflow	2,919.65
0	08/28/2014	Fire Vehicles Revolving	Furniture & Fixtures	MES, Inc.	Order forms & Sizing Sheets	3,476.00
Furniture & Fixtures Total:						6,395.65
Fund Total:						6,395.65
0	08/28/2014	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	291.10
211402 - Flex Spending Health Total:						291.10
0	08/21/2014	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	450.80
0	08/21/2014	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	08/28/2014	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	770.00
0	08/28/2014	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	314.00
0	08/21/2014	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
211403 - Flex Spend Day Care Total:						2,304.04
74900	08/21/2014	General Fund	Clothing	Aspen Mills Inc.	Boots	143.50
74989	08/28/2014	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	109.99
74996	08/28/2014	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.00
74996	08/28/2014	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.00
74996	08/28/2014	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.00
74996	08/28/2014	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.00
74946	08/21/2014	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	122.50
74946	08/21/2014	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	154.00
Clothing Total:						649.99
74987	08/28/2014	General Fund	Conferences	APMP	Assoc. of Public Management Profess	25.00
Conferences Total:						25.00
0	08/26/2014	General Fund	Contract Maint. - City Hall	Nitti Sanitation-CC	Regular Service	153.00
75044	08/28/2014	General Fund	Contract Maint. - City Hall	Village Plumbing, Inc.	Drain Cleaning Service	290.00
Contract Maint. - City Hall Total:						443.00
75013	08/28/2014	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning	899.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/26/2014	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	224.40
0	08/26/2014	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	119.00
Contract Maint. - City Garage Total:						1,243.16
0	08/26/2014	General Fund	Contract Maintenance	A & L Sod-CC	Sod Pallet	130.00
0	08/28/2014	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance & Service-July	235.60
74905	08/21/2014	General Fund	Contract Maintenance	Comcast	Cable TV	97.96
75013	08/28/2014	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	552.84
0	08/26/2014	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	112.20
75024	08/28/2014	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	15.60
75024	08/28/2014	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	383.76
75034	08/28/2014	General Fund	Contract Maintenance	Suburban Auto Body, Inc.	Vehicle Repair	1,833.33
74947	08/21/2014	General Fund	Contract Maintenance	Upper Cut Tree Service	Blanket PO for Tree Removal	375.00
Contract Maintenance Total:						3,736.29
75000	08/28/2014	General Fund	Contract Maintenance Vehicles	Dealer Automotive Service, Inc	Mower Repair	338.20
0	08/21/2014	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Vehicle Washes	98.79
75026	08/28/2014	General Fund	Contract Maintenance Vehicles	Roseville Chrysler Jeep Dodge	Vehicle Repair	175.70
Contract Maintenance Vehicles Total:						612.69
74918	08/21/2014	General Fund	Contractual Maintenance	Law Enforcement Tech Group, LLC	Modules Installation	630.00
Contractual Maintenance Total:						630.00
74927	08/21/2014	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Aug 2014	885.57
74927	08/21/2014	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Aug 2014	905.57
Employer Insurance Total:						1,791.14
74932	08/21/2014	General Fund	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	2,285.25
HSA Employee Total:						2,285.25
0	08/21/2014	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.08.2014 ICMA Defe	2,941.87
ICMA Def Comp Total:						2,941.87
74938	08/21/2014	General Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	1,599.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Life Ins. Employee Total:						1,599.44
74938	08/21/2014	General Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	657.86
Life Ins. Employer Total:						657.86
74938	08/21/2014	General Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	1,416.29
Long Term Disability Total:						1,416.29
74927	08/21/2014	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	6,349.84
74927	08/21/2014	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	5,713.03
Medical Ins Employee Total:						12,062.87
74927	08/21/2014	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	39,716.13
Medical Ins Employer Total:						39,716.13
0	08/26/2014	General Fund	Memberships & Subscriptions	Finance & Commerce-CC	Membership Dues-O'Neill	249.00
75011	08/28/2014	General Fund	Memberships & Subscriptions	League of MN Cities	Membership Dues	21,549.00
74925	08/21/2014	General Fund	Memberships & Subscriptions	MN City/County Mngmt Assoc.	Membership Dues-Collins	120.00
Memberships & Subscriptions Total:						21,918.00
0	08/21/2014	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.08.2014 Minnesota F	553.11
Minnesota Benefit Ded Total:						553.11
0	08/26/2014	General Fund	Miscellaneous	Digbys-CC	Lunch Meeting: City Manager, Mayc	15.59
Miscellaneous Total:						15.59
0	08/28/2014	General Fund	Motor Fuel	Mansfield Oil Company	2014 Blanket PO for Fuel (2014 State	11,693.94
Motor Fuel Total:						11,693.94
74997	08/28/2014	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,790.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Non Business Licenses - Pawn Total:						1,790.10
0	08/21/2014	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	3.98
0	08/21/2014	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	333.33
0	08/21/2014	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	19.50
0	08/26/2014	General Fund	Office Supplies	S & T Office Products-CC	Office Supplies	82.30
0	08/26/2014	General Fund	Office Supplies	S & T Office Products-CC	Office Supplies	25.10
Office Supplies Total:						464.21
0	08/28/2014	General Fund	Op Supplies - City Hall	Grainger Inc	Lamps	198.96
0	08/26/2014	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-CC	Bulbs	13.38
Op Supplies - City Hall Total:						212.34
0	08/21/2014	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	473.22
74992	08/28/2014	General Fund	Operating Supplies	Batteries Plus Bulbs	Batteries	86.50
0	08/26/2014	General Fund	Operating Supplies	Bed Bath & Beyond-CC	Document Frame	24.99
0	08/26/2014	General Fund	Operating Supplies	Bulbs.com-CC	Bulbs	199.90
0	08/26/2014	General Fund	Operating Supplies	Byerly's- CC	Interview Supplies	3.99
0	08/26/2014	General Fund	Operating Supplies	Byerly's- CC	Interview Supplies	9.57
0	08/26/2014	General Fund	Operating Supplies	Caribou Coffee- CC	Interview Supplies	25.68
0	08/28/2014	General Fund	Operating Supplies	City of St. Paul	Paper	591.50
74908	08/21/2014	General Fund	Operating Supplies	Deluxe Corp.	Deposit Ticket Books	73.47
0	08/26/2014	General Fund	Operating Supplies	Diamond Vogel Paints-CC	Paint Supplies	8.53
74909	08/21/2014	General Fund	Operating Supplies	Driver & Vehicle Services	FIRE License Plates	6.00
0	08/26/2014	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Ground Shipping	12.92
0	08/26/2014	General Fund	Operating Supplies	GFOA- CC	GAAFR Supplement-eBook Format	30.00
0	08/28/2014	General Fund	Operating Supplies	Grainger Inc	2014 Blanket PO For Vehicle Repairs	100.80
0	08/26/2014	General Fund	Operating Supplies	Grumpy's Grill-CC	Finance Dept Retreat-Miller, Davitt, I	68.00
0	08/26/2014	General Fund	Operating Supplies	Home Depot- CC	Masonry Drill Bit	18.86
75010	08/28/2014	General Fund	Operating Supplies	Keepers Inc	Glock Magazine	28.99
74926	08/21/2014	General Fund	Operating Supplies	NFPA	Membership Dues-Loftus	377.73
0	08/26/2014	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	34.24
0	08/26/2014	General Fund	Operating Supplies	Panera Bread-CC	Interview Supplies	67.42
74931	08/21/2014	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, NAF Software	91.65
74939	08/21/2014	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	72.84
0	08/26/2014	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Grease Gun	28.98
0	08/28/2014	General Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Modified Asphalt	458.28
0	08/26/2014	General Fund	Operating Supplies	Target- CC	Patrol Supplies	71.36
0	08/26/2014	General Fund	Operating Supplies	Target- CC	Cleaning Supplies	20.98
74946	08/21/2014	General Fund	Operating Supplies	Uniforms Unlimited, Inc.	Uniform Supplies	16.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/26/2014	General Fund	Operating Supplies	Walmart-CC	Lemonade Stand Supplies	19.86
Operating Supplies Total:						3,023.25
74943	08/21/2014	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	279.57
Operating Supplies City Garage Total:						279.57
0	08/21/2014	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#7258500	PR Batch 00002.08.2014 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
74917	08/21/2014	General Fund	Professional Services	Language Line Services	Interpreter Service	31.69
74921	08/21/2014	General Fund	Professional Services	LexisNexis Risk Data Mgmt, Inc.	People, Vehicle Searches	100.85
75013	08/28/2014	General Fund	Professional Services	Linn Building Maintenance	General Cleaning	3,185.34
75017	08/28/2014	General Fund	Professional Services	Mn Helicopters, Inc.	Deer Count	762.50
75033	08/28/2014	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	375.00
75033	08/28/2014	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.87
75033	08/28/2014	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	262.50
75033	08/28/2014	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.87
0	08/26/2014	General Fund	Professional Services	Target- CC	HRC Parade Expenses	18.76
0	08/26/2014	General Fund	Professional Services	Thekeyguys.com-CC	Key Made for Forfeiture	189.00
74944	08/21/2014	General Fund	Professional Services	Twin Cities Transport & Recove	Vehicle Towing	115.00
75041	08/28/2014	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	140.50
0	08/26/2014	General Fund	Professional Services	Walgreens-CC	HRC Parade Expenses	9.63
Professional Services Total:						5,200.51
0	08/26/2014	General Fund	Telephone	One Shop Wireless-CC	Handsets	219.89
0	08/26/2014	General Fund	Telephone	Sprint- CC	Cell Phones	56.92
0	08/26/2014	General Fund	Telephone	Sprint- CC	Cell Phones	164.46
0	08/26/2014	General Fund	Telephone	Sprint- CC	Cell Phones	119.97
74941	08/21/2014	General Fund	Telephone	T Mobile	Cell Phones-Acct: 87664423	495.30
74941	08/21/2014	General Fund	Telephone	T Mobile	Cell Phones-Acct: 87664423	867.68
74941	08/21/2014	General Fund	Telephone	T Mobile	Cell Phones-Acct: 87664423	2,887.75
74941	08/21/2014	General Fund	Telephone	T Mobile	Cell Phones-Acct: 87664423	57.90
74949	08/21/2014	General Fund	Telephone	Verizon Wireless	Cell Phones-Acct: 487223064-00001	770.34
Telephone Total:						5,640.21
74985	08/28/2014	General Fund	Training	Advanced Tactical Ordnance Syster	PepperBall Training-Mooney	300.00
74897	08/21/2014	General Fund	Training	Anoka County Sheriff's Office	Range Use	375.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/26/2014	General Fund	Training	Cub Foods- CC	Water	4.99
0	08/26/2014	General Fund	Training	Fire Protection- CC	Fire Inspection Training	149.92
0	08/26/2014	General Fund	Training	Freedom Fuel-CC	Ice	5.07
0	08/26/2014	General Fund	Training	LA Clear-CC	GPS for Law Enforcement Training	40.00
74919	08/21/2014	General Fund	Training	League of MN Cities	PATROL Subscription	42.50
0	08/26/2014	General Fund	Training	MN GFOA-CC	Monthly Meeting Registration	15.00
0	08/26/2014	General Fund	Training	Warners Stellian-CC	Dehumidifier	179.99
Training Total:						1,112.47
0	08/28/2014	General Fund	Transportation	Eldona Bacon	Mileage Reimbursement	231.84
0	08/26/2014	General Fund	Transportation	Brenda Davitt	Mileage Reimbursement	39.37
Transportation Total:						271.21
0	08/26/2014	General Fund	Utilities	Xcel Energy	New Fire Station	1,925.45
Utilities Total:						1,925.45
0	08/26/2014	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,644.42
Utilities - City Garage Total:						2,644.42
0	08/26/2014	General Fund	Utilities - City Hall	Xcel Energy	New Fire Station	7,499.91
Utilities - City Hall Total:						7,499.91
0	08/28/2014	General Fund	Vehicle Supplies	Certified Laboratories, Inc.	Gloves	123.80
0	08/26/2014	General Fund	Vehicle Supplies	Cheetah Auto Supply-CC	Stud	5.30
0	08/28/2014	General Fund	Vehicle Supplies	Emergency Automotive Tech Inc	2014 Blanket PO For Vehicle Repairs	162.55
74910	08/21/2014	General Fund	Vehicle Supplies	EMP	Pocket Mask, Blood Pressure Cuff	54.39
0	08/28/2014	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2014 Blanket PO for Vehicle Repairs	122.34
0	08/28/2014	General Fund	Vehicle Supplies	Grainger Inc	2014 Blanket PO For Vehicle Repairs	43.30
0	08/28/2014	General Fund	Vehicle Supplies	Grainger Inc	2014 Blanket PO For Vehicle Repairs	94.40
75012	08/28/2014	General Fund	Vehicle Supplies	Liberty Tire Recycling, LLC	2014 Blanket PO For Vehicle Repairs	145.56
0	08/28/2014	General Fund	Vehicle Supplies	MTI Distributing, Inc.	2014 Blanket PO For Vehicle Repairs	85.88
0	08/28/2014	General Fund	Vehicle Supplies	Napa Auto Parts	2014 Blanket PO For Vehicle Repairs	35.98
0	08/28/2014	General Fund	Vehicle Supplies	Napa Auto Parts	2014 Blanket PO For Vehicle Repairs	4.64
74929	08/21/2014	General Fund	Vehicle Supplies	Philips Healthcare	HeartSmart Pads	176.80
0	08/26/2014	General Fund	Vehicle Supplies	PTS Tool Supply-CC	Vehicle Parts	106.00
0	08/26/2014	General Fund	Vehicle Supplies	PTS Tool Supply-CC	Gloves	54.00
75035	08/28/2014	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2014 Blanket PO for Vehicle Repairs	464.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
75037	08/28/2014	General Fund	Vehicle Supplies	Titan Machinery	2014 Blanket PO For Vehicle Repairs	726.00
75038	08/28/2014	General Fund	Vehicle Supplies	Tri State Bobcat, Inc	2014 Blanket PO For Vehicle Repairs	6.62
Vehicle Supplies Total:						2,412.28
Fund Total:						139,094.69
0	08/21/2014	General Fund Donations	K-9 Supplies	Thomas Gray	K9 Supplies Reimbursement	31.06
74928	08/21/2014	General Fund Donations	K-9 Supplies	Petco Animal Supplies, Inc.	K9 Supplies	73.97
75032	08/28/2014	General Fund Donations	K-9 Supplies	St. Paul Police Canine Unit	Kennel Fee-K9 Otis	250.00
K-9 Supplies Total:						355.03
0	08/26/2014	General Fund Donations	Operating Supplies	Walmart-CC	Bubble Gum, Fun Pops	55.27
Operating Supplies Total:						55.27
Fund Total:						410.30
0	08/26/2014	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	88.40
74950	08/21/2014	Golf Course	Contract Maintenance	Versatile Vehicles, Inc.	Short Term Lease	690.00
Contract Maintenance Total:						778.40
74932	08/21/2014	Golf Course	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	76.92
HSA Employee Total:						76.92
0	08/21/2014	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.08.2014 ICMA Defe	50.00
ICMA Def Comp Total:						50.00
74938	08/21/2014	Golf Course	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	73.48
Life Ins. Employee Total:						73.48
74938	08/21/2014	Golf Course	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	8.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	8.08
74938	08/21/2014	Golf Course	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	20.52
					Long Term Disability Total:	20.52
74927	08/21/2014	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	717.40
					Medical Ins Employee Total:	717.40
74927	08/21/2014	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	1,374.00
					Medical Ins Employer Total:	1,374.00
0	08/26/2014	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Food for Rosefest	181.18
0	08/26/2014	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Food for Rosefest	188.86
0	08/26/2014	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Food for Rosefest	215.77
0	08/26/2014	Golf Course	Merchandise For Sale	Target- CC	Rosefest Golf Tournament Supplies	11.09
					Merchandise For Sale Total:	596.90
0	08/26/2014	Golf Course	Operating Supplies	Frattallones-CC	Pest Control Supplies	13.65
0	08/26/2014	Golf Course	Operating Supplies	Goodwill-CC	Clubhouse Artwork	26.71
0	08/26/2014	Golf Course	Operating Supplies	Home Depot- CC	Plumbing Supplies	14.71
0	08/26/2014	Golf Course	Operating Supplies	Home Depot- CC	Plumbing Supplies	37.65
0	08/26/2014	Golf Course	Operating Supplies	Home Depot- CC	Pump House Repair Supplies	21.43
0	08/26/2014	Golf Course	Operating Supplies	Home Depot- CC	Paint Supplies	128.19
0	08/28/2014	Golf Course	Operating Supplies	Roxann Maxey	Supplies Reimbursement	172.97
0	08/26/2014	Golf Course	Operating Supplies	MIDC Enterprises- CC	Irrigation Parts	118.66
0	08/26/2014	Golf Course	Operating Supplies	MIDC Enterprises- CC	Irrigation Parts	118.69
0	08/26/2014	Golf Course	Operating Supplies	Restaurant Depot- CC	Food for Rosefest	7.95
0	08/26/2014	Golf Course	Operating Supplies	Restaurant Depot- CC	Food for Rosefest	16.87
0	08/26/2014	Golf Course	Operating Supplies	Restaurant Depot- CC	Hot Dogs & Fry Oil	71.04
0	08/26/2014	Golf Course	Operating Supplies	Target- CC	Rosefest Golf Tournament Supplies	39.78
0	08/26/2014	Golf Course	Operating Supplies	Target- CC	Rosefest Golf Tournament Supplies	110.00
0	08/26/2014	Golf Course	Operating Supplies	Target- CC	Kitchen Supplies	16.76
75047	08/28/2014	Golf Course	Operating Supplies	Winfield Solutions, LLC	Turf Rally	1,040.32
75047	08/28/2014	Golf Course	Operating Supplies	Winfield Solutions, LLC	Turf Supplies	1,508.22
					Operating Supplies Total:	3,463.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/28/2014	Golf Course	Rental	Jimmys Johnnys, Inc	Toilet Rental	55.62
Rental Total:						55.62
74941	08/21/2014	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 87664423	58.15
Telephone Total:						58.15
0	08/26/2014	Golf Course	Vehicle Supplies	Bearings-CC	Mower Supplies	79.04
0	08/26/2014	Golf Course	Vehicle Supplies	Central Power Distributor-CC	Mower Parts	16.82
0	08/28/2014	Golf Course	Vehicle Supplies	MTI Distributing, Inc.	Torsion Spring	29.61
0	08/26/2014	Golf Course	Vehicle Supplies	MTI-CC	Toro Supplies	191.59
Vehicle Supplies Total:						317.06
Fund Total:						7,590.13
0	08/26/2014	Housing & Redevelopment Agency	Miscellaneous	Vroman Systems- CC	Rental Registration, Home & Garden	24.95
Miscellaneous Total:						24.95
0	08/26/2014	Housing & Redevelopment Agency	Professional Services	Network Solutions- CC	Domain Name Registration-Living Sr	222.94
Professional Services Total:						222.94
Fund Total:						247.89
74942	08/21/2014	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2591 N Charlotte	70.00
74942	08/21/2014	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2618 N Herschel	70.00
Payments to Contractors Total:						140.00
Fund Total:						140.00
0	08/26/2014	Information Technology	Contract Maintenance	McAfee, Inc-CC	Threat Management/Spam Filtering S	880.00
0	08/26/2014	Information Technology	Contract Maintenance	Network Solutions- CC	Domain Name Registration-Metro-inc	184.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						1,064.95
74932	08/21/2014	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	181.54
HSA Employee Total:						181.54
0	08/21/2014	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.08.2014 ICMA Defe	325.00
ICMA Def Comp Total:						325.00
74938	08/21/2014	Information Technology	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	51.62
Life Ins. Employee Total:						51.62
74938	08/21/2014	Information Technology	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	94.94
Life Ins. Employer Total:						94.94
74938	08/21/2014	Information Technology	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	198.03
Long Term Disability Total:						198.03
74927	08/21/2014	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	1,110.06
Medical Ins Employee Total:						1,110.06
74927	08/21/2014	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	7,112.92
Medical Ins Employer Total:						7,112.92
0	08/26/2014	Information Technology	Operating Supplies	Amazon.com- CC	Nexus Bumper Case	27.94
0	08/26/2014	Information Technology	Operating Supplies	Amazon.com- CC	Phone Cases, Training Guides	69.47
0	08/26/2014	Information Technology	Operating Supplies	Amazon.com- CC	Phone Case	11.84
0	08/26/2014	Information Technology	Operating Supplies	Target- CC	Storage Bins	109.76
0	08/26/2014	Information Technology	Operating Supplies	Target- CC	Storage Bins	74.72
Operating Supplies Total:						293.73
0	08/26/2014	Information Technology	Telephone	One Shop Wireless-CC	Handsets	279.86
74941	08/21/2014	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 87664423	1,552.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
74949	08/21/2014	Information Technology	Telephone	Verizon Wireless	Cell Phones-Acct: 487223064-00001	140.04
					Telephone Total:	1,972.17
0	08/26/2014	Information Technology	Training	Amazon.com- CC	Phone Cases, Training Guides	195.69
0	08/26/2014	Information Technology	Training	Compulink-CC	Business Process Management-Murth	100.00
					Training Total:	295.69
0	08/21/2014	Information Technology	Transportation	Steve Chung	Mileage Reimbursement	245.28
					Transportation Total:	245.28
					Fund Total:	12,945.93
74932	08/21/2014	License Center	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	38.46
					HSA Employee Total:	38.46
74938	08/21/2014	License Center	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	76.50
					Life Ins. Employee Total:	76.50
74938	08/21/2014	License Center	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	72.72
					Life Ins. Employer Total:	72.72
74938	08/21/2014	License Center	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	122.42
					Long Term Disability Total:	122.42
74927	08/21/2014	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	2,340.42
					Medical Ins Employee Total:	2,340.42
75023	08/28/2014	License Center	Memberships & Subscriptions	Ramsey County	Notary Signature Registration Renew	20.00
					Memberships & Subscriptions Total:	20.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/21/2014	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.08.2014 Minnesota I	123.84
Minnesota Benefit Ded Total:						123.84
0	08/26/2014	License Center	Office Supplies	S & T Office Products-CC	Office Supplies	54.55
0	08/26/2014	License Center	Office Supplies	Uline-CC	Office Supplies	104.22
Office Supplies Total:						158.77
0	08/26/2014	License Center	Postage	USPS-CC	Postage	95.95
Postage Total:						95.95
75013	08/28/2014	License Center	Professional Services	Linn Building Maintenance	General Cleaning	596.70
0	08/28/2014	License Center	Professional Services	Quicksilver Express Courier	Courier Service	216.47
Professional Services Total:						813.17
74903	08/21/2014	License Center	Training	Camp St. Croix	Finance Department Retreat Deposit	146.25
Training Total:						146.25
0	08/28/2014	License Center	Transportation	Mary Dracy	Mileage Reimbursement	208.32
0	08/28/2014	License Center	Transportation	Jill Theisen	Mileage Reimbursement	241.92
Transportation Total:						450.24
0	08/26/2014	License Center	Utilities	Xcel Energy	Motor Vehicle	364.04
Utilities Total:						364.04
Fund Total:						4,822.78
74993	08/28/2014	Municipal Community Band	Operating Supplies	Lunette Blomgren	Community Band Expenses Reimbur	254.56
Operating Supplies Total:						254.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						254.56
0	08/28/2014	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-Aug	250.00
Professional Services Total:						250.00
Fund Total:						250.00
0	08/26/2014	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	516.80
75047	08/28/2014	P & R Contract Maintenance	Contract Maintenance	Winfield Solutions, LLC	Turf Supplies	1,005.48
Contract Maintenance Total:						1,522.28
74932	08/21/2014	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	213.84
74932	08/21/2014	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA WI En	34.62
HSA Employee Total:						248.46
74938	08/21/2014	P & R Contract Maintenance	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	52.41
Life Ins. Employee Total:						52.41
74938	08/21/2014	P & R Contract Maintenance	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	66.65
Life Ins. Employer Total:						66.65
74938	08/21/2014	P & R Contract Maintenance	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	115.62
Long Term Disability Total:						115.62
74927	08/21/2014	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	675.02
Medical Ins Employee Total:						675.02
74927	08/21/2014	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	4,282.66
Medical Ins Employer Total:						4,282.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	All Poolside-CC	Pool Supplies	55.95
0	08/28/2014	P & R Contract Maintenance	Operating Supplies	Bachmans Inc	Arboretum Replacement Plants	129.36
0	08/28/2014	P & R Contract Maintenance	Operating Supplies	Bachmans Inc	Arboretum Shade Garden Plants	176.27
0	08/28/2014	P & R Contract Maintenance	Operating Supplies	Bachmans Inc	Arboretum Supplies	66.60
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Certified Laboratories-CC	Safety Vests	59.22
74996	08/28/2014	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.48
74996	08/28/2014	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.48
74996	08/28/2014	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.48
74996	08/28/2014	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.48
74998	08/28/2014	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Chlorine	173.15
74998	08/28/2014	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	352.93
74999	08/28/2014	P & R Contract Maintenance	Operating Supplies	Dalco	Shelter Supplies	148.44
74999	08/28/2014	P & R Contract Maintenance	Operating Supplies	Dalco	Shelter Supplies	74.22
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	July 4 Supplies	92.21
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Gary Carlson Equip-CC	Yellow Tape	35.96
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Menards-CC	Split Rail Fence Supplies	99.21
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Menards-CC	Canopy	214.19
75015	08/28/2014	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Irrigation Heads	318.38
0	08/28/2014	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Toro Parts	358.53
0	08/28/2014	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Toro Parts	100.92
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Shop Tools	37.36
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Flashlights	46.96
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Weed Whip Parts	7.98
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Gloves	14.99
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Arboretum Supplies	74.53
75039	08/28/2014	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	239.00
75039	08/28/2014	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	194.96
75040	08/28/2014	P & R Contract Maintenance	Operating Supplies	Truck Utilities, Inc.	Lift Gate	35.95
0	08/26/2014	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center-CC	Safety Supplies	160.63
Operating Supplies Total:						3,301.82
75042	08/28/2014	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	3,697.00
75042	08/28/2014	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	6,772.50
Professional Services Total:						10,469.50
0	08/21/2014	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	179.50
0	08/21/2014	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	169.50
0	08/21/2014	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	179.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Rental Total:						692.00
0	08/26/2014	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	39.99
74941	08/21/2014	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 87664423	357.15
74941	08/21/2014	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 87664423	65.72
74949	08/21/2014	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones-Acct: 487223064-00001	35.01
Telephone Total:						497.87
Fund Total:						21,924.29
0	08/28/2014	Park Renewal 2011	Contractor Payments	T. A. Schifsky & Sons, Inc.	Parks Improvement	417,071.85
Contractor Payments Total:						417,071.85
0	08/28/2014	Park Renewal 2011	Professional Services	Arizona State University	Best Value Education	20,000.00
75002	08/28/2014	Park Renewal 2011	Professional Services	ECA Electrostatic	Pressure wash entire building, prime c	4,850.00
Professional Services Total:						24,850.00
Fund Total:						441,921.85
75007	08/28/2014	Pathway Maintenance Fund	Operating Supplies	Forest Lake Contracting Inc.	Road Repairs	112.00
0	08/21/2014	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products	Cty B Pathway Erosion Control	2,818.00
Operating Supplies Total:						2,930.00
Fund Total:						2,930.00
74938	08/21/2014	Police - DWI Enforcement	Life Insurance	Standard Insurance Company	Life Insurance Premium-Police-00 13	1.31
Life Insurance Total:						1.31
74938	08/21/2014	Police - DWI Enforcement	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	2.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Long Term Disability Total:						2.32
74927	08/21/2014	Police - DWI Enforcement	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	6,241.00
Medical Ins Employer Total:						6,241.00
74944	08/21/2014	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Vehicle Towing	85.00
74944	08/21/2014	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Vehicle Towing	85.00
75041	08/28/2014	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
75041	08/28/2014	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
75041	08/28/2014	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
74954	08/21/2014	Police - DWI Enforcement	Professional Services	Spencer Whyte	Alcohol Compliance Checker	91.00
Professional Services Total:						516.00
Fund Total:						6,760.63
74932	08/21/2014	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	31.81
HSA Employee Total:						31.81
74938	08/21/2014	Police Grants	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	6.95
Life Ins. Employee Total:						6.95
74938	08/21/2014	Police Grants	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	3.12
Life Ins. Employer Total:						3.12
74938	08/21/2014	Police Grants	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	5.81
Long Term Disability Total:						5.81
74927	08/21/2014	Police Grants	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	3.66
Medical Ins Employee Total:						3.66
74927	08/21/2014	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	166.19
74927	08/21/2014	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	59.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	225.58
					Fund Total:	276.93
75041	08/28/2014	Police Forfeiture Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
					Professional Services Total:	85.00
					Fund Total:	85.00
0	08/21/2014	Police Vehicle Revolving	Capital Outlay	Streicher's	TacTec Plate Carrier	303.98
					Capital Outlay Total:	303.98
					Fund Total:	303.98
0	08/28/2014	Recreation Donations	Operating Supplies	Bachmans Inc	Arboretum Supplies	168.58
					Operating Supplies Total:	168.58
					Fund Total:	168.58
75005	08/28/2014	Recreation Fund	Contract Maintenance	Fish Window Cleaning	Oval Window Cleaning	115.00
75013	08/28/2014	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	1,000.62
0	08/26/2014	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	275.40
0	08/21/2014	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	36.00
75036	08/28/2014	Recreation Fund	Contract Maintenance	Summit Fire Protection	Semi-Annual Suppression System Ins	127.00
					Contract Maintenance Total:	1,554.02
75013	08/28/2014	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	798.66
					Contract Maintenance Total:	798.66
74986	08/28/2014	Recreation Fund	Fee Program Revenue	Tracy Anderson	Key Deposit Refund	25.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
74991	08/28/2014	Recreation Fund	Fee Program Revenue	Elaine Batcher	Key Deposit Refund	25.00
74994	08/28/2014	Recreation Fund	Fee Program Revenue	Robert Bowen	Key Deposit Refund	25.00
74995	08/28/2014	Recreation Fund	Fee Program Revenue	Melissa Burke	Key Deposit Refund	25.00
75001	08/28/2014	Recreation Fund	Fee Program Revenue	Marilyn Dornfeld	Key Deposit Refund	25.00
74915	08/21/2014	Recreation Fund	Fee Program Revenue	Mindy Kent	Key Deposit Refund	25.00
75018	08/28/2014	Recreation Fund	Fee Program Revenue	Agnes Moser	Key Deposit Refund	25.00
75019	08/28/2014	Recreation Fund	Fee Program Revenue	Sheila Nemah	Key Deposit REFund	25.00
75021	08/28/2014	Recreation Fund	Fee Program Revenue	The Phoenix Residence	Key Deposit Refund	25.00
Fee Program Revenue Total:						225.00
74932	08/21/2014	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	332.80
HSA Employee Total:						332.80
0	08/21/2014	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.08.2014 ICMA Defe	525.00
ICMA Def Comp Total:						525.00
74938	08/21/2014	Recreation Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	139.90
Life Ins. Employee Total:						139.90
74938	08/21/2014	Recreation Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	96.96
Life Ins. Employer Total:						96.96
74938	08/21/2014	Recreation Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	208.07
Long Term Disability Total:						208.07
74927	08/21/2014	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	910.59
Medical Ins Employee Total:						910.59
74927	08/21/2014	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	7,801.46
Medical Ins Employer Total:						7,801.46
0	08/21/2014	Recreation Fund	Memberships & Subscriptions	DMX, Inc.	Skating Center Music	146.97
75016	08/28/2014	Recreation Fund	Memberships & Subscriptions	Mn Dept of Labor & Industry	Elevator Annual Operation	200.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/21/2014	Recreation Fund	Memberships & Subscriptions	MRPA	Softball Team Registrations	3,129.00
0	08/26/2014	Recreation Fund	Memberships & Subscriptions	Pickleball-CC	Membership Dues	25.00
74936	08/21/2014	Recreation Fund	Memberships & Subscriptions	SportSign	Interpreter Services	300.00
Memberships & Subscriptions Total:						3,800.97
0	08/26/2014	Recreation Fund	Merchandise for Sale	Target- CC	Concessions Popcorn	29.92
Merchandise for Sale Total:						29.92
0	08/21/2014	Recreation Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.08.2014 Minnesota F	456.95
Minnesota Benefit Ded Total:						456.95
0	08/26/2014	Recreation Fund	Minor Equipment	S & T Office Products-CC	Office Chair	361.00
Minor Equipment Total:						361.00
0	08/26/2014	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	599.10
Office Supplies Total:						599.10
0	08/26/2014	Recreation Fund	Operating Supplies	Best Buy- CC	Cell Phone Case	42.84
0	08/26/2014	Recreation Fund	Operating Supplies	Best Buy- CC	Program Supplies	101.75
74906	08/21/2014	Recreation Fund	Operating Supplies	Crown Plastics, Inc	Acrylic Sheet	36.48
0	08/26/2014	Recreation Fund	Operating Supplies	Cub Foods- CC	Run for the Roses Bananas	112.50
0	08/26/2014	Recreation Fund	Operating Supplies	Cub Foods- CC	July 4 Staff Lunch	52.28
0	08/26/2014	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Program Supplies	10.00
0	08/26/2014	Recreation Fund	Operating Supplies	Cub Foods- CC	Play Pals Supplies	52.68
0	08/26/2014	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	52.04
0	08/28/2014	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	553.05
0	08/21/2014	Recreation Fund	Operating Supplies	Grainger Inc	Couplings	52.09
0	08/21/2014	Recreation Fund	Operating Supplies	Grainger Inc	Filters	70.44
0	08/21/2014	Recreation Fund	Operating Supplies	Grainger Inc	Restroom Supplies	28.64
0	08/21/2014	Recreation Fund	Operating Supplies	Grainger Inc	Electrode Stick	13.52
0	08/21/2014	Recreation Fund	Operating Supplies	Grainger Inc	Fluorescent Lamps	127.44
0	08/21/2014	Recreation Fund	Operating Supplies	Grainger Inc	Ballasts, Connectors	38.15
0	08/26/2014	Recreation Fund	Operating Supplies	History Center - CC	Museum Field Trip	84.00
0	08/26/2014	Recreation Fund	Operating Supplies	History Center - CC	Museum Field Trip-Parking	10.00
0	08/28/2014	Recreation Fund	Operating Supplies	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Operating Supplies	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/26/2014	Recreation Fund	Operating Supplies	Joe's Sporting Goods-CC	Garden Expo Supplies	3.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/26/2014	Recreation Fund	Operating Supplies	Menards-CC	Caution Tape, Sharpies	51.00
0	08/26/2014	Recreation Fund	Operating Supplies	Michaels-CC	Party Flags	11.71
0	08/26/2014	Recreation Fund	Operating Supplies	Michaels-CC	Craft Supplies	14.95
0	08/26/2014	Recreation Fund	Operating Supplies	Michaels-CC	Craft Supplies	13.97
74923	08/21/2014	Recreation Fund	Operating Supplies	MIDC Enterprises	Hot Cement	17.81
74923	08/21/2014	Recreation Fund	Operating Supplies	MIDC Enterprises	Rotor	28.62
0	08/26/2014	Recreation Fund	Operating Supplies	Mike's Pro Shop-CC	Roll for the Roses Medals	47.40
0	08/26/2014	Recreation Fund	Operating Supplies	Mother Earth Gardens-CC	Garden Supplies	21.56
0	08/26/2014	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	43.89
0	08/26/2014	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	90.96
0	08/26/2014	Recreation Fund	Operating Supplies	Office Max-CC	Medical Lock Box	44.98
0	08/26/2014	Recreation Fund	Operating Supplies	Oriental Trading- CC	Program Supplies	25.15
0	08/26/2014	Recreation Fund	Operating Supplies	Oriental Trading- CC	Program Supplies	20.00
0	08/26/2014	Recreation Fund	Operating Supplies	Party City-CC	Table Cloth	14.99
0	08/26/2014	Recreation Fund	Operating Supplies	Party City-CC	Program Supplies	14.17
0	08/26/2014	Recreation Fund	Operating Supplies	Provantage- CC	Soccer Promotion	52.00
0	08/26/2014	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Discover Your Parks Supplies	25.00
0	08/26/2014	Recreation Fund	Operating Supplies	Restaurant Depot- CC	July 4 Staff Lunch	73.36
0	08/26/2014	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Cable Ties	7.49
0	08/26/2014	Recreation Fund	Operating Supplies	Subway-CC	Sandwiches	214.25
0	08/26/2014	Recreation Fund	Operating Supplies	Target- CC	Craft Supplies	25.41
0	08/26/2014	Recreation Fund	Operating Supplies	Target- CC	Rosefest Supplies	22.46
0	08/26/2014	Recreation Fund	Operating Supplies	Target- CC	Program Snacks	40.10
0	08/26/2014	Recreation Fund	Operating Supplies	Target- CC	Summer Program Supplies	71.23
0	08/26/2014	Recreation Fund	Operating Supplies	Walmart-CC	Construction Paper	3.97
0	08/26/2014	Recreation Fund	Operating Supplies	Walmart-CC	Construction Paper	6.81
0	08/26/2014	Recreation Fund	Operating Supplies	Walmart-CC	Rosefest Supplies	68.37
0	08/26/2014	Recreation Fund	Operating Supplies	Walmart-CC	Playgrounds, Puppet Supplies	4.88
0	08/26/2014	Recreation Fund	Operating Supplies	Walmart-CC	Playgrounds, Puppet Supplies	11.97
0	08/26/2014	Recreation Fund	Operating Supplies	Walmart-CC	Program Supplies	57.27
Operating Supplies Total:						2,695.83
74899	08/21/2014	Recreation Fund	Professional Services	Art Spark	Art Camps	927.00
74899	08/21/2014	Recreation Fund	Professional Services	Art Spark	Art Camps	1,008.00
74899	08/21/2014	Recreation Fund	Professional Services	Art Spark	Art Camps	99.00
74902	08/21/2014	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	240.00
74904	08/21/2014	Recreation Fund	Professional Services	City of Shoreview	Nickelodeon Univers Admission	379.00
74904	08/21/2014	Recreation Fund	Professional Services	City of Shoreview	Valleyfair Admission	643.75
0	08/21/2014	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	350.00
75004	08/28/2014	Recreation Fund	Professional Services	First Student	Transportation to Fort Snelling Base C	165.00
0	08/21/2014	Recreation Fund	Professional Services	Bruce Hashimoto	Tennis Camp	583.00
74912	08/21/2014	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	288.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
74913	08/21/2014	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	192.00
0	08/21/2014	Recreation Fund	Professional Services	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Professional Services	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,820.00
74922	08/21/2014	Recreation Fund	Professional Services	Jake Miada	Softball Umpire	24.00
74933	08/21/2014	Recreation Fund	Professional Services	Nicole Rajkowski	Volleball Officiating	48.00
75025	08/28/2014	Recreation Fund	Professional Services	Rosetown Playhouse	Wizard School Diaries Kids 23 x \$10=	2,288.00
75025	08/28/2014	Recreation Fund	Professional Services	Rosetown Playhouse	Local Superhero Kids 23 x \$104=239	2,392.00
75025	08/28/2014	Recreation Fund	Professional Services	Rosetown Playhouse	Tall Tales & Tiaras Kids 24 x \$104=2	2,496.00
75025	08/28/2014	Recreation Fund	Professional Services	Rosetown Playhouse	Improv Group 14 x \$68=952	952.00
75025	08/28/2014	Recreation Fund	Professional Services	Rosetown Playhouse	Zombies, Vampires 15 x \$104=1560	1,560.00
75027	08/28/2014	Recreation Fund	Professional Services	Roseville Figure Skating Club	Concession Staff During RFSC Comp	672.00
75027	08/28/2014	Recreation Fund	Professional Services	Roseville Figure Skating Club	Concession Revenue during RFSC Cc	402.50
74935	08/21/2014	Recreation Fund	Professional Services	Sports Unlimited, Corp.	Flag Football Camp	1,562.00
75031	08/28/2014	Recreation Fund	Professional Services	SportSign	Interpreter Service	180.00
74940	08/21/2014	Recreation Fund	Professional Services	Shane Sturges	Volleyball Officiating	144.00
0	08/26/2014	Recreation Fund	Professional Services	U of M Golf-CC	Golf Driving Range Use	48.43
74948	08/21/2014	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	315.00
75043	08/28/2014	Recreation Fund	Professional Services	Carrie Varco	Youth Golf Instructor	202.06
75046	08/28/2014	Recreation Fund	Professional Services	Dan Wascoe	Summer Entertainment	200.00
Professional Services Total:						20,289.74
0	08/26/2014	Recreation Fund	Rental	Fun Express-CC	July 4th Rentals	175.00
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	42.83
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	99.00
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	99.00
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	198.00
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	99.00
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	173.66
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	480.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/21/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	21.41
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	125.00
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	125.00
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	36.98
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	08/28/2014	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	50.60
Rental Total:						2,760.98
0	08/21/2014	Recreation Fund	Transportation	Jill Anfang	Mileage Reimbursement	634.48
0	08/28/2014	Recreation Fund	Transportation	Caitlin Barrett	Mileage Reimbursement	22.96
74904	08/21/2014	Recreation Fund	Transportation	City of Shoreview	Summer Field Trips	1,035.76
0	08/28/2014	Recreation Fund	Transportation	Lauren Deal	Mileage Reimbursement	221.76
0	08/28/2014	Recreation Fund	Transportation	Rose Gangl	Mileage Reimbursement	19.04
Transportation Total:						1,934.00
0	08/26/2014	Recreation Fund	Utilities	Xcel Energy	Nature Center	313.55
Utilities Total:						313.55
Fund Total:						45,834.50
75006	08/28/2014	Recreation Improvements	Arboretum Drainage Issues	Flagship Recreation	Wood Fiber	1,800.00
Arboretum Drainage Issues Total:						1,800.00
Fund Total:						1,800.00
0	08/26/2014	Risk Management	Memberships & Subscriptions	State Ins. Lic.- CC	Insurance License Renewal	124.93
Memberships & Subscriptions Total:						124.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
75034	08/28/2014	Risk Management	Police Patrol Claims	Suburban Auto Body, Inc.	Vehicle Repair	1,084.00
Police Patrol Claims Total:						1,084.00
74920	08/21/2014	Risk Management	Water Department Claims	League of MN Cities Ins Trust	Insurance Claim	205.00
Water Department Claims Total:						205.00
Fund Total:						1,413.93
74968	08/26/2014	Sanitary Sewer	Accounts Payable	PATRICIA MARGETTE	Refund Check	5.52
74973	08/26/2014	Sanitary Sewer	Accounts Payable	MILDRED MUSSEHL	Refund Check	18.39
74983	08/26/2014	Sanitary Sewer	Accounts Payable	VERNON SVAC	Refund Check	6.99
Accounts Payable Total:						30.90
0	08/21/2014	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.08.2014 ICMA Defe	35.01
ICMA Def Comp Total:						35.01
74938	08/21/2014	Sanitary Sewer	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	6.48
74938	08/21/2014	Sanitary Sewer	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	36.68
Life Ins. Employee Total:						43.16
74938	08/21/2014	Sanitary Sewer	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	38.78
Life Ins. Employer Total:						38.78
74938	08/21/2014	Sanitary Sewer	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	71.60
Long Term Disability Total:						71.60
74927	08/21/2014	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	1,120.01
Medical Ins Employee Total:						1,120.01
74927	08/21/2014	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	2,439.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Medical Ins Employer Total:						2,439.59
0	08/21/2014	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	221,958.80
Metro Waste Control Board Total:						221,958.80
0	08/21/2014	Sanitary Sewer	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.08.2014 Minnesota I	29.50
Minnesota Benefit Ded Total:						29.50
0	08/21/2014	Sanitary Sewer	Operating Supplies	Able Hose & Rubber Inc	Fire Hose, Clamp	64.06
74911	08/21/2014	Sanitary Sewer	Operating Supplies	General Repair Service, Corp	Air Pump	401.56
0	08/21/2014	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Strain Relief	156.25
Operating Supplies Total:						621.87
0	08/28/2014	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	455.80
Professional Services Total:						455.80
0	08/26/2014	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	77.98
Telephone Total:						77.98
0	08/21/2014	Sanitary Sewer	Vehicles / Equipment	Midway Ford Co	2015 F350 4x4 Regular Cab (MN Sta	26,514.00
Vehicles / Equipment Total:						26,514.00
Fund Total:						253,437.00
74938	08/21/2014	Solid Waste Recycle	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	2.43
Life Ins. Employer Total:						2.43
74938	08/21/2014	Solid Waste Recycle	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	5.28
Long Term Disability Total:						5.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
74927	08/21/2014	Solid Waste Recycle	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	109.55
					Medical Ins Employer Total:	109.55
0	08/21/2014	Solid Waste Recycle	Professional Services	Eureka Recycling	Wild Rice Festival	500.00
					Professional Services Total:	500.00
					Fund Total:	617.26
0	08/21/2014	Storm Drainage	Contract Maintenance	ESS Brothers & Sons, Inc.	Storm Sewer Lining	16,106.00
75009	08/28/2014	Storm Drainage	Contract Maintenance	General Repair Service, Corp	Pump Repair	2,156.30
74924	08/21/2014	Storm Drainage	Contract Maintenance	Miller Trucking of Buffalo, Inc.	QTY 21 End Dump: Haul Spring Stre	260.00
74951	08/21/2014	Storm Drainage	Contract Maintenance	Vonco II LLC	Qty 500 Tons: Street Sweeping Dump	247.90
75045	08/28/2014	Storm Drainage	Contract Maintenance	Vonco II LLC	Qty 500 Tons: Street Sweeping Dump	1,254.90
					Contract Maintenance Total:	20,025.10
0	08/28/2014	Storm Drainage	Evergreen Park Drainage Improv	SRF Consulting Group, Inc.	Evergreen Park Underground Storage	2,425.12
					Evergreen Park Drainage Improv Total:	2,425.12
74938	08/21/2014	Storm Drainage	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	13.50
					Life Ins. Employee Total:	13.50
74938	08/21/2014	Storm Drainage	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	39.31
					Life Ins. Employer Total:	39.31
74938	08/21/2014	Storm Drainage	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	63.62
					Long Term Disability Total:	63.62
74927	08/21/2014	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	255.64
					Medical Ins Employer Total:	255.64
0	08/21/2014	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	19.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Office Supplies Total:						19.50
0	08/28/2014	Storm Drainage	Operating Supplies	Fastenal Company Inc.	Eyewear	116.76
75008	08/28/2014	Storm Drainage	Operating Supplies	Fra-Dor Inc.	12 Yards Received	96.00
0	08/28/2014	Storm Drainage	Operating Supplies	T. A. Schifsky & Sons, Inc.	Modified Asphalt	685.71
Operating Supplies Total:						898.47
0	08/28/2014	Storm Drainage	P&R Master Plan Sidewalk Const	T. A. Schifsky & Sons, Inc.	Parks Improvement	255,240.30
P&R Master Plan Sidewalk Const Total:						255,240.30
0	08/26/2014	Storm Drainage	Telephone	Sprint- CC	Cell Phones	82.23
Telephone Total:						82.23
Fund Total:						279,062.79
75028	08/28/2014	Street Construction	2014 Mill & Overlay	RT Vision, Inc.	OneOffice - 5 Concurrent Licenses (It	3,980.00
2014 Mill & Overlay Total:						3,980.00
Fund Total:						3,980.00
74979	08/26/2014	T.I.F. District # 15 (Allen)	TIF Payment	Ramsey County Prop Rec & Rev	Return Surplus TIF #15-Closed Distri	270,278.11
TIF Payment Total:						270,278.11
Fund Total:						270,278.11
74932	08/21/2014	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	8.17
HSA Employee Total:						8.17
74938	08/21/2014	Telecommunications	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	31.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	31.57
74938	08/21/2014	Telecommunications	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	17.82
					Life Ins. Employer Total:	17.82
74938	08/21/2014	Telecommunications	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	42.53
					Long Term Disability Total:	42.53
74927	08/21/2014	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	260.16
					Medical Ins Employee Total:	260.16
74927	08/21/2014	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	743.00
					Medical Ins Employer Total:	743.00
0	08/26/2014	Telecommunications	Operating Supplies	S & T Office Products-CC	Office Supplies	29.99
					Operating Supplies Total:	29.99
					Fund Total:	1,133.24
0	08/26/2014	Telephone	CAP - Capital Equip Recovery	Data Q-CC	Telephone Equipment	4,845.82
					CAP - Capital Equip Recovery Total:	4,845.82
74898	08/21/2014	Telephone	Computer Equipment	Approved Networks	Certified Quote #6172 June 13, 2014	12,575.00
					Computer Equipment Total:	12,575.00
					Fund Total:	17,420.82
0	08/28/2014	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Improvements-Registerec	361.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						361.41
0	08/28/2014	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	SRF Consulting Group, Inc.	Twin Lakes Improvements-Feasibility	358.17
Twin Lakes I-35W Ramp Total:						358.17
Fund Total:						719.58
74988	08/28/2014	Water Fund	Accounts Payable	LOUIE ARCENAS	Refund Check	56.87
74955	08/26/2014	Water Fund	Accounts Payable	J. BEAUCLAIRE	Refund Check	130.92
74956	08/26/2014	Water Fund	Accounts Payable	ANGELA & JOSEPH BEGNAUD	Refund Check	24.28
74957	08/26/2014	Water Fund	Accounts Payable	RICHARD & ANNE BEHRENS	Refund Check	180.80
74958	08/26/2014	Water Fund	Accounts Payable	DAN BIGALKE	Refund Check	160.58
74959	08/26/2014	Water Fund	Accounts Payable	ADAM BOKTOR	Refund Check	53.09
74960	08/26/2014	Water Fund	Accounts Payable	DANIEL BREID	Refund Check	68.33
74961	08/26/2014	Water Fund	Accounts Payable	PAUL BURSCH	Refund Check	120.49
74962	08/26/2014	Water Fund	Accounts Payable	MEGAN CHURCH	Refund Check	82.78
74963	08/26/2014	Water Fund	Accounts Payable	TONI DaBRUZZI	Refund Check	8.71
74964	08/26/2014	Water Fund	Accounts Payable	AUDREY EIYNCK	Refund Check	85.18
75003	08/28/2014	Water Fund	Accounts Payable	SHERYL FAIRBANKS	Refund Check	118.20
74965	08/26/2014	Water Fund	Accounts Payable	STEPHEN HART	Refund Check	146.17
74966	08/26/2014	Water Fund	Accounts Payable	LEE JOHNSON	Refund Check	71.46
74967	08/26/2014	Water Fund	Accounts Payable	SANDY LARK	Refund Check	185.29
75014	08/28/2014	Water Fund	Accounts Payable	DAVID BELAIR & LYNN MAIER	Refund Check	133.16
74968	08/26/2014	Water Fund	Accounts Payable	PATRICIA MARGETTE	Refund Check	36.07
74969	08/26/2014	Water Fund	Accounts Payable	MARTIN O KRUGER TRUSTEE	Refund Check	171.99
74970	08/26/2014	Water Fund	Accounts Payable	SOWAH MENSAH	Refund Check	155.40
74971	08/26/2014	Water Fund	Accounts Payable	MMB PROPERTIES LLC	Refund Check	127.66
74972	08/26/2014	Water Fund	Accounts Payable	RON MUNSON	Refund Check	54.35
74973	08/26/2014	Water Fund	Accounts Payable	MILDRED MUSSEHL	Refund Check	156.29
74974	08/26/2014	Water Fund	Accounts Payable	DAVID NELSON	Refund Check	75.00
74975	08/26/2014	Water Fund	Accounts Payable	ERIC NOWLIN	Refund Check	114.45
74976	08/26/2014	Water Fund	Accounts Payable	JULIE OWENS	Refund Check	39.82
75020	08/28/2014	Water Fund	Accounts Payable	GREGORY PARISH	Refund Check	84.56
74977	08/26/2014	Water Fund	Accounts Payable	JOHN & LENAE PEDERSON	Refund Check	75.33
74978	08/26/2014	Water Fund	Accounts Payable	PICKLE PROPERTIES	Refund Check	38.43
75022	08/28/2014	Water Fund	Accounts Payable	SARA RADDEN	Refund Check	122.97
74980	08/26/2014	Water Fund	Accounts Payable	RBF CORP #8826	Refund Check	1,449.90
74981	08/26/2014	Water Fund	Accounts Payable	BOB REYNOLDS	Refund Check	128.36
74982	08/26/2014	Water Fund	Accounts Payable	DAN & JALAYAN SMITH	Refund Check	21.68
74983	08/26/2014	Water Fund	Accounts Payable	VERNON SVAC	Refund Check	110.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
74984	08/26/2014	Water Fund	Accounts Payable	STEVE WEISMANN	Refund Check	34.83
Accounts Payable Total:						4,624.18
74901	08/21/2014	Water Fund	Contract Maintenance	Automatic Systems Co	Tower Repair	573.90
74901	08/21/2014	Water Fund	Contract Maintenance	Automatic Systems Co	On Site Services	286.95
74990	08/28/2014	Water Fund	Contract Maintenance	Automatic Systems Co	Booster Pump Repair	1,095.77
74990	08/28/2014	Water Fund	Contract Maintenance	Automatic Systems Co	Water Pump Repair	818.20
75007	08/28/2014	Water Fund	Contract Maintenance	Forest Lake Contracting Inc.	Road Repairs	505.44
74916	08/21/2014	Water Fund	Contract Maintenance	Killmer Electric Co., Inc.	Disconnect Siren	142.50
Contract Maintenance Total:						3,422.76
74932	08/21/2014	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.08.2014 HSA Empl	48.56
HSA Employee Total:						48.56
0	08/21/2014	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.08.2014 ICMA Defe	64.99
ICMA Def Comp Total:						64.99
74938	08/21/2014	Water Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Police-00 13	55.61
Life Ins. Employee Total:						55.61
74938	08/21/2014	Water Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Police-00 13	48.20
Life Ins. Employer Total:						48.20
74938	08/21/2014	Water Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Police-00 13	74.22
Long Term Disability Total:						74.22
74927	08/21/2014	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Aug 2014	370.85
Medical Ins Employee Total:						370.85
74927	08/21/2014	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Aug 2014	1,949.09
Medical Ins Employer Total:						1,949.09

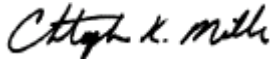
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/21/2014	Water Fund	Office Supplies	Innovative Office Solutions	Office Supplies	19.55
Office Supplies Total:						19.55
0	08/21/2014	Water Fund	Operating Supplies	Able Hose & Rubber Inc	Aluminum Cam & Groove	52.08
0	08/21/2014	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Blanket PO for Class 5 Crushed Lime	610.17
0	08/26/2014	Water Fund	Operating Supplies	Airgas-CC	Oxygen	98.72
0	08/21/2014	Water Fund	Operating Supplies	Fastenal Company Inc.	Fasteners	394.69
0	08/21/2014	Water Fund	Operating Supplies	Fastenal Company Inc.	Fasteners	28.30
0	08/21/2014	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Water Meter Supplies	639.12
0	08/21/2014	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Water Meter Supplies	540.18
0	08/21/2014	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Water Meter Supplies	11.66
0	08/21/2014	Water Fund	Operating Supplies	General Industrial Supply Co.	Ice Blades, Cleaning Supplies	47.40
0	08/21/2014	Water Fund	Operating Supplies	Grainger Inc	Pressure Guage	113.76
0	08/21/2014	Water Fund	Operating Supplies	Sherwin Williams	Paint Supplies	156.03
0	08/21/2014	Water Fund	Operating Supplies	Sherwin Williams	Paint Supplies	157.18
0	08/26/2014	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Ratchet, Fasteners	55.14
Operating Supplies Total:						2,904.43
0	08/28/2014	Water Fund	P&R Master Plan Sidewalk Const	T. A. Schifsky & Sons, Inc.	Parks Improvement	18,810.00
P&R Master Plan Sidewalk Const Total:						18,810.00
0	08/26/2014	Water Fund	Professional Services	Appointment Plus-CC	Sewer/Water Software	643.00
0	08/28/2014	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	455.80
74945	08/21/2014	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria	400.00
74952	08/21/2014	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Locating Service	272.40
Professional Services Total:						1,771.20
74937	08/21/2014	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water-Account Number: 0631337	107.17
74937	08/21/2014	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water-Account Number: 0631323	169.95
74937	08/21/2014	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water-Account Number: 0631330	116.59
74937	08/21/2014	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water-Account Number: 0631337	556,826.59
St. Paul Water Total:						557,220.30
0	08/26/2014	Water Fund	Telephone	Sprint- CC	Cell Phones	113.84
Telephone Total:						113.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/26/2014	Water Fund	Utilities	Xcel Energy	Water Tower	339.64
						Utilities Total: 339.64
						Fund Total: 591,837.42
						Report Total: 2,206,273.48

REQUEST FOR COUNCIL ACTION

Date: 9/8/2014
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approve 2014 Business and Other Licenses and Permits

BACKGROUND

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

Massage Therapist License

Xiaoyun Zhu
Superior Massage and Healing
2585 Hamline Ave N, Suite C
Roseville, MN 55113

Jinan Zheng
American Academy of Acupuncture and Oriental Massage
1925 West County Road B2
Roseville, MN 55113

Hongyan Shi
Hao Massage
1961 Rice Street N
Roseville, MN 55113

Andrew Costello
Massage Envy
2480 Fairview Avenue, Suite 120
Roseville, MN 55113

Massage Therapy Establishment

Superior Massage and Healing
2585 Hamline Ave N, Suite C
Roseville, MN 55113

American Academy of Acupuncture and Oriental Massage
1925 West County Road B2
Roseville, MN 55113

36

37 **POLICY OBJECTIVE**

38 Required by City Code

39 **FINANCIAL IMPACTS**

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

41 **STAFF RECOMMENDATION**

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

44 **REQUESTED COUNCIL ACTION**

45

46 Motion to approve the business and other license application(s) pending successful background checks.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



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

Massage Therapist License

☒ New License ☐ Renewal

For the License Year Ending June 30, 2015

1. Full Legal Name (Please Print) Zhu Xiaoyun
(Last) (First) (Middle)

2. Home Address _____
(Street) (City) I (State) (Zip)

3. Telephone ☒ Cell ☐ Home ☐ Work

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

5. Email Address _____

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

7. Ethnicity:

8. Sex:

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

☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

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

2585 Hamline Ave N, Suite C, Roseville, MN 55113

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

☐ Yes ☒ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.

☐ Yes ☐ No ☐ N/A

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

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

Signature Xiaoyun Zhu

Date 9/3/2014

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



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

Massage Therapist License

- ☐ New License ☒ Renewal For the License Year Ending June 30, 2015
1. Full Legal Name (Please Print) Zheng Jinan
(Last) (First) (Middle)
2. Home Address _____
(Street) (City) (State) (Zip)
3. Telephone ☒ Cell ☐ Home ☐ Work
4. Date of Birth (mm/dd/yyyy) _____
5. Email Address _____
6. Driver's License Number _____ State of Issuance MN
7. Ethnicity: _____
8. Sex: _____
9. Have you ever used or been known by any name other than the legal name given in number 1 above?
☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
AAAOM 1925 W. County Road B, Roseville MN 55113
11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
☒ Yes _____ ☐ No Hastings, Roseville
12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.
☐ Yes ☒ No ☐ N/A

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

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

Signature Jinan Zheng

Date 07/15/2014

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



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

Massage Therapist License

- ☒ New License ☐ Renewal For the License Year Ending June 30, 2015
1. Full Legal Name (Please Print) SHI HONGYAN
(Last) (First) (Middle)
2. Home Address _____
(Street) (City) (State) (Zip)
3. Telephone _____ ☒ Cell ☐ Home ☐ Work
4. Date of Birth (mm/dd/yyyy) _____
5. Email Address _____
6. Driver's License Number _____
7. Ethnicity: _____
8. Sex: _____
9. Have you ever used or been known by any name other than the legal name given in number 1 above?
☐ Yes ☒ No If Yes, List each full name along with dates and places where used.
10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
1961 Rice St. Roseville Hao Massage
11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
☒ Yes Blaine ☐ No
12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.
☐ Yes ☒ No ☐ N/A

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

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

Signature Hongyan Shi

Date 8/15/2014

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



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

Massage Therapist License

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 2015

1. Full Legal Name (Please Print) Gostello Andrew Floyd
(Last) (First) (Middle)

2. Home Address _____
(Street) (City) (State) (Zip)

3. Telephone _____ ☒ Cell ☐ Home ☐ Work

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

5. Driver's License Number _____

6. Ethnicity: _____

7. Sex: _____

8. Email Address _____

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

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

Massage envy

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

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed?

☐ Yes ☒ No ☐ N/A

If yes, explain in detail on a separate page.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks.

Signature _____

Date 8/8/14

Please print this form and mail or hand deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapy Establishment License Application

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 2015

Business Name Superior massage and healing

Business Address 2585 Hamline Ave N, Suite C. Roseville. MN 55113

Business Phone 763-248-8950

Email Address Xin-yyy-OK@126.com

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Zhu Xiaoyun
(Last) (First) (Middle)

Home Address _____
(Street) (City) U (State) (Zip)

Telephone _____ ☒ Cell ☐ Home ☐ Work

Date of Birth (mm/dd/yyyy) _____

Driver's License Number _____ State of Issuance MN

Ethnicity:

Sex:

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

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

☐ Yes ☒ No

The undersigned applicant makes this application pursuant to all laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

By signing below, the applicant certifies that the above information is correct and authorizes the City of Roseville Police Department to run his/her information for the required background checks.

Signature Xiaoyun Zhu Date 9/3/2014

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



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

Massage Therapy Establishment License Application

(Please Print Clearly)

☐ New License ☒ Renewal

For License Year Ending June 30, 2015

Business Name American Academy of Acupuncture and Oriental Medicine

Business Address 1425 West County Road B2 Roseville, MN 55113

Business Phone 651-631-0204

Email Address tcmhealth@aol.com

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Gong Changzhen
(Last) (First) (Middle)

Home Address 1425 West County Road B2 (Street) Roseville (City) MN (State) 55113 (Zip)

Telephone 651-631-0204 ☒ Cell ☐ Home ☐ Work

Date of Birth (mm/dd/yyyy) _____

Driver's License Number _____ State of Issuance Minnesota

Ethnicity: ☐ White ☐ Black ☒ Asian ☐ Hispanic ☐ Native American ☐ Other: _____

Sex: ☒ Male ☐ Female

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

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

☐ Yes _____ ☒ No

The undersigned applicant makes this application pursuant to all laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

By signing below, the applicant certifies that the above information is correct and authorizes the City of Roseville Police Department to run his/her information for the required background checks.

Signature Changzhen Gong

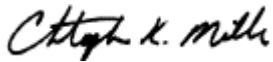
Date 8-15-2014

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/08/2014
Item No.: 7.c

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

Department	Vendor	Description	Amount	Budget / CIP
Utilities	Foth	Capital improvement study (a)	\$12,500.00	Budget
Fire	CDW-G	Fire truck Toughbook computers (b)	16,650.00	CIP
Storm water	SRF Consulting	Evergreen Park Drainage project (c)	15,362.00	CIP
Storm water	Sandstrom Land Mgmt.	Miscellaneous drainage work (d)	27,916.00	CIP
Fire / IT	Electro Watchman	Update access control system (e)	6,860.00	CIP

Comments/Description:

- a) Assess and evaluate the necessary sanitary and storm water lift station capital improvements for purposes of establishing a prioritized replacement schedule.
- b) 6 Panasonic Toughbook computers to replace existing units that are 5+ years old.
- c) Amendment to an existing contract to incorporate neighborhood drainage issues into the final design.
- d) Miscellaneous grading and storm sewer pipe repairs to prevent ponding, localized flooding, and erosion.
- e) To allow for the expansion of the existing door access security system that serves the new Fire Station to accommodate the extension to the new Park buildings.

Sale of Surplus Vehicles or Equipment

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

Department	Item / Description
N/A	N/A

POLICY OBJECTIVE

Required under City Code 103.05.

25 **FINANCIAL IMPACTS**

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

27 **STAFF RECOMMENDATION**

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

30 **REQUESTED COUNCIL ACTION**

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

33

34

Prepared by: Chris Miller, Finance Director
Attachments: A: 2014 CIP Purchase Summary

35

City of Roseville

2014 Capital Improvement Plan Summary

Attachment A

As of 08/31/2014

<u>Asset Type</u>	<u>Department / Function</u>	<u>Item / Description</u>	<u>Planned Amount</u>	<u>Council Approval Date</u>	<u>YTD Actual Amount</u>	<u>Difference</u>
Vehicles	Police	Marked squad replacement (5)	\$ 147,440	1/13/2014	\$ 149,216	\$ (1,776)
Vehicles	Police	Unmarked vehicles (2)	46,680		-	-
Vehicles	Police	CSO Vehicle	33,950	1/13/2014	25,258	8,692
Vehicles	Fire	Command Unit	45,000	1/13/2014	40,534	4,466
Vehicles	Fire	Rescue Boat	18,000	3/24/2014	25,035	(7,035)
Vehicles	Streets	Vehicle #123 Patch Hook Body	100,000		-	-
Vehicles	Streets	Vehicle #124 Oil distribution body/chassis	120,000	4/14/2014	52,850	67,150
Vehicles	Park Maintenance	Replace Vehicle #501 3/4 ton with plow	35,000		-	-
Vehicles	Park Maintenance	Replace Vehicle #508, 3/4 ton with plow	45,000		-	-
Vehicles	Park Maintenance	Replace Vehicle #533, 3/4 ton with plow	35,000		-	-
Vehicles	Park Maintenance	Replace Vehicle #532, 1/2 ton	25,000	8/11/2014	-	-
Vehicles	Skating Center	Replace Zamboni	-	2013 CIP	106,093	(106,093)
Vehicles	Community Dev.	Inspections Vehicle	-	2013 CIP	16,647	-
Vehicles	Sanitary Sewer	Vehicle #203 1-ton truck	28,000	3/24/2014	26,514	1,486
Vehicles	Sanitary Sewer	Vehicle #225 Backhoe	50,000		-	-
Vehicles	Storm Sewer	New Vehicle	-	2013 CIP	123,418	(123,418)
Total Vehicles			\$ 729,070		\$ 565,566	\$ (156,529)
Equipment	Central Services	Postage Machine Rental	\$ 3,340		\$ -	\$ -
Equipment	Central Services	Copier/scanner rentals	78,000	n/a	34,072	43,928
Equipment	Police	Computer equipment	7,210		742	6,468
Equipment	Police	Office furniture	2,060		422	1,638
Equipment	Police	Evidence room equipment replacements	2,575		559	2,016
Equipment	Police	Laptop replacement for squads	5,645		-	-
Equipment	Police	Squad conversion	15,450		17,779	(2,329)
Equipment	Police	Non-lethal weapons	1,545		716	829
Equipment	Police	Long-gun parts	3,090		-	-
Equipment	Police	Sidearm parts	2,060		1,853	207
Equipment	Police	Tactical gear	5,150		6,334	(1,184)
Equipment	Police	SWAT vests	6,180		-	-
Equipment	Police	Defibrillators	1,545		-	-
Equipment	Police	Radar units	4,120		-	-
Equipment	Police	Stop sticks	1,030		-	-
Equipment	Police	Rear transport seats	2,705		-	-
Equipment	Police	Control boxes	2,575		-	-
Equipment	Police	Radio equipment	15,450		331	15,119
Equipment	Fire	Firefighter turnout gear	52,800		-	-
Equipment	Fire	Lifepacks - 12	30,000		-	-
Equipment	Fire	Ventilation equipment	6,000	3/24/2014	8,202	(2,202)
Equipment	Fire	equipment tools	8,000		-	-
Equipment	Fire	Head protection	9,000		-	-
Equipment	Fire	Vehicle laptops	11,000		-	-
Equipment	Fire	Rescue Equipment	-	n/a	14,499	(14,499)
Equipment	Engineering	Office furniture	20,000		-	-
Equipment	Streets	Vehicle #122 Wheel loader bucket scale	6,000	2/24/2014	5,093	908
Equipment	Streets	Vehicle #153 Trailer Felling	8,000		-	-
Equipment	Streets	Street signs	50,000		-	-
Equipment	Streets	Mower/ Snow blower combo	30,000	1/6/2014	23,943	6,057
Equipment	Streets	Anti-icing Hook setup	20,000	1/13/2014	14,534	5,466
Equipment	Streets	Spray Injection Patch Trailer	-	n/a	52,850	(52,850)
Equipment	Maintenance Garage	Replace office furniture	8,000		-	-
Equipment	Park Maintenance	MainTrac software	25,000		-	-
Equipment	Park Maintenance	Park security systems	150,000		-	-
Equipment	Park Maintenance	Unit #520 trailer	5,000		-	-
Equipment	Park Maintenance	Unit #538 portable generator	3,000		-	-
Equipment	Park Maintenance	Snowblower	1,000		-	-
Equipment	Skating Center	Ice show curtain - arena	8,000		-	-
Equipment	Skating Center	OVAL bandy boards	8,000		-	-
Equipment	Communications	Web conferencing equipment: Aspen Room	10,000		-	-
Equipment	Communications	Control room equipment replacements	10,000		-	-

City of Roseville

2014 Capital Improvement Plan Summary

As of 08/31/2014

<u>Asset Type</u>	<u>Department / Function</u>	<u>Item / Description</u>	<u>Planned Amount</u>	<u>Council Approval Date</u>	<u>YTD Actual Amount</u>	<u>Difference</u>
Equipment	Information Technology	Computers, monitors printers	52,200	Multiple	56,032	(3,832)
Equipment	Information Technology	Network: servers, routers, etc.	62,000	Multiple	61,703	297
Equipment	Information Technology	Telephones, UPS, other	14,200	Multiple	9,400	4,800
Equipment	Community Dev.	Office furniture	5,500		-	-
Equipment	Community Dev.	Large format printer	5,000		1,983	3,017
Equipment	Community Dev.	Computer software	1,500		1,713	(213)
Equipment	Water	Water meters, AMR system	530,000	Prior Year	497,119	32,881
Equipment	Water	Replace/upgrade SCADA	20,000		-	-
Equipment	Water	Field computer replacement	5,000		-	-
Equipment	Water	Compactor for backhoe	5,000	1/27/2014	4,337	663
Equipment	Sewer	Replace/upgrade SCADA	20,000		-	-
Equipment	Sewer	Field computer replacement	5,000		-	-
Equipment	Sewer	Compactor for backhoe	-	1/27/2014	4,337	(4,337)
Equipment	Storm Drainage	Replace Unit #115 flair mower	25,000		-	-
Equipment	Storm Drainage	Mower/ Snow blower combo	30,000	1/6/2014	24,542	5,458
Equipment	Storm Drainage	Vehicle #225 Backhoe	50,000		-	-
Equipment	Storm Drainage	Replace/upgrade SCADA	20,000		995	19,005
Equipment	Storm Drainage	Backhoe compactor	5,000	1/27/2014	4,337	663
Equipment	Storm Drainage	Vehicle #122 Wheel loader bucket scale	6,000	2/24/2014	5,093	908
Equipment	Golf Course	Point-of-Sale software, Computer	-		6,302	(6,302)
Equipment	Golf Course	Gas pump and tank replacement	10,000		-	-
Equipment	Golf Course	Greens mowers	27,000		-	-
Equipment	Golf Course	Course netting/deck/shelter	8,000		-	-
Equipment	Golf Course	Cushman	15,000		-	-
Total Equipment			\$ 1,559,930		\$ 859,821	\$ 62,579

City of Roseville

2014 Capital Improvement Plan Summary

As of 08/31/2014

<u>Asset Type</u>	<u>Department / Function</u>	<u>Item / Description</u>	<u>Planned Amount</u>	<u>Council Approval Date</u>	<u>YTD Actual Amount</u>	<u>Difference</u>
Bldgs & Infrastructure	General Facilities	Door card reader	\$ 6,000		\$ -	\$ -
Bldgs & Infrastructure	General Facilities	Replace MUA	30,000		-	-
Bldgs & Infrastructure	General Facilities	Replace Kewanee Boiler @ City Hall	40,000	8/25/2014	-	-
Bldgs & Infrastructure	General Facilities	Fire Station #2 repurposing	25,000		-	-
Bldgs & Infrastructure	General Facilities	Overhead door replacement @ PW	15,000		-	-
Bldgs & Infrastructure	General Facilities	Remodel Fire Admin area @ City Hall	35,000	4/14/2014	30,844	4,156
Bldgs & Infrastructure	General Facilities	City Hall Interior Painting	-	7/7/2014	-	-
Bldgs & Infrastructure	General Facilities	Emergency generator	40,000		-	-
Bldgs & Infrastructure	General Facilities	Replace tables and chairs	25,000		-	-
Bldgs & Infrastructure	General Facilities	Central Park gymnasium improvements	5,000		-	-
Bldgs & Infrastructure	General Facilities	Video surveillance camera replacement	-	n/a	4,487	(4,487)
Bldgs & Infrastructure	General Facilities	City Hall, PW Roofing Project	-	6/9/2014	114,013	(114,013)
Bldgs & Infrastructure	Street Lighting	Larpenteur Avenue streetlights	25,000		-	-
Bldgs & Infrastructure	Street Lighting	General replacement - streetlight fixtures	25,000	5/12/2014	-	-
Bldgs & Infrastructure	Central Garage	Replace fuel management system	50,000	8/11/2014	-	-
Bldgs & Infrastructure	Central Garage	Drill press	2,000		-	-
Bldgs & Infrastructure	Skating Center	Water heater - commons	8,000		-	-
Bldgs & Infrastructure	Skating Center	Water storage tank - commons	8,000		-	-
Bldgs & Infrastructure	Skating Center	Refrigeration system - OVAL	60,000		-	-
Bldgs & Infrastructure	Skating Center	Lobby Roof - OVAL	85,000		-	-
Bldgs & Infrastructure	Skating Center	Mechanical Room improvements - OVAL	60,000		-	-
Bldgs & Infrastructure	Skating Center	Skating Center painting	-	7/14/2014	-	-
Bldgs & Infrastructure	Skating Center	Bathroom partitions - OVAL	5,000		-	-
Bldgs & Infrastructure	Pathways	Pathway Maintenance	180,000	6/9/2014	5,927	174,073
Bldgs & Infrastructure	Pavement Management	Mill & Overlay	1,000,000		619,061	380,939
Bldgs & Infrastructure	Pavement Management	MSA Street Construction / Overlay	1,000,000		25,061	974,939
Bldgs & Infrastructure	Park Improvements	Park Renewal Program	5,467,000	Prior Year	388,903	5,078,097
Bldgs & Infrastructure	Water	Water system improvements	700,000		174,422	525,578
Bldgs & Infrastructure	Water	Elevated storage tank repairs/painting	800,000		-	-
Bldgs & Infrastructure	Water	Booster station improvements	200,000		-	-
Bldgs & Infrastructure	Sanitary Sewer	Sanitary Sewer improvements	900,000	Multiple	668,310	231,690
Bldgs & Infrastructure	Sanitary Sewer	I & I reduction, Lift station repairs	300,000	Multiple	-	-
Bldgs & Infrastructure	Storm Drainage	Pond Improvements, sewer replacement	650,000	3/24/2014	292,228	357,772
Bldgs & Infrastructure	Golf Course	Course improvements	5,000		-	-
Bldgs & Infrastructure	Golf Course	Parking lot improvements	7,500		-	-
Bldgs & Infrastructure	Golf Course	Clubhouse kitchen equipment	5,000		-	-
Bldgs & Infrastructure	Golf Course	Clubhouse roof replacement	30,000		-	-
Total Buildings & Infrastructure			\$ 11,793,500		\$ 2,323,254	\$ 7,608,746
Total - All 2014 CIP Items			\$ 14,082,500		\$ 3,748,641	\$ 7,514,796

REQUEST FOR COUNCIL ACTION

Date: September 8, 2014
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Authorization of Joint Fuel Purchase for City Fleet

BACKGROUND

The city has been participating for several years with local, regional, and state agencies in the joint bidding of fleet fuel to lock in a stable price to minimize budget uncertainty. We feel it is best to once again bid jointly with these agencies and lock in a price for 2015 gasoline and diesel fuel purchases.

Because we will be locked into this contract if we commit to participate, we recommend the Council authorize this joint bidding. We estimate we have saved approximately 4% over the open market pricing for fuel by participating in this contract to date for 2014. We feel we again have the potential to save on fuel purchases by committing to this contract. No one can predict with any certainty what the fuel market may ultimately do next year. There is some risk that the price on the open market could be more favorable. If we commit to participating again for 2015, we will be locked in to this contract.

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

POLICY OBJECTIVE

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

FINANCIAL IMPLICATIONS

We are anticipating that participation in this fuel bid will be our best opportunity to ensure stable fuel pricing for 2015 fleet fuel purchases. Current market pricing is slightly higher than our contract price for 2014 which will have some impact on 2015 budgets if the contract price is at or higher than current market pricing when it is bid. Historically market price is lower in the winter months when this bid is locked in. Fuel purchases are funded in department budgets and total approximately \$340,000 annually.

STAFF RECOMMENDATION

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

31 **REQUESTED COUNCIL ACTION**

32 Motion approving participation in joint purchase of fleet fuel for 2015 as part of the State of
33 Minnesota contract.

34

Prepared by: Pat Dolan, Fleet and Facilities Supervisor

REQUEST FOR COUNCIL ACTION

Agenda Date: 9/8/2014

Agenda Item: 7.e

Department Approval



City Manager Approval



Item Description: Receive the Planning Commission's Determination that the Proposed Sale of the "Dale Street Fire Station Redevelopment Project" Site is in Compliance with the 2030 Comprehensive Plan

GENERAL SITE INFORMATION

Applicant: Roseville Housing and Redevelopment Authority and City of Roseville

Location: 2325 – 2335 Dale Street and 657 – 675 Cope Avenue

Property Owner: Roseville Housing and Redevelopment Authority and City of Roseville

Land Use Context

	Existing Land Use	Guiding	Zoning
Site		MR	MDR
North	One-family residential, detached/apartments	LR/HR	LDR-1/HDR-1
West	One-family residential, detached	LR	LDR-1
East	Church	IN	INST
South	Apartments	HR	HDR-1

Natural Characteristics: The site does not include unusual natural characteristics.

Planning File History: March 24, 2014 approvals of amendments of the zoning and comprehensive land use plan designations to Medium-Density Residential (PF14-004)

July 21, 2014 approval of final Roseville Garden Station plat (PF14-004)

1 **BACKGROUND**

2 Minnesota Statute 462.356 establishes how a City is to effect or realize the goals of its
3 Comprehensive Plan once adopted. This particular statute actually precedes the requirement to
4 adopt a zoning code that reinforces the Comprehensive Plan, and it requires the City's "planning
5 agency" to review all proposals by the City (or a "special district or agency thereof") to acquire
6 or dispose of land and make findings as to the compliance of the acquisition or disposal with the
7 Comprehensive Plan. For Roseville, the Planning Commission is the "planning agency"
8 identified in the statute.

9 For the purposes of Minn. Stat. 462.356, the Roseville Housing and Redevelopment Authority
10 (RHRA) is a special district or agency of the City. City of Roseville already owned the fire
11 station property at 2335 Dale Street, and by mid-2013, RHRA had acquired the vacant
12 residential property at 2325 Dale Street and the lots at 657 – 675 Cope Avenue to assemble a
13 larger redevelopment site. In the fall of 2013, the RHRA requested redevelopment proposals
14 from developers that would address the ideas generated by the community workshop hosted by
15 the Corridors Development Initiative and selected the proposal presented by the Greater
16 Metropolitan Housing Corporation, which included a mix of owner-occupied, one-family
17 detached residences and one-family attached townhomes.

18 The Planning Commission discussed the issue at its August 6, 2014 meeting. Based on the
19 comments and findings detailed in the RPCA prepared for the discussion and its own
20 consideration of the proposed development project, the Planning Commission voted
21 unanimously to pass a motion communicating its determination that the proposed disposition is
22 in compliance with the 2030 Comprehensive Plan. The RPCA prepared for the Planning
23 Commission's review is included with this report as RCA Exhibit A, and the minutes of the
24 Commission's discussion are included with this report as RCA Exhibit B.

25 **RECOMMENDED ACTION**

26 **By motion, receive this report of the Planning Commission's determination that the**
27 **proposed disposal of 2325 – 2335 Dale Street and 657 – 675 Cope Avenue to facilitate the**
28 **proposed mixed housing development known as the "Dale Street Redevelopment Project"**
29 **is in compliance with the 2030 Comprehensive Plan as recommended.**

30 **ALTERNATIVE ACTIONS**

- 31 A. **Pass a motion to table the item for future action.** Tabling will have no impact on
32 meeting the statutory requirement, as it merely mandates that the Planning Commission's
33 findings be reported to the City Council within 45 days of its review. The statute does not
34 require the City Council to accept or take any action based on the report.
- 35 B. **Pass a motion to reject the report.** This, too, will have no impact on meeting the
36 statutory requirement, as it merely mandates that the Planning Commission's findings be
37 reported to the City Council within 45 days of its review. The statute does not require the
38 City Council to accept or take any action based on the report.

Prepared by: Senior Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

RCA Exhibits: A: 8/6/2014 RPCA

B: 8/9/2014 Planning Commission minutes


REQUEST FOR PLANNING COMMISSION DISCUSSION

Agenda Date: 8/6/2014

Agenda Item: 6a

Division Approval

Agenda Section

OTHER BUSINESS

Item Description: Review the proposed sale of 2325 – 2335 Dale Street and 657 – 675 Cope Avenue by the Roseville Housing and Redevelopment Authority and City of Roseville to facilitate the “Dale Street fire station redevelopment project”

BACKGROUND

Minnesota Statute 462.356 establishes how a City is to effect or realize the goals of its Comprehensive Plan once adopted. This particular statute actually precedes the requirement to adopt a zoning code that reinforces the Comprehensive Plan, and it requires the City’s “planning agency” to review all proposals by the City (or a “special district or agency thereof”) to acquire or dispose of land and make findings as to the compliance of the acquisition or disposal with the Comprehensive Plan. For Roseville, the Planning Commission is the “planning agency” identified in the statute.

For the purposes of Minn. Stat. 462.356, the Roseville Housing and Redevelopment Authority (RHRA) is a special district or agency of the City. City of Roseville already owned the fire station property at 2335 Dale Street, and by mid-2013, RHRA had acquired the vacant residential property at 2325 Dale Street and lots at 657 – 675 Cope Avenue to assemble a larger redevelopment site. In the fall of 2013 the RHRA requested redevelopment proposals from developers that would address the ideas generated by the community workshop hosted by the Corridors Development Initiative and selected the one presented by the Greater Metropolitan Housing Corporation (GMHC), which a mix of owner-occupied, one-family detached and attached townhomes.

During the spring of 2014, the Planning Commission and City Council reviewed and approved the necessary amendments to Roseville’s Comprehensive Plan land use map and amendments the zoning map and zoning text, along with a new plat of the property, to facilitate the proposed redevelopment project. Now that final plans and development agreements are nearly complete RHRA is preparing to sell the land to GMHC so the Planning Commission must review the potential disposition and make findings about its compliance with the Comprehensive Plan.

REVIEW OF COMPREHENSIVE PLAN

Jeanne Kelsey, RHRA’s Executive Director, identified several goals and policies within the Comprehensive Plan that pertain generally to the issue at hand; the review is meant to be representative of the Comprehensive Plan’s guidance, but the review will not be exhaustive.

GENERAL LAND USE GOALS & POLICIES

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

RCA Exhibit A

Goal 2: Maintain and improve the mix of residential, commercial, employment, parks, and civic land uses throughout the community to promote a balanced tax base and to anticipate long-term economic and social changes.

Goal 3: Identify underutilized, deteriorated, or blighted properties and guide them toward revitalization, reinvestment, or redevelopment consistent with community goals and good planning and development principles.

Policy 3.1: Support the use of master plans for small redevelopment areas.

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

RESIDENTIAL AREA GOALS & POLICIES

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

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

HOUSING AND NEIGHBORHOODS GOALS & POLICIES

Goal 1: Provide a wide variety of housing options in order to retain and attract a diverse mix of people and family types with varying economic statuses, ages, and abilities.

Goal 4: Integrate environmental stewardship practices into the housing stock and neighborhoods.

Goal 5: Continue support of housing and neighborhood programming provided by the HRA that address community needs.

PLANNING DIVISION CONCLUSION

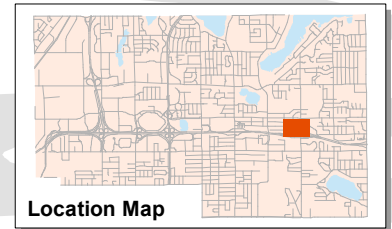
Based on the comments and findings outlined in this report, Planning Division staff believes that the proposed disposition of the subject parcels is consistent with the Comprehensive Plan.

SUGGESTED ACTION

By motion, indicate the Commission's determination that the proposed disposition of 2325 – 2335 Dale Street and 657 – 675 Cope Avenue is in compliance with the 2030 Comprehensive Plan, based on the comments and findings detailed in this report.

Prepared by: Senior Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments: A: Area map
B: Development proposal





- 1 **a. Review the proposed sale of 2425 – 2335 Dale Street and 657-675 Cope Avenue by**
2 **the Roseville Housing & Redevelopment Authority and City of Roseville to facilitate**
3 **the “Dale Street Fire Station Redevelopment Project”**

4 As detailed in the staff report dated August 6, 2014, Senior Planner Lloyd noted the
5 Planning Commission to review any proposals by the City to acquire or dispose of land
6 and make applicable findings of such proposals. Mr. Lloyd referenced the proposed sale
7 of the Dale Street properties, as detailed in the staff report and outlined by HRA
8 Executive Director Jeanne Kelsey.

9 Chair Gisselquist noted that this proposal had come before the Commission several
10 times, with details addressed during those discussions; and opined he found no problems
11 with the proposal in relation to the Comprehensive Plan and suggested the project could
12 continue moving forward.

13 Member Daire expressed only one concern he had with the garage door design and
14 width of doors, and this proposal's recommendation for one single 16' door versus 2-9'
15 single garage doors.

16 City Planner Paschke clarified that this proposal was zoned Medium Density Residential
17 (MDR) and the applicable rules addressed by Member Daire, and as discussed
18 extensively earlier this evening, were applicable in Low Density Residential zoning
19 designations (LDR-1 and/or LDR-2).

20 **MOTION**

21 **Murphy moved, seconded by Member Gisselquist their determination that the**
22 **proposed disposition of 2325-2335 Dale Street and 657-675 Cope Avenue is in**
23 **compliance with the 2030 Comprehensive Plan, based on the comments and**
24 **findings detailed in the staff report dated August 6, 2014.**

25 **Ayes: 7**

26 **Nays: 0**

27 **Motion carried.**

28

REQUEST FOR COUNCIL ACTION

Date: September 8, 2014

Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Renewal of Ramsey County GIS User Group Joint Powers Agreement

BACKGROUND

The Ramsey County User Group is an alliance formed in 1995 between public agencies interested in utilizing geographic information systems (GIS) data that has been created by the agencies and maintained by Ramsey County. The Ramsey County GIS Users Group is seeking the renewal of its Joint Powers Agreement for the three-year period 2015-2017. Previous agreements have been approved by Council at the July 28, 1997, January 10, 2000, September 15, 2003, November 11, 2005, August 22, 2008 and September 10, 2011 meetings. The new agreement contains only slight modifications from the previous agreement, which mostly includes dates and statute updates.

POLICY OBJECTIVE

The joint powers agreement allows each member organization to add its own unique data to the County data provided in this agreement to create a rich and powerful tool to assist in organizational decision-making and day-to-day operations. The Users Group is seen as a model in the metropolitan area in how units of government can work in collaboration to effectively exchange and utilize GIS data, services and knowledge.

FINANCIAL IMPACTS

The annual fee for the Ramsey County GIS User Group membership for Roseville since 2012 has been \$3,389.56 and for the five years prior to that the annual fees were \$3,392.58. The annual fees are based on a factor of the population served based on the Census. The next census is not scheduled until 2020 so no fee change is expected until that time. There will be no change to the current fee of \$3,389.56 for 2015 and will be paid out of the Community Development fund. As a member of the Users Group, Roseville has access to Ramsey County GIS data and is provided physical features and aerial photography updates. Working together through the Users Group allows the Ramsey County city members significant cost savings in maintaining and purchasing of essential GIS data.

STAFF RECOMMENDATION

The City Attorney has reviewed the agreement and staff recommends the Joint Powers Agreement be approved to enable the City to continue to participate as a member of the Ramsey County GIS Users Group.

REQUESTED COUNCIL ACTION

Motion approving the revised Ramsey County GIS User Group Joint Powers Agreement.

32

33 Prepared by: Jolinda Stapleton, GIS Coordinator
Attachments: A: GIS User Group Joint Powers Agreement

JOINT POWERS AGREEMENT
AMONG
MEMBERS OF THE RAMSEY COUNTY GEOGRAPHIC INFORMATION SYSTEMS USERS GROUP

This JOINT POWERS AGREEMENT ("Agreement") is entered into pursuant to the provisions of Minn. Stat. §471.59 among Governmental Units for the purposes of forming the Ramsey County Geographic Information System Users Group ("Users Group").

ARTICLE I. INTENT OF THIS AGREEMENT

In 1995, an informal alliance, known as the Ramsey County Geographic Information System Users Group ("Users Group"), was formed among Governmental Units interested in using Geographic Information Systems (GIS) and data created and maintained by Ramsey County. This agreement is intended to establish and enable the Users Group to represent the parties to this Agreement for the purposes of undertaking negotiations and transactions.

ARTICLE II. DEFINITIONS

Section 1. **Members** means those Governmental Units that have executed this Joint Powers Agreement and have paid the annual membership dues as provided in Article X.

Section 2. **Governmental Unit** has the meaning set forth in Minnesota Statutes §471.59.

Section 3. **Users Group** means a group made up of one representative of each Member with the powers and responsibilities described in this Agreement.

ARTICLE III. GIS BOARD OF DIRECTORS STRUCTURE

Section 1. There is hereby created a GIS Board of Directors (Board).

Section 2. Each Member shall appoint one person to serve as a Director. Each Member may also appoint a person to serve as an Alternate Director. Members shall notify the Board in writing if the Director or Alternate Director changes.

Section 3. The Board shall have the following officers: a Chair, Vice Chair, Secretary, and Treasurer (Officers).

Section 4 The Officers will be elected annually by the Board.

Section 5. The Officers shall serve on a voluntary basis without pay.

Section 6. A quorum will consist of at least 40% of the full membership of the Board, whether or not all vacancies have been filled.

Section 7. Decisions of the Board will be made by a majority of the quorum.

ARTICLE IV. DUTIES OF THE GIS BOARD OF DIRECTORS

Section 1. The Board shall meet at least two times per year.

Section 2. The Board shall conduct an organizational meeting no later than 30 days after the effective date of this Agreement. The organizational meeting shall include: the election of officers; the adoption of by-laws and other procedures governing the conduct of its meetings and its business as it deems appropriate; the adoption of the Users Group Budget; review of the operating procedures within this Agreement.

Section 3. The Board shall approve and adopt the formula for the distribution of Ramsey County GIS data and the funding of special projects. This formula shall be reviewed annually by the Board.

Section 4. The Board shall arrange for and facilitate regular meetings of the Users Group and for Users Group activities.

Section 5. The Chair presides at Users Group meetings. The Vice Chair will preside in the absence of the Chair. The Secretary is responsible for recording the proceedings of the Board and communicating these proceedings to all Member organizations. The Treasurer is responsible for the funds and financial records of the Board.

Section 6. The Chair and the Treasurer must sign vouchers or orders disbursing funds of the Users Group. Disbursement will be made in the method prescribed by law for statutory cities.

Section 7. The Board may take such actions as it deems necessary and convenient to accomplish the general purposes of this Agreement.

Section 8. The Board shall purchase liability insurance on behalf of the Users Group to insure against liability of the Users Group and its constituent Members.

Section 9. The Board may:

(i) Enter into contracts to carry out its powers and duties, in full compliance with any competitive bidding requirements imposed by State or local law;

(ii) Provide for the prosecution, defense, or other participation in proceedings at law or in equity in which it may have an interest;

(iii) Employ such persons as it deems necessary on a part-time, full-time, or consultancy basis;

(iv) Purchase, hold, or dispose of real and personal property;

(v) Contract for space, commodities or personal services with a Member or group of Members;

(vi) Accept gifts, apply for and use grants or loans of money or other property from the state, the United States of America, and from other government units and may enter into agreements in connection therewith and hold, use and dispose of such money or property in accordance with the terms of the gift, grant, loan or agreement relating thereto;

(vii) Appoint a fiscal agent.

ARTICLE V. NEW MEMBERS

Section 1. Any Governmental Unit that is not a party to the initial Agreement may join as a Member at any time.

Section 2. To become a Member, a local unit of government shall adopt a resolution and shall sign this Joint Powers Agreement.

Section 3. New Members will pay the current one-time membership fee and the annual membership dues for the year in which the new Member is joining, as set by the Board pursuant to Article IV, Section 3, as calculated by the current formula. Fees will not be pro-rated for new Members who join after January 1 of each year.

ARTICLE VI. GIS DATA TO BE SUPPLIED BY RAMSEY COUNTY

Section 1. It is the intent of this Agreement that the Users Group will negotiate an agreement with Ramsey County for the County GIS Data. Components will include the collection of aerial photography and maintenance of digital physical features derived from aerial photography.

Section 2. The GIS Data should consist of the following components generated and maintained by the County:

- (i) The Ramsey County Digital Base Map;
- (ii) The Ramsey County Attribute Database;
- (iii) The Physical Features Data.

Section 3. The Board shall determine whether it is satisfied with the content, accuracy, and timeliness of the data provided Ramsey County.

ARTICLE VII. GIS DATA TO BE EXCHANGED AS PART OF THIS AGREEMENT

Section 1. Members agree to exchange any GIS data with Ramsey County and with any requesting Member for the requesting party's own use where that GIS data has been in some way derived and/or developed from the County GIS Data accessed through this Agreement or future agreements between the Users Group and Ramsey County. Members agree to exchange with Ramsey County and with any other Member any attribute data that it has created and maintained where that data can be associated to a parcel using a parcel identifier. Members also agree to exchange any building permit data requested by Ramsey County for the identification of future physical feature data base updates.

Section 2. The Board will negotiate with Ramsey County on behalf of the Members in all matters deemed necessary relating to supply of GIS data generated by a Member.

ARTICLE VIII. DATA ACCESS AND USAGE

Section 1. All Members shall have equal rights to access Ramsey County GIS Data.

Section 2. Data generated by Ramsey County and provided to Members may not be sold in its original form to third party agencies. However, a Member may allow use of the original data by a third party for specific contracted purposes.

Section 3. Data which results from enhancement of Ramsey County GIS Data by a Member, received pursuant to this Agreement, may be made available to a third party.

Section 4. All Members will adhere to future Users Group license agreements for County or other agency GIS data.

ARTICLE IX. DATA SECURITY

All Members agree to abide by the data privacy and data security standards of the Member when using Ramsey County GIS Data or any derivative or enhancement of the data.

ARTICLE X. FINANCIAL MATTERS

Section 1. The fiscal year of the Users Group is the calendar year.

Section 2. The Board shall adopt an initial budget and must thereafter adopt an annual budget prior to July 1 of each year for each succeeding year. The Board will give an opportunity to each Member to comment or object to the proposed budget before adoption. Notice of the adopted budget must be mailed promptly thereafter to the chief administrative officer of each Member.

Section 3. Operational costs shall be shared according to a method agreed upon by majority decision of the Board of Directors. The costs could be met by membership dues. These costs could include Users Group administrative costs, purchase of liability insurance, and others as appropriate.

Section 4. Membership Fee: New Members shall pay a one-time membership fee of \$500 to the Users Group for the calendar year in which they are accepted into the User Group. The amount of this fee shall be reviewed and set annually by the Board of Directors for new Members.

Section 5. Annual Membership Dues: Members shall commit to payment of Annual Membership Dues, except where limited by State Statutes.

Section 6. Special Projects Assessments: Members who wish to enter into special projects and consultations shall present proposals to the Board for review. Examples of special projects could be cooperative training or consortium purchase of software. Upon approval by the Board, those Members who are part of the project will be assessed to meet the cost of the project.

Section 7. Billings to the Members are due and payable no later than 60 days after the receipt of the invoice. In the event of a dispute as to the amount of a billing, a Member must nevertheless make payment as billed to preserve membership status. The Member may make payment subject to its right to dispute the bill and exercise any remedies available to it. Failure to pay a billing within 60 days results in suspension of voting privileges of the Member Director. Failure to pay a billing within 120 days is grounds for termination of membership, but the Users Group's right to receive payment survives termination of membership.

ARTICLE XI. TERM

Section 1. The Term of this Agreement is January 1, 2015, through December 31, 2017.

Section 2. Based on the annual review of the operating procedures within the Agreement conducted by the Board, a new Agreement will be developed and circulated at least three months prior to December 31, 2017 and be agreed upon and signed on or before December 31, 2017.

ARTICLE XII. TERMINATION

Each Member shall have the right to terminate its membership and participation in the Users Group by formal resolution of the Member's organization and communicated to the Board in writing. However, the Member is still obligated to its financial commitments for the year during which termination of membership occurs.

These commitments include:

(i) Any balance of the Annual Membership Dues. This commitment applies to all Members;

(ii) Any balance owing on Special Projects Assessments. This commitment applies to Members which have entered into any special project agreement(s).

Termination of membership prior to expiration of the Agreement shall make the Governmental Unit ineligible to re-join the User Group during the Term of this Agreement.

ARTICLE XIII. DISSOLUTION

Section 1. The Users Group may be dissolved by a two-thirds vote of its Members in good standing. Dissolution is mandatory when the Secretary has received certified copies of resolutions adopted by the governing bodies of the required number of Members requesting dissolution.

Section 2. In the event of a dissolution, the Board must determine the measures necessary to effect the dissolution and must provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this Agreement and law.

Section 3. In the event of dissolution, following the payment of all outstanding obligations, assets of the Users Group will be distributed among the then existing Members in direct proportion to their cumulative annual contributions. If those obligations exceed the assets of the Users Group, the net deficit of the Users Group will be charged to and paid by the then existing Members in direct proportion to their cumulative annual contributions.

ARTICLE XIV. ACCESS TO DOCUMENTS

Until the expiration of six years after this Agreement terminates, the Users Group shall make available to the Member organizations and to the State Auditor, a copy of this Agreement and books, documents, accounting procedures and practices of the Users Group relating to this Agreement.

ARTICLE XV. HOLD HARMLESS

Section 1. Each Member agrees to defend, indemnify, and hold the other Members harmless from any claims, demands, actions or causes of action, including reasonable attorneys fees, against or incurred by such other Members, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of the indemnifying Member or any of its agents, servants or employees in the performance of or with relation to any of the work or services provided by Members under the terms of this Agreement.

Section 2. Nothing in this Agreement shall constitute a waiver by any Member, the Users Group of any limitation of liability under Minnesota Statutes Chapter 466, or other statutory or common law immunities, limits, or exceptions on liability.

Section 3. Under no circumstances, however, shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.

ARTICLE XVI. EQUAL EMPLOYMENT OPPORTUNITY

The Members and the Users Group agree to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual preference, marital status, status with regard to public assistance, disability, or age.

ARTICLE XVII. DATA PRACTICES

Section 1. All data collected, created, received, maintained, or disseminated for any purpose in the course of either the Member's or the Users Group's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and rules adopted to implement the Act.

Section 2. The Members and the Users Group agree to abide strictly by these statutes, rules, and regulations.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on this ____ day of _____,

_____.

ORGANIZATION _____

Approved:

By: _____

(Mayor / Chair / President)

By: _____

(City Manager / Administrator)

DESIGNATED DIRECTOR TO REPRESENT ORGANIZATION:

Name: _____

Phone: _____

Email: _____

ALTERNATE DIRECTOR (IF APPLICABLE):

Name: _____

Phone: _____

Email: _____

By: _____

(Chair of Users Group)

REQUEST FOR COUNCIL ACTION

Date: September 8, 2014
Item No.: 7.g

Department Approval



City Manager Approval



Item Description: Approve Resolution Receiving Assessment Roll and Setting Assessment
Hearing Date for County Road D Project

BACKGROUND

Per city assessment policy and state statute, the City holds public hearings to consider assessments for completed street reconstruction projects. This year's assessment proceeding is for City Project P-ST-SW-W-13-02: County Road D Reconstruction, between Lexington Avenue and Victoria Street. This project was primarily constructed in 2013 with some final work completed in 2014 and scheduled to be assessed in 2014. It is recommended that the assessment hearing be held at the regularly scheduled council meeting on October 6th, 2014.

The first step in the assessment process is consideration of a resolution declaring costs to be assessed, receiving the assessment roll and ordering a public hearing.

Attached are exhibits showing the final project costs in relation to the estimated costs from the feasibility study as well as the preliminary assessment roll which will become final upon Council approval after the proposed public hearing on Monday, October 6, 2014.

The City of Shoreview designed and administered this project including providing construction observation services. The total cost of those services to the City of Roseville was \$96,221.52, or approximately 11% of the total project costs.

The overall construction amount for the project was \$2,074,519.50, of which Roseville's total cost was \$884,955.88, the breakdown of which is included in Attachment B including funding sources.

The total assessable cost to the properties along the Roseville side of County Road D was calculated by first calculating the total cost of the roadway construction, including storm sewer but exclusive of the sidewalk and watermain, and then subtracting the portion of the roadway in excess of a standard 7 ton, 32 foot wide roadway, which is the standard design for a City of Roseville local roadway. This cost was calculated to be \$526,506.68, which is the total assessable cost of the project.

Based on the City's Assessment Policy, including applying short and long side frontage policies and also applying the findings of the Benefit Appraisal conducted in January of 2013, the total cost that can be borne by the fronting parcels is \$144,625.37, which is shown on Attachment C, Preliminary Assessment Roll. The total assessment amount is slightly lower than the amount of \$145,376.10 as indicated in the Feasibility Report (note that there was a \$5,400 error in the Feasibility Report, which had \$139,976.10 as the total assessed amount, but the actual summation of the parcels shown on the assessment roll equals \$145,376.10).

It should be noted that the overall project cost was lower than the estimated construction costs,

including the Street and Storm Sewer construction, however, the cost to install the sidewalk on the south side of County Road D, \$135,999.14, was significantly higher than the estimated cost of \$55,030.80. This is primarily due to the addition of a substantial amount of modular block retaining wall in order to provide the least amount of impacts to the fronting properties as well as a larger amount of driveway replacement than anticipated.

POLICY OBJECTIVE

It is the City's policy to assess a portion of street reconstruction costs. The City follows the requirements of Chapter 429 of state statute for the assessment process. Once the assessment roll is adopted after the public hearing, the City allows for a 30-day pre-payment period. Following the pre-payment period, assessment rolls are certified to Ramsey County for collection. The City will have the rolls certified by early November in order to allow the County enough time to add the assessments to property taxes.

FINANCIAL IMPACTS

This project was financed using assessments, utility funds, Municipal State Aid Funds and street infrastructure funds. The total proposed funding breakdown is as follows:

Project Financing Summary	
General Fund (Engineering Costs)	\$96,221.52
Municipal State Aid Funds	\$568,711.12
Watermain	\$171,619.39
Special Assessments	\$144,625.37
Total	\$981,177.40

The preliminary assessment roll is shown in Attachment C and has been prepared in accordance with Roseville's assessment policy and as outlined in the project feasibility report.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the attached resolution declaring costs and receiving proposed special assessment roll for P-ST-SW-W-13-02 County Road D Reconstruction Project and providing for hearings.

The 2014 assessment process is suggested to proceed according to the following schedule:

September 8	Approve Resolution declaring costs to be assessed, receiving assessment rolls and setting hearing date
October 6	Assessment hearing- adoption of assessment roll
October 6-November 4	Prepayment of assessments (30 days)
November 5-7	Tally of final assessment roll
November 10	Certification of assessment rolls to Ramsey County

REQUESTED COUNCIL ACTION

Approval of resolution declaring costs and receiving proposed special assessment roll for P-ST-

57 SW-W-13-02 County Road D Reconstruction Project and providing for hearings.

Prepared by: Marc Culver, City Engineer
Attachments: A: Resolution
B: Project Financing Summary
C: Preliminary Assessment Roll

**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, Minnesota, was held in the City Hall in said City on Monday, September 8th, 2014, at 6:00 o'clock p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION NO.

**RESOLUTION DECLARING COSTS AND RECEIVING PROPOSED SPECIAL
ASSESSMENT ROLL FOR P-ST-SW-W-13-02 COUNTY ROAD D
RECONSTRUCTION PROJECT AND PROVIDING FOR HEARINGS**

WHEREAS, on January 28th, 2013, the City Council of the City of Roseville held a public hearing for the purposes of accepting public comment on the proposed Improvement Project P-ST-SW-W-13-02 County Road D Reconstruction Project and at the same meeting adopted Resolution 11045 Ordering the Improvement and Preparation of Plans and Specifications for County Road D Between Lexington Ave and Victoria St.; and

WHEREAS, contracts have been let and costs have been determined for Improvement P-ST-SW-W-13-02 County Road D Reconstruction Project, the reconstruction of County Road D between Lexington Ave and Victoria Street by the installation of concrete paving, concrete curb and gutter, sidewalk, watermain, drainage, utilities, and necessary appurtenances; and

WHEREAS, the City entered into a construction agreement with the City of Shoreview for the purposes of establishing shared costs and responsibilities for said improvement; and

WHEREAS, the total construction cost of said project was \$2,074,519.50, of which the City of Roseville's cost is equal to \$884,955.88 and the expenses incurred or to be incurred in the making of such improvement amount to \$96,221.52 so that the total cost of the improvements within the City of Roseville will be \$981,177.40; and

WHEREAS, the City Manager, with the assistance of the City Engineer, has calculated the proper amount to be specifically assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to case valuation, as provided by law, and has filed a copy of such proposed assessment in his office for public inspection.

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

- 38 1. The portion of the cost of such improvements to be paid by the City is hereby
39 declared to be \$981,177.40 and the portion of the cost to be assessed against
40 benefited property owners is declared to be \$144,625.37.
41
- 42 2. A hearing shall be held on the 6th day of October, 2014 in the city hall at 6:00
43 p.m. to pass upon such proposed assessment and at such time and place all
44 persons owning property affected by such improvement will be given an
45 opportunity to be heard with reference to such assessment.
46
- 47 3. The City Manager is hereby directed to cause a notice of the hearing on the
48 proposed assessment to be published once in the official newspaper at least two
49 weeks prior to the hearing, and he shall state in the notice the total cost of the
50 improvement. He shall also cause mailed notice to be given to the owner of each
51 parcel described in the assessment roll not less than two weeks prior to the
52 hearings.
53
- 54 4. The owner of any property so assessed may, at any time prior to certification of
55 the assessment to the county auditor, pay the whole of the assessment on such
56 property, with interest accrued to the date of payment, to the City Manager,
57 except that no interest shall be charged if the entire assessment is paid within 30
58 days from the adoption of the assessment. An owner may at any time thereafter,
59 pay to the County Auditor the entire amount of the assessment remaining unpaid,
60 with interest accrued to December 31 of the year in which such payment is made.
61 Such payment must be made before November 15 or interest will be charged
62 through December 31 of the succeeding year.
63

64 The motion for the adoption of the foregoing resolution was duly seconded by
65 Councilmember upon a vote being taken thereon, the following voted in favor
66 thereof: and and the following voted against the same:
67

68 WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

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 8th day of September, 2014, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of September, 2014.

Patrick Trudgeon, City Manager

(SEAL)

Project 13-02
County Road D Reconstruction
Project Financing Summary

		Feasibility Report	Final Cost
1	Street/Storm Sewer Construction	\$ 642,390.52	\$ 577,337.35
2	Sidewalk Cost	\$ 55,030.80	\$ 135,999.14
3	Watermain	\$ 209,902.00	\$ 171,619.39
4	Sanitary Sewer	\$ 22,000.00	\$ -
5	Total Construction Cost	\$ 929,323.32	\$ 884,955.88
6			
7	Engineering	\$ 70,538.40	\$ 96,221.52
8			
9	Total Project Cost	\$ 999,861.72	\$ 981,177.40
10			
11	Summary of Non-assessable costs		
12	10 ton street cost	\$ 127,560.53	\$ 101,994.73
13	Sidewalk Cost	\$ 55,030.80	\$ 135,999.14
14	Watermain	\$ 209,902.00	\$ 171,619.39
15	Sanitary Sewer	\$ 22,000.00	\$ -
16	Engineering	\$ -	\$ 45,057.46
17	Total Non- assessable costs	\$ 414,493.33	\$ 454,670.72
18			
19			
20	Summary of Assessment Calculations		
21	Assessable Cost	\$ 585,368.40	\$ 526,506.68
22	25% Assessment Rate (based		
23	on actual project costs)	\$ 66.09	\$ 59.45
24	Total Assessable Frontage	2,214.13	2,214.13
25	Total Special Assessments		
26	(as calculated with maximum assessed benefit)	\$ 144,625.37	\$ 144,625.37
27	Project Financing Summary		
28	General Fund (Engineering costs)	\$ 70,538.40	\$ 96,221.52
29	Municipal State Aid Funds	\$ 552,045.22	\$ 568,711.12
30	Sanitary Sewer	\$ 22,000.00	\$ -
31	Watermain	\$ 209,902.00	\$ 171,619.39
32	Special Assessments	\$ 145,376.10	\$ 144,625.37
33	Total	\$ 999,861.72	\$ 981,177.40

County Road D Reconstruction Project
Preliminary Assessment Roll

Total assessable project cost	\$	526,506.68
Total Frontage (feet)		2,214.13
Assessment Rate (100%)	\$	237.79

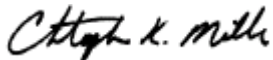
Assessment Rate (25%)			\$	59.45	Calculated assessment rate based on final costs = \$59.45, appraisals set max benefit rate at \$60	
Assessment Rate (50%)			\$	90-110.00	Calculated assessment rate based on final costs = \$118.90, appraisals set max benefit rate at \$90 except for 3114 Lexington , max benefit rate appraised at \$110	
Parcel ID	Property Address	Frontage	Assessment	Assessment Rate*	Notes	
022923210010	912 County Rd D W	95	\$ 5,647.75	25%		
022923210011	922 County Rd D W	95	\$ 5,647.75	25%		
022923210012	930 County Rd D W	95	\$ 5,647.75	25%		
022923210013	940 County Rd D W	95	\$ 5,647.75	25%		
022923210014	948 County Rd D W	95	\$ 5,647.75	25%		
022923210015	958 County Rd D W	95	\$ 5,647.75	25%		
022923210016	966 County Rd D W	95	\$ 5,647.75	25%		
022923210017	974 County Rd D W	9.9	\$ 588.56	25%	Paid long side for 96-02	
022923210100	3115 Victoria St N	340	\$ 30,600.00	50%	Long side Co Rd D= 190+285= 475 Victoria= 272+95= 367 10% for first 150 ft, then 100% for rest 15+325=340 ft	
022923220006	988 County Rd D W	100	\$ 5,945.00	25%	Paid long side for 96-02	
022923220007	998 County Rd D W	117.4	\$ 6,979.43	25%		
022923220008	1010 County Rd D W	90	\$ 5,350.50	25%		
022923220009	1014 County Rd D W	90	\$ 5,350.50	25%		
022923220010	1022 County Rd D W	90	\$ 5,350.50	25%		
022923220011	1030 County Rd D W	90	\$ 5,350.50	25%		
022923220012	1038 County Rd D W	90	\$ 5,350.50	25%		
022923220013	3114 Churchill St	10	\$ 594.50	25%	Paid long side for 96-02	
022923220037	3111 Churchill St	12.66	\$ 752.64	25%	long side 10% of 126.60	
022923220038	1080 County Rd D W	171.46	\$ 15,431.40	50%		
022923220039	3114 Lexington Ave N	158.61	\$ 17,447.10	50%	short side CoRd D = 158.61, lexington = 159.34	
Total			\$ 144,625.37			

*rates are not to exceed rates as recommended by the Benefit Appraisal, dated 1/10/13, completed by Dahlen, Dwyer and Foley, Inc.

REQUEST FOR COUNCIL ACTION

Date: 09/08/14
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Consider Approving IT Shared Service Agreement with the Lake Johanna Fire Department

BACKGROUND

Minnesota State Statute 471.59 authorizes political subdivisions of the State to enter into joint powers agreements (JPA) or Shared Services Agreements for the joint exercise of powers that are common to each entity. Over the past several months, the Lake Johanna Fire Department (LJFD) and the City of Roseville have held on-going discussions in regards to the sharing of IT support services. Specifically, for the support of network connections at LJFD's four fire station locations.

This service was previously provided by Roseville Staff through its support agreement with the North Suburban Communications Commission. This agreement will replace that service arrangement. LJFD is transitioning away from Comcast-owned fiber (the 'I-Net') to subscriber data services through Comcast.

The City of Roseville currently employs twelve full-time employees to administer the information systems for the City of Roseville and 35 other municipal and governmental agencies. The proposed Agreement with the Lake Johanna Fire Department is similar to the other agreements in both structure and substance.

The attached Agreement has been approved by the Lake Johanna Fire Department and is awaiting approval from the Roseville City Council.

POLICY OBJECTIVE

Joint cooperative ventures are consistent with past practices as well as the goals and strategies outlined in the Imagine Roseville 2025 process.

FINANCIAL IMPACTS

The proposed Agreement provides non-tax revenues to support City operations. The hourly rates charged to other cities or entities are more than the cost of a City employee; yet substantially lower than could be obtained from private companies – hence the value to other cities is greater. For 2014, it is projected that the services provided to the LJFD will include on-going services in the amount of \$2,400 annually.

There is no budget impact. The presence of the Agreement along with existing revenue sources is sufficient to fund the City's added personnel, software licensing, and related information systems costs related to the contracted services.

31 **STAFF RECOMMENDATION**
32 Staff recommends the Council approve the attached Shared Service Agreement.

33 **REQUESTED COUNCIL ACTION**
34 Approve the attached Shared Services Agreement with the Lake Johanna Fire Department for the purposes
35 of providing IT support services.

36 Prepared by: Chris Miller, Finance Director
37 Attachments: A: IT Shared Service Agreement with the Lake Johanna Fire Department

INFORMATION TECHNOLOGY SHARED SERVICE AGREEMENT

This INFORMATION TECHNOLOGY SHARED SERVICE AGREEMENT (this "Agreement") entered into by and between the City of Roseville, a Minnesota municipal corporation ("*Roseville*"), and the Lake Johanna Fire Department, a non-profit fire protection services organization ("*LJFD*"), is effective upon the execution of this Agreement by the named officers of both organizations. Roseville and LJFD are referred to individually as "Party" and collectively as the "Parties" or the "Cities".

WHEREAS: The City of Roseville and the Lake Johanna Fire Department agree to work collaboratively in the areas of Information Technology and related service areas, collectively referred to as "IT", and,

WHEREAS: The purpose of this Agreement is to define the terms and conditions under which services will be defined and provided by Roseville, by and through Roseville's Information Technology Division ("Roseville IT") to the Lake Johanna Fire Department.

NOW, THEREFORE, in consideration of the mutual covenants herein and for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

SECTION 1- DEFINITIONS. As used in this Agreement, certain terms shall have the following meanings:

- 1.1** "Agreement" shall mean the combined terms and conditions of this Agreement and of specific Task Order depending on context.
- 1.2** "Provider" shall mean the party to this Agreement defined within a Task Order specified as providing the service to the other party.
- 1.3** "Recipient" shall mean the party to this Agreement defined within a Task Order specified as receiving services from or through the other party.
- 1.4** "Services" shall generally represent the "Scope of Services" as defined within a Task Order and may represent any combination of labor, whether provided by the Provider's employees or a third party designated by the Provider, use of facilities, equipment, software, or material goods utilized or consumed in providing the Services.
- 1.5** "Task Order" shall represent the terms and conditions of this Agreement that specify services, products, and other costs incurred by one party that are to be compensated by the other party. Task Order refers to the written specifications for either annually renewable Services or project-based Services that are completed under accomplishment of specified deliverables or other project event. Task Orders are more fully defined in Section 10.
- 1.6** "Holidays" includes New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Christmas Eve, Christmas Day, and other days that are consistent with past practices.
- 1.7** "Service Hours" means, unless otherwise noted, the hours of 8 a.m. to 5 p.m. local time, Monday through Friday, excluding Holidays.

1.8 "Entity" means any corporation (including any non-profit corporation), general partnership, limited partnership, limited liability partnership, joint venture, estate, trust, cooperative, foundation, society, political party, union, company (including any limited liability company or joint stock company), firm or other enterprise, association, organization or entity.

1.9 "Governmental Body" means any (a) nation, principality, state, commonwealth, province, territory, county, municipality, district or other jurisdiction; (b) federal, state, local, municipal or foreign government (including any agency, department, bureau, division, court, or other administrative or judicial body thereof); or (c) governmental or quasi-governmental authority of any nature.

1.10 "Software" means software programs, including supporting documentation and online help facilities. Software includes applications software programs and operating systems software programs.

1.11 "Business Continuity" means the ability to maintain operations/services in the face of a disruptive event.

SECTION 2 - EFFECTIVE DATE

The effective date of this Agreement is September 1, 2014 or the last date of signature by all parties, whichever is later and remains in effect until termination, as set forth in Section 3 of this Agreement.

SECTION 3 - TERMINATION

3.1 Termination for Convenience. Either party may terminate this Agreement or a specific Task Order for convenience, after first providing written notice of the intent to terminate to the other party, one year in advance.

3.2 Termination of Task Order. Each Task Order shall specify the timeline for notice to terminate that Task Order.

3.3 Termination by Mutual Agreement. The parties may terminate this agreement in whole or in part, at any time by mutual agreement.

3.4 Termination of the Agreement shall also terminate any active Task Orders under this Agreement.

3.5 Termination of a Task Order will terminate all Services as defined by the Task Order but does not alter any terms or conditions of any other active Task Order or this Agreement.

3.6 In the event written notice of termination is given by either party, both parties shall work to accomplish a complete transition of services being terminated without interruption of, or adverse impact on, the services enjoyed by either party under this Agreement. The disentanglement process shall begin as soon as possible, but not later than the date of termination. Disentanglements will be defined as a Task Order and both parties, shall in good faith, seek to maintain existing service levels and minimize the disruption of services until the disentanglement is completed. Each party shall bear its cost of disentanglement, unless separately defined within a Task Order, or as may otherwise be agreed by both parties.

3.7 Third-Party Authorizations. Provider shall execute any third-party authorizations necessary to grant the Recipient the use and benefit of any third-party contracts, to the limits allowed by the contracts.

3.8 Licenses to Proprietary Software. Provider shall negotiate to allow the Recipient (after receiving written approval from the Provider) to use, copy, and modify, applications and programs developed by the Provider that would be needed in order to allow the Recipient to continue to perform for itself, unless otherwise prohibited by the software's licensing agreement.

3.9 Delivery of Documentation. Provider shall make reasonable efforts to deliver to the Recipient or its designee, at the Recipient's request, all available documentation and data related to the Recipient, including the Recipient Data held by Provider. Costs incurred will be borne by Recipient.

3.10 Personnel. Should the Recipient decide to reduce or terminate any portion of this Agreement, to the extent that such reduction or termination will displace one or more Provider employees, then it is agreed that the parties will, if feasible transfer personnel from the Provider to the Recipient in order to provide a reasonable opportunity to provide staff continued employment.

SECTION 4 - COORDINATION AND COMMUNICATION

4.1 The Management Committee, composed of a designated representative for LJFD and Roseville shall provide oversight and administer this agreement. Designated representatives are considered authorized representatives of their respective management and shall be empowered with authorities granted to the Management Committee under this Agreement.

4.2 The Management Committee shall meet quarterly (or as otherwise mutually agreed) to review the performance with regard to material aspects, risk management, as well as the effectiveness and value of the Services and Task Order provided between the Provider and the Recipient.

4.3 Agreement Review. The Management Committee will meet annually, to formally review and, to the extent mutually agreed upon by the Parties, update the terms, pricing, conditions and other details of this Agreement and any Task Order so that the on-going business requirements of both Parties are met.

SECTION 5 - DISPUTE RESOLUTION

5.1 In the event of a dispute between LJFD and Roseville regarding the delivery of Services under this Agreement or any related Task Order, the Management Committee shall review disputes and recommend options for resolution to the involved personnel.

5.2 Any dispute not resolved by the Management Committee shall be referred to the LJFD Fire Chief and the Roseville City Manager (collectively "Administrators"), or their designated representatives, who shall review the dispute and options for resolution. The resolution of the Administrators regarding the dispute shall be final as between the parties and shall be reduced to writing as an addendum to this Agreement.

5.3 Any dispute under Section 5.1 of this Agreement that cannot be resolved by the Administrators may be submitted to mediation through the State of Minnesota Bureau of Mediation Services, the cost of which shall be borne equally between the parties.

5.4 In the event either party determines that there has been a breach of the provisions of this Agreement or a related Task Order which cannot be resolved by the Administrators, the Agreement or related Task Order may be terminated as described in Section 3.

SECTION 6 - INDEPENDENT CONTRACTOR

A Provider is, and shall at all times be, deemed to be an independent contractor in the provision of the Services set forth in this Agreement. Nothing in this Agreement shall be deemed or construed as creating a joint venture or partnership between the Parties. Neither Party is by virtue of this Agreement authorized as an agent, employee, or legal representative of the other Party, and the relationship of the Parties is, and at all times will continue to be, that of independent contractors. A Provider shall retain all authority and responsibility for the provision of Services, standards of performance, discipline and control of personnel, and other matters incident to the performance of services by a Provider pursuant to this Agreement. A Provider shall comply with all relevant Federal, State, and municipal laws, rules, and regulations. Nothing in this Agreement shall make any employee of the Recipient jurisdiction, an employee of a Provider jurisdiction or any employee of a Provider jurisdiction, an employee of the Recipient jurisdictions for any purpose, including but not limited to, withholding of taxes, payment of benefits, workers' compensation benefits, or any other rights or privileges afforded said employees by virtue of their employment.

SECTION 7 - ASSIGNMENT/SUBCONTRACTING

Neither the Recipient nor the Provider shall transfer or assign, in whole or in part, any or all of their respective rights or obligations under this Agreement without the prior written consent of the other.

SECTION 8 - HOLD HARMLESS INDEMNIFICATION

8.1 Each party agrees to indemnify, defend, save and hold harmless the other, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, its negligent acts or omissions under this Agreement. Without limiting the generality of the foregoing, the parties further expressly agree to indemnify, defend, save and hold harmless the other party, its officials, employees, and agents, from and against any and all liability, claims, demands, losses, damage, costs, causes of action, suits or judgments, including attorney fees, costs or expenses incurred in connection therewith, for deaths or injuries to person arising out of, in connection with, or incident to the performance of this Agreement by a Provider, its officials, employees, or agents.

Provided, however, that this provision does not indemnify a Recipient against liability for damages arising out of the Recipient's failure to abide by reasonable industry and user standards and the reasonable requirements provided by a Provider which include, but are not limited to, procedures, guidelines, and security instructions for proper use, user maintenance, and mandatory user security responsibilities.

8.2 Section 8.1 of this Agreement shall include any claim made against a Recipient by an employee of the Provider or subcontractor or agent of the Provider, even if the Provider is thus otherwise immune from liability pursuant to the Minnesota workers' compensation law provided, however, this paragraph does not purport to indemnify the Recipient against the liability for damages arising out of bodily injuries to person caused by, or resulting from, the sole negligence of the Recipient, its elected' officials, officers, employees and agents.

8.3 Section 8.1 of this Agreement shall further include any claim made against either party regarding payment of any taxes other than state sales tax on tangible goods.

8.4 In the event of litigation between the parties to enforce rights under this section, each party shall bear its own attorney's fees and costs.

8.5 Nothing in this Agreement shall constitute a waiver of the statutory limits of liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses.

SECTION 9 - NOTICE

9.1 Notices. Except as otherwise provided, any notices to be given under Section 3 of this Agreement or termination of any Task Order shall be in writing and shall, at a minimum, be delivered electronically or postage prepaid and addressed to:

Lake Johanna Fire Department	City of Roseville
Name: Ralph Adair	Name: Terrence Heiser
Title: Deputy Chief	Title: Information Technology Manager
Email: radair@ljfd.org	Email: network.manager@metro-inet.us
Address: 5545 Lexington Avenue N Shoreview, MN 55126	Address: 2660 Civic Center Drive Roseville, MN 55113

9.2 Choice of Law; Consent to Jurisdiction. This Agreement shall be construed in accordance with, and governed in all respects by, the internal laws of the State of Minnesota.

9.3 Force Majeure. Neither Party will be liable for delays or failure to perform Services if due to any cause or conditions beyond its reasonable control, including, but not limited to, delays or failures due to acts of God, natural disasters, acts of civil or military authority, fire, flood, earthquake, strikes, wars, or utility disruptions (shortage of power).

9.4 Entire Agreement; Amendment; Waivers. This Agreement, together with all Exhibits hereto, constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties. No supplement, modification or waiver of this Agreement shall be binding unless executed in writing by the Party to be bound thereby. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

9.5 Severability. In the event that any one or more of the provisions contained in this Agreement or in any other instrument referred to herein, is, for any reason, held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement or any other such instrument and the invalid, illegal or unenforceable provision shall be deemed modified so as to be valid, legal and enforceable to the maximum extent allowed under applicable law.

9.6 Parties Obligated and Benefited. This Agreement will be binding upon the Parties hereto and their respective permitted assigns and successors in interest and will inure solely to the benefit of such Parties and their respective permitted assigns and successors in interest, and no other Person.

SECTION 10 - SERVICES AND TASK ORDERS

10.1 Where LJFD and Roseville exchange Services under this Agreement, such Services will be defined in the form of a Task Order, in writing and signed by the Management Committee.

(a) The intent of this provision is to ensure clear communications and commitment prior to either party taking action or incurring costs on behalf of the other. Both parties will act in good faith to identify requirements, expectations and to adhere to the commitments specified within this Agreement.

(b) Services exchanged or actions taken with the intent of providing Services between LJFD and Roseville without an agreed Task Order will not be covered by the terms of the Agreement and incurred costs will not be reimbursed. The party requesting Services covenants, by way of executing a Task Order pursuant to this Agreement that its requests for Service are within the annual budget for that party.

(c) In cases of emergency, where the urgency of circumstance precludes the practicality of executing a Task Order for a Service not covered by an existing Task Order, the Task Order may be reduced to writing and executed as soon after provision of Services as is practicable. Where the parties cannot agree on the terms of the written Task Order, the parties agree to follow the dispute resolution procedures set forth in Section 5. An emergency may be any unanticipated event or circumstance outside the bounds of existing provisions under any active Task Order that the Management Committee members or the designees of both parties declare as such.

(d) Unless agreed otherwise by both parties, the costs incurred in the planning, preparing and processing of a Task Order by one party will not be charged to the other.

10.2 All Task Orders are subject to the terms and condition of this Agreement.

10.3 All Task Orders must minimally include acceptance by the Management Committee. The Management Committee shall ensure that any additional authorization requirements, with respect to their individual organizations, have been secured prior to initiating or amending the Task Orders.

10.4 Duration of a Task Order shall be defined in the Task Order and may be: a limited time period; concluded upon accomplishment of specified deliverables; or a continuing Service with regular renewal review.

(a) Task Orders may address Services that are of a general or continuous nature that would be reviewed annually, at the same time as the Agreement. Such Task orders may also be terminated in accordance to the terms defined in Section 3.

(b) Alternatively, Task Orders may also be defined in association with a specific Project which would include specific criteria for normal completion (e.g. point-in-time, deliverable acceptance); these too may be terminated in accordance to the terms defined in Section 3.

10.5 Task Orders may not amend this Agreement or its terms and conditions, but shall specify Services, rates, and other aspects of the scope of work for specific Services related to this Agreement. The terms of a Task Order will apply only to the specific Task Order and may not change such terms or conditions relative to the Agreement or other Task Orders.

10.6 Each Task Order will utilize the standardized form. Attached as Exhibit A.

10.7 Provider of Services will track and report status, as may be defined in the Task Order, with regard to:

(a) Performance-related service levels.

(b) Progress towards deliverables.

(c) Billed costs vs. maximum specified annual Task Order budgeted amount.

10.8 If the deliverables specified in a Task Order are not achieved or the Recipient believes it is not receiving acceptable service, the parties shall follow the dispute resolution procedures set forth in Section 5 and for Termination for Breach set forth in Section 5.4.

SECTION 11 - FINANCIAL TERMS AND PAYMENT PROCESS

11.1 Unless agreed otherwise by both parties, the Provider will present invoices to Recipient monthly. Charges for Services will be invoiced no later than thirty (30) days following the period in which Services were delivered, costs incurred and all relevant vendor or supplier invoices have been received, or the project milestone for payment is accomplished.

11.2 Invoices may combine charges from multiple Task Orders, unless otherwise defined for a specific Task Order.

11.3 Invoices shall include:

- (a) Total of all charges represented on the invoice.
- (b) Itemization by Task Order and as further instructed within the Task Order.
- (c) Copies of third-party invoices representing a basis for the invoiced charge.
- (d) Any other detail as may be specified within the related Task Order.

11.4 Unless otherwise defined in the Task Order, invoices are due and payable to the Provider within thirty (30) days of receipt of the invoice by the Recipient. An invoice may be disputed within the thirty (30) day period. Any Provider-proposed resolution will restart the thirty (30) day period for payment, without waiving the Recipient's rights to dispute resolution under Section 5.

11.5 Invoiced amounts may be changed upon mutual consent of parties pursuant to Section 10 and each affected Task Order.

11.6 Disputes regarding invoices that cannot be otherwise resolved, the parties agree to follow the dispute resolution procedures set forth in Section 5.

SECTION 12 - PERSONNEL

12.1 Assigned staff. Provider shall designate the personnel to provide services to the Recipient. Recipient reserves the right to review the qualifications of personnel providing services under this Agreement, and to make recommendations regarding placement of such personnel for the benefit of Recipient.

12.2 If the Recipient believes that the performance or conduct of any person employed or retained by the Provider to perform obligations under this Agreement is unsatisfactory for any reason, or is not in compliance with the provision of this Agreement, the Recipient will notify the Provider. The Provider will establish a plan to resolve the issue within a deadline agreeable to the Recipient. If a mutually acceptable solution can not be

reached, the parties agree to follow the dispute resolution procedures set forth in Section 5.

12.3 Access to Recipient facilities. The Recipient, depending on requirements of the Task Order, in its sole discretion, may approve any Provider employees requiring access to any Recipient facility. Should Recipient refuse access to any Provider employee attempting to act in accordance with this Agreement, the Provider shall not be held in breach of this Agreement as to the Services affected.

12.4 Staff substitution. In the event that Recipient notifies Provider that it wishes Provider to replace an employee of the Provider providing services to Recipient, Recipient and Provider shall meet to attempt to resolve Recipient's concerns. If the parties are not able to resolve Recipient's concerns within ten (10) days after Recipient's notice to Provider (or such later date agreed upon by both parties), provider shall exercise reasonable diligence to honor Recipient's requests to replace the staff member.

12.5 Background checks. As may be required by the Recipient and the requirements of a Task Order, the Provider shall be responsible for conducting a background check on all personnel hired after the effective date of this Agreement or after the effective date of the related Task Order who provide services to the Recipient. The background investigation shall include but not be limited to, a credit check and criminal records check for misdemeanors and felonies. If requested by the Recipient, background checks will be performed on current employees that have access to the Recipient's sensitive data.

12.6 Staff Direction. In situations where LJFD's staff receives direction from Roseville staff or Roseville's staff receives direction from LJFD's staff that may be in conflict with either LJFD's or Roseville's IT strategic direction, policy or guidelines, terms and conditions of this Agreement, or that may result in potential risk to either Party's shared infrastructure, the involved staff will immediately notify the Management Committee of such potential conflict and of the relevant policy, guideline or term or condition of this Agreement and delay implementing such direction, unless immediate action is required to ensure business continuity, until the conflict can be resolved in consultation with the Management Committee. The parties will provide one another and their respective staff members with copies of their respective strategic plans, policies, and guidelines and of this Agreement. Neither party is obligated to delay action based on a strategic plan, policy, guideline or term or condition of this Agreement if such copies have not been provided. The Management Committee will make best efforts to expedite identification and resolution of conflicts and provide prompt direction to their respective staff members. If the parties are not able to resolve the conflict, the provisions of Section 5 (Dispute Resolution) shall apply.

12.7 Employees physically working at a facility of the other party will act in accordance with all policies and procedures regarding appropriate conduct in that party's workplace. Exceptions may be identified by the Provider and are subject to

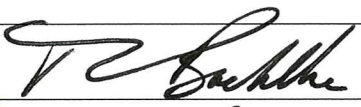
acceptance by the Recipient.

SECTION 13 - TECHNOLOGY PLANNING

13.1 Strategic Information Technology planning. LJFD and Roseville both engage in strategic technology planning that includes establishing a strategic IT direction, and determining technology initiatives and investments in accordance with LJFD and Roseville strategic business goals.

13.2 Each party is invited to participate in the other party's strategic planning process.

IN WITNESS WHEREOF, Lake Johanna Fire Department and Roseville have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the 11th day of August, 2014.

Lake Johanna Fire Department		City of Roseville	
By:		By:	
Name:	Tim Boehlke	Name:	Dan Roe
Title:	FIRE CHIEF	Title:	Mayor
Lake Johanna Fire Department		City of Roseville	
By:		By:	
Name:	Ralph Adair	Name:	Patrick Trudgeon
Title:	Deputy Fire chief	Title:	City Manager

Information Technology Shared Service Agreement

Task Order

This Task Order is a specification of Services to be provided between Lake Johanna Fire Department and the City of Roseville; it is an addendum to the current Information Technology Shared Service Agreement ("Agreement") and is subject to the terms and conditions of the Agreement.

Task Order #	2014-LJFD01A	Title	Network Connectivity Services
Service Start Date	10/01/2014	End Date	OPEN

Provider	ROSEVILLE	POC	Terre Heiser – Network Manager
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Recipient	LAKE JOHANNA FIRE DEPARTMENT	POC	Ralph Adair
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Skill Set (Primary)	Systems Engineer	Task Order Cost	
Skill Set (Secondary)		Nonrecurring Charges (NRC)	
Skill Set (Tertiary)		Annual Recurring Charges (2014 ARC)	\$2,400.00
		Billing Frequency (ARC)	Annual

Task Order Attachments: NONE

This section and attachments (listed above) define the scope of Services as well as service levels and performance criteria and measurement expectations.

1. **Purpose:**

The purpose of this Task Order is to establish parameters for the provision of Network Connectivity Services ("*Services*") by the Provider to the Recipient, and to define the terms and conditions under which the Provider will execute these Services. Both Parties agree to work cooperatively to fulfill the terms and purpose of this Task Order.

2. **Background:**

The recipient operates 4 fire stations located across a geographically dispersed area throughout Ramsey County. These stations are currently interconnected on a private Institutional network granted by the cable company through a provision in the local cable franchise agreements. These connections are being transitioned to VPN over Internet and the recipient requires technical assistance in maintaining the security routers placed at each fire station. The provider has the required technical expertise to manage these connections

3. **Task Description:**

Configure, maintain and monitor the network access router (firewall) located at the following addresses:

Fire Station 110 - 3246 New Brighton Road

Fire Station 120 - 4676 Hodgson Road

Fire Station 130 - 5545 Lexington Avenue N

Fire Station 140 - 3615 Victoria Street N

4. **Delivery Price Notes/Remedy:**

5. **Billing Type:** Capital recovery costs billed at time of purchase. Support services billed annually.

6. **Scope of Work:**

7. **Assumptions and Constraints:**

The recipient is required to obtain a suitable Internet connection at each facility. The recipient is responsible for the monthly services and support charges associated with the Internet service.

8. **Task Communications/Management/Reporting:**

Requests for assistance shall be communicated to the Provider via an authorized point of contact (POC) for the Recipient. Service requests can be submitted via telephone or electronically.

Via Telephone: Help Desk – (651) 792-7095 Calls are typically answered Monday through Friday 7:00 a.m. until 4:30 p.m. Voice messages will be responded within 30 minutes

Via Email: support@metro-inet.us Emails will generate a work ticket with a response provided within

45 minutes. Time to resolution for a Normal Incident is 72 hours.

Incident reports will be submitted to the Recipient on a quarterly basis. An annual report will be provided at the time of the service review.

9. **Quality/Measures/Remedy:**

Billing will commence after the acceptance of the delivered services.

10. **Duration:** Annual until cancelled subject to termination provisions.

11. **Termination Provision:**

Either party may cancel this Task Order with 120 day written notice.

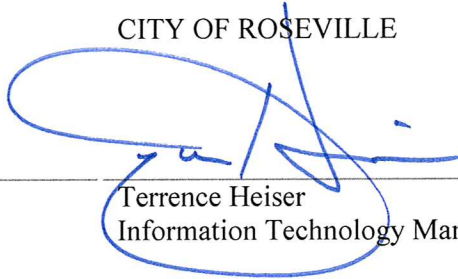
IN WITNESS WHEREOF, Lake Johann Fire Department and Roseville have caused this Task Order to be executed in their respective names by their duly authorized officers and have caused this Task Order to be dated as of the 28th day of August, 2014.

LAKE JOHANNA FIRE DEPARTMENT

CITY OF ROSEVILLE



Ralph Adair
Deputy Chief



Terrence Heiser
Information Technology Manager

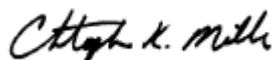
8/28/14

Date

REQUEST FOR COUNCIL ACTION

Date: 9/08/2014
Item No.: 12.a

Department Approval



City Manager Approval



Item Description: Adopt a Preliminary 2015 Tax Levy and Budget

BACKGROUND

State Statute requires all cities in excess of 2,500 in population, to adopt a preliminary tax levy and budget by September 30th for the upcoming fiscal year. Once the preliminary levy is adopted it can be lowered, but not increased. The adoption of a preliminary levy and budget does not preclude further review. It is anticipated that additional budget-related discussions will be held later this year leading up to the adoption of the final 2015 levy and budget on December 1st or December 8th.

The City Council received the 2015 City Manager Recommended Budget on July 14, 2014. This was followed by a budget hearing on August 11th and subsequent discussion on August 25th. A summary of the 2015 Recommended Tax Levy (as amended) is included in *Attachment A*. Staff will note that the format is somewhat different than the one distributed for discussion at the previous Council meeting. It has been modified to focus on the changes in the tax levy with more precision than previously displayed.

2015 Recommended Budget & Tax Levy (amended)

The 2015 City Manager Recommended Budget is \$52,345,290. The Budget for the tax-supported programs is \$26,055,340, an increase of \$1,332,055 or 5.4%. The 2015 Recommended Tax Levy required to fund the Budget is \$18,834,550, an increase of \$830,829 or 4.6%.

The impact on residents will vary depending on the property's value and change in value relative to other properties in the city. The estimated impact for a typical single-family home that experiences an 11% increase in value is shown below.

Estimated Tax Impact - Residential with 11.0% valuation increase					
			\$ Increase	% Increase	
Value of Home	2014	2015	(Decrease)	(Decrease)	
166,500	602	670	68	11.25%	
188,700	682	759	77	11.25%	
215,340	778	866	88	11.25%	
230,880	835	928	94	11.25%	
251,970	911	1,013	102	11.25%	

Based on the Recommended Budget & Tax Levy, a median-valued home can expect to pay approximately \$72.16 per month, an increase of \$7.30 in 2015.

28 A significant portion of the levy increase is necessary to alleviate the reliance on cash reserves to fund
29 day-to-day operations. Of the \$830,829 levy increase, 42% or \$351,000 is set aside for this purpose.
30 Absent this one-time increase, the impact to homeowners would only be \$5.78 per month.
31

32 In the event the Council is considering a different levy amount, each \$100,000 change in the levy would
33 result in a difference of approximately \$0.43 cents per month to a typical single-family homeowner.
34

35 It's worth noting that the State of Minnesota provides a number of property tax relief programs that are
36 designed to offset local tax increases. For 2013, eligibility for homeowners was capped at household
37 incomes of \$105,500, while renters were eligible up to an income of \$57,170. Depending on household
38 income, residents could potentially receive a refund of as much as 30-40% of the increased taxes they
39 pay. This would effectively reduce the tax impacts noted above.

40 **POLICY OBJECTIVE**

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

42 **FINANCIAL IMPACTS**

43 See above.

44 **STAFF RECOMMENDATION**

45 Staff Recommends the Council adopt the preliminary 2015 Tax Levy and Budget Levy as outlined in
46 this report and in the attached resolutions.

47 **REQUESTED COUNCIL ACTION**

48 The Council is asked to take the following separate actions:
49

- 50 a) Motion to approve the attached Resolution to adopt the 2015 Preliminary Tax Levy
- 51 b) Motion to approve the attached Resolution to adopt the 2015 Preliminary Debt Levy
- 52 c) Motion to approve the attached Resolution to adopt the 2015 Preliminary Budget
- 53

Prepared by: Chris Miller, Finance Director

Attachments: A: Summary of the City Manager Recommended Tax Levy Changes
B: Resolution to adopt the 2015 Preliminary Tax Levy
C: Resolution to adopt the 2015 Preliminary Debt Levy
D: Resolution to adopt the 2015 Preliminary Budget

54

			General	Recreation	IT	Capital	Debt	
			<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>	<u>Funds</u>	<u>Total</u>
2014 Tax Levy Requirement			\$ 10,432,506	\$ 2,075,215	\$ 200,000	\$ 1,596,000	\$ 3,700,000	\$ 18,003,721
2015 Tax Levy Proposed Additions								
Employee COLA	(a)		150,770	61,365	-	-	-	212,135
Less Adjustment on 8/25/14	(a)		(24,500)	(10,500)	-	-	-	(35,000)
Employee Wage Step Increases	(b)		94,100	34,900	-	-	-	129,000
Employer Pension Contribution-Mandatory Incr.	(c)		42,000	25,000	-	-	-	67,000
New Employees (FD)	(d)		69,000	-	-	-	-	69,000
Emerald Ash Borer Treatment Funding	(e)		-	25,000	-	-	-	25,000
Inflation - Contractual Obligations	(f)		101,960	-	-	-	-	101,960
Inflation - Other	(g)		45,865	3,005	-	-	-	48,870
Contingency (further FD Personnel costs??)	(h)		32,865	-	-	-	-	32,865
Capital Replacements	(i)		-	-	50,000	170,000	-	220,000
Adjustments for Available Non-Tax Revenues			(177,366)	6,365	-	-	-	(171,001)
Eliminate Use of Reserves - General Fund			346,000	-	-	-	-	346,000
Less Adjustment on 8/25/14			(25,000)	-	-	-	-	(25,000)
Eliminate Use of Reserves - Recreation Fund			-	30,000	-	-	-	30,000
Debt Service - (N/A for 2015)			-	-	-	-	-	-
Total Tax Levy Additions			\$ 655,694	\$ 175,135	\$ 50,000	\$ 170,000	\$ -	\$ 1,050,829
2015 Tax Levy Proposed Reductions								
Debt Service - City Hall, PW Bldg. Bonds	(i)		-	-	-	-	(60,000)	(60,000)
Debt Service - Street Bonds	(i)		-	-	-	-	(160,000)	(160,000)
Total Tax Levy Reductions			\$ -	\$ -	\$ -	\$ -	\$ (220,000)	\$ (220,000)
2015 Proposed Tax Levy			\$ 11,088,200	\$ 2,250,350	\$ 250,000	\$ 1,766,000	\$ 3,480,000	\$ 18,834,550
		\$ Increase	\$ 655,694	\$ 175,135	\$ 50,000	\$ 170,000	\$ (220,000)	\$ 830,829
		% Increase	6.3%	8.4%	25.0%	10.7%	-5.9%	4.6%
Notes:								
(a)	Employee COLA: originally budgeted for 2.0%, adjusted to 1.4% on 08/25/14 for NON-UNION EMPLOYEES ONLY							
(b)	Employee Wage Step Increases; approximately 50 tax-supported employees are eligible for step increases							
(c)	Employer Pension Contribution-Mandatory Increase for Police & Fire employees							
(d)	New Employees (FD); includes the hiring of additional full-time employees offset by other staffing-related costs							
(e)	Emerald Ash Borer Funding							
(f)	Inflation - Contractual Obligations							
(g)	Inflation - Other							
(h)	Contingency (pending FD Staffing changes)							
(i)	\$220K Debt service re-allocated to Pavement Management Program & Facility Replacement. Some CIP funding moved from							
	General Equipment to IT Equipment							

City of Roseville
2015 Budget Proposal Reconciliation: Tax-Supported Funds

Updated September 5, 2014

	Budget <u>Expenditures</u>	Tax Levy <u>Revenues</u>
Current Year: Tax-Supported Funds	\$ 24,723,285	\$ 18,003,721
Subtractions Proposed for Next Year (See Notes for details)		
Reduced costs for one-time spending (note 1)	-	-
Reduced costs supplies and materials (note 2)	(10,100)	(10,100)
Reduced costs for contractual services (note 3)	(57,980)	(57,980)
Reduced costs for labor: position reductions/adjustments (note 4)	-	-
Reduced costs for labor: health, insurance, & benefits (note 5)	-	-
Reduced costs for debt service (note 6)	(220,000)	(220,000)
Reduced contributions to capital reserve funds (note 7)	-	-
Total Subtractions	\$ (288,080)	\$ (288,080)
Additions Proposed for Next Year (See Notes for details)		
Increased costs for one-time spending (note a)	-	-
Increased costs of supplies and materials (note b)	41,800	41,800
Increased costs for contractual services (note c)	209,630	134,030
Increased costs for labor: Cost-of-living adjustment (note d)	238,135	212,135
Less Adjustment on 8/25/14	(35,000)	(35,000)
Increased costs for labor: Wages steps (note e)	168,000	129,000
Increased costs for labor: position additions/promotions (note f)	174,000	101,865
Increased costs for labor: health, insurance, & benefits (note g)	100,000	67,000
Increased costs for debt service (note h)	-	-
Increased costs to capital reserve funds (note i)	723,570	220,000
Less amount available from Non-Tax Revenues	-	(102,921)
Make-up of use of reserves in current, and previous years (note j)	-	376,000
Less Adjustment on 8/25/14	-	(25,000)
Total Additions	\$ 1,620,135	\$ 1,118,909
Proposed for Next Year: Tax-Supported Funds	\$ 26,055,340	\$ 18,834,550
\$ Change from Current Year	1,332,055	830,829
% Change from Current Year	5.4%	4.6%
Less Proposed Use of Cash Reserves	\$ -	\$ -
Proposed for Next Year: Tax-Supported Funds with Use of Reserves	\$ 26,055,340	\$ 18,834,550
\$ Change from Current Year	1,332,055	830,829
% Change from Current Year	5.4%	4.6%

Notes:

- (1) Not applicable or not available due to absence of separate cost tracking @ Finance Director level
- (2) General reductions in various operating budgets
- (3) Includes parks & recreation re-accreditation, fire relief, and others
- (4) Not applicable or not available due to absence of separate cost tracking @ Finance Director level
- (5) Not applicable or not available due to absence of separate cost tracking @ Finance Director level
- (6) \$60K for City Hall Bond refunding, \$160K for bond defeasance
- (7) Not applicable or not available due to absence of separate cost tracking @ Finance Director level

- (a) Not applicable or not available due to absence of separate cost tracking @ Finance Director level
- (b) Includes street maintenance materials, motor fuel, etc.
- (c) Includes City Attorney, Dispatch, Software & Hardware Support, Emerald Ash Borer, Energy-related costs, etc.
- (d) Employee COLA: originally budgeted for 2.0%, adjusted to 1.4% on 08/25/14 for NON-UNION EMPLOYEES ONLY
- (e) Employee Wage Step Increases; approximately 50 tax-supported employees are eligible for step increases
- (f) Includes Fire Department reorganization, and IT Systems Engineer
- (g) Includes mandatory PERA increase for Police & Fire employees
- (h) Not applicable or not available due to absence of separate cost tracking @ Finance Director level
- (i) Additional funds for Pavement Management Program and facility replacement
- (j) Includes \$346K for the General Fund & \$30K for Recreation Fund

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

63 * * * * *
64

65
66 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,
67 County of Ramsey, Minnesota was duly held on the 8th day of September, 2014 at 6:00 p.m.

68
69 The following members were present: and , and the following were absent:

70
71 Member introduced the following resolution and moved its adoption:

72 **RESOLUTION**

73
74 **RESOLUTION SUBMITTING THE PRELIMINARY PROPERTY TAX LEVY**
75 **ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR**
76 **FOR THE FISCAL YEAR OF 2015**
77

78
79 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as
80 follows:

81
82 The City of Roseville is submitting the following tax levy on real estate within the corporate limits of
83 the City to the County Auditor in compliance with the Minnesota State Statutes.
84

Purpose	Amount
Programs & Services	\$ 15,354,550
Debt Service	3,480,000
Total	\$ 18,834,550

85
86 The motion for the adoption of the foregoing resolution was duly seconded by member and upon a
87 vote being taken thereon, the following voted in favor thereof: and , and the following voted
88 against the same:

89
90 WHEREUPON, said resolution was declared duly passed and adopted.

91
92 State of Minnesota)
93) SS
94 County of Ramsey)
95
96

97 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
98 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
99 minutes of a regular meeting of said City Council held on the 8th of September, 2014 with the original
100 thereof on file in my office.

101
102 WITNESS MY HAND officially as such Manager this 8th day of September, 2014.

103
104

105
106 _____
107 Patrick Trudgeon
108 City Manager

109 Seal
110

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

113 * * * * *
114 * * * * *

115
116 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,
117 County of Ramsey, Minnesota was duly held on the 8th day of September, 2014 at 6:00 p.m.

118
119 The following members were present:
120 , and the following were absent:

121
122 Member introduced the following resolution and moved its adoption:

123 **RESOLUTION _____**

124
125 **RESOLUTION DIRECTING THE COUNTY AUDITOR TO**
126 **ADJUST THE APPROVED TAX LEVY FOR 2015 BONDED DEBT**

127
128
129 WHEREAS, the City will be required to make debt service payments on General Obligation Debt in
130 2014; and

131
132 WHEREAS, there are reserve funds sufficient to partially reduce the originally scheduled levy for
133 General Obligation Series 2009A, 2011A, 2012A, and 2013A; and

134
135 WHEREAS, General Obligation Series 2008A requires a slightly higher amount; and

136
137 WHEREAS, General Obligation Series 2004 Refunding will require continued levy support to repay
138 the internal loan used to retire the bonds early.

139
140 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota,
141 that

142
143 The Ramsey County Auditor is directed to change the 2015 tax levy for General Improvement Debt by
144 \$139,900.95 from that which was originally scheduled upon the issuance of the bonds as follows:
145

	Originally Scheduled	Additions or Reductions	Certified Debt Levy
<u>Bond Issue</u>	<u>Levy Amount</u>		
GO Refunding 2004 **	\$ -	\$ 150,000.00	\$ 150,000.00
GO Equip Certs 2008A	354,658.50	341.50	355,000.00
GO Housing Imp 2009A	118,151.25	(118,151.25)	-
GO 2011A	836,618.70	(1,618.70)	835,000.00
GO 2012A	1,424,272.50	(49,272.50)	1,375,000.00
GO 2013A refunding	886,200.00	(121,200.00)	765,000.00
Total	\$ 3,619,900.95	\$ (139,900.95)	\$ 3,480,000.00

146
147
148 The motion for the adoption of the foregoing resolution was duly seconded by member and upon
149 a vote being taken thereon, the following voted in favor thereof:

150
151 and the following voted against the same:

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168

WHEREUPON, said resolution was declared duly passed and adopted.

I, 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 8th day of September, 2014, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of September, 2014.

Patrick Trudgeon
City Manager

Seal

169 **EXTRACT OF MINUTES OF MEETING OF THE**
170 **CITY COUNCIL OF THE CITY OF ROSEVILLE**
171

172 * * * * *
173

174 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,
175 County of Ramsey, Minnesota was duly held on the 8th day of September 2014 at 6:00 p.m.
176

177 The following members were present:
178 and the following were absent:
179

180 Member introduced the following resolution and moved its adoption:
181

182 **RESOLUTION _____**
183

184 **RESOLUTION ADOPTING THE PRELIMINARY 2015 ANNUAL BUDGET**
185 **FOR THE CITY OF ROSEVILLE**
186

187 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as
188 follows:
189

190 The City of Roseville's Budget for 2015 in the amount of \$52,345,290, of which \$26,055,340 is
191 designated for the property tax-supported programs, be hereby accepted and approved
192

193 The motion for the adoption of the foregoing resolution was duly seconded by member and upon
194 a vote being taken thereon, the following voted in favor thereof:
195

196 and the following voted against the same:
197

198 WHEREUPON, said resolution was declared duly passed and adopted.
199

200 State of Minnesota)
201) SS
202 County of Ramsey)
203

204 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
205 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
206 minutes of a regular meeting of said City Council held on the 8th day of September, 2014, with the
207 original thereof on file in my office.
208

209 WITNESS MY HAND officially as such Manager this 8th day of September, 2014.
210
211

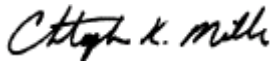
212 _____
213 Patrick Trudgeon
214 City Manager
215

216 Seal

REQUEST FOR COUNCIL ACTION

Date: 9/08/14
Item No.: 12.b

Department Approval



City Manager Approval



Item Description: Adopt the 2015 Preliminary HRA Tax Levy

BACKGROUND

State Statute requires all municipalities that have levy authority over other governmental agencies to adopt a preliminary tax levy for that agency by September 15th for the upcoming fiscal year. The Roseville HRA, while a separate legal entity, does not have direct levy authority. The City Council must adopt a levy using its authority along with a designation that the funds go to the HRA. The Final HRA levy is scheduled to be adopted in December. Once the preliminary levy is adopted it can be lowered, but not increased.

On August 19, 2014 the HRA formally adopted a resolution calling for a 2015 Recommended Tax Levy in the amount of \$741,498, an increase of \$37,919 or 5.4% over 2014. A copy of the resolution is included in *Attachment B*.

The following table summarizes the estimated tax impact on **residential** homes, based on the HRA's recommended 2015 tax levy, tax base estimates provided by Ramsey County, and assuming a 11.0% increase in property valuation – the expected amount for a median valued home in Roseville.

Estimated ANNUAL Tax Impact - Residential 11.0% Valuation Increase					
Value of Home		2014	2015	\$ Increase	% Increase
				(Decrease)	(Decrease)
166,500		27	30	3	11.4%
188,700		30	34	3	11.4%
215,340	\$	34.54	\$ 38.48	\$ 3.94	11.4%
230,880		37	41	4	11.4%
251,970		40	45	5	11.4%
				\$ 0.33	Per month

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

23 **POLICY OBJECTIVE**
24 Adopting a preliminary HRA tax levy is required under State Statutes in order to make it effective the
25 following year.

26 **FINANCIAL IMPACTS**
27 See above.

28 **STAFF RECOMMENDATION**
29 Staff Recommends the Council adopt or modify the attached resolution setting the 2015 Preliminary
30 HRA Tax Levy.

31 **REQUESTED COUNCIL ACTION**
32 Motion to adopt or modify the attached resolution establishing the 2015 Preliminary HRA Tax Levy.
33

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution to adopt the 2015 Preliminary HRA Tax Levy
B: Resolution adopted by the HRA requesting a 2015 Tax Levy

34

**EXTRACT OF MINUTES OF MEETING OF THE
HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the Housing and Redevelopment Authority in and for the City of Roseville, County of Ramsey, Minnesota, was duly called and held at the City Hall on Tuesday, the 19th day of August, 2014, at 6:00 p.m.

The following members were present: Lee, Majerus, Masche and Maschka

and the following were absent: Etten, Elkins, and Quam

Commissioner Majerus introduced the following resolution and moved its adoption

Resolution No. 58

A Resolution Adopting A Tax Levy in 2014 Collectible in 2015

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota (the "Authority"), as follows:

Section 1. Recitals.

- 1.01. The Authority is authorized by Minnesota Statutes Section 469.033 to adopt a levy on all taxable property within its area of operation, which is the City of Roseville, Minnesota (the "City").
- 1.02. The Authority is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Section 469.001 to 469.047 (the "General Levy").

Section 2. Findings

- 2.01. The Authority hereby finds that it is necessary and in the best interest of the City and the Authority to adopt the General Levy to provide funds necessary to accomplish the goals of the Authority and in furtherance of its Housing Plan.

Section 3. Adoption of General Levy.

- 3.01. The following sums of money are hereby levied for the current year, collectible in 2014, upon the taxable property of the City for the purposes of the General Levy described in Section 1.02 above:

Amount:	<u>\$741,498.00</u>
---------	---------------------

REQUEST FOR COUNCIL ACTION

Date: 9/8/2014

Item No.: 13.a

Department Approval

City Manager Approval



Item Description: Accept MAVA Grant Funds & Appropriate funds for Volgistics
Volunteer Data Management System

Background

Since starting in May, the Volunteer Coordinator has engaged in a variety of tasks to build on the existing volunteer force and create a stronger, more innovative and dynamic network of community-volunteer partnerships. A detailed listing of tasks undertaken is included as Attachment A. One of the items included in the listing is a grant application to the Minnesota Association for Volunteer Administration (MAVA). Staff is pleased to announce that the city was successful in securing the grant.

The City has received a \$2,000 grant to purchase software, called Volgistics as well as bumper stickers and food items.

The Volgistics database system will be used for tracking and managing volunteers. The system is currently used by dozens of local non-profits and most government entities that operate volunteer programs, including; Plymouth, St. Louis Park, Ramsey and Hennepin Counties. Significant local support exists, including a users group where an average of 30 people gather every other month to share ideas and explore new uses and solutions. Additionally, a local retired IT engineer worked to set-up Volgistics for the Minnesota Historical Society, the City of Plymouth and others. She has already committed to provide free assistance, consultation and support in the set-up and design for the City of Roseville. Volgistics' company support team, included with the cost, are responsive, timely and have extensive availability by email.

The bumper stickers will serve as a tool for volunteer recognition, while also creating public awareness and visibility of volunteerism in Roseville. A small portion of the grant funds was also designated to purchase beverages and snacks for volunteer recruitment and training events that are city-wide in scope.

Policy Objective

Volgistics Database system will significantly increase the capacity and efficiency of staff efforts in engaging and coordinating volunteers to support the City of Roseville.

The system allows volunteers to complete an application online, which is immediately fed into the data base, eliminating the need for additional data entry. Volunteers are able to review and explore potential volunteer opportunities, see job descriptions and start the process of engaging immediately, while they are excited about serving. Prescreened and enrolled volunteers can sign up for open shifts, update their profiles and check-in for volunteer events

and shifts from tablets, phones, or any system with internet connection. Staff are sent an email alert so they are instantly up-to-date on entries made by volunteers.

Staff are able to send personalized email and/or text updates, messages and reminders to all, or targeted groups of volunteers. All volunteer data, including contact info can be accessed from any location, including event sites. The system can be designed with customized levels of access, so that data privacy and protected groups, such as Block Captains, can only be accessed by preauthorized system users. And the Volgistics system integrates seamlessly into the city website.

The bumper sticker will provide recognition to volunteers for their contributions of time and talent. When displayed on vehicles, the sticker will serve as a public identifier and create awareness of volunteerism and civic pride across the city. Snacks and beverages are a customary token of appreciation typically utilized, and expected, at volunteer recruitment and training events.

Budget Implications

Volgistics fees of \$123/month/ \$1,476 annually, will accommodate an anticipated 1000 volunteers and 9 users.

The Volgistics cost is all-inclusive – on-line technical support and upgrades are all included. There are no software, licensing, set-up, implementation or custom programming services to buy. And no lengthy contract, payment can be made month-to-month or annually. Also included in the cost is comprehensive security. Security and privacy of Customers' data incorporates many of the same mission-critical security and privacy protections as those used by online banking services. Volgistics uses a layered approach to security, and strives to follow industry standard 'best practices' at each level. Security begins with the physical security of the Volgistics data center, continues to network security, and ends with the protection of the data itself. The City Council will need to budget for the full cost of this system in future years.

Bumper stickers, shown in Attachment B, will be purchased at a rate of 750 for \$370. The remaining \$154 of the \$2,000 award is designated in the grant to be used for food and beverage at recruitment and training events.

Staff Recommendation

Authorize acceptance of MAVA Grant funds awarded to the City in the amount of \$2,000 and approve for staff to enter into a contract with Volgistics to host our Volunteer Management Database System, and utilize remaining funds as designated for bumper stickers and food and beverage.

Requested Council Action

Motion to Authorize acceptance of MAVA Grant fund awarded to the City in the amount of \$2,000 and approve for staff to enter into a contract with Volgistics to host our Volunteer Management Database System, and utilize remaining funds as designated for bumper stickers and food and beverage.

Prepared by: Eldona Bacon, Human Resources Manager 651-792-7025 &

Kelly O'Brien, Volunteer Manager 651-792-7028
Attachment A: Volunteer Activities Outline & Draft Sticker

ATTACHMENT A

Highlights since creation of the Volunteer Coordinator position in May:

Community Outreach:

- Roseville review – featured in article in July issue
- Roseville Marketplace – hosting first Roseville volunteer fair at City Hall on September 20
- Community Ed – co-hosting a Community Ed class with one of their staff: “Volunteering –What’s in it for me?” – to encourage and educate people about steps to take in order to identify and engage in rewarding volunteer opportunities.
- Northwestern University – partnering with University to recruit and place interns with the City of Roseville, as well as with businesses who are contracting to do work on behalf of and for the benefit of the city.
- Eagle scouts – developed an outline and process for engaging and partnering with Eagle Scout candidates in ways that are mutually beneficial and manageable for scouts and city staff.
- Developed on-line volunteer application and opportunity overview with front-page web presence.
- Posting volunteer opportunities on the Hands On Twin Cities web site. Some have been highlighted in their social media efforts.
- Continuing partnership with Century College to recruit and place volunteers with PD

Events:

Leading efforts to recruit, coordinate and place volunteers for special events, including Wild Rice Festival and Spooktacular and Community Playground Builds.

Volunteers:

- Screened, oriented and referred 17 new volunteers, including seven completing service-learning hours with the Police Department, and an Admin Volunteer who is assisting with phone calls, data entry and other tasks.
- Working with volunteer to develop on-line opportunities for engaging citizens in neighborhood clean-up and litter reduction.

Infrastructure:

Developing processes, procedures, policies, tools for recruitment, onboarding, training and recognition of volunteers.

129
130
131 **Other:**

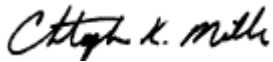
- 132 • Anticipating referral of Intern from Northwestern University to assist in increasing the
133 following; building of infrastructure, outreach to groups, organizations, businesses and
134 faith communities, social media presence, development of volunteer engagement
135 opportunities, a volunteer survey and an annual Volunteer Calendar, including a multi-
136 tiered volunteer recognition process.
- Submitted, and was awarded, grant with the Minnesota Association for Volunteer Administration (MAVA).
 - Worked with Communications to develop bumper sticker to be used as Volunteer Recognition/Appreciation as well as a tool to raise public awareness.



REQUEST FOR COUNCIL ACTION

Date: 09/08/2014
Item No.: 13.b

Department Approval



City Manager Approval



Item Description: Consider Amending the City's Operating Fund Cash Reserve Policy

BACKGROUND

At the February 24, 2014 City Council meeting the Council considered the proposed 2015 Budget Calendar which outlined a series of steps to establish an eventual budget. To date, the budget process has included the following steps:

- ❖ May 12, 2014 Preliminary report on budget and tax levy impact items
- ❖ May 22, 2014 Departmental budget presentations
- ❖ Jun 16, 2014 Discussion on City Council Budget Goals & Priorities
- ❖ Jul 14, 2014 Presentation of the 2015 City Manager Recommended Budget
- ❖ Aug 11, 2014 Budget Hearing
- ❖ Aug 25, 2014 Review the 2015-2034 CIP & Funding Strategies
- ❖ Aug 25, 2014 Continue discussions on the preliminary 2015 Budget and Tax Levy

During the discussion on the budget, Finance Commission representatives presented a recommendation to the Council to amend the City's Operating Fund Cash Reserve Policy. Their recommendation was to add the following policy language in the Implementation Section:

If aggregate reserves 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 make appropriate budget or tax levy adjustments.

In making their recommendation, the Commission noted that the 'aggregate reserves' category applies to the aggregate unrestricted cash reserves held in the City's various operating funds. The attached resolution calls for the inclusion of the revised language in the Policy.

POLICY OBJECTIVE

The formal approval of financial and budget-related policies is consistent with the City's Performance Management Program, prior Council actions, and industry-recommended practices.

FINANCIAL IMPACTS

Not applicable.

32 **STAFF RECOMMENDATION**
33 Staff believes the recommended revision is consistent with primary purpose of having an Operating
34 Fund Cash Reserve Policy and recommends the City Council adopt the attached resolution.

35 **REQUESTED COUNCIL ACTION**
36 Motion to Adopt the attached resolution amending the City's Operating Fund Cash Reserve Policy.
37

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution to amend the City's Operating Fund Cash Reserve Policy.

38

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 8th day of September 2014 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION _____

**RESOLUTION AMENDING THE OPERATING FUND CASH RESERVE POLICY
FOR THE CITY OF ROSEVILLE**

WHEREAS, the City Council of the City of Roseville, Minnesota desires to establish budget and financial policies that provide for the sustainability of City programs, services and infrastructure; and

WHEREAS, the City Council of the City of Roseville, Minnesota desires to maintain the City's strong financial condition; and

WHEREAS, the City Council of the City of Roseville, Minnesota desires to provide appropriate fiscal and budgeting controls.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that the following Operating Fund Reserve Policy be adopted and remain in effect until such time that a subsequent policy action is taken.

Operating Fund 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 reserves 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 make appropriate budget or tax levy adjustments.

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

133

134 and the following voted against the same:

135

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

137

138 State of Minnesota)

139) SS

140 County of Ramsey)

141

142 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
143 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
144 minutes of a regular meeting of said City Council held on the 8th day of September, 2014, with the
145 original thereof on file in my office.

146

147 WITNESS MY HAND officially as such Manager this 8th day of September, 2014.

148

149

150

151 Patrick Trudgeon

152 City Manager

153

154 Seal

155