City Council Agenda

Monday, November 30, 2015

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: McGehee, Willmus, Laliberte, Etten, Roe

6:02 p.m. **2. Pledge of Allegiance**

6:04 p.m. **3. Approve Agenda**

6:05 p.m. **4. Public Comment**

6:10 p.m. **5. Council Communications, Reports and Announcements**

6. Recognitions, Donations and Communications

7. Approve Minutes

6:15 p.m. a. Approve November 16 Council Meeting Minutes

6:20 p.m. **8. Approve Consent Agenda**

a. Approve Payments

b. Approve Business Licenses

c. Approve General Purchases and Sale of Surplus Items in Excess of $5000

d. Consider Update to IT Shared Service Agreement with the North Suburban Access Corporation

e. Approve the Repurchase of 2690 Oxford Street N., Unit 224 by Anthony A. Aden from Ramsey County

f. Approve City Council 2016 Calendar

g. Approve Fire Department & Regions Hospital Medical Direction and Oversight Contract Agreement

h. Approve the Decertification of TIF District 13

i. Request by Zawadski Homes and Adele Kaufman for Approval of a Minor Subdivision to Consolidate and Recombine the Properties Addressed as 375 and 365 South Owasso Boulevard

j. Adopt 2016 City Council Priority Plan

k. Approve Hillcrest Animal Hospital Service Agreement

l. Accept Roseville Police Foundation Donations

6:25 p.m. **9. Consider Items Removed from Consent**

10. General Ordinances for Adoption

6:30 p.m. a. Request by City of Roseville for Approval of Certain Minor, Clarifying Text Amendments to Title 10 (Zoning) and Title 11 (Subdivisions) of the City Code

6:45 p.m. b. Consider Approval of Proposed Text Amendments of Roseville's City Code, Chapter 901 Building Code: including sections 901.01 Adoption of Building Code, 901.06 Permits, Inspections and Fees, 901.08 State Surcharge, and 901.11 Construction Deposits.

7:00 p.m. c. Consider Approval of Proposed Text Amendments of Roseville's City Code Chapter 905 Swimming Pools; including Sections 905.01 Permit Required, 905.03Conditions, and 905.05 Regulated Pools

11. Presentations

12. Public Hearings

7:15 p.m. a. Public Hearing to Consider Pawn America License Renewal

7:25 p.m. b. Public Hearing to Consider Easement Vacation for Farrington Estates

7:35 p.m. c. Public Hearing to Consider Adopting a Resolution Creating the Economic Development Authority (EDA), and Approval of Transfer of Housing & Redevelopment Authority Powers to the EDA

13. Budget Items

7:45 p.m. a. Public Hearing to Solicit Comment on the 2016 Budget and Tax Levy

8:05 p.m. b. Consider Adopting the 2016 Utility Rates

14. Business Items (Action Items)

8:20 p.m. a. Approve/Deny Pawn America License Renewal

8:20 p.m. b. Approve/Deny Farrington Estates Easement Vacation

8:20 p.m. c. Approve/Deny Creation of Economic Development Authority

8:35 p.m. d. Commission Review for 2016

9:00 p.m. e. Consider Purchase of Transit Shelters

15. Business Items – Presentations/Discussions

9:15 p.m. **16. City Manager Future Agenda Review**

9:20 p.m. **17. Councilmember Initiated Items for Future Meetings**

9:30 p.m. **18. Adjourn**

Some Upcoming Public Meetings……

Tuesday	Dec 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Dec 2	6:30 p.m.	Planning Commission
Monday	Dec 7	6:00 p.m.	City Council Meeting
Tuesday	Dec 8	6:30 p.m.	Finance Commission
Wednesday	Dec 9	6:00 p.m.	Human Rights Commission
Thursday	Dec 10	6:30 p.m.	Community Engagement Commission
Thursday Friday	*Dec 24-25*		*City Offices Closed – Christmas Eve & Christmas Day*

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

REQUEST FOR COUNCIL ACTION

Date: 11/30/2015
Item No.: 8.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	$687,600.48
79544-79711	$473,192.40
Total	$1,160,792.88

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: 11/24/2015 - 8:23 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79559	11/13/2015	2015 TIF Bonds (2015A)	Professional Services	Briggs and Morgan, P.A.	2015 TIF Bond Services	9,500.00
				Professional Services Total:		9,500.00
				Fund Total:		9,500.00
79633	11/13/2015	Boulevard Landscaping	Contract Maintenance	Sandstrom Land Management, LLC	Mowing, Weeding, Mulching (Co Rd	6,483.00
79633	11/13/2015	Boulevard Landscaping	Contract Maintenance	Sandstrom Land Management, LLC	Mowing, Weeding, Mulching (Co Rd	65.00
				Contract Maintenance Total:		6,548.00
79642	11/13/2015	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2015 Blanket PO - Right-of-Way Wee	403.00
				Operating Supplies Total:		403.00
				Fund Total:		6,951.00
79681	11/19/2015	Central Svcs Equip Revolving	Rental - Copier Machines	Marco, Inc,	Copier Rental	2,748.96
				Rental - Copier Machines Total:		2,748.96
				Fund Total:		2,748.96
0	11/12/2015	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	6.94
				Federal Income Tax Total:		6.94
0	11/12/2015	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Ei	1.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/12/2015	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	6.75
					FICA Employee Ded. Total:	8.34
0	11/12/2015	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	6.75
0	11/12/2015	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	1.59
					FICA Employers Share Total:	8.34
0	11/12/2015	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	1.01
					MN State Retirement Total:	1.01
0	11/12/2015	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	6.54
					PERA Employee Ded Total:	6.54
0	11/12/2015	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	6.54
0	11/12/2015	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	1.01
					PERA Employer Share Total:	7.55
0	11/12/2015	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	3.72
					State Income Tax Total:	3.72
					Fund Total:	42.44
79607	11/13/2015	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	2,568.52
					Building Surcharge Total:	2,568.52
0	11/13/2015	Community Development	Computer Equipment	Bryan Lloyd	Conference Expenses Reimbursement	26.77
					Computer Equipment Total:	26.77
0	11/19/2015	Community Development	Conferences	Country Inn & Suites-CC	Conference Lodging	286.08
0	11/13/2015	Community Development	Conferences	Bryan Lloyd	Conference Expenses Reimbursement	607.67
0	11/19/2015	Community Development	Conferences	Tutto Bene-CC	Meal During Conference	20.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Conferences Total:		914.41
79546	11/13/2015	Community Development	Contractual Maintenance	Alex's Lawn & Turf	Weekly Mowing	675.00
79546	11/13/2015	Community Development	Contractual Maintenance	Alex's Lawn & Turf	Weekly Mowing	270.00
				Contractual Maintenance Total:		945.00
79575	11/13/2015	Community Development	Dale Street Escrow	Ehlers & Associates, Inc.	Development Review	375.00
0	11/13/2015	Community Development	Dale Street Escrow	Erickson, Bell, Beckman & Quinn I	Fire Station Property Redevelopment	860.25
79631	11/13/2015	Community Development	Dale Street Escrow	S & S Tree & Horticultural Speciali	Garden Station Tree Preservation	90.00
79697	11/19/2015	Community Development	Dale Street Escrow	S & S Tree & Horticultural Speciali	Garden Station Review	270.00
				Dale Street Escrow Total:		1,595.25
0	11/13/2015	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-Oct.	6,024.40
				Electrical Inspections Total:		6,024.40
0	11/12/2015	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	4,124.14
				Federal Income Tax Total:		4,124.14
0	11/12/2015	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	2,017.03
0	11/12/2015	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	471.70
				FICA Employee Ded. Total:		2,488.73
0	11/12/2015	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	2,017.03
0	11/12/2015	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	471.70
				FICA Employers Share Total:		2,488.73
79589	11/13/2015	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	370.00
				HRA Employer Total:		370.00
79621	11/13/2015	Community Development	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	153.84
				HSA Employee Total:		153.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79621	11/13/2015	Community Development	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	465.00
				HSA Employer Total:		465.00
0	11/13/2015	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022′	PR Batch 00001.11.2015 ICMA Defe	587.50
				ICMA Def Comp Total:		587.50
79625	11/13/2015	Community Development	Memberships & Subscriptions	Ramsey County Public Health	Notary Renewal-J. Reilly	20.00
				Memberships & Subscriptions Total:		20.00
79607	11/13/2015	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-51.33
				Miscellaneous Revenue Total:		-51.33
0	11/12/2015	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	301.31
				MN State Retirement Total:		301.31
0	11/12/2015	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	720.00
				MNDCP Def Comp Total:		720.00
0	11/13/2015	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	319.93
				Office Supplies Total:		319.93
0	11/12/2015	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	2,108.06
				PERA Employee Ded Total:		2,108.06
0	11/12/2015	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	2,108.06
0	11/12/2015	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	324.33
				PERA Employer Share Total:		2,432.39
79573	11/13/2015	Community Development	Plumbing Permits	Drain Pro Plumbing	Plumbing Permit Refund	56.00
				Plumbing Permits Total:		56.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/19/2015	Community Development	Professional Services	FormSite.com-CC	Rental Registration	49.95
79698	11/19/2015	Community Development	Professional Services	Sambatek, Inc.	Tree Preservation	3,015.50
79639	11/13/2015	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	156.25
79639	11/13/2015	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	5.00
					Professional Services Total:	3,226.70
0	11/12/2015	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	1,590.04
					State Income Tax Total:	1,590.04
79645	11/13/2015	Community Development	Telephone	Verizon Wireless	Cell Phone	35.01
					Telephone Total:	35.01
0	11/13/2015	Community Development	Training	EventBrite-CC	IECC Fundamentals-Gerry, Brain, Dc	880.00
0	11/19/2015	Community Development	Training	Mn Dept of Labor-CC	Building Code Training	425.00
0	11/13/2015	Community Development	Training	Sensible Land Use-CC	Program Registration	50.00
					Training Total:	1,355.00
					Fund Total:	34,865.40
79672	11/19/2015	Contracted Engineering Svcs	Deposits	Hoxie Homes & Remodeling, LLC	Escrow Return-998 Parker Ave	3,000.00
					Deposits Total:	3,000.00
					Fund Total:	3,000.00
79657	11/19/2015	East Metro SWAT	Operating Supplies	Blue Line Consultants	Big Bang Box-Explosives Magazine	499.00
0	11/13/2015	East Metro SWAT	Operating Supplies	Mills Fleet Farm-CC	Supplies	69.25
					Operating Supplies Total:	568.25
					Fund Total:	568.25
0	11/13/2015	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	1,307.54
0	11/13/2015	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	548.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/19/2015	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	397.34
0	11/13/2015	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	519.25
					211402 - Flex Spending Health Total:	2,772.40
0	11/13/2015	General Fund	211403 - Flex Spend Day Care	Kevin Elm	Dependent Care Reimbursement	192.31
0	11/13/2015	General Fund	211403 - Flex Spend Day Care	Bridget Koeckeritz	Dependent Care Reimbursement	2,000.00
0	11/13/2015	General Fund	211403 - Flex Spend Day Care	Bryan Lloyd	Dependent Care Reimbursement	340.00
0	11/13/2015	General Fund	211403 - Flex Spend Day Care	Brady Martin	Dependent Care Reimbursement	526.32
0	11/13/2015	General Fund	211403 - Flex Spend Day Care	Thomas Pitzl	Dependent Care Reimbursement	4,230.82
					211403 - Flex Spend Day Care Total:	7,289.45
79548	11/13/2015	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	166.35
79654	11/19/2015	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	52.95
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	44.00
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	40.50
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	40.50
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	40.50
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	40.50
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	40.50
79565	11/13/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	40.50
0	11/19/2015	General Fund	Clothing	Ku Tee	Uniform Supplies Reimbursement	33.67
79708	11/19/2015	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	16.99
79708	11/19/2015	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	971.00
79708	11/19/2015	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	119.99
79708	11/19/2015	General Fund	Clothing	Uniforms Unlimited, Inc.	Credit	-123.99
					Clothing Total:	1,523.96
0	11/19/2015	General Fund	Conferences	Alaska Air-CC	Conference Transportation	50.00
0	11/19/2015	General Fund	Conferences	Arrowwood Resort-CC	MNGFOA Conference Lodging	347.91
0	11/19/2015	General Fund	Conferences	Arrowwood Resort-CC	MNGFOA Conference Lodging	463.84
0	11/19/2015	General Fund	Conferences	Culvers-CC	Conference Lunch	15.01
0	11/19/2015	General Fund	Conferences	Hilton Hotels-CC	Conference Lodging	853.97
0	11/13/2015	General Fund	Conferences	MN GIS-CC	Annual Conference Registration-Stap	265.00
0	11/19/2015	General Fund	Conferences	MSP Airport-CC	Parking During Conference	62.00
0	11/19/2015	General Fund	Conferences	PayPal-CC	KorWeb User Conference Registratio	450.00
0	11/19/2015	General Fund	Conferences	Greg Peterson	Mileage Reimbursement	172.50
0	11/19/2015	General Fund	Conferences	Romios-CC	Conference Meal	17.30
0	11/19/2015	General Fund	Conferences	Sound Transit-CC	Conference Transportation	6.00
0	11/19/2015	General Fund	Conferences	Soundview Cafe-CC	Conference Meal	16.00
0	11/19/2015	General Fund	Conferences	Sucrey Saley-CC	Conference Meal	8.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/19/2015	General Fund	Conferences	Wendy's-CC	Conference Meal	5.63
					Conferences Total:	2,733.37
79558	11/13/2015	General Fund	Contract Maint - Vehicles	Boyer Trucks, Corp.	2015 Blanket PO for Vehicle Repair F	354.75
79569	11/13/2015	General Fund	Contract Maint - Vehicles	Cummins NPower LLC	Vehicle Service	139.70
0	11/13/2015	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	Vehicle Repair	218.70
79669	11/19/2015	General Fund	Contract Maint - Vehicles	Grafix Shoppe, Inc.	Reflective Lettering	2,960.00
79669	11/19/2015	General Fund	Contract Maint - Vehicles	Grafix Shoppe, Inc.	Fire Prevention & Investigation Lette	196.20
0	11/19/2015	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	122.77
79629	11/13/2015	General Fund	Contract Maint - Vehicles	Rosenbauer Minnesota, LLC	Window Regulator	508.09
79630	11/13/2015	General Fund	Contract Maint - Vehicles	Roseville Chrysler Jeep Dodge	2015 Blanket PO for Vehicle Repairs	99.95
					Contract Maint - Vehicles Total:	4,600.16
79680	11/19/2015	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning-Nov 2015	3,249.18
79683	11/19/2015	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	1,495.00
79683	11/19/2015	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	409.27
79633	11/13/2015	General Fund	Contract Maint. - City Hall	Sandstrom Land Management, LLC	Mowing, Weeding, Mulching (City H	1,000.00
79707	11/19/2015	General Fund	Contract Maint. - City Hall	Trio Supply Company	Restroom Supplies	357.09
79642	11/13/2015	General Fund	Contract Maint. - City Hall	Trugreen L.P.	Grounds Maintenance/Weed Control (	396.00
					Contract Maint. - City Hall Total:	6,906.54
79680	11/19/2015	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning-Nov 2015	917.63
0	11/13/2015	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
79707	11/19/2015	General Fund	Contract Maint. - City Garage	Trio Supply Company	Restroom Supplies	89.27
					Contract Maint. - City Garage Total:	1,346.56
79653	11/19/2015	General Fund	Contract Maintenance	Allina Health System, Inc.	3rd Quarter Medical Directorship Bill	328.13
79560	11/13/2015	General Fund	Contract Maintenance	Brothers Fire Protection Co.	Annual Sprinkler Inspection	175.00
79664	11/19/2015	General Fund	Contract Maintenance	Comcast	Cable TV	97.84
79674	11/19/2015	General Fund	Contract Maintenance	Image Trend Inc.	Mobile Inspections License Fee	2,900.00
79678	11/19/2015	General Fund	Contract Maintenance	Language Line Services	Interpreter Service	201.20
79680	11/19/2015	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-Nov 2015	563.90
79608	11/13/2015	General Fund	Contract Maintenance	Mn Dept of Labor & Industry	Boiler	10.00
0	11/13/2015	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98
79622	11/13/2015	General Fund	Contract Maintenance	Racom Corporation	Service Labor, Parts	567.35
					Contract Maintenance Total:	4,944.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79694	11/19/2015	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	30,004.48
79694	11/19/2015	General Fund	Dispatching Services	Ramsey County	CAD Service	5,556.54
					Dispatching Services Total:	35,561.02
79623	11/13/2015	General Fund	Emeral Ash Borer	Rainbow Tree Care	Insecticide treatment of ash trees as p	542.80
					Emeral Ash Borer Total:	542.80
0	11/13/2015	General Fund	Employee Recognition	Innovative Office Solutions	Office Supplies	87.00
					Employee Recognition Total:	87.00
0	11/12/2015	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inc	33,251.10
					Federal Income Tax Total:	33,251.10
0	11/12/2015	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	4,267.88
0	11/12/2015	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	6,957.32
					FICA Employee Ded. Total:	11,225.20
0	11/12/2015	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	6,957.32
0	11/12/2015	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	4,267.88
					FICA Employers Share Total:	11,225.20
79606	11/13/2015	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID 15005038	354.43
					Financial Support Total:	354.43
79589	11/13/2015	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	4,339.61
					HRA Employer Total:	4,339.61
79621	11/13/2015	General Fund	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Empl	2,479.63
					HSA Employee Total:	2,479.63
79621	11/13/2015	General Fund	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	7,490.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HSA Employer Total:		7,490.97
0	11/13/2015	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022′	PR Batch 00001.11.2015 ICMA Defe	3,050.50
				ICMA Def Comp Total:		3,050.50
0	11/13/2015	General Fund	Memberships & Subscriptions	American Planning Assoc-CC	Membership	575.00
0	11/19/2015	General Fund	Memberships & Subscriptions	FBI National Academy-CC	Membership Dues-Scheider	250.00
				Memberships & Subscriptions Total:		825.00
0	11/19/2015	General Fund	Miscellaneous	Davanni's -CC	Compass Group Supplies	94.70
0	11/13/2015	General Fund	Miscellaneous	India Palace-CC	Lunch with Mayor	15.61
0	11/13/2015	General Fund	Miscellaneous	Keys Cafe & Bakery-CC	Lunch with the mayor	13.98
				Miscellaneous Total:		124.29
0	11/12/2015	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	2,983.79
				MN State Retirement Total:		2,983.79
0	11/12/2015	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	6,537.66
				MNDCP Def Comp Total:		6,537.66
0	11/13/2015	General Fund	Motor Fuel	Mansfield Oil Company	2015 Blanket PO for Fuel. 20154 Sta	10,722.88
0	11/13/2015	General Fund	Motor Fuel	Mansfield Oil Company	2015 Blanket PO for Fuel. 20154 Sta	8,343.70
0	11/13/2015	General Fund	Motor Fuel	Mansfield Oil Company	2015 Blanket PO for Fuel. 20154 Sta	3,571.73
				Motor Fuel Total:		22,638.31
79660	11/19/2015	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,790.10
				Non Business Licenses - Pawn Total:		1,790.10
0	11/13/2015	General Fund	Office Supplies	Amazon.com- CC	Keyboard	199.95
0	11/19/2015	General Fund	Office Supplies	Fed Ex Kinko's-CC	Trespass Notices	127.50
79675	11/19/2015	General Fund	Office Supplies	Impressive Print	Business Cards	35.00
0	11/13/2015	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	23.18
0	11/13/2015	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	189.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/13/2015	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	1,147.81
0	11/13/2015	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	53.41
0	11/13/2015	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	8.58
0	11/13/2015	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	44.98
0	11/13/2015	General Fund	Office Supplies	Shiffler Equipment-CC	Door Wedges, Stops	41.50
					Office Supplies Total:	1,871.24
79578	11/13/2015	General Fund	Op Supplies - City Hall	G & K Services	Mats	33.84
0	11/13/2015	General Fund	Op Supplies - City Hall	PTS Tool Supply-CC	Utility Supplies	67.00
0	11/19/2015	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-CC	Cleaning Supplies	19.27
					Op Supplies - City Hall Total:	120.11
79544	11/13/2015	General Fund	Operating Supplies	3M	EC Film	315.00
0	11/19/2015	General Fund	Operating Supplies	Alert All-CC	Custom Fire Hat	800.00
0	11/19/2015	General Fund	Operating Supplies	Amazon.com- CC	Backing Boards, Easel	31.39
0	11/19/2015	General Fund	Operating Supplies	Amazon.com- CC	Phone Belt Clip	29.98
0	11/19/2015	General Fund	Operating Supplies	Batteries Plus-CC	Batteries	24.90
0	11/19/2015	General Fund	Operating Supplies	Cub Foods- CC	Manager Peer Group Supplies	8.48
0	11/13/2015	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Lamination	8.00
0	11/13/2015	General Fund	Operating Supplies	General Industrial Supply Co.	Snow Pusher, Glear Lens	92.62
0	11/19/2015	General Fund	Operating Supplies	Goodwill-CC	Station Supplies	16.03
0	11/13/2015	General Fund	Operating Supplies	Handcuff Warehouse-CC	Restraints	64.40
0	11/19/2015	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	38.82
0	11/19/2015	General Fund	Operating Supplies	Ikea-CC	Station Supplies	74.02
0	11/19/2015	General Fund	Operating Supplies	Ikea-CC	Station Supplies	79.35
0	11/13/2015	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	29.43
79676	11/19/2015	General Fund	Operating Supplies	Interstate All Battery Center	Batteries	147.50
0	11/13/2015	General Fund	Operating Supplies	MCAA-CC	Criminal Code Books	380.00
0	11/13/2015	General Fund	Operating Supplies	Menards-CC	Wet/Dry Vac	99.00
0	11/19/2015	General Fund	Operating Supplies	Mn Bookstore-CC	Building Code Books	233.00
0	11/13/2015	General Fund	Operating Supplies	North Hgts Hardware Hank-CC	Mailbox Supplies	45.37
79620	11/13/2015	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly NAF	128.03
79638	11/13/2015	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	181.56
0	11/13/2015	General Fund	Operating Supplies	Store Smart/Scrap Smart-CC	Custom Vail of Life Travel Zip Packa	1,145.00
0	11/13/2015	General Fund	Operating Supplies	Store Smart/Scrap Smart-CC	Freight and Handing	53.80
0	11/13/2015	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Wasp and Yellow Jacket Foam	7.49
0	11/13/2015	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Raxor Blades/Supplies	9.77
0	11/19/2015	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Bungee Cords	39.92
0	11/19/2015	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	31.85
0	11/19/2015	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Utility Knife	4.99
0	11/13/2015	General Fund	Operating Supplies	Target- CC	Halloween Candy and Supplies	200.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/19/2015	General Fund	Operating Supplies	Target- CC	StationSupplies	53.51
79702	11/19/2015	General Fund	Operating Supplies	Taser International, Inc.	Holster, Wall Charger	147.66
79641	11/13/2015	General Fund	Operating Supplies	Tri State Bobcat, Inc	Bobcat Loader	192.50
0	11/13/2015	General Fund	Operating Supplies	UPS Store- CC	Shipping	18.17
0	11/19/2015	General Fund	Operating Supplies	Winners Gas-CC	Gas	1.56
					Operating Supplies Total:	4,733.25
79578	11/13/2015	General Fund	Operating Supplies City Garage	G & K Services	Mats	28.96
					Operating Supplies City Garage Total:	28.96
0	11/12/2015	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	26,646.28
0	11/12/2015	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 PERA Catcl	17.52
					PERA Employee Ded Total:	26,663.80
0	11/12/2015	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 PERA Empl	26.27
0	11/12/2015	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	36,594.92
0	11/12/2015	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	1,038.25
					PERA Employer Share Total:	37,659.44
79651	11/19/2015	General Fund	Prepaid Expenses	Accela, Inc. #774375	Software Maintenance-2016	23,892.20
					Prepaid Expenses Total:	23,892.20
0	11/13/2015	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Services	13,013.00
0	11/13/2015	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	15,560.00
0	11/13/2015	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	State of MN vs. Nicholas Rod, Appel	391.95
79668	11/19/2015	General Fund	Professional Services	Goodpointe Technology, Inc. (c/o Z	ICON Software Support	5,220.00
0	11/13/2015	General Fund	Professional Services	Nelsons Cheese & Deli-CC	Civility Training Food	168.39
79694	11/19/2015	General Fund	Professional Services	Ramsey County	Fleet Support Fee	56.16
79694	11/19/2015	General Fund	Professional Services	Ramsey County	Fleet Support Fee	371.28
79639	11/13/2015	General Fund	Professional Services	Sheila Stowell	Ethics Commission Meeting Minutes	106.25
79639	11/13/2015	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	256.25
79639	11/13/2015	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	5.00
79704	11/19/2015	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting I	156.00
79706	11/19/2015	General Fund	Professional Services	TransUnion Risk and Alternative	People Searches	45.75
					Professional Services Total:	35,350.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/12/2015	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	13,173.72
				State Income Tax Total:		13,173.72
79555	11/13/2015	General Fund	Street Patching	Bevlor Utilities, Inc.	Street Patching Fee Refund	650.00
				Street Patching Total:		650.00
0	11/13/2015	General Fund	Telephone	Sprint- CC	Monthly Sprint Servie for 587299818	54.92
0	11/13/2015	General Fund	Telephone	Sprint- CC	Monthly Sprint Servie for 587299818	52.66
79645	11/13/2015	General Fund	Telephone	Verizon Wireless	Cell Phone	942.20
79645	11/13/2015	General Fund	Telephone	Verizon Wireless	Cell Phone	70.02
79645	11/13/2015	General Fund	Telephone	Verizon Wireless	Cell Phone	507.30
79645	11/13/2015	General Fund	Telephone	Verizon Wireless	Cell Phone	70.54
				Telephone Total:		1,697.64
79652	11/19/2015	General Fund	Training	Aggregate & Ready Mix, Inc.	Training Course	575.00
0	11/13/2015	General Fund	Training	Aurelio's Pizza-CC	Training	232.46
0	11/19/2015	General Fund	Training	Byerly's- CC	Training Supplies	19.97
0	11/13/2015	General Fund	Training	Caribou Coffee- CC	Coffee During Use of Force Training	15.08
0	11/19/2015	General Fund	Training	Century College -CC	American Heart Association Training	125.00
0	11/19/2015	General Fund	Training	Century College -CC	American Heart Association Training	33.00
0	11/19/2015	General Fund	Training	Century College -CC	No Receipt-Yunke	74.85
0	11/13/2015	General Fund	Training	Chipotle- CC	Receipt Missing-Scheider	47.03
0	11/19/2015	General Fund	Training	Mitchell Christensen	Training Expenses Reimbursement	48.38
79568	11/13/2015	General Fund	Training	Commissioner of Transportation	Signal Training-Steven	100.00
0	11/13/2015	General Fund	Training	Dixie Bar-B-Que-CC	Lunch During Use of Force Training	63.40
0	11/19/2015	General Fund	Training	Donut Hut-CC	Training Supplies	29.85
0	11/13/2015	General Fund	Training	Five Guys-CC	Training	110.62
0	11/13/2015	General Fund	Training	GFOA- CC	Accounting Training	135.00
0	11/19/2015	General Fund	Training	Crystal Jones	Training Supplies Reimbursement	37.89
0	11/13/2015	General Fund	Training	Mad Jacks-CC	Lunch During Training	135.19
0	11/13/2015	General Fund	Training	MN Fire Svc Cert Board-CC	Training	360.00
0	11/19/2015	General Fund	Training	MN Sheriffs Assn-CC	Advanced Gun Law Training	190.00
79610	11/13/2015	General Fund	Training	MnFIAM Book Sales	Fire Inspection	1,305.00
0	11/13/2015	General Fund	Training	Mongo Grill-CC	Lunch During Training	121.70
0	11/19/2015	General Fund	Training	Online Education-CC	American Heart Association Training	30.00
79699	11/19/2015	General Fund	Training	Spring Lake Park Fire Dept, Inc.	Blue Card Training	200.00
0	11/19/2015	General Fund	Training	Streicher's	Ammunition	1,200.00
0	11/13/2015	General Fund	Training	U of M- CC	Josh Dix, workshop registration	70.00
0	11/13/2015	General Fund	Training	Which Wich Sandwiches-CC	Lunch During Use of Force Training	71.18

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Training Total:		5,330.60
0	11/13/2015	General Fund	Union Dues Deduction	LELS	PR Batch 00001.11.2015 Lels Union	1,663.80
79599	11/13/2015	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2015 IOUE Unio	201.00
0	11/13/2015	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.11.2015 Local 320 U	452.50
0	11/13/2015	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.11.2015 IAFF Union	330.00
				Union Dues Deduction Total:		2,647.30
0	11/13/2015	General Fund	Utilities	Xcel Energy	Street Lights	47.12
0	11/13/2015	General Fund	Utilities	Xcel Energy	Street Lights	59.92
				Utilities Total:		107.04
0	11/13/2015	General Fund	Utilities - Old City Hall	Xcel Energy	Historical Society	55.07
				Utilities - Old City Hall Total:		55.07
79549	11/13/2015	General Fund	Vehicle Supplies	Astleford International Trucks	2015 Blanket PO for Vehicle Repair F	46.74
79558	11/13/2015	General Fund	Vehicle Supplies	Boyer Trucks, Corp.	2015 Blanket PO for Vehicle Repair F	80.75
0	11/13/2015	General Fund	Vehicle Supplies	Certified Laboratories, Inc.	Cleaning Supplies	304.51
0	11/13/2015	General Fund	Vehicle Supplies	Emergency Automotive Tech Inc	2015 Blanket PO for Vehicle Repair F	144.90
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	233.38
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	-233.38
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	159.00
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	231.66
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	347.49
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	172.84
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	331.41
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	-304.79
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	232.10
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	89.56
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	63.44
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	115.83
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	105.69
0	11/13/2015	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2015 Blanket PO for Vehicle Repair F	41.85
0	11/13/2015	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2015 Blanket PO for Vehicle Repair F	69.01
0	11/13/2015	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2015 Blanket PO for Vehicle Repair F	14.70
0	11/13/2015	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2015 Blanket PO for Vehicle Repair F	109.88
0	11/13/2015	General Fund	Vehicle Supplies	Gopher Bearing (BDI Branch 78)	2015 Blanket PO for Vehicle Repair F	453.40
0	11/13/2015	General Fund	Vehicle Supplies	Grainger Inc	2015 Blanket PO for Vehicle Repair F	86.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/13/2015	General Fund	Vehicle Supplies	Kath Fuel Oil Service, Inc.	2015 Blanket PO for Vehicle Repair F	327.85
0	11/13/2015	General Fund	Vehicle Supplies	Larson Companies	Filters	211.29
0	11/13/2015	General Fund	Vehicle Supplies	Larson Companies	Disc Pads	382.50
0	11/19/2015	General Fund	Vehicle Supplies	Larson Companies	Rotor Disc	581.04
79598	11/13/2015	General Fund	Vehicle Supplies	Little Falls Machine, Inc	Seal Kit	314.75
79602	11/13/2015	General Fund	Vehicle Supplies	Matheson Tri-Gas, Inc	2015 Blanket PO for Vehicle Repair F	89.29
0	11/19/2015	General Fund	Vehicle Supplies	MN State Patrol-CC	Vital Check Decals	28.50
0	11/13/2015	General Fund	Vehicle Supplies	Napa Auto Parts	2015 Blanket PO for Vehicle Repairs	62.49
0	11/13/2015	General Fund	Vehicle Supplies	Napa Auto Parts	2015 Blanket PO for Vehicle Repairs	14.64
0	11/13/2015	General Fund	Vehicle Supplies	Napa Auto Parts	2015 Blanket PO for Vehicle Repairs	48.60
0	11/13/2015	General Fund	Vehicle Supplies	PTS Tool Supply-CC	Vehicle Supplies	78.00
0	11/19/2015	General Fund	Vehicle Supplies	PTS Tool Supply-CC	Coolant Tool	200.00
79628	11/13/2015	General Fund	Vehicle Supplies	Rosedale Chevrolet	2015 Blanket PO for Vehicle Repair F	56.24
0	11/13/2015	General Fund	Vehicle Supplies	Sirchie Finger Print-CC	Latent Print Kit	115.70
79640	11/13/2015	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2015 Blanket PO for Vehicle Repair F	297.82
79640	11/13/2015	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2015 Blanket PO for Vehicle Repair F	296.00
79640	11/13/2015	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2015 Blanket PO for Vehicle Repair F	80.15
79640	11/13/2015	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2015 Blanket PO for Vehicle Repair F	2,435.80
79701	11/19/2015	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2015 Blanket PO for Vehicle Repair F	556.00
79701	11/19/2015	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2015 Blanket PO for Vehicle Repair F	715.60
					Vehicle Supplies Total:	9,788.63
0	11/13/2015	General Fund	Work Session Expenses	Innovative Office Solutions	Office Supplies	30.51
					Work Session Expenses Total:	30.51
					Fund Total:	340,422.99
0	11/19/2015	General Fund Donations	Explorers - Supplies	Embroidme-CC	Clothing Embroidery	95.00
					Explorers - Supplies Total:	95.00
0	11/13/2015	General Fund Donations	K-9 - Supplies	Enzyme Diane-CC	Digestive Enzymes	135.00
0	11/13/2015	General Fund Donations	K-9 - Supplies	Fastenal-CC	Engraving Tool for K9 Equipment	33.24
79691	11/19/2015	General Fund Donations	K-9 - Supplies	Petco Animal Supplies, Inc.	K9 Supplies	80.32
0	11/13/2015	General Fund Donations	K-9 - Supplies	Smartsign-CC	Asset Tags for K9 Equipment	289.23
					K-9 - Supplies Total:	537.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	632.79
79686	11/19/2015	Golf Course	Contract Maintenance	Nardini Fire Equipment Co, Inc	Restaurant Inspection	577.75
0	11/13/2015	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
					Contract Maintenance Total:	657.31
0	11/12/2015	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	468.27
					Federal Income Tax Total:	468.27
0	11/12/2015	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	322.71
0	11/12/2015	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	75.48
					FICA Employee Ded. Total:	398.19
0	11/12/2015	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	322.71
0	11/12/2015	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	75.48
					FICA Employers Share Total:	398.19
79589	11/13/2015	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	70.00
					HRA Employer Total:	70.00
79695	11/19/2015	Golf Course	Memberships & Subscriptions	Ramsey County	Food Establishment License-Cedarho	534.00
					Memberships & Subscriptions Total:	534.00
0	11/13/2015	Golf Course	Merchandise For Sale	Cub Foods- CC	Kitchen Food Supplies	53.40
0	11/13/2015	Golf Course	Merchandise For Sale	Cub Foods- CC	Hot Dogs and Trash Bags	11.12
0	11/19/2015	Golf Course	Merchandise For Sale	Cub Foods- CC	Items for Resale	61.74
0	11/19/2015	Golf Course	Merchandise For Sale	Cub Foods- CC	Items for Resale	48.68
0	11/19/2015	Golf Course	Merchandise For Sale	Grundhofers Meats-CC	Food for Special Event-Golf October	50.55
0	11/13/2015	Golf Course	Merchandise For Sale	Party City-CC	Golftoberfest Decor	45.32
0	11/19/2015	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Items for Retail, Supplies	209.59
0	11/19/2015	Golf Course	Merchandise For Sale	Total Wine-CC	Beverages for Resale	108.42
					Merchandise For Sale Total:	588.82

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/12/2015	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	33.14
					MN State Retirement Total:	33.14
79650	11/19/2015	Golf Course	Operating Supplies	A & L Superior Quality Sod, Inc.	Turfgrass Sod	154.40
79650	11/19/2015	Golf Course	Operating Supplies	A & L Superior Quality Sod, Inc.	Credit	-20.00
0	11/13/2015	Golf Course	Operating Supplies	Cub Foods- CC	Hot Dogs and Trash Bags	13.78
0	11/13/2015	Golf Course	Operating Supplies	Home Depot- CC	Wiring Eletrical Supplies	21.63
0	11/13/2015	Golf Course	Operating Supplies	Home Depot- CC	Shop/Roofing Supplies	21.67
0	11/19/2015	Golf Course	Operating Supplies	Menards-CC	Kitchen Supplies	7.90
0	11/19/2015	Golf Course	Operating Supplies	Mills Fleet Farm-CC	Weed Whip Supplies	11.49
0	11/19/2015	Golf Course	Operating Supplies	Office Depot- CC	Printer Cartridge	87.39
0	11/19/2015	Golf Course	Operating Supplies	Restaurant Depot- CC	Items for Retail, Supplies	118.18
					Operating Supplies Total:	416.44
0	11/12/2015	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	334.97
					PERA Employee Ded Total:	334.97
0	11/12/2015	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	51.54
0	11/12/2015	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	334.97
					PERA Employer Share Total:	386.51
79662	11/19/2015	Golf Course	Rental	Club Car, LLC	Leased Cars	840.00
0	11/13/2015	Golf Course	Rental	Jimmys Johnnys, Inc	Toilet Rental	55.66
					Rental Total:	895.66
0	11/12/2015	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	226.42
					State Income Tax Total:	226.42
0	11/19/2015	Golf Course	Training	PayPal-CC	Alcohol Training	27.20
					Training Total:	27.20
0	11/13/2015	Golf Course	Vehicle Supplies	North Hgts Hardware Hank-CC	Parts Roro Tee Mower	23.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Vehicle Supplies Total:	23.16
					Fund Total:	5,458.28
0	11/12/2015	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	3.72
0	11/12/2015	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	0.87
					FICA Employee Ded. Total:	4.59
0	11/12/2015	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	3.72
0	11/12/2015	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	0.87
					FICA Employers Share Total:	4.59
79554	11/13/2015	Housing & Redevelopment Agency	Payment to Owners	Carmen Bell	Energy Audit Reimbursement	60.00
79603	11/13/2015	Housing & Redevelopment Agency	Payment to Owners	James McDermott	Energy Audit Reimbursement	60.00
79647	11/13/2015	Housing & Redevelopment Agency	Payment to Owners	Dolores Wegscheider	Energy Audit Reimbursement	60.00
					Payment to Owners Total:	180.00
0	11/13/2015	Housing & Redevelopment Agency	Training	Sensible Land Use-CC	Program Registration	50.00
					Training Total:	50.00
					Fund Total:	239.18
79546	11/13/2015	Housing Rep Program/Single Fam	Turf Control	Alex's Lawn & Turf	Weekly Mowing	70.00
					Turf Control Total:	70.00
					Fund Total:	70.00
79705	11/19/2015	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2591 Charlotte	450.00
					Payments to Contractors Total:	450.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	450.00
0	11/13/2015	Info Tech/Contract Cities	Vadnais Heights Capital Exp	Compulink-CC	Laserfiche training for Vadnais Heigh	100.00
					Vadnais Heights Capital Exp Total:	100.00
					Fund Total:	100.00
79671	11/19/2015	Information Technology	Computer Equipment	Hewlett-Packard Company	Notebook w/Dock	1,570.69
79671	11/19/2015	Information Technology	Computer Equipment	Hewlett-Packard Company	Notebook w/Dock	1,547.54
0	11/13/2015	Information Technology	Computer Equipment	Server Supply.com-CC	Catalyst Switch	3,150.00
					Computer Equipment Total:	6,268.23
0	11/19/2015	Information Technology	Contract Maintenance	Aercor Wireless, Inc	NetMotion Mobility Device Licenses	2,566.14
0	11/13/2015	Information Technology	Contract Maintenance	HP Services-CC	Hardware/Software Support Agreeme	1,211.70
0	11/13/2015	Information Technology	Contract Maintenance	HP Services-CC	Hardware/Software Support Agreeme	525.78
0	11/13/2015	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly SaaS Spam Filtering Service	880.00
0	11/13/2015	Information Technology	Contract Maintenance	Network Solutions- CC	Web Forward (flpd.com)	12.99
					Contract Maintenance Total:	5,196.61
0	11/12/2015	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	4,094.88
					Federal Income Tax Total:	4,094.88
0	11/12/2015	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	2,191.54
0	11/12/2015	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	512.55
					FICA Employee Ded. Total:	2,704.09
0	11/12/2015	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	2,191.54
0	11/12/2015	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	512.55
					FICA Employers Share Total:	2,704.09
79589	11/13/2015	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	525.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HRA Employer Total:		525.00
79621	11/13/2015	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Empl	252.41
				HSA Employee Total:		252.41
79621	11/13/2015	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	868.75
				HSA Employer Total:		868.75
0	11/13/2015	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2015 ICMA Defe	225.00
				ICMA Def Comp Total:		225.00
79547	11/13/2015	Information Technology	Internet	Anoka County Treasury	Broadband	75.00
79661	11/19/2015	Information Technology	Internet	City of North St. Paul	Data Interconnects	600.00
79661	11/19/2015	Information Technology	Internet	City of North St. Paul	Billing Interconnects	1,900.00
0	11/13/2015	Information Technology	Internet	Cologix, Inc	Fiber Cross Connect	450.00
79566	11/13/2015	Information Technology	Internet	Comcast	High Speed Internet	5.00
79586	11/13/2015	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
79649	11/13/2015	Information Technology	Internet	XO Communications Inc.	Internet	1,034.35
				Internet Total:		4,564.35
79624	11/13/2015	Information Technology	Miscellaneous Revenue	Ramsey County Library	USAC Bear Payment	12,240.00
				Miscellaneous Revenue Total:		12,240.00
0	11/12/2015	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	359.90
				MN State Retirement Total:		359.90
0	11/19/2015	Information Technology	Office Supplies	Target- CC	Batteries	12.31
				Office Supplies Total:		12.31
0	11/19/2015	Information Technology	Operating Supplies	Amazon.com- CC	Outdoor Cable Network, Modular Plu	263.02
79561	11/13/2015	Information Technology	Operating Supplies	CDW Government, Inc.	Headsets	27.12
79584	11/13/2015	Information Technology	Operating Supplies	Hewlett-Packard Company	Computer Supplies	254.98
79584	11/13/2015	Information Technology	Operating Supplies	Hewlett-Packard Company	Computer Supplies	127.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79584	11/13/2015	Information Technology	Operating Supplies	Hewlett-Packard Company	Computer Supplies	28.71
0	11/19/2015	Information Technology	Operating Supplies	SHI International Corp	Server Access Licenses	195.00
					Operating Supplies Total:	896.32
79671	11/19/2015	Information Technology	Other Improvements	Hewlett-Packard Company	Wireless Keyboard	48.51
					Other Improvements Total:	48.51
0	11/12/2015	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	2,339.35
					PERA Employee Ded Total:	2,339.35
0	11/12/2015	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	2,339.35
0	11/12/2015	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	359.90
					PERA Employer Share Total:	2,699.25
0	11/12/2015	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	1,489.23
					State Income Tax Total:	1,489.23
79645	11/13/2015	Information Technology	Telephone	Verizon Wireless	Cell Phone	928.07
					Telephone Total:	928.07
					Fund Total:	48,416.35
0	11/12/2015	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	3,144.37
					Federal Income Tax Total:	3,144.37
0	11/12/2015	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	1,927.67
0	11/12/2015	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	450.82
					FICA Employee Ded. Total:	2,378.49
0	11/12/2015	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	450.82
0	11/12/2015	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	1,927.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	2,378.49
79684	11/19/2015	License Center	Furniture & Fixtures	MINNCOR Industries	Chairs	1,005.00
					Furniture & Fixtures Total:	1,005.00
79589	11/13/2015	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	630.00
					HRA Employer Total:	630.00
79621	11/13/2015	License Center	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	76.92
					HSA Employee Total:	76.92
79621	11/13/2015	License Center	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	545.00
					HSA Employer Total:	545.00
0	11/12/2015	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	306.68
					MN State Retirement Total:	306.68
0	11/12/2015	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	200.00
0	11/12/2015	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	254.62
					MNDCP Def Comp Total:	454.62
0	11/13/2015	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	61.67
0	11/13/2015	License Center	Office Supplies	Staples-CC	Office Supplies	29.44
0	11/19/2015	License Center	Office Supplies	Staples-CC	Office Supplies	36.41
0	11/13/2015	License Center	Office Supplies	Uline-CC	Office Supplies	235.68
					Office Supplies Total:	363.20
79709	11/19/2015	License Center	Other Improvements	Vantage Painting	License Center Painting	375.00
79710	11/19/2015	License Center	Other Improvements	Victoria Drywall, Inc.	Kitchen Remodel Dry Wall	365.00
					Other Improvements Total:	740.00
0	11/12/2015	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	1,932.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA Employee Ded Total:		1,932.50
0	11/12/2015	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	1,932.50
0	11/12/2015	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	297.30
				PERA Employer Share Total:		2,229.80
0	11/13/2015	License Center	Postage	USPS-CC	Postage	106.05
0	11/19/2015	License Center	Postage	USPS-CC	Postage	156.55
				Postage Total:		262.60
79680	11/19/2015	License Center	Professional Services	Linn Building Maintenance	General Cleaning-Nov 2015	608.63
0	11/19/2015	License Center	Professional Services	Quicksilver Express Courier	Courier Service	170.80
0	11/19/2015	License Center	Professional Services	Quicksilver Express Courier	Courier Service	187.28
				Professional Services Total:		966.71
0	11/13/2015	License Center	Rental	Gaughan Properties	Licence Center Rent-Dec. 2015	5,161.10
				Rental Total:		5,161.10
0	11/12/2015	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	1,347.72
				State Income Tax Total:		1,347.72
0	11/13/2015	License Center	Transportation	Mary Dracy	Mileage Reimbursement	161.00
0	11/19/2015	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	165.60
0	11/19/2015	License Center	Transportation	Pam Ryan Senden	Mileage Reimbursement	57.50
				Transportation Total:		384.10
0	11/13/2015	License Center	Utilities	Xcel Energy	License Center	373.56
				Utilities Total:		373.56
				Fund Total:		24,680.86
0	11/19/2015	P & R Contract Mantenance	Clothing	Jim Tschida	Boots Reimbursement Per Union Con	152.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Clothing Total:	152.96
0	11/13/2015	P & R Contract Mantenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	602.14
					Contract Maintenance Total:	602.14
0	11/12/2015	P & R Contract Mantenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	2,402.10
					Federal Income Tax Total:	2,402.10
0	11/12/2015	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	1,326.82
0	11/12/2015	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	310.31
					FICA Employee Ded. Total:	1,637.13
0	11/12/2015	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	1,326.82
0	11/12/2015	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	310.31
					FICA Employers Share Total:	1,637.13
79589	11/13/2015	P & R Contract Mantenance	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	370.00
					HRA Employer Total:	370.00
79621	11/13/2015	P & R Contract Mantenance	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA WI En	34.62
79621	11/13/2015	P & R Contract Mantenance	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Empl	238.46
					HSA Employee Total:	273.08
79621	11/13/2015	P & R Contract Mantenance	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	1,307.50
					HSA Employer Total:	1,307.50
0	11/12/2015	P & R Contract Mantenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	211.57
					MN State Retirement Total:	211.57
0	11/12/2015	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	280.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				MNDCP Def Comp Total:		280.00
0	11/19/2015	P & R Contract Mantenance	Operating Supplies	Broadway Rental-CC	Weight Tent Delivery	86.20
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Certified Laboratories, Inc.	Cleaning Supplies	159.09
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Certified Laboratories, Inc.	Nitrile Gloves	304.77
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79565	11/13/2015	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
79567	11/13/2015	P & R Contract Mantenance	Operating Supplies	Commercial Pool	Pool Supplies	193.10
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Fastenal Company Inc.	Gloves	41.22
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Fastenal Company Inc.	Gloves	75.87
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Fastenal Company Inc.	Trash Cans	152.97
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Fastenal Company Inc.	Gloves	47.12
79576	11/13/2015	P & R Contract Mantenance	Operating Supplies	Flagship Recreation	Bucket Seat	541.00
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Grainger Inc	Irrigation Blow Out Supplies	141.90
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	M/A Associates	Can Liners	717.76
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Menards-CC	New Shelter Paint supplies	33.13
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Menards-CC	Arboretum Supplies	10.36
0	11/19/2015	P & R Contract Mantenance	Operating Supplies	Menards-CC	Paint	88.01
79605	11/13/2015	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Ball Field Supplies	88.44
79605	11/13/2015	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Valves	120.23
79605	11/13/2015	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Valve Box Cover	30.65
79605	11/13/2015	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Joints, Bushings	25.66
79613	11/13/2015	P & R Contract Mantenance	Operating Supplies	Musco Sports Lighting LLC	Tennis Court Lighting	267.39
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Sherwin Williams - CC	New Shelter Paint Supplies	55.26
0	11/19/2015	P & R Contract Mantenance	Operating Supplies	Sherwin Williams - CC	Paint Supplies	189.19
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	St. Croix Recreation Funplaygrounc	Drinking Fountain Supplies	79.00
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Wallboard Anc Kit	19.99
0	11/19/2015	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Schlosser	71.24
0	11/19/2015	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Fasteners	24.99
0	11/19/2015	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Lawn Boy Wheel	36.99
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	SupplyHouse.com-CC	Indoor Remote Sensor	104.35
79646	11/13/2015	P & R Contract Mantenance	Operating Supplies	Viking Electric Supply, Inc.	Vinyl Tape, Splice Kit	95.96
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Walmart-CC	Arboretum Supplies	19.92
0	11/13/2015	P & R Contract Mantenance	Operating Supplies	Walmart-CC	New Shelter Cleaning Supplies	106.59
				Operating Supplies Total:		3,944.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/12/2015	P & R Contract Mantenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	1,380.09
				PERA Employee Ded Total:		1,380.09
0	11/12/2015	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	1,380.09
0	11/12/2015	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	212.32
				PERA Employer Share Total:		1,592.41
79644	11/13/2015	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service	Tree Removal	817.00
				Professional Services Total:		817.00
0	11/19/2015	P & R Contract Mantenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	5.84
				Rental Total:		5.84
0	11/12/2015	P & R Contract Mantenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	1,002.14
				State Income Tax Total:		1,002.14
79645	11/13/2015	P & R Contract Mantenance	Telephone	Verizon Wireless	Cell Phone	35.01
79645	11/13/2015	P & R Contract Mantenance	Telephone	Verizon Wireless	Cell Phone	350.10
				Telephone Total:		385.11
79599	11/13/2015	P & R Contract Mantenance	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2015 IOUE Unio	268.00
				Union Dues Deduction Total:		268.00
0	11/13/2015	P & R Contract Mantenance	Utilities	Xcel Energy	P&R	394.12
				Utilities Total:		394.12
				Fund Total:		18,663.19
79574	11/13/2015	Park Renewal 2011	Professional Services	ECA Electrostatic	Paint all Skating Center exterior railir	4,800.00
79574	11/13/2015	Park Renewal 2011	Professional Services	ECA Electrostatic	Doors/Frames Sanded, Washed, Prepa	1,080.00
79679	11/19/2015	Park Renewal 2011	Professional Services	Liesch Associates, Inc.	Project Management	943.25
79632	11/13/2015	Park Renewal 2011	Professional Services	S.M.L. Electrical, Inc.	Paint County Road C Sign	1,995.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79632	11/13/2015	Park Renewal 2011	Professional Services	S.M.L. Electrical, Inc.	Convert lighting to LED lighting	800.00
79632	11/13/2015	Park Renewal 2011	Professional Services	S.M.L. Electrical, Inc.	Acrylic Letters & Logo	500.00
					Professional Services Total:	10,118.25
					Fund Total:	10,118.25
79577	11/13/2015	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	384.00
79577	11/13/2015	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	28.00
					Operating Supplies Total:	412.00
					Fund Total:	412.00
79550	11/13/2015	Police - DWI Enforcement	Professional Services	Audio Design Innovations, Inc.	Squad Report Writing Area Remodeli	2,500.00
0	11/19/2015	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture Service	210.00
					Professional Services Total:	2,710.00
					Fund Total:	2,710.00
0	11/12/2015	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	280.81
					Federal Income Tax Total:	280.81
0	11/12/2015	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Ei	28.58
					FICA Employee Ded. Total:	28.58
0	11/12/2015	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Ei	28.58
					FICA Employers Share Total:	28.58
79589	11/13/2015	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	43.89
					HRA Employer Total:	43.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79621	11/13/2015	Police Grants	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Empl	7.68
				HSA Employee Total:		7.68
79621	11/13/2015	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	84.66
				HSA Employer Total:		84.66
0	11/12/2015	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	20.01
				MN State Retirement Total:		20.01
0	11/12/2015	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	25.09
				MNDCP Def Comp Total:		25.09
0	11/12/2015	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	216.01
				PERA Employee Ded Total:		216.01
0	11/12/2015	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	324.04
				PERA Employer Share Total:		324.04
0	11/12/2015	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	98.16
				State Income Tax Total:		98.16
0	11/13/2015	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.11.2015 Lels Union	30.20
				Union Dues Deduction Total:		30.20
				Fund Total:		1,187.71
0	11/19/2015	Police Forfeiture Fund	Professional Services	PayPal-CC	Roseville Police Foundation Dinner R	150.00
79693	11/19/2015	Police Forfeiture Fund	Professional Services	RAHS-Woods Dept. (Jeff Davies)	Creation of K9 Agility Training Equi	593.40
79645	11/13/2015	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phone	70.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	813.42
					Fund Total:	813.42
79673	11/19/2015	Police Vehicle Revolving	Capital Outlay	Hubb Systems, Inc.	Charger Display Holder	540.00
79673	11/19/2015	Police Vehicle Revolving	Capital Outlay	Hubb Systems, Inc.	M7 System	5,324.75
79673	11/19/2015	Police Vehicle Revolving	Capital Outlay	Hubb Systems, Inc.	M7 CPU	5,864.75
0	11/13/2015	Police Vehicle Revolving	Capital Outlay	Warners Stellian-CC	Microwave	348.98
					Capital Outlay Total:	12,078.48
					Fund Total:	12,078.48
79601	11/13/2015	Recreation Donations	Operating Supplies	Marshall Concrete Products, Inc.	Concrete Supplies	493.43
79617	11/13/2015	Recreation Donations	Operating Supplies	Oakdale Rental Center	Concrete Trailer	214.00
					Operating Supplies Total:	707.43
					Fund Total:	707.43
79597	11/13/2015	Recreation Fund	Advertising	Let's Play, Inc.	Advertising	248.00
					Advertising Total:	248.00
79659	11/19/2015	Recreation Fund	Collected Insurance Fee	Dale Brasher	Basketball League Refund	10.00
					Collected Insurance Fee Total:	10.00
79680	11/19/2015	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-Nov 2015	1,020.63
0	11/13/2015	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
0	11/19/2015	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	60.00
0	11/13/2015	Recreation Fund	Contract Maintenance	Prowire, Inc.	Annual Fie Monitoring	360.00
0	11/13/2015	Recreation Fund	Contract Maintenance	Prowire, Inc.	Annual Fire Monitoring	360.00
0	11/13/2015	Recreation Fund	Contract Maintenance	Prowire, Inc.	Fire System and Test	195.00
0	11/13/2015	Recreation Fund	Contract Maintenance	Prowire, Inc.	Fire System Test	195.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maintenance Total:	2,438.49
79680	11/19/2015	Recreation Fund	Contract Maintenence	Linn Building Maintenance	General Cleaning-Nov 2015	814.63
					Contract Maintenence Total:	814.63
0	11/12/2015	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	4,273.35
					Federal Income Tax Total:	4,273.35
79659	11/19/2015	Recreation Fund	Fee Program Revenue	Dale Brasher	Basketball League Refund	550.89
79659	11/19/2015	Recreation Fund	Fee Program Revenue	Dale Brasher	Basketball League Refund	10.00
79659	11/19/2015	Recreation Fund	Fee Program Revenue	Dale Brasher	Basketball League Refund	50.00
					Fee Program Revenue Total:	610.89
0	11/12/2015	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	737.85
0	11/12/2015	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	3,154.71
					FICA Employee Ded. Total:	3,892.56
0	11/12/2015	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	737.85
0	11/12/2015	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	3,154.71
					FICA Employers Share Total:	3,892.56
79589	11/13/2015	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	978.00
					HRA Employer Total:	978.00
79621	11/13/2015	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	334.04
					HSA Employee Total:	334.04
79621	11/13/2015	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	945.00
					HSA Employer Total:	945.00
0	11/13/2015	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2015 ICMA Defe	550.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				ICMA Def Comp Total:		550.00
0	11/13/2015	Recreation Fund	Memberships & Subscriptions	DMX, Inc.	Skating Center Music	157.80
0	11/13/2015	Recreation Fund	Memberships & Subscriptions	MRPA	State Softball Tournament Berth	340.00
0	11/13/2015	Recreation Fund	Memberships & Subscriptions	Network Solutions- CC	Skate at the Oval -Domain and Host	59.96
79695	11/19/2015	Recreation Fund	Memberships & Subscriptions	Ramsey County	Food Establishment License-Rosevill	534.00
				Memberships & Subscriptions Total:		1,091.76
79663	11/19/2015	Recreation Fund	Merchandise for Sale	Coca Cola Refreshments	Beverages For Resale	891.33
79670	11/19/2015	Recreation Fund	Merchandise for Sale	Hermel Food Service	Concession Items for Resale	1,074.18
79670	11/19/2015	Recreation Fund	Merchandise for Sale	Hermel Food Service	Concession Items for Resale	26.11
0	11/19/2015	Recreation Fund	Merchandise for Sale	Restaurant Depot- CC	Items for Resale	35.66
				Merchandise for Sale Total:		2,027.28
0	11/13/2015	Recreation Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00001.11.2015 Minnesota E	328.17
				Minnesota Benefit Ded Total:		328.17
79551	11/13/2015	Recreation Fund	Minor Equipment	Banner Creations, Inc.	Banner	262.50
				Minor Equipment Total:		262.50
0	11/12/2015	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	408.18
				MN State Retirement Total:		408.18
0	11/12/2015	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	1,308.41
				MNDCP Def Comp Total:		1,308.41
0	11/13/2015	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	137.40
0	11/13/2015	Recreation Fund	Office Supplies	Office Depot- CC	Pens and Clips	48.18
0	11/19/2015	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	107.08
				Office Supplies Total:		292.66
0	11/13/2015	Recreation Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Aggregate Fee	548.86
0	11/13/2015	Recreation Fund	Operating Supplies	Amazon.com- CC	LED Red Exit Sign Emergency Light	66.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/19/2015	Recreation Fund	Operating Supplies	Amazon.com- CC	LED Exit Lights	334.50
0	11/13/2015	Recreation Fund	Operating Supplies	Becker Arena Products, Inc.	Oval Ice Paint	1,870.00
0	11/13/2015	Recreation Fund	Operating Supplies	Best Buy- CC	HDMI Adapters	96.36
0	11/13/2015	Recreation Fund	Operating Supplies	Betsy Bowen-CC	Library Books	20.00
0	11/19/2015	Recreation Fund	Operating Supplies	Brock White Co	Oval Expansion Joint Foam	237.00
0	11/13/2015	Recreation Fund	Operating Supplies	Cub Foods- CC	Paper Towels and Hand Sanitizer	17.55
0	11/19/2015	Recreation Fund	Operating Supplies	Cub Foods- CC	Animal Food	3.98
0	11/19/2015	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Key	12.00
79665	11/19/2015	Recreation Fund	Operating Supplies	EESCO	Tork	25.65
0	11/13/2015	Recreation Fund	Operating Supplies	Fed Ex Kinko's-CC	Packing Supplies	44.93
79580	11/13/2015	Recreation Fund	Operating Supplies	Gopher	Recreation Supplies	595.00
0	11/13/2015	Recreation Fund	Operating Supplies	Grainger Inc	Cable Ties	62.40
0	11/13/2015	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	61.20
0	11/19/2015	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	61.20
0	11/19/2015	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	197.60
0	11/13/2015	Recreation Fund	Operating Supplies	Home Depot- CC	Electrical Supplies	98.65
0	11/13/2015	Recreation Fund	Operating Supplies	Home Depot- CC	Floor Paint-Mech Rm, Hangers, Dust	91.08
0	11/19/2015	Recreation Fund	Operating Supplies	Home Depot- CC	Electrical Supplies	17.69
0	11/13/2015	Recreation Fund	Operating Supplies	Jimmys Johnnys, Inc	Toilet Rental	54.50
0	11/13/2015	Recreation Fund	Operating Supplies	Lakeshore Learning- CC	Carnival Hall Supplies	64.24
0	11/13/2015	Recreation Fund	Operating Supplies	Lakeshore Learning- CC	Program Supplies	102.99
0	11/13/2015	Recreation Fund	Operating Supplies	Litin Party & Paper-CC	HANC supplies	219.80
0	11/13/2015	Recreation Fund	Operating Supplies	Litin Party & Paper-CC	Halloween	247.57
0	11/13/2015	Recreation Fund	Operating Supplies	L-Z Truck Equipment Co Inc	Soccer Net Stake	380.00
0	11/13/2015	Recreation Fund	Operating Supplies	Menards-CC	Batteries, Spot Remover	19.21
0	11/13/2015	Recreation Fund	Operating Supplies	MIDC Enterprises- CC	Pump Seal Kit	194.00
0	11/19/2015	Recreation Fund	Operating Supplies	Northern Battery-CC	Batteries	99.97
0	11/13/2015	Recreation Fund	Operating Supplies	Northern Sun Merchandising-CC	Library Books	21.00
0	11/13/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	69.99
0	11/13/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	90.96
0	11/13/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Missing Receipt-Debbie Cash	7.48
0	11/19/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	25.25
79690	11/19/2015	Recreation Fund	Operating Supplies	Overhead Door Co of the Northlanc	Reflector	13.50
0	11/19/2015	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Food	56.27
0	11/13/2015	Recreation Fund	Operating Supplies	ProFlowers.com-CC	Memorial Flowers for Roseville Scho	62.89
0	11/13/2015	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Impeller	92.25
0	11/19/2015	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Ice Line Paint	66.75
0	11/13/2015	Recreation Fund	Operating Supplies	Rink Systems Inc	Anchor, Brass Plug	45.28
79634	11/13/2015	Recreation Fund	Operating Supplies	Sherwin Williams Co.	Paint Supplies	121.42
0	11/19/2015	Recreation Fund	Operating Supplies	Sherwin Williams	Paint Supplies	59.39
0	11/13/2015	Recreation Fund	Operating Supplies	Sports Imports-CC	Volleyball Equipment	31.00
0	11/13/2015	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	903.00
0	11/19/2015	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Glue	6.79
0	11/19/2015	Recreation Fund	Operating Supplies	Target- CC	Wild Rice Festival Supplies	71.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/19/2015	Recreation Fund	Operating Supplies	Voss Lighting	Lighting Supplies	42.82
0	11/19/2015	Recreation Fund	Operating Supplies	Zoro Tools-CC	Bearings, Gloves, CFL	63.87
					Operating Supplies Total:	7,695.80
0	11/12/2015	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	3,024.23
					PERA Employee Ded Total:	3,024.23
0	11/12/2015	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	3,024.23
0	11/12/2015	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	465.31
					PERA Employer Share Total:	3,489.54
0	11/13/2015	Recreation Fund	Printing	Craigslist-CC	Youth Soccer Official Job Posting	25.00
					Printing Total:	25.00
79545	11/13/2015	Recreation Fund	Professional Services	Active Network, LLC	P&R Supplies	19.00
79552	11/13/2015	Recreation Fund	Professional Services	Cameron Barrett	Soccer Officiating	48.00
79656	11/19/2015	Recreation Fund	Professional Services	Jim Berner	Club 5 Entertainer	135.00
79562	11/13/2015	Recreation Fund	Professional Services	Gabriel Cederberg	Soccer Officiating	48.00
0	11/19/2015	Recreation Fund	Professional Services	Franconia Sculpture Park-CC	Adult Trip to Sculpture Park	42.00
79582	11/13/2015	Recreation Fund	Professional Services	Luca Hernandez	Soccer Officiating	32.00
79583	11/13/2015	Recreation Fund	Professional Services	Marcos Hernandez	Soccer Officiating	96.00
79591	11/13/2015	Recreation Fund	Professional Services	Eric Kendall	Soccer Officiating	128.00
79593	11/13/2015	Recreation Fund	Professional Services	Lidia Klingenberg	Tennis Instruction	106.25
79592	11/13/2015	Recreation Fund	Professional Services	Anastacia Klingenberg	Tennis Instructor	71.88
79595	11/13/2015	Recreation Fund	Professional Services	Jessica Lee	Music Instruction	1,914.00
79596	11/13/2015	Recreation Fund	Professional Services	Brandon Lemay	Soccer Officiating	48.00
0	11/13/2015	Recreation Fund	Professional Services	Majestic Oaks Golf Club-CC	Friday Field Trip	74.99
0	11/13/2015	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,282.50
0	11/19/2015	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,282.50
0	11/19/2015	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,311.00
79611	11/13/2015	Recreation Fund	Professional Services	Derek Moss	Soccer Officiating	48.00
79615	11/13/2015	Recreation Fund	Professional Services	Sofie Netteberg	Soccer Officiating	96.00
79687	11/19/2015	Recreation Fund	Professional Services	Bob Nielsen	Band Van Loading/Unloading	40.00
79626	11/13/2015	Recreation Fund	Professional Services	Joe Reimer	Soccer Officiating	144.00
0	11/19/2015	Recreation Fund	Professional Services	V & M Refereeing Service	Referee Service	2,905.00
					Professional Services Total:	9,872.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/13/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	121.08
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	155.58
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	90.81
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	9.73
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	29.20
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	15.57
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	7.79
0	11/19/2015	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	42.83
					Rental Total:	472.59
79659	11/19/2015	Recreation Fund	Sales Tax Payable	Dale Brasher	Basketball League Refund	14.11
					Sales Tax Payable Total:	14.11
79692	11/19/2015	Recreation Fund	Services	Pioneer Press	Wild Rice Festival Advertising	100.00
					Services Total:	100.00
0	11/12/2015	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	1,775.69
					State Income Tax Total:	1,775.69
79645	11/13/2015	Recreation Fund	Telephone	Verizon Wireless	Cell Phone	116.46
					Telephone Total:	116.46
79599	11/13/2015	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2015 IOUE Unioı	100.50
					Union Dues Deduction Total:	100.50
0	11/13/2015	Recreation Fund	Utilities	Xcel Energy	Nature Center	423.27
					Utilities Total:	423.27
					Fund Total:	51,815.79
79577	11/13/2015	Recreation Improvements	Tom Curley Play Area Replace	Fra-Dor Inc.	Foundation Asphalt	448.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Tom Curley Play Area Replace Total:	448.00
					Fund Total:	448.00
79711	11/19/2015	Sanitary Sewer	Accounts Payable	CURTIS ZAUN	Refund Check	24.87
					Accounts Payable Total:	24.87
0	11/13/2015	Sanitary Sewer	Clothing	CCP Industries Inc	Gloves	252.02
					Clothing Total:	252.02
79570	11/13/2015	Sanitary Sewer	Contract Maintenance	D.C. Annis Sewer, Inc.	Pump Lift Station	480.00
79570	11/13/2015	Sanitary Sewer	Contract Maintenance	D.C. Annis Sewer, Inc.	Pump Lift Station	400.00
					Contract Maintenance Total:	880.00
0	11/12/2015	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	1,231.59
					Federal Income Tax Total:	1,231.59
0	11/12/2015	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	172.75
0	11/12/2015	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	738.67
					FICA Employee Ded. Total:	911.42
0	11/12/2015	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	172.75
0	11/12/2015	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	738.67
					FICA Employers Share Total:	911.42
79589	11/13/2015	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	344.48
					HRA Employer Total:	344.48
79621	11/13/2015	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	37.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	37.02
79621	11/13/2015	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	109.69
					HSA Employer Total:	109.69
0	11/13/2015	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2015 ICMA Defe	35.01
					ICMA Def Comp Total:	35.01
0	11/19/2015	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Services	216,917.83
					Metro Waste Control Board Total:	216,917.83
0	11/12/2015	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	123.70
					MN State Retirement Total:	123.70
0	11/12/2015	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	78.75
					MNDCP Def Comp Total:	78.75
79558	11/13/2015	Sanitary Sewer	Operating Supplies	Boyer Trucks, Corp.	Vehicle Parts	26.89
0	11/13/2015	Sanitary Sewer	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	307.30
0	11/13/2015	Sanitary Sewer	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	176.58
0	11/19/2015	Sanitary Sewer	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	787.41
79616	11/13/2015	Sanitary Sewer	Operating Supplies	Northwest Lasers and Instruments,	Caution Flags	202.29
0	11/13/2015	Sanitary Sewer	Operating Supplies	Total Tool	Grinder Tool	244.70
					Operating Supplies Total:	1,745.17
0	11/12/2015	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	803.98
					PERA Employee Ded Total:	803.98
0	11/12/2015	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	803.98
0	11/12/2015	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	123.70
					PERA Employer Share Total:	927.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/13/2015	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Water Bill Processing	226.76
					Professional Services Total:	226.76
79604	11/13/2015	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council/ Environment	SAC Charges-October 2015	9,840.60
					Sewer SAC Charges Total:	9,840.60
0	11/12/2015	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	519.46
					State Income Tax Total:	519.46
0	11/13/2015	Sanitary Sewer	Telephone	Sprint- CC	Monthly Sprint Servie for 587299818	50.67
					Telephone Total:	50.67
79599	11/13/2015	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2015 IOUE Unio	115.55
					Union Dues Deduction Total:	115.55
79658	11/19/2015	Sanitary Sewer	Wagner Lift Station	Bolton & Menk, Inc.	Wagner Lift Station Engineering Serv	1,377.50
					Wagner Lift Station Total:	1,377.50
					Fund Total:	237,465.17
79677	11/19/2015	Singles Program	Operating Supplies	Florence Klobucher	Singles Supplies Reimbursement	7.99
79627	11/13/2015	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
					Operating Supplies Total:	22.99
					Fund Total:	22.99
79711	11/19/2015	Solid Waste Recycle	Accounts Payable	CURTIS ZAUN	Refund Check	1.81
					Accounts Payable Total:	1.81
0	11/12/2015	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inc	103.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	103.05
0	11/12/2015	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	13.23
0	11/12/2015	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	56.59
					FICA Employee Ded. Total:	69.82
0	11/12/2015	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	13.23
0	11/12/2015	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	56.59
					FICA Employers Share Total:	69.82
0	11/12/2015	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	8.54
					MN State Retirement Total:	8.54
79564	11/13/2015	Solid Waste Recycle	Operating Supplies	Chinook Book	Print & App Subscription	285.00
0	11/19/2015	Solid Waste Recycle	Operating Supplies	Clear Stream-CC	Compostable Bags, Decals	114.17
0	11/19/2015	Solid Waste Recycle	Operating Supplies	Clear Stream-CC	Compostable Bags, Decals	114.17
					Operating Supplies Total:	513.34
0	11/12/2015	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	55.49
					PERA Employee Ded Total:	55.49
0	11/12/2015	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	55.49
0	11/12/2015	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	8.54
					PERA Employer Share Total:	64.03
0	11/13/2015	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	34,955.42
					Professional Services Total:	34,955.42
0	11/12/2015	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	46.24
					State Income Tax Total:	46.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund Total:		35,887.56
0	11/13/2015	Special "10" Fund	Professional Service	North Suburban Community Found	10% Lawful Gambling Proceeds	40,000.00
				Professional Service Total:		40,000.00
				Fund Total:		40,000.00
79619	11/13/2015	Storm Drainage	15-02 Victoria Street Recon	Outdoor Lab Landscape Design, Inc	Concrete Spillway Installation	425.00
79696	11/19/2015	Storm Drainage	15-02 Victoria Street Recon	Ramsey County Prop Rec & Rev	Real Estate Taxes. PIN: 14.29.23.24.	631.80
				15-02 Victoria Street Recon Total:		1,056.80
79711	11/19/2015	Storm Drainage	Accounts Payable	CURTIS ZAUN	Refund Check	3.86
				Accounts Payable Total:		3.86
79579	11/13/2015	Storm Drainage	Contractor Payments	G.F. Jedlicki, Inc.	Drainae Improvements	86,295.15
79688	11/19/2015	Storm Drainage	Contractor Payments	Northstar Irrigation Systems, Inc.	Irrigation Repair	7,593.96
79688	11/19/2015	Storm Drainage	Contractor Payments	Northstar Irrigation Systems, Inc.	Irrigation Repair	1,538.80
79619	11/13/2015	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Erosion Control	14,986.60
79689	11/19/2015	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Roadside Landscaping	20,945.00
				Contractor Payments Total:		131,359.51
0	11/12/2015	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	1,049.10
				Federal Income Tax Total:		1,049.10
0	11/12/2015	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	164.84
0	11/12/2015	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	704.83
				FICA Employee Ded. Total:		869.67
0	11/12/2015	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	704.83
0	11/12/2015	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	164.84
				FICA Employers Share Total:		869.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79621	11/13/2015	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	153.34
					HSA Employer Total:	153.34
0	11/12/2015	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	109.78
					MN State Retirement Total:	109.78
0	11/12/2015	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	10.00
					MNDCP Def Comp Total:	10.00
79577	11/13/2015	Storm Drainage	Operating Supplies	Fra-Dor Inc.	Received Loads	60.00
79666	11/19/2015	Storm Drainage	Operating Supplies	Fra-Dor Inc.	Black Dirt	186.00
					Operating Supplies Total:	246.00
0	11/12/2015	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	713.49
					PERA Employee Ded Total:	713.49
0	11/12/2015	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	109.78
0	11/12/2015	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	713.49
					PERA Employer Share Total:	823.27
79588	11/13/2015	Storm Drainage	Printing	Impressive Print	Leaf Program Postcards	1,796.00
					Printing Total:	1,796.00
0	11/13/2015	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Water Bill Processing	226.77
79637	11/13/2015	Storm Drainage	Professional Services	St. Paul Staffing	Seasonal Labor for 2015 Leaf Pickup	2,203.20
79700	11/19/2015	Storm Drainage	Professional Services	St. Paul Staffing	Seasonal Labor for 2015 Leaf Pickup	1,360.80
					Professional Services Total:	3,790.77
79600	11/13/2015	Storm Drainage	St Croix Lift Station Rehab	Magney Construction, Inc.	Lift Station Service	65,027.50
0	11/19/2015	Storm Drainage	St Croix Lift Station Rehab	SEH	St. Croix Lift Station	2,957.64
					St Croix Lift Station Rehab Total:	67,985.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/12/2015	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	459.81
				State Income Tax Total:		459.81
79599	11/13/2015	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2015 IOUE Unio	134.00
				Union Dues Deduction Total:		134.00
				Fund Total:		211,430.21
79590	11/13/2015	Street Construction	15-02 Victoria Street Recon	Jodel Contracting, LLC	Victoria & County Road B	12,035.00
79609	11/13/2015	Street Construction	15-02 Victoria Street Recon	MN Dept of Transportation	Bituminous Plant Inspection	594.19
				15-02 Victoria Street Recon Total:		12,629.19
				Fund Total:		12,629.19
0	11/12/2015	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inc	494.92
				Federal Income Tax Total:		494.92
0	11/12/2015	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	413.46
0	11/12/2015	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	96.69
				FICA Employee Ded. Total:		510.15
0	11/12/2015	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Empl	413.46
0	11/12/2015	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare E	96.69
				FICA Employers Share Total:		510.15
79589	11/13/2015	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Empl	161.50
				HRA Employer Total:		161.50
79621	11/13/2015	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Empl	9.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	9.14
79621	11/13/2015	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	50.00
					HSA Employer Total:	50.00
0	11/13/2015	Telecommunications	Memberships & Subscriptions	North Suburban Access Corp	Production Services	1,419.00
					Memberships & Subscriptions Total:	1,419.00
0	11/12/2015	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Emplo	66.99
					MN State Retirement Total:	66.99
0	11/12/2015	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	358.75
					MNDCP Def Comp Total:	358.75
0	11/13/2015	Telecommunications	Operating Supplies	Innovative Office Solutions	Office Supplies	7.60
					Operating Supplies Total:	7.60
79655	11/19/2015	Telecommunications	Other Improvements	AVI Systems, Inc.	Projector	14,214.65
					Other Improvements Total:	14,214.65
0	11/12/2015	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	435.36
					PERA Employee Ded Total:	435.36
0	11/12/2015	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	435.36
0	11/12/2015	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	66.99
					PERA Employer Share Total:	502.35
79682	11/19/2015	Telecommunications	Professional Services	McCaren Designs, Inc.	Tree Lighting	675.00
79682	11/19/2015	Telecommunications	Professional Services	McCaren Designs, Inc.	Tree Lighting	814.00
					Professional Services Total:	1,489.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/12/2015	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	226.10
				State Income Tax Total:		226.10
				Fund Total:		20,455.66
79563	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
79563	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
79571	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	Data Q Internet Equip. Corp.	Key Expansion Modules	585.00
79571	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	Data Q Internet Equip. Corp.	Telephones	5,760.00
79645	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phone	105.05
79645	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phone	280.08
79645	11/13/2015	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phone	87.52
				PSTN-PRI Access/DID Allocation Total:		7,064.75
				Fund Total:		7,064.75
79685	11/19/2015	TIF District #17-Twin Lakes	Professional Services	MN Pollution Control Agency	Voluntary Investigation Cleanup	375.00
79685	11/19/2015	TIF District #17-Twin Lakes	Professional Services	MN Pollution Control Agency	Petroleum Brownfields Program	1,312.50
				Professional Services Total:		1,687.50
				Fund Total:		1,687.50
79553	11/13/2015	Water Fund	Accounts Payable	MATT & SARAH BECKMAN	Refund Check	32.24
79556	11/13/2015	Water Fund	Accounts Payable	MOSTAFA BOULJIHAD	Refund Check	78.55
79557	11/13/2015	Water Fund	Accounts Payable	MOSTAFA BOULJIHAD	Refund Check	41.45
79572	11/13/2015	Water Fund	Accounts Payable	MYRTLE DENGLER	Refund Check	210.84
79667	11/19/2015	Water Fund	Accounts Payable	ALEXANDRA FRATTO	Refund Check	138.46
79581	11/13/2015	Water Fund	Accounts Payable	JOHN GOULD	Refund Check	70.12
79587	11/13/2015	Water Fund	Accounts Payable	ERIC HYATT	Refund Check	91.14
79594	11/13/2015	Water Fund	Accounts Payable	JENNIFER LEE	Refund Check	129.19
79614	11/13/2015	Water Fund	Accounts Payable	ROGER & LOIS NELSON	Refund Check	130.59
79618	11/13/2015	Water Fund	Accounts Payable	BLAKE OLSON	Refund Check	91.91
79636	11/13/2015	Water Fund	Accounts Payable	GARY SPANGENBERG	Refund Check	113.48
79635	11/13/2015	Water Fund	Accounts Payable	GARY SPANGENBERG	Refund Check	253.76
79703	11/19/2015	Water Fund	Accounts Payable	SHERIF TAWFIC	Refund Check	190.00
79648	11/13/2015	Water Fund	Accounts Payable	JING XIAO	Refund Check	84.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79711	11/19/2015	Water Fund	Accounts Payable	CURTIS ZAUN	Refund Check	82.71
					Accounts Payable Total:	1,738.85
0	11/13/2015	Water Fund	Clothing	Robert Luger	Boots Reimbursement	263.48
					Clothing Total:	263.48
0	11/12/2015	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Federal Inco	1,588.86
					Federal Income Tax Total:	1,588.86
0	11/12/2015	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	235.05
0	11/12/2015	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	1,005.00
					FICA Employee Ded. Total:	1,240.05
0	11/12/2015	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 Medicare Er	235.05
0	11/12/2015	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2015 FICA Emplo	1,005.00
					FICA Employers Share Total:	1,240.05
79589	11/13/2015	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.11.2015 HRA Emplo	240.52
					HRA Employer Total:	240.52
79621	11/13/2015	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	74.52
					HSA Employee Total:	74.52
79621	11/13/2015	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.11.2015 HSA Emplo	370.09
					HSA Employer Total:	370.09
0	11/13/2015	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2015 ICMA Defe	64.99
					ICMA Def Comp Total:	64.99
0	11/12/2015	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2015 Post Employ	157.52

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				MN State Retirement Total:		157.52
0	11/12/2015	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2015 MNDCP De	113.75
				MNDCP Def Comp Total:		113.75
0	11/19/2015	Water Fund	Operating Supplies	Auto Plus-CC	Vehicle Supplies	11.37
0	11/19/2015	Water Fund	Operating Supplies	Cheetah Auto Supply-CC	No Receipt-Norby	2.12
0	11/13/2015	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	500.20
0	11/13/2015	Water Fund	Operating Supplies	Grainger Inc	Batteries, Drill	198.00
79612	11/13/2015	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump	403.26
79616	11/13/2015	Water Fund	Operating Supplies	Northwest Lasers and Instruments,	Caution Flags	202.29
0	11/13/2015	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Wood Glue	2.67
0	11/13/2015	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Nails, Foam, Poly Joint Seal	18.47
0	11/19/2015	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Norby	9.99
				Operating Supplies Total:		1,348.37
0	11/12/2015	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	1,024.06
				PERA Employee Ded Total:		1,024.06
0	11/12/2015	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera additio	157.52
0	11/12/2015	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2015 Pera Emplo	1,024.06
				PERA Employer Share Total:		1,181.58
0	11/13/2015	Water Fund	Professional Services	Ecoenvelopes, LLC	Water Bill Processing	226.77
79643	11/13/2015	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-Oct. Samples	480.00
				Professional Services Total:		706.77
0	11/12/2015	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2015 State Incom	666.76
				State Income Tax Total:		666.76
79645	11/13/2015	Water Fund	Telephone	Verizon Wireless	Cell Phone	35.01
				Telephone Total:		35.01

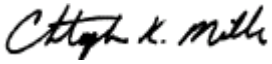
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
79599	11/13/2015	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2015 IOUE Unio	185.95
					Union Dues Deduction Total:	185.95
0	11/13/2015	Water Fund	Utilities	Xcel Energy	Repeater Station	16.06
					Utilities Total:	16.06
0	11/13/2015	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	43.80
0	11/19/2015	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	1,403.08
0	11/19/2015	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	2,199.72
0	11/19/2015	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	1,455.90
0	11/19/2015	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies-Credit	-1,376.48
0	11/13/2015	Water Fund	Water Meters	Suburban Ace Hardware-CC	Meter Supplies	20.82
					Water Meters Total:	3,746.84
					Fund Total:	16,004.08
0	11/13/2015	Workers Compensation	Fire Department Claims	SFM	Work Comp. Administration	173.00
					Fire Department Claims Total:	173.00
0	11/13/2015	Workers Compensation	Police Patrol Claims	SFM	Work Comp. Administration	346.00
					Police Patrol Claims Total:	346.00
0	11/13/2015	Workers Compensation	Police Services Claims	SFM	Work Comp. Administration	346.00
					Police Services Claims Total:	346.00
0	11/13/2015	Workers Compensation	Professional Services	SFM	Work Comp. Administration	180.00
					Professional Services Total:	180.00
					Fund Total:	1,045.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Report Total:	1,160,792.88

REQUEST FOR COUNCIL ACTION

Date: 11/30/2015
Item No.: 8.b

Department Approval



City Manager Approval

Item Description: Approve 2015 Business and Other Licenses

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

Angela White
Healing Shores Reiki & Massage LLC
2151 Hamline Ave North Suite 112
Roseville, MN 55113

Fang Yang
Diamond Star Spa
696 West County Rd B
Roseville, MN 55113

Massage Therapy Establishment License

Healing Shores Reiki & Massage LLC
2151 Hamline Ave North Suite 112
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

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

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, 2016

1. Full Legal Name (Please Print) White Angela Mary
2. Home Addres
3. Telephone
4. Date of Birth (mm/dd/yyyy)_
5. Driver's License Numbe
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.
   Berghammer - maiden name 1994 (married)
10. **Name** and **address** of the licensed Massage Therapy Establishment at which you expect to be employed:
    Healing Shores Reiki + Massage LLC 2151 Hamline Ave N. Suite 112 Roseville, MN 55113
11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
    ☒ Yes Inver Grove, Woodbury, St. Paul, Shoreview ☐ 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 11.12.15

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

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, 2016

Business Name Healing Shores Reiki + Massage LLC

Business Address 2151 Hamline Ave. North suite 112 Roseville, MN

Business Phone

Email Address

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) White Angela Mary

Home Address

Telephone

Date of Birth (mm/dd/yyyy)

Driver's License Numb

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.
Berghammer- maiden name. (1994-married)

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?
☒ Yes Shoreview, MN ☒ 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 _____ Date 11·12·15

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

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, _____

1. Full Legal Name (Please Print) Yang (Last) Fang (First) _____ (Middle)
2. Home Address _____
3. Telephone _____
4. Date of Birth (mm/dd/yyyy) _____
5. Email Address _____
6. Driver's License Number _____
7. Ethnicity _____
8. Sex: _____
9. Have you ever used or been known by any name other than the legal name given in number 1 above?
   ☐ 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:
    Diamond Star SPA, 696 West County Rd B, Roseville, MN 55113
11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
    ☒ Yes Burnsville ☐ 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 Yang Fang Date 11/17/15

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 11/30/2015
Item No.: 8.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:

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Fire	Emer. Response Solutions	SCBA Replacement	A	$350,000.00	$262,096.68	CIP

Comments/Description:

a) The purchase will be made in conjunction with the Houston-Galveston Area Council (HGAC) purchasing cooperative approved by the Council on November 9th. Funding will come out of the 2016 CIP funding allotment, however placing the order in December will create a savings in excess of $10,000.

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

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

Prepared by: Chris Miller, Finance Director
Attachments: A: 2015 CIP Purchase Summary

City of Roseville

2015 Capital Improvement Plan Summary

Updated October 31, 2015

Asset Type	Department / Function	Item / Description	Budget Amount	Council Approval Date	YTD Actual Amount	Difference
Vehicles	Police	Marked squad replacement (5)	$ 165,000	3/23/2015	$ 171,411	$ (6,411)
Vehicles	Police	Unmarked vehicles (1)	24,000	3/23/2015	35,481	(11,481)
Vehicles	Fire	Staffed engine replacement	525,000	Various	517,685	7,315
Vehicles	Fire	Medic unit	55,000	6/22/2015	43,716	11,284
Vehicles	Engineering	Vehicle #303 Survey Crew	30,000	2/23/2015	-	-
Vehicles	Streets	Vehicle #104: 1-ton pickup	33,000	2/23/2015	-	-
Vehicles	Streets	Vehicle #155 Stering 3-ton w/ plow	180,000	3/2/2015	51,751	128,249
Vehicles	Streets	Vehicle #159 Crafco router	10,000	2/23/2015	9,997	3
Vehicles	Engineering Services	Vehicle for ROW Specialist	20,000	1/26/2015	26,478	(6,478)
Vehicles	Water	Old Police unmarked vehicle			4,528	(4,528)
Vehicles	Sanitary Sewer	Vehicle #201 Jetter/Vactor	350,000	3/2/2015	284,412	65,588
		Total Vehicles	$ 1,392,000		$ 1,145,460	$ 183,540
Equipment	Central Services	Postage Machine/Copier Rental	$ 77,840		$ 55,729	$ 22,111
Equipment	Police	Computer equipment	7,400		-	-
Equipment	Police	Office furniture	2,100		-	-
Equipment	Police	Patrol area cubicles	7,400	10/5/2015	-	-
Equipment	Police	Laptop replacement for squads	126,075	10/5/2015	72,248	53,827
Equipment	Police	Printer replacement for squads	7,210		-	-
Equipment	Police	Non-lethal weapons	1,600		6,591	(4,991)
Equipment	Police	Long-gun parts	3,090		-	-
Equipment	Police	Sidearm parts	2,060		1,163	897
Equipment	Police	Tactical gear	5,150		5,386	(236)
Equipment	Police	SWAT vests	6,180		2,782	3,398
Equipment	Police	Cell phone extraction device	6,000		-	-
Equipment	Police	Crime scene equipment	1,000		-	-
Equipment	Police	Bite suit	1,545		-	-
Equipment	Police	Defibrillators	1,575		511	1,064
Equipment	Police	Radar units	4,120		-	-
Equipment	Police	Stop sticks	1,030		-	-
Equipment	Police	Rear transport seats	2,705		-	-
Equipment	Police	Control boxes	4,000		-	-
Equipment	Police	Visabars	8,250		-	-
Equipment	Police	Squad camera system support	-	10/5/2015	-	-
Equipment	Police	Radio equipment	15,500	6/22/2015	14,266	1,235
Equipment	Fire	Weather and traffic protection	21,000		3,415	17,585
Equipment	Streets	Street signs	50,000	Various	-	-
Equipment	Streets	Mower/ Snow blower combo	35,000	3/2/2015	-	-
Equipment	Maintenance Garage	Vehicle analyzer	1,000		-	-
Equipment	Maintenance Garage	Brake lathe	8,300		-	-
Equipment	Maintenance Garage	Column lifts rehab/replace	2,500		-	-
Equipment	Maintenance Garage	Tire Changer/Lift	-	3/2/2015	8,728	(8,728)
Equipment	Maintenance Garage	Furniture for Mechanics office	-		5,106	(5,106)
Equipment	Park Maintenance	Belos & blower	145,000	2/9/2015	147,202	(2,202)
Equipment	Park Maintenance	Park security systems	150,000		47,759	102,241
Equipment	Park Maintenance	Unit #536 Jacobsen 16' mower	95,000	4/6/2015	85,490	9,510
Equipment	Park Maintenance	Push mowers	1,000		-	-
Equipment	Park Maintenance	Unit #565 Smithco sweeper	8,000		-	-
Equipment	Park Maintenance	Foley blade sharpener	-	6/22/2015	-	-
Equipment	Skating Center	Compressors - OVAL	50,000		-	-
Equipment	Skating Center	Rental skates - OVAL	5,000		-	-
Equipment	Skating Center	Permiter fence pads - OVAL	35,000		-	-
Equipment	Communications	Council Chambers camera replacement	80,000	3/9/2015	138,449	(58,449)
Equipment	Information Technolog	Computers, monitors, printers, network, etc	331,640	Various	246,275	85,365
Equipment	Water	Water meters, AMR system	600,000		196,920	403,080
Equipment	Storm Drainage	Replace Flail Mower (*2014 CIP*)	-	3/2/2015	14,441	(14,441)
Equipment	Storm Drainage	Replace Unit #164 Turf gator	10,000	4/20/2015	-	-
Equipment	Storm Drainage	Portable generator	100,000		-	-
Equipment	Storm Drainage	Tractor/snowblower	35,000	3/2/2015	62,108	(27,108)
Equipment	Golf Course	Gas pump and tank replacement	10,000		-	-

City of Roseville

2015 Capital Improvement Plan Summary

Updated October 31, 2015

Asset Type	Department / Function	Item / Description	Budget Amount	Council Approval Date	YTD Actual Amount	Difference
Equipment	Golf Course	Course netting/deck/shelter	8,000		-	-
Equipment	Golf Course	Cushman #1 and #2	28,000		-	-
		Total Equipment	$ 2,101,270		$ 1,114,567	$ 579,053
Bldgs & Infrastructure	General Facilities	VAV's heat/cool	$ 15,000		$ -	$ -
Bldgs & Infrastructure	General Facilities	VAV's cool	10,000		-	-
Bldgs & Infrastructure	General Facilities	Update flooring: City Hall & PD	25,000		16,515	8,485
Bldgs & Infrastructure	General Facilities	Update restrooms: City Hall	30,000		-	-
Bldgs & Infrastructure	General Facilities	LED conversion: City Hall	50,000		-	-
Bldgs & Infrastructure	General Facilities	Brimhall gymnasium improvements	80,800		-	-
Bldgs & Infrastructure	General Facilities	Central Park gymnasium improvements	5,000		-	-
Bldgs & Infrastructure	General Facilities	Gymnastics center improvements	10,000		-	-
Bldgs & Infrastructure	General Facilities	Fuel Pump Main Board	-		810	(810)
Bldgs & Infrastructure	Street Lighting	General replacement - streetlight fixtures	25,000		-	-
Bldgs & Infrastructure	Skating Center	Rubber flooring in locker room - Arena	8,000		-	-
Bldgs & Infrastructure	Skating Center	Dehumidification system - Arena	87,500		37,168	50,332
Bldgs & Infrastructure	Skating Center	Scoreboard (large) - Arena	30,000		-	-
Bldgs & Infrastructure	Skating Center	Garage doors - OVAL	12,000		-	-
Bldgs & Infrastructure	Pathways	Pathway Maintenance	180,000		231,748	(51,748)
Bldgs & Infrastructure	Information Technolog	Office furniture	25,000		-	-
Bldgs & Infrastructure	License Center	Electrical improvements	4,500		745	3,755
Bldgs & Infrastructure	License Center	Kitchen improvements	5,500		-	4,777
Bldgs & Infrastructure	Comm Development	Office furniture	500		2,795	(2,295)
Bldgs & Infrastructure	Pavement Mangement	MSA Street Construction / Overlay	2,000,000		2,325,542	(325,542)
Bldgs & Infrastructure	Park Improvements	Park Renewal Program	4,743,750		3,510,158	1,233,592
Bldgs & Infrastructure	Park Improvements	Park Improvement Program	40,000		18,665	21,335
Bldgs & Infrastructure	Water	Water system improvements	800,000		331,846	468,154
Bldgs & Infrastructure	Water	Booster station improvements	354,000		-	-
Bldgs & Infrastructure	Sanitary Sewer	Sanitary Sewer improvements	1,000,000		821,236	178,764
Bldgs & Infrastructure	Sanitary Sewer	I & I reduction, Lift station repairs	665,000		-	-
Bldgs & Infrastructure	Storm Drainage	Pond Improvements, sewer replacement	650,000	various	717,252	(67,252)
Bldgs & Infrastructure	Golf Course	Course improvements	5,000		-	-
Bldgs & Infrastructure	Golf Course	Parking lot improvements	8,000		-	-
Bldgs & Infrastructure	Golf Course	Clubhouse: general upkeep and repairs	8,000		-	-
Bldgs & Infrastructure	Golf Course	Clubhouse roof replacement	33,000		-	-
		Total Buildings & Infrastructure	$10,910,550		$ 8,014,481	$ 1,521,546
		Total - All 2015 Funded CIP Items	$14,403,820		$ 10,274,508	$ 2,284,139

REQUEST FOR COUNCIL ACTION

Date: 11/30/15
Item No.: 8.d

Department Approval

City Manager Approval

Item Description: Consider Update to IT Shared Service Agreement with the North Suburban Access Corporation (NSAC)

BACKGROUND

Since 2005, the City has been extending various IT support services to the North Suburban Communications Commission (NSCC) and the North Suburban Access Corporation (NSAC). The City is a member of NSCC and contributes to community television services provided by NSAC through collective participation in the joint powers board that administers both of these functions.

The current agreement was established with NSCC in January, 2005 to provide a number of IT services including but not limited to, the monitoring and support of the Institutional Network (I-NET), PC support, email and other requested services. However some of these services are no longer required or requested with other needs and services added. As an example, Roseville extends Internet access to CTV for the purpose of providing online streaming and playback of public meetings that are broadcast on the various public access channels. The current agreement does not cover this service or does it cover the IP telephony services that have been provided since 2005.

It has been requested by NSCC to update the existing agreements to reflect the services provided and to utilize an agreement format that allows the addition and deletion of services as requested by NSCC. Additionally since the majority of these services are directed towards NSAC, the updated agreement would be executed between the City and NSAC. IT service agreements developed in the past two years provide for the addition and removal of services through the establishment of a master service agreement and associated task orders. A task order describes the provided services and the monthly or annual service charge

The attached Information Technology Shared Service Agreement has been approved by NSAC 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 previous visioning and goal-setting processes.

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 2015, it is projected that the services provided to NSAC will include on-going services in the amount of $34,842 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.

STAFF RECOMMENDATION

Staff recommends the Council approve the attached Shared Service Agreement.

REQUESTED COUNCIL ACTION

Approve the attached Shared Services Agreement with the North Suburban Access Corporation for the purposes of providing IT support services.

Prepared by: Chris Miller, Finance Director
Attachments: A: IT Shared Service Agreement with the North Suburban Access Corporation.

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 North Suburban Access Corporation, *("NSAC"),* is effective upon the execution of this Agreement by the named officers of both organizations. Roseville and NSAC are referred to individually as "Party" and collectively as the "Parties".

WHEREAS: The City of Roseville and the North Suburban Access Corporation 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 North Suburban Access Corporation.

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 January 1, 2016 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, six (6) months 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 NSAC 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 NSAC 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 NSAC Executive Director 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, 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:

North Suburban Access Corporation	**City of Roseville**
Name: Pat Cook	Name: Terrence Heiser
Title: Senior Technician/Facilities Coordinator	Title: Information Technology Manager
Email: pcook@ctv15.org	Email: network.manager@cityofroseville.com
Address: 2670 Arthur Street Roseville, MN 55113	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 NSAC 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 NSAC 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 NSAC's staff receives direction from Roseville staff or Roseville's staff receives direction from NSAC's staff that may be in conflict with either NSAC'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. NSAC and Roseville both engage in strategic technology planning that includes establishing a strategic IT direction, and determining technology initiatives and investments in accordance with NSAC and Roseville strategic business goals.

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

IN WITNESS WHEREOF, North Suburban Access Corporation 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 1st day of January, 2016.

North Suburban Access Corporation	**City of Roseville**
By: Coralie A. Wilson	By:
Name: Coralie Wilson	Name: Dan Roe
Title: Executive Director	Title: Mayor
North Suburban Access Corporation	**City of Roseville**
By:	By:
Name:	Name: Patrick Trudgeon
Title:	Title: City Manager

REQUEST FOR COUNCIL ACTION

Date: Nov. 30, 2015
Item No.: 8.e

Department Approval | City Manager Approval

Item Description: Approving the repurchase of 2690 Oxford Street N., Unit 224 by Anthony A. Aden from Ramsey County

BACKGROUND

On August 1, 2015, a property owned by Anthony A. Aden, located at 2690 Oxford St., Unit 224 was forfeited to Ramsey County for failure to pay property taxes. Mr. Aden is now planning to repurchase the property back from Ramsey County.

Ramsey County's process for repurchasing of tax-forfeited properties is to have the municipality where the property is located review the request and document whether the property has excessive police calls, building and health code violations, or other illegal activities within the past five years. The County asks that the municipality recommend by resolution that the County Board approve or deny the repurchase application.

City staff has reviewed the code enforcement files and police calls and have found that there has not been any police or code enforcement activity in the past five years. The property is a condomuminum unit in the Parkview Terrace Condominium development.

POLICY OBJECTIVE

Allowing for the repurchase to occur will return the properties to the tax roll and allow for the lots to be developed as housing.

BUDGET IMPLICATIONS

As part of the the repurchase process, the City will receive payment for the back taxes that have not been paid to date.

STAFF RECOMMENDATION

Staff recommends adoption of the resolution recomneding the Ramsey County Board approve the repurchase application of Mr. Anthony Aden for 2690 Oxford St., Unit 224.

REQUESTED COUNCIL ACTION

Motion to ADOPT Resolution #_____ recommending that the Ramsey Coutny Board approve the repurchase application of of Mr. Anthony Aden for 2690 Oxford St., Unit 224.

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

Attachments: A: Repurchase application for 2690 Oxford St., Unit 224, Roseville
B: Resolution

RAMSEY COUNTY
Property Records & Revenue

October 14, 2015

City of Roseville
Attn: Pat Trudgeon, City Manager
2660 Civic Center Drive
Roseville, MN 55113-1899

Re: Repurchase application relating to a tax-forfeited property at 2690 Oxford Street N., Unit 224

Dear Pat Trudgeon:

Enclosed please find a repurchase application received from Anthony A. Aden, the owner at the time of forfeiture, for the property located at 2690 Oxford Street N., Unit 224. The property forfeited to the State of Minnesota on August 1, 2015 and is an occupied condominium unit. The applicant has explained the circumstances that led to the forfeiture on the attached application. The amount of delinquent taxes owed on the property at the time of forfeiture was $680.70.

County Board policy, No. 99-507, adopted on December 21, 1999, allows for "each repurchase application to be referred to the municipality in which the property is located. The municipality will document whether the property is considered a municipal problem based on documented police, building code, illegal activity, or health violations within the past five years. The municipality, by resolution, shall recommend that the County Board approve or deny the repurchase application and return the repurchase application to Ramsey County along with the resolution and documentation of any violations."

The following documents are enclosed to assist you:

- Copy of Application to Repurchase after Forfeiture
- Map of the parcel

Please send a certified copy of the city council resolution and all relevant documents to the Tax Forfeited Land office for final processing. If you have any questions regarding the enclosed documents or require further information, please do not hesitate to contact me at (651) 266-2081.

Sincerely,

Kristine A. Kujala, Supervisor
Tax Forfeited Lands

90 Plato Blvd. West
Saint Paul, MN 55107
Phone: (651) 266-2000
www.co.ramsey.mn.us

Application to Repurchase after Forfeiture

Pin: 02-29-23-33-0131
Legal Description: Unit No. 224, Apartment Ownership No. 9, Park View Terrace Condominium
Address: 2690 Oxford Street n, Unit 224
Forfeiture Date: August 1, 2015

I hereby make application to repurchase the above described parcel of land, located in Ramsey County, from the State of Minnesota, and understand that pursuant to Minnesota Statutes, section 282.241:

- The owner at the time of forfeiture, or the owner's heirs, devisees, or representatives, or any person to whom the right to pay taxes was given by statute, mortgage, or other agreement, may file an application to repurchase any parcel of land claimed by the state to be forfeited to the state for unpaid property taxes, unless sold or conveyed to a third party.
- The property may be repurchased for the sum of all:
  - Cancelled taxes, including all delinquent real property taxes, plus penalties, accrued interest and costs attributable to the taxes.
  - All property taxes plus penalties, interest and costs on those taxes for the taxes payable year following the year of the forfeiture and all subsequent years through the year of repurchase.
  - All delinquent special assessments cancelled at the time of forfeiture, plus penalties, accrued interest and costs attributable to those assessments.
  - Special assessments not levied between the date of forfeiture and the date of repurchase.
  - Any additional costs and interest relating to taxes or assessments accrued between the date of forfeiture and the date of repurchase.
  - Extra costs related to repurchase and recording of deed.
- A $250.00 administrative service (repurchase) fee, in certified funds, is due at the time the application is submitted.
- All maintenance costs accrued on the property while under the management of Ramsey County, Tax Forfeited Land, from the date of forfeiture until the adoption of a resolution by the Ramsey County Board of Commissioners, are to be paid by the applicant.
- Applicant will take possession of the property and be responsible for its maintenance and security upon approval of the repurchase by the Ramsey County Board of Commissioners.

The reason or circumstances that led to the forfeiture of the property is (describe hardship):

Failure to Pay On time.

Health Issues Due to Cancer

Return application to: Department of Property Records and Revenue, Attn: Tax Forfeited Lands Section, PO Box 64097, St. Paul, MN 55164-0097

Attachment A

Application to Repurchase after Forfeiture

Applicant Name: Anthony A. Aden

Applicant's relationship to the property: Owner

Mailing Address 2690 N. Oxford #224

City, State, Zip Roseville, MN. 55113

Signature Anthony A Aden Date Sept 30, 2015

Phone: 651-490-3125

E-mail Address:

signature Anthony A Aden

The foregoing instrument was acknowledged before me this 1st day of October, 2015, by Anthony A. Aden.

Given under my hand and official seal of this 1st day of October, 2015

NOTARY STAMP/ SEAL

Signature of Notary Public

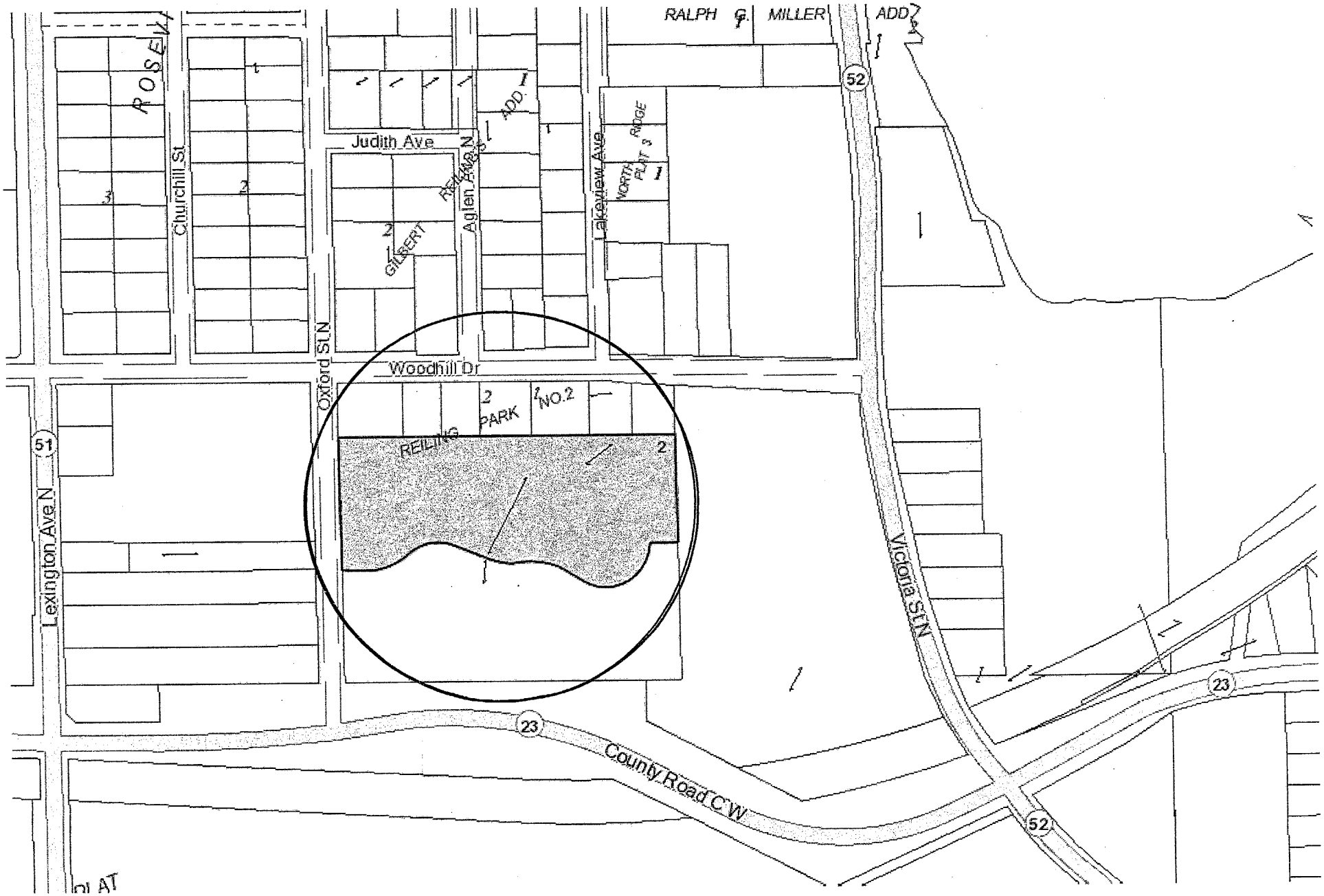
Notary Commissioner Expires 1/31/2020

COLETTE FAITH VOTEL
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/2020

Return application to: Department of Property Records and Revenue, Attn: Tax Forfeited Lands Section, PO Box 64097, St. Paul, MN 55164-0097

MapRamsey

CD 2 02-29-23-33-0131 2690 Oxford Street N Unit # 224



Attachment A

Attachment B

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 30th day of November, 2015, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No. _____

RESOLUTION APPROVING THE REPURCHASE OF 2690 OXFORD ST., UNIT 224 BY MR. ANTHONY A. ADEN FROM RAMSEY COUNTY

WHEREAS, 2690 Oxford St., Unit 224 was forfeited to the State of Minnesota and Ramsey County for failure to pay taxes on August 1, 2015; and

WHEREAS, Mr. Anthony A. Aden, the previous owners of the property has filed an application with Ramsey County to repurchase the property known as 2690 Oxford Street, Unit 224, Roseville, MN; and

WHEREAS, Ramsey County Board Policy No. 99-507 requires that each repurchase application be referred to the municipality in which the property is located for a recommendation on whether the repurchase application should be approved or denied.; and

WHEREAS, Policy 99-507 requires that the municipality document whether the property is considered a municipal problem based on documented police, building code, illegal activity, or health violations in the past five years.; and

WHEREAS, the City of Roseville has reviewed their records and found no documented police calls, code enforcement issues, actions of illegal activity or health violations within the past five years.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseville recommends that the Ramsey County Board approve the repurchase application submitted by Mr.

Anthony A. Aden for the repurchase of 2690 Oxford Street, Unit 224, and Roseville, Minnesota.

The motion for the adoption of the foregoing resolution was duly seconded by Member

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 30th day of November 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 30th day of November 2015.

_____
Patrick Trudgeon, City Manager

(SEAL)

Date: Nov. 30, 2015

Item: 8.f

Draft-2016 City Council Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January

4 *Org Meeting*
11
25

February

8
22

March

7
14 *Work Session*
28

Note: RAHS Spring Break March 7-11 & Mounds View Spring Break March 21-25

April

11
18 *Work Session*
25

May

9
16
23

June

13
20

Note: Rosefest Parade Monday, June 27

July

11
18 *Work Session*
25

August

8
15 *Work Session*
22

September

12
19 *Work Session*
26

October

10
17 *Work Session*
24

November

7
14 *Work Session*
28

December

5

Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 11/30/2015
Item No.: 8.g

Department Approval | City Manager Approval

Item Description: Fire Department & Regions Hospital Medical Direction and Oversight Contract Agreement

BACKGROUND

The Fire Department provides medical first response to the community more than 3600 times annually. Firefighters are trained to provide medical treatments including medications at the Advanced Emergency Medical Technician (EMT) level. Regions Hospital has agreed to provide the Fire Department services, including medical oversight and education.

The two parties have agreed to terms of a contract for a contractual period of three years, expiring December 31, 2018.

FINANCIAL IMPACTS

For services provided for medical oversight Roseville Fire Department, will pay Regions Hospital an annual base cost of $2000.00, a subsequent base educational fee of $1200.00 and additional $75.00 per student per year through the term of the contract.

Total annual cost of for medical oversite and education will change/lower annual as the total number of firefighters changes, however the estimated cost for 2016 will be $6950.00 based on staffing levels of 50 total firefighters.

STAFF RECOMMENDATION

Staff recommends Council authorize the Fire Department to enter in to a contract with Regions Hospital for medical oversight and education through December 31, 2018.

REQUESTED COUNCIL ACTION

Authorize the Fire Department to enter into a contract extension with Regions Hospital for medical oversight and education through December 31, 2018.

Prepared by: Timothy O'Neill, Fire Chief

PRE-HOSPITAL MEDICAL DIRECTION SERVICES AGREEMENT BETWEEN REGIONS HOSPITAL AND THE CITY OF ROSEVILLE

This pre-hospital medical direction services agreement (**"Agreement"**), effective on January 1, 2016 (**"Effective Date"**), is between Regions Hospital (**"Regions"**), a Minnesota nonprofit corporation, through its Emergency Medical Services Department, and the City of Roseville (the **"City"**), through the City of Roseville Fire Department (the **"City Fire Department"**).

RECITALS

WHEREAS, the City operates a fire department which provides Emergency Medical Technician level first responder services within the City; and

WHEREAS, Regions operates an acute-care hospital in St. Paul, Minnesota, and provides emergency medical direction, emergency medical education and other associated services to municipal and private rescue-emergency medical service providers, through Regions' Emergency Medical Services Program (**"Regions EMS Program"**); and

WHEREAS, the City maintains and operates a first responder program and desires the assistance of the Regions EMS Program in the provision of such services; and

WHEREAS, Regions, through the Regions EMS Program, desires to provide the City the assistance and training specified in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties set forth above, intending to be legally bound, agree as follows:

ARTICLE 1
Duties of the Parties

1.1 Duties of Regions.

a. Services. Regions, through the Regions EMS Program, shall provide the City Fire Department the services specified in Schedule 1.1, which is attached hereto and incorporated herein by this reference.

b. Medical Director. Regions shall designate a lead pre-hospital medical director (the **"Medical Director"**) and assistant pre-hospital medical directors (**"Assistant Medical Directors"**) for the City. (The Medical Director and Assistant Medical Directors are hereinafter collectively referred to as the **"Medical Directors"**). The names, duties and obligations of the Medical Director are specified in Schedule 1.1 (the **"Medical Direction Services"**). The Assistant Medical Directors shall be responsible to assist the Medical Director with some of the

Medical Direction Services specified in this Agreement. Each of the Medical Directors shall (a) be currently licensed as a physician in the state of Minnesota (b) be a board certified emergency medicine physician, (c) have experience in, and knowledge of, emergency care of acutely ill or traumatized patients, and (d) be familiar with the design and operation of local, regional and state emergency medical services systems.

c. EMS Clinical Supervisor. Regions shall designate one of its employees to serve as an EMS Clinical Supervisor (**"EMS CS"**) to the City. The EMS CS shall be responsible to assist the Medical Director with the duties and responsibilities specified in Schedule 1.1.

1.2 Duties of the City. To assist the Regions EMS Program in the discharge of its duties hereunder, the City shall be responsible for performing the duties set forth in Schedule 1.2, which is attached hereto and incorporated herein by this reference.

1.3 Joint Duties. In addition to the duties specified in **Sections 1.1** and **1.2** above, Regions EMS Program and the City shall perform the following:

1.3.1 The parties shall meet at least annually to engage in medical oversight and vision planning;

1.3.2 The parties shall collaborate on EMS system guideline development and research specific to the emergency medical services provided by City; and

1.3.3 The parties shall schedule and attend regular meetings with the City's leadership as mutually agreed upon.

ARTICLE 2
Term and Termination

2.1 Term. This Agreement shall commence on the Effective Date and shall remain in effect for three (3) years (**"Initial Term"**). Thereafter, this Agreement shall automatically renew for successive one-year terms (each a **"Renewal Term"**) unless terminated as provided herein. For purposes of this Agreement the term **"Contract Year"** shall mean each twelve (12) month period beginning on the Effective Date.

2.2 Termination. Subject to the continuing obligations of the parties as set forth in **Articles 1, 4, 5** and **7**:

2.2.1 Termination Without Cause. Either party may terminate this Agreement at any time without cause by providing the other party written notice of termination at least sixty (60) days prior to the date of termination. Any termination of this Agreement pursuant to this Section shall be effective only at the end of the then current Contract Year. Further, no termination pursuant to this Section may be effective prior to the end of the first Contract Year of this Agreement.

2.2.2 Termination With Cause. Either party may terminate this Agreement with cause upon the default of the other party under any material term of this Agreement and the defaulting party's failure to cure such default within thirty (30) days after receipt of written notice specifying the precise nature of the default. Upon the defaulting party's failure to cure the default within the foregoing thirty-day cure period, this Agreement shall be deemed terminated without further action.

2.2.3 Termination Upon Change in Law. If any provision of this Agreement is in conflict with current state or federal laws, regulations or rules, or a subsequent change in state or federal law, regulations or rules, or judicial interpretation thereof, the parties mutually agree to amend this Agreement in writing to comply with the law, regulation, rule or interpretation, or, if the parties are unable to reach agreement through good faith negotiations within thirty (30) days of becoming aware of the conflict, either party may terminate this Agreement effective immediately upon notice in writing to the other party.

2.2.4 Termination Upon Mutual Agreement. The parties may terminate this Agreement by mutual agreement at any time. Further, no termination pursuant to this **Section 2.2.4** may be effective prior to the end of the Initial Term of this Agreement.

2.3 Effect of Termination. The terms and conditions of **Article 4, 5**, and **7** shall survive the expiration or termination of this Agreement. In addition, Subsequent to termination of this Agreement under any provision above, the parties may not enter into a new agreement for the same or substantially similar services on materially different financial terms, unless the financial terms in effect at the time of termination were in effect for at least twelve (12) months prior to termination, or unless the financial terms in effect at the time of termination are continued such that those terms will remain in effect for a continuous period of at least twelve (12) months.

ARTICLE 3
Compensation

3.1 Compensation. For Regions' faithful performance of this Agreement, the City shall compensate Regions pursuant to the provisions set forth in Schedule 3.1 (the **"Compensation"**). Any payment rate implemented or offered under this Agreement must remain in effect for at least a period of 12 months before the payment rate may be changed pursuant to written agreement of the parties.

3.2 Payment Schedule. The City shall pay the Compensation to Regions within thirty (30) days of the City's receipt of an invoice from Regions.

3.3 No Referrals. The Compensation set forth in Schedule 3.1 is consistent with the fair market value of the services provided hereunder, has been arrived at through arm's length negotiations between the parties and is consistent with fair market value in arms-length transactions. Furthermore, the Compensation is not intended to and does not reflect in any way the level of activity or the volume or value of any referrals or business otherwise generated for or with respect to Regions or between the parties for which payment may

be made in whole or in part under Medicare or any federal or state health care program or under any other payor program.

ARTICLE 4
Indemnification

4.1 Indemnification. The City shall indemnify, defend, and hold harmless Regions, its corporate members, subsidiaries, affiliates, and their respective board of directors and individual directors, officers, employees, agents, successors and assigns from and against any and all liabilities, claims, damages, causes of actions, lawsuits, judgments, demands, and expenses, including court costs and reasonable attorneys' fees, resulting from any act or omission of the City, its agents, employees, contractors, and trainees arising out of this Agreement. Nothing in the Agreement constitutes a waiver of any limitation of liability under Minnesota Statutes Chapter 466.

4.2 Regions Indemnification. Regions shall indemnify, defend, and hold harmless the City, its hospital administration, employees, and agents from and against any and all liabilities, claims, damages, causes of actions, lawsuits, judgments, demands, and expenses, including court costs and reasonable attorneys' fees, resulting from any act or omission of Regions EMS Program, its agents, employees, and contractors arising out of this Agreement. Nothing in the Agreement constitutes a waiver of any limitation of liability under Minnesota Statutes Chapter 466.

ARTICLE 5
Confidentiality

5.1 Data Practices Act. Regions shall comply with the requirements of the Minnesota Government Data Practices Act (the **"Act"**) in providing services under this Agreement. No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated, except as authorized or required by the Act either during the Term of this Agreement or thereafter. Any data supplied to City by Regions during the Term of this Agreement shall be administered in accordance with the provisions of the Act regardless of any internal classifications assigned to the data by Regions. (Federal language referencing HIPPA to be added as determined by attorney)

5.2 Other Confidential Information. During the course of the performance of the services under this Agreement, the parties may have access to or become acquainted with confidential information relating to each others' business, including, without limitation, patient records, medical information, and/or other information that relates to or identifies patients. The parties acknowledge and understand the importance of keeping such information, including the terms and conditions of this Agreement, confidential and agree to never use, except in performing its duties under this Agreement, or disclose such information to any third party except as may be required by a court order. If disclosure is ordered by a court or administrative order, the party subject to the order shall immediately notify the other party to allow such party the opportunity to make a reasonable effort to obtain a protective order. Upon the expiration or termination of this Agreement, the parties shall immediately return to the other party all records or other

tangible documents that contain, embody, or disclose, in whole or in part, any confidential information of the other party. Notwithstanding any term herein the City shall not be required to keep confidential any material, data, process or other matter which it is otherwise required to disclose under the provisions of the Minnesota Data Practices Act as it is currently or may be amended during the term of this Agreement.

5.3 Protected Health Information. Regions may use and/or disclose protected health information in providing the services under this Agreement. The parties are committed to complying with the Standards for Privacy of Individually Identifiable Health Information (the **"Privacy Regulation"**) 45 C.F.R. Parts 160 & 164 under the Health Insurance Portability and Accountability Act of 1996 (**"HIPAA"**) as it is currently drafted and as it may be subsequently updated, amended, or revised. The Addendum attached hereto as Schedule 5.3 is incorporated into this Agreement, and sets forth the terms and conditions pursuant to which protected health information that is provided by, or created or received by, Regions from or on behalf of the City will be handled between Regions and the City and with third parties during the term of this Agreement and after its expiration or termination.

ARTICLE 6
Notices

6.1 Notices. All notices required or permitted under this Agreement shall be in writing and shall be delivered personally to a designated agent of the party to whom the notice is directed, or mailed by overnight mail or registered or certified mail return receipt requested, postage prepaid, addressed as shown below, or to such other address as the parties may from time to time provide. Any notice hereunder shall be deemed effective when personally delivered or when deposited postpaid in a United States mailbox or post office.

If to the City	**If to Regions**
Roseville Public Safety	Regions Hospital
2660 Civic Center Drive	640 Jackson Street MS: 13801B
Roseville, MN 55113	St. Paul, MN 55101-2592
Attn.: Fire Chief	Attn.: EMS Director
Phone: 651-792-7305	Phone: 651-254-7745
Email: tim.oneill@cityofroseville.com	Email: david.r.waltz@healthpartners.com

ARTICLE 7
Relationship of Parties

7.1 Independent Contractor. The City shall neither have nor exercise any control or direction over the methods or procedures that Regions or any of its employees, agents or representatives use to perform the services under this Agreement. Regions shall perform all of its obligations under this Agreement as an independent contractor. The parties agree that this Agreement is not intended and shall not be construed to create an employer-employee relationship, partnership, or joint venture between the parties.

7.2 No Employment Relationship. The parties acknowledge and agree that because this Agreement anticipates no employment relationship between the parties no worker's compensation insurance, unemployment insurance, pension plans, health insurance, life insurance, or other benefits made available to employees of the City will apply to Regions or Regions EMS Program.

7.3 No Withholding. The City shall not withhold from the amounts it pays Regions any money for state and federal income taxes, social security taxes, unemployment taxes and worker's compensation taxes or any other payroll tax. It is Regions' responsibility to make whatever withholdings from those payments the law requires.

7.4 Indemnification. Regions shall defend, indemnify and hold harmless the City its Administration, employees, and agents from any loss, liability, claim or expense (including reasonable attorneys' fees and other expenses of litigation and administrative proceedings) on account of any claim by any federal, state or local authorities that (a) the role of Regions under this Agreement is not that of an independent contractor, (b) Regions is or has acted as the employer or employee of the City, or (c) is liable for any payroll-related tax or assessment on account of any work performed by Regions.

ARTICLE 8
Miscellaneous Provisions

8.1 Assignment. Neither party may assign its rights or delegate or subcontract its duties under this Agreement, including by a change in ownership, without the prior written consent of the other party. Any attempted or actual assignment or delegation of this Agreement by either party in violation of this Section shall be void

8.2 Limitation on Liability. In no event shall either party be liable to the other party for any indirect, special, incidental, or consequential damages arising out of any breach of this Agreement. Neither party may bring an action arising out of the performance of this Agreement more than three (3) years after the cause of action occurred.

8.3 Modification. No amendment, alteration, modification of this Agreement shall be effective unless set forth in a writing which is signed by an authorized representative of the parties. Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms.

8.4 Waiver. No consent to or waiver (whether expressed or implied) by any party to any breach or default by the other party in performance of its obligations under this Agreement shall be deemed or construed to be a consent to or waiver of any other breach or default in the performance by such other party of the same or any other obligations of such party hereunder. The failure to act by one party or to declare another party in default, irrespective of how long such failures continue, shall not constitute a waiver of such party's rights hereunder.

8.5 Severability. The invalidity or unenforceability of any provisions of this Agreement or the application thereof to any person or circumstances shall not affect or impair the validity or enforceability of any other provision hereof. Any provision of this Agreement that is subsequently determined to be invalid or unenforceable because of contravention of any applicable law, statute or government regulation shall be deemed to be amended to the extent necessary to remove the cause of such invalidation or unenforceability, and such provision, as so amended shall remain in full force and effect.

8.6 Medicare Sanctions or Exclusion. Each party hereby represents and warrants that it is not and at no time has been sanctioned or excluded from participation in any federally funded health care programs, including Medicare and Medicaid. Each party shall immediately notify the other party if it or any of its employees are sanctioned or excluded from any federally funded health care program, including Medicare and Medicaid, or threatened with the same. If either party or any of its employees is sanctioned or excluded from participation in any federally funded health care program during the Term of this Agreement, or if at any time after the Effective Date it is determined that a party is in breach of this requirement, this Agreement shall automatically terminate as of the effective date of such sanction, exclusion or breach.

8.7 Captions. The captions to each section of this Agreement are included for ease and convenience of reference only and are not to be considered a part hereof, and shall not be deemed to modify, restrict, or enlarge any of the terms or provisions of this Agreement.

8.8 Recitals. The recitals set forth above are by this reference incorporated in this Agreement.

8.9 No Third Party Beneficiaries. Nothing in this Agreement is intended to create or creates any enforceable legal rights for third-party beneficiaries or individuals or entities other than the parties hereto.

8.10 Construction of Words. Where the context requires, the gender of all words used herein shall include the masculine, feminine and neuter, and the number of all words shall include the singular and plural.

8.11 No Inference. This Agreement is being entered into among competent and experienced business persons and the terms and provisions of this Agreement shall be construed fairly as to the parties hereto and not in favor of or against either party, regardless of which party was generally responsible for the preparation of this Agreement.

8.12 Execution and Counterparts. This Agreement and any amendments hereto may be executed by any form of signature allowed by law and in multiple counterparts. Each counterpart shall be deemed an original, and all counterparts together shall constitute one and the same instrument.

8.13 Entire Agreement. This Agreement shall constitute the entire agreement and understanding between the parties, and supersedes all prior oral or written agreements, proposals, promises, and representations of the parties regarding the subject matter

hereof. No representation or promises hereafter made shall be binding upon either party, unless in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first stated above.

THE CITY OF ROSEVILLE

By: _____
Dan Roe
Its: Mayor

By: _____
Pat Trudgeon
Its: City Manager

REGIONS HOSPITAL

By: _____
Michael McAvoy
Its: Vice President Operations

SCHEDULE 1.1
SERVICES

Regions shall assign the following individuals to serve as the Medical Director and Assistant Medical Directors:

MEDICAL DIRECTORS		
1	Medical Director	Bjorn Peterson, M.D.
2	Assistant Medical Director	R.J. Frascone, M.D.
3	Assistant Medical Director	Aaron Burnett, M.D.

Regions, through the Regions EMS Program, shall provide the following services:

SERVICES	
Medical Direction	
1	Prescribe patient care guidelines under which the provider's EMS personnel treat, based on community standards and sound medical practice. Regularly reviewed and updated as necessary.
2	Review and approve in writing all BLS patient care guidelines that will be used by EMS personnel delivering patient care, including BLS skills variances.
3	Establish, participate in, and ensure the continuing implementation of a quality assurance program as part of a patient care improvement process.
4	Maintain liaison with the medical community, including hospitals, emergency departments, urgent care clinics, physicians, nurses, and other healthcare providers.
5	Maintain liaison with Chief Officer Staff through regular communication.
6	Work with regional, state and local EMS authorities to ensure that standards, needs and requirements are met and resource utilization is optimized.
7	Approve, direct, and assist in providing training activities that assure EMS personnel are competent to provide safe and efficient patient care, including BLS skills verification
8	Maintain awareness of disaster preparedness activities within the Metro Region.
9	Provide a cooperative partnership on supply chain management and purchasing of medical supplies and pharmaceuticals
Continuing Medical Education – EMT Modular Refresher	
1	Provide 12 hours/year of EMT refresher curriculum to cover required MN EMT Refresher material.
2	Provide a 25% discount from standard Regions EMS rate based on Roseville FD providing instructors for materials
3	Provide Regions EMS instructor updates each quarter to be attended by at least one member of the Roseville Fire Department
4	Provide one biannual skills evaluation cooperatively instructed by Regions EMS and Roseville FD instructors with medical director oversight
5	Provide 24 hours of content every two years above and beyond required MN EMT Refresher to include content developed by Regions EMS in consultation with Roseville Fire Department Material will be created by Regions EMS for instruction by Roseville Fire staff
6	Provide Regions EMS instructors to assist in instruction at additional cost if so desired by the Roseville Fire Department.
7	Regions EMS will work with the City to provide additional EMS Certification Courses and EMS services upon request.

SERVICES	
Additional Services - Supply Chain Services	
1	Pharmaceutical Supplies: a. Provide a source for obtaining authorized pharmaceuticals for the City Fire Department.
2	Medical Supplies: a. Provide a source for obtaining medical supplies. b. Provide consultation on supply-related questions or supply storage options.

(End of Schedule 1.1)

SCHEDULE 1.2
DUTIES AND RESPONSIBILITIES OF THE CITY

The City shall provide the following:

I. Continuous Quality Improvement:

1. Assure that all City personnel meet CME requirements, including, CPR, run report sessions, infection control, advanced skills recertification, CME, annual guideline evaluation, and driving.

2. Collect, collate and report required CQI data points (outlined by Regions Hospital EMS Medical Direction) to the Medical Director on a monthly basis.

3. Implement the medical protocols and guidelines approved by the medical director.

4. Report all proposals for the purchase of patient care equipment to the Medical Director for evaluation and approval.

5. Provide the Medical Director access to copies of ambulance run reports for evaluation and review.

II. Continuing Medical Education:

1. Maintain a current roster, training records, data collection forms, etc., on each Public Safety employee providing education or patient care.

2. Assure that all personnel meet continuing medical education requirements as established by applicable regulatory agencies.

3. Assist in maintaining Emergency Medical Services Regulatory Board EMS mandated continuing education records.

4. Annual refresher training in emergency driving is recommended.

5. Notify the Medical Director of situations involving potential need for Critical Incident Stress Debriefing, CISD.

6. Document annual continuing education on blood borne and airborne pathogens training for all City employees who may come into contact with patient care areas.

7. Document annual Right-to-Know training.

8. Document quarterly continuing education on airway management.

9. Document quarterly continuing education on intravenous therapy.

III. Medical Direction and Medical Advisory Committee:

1. Provide a tool to customers (patients) for determining customer satisfaction and report results to the Medical Director.

2. Consult with the Medical Director on anticipated changes in patient care, new equipment and service upgrades.

3. Advise the Medical Director in a timely manner of any:

    a. complaint received concerning the delivery of care by the City.
    b. medication or procedure (e.g., intubation) errors that occur.
    c. equipment, vehicle, or communication failures that impacts patient care.
    d. vehicle accidents that occur while responding to, on scene, or in route with a patient (in the vehicle) to a receiving facility, regardless of damage; such notice to be provided within 24 hours of the accident.
    e. City personnel gross deviation from standards of care, loss of licensure, deviation from applicable codes, ethical rules or applicable laws; such notice to be provided immediately.

4. Allow the Medical Director the opportunity to interview City clinical candidates for employment and offer input regarding that selection.

5. Designate an individual to be accessible to the EMS CS as needed.

6. Consult with the Medical Director on crew configuration and deployment changes.

7. Maintain the following documentation and records for each City personnel that may come into contact with patient care areas:

    a. Immunizations and screenings for Hepatitis B, Tetanus (every 10 years), Influenza (optional), and Mantoux (annually). Documentation must include refusal forms, if applicable;
    b. HEPA or N95 respirator fit-testing;
    c. Other licensing requirement documentation as required by Minnesota law;
    d. Background checks;
    e. Initial emergency driving training; and
    f. Annual practical skills proficiency statement for each individual.

(End of Schedule 1.2)

SCHEDULE 3.1
COMPENSATION

First Year Base Price: $2,000*

SERVICES		COMPENSATION
Medical Direction		
1	Prescribe patient care guidelines under which the provider's EMS personnel treat, based on community standards and sound medical practice. Regularly reviewed and updated as necessary.	Included in Base Price
2	Review and approve in writing all BLS patient care guidelines that will be used by EMS personnel delivering patient care, including BLS skills variances.	Included in Base Price
3	Establish, participate in, and ensure the continuing implementation of a quality assurance program as part of a patient care improvement process.	Included in Base Price
4	Maintain liaison with the medical community, including hospitals, emergency departments, urgent care clinics, physicians, nurses, and other healthcare providers.	Included in Base Price
5	Maintain liaison with Chief Officer Staff through regular communication.	Included in Base Price
6	Work with regional, state and local EMS authorities to ensure that standards, needs and requirements are met and resource utilization is optimized.	Included in Base Price
7	Approve, direct, and assist in providing training activities that assure EMS personnel are competent to provide safe and efficient patient care, including BLS skills verification	Included in Base Price
8	Maintain awareness of disaster preparedness activities within the Metro Region.	Included in Base Price
9	Provide a cooperative partnership on supply chain management and purchasing of medical supplies and pharmaceuticals	Included in Base Price
Continuing Medical Education		
1	Provide 12 hours/year of EMT refresher curriculum to cover required MN EMT Refresher material.	$75/student/year *(based on roster at start of 2 year recertification period)*
2	Provide a 25% discount from standard Regions EMS rate based on Roseville FD providing instructors for materials	
3	Provide Regions EMS instructor updates each quarter to be attended by at least one member of the Roseville Fire Department	
4	Provide one biannual skills evaluation cooperatively instructed by Regions EMS and Roseville FD instructors with medical director oversight	

SERVICES		COMPENSATION
5	Provide 24 hours of content every two years above and beyond required MN EMT Refresher to include content developed by Regions EMS in consultation with Roseville Fire Department Material will be created by Regions EMS for instruction by Roseville Fire staff	$1,200/Year
6	Provide Regions EMS instructors to assist in instruction at additional cost if so desired by the Roseville Fire Department.	$50.00/hour/instructor
Other Established Courses available for City Fire Department personnel upon request.		**Pricing** (per student)**:** Pricing for established courses for Medical Direction affiliated students is set forth in the Regions EMS Annual Course Guide fee schedule.
Customized Educational Opportunities		**Pricing** is based on level of service requested by the City
Additional Services – Medical and Pharmaceutical Supply		
1	Pharmaceutical Supplies: a. Provide authorized pharmaceuticals for the City Fire Department.	At Regions' actual acquisition cost
2	Medical Supplies: a. Provide a source for obtaining medical supplies. b. Provide consultation on supply-related questions or supply storage options.	At Regions' actual acquisition cost. Supply related consultation is included in Base Price.

*Annual Base Price Increase. The Base Price payable by the City to Regions for each Renewal Term shall be the annual Base Price for the previous Contract Year plus an increase equal to the Consumer Price Index for all urban consumers, U.S. City average, other services published by the Bureau of Labor Statistics of the Department of Labor, seasonally adjusted over twelve months prior to January of each contract year.

(End of Schedule 3.1)

SCHEDULE 5.3
BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("**BAA**") is incorporated into and is an integral part of the Pre-Hospital Medical Direction Services Agreement between the City of Roseville (**"Covered Entity"**) and Regions Hospital dated January 1, 2016 (**"Business Associate"**) ("**Underlying Agreement"**) and has the same Effective Date as the Underlying Agreement. This BAA establishes the required, permitted, and prohibited Uses and Disclosures of Protected Health Information by Business Associate in connection with the Underlying Agreement and sets forth other expectations of the parties.

Business Associate and Covered Entity are committed to complying with applicable law with regard to Protected Health Information received, created, maintained, used, transmitted, or disclosed to or by Business Associate in connection with the Underlying Agreement. These laws include, but are not limited to the Privacy Regulation and the Security Regulation promulgated under the Health Insurance Portability and Accountability Act of 1996, as amended ("**HIPAA**").

1. DEFINITIONS.

In general. Except as modified by this BAA, each capitalized term in this BAA has the meaning of that term as set forth in 45 C.F.R. Parts 160, 162 and 164. For purposes of this BAA, the following terms have the meaning given:

1.1. "**Privacy Regulation**" means 45 C.F.R. Parts 160 and 164, subparts A, D, and E.

1.2. **"Protected Health Information"** or **"PHI"** has the meaning set forth in 45 C.F.R. §160.103, but limited to information Used, Disclosed, received, created, maintained, or transmitted by Business Associate on behalf of Covered Entity pursuant to the Underlying Agreement.

1.3. **"Regulations**" means the Privacy Regulation and the Security Regulation.

1.4. **"Secretary"** means the Secretary of the United States Department of Health and Human Services.

1.5. "**Security Regulation**" means 45 C.F.R. Parts 160 and 164, subparts A and C.

1.6. "**Services**" means the services Business Associate performs for Covered Entity pursuant to the Underlying Agreement.

1.7. **"Subcontractor"** means a person or entity to whom Business Associate delegates a function, activity, or service under the Underlying Agreement or this BAA that involves PHI in any manner, other than delegation to a member of Business Associate's Workforce,

1.8. **"Unsecured Protected Health Information"** or **"Unsecured PHI"** means PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified in guidance issued in accordance with 45 C.F.R. § 164.402.

2. PERMITTED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

2.1. **Performance of Services**. Except as otherwise expressly permitted in this BAA, Business Associate may create, maintain, Use, transmit, and Disclose PHI only to the extent necessary to perform Services for or on behalf of Covered Entity. Except for the Uses and Disclosures in Section 2.2 and 2.3, Business Associate may not Use or Disclose PHI in a manner that would violate the Privacy Regulation if done by the Covered Entity.

2.2. **Other Permitted Uses and Disclosures.** In addition to the Uses and Disclosures permitted by section 2.1, unless otherwise limited by this BAA, the Business Associate may Use and Disclose PHI as follows, but only if the Use or Disclosure is permitted under applicable law:

2.2.1. **Use for management of Business Associate's business and to meet legal responsibilities.** Business Associate may Use PHI for the proper management and administration of the Business Associate's business, or to fulfill the Business Associate's present or future legal responsibilities.

2.2.2. **Disclosure for management of Business Associate's business and to meet legal responsibilities.** Business Associate may Disclose PHI for the proper management and administration of the Business Associate's business, or to fulfill the Business Associate's present or future legal responsibilities, but only if

(a) the Disclosure is Required by Law, or

(b) Business Associate

1. obtains reasonable assurances from the person to whom the PHI is disclosed that the PHI will remain confidential and used or further disclosed only as Required by Law or for the purposes for which it was disclosed to the person, and

2. the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached.

2.3. **Data aggregation.** At Covered Entity's request or with Covered Entity's consent, Business Associate may aggregate the PHI in its possession with the protected health information of other covered entities that Business Associate has in its possession through its capacity as a business associate to those other covered entities, but only if the purpose of the aggregation is to provide Covered Entity with data analyses relating to the Covered Entity's Health Care Operations.

2.4. **Subcontractors.** If Business Associate delegates one or more of its functions or activities under the Underlying Agreement to a Subcontractor, Business Associate may Disclose PHI to the Subcontractor, and Subcontractor may create, receive, maintain, transmit, Use or Disclose PHI on behalf of Business Associate, but only as follows:

2.4.1. **Content of Subcontractor BAA.** Business Associate and Subcontractor must have a written business associate agreement that complies with 45 C.F.R. § 164.504(e), and with 45 C.F.R. § 164.314(a) as applicable. In addition, the business associate agreement:

(a) Must impose the same or greater restrictions, requirements and conditions with respect to PHI as this BAA imposes on Business Associate; and

(b) Must require, with respect to Electronic PHI, that Subcontractor comply with the applicable requirements of the Security Regulation.

2.4.2. **Response required in case of Subcontractor breach.** If Business Associate knows of a pattern of activity or practice of its Subcontractor that is a material breach or violation of its business associate agreement with Subcontractor, Business Associate must take reasonable steps to cure the breach or end the violation, and if not successful, must terminate the contract with Subcontractor, if feasible.

2.5. **As Required by Law.** Business Associate may Use or Disclose PHI as Required by Law, including but not limited to Business Associate's obligation to disclose PHI to Secretary when requested for investigation or determination of Business Associate's compliance with the Regulations.

2.6. **Minimum necessary.** Any Use or Disclosure of, or request for, PHI by Business Associate must comply with the "minimum necessary" standard in 45 C.F.R. § 164.502(b).

2.7. **De-identification of PHI.** Business Associate may create De-identified Information from PHI.

2.8. **Other Uses and Disclosures Prohibited.** Any Use or Disclosure of PHI by the Business Associate not expressly permitted or required by this BAA is prohibited.

3. RESPONSIBILITIES OF THE PARTIES WITH RESPECT TO PROTECTED HEALTH INFORMATION

3.1. **Responsibilities of Business Associate.** The Business Associate has the following responsibilities with regard to its creation, receipt, maintenance, Use, transmission or Disclosure of PHI:

3.1.1. **Establish and use safeguards.** Business Associate must

(a) Establish and use appropriate safeguards to prevent the Use or Disclosure of PHI in any manner or for any purpose not permitted by this BAA; and

(b) With regard to Electronic PHI, comply with the applicable provisions of the Security Regulation.

3.1.2. **Mitigate harm.** Business Associate must establish and follow procedures for mitigating harmful effects of Uses or Disclosures of PHI not permitted by the Regulations or this BAA.

3.1.3. **Access and inspection by the Secretary.** Business Associate must make available upon request all of its internal practices, records, books, agreements, policies and procedures relating to the Use or Disclosure of PHI to the Secretary for purpose of determining Covered Entity's compliance with the Regulations.

3.1.4. **Designated Record Set.** If Business Associate maintains PHI in a Designated Record Set:

(a) **Access Request.** Business Associate will provide PHI in a Designated Record Set to Covered Entity in order for Covered Entity to meet its obligations under 45 C.F.R. § 164.524.

(b) **Requests to Amend Designated Record Set.** Business Associate will, upon written request from Covered Entity, amend PHI in a Designated Record Set, in order for Covered Entity to meet its obligations under 45 C.F.R. § 164.526.

3.1.5. **Accounting for Disclosures.** If Business Associate Discloses PHI that the Covered Entity must account for to an Individual under 45 C.F.R. § 164.528, Business Associate must document and keep sufficient records of each Disclosure so that Covered Entity can provide the required accounting. In order for Covered Entity to meet its obligations under 45 C.F.R. § 164.528, Business Associate will provide the documentation to Covered Entity upon written request.

3.1.6. **Reporting to Covered Entity.** Except as provided in (b), Business Associate must report in writing to Covered Entity any Use or Disclosure of PHI not permitted or required by this BAA and any Security Incident involving Covered Entity's Electronic PHI, of which Business Associate becomes aware.

(a) Business Associate will provide any and all information reasonably requested by Covered Entity with regard to any unauthorized Use, Disclosure, or Security Incident. This Section 3.1.6 applies in addition to, and whether or not there is a Breach of Unsecured PHI, as provided in Section 3.1.7.

(b) An attempt by a third party to probe or test the vulnerability of Business Associate's information system or to interfere with that system that does not result in penetration of the firewall or perimeter security measures of Business Associate's system is not considered a "Security Incident" for purposes of Business Associate's reporting obligations under this BAA.

3.1.7. **Notification of Breach of Unsecured PHI.** Business Associate must provide written notice to the Covered Entity of any Breach of Unsecured PHI by Business Associate or Subcontractor (**"BA Breach"**), within 30 days of Business Associate's discovery of the BA Breach, or earlier if required by law. Each party agrees to cooperate with the other party's investigation of a Breach of Unsecured PHI, and each party bears the costs of its own investigation.

3.1.8. **Performance by Business Associate of Covered Entity Obligation.** To the extent Business Associate is carrying out an obligation of Covered Entity under the Privacy Regulation, Business Associate will comply with the requirements of the Privacy Regulation that would be applicable to Covered Entity in performance of that obligation.

3.2. **Responsibilities of Covered Entity.**

3.2.1. **Special Restrictions**. Covered Entity must notify Business Associate in a timely manner of any arrangements the Covered Entity permits or requires that may affect the permitted Uses or Disclosures of PHI by Business Associate under this BAA.

3.2.2. **Requests by Covered Entity.** Covered Entity must not ask Business Associate to Use or Disclose PHI (including Disclosures to Covered Entity) in any manner that would not be permissible under the Privacy Regulation if done by Covered Entity, except as expressly permitted by the Regulations.

4. TERM AND TERMINATION

4.1. **Term.** This BAA has the same term as the Underlying Agreement, but may be terminated earlier as provided in **Section 4.2**. Certain provisions and requirements of this BAA survive the termination of the Underlying Agreement in accordance with **Section 6.1**.

4.2. **Termination by Covered Entity for material breach.** Notwithstanding anything to the contrary in the Underlying Agreement, and in addition to any termination provisions in the Underlying Agreement, Covered Entity may immediately terminate this BAA and the Underlying Agreement, if Covered Entity determines that Business Associate has breached a material term of this BAA. Alternatively, in its sole discretion and without waiving its power to terminate immediately, Covered Entity may:

4.2.1. Provide Business Associate with written notice of the material breach and give Business Associate an opportunity to cure the breach to Covered Entity's satisfaction within a time period specified in the notice; and

4.2.2. If the material breach is not cured to the reasonable satisfaction of the Covered Entity within the time specified in the written notice of the breach, Covered Entity may immediately terminate this BAA and Underlying Agreement by providing written notice of termination to the Business Associate.

4.3. **Protection of PHI after termination.** Pursuant to 45 C.F.R. §164.504(e)(2)(J), when this BAA terminates, the following applies to all PHI that the Business Associate received from, created, or received on behalf of, Covered Entity.

4.3.1. **Return or destroy PHI.** Following the termination of this BAA, Business Associate must return or destroy all PHI, as follows:

(a) Return PHI to Covered Entity and retain no copies; and/or

(b) Securely destroy PHI in its possession.

4.3.2. **If not feasible to return or destroy.** If it is not feasible for Business Associate to return or destroy PHI as provided in 4.3.1, Business Associate must, following the termination of this BAA, give Covered Entity written notice stating the following:

(a) That Business Associate has determined that it is not feasible to return or destroy the PHI in its possession;

(b) The specific reasons for making this determination; and

(c) That Business Associate will (1) extend all the protections, limitations and restrictions contained in this BAA to PHI retained after the termination of this BAA, and (2) limit any further Use and Disclosure of PHI to the purposes that make the return or destruction of the PHI infeasible.

5. MISCELLANEOUS

5.1. **Survival**. The respective rights and obligations of Business Associate and Covered Entity under **Section 2, Section 3 and Section 4.3** solely with respect to PHI Business Associate retains in accordance with **Section 4.3** survive termination of this BAA.

5.2. **Amendment**. Except as provided in Section 5.2.1, this BAA may be amended only by a writing signed by the parties.

5.2.1. **Automatic amendment due to change in law**. This BAA will be deemed automatically amended to the extent necessary for the parties to comply with a change in applicable law. For purposes of this paragraph, a "change in applicable law" means a change in statute, regulation, rule, or interpretation or application of law by an authoritative judicial or administrative body.

5.3. **Non-Waiver**. The rights and remedies of the parties are cumulative and not alternative. Neither the failure nor any delay by any party in exercising any right under this BAA or the documents referred to in this BAA shall operate as a waiver of such right, and no single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.

5.4. **No Third Party Beneficiary**. This BAA confers no enforceable legal right or remedy on any individual or entity other than the parties, unless otherwise expressly provided.

5.5. **Notices**. Any notice or other communication required or permitted by this BAA must be in writing. A notice will be deemed given or delivered at the earliest of the following:

(a) When the notice is actually delivered to the intended recipient;

(b) When deposited in the United States mail, certified or registered, return receipt requested, postage prepaid and properly addressed, or when deposited with a recognized overnight courier for next day delivery, charges prepaid and properly addressed, or

(c) If given by facsimile, upon evidence that the facsimile was received, if promptly followed by delivery under section 5.5(b).

Notice is valid if addressed to the intended recipient as follows, as appropriate:

If to Business Associate, to:
Regions Hospital
Attn: EMS Director
640 Jackson Street
St. Paul, MN 55101
Phone: 651-254-7745
Email: david.r.waltz@healthpartners.com

If to Covered Entity, to:
The City of Roseville
Attn: Fire Chief
2660 Civic Center Drive
Roseville, MN 55113
Phone: 651-792-7305
Email: tim.oneill@cityofroseville.com

With a copy to:
HealthPartners General Counsel
P.O. Box 1309
Minneapolis MN 55440-1309

A party may change its address and that of its representative(s) for notice by giving notice as provided in this section.

5.6. **Interpretation**. Any ambiguity in this BAA shall be resolved in favor of a meaning that permits each party to comply with applicable law.

5.7. **Governing documents**. If a conflict arises between any term or provision of this BAA and the Underlying Agreement, this BAA controls to the extent that the conflict relates to or arises from the Use or Disclosure of PHI or Individual rights regarding PHI. The Underlying Agreement controls all other conflicts.

5.8. **Governing law, jurisdiction and venue**. This BAA is governed by and interpreted under Minnesota law. Any lawsuit arising between the parties directly or indirectly out of this BAA must be brought in a court of competent jurisdiction located in the State of Minnesota.

5.9. **Severability**. This BAA must be interpreted in a way that if any provision is held invalid, the rest of the BAA shall remain in full effect, unless the invalid provision would materially alter a party's interests or materially affect its ability to perform under the Agreement.

5.10. **Legal Compliance.** The parties must perform their respective duties and obligations under this BAA in compliance with all applicable state or federal law.

5.10.1. Any reference to a statute in this BAA shall be deemed to include its implementing regulations.

5.10.2. Any reference to a statute or regulation in this BAA means that statute or regulation as amended or supplemented and any corresponding provisions of successor statutes or regulations, unless context requires otherwise.

5.11. **Interpretation of "includes" or "including".** The words "includes" or "including" in this BAA means "including but not limited to."

5.12. **Assignment.** Business Associate may assign this BAA to one of its affiliates or related entities upon notice to Covered Entity. If the BAA is appropriately assigned, the BAA will bind the parties and their successors and assigns.

5.13. **Limitation of Liability.** Neither party shall be liable to the other party for any incidental, consequential, special, or punitive damages of any kind or nature, whether such liability is asserted on the basis of contract, tort (including negligence or strict liability), or otherwise, even if the other party has been advised of the possibility of such loss or damages.

5.14. **Signatures and Counterparts**. This BAA may be executed by any form of signature authorized by law. Each counterpart shall be deemed an original copy of the BAA and, when taken together, shall be deemed to constitute one and the same agreement.

AGREED TO BY:

REGIONS HOSPITAL	**THE CITY OF ROSEVILLE**
_____	_____
Signature	Signature
_____	_____
Name printed	Name printed
_____	_____
Title	Title
_____	_____
Date	Date
	_____
	Signature
	_____
	Name printed
	_____
	Title
	_____
	Date

[END OF BUSINESS ASSOCIATE ADDENDUM]

REQUEST FOR COUNCIL ACTION

Date: Nov. 30, 2015
Item No.: 8.h

Department Approval

City Manager Approval

Item Description: TIF District 13 Decertification

BACKGROUND

On April 26, 1993, the City Council began the process to create Tax Increment Financing (TIF) District 13. TIF District 13 is now best known as the property directly south of the University of Northwestern Campus. It runs along both sides of Lincoln Drive from Lydia Avenue and stops just short of County Road C2.

At the time the district was created, the area was a site known as "Paul's Place" (Attachment A). 80% of the buildings in place were considered to be structurally substandard. 1n 1993, the County Assessor's Estimated Market Value for the TIF District was $1,285,800.

The creation of TIF District 13 resulted in redevelopments such as the Eaglecrest Senior Housing development and the former Country Inn and Suites (now part of the University of Northwestern). In 2015, the County Assessor's office Estimated Market Value for the properties in the TIF District is over $30 million.

On June 22, 2015, City staff presented the City Council with an overview of the status of the City's TIF Districts. One issue that was raised was that TIF District 13 needed to be decertified and excess funds redistributed to the relevant taxing bodies (City, County, School District, etc.)

Approval of the attached resolution will begin the decertification process.

POLICY OBJECTIVE

This action will be one of the final steps to conclude this redevelopment effort initiated in 1993.

BUDGET IMPLICATIONS

The decertification process will add the increased valuation from the redevelopment of this area to the City's overall taxable market valuation. This will increase the property taxes that enter the City's General Fund from this area and thereby reduce the property tax burden across the City.

STAFF RECOMMENDATION

Staff recommends the approval of the attached resolution (Attachment B) approving the decertification of TIF District 13.

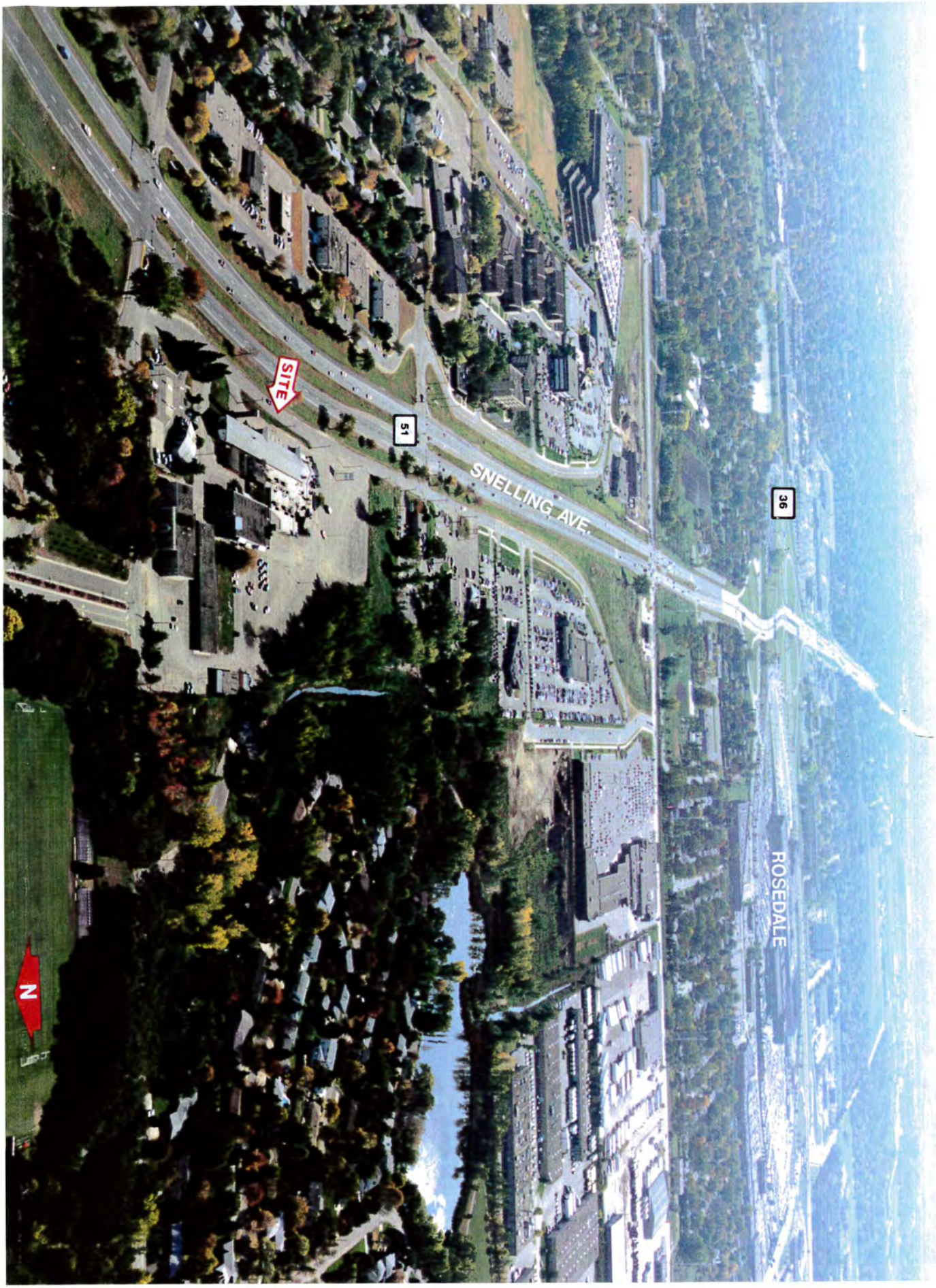
REQUESTED COUNCIL ACTION

Offer a motion to approve the attached Resolution approving the decertification of TIF District 13 and performance of the actions necessary to meet the City's obligations identified in the Resolution.

Prepared by: Paul Bilotta, Community Development Director, Paul.Bilotta@CityofRoseville.com

Attachments: A: Aerial of TIF District 13 (before redevelopment)
B: Resolution

Attachment A



Member _____ introduced the following resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

CITY OF ROSEVILLE
RAMSEY COUNTY
STATE OF MINNESOTA

RESOLUTION NO. ____

A RESOLUTION RELATING TO THE TERMINATION OF
TAX INCREMENT DISTRICT NO. 13 AND DIRECTING
DECERTIFICATION THEREOF BY THE COUNTY AUDITOR

WHEREAS, by adoption of a resolution on April 26, 1993 the City of Roseville, Minnesota (the "City") has heretofore created Tax Increment Financing District No. 13 (the "District"), and has approved a Tax Increment Financing Plan (the "TIF Plan") , for the district; and

WHEREAS, the County Auditor of Ramsey County has certified the original net tax capacity and the original local tax rate of the District pursuant to the provisions of Minnesota Statutes, Section 469.177; and

WHEREAS, as of the date hereof, the projects have been completed, all obligations to which tax increment from the District has been pledged have been paid in full or defeased, and the City has determined that it is in the best interests of the City to terminate and decertify the District.

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

(1) Tax Increment Financing District No. 13 is hereby terminated as of December 31, 2015.

(2) The Clerk shall provide a certified copy of this resolution to the County Auditor of Ramsey County so that the District may be decertified on the books and records of the County Auditor with no further tax increment from the District being remitted to the City.

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested to by the City Clerk.

Dated: November 30, 2015

APPROVED:

_____

ATTEST:

_____

, City Clerk

ROSEVILLE

REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **11/30/2015**
Agenda Item: 8.i

Department Approval | City Manager Approval

Item Description: Request by Zawadski Homes and Adele Kaufman for approval of a **Minor Subdivision** to consolidate and recombine the properties addressed as 375 and 365 South Owasso Boulevard **(PF15-021)**

The action deadline for this request, mandated by Minn. Stat. 15.99, is January 5, 2016.

GENERAL SITE INFORMATION

Applicant: Zawadski Homes

Location: 375 South Owasso Boulevard

Property Owner: Adele Kaufman

Land Use Context

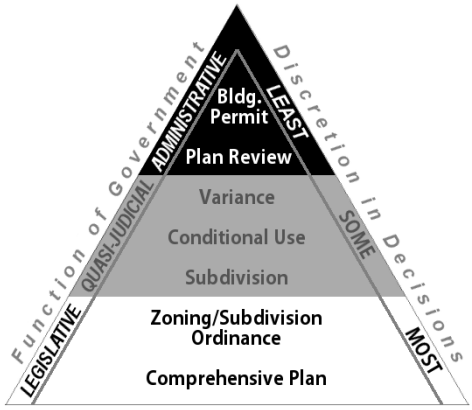
	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	Lake Owasso		
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site is located in a shoreland or wetland management area.

Planning File History: Lot Size variance approved by Variance Board on November 4, 2015.

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on a variance request is **quasi-judicial**; the City's role is to determine the facts associated with the request, and weigh those facts against the legal standards contained in State Statute and City Code.



DETAILED PROPOSAL AND ZONING ANALYSIS

Zawadski Homes is completing the home at 365 South Owasso Boulevard for Ms. Adele Kaufman, and during the construction of that home the property at 375 South Owasso Boulevard came on the market. Zawadski Homes and Ms. Kaufman met with the City Planner to discuss ideas regarding increasing the size of the parcel at 365 South Owasso Boulevard and minor subdivision options for the property. The existing property, addressed as 375 South Owasso Boulevard, includes Lots 10, 9, and the west 30 feet (more or less) of Lot 8, Block 3, Lake Owasso Villas, originally platted in 1918. Lots 9 and 10 are considered platted lots of record because they have not been altered and thus can be developed separately. The remainder of Lot 8 would need to be combined with an adjacent parcel as it has previously been altered.

In May 1959, Lots 8, 9 and 10 became legal non-conforming lots when the Zoning Ordinance created minimum lot standards of 85 feet of width, 110 feet of depth, and 11,000 square feet of size. In 1974, the City adopted shoreland, wetland, and storm water management requirements which created additional legal non-conformities on these lots with a required 100-foot minimum width and an overall lot size of 12,500 sq. ft.

Ms. Kaufman, after considering her options, has decided to seek a larger parcel, which will also preserve the existing boathouse located on Lot 9 by completing a lot line adjustment whereby Lot 10 increases in width and size and the remainder of the property is incorporated into her existing parcel at 365 West Owasso.

REVIEW OF PROPOSED MINOR SUBDIVISION

City Code §1104.04B (Recombination) allows the transfer of property from one parcel to an abutting parcel upon the approval of the City Council; no public hearing is required because the proposal does not cause any nonconforming condition on the properties involved and §1104.04C (Consolidation) allows the owner of multiple, contiguous parcels to combine them into a single parcel with the administrative approval of the Community Development Director and City Manager. Since this application involves both RECOMBINATION and CONSOLIDATION, Planning Division staff believes that the higher-lever review process requiring City Council approval is most appropriate.

The proposed RECOMBINATION would shift the lot boundary of Lot 10, Block 1, Lake Owasso Villas, north, to become the new developable parcel and line separating the recombination for the consolidated lots, while the proposed CONSOLIDATION would essentially combine the remainder of Lot 9 with Lot 8 and Lot 7 (365 South Owasso), Block 1, Lake Owasso Villas, creates the larger parcel for Ms. Kaufman. This proposal is illustrated on the survey as Attachment C. Since the CONSOLIDATION and RECOMBINATION does not create any new lots (takes 4 existing platted lots of record and creates 2 parcels) and the new or revised parcel does not exceed the 1 acre standard, no park dedication is required per the City Code.

The development of Parcel “A” with a single family home must adhere to all of the applicable zoning standards.

Roseville’s Development Review Committee (DRC) met on October 15, 2015, to discuss this application and indicated that the proposal was a much better option than the existing scenario where the property owner currently could develop the two 37+ foot lots of record with single family homes.

PUBLIC COMMENT

At the time this report was prepared, Planning Division staff has not received any communications from the public about the variance request.

As required by Chapter 1017, The Planning Division mailed notice on October 20, 2015, to the Department of Natural Resources (DNR). At this time no comments have been received.

RECOMMENDED ACTION

By Motion, approve the Consolidation per §1104.04C and the Recombination per §1104.04B of the City Code for 365 and 375 South Owasso Boulevard to consolidate Lots or portions thereof of Lots 7, 8, and 7, Block 1, Lake Owasso Villas into Parcel "A" and to allow the lot line of Lot 7, Block 1, Lake Owasso Villas to shift north creating a 75-foot-wide residential parcel of land, based on the comments and findings outlined in this report, subject to the following conditions:

a. Recording of the appropriate documentation creating Parcel "A" and "B" as detailed the City Council RCA dated, 11/30/15.

ALTERNATIVE ACTIONS

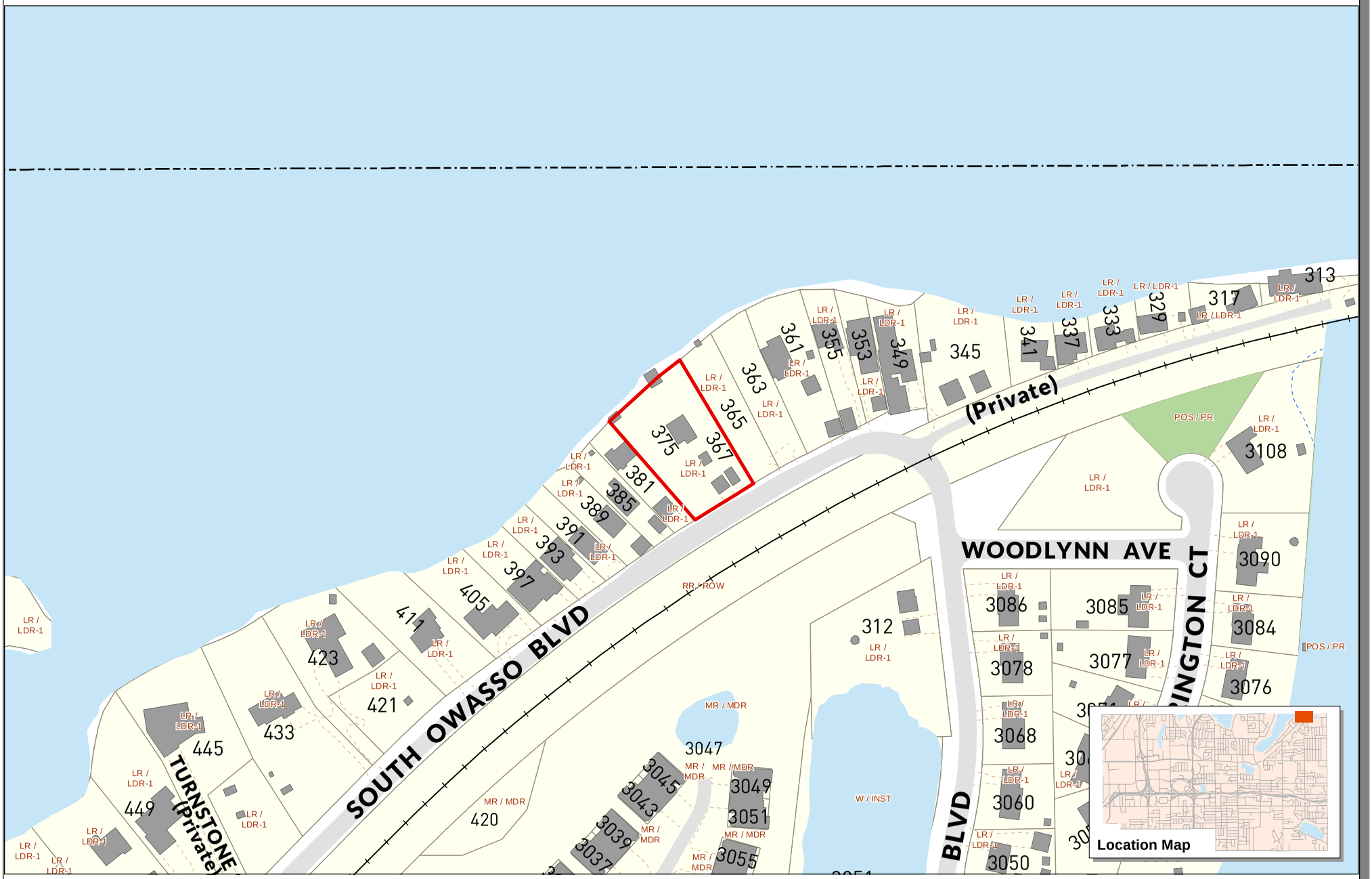
Pass a motion to table for future action. Tabling beyond January 5, 2016, will require an extension of the 60-day action deadline established in Minn. Stat. §15.99

Adopt a resolution to deny the requested approval. Denial should be supported by specific findings of fact based on the Variance Board's review of the application, applicable zoning or subdivision regulations, and the public record.

Prepared by: City Planner Thomas Paschke - 651-792-7074 | thomas.paschke@ci.roseville.mn.us

Attachments:
- A: Area map
- B: Aerial photo
- C: Proposed survey
- D: Existing lots of record

Attachment A for Planning File 15-021



ROSEVILLE

Prepared by:
Community Development Department
Printed: October 29, 2015

Site Location

LR / LDR-1 Comp Plan / Zoning Designations

Data Sources

* Ramsey County GIS Base Map (10/2/2015)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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

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mapdoc: planning_commission_location.mxd

Attachment B for Planning File 15-021

ROSEVILLE

Prepared by:
Community Development Department
Printed: October 29, 2015

Site Location

Data Sources
* Ramsey County GIS Base Map (10/2/2015)
* Aerial Data: MnGeo (4/2012)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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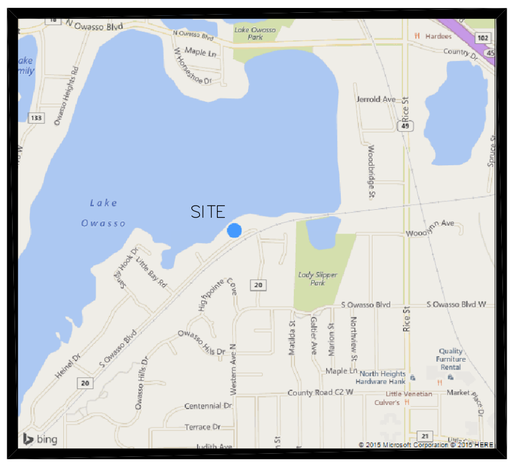
MINOR SUBDIVISION

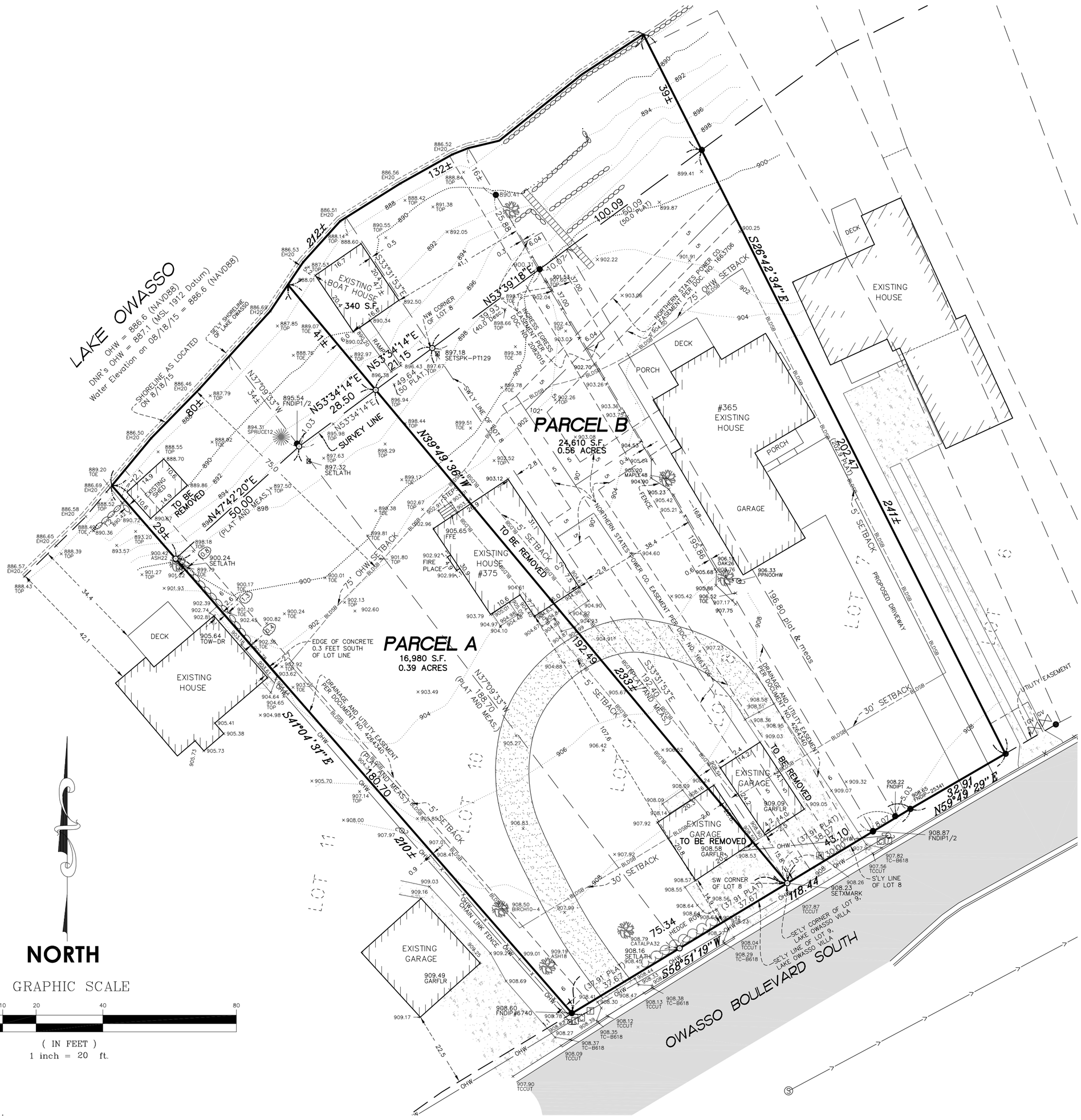
~for~ ZAWADSKI HOMES
~of~ 365 AND 375 OWASSO BLVD. S.
ROSEVILLE, MN 55113

VICINITY MAP

PART OF SEC. 01, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA
(NO SCALE)



LEGEND

- DENOTES IRON MONUMENT SET, MARKED RLS# 41578 UNLESS OTHERWISE SHOWN
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CABLE PEDESTAL
- DENOTES GAS METER
- DENOTES POWER POLE AND OVERHEAD WIRES
- DENOTES EXISTING SPOT ELEVATION
- DENOTES SIGN
- DENOTES TELEPHONE PEDESTAL
- DENOTES RETAINING WALL
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE
- DENOTES GRAVEL SURFACE

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

OVERALL PROPERTY DESCRIPTION

All of Lot 7 of Lake Owasso Villa and Lot 8 of Lake Owasso Villa save and except that portion of said Lot 8 described as follows:

Beginning at the Northwesterly corner of Lot 8 Lake Owasso Villa, thence Northeasterly along the Northerly line of said Lot 8 for a distance of 40 feet; thence Southerly to a point on the Southerly line of said Lot 8, 30 feet Easterly of the Southwesterly corner of said Lot 8; thence Westerly along the Southerly line of said Lot 8, 30 feet to the Southwesterly corner thereof; thence Northerly along the Westerly line of said Lot 8 to the Northwesterly corner of said Lot 8, being the point of beginning, Ramsey County, Minnesota.

AND

Lots 9 and 10, LAKE OWASSO VILLA, and that part of Lot 8, LAKE OWASSO VILLA, which lies Southwesterly of the following described line:

Commencing at a point on the Southerly line of said Lot 8, distant 30 feet Easterly of the Southwesterly corner thereof; thence Northwesterly along a line to a point that is 40 feet Northeasterly from the Southwesterly line of said Lot 8, and 210.00 feet Northwesterly of the point of beginning; thence continuing Northwesterly, along the Northwesterly extension of said line, to the Northerly line of said Lot 8 and said line there terminating, Ramsey County, Minnesota.

Description per Title Commitment File No. 524847 prepared by Land Title, Inc., issuing agent for First American Title Insurance Company, dated 7-13-15.

PROPOSED DESCRIPTION FOR PARCEL A

Lot 10 and that part of Lot 9, LAKE OWASSO VILLA, Ramsey County, Minnesota, which lies southwesterly of the following described line:

Beginning at southeasterly corner of said Lot 9; thence North 39 degrees 49 minutes 36 seconds West (Assumed bearing of South 58 degrees 51 minutes 19 seconds West along the southeasterly line of said Lot 9) a distant of 233 feet, more or less, to the southeasterly shoreline of Lake Owasso and said line there terminating.

PROPOSED DESCRIPTION FOR PARCEL B

Lots 7, 8 and that part of Lot 9, LAKE OWASSO VILLA, Ramsey County, Minnesota, which lies northeasterly of the following described line:

Beginning at southeasterly corner of said Lot 9; thence North 39 degrees 49 minutes 36 seconds West (Assumed bearing of South 58 degrees 51 minutes 19 seconds West along the southeasterly line of said Lot 9) a distant of 233 feet, more or less, to the southeasterly shoreline of Lake Owasso and said line there terminating.

CITY SETBACKS

- 75 FEET FROM OHWL
- 30 FEET FROM RIGHT OF WAY
- 5 FEET SIDE LOT LINE
- MAXIMUM IMPERVIOUS PER ORDINANCE IS 25%

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Date: 11/20/15 *License No. 41578*

NOTES

- Pin Nos. 01.29.23.12.0072 and 01.29.23.21.0094.
- A search of the City of Roseville's website indicates that the surveyed premises shown on this survey is currently zoned LDR-1 Low Density (One Family) Residential -1.
- Field survey was completed by E.G. Rud and Sons, Inc. on 8-18-15.
- Bearings shown are on Ramsey County Datum.
- Curb shots are taken at the top and back of curb.
- A portion of this survey was prepared based upon Title Commitment File No. 524847 prepared by Land Title, Inc., issuing agent for First American Title Insurance Company, dated 7-13-15.
- Benchmark: MnDOt Benchmark Name 6285 N. SE corner Hwy 49 in bridge 6580 over I-694. Elevation = 927.32 (NAVD88).

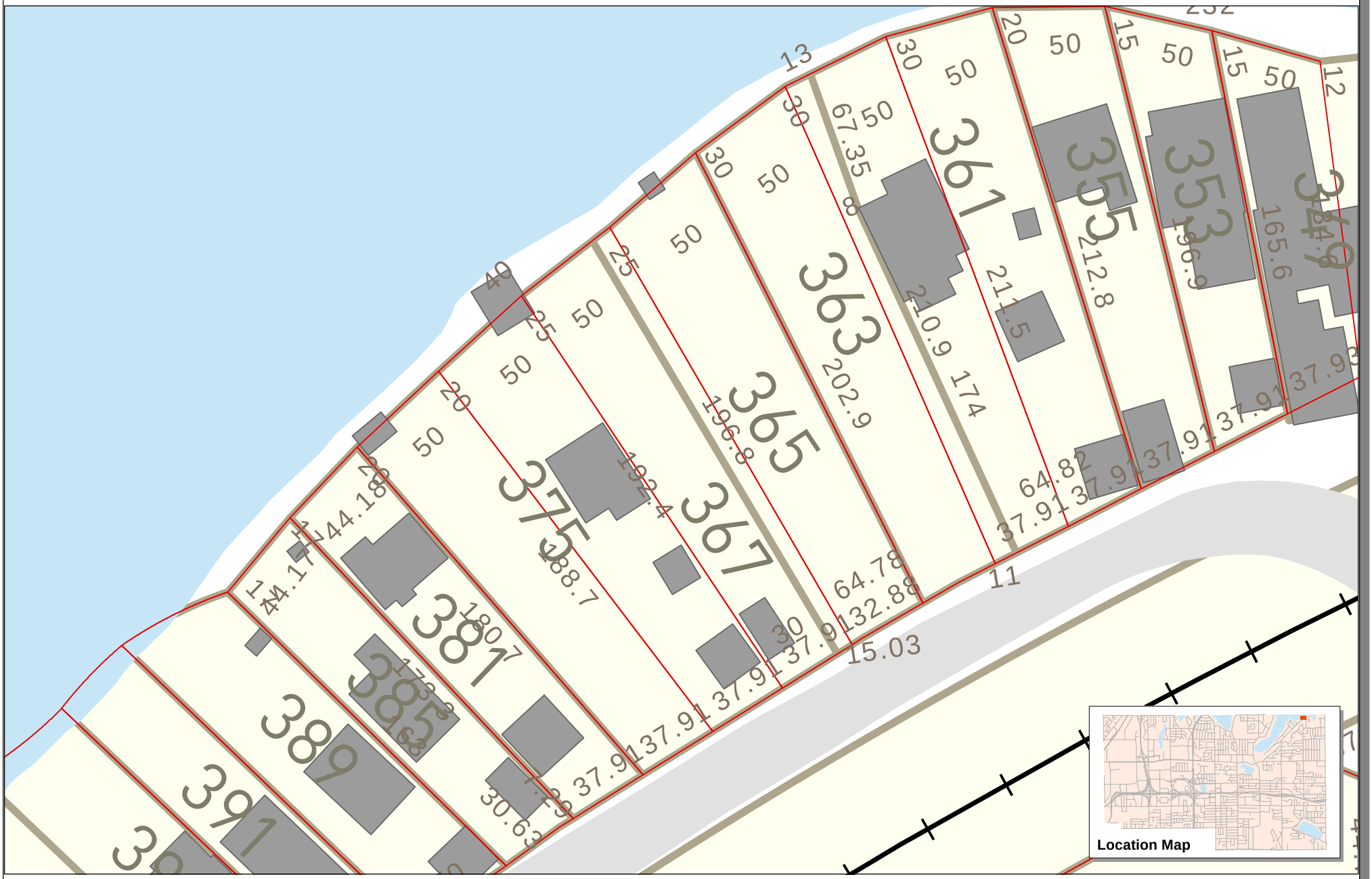
E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

DRAWN BY: JEN	JOB NO: 15562HS	DATE: 8/25/15	
CHECK BY: JER	SCANNED ☐		
1	8/31/15	added lakeshore setback	JEN
2	9/23/15	Proposed lot split	JEN
3	9/30/15	Added Existing Property	JEN
4	11/20/15	Minor Subdivision	JEN
NO.	DATE	DESCRIPTION	BY

15562HS

365 and 375 South Owasso Blvd

Attachment D



ROSEVILLE

Prepared by:
Community Development Department
Printed: November 23, 2015

Tax Lots

Tax Parcels

Data Sources

* Ramsey County GIS Base Map (11/2/2015)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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N

mapdoc: planning_commission_location.mxd

REQUEST FOR COUNCIL ACTION

Date: November 30, 2015
Item No.: 8.j

Department Approval

City Manager Approval

Item Description: Discussion of 2016 Policy Priority Planning Document

BACKGROUND

For the past several months, the City Council has been discussing and reviewing priorities for the City to focus on in 2016. At the November 9, 2015 meeting, the City Council reviewed a draft of the policy planning document prepared by the City Manager. After discussion, the City Council directed the City Manager to make some minor changes to the document and bring it back for final consideration.

The 2016 City Priority Plan has been revised as follows:

- An additional column entitled "Status" has been added to each Strategic Initiative page. This will allow for staff and the City Council to track the progress of each task.
- At the bottom of each Strategic Initiative page, there is space for "Measures of Success" to be listed. As the page already lists "Desired Outcomes" for each Strategic Initiatives, the Measures of Success area will report back with specificity whether those outcomes were met. An example Measure of Success is listed on the Create a Southeast Roseville Redevelopment Plan page.
- Additional responsible parties were added to the Southeast Roseville Redevelopment Plan page (East Metro Strong, Smart Growth America, and St. Paul Area Chamber of Commerce) and review of the Smart Growth America report and review of previous HRA work in the SE Roseville has been incorporated into the timeline.
- The Planning Commission was added as a responsible commission under the Twin Lakes Economic Development goal.
- The "Propelling City-wide Economic Development" strategic initiative has been changed to "Facilitate City-wide Economic Development". The task of developing goals, objectives, and outcomes for this initiative has been added to the timeline. The revised policy priority planning document is contained in Attachment A.

POLICY OBJECTIVE

Adopting strategic priorities will provide the City Council and staff direction in providing City services and programs in a planned and targeted way.

FINANCIAL IMPACTS

There are not any costs for further discussion of the Policy Priority Planning document. As the priorities are executed, any new costs will need be included in future budgets.

STAFF RECOMMENDATION

Staff recommends that the City Council should adopt the 2016 City Priority Plan.

REQUESTED COUNCIL ACTION

The City Council should adopt the 2016 City Priority Plan.

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

Attachments: A: Draft 2016 City Priority Plan

City Priority Plan
2016

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

Housing and Economic Development **Infrastructure Sustainability.**

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

Housing and Economic Development Strategic Initiatives

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

Infrastructure Sustainability Strategic Initiatives

- Categorize Infrastructure Condition
- Ensure Capital Improvement Funding

Roseville City Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

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

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Create Southeast Roseville Redevelopment Plan	**Staff Lead:** Community Development Department **Supporting Staff:** Fire Department, Parks and Recreation Department, Police Department, Public Works Department, City Manager. **Commissions:** Community Engagement, Human Rights Commission, Parks and Recreation, Public Works, Environment, and Transportation. **Others:** Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, East Metro Strong, St. Paul Area Chamber of Commerce, Smart Growth America and adjacent municipalities.	**1st Quarter, 2016** • Identify Stakeholders • Identify Issues • Review Roseville HRA initiatives in area • Review Smart Growth America report • Develop Plan Scope based on above input **2nd Quarter, 2016** • Issue RFP • Hire Consultant **3rd Quarter, 2016** • Begin Planning Process **4th Quarter, 2016** • Complete Planning Process by end of the year. **2017 and Beyond** • Implement Southeast Roseville Redevelopment Plan	

Measure of Success (e.g. In 2016, 96 building permits were issued in SE Roseville with estimated valuation increase of $1.2M

Roseville City Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

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

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Formalize Karen Southeast Roseville Working Group	**Staff Lead:** City Manager/Administration Department **Supporting Staff:** Community Development Dept., Fire Dept., Parks and Recreation Dept., Police Dept., Public Works Dept. **Commissions:** Community Engagement, Human Rights, Parks and Recreation, Public Works, Environment, and Transportation Commissions. **Others:** Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, and adjacent municipalities	**1st Quarter, 2016** • Continue Karen Working Group • Continue working sub-committees (Educational, Community Garden, Recreational Opportunities) **2nd Quarter, 2016** • Continue Karen Working Group • Continue working sub-committees **3rd Quarter, 2016** • Continue Karen Working Group • Continue working sub-committees • Participate in SE Roseville Planning Process **4th Quarter, 2016** • Participate in SE Roseville Planning Process • Report to City Council on work completed and new initiatives needed. **2017 and Beyond** • Continue to meet to address issues as needed.	

Measures of Success

Roseville City Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

Desired Outcomes: Create 50 living wage jobs

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Twin Lakes Economic Development Program	**Staff Lead:** Community Development **Supporting Staff:** Finance Department, City Manager **Commissions:** EDA, Planning Commission, Finance Commission. **Others:** Consultants, Twin Lakes property owners	**1st Quarter, 2016** • Complete Twin Lakes Brownfield Action Plan **2nd Quarter, 2016** • Adopt Twin Lakes Incentive Program **3rd Quarter, 2016** **4th Quarter, 2016** **2017 and Beyond**	

Measures of Success

Roseville City Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Create Move-Up Housing Opportunities

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

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Move-Up Housing Program	**Staff Lead:** Community Development **Supporting Staff:** City Manager **Commissions:** EDA **Others:** Consultants	**1st Quarter, 2016** • Review housing demand in Roseville **2nd Quarter, 2016** • Create draft guidelines for Move-Up Housing program • Identify potential priority infill target sites. **3rd Quarter, 2016** • Adopt guidelines for Move-Up Housing Program **4th Quarter, 2016** **2017 and Beyond**	

Measures of Success

Roseville City Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Increase Residential Housing Values

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

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Housing Value Support Program	**Staff Lead:** Community Development **Supporting Staff:** City Manager **Commissions:** EDA **Others:** Consultants	**1st Quarter, 2016** **2nd Quarter, 2016** • Review factors in determining housing values **3rd Quarter, 2016** • Review existing programs (NEP, Rental Licensing, and Rental Registration) for effectiveness and impact to property values. • Explore other methods and programs to increase housing values. **4th Quarter, 2016** • Implement changes to existing programs and adopt new programs as determined. **2017 and Beyond** • Track effectiveness of City programs to housing values.	

Measures of Success

Roseville City Priority Plan
2016

Strategic Priority: Housing and Economic Development

Strategic Initiative: Facilitate City-wide Economic Development

Desired Outcomes: _____

_____

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
	Staff Lead: Community Development **Supporting Staff:** City Manager, Finance Department **Commissions:** EDA **Others:** Consultants	**1st Quarter, 2016** • Develop goals, objectives, and outcomes for economic development in Roseville **2nd Quarter, 2016** **3rd Quarter, 2016** **4th Quarter, 2016** **2017 and Beyond**	

Measures of Success

Roseville City Priority Plan
2016

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Categorize Infrastructure Condition

Desired Outcomes: Adopted Standards for each asset category

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish measure of effectiveness for each infrastructure asset.	**Staff Lead:** Public Works Department **Supporting Staff:** Parks and Recreation Department, City Manager, **Commissions:** Public Works, Environment and Transportation Commission, Parks and Recreation Commission **Others:** Consultants	**1st Quarter, 2016** • Research industry acceptable standards. • Create draft baselines standards for Roseville infrastructure. **2nd Quarter, 2016** • Review draft baseline standards for Roseville infrastructure with Commissions. • Adopt new baseline standards for Roseville infrastructure **3rd Quarter, 2016** **4th Quarter, 2016** **2017 and Beyond** • Implement and utilize Roseville infrastructure standards.	

Measures of Success

Roseville City Priority Plan
2016

Strategic Priority: Infrastructure Sustainability

Strategic Initiative: Ensure Capital Improvement Funding

Desired Outcomes: Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish enterprise-wide consistency for asset management plan implementation	**Staff Lead:** Finance Department, Public Works Department, and Parks and Recreation Department **Supporting Staff:** City Manager **Commissions:** Public Works, Environment and Transportation Commission, Parks and Recreation Commission, Finance Commission **Others:**	**1st Quarter, 2016** • Complete city-wide implementation of asset management program. • Review asset needs and costs. **2nd Quarter, 2016** **3rd Quarter, 2016** • Utilize newly adopted infrastructure standards to plan for capital improvement funding. • Review infrastructure and funding needs with Commissions. **4th Quarter, 2016** **2017 and Beyond**	

Measure of Success

REQUEST FOR COUNCIL ACTION

Date: Nov. 30, 2015
Item No.: 8.k

Department Approval

City Manager Approval

Item Description: **Approve Hillcrest Animal Hospital Service Agreement**

BACKGROUND

The Brighton Vet Clinic located in New Brighton, has provided veterinary and impound services for well over three decades to the Roseville Police Department. Effective January 1, 2016, the Brighton Vet Clinic will no longer provide contractual veterinary and impound services to local law enforcement agencies.

Hillcrest Animal Hospital located at 1320 East County Road D Circle in Maplewood has agreed to provide veterinary and impound services to the Roseville Police Department effective January 1, 2016.

The service agreement has been reviewed and approved by the Roseville city attorney's office.

The Hillcrest Animal Hosptial service agreement is attached for review – see attachment A.

POLICY OBJECTIVE

None

BUDGET IMPLICATIONS

The police department doesn't expect any additional costs and/or fees above and beyond what is proposed in the 2016 Animal Control contractual budget of $10,500.00.

STAFF RECOMMENDATION

Review and approve the 2016 Hillcrest Animal Control Service Agreement.

REQUESTED COUNCIL ACTION

The mayor and city manager sign and date the appropriate signature lines of the service agreement.

Prepared by: Lt. Lorne Rosand
Attachments: A: Hillcrest Animal Hospital Impound Service Agreement

Attachment A

ANIMAL IMPOUND SERVICES AGREEMENT

HILLCREST ANIMAL HOSPITAL
AND CITY OF ROSEVILLE, MINNESOTA

This agreement, effective on the 1ST day of January, 2016, by and between Hillcrest Animal Hospital, hereinafter referred to as "HAH" and the City of Roseville, a municipal corporation located in the County of Ramsey, State of Minnesota, hereinafter referred to as "City".

In consideration of the covenants and agreements, hereinafter set forth, it is mutually agreed by and between the parties hereto as follows:

1. **Services.** HAH shall serve as the impound facility for the City beginning on the effective date of this agreement, providing services as follows:

    a. HAH shall receive and care for any small domestic animal brought to it during business hours by an authorized City representative, or by ruling of the Minnesota Board of Health or other Minnesota or United States Agency with jurisdiction.
    b. If an animal is diseased, vicious, rabid or exposed to rabies and the animal cannot be impounded without serious risk to the persons attempting to impound the animal, it may be immediately humanely euthanized.
    c. Impounded animals shall be kept in a suitable, humane manner for a period required by the City Ordinance.
    d. In the event that any animal is unclaimed after the expiration of any applicable redemption or quarantine period, or five (5) business days, whichever is longer, it shall become the property of HAH and may be disposed of or sold at its sole discretion. All proceeds from the disposition of such animals shall be the sole property of HAH.

2. **Fees.**
    a. If an animal is unclaimed, the City shall pay to HAH the charges as agreed to on "Exhibit A" to this Agreement within 30 days of receipt of an itemized invoice thereof.
    b. Before an animal is released to its owner, HAH or its agent shall collect the charges specified on "Exhibit A" to this Agreement.

3. **Records/ Data Practices**.
    a. HAH shall maintain a record of all animals impounded, and shall promptly respond to inquiries from the City for information or documentation related to its performance of this agreement.
    b. HAH shall comply with the Minnesota Data Practices Act and all other State and Federal laws relating to data privacy or confidentiality, and shall hold the City and its employees harmless from any claims resulting from an improper disclosure or use of data it receives or maintains in performance of this Agreement. HAH shall

immediately report to the City any requests from third parties for information relating to its performance of this agreement.

4. **Indemnity.** HAH shall be liable for and shall defend, indemnify and hold the City, its officers, employees or agents harmless from any and all claims, lawsuits, losses, damages or expenses on account of bodily injuries, sickness, disease, death and property damage, including injury to animals caused by or resulting from its activities under this Agreement.

5. **Insurance.** HAH shall purchase and maintain, at its own expense, a general liability insurance policy with limits of at least $1,000,000.00 per occurrence and $2,000,000.00 annual aggregate. HAH shall provide the City with proof of insurance upon request of the City. HAH shall carry and upon request of the City provide proof of Workers Compensation Insurance coverage required by Minnesota Law.

6. **Discrimination.** HAH agrees to abide by the requirements and regulations of the Americans with Disabilities Act of 1980 (ADA), the Human Rights Act (Minnesota Chapter 363A and Title VII of the Civil Rights Act of 1964), and any laws governing discrimination based on race, gender, disability, religion, sexual preference, and sexual harassment. Violation of any of the above laws may lead to termination of this contract.

7. **Independent Contractor.** Nothing contained in this Agreement is intended or should be construed as creating the relationship of employer and employee between HAH and the City. No tenure or any rights or benefits, including workers compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees shall accrue to HAH or employees of HAH performing services under this Agreement.

8. **Notices.** Any notice or demand which must be given or made by a party hereto under the terms of this agreement shall be in writing and shall be provided to the parties by U.S. Mail at the addresses listed below:

To City:	City Administrator City of Roseville 2660 Civic Center Drive Roseville Minnesota 55113
To HAH:	Hillcrest Animal Hospital 1320 East County Road D. Cir. Maplewood, Minnesota 55109

9. **Term.** This agreement will continue in effect until December 31, 2016, and will automatically extend for additional one (1) year terms, unless either party gives written notice of intent not to extend to the other party, said notice to be given at least sixty (60) days prior to the expiration of the then current term.

10. **Cancellation.** The agreement may be cancelled with or without cause by either party upon sixty (60) days written notice.

11. **Entire Agreement.** It is understood and agreed that this is the entire agreement between the parties and that this agreement supersedes all previous written and oral agreements between the parties relating to the subject matter.

12. **Severability.** Every section, provision or part of this agreement is declared severable from every other section, provision or part thereof to the extent that if any section, provision or part of this agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision or part thereof.

City of Roseville, Minnesota (City)

By:_____
Mayor

Date:_____

By:_____
City Manager

Date:_____

Hillcrest Animal Hospital (HAH)

By: _____

Its:_____

Date:_____

ANIMAL IMPOUND SERVICES AGREEMENT
EXHIBIT A

Charges due from City of Roseville, Unclaimed Animal:

$19.00	Daily boarding fee, up to 5 days
$150.00	Maximum, statutory veterinary services
$30.00	Euthanasia
$55.00	Cremation
$50.00	Disposal of animal not euthanized
$20.00	Administration fee if we sell city licenses
$12.00	Administration fee if we do not sell city licenses
	Charges due from the City of Roseville shall be reduced by any City of Roseville impound fees collected from owners of claimed animals.

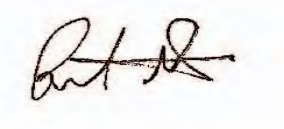
Charges due from Owner, Claimed Animal

$22.00	Daily boarding fee
Actual Cost	Veterinary services
$12.00/$20.00	Administration fee if we do not/do sell city licenses
$0.00	City of Roseville Impound Fee (per City ordinance)

REQUEST FOR COUNCIL ACTION

Date: 11/30/2015
Item No.: 8.l

Department Approval



City Manager Approval

Item Description: Accept Donations from the Roseville Police Foundation

BACKGROUND

The Roseville Police Foundation's mission is to advance public safety by supporting and providing additional resources to strengthen the Roseville Police Department's ties to the community. This will be achieved by enhancing RPD's capacity to provide quality services through safety outreach initiatives and the pursuit of innovative training and technology.

The Foundation accepted the Police Department's request to fund the first "Behind the Badge" segment shown on local cable channels and available on the internet at a cost of $1,660.

The Foundation also accepted the Police Department's request of a storage shed for a Park Patrol vehicle at Villa Park in order to expand the popular program to another City park at a cost of $2,275,

OBJECTIVE

The donations fit within the City of Roseville donation policy.

FINANCIAL IMPACTS

There is no cost to the city.

STAFF RECOMMENDATION

Allow the police department to accept the donations of the Roseville Police Foundation.

REQUESTED COUNCIL ACTION

Request Council approval to accept the donations of the Roseville Police Foundation

Prepared by: Rick Mathwig, Chief of Police
Attachments:

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Agenda Date: 11/30/2015
Agenda Item: 10.a

Department Approval | City Manager Approval

Item Description: Consider Approval of Certain Minor, Clarifying Text Amendments to Title 10 (Zoning) and Title 11 (Subdivisions) of the City Code

APPLICATION INFORMATION

Applicant:	City of Roseville
Location:	N/A
Property Owner:	N/A
Open House Meeting:	none required
Application Submission:	N/A
Public Hearing:	November 4, 2015
City Action Deadline:	N/A

Planning Commission Action:

On September 4, 2015, the Planning Commission held the public hearing for the proposed Zoning and Subdivision Code changes and voted unanimously to recommend approval of the amendments.

BACKGROUND

As City codes are read, interpreted, and implemented in response to applications submitted by members of the community, minor errors and oddities, incidental omissions, and accidentally vague passages are brought to light. Planning Division staff makes note of these instances and periodically brings them forward in small batches for correction or clarification. The Planning Commission held the public hearing for the proposed changes on November 4, 2015; the RPCA summarizing and illustrating the proposed amendments and the draft public hearing minutes are included with this RCA as Exhibit A.

The amendments generally address:

- Standards for accessory structures in residential districts
- Incorrect cross references within the zoning code
- Separation between a house and a private swimming pool
- Aligning the City's required action timelines for preliminary and final plats with state statute

One change was made to the proposed amendment as a result of the Planning Commission's discussion. The recommendation for spacing between principal structures and accessory structures and between principal structures and swimming pools was reduced to 3 feet rather

than 5 feet as proposed by staff. The draft text amendment ordinance included with this RCA as Exhibit B reflects the recommendation of the Planning Commission.

RECOMMENDED ACTIONS

Pass an ordinance amending certain text of Title 10 (Zoning) and Title 11 (Subdivisions) of the City Code, based on the findings and recommendation of the Planning Commission, the content of this RCA, public input, and City Council deliberation.

Pass a motion approving the proposed ordinance summary. This motion requires a four-fifths supermajority vote to pass.

ALTERNATIVE ACTIONS

Pass a motion to table one or more of the actions for future action. While there's no required timeline for approving City-initiated proposals such as this, deferring action into the future could have adverse consequences for property owners or potential developers who may be following this process and anticipating its conclusion.

By motion, deny the request. Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable City Code regulations, and the public record.

Prepared by: **Senior Planner Bryan Lloyd**
651-792-7073 | bryan.lloyd@cityofroseville.com

RCA Exhibits:
- A: 9/2/2015 RPCA packet and public hearing minutes, and 9/17/2015 draft minutes
- B: Draft text amendment ordinance
- C: Draft ordinance summary

ROSEVILLE

REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 11/4/2015
Agenda Item: 5

Division Approval

Agenda Section
PUBLIC HEARINGS

Item Description: Request by City of Roseville for approval of certain minor, clarifying text amendments to Title 10 (Zoning) and Title 11 (Subdivisions) of the City Code **(PROJ0017)**

APPLICATION INFORMATION

Applicant: City of Roseville

Location: N/A

Property Owner: N/A

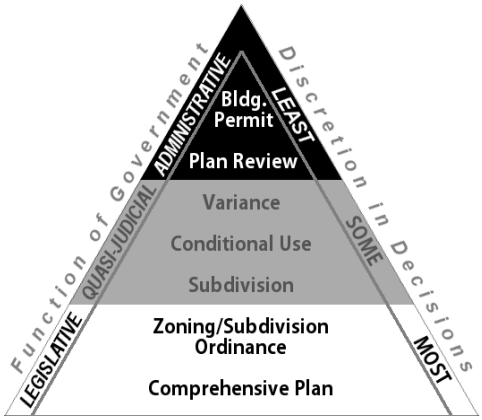
Open House Meeting: none required

Application Submission: N/A

City Action Deadline: N/A

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on a code amendment request is **legislative** in nature; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community.



PROPOSAL

As City codes are read, interpreted, and implemented in response to applications submitted by members of the community, minor errors and oddities, incidental omissions, accidentally vague passages are brought to light. Planning Division staff makes note of these instances and periodically brings them forward in small batches for correction or clarification from time to time. The proposed amendment is illustrated in Attachment A, with insertions represented with <u>underlined text</u> and deletions represented with ~~strikethrough text~~, and a brief discussion of the reason for the proposed changes follows.

§1004.02: Residential Accessory Buildings

<u>Table 1004-1</u>

- The rear yard setback for accessory structures was listed under the heading of side yard setback requirements. The proposed change will relocate the rear yard setback requirement to its own row.
- The existing corner side yard setback requirement does not differentiate between standard corners and reverse corners. The proposed amendment makes this distinction; it uses the existing standard for "reverse corner" lots, and specifies a 10-foot setback on standard corners (equal to the principal structure setback requirement on standard corners) while

allowing a further reduced setback where the adjacent right-of-way is unlikely to be developed with a street. Planning Division staff will illustrate and explain the difference between standard and reverse corners during the presentation of the amendment proposal.

- The 6-foot separation required between accessory storage structures and other buildings was recently determined to be an archaic standard that no longer applies. While a separation of as little as 3 feet between buildings may be possible with building and fire code standards, but such a small distance may discourage proper maintenance of the buildings and grounds between them. Planning Division staff is proposing a minimum separation of 5 feet to be less restrictive than the existing standard and still allow for easier property maintenance than the minimum fire code separation distance would allow.

Other accessory building standards

- The existing standards for multi-family properties inadvertently specified that accessory storage buildings should be in the front yard. The proposed amendment corrects this by changing the language to place such structures behind the front of a building, in the side or rear yard.
- Existing standards require all accessory storage buildings to utilize materials which are similar to the principal structure on the property, which unintentionally precludes small, pre-fabricated sheds that are commonly used. The previous zoning code did distinguish between structures less than 120 square feet and 12 feet in height (which don't require plan review for compliance with building code requirements) and larger structures that do require formal review of construction plans. The proposed amendment re-establishes this threshold which holds larger structures to the higher design and structural standard than smaller structures, and thereby allows smaller, prefabricated sheds to be utilized.

§1011.12: Additional Standards for Specific Uses in All Districts

Accessory Dwelling Units (ADUs)

- Within the regulations pertaining to ADUs, two references are made to the section of the zoning code containing definitions of zoning terms, but both citations have typographical errors.

Private Swimming Pools

- The only apparent rationale for the existing 6-foot required separation between an in-ground pool and a principal structure is that it matched the corresponding requirement for accessory storage structures. While the present rationale may not be any different, Planning Division staff is recommending a 5-foot separation requirement to reserve sufficient space for walking around a pool and to preserve some uniformity in distances between residential improvements.

Restaurants

- The (now) former CMU district was never intended to constrain restaurants to multi-use buildings.

Telecommunication Towers and Antennas

- Subsection "A8" discussed requirements for "existing facilities" in the previous version of the zoning code. The "Existing Facilities" parameters are now in subsection "h" according to the present outline structure of the zoning code.

§1102.01: Plat Procedures

- Minnesota Statute 462.358 subd. 3b requires cities to approve or disapprove preliminary plat applications within 120 days, whereas Roseville's subdivision code unnecessarily limits the action timeline to 60 days. The proposed amendment adjusts the City's timeline to 120 days to be in line with the statutory requirement.
- The same statute requires cities to approve or disapprove final plat applications within 60 days, but Roseville's subdivision code specifies a 120-day timeline. While City staff has diligently adhered to the State-mandated timeline for action on a final plat application, the proposed amendment would bring the City's timeline to 60 days to be in line with the statutory requirement.

PUBLIC COMMENT

At the time this report was prepared, Planning Division staff has not received any communications from members of the public about the proposal.

RECOMMENDED ACTION

By motion, recommend approval of the proposed amendments to Title 10 (Zoning) and Title 11 (Subdivisions) of the City Code

ALTERNATIVE ACTIONS

Pass a motion to table the item for future action.

By motion, recommend denial of the proposal.

Prepared by: **Senior Planner Bryan Lloyd**
651-792-7073 | bryan.lloyd@cityofroseville.com

Attachments: A: Proposed amendments B:

1004.02: Accessory Buildings

A. **One- and Two-Family Dwellings**: The following standards apply to accessory buildings that serve one- and two-family dwellings.

Table 1004-1	**Accessory Building**
Maximum combined storage size/area	864 square feet; up to 1,008 square feet by meeting performance standards in Section 1004.02A.2. In any case, combined area of accessory buildings shall not exceed 85% of the footprint of the principal structure.
Maximum height	15 feet; 9 feet wall height
Minimum front yard building setback	30 feet
Minimum rear yard building setback	5 feet
Minimum side yard building setback	
~~Rear~~	~~5 feet~~
Interior ~~side~~	5 feet
Corner	10 feet [d]
~~Corner side~~Reverse corner	Behind established building line of principal structure
Minimum setback from any other building or structure on the lot	~~6~~ 5 feet

d The corner side yard setback requirement applies where a parcel is adjacent to a side street or right-of-way. The required setback from an unimproved right-of-way may be reduced to the required interior side yard setback by the Community Development Department upon the determination by the Public Works Director that the right-of-way is likely to remain undeveloped.

B. **Attached and Multi-family Buildings:** Attached and multi-family buildings are allowed one storage or maintenance structure and one garden shed per complex, plus detached garage structures as needed. Accessory buildings and sheds shall be located in ~~front~~ rear or side yards behind the ~~rear~~ front building line of the principal structure. Accessory buildings and sheds shall be set back a minimum of 10 feet from rear or side lot lines and from principal buildings.

C. **Color, Design, and Materials:** The exterior design and materials of an accessory storage building greater than 120 square feet in area and/or greater than 12 feet in height shall be similar to or compatible with those of the principal structure.

1011.12: Additional Standards for Specific Uses in All Districts

B. **Residential Uses, Accessory:**

1. Accessory Dwelling Units (ADU):

m. Permit Required: A lifetime, non-transferrable ADU Occupancy Permit shall be required from the Community Development Department to allow an ADU to be rented. For the purposes of this provision, a "rented" ADU is one that is being occupied by a person or persons other than the family (as defined in ~~§1001.11~~ §1001.10 of this Title) occupying the principal dwelling unit. Each property owner seeking to rent an ADU, or occupy an ADU while renting the principal

dwelling unit, shall apply for a new ADU Occupancy Permit according to the procedure established herein. In addition to receiving an ADU Occupancy Permit, the property shall be in compliance with the City's rental registration requirements.

iv. Revocation: If a permitted ADU or the property for which an ADU permit has been issued should fail to meet the requirements of the permit, and/or if a property for which an ADU permit has been issued should become ineligible for such permit, the issued ADU permit may be revoked upon the determination by the Community Development Department that the noncompliance and/or ineligibility issue(s) cannot or have not been resolved. If an ADU permit is revoked, occupation of the ADU by a person or persons other than the family (as defined in ~~§1001.11~~ §1001.10 of this Title) occupying the principal dwelling unit shall cease within 60 days of the date of the revocation.

4. Private Swimming Pools: All private swimming pools, hot tubs, and other similar private recreational facilities are subject to the following standards:

e. For in-ground pools, the pool shall be set back at least ~~6~~ 5 feet from the principal structure.

E. **Business and Commercial Uses:**

6. Restaurants:

a. In the ~~CMU and~~ Employment districts, all restaurants shall be incorporated within a multi-use retail center.

G. **Accessory Uses and Structures:**

1. Telecommunication Towers and Antennas:

f. Requirements: All antennas and towers and support structures including guy wires and foundations shall be subject to the appropriate requirements of subsection ~~A8~~ "h" of this Section and the setback requirements established for accessory structures in the applicable zoning district. Antennas, towers, guy wires and foundations, and support buildings shall be constructed on 1 lot or parcel and shall be set back a minimum of 30 feet from any front property line.

1102.01: Plat Procedures

F. **Action By The City Council:** (on preliminary plats)

1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within ~~60~~ 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval.

H. **Approval and Recording:** The City Council shall act upon a final plat application within ~~120~~ 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the

proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void.

PROJECT FILE 0017

Request by the City of Roseville for approval of certain minor, clarifying text amendments to Roseville City Code, Title 10 (Zoning) and Title 11 (Subdivisions)

Chair Boguszewski opened the public hearing for PROJECT FILE 0017 at 6:37 p.m.

Senior Planner Bryan Lloyd provided a brief history of proposed minor, clarifying text amendments to existing City Code, Title 10 (Zoning) and Title 11 9Subdivisions) as detailed in the staff report dated November 4, 2015. Mr. Lloyd advised that the proposed text amendments related to residential accessory buildings, additional standards for specific uses in all districts, and plat procedures in the City's subdivision code to mirror state statute and as detailed in the report, and had come forward during practical application and staff reading/interpretation of existing text.

Residential Uses - Accessory Dwelling Units (ADU)

Chair Boguszewski asked staff to illustrate the distinction between references to standard corner and reverse corners.

Mr. Lloyd displayed a typical lot type illustration from current code and reviewed related front and side streets; and distinctions with reverse corner lots that could have frontages on both the long and short streets related to setbacks based on the type of lot and position of the primary structure; and reviewed various orientations of those lots in conjunction with adjacent properties.

As noted by Member Murphy, if a new property and/or structure, a reverse lot could be addressed at either corner provided no current address existed for a vacant lot, with the new owner of a structure able to determine which way to face their home depending on design particulars and preferences.

In referencing the 1004.02 Accessory Building Table (1004.1) (page 1, RPCA Attachment A), Chair Boguszewski opined that compared with the text on page 4 of that same attachment, there appeared to be some ambiguity related to established front or rear building lines, and sought staff's intent, if in fact to locate building lines further from either street.

By again using the illustration, Mr. Lloyd responded that the principle structure's building line is how setback requirements are established, and depending on the orientation of that principle structure would determine the location as addressed in Table 1004-1.

Chair Boguszewski questioned the clarity of the text and/or table as currently proposed.

Based on staff's familiarity with interpretation, Mr. Lloyd opined that he didn't find the text or table ambiguous, suggesting there may be a need for clarifying questions no matter how they were written.

At the request of Member Gitzen, and again referencing the diagram, Mr. Lloyd explained accessory building placement in relation to adjacent property lines.

Restaurants (RPCA, page 2, line 53)

Specific to the text and table, Chair Boguszewski sought further clarification related to the intent to constrain multi-use buildings.

Mr. Lloyd advised that the intent was to remove the provision specific to restaurants in multi-use buildings (e.g. office/business park and industrial park designations) to avoid stand-alone restaurants. Mr. Lloyd advised that the intent was to remove that incorrect constrain of restaurants only in multi-use buildings in Commercial Mixed Use (CMU) designated districts; with that intent remaining relevant in the Employment designated district, as outlined in the RPCA Attachment A (page 2), Section E.6.

Accessory Building minimum setback from other buildings or structures on the lot

Reverting back to the previous discussion on residential accessory buildings, Member Cunningham expressed her fascination, based on her personal experience living on a reverse corner lot and attempt to add an accessory building (shed) and its proposed placement found too close to the property line (5' versus 6'). Member Cunningham opined she had found that setback requirement ridiculous at the time and continued to do so, questioning why 3' wouldn't be sufficient unless based on maintenance requirements needing 5'.

Mr. Lloyd elaborated on the proposed 6' coming from building code thresholds applying to a building wall and addressing whether or not a heightened fire wall existed adjacent neighboring

properties/buildings. Based on staff's research, Mr. Lloyd noted that if taking the property line between buildings in the future, there would already be a 3' separation for both properties. Whether or not that intent would ever apply, Mr. Lloyd advised he was unsure, but clarified that was the initial rationale. If the accessory building was only set back 3', Mr. Lloyd opined that was also artificial and may not allow fire suppression and actually allow fire transfer from one building to another. Other than for this stipulation, Mr. Lloyd stated he was unsure of any other practical intent for a setback less than 5'; and he found that less arbitrary than 4' or less since property maintenance would get more difficult with any less space, thus the proposed familiar figure of 5'.

Mr. Paschke concurred, noting it would remain consistent with setback requirements.

Member Daire noted he had personally also run into this metric recently when checking on a building permit. During his research, Member Daire advised that he had found that the 6' metric had origins in fire code and was intended to put enough space between combustible walls so transfer of fire from one structure to another would be difficult if impossible. Therefore, Member Daire suggested the fire code may be the place where there was a genesis for that number.

While open to the will of the Commission, Member Cunningham opined she found little harm and greater benefit, based on her personal experience, in lowering the footage to 4'.

Chair Boguszewski questioned practical applications for maintaining grass in that area behind an accessory structure or between an accessory and principle structure; and remedies the City had available to ensure compliance in maintaining that area.

Mr. Lloyd advised that City Code has a maximum height for grass; however, also noted that if the noncompliance issue was in the back yard, no one from the City staff was likely to notice the problem unless a complaint was filed by a neighbor or other resident, at which time the City could then respond accordingly and become involved in the code compliance process (e.g. abatement) as applicable.

Mr. Paschke advised that the City's housing maintenance code could also be utilized.

Chair Boguszewski led discussion based on philosophical questions and responsible homeowners based on realities of a situation and trusting homeowners to effectively and sensible manage their private property, or whether the City needed to adjust minimums to guide proper behavior.

Chair Boguszewski spoke in support of a 3' setback in line with fire code.

If located in a smaller area, Member Bull opined it may be more economical to install a concrete pathway between for maintenance purposes.

Member Gitzen opined he found 4' to 5' to be arbitrary, and would support a 3' setback.

<u>Private Swimming Pools</u>
If amending one section for dwelling structures, Member Murphy questioned if there was also a need for minimum distances related to swimming pools for uniformity.

Mr. Lloyd responded that the intent with phrasing wasn't to suggest everything looked the nicer if at the same footage, but in an attempt to meet resident expectations; and with both a shed and pool considered accessory to the principle structure, he would suggest simplicity of expectations versus differences.

Given his perception that 4', 5' or 6' all seemed arbitrary, Member Murphy stated he found if the City assigned a factual basis for a number such as 3' that seemed easier to support.

Chair Boguszewski closed the public hearing at 7:03 p.m.; no one spoke for or against.

MOTION
Member Cunningham moved, seconded by Member Murphy to recommend to the City Council approval of the proposed amendments to Roseville City Code, Title 10 (Zoning) and Title 11 (Subdivisions); as detailed and based on the information and analysis in the project report dated November 4, 2015; ***amended to change text and table references for minimum setback from any other building or structure on the lot to 3' versus the proposed 5' for accessory dwellings and private swimming pools.***

Ayes: 7
Nays: 0
Motion carried.

ORDINANCE NO. ____

AN ORDNANCE AMENDING CERTAIN TEXT OF TITLE 10 (ZONING) AND TITLE 11 (SUBDIVISIONS) OF THE CITY CODE,

The City Council of the City of Roseville does ordain:

Section 1. The Roseville City Code is hereby amended as follows:

§1004.02: Accessory Buildings

A. **One- and Two-Family Dwellings**: The following standards apply to accessory buildings that serve one- and two-family dwellings.

Table 1004-1	**Accessory Building**
Maximum combined storage size/area	864 square feet; up to 1,008 square feet by meeting performance standards in Section 1004.02A.2. In any case, combined area of accessory buildings shall not exceed 85% of the footprint of the principal structure.
Maximum height	15 feet; 9 feet wall height
Minimum front yard building setback	30 feet
Minimum rear yard building setback	5 feet
Minimum side yard building setback	
~~Rear~~	~~5 feet~~
Interior ~~side~~	5 feet
Corner	10 feet [d]
~~Corner side~~Reverse corner	Behind established building line of principal structure
Minimum setback from any other building or structure on the lot	~~6~~ 5 feet

d The corner side yard setback requirement applies where a parcel is adjacent to a side street or right-of-way. The required setback from an unimproved right-of-way may be reduced to the required interior side yard setback by the Community Development Department upon the determination by the Public Works Director that the right-of-way is likely to remain undeveloped.

B. **Attached and Multi-family Buildings:** Attached and multi-family buildings are allowed one storage or maintenance structure and one garden shed per complex, plus detached garage structures as needed. Accessory buildings and sheds shall be located in ~~front~~ rear or side yards behind the ~~rear~~ front building line of the principal structure. Accessory buildings and sheds shall be set back a minimum of 10 feet from rear or side lot lines and from principal buildings.

C. **Color, Design, and Materials:** The exterior design and materials of an accessory storage building greater than 120 square feet in area and/or greater than 12 feet in height shall be similar to or compatible with those of the principal structure.

§1011.12: Additional Standards for Specific Uses in All Districts

B. **Residential Uses, Accessory:**

1. Accessory Dwelling Units (ADU):

m. Permit Required: A lifetime, non-transferrable ADU Occupancy Permit shall be required from the Community Development Department to allow an ADU to be rented. For the purposes of this provision, a "rented" ADU is one that is being occupied by a person or persons other than the family (as defined in ~~§1001.11~~ §1001.10 of this Title) occupying the principal dwelling unit. Each property owner seeking to rent an ADU, or occupy an ADU while renting the principal dwelling unit, shall apply for a new ADU Occupancy Permit according to the procedure established herein. In addition to receiving an ADU Occupancy Permit, the property shall be in compliance with the City's rental registration requirements.

iv. Revocation: If a permitted ADU or the property for which an ADU permit has been issued should fail to meet the requirements of the permit, and/or if a property for which an ADU permit has been issued should become ineligible for such permit, the issued ADU permit may be revoked upon the determination by the Community Development Department that the noncompliance and/or ineligibility issue(s) cannot or have not been resolved. If an ADU permit is revoked, occupation of the ADU by a person or persons other than the family (as defined in ~~§1001.11~~ §1001.10 of this Title) occupying the principal dwelling unit shall cease within 60 days of the date of the revocation.

4. Private Swimming Pools: All private swimming pools, hot tubs, and other similar private recreational facilities are subject to the following standards:

e. For in-ground pools, the pool shall be set back at least ~~6~~ 5 feet from the principal structure.

E. **Business and Commercial Uses:**

6. Restaurants:

a. In the ~~CMU and~~ Employment districts, all restaurants shall be incorporated within a multi-use retail center.

G. **Accessory Uses and Structures:**

1. Telecommunication Towers and Antennas:

f. Requirements: All antennas and towers and support structures including guy wires and foundations shall be subject to the appropriate requirements of subsection ~~A8~~ "h" of this Section and the setback requirements established for accessory structures in the applicable zoning district. Antennas, towers, guy wires and foundations, and support buildings shall be constructed on 1 lot or parcel and shall be set back a minimum of 30 feet from any front property line.

§1102.01: Plat Procedures

F. **Action By The City Council:** [on preliminary plats]

1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within ~~60~~ 120 days after

the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval.

H. **Approval and Recording:** The City Council shall act upon a final plat application within ~~120~~ 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void.

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 30th day of November, 2015.

City of Roseville

ORDINANCE SUMMARY NO. ____

AN ORDNANCE AMENDING CERTAIN TEXT OF TITLE 10 (ZONING) AND TITLE 11 (SUBDIVISIONS) OF THE CITY CODE

The following is the official summary of Ordinance No. ____ approved by the City Council of the City of Roseville on November 30, 2015:

The Roseville City Code, Title 10, Zoning Code and Title 11, Subdivision Code, has been amended to correct minor errors and incidental omissions, and clarify accidentally vague passages.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____
Patrick Trudgeon, City Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 11-30-2015
Item No.: 10.b

Department Approval

City Manager Approval

Item Description: **Community Development Department Requests Approval of Proposed Text Amendments of Roseville's City Code, Chapter 901 Building Code: including sections 901.01 Adoption of Building Code, 901.06 Permits, Inspections and Fees, 901.08 State Surcharge, and 901.11 Construction Deposits.**

BACKGROUND

Roseville's Code Enforcement Division seeks approval of text amendments to Roseville's City Code, Chapter 901 Building Code. The text amendments are for updating text language, updating references to altered Minnesota statute numbers and City Code numbers, and, for eliminating duplicate and contradictory language. These changes do not add any new permit types, or, increase or decrease the amount of fees collected for permits. Staff is recommending changes to the following sections:

901.01: ADOPTION OF CODE:

The ~~2003~~ most current Minnesota State Building Code (MSBC), one copy of which is on file in the office of the designated building official, has been adopted by Minnesota Statutes ~~16B.59 to 16B.75~~ as a uniform building code applicable throughout the state~~, superseding any other building code of any municipality~~. The most recent revisions, and subsequent amendments to such code are hereby adopted as the building code of the city and incorporated in this chapter as completely as if set out in full. ~~(Ord. 1237,3-13-2000, eff 5-1-2000), (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

901.06: PERMITS, INSPECTIONS AND FEES:

The issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes ~~section 16B~~ and as established in City Code Section 314.05. Permit fees shall be assessed for work governed by this code and work governed by the City Code. The amount of permit fees shall be the total of the following:
~~(Ord. 1379A, 11-17-2008)~~

A. The amount of building permit and other fees shall be as established in City Code Section 314.05. ~~(Ord. 1379A, 11-17-2008)~~
B. In addition, an amount equal to eight percent (8%) of the building permit fee established by subsection A of this section, to be used to defray the cost of fire safety inspections. (Ord. 1237, 3-13-2000, eff. 5-1-2000)
~~C. When a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings, except for construction costs in R-1 and R-2 zones which do not involve new single family structures, and are of less than $15,000.00, shall be 65% of the building permit fee as set forth in section 901.06 of this chapter except as modified in MSBC Section 1300. (Ord. 1110, 4-13-1992)~~

~~(Ord. 1289, 8-4-2003, eff 1-1-2004)~~

901.08: STATE SURCHARGE ON BUILDING PERMIT FEES:

In addition to the permit fees established in section 901.06 of this chapter, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minnesota Statutes.~~, section 16B.70 and Chapter 1300 of the MSBC. (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

901.11: DEPOSIT FOR PROTECTION OF CONCRETE CURBS, TO ENSURE CLEANING OF STREETS AND TO ENSURE COMPLIANCE WITH BUILDING CODE:

At any time a permit is applied for on any new construction and on any remodeling project or addition which in the reasonable opinion of the Designated Building Official involves more than fifty percent (50%) of the cost evaluation of the existing structure, the permit shall also require a cash deposit. In the case of a permit issued for a project involving a dwelling or accessory structure, the amount of such deposit shall be ~~four hundred dollars ($400.00). In the case of any other project, the deposit shall be the greater of four hundred dollars ($400.00) or one percent (1%) of the total valuation as determined from the building permit, but not exceeding two thousand dollars ($2,000.00).~~ as established in the most current fee schedule adopted by the City Council. Such deposit shall be required and applied as necessary to:

A. Protect against damage to the abutting street, concrete curb or other City facility occurring by reason of such construction, and
B. Defray the cost of cleaning streets if the City is required to do so.

The deposit, or unused portion, shall be refundable upon issuance of an occupancy certificate. (Ord. 1289, 8-4-2003, eff 1-1-2004)

POLICY OBJECTIVE

Staff periodically updates City Code and Zoning Ordinance language to eliminate duplicate and contradictory language.

FINANCIAL IMPACTS

There are no financial impacts.

STAFF RECOMMENDATION

Based on the comments provided in this report, staff recommends approval of the proposed text amendments to Roseville's City Code, Chapter 901; including sections 901.01 Adoption of Building Code, 901.06 Permits, Inspections and Fees, 901.08 State Surcharge, and 901.11 Construction Deposits.

REQUESTED COUNCIL ACTION

Adopt an Ordinance amending selected text of Roseville's City Code, Chapter 901; including sections 901.01 Adoption of Building Code, 901.06 Permits, Inspections and Fees, 901.08 State Surcharge, and 901.11 Construction Deposits.

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Ordinance Amendment
B: Ordinance Summary

ATTACHMENT A

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, SECTIONS 901.01, ADOPTION OF BUILDING CODE, 901.06, PERMITS, INSPECTIONS AND FEES, 901.08, STATE SURCHARGE, AND 901.11, CONSTRUCTION DEPOSITS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Sections 901.01, Adoption of Building Code, 901.06, Permits, Inspections and Fees, 901.08, State Surcharge, and 901.11, Construction Deposits.

SECTION 2. Sections 901.01, 901.06, 901.08, and 901.11 is hereby amended as follows:

901.01: ADOPTION OF CODE:

The ~~2003~~ most current Minnesota State Building Code (MSBC), one copy of which is on file in the office of the designated building official, has been adopted by Minnesota Statutes ~~16B.59 to 16B.75~~ as a uniform building code applicable throughout the state~~, superseding any other building code of any municipality~~. The most recent revisions and subsequent amendments to such code are hereby adopted as the building code of the city and incorporated in this chapter as completely as if set out in full. ~~(Ord. 1237,3-13-2000, eff 5-1-2000), (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

901.06: PERMITS, INSPECTIONS AND FEES:

The issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes ~~section 16B~~ and as established in City Code Section 314.05. Permit fees shall be assessed for work governed by this code and work governed by the city code. The amount of permit fees shall be the total of the following:
~~(Ord. 1379A, 11-17-2008)~~

A. The amount of building permit and other fees shall be as established in Section 314.05. ~~(Ord. 1379A, 11-17-2008)~~
B. In addition, an amount equal to eight percent (8%) of the building permit fee established by subsection A of this section, to be used to defray the cost of fire safety inspections. (Ord. 1237, 3-13-2000, eff. 5-1-2000)
~~C. When a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings, except for construction costs in R-1 and R-2 zones which do not involve new single family structures, and are of less than $15,000.00, shall be 65% of the building permit fee as set forth in section 901.06 of this chapter except as modified in MSBC Section 1300. (Ord. 1110, 4-13-1992)~~

~~(Ord. 1289, 8-4-2003, eff 1-1-2004)~~

901.08: STATE SURCHARGE ON BUILDING PERMIT FEES:

In addition to the permit fees established in section 901.06A of this chapter, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minnesota Statutes.~~, section 16B.70 and Chapter 1300 of the MSBC. (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

901.11: DEPOSIT FOR PROTECTION OF CONCRETE CURBS, TO ENSURE CLEANING OF STREETS AND TO ENSURE COMPLIANCE WITH BUILDING CODE:

At any time a permit is applied for on any new construction and on any remodeling project or addition which in the reasonable opinion of the Designated Building Official involves more than fifty percent (50%) of the cost evaluation of the existing structure, the permit shall also require a cash deposit. In the case of a permit issued for a project involving a dwelling or accessory structure, the amount of such deposit shall be ~~four hundred dollars ($400.00). In the case of any other project, the deposit shall be the greater of four hundred dollars ($400.00) or one percent (1%) of the total valuation as determined from the building permit, but not exceeding two thousand dollars ($2,000.00).~~ as established in the most current fee schedule adopted by the City Council. Such deposit shall be required and applied as necessary to:

A. Protect against damage to the abutting street, concrete curb or other City facility occurring by reason of such construction, and
B. Defray the cost of cleaning streets if the City is required to do so.

The deposit, or unused portion, shall be refundable upon issuance of an occupancy certificate. (Ord. 1289, 8-4-2003, eff 1-1-2004)

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

Passed this 30th day of November, 2015.

BY:

_____
Daniel J. Roe, Mayor

ATTEST:

_____
Patrick Trudgeon, City Manager

ATTACHMENT B

City of Roseville

ORDINANCE SUMMARY NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, SECTIONS 901.01. ADOPTION OF BUILDING CODE, 901.06, PERMITS, INSPECTIONS AND FEES, 901.08, STATE SURCHARGE, AND 901.11, CONSTRUCTION DEPOSITS

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on November 30, 2015:

The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Sections 901.01, Adoption of Building Code, 901.06, Permits, Inspections and Fees, 901.08, State Surcharge, and 901.11, Construction Deposits.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.ci.roseville.mn.us).

BY:

_____

Daniel J. Roe, Mayor

ATTEST:

_____

Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 11-30-2015
Item No.: 10.c

Department Approval

City Manager Approval

Item Description: **Community Development Department Requests Approval of Proposed Text Amendments of Roseville's City Code Chapter 905 Swimming Pools; including Sections 905.01 Permit Required, 905.03 Conditions, and 905.05 Regulated Pools.**

BACKGROUND

Roseville's Building and Inspection Division seeks approval of text amendments to City Code Chapter 905, Swimming Pools. The text amendments are for eliminating duplicate and contradictory language with the adopted 2010 City Zoning Ordinance Section 1011.12B.4 Private Swimming Pools. Chapter 905 will retain other important regulations and additional restrictions on multi-family pools in proximity to single-family areas. These changes do not add any new permit types, or, increase or decrease the amount of fees collected for permits. Staff is recommending changes to the following sections:

- 905.01: Permit Required
- 905.02: Application
- 905.03: Conditions
- 905.04: Multiple-Family Dwelling Areas
- 905.05: Regulated Pools

905.01: PERMIT REQUIRED:

A building permit shall be required for any swimming pool with a capacity over ~~one~~ three thousand (~~1~~3,000) gallons or with a depth of over ~~three feet (39)~~ three feet and six inches (42) of water. The permit fee shall be as listed in the most current Fees Resolution adopted by the City Council.(Ord. 636, 11-9-70) (Ord. 1289, 8-4-2003, eff 1-1-2004)

905.03: CONDITIONS:

A. Location in Yard: See Section 1011.12.B.4. ~~Pool shall not be located within ten (10) feet of any side or rear lot line nor within six (6) feet of any principal structure (except decks) or frost footing. Pools shall not be located within any required front yard. (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

B. Utility Lines: Pools shall not be located beneath overhead utility lines nor over underground utility lines~~, nor located within any private or public utility, walkway, drainage or other easement~~.

~~C. Inground Pools: In the case of inground pools, necessary precautions shall be taken during construction to:~~

~~1. Avoid damage, hazards or inconvenience to nearby or adjacent property.~~

~~2. Assure that proper care shall be taken in stockpiling excavated material to avoid erosion,~~

~~dust or other infringements upon adjacent property.~~

~~D.~~C. Access for Construction: All access for construction shall be over the owner's land and due care shall be taken to avoid damage to public streets and adjacent private or public property.

~~E.~~D. Backflush Water: to the extent feasible, backflush water or water from pool drainage shall be directed onto the owner's property. Water shall not drain onto adjacent or nearby private land. (Ord.1388, 2-22-2010)

~~F. Mechanical Equipment: The filter unit, pump, heating unit and any other noise-making mechanical equipment shall be located at least fifty (50) feet from any adjacent or nearby residential structure and not closer than ten (10) feet to any lot line.~~

~~G. Light: Light for the pool shall be directed toward the pool and not toward adjacent property.~~

~~H. Safety Fence: A safety fence of non-climbable type at least five (5) feet in height shall completely enclose the pool. Gates must be self-closing, self-latching, and lockable. (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

~~I.~~E. Water: Water in the pool shall be maintained in a suitable manner to avoid health hazards of any type. Such water shall be subject to periodic inspection by the City. (Ord. 1289, 8-4-2003, eff 1-1-2004)

~~J. Wiring: All wiring, installation of heating units, grading, installation of pipes and all other installations and construction shall be subject to inspection by City inspectors.~~

~~K. Deviation from Standards: Any proposed deviation from these standards and requirements shall require a variance in accordance with normal zoning procedures.~~

~~L.~~F. Safety Fencing: Required safety fencing shall be completely installed prior to filling a pool. (Ord. 1289, 8-4-2003, eff 1-1-2004)

~~M.~~G. Nuisances: Nuisances such as undue noise, lighting of adjacent property, health and safety hazards, damage to nearby vegetation and the like shall not be permitted.

~~N.~~H. Filling of Pool: Filling of pools from fire hydrants or other public facilities or drainage of pools into public streets or other public drainage ways shall require permission of the appropriate City officials. Drainage of a pool shall meet city and health agencies requirements. (Ord. 1289, 8-4-2003, eff 1-1-2004)

~~O.~~I. Service Drop Conductors: No swimming pool shall be placed or constructed so as to be under any service drop conductors and any other open overhead wiring, nor within ten (10) feet horizontally from the pool edge, diving structure, observation stands, towers or platforms. No service drop conductors and other open overhead wiring shall be installed over or by any existing swimming pool except in conformance with this subsection. (Ord. 636, 11-9-70)

905.04: MULTIPLE-FAMILY DWELLING AREAS:

Private swimming pools intended for and used by the occupants of a multiple-family dwelling and the guests of the occupants of said dwelling shall adhere to the following regulations:

A. Lot Lines: No part of the water surface of the swimming pool shall be less than fifty (50) feet from any lot line.

B. Service Equipment: No pumps, filter or other apparatus used in connection with or to service a swimming pool shall be located less than fifty (50) feet from any lot line.

C. Fencing: The pool area shall be adequately fenced to prevent uncontrolled access from the street or adjacent property. Adequate screening, including, but not limited to, landscaping shall be placed between the pool area and adjacent single-family district lot lines.

D. Deck Areas: All deck areas, adjacent patios and other similar areas used in conjunction with the swimming pool shall be located at least thirty (30) feet from any lot line in an adjacent single-family district. (Ord. 636, 11-9-70)

~~**905.05: REGULATED POOLS:**~~

~~A. Definition: All artificial pools, including any structure, basin, chamber or tank containing a body of water for swimming, diving, relaxation, recreational bathing, treatment pools, therapeutic pools, special pools for water therapy, whirlpool baths, spas and cold plunges, except those located on public school property or a single-family residential property, are subject to the provisions of subsections B and C of this Section.~~

~~B. Inspection: The County Health Department is authorized to conduct such inspections as are deemed necessary to ensure compliance with all Minnesota State rules and regulations as they apply to water standards and shall have the right of entry at any reasonable hour to said pools for this purpose.~~

~~C. Water Standards: Those provisions set forth in MHD - 141, Rules and Regulations of the Minnesota Department of Health, relating to public swimming pools, 1971, as amended, are hereby adopted as an ordinance regulating the disinfection and quality of water in, and the cleaning pools in the city as defined in subsection A of this Section, and are hereby incorporated in and made a part of this Chapter as completely as if set out herein in full. (Ord. 946, 3-26-84)~~

POLICY OBJECTIVE

Staff periodically updates City Code and Zoning Ordinance language to eliminate duplicate and contradictory language.

FINANCIAL IMPACTS

There are no financial impacts.

STAFF RECOMMENDATION

Based on the comments provided in this report, staff recommends approval of the proposed text amendments to Roseville's City Code Chapter 905 Swimming Pools; including sections 905.01 Permit Required, 905.03 Conditions, and 905.05 Regulated Pools.

REQUESTED COUNCIL ACTION

Adopt an Ordinance amending selected text of Roseville's City Code Chapter 905 Swimming Pools; including sections 905.01 Permit Required, 905.03 Conditions, and 905.05 Regulated Pools.

Prepared by: Don Munson, Codes Coordinator

Attachments: A: Ordinance Amendment
B: Ordinance Summary

ATTACHMENT A

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, SWIMMING POOLS, SECTIONS 905.01, PERMIT REQUIRED, 905.03, CONDITIONS, AND 905.05, REGULATED POOLS

THE CITY OF ROSEVILLE ORDAINS:

SECTION:

905.01: Permit Required
905.02: Application
905.03: Conditions
905.04: Multiple-Family Dwelling Areas
~~905.05: Regulated Pools~~

905.01: PERMIT REQUIRED:

A building permit shall be required for any swimming pool with a capacity over ~~one~~ three thousand (~~1~~3,000) gallons or with a depth of over ~~three feet (39)~~ three feet and six inches (42) of water. The permit fee shall be as listed in the most current Fees Resolution adopted by the City Council.(Ord. 636, 11-9-70) (Ord. 1289, 8-4-2003, eff 1-1-2004)

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~~C. Inground Pools: In the case of inground pools, necessary precautions shall be taken during construction to:~~

~~1. Avoid damage, hazards or inconvenience to nearby or adjacent property.~~

~~2. Assure that proper care shall be taken in stockpiling excavated material to avoid erosion, dust or other infringements upon adjacent property.~~

~~D.~~C. Access for Construction: All access for construction shall be over the owner's land and due care shall be taken to avoid damage to public streets and adjacent private or public property.

~~E.~~D. Backflush Water: to the extent feasible, backflush water or water from pool drainage shall be directed onto the owner's property. Water shall not drain onto adjacent or nearby private land. (Ord.1388, 2-22-2010)

~~F. Mechanical Equipment: The filter unit, pump, heating unit and any other noise-making mechanical equipment shall be located at least fifty (50) feet from any adjacent or nearby residential structure and not closer than ten (10) feet to any lot line.~~

~~G. Light: Light for the pool shall be directed toward the pool and not toward adjacent property.~~

~~H. Safety Fence: A safety fence of non-climbable type at least five (5) feet in height shall completely enclose the pool. Gates must be self-closing, self-latching, and lockable. (Ord. 1289, 8-4-2003, eff 1-1-2004)~~

~~I.~~E. Water: Water in the pool shall be maintained in a suitable manner to avoid health hazards of any type. Such water shall be subject to periodic inspection by the City. (Ord. 1289, 8-4-2003, eff 1-1-2004)

~~J. Wiring: All wiring, installation of heating units, grading, installation of pipes and all other installations and construction shall be subject to inspection by City inspectors.~~

~~K. Deviation from Standards: Any proposed deviation from these standards and requirements shall require a variance in accordance with normal zoning procedures.~~

~~L.~~F. Safety Fencing: Required safety fencing shall be completely installed prior to filling a pool. (Ord. 1289, 8-4-2003, eff 1-1-2004)

~~M.~~G. Nuisances: Nuisances such as undue noise, lighting of adjacent property, health and safety hazards, damage to nearby vegetation and the like shall not be permitted.

~~N.~~H. Filling of Pool: Filling of pools from fire hydrants or other public facilities or drainage of pools into public streets or other public drainage ways shall require permission of the appropriate City officials. Drainage of a pool shall meet city and health agencies requirements. (Ord. 1289, 8-4-2003, eff 1-1-2004)

~~O.~~I. Service Drop Conductors: No swimming pool shall be placed or constructed so as to be under any service drop conductors and any other open overhead wiring, nor within ten (10) feet horizontally from the pool edge, diving structure, observation stands, towers or platforms. No service drop conductors and other open overhead wiring shall be installed over or by any existing swimming pool except in conformance with this subsection. (Ord. 636, 11-9-70)

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~~B. Inspection: The County Health Department is authorized to conduct such inspections as are deemed necessary to ensure compliance with all Minnesota State rules and regulations as they apply to water standards and shall have the right of entry at any reasonable hour to said pools for this~~

~~purpose.~~

~~C. Water Standards: Those provisions set forth in MHD - 141, Rules and Regulations of the Minnesota Department of Health, relating to public swimming pools, 1971, as amended, are hereby adopted as an ordinance regulating the disinfection and quality of water in, and the cleaning pools in the city as defined in subsection A of this Section, and are hereby incorporated in and made a part of this Chapter as completely as if set out herein in full. (Ord. 946, 3-26-84)~~

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

Passed this 30th day of November, 2015.

BY:

_____

Daniel J. Roe, Mayor

ATTEST:

_____

Patrick Trudgeon, City Manager

ATTACHMENT B

City of Roseville

ORDINANCE SUMMARY NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, SWIMMING POOLS, SECTIONS 905.01, PERMIT REQUIRED, 905.03, CONDITIONS, AND 905.05, REGULATED POOLS

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on November 30, 2015:

The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Swimming Pools, Sections 905.01, Permit Required, 905.03, Conditions, and 905.05, Regulated Pools.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.ci.roseville.mn.us).

BY:

_____

Daniel J. Roe, Mayor

ATTEST:

_____

Patrick Trudgeon, City Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Agenda Date: 11/30/2015
Agenda Item: 12.a

Department Approval | City Manager Approval

Item Description: Public Hearing to Consider Currency Exchange License Renewal for 2016**:** Pawn America Minnesota, LLC.

GENERAL SITE INFORMATION

Applicant: Pawn America Minnesota, LLC

Location: 1715 Rice Street

Property Owner: Osborn Properties

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	McCarrons Hills Shopping Center	CB	CB
North	Retail (DQ) and One-family residential, detached	CB/LR	CB/LDR-1
West	Multi-family residential (Brittany Apartments)	HD	HDR-1
East	Retail – City of Maplewood		
South	Retail – City of Saint Paul		

REVIEW OF REQUEST

The following organization has applied to the Minnesota Department of Commerce and the City of Roseville for the annual renewal and approval of their Currency Exchange Licenses for the calendar year 2016:

- **Pawn America Minnesota LLC, (License #20186066), 1715 North Rice Street**

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the municipality in which the currency exchange conducts business. The law further requires the governing body of the municipality to render a decision regarding the renewal of the license within 60 days.

State Statutes also require the City to published notice of its intention to consider the issue and solicit testimony from interested persons prior to taking action on the renewal.

BACKGROUND

Minnesota Statute 53A.04(a) states: "Within 30 days after receipt of a completed application, the commissioner shall deny the application or submit the application to the governing body of the local unit of government in which the applicant is located or is proposing to be located. The commissioner may not approve the application without the concurrence of the governing body. The governing shall give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the applicant is located or proposing to be located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The commissioner must approve or disapprove the application within 30 days from receiving the decision from the governing body. The governing body shall have the sole responsibility of its decision. The state shall have no responsibility for that decision."

The City received the letter from the Minnesota Department of Commerce dated October 28, 2015, which affords the City Council until December 27, 2015, to hold the required hearing and take action of the subject request.

STAFF COMMENTS

The Community Development Staff and City Attorney have reviewed the request and determined that the request falls under the guidelines of permitted use within the Community Business zoning district as a bank or financial institution.

The Roseville Police Department has completed a review of the Pawn America site and has not experienced any incidents of concern at this site and will continue to work closely with Pawn America and their check cashing operation. The Roseville Police Department does receive calls from time to time pertaining to occurrences on the property (see Attachment B).

STAFF RECOMMENDATION

Staff recommends that the Roseville City Council approve the requests of Pawn America Minnesota LLC, 1715 North Rice Street to renew their licenses to operate currency exchange businesses, in the City of Roseville for the 2016 calendar year.

SUGGESTED CITY COUNCIL ACTION

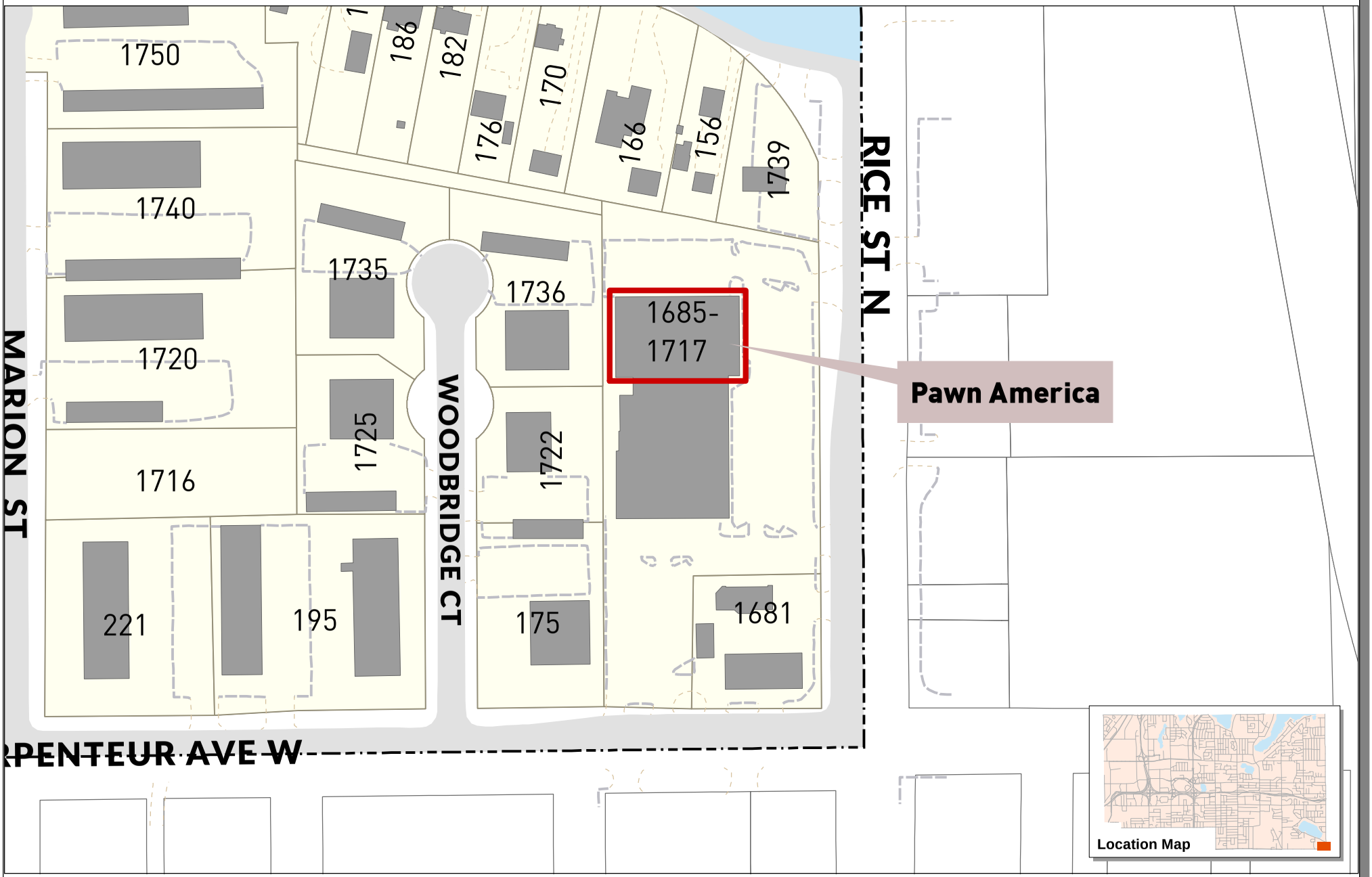
By motion, recommend approval of the requests by **Pawn America Minnesota LLC, 1715 North Rice Street, Roseville to renew their licenses to operate currency exchange businesses in Roseville for the 2016 calendar year.**

Prepared by: City Planner Thomas Paschke 651-792-7074 | thomas.paschke@cityofroseville.com

Attachments: A: Site map
B: Police memo

Currency Exchange License Renewal 2016

Attachment A



ROSEVILLE
Prepared by:
Community Development Department
Printed: November 18, 2015

Site Location

Data Sources
* Ramsey County GIS Base Map (11/2/2015)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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

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mapdoc: planning_commission_location.mxd

Lt. Scott Williams
Investigative Case Coordinator
Roseville Police Department
2660 Civic Center Drive
Roseville, Minnesota 55113
Desk: 651-792-7281
E-mail: scott.williams@ci.roseville.mn.us

Roseville Police Criminal Investigations Unit

Memo

To: Thomas Paschke

From: Lt. Scott Williams

CC: Chief Mathwig

Date: 11/18/2015

Re: Pawn America Currency Exchange Renewal

I reviewed police calls for service and incidents originating from Pawn America, located at 1715 North Rice Street. There were no issues or law enforcement concerns in the past year. Pawn America has continued to be responsive to all police requests and consistently provides information in a timely manner.

Pawn America continues to meet the surveillance requirements of the Roseville city ordinance. The cameras adequately cover the interior of Pawn America and the exterior parking lot. The system is sufficient quality to aid law enforcement in investigations.

Please let me know if you have any questions or concerns.

REQUEST FOR COUNCIL ACTION

Date:November 30, 2015
Item No.: 12.b

Department Approval

City Manager Approval

Item Description: Approve Resolution Approving the Vacation of an Easement at 311 County Road B

BACKGROUND

In 1988 a 20 foot wide easement was granted to the City of Roseville by deed for the construction of a storm sewer and storm water ditch running through the property.

As part of a proposed development in this area, Farrington Estates, the developer's surveyor has recommended the vacation of an existing easement running through the parcel at 311 County Road B. This recommendation is based on the establishment of a new alignment for the existing storm sewer to accommodate the new parcels as part of the development. As seen on the attached proposed plat, Attachment C, FARRINGTON ESTATES, new drainage and utility easements would be established throughout the lot to accommodate the re-aligned public storm sewer.

The vacation will be not be official until such time the City Manager executes and records a Notice of Completion of this vacation. This will be done once a Final Plat has been approved by the City Council. Therefore, staff is recommending the vacation of the easement running west to east on the parcel located at 311 County Road B.

FINANCIAL IMPACTS

There is no financial impact to the City of Roseville. The property owner will need to enter into a Public Improvement Contract with the City to realign the City's sanitary sewer at their cost. All work would need to be completed to the satisfaction of the City Engineer.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the attached resolution approving the vacation of the easement running west to east on the parcel at 311 County Road B.

REQUESTED COUNCIL ACTION

Conduct a public hearing receiving any public comments related to the proposed easement vacation.

Approval of resolution approving the vacation of a sewer easement running west to east on the parcel at 311 County Road B. The vacation will be subject to Council approval of the final plat.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution
B: Location Map
C: Draft Farrington Estates Plat
D: Aerial view of Subject Property
E: Proposed Grading & Utility Plan

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 30th day of November, 2015, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION NO.
APPROVING THE VACATION OF AN EASEMENT LOCATED ON LOT SEVEN (7), MICHEL'S REARRANGMENT OF LOTS 9 TO 16 INCLUSIVE OF MACKUBIN & IGLEHART ADDITION OF OUTLOTS TO ST. PAUL, EXCEPT THE EAST 240 FEET OF THE SOUTH 200 FEET AND SUBJECT STATE HIGHWAY 36

WHEREAS, easement was dedicated to the City of Roseville by deed; and

WHEREAS, a Request has been filed with the City of Roseville requesting the vacation of said sewer easement which lie within the following described real property:

> A 20 foot easement the centerline described as follows;
>
> Commencing at a point on the west lot line of Lot 7 of Michel's rearrangement of Lots 9 to 16 inclusive Mackubin and Iglegart Addition 310 feet north of the southwest corner of said Lot 7; thence northeasterly to a point on the east line of said Lot 7, said point being 322.94 feet north of the southeast corner of said Lot 7 and there terminating, Ramsey County, Minnesota.

WHEREAS, after two weeks published and posted notice have been given as well as notice having been mailed to all affected property owners according to Minnesota Statutes, a public hearing was held on November 30, 2015 at which all persons interested in said vacation were given an opportunity to be heard; and

WHEREAS, the Roseville City Council has determined that the vacation would be in the public interest;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA:

1. That the City of Roseville hereby vacates the easement dedicated to the City by deed, which lies within the following described real property:

   A 20 foot easement the centerline described as follows;

   Commencing at a point on the west lot line of Lot 7 of Michel's rearrangement of Lots 9 to 16 inclusive Mackubin and Iglegart Addition 310 feet north of the southwest corner of said Lot 7; thence northeasterly to a point on the east line of said Lot 7, said point being 322.94 feet north of the southeast corner of said Lot 7 and there terminating, Ramsey County, Minnesota.

2. The vacation applies only to the easement which lies within the real property described in Provision 1 above which were dedicated to the City by deed and not to: (a) the rights of existing utilities, if any, and (b) any other easements running to or benefiting the City of Roseville or the Metropolitan Council.

3. Contingent upon the establishment of new drainage and utility easements platted on this property, the City Manager is directed to execute and record a Notice of Completion of this vacation proceeding pursuant to Minnesota Statutes §412.851. The vacation authorized by this Resolution shall not be effective until the Notice of Completion is recorded in the office of the Ramsey County Recorder.

The motion was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof: ; and and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

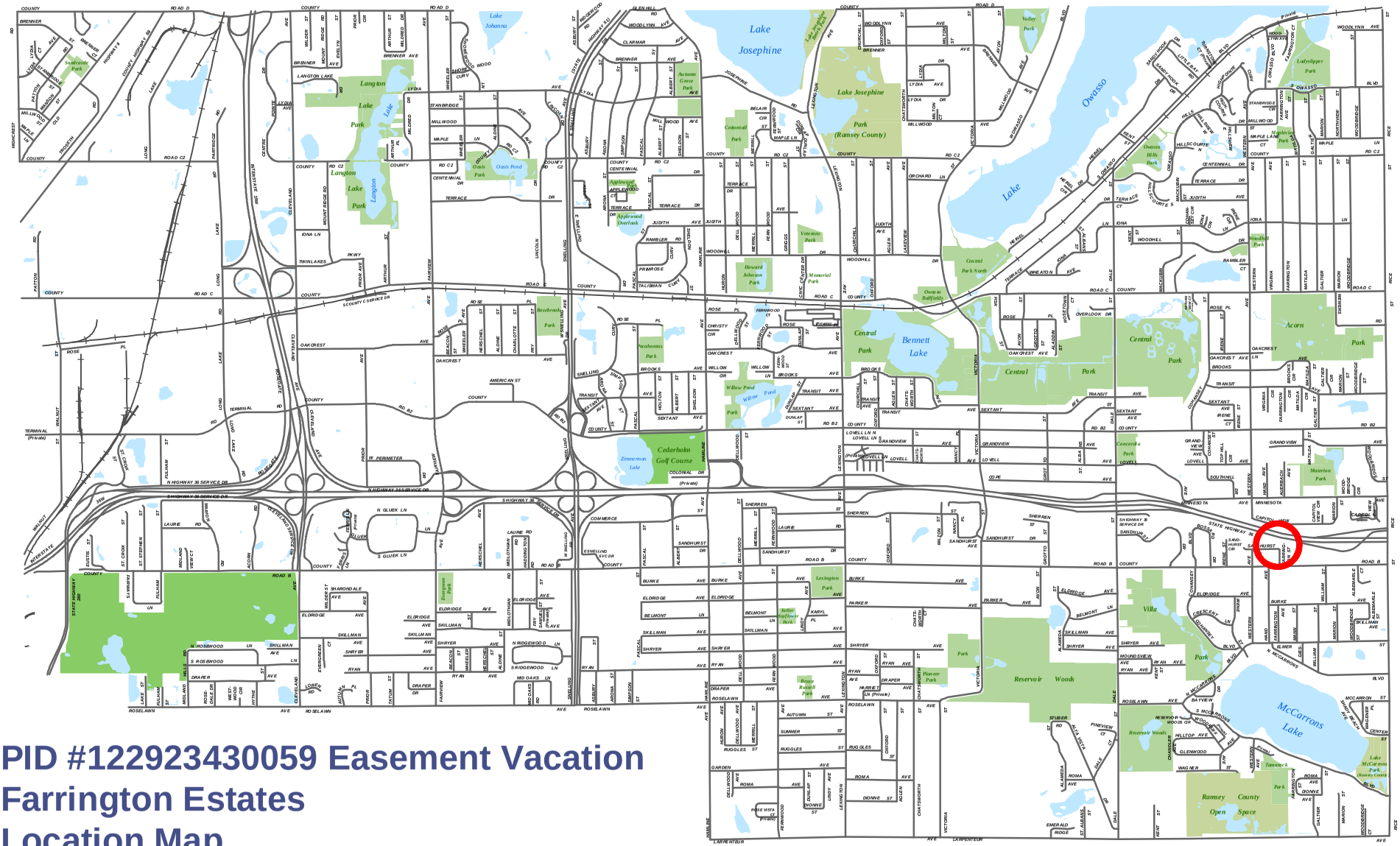
I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 30th day of November, 2015, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 30th day of November, 2015.

_____
Patrick Trudgeon, City Manager

(SEAL)

Attachment B



PID #122923430059 Easement Vacation Farrington Estates Location Map

ROSEVILLE

Prepared by:
Engineering Department
November 04, 2015

Data Sources and Contacts:
* Ramsey County GIS Base Map (10/1/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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0 500 1000 1500 2000 Feet

N

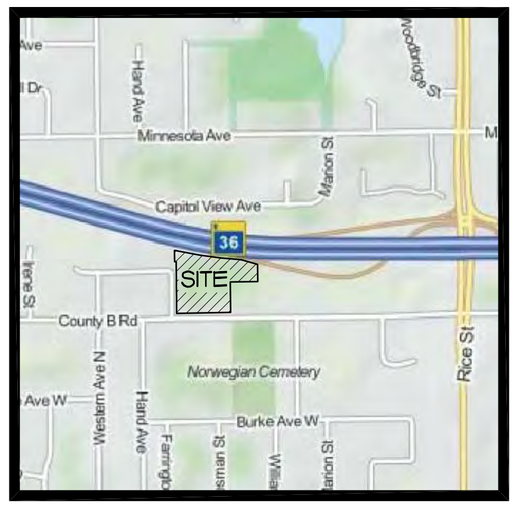
mapdoc: EasementVacation_FarringtonEstatesLocationMap.mxd
map: EasementVacation_FarringtonEstatesLocationMap.pdf

PRELIMINARY PLAT

~of~ FARRINGTON ESTATES
~for~ NEW DESIGN PROPERTIES
9183 109TH AVE. NW
ELK RIVER, MN 55330
763-528-0872

VICINITY MAP

PART OF SEC. 12, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA
(NO SCALE)

PROPERTY DESCRIPTION

Lot Seven (7), Michel's Rearrangement of Lots 9 to 16 inclusive of Mackubin and Iglehart Addition of Outlots to St. Paul, except the East 240 feet of the South 200 feet and subject State Highway 36.

DEVELOPMENT DATA

APPROXIMATE TOTAL SITE AREA = 3.50± ACRES
OUTLOT A AREA = 1.12± ACRES
6 PROPOSED SINGLE FAMILY LOTS
DENSITY = 1.71 LOTS / ACRE

ZONING AND SETBACKS

CURRENT ZONING IS LDR 1 (LOW DENSITY RESIDENTIAL)
PROPOSED ZONING IS LDR 1 (LOW DENSITY RESIDENTIAL)

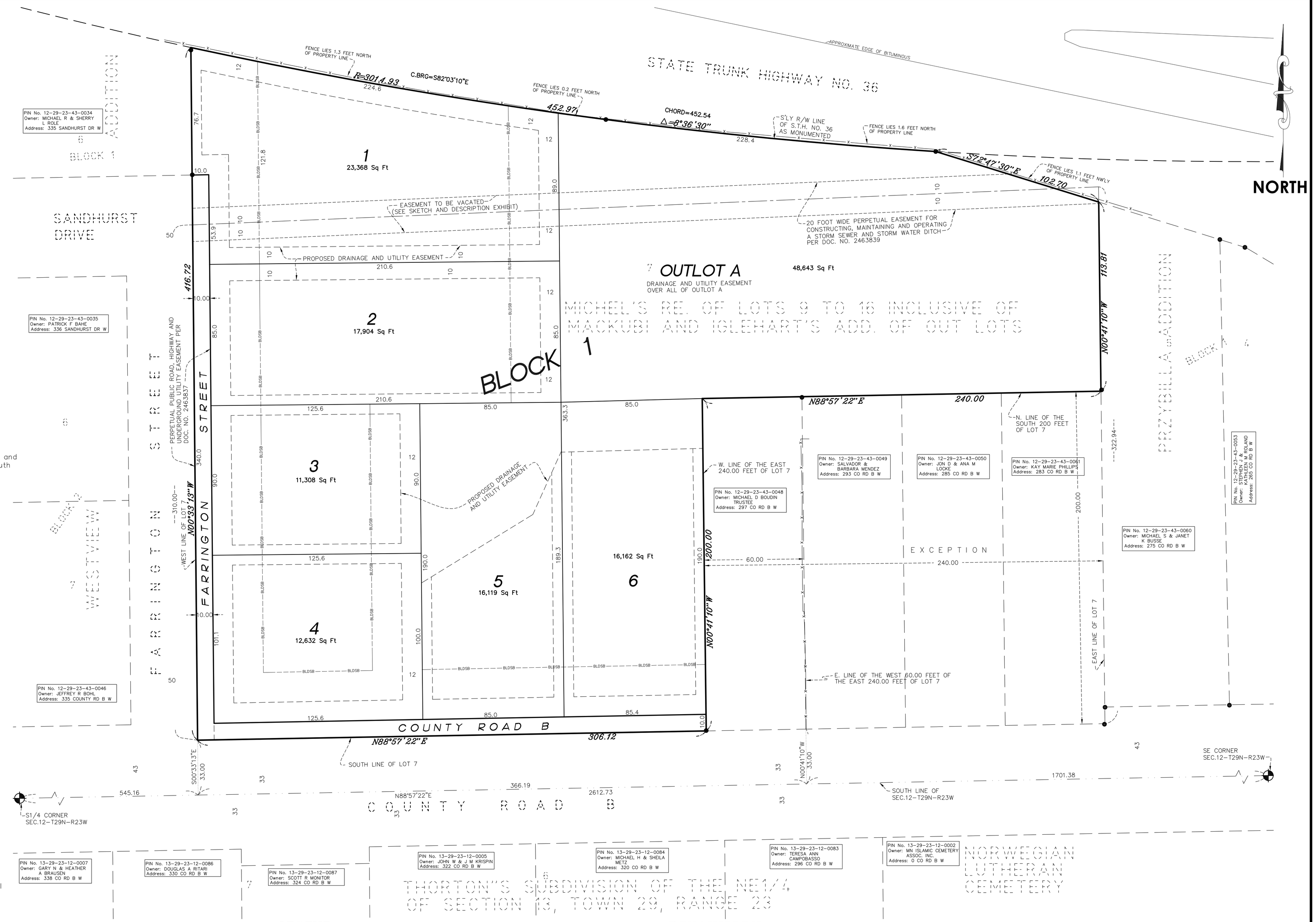
FRONT SETBACK	30 FEET
SIDE YARD	5 FEET
CORNER	10 FEET
REVERSE CORNER	30 FEET
REAR SETBACK	30 FEET

DEVELOPMENT REQUIREMENTS FOR ZONE LDR 1 (LOW DENSITY RESIDENTIAL)

MINIMUM LOT AREA INTERIOR	11,000 S.F.
MINIMUM LOT AREA CORNER	12,500 S.F.
MINIMUM LOT WIDTH INTERIOR	85 FT.
MINIMUM LOT WIDTH CORNER	100 FT.
MINIMUM LOT DEPTH INTERIOR	110 FT.
MINIMUM LOT DEPTH CORNER	100 FT.

NOTES

- Parcel ID Numbers: 12.29.23.43.0059.
- Address of the surveyed premises: 311 County Road B W, Roseville, MN 55113.
- Field survey was completed by E.G. Rud and Sons, Inc. on 1/09/14.
- Bearings shown are on Ramsey County Coordinate System.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map Community Panel No. 27123C0038G by the Federal Emergency Management Agency effective date June 04, 2010.
- Due to field work being completed during the winter season there may be improvements in addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters.



LEGEND

- ● DENOTES IRON MONUMENT FOUND AS LABELED
- ○ DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- ✦ DENOTES RAMSEY COUNTY CAST IRON MONUMENT

PIN No. 17-119-22-14-0008 Owner: City of X Address: Unassigned — DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

BENCHMARK

RAMSEY COUNTY BENCHMARK NO. 9168
ELEV.=941.81 (NAVD88)

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

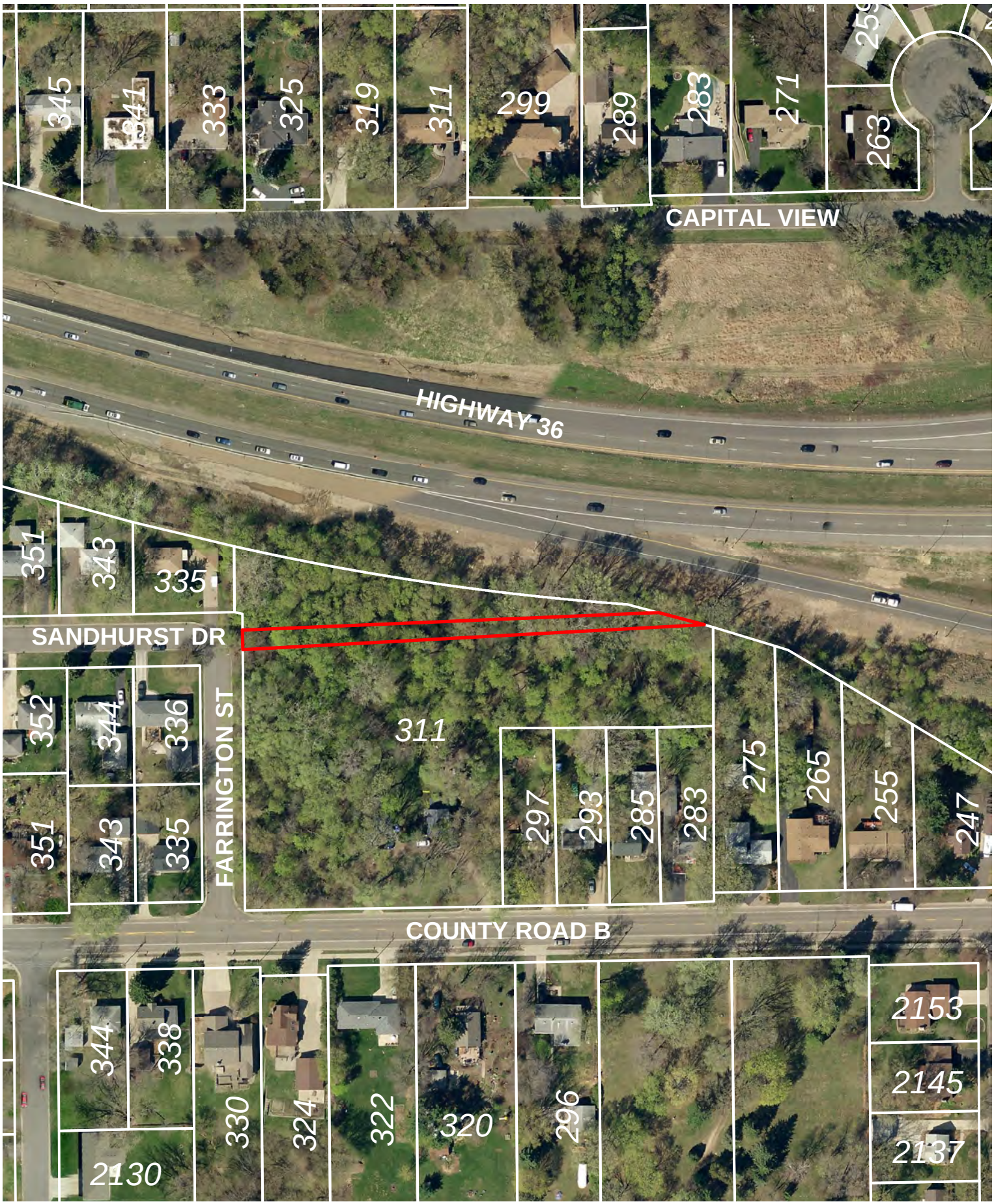
JASON E. RUD

Date: 06/01/15 License No. 41578

DRAWN BY: JEN	JOB NO: 15090PP	DATE: 02/20/15	
CHECK BY: JER	SCANNED ☐		
1	04/07/15	Rev. Bndry, Layout & Client	JEN
2	06/01/15	Revised Ponding	MMD
3			
NO.	DATE	DESCRIPTION	BY

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

Attachment D



Farrington Estates Aerial View

ROSEVILLE

Prepared by:
Engineering Department
November 04, 2015

Data Sources and Contacts:
* Ramsey County GIS Base Map (10/01/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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N

0 25 50 75 100 Feet

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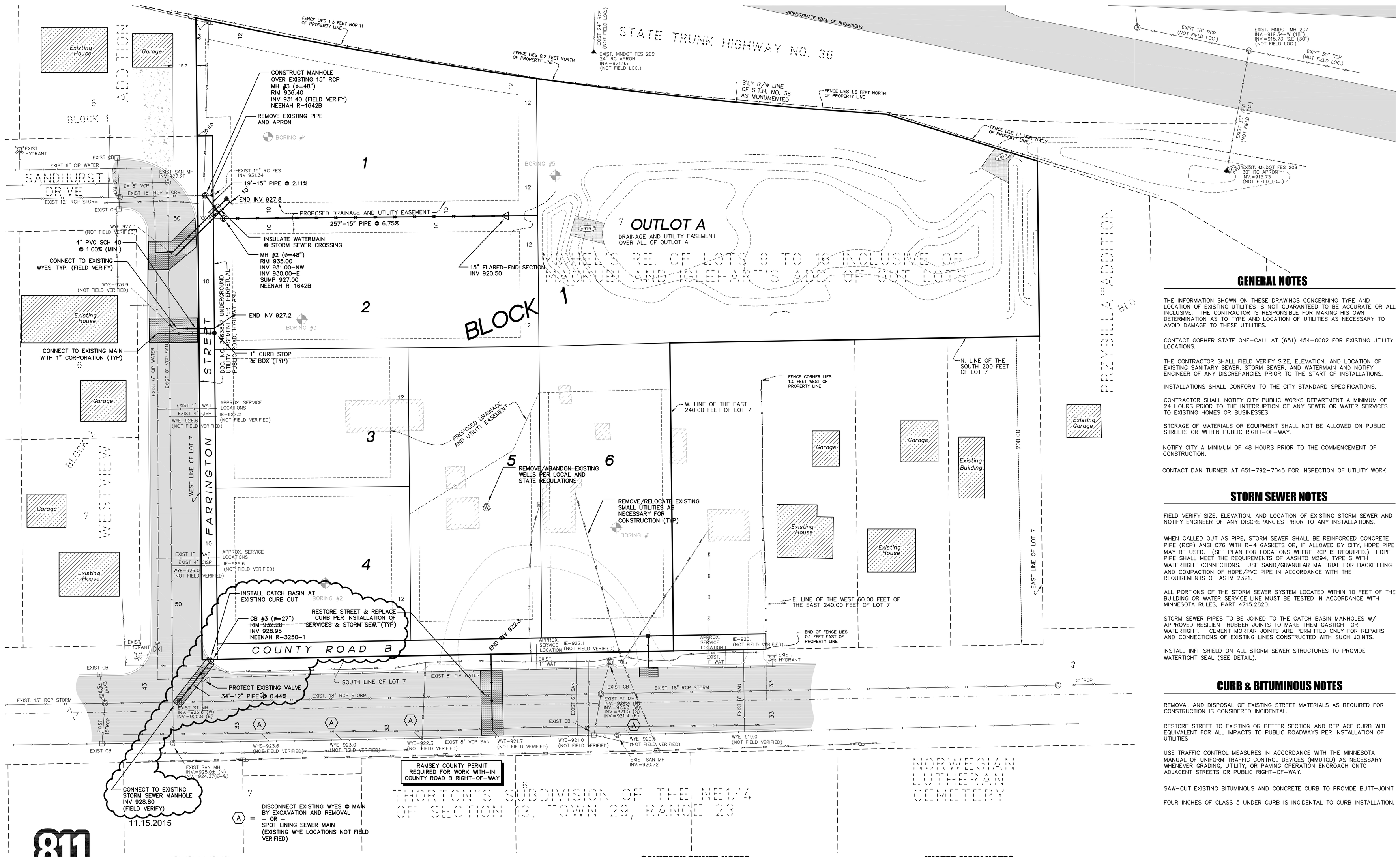


GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CONTACT GOPHER STATE ONE-CALL AT (651) 454-0002 FOR EXISTING UTILITY LOCATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATERMAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS.

CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

CONTACT DAN TURNER AT 651-792-7045 FOR INSPECTION OF UTILITY WORK.

STORM SEWER NOTES

FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

WHEN CALLED OUT AS PIPE, STORM SEWER SHALL BE REINFORCED CONCRETE PIPE (RCP) ANSI C76 WITH R-4 GASKETS OR, IF ALLOWED BY CITY, HDPE PIPE MAY BE USED. (SEE PLAN FOR LOCATIONS WHERE RCP IS REQUIRED.) HDPE PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M294, TYPE S WITH WATERTIGHT CONNECTIONS. USE SAND/GRANULAR MATERIAL FOR BACKFILLING AND COMPACTION OF HDPE/PVC PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF ASTM 2321.

ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MINNESOTA RULES, PART 4715.2820.

STORM SEWER PIPES TO BE JOINED TO THE CATCH BASIN MANHOLES W/ APPROVED RESILIENT RUBBER JOINTS TO MAKE THEM GASTIGHT OR WATERTIGHT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.

INSTALL INFI-SHIELD ON ALL STORM SEWER STRUCTURES TO PROVIDE WATERTIGHT SEAL (SEE DETAIL).

CURB & BITUMINOUS NOTES

REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.

RESTORE STREET TO EXISTING OR BETTER SECTION AND REPLACE CURB WITH EQUIVALENT FOR ALL IMPACTS TO PUBLIC ROADWAYS PER INSTALLATION OF UTILITIES.

USE TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AS NECESSARY WHENEVER GRADING, UTILITY, OR PAVING OPERATION ENCROACH ONTO ADJACENT STREETS OR PUBLIC RIGHT-OF-WAY.

SAW-CUT EXISTING BITUMINOUS AND CONCRETE CURB TO PROVIDE BUTT-JOINT.

FOUR INCHES OF CLASS 5 UNDER CURB IS INCIDENTAL TO CURB INSTALLATION.

SANITARY SEWER NOTES

EXISTING SANITARY SEWER LOCATION, SIZE, AND ELEVATION SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

PROPOSED SANITARY SEWER SHALL BE 4" PVC SCHEDULE 40..

WATER MAIN NOTES

EXISTING WATER MAIN AND WATER SERVICES SIZE AND LOCATION SHALL BE FIELD VERIFIED PRIOR TO ANY INSTALLATIONS. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

PROPOSED WATER SERVICES SHALL BE 1" COPPER TYPE K.

ALL WATER SERVICES SHALL HAVE 7.0-FT MIN. COVER

UTILITY PLAN
FARRINGTON ESTATES

DRAWN BY:	DESIGN BY:
A.G.	A.G.
CHCKD BY:	PROJ. NO.
C.W.P.	15-1547

ORIGINAL DATE: APRIL 7, 2015

DATE	REVISION DESCRIPTION
6-1-15	CITY REVIEW #1
8-14-15	CRWD COMMENTS #1
9-30-15	MNDOT COMMENTS; CRWD COMMENTS #2
10-22-15	MNDOT COMMENTS - ADJUST EOF ROUTE
11-15-15	CB ADDED @ EXIST CURB CUT

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

ADAM GINKEL

DATE: 11.15.2015 LIC. NO. 43963

FARRINGTON ESTATES
ROSEVILLE, MINNESOTA
UTILITY PLAN

PREPARED FOR:
NEW DESIGN PROPERTIES

SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

NORTH

0 15 30
1 INCH = 30 FEET

C1

REQUEST FOR COUNCIL ACTION

Date: November 30, 2015
Item No.: 12.c

Department Approval

City Manager Approval

Item Description: Public Hearing to Consider Adopting a Resolution Creating the Economic Development Authority (EDA), and Approval of Transfer of Housing & Redevelopment Authority Powers to the EDA

BACKGROUND

At the October 26, 2015 meeting, the City Council directed staff to begin the process to create an Economic Development Authority (EDA) that would absorb as much of the Housing Redevelopment Authority (HRA) functions, assets and obligations as is legally permissible. Notice of the public hearing to establish an EDA was posted at City Hall and ran two consecutive weeks in the Roseville Review, as is required by State Statue 469.093.

In order to establish the EDA, the following process is required:

- The City Council must open a public hearing and take comment.
- After closing the public hearing, the City Council may approve an enabling resolution to create an EDA. (See Attachment A).

To transfer the programs, functions, assets and obligations, a three-step process is required:

1. The City Council approves a resolution authorizing a transfer from the HRA to the newly formed EDA.
2. The HRA meets to initiate the transfer process.
    - Originally, this was scheduled to occur on December 7th, but staff recognized that it would be more efficient to do this on the same day as the EDA organizational meeting. There will likely not be any other formal action by the HRA on that date or into the future.
3. The EDA will have its organizational meeting on January 7th to elect officers, adopt by-laws, and accept the transfer from the HRA. In addition contracts for third parties services (for an EDA Attorney and for Housing Resource Center services) will be considered by the EDA.

All documents for establishing the EDA have been drafted by Martha Ingram of Kennedy Graven.

POLICY OBJECTIVE

These actions are in accordance with the City Council's policy directions on October 26, 2015.

BUDGET IMPLICATIONS

Staff and legal services have been and will continue to be necessary as the City Council moves forward with establishing the EDA.

STAFF RECOMMENDATION

1. Open the public hearing and take public comment.
2. Formally take action on the two resolutions that will create the EDA and approve the organizational transfer of projects and programs of the HRA.

REQUESTED COUNCIL ACTION

1. Open the public hearing and take public comment.
2. Close the public hearing and offer a motion to approve or deny a resolution creating the Roseville EDA (Attachment A).
3. Offer a motion to approve or deny a resolution authorizing the transfer of projects and programs of the RHRA to the EDA (Attachment B).

Prepared by: Jeanne Kelsey, 651-792-7086

Attachments: A: Resolution enabling the creation of the Roseville EDA
B: Approve resolution of organizational matter for transferring projects and programs of the HRA

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 30th day of November, 2015, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN THE CITY OF ROSEVILLE, MINNESOTA

WHEREAS, the City is authorized by Minnesota Statutes, Sections 469.090 to 469.1081 (the "EDA Act") to establish an economic development authority to coordinate and administer economic development and redevelopment plans and programs for the City, and is authorized by Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act") to establish a housing and redevelopment authority to coordinate and administer housing and redevelopment plans and programs for the City; and

WHEREAS, by Resolution No. 10011 approved June 17, 2002, the City established the Housing and Redevelopment Authority in and for the City of Roseville (the "HRA"), for the purpose of coordinating and administering housing and redevelopment projects and activities in and for the City; and

WHEREAS, the City Council has now determined to establish an economic development authority pursuant to the EDA Act, and to transfer the control, authority and operation of all housing and redevelopment projects currently administered by the HRA to such newly established economic development authority; and

WHEREAS, the City Council has, in accordance with Section 469.093 of the EDA Act, provided public notice and conducted a public hearing on the date hereof, at which all persons wishing to be heard were given an opportunity to

express their views, concerning the establishment of an economic development authority and the transfer of HRA powers;

NOW, THEREFORE, BE IT RESOLVED, that:

Section 1. Enabling Authority.

1.01. The Roseville Economic Development Authority (the "EDA") is hereby established pursuant to this Enabling Resolution.

1.02. The EDA board of commissioners shall be composed of 5 members, who shall be the members of the City Council. The terms of office of the members of the EDA shall coincide with their terms of office as members of the City Council.

1.03. A vacancy is created in the membership of the EDA when a City Council member of the board of commissioners ends Council membership. A vacancy for this or any other reason must be filled for a new term, or the balance of the unexpired term, in the manner in which the original appointment was made.

1.04. A commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least 10 days before the hearing. The commissioner must be given an opportunity to be heard in person or by the counsel at the hearing. When written charges have been submitted against the commissioner, the City Council may temporarily suspend the commissioner. If the City Council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is removed, a record of the proceedings together with the charges and findings shall be filed in the office of the City Manager.

1.05. The City Council shall make available to the EDA such appropriations as it deems fit for salaries, fees, and expenses necessary in the conduct of its work. The EDA shall have authority to expend all budgeted sums so appropriated and recommend the expenditures of other sums made available for its use from grants, gifts, and other sources for the purposes and activities authorized by this resolution.

Section 2. Officers and Meetings.

2.01. The EDA shall elect a president, vice president, treasurer, assistant treasurer, and secretary annually. A member must not serve as president and vice president at the same time. The other offices may be held by the same member. The other offices of the secretary and assistant treasurer need not be held by a member.

2.02. The EDA shall adopt rules and procedures not inconsistent with the provisions of this Enabling Resolution or as provided in Section 469.096 of the Enabling Act, and as may be necessary for the proper execution and conduct of its business. The EDA shall adopt bylaws and rules to govern its procedures and for the transaction of its

business and shall keep a record of attendance at its meetings and/or resolutions, transactions, findings, and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the EDA shall be a public record, except for those items classified by law as nonpublic data.

2.03. The EDA shall meet at least annually. Special meetings may be called by the president as needed.

2.04. All administrative procedures, including contract for services, purchases of supplies, and financial transactions and duties, shall be outlined in the bylaws of the EDA.

Section 3. Staff.

3.01. The City Manager shall be designated as Executive Director of the EDA.

3.02. Subject to limits set by the appropriations or other funds made available, the EDA may employ such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its affairs.

Section 4. Functions, Powers, and Duties.

4.01. Except as specifically limited by the provisions of Section 6 of this Enabling Resolution, the EDA shall have the authority granted it pursuant to the EDA Act.

4.02. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.

4.03. The EDA may issue general obligation bonds and revenue bonds when authorized by the City Council and pledge as security for the bonds the full faith, credit, and resources of the City or such revenues as may be generated by projects undertaken by the EDA.

4.04. The EDA may cooperate with or act as agent for the federal or state government or a state public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by the EDA Act or any other related federal, state, or local law in the area of economic development district improvement.

4.05. The EDA may annually develop and present an economic development strategy and present it to the City Council for consideration and approval.

4.06. The EDA may join an official, industrial, commercial, or trade association or other organization concerned with such purposes, hold reception of officials who may

contribute to advancing the City and its economic development, and carry out other appropriate public relations activities to promote the city and its economic development.

4.07. The EDA may perform such other duties which may be lawfully assigned to it by the City.

All city employees shall, upon request and within a reasonable time, furnish the EDA or its employees or agents such available records or information as may be required in its work. The EDA or its employees or agents may, in the performance of official duties, enter upon lands and make examinations or surveys in the same manner as other authorized City agents or employees and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this resolution.

Section 5. Limitations of Power.

5.01. The following limits apply to the EDA and its operation:

(a) The sale of bonds or other obligations of the EDA must be approved by the City Council.

(b) The EDA must follow the budget process for City departments in accordance with City policies, ordinances, and resolutions and the City charter.

(c) Development and redevelopment actions of the EDA must be in conformity to the City comprehensive plan and official controls implementing the comprehensive plan.

(d) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and laws.

(e) Except when previously pledged by the EDA, the City Council may, by resolution, require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service funds of the city to be used solely to reduce tax levies for bonded indebtedness of the City.

(f) The administrative structure and management practices and policies of the EDA must be approved by the City Council.

(g) The EDA shall submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

5.02. The EDA may exercise all the powers under the EDA Act, including, but not limited to, the following:

(a) all powers under the HRA Act.

(b) all powers of a city under Minnesota Statutes, Section 469.124 to 469.134.

(c) all powers and duties of a redevelopment agency under Minnesota Statutes, Sections 469.152 to 469.165 for a purpose in the HRA Act or the EDA Act, and all powers and duties in the HRA Act and the EDA Act for a purpose in Minnesota Statutes, Sections 469.152 to 469.165.

(d) the authority to acquire property, exercise the right of eminent domain; make contracts for the purpose of redevelopment and economic development; serve as a limited partner in a partnership whose purpose is consistent with the EDA's purpose; buy supplies and materials needed to carry out development within the EDA Act; and operate and maintain public parking facilities.

(e) the authority to issue bonds in accordance with the EDA Act and the HRA Act.

(f) the authority to levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.

(g) all powers under Minnesota Statutes, Sections 469.474 to 469.179.

5.03. As provided in the EDA Act, it is the intention of the City Council that nothing in this resolution nor any activities of the EDA are to be construed to impair the obligations of the City or HRA under any of their contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City or the HRA.

Section 6. Implementation.

6.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the EDA Act to give full effect to this resolution.

6.02. The Mayor, the City Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

6.03. Nothing in this resolution is intended to prevent the City from modifying this Enabling Resolution to impose new or different limitations on the EDA as authorized by the EDA Act.

The motion for the adoption of the foregoing resolution was duly seconded by Member

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution enabling the creation of an economic development authority in the City of Roseville.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 30th day of November, 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 2015.

_____
Patrick Trudgeon, City Manager

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 30th day of November, 2015, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION RELATING TO THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY; TRANSFERRING CERTAIN PROJECTS AND PROGRAMS TO THAT AUTHORITY; APPROVING CERTAIN ORGANIZATIONAL MATTERS

WHEREAS, on the date hereof, the City Council duly adopted Resolution No. __ (the "Enabling Ordinance"), providing for the creation of the Roseville Economic Development Authority (the "EDA") pursuant to Minnesota Statutes, Chapter 469 (the "Act"); and

WHEREAS, pursuant to the Act, the EDA is authorized to exercise all of the powers of a housing and redevelopment authority; and

WHEREAS, there now exists in the City a housing and redevelopment authority ("HRA") created pursuant to the Act, and the Act authorizes the City Council to transfer all projects and programs of the HRA to the EDA;

NOW, THEREFORE, BE IT RESOLVED, that

1. Pursuant to Section 469.094, Subdivision 2, of the Act, and following a duly noticed public hearing held on the date hereof at which all interested persons were given the opportunity to be heard, the City Council hereby transfers the control, authority and operation of all "projects" as defined in the Act, and all other programs and projects of the HRA, to the EDA.

2. The transfer described herein is conditioned upon acceptance by the EDA of such transfer and a covenant and pledge by the EDA that the EDA is obligated to perform all agreements, pledges, covenants and undertakings heretofore entered into by the HRA.

3. The City Manager is authorized and directed to transmit a certified copy of this Resolution to the Executive Director of the EDA and to other governmental officers as appropriate.

4. Pursuant to Section 469.100, subd. 2 of the Act, the Council directs the EDA to submit the EDA's budget for each fiscal year to the City at the time designated by the City Manager but no later than August 1 of each year.

5. Pursuant to Section 469.100, subd. 4 of the Act, the Council directs the EDA to submit the EDA's written annual report to the City on or before the date of the EDA's annual meeting. The Council directs the City Manager to specify the form of the report.

6. The Mayor, City Manager and all other officers and employees of the City are authorized and directed to take whatever action and to execute and deliver such documents that are necessary to give effect to this Resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution transferring housing and redevelopment powers to the Roseville economic development authority.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 30th day of November, 2015 with the original thereof on file in my office.

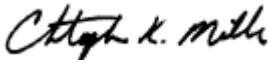
WITNESS MY HAND officially as such Manager this day of , 2015.

_____
Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 11/30/15
Item No.: 13.a

Department Approval



City Manager Approval

Item Description: Hearing to Solicit Public Comment on the 2016 Budget & Tax Levy

BACKGROUND

At the April 20, 2015 City Council meeting the Council established a 2016 Budget Calendar which outlined a series of steps to establish an eventual budget. The calendar is as follows:

2016 Budget Calendar

Departmental Budget Presentations..... May 27, June 1, 2015
Discussion on City Council Budget Goals & Priorities..... June 15, 2015
Present the City Manager Recommended Budget..... July 13, 2015
Present the City Manager Recommended Budget to the Finance Commission ..... July 14, 2015
Preliminary Budget Hearing..... August 10, 2015
Joint Meeting with the Finance Commission/Review CIP Funding Strategies.... August 17, 2015
Adopt the Preliminary Budget.....September 14, 2015
Continue Discussions on the Budget/Review Water & Sewer Fees.....October 19, 2015
Final Budget Hearing.....November 30, 2015
Adopt the 2016 Water & Sewer Rates.....November 30, 2015
Adopt the 2016 Final Budget..... December 7, 2015

A PowerPoint summary outlining the recommended 2016 Budget & Tax Levy will be presented at the Council meeting and is included in *Attachment A*.

POLICY OBJECTIVE

Establishing long-term financial plans and planning processes is consistent with municipal best practices as well as the goals and objectives established by the City Council.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

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

Prepared by: Chris Miller, Finance Director
Attachments: A: 2016 Budget & Tax Levy Presentation

Attachment A

Presented November 30, 2015

City of Roseville

Proposed 2016 Budget, Tax Levy & Utility Rates

City of Roseville

2016 Budget Hearing

Presented November 30, 2015

Discussion Topics:

- ❑ Purpose of the Hearing
- ❑ Snapshot of the Budget Impact
- ❑ Budget & Tax Levy Summary
- ❑ Tax Levy Comparisons *(historical and peer city comparisons)*
- ❑ Utility Rate Overview

Topic #1 of 5: Purpose of the Budget Hearing

- To provide information on the upcoming year's budget, tax levy, and utility rate impact
- To provide citizens an opportunity to express their views on those impacts

- Tonight's presentation will focus on the City portion of your property tax bill as well as your water & sewer bill

City of Roseville

2016 Budget Hearing

Presented November 30, 2015

Topic #2 of 5: Budget Impact Snapshot for a Single-Family Home*

Impact Item	2015	2016	$ Chg.	% Chg.
Property Tax (monthly)	$70.13	$ 72.02	$1.89	2.7%
Water & Sewer Bill (monthly)	53.23	54.03	0.80	1.5%
Total	$123.36	$126.05	$2.69	2.2%

* For a median-valued home that uses an average amount of water

City of Roseville

2016 Budget Hearing

Presented November 30, 2015

Topic #3 of 5: Budget & Tax Levy Summary

Tax Levy	2015	2016	$ Chg.	% Chg.
Operations	$12,840,902	$13,298,720	$457,818	3.6%
Capital	1,956,000	2,316,000	360,000	18.4%
Debt	3,480,000	3,330,000	(150,000)	(4.3)%
Total	$18,276,902	$18,944,720	$667,818	3.7%

* For a median-valued home of $216,500

Topic #3 of 5: Budget & Tax Levy Summary

$360,000 increase in *New* Capital Tax Levy Due to:

- ❑ $7.2 million *long-term* funding gap in Facility improvements
- ❑ $12.1 million *long-term* funding gap in Street replacements
- ❑ $15.1 million *long-term* funding gap in Park improvements

$34.5 million funding gap over the next 20 years

Topic #3 of 5: Budget & Tax Levy Summary

$457,000 increase in *New* Operational Tax Levy Due to:

- ❑ $175,000 for employee cost-of-living-adjustments
- ❑ $106,000 for employee wage steps
- ❑ $176,000 for additional operating supplies, utilities, contractual services, & professional services

Topic #3 of 5: Budget & Tax Levy Summary

Budget	2015	2016	$ Chg.	% Chg.
Tax-Supported *	$28,055,340	$28,745,490	$690,150	2.5%
Fee-Supported	23,989,950	23,367,130	(622,820)	(2.6)%
Total	$52,045,290	$52,112,620	$67,330	0.1%

* Programs & Services funded in part, or in whole, by property taxes

Topic #3 of 5: Budget & Tax Levy Summary

RECAP: In 2016 Residents will Pay approximately $126 per month for City services. In exchange for:

- 24x7x365 police, fire, & emergency medical services protection
- Well maintained city streets
- Full offering of park amenities
- Sidewalk and pathway connections
- Street lighting, nuisance code enforcement, and other services
- Safe, potable water
- Sanitary sewer collection & treatment
- Storm sewer runoff protection
- Professionally-managed administrative, financial, and legal functions

Topic #3 of 5: Budget & Tax Levy Summary

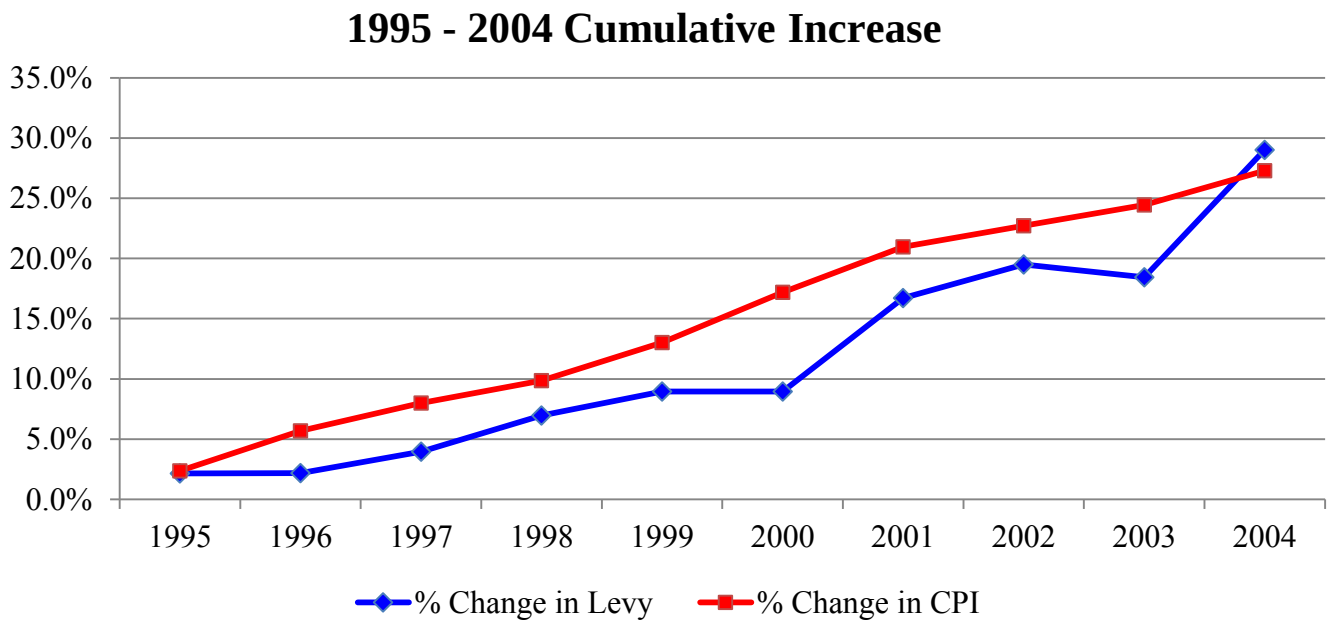
State of Minnesota Property Tax Rebate Programs:

- For 2014, eligibility for homeowners capped at household incomes of $107,150
- Renter incomes capped at $58,060

Topic #4 of 5: Tax Levy Comparisons

- For historical context . . . let's begin with the past (1995-2004)

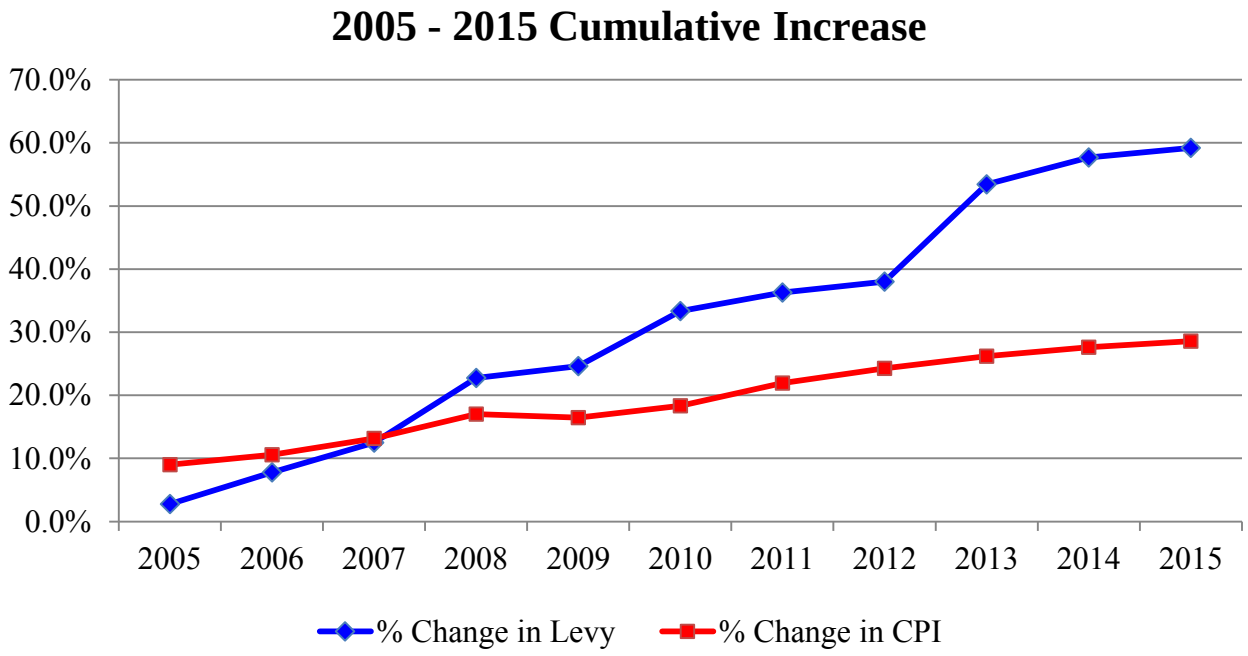
Topic #4 of 5: Tax Levy Comparisons



Comments:

- 1995-2004: General policy that limited tax levy increases to the CPI
- This era was preceded by a period of significant street replacement and park facility construction programs . . . allowing for lower capital investments from 1995-2004

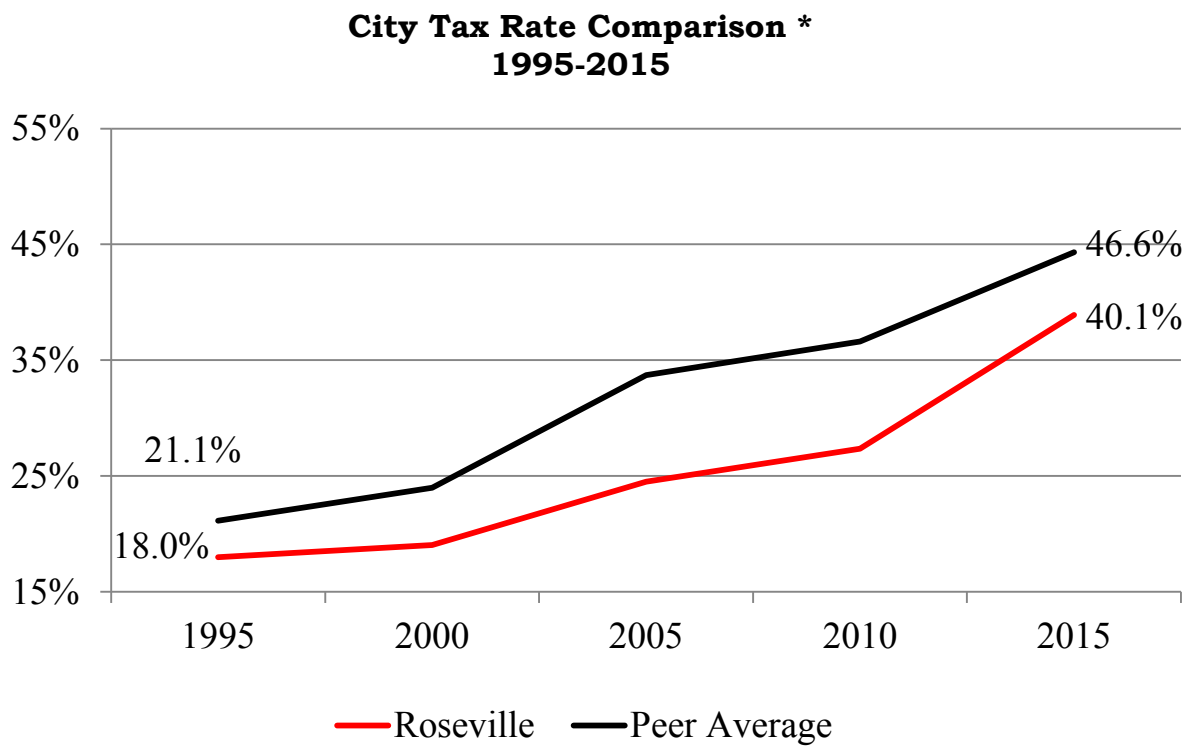
Topic #4 of 5: Tax Levy Comparisons



Comments:

- 2006-2009: Recessionary period that resulted in stagnant or declining non-tax revenues
- 2008-2015: Reinvestment period of additional capital replacement

Topic #4 of 5: Tax Levy Comparisons



** For Metro area cities with a population greater than 10,000

Topic #5 of 5: Utility Rate Overview

Utility Rate Impact

- 2016 Water & Sewer Bill = $54.03 per month
- An increase of $0.80 per month, or 1.5%

Topic #5 of 5: Utility Rate Overview

Utility Discount Eligibility

- Based on household income @ maximum of 165% of the federal poverty guidelines
- Applies to income only . . . savings and other assets are excluded
- 1-Person household: $19,420
- 2-Person household: $26,285
- 4-Person household; $40,010
- Discount = $10 per month ($30 per quarter)

Topic #5 of 5: Utility Rate Overview

Utility Rate Impact Items

- 20-Year Capital Improvement Plan - unchanged
- Rate Increase from St. Paul Water = 0.0%
- Rate Increase from Met Council = 5.4%
- Decline in Revenue Sharing from Recycling Contractor

Topic #5 of 5: Utility Rate Overview

Quarterly Utility Rate Impact: Single Family Home				
Service	2015	2016	$ Increase	% Increase
Water - base fee	51.60	51.60	-	
Water - usage fee	33.75	33.75	-	
Sanitary Sewer - base fee	35.40	35.40	-	
Sanitary Sewer - usage fee	21.45	23.40	1.95	
Storm Sewer	12.00	12.35	0.35	
Recycling	5.50	5.60	0.10	
Total per Quarter	$ 159.70	$ 162.10	$ 2.40	1.50%
Avg. Water consumption (1,000 gals.)	15			
Avg. Sewer consumption (1,000 gals.)	13			

Topic #5 of 5: Utility Rate Overview

- In exchange for $54 per month, residents receive:

Safe, potable & softened water

Sanitary sewer collection & treatment

Storm sewer runoff protection

Bi-weekly curbside recycling pickup service

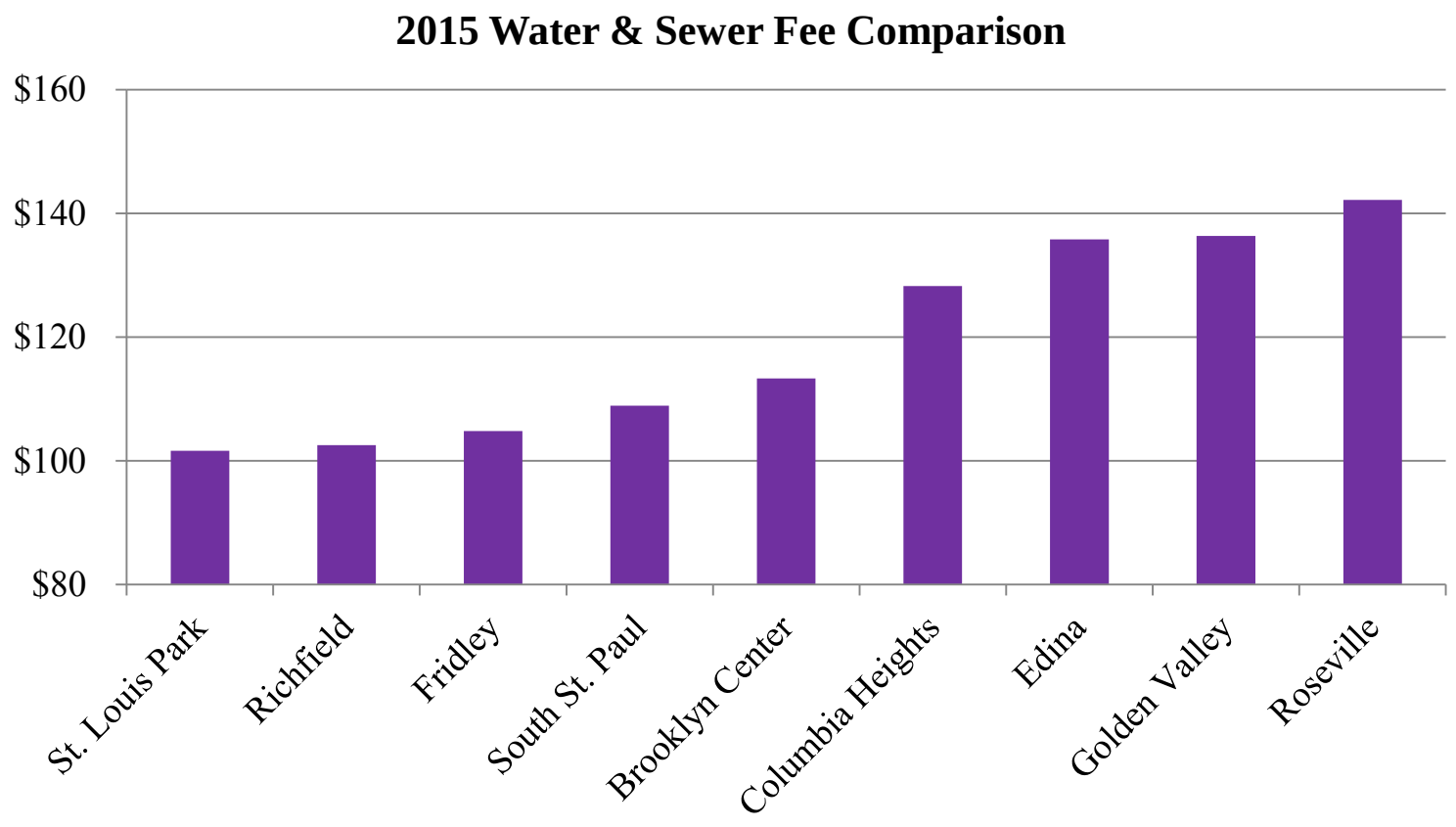
No assessments for water & sewer mainline replacements

Topic #5 of 5: Utility Rate Overview

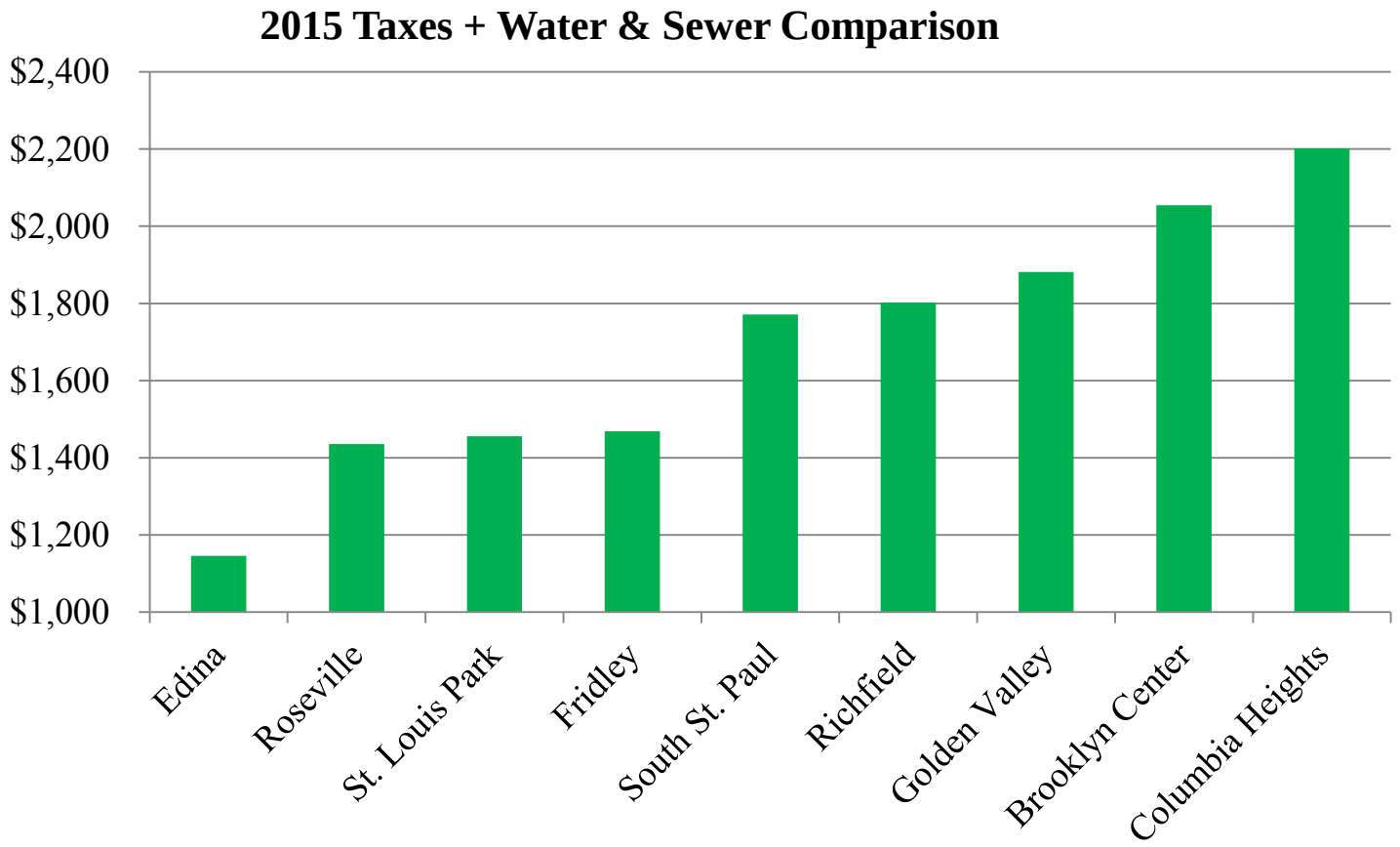
Peer City Comparisons

- Peer Cities include:
  a) 1st ring suburbs
  b) Population 18,000-50,000
  c) Stand-alone systems
- Rate Comparison Notables:
  a) Local priorities and funding philosophies can create wide disparities in rates
  b) Use of Special Assessments can vary

Topic #5 of 5: Utility Rate Overview



Topic #5 of 5: Utility Rate Overview



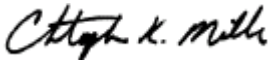
Questions?

** Final Step - Budget Adoption on December 7, 2015

REQUEST FOR COUNCIL ACTION

Date: 11/30/15
Item No.: 13.b

Department Approval



City Manager Approval

Item Description: Consider Adopting the 2016 Utility Rate Adjustments

BACKGROUND

Over the past several months, City Staff has been reviewing the City's utilities operations to determine whether customer rate adjustments are necessary for 2016. The analysis included a review of the City's water, sanitary sewer, storm drainage, and curbside recycling operations.

The information presented below includes an analysis of these operations, some historical water usage information, and a series of rate comparisons with peer communities. Each of these are presented in separate sections.

Operational Review

Staff's analysis of its utility operations included a review of the following:

- *Fixed* costs including personnel, supplies and maintenance, and other costs that are generally independent of the amount of water purchased or wastewater that is generated.
- *Variable* costs including the purchase of water from the City of St. Paul, water treatment costs paid to the Metropolitan Council, and recycling contractor costs paid to Eureka.
- Capital replacement costs.
- Customer counts and consumption patterns, rate structure, and rates.

Based on an analysis of these costs and customer consumption patterns, Staff is recommending a number of fee adjustments for 2016. The need for these adjustments are presented in greater detail in subsequent sections.

Based on Staff's recommendation, the estimated quarterly impact on a typical single-family home is shown in the following table.

Utility Rate Impact: Single Family Home				
Service	2015	2016	$ Increase	% Increase
Water - base fee	51.60	51.60	-	
Water - usage fee	33.75	33.75	-	
Sanitary Sewer - base fee	35.40	35.40	-	
Sanitary Sewer - usage fee	21.45	23.40	1.95	
Storm Sewer	12.00	12.35	0.35	
Recycling	5.50	5.60	0.10	
Total per Quarter	$ 159.70	$ 162.10	$ 2.40	1.50%
Avg. Water consumption (1,000 gals.)	15			
Avg. Sewer consumption (1,000 gals.)	13			

For 2016 a typical single-family home will pay an estimated $162.10 per quarter, or $54.03 per month. This is an increase of $0.80 per month from 2015. More detailed information for each operating division can be found below.

Water Operations

The City's water operation provides City customers with safe potable water, as well as on-demand water pressure sufficient to meet the City's fire protection needs. The following table provides a summary of the 2015 and 2016 (proposed) Budget excluding capital:

	2015 Budget	2016 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Customer Charges	$ 7,375,650	$ 7,487,750	$ 112,100	1.5%
Interest Earnings	-	1,000	1,000	0.0%
Total	$ 7,375,650	$ 7,488,750	$ 113,100	1.5%
Expenses				
Personal Services	$ 603,000	$ 642,800	$ 39,800	6.6%
Supplies & Materials	79,900	82,100	2,200	2.8%
Depreciation	600,000	600,000	-	0.0%
Other Services & Charges	5,839,750	5,793,850	(45,900)	-0.8%
Total	$ 7,122,650	$ 7,118,750	$ (3,900)	-0.1%
Net Available for Capital	$ 253,000	$ 370,000		

For 2016, overall costs are expected to decline 0.1%. Costs associated with assigned personnel are expected to increase 6.6% which includes a 2% cost-of-living adjustment and a 5% increase for healthcare costs. It also includes additional monies for an intern position to avail more resources for the utility billing function. These added costs will be offset by a decline in water purchases and energy costs.

The single largest operating cost for the water operation is the purchase of wholesale water from the St. Paul Regional Water System. SPRWS Officials have informed us that there will not be an increase in the cost of purchasing wholesale water in 2016.

Because overall expenditures and scheduled capital improvements are largely unchanged, both the water base and usage fee can remain the same as it was in 2015.

Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the general public's health and general welfare. The following table provides a summary of the 2015 and 2016 (proposed) Budget excluding capital:

	2015 Budget	2016 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Customer Charges	$4,839,515	$5,032,745	$ 193,230	4.0%
Interest Earnings	5,000	5,000	-	0.0%
Total	$4,844,515	$5,037,745	$ 193,230	4.0%
Expenses				
Personal Services	$ 432,000	$ 469,200	$ 37,200	8.6%
Supplies & Materials	48,900	50,200	1,300	2.7%
Depreciation	500,000	500,000	-	0.0%
Other Services & Charges	3,256,550	3,374,550	118,000	3.6%
Total	$4,237,450	$4,393,950	$ 156,500	3.7%
Net Available for Capital	$ 607,065	$ 643,795		

For 2016, overall costs are expected to rise 3.7%. Costs associated with assigned personnel are expected to increase 8.6% which includes a 2% cost-of-living adjustment and a 5% increase for healthcare costs. It also includes additional monies for an intern position to avail more resources for the utility billing function.

The single largest operating cost to the sanitary sewer operation is the wastewater treatment costs paid to the Metropolitan Council Environmental Services Division (MCES). Based on projected sewer flows and treatment costs provided by the MCES, the budget for this category has been increased by $110,000 and appears in the 'Other Services & Charges' category.

The added operating costs will require an increase in the sanitary sewer usage fee charged to customers. However, the base fee which is used to fund capital replacements can remain the same as it was in 2015.

Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as the street sweeping program. The following table provides a summary of the 2015 and 2016 (proposed) Budget excluding capital:

	2015 Budget	2016 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Customer Charges	$ 1,620,160	$ 1,645,685	$ 25,525	1.6%
Interest Earnings	30,000	35,000	5,000	16.7%
Total	$ 1,650,160	$ 1,680,685	$ 30,525	1.8%
Expenses				
Personal Services	$ 380,000	$ 397,600	$ 17,600	4.6%
Supplies & Materials	81,000	83,500	2,500	3.1%
Depreciation	510,000	510,000	-	0.0%
Other Services & Charges	262,700	271,200	8,500	3.2%
Total	$ 1,233,700	$ 1,262,300	$ 28,600	2.3%
Net Available for Capital	$ 416,460	$ 418,385		

For 2016, overall costs are expected to rise 2.3%. Costs associated with assigned personnel are expected to increase 4.6% which includes a 2% cost-of-living adjustment and a 5% increase for healthcare costs. The added operating costs will require an increase in the stormwater fee charged to customers in 2016.

Recycling Operations

The recycling operation provides for the contracted curbside recycling pickup throughout the City and related administrative costs. The primary operating cost is the amounts paid to a contractor to pick up recycling materials.

The following table provides a summary of the 2015 and 2016 (proposed) Budget:

	2015 Budget	2016 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Base Fee Revenue	$ 309,200	$ 346,000	$ 36,800	11.9%
Usage Fee Revenue	-	-	-	0.0%
SCORE Grant	65,000	89,200	24,200	37.2%
Revenue Sharing	140,000	48,000	(92,000)	-65.7%
Interest Earnings	1,000	1,000	-	0.0%
Total	$ 515,200	$ 484,200	$ (31,000)	-6.0%
Expenses				
Personal Services	$ 36,500	$ 36,800	$ 300	0.8%
Supplies & Materials	700	2,000	1,300	185.7%
Other Services & Charges	448,410	453,410	5,000	1.1%
Total	$ 485,610	$ 492,210	$ 6,600	1.4%
Net From Operations	$ 29,590	$ (8,010)		

For 2016, overall costs are expected to rise 1.4%.

Under the existing contract, the City originally expected to receive an estimated $140,000 annually in revenue sharing from Eureka Recycling. However, the volume of recycled materials while strong compared to other municipalities, has remained largely unchanged while at the same time the re-sale market for collected materials has proven to be less lucrative than previously estimated due to lower demand. Based on recent revenue sharing monies received, the City should expect only $40,000 - $55,000 in 2016.

The increased contractor costs and decline in revenue sharing dollars will require an increase in the recycling fee charged to customers in 2016.

Recommended Rates for 2016

As noted above, a typical single-family home will pay $162.10 per quarter, or $54.03 per month under the recommended rates. The following tables provide a more detailed breakdown of the proposed rates.

Water Base Rate Category	2015 Rate	2016 Rate	Comments
Single-Family Residential	$ 51.60	$ 51.60	Standard SF rate
Single-Family Residential: Low-Income Discount	33.50	33.50	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	51.60	51.60	Standard SF rate
Non-SF Residential (1.0" Meter)	64.50	64.50	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	103.00	103.00	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	193.50	193.50	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	387.00	387.00	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	774.00	774.00	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,548.00	1,548.00	Standard SF rate x 30.00

Water Usage Rate Category	2015 Rate	2016 Rate	Comments
SF Residential: Up to 30,000 gals./qtr	$ 2.25	$ 2.25	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.50	2.50	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.70	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.95	2.95	Standard SF rate +30%
Non-SF Residential (summer rate)	3.15	3.15	Standard SF rate +40%
Rates are per 1,000 gallons			

Sewer Base Rate Category	2015 Rate	2016 Rate	Comments
Single-Family Residential	$ 35.40	$ 35.40	Standard SF rate
Single-Family Residential: Low-Income Discount	23.00	23.00	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	35.40	35.40	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	24.90	24.90	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	26.50	26.50	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	53.00	53.00	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	79.50	79.50	Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	124.00	124.00	Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	260.00	260.00	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	515.00	515.00	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,025.00	1,025.00	Standard SF rate x 29.00
Multi-family rate is per housing unit			

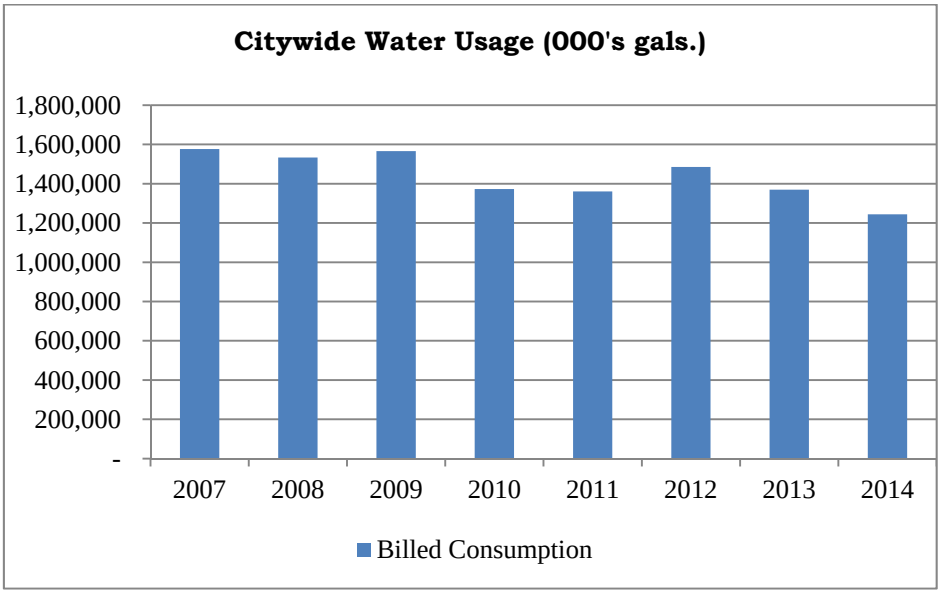
Sewer Usage Rate Category	2015 Rate	2016 Rate	Comments
Residential	$ 1.65	$ 1.80	Standard rate
Non-Residential	3.85	4.20	Standard rate x 2.30
Rates are per 1,000 gallons			

Stormwater Base Rate Category	2015 Rate	2016 Rate	Comments
Single-Family Residential & Duplex	$ 12.00	$ 12.35	Standard SF rate
Multi-Family & Churches	92.75	95.55	Standard SF rate x 7.75
Cemeteries & Golf Course	9.30	9.30	Standard SF rate x 0.75
Parks	27.90	28.75	Standard SF rate x 2.35
Schools & Community Centers	46.45	46.45	Standard SF rate x 3.75
Commercial & Industrial	183.65	191.00	Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre			

Recycling Rate Category	2015 Rate	2016 Rate	Comments
Single-Family	$ 5.50	$ 5.60	Standard rate
Multi-Family	5.50	5.60	Standard rate

Water Usage History

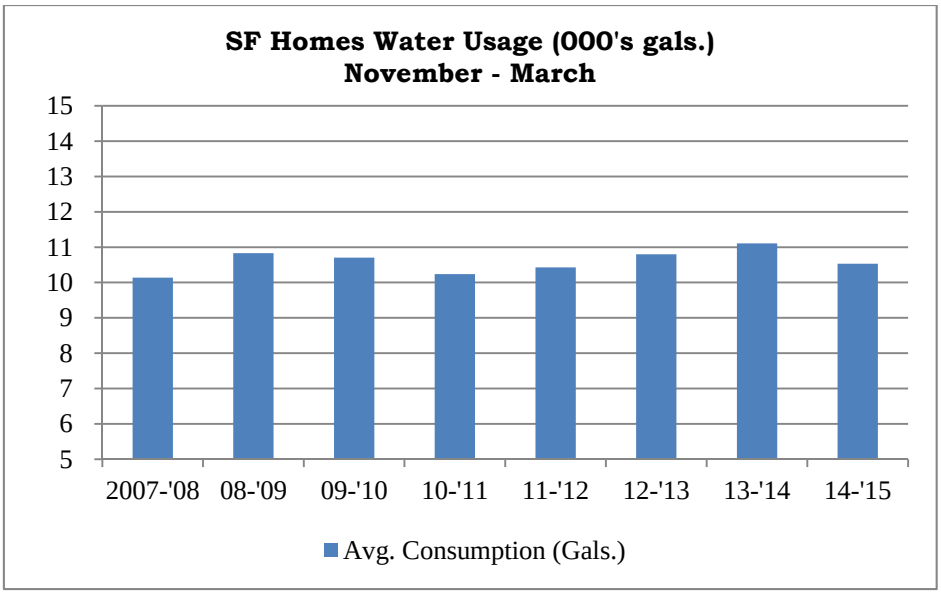
The series of graphs presented below depict water customer consumption patterns over the past 8 years beginning with a depiction of the citywide water consumption.



As indicated in the graph, citywide consumption has generally been falling over the past 8 years – a 21% reduction since 2007. With aggregate data it's difficult to conclude whether water customers are modifying their behavior or if the volume is decreasing for other reasons such as the loss of high-water users (manufacturing, hotels, apartments, etc.) or higher summertime rainfall totals.

As we'll discuss further below, the average monthly summertime rainfall totals have increased somewhat since 2009, however during this same period the City has seen growth in housing units, retail establishments, and other commercial uses. The bottom line is that overall consumption has declined, while the City has grown.

The next graph depicts the average quarterly *wintertime* usage for single-family homes.

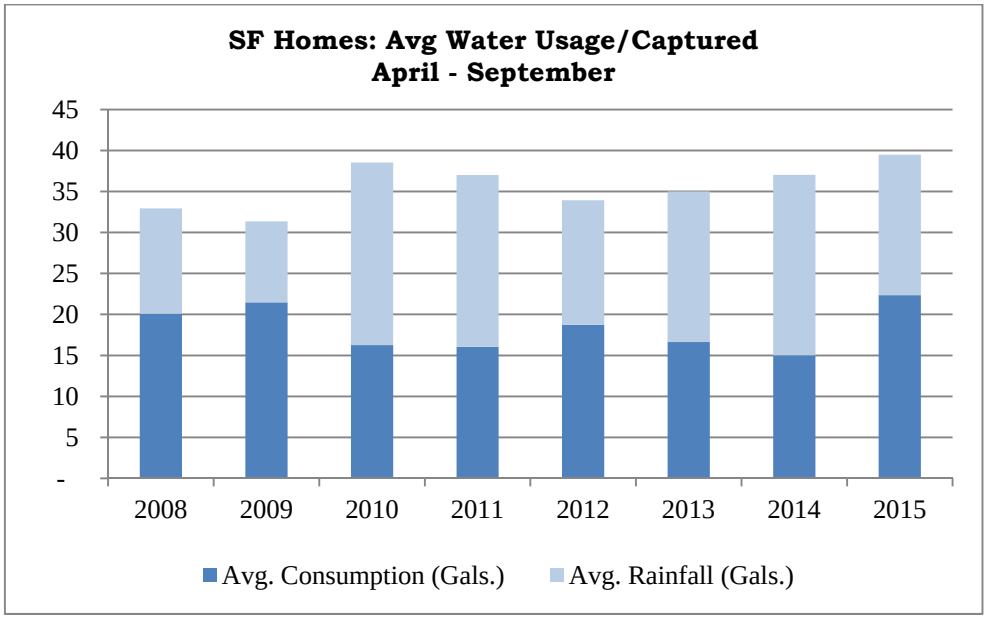


The average overall usage for single-family homes in the wintertime has remained largely unchanged since 2007 with a variance of only 1,000 gallons from year to year. During this same period, the water usage fee initially increased, then declined, and then increased again.

On the surface, the data suggests that customer behavior and consumption patterns were not influenced by changes in the water usage fees in either direction. This may have occurred because the financial incentive or penalty to modify a household's behavior was not large enough. Then again, it could mean that most households simply held to an established standard of personal hygiene, cleanliness, etc.

This seems to be evidenced when the water usage fee dropped from $2.35 per thousand gallons in 2008 to $1.85 in 2009 as part of an overall rate structure change. This effectively lowered the cost of consumption by 20%. Despite these favorable circumstances, household usage remained unchanged.

Finally, we can look at the average quarterly *summertime* usage for single-family homes.



In this instance, we need to also track rainfall totals because it can influence how much water households use for lawn & garden use. As the graph indicates, over the past 8 years the average overall usage/captured volume of water for single-family homes in the summertime ranged from 31,000 gallons per quarter to 39,000.

Not surprisingly, the data suggests that customer behavior and consumption patterns are directly influenced by rainfall. Clearly, customers reduced their summertime consumption during heavier rainfall periods. Changes in water usage fees didn't seem to be a factor on how much water was used. Once again, it appears that customers are making a conscious decision to maintain an established standard – in this case a healthy looking lawn and garden.

It should be noted that the 2015 consumption totals are skewed somewhat higher as discovered during the meter change-out program. Approximately 15% of all residential accounts had water usage that had previously gone unrecorded but was added back to the customer totals during this period.

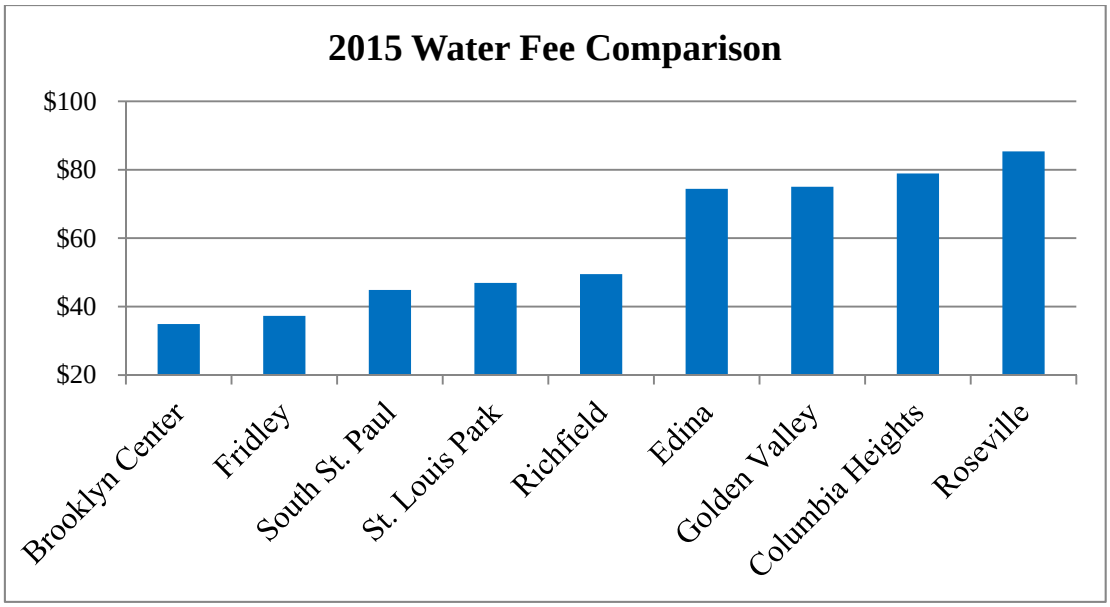
Rate Comparisons

The graphs below depict a number of water and sewer rate comparisons with other peer communities. For this analysis, peer communities include 1st ring suburbs that serve a population between 18,000 and 50,000, and which are not simply an extension of a larger entity's system. This group was selected to try and approximate cities with stand-alone systems with similar age of infrastructure which can have a significant influence on the cost of water and sewer services.

It should be noted that broad comparisons only give a cursory look at how one community compares to another. One must also incorporate each City's individual philosophy in funding programs and services.

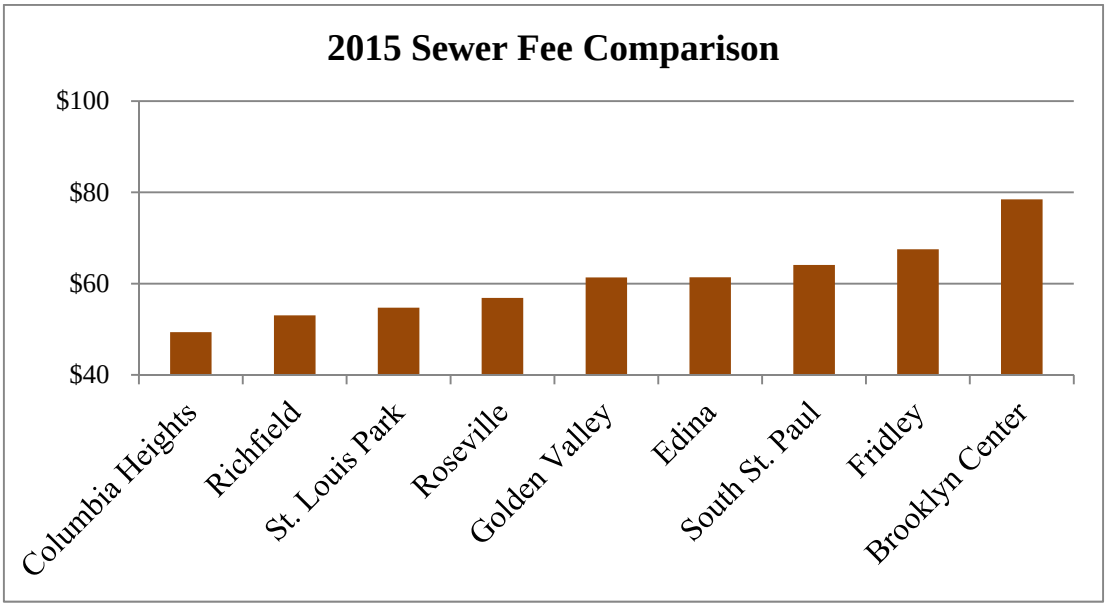
For example, Roseville does NOT utilize assessments to pay for water or sewer infrastructure replacements like many other cities do. Instead we fund infrastructure replacements 100% through the rates. As a result, Roseville's water and sewer rates are inherently higher when compared to a City that uses assessments to pay for improvements. Other influences on the rates include whether or not a community softens its water before sending it on to customers, and the extent in which communities charge higher rates to non-residential customers.

The following chart depicts the peer group comparison for combined *water* base rate and usage rate for a single-family home that uses 15,000 gallons per quarter.

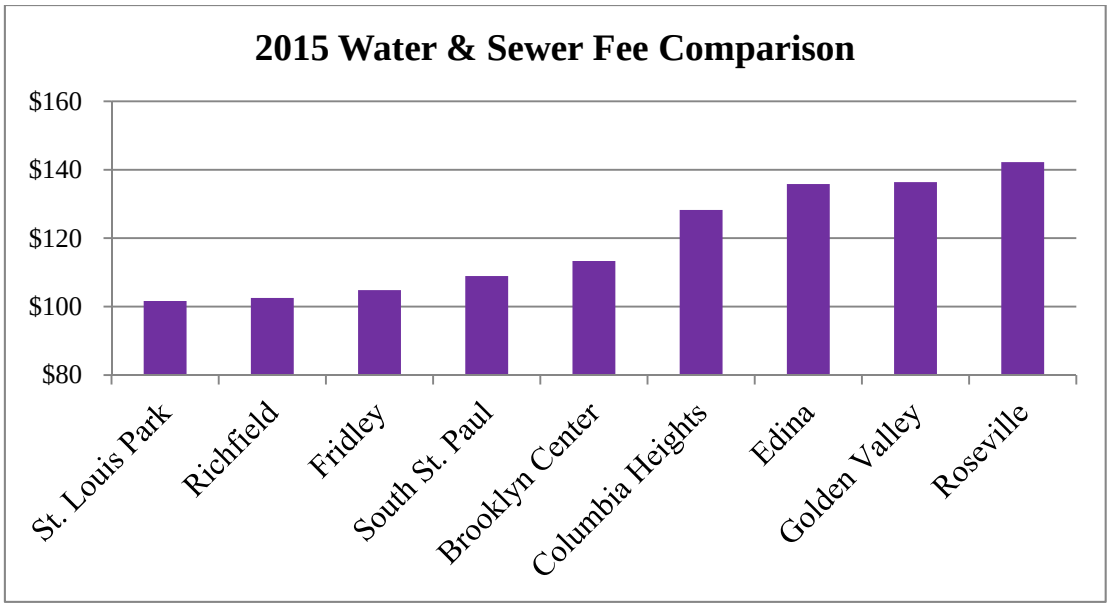


As is shown in the graph, Roseville's total water charge is the highest in the comparison group. Again, there are numerous circumstances and policy preferences that can lead to varying rates among cities. One of the primary reasons why Roseville's water rates are higher is due to the significant increase in infrastructure replacements in recent years, which unlike many other cities, are funded solely by the rates.

The following chart depicts the peer group comparison for combined *sewer* base rate and usage rate for a single-family home that uses 13,000 gallons per quarter.



In this comparison, Roseville sewer charges were less than the median. To get a broader perspective, the following chart depicts the combined *water and sewer* impact for a typical single-family home for the comparison group.

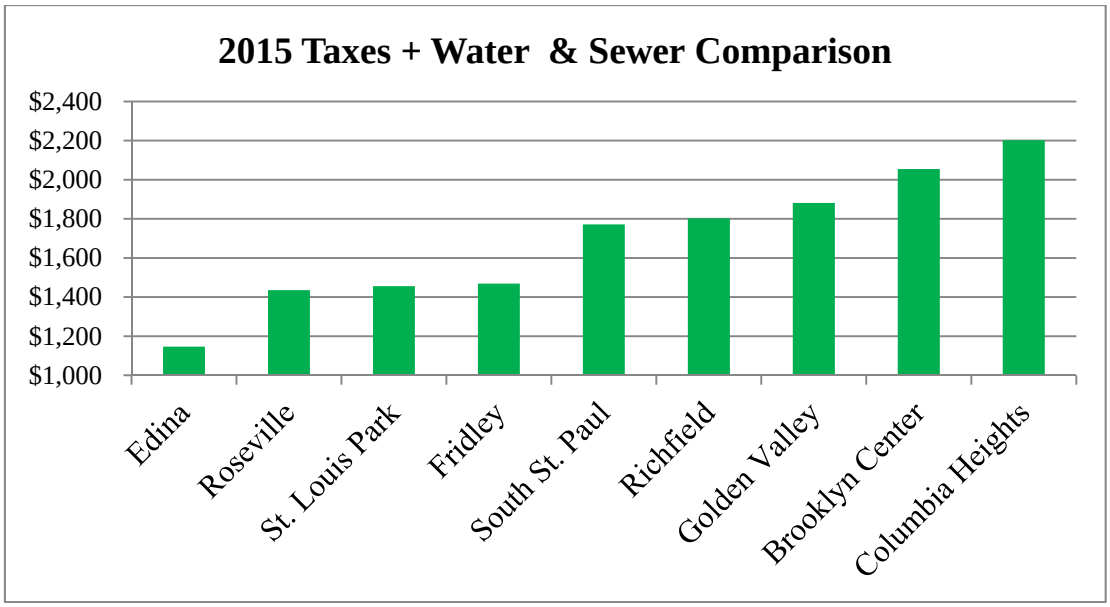


When combined, Roseville is approximately 19% above the average for the peer group.

However, it should be noted that most of the cities shown in the chart that have lower utility rates, happen to have much higher property tax rates. This is an important distinction because again, each City employs a different philosophy in how it funds the direct and indirect costs of providing services.

Roseville's philosophy is to ensure that all indirect costs are reflected in the water and sewer rates. This results in higher water and sewer rates. This also means that we don't have as many indirect costs being supported by the property tax or assessments.

This can be somewhat reflected in the graph below which combines property taxes and water & sewer fees for a typical single-family home.



As is shown in this graph, when looking at more comprehensive comparison that factors in a broader spectrum of needs and funding philosophies, Roseville has one of the lowest financial impacts on residents of the comparison group – approximately 13% below the peer average. Once again, we must also look at other factors and local preferences to determine whether there are other influences affecting property taxes and rates.

Staff will be available at the Commission meeting to address any inquiries.

POLICY OBJECTIVE

An annual review of the City's utility rate structure is consistent with governmental best practices to ensure that each utility operation is financially sound.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Based on the increasing costs noted above, Staff is recommending rate adjustments as shown in the attached resolution.

REQUESTED COUNCIL ACTION

The Council is asked to consider adopting the attached resolution establishing the 2016 Utility Rates.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution establishing the 2016 Utility Rates

Attachment A

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 30th day of November, 2015 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 ESTABLISHING THE 2016 UTILITY RATES

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, the water, sanitary sewer, storm drainage, and recycling rates are established for 2016 as follows:

Water Base Rate Category	2015 Rate	2016 Rate	Comments
Single-Family Residential	$ 51.60	$ 51.60	Standard SF rate
Single-Family Residential: Low-Income Discount	33.50	33.50	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	51.60	51.60	Standard SF rate
Non-SF Residential (1.0" Meter)	64.50	64.50	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	103.00	103.00	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	193.50	193.50	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	387.00	387.00	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	774.00	774.00	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,548.00	1,548.00	Standard SF rate x 30.00
Water Usage Rate Category	**2015 Rate**	**2016 Rate**	**Comments**
SF Residential: Up to 30,000 gals./qtr	$ 2.25	$ 2.25	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.50	2.50	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.70	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.95	2.95	Standard SF rate +30%
Non-SF Residential (summer rate)	3.15	3.15	Standard SF rate +40%
Rates are per 1,000 gallons			

Sewer Base Rate Category	2015 Rate	2016 Rate	Comments
Single-Family Residential	$ 35.40	$ 35.40	Standard SF rate
Single-Family Residential: Low-Income Discount	23.00	23.00	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	35.40	35.40	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	24.90	24.90	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	26.50	26.50	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	53.00	53.00	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	79.50	79.50	Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	124.00	124.00	Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	260.00	260.00	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	515.00	515.00	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,025.00	1,025.00	Standard SF rate x 29.00
Multi-family rate is per housing unit			

Sewer Usage Rate Category	2015 Rate	2016 Rate	Comments
Residential	$ 1.65	$ 1.80	Standard rate
Non-Residential	3.85	4.20	Standard rate x 2.30
Rates are per 1,000 gallons			

Stormwater Base Rate Category	2015 Rate	2016 Rate	Comments
Single-Family Residential & Duplex	$ 12.00	$ 12.35	Standard SF rate
Multi-Family & Churches	92.75	95.55	Standard SF rate x 7.75
Cemeteries & Golf Course	9.30	9.30	Standard SF rate x 0.75
Parks	27.90	28.75	Standard SF rate x 2.35
Schools & Community Centers	46.45	46.45	Standard SF rate x 3.75
Commercial & Industrial	183.65	191.00	Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre			

Recycling Rate Category	2015 Rate	2016 Rate	Comments
Single-Family	$ 5.50	$ 5.60	Standard rate
Multi-Family	5.50	5.60	Standard rate

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

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 30th day of November, 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 30h day of November, 2015.

_____

Patrick Trudgeon
City Manager

Seal

Date: November 30, 2015
Item: 14.a
Approve/Deny Pawn America
License Renewal
See Item 12.a

Date: November 30, 2015
Item: 14.b
Approve/Deny Farrington Estates Easement Vacation
See Item 12.b

Date: November 30, 2015
Item: 14.c
Approve/Deny Creation of EDA
And Transfer of HRA Authority
See item 12.c

REQUEST FOR COUNCIL ACTION

Date: 11/30/2015
Item No.: 14.d

Department Approval | City Manager Approval

Item Description: Review Structure of Roseville Advisory Commissions

BACKGROUND

On October 5 the City Council held a joint meeting with the Human Rights Commission and directed staff to schedule a more comprehensive review of all advisory commissions at a subsequent meeting.

POLICY OBJECTIVE

Review existing advisory commissions.

BUDGET IMPLICATIONS

Not applicable.

STAFF RECOMMENDATION

Review structure of Roseville advisory commissions and direct staff if changes or additional discussions are necessary.

REQUESTED COUNCIL ACTION

Review and discuss structure of Roseville advisory commissions.

Prepared by: Kari Collins, Assistant to the City Manager/City Clerk

REQUEST FOR COUNCIL ACTION

Date: November 30, 2015
Item No.: 14.e

Department Approval	City Manager Approval

Item Description: Transit Shelter Franchise Discussion

BACKGROUND

In April of 2005 the Roseville City Council adopted Ordinance No.1317 Granting a Non-Exclusive Transit Stop Shelter Franchise to Transtop Minnesota, Inc. subject to the terms, conditions and requirements of Chapter 1207 of the Roseville City Code (see Attachment A).

This franchise agreement together with Chapter 1207 of the City Code, provides for the right for the franchisee to erect and maintain transit shelters at several locations within the City of Roseville. The 20 locations were recommended by the Public Works, Environment, and Transportation Commission in 2005 and were approved by the City Council at the same time the franchise was granted. The agreement established a ten year term with two five year extension options.

Since that time, Transtop Minnesota, Inc., has been purchased by CBS Outdoors and then this division was spun off into a separate company, OutFront Media. The franchise agreement has remained valid through this transition and the responsible company has kept up with the required maintenance.

For the past ten years this arrangement has worked relatively well, and the City has received several thousand dollars per year in additional revenue as stipulated in the franchise agreement. There have been times where the City has had to notify the franchisee of required maintenance after receiving complaints from the public, but the response time was generally satisfactory. As the term of the franchise was nearing expiration, the City did not have reasons to deny an extension as provided in the franchise agreement.

Earlier this year, OutFront Media lost business in adjacent Cities for similar services and therefore began a discussion with the City about the possibility of not extending the agreement. The discussions seemed to be heading towards a “trial” extension whereby OutFront would attempt to perform the required maintenance with a smaller work force, but recently they have given formal notice that they will not be extending the franchise agreement and are therefore looking for a resolution to the transfer of ownership for the transit shelters.

OutFront has offered the shelters to us at a purchase price of $1000 per shelter. For the 20 shelters that would be $20,000. If we were to purchase the shelters out right the City would need to identify a funding mechanism to pay for the ongoing maintenance of the shelters, including snow removal, trash pick-up, general cleaning, and structure maintenance. We could offer to purchase a reduced number of the shelters as well. The Public Works, Environment and Transportation Commission plans to have a short discussion of this item at their November

meeting and may discuss which shelters should be a higher priority based on the number of boarding's at the stop.

OutFront has had discussions with Metro Transit about selling the shelters to them in the event the City did not want to purchase them. Staff has followed up on this and learned that Metro Transit does not have any interest in purchasing the shelters.

Metro Transit has faced considerable criticism and scrutiny over the past few years about where transit shelters have been installed in the past. The criticism centers around the fact that many of the locations with shelters located in more affluent areas of the Metro had lower ridership than bus stops within low income areas without shelters. Metro Transit has since adopted more detailed guidance on where shelters will be installed (see Attachment C which was printed from the Metro Transit web site).

Given this, there is no guarantee that if the existing shelters are removed that we could expect to see Metro Transit installed shelters at these locations in the future. Additionally, even if Metro Transit were to someday install some shelters in the City, they currently do not provide snow removal or trash service at their shelter locations which would be a dramatic difference in the level of service currently experienced at our existing shelters.

Please also note the 20 shelters referenced above and shown on the attached map include two shelters at Snelling Ave and County Road B. Those shelters have been removed in anticipation of the new enhanced stations that are being installed for the A Line Bus Rapid Transit (BRT) service along Snelling Ave that will be in operation next year. Construction on those stations just recently started. If the franchise agreement had remained active, the City would have worked with the PWET Commission and the City Council to identify two new locations for those shelters. Currently the shelters are being stored in the Public Works Maintenance Yard.

Discussion

Staff will present this information along with some more detailed information on this program and the possible outcomes at the Council meeting. We are seeking direction from the City Council on what to do with the shelters given that the franchise arrangement no longer seems sustainable. To review, staff is presenting two options to consider:

1. Allow the franchise agreement with OutFront Media to expire and, as per the terms of the agreement, require them to remove the shelters and restore the sites to the previous condition or a negotiated final condition (i.e. leave the concrete pads in place).
2. Purchase the shelters (all or some) from OutFront Media and leave the shelters in place. In order to fund the maintenance of the shelters release a Request for Proposals to sell advertising on the shelters and collect revenue from those advertisement sales. The advertisement sales would also be used to offset the purchase price over time.

Staff has contacted a separate advertisement firm to discuss their interest in taking over the franchise agreement. This firm, Intersection, which recently won the contract to provide advertisements on Metro Transit vehicles and stations, indicated they would not be interested in assuming the same ownership and maintenance responsibilities but would be interested in selling the ad space and sharing the revenues. OutFront Media also indicated they would be interested in that service. Therefore staff anticipates we would receive at least two proposals if we were to issue an RFP.

FINANCIAL IMPLICATIONS

Based on the Council's direction to staff, the City may incur a cost of up to $20,000 to purchase the transit shelters. It is recommended that the Engineering Services fund be used to fund the purchase of the shelters if so desired. This fund receives revenue from right-of-way and erosion control permits as well as fees for engineering services provided to the City of Falcon Heights and funds the Right-of-Way Coordinator position and part of the Civil Engineer position in the Public Works Department. The fund would be repaid with future revenues from advertisement sales over a period of time.

STAFF RECOMMENDATION

Receive presentation and provide direction to staff.

REQUESTED COUNCIL ACTION

Provide direction to staff on whether or not to purchase the 20 transit shelters from OutFront Media.

Prepared by: Marc Culver, Public Works Director

Attachment A: City Code Chapter 1207
Attachment B: Transit Shelter Locations Map
Attachment C: Metro Transit Guidelines for Shelter Placement
Attachment D: Shelter Ridership Map

CHAPTER 1207
NON EXCLUSIVE TRANSIT STOP SHELTER FRANCHISE

SECTION:

1207.01: Statutory Authority
1207.02: Rights and Privileges of Franchisees
1207.03: Scope of Franchise
1207.04: Term-Renewal
1207.05: Commencement of Term
1207.06: Area
1207.07: Police Powers
1207.08: Other Franchises
1207.09: Notices
1207.10: Basic Service Installation Schedule & Design
1207.11: Maintenance
1207.12: Advertising
1207.13: Locations
1207.14: Alteration of Services
1207.15: Fee for Franchise-Minimum Fee
1207.16: Accounts and Records
1207.17: Insurance and Security
1207.18: Indemnification
1207.19: City Responsibilities
1207.20: Reserved
1207.21: Assignment or Transfer
1207.22: Performance Bond or Optional Letter of Credit
1207.23: Removal of Shelter
1207.24: Public Works to Regulate Installation
1207.25: Forfeiture
1207.26: Disposition of Shelters on Expiration of Franchise
1207.27: Nondiscrimination
1207.28: Severability
1207.29: Incorporation into Roseville City Code

Purpose:

The City desires to implement a program (the "Transit Shelter Program") pursuant to which illuminated transit shelters will be installed and maintained in compliance with this Franchise Ordinance at certain transit stop sites to be identified from time to time by the City, Transit Authority, and franchisees. The City desires to engage the services of franchisees with respect to the Transit Shelter Program upon the terms, covenants and conditions hereinafter set forth.

1207.01: STATUTORY AUTHORITY:

Acting pursuant to the authority granted to the City of Roseville by the Minnesota State Legislature pursuant to Minnesota Statutes, Section 160.27, Subdivision 2, the Council of the City of Roseville does hereby adopt a nonexclusive transit stop shelter franchise procedure subject to all the terms and conditions set forth in this franchise ordinance.

1207.02: RIGHTS AND PRIVILEGES OF FRANCHISEES:

Any franchise granted by the City under this Ordinance shall grant to the franchisee the right to install, repair, and maintain transit shelters with affixed advertising, at active transit stop sites within the City of Roseville, on any street, and county road and state highway right-of-way with proper permits, at the franchisee's sole cost and expense for the convenience and comfort of persons waiting for transit. The transit shelters and advertising displayed thereon shall be subject to the limits and conditions set forth in this franchise ordinance as may be amended from time to time by the City.

1207.03: SCOPE OF FRANCHISE:

Upon adoption of an ordinance granting a franchise to a particular franchisee and execution of the acceptance thereof by the franchisee, the franchisee shall be bound by all the terms and conditions contained herein. The franchisee shall also provide all services set forth in its application and by its acceptance of the franchise. In the event of a conflict between the application made by the franchisee and the provisions of this ordinance, that provision which provides the greatest benefit to the City in the opinion of the City Council shall prevail.

1207.04: TERM-RENEWAL:

The franchise shall remain in full force and effect for an initial period as specified by the grant of the franchise. The initial period shall not exceed ten (10) years; provided, however, that the City may revoke the franchisee's right to use or occupy any portion of any street, alley, right-of-way or other City property. The franchisee may be granted by the City the option to extend the franchise on such terms and conditions as may be mutually acceptable to the City and the franchisee, for up to two (2) additional terms. Each additional term shall be one-half the length of the initial term. The franchisee may exercise each extension option by providing written notice of such exercise to the City within sixty (60) days prior to the end of the then current term of the franchise. Notwithstanding the foregoing, the franchisee shall not have the right to exercise an extension option while an uncured default by it exists with respect to this ordinance.

1207.05: COMMENCEMENT OF TERM:

The franchise term shall commence with the effective date of the ordinance granting a specific franchise; provided, that the franchisee has filed within thirty (30) days after publication of this ordinance a written acceptance hereof with the City Manager in such form as the City Attorney may approve; and provided, that a bond or letter of credit as specified in Section 22 hereof and the evidence of comprehensive liability insurance, which are required by this ordinance, shall have been approved and have been filed with the City Manager within ninety (90) days after the grant of the franchise.

1207.06: AREA:

A franchise is granted for the area of the City of Roseville, as it exists and as its borders may from time to time be changed, as is specified in the franchisee's proposal and the ordinance granting the specific franchise.

1207.07: POLICE POWERS:

In accepting a franchise, the franchisee acknowledges that its rights hereunder are subject to the police power

of the City to adopt and enforce general ordinances necessary to the safety and welfare of the public; and it agrees to comply with all applicable general laws and ordinances enacted by the City pursuant to such power.

1207.08: OTHER FRANCHISES:

Transit stop shelters with advertising displayed thereon shall only be allowed to occupy or use a right-of-way of any street or highway within the City of Roseville with and under the terms of a franchise as granted to a particular franchisee. This shall apply to shelters constructed by Metro Transit only if the Council specifically determined to make this ordinance applicable to Metro Transit. The City may grant franchises to multiple persons during the term of this franchise, subject to the provisions of this ordinance regarding number and placements of such shelters, and locations as identified in the ordinance granting the franchise. (Ord. 1318, 04-11-2005)

1207.09: NOTICES:

All notices from the franchisee to the City as required by this franchise ordinance shall be to the Director of the Department of Public Works unless otherwise stated herein. The franchisee shall maintain throughout the term of the franchise a local office and address for service of notices by mail. The franchisee shall also maintain with the City a local office and telephone number for the conduct of matters related to this franchise open during normal business hours. The franchisee will provide an emergency phone number for response after normal business hours. (Ord. 1318, 04-11-2005)

1207.10: BASIC SERVICE, INSTALLATION SCHEDULE & DESIGN:

Franchisees shall furnish, install, repair and maintain safe, clean and attractive illuminated transit shelters with revenue generating advertisements. In connection therewith, franchisees shall provide all materials, supplies, equipment, services and personnel at their sole cost and expense without any cost or expense to the City. All transit shelters shall: (i) be installed within one hundred eighty (180) days of the City's issuance of the applicable permits and licenses, (ii) contain inside lighting to illuminate the inner area of each shelter from dusk to dawn; and (iii) be equipped with a minimum of one bench and one trash receptacle to be emptied on a regular basis by the franchisee. The design of the transit shelters and site plan with improvements therein shall be submitted to and approved by the Public Works Director. The maximum size of a shelter shall be ten (10) feet in height, fourteen (14) feet in length, and five (5) feet in width erected upon a concrete pad of a size approved by the Public Works Director. The length of a shelter shall be determined by the Public Works Director and shall be dependent upon the number of buses or vehicles and users that frequent the bus stop. The franchisee shall meet all local, state and federal requirements applicable to bus shelters, their placement, and their use for public transit services. (Ord. 1318, 04-11-2005)

1207.11: MAINTENANCE:

Franchisees shall maintain all shelters to the reasonable satisfaction of the Director of Public Works as set out below. The transit shelters shall be maintained a minimum of once a week or more frequently and on an as needed basis based on specific site needs at the discretion of the Director of Public Works with such maintenance to include sweeping, cleaning, emptying trash receptacles, picking-up litter/debris about the shelter, removing graffiti/stickers, removal of ice and snow from sidewalks constructed by the Franchisee leading to public sidewalks in a manner such that each shelter shall be fully accessible within 12 hours of a snow fall or other weather event. Franchisees shall power-wash the shelters and sidewalks at least once each month, weather permitting.

Franchisees shall inspect each shelter a minimum of once a week, or more frequently and on an as needed basis, based on specific site needs for any damaged or broken parts or burned-out lighting fixtures and franchisees shall repair or replace damaged or broken parts and burned-out lighting fixtures within forty-eight (48) hours after they become aware of the damage, breakage, or burn-out, or at the time of weekly

maintenance, whichever is sooner. (Ord. 1318, 04-11-2005)

1207.12: ADVERTISING:

Each transit shelter installed by franchisees shall contain panels for advertising displays as specified in the franchisee's proposal and ordinance granting the particular franchise. Such displays shall be used solely for advertising materials and/or public service announcements. Franchisees shall use their best reasonable efforts to obtain revenue-generating advertisements for the advertising display panels, except where unsold advertising panels shall be available for City use on a space-available basis, and the City will provide the posters to the Franchisee for posting in the shelters.

Advertising size and placement shall be as follows: The shelter signage may be up to two (2) four (4) feet by six (6) feet advertising panels in a 2-sided display affixed to the end wall of the shelter (or parallel to the road on a narrow right of way application) and perpendicular to the roadway curb or edge viewable from one or both ends of the shelter. Signage on shelters shall require permits as required by Chapter 703.05 of this code. (Ord.1349, 5-21-2007)

Except with respect to the quarterly fee payable to the City pursuant to Section 15 hereof, franchisees shall have the right to retain all revenues generated from the advertising displays on all transit shelters. Under no circumstances shall any advertising display contain indecent or vulgar pictures, graphics or language or include advertising for any alcohol or tobacco products. Franchisees shall not display advertising relating to contraception, pornography, politics or religion. Franchisees shall remove within forty-eight (48) hours after their receipt of the City's written notification requesting such removal, any advertisements which the City in its reasonable discretion deems to be offensive to the Community, or in conflict with the City's health, safety and welfare concerns. In the event that a franchisee fails to remove such advertisements within such forty-eight (48) hour period, the City may remove the materials at the franchisee's sole cost and expense. (Ord. 1318, 04-11-2005)

1207.13: LOCATIONS:

Location of Transit Shelters: A franchisee shall erect transit shelters at those locations that are mutually agreed upon by the City and the franchisee, but only after a permit is approved by the Public Works Director. The Public Works Director shall determine the location of shelters based on need, and so as to assure that shelters do not unnecessarily impede pedestrian traffic, or line of sight and traffic safety. All transit shelters shall be erected on public rights-of-way, or private property with written authorization from the property owner(s), and shall be subject to all rules, regulations and ordinances governing the use of such rights-of-way. Prior to erecting any such shelters at any locations, the franchisee shall secure any necessary approval and/or zoning variance that may be required from any governmental entity. The Public Works and Transportation Commission will review site applications of the franchisee and hold a hearing for public input regarding proposed locations.

1207.14: ALTERATION OF SERVICES:

In the event that the City desires at any time to alter or change the nature or character of the services to be provided by the franchisee and such alteration or change materially increases the costs and expenses to be incurred by the franchisee or materially reduces the advertising revenues that can be generated by the franchisee, such alterations or changes shall not be effective until the City and the franchisee have mutually agreed to and executed an amendment to this Franchise Ordinance, which amendment may include an adjustment to the City's fee under Section 15 hereof.

1207.15: FEE FOR FRANCHISE-MINIMUM FEE:

In consideration of the award of the franchise by the City, franchisees shall pay the City a fee based upon the annual gross revenue collected that the franchisee derives from advertising on shelters located within the

City in accordance with the terms of the ordinance granting the franchise and as follows:

> Payments and a quarterly report on operations and revenue shall be made thirty (30) days after the close of each quarter of the year. The "gross revenue" as used in this ordinance shall mean all advertising revenue derived directly or indirectly by the franchisee, its affiliates, subsidiaries, a parent company or corporation or any person in which the franchisee has a financial interest, from or in connection with the operation of the franchise prior to any deduction; provided, however, that this shall not include any taxes on services furnished by the franchisee herein imposed directly upon any advertiser by the City, state or other governmental unit and collected by the franchisee on behalf of said governmental unit.

1207.16: ACCOUNTS & RECORDS:

A franchisee shall keep books of accounts and records of all transactions and costs incurred in connection with the purchase, manufacture and installation of the shelters and advertising on shelters, showing all financial transactions including receipts and disbursements and the particulars thereof in a form satisfactory to the City of Roseville Finance Director. Such books and records shall be available to the City for inspection any time during normal business hours upon forty-eight (48) hours prior written notice thereof to the franchisee. All such books and records shall be retained by the franchisee for a minimum of five (5) years.

Franchisees shall file annually with the City no later than one hundred twenty (120) days after the end of the franchisee's fiscal year, a copy of a financial report applicable to the Roseville Transit Shelter System, including an income statement relating to its operations during the fiscal year and a balance sheet, both of which shall be certified as correct by an independent certified public accountant, and a statement of its properties, equipment and facilities which are located upon the streets, highways and public places within the City giving its investment in such facilities on the basis of original cost, less applicable depreciation. These reports shall be certified as correct by an authorized officer of the franchisee and shall be submitted along with such other reasonable information as the City shall request with respect to the franchisee's facilities and expenses related to its transit stop shelter system operations within the City.

Franchisees shall also file with the City Manager copies of their articles of incorporation, bylaws, agreements with any other person relating to the ownership of the transit stop shelter system, and amendments of such documents as they become effective.

1207.17: INSURANCE AND SECURITY:

Franchisees shall procure and maintain at their own cost the following insurance coverage:

a) Workers compensation insurance in accordance with the Minnesota Workmen's Compensation Act.

b) Commercial general liability insurance with minimum limits of $150,000 per person and $1,000,000 per occurrence.

c) Comprehensive automobile liability insurance with minimum limits for bodily injury and property damage of $150,000 per person and $1,000,000 per occurrence.

The foregoing insurance coverage shall be procured and maintained with insurers that are reasonably acceptable to the City. The liability insurance policies shall be endorsed to include the City as an additional insured. If the above limits are less than those specified in Minn. Stat. Ch. 466 as the liability limits of a municipality, the higher limits shall apply.

The policy shall be of type in which coverage is restored immediately after the occurrence of any loss or accident from which liability may thereafter accrue. The policy shall contain an endorsement which shall

provide that no cancellation shall become effective without thirty (30) days' prior written notice to the City of intent to cancel or not to renew. In the event such insurance is cancelled and the franchisee shall fail to immediately replace it with another equivalent policy, the City may terminate their franchise and declare it to be forfeited.

1207.18: INDEMNIFICATION:

Franchisees shall defend, indemnify and hold harmless the City, its officers, agents, representatives and employees from and against all liability, claims, demands and expenses (including court costs and reasonable attorneys fees), on account of any injury, loss or damage, arising out of or in connection with construction, operation, maintenance, location, or removal of any transit stop shelter owned by franchisee. (Ord. 1318, 04-11-2005)

1207.19: CITY RESPONSIBILITIES:

The City shall provide franchisees with all available information (including the location of road right-of-way and utilities) which is relevant to the Transit Shelter Program together with the necessary guidance and direction to achieve the Program's objectives. In consideration of the City's use of the transit shelters at no cost, the City hereby assures access to and use of the nearest electrical power and waives all permit and use fees for each transit shelter covered by this Ordinance. Provided that each transit shelter complies fully with the provisions of this Ordinance and all applicable provisions of the City's Municipal Code, all necessary permits for the installation and/or maintenance of the transit shelters shall be granted by the City. The process for obtaining such permits shall be expedited by all city departments to assure that shelters are installed within one hundred eighty (180) days.

1207.20: RESERVED:

1207.21: ASSIGNMENT OR TRANSFER:

A franchisee shall not assign or transfer its rights, duties and obligations under the franchise, in whole or in part, without first obtaining the written consent of the City, provided, however, that the City's consent shall not be required with respect to any assignment by the franchisee to any person or entity that controls, is controlled by, or under common control with the franchisee or which merges with or into the franchisee or acquires substantially all of the assets of the franchisee.

1207.22: PERFORMANCE BOND OR OPTIONAL LETTER OF CREDIT:

A franchisee shall post with the City a performance bond guaranteeing its performance of the obligations of the franchise, as created by this ordinance, and the ordinance granting the particular franchise. The amount of the bond shall be as specified in the Ordinance granting the particular franchise. The bond shall be issued by a company licensed to do business in Minnesota, and shall be in a form acceptable to the City Attorney. In lieu of the performance bond the franchisee may elect to give the City an irrevocable letter of credit in the bond amount issued by a bank in the metropolitan area. The letter of credit shall provide that it may be drawn upon under the same circumstance as a surety would be subject to a claim under its performance bond, except that the letter of credit shall be subject to a draw without any previous demand upon, or notice to the franchisee. The letter of credit shall also be subject to a draw if it is effective for a limited term and is not replaced by a replacement letter of credit at least thirty (30) days before expiration. The letter of credit shall also be in a form approved by the City attorney and shall be on file with the City Manager and remain so until three hundred sixty-five (365) days after the expiration or termination of the franchise. The City shall give the Franchisee seven (7) days' notice of its intent to draw on a letter of credit.

1207.23: REMOVAL OF SHELTER:

Franchisees shall within thirty (30) days after receipt of written notice from the City remove any transit

shelters that are located at discontinued transit stop sites or which the City reasonably determines are in condition of substantial disrepair or deteriorated condition such as to pose a health or safety hazard or diminution of value to the abutting properties. Additionally, franchisees shall relocate any transit shelters within thirty (30) days after their receipt of a written request to do so by the City as a result of redevelopment, traffic hazards or changes in bus routes. Any such relocation of a transit shelter shall be to a location mutually agreeable to both parties, but only after issuance of all necessary permits by the Director of Public Works.

1207.24: PUBLIC WORKS TO REGULATE INSTALLATION:

The Director of Public Works shall regulate the installation of transit shelters and if, in the opinion of the Director of Public Works, a shelter installation is hazardous, the Director may order a franchisee to take necessary steps at its own cost to remove or relocate the shelter or make the necessary repairs to correct the hazard. The Director of Public Works shall have the right to conduct reasonable inspections of shelters for this purpose.

In regulating the installation of shelters, the Director of Public Works shall regulate the size of shelters installed, its orientation or placement on the site, and any preparatory or remedial site work. When the City has approved a location plan, a franchisee shall submit detailed amended plans showing any discrepancies between the site plan approved and the work completed.

1207.25: FORFEITURE:

A. The City shall, in addition to any other rights it may have, have the right to declare that a franchisee has forfeited a franchise in the event of a substantial breach of its terms and conditions, including, but not limited to, the following circumstances:
   (1) If the franchisee becomes insolvent or is declared bankrupt or makes any assignment for the benefit of its creditors; and
   (2) If the franchisee assigns or transfers or attempts to assign or transfer the franchise, or sells or leases or attempts to sell or lease any of its shelters without the Council's permission; or
   (3) If the franchisee fails to install shelters on schedule as required by this Franchise Ordinance or the grant of the particular franchise, or fails to conform to the specifications contained in its application or the invitation for applications, or fails to construct the shelters in a workmanlike manner to the satisfaction of the Director of Public Works and in conformity with City ordinances and codes, or if the franchisee refuses or neglects when so ordered to take down, rebuild or repair any defective or unsatisfactory work or to maintain the shelter as required herein; or
   (4) If the franchisee fails to remove any shelter when ordered to do so in accordance with this ordinance; or
   (5) If the franchisee refuses or neglects to comply with any reasonable order of the Director of Public Works; or
   (6) If the franchisee persists in any course of conduct in violation of any of the provisions of this ordinance; or
   (7) If the City receives notice of intention not to renew or the franchisee fails to keep in force its insurance, required herein.

B. The Director of Public Works may make a written demand by certified mail that a franchisee comply with any such provision, rule order or determination under or pursuant to this franchise. Such notice shall be entitled "Forfeiture and Termination Notice." If the violation by the franchisee continues for a period of thirty (30) days or more following such written demand, without having been corrected or remedied, the matter of forfeiture and termination of the franchise shall then be taken before the City Council. The City shall cause to be served upon the franchisee at least twenty (20) days prior to the date of such Council meeting a written notice of intent to terminate the franchise, including the time and place of the meeting. Public notice shall be given of the meeting and the issue which the Council

is to consider. The City Council, or a committee thereof, shall hear and consider the issue and the Council shall, in its discretion, determine whether there has been a substantial breach. If the Council determines that there has been a substantial breach, the franchisee shall have such period of time as the Council may set, but not less than thirty (30) days in which to cure the substantial breach; provided, that no opportunity for cure need be given for fraud or misrepresentation or for circumstances which may immediately adversely affect the public health, safety or welfare. At the expiration of the period of time set for compliance, the Council may terminate the franchise forthwith upon finding that the franchisee has failed to cure the breach.

C. Unless otherwise approved by the City, upon termination of this franchise, the franchisee shall remove all transit shelters and support equipment and apparatus installed by it pursuant to this Franchise Ordinance, within sixty (60) days of termination. However, the Director of Public Works may grant permission to the Franchisee to leave all or any portion of the infrastructure on terms and conditions established by the Director. If, after ninety 90 days of the termination date, the franchisee has not removed all equipment and facilities that may be located along, over or under any street or highway within the City, the franchisee shall forfeit said improvements to the City. The performance bond or letter of credit posted in accordance with Section 22 shall remain posted to insure that the streets, highways and public places from which such equipment is removed shall be placed in good condition. (Ord. 1318, 04-11-2005)

1207.26: DISPOSITION OF SHELTERS ON EXPIRATION OF FRANCHISE:

A. In the event that the franchise expires and is not renewed, the City may purchase the shelters and facilities then in place upon such terms and for such consideration as may be agreed to by the City and the franchisee prior to the expiration of the franchise. If prior to the expiration of the franchise or within ninety (90) days following such expiration the City elects to award a franchise to any other person or company, and the City elects to have the new franchisee operate and maintain the shelters which have been installed pursuant to this franchise, then the new franchisee shall purchase such shelters on such terms and for such consideration as may be agreed to by the new franchisee and the prior franchisee.

B. Notwithstanding the provisions of paragraph A of this section, in the event that the term of this franchise expires and the City and franchisee have not renewed the franchised for an additional term, the franchisee shall at its own expense remove all of the shelters and facilities which it has installed or caused to be installed upon or below the public streets and highways or public places of the City and shall restore the streets and highways of the City to their former condition in a manner satisfactory in the judgment of the Director of Public Works. If the franchisee fails to remove all such shelters and facilities within ninety (90) days after the expiration of the franchise, the City may have the shelters and facilities removed and require the franchisee to pay the cost of such removal. In the event that the shelters and facilities have not been sold pursuant to paragraph A of this section or removed by the franchisee, all right and title to the shelters shall be deemed to have passed to and vested in the City. The franchisee agrees that in such circumstances it will execute such documents as the City Attorney may require to transfer the title to such shelters and facilities.

1207.27: NONDISCRIMINATION:

The franchisee, its agents, employees, contractors and subcontractors shall at all times comply with the provision of the City of Roseville Code and applicable state and federal law regarding nondiscrimination and civil rights in connection with its services provided pursuant to this Franchise Ordinance. (Ord. 1324, 08-08-2005)

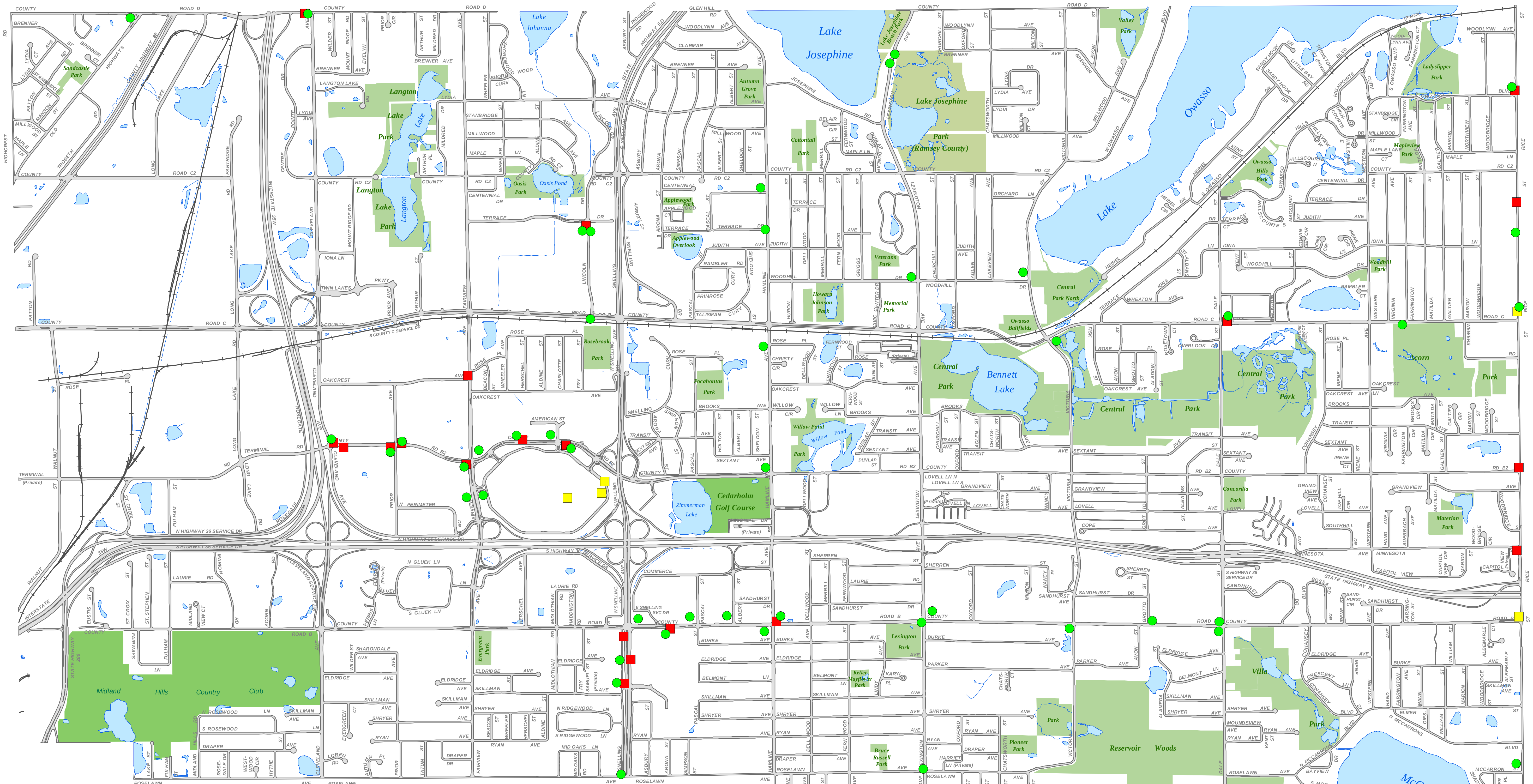
1207.28: SEVERABILITY:

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

1207.29: INCORPORATION IN ROSEVILLE CITY CODE:

This Ordinance shall be deemed a part of the Roseville City Code and shall be incorporated therein as Appendix Chapter 1207.
(Ord. 1285, 07/28/03)

Attachment B



Bus Benches & Transit Shelters

- Bus Bench (U.S. Bench)
- Shelter- CBS
- Shelter- Metro Transit
- Shelter- City of Roseville

ROSEVILLE

Prepared by:
Engineering Department
January 30, 2015

Data Sources and Contacts:
* Ramsey County GIS Base Map (1/05/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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Guidelines for placing and removing waiting shelters

Shelter placement guidelines

Metro Transit buses serve nearly 12,300 bus stops, 67 Park & Ride lots and 28 Transit Centers. With so many stops and facilities, Metro Transit must prioritize where shelters are located.

These considerations are made when determining where to locate a shelter:

Daily Boardings – To qualify for a standard shelter, a suburban location must have at least 25 passenger boardings per day. In Minneapolis and St. Paul, a location must have at least 40 passenger boardings per day. The number of boardings at a stop is determined using the most recent and complete available data for the fall of each year.

Site Suitability – Available space, site conditions (slope, obstructions, etc.) and proximity to the bus stop sign are considered when determining site suitability.

Metro Transit also tries to avoid placing shelters in areas that may obstruct signage, windows or entry into a building. Long-term maintenance challenges, such as snow removal and accessibility to repair parts of the shelter, are also considered.

Customers with limited mobility – By tracking the boarding locations of customers paying fares with mobility Go-To Cards, Metro Transit can further prioritize locations based on the number of daily boardings by customers with limited mobility.

Demographics, including race/ethnicity and income status, are considered to comply with Title VI of the Civil Rights Act of 1964 and Environmental Justice policy aimed at addressing disparate impacts on minority and low-income populations.

Transit Transfers are also considered in shelter prioritization, as customers transferring are likely to be waiting as part of their transit trip.

Lighting and on-demand heating is installed in shelters if conditions allow and there are a sufficient number of boardings to justify the costs. Heating is considered where there are at least 80 boardings per day.

Shelters are typically located within five- to six-feet of a bus stop sign, where customers get on and off buses. In most cases, shelters are located "near side," meaning the bus will stop just beyond the shelter site. Shelters are separated from the stop to provide room for customers who board or exit the bus using a mobility device and to allow for easier snow removal.

> Read more about shelter designs here

Shelter removal

Metro Transit must sometimes remove or relocate shelters to ensure the highest number of customers is being served with available resources. The following considerations are made when determining when a shelter may be removed or replaced:

Low number of average daily boardings – A shelter may be removed if the number of passengers boarding per day is at least 50 percent below the standard. In a suburban location, a transit stop with approximately 12 or fewer boardings per day may be considered for removal; in Minneapolis or St. Paul, a transit stop with approximately 20 or fewer boardings per day may be considered for removal.

Shelter reaches the end of its useful life – When properly maintained, shelters typically have a 20-year life span. If a location meets boarding standards, the out-of-date shelter will be replaced with a new or used shelter. If boardings are low, the out-of-date shelter may be removed.

Shelter is damaged or destroyed – If a shelter has been damaged by a vehicle accident or other incident and has potential to create a safety hazard, it will be removed. If the location meets boarding standards, the shelter will be replaced when a new or used shelter becomes available. If the location has low boardings, the destroyed shelter will be removed and may not be replaced.

Ongoing vandalism – Shelters damaged by persistent vandalism take maintenance staff time away from other needs and are a major constraint on Metro Transit's maintenance budget. Metro Transit may temporarily or permanently remove a shelter with a high number of vandalism incidents in an attempt to break vandalism patterns.

Changes in right-of-way, property ownership or easements – Changes in property boundaries, easements, roadways or public right-of-way sometimes require Metro Transit to remove a shelter. Metro Transit may replace the removed shelter if the stop meets boarding standards and there is still space for a shelter after changes are made.

Requests from customers and stakeholders – Metro Transit occasionally receives requests and suggestions for removing shelters from certain locations. These requests will be addressed on a case-by-case basis by considering factors outlined above.

Communication of Proposed Shelter Removals

Before a shelter is removed, Metro Transit will notify customers and stakeholders at least two weeks in advance of the scheduled removal date. Notifications will provide an explanation of why the shelter is being removed as well as the proposed removal date.

Customers will be notified through signs at the shelter. In suburban locations, Metro Transit will notify the affected City Manager; if the shelter is located in Minneapolis or St. Paul, Metro Transit will notify the affected City Council person(s) and their staff members. If the shelter has been adopted by a volunteer for maintenance, Metro Transit will also notify the shelter adopter. Metro Transit will notify the affected Councilmember of the Metropolitan Council.

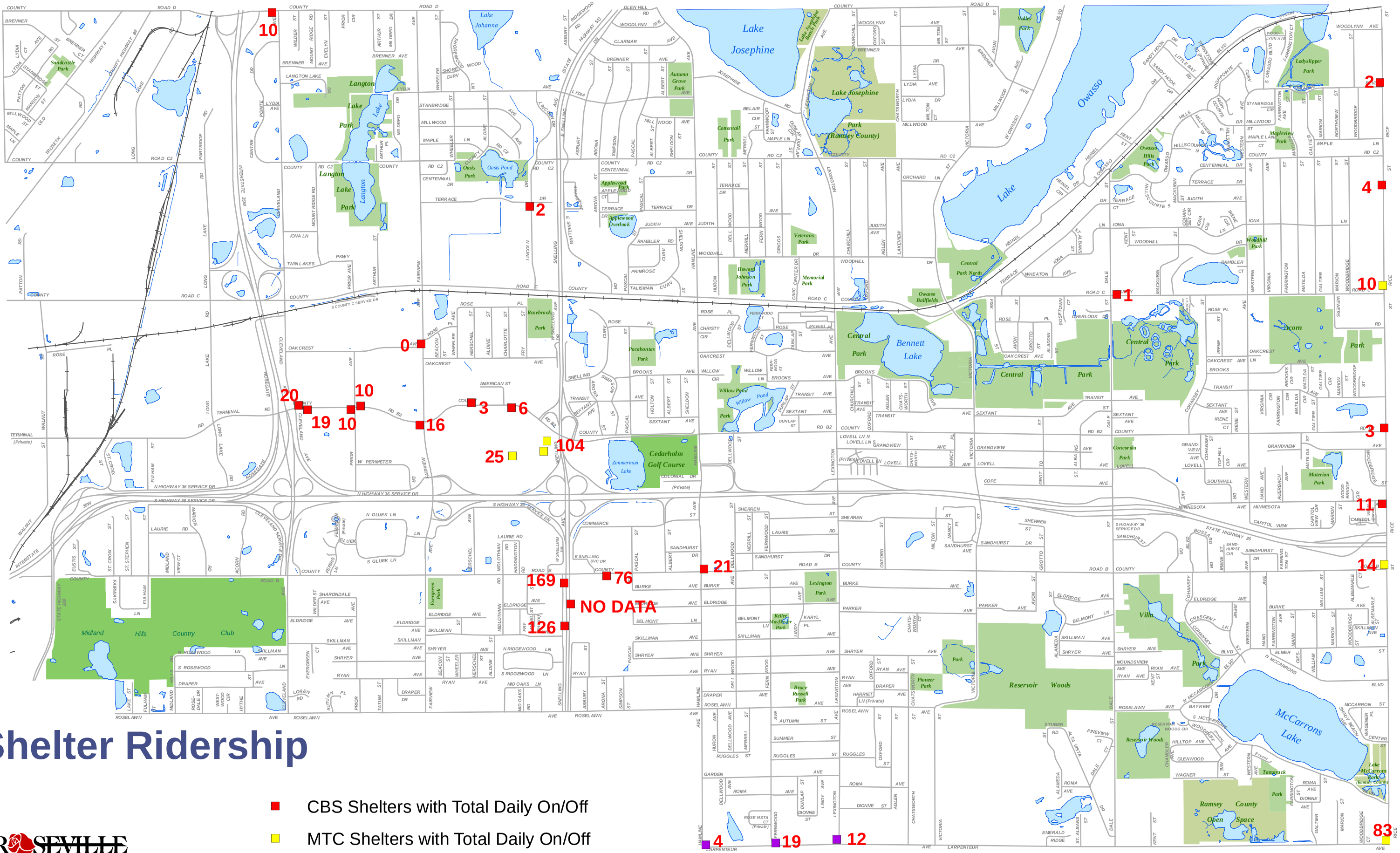
Custom shelters

Metro Transit may consider customized shelter installation and/or maintenance at locations that average at least 100 boardings per day. Design and manufacturing costs are paid by the requesting entity unless the shelter is part of a larger project, such as a bus corridor, transit center or Park & Ride lot owned and maintained by Metro Transit. In such cases, Metro Transit's contribution toward design and manufacturing will be determined on a case-by-case basis. Maintenance, repair and replacement costs of custom portions of a shelter are paid by the requesting entity.

Metro Transit may maintain non-custom portions of a shelter if the requesting entity and Metro Transit sign an agreement outlining shelter maintenance responsibilities; the custom shelter is built with glass that meets Metro Transit's standard glass specifications; and the custom shelter design includes specifications for Metro Transit's standard customer information holders.

Shelter comments or concerns can be directed to Customer Relations at 612-373-3333 or contact us here.

Like Be the first of your friends to like this.



Shelter Ridership

- CBS Shelters with Total Daily On/Off
- MTC Shelters with Total Daily On/Off
- Roseville Shelters with Total Daily On/Off

ROSEVILLE

Prepared by:
Engineering Department
November 23, 2015

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/02/15)
* City of Roseville, Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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