



City Council Agenda

Monday, September 26, 2016
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, and Roe
- 6:02 p.m. **2. Pledge of Allegiance**
- 6:05 p.m. **3. Approve Agenda**
Finance Commission Interviews
a. Finance Commission (1 Vacancy)
- 6:07 p.m. 1. Bryan Schumann
- 6:14 p.m. 2. John Murray
- 6:21 p.m. **4. Public Comment**
- 6:26 p.m. **5. Council and City Manager Communications, Reports and Announcements**
- 6. Recognitions, Donations and Communications**
- 6:30 p.m. **7. Approve Minutes**
a. Approve September 12 City Council Meeting Minutes
b. Approve September 19 City Council Meeting Minutes
c. Approve September 19 REDA Meeting Minutes
- 6:35 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 \$5,000
d. Approve Metropolitan Council Environmental Services Municipal Inflow and Infiltration Grant Agreement
e. Set Public Hearing for Public Input on a Portable

Recording System, aka, Body Worn Cameras on October 24, 2016

- f. Intergovernmental Agreement between Rice Creek Watershed District (RCWD) & the City of Roseville for the Oasis Pond Iron Enhanced Sand Filtration Basin
- g. Resolution Authorizing City Manager to Apply for SCORE Funding Grant
- h. Approve Metropolitan Council Environmental Services Municipal Inflow and Infiltration Grant Agreement
- i. Approve a Cost Share Agreement between the City of Roseville and Ramsey-Washington Metro Watershed District for the South Lake Owasso Drainage Improvement Project
- j. Authorize entering into Community Development Block Grant Agreement for 1716 Marion St.

9. Consider Items Removed from Consent

10. General Ordinances for Adoption

- 6:45 p.m. a. Erosion Control Ordinance Amendment

11. Presentations

- 7:00 p.m. a. Accept the Cedarholm Clubhouse Replacement Advisory Team Final Report and Authorize Pursuance of Professional Design Services

12. Public Hearing and Action Consideration

13. Budget Items

14. Business Items (Action Items)

15. Business Items – Presentations/Discussions

- 7:45 p.m. a. Review and Consider Adopting a City of Roseville and Economic Development Authority Public Financing Policy/Business Subsidy Policy

8:15 p.m. **16. City Manager Future Agenda Review**

8:20 p.m. **17. Councilmember Initiated Items for Future Meetings**

8:25 p.m. **18. Adjourn Meeting**

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Some Upcoming Public Meetings.....

Tuesday	Sep 27	6:30 p.m.	Public Works, Environment & Transportation Commission
October			
Monday	Oct 3	6:30 p.m.	Ethics Commission
Tuesday	Oct 4	6:30 p.m.	Parks & Recreation Commission
Wednesday	Oct 5	6:30 p.m.	Planning Commission
Monday	Oct 10	6:00 p.m.	City Council Meeting
Tuesday	Oct 11	6:30 p.m.	Finance Commission
Thursday	Oct 13	6:30 p.m.	Community Engagement Commission
Monday	Oct 17	6:00 p.m.	City Council Meeting
Wednesday	Oct 19	6:00 p.m.	Human Rights Commission
Monday	Oct 24	6:00 p.m.	City Council Meeting
Tuesday	Oct 25	6:30 p.m.	Public Works, Environment & Transportation Commission

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

Full Name: Bryan Schumann
Last Name: Schumann
First Name: Bryan
Company: Finance

Home Address: [REDACTED]
Roseville, MN 55113

Home: [REDACTED]
E-mail: [REDACTED]
E-mail Display As: Bryan Schumann ([REDACTED])

First Name Bryan

Last Name Schumann

Address 1 [REDACTED]

Address 2 *Field not completed.*

City Roseville

State MN

Zip Code 55113

Home or Cell Phone Number [REDACTED]

Email Address [REDACTED]

How many years have you
been a Roseville resident? 5

Commissions Finance

Commission preference Finance

Commission preference Finance

This application is for New Term

If this is a student application
please list grade in school *Field not completed.*

Note
There is no character limit for the fields below.

Why do you want to serve on
this Commission? I believe having a solid budget and financial stability is integral to
having a community that is self-sufficient and resilient. Wise spending

and saving habits make the difference between thriving and struggling. With the proper financial practices, we can build a future worth passing on to the next generation. I'd like to be a part of building that future.

What is your view of the role of this Commission?

For pleasure, I read books and listen to podcasts about sustainable financial practices that can be implemented on a local level and that are win-win-win (city economy-citizen-environment). I'd like to regularly share my ideas and troubleshoot implementation with the council. I believe these ideas will allow us to grow as a community long-term in a manner that is sustainable both financially and environmentally.

Civic and Volunteer Activities

In April of 2016 year I volunteered and helped run the GlitchCon Video Game Conference. Glitch is a great U of M student run organization that builds community engagement around the development of virtual interactive art. I plan to volunteer again in 2017 as well. For the past year I have volunteered once per quarter at the Chicken Run Animal Rescue in Minneapolis. Caring for those in need is very important to me. I volunteered and performed a free concert at the Farm Sanctuary Walk for Animals in Sept of 2014 in Minneapolis. I have also volunteered in the past through work programs at Wells Fargo at the Cookie Cart in Minneapolis which is a community outreach program that provides opportunities for underprivileged youth to obtain work experience.

Work Experience

Wells Fargo Home Mortgage, Dec. 2008 – Present. Home Loan Underwriter III (LO) 4C - (Previously Fulfillment Team Lead). Free Lance Musician, Publisher, and Music Teacher, Dec 2007 - Present. Owner of Boreal Bard Music and Bryan Schumann Music. Augsburg College, September 2006 – December 2007. T.A., Music Tutor, Substitute Teacher, Office Assistant. Skills: ♣ Excellent verbal and written communication skills. ♣ Ability to lead, coach, and motivate others. ♣ Exceptional organizational habits. ♣ Capability to excel in a team environment. ♣ Aptitude with Microsoft Office: especially in Excel and Word. ♣ Strong ability with audio and video software: Pro Tools, Adobe Premiere, Sibelius & Finale. ♣ Working knowledge of Adobe Creative Suite 6.

Education

Augsburg College, Dec 2007. ♣ B.A. Music Major – Summa CumLaude. Cambridge Community College, May 2004. ♣ Associate of Arts Degree.

Is there additional information you would like the City Council to consider regarding your application?

I have been a Roseville resident and homeowner since 2011. I live with my wife, Kate, and two cats. I love spending time in my backyard vegetable garden as well as walking, biking, running, and playing tennis in the Roseville City parks. I am a musician by trade/education. I am a composer and music producer out of my home studio. Kate is a

performing musician and trumpet teacher out of our home as well. I also have a background in finance with nearly a decade of experience in credit review, income to expense ratio review, and financial risk mitigation. I currently also work part-time as a home loan underwriter for Wells Fargo Home Mortgage.

Additional Information if you become Board or Commission Member

Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act	Yes
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Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone, Email Address
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Acknowledgement	Yes
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Full Name: John Murray
Last Name: Murray
Company: Finance
Business Address: [REDACTED]
Roseville, MN 55113
Home: [REDACTED]
E-mail: [REDACTED]
E-mail Display As: John Murray [REDACTED]

First Name	John
Last Name	Murray
Address 1	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
How many years have you been a Roseville resident?	26
Commissions	Finance
Commission preference	Finance
Commission preference	<i>Field not completed.</i>
This application is for	New Term
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve	Interested in my local community and making it work as well as

on this Commission?	possible.
What is your view of the role of this Commission?	The purpose of the Roseville finance commission in a nutshell, should be to make the work of the city Council easier. The commission should be responsible for pulling together the overall financial plan of the city, budgeting and other issues it is charged with. The commission should look to the future, making certain obligations of the city, in terms of bonds depreciation of plant and equipment, future needs and so forth would be aligned with future revenues. We need to maintain our triple A bond rating. Help communicate with city residents the financial position of the city, in terms of needs and future plans. In other words keeping the city on a sound financial footing with good overall financial planning for the future.
Civic and Volunteer Activities	MN CPA society- various committees, MN Accounting Aid Society, MN Tennant's Union, 14 years Ramsey County Draft board, volunteer IRS tax preparer, Various church boards including treasurer & President of congregation, several positions on political committees (not recently)
Work Experience	42 years public accounting
Education	U of Mn BS Educ, U of MN BS Business Accounting, CPA MN 1978 Lisc 04438
Is there additional information you would like the City Council to consider regarding your application?	<i>Field not completed.</i>
Additional Information if you become Board or Commission Member <i>Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.</i>	
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Acknowledgement	Yes



REQUEST FOR COUNCIL ACTION

Date: 09/26/2016

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	\$1,489,212.14
82961-83183	\$1,777,419.99
Total	\$3,266,632.13

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 9/20/2016 - 8:40 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83163	09/15/2016	Boulevard Landscaping	Contract Maintenance	Sandstrom Land Management, LLC	Landscaping Service	7,008.00
Contract Maintenance Total:						7,008.00
0	09/14/2016	Boulevard Landscaping	Operating Supplies	Site One Landscapes-CC	Landscape Supplies	143.24
0	09/14/2016	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-CC	Herbicide Measuring Cups	5.33
83054	09/08/2016	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Lawn Service	106.00
Operating Supplies Total:						254.57
Fund Total:						7,262.57
83022	09/08/2016	Building Improvements	Other Improvements	Oakley Interiors	QTY 1: TILE AND COUNTERTOPS	9,448.00
83041	09/08/2016	Building Improvements	Other Improvements	Royal Flush, Inc.	QTY 1: PLUMBING LABOR AND M	6,202.21
Other Improvements Total:						15,650.21
Fund Total:						15,650.21
83058	09/08/2016	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copier Rentals	2,722.09
Rental - Copier Machines Total:						2,722.09
Fund Total:						2,722.09
0	09/14/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	7.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						7.17
0	09/14/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	1.62
0	09/14/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	6.88
FICA Employee Ded. Total:						8.50
0	09/14/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	1.62
0	09/14/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	6.88
FICA Employers Share Total:						8.50
0	09/14/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	1.02
MN State Retirement Total:						1.02
0	09/14/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	6.65
PERA Employee Ded Total:						6.65
0	09/14/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	1.02
0	09/14/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	6.65
PERA Employer Share Total:						7.67
0	09/14/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	3.83
State Income Tax Total:						3.83
Fund Total:						43.34
83008	09/08/2016	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	26.20
Advertising Total:						26.20
83038	09/08/2016	Community Development	Building Permits	Renewal By Anderson	Building Permit Refund-2930 Merrill	133.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Building Permits Total:	133.00
83018	09/08/2016	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	7,379.61
					Building Surcharge Total:	7,379.61
0	09/13/2016	Community Development	Credit Card Fees	US Bank-Non Bank	August Terminal Charges	1,562.03
					Credit Card Fees Total:	1,562.03
0	09/15/2016	Community Development	Electrical Inspections	Tokle Inspections, Inc.	August Electrical Inspections	4,588.80
					Electrical Inspections Total:	4,588.80
0	09/14/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	3,931.75
					Federal Income Tax Total:	3,931.75
0	09/14/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	1,972.99
0	09/14/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare Ei	461.44
					FICA Employee Ded. Total:	2,434.43
0	09/14/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare Ei	461.44
0	09/14/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	1,972.99
					FICA Employers Share Total:	2,434.43
83117	09/15/2016	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	400.00
					HRA Employer Total:	400.00
83151	09/15/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	250.00
					HSA Employee Total:	250.00
83151	09/15/2016	Community Development	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Emplo	533.00
					HSA Employer Total:	533.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/15/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2016 ICMA Defe	1,717.94
ICMA Def Comp Total:						1,717.94
83018	09/08/2016	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges	-147.51
Miscellaneous Revenue Total:						-147.51
0	09/14/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	278.68
MN State Retirement Total:						278.68
0	09/14/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	450.00
MNDCP Def Comp Total:						450.00
0	09/14/2016	Community Development	Office Supplies	Grateful Table-CC	Lunches	63.95
Office Supplies Total:						63.95
0	09/14/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	2,015.10
PERA Employee Ded Total:						2,015.10
0	09/14/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	310.01
0	09/14/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	2,015.10
PERA Employer Share Total:						2,325.11
83156	09/15/2016	Community Development	Professional Services	Ramsey County Recorder	Recording Fees-P1142828, P1143290	92.00
83069	09/08/2016	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
Professional Services Total:						127.01
83021	09/08/2016	Community Development	Property Improvement Permit	Long Nguyen	Property Improvement Permit Refund	115.00
Property Improvement Permit Total:						115.00
83149	09/15/2016	Community Development	Rental Registrations	Jesus & Gina Preciado	Rental Registration Refund	35.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Rental Registrations Total:	35.00
0	09/14/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	1,517.33
					State Income Tax Total:	1,517.33
0	09/14/2016	Community Development	Training	Freight House-CC	Lunch	15.36
					Training Total:	15.36
					Fund Total:	32,186.22
82968	09/08/2016	Contracted Engineering Svcs	Deposits	Bald Eagle Builders	Escrow Return-1980 Cleveland Ave	3,000.00
					Deposits Total:	3,000.00
0	09/14/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	1,541.98
					Federal Income Tax Total:	1,541.98
0	09/14/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	221.22
0	09/14/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	945.90
					FICA Employee Ded. Total:	1,167.12
0	09/14/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	221.22
0	09/14/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	945.90
					FICA Employers Share Total:	1,167.12
83117	09/15/2016	Contracted Engineering Svcs	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	211.25
					HRA Employer Total:	211.25
83151	09/15/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	95.19
					HSA Employee Total:	95.19

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83151	09/15/2016	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Emplo	332.50
					HSA Employer Total:	332.50
0	09/15/2016	Contracted Engineering Svcs	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2016 ICMA Defe	97.50
					ICMA Def Comp Total:	97.50
0	09/14/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	153.73
					MN State Retirement Total:	153.73
0	09/14/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	71.49
					MNDCP Def Comp Total:	71.49
0	09/14/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	999.33
					PERA Employee Ded Total:	999.33
0	09/14/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	999.33
0	09/14/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	153.73
					PERA Employer Share Total:	1,153.06
0	09/14/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	637.30
					State Income Tax Total:	637.30
83125	09/15/2016	Contracted Engineering Svcs	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Unio	158.18
					Union Dues Deduction Total:	158.18
					Fund Total:	10,785.75
0	09/15/2016	General Fund	1716 Marion Street	American Engineering Testing, Inc.	Soil Sampling	5,100.00
					1716 Marion Street Total:	5,100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/13/2016	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	13.01
209000 - Sales Tax Payable Total:						13.01
0	09/15/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	98.25
0	09/15/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	203.93
0	09/08/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	45.00
211402 - Flex Spending Health Total:						347.18
0	09/15/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	450.00
0	09/15/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	306.00
0	09/08/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	170.00
0	09/15/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	09/08/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	576.93
83074	09/08/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,015.41
211403 - Flex Spend Day Care Total:						2,902.96
83008	09/08/2016	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	287.12
Advertising Total:						287.12
0	09/08/2016	General Fund	Capital Outlay	Ready Watt Electric-Inc.	Siren Installation	7,811.00
Capital Outlay Total:						7,811.00
82967	09/08/2016	General Fund	Clothing	Avenue Shirt Works	Shirts	56.32
83096	09/15/2016	General Fund	Clothing	Corporate Mark, Inc.	Uniform Supplies	119.50
83001	09/08/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	692.39
0	09/15/2016	General Fund	Clothing	Allen Knoll	Boots Reimbursement Per Union Con	249.98
83181	09/15/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	77.94
83056	09/08/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	174.40
83056	09/08/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	81.99
Clothing Total:						1,452.52
82970	09/08/2016	General Fund	Conferences	BCA/Training & Auditing	Information Users Conference	130.00
83132	09/15/2016	General Fund	Conferences	MN/SCIA	Sex Crimes Investigators Training-Ba	390.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Conferences Total:						520.00
82961	09/08/2016	General Fund	Contract Maint - Vehicles	Abra MN Roseville	Bumper Service	680.11
0	09/15/2016	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	49.79
83033	09/08/2016	General Fund	Contract Maint - Vehicles	Ramsey County	Fleet Support Fee	43.68
83157	09/15/2016	General Fund	Contract Maint - Vehicles	Red Power Diesel Fire Service, Inc.	General Repair	291.00
Contract Maint - Vehicles Total:						1,064.58
83098	09/15/2016	General Fund	Contract Maint. - City Hall	Dixons Home Services	Window Cleaning	916.00
83163	09/15/2016	General Fund	Contract Maint. - City Hall	Sandstrom Land Management, LLC	Landscaping Service	1,000.00
83175	09/15/2016	General Fund	Contract Maint. - City Hall	Thyssenkrupp Elevator Corp.	Elelevator Service	775.88
83054	09/08/2016	General Fund	Contract Maint. - City Hall	Trugreen L.P.	Lawn Service	396.00
Contract Maint. - City Hall Total:						3,087.88
82984	09/08/2016	General Fund	Contract Maint. - City Garage	Dixons Home Services	Window Cleaning	116.00
Contract Maint. - City Garage Total:						116.00
0	09/15/2016	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Summer Maintenance	1,392.09
Contract Maint. H.V.A.C. Total:						1,392.09
83084	09/15/2016	General Fund	Contract Maintenance	Beaupre Aerial Equipment, Inc.	Boom 40' Art Electric	755.23
0	09/08/2016	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance & Services	583.13
83094	09/15/2016	General Fund	Contract Maintenance	Comcast	Business Services	108.86
0	09/08/2016	General Fund	Contract Maintenance	Criterion, Inc.	Quarterly Subscription Service	4,677.00
83109	09/15/2016	General Fund	Contract Maintenance	Goodpointe Technology, Inc. (c/o Z	Roadway Survey	1,120.00
0	09/08/2016	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	6.30
83150	09/15/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	255.00
83150	09/15/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	423.00
83150	09/15/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	410.00
83029	09/08/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	3,095.00
83033	09/08/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	224.64
83033	09/08/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	383.76
83033	09/08/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	383.76
83048	09/08/2016	General Fund	Contract Maintenance	Thyssenkrupp Elevator Corp.	Elevator Service	403.46
83059	09/08/2016	General Fund	Contract Maintenance	US Digital Designs	Annual Service Agreement	8,087.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						20,916.54
83033	09/08/2016	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,114.96
83033	09/08/2016	General Fund	Dispatching Services	Ramsey County	CAD Service	5,589.07
83033	09/08/2016	General Fund	Dispatching Services	Ramsey County	CAD Service	5,589.07
83033	09/08/2016	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,114.96
Dispatching Services Total:						69,408.06
83122	09/15/2016	General Fund	Emeral Ash Borer	Patricia Laedtke	Infested Ash Tree Removal Reimburs	625.00
83032	09/08/2016	General Fund	Emeral Ash Borer	Rainbow Tree Care	(1) Insecticide treatment of ash trees &	5,389.65
83072	09/08/2016	General Fund	Emeral Ash Borer	Wilson's Nursery, Inc.	Spring Planting	6,271.00
Emeral Ash Borer Total:						12,285.65
83181	09/15/2016	General Fund	Employee Recognition	Uniforms Unlimited, Inc.	Uniform Supplies	565.50
Employee Recognition Total:						565.50
0	09/14/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	33,384.20
Federal Income Tax Total:						33,384.20
0	09/14/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	4,076.58
0	09/14/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	5,929.61
FICA Employee Ded. Total:						10,006.19
0	09/14/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	4,076.58
0	09/14/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	5,929.61
FICA Employers Share Total:						10,006.19
83131	09/15/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
83117	09/15/2016	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	3,473.50

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					HRA Employer Total:	3,473.50
83151	09/15/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	2,684.52
					HSA Employee Total:	2,684.52
83151	09/15/2016	General Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Emplo	6,951.04
					HSA Employer Total:	6,951.04
0	09/15/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2016 ICMA Defe	1,875.06
					ICMA Def Comp Total:	1,875.06
82997	09/08/2016	General Fund	Memberships & Subscriptions	IAFC Membership	IAFC Membership Dues-Member Nu	234.00
0	09/14/2016	General Fund	Memberships & Subscriptions	IAFCI- CC	Membership Dues	234.00
83004	09/08/2016	General Fund	Memberships & Subscriptions	League of MN Cities	Membership Dues	23,645.00
83017	09/08/2016	General Fund	Memberships & Subscriptions	Minnesota Mayors Association	Membership Dues-Dan Roe	30.00
83019	09/08/2016	General Fund	Memberships & Subscriptions	MN State Fire Chiefs Associati	Registration-Sjostrom	300.00
83052	09/08/2016	General Fund	Memberships & Subscriptions	Tri County Law Enforcement Assoc	Annual Dues	75.00
					Memberships & Subscriptions Total:	24,518.00
82964	09/08/2016	General Fund	Miscellaneous	Anoka County Government Center	Notary Public Registration	20.00
83023	09/08/2016	General Fund	Miscellaneous	Office of Secretary of State	Notary Application	120.00
					Miscellaneous Total:	140.00
0	09/14/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	2,858.83
					MN State Retirement Total:	2,858.83
0	09/14/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	7,048.12
					MNDCP Def Comp Total:	7,048.12
0	09/08/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - ST	7,558.73
0	09/13/2016	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Fuel Dealer License Renewal	25.00
0	09/13/2016	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Fuel Tax	259.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Motor Fuel Total:						7,843.37
0	09/15/2016	General Fund	Office Supplies	Allegra Print & Imaging	Brochures	514.98
0	09/14/2016	General Fund	Office Supplies	Bed Bath & Beyond-CC	Wire Shelving	21.42
0	09/14/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	11.51
0	09/14/2016	General Fund	Office Supplies	Target- CC	Office Suppliea	15.52
Office Supplies Total:						563.43
83177	09/15/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	95.73
Op Supplies - City Hall Total:						95.73
0	09/15/2016	General Fund	Operating Supplies	3D Specialties	Drive Cap, Adapter	476.57
0	09/15/2016	General Fund	Operating Supplies	3D Specialties	Telespar	4,830.70
0	09/14/2016	General Fund	Operating Supplies	Amazon.com- CC	Roll Towel Dispenser	109.18
0	09/08/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	374.51
83081	09/15/2016	General Fund	Operating Supplies	Barington Family Farm, Inc.	Walk-In Petting Zoo	1,386.00
0	09/14/2016	General Fund	Operating Supplies	Best Buy- CC	Keyboards	96.38
0	09/14/2016	General Fund	Operating Supplies	CDWG- CC	Thermal Paper, Adapter	100.31
83092	09/15/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
83092	09/15/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
82979	09/08/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	585.75
0	09/14/2016	General Fund	Operating Supplies	Costco-CC	Cleaning Supplies	37.14
0	09/14/2016	General Fund	Operating Supplies	Cub Foods- CC	Kitchen Supplies	17.16
0	09/14/2016	General Fund	Operating Supplies	Cub Foods- CC	Produce	37.91
0	09/14/2016	General Fund	Operating Supplies	Dairy Queen-CC	Treats for City Hall Staff-Repaid by T	200.86
0	09/14/2016	General Fund	Operating Supplies	EMP-CC	Medical Supplies	187.58
82986	09/08/2016	General Fund	Operating Supplies	Fast Signs	Aluminum Signs	337.23
0	09/14/2016	General Fund	Operating Supplies	Fastenal-CC	Supplies	26.88
82989	09/08/2016	General Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	50.00
0	09/15/2016	General Fund	Operating Supplies	Grainger Inc	Sealant	261.44
0	09/08/2016	General Fund	Operating Supplies	Greenhaven Printing	Business Cards	102.00
0	09/08/2016	General Fund	Operating Supplies	Ted Larson	Station Supplies Reimbursement	20.31
0	09/14/2016	General Fund	Operating Supplies	Netbrands Media-CC	Wristbands	95.40
83133	09/15/2016	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Traffic Signal Supplies	635.60
0	09/14/2016	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	97.95
0	09/14/2016	General Fund	Operating Supplies	OMG National Marketing-CC	Stickers	476.12
83027	09/08/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	88.89
83027	09/08/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	-1.00
83027	09/08/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	150.28
83027	09/08/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	69.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83028	09/08/2016	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly NAF Software	329.24
83152	09/15/2016	General Fund	Operating Supplies	Primary Products Company	Nitrile Exam Gloves	239.67
0	09/14/2016	General Fund	Operating Supplies	Scale Model-CC	Inadvertant Personal Charge-O'Neill.	672.73
0	09/14/2016	General Fund	Operating Supplies	Setzer Pharmacy-CC	First Aid Supplies	13.90
83042	09/08/2016	General Fund	Operating Supplies	Specialized Environmental Tech, In	Stumps	290.00
83043	09/08/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	219.00
0	09/14/2016	General Fund	Operating Supplies	Staples-CC	Office Supplies	32.12
0	09/14/2016	General Fund	Operating Supplies	Staples-CC	Office Supplies	42.84
0	09/14/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Level, Fasteners	37.30
0	09/14/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Sealing Supplies	127.97
0	09/14/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Wall Scraper	5.99
0	09/14/2016	General Fund	Operating Supplies	Target- CC	Kitchen Supplies	80.58
0	09/14/2016	General Fund	Operating Supplies	Target- CC	Kitchen Supplies	13.57
0	09/14/2016	General Fund	Operating Supplies	Target- CC	Non-Stick Spray	42.48
0	09/14/2016	General Fund	Operating Supplies	Twin Cities Inflatables-CC	Family Night Out Supplies	349.50
83181	09/15/2016	General Fund	Operating Supplies	Uniforms Unlimited, Inc.	Uniform Supplies	15.00
83056	09/08/2016	General Fund	Operating Supplies	Uniforms Unlimited, Inc.	Uniform Supplies	15.00
0	09/14/2016	General Fund	Operating Supplies	Walmart-CC	Eyewear	86.29
Operating Supplies Total:						13,514.09
0	09/14/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	26,611.13
PERA Employee Ded Total:						26,611.13
0	09/14/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	37,079.87
0	09/14/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	872.91
PERA Employer Share Total:						37,952.78
0	09/15/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	15,781.00
0	09/08/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Services	12,923.00
83109	09/15/2016	General Fund	Professional Services	Goodpointe Technology, Inc. (c/o Z	Roadway Survey	1,320.00
83112	09/15/2016	General Fund	Professional Services	Heller Architects, Inc.	Construction/Architectural Service	3,400.00
83114	09/15/2016	General Fund	Professional Services	Hillcrest Animal Hospital	Impound Services	115.00
83124	09/15/2016	General Fund	Professional Services	LexisNexis Risk Solutions	Criminal/People Searches	81.00
0	09/14/2016	General Fund	Professional Services	Lifeloc Technologies-CC	Standard Coverage	98.90
83126	09/15/2016	General Fund	Professional Services	Martin McAllister, Inc.	Public Safety Assessment-J. Danielso	500.00
83127	09/15/2016	General Fund	Professional Services	MASA Consulting, Inc.	Critical Incident Stress Debriefing	450.00
83020	09/08/2016	General Fund	Professional Services	Multicare Associates	Physical Exams-Acct: 93381	308.00
83146	09/15/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	960.00
83026	09/08/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	1,200.00
83049	09/08/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	236.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83049	09/08/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting	136.00
83051	09/08/2016	General Fund	Professional Services	TransUnion Risk and Alternative	Person Searches-Acct: 212095	61.50
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	105.00
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	115.00
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	115.00
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	115.00
83179	09/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
Professional Services Total:						38,275.90
0	09/14/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	12,916.02
State Income Tax Total:						12,916.02
0	09/14/2016	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
83069	09/08/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	1,041.89
83069	09/08/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	577.32
83069	09/08/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	70.45
83069	09/08/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
Telephone Total:						1,778.92
82970	09/08/2016	General Fund	Training	BCA/Training & Auditing	DMT-G Recertification Training-Crav	75.00
82970	09/08/2016	General Fund	Training	BCA/Training & Auditing	DMT-G Recertification Training-Jenr	75.00
82970	09/08/2016	General Fund	Training	BCA/Training & Auditing	DMT-G Recertification Training-Gra	75.00
82970	09/08/2016	General Fund	Training	BCA/Training & Auditing	DMT-G Recertification Training-B, A	75.00
82970	09/08/2016	General Fund	Training	BCA/Training & Auditing	DMT-G Recertification Training-Arn	75.00
83082	09/15/2016	General Fund	Training	BCA	Hotel Criminal Interdiction Training-l	125.00
83082	09/15/2016	General Fund	Training	BCA	Hotel Criminal Interdiction Training-;	125.00
83082	09/15/2016	General Fund	Training	BCA	Hotel Criminal Interdiction Training-;	125.00
83090	09/15/2016	General Fund	Training	Calibre Press, Inc.	Read, Recognize, Respond Training-J	139.00
83090	09/15/2016	General Fund	Training	Calibre Press, Inc.	Read, Recognize, Respond Training-S	139.00
82973	09/08/2016	General Fund	Training	Calibre Press, Inc.	Training Supplies	139.00
0	09/15/2016	General Fund	Training	Won Chau	Training Expenses Reimbursement	118.41
0	09/14/2016	General Fund	Training	Doolittles-CC	Patrol Training Supplies	35.00
0	09/14/2016	General Fund	Training	Jimmy John's Sandwiches- CC	Training Supplies	118.75
0	09/14/2016	General Fund	Training	Lifeline Training-CC	Finding the Leader in You Training-E	329.00
0	09/15/2016	General Fund	Training	Nick Olson	Training Supplies Reimbursement	8.99
0	09/15/2016	General Fund	Training	Mike Parkos	Training Supplies Reimbursement	8.99
0	09/08/2016	General Fund	Training	Streicher's	Use of Force Supplies	1,168.99
0	09/14/2016	General Fund	Training	Target- CC	Training Supplies	30.45

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83179	09/15/2016	General Fund	Training	Twin Cities Transport & Recove	Towing Service	100.00
83179	09/15/2016	General Fund	Training	Twin Cities Transport & Recove	Towing Service	100.00
Training Total:						3,185.58
0	09/15/2016	General Fund	Union Dues Deduction	LELS	PR Batch 00001.09.2016 Lels Union	1,855.95
83125	09/15/2016	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Union	96.59
0	09/15/2016	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.09.2016 Local 320 U	479.00
0	09/15/2016	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.09.2016 IAFF Union	585.00
Union Dues Deduction Total:						3,016.54
0	09/08/2016	General Fund	Utilities	Xcel Energy	New Fire Station	2,436.24
0	09/08/2016	General Fund	Utilities	Xcel Energy	Street Lights & Traffic Signals	1,755.23
0	09/08/2016	General Fund	Utilities	Xcel Energy	Street Lights	51.78
0	09/08/2016	General Fund	Utilities	Xcel Energy	Street Lights	47.83
Utilities Total:						4,291.08
0	09/15/2016	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,635.91
Utilities - City Garage Total:						2,635.91
0	09/15/2016	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	7,077.37
Utilities - City Hall Total:						7,077.37
83078	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Astleford International Trucks	Vehicle Supplies	197.89
83087	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Boyer Trucks	Valve	157.31
0	09/08/2016	General Fund	Vehicle Supplies & Maintenance	Certified Laboratories, Inc.	Vehicle Supplies	872.93
83092	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Nitrile Gloves	105.00
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	190.59
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	74.12
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	20.62
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	20.68
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	97.26
83104	09/15/2016	General Fund	Vehicle Supplies & Maintenance	GCR Tires & Service	Truck Service	180.28
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Filters	67.84
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Kath Fuel Oil Service, Inc.	Fuel	424.96
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	144.87
0	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filter	15.26
0	09/14/2016	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Metric Triple Square Set	91.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83128	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	110.99
83134	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Norm's Tire Sales, Inc.	Tires	433.12
83036	09/08/2016	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm. Stock Report, Supply Charge	537.92
83050	09/08/2016	General Fund	Vehicle Supplies & Maintenance	Towmaster	Automated Chain System	3,440.00
83176	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	353.48
83176	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	166.52
83176	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	93.93
83176	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	340.00
83176	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	197.50
83178	09/15/2016	General Fund	Vehicle Supplies & Maintenance	Truck Utilities, Inc.	Frame Weldment	457.41
Vehicle Supplies & Maintenance Total:						8,791.53
Fund Total:						399,119.55
0	09/14/2016	General Fund Donations	Explorers - Supplies	Walmart-CC	Credit	-175.22
Explorers - Supplies Total:						-175.22
0	09/14/2016	General Fund Donations	K-9 - Supplies	Whistle-CC	Ongoing K9 Fee	9.95
K-9 - Supplies Total:						9.95
Fund Total:						-165.27
83138	09/15/2016	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Restroom Rentals	50.00
Contract Maintenance Total:						50.00
0	09/13/2016	Golf Course	Credit Card Fees	US Bank-Non Bank	August Terminal Charges	922.06
Credit Card Fees Total:						922.06
0	09/14/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	717.18
Federal Income Tax Total:						717.18
0	09/14/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	541.60
0	09/14/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	126.65

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FICA Employee Ded. Total:						668.25
0	09/14/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	541.60
0	09/14/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	126.65
FICA Employers Share Total:						668.25
83117	09/15/2016	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	70.00
HRA Employer Total:						70.00
83151	09/15/2016	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	200.00
HSA Employer Total:						200.00
0	09/14/2016	Golf Course	Merchandise For Sale	Sam's Club-CC	Concession Items for Resale	231.11
Merchandise For Sale Total:						231.11
0	09/14/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	52.15
MN State Retirement Total:						52.15
0	09/14/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	50.00
MNDCP Def Comp Total:						50.00
0	09/14/2016	Golf Course	Operating Supplies	Boardtronics-CC	Irrigation Supplies	327.05
0	09/14/2016	Golf Course	Operating Supplies	Dunn Bros Coffee-CC	Coffee	27.88
83106	09/15/2016	Golf Course	Operating Supplies	Gertens Greenhouses	Flowers	312.16
0	09/14/2016	Golf Course	Operating Supplies	Home Depot- CC	Fence Supplies	149.27
0	09/14/2016	Golf Course	Operating Supplies	Home Depot- CC	Shop Supplies	87.19
0	09/14/2016	Golf Course	Operating Supplies	Joe Sensers-CC	Woment & Wine Event Supplies	12.50
83007	09/08/2016	Golf Course	Operating Supplies	Leitner Co	Sand	813.33
0	09/14/2016	Golf Course	Operating Supplies	Mudslingers-CC	League Prize	25.00
0	09/14/2016	Golf Course	Operating Supplies	Party City-CC	Table Covers	34.15
83037	09/08/2016	Golf Course	Operating Supplies	Reinders Inc.	Fungicide	200.00
0	09/14/2016	Golf Course	Operating Supplies	Restaurant Depot- CC	Fryer Oil	41.62
0	09/14/2016	Golf Course	Operating Supplies	Sam's Club-CC	Golf Course Supplies	332.01
0	09/14/2016	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Tools	9.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Golf Course	Operating Supplies	Target- CC	Women & Wine Supplies	11.60
0	09/14/2016	Golf Course	Operating Supplies	Total Wine-CC	Women & Wine Event Supplies	77.55
83057	09/08/2016	Golf Course	Operating Supplies	US Bank	Petty Cash Reimbursement	8.98
83073	09/08/2016	Golf Course	Operating Supplies	Winfield Solutions, LLC	Fungicide	975.37
83073	09/08/2016	Golf Course	Operating Supplies	Winfield Solutions, LLC	Golf Course Supplies	943.02
Operating Supplies Total:						4,388.67
0	09/14/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	338.96
PERA Employee Ded Total:						338.96
0	09/14/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	52.15
0	09/14/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	338.96
PERA Employer Share Total:						391.11
0	09/14/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	336.44
State Income Tax Total:						336.44
0	09/13/2016	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	2,941.14
State Sales Tax Payable Total:						2,941.14
0	09/13/2016	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	275.13
Use Tax Payable Total:						275.13
0	09/14/2016	Golf Course	Vehicle Supplies & Maintenance	Mills Fleet Farm-CC	Tire Tubes	10.01
0	09/08/2016	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Mower Supplies	331.75
0	09/08/2016	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Credit	-31.84
0	09/08/2016	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Mower Supplies	46.74
0	09/08/2016	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Mower Supplies	130.19
Vehicle Supplies & Maintenance Total:						486.85
Fund Total:						12,787.30
0	09/14/2016	Housing & Redevelopment Agency	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	5.77

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						5.77
0	09/14/2016	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	30.23
0	09/14/2016	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	7.07
FICA Employee Ded. Total:						37.30
0	09/14/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	7.07
0	09/14/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	30.23
FICA Employers Share Total:						37.30
83155	09/15/2016	Housing & Redevelopment Agency	Miscellaneous	Ramsey County Master Gardener P	Honorarion for Presentation	75.00
83034	09/08/2016	Housing & Redevelopment Agency	Miscellaneous	Ramsey County Master Gardener P	Honorarium for Presentation	75.00
Miscellaneous Total:						150.00
82972	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Gary & Lucy Botzek	Energy Audit Reimbursement	60.00
82982	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Kyle Deboer	Energy Audit Reimbursement	60.00
82990	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Anne Gerrietts	Energy Audit Reimbursement	60.00
82991	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Brian Goese	Energy Audit Reimbursement	60.00
82992	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Lisa Goldner	Energy Audit Reimbursement	60.00
82993	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Mike Hamer	Energy Audit Reimbursement	60.00
82995	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Katherine Hills	Energy Audit Reimbursement	60.00
82998	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Jacob Jewell	Energy Audit Reimbursement	60.00
82999	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Netra Karki	Energy Audit Reimbursement	60.00
83006	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Oscar Leal	Energy Audit Reimbursement	60.00
83009	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Mercedes Lindgren	Energy Audit Reimbursement	60.00
83010	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Dan Lipschultz	Energy Audit Reimbursement	60.00
83040	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Michael Roisum	Energy Audit Reimbursement	60.00
83044	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	John Stewart	Energy Audit Reimbursement	60.00
83046	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Monica Streeper	Energy Audit Reimbursement	60.00
83068	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Donald Vegoe	Energy Audit Reimbursement	60.00
83070	09/08/2016	Housing & Redevelopment Agency	Payment to Owners	Kevin Walton	Energy Audit Reimbursement	60.00
Payment to Owners Total:						1,020.00
0	09/14/2016	Housing & Redevelopment Agency	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	31.69
PERA Employee Ded Total:						31.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Housing & Redevelopment Agency	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	31.69
0	09/14/2016	Housing & Redevelopment Agency	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	4.88
PERA Employer Share Total:						36.57
0	09/14/2016	Housing & Redevelopment Agency	Printing	Bolger-CC	Printing	716.15
Printing Total:						716.15
82985	09/08/2016	Housing & Redevelopment Agency	Professional Services	Ehlers & Associates, Inc.	General Consulting Services	1,357.50
83045	09/08/2016	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83045	09/08/2016	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Economic Development Authority M	381.25
Professional Services Total:						1,743.45
0	09/14/2016	Housing & Redevelopment Agency	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	3.09
State Income Tax Total:						3.09
Fund Total:						3,781.32
83011	09/08/2016	Information Technology	Computer Equipment	Marco Technologies, LLC	Corporate Device Licenses	4,839.84
Computer Equipment Total:						4,839.84
83100	09/15/2016	Information Technology	Contract Maintenance	Duo Security, Inc.	Enterprise Edition Subscription	4,500.00
0	09/14/2016	Information Technology	Contract Maintenance	HP Services-CC	Storage Area Network Support Contr	130.40
0	09/14/2016	Information Technology	Contract Maintenance	HP Services-CC	Storage Area Network Support Contr	246.40
83011	09/08/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Device Licenses/Support	870.90
83011	09/08/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Corporate Device Licenses	1,983.36
0	09/14/2016	Information Technology	Contract Maintenance	Network Solutions- CC	Domain Name Renewal	15.99
83025	09/08/2016	Information Technology	Contract Maintenance	OPG-3, Inc.	Laserfiche Connector	4,205.02
Contract Maintenance Total:						11,952.07
0	09/14/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	4,939.86
Federal Income Tax Total:						4,939.86
83183	09/15/2016	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Location Service-Acct: 011277	2,750.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fiber Maintenance & Locates Total:						2,750.81
0	09/14/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	2,764.86
0	09/14/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	646.60
FICA Employee Ded. Total:						3,411.46
0	09/14/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	2,764.86
0	09/14/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	646.60
FICA Employers Share Total:						3,411.46
83117	09/15/2016	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	698.00
HRA Employer Total:						698.00
83151	09/15/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	455.83
HSA Employee Total:						455.83
83151	09/15/2016	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	1,118.75
HSA Employer Total:						1,118.75
0	09/15/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2016 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
82965	09/08/2016	Information Technology	Internet	Anoka County Treasury	Broadband	75.00
0	09/08/2016	Information Technology	Internet	Cologix, Inc	Fiber Cross Connect	450.00
82978	09/08/2016	Information Technology	Internet	Comcast	Business Services-Acct: 529 002058	92.08
82978	09/08/2016	Information Technology	Internet	Comcast	Business Services-Acct: 529 052449	235.06
82996	09/08/2016	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
83123	09/15/2016	Information Technology	Internet	Level 3 Communications	IP & Data Service	1,259.50
Internet Total:						2,611.64
0	09/14/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	449.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						449.76
0	09/14/2016	Information Technology	Operating Supplies	Amazon.com- CC	Headset	23.99
0	09/08/2016	Information Technology	Operating Supplies	Newegg Business, Inc.	Supplies	123.98
0	09/14/2016	Information Technology	Operating Supplies	Pizza Luce-CC	Department Lunch During IT Emerge	61.85
0	09/08/2016	Information Technology	Operating Supplies	SHI International Corp	Access Software	246.00
0	09/14/2016	Information Technology	Operating Supplies	UPS Store- CC	Shipping Charges	25.57
Operating Supplies Total:						481.39
83024	09/08/2016	Information Technology	Other Improvements	Office Systems and Design, Inc.	Pre-Set Height Module	324.00
Other Improvements Total:						324.00
0	09/14/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	2,923.29
PERA Employee Ded Total:						2,923.29
0	09/14/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	2,923.29
0	09/14/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	449.76
PERA Employer Share Total:						3,373.05
0	09/14/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	1,843.10
State Income Tax Total:						1,843.10
0	09/14/2016	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
83069	09/08/2016	Information Technology	Telephone	Verizon Wireless	Cell Phones	761.23
83069	09/08/2016	Information Technology	Telephone	Verizon Wireless	Cell Phones	231.06
Telephone Total:						1,018.29
0	09/15/2016	Information Technology	Transportation	Peter Bauer	Mileage Reimbursement	105.84
0	09/15/2016	Information Technology	Transportation	Jim Ellison	Mileage Reimbursement	146.45
0	09/15/2016	Information Technology	Transportation	Anthony Greseth	Mileage Reimbursement	105.84
0	09/15/2016	Information Technology	Transportation	Veronica Koes	Mileage Reimbursement	73.44
0	09/15/2016	Information Technology	Transportation	Jake Manders	Mileage Reimbursement	114.48
0	09/15/2016	Information Technology	Transportation	Matt Murtha	Mileage Reimbursement	100.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Transportation Total:						646.49
Fund Total:						47,474.09
83103	09/15/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
83103	09/15/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
Contract Maintenance Total:						47.20
0	09/14/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	3,553.95
Federal Income Tax Total:						3,553.95
0	09/14/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	513.22
0	09/14/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	2,194.44
FICA Employee Ded. Total:						2,707.66
0	09/14/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	513.22
0	09/14/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	2,194.44
FICA Employers Share Total:						2,707.66
83117	09/15/2016	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	630.00
HRA Employer Total:						630.00
83151	09/15/2016	License Center	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	213.06
HSA Employee Total:						213.06
83151	09/15/2016	License Center	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	670.00
HSA Employer Total:						670.00
0	09/14/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	358.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						358.94
0	09/14/2016	License Center	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MND CP De	389.58
0	09/14/2016	License Center	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MND CP De	350.00
MND CP Def Comp Total:						739.58
0	09/14/2016	License Center	Office Supplies	Amazon.com- CC	Office Supplies	168.49
0	09/14/2016	License Center	Office Supplies	Target- CC	Office Suppliea	55.96
Office Supplies Total:						224.45
0	09/14/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	2,188.03
PERA Employee Ded Total:						2,188.03
0	09/14/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	2,188.03
0	09/14/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	336.61
PERA Employer Share Total:						2,524.64
0	09/14/2016	License Center	Postage	USPS-CC	Postage	270.90
Postage Total:						270.90
0	09/08/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	203.20
Professional Services Total:						203.20
0	09/15/2016	License Center	Rental	Gaughan Properties	License Center Rent-Oct. 2016	5,315.93
Rental Total:						5,315.93
0	09/13/2016	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	932.30
Sales Tax Payable Total:						932.30
0	09/14/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	1,503.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	1,503.20
0	09/08/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	280.80
					Transportation Total:	280.80
0	09/15/2016	License Center	Utilities	Xcel Energy	License Center	669.63
					Utilities Total:	669.63
					Fund Total:	25,741.13
0	09/14/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	2,551.31
					Federal Income Tax Total:	2,551.31
0	09/14/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	344.43
0	09/14/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	1,472.75
					FICA Employee Ded. Total:	1,817.18
0	09/14/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	344.43
0	09/14/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	1,472.75
					FICA Employers Share Total:	1,817.18
83117	09/15/2016	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	370.00
					HRA Employer Total:	370.00
83151	09/15/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA WI En	34.62
83151	09/15/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	384.62
					HSA Employee Total:	419.24
83151	09/15/2016	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	1,352.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
HSA Employer Total:						1,352.50
0	09/14/2016	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	210.05
MN State Retirement Total:						210.05
0	09/14/2016	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	175.00
MNDCP Def Comp Total:						175.00
82976	09/08/2016	P & R Contract Maintenance	Operating Supplies	Central Landscape Supply	E-Z Reacher	151.00
82977	09/08/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	1.22
82977	09/08/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	1.22
83095	09/15/2016	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	215.00
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	Cub Foods- CC	Natural Resources Supplies	38.30
83102	09/15/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	423.00
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Cart Shed Supplies	8.74
0	09/15/2016	P & R Contract Maintenance	Operating Supplies	M/A Associates	Can Liners	791.62
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Arboretum Supplies	74.98
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Arboretum Supplies	46.83
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises- CC	Couplings, Clamps, Valves	288.56
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Chain Saw Oil	36.97
83053	09/08/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	392.70
0	09/14/2016	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center-CC	Gloves, Glasses	103.85
Operating Supplies Total:						2,573.99
0	09/14/2016	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	1,410.68
PERA Employee Ded Total:						1,410.68
0	09/14/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	1,410.68
0	09/14/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	217.00
PERA Employer Share Total:						1,627.68
0	09/15/2016	P & R Contract Maintenance	Professional Services	LHB Inc	P&R Renewal Program Services	197.00
0	09/15/2016	P & R Contract Maintenance	Professional Services	LHB Inc	P&R Renewal Program Services	130.00
83072	09/08/2016	P & R Contract Maintenance	Professional Services	Wilson's Nursery, Inc.	Spring Planting	15,715.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						16,042.00
83138	09/15/2016	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom Rentals	150.00
83138	09/15/2016	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom Rentals	39.29
Rental Total:						189.29
0	09/14/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	1,059.38
State Income Tax Total:						1,059.38
0	09/14/2016	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	26.00
83069	09/08/2016	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
83069	09/08/2016	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	350.18
Telephone Total:						411.19
83125	09/15/2016	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Unio	340.00
Union Dues Deduction Total:						340.00
0	09/08/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	911.27
Utilities Total:						911.27
Fund Total:						33,277.94
0	09/08/2016	Park Renewal 2011	Capital Outlay	Aggregate Industries-MWR, Inc.	Park Renewal Sidewalks	2,100.44
Capital Outlay Total:						2,100.44
83003	09/08/2016	Park Renewal 2011	Contractor Payments	Landscape Structures Inc.	Playground Supplies	75,000.00
0	09/15/2016	Park Renewal 2011	Contractor Payments	Tessman Seed Co - St. Paul	Athletic Seed	221.50
Contractor Payments Total:						75,221.50
83030	09/08/2016	Park Renewal 2011	Other Improvements	Priortiy Heating & Cooling, Inc.	A/C Repairs	570.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Other Improvements Total:						570.50
Fund Total:						77,892.44
83109	09/15/2016	Pathway Maintenance Fund	Operating Supplies	Goodpointe Technology, Inc. (c/o Z	Roadway Survey	1,320.00
83031	09/08/2016	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Barrel, Sign Rental	200.25
83031	09/08/2016	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Barrel, Sign Rental	378.50
Operating Supplies Total:						1,898.75
Fund Total:						1,898.75
0	09/14/2016	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	14.02
Federal Income Tax Total:						14.02
0	09/14/2016	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	1.57
FICA Employee Ded Total:						1.57
0	09/14/2016	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	1.57
FICA Employer Share Total:						1.57
83151	09/15/2016	Police - DWI Enforcement	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	0.71
HSA Employee Total:						0.71
83151	09/15/2016	Police - DWI Enforcement	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Emplo	6.18
HSA Employer Total:						6.18
0	09/14/2016	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	1.09
MN State Retirement Total:						1.09
0	09/14/2016	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	7.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						7.72
0	09/14/2016	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	11.82
PERA Total:						11.82
0	09/14/2016	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	17.74
PERA Employer Share Total:						17.74
83179	09/15/2016	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	575.00
83179	09/15/2016	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	390.00
83179	09/15/2016	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	115.00
Professional Services Total:						1,080.00
0	09/14/2016	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	4.86
State Income Tax Total:						4.86
0	09/15/2016	Police - DWI Enforcement	Union Dues	LELS	PR Batch 00001.09.2016 Lels Union	1.51
Union Dues Total:						1.51
Fund Total:						1,148.79
0	09/14/2016	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	42.07
Federal Income Tax Total:						42.07
0	09/14/2016	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare Ei	4.68
FICA Employee Ded. Total:						4.68
0	09/14/2016	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare Ei	4.68
FICA Employers Share Total:						4.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83151	09/15/2016	Police Grants	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	2.14
					HSA Employee Total:	2.14
83151	09/15/2016	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Emplo	18.52
					HSA Employer Total:	18.52
0	09/14/2016	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	3.29
					MN State Retirement Total:	3.29
0	09/14/2016	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	23.15
					MNDCP Def Comp Total:	23.15
0	09/14/2016	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	35.49
					PERA Employee Ded Total:	35.49
0	09/14/2016	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	53.24
					PERA Employer Share Total:	53.24
0	09/14/2016	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	14.59
					State Income Tax Total:	14.59
0	09/15/2016	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.09.2016 Lels Union	4.54
					Union Dues Deduction Total:	4.54
					Fund Total:	206.39
0	09/14/2016	Police Forfeiture Fund	Professional Services	Discount Mugs-CC	Police Foundation Supplies	340.90
0	09/14/2016	Police Forfeiture Fund	Professional Services	Edible Arrangements-CC	Inadvertant Personal Purchase-Scheid	72.11
83069	09/08/2016	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						483.03
Fund Total:						483.03
82969	09/08/2016	Police Vehicle Revolving	Capital Outlay	Baycom, Inc	CIP Equipment	925.00
82974	09/08/2016	Police Vehicle Revolving	Capital Outlay	Cardiac Science Corporation	CIP Equipment	5,617.69
0	09/14/2016	Police Vehicle Revolving	Capital Outlay	Danner Lacrosse-CC	Tactical Gear	232.00
0	09/08/2016	Police Vehicle Revolving	Capital Outlay	Streicher's	CIP Rifles	16,980.00
Capital Outlay Total:						23,754.69
Fund Total:						23,754.69
82994	09/08/2016	Recreation Fund	Building Rental	Alberto Hernandez	Building Rental Deposit Refund	300.00
83012	09/08/2016	Recreation Fund	Building Rental	Rogers Mauti	Wedding Deposit Reimbursement	400.00
Building Rental Total:						700.00
83111	09/15/2016	Recreation Fund	Contract Maintenance	Harty Mechanical, Inc.	Ice Floor Repair	1,305.78
0	09/15/2016	Recreation Fund	Contract Maintenance	R & R Specialties of Wisconsin, Inc	Permco, Water Filters	660.67
83160	09/15/2016	Recreation Fund	Contract Maintenance	Rink-Tec Arena Specialists, Inc.	Service Labor	1,995.48
83160	09/15/2016	Recreation Fund	Contract Maintenance	Rink-Tec Arena Specialists, Inc.	Service Labor	1,552.50
83160	09/15/2016	Recreation Fund	Contract Maintenance	Rink-Tec Arena Specialists, Inc.	Service Labor	1,170.00
83160	09/15/2016	Recreation Fund	Contract Maintenance	Rink-Tec Arena Specialists, Inc.	Service Labor	1,042.50
Contract Maintenance Total:						7,726.93
0	09/13/2016	Recreation Fund	Credit Card Fees	US Bank-Non Bank	August Terminal Charges	141.43
Credit Card Fees Total:						141.43
0	09/14/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	5,045.81
Federal Income Tax Total:						5,045.81
83077	09/15/2016	Recreation Fund	Fee Program Revenue	Paul Arntzen Jr.	Key Deposit Refund	25.00
82980	09/08/2016	Recreation Fund	Fee Program Revenue	CURE SMA	Key/Shelter Deposit Refund	125.00
83099	09/15/2016	Recreation Fund	Fee Program Revenue	Daniel Dodge	Key Deposit Refund/Custodial Fee	25.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83099	09/15/2016	Recreation Fund	Fee Program Revenue	Daniel Dodge	Key Deposit Refund/Custodial Fee	100.00
83108	09/15/2016	Recreation Fund	Fee Program Revenue	Laura Gilchrist	Key Deposit Refund	25.00
83137	09/15/2016	Recreation Fund	Fee Program Revenue	Donna Oda	Event Registration Refund	85.00
Fee Program Revenue Total:						385.00
0	09/14/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	871.13
0	09/14/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	3,724.70
FICA Employee Ded. Total:						4,595.83
0	09/14/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	3,724.70
0	09/14/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	871.13
FICA Employers Share Total:						4,595.83
83117	09/15/2016	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	1,378.00
HRA Employer Total:						1,378.00
83151	09/15/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	200.39
HSA Employee Total:						200.39
83151	09/15/2016	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	895.00
HSA Employer Total:						895.00
0	09/15/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2016 ICMA Defe	550.00
ICMA Def Comp Total:						550.00
0	09/14/2016	Recreation Fund	Memberships & Subscriptions	Sport NGIN-CC	Membership Dues	600.00
Memberships & Subscriptions Total:						600.00
0	09/14/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	418.72
MN State Retirement Total:						418.72
0	09/14/2016	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDP De	1,308.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						1,308.41
0	09/14/2016	Recreation Fund	Office Supplies	Amazon.com- CC	Office Supplies	41.16
0	09/15/2016	Recreation Fund	Office Supplies	Greenhaven Printing	Business Cards	43.00
0	09/14/2016	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	77.29
Office Supplies Total:						161.45
0	09/14/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Paper Plates	12.27
0	09/14/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Nature's Kitchen Camp Supplies	13.44
0	09/14/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Preschool Supplies	28.13
0	09/14/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Credit	-8.56
0	09/14/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Cooking Supplies	59.36
0	09/14/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Cooking Supplies	117.94
0	09/14/2016	Recreation Fund	Operating Supplies	Digi Tek-CC	New Tek RriCaster Studio Troubleshc	494.00
0	09/15/2016	Recreation Fund	Operating Supplies	Fastenal Company Inc.	Supplies	4.65
0	09/15/2016	Recreation Fund	Operating Supplies	Fastenal Company Inc.	Supplies	3.34
0	09/15/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Supplies	84.00
0	09/14/2016	Recreation Fund	Operating Supplies	Fun Express-CC	DYP Supplies	67.87
0	09/14/2016	Recreation Fund	Operating Supplies	Fun Express-CC	DYP Supplies	65.49
0	09/14/2016	Recreation Fund	Operating Supplies	Gopher Sport- CC	Equipment Bags	28.90
0	09/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	V-Belts	188.67
0	09/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	Bandages	76.14
0	09/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	Filters	89.28
0	09/14/2016	Recreation Fund	Operating Supplies	Joann-CC	Animal Shelter Blankets	129.08
0	09/14/2016	Recreation Fund	Operating Supplies	Jones School Supply-CC	Track Medals	135.98
0	09/14/2016	Recreation Fund	Operating Supplies	Josh Tesch Apparel-CC	Roll for the Roses Shirts	245.00
83000	09/08/2016	Recreation Fund	Operating Supplies	Mike Kaytor	Supplies Reimbursement	98.61
0	09/14/2016	Recreation Fund	Operating Supplies	Menards-CC	Carpet Mats	179.16
0	09/14/2016	Recreation Fund	Operating Supplies	Menards-CC	Paint	60.26
0	09/14/2016	Recreation Fund	Operating Supplies	Michaels-CC	Craft Supplies	7.36
83130	09/15/2016	Recreation Fund	Operating Supplies	MIDC Enterprises	Spray Head, Strip Rotator	23.18
0	09/14/2016	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-CC	Mesh Back	13.38
0	09/14/2016	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	54.61
0	09/14/2016	Recreation Fund	Operating Supplies	Pickleball-CC	Pickleball Net Replacement Parts	54.00
0	09/14/2016	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Spoons	4.68
0	09/14/2016	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Cooking Supplies	13.99
0	09/14/2016	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Cooking Supplies	14.00
0	09/14/2016	Recreation Fund	Operating Supplies	Sherwin Williams - CC	No Reciept-Norman	94.85
0	09/14/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Garden Hose	35.34
0	09/14/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	No Reciept-Schlosser	73.27
0	09/14/2016	Recreation Fund	Operating Supplies	Super America-CC	Preschool Sup0plies	4.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Recreation Fund	Operating Supplies	Superamerica- CC	No Receipt-Evenson	14.07
0	09/14/2016	Recreation Fund	Operating Supplies	Target- CC	AARP Driving Class Supplies	22.17
0	09/14/2016	Recreation Fund	Operating Supplies	Target- CC	Camera Batteries	22.49
0	09/14/2016	Recreation Fund	Operating Supplies	Uline-CC	Pickleball Tape	214.31
0	09/14/2016	Recreation Fund	Operating Supplies	UPS Store- CC	Stone Soup Camp Supplies	42.64
83075	09/08/2016	Recreation Fund	Operating Supplies	US Foods Culinary E&S	Shelves	298.00
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Passport Supplies	21.18
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Stickers	6.94
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	26.63
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	58.91
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Stock, DYP Supplies	14.17
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Stock, DYP Supplies	19.77
0	09/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Stock, DYP Supplies	25.36
83182	09/15/2016	Recreation Fund	Operating Supplies	Wheeler Hardware Company	Cherry Switch	5.34
0	09/14/2016	Recreation Fund	Operating Supplies	When I Work-CC	Deluxe Plan	49.00
Operating Supplies Total:						3,407.22
0	09/14/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	3,088.20
PERA Employee Ded Total:						3,088.20
0	09/14/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	3,088.20
0	09/14/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	475.13
PERA Employer Share Total:						3,563.33
82962	09/08/2016	Recreation Fund	Professional Services	Al-Bahira Dance Theater	Summer Entertainment	670.00
83083	09/15/2016	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	96.00
0	09/14/2016	Recreation Fund	Professional Services	Bell Museum-CC	Field Trip	200.00
83089	09/15/2016	Recreation Fund	Professional Services	Breanna Burmester	Volleyball Officiating	192.00
0	09/15/2016	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	208.00
83101	09/15/2016	Recreation Fund	Professional Services	Bobb Fantauzzo	Wild Rice Festival Programming	600.00
83107	09/15/2016	Recreation Fund	Professional Services	Gibbs Farm	Wild Rice Festival Programming	400.00
83110	09/15/2016	Recreation Fund	Professional Services	Rick Gravrock	Wild Rice Festival Programming	150.00
83116	09/15/2016	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	96.00
0	09/08/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,512.50
83136	09/15/2016	Recreation Fund	Professional Services	John Oakgrove	Wild Rice Festival Programming	900.00
83138	09/15/2016	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Restroom Rentals	55.00
83158	09/15/2016	Recreation Fund	Professional Services	Paul Rice	Wild Rice Festival Programming	300.00
83164	09/15/2016	Recreation Fund	Professional Services	Reed Schillenman	Wild Rice Festival Programming	350.00
83170	09/15/2016	Recreation Fund	Professional Services	Samantha Steinbring	Volleyball Officiating	48.00
0	09/14/2016	Recreation Fund	Professional Services	Swank Motion Pictures-CC	Outdoor Movie Rental	375.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83173	09/15/2016	Recreation Fund	Professional Services	The Cleaning Authority	August Cleaning	3,855.60
83180	09/15/2016	Recreation Fund	Professional Services	Bruce Ueland	Wild Rice Festival Lower Area Super	150.00
0	09/08/2016	Recreation Fund	Professional Services	V & M Refereeing Service	Refereeing Service	984.00
Professional Services Total:						11,142.10
83138	09/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rentals	1,188.75
Rental Total:						1,188.75
0	09/13/2016	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	1,054.24
Sales Tax Payable Total:						1,054.24
0	09/14/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	2,100.78
State Income Tax Total:						2,100.78
83069	09/08/2016	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	174.38
Telephone Total:						174.38
0	09/14/2016	Recreation Fund	Training	State Food Safety-CC	Food Manager Certification	58.00
Training Total:						58.00
0	09/08/2016	Recreation Fund	Transportation	Jill Anfang	Mileage Reimbursement	643.68
0	09/14/2016	Recreation Fund	Transportation	Parking Ramp-CC	Parking	16.00
Transportation Total:						659.68
83125	09/15/2016	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Unioi	102.00
Union Dues Deduction Total:						102.00
82978	09/08/2016	Recreation Fund	Utilities	Comcast	Business Services-Acct: 529 051508:	240.06
0	09/15/2016	Recreation Fund	Utilities	Xcel Energy	Natue Center	686.08
Utilities Total:						926.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						56,167.62
83005	09/08/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCITA Claim: 11149	3,175.58
Police Patrol Claims Total:						3,175.58
0	09/14/2016	Risk Management	Professional Services	Motor Vehicle-CC	New Employee Drivers License Chec	3.00
Professional Services Total:						3.00
83016	09/08/2016	Risk Management	Training	Midwest Training Associates, LLC	Confined Space Entry Refresher Trair	450.00
Training Total:						450.00
Fund Total:						3,628.58
83153	09/15/2016	Sanitary Sewer	Accounts Payable	RICHARD PRYOR	Refund Check	3.11
Accounts Payable Total:						3.11
0	09/20/2016	Sanitary Sewer	Contractor Payments	T. A. Schifsky & Sons, Inc.	PMP Street Maintenance	129,120.39
Contractor Payments Total:						129,120.39
0	09/13/2016	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	Dec-July UB Payments.com Charges	32,205.92
0	09/13/2016	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	August UB Payments.com Charges	4,674.72
Credit Card Fees Total:						36,880.64
0	09/14/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	1,258.95
Federal Income Tax Total:						1,258.95
0	09/14/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	178.09
0	09/14/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	761.40
FICA Employee Ded. Total:						939.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	761.40
0	09/14/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	178.09
FICA Employers Share Total:						939.49
83117	09/15/2016	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	324.49
HRA Employer Total:						324.49
83151	09/15/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	47.11
HSA Employee Total:						47.11
83151	09/15/2016	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	119.07
HSA Employer Total:						119.07
0	09/15/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2016 ICMA Defe	26.26
ICMA Def Comp Total:						26.26
83129	09/15/2016	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Services	222,011.54
Metro Waste Control Board Total:						222,011.54
0	09/14/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	127.88
MN State Retirement Total:						127.88
0	09/14/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	86.26
MNDCP Def Comp Total:						86.26
83091	09/15/2016	Sanitary Sewer	Operating Supplies	Cemstone Products Co, Inc.	Concrete	435.50
82979	09/08/2016	Sanitary Sewer	Operating Supplies	Commercial Asphalt Co	Dura Drive	636.42
0	09/15/2016	Sanitary Sewer	Operating Supplies	Grainger Inc	Keys	380.16
0	09/15/2016	Sanitary Sewer	Operating Supplies	Grainger Inc	Axial Fan	547.20
0	09/14/2016	Sanitary Sewer	Operating Supplies	Metal Supermarkets-CC	Metal	3.21
0	09/14/2016	Sanitary Sewer	Operating Supplies	North Hgts Hardware Hank-CC	Bungee Cords	23.49
0	09/14/2016	Sanitary Sewer	Operating Supplies	North Hgts Hardware Hank-CC	Tools	36.36
0	09/14/2016	Sanitary Sewer	Operating Supplies	Sears-CC	Tools	132.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Keys, Tools	144.16
0	09/14/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Paint Thinner, Batteries	82.12
Operating Supplies Total:						2,421.18
0	09/14/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	831.08
PERA Employee Ded Total:						831.08
0	09/14/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	831.08
0	09/14/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	127.88
PERA Employer Share Total:						958.96
0	09/15/2016	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	207.90
Professional Services Total:						207.90
83015	09/08/2016	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	August SAC Charges	246,015.00
83071	09/08/2016	Sanitary Sewer	Sewer SAC Charges	Weis Builders Inc.	SAC Charge Refund-2680 Lexington	2,485.00
Sewer SAC Charges Total:						248,500.00
0	09/14/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	534.47
State Income Tax Total:						534.47
0	09/14/2016	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	50.00
Telephone Total:						50.00
83125	09/15/2016	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Unioi	117.30
Union Dues Deduction Total:						117.30
0	09/15/2016	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	489.65
0	09/08/2016	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	565.75
Utilities Total:						1,055.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						646,560.97
82983	09/08/2016	Singles Program	Operating Supplies	Shirley Detmer	Singles Supplies Reimbursement	10.00
83039	09/08/2016	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
Operating Supplies Total:						25.00
Fund Total:						25.00
83153	09/15/2016	Solid Waste Recycle	Accounts Payable	RICHARD PRYOR	Refund Check	0.49
Accounts Payable Total:						0.49
0	09/14/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	108.82
Federal Income Tax Total:						108.82
0	09/14/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	59.14
0	09/14/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	13.83
FICA Employee Ded. Total:						72.97
0	09/14/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	59.14
0	09/14/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	13.83
FICA Employers Share Total:						72.97
0	09/14/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	9.00
MN State Retirement Total:						9.00
0	09/14/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	58.45
PERA Employee Ded Total:						58.45
0	09/14/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	9.00
0	09/14/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	58.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	67.45
0	09/08/2016	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	35,731.08
					Professional Services Total:	35,731.08
0	09/14/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	48.94
					State Income Tax Total:	48.94
					Fund Total:	36,170.17
83153	09/15/2016	Storm Drainage	Accounts Payable	RICHARD PRYOR	Refund Check	1.09
					Accounts Payable Total:	1.09
83163	09/15/2016	Storm Drainage	Contract Maintenance	Sandstrom Land Management, LLC	Landscaping Service	250.00
					Contract Maintenance Total:	250.00
83093	09/15/2016	Storm Drainage	Contractor Payments	Civil Methods, Inc.	Sheen-Fernwood Sewer Analysis	1,620.00
83093	09/15/2016	Storm Drainage	Contractor Payments	Civil Methods, Inc.	Sheen-Fernwood Drainage Investigati	1,575.00
83035	09/08/2016	Storm Drainage	Contractor Payments	Ramsey-Washington Metro	Valley Park Charlie Pond	62,702.00
83163	09/15/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Landscaping Service	1,797.25
83163	09/15/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Landscaping Service	12,652.50
83163	09/15/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Landscaping Service	65.00
0	09/20/2016	Storm Drainage	Contractor Payments	T. A. Schifsky & Sons, Inc.	PMP Street Maintenance	5,633.50
					Contractor Payments Total:	86,045.25
0	09/08/2016	Storm Drainage	Eldridge Backyards	American Engineering Testing, Inc.	Hydrogeologic Consultation	3,784.40
					Eldridge Backyards Total:	3,784.40
0	09/14/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	1,060.43
					Federal Income Tax Total:	1,060.43
0	09/14/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	616.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	144.22
FICA Employee Ded. Total:						760.87
0	09/14/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	144.22
0	09/14/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	616.65
FICA Employers Share Total:						760.87
83117	09/15/2016	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	113.75
HRA Employer Total:						113.75
83151	09/15/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	53.84
HSA Employee Total:						53.84
83151	09/15/2016	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	147.09
HSA Employer Total:						147.09
0	09/15/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2016 ICMA Defe	52.50
ICMA Def Comp Total:						52.50
0	09/14/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	98.69
MN State Retirement Total:						98.69
0	09/14/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	63.51
MNDCP Def Comp Total:						63.51
0	09/08/2016	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.	801MOD	583.00
83042	09/08/2016	Storm Drainage	Operating Supplies	Specialized Environmental Tech, In	Stumps	290.00
Operating Supplies Total:						873.00
0	09/14/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	641.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						641.45
0	09/14/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	641.45
0	09/14/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	98.69
PERA Employer Share Total:						740.14
82981	09/08/2016	Storm Drainage	Professional Services	Dahlen, Dwyer & Foley Inc.	Property Consulting Report-S Owassc	3,150.00
0	09/15/2016	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	207.90
Professional Services Total:						3,357.90
0	09/14/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	438.14
State Income Tax Total:						438.14
83125	09/15/2016	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Unio	85.23
Union Dues Deduction Total:						85.23
Fund Total:						99,328.15
0	09/15/2016	Street Construction	Contractor Payments	American Engineering Testing, Inc.	DOT Material Testing	3,016.55
0	09/20/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	PMP Street Maintenance	37,756.80
0	09/20/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	PMP Street Maintenance	308,984.97
83174	09/15/2016	Street Construction	Contractor Payments	Three Trees Horticulture	Damaged Landscape Repair	340.00
Contractor Payments Total:						350,098.32
Fund Total:						350,098.32
0	09/14/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	554.98
Federal Income Tax Total:						554.98
0	09/14/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	435.35
0	09/14/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	101.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	537.16
0	09/14/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	435.35
0	09/14/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	101.81
					FICA Employers Share Total:	537.16
83117	09/15/2016	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	161.50
					HRA Employer Total:	161.50
83151	09/15/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	9.13
					HSA Employee Total:	9.13
83151	09/15/2016	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Empl	50.01
					HSA Employer Total:	50.01
0	09/14/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	70.38
					MN State Retirement Total:	70.38
0	09/14/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	390.01
					MNDCP Def Comp Total:	390.01
0	09/14/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Empl	457.42
					PERA Employee Ded Total:	457.42
0	09/14/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Empl	457.42
0	09/14/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	70.38
					PERA Employer Share Total:	527.80
0	09/14/2016	Telecommunications	Printing	Smartpress-CC	City Connections Magnets	314.51
					Printing Total:	314.51

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	246.19
State Income Tax Total:						246.19
Fund Total:						3,856.25
82975	09/08/2016	Telephone	CAP - Capital Equip Recovery	CDW Government, Inc.	Phones	490.30
83097	09/15/2016	Telephone	CAP - Capital Equip Recovery	Datalink	Wallmount Kits	252.00
CAP - Capital Equip Recovery Total:						742.30
83069	09/08/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	325.29
83069	09/08/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	35.03
83069	09/08/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	105.05
83069	09/08/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	35.01
83069	09/08/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	38.42
PSTN-PRI Access/DID Allocation Total:						538.80
Fund Total:						1,281.10
0	09/15/2016	TIF District #17-Twin Lakes	Contractor Payments	Forest Lake Contracting, Inc.	Twin Lakes Parkway Phase 3	420,702.54
0	09/08/2016	TIF District #17-Twin Lakes	Contractor Payments	SRF Consulting Group, Inc.	Twin Lakes Parkway Construction Se	43,281.96
Contractor Payments Total:						463,984.50
83088	09/15/2016	TIF District #17-Twin Lakes	Professional Services	Braun Intertec Corporation	Consulting Services-New Road Align	15,897.53
83047	09/08/2016	TIF District #17-Twin Lakes	Professional Services	Terracon Consultants, Inc.	Brownfields RFQ	1,345.50
Professional Services Total:						17,243.03
Fund Total:						481,227.53
82963	09/08/2016	Water Fund	Accounts Payable	RACHEL AMUNDSEN	Refund Check	89.85
83076	09/15/2016	Water Fund	Accounts Payable	ROBERT ARNDT	Refund Check	102.63
82966	09/08/2016	Water Fund	Accounts Payable	Tom Ashworth	Refund Check	164.23
83080	09/15/2016	Water Fund	Accounts Payable	SANTANU BANERJEE	Refund Check	175.12
82971	09/08/2016	Water Fund	Accounts Payable	DANIEL BENTON	Refund Check	165.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83085	09/15/2016	Water Fund	Accounts Payable	ANN BERRY	Refund Check	76.53
83086	09/15/2016	Water Fund	Accounts Payable	RICHARD & ANGELA BLAALID	Refund Check	81.02
82988	09/08/2016	Water Fund	Accounts Payable	THOMAS FITZGERALD	Refund Check	120.37
83113	09/15/2016	Water Fund	Accounts Payable	DEBORAH HEMPFER	Refund Check	80.36
83115	09/15/2016	Water Fund	Accounts Payable	ALFRED HINZE	Refund Check	306.20
83118	09/15/2016	Water Fund	Accounts Payable	JEFF CAMERON GROUP	Refund Check	116.23
83119	09/15/2016	Water Fund	Accounts Payable	JOHN KAMPA	Refund Check	76.38
83120	09/15/2016	Water Fund	Accounts Payable	ADAM KESSLER	Refund Check	143.44
83002	09/08/2016	Water Fund	Accounts Payable	FLORENCE KLEMMAN	Refund Check	84.08
83121	09/15/2016	Water Fund	Accounts Payable	JENNIFER KOSTECKI	Refund Check	170.23
83013	09/08/2016	Water Fund	Accounts Payable	RHONDA MDGAVER	Refund Check	49.89
83014	09/08/2016	Water Fund	Accounts Payable	RACHEL LABEY MELVIN CRUZ	Refund Check	95.92
83135	09/15/2016	Water Fund	Accounts Payable	MARY LOU NYHUS	Refund Check	66.76
83142	09/15/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	64.91
83143	09/15/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	70.01
83139	09/15/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	19.82
83140	09/15/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	68.51
83141	09/15/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	62.51
83144	09/15/2016	Water Fund	Accounts Payable	ORCHARD RIDGE ASSOCIATIO	Refund Check	71.51
83145	09/15/2016	Water Fund	Accounts Payable	VELISLAW PARASKOV	Refund Check	15.27
83147	09/15/2016	Water Fund	Accounts Payable	CLAUDIA PIERCE	Refund Check	40.73
83148	09/15/2016	Water Fund	Accounts Payable	JAMES & LINDA PIRIE & EELLS	Refund Check	160.00
83153	09/15/2016	Water Fund	Accounts Payable	RICHARD PRYOR	Refund Check	79.54
83154	09/15/2016	Water Fund	Accounts Payable	ROSEMARY QUAYLE	Refund Check	110.59
83159	09/15/2016	Water Fund	Accounts Payable	ADAM RIDGEWAY	Refund Check	96.29
83161	09/15/2016	Water Fund	Accounts Payable	WILLIAM & DOLORES RIVARD	Refund Check	75.00
83162	09/15/2016	Water Fund	Accounts Payable	NATHAN ROSS	Refund Check	32.55
83165	09/15/2016	Water Fund	Accounts Payable	ROBERT SCHMIDT	Refund Check	41.71
83166	09/15/2016	Water Fund	Accounts Payable	JUDI SCHUHWERCK	Refund Check	114.22
83167	09/15/2016	Water Fund	Accounts Payable	DANIEL SOLON	Refund Check	175.00
83169	09/15/2016	Water Fund	Accounts Payable	TONY STARR	Refund Check	44.20
83171	09/15/2016	Water Fund	Accounts Payable	JEFFREY STUEVE	Refund Check	21.10
83172	09/15/2016	Water Fund	Accounts Payable	JENNIFER TERHRIK	Refund Check	124.51
83055	09/08/2016	Water Fund	Accounts Payable	JEFF TSCHETTER	Refund Check	186.26
Accounts Payable Total:						3,838.58
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	471.63
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	18.00
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	18.00
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	42.00
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	18.00
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	42.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	217.48
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	69.21
83079	09/15/2016	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	254.11
82967	09/08/2016	Water Fund	Clothing	Avenue Shirt Works	Shirts	45.65
Clothing Total:						1,196.08
82987	09/08/2016	Water Fund	Construction Contracts	FER-PAL Construction USA LLC	Heinel Watermain Lining	312,093.05
Construction Contracts Total:						312,093.05
0	09/20/2016	Water Fund	Contractor Payments	T. A. Schifsky & Sons, Inc.	PMP Street Maintenance	8,510.29
Contractor Payments Total:						8,510.29
0	09/14/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Federal Incc	1,895.66
Federal Income Tax Total:						1,895.66
0	09/14/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	1,215.97
0	09/14/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	284.34
FICA Employee Ded. Total:						1,500.31
0	09/14/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 FICA Empl	1,215.97
0	09/14/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2016 Medicare E	284.34
FICA Employers Share Total:						1,500.31
83117	09/15/2016	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2016 HRA Empl	365.51
HRA Employer Total:						365.51
83151	09/15/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2016 HSA Empl	109.15
HSA Employee Total:						109.15
83151	09/15/2016	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2016 HSA Emplo	401.34
HSA Employer Total:						401.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/15/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2016 ICMA Defe	48.74
ICMA Def Comp Total:						48.74
0	09/14/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2016 Post Emplo	185.60
MN State Retirement Total:						185.60
0	09/14/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2016 MNDCP De	138.74
MNDCP Def Comp Total:						138.74
0	09/08/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,382.80
0	09/14/2016	Water Fund	Operating Supplies	Sherwin Williams - CC	Paint Supplies	384.54
0	09/14/2016	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Rope Cleat	3.49
Operating Supplies Total:						1,770.83
0	09/14/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	1,206.67
PERA Employee Ded Total:						1,206.67
0	09/14/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera additio	185.60
0	09/14/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2016 Pera Emplo	1,206.67
PERA Employer Share Total:						1,392.27
83105	09/15/2016	Water Fund	Professional Services	General Repair Service, Corp	Metallizing Labor	260.00
0	09/15/2016	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	207.90
Professional Services Total:						467.90
83168	09/15/2016	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	515,608.54
St. Paul Water Total:						515,608.54
0	09/14/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2016 State Incom	808.90
State Income Tax Total:						808.90
0	09/13/2016	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	21,702.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Sales Tax Payable Total:	21,702.01
83069	09/08/2016	Water Fund	Telephone	Verizon Wireless	Cell Phones	86.42
					Telephone Total:	86.42
83125	09/15/2016	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2016 IOUE Union	154.70
					Union Dues Deduction Total:	154.70
0	09/13/2016	Water Fund	Use Tax Payable	MN Dept of Revenue-Non Bank	August Sales/Use Tax	-58.83
					Use Tax Payable Total:	-58.83
0	09/08/2016	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	17.04
					Utilities Total:	17.04
0	09/13/2016	Water Fund	Water - Roseville	City of Roseville- Non Bank	City Water Bills	3,813.11
					Water - Roseville Total:	3,813.11
0	09/08/2016	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	13,485.19
					Water Meters Total:	13,485.19
					Fund Total:	892,238.11
					Report Total:	3,266,632.13

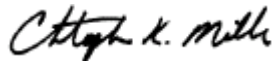
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/26/2016

Item No.: 8.b

Department Approval

City Manager Approval



Item Description: Consideration of new 2016-2017 Massage Therapist 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 applications are submitted for consideration:

Massage Therapist License

Reniese Bolden
Elements Massge
2100 Snelling Ave N
Roseville, MN 55113

Olivia Yang
Spa810
1607 Country Rd C West
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 applications and has determined that the applicants meet all City requirements. Staff recommends approval of the Massage Therapist Licenses.

REQUESTED COUNCIL ACTION

Motion to approve the Licenses pending successful background checks.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications

B: City Code Chapter 309



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, 2017

1. Full Legal Name (Please Print) BOLDEN JENIESE MARSHA
(Last) (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:

Elements Massage 2100 Snelling Ave N.
Roseville 55113

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

☐ Yes

☒ No

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

☐ Yes

☐ No

☒ N/A

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

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

Signature _____

Date 9/6/16

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

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



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

Massage Therapist License

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 2017

1. Full Legal Name (Please Print) vang olma pazao
(Last) (First) (Middle)

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

3. Telephone _____

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

5. Driver's License Number _____

6. Ethnicity: _____

7. Sex: _____

8. Email Address _____

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

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

Spa 810 1607 County Rd C West, Roseville, MN 55113

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

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

☐ 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 [Signature]

Date 29 Aug 2016

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 < Deducted From pay
Make checks payable to: City of Roseville

CHAPTER 309

MASSAGE THERAPY ESTABLISHMENTS

SECTION:

- 309.01: Definitions
- 309.02: License for Massage Therapy Establishment
- 309.03: Granting, Denying or Rescinding of Licenses
- 309.04: Practice of Massage Therapy Only by Licensed Persons
- 309.05: Revocation or Suspension of License
- 309.06: Restrictions and Regulations
- 309.07: Violations, Penalty

309.01: DEFINITIONS:

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

CHAIR MASSAGE: A massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back, where the massage is not provided in a massage therapy establishment; and provided the individual giving the massage meets the requirements specified in Section 309.04 (A). (Ord. 1329, 11-14-05)

MASSAGE THERAPIST: A person who practices massage therapy.

MASSAGE THERAPY: The rubbing, stroking, kneading, tapping or rolling of the body with the hands or other parts of the body for the exclusive purposes of relaxation, physical fitness or beautification and for no other purpose.

The practice of massage therapy is hereby declared to be distinct from the licensed practice of medicine, osteopathy, chiropractic, physical therapy, podiatry and nursing, as well as athletic coaches and trainers. Persons engaged in those professions are exempt from the provisions of this Chapter.

MASSAGE THERAPY ESTABLISHMENT: Any room, or premise wherein a person may receive a massage from a massage therapist for a fee; where massages are given on more than 14 calendar days in any given calendar year. (Ord. 1329, 11-14-05)

SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

- A. **License Required:** No person shall engage in the business of operating a massage therapy establishment within the City without first having obtained the required license.
- B. **Application Fee:** The initial application for a license shall be made by completing an application form provided by and containing such information as required by the City Manager and by paying a nonrefundable application fee, as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

- C. Separate License Required Fee: A separate license shall be obtained for each place of business, the fee for which shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

- A. Zoning Compliance: Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)
- B. Building, Safety and Sanitation Regulations: Licenses may be denied or rescinded if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.
- C. Fraud or Deception: Licenses may be denied or rescinded if there is any fraud or deception involved in the license application.
- D. History of Violations: Licenses may be denied or rescinded if the applicant, licensee or employee of the same fails to comply with, or have a history of violations of the laws or ordinances which apply to health, safety or moral turpitude.
- E. Additional Conditions: The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142, 6-13-1994)
(Ord. 1283, 6-16-03)

309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

- A. Application for License: Any person or business desiring to be licensed as a massage therapy establishment shall file an application on forms provided by the City Manager. The application shall contain such information as the City Manager may require, including: (Ord. 1329, 11-14-05)
 - 1. The applicant's full name, address, social security number and written proof of age.
 - 2. The name and address of the licensed massage therapy establishment by which the applicant expects to be employed.
 - 3. A statement concerning whether the person has been convicted of or entered a plea of guilty to any crime or ordinance violation and, if so, information as to the time, place and nature of such crime or offense.
 - 4. Proof that the applicant meets the following educational requirements:
 - a. A diploma or certificate of graduation from a school approved by the American Massage Therapist Association or other similar reputable massage association; or
 - b. A diploma or certificate of graduation from a school which is either accredited by a recognized educational accrediting association or agency or is licensed by the State or local government agency having jurisdiction over the school.
 - c. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work in the following areas:
 - (1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and
 - (2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

(3) Hygiene.

- B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)
- C. Review of Application: License applications shall be reviewed by the Police Department.
- D. Denial of Application: The license application may be denied for any of the following reasons:
 - 1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.
 - 2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, pandering, indecent conduct or keeping of a disorderly house.
 - 3. Noncompliance: The applicant has not complied with a provision of this Chapter.
 - 4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6-13-94)

309.05: REVOCATION OR SUSPENSION OF LICENSE:

A license may be revoked or suspended for any of the following reasons:

- A. Application Fraud: Fraud, deception or misrepresentation in connection with the registration application.
- B. Violation of Chapter: A violation of any provision of this Chapter.
- C. Criminal Conviction: Conviction of a criminal sexual conduct, prostitution, pandering, indecent conduct or keeping a disorderly house.
- D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.
- E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS:

- A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.
- B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce correct identification, identifying himself/herself by his/her true legal name and correct address.
- C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.
- D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.
- E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.
- F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.
- G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

- H. Locks on Doors: There shall be no locks on doors of massage rooms.
- I. Appropriate Covering Required:
 - 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
 - 2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)
- J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

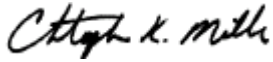
309.07: VIOLATIONS, PENALTY:

Every person who violates this Chapter is guilty of a misdemeanor. (Ord. 1142, 6-13-94)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/26/2016
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:

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Administration	NeoGov	License: Application Module	(a)	\$ 2,000.00	\$ 5,801.60	Budget

Comments/Description:

- a) Software license budget was based on prior year amounts. Software vendor mistakenly billed us at the wrong rate in prior years but is correcting it for 2016. Additional funds will come from other areas of the Administration budget.

Sale of Surplus Vehicles or Equipment

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

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

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

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.

27 **REQUESTED COUNCIL ACTION**

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

31

Prepared by: Chris Miller, Finance Director
Attachments: A: 2016 CIP Purchase Summary

32

City of Roseville

Updated August 31, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Voting Equipment		\$ -	\$ 9,000	\$ 70,280	\$ (61,280)
Office Furniture		-	5,000	-	5,000
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	76,374	1,466
Police					
Marked Squad Car Replacements	1/11/2016	78,495	132,000	139,640	(7,640)
Unmarked Vehicle Replacement	1/11/2016	52,112	24,000	51,150	(27,150)
Park Patrol Vehicle Replacement	7/11/2016	7,940	10,500	-	10,500
Vehicle Tools & Equipment		-	11,855	4,300	7,555
Vehicle Computers & Printers		-	19,760	-	19,760
K9		-	16,000	-	16,000
Sidearms, Long-Guns, Non-Lethal Equip.	4/11/2016	25,340	18,080	16,760	1,320
Tactical Gear	1/11/2016	10,800	11,330	-	11,330
Crime Scene Equipment		-	4,000	-	4,000
Radio Equipment	2/22/2016	13,588	15,500	-	15,500
Office Equipment	2/8/2016	5,390	9,225	-	9,225
Office Furniture		-	8,400	525	7,875
Kitchen Items		-	4,635	3,463	1,172
Fire					
SCBA's		-	350,000	264,770	85,230
Training Equipment		-	3,000	-	3,000
Air Monitoring Equipment		-	5,000	-	5,000
Other Equipment		-	-	9,134	(9,134)
Rescue Equipment		-	15,000	7,943	7,057
Public Works					
Vehicle Replacement: Engineering	1/25/2016	20,800	25,000	-	25,000
Vehicle Replacement: 1-ton		-	33,000	-	33,000
Vehicle Replacement: 3/4-ton	1/25/2016	25,539	27,500	27,238	262
Vehicle Replacement: Wheel Loader	1/25/2016	126,918	205,000	96,131	108,869
Vehicle Replacement: Bobcat		-	22,000	-	22,000
Vehicle Replacement: Sign Truck	7/25/2016	-	50,000	-	50,000
Office Furniture		-	5,000	-	5,000
Parks & Recreation					
Grader		-	45,000	-	45,000
Trailer		-	5,000	-	5,000
Sweeper		-	8,000	-	8,000
Mower Blade Sharpener		-	10,000	-	10,000
Prior Year CIP Items (pushed to '16)	3/28/2016	141,447	-	101,307	(101,307)

City of Roseville

Updated August 31, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Replace Rooftop Heat/AC		-	20,000	-	20,000
Replace garage Co Ra Vac Heaters		-	60,000	-	60,000
Door Card Reader		-	10,000	-	10,000
Update Flooring CH/PD	5/9/2016	81,660	75,000	18,388	56,613
City Hall Entrance Walkway Improvements		-	15,000	-	15,000
Card Access System Replacement		-	40,000	36,754	3,246
Brimhall Gymnasium		-	5,000	-	5,000
Central Park Gymnasium		-	5,000	-	5,000
Commons: Electronic Lock System		-	50,000	-	50,000
Arena: Mezzanine Glass System		-	15,000	-	15,000
OVAL: Cooling Tower		-	85,000	-	85,000
OVAL: Micro Processors		-	50,000	-	50,000
OVAL: Bathroom Partitions		-	7,500	-	7,500
OVAL: Zamboni		-	115,000	-	115,000
Information Technology					
Computer Replacements		-	91,750	40,055	51,695
Printers & Copiers		-	19,800	-	19,800
Network Equipment	Various	63,501	87,995	73,137	14,858
Server Room Cooling	6/20/2016	-	18,000	-	18,000
Surveillance Cameras (40)		-	11,250	-	11,250
Telephone Handsets (283)		-	40,000	-	40,000
Office Furniture		-	25,000	23,122	1,878
Park Improvements					
Tennis & Basketball Courts		-	10,000	19,380	(9,380)
Shelters & Structures		-	51,500	-	51,500
Volleyball & Bocce Ball Courts		-	15,000	-	15,000
Pathway Lighting		-	25,000	-	25,000
PIP Items		-	200,000	461	199,539
Natural Resources		-	50,000	-	50,000
Street Improvements					
Improvements	Various	180,000	2,100,000	1,523,741	576,259
Street Lighting					
Improvements		-	25,000	-	25,000
Pathways (Existing)					
Improvements		-	180,000	67,358	112,642
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	1,000	4,694	(3,694)
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
Community Development					
Computer Replacements		-	4,300	1,622	2,678
Permit Database Conversion		-	3,000	-	3,000
Online Permit/Scheduling Software		-	20,000	-	20,000
Office Furniture		-	1,000	1,296	(296)

City of Roseville

Updated August 31, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
Trench Box Replacement		-	30,000	-	30,000
Watermain Replacement	2/8/2016	94,017	900,000	365,104	534,896
Other Equipment		-	-	30,016	(30,016)
Sanitary Sewer					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	(7,111)	407,111
Sewer Main Repairs		-	1,000,000	1,132,968	(132,968)
I & I Reduction		-	100,000	-	100,000
Storm Sewer					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	179,498	120,502
Storm Sewer Replacement/Rehabilitation	3/14/2016	44,000	400,000	872,127	(472,127)
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Greens Mower		-	30,000	-	30,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
Clubhouse Roof Replace		-	33,000	-	33,000
Clubhouse / Carpeting / Flooring		-	12,000	-	12,000
Sidewalk/Exterior repairs		-	8,000	-	8,000
Irrigation System Upgrades		-	24,000	-	24,000
Total - All Items			\$8,257,720	\$5,251,624	\$3,006,096

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 8.d

Department Approval



City Manager Approval



Item Description: Approve Construction Cooperation Agreement with Metropolitan Council

BACKGROUND

The Metropolitan Council Environmental Services (MCES) owns and maintains approximately 12 miles of sanitary sewer pipe within the City of Roseville. These interceptors function as a regional sanitary sewer conveyance system and transport sewage from Roseville as well as a number of surrounding Cities to the MCES treatment plants. These pipes are over 50 years old and certain segments are in need of rehabilitation or replacement.

MCES has worked with the City over the last year to coordinate a regional sanitary sewer rehabilitation project within the City of Roseville. This project is currently scheduled for 2017-18 with work possibly being completed year round. Neighborhood meetings will be held later this year to provide more information for residents affected by the proposed project.

DISCUSSION

Due to the location of the projects within the City as well as the need to bypass sanitary sewer flows, the City has requested that MCES rehab some City owned sanitary sewer lines that are within the construction limits. MCES has agreed and has requested that the City of Roseville enters into a Construction Cooperation Agreement in which the City agrees to reimburse MCES for any project costs related to work completed on City owned infrastructure.

The Construction Cooperation Agreement also includes reimbursement costs that the MCES will be providing to the City's Parks and Recreation Department relating to tree removal and restoration needed within Villa Park. The Parks and Recreation Department has reviewed and approved these components.

The City Attorney has reviewed the agreement.

FINANCIAL IMPACTS

The City is only responsible for the work completed on City owned infrastructure that is done as a part of the MCES project as requested and approved by the City. The current estimate for the City's portion of the project is \$41,621. Staff would recommend funds from the Sanitary Sewer Utility Fund be used. These costs will be offset by a similar reduction in the City's annual sanitary sewer lining project.

28 **STAFF RECOMMENDATION**

29 Staff recommends that the City Council adopt a resolution approving the Construction
30 Cooperation Agreement with the Metropolitan Council.

31 **REQUESTED COUNCIL ACTION**

32 Adopt a resolution approving the Construction Cooperation Agreement with the Metropolitan
33 Council.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Resolution
B: Cooperative Agreement

WHEAREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

WITNESS MY HAND officially as such Manager this 26th day of September, 2016.

(SEAL)

Metropolitan Council No. 16I011

**CONSTRUCTION COOPERATION AGREEMENT FOR
CONSTRUCTION OF SANITARY SEWER PIPE
IN ROSEVILLE, MN**

THIS AGREEMENT is made and entered into by and between the **Metropolitan Council**, a public corporation and political subdivision of the State of Minnesota (“Council”), and the **City of Roseville** a municipal corporation under the laws of the State of Minnesota (“City”).

BACKGROUND RECITALS

1. The Council plans to renew its regional sanitary sewers near Valley Park and in Villa Park in the City of Roseville, during the 2017 and 2018 construction seasons (“the Council Project”).
2. To avoid additional disruption to the community, the City desires to renew its 12-inch reinforced concrete pipe (RCP) sanitary sewer in Villa Park (“the City Project”).
3. Both Council and City desire that the City Project be constructed in conjunction with the Council Project to minimize community impacts, leverage redundant costs such as mobilization and temporary conveyance, and avoid having multiple contractors on the same site performing similar work.
4. The City is not staffed or equipped to construct the City Project during the 2017 and 2018 construction seasons.
5. Therefore, the City desires to have the Council construct the City Project contemporaneously with the Council Project.

NOW, THEREFORE, for mutual consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

AGREEMENT

I.

Purpose of Agreement

1. This Agreement describes the responsibilities of each of the Parties for design and construction of the City Project.

2. The City appoints the Council as its agent to obtain bids, enter into a contract for the construction of the work, and supervise the work performed on the City Project for compliance with the City Project construction documents and this Agreement.

3. The scope of the City Project is:

Renew approximately 520 lineal feet of 12-inch RCP sanitary sewer and three maintenance holes.

4. The locations of the City Project and the Council Project are shown on Exhibit A to this Agreement.

II. Construction Documents

1. The Council will require its engineering consultant to prepare the necessary detailed construction documents for the City Project (“City Project Construction Documents”). The City Project Construction Documents will contain plans and specifications and a schedule for construction of the City Project suitable for use by proposed contractors in the preparation of their bids. The Council or its agents have prepared a construction cost estimate for the City Project, attached as Exhibit B.

2. The Council will have a Registered Professional Engineer licensed in the State of Minnesota certify the City Project Construction Documents that will be incorporated into the bidding documents for the Council Project. The Council will make all City Project Construction Documents available to the City in a timely manner for review. The Council’s Engineer or their representative and the authorized representative of the City must approve all City Project Construction Documents before the City Project Construction Documents are incorporated into the plans for the Council Project.

3. The Council’s Engineer will incorporate the City Project Construction Documents into the Council Project Construction Documents (“Combined Project Construction Documents”) for the Council and City Projects (“Combined Project”).

III. Easements and Permits

1. The City gives the Council the right to enter onto City property, and any easements and rights-of-way the City obtained for construction of the City Project for the purpose of the Council fulfilling this Agreement. The City gives the Council the right to enter and use the portion of Valley Park shown in Exhibit C as a staging area for construction of the Council Project. The City also gives the Council the right to enter and use the portion of Villa Park shown in Exhibit D as a staging area for construction of the Combined Project.

2. The Council will acquire all permanent and temporary permits, easements and property interests necessary in the Council's name for the Combined Project. The Council is not acquiring any property on the City's behalf.

3. As of the date of this Agreement, no additional property acquisition is required for construction and installation of the City Project. The City is responsible for any land acquisitions outside of the Council Project boundaries.

4. Before the scheduled date for the start of construction, the City will get and pay all fees for the following for the City Project: None.

5. The Council is responsible for getting all other permits associated with construction of the Combined Project.

IV. Procedure for Acceptance of Bids

1. **Bidding Procedure.** The Council will advertise for bids for the work and construction of the Combined Project, receive and open bids and may, subject to City's acceptance of the bid submitted, enter into a construction contract with the successful bidder in accordance with applicable law. The bidding documents will require separate line items, percentages, or agreed quantities within a line item for the City Project bid items.

After opening the bids, the Council will give the City a written tabulation of the bids with the Council's recommendation for selection of the lowest responsible bidder.

2. City May Accept or Reject of City Project Bid Amount.

a. **City Project Bid Amount is less than 120% of estimate.** If the line items for the City Project in the bid total less than 120% of the construction cost estimate in the final City Project Construction Documents in Exhibit B (excluding contract administration costs), the Council will award the City Project portion of the bid.

b. **City Project Bid Amount is 120% or More of Estimate.** If the line items for the City Project in the bid are 120 percent or more of the construction cost estimate in the final City Project Construction Documents in Exhibit B (excluding contract administration costs), the Council will award the City Project portion of the bid, unless the City gives the Council written notice stating that the City does not agree to be bound by the bid prices for the City Project. The Council must receive the City's written notification within 14 days of the date the Council provided the City with the bid tabulation. If the City does not notify the Council within 14 days, the bids for the City Project will be deemed accepted by the City.

c. Compensation to the Council if the City Does Not Proceed with its Project.

If the City does not accept the bid amount for the City Project as described in section IV.2.a & b above, or otherwise decides before the Council's award of the Combined Project not to proceed with the City Project, the City will reimburse the Council for City Project-related costs incurred by the Council as of the date of termination. A decision by the City not to construct the City Project has no bearing on the Council's ability to proceed with the Council Project.

3. Council decision not to award Council Project. If the Council decides not to award the Council Project, this contract terminates without further liability between the Parties.

V.

Construction and Contract Administration

1. The Council will include in the construction contract for the Combined Project, the City Project Construction Documents, and require that the contractor construct the City Project according to these Documents. At least 14 days before the contractor begins work on the City Project, the Council will give written notice to the City that the contractor will begin construction by sending notice to:

City Contact

Jesse Freihammer
2660 Civic Center Drive
Roseville, MN 55113

Jesse.Freihammer@cityofroseville.com

with a copy to:

Luke Sandstrom
2660 Civic Center Drive
Roseville, MN 55113

Luke.Sandstrom@cityofroseville.com

2. The Council will perform and direct all construction supervision, contract administration and inspections required to complete the Combined Project. The Council will not interrupt the City's sewer or water service during the construction of the City Project without the written consent of the City.

3. The City's authorized representative (Jesse Freihammer, or their designee identified to the Council in writing) may observe the work during the construction of the City Project, but the City's authorized representative is not responsible for supervising the City Project. When observing the work, the City's authorized representative will cooperate with the Council's Engineer or designated representative. The City's authorized representative will be available to the Council at all times during construction of the City Project. The City will designate an authorized representative with the authority and experience to make decisions concerning the construction of the City Project so as not to delay construction of the Council Project or the Combined Project.

3. If after installation, the City determines that any portion of the City Project was not constructed substantially in accordance with the City Project Construction Documents, the City's

authorized representative must inform the Council of the deficiency within seven days. The City's notice to the Council must also explain why the portion of the City Project does not conform to the City Project Construction Documents and the actions the City believes the contractor must take to correct the deficiency. The Council will require the contractor to make the corrections to meet the requirements of the City Project Construction Documents.

4. The City's authorized representative will participate in the inspection of the City Project for substantial completion. Within seven days of any substantial completion inspection, the City will provide the Council the punch list items that need to be addressed before final completion of the City Project. If the City does not provide punch list items within seven days, the contractor's work will be deemed accepted.

5. The Council will inform the City in writing of final completion of construction (including the punch list items) of the City Project. Within seven days of receiving the Council's written notice, the City will inform the Council in writing whether the City Project conforms to the City Project Construction Documents. The City makes the final decision on whether the contractor's City Project work conforms to the City Construction Documents. In order to accept the work on the City Project, the City must provide the Council a letter from the City's Public Works Director.

6. The City will participate in the claims process on the Combined Project for the following types of contractor claims:

- (a) Project delays relating in any way to site conditions; and
- (b) City requests for changes or modifications to any construction documents (City Project, Council Project, or Combined Project).
- (c) Project delays caused by untimely response to the inspection requirements in Section 3-5 above.

The City will pay the portion of any claim that relates to the acts of the City.

VI. Modifications to Construction Documents

1. The Council may make minor changes in the City Project Construction Documents and the Combined Project Construction Documents if the changes are necessary to complete construction. The Council may also enter into any change orders or supplemental agreements with the contractor on the Combined Project to incorporate these changes in the City Project or Combined Project Construction documents. These changes may result in a change to the City's cost participation described in Section VIII.

2. The Council will give the City's Authorized Representative all proposed amendments and material changes to the City Project Construction Documents. The City will review the documents and communicate in writing its acceptance or rejection to the Council within

seven days. The Council will not amend or change the City Project Construction Documents until it receives the City's written acceptance.

3. The City may make changes to the City Project if the all of the following occur:
 - a. The City gives the Council seven days written notice;
 - b. The City bears the costs of all changes; and
 - c. The change does not increase the cost or delay completion of the Council Project.

VII.

City Cost Participation and Payment

1. The City will reimburse the Council for the costs shown in Exhibit B as specified in this Section VII. The City will reimburse the Council for the actual cost of construction for the City Project, actual costs of construction for portions of the Combined Project as identified in Exhibit B, actual land acquisition costs as shown below, plus seven percent. The additional seven percent is for the following:

- (a) surveying, inspection, and testing for the City Project;
- (b) other costs associated with the City or Combined Project including land acquisition and contract administration, and other administrative expenses associated with the City or Combined Project.

2. The Council, at its sole expense will acquire in its name all permanent and temporary permits, easements, and property interests necessary for the Combined Project.

3. The parties further agree that the City Project costs are an estimate. The final City Project construction costs will be based on the unit prices in the Council's construction contract, the final quantities, and any amendments or change orders.

4. After the Council awards the Combined Project Construction Contract, the Council will give the City prepare a revised Exhibit B and give it to the City. The revised Exhibit B will update the City Project costs for construction, land acquisition, and administration based on the actual design costs and contract unit prices. The parties will substitute the revised Exhibit B for the Exhibit B attached to this Agreement without any amendment to this Agreement.

5. The Council will pay its contractor for the contractor's work on the City Project. The City will then pay the Council under this section. During construction, the Council will submit quarterly invoices to the City. The Council's invoices will include a progress report. The City must pay the Council within 30 days after it receives the invoice. If the City disputes any portion of an invoice it must give the Council notice of the dispute within 14 days after the City receives the invoice. If the City disputes any portion of an invoice, the City must pay the undisputed portion of the invoice within 30 days after it receives the invoice, and it must pay the remainder of any amount due within 30 days after the dispute is resolved.

6. When the work on the Combined Project is substantially complete, the Council will give the City an updated cost participation breakdown. This cost participation breakdown will show actual construction costs based on the contract unit prices and the units of work the contractor performed. The updated cost participation breakdown will also contain the updated administrative and other costs to be paid to the Council by City.

7. If after subtracting the City's payments from the updated cost participation breakdown the City owes the Council money, the Council will invoice the City for that amount. The City will then pay the Council the amount owed within 30 days of receiving the invoice. If the City has already paid more than the updated cost participation breakdown, the Council will refund the City's excess amount without interest.

8. The Council will cut down certain trees in Villa Park to complete construction for the Council Project. The Council will pay the actual costs of felling the trees as part of the Council Project, and will pay the City the assessed values of the trees as shown in Exhibit E to this Agreement.

VIII. Warranties/Maintenance

1. The City Project bonds and warranties will be issued in the name of the Council. Once construction of the City Project is complete and the City accepts the City Project, the City Project will be under the full control of the City and all bonds, warranties and guarantees provided by the sureties, construction contractors and subcontractors for the City Project are the property of City. If a surety prohibits assignment then the Council will require the contractor to ensure that the affected bond or warranty is applies both to the Council and the City.

2. After acceptance of the City Project by the City the City is responsible for operation and maintenance of the City Project.

IX. Liability

1. To the extent authorized by law each party is responsible only for its own acts and the results of its acts. The City's and Council's liability is governed by the provisions of Minnesota Statutes, Chapter 466.

2. The City and Council each warrant that they have an insurance or self-insurance program with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466. Nothing in this Agreement is a waiver or limitation of any immunity or limitation of liability by the City or Council.

3. The Council will ensure that the Combined Project construction contract includes clauses that:

A) require the Combined Project contractor to defend, indemnify, and hold harmless the City, its officers, agents and employees from claims, suits, demands, damages,

judgments, costs, interest, expenses (including reasonable attorney's fees, witness fees and disbursements) arising out of or by reason of the acts or omissions of the Contractor, its officers, employees, agents or subcontractors;

B) require the Combined Project contractor to provide and maintain insurance and name the City as additional insured; and

C) require the Combined Project contractor to be an independent contractor for the purposes of completing the work on the City Project.

X.

Restoration of Park Property

1. The Council wishes to restore Villa Park after construction, including by landscaping and applying herbicide in Villa Park in the area shown in the attached Exhibit F. The City regularly solicits and hires a contractor to spray for weeds in various locations within the City. The City will include the area shown in Exhibit F in its annual contract for park restoration and weed-spraying and will monitor the work of its contractor to ensure completion within two calendar years of the closure of the erosion control permit (anticipated to be during 2017, 2018, and 2019). The City will make payments to its contractor in a timely manner according to applicable State law. The Council will make one lump-sum payment of \$23,825 to the City as payment for this work. Upon completion of this work, the City shall be responsible for all ongoing and future maintenance of Villa Park.
2. The City agrees that the weed control contract let by the City will include clauses that: 1) require the contractor to defend, indemnify, and save harmless Council, its officers, agents and employees from claims, suits, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) arising out of or by reason of the acts or omissions of the said Contractor, its officers, employees, agents or subcontractors; 2) require the contractor to provide and maintain insurance as provided on Exhibit F naming Council as additional insured; and 3) require the Combined Project contractor to be an independent contractor for the purposes of completing the work provided for in this Agreement.
3. After the substantial completion inspection, the City will invoice the Council for \$23,825. The Council will pay the City within 30 calendar days of receipt of the invoice. No payment will be requested or made which will cause the Council's total payment for Villa Park landscaping, restoration, and weed spraying to exceed \$23,825.

XI.

General Provisions

1. All records kept by the City and Council with respect to the Council Project are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by the City and Council under this Agreement are governed by Minnesota Statutes, Chapter 13("Act"), and the Minnesota Rules implementing the

Act.

2. The City agrees to comply with all laws applicable to the City relating to nondiscrimination, affirmative action, public purchases, contracting, employment, workers' compensation, and surety deposits required for construction contracts. Minnesota Statutes, Section 181.59 and any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of the City is considered a part of this Agreement.

3. The employees of the parties, and all other persons engaged by each party will not be considered employees of the other party. Each party is solely responsible for all claims arising from its employees including claims under the Worker's Compensation Act, the Minnesota Economic Security Law and all third party claim resulting from an act or omission of an employee.

4. If hazardous wastes, pollutants or contaminants as those terms are defined in law exist on the Combined Project site, the Council is responsible for any response or remedial action, monitoring or reporting under the law. The Council will apply for and have the City named as a beneficiary in any no association letters, no action/no further action letters and other environmental regulatory assurances for the site. The Council will give the City copies of any Phase I and Phase II environmental investigations, approved Response Action Plans, and environmental assurance letters naming the City as a beneficiary. Nothing in this paragraph requires that the Council accept responsibility for any environmental conditions that are not the Council's legal responsibility. This paragraph survives the termination of this Agreement.

5. The City's authorized representative will manage this Agreement for the City and act as a liaison between the City and Council.

6. The Council's Assistant General Manager of Technical Services in Environmental Services will manage this Agreement for the Council and act as a liaison between the Council and the City.

7. This Agreement is the entire agreement between the parties and supersedes all oral agreements and negotiations between the parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits the Agreement governs.

8. The provisions of this Agreement are severable. If a court finds any part of this Agreement void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Agreement. A waiver by a party of any part of this Agreement is not a waiver of any other part of the Agreement or of a future breach of the Agreement.

9. Any modifications to this Agreement must be in writing as a formal amendment.

10. This Agreement is binding upon and for the benefit of the parties and their successors and assigns. This Agreement is not intended to benefit any third-party.

11. Except as otherwise provided for in this Agreement, the Agreement may be

terminated by the mutual agreement of the parties.

12. If a force majeure event occurs, neither party is responsible for a failure to perform or a delay in performance due to the force majeure event. A force majeure event is an event beyond a party's reasonable control, such as unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

13. Under Minnesota Statutes, Section 16C.05, subdivision 5, the Parties agree that the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by either Party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.

14. A party must send all notices or demands under this Agreement either by:
- (A) certified mail;
 - (B) e-mail, as long as the recipient acknowledges receipt by e-mail or otherwise in writing; or
 - (C) delivered in person to the other party addressed to the following authorized representatives:

Assistant General Manager, Technical Services
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101-1805

City Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

15. The parties will use a dispute resolution process for any unresolved dispute between the parties before exercising any legal remedies. The dispute resolution process is a three level dispute resolution ladder that escalates a dispute from the project management level through the executive management level. At each level of the dispute resolution process, representatives will meet and explore resolution until either party determines that effective resolution is not possible at the current level, and notifies the other party that the process is elevated to the next level. The parties designate the following dispute resolution representatives:

	City Representative	Council Representative
Level 1	City Engineer	Manager, Interceptor Project Delivery
Level 2	Public Works Director	Assistant General Manager
Level 3	City Manager	General Manager, Environmental Services

16. Council and the City agree that each is authorized to enter into this Agreement; the City is authorized pursuant to City Resolution No. _____, approved on _____.

METROPOLITAN COUNCIL,
A public corporation and political subdivision
of the State of Minnesota

By: _____
Weston W. Kooistra, Regional Administrator

Date: _____

CITY OF ROSEVILLE
A municipal corporation of the
State of Minnesota

By: _____
Dan Roe, Mayor

Date: _____

By: _____
Pat Trudgeon, City Manager

Date: _____

LIST OF EXHIBITS

- Exhibit A - City Project and Council Project Locations
- Exhibit B - Council Project Construction Costs Estimates
- Exhibit C - Valley Park Construction Staging
- Exhibit D - Villa Park Construction Staging
- Exhibit E - Tree Exhibit
- Exhibit F - Herbicide

Exhibit A
City Project and Council Project Locations

Exhibit B
Council Project Construction Costs Estimates

LEGEND:



STAGING AREA



EXISTING SEWER PIPE

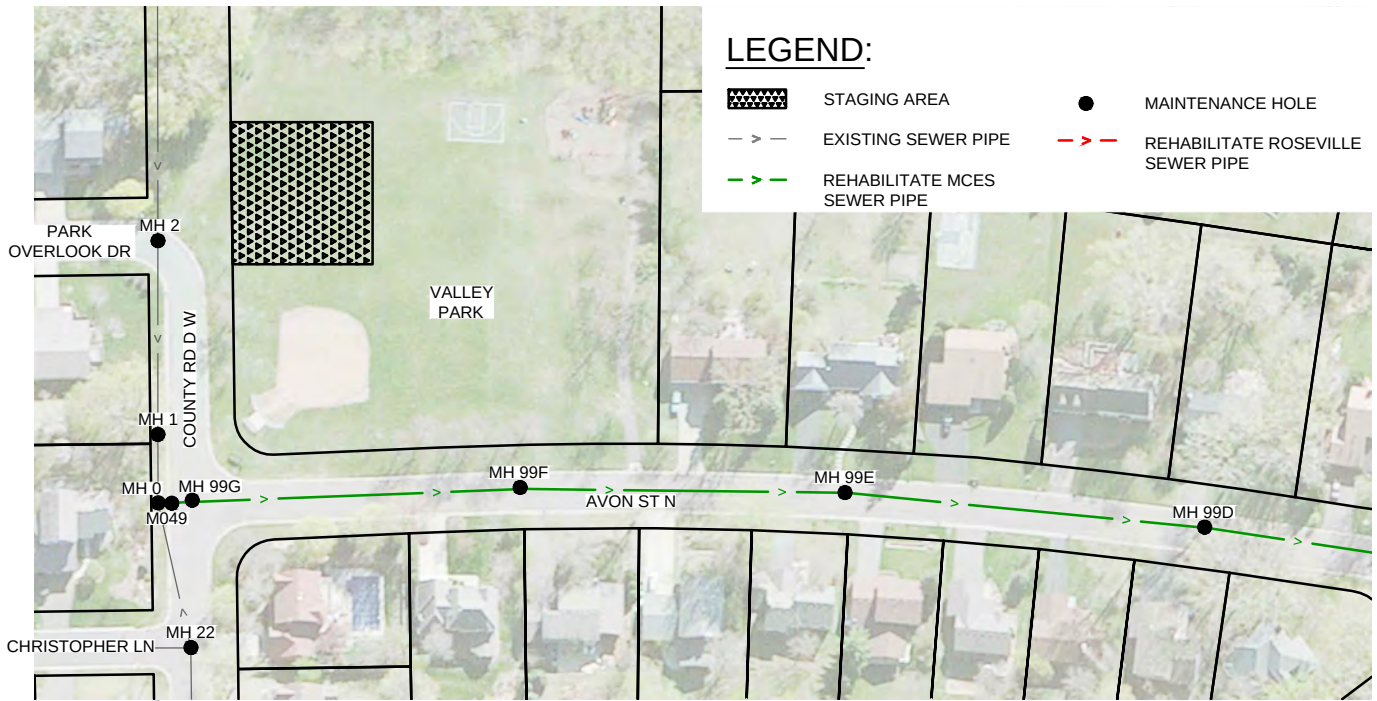


REHABILITATE MCES
SEWER PIPE



MAINTENANCE HOLE

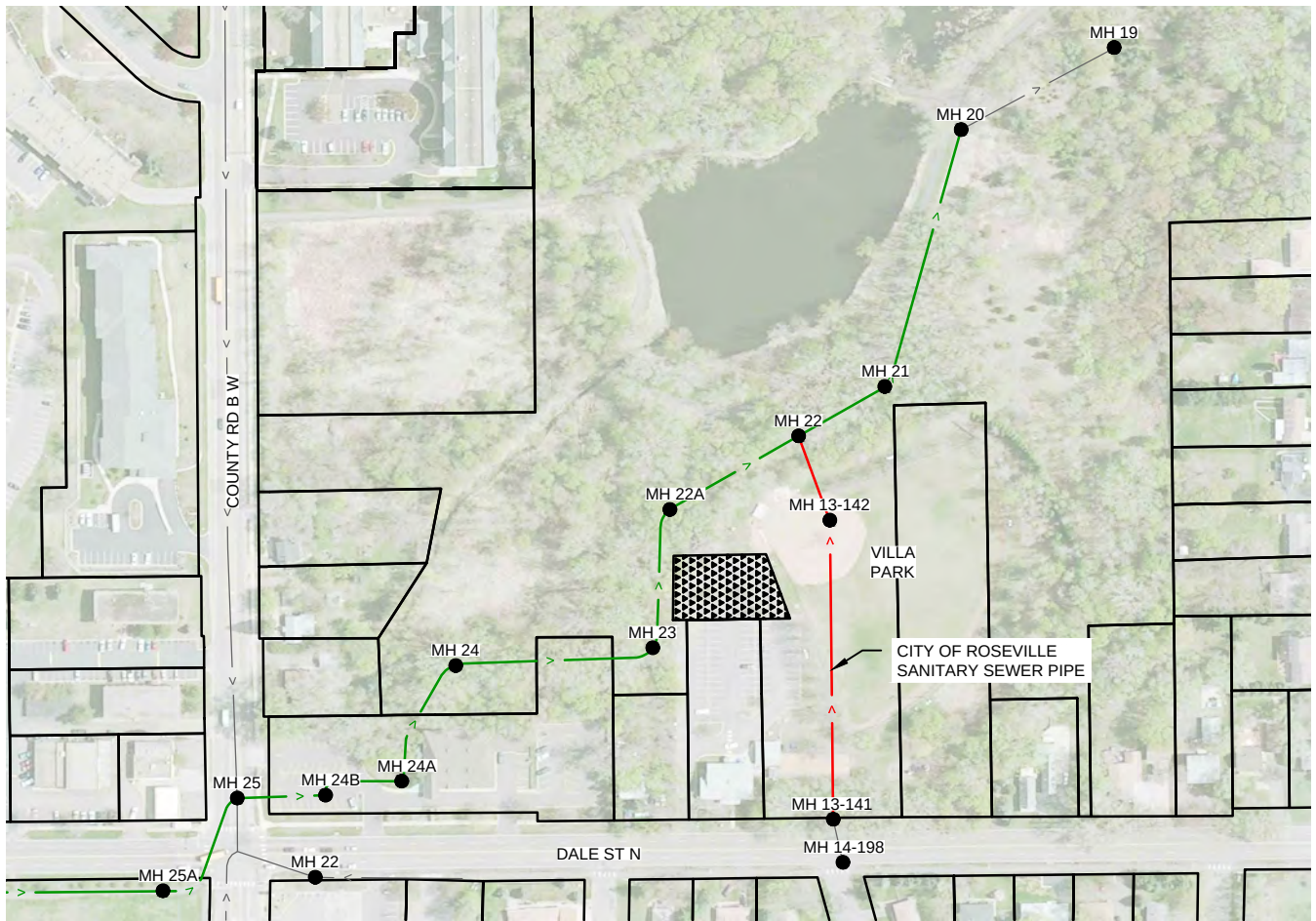
REHABILITATE ROSEVILLE
SEWER PIPE



1
EX A

SITE 1 PROJECT OVERVIEW

SCALE: 1" = 150'



2
EX A

SITE 2 PROJECT OVERVIEW

SCALE: 1" = 250'

EXHIBIT A
ROSEVILLE, MINNESOTA
JULY, 2016



CITY PROJECT AND
COUNCIL PROJECT
LOCATIONS OVERVIEW



EXHIBIT B - City Project Construction Cost Estimate

City of Roseville					
ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL PRICE
RV 2-1	Mobilization and Demobilization	1	LS	\$ 1,652	\$ 1,652
RV 2-2	Project Documentation	1	LS	\$ 500	\$ 500
RV 2-3	Sediment and Errosion Control	1	LS	\$ 1,000	\$ 1,000
RV 2-4	Interceptor Cleaning	520	LF	\$ 12	\$ 6,240
RV 2-5	Interceptor Cleaning Debris Disposal	2.5	TON	\$ 120	\$ 300
RV 2-6	CIPP Pre-Liner	520	LF	\$ 5	\$ 2,600
RV 2-7	CIPP Line Segment 1 and 2	520	LF	\$ 30	\$ 15,600
RV 2-8	Chemical Grout Point Repair	2	EA	\$ 1,600	\$ 3,200
RV 2-9	Rehabilitate MH 13-141 and MH 13-142	2	EA	\$ 1,000	\$ 2,000
RV 2-10	Site Restoration	1	LS	\$ 500	\$ 500
RV 2-11	CCTV Inspection of Interceptor	520	LF	\$ 5	\$ 2,600

Subtotal \$ 36,192
15% Contingency \$ 5,429

Project Total \$ 41,621



METROPOLITAN
COUNCIL

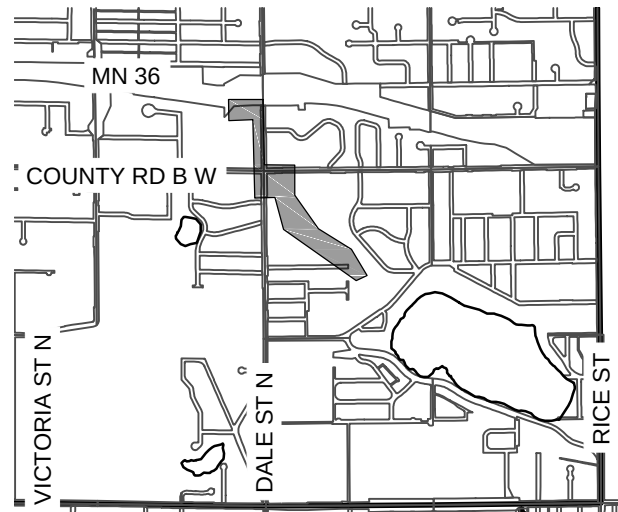
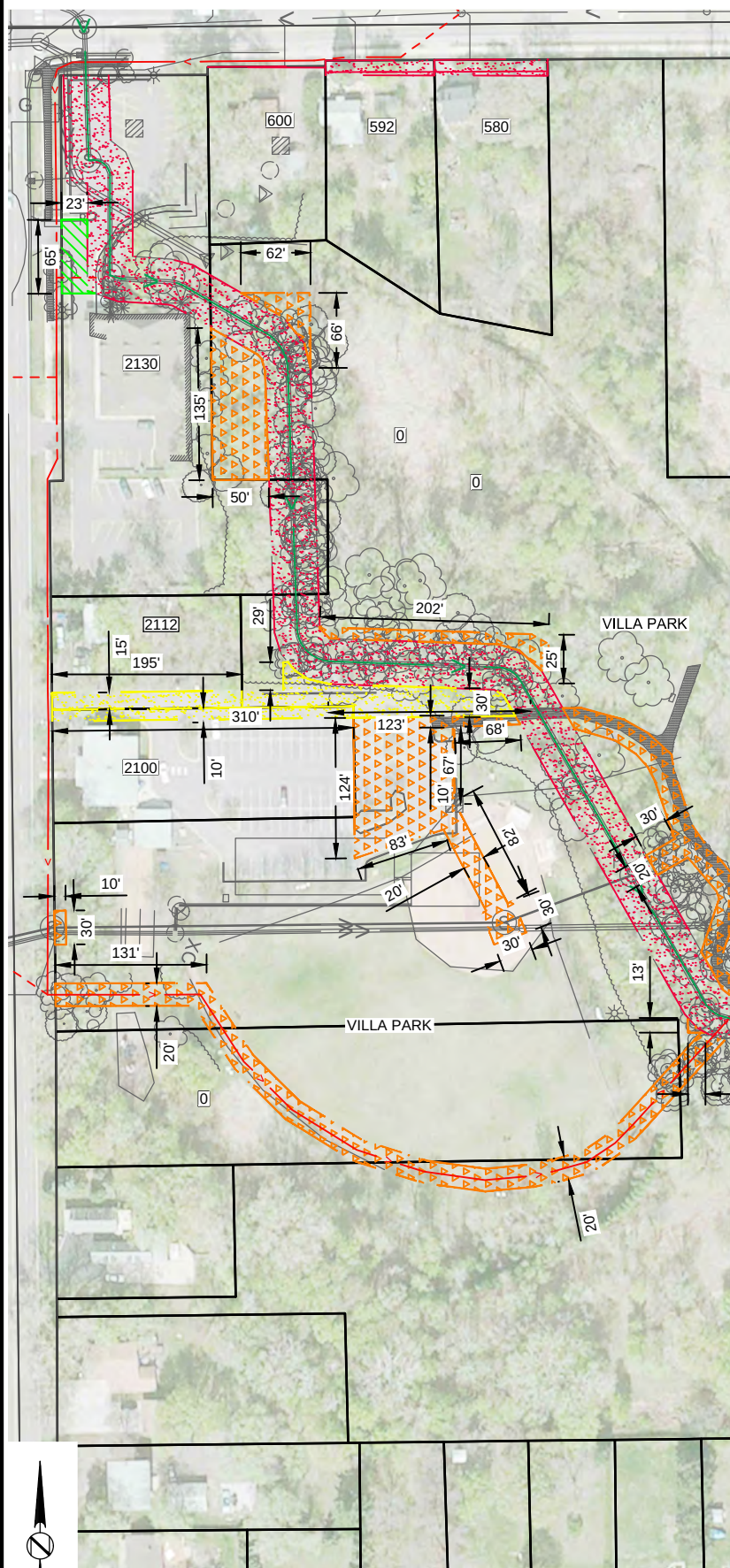
MCEs



VALLEY PARK
CONSTRUCTION
STAGING AREA

DATE: 07/09/16
DRAWING NAME: Exhibit C.dwg
DRAWING FILE PATH: K:\gm\MetCouncil\15988002\munkdws\80830-1_RV_430 Interceptor Rehabilitation\OTHERS\Exhibits\MCES and Roseville Cooperative Agreement\Exhibit C.dwg

DATE: 07/09/16
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LEGEND

- EXISTING PERMANENT EASEMENT
- PERMANENT EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT
- - - PERMIT
- EXISTING PERMANENT EASEMENT
- PERMANENT EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT
- PERMIT
- 3105 PARCEL NUMBER

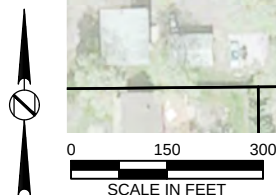


EXHIBIT D
 ROSEVILLE, MINNESOTA
 JULY, 2016

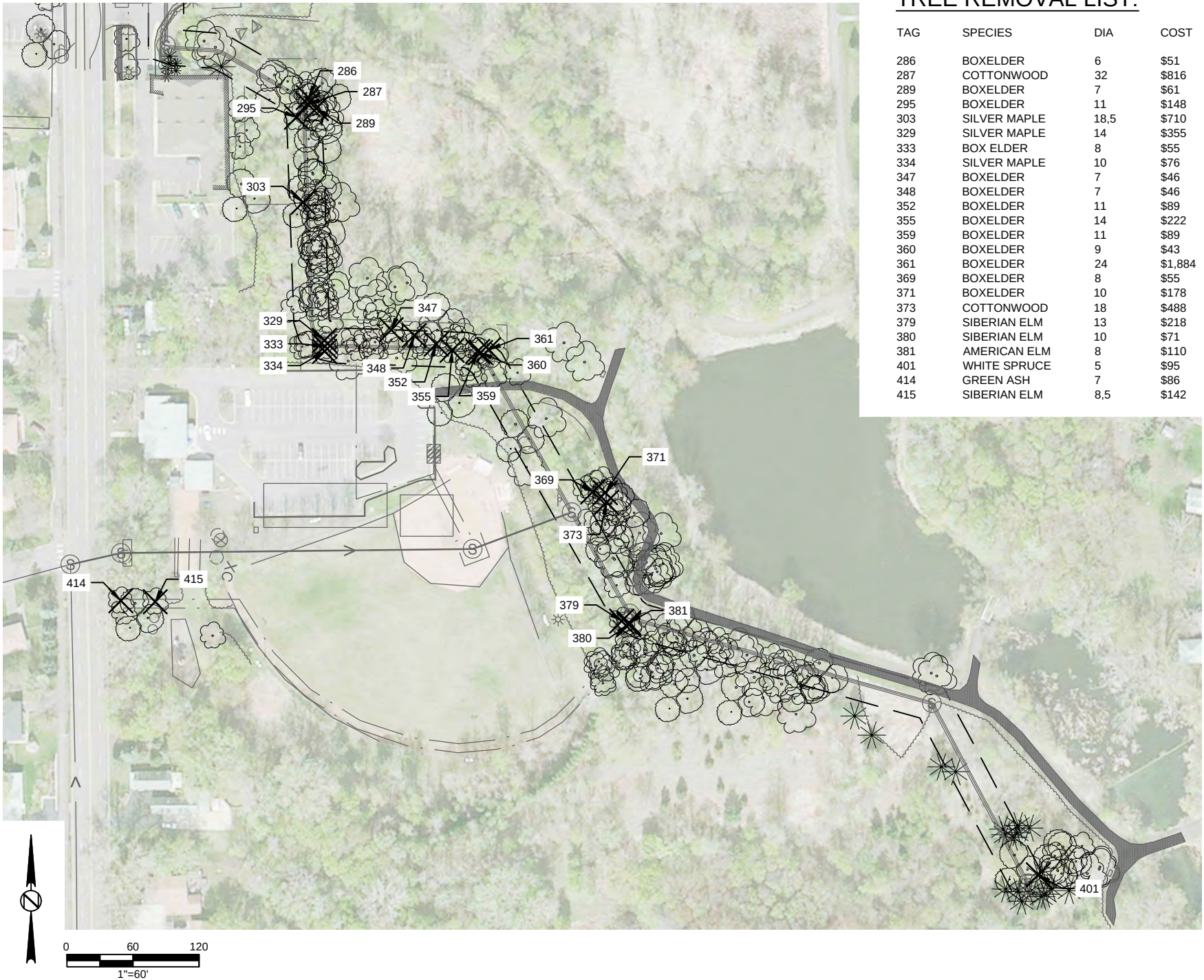


VILLA PARK
 CONSTRUCTION
 STAGING AREA

EXHIBIT E
ROSEVILLE, MINNESOTA
JULY, 2016



VALLEY PARK
TREE EXHIBIT



11/11/2019

1. TOTAL SQUARE FOOTAGE OF EASEMENTS IN PARK
 - 1.1. PERMANENT = 58,328.52 FT²
 - 1.2. TEMPORARY = 47,264.70 FT²
2. TOTAL SQUARE FOOTAGE OF VEGETATION DISTURBANCE
 - 2.1. 35,000 FT²

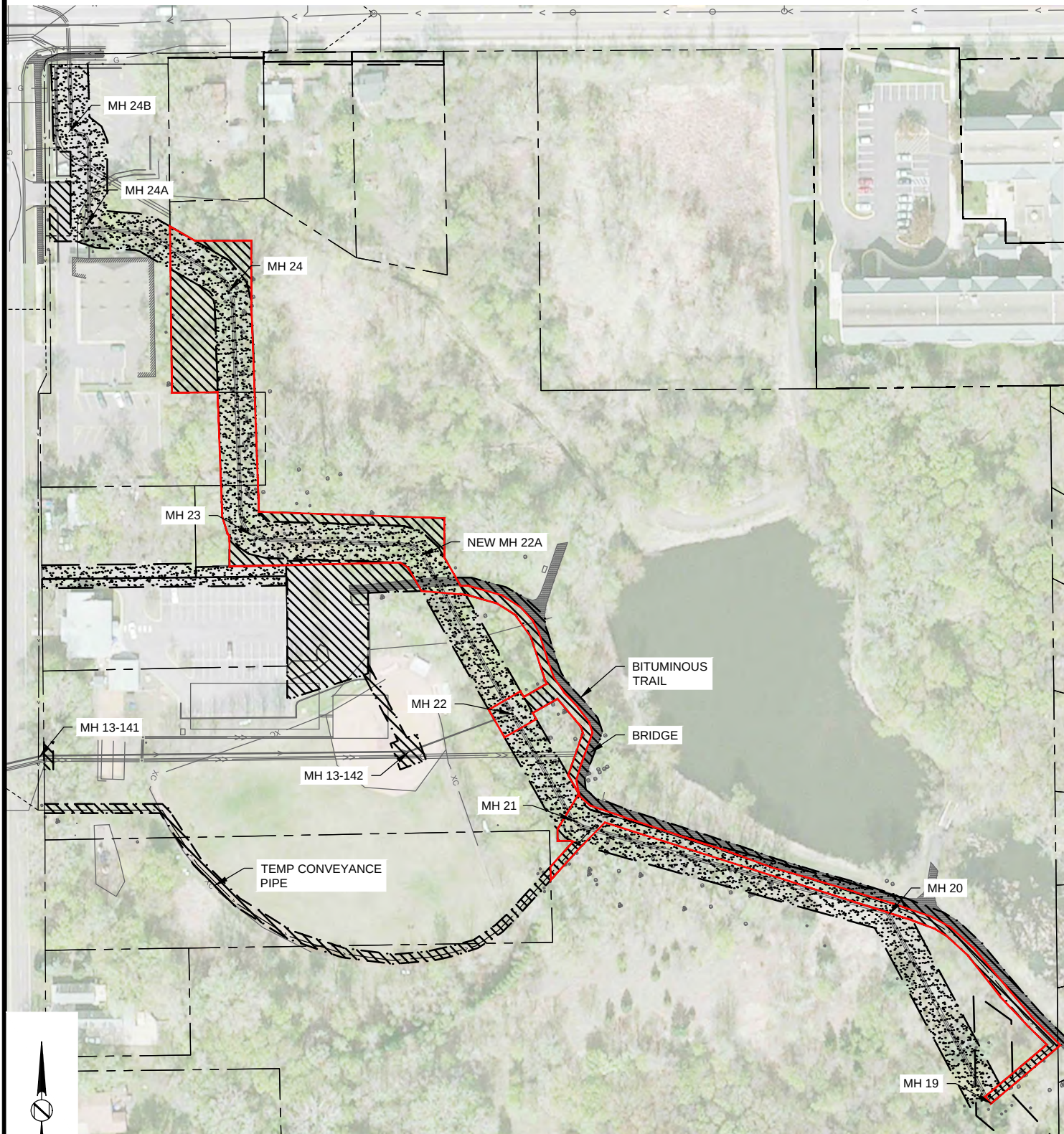


EXHIBIT F
ROSEVILLE, MINNESOTA
JULY, 2016



VILLA PARK HERBICIDE APPLICATION AREAS

EXHIBIT F – PART II

The City will include the following indemnification and insurance language in its contract with the Contractor for the restoration project:

IX. INDEMNIFICATION

9.01 Indemnification. The CONTRACTOR agrees that it will save and protect, hold harmless, indemnify, and defend the COUNCIL, the CITY, and their respective members, agents, and employees against any and all claims, expenses (including, but not limited to, legal expense paid or incurred to enforce the provisions of this Section), losses, damages, or lawsuits for damage or injury that are alleged to arise out of, result from, or attributable to, whether in whole or in part, the CONTRACTOR's Work, including acts or omissions of its employees, subcontractors, representatives, or agents, or anyone else for whom CONTRACTOR may be liable.

X. INSURANCE REQUIREMENTS

9.02 Insurance Requirements. Contractor shall purchase from and maintain during the Work, or longer if required elsewhere in this contract, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, insurance set forth below providing protection from claims which may in any way be related to Contractor's Work under the Contract and for which Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

1. General Liability and Umbrella Insurance

1.1. Contractor shall maintain commercial general liability (CGL) on an occurrence form and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence and a general aggregate limit of not less than \$2,000,000. The general aggregate limit shall apply separately to this project.

1.1.1. CGL insurance shall be written on ISO occurrence form CG 00 01 12 04 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, contractual liability, including the contractual liability assumed in Section 9.01

1.1.2. The Metropolitan Council, its Architect/Engineer, its officers, agents and employees shall be included as an additional insured under the CGL utilizing ISO CG 20 26 07 04 and ISO CG 20 37 07 04, or their equivalent. This insurance shall be primary and non-contributory with respect to any other insurance or self-insurance programs afforded to Council and City. There

shall be no endorsement or modification of the CGL to make it excess over other available insurance.

2. Automobile and Umbrella Liability Insurance

2.1. Contractor shall maintain Business automobile coverage, ISO CA 00 01, 1997 or later edition, and if necessary an Umbrella Liability policy on a following-form basis, for liability arising out of the operation, maintenance or use of any automobile, whether owned, non-owned, rented or leased, with a limit of not less than \$1,000,000 each accident.

2.1.1. The Council, City, and their respective officers, agents and employees shall be included as an additional insured by endorsement, ISO Form CA 20 48 02 99 or equivalent

3. Workers' Compensation and Employers Liability

3.1. Workers' Compensation pursuant to Statute

3.2. Employers Liability with limits not less than \$500,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, \$500,000 policy limit for bodily injury by disease.

9.03 Other Insurance Provisions. The insurance policies shall contain the following provisions:

3.3. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed, except after thirty days' prior written notice (ten day notice for cancellation due to non-payment of premium), has been given to the City.

3.4. Each policy shall be endorsed to state that the insurer agrees to waive all rights of subrogation against the Council, the City, and their members, agents and employees, for losses arising out of the performance of this contract.

9.06 Non-Waiver of Municipal Immunity and Limits. Nothing in this contract shall be construed to waive the municipal immunities or liability limits provided in the Minnesota Municipal Tort Claims Act or other applicable state or federal law.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/26/2016

Item No.: 8.e

Department Approval



City Manager Approval



Item Description: **Set Public Hearing for Public Input on a Portable Recording System, aka, Body Worn Cameras on October 24, 2016**

BACKGROUND

The Police Department intends on implementing a Portable Recording System (PRS), otherwise known as body worn cameras early in 2017.

In the 2016 Legislative Session, the Minnesota Legislature passed updates into the existing MN Data Practices Statute 13.82. subd. 2 involving PRS.

Part of the update mandates that law enforcement agencies incorporating PRS have a policy and the governing bodies incorporate public input into the development of the policy at a “regularly-scheduled meeting”.

The updated statute accompanies this RCA and the information on public input begins in section 8.28 and is highlighted in yellow.

The draft policy is currently under discussion with a working group within the Police Department. A post-working group draft policy will accompany the RCA for October 24, 2016, and will be available on the Police Department’s website prior to that meeting.

The Police Department will also accept public input by mail and expects to electronically by a survey made available on the Police Department’s website.

POLICY OBJECTIVE

This objective meets all of the requirements set forth in state statute.

FINANCIAL IMPACTS

There is no cost to the city.

27 **STAFF RECOMMENDATION**

28 Set the public hearing to solicit input from the public on the proposed Roseville Police Department
29 Policy on a Portable Recording System for October 24, 2016.

30 **REQUESTED COUNCIL ACTION**

31
32 Set the public hearing to solicit input from the public on the proposed Roseville Police Department Policy
33 on a Portable Recording System for October 24, 2016.

34
Prepared by: Chief Rick Mathwig
Attachment A. 2016 MN State Statue, 13.82, sub 2

SENATE
STATE OF MINNESOTA
EIGHTY-NINTH SESSION

S.F. No. 498

(SENATE AUTHORS: LATZ and Newman)

DATE	D-PG	OFFICIAL STATUS
02/02/2015	190	Introduction and first reading Referred to Judiciary
03/25/2015	1283a 1353 4868	Comm report: To pass as amended Second reading Rule 47, returned to Judiciary
03/14/2016	4977a 5016	Comm report: To pass as amended Second reading
04/21/2016	5941	Author added Newman
05/02/2016	6577a 6579	Special Order: Amended Third reading Passed
05/17/2016	7058 7058	Returned from House with amendment Senate not concur, conference committee of 3 requested
05/18/2016	7167	Senate conferees Latz; Kent; Ingebrigtsen
05/19/2016	7206	House conferees Cornish; Johnson, B., Hilstrom
05/21/2016	7358c 7366	Conference committee report, delete everything Senate adopted CC report and repassed bill Third reading
05/22/2016	7371	House adopted SCC report and repassed bill Presentment date 05/24/16 Governor's action Approval 05/31/16 Secretary of State Chapter 171 05/31/16

A bill for an act

relating to data practices; classifying portable recording system data; establishing requirements for the destruction of data; requiring written policies and procedures; imposing requirements on vendors; providing for damage awards; requiring a legislative auditor review; amending Minnesota Statutes 2014, section 13.82, subdivisions 6, 7, 15; Minnesota Statutes 2015 Supplement, section 13.82, subdivision 2; proposing coding for new law in Minnesota Statutes, chapters 13; 626.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2015 Supplement, section 13.82, subdivision 2, is amended to read:

Subd. 2. **Arrest data.** The following data created or collected by law enforcement agencies which document any actions taken by them to cite, arrest, incarcerate or otherwise substantially deprive an adult individual of liberty shall be public at all times in the originating agency:

- (a) time, date and place of the action;
- (b) any resistance encountered by the agency;
- (c) any pursuit engaged in by the agency;
- (d) whether any weapons were used by the agency or other individual;
- (e) the charge, arrest or search warrants, or other legal basis for the action;
- (f) the identities of the agencies, units within the agencies and individual persons taking the action;
- (g) whether and where the individual is being held in custody or is being incarcerated by the agency;
- (h) the date, time and legal basis for any transfer of custody and the identity of the agency or person who received custody;

(i) the date, time and legal basis for any release from custody or incarceration;

(j) the name, age, sex and last known address of an adult person or the age and sex of any juvenile person cited, arrested, incarcerated or otherwise substantially deprived of liberty;

(k) whether the agency employed ~~an~~ a portable recording system, automated license plate reader, wiretaps or other eavesdropping techniques, unless the release of this specific data would jeopardize an ongoing investigation;

(l) the manner in which the agencies received the information that led to the arrest and the names of individuals who supplied the information unless the identities of those individuals qualify for protection under subdivision 17; and

(m) response or incident report number.

Sec. 2. Minnesota Statutes 2014, section 13.82, subdivision 6, is amended to read:

Subd. 6. **Response or incident data.** The following data created or collected by law enforcement agencies which document the agency's response to a request for service including, but not limited to, responses to traffic accidents, or which describe actions taken by the agency on its own initiative shall be public government data:

(a) date, time and place of the action;

(b) agencies, units of agencies and individual agency personnel participating in the action unless the identities of agency personnel qualify for protection under subdivision 17;

(c) any resistance encountered by the agency;

(d) any pursuit engaged in by the agency;

(e) whether any weapons were used by the agency or other individuals;

(f) a brief factual reconstruction of events associated with the action;

(g) names and addresses of witnesses to the agency action or the incident unless the identity of any witness qualifies for protection under subdivision 17;

(h) names and addresses of any victims or casualties unless the identities of those individuals qualify for protection under subdivision 17;

(i) the name and location of the health care facility to which victims or casualties were taken;

(j) response or incident report number;

(k) dates of birth of the parties involved in a traffic accident;

(l) whether the parties involved were wearing seat belts; ~~and~~

(m) the alcohol concentration of each driver; and

(n) whether the agency used a portable recording system to document the agency's response or actions.

Sec. 3. Minnesota Statutes 2014, section 13.82, subdivision 7, is amended to read:

Subd. 7. **Criminal investigative data.** Except for the data defined in subdivisions 2, 3, and 6, investigative data collected or created by a law enforcement agency in order to prepare a case against a person, whether known or unknown, for the commission of a crime or other offense for which the agency has primary investigative responsibility are confidential or protected nonpublic while the investigation is active. Inactive investigative data are public unless the release of the data would jeopardize another ongoing investigation or would reveal the identity of individuals protected under subdivision 17. Images and recordings, including photographs, video, and audio records, which are part of inactive investigative file and which are clearly offensive to common sensibilities are classified as private or nonpublic data, provided that the existence of the ~~photographs~~ images and recordings shall be disclosed to any person requesting access to the inactive investigative file. An investigation becomes inactive upon the occurrence of any of the following events:

(a) a decision by the agency or appropriate prosecutorial authority not to pursue the case;

(b) expiration of the time to bring a charge or file a complaint under the applicable statute of limitations, or 30 years after the commission of the offense, whichever comes earliest; or

(c) exhaustion of or expiration of all rights of appeal by a person convicted on the basis of the investigative data.

Any investigative data presented as evidence in court shall be public. Data determined to be inactive under clause (a) may become active if the agency or appropriate prosecutorial authority decides to renew the investigation.

During the time when an investigation is active, any person may bring an action in the district court located in the county where the data are being maintained to authorize disclosure of investigative data. The court may order that all or part of the data relating to a particular investigation be released to the public or to the person bringing the action. In making the determination as to whether investigative data shall be disclosed, the court shall consider whether the benefit to the person bringing the action or to the public outweighs any harm to the public, to the agency or to any person identified in the data. The data in dispute shall be examined by the court in camera.

Sec. 4. Minnesota Statutes 2014, section 13.82, subdivision 15, is amended to read:

Subd. 15. **Public benefit data.** Any law enforcement agency may make any data classified as confidential or protected nonpublic pursuant to subdivision 7 or as private or nonpublic under section 13.825 accessible to any person, agency, or the public if the

agency determines that the access will aid the law enforcement process, promote public safety, or dispel widespread rumor or unrest.

Sec. 5. **[13.825] PORTABLE RECORDING SYSTEMS.**

Subdivision 1. Application; definition (a) This section applies to law enforcement agencies that maintain a portable recording system for use in investigations, or in response to emergencies, incidents, and requests for service.

(b) As used in this section:

(1) "portable recording system" means a device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation;

(2) "portable recording system data" means audio or video data collected by a portable recording system; and

(3) "redact" means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable

Subd. 2. Data classification court-authorized disclosure. (a) Data collected by a portable recording system are private data on individuals or nonpublic data, subject to the following:

(1) data that document the discharge of a firearm by a peace officer in the course of duty, if a notice is required under section 626.553, subdivision 2, or the use of force by a peace officer that results in substantial bodily harm, as defined in section 609.02, subdivision 7a, are public;

(2) data are public if a subject of the data requests it be made accessible to the public, except that, if practicable, (i) data on a subject who is not a peace officer and who does not consent to the release must be redacted, and (ii) data on a peace officer whose identity is protected under section 13.82, subdivision 17, clause (a), must be redacted;

(3) portable recording system data that are active criminal investigative data are governed by section 13.82, subdivision 7, and portable recording system data that are inactive criminal investigative data are governed by this section;

(4) portable recording system data that are public personnel data under section 13.43, subdivision 2, clause (5), are public; and

(5) data that are not public data under other provisions of this chapter retain that classification

(b) A law enforcement agency may redact or withhold access to portions of data that are public under this subdivision if those portions of data are clearly offensive to common sensibilities.

5.1 (c) Section 13.04, subdivision 2, does not apply to collection of data classifie
5.2 by this subdivision.

5.3 (d) Any person may bring an action in the district court located in the county where
5.4 portable recording system data are being maintained to authorize disclosure of data that
5.5 are private or nonpublic under this section or to challenge a determination under paragraph
5.6 (b) to redact or withhold access to portions of data because the data are clearly offensive to
5.7 common sensibilities. The person bringing the action must give notice of the action to the
5.8 law enforcement agency and subjects of the data, if known. The law enforcement agency
5.9 must give notice to other subjects of the data, if known, who did not receive the notice from
5.10 the person bringing the action. The court may order that all or part of the data be released to
5.11 the public or to the person bringing the action. In making this determination, the court shall
5.12 consider whether the benefi to the person bringing the action or to the public outweighs
5.13 any harm to the public, to the law enforcement agency, or to a subject of the data and, if
5.14 the action is challenging a determination under paragraph (b), whether the data are clearly
5.15 offensive to common sensibilities. The data in dispute must be examined by the court in
5.16 camera. This paragraph does not affect the right of a defendant in a criminal proceeding to
5.17 obtain access to portable recording system data under the Rules of Criminal Procedure.

5.18 Subd. 3. **Retention of data.** (a) Portable recording system data that are not active
5.19 or inactive criminal investigative data and are not described in paragraph (b) must be
5.20 maintained for at least 90 days and destroyed according to the agency's records retention
5.21 schedule approved pursuant to section 138.17.

5.22 (b) Portable recording system data must be maintained for at least one year and
5.23 destroyed according to the agency's records retention schedule approved pursuant to
5.24 section 138.17 if:

5.25 (1) the data document (i) the discharge of a firear by a peace office in the course
5.26 of duty if a notice is required under section 626.553, subdivision 2, or (ii) the use of force
5.27 by a peace office that results in substantial bodily harm; or

5.28 (2) a formal complaint is made against a peace office related to the incident.

5.29 (c) If a subject of the data submits a written request to the law enforcement agency
5.30 to retain the recording beyond the applicable retention period for possible evidentiary or
5.31 exculpatory use related to the circumstances under which the data were collected, the law
5.32 enforcement agency shall retain the recording for an additional time period requested by
5.33 the subject of up to 180 days and notify the requester that the recording will then be
5.34 destroyed unless a new request is made under this paragraph.

(d) Notwithstanding paragraph (b) or (c), a government entity may retain a recording for as long as reasonably necessary for possible evidentiary or exculpatory use related to the incident with respect to which the data were collected.

Subd. 4. **Access by data subjects.** (a) For purposes of this chapter, a portable recording system data subject includes the peace officer who collected the data, and any other individual or entity, including any other peace officer, regardless of whether the officer is or can be identified by the recording, whose image or voice is documented in the data.

(b) An individual who is the subject of portable recording system data has access to the data, including data on other individuals who are the subject of the recording. If the individual requests a copy of the recording, data on other individuals who do not consent to its release must be redacted from the copy. The identity and activities of an on-duty peace officer engaged in an investigation or response to an emergency, incident, or request for service may not be redacted, unless the officer's identity is subject to protection under section 13.82, subdivision 17, clause (a).

Subd. 5. **Inventory of portable recording system technology.** A law enforcement agency that uses a portable recording system must maintain the following information, which is public data:

(1) the total number of recording devices owned or maintained by the agency;

(2) a daily record of the total number of recording devices actually deployed and used by officer and, if applicable, the precincts in which they were used;

(3) the policies and procedures for use of portable recording systems required by section 626.8473; and

(4) the total amount of recorded audio and video data collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, and the agency's procedures for destruction of the data.

Subd. 6. **Use of agency-issued portable recording systems.** While on duty, a peace officer may only use a portable recording system issued and maintained by the officer's agency in documenting the officer's activities.

Subd. 7. **Authorization to access data.** (a) A law enforcement agency must comply with sections 13.05, subdivision 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

(b) The responsible authority for a law enforcement agency must establish written procedures to ensure that law enforcement personnel have access to the portable recording system data that are not public only if authorized in writing by the chief of police, sheriff, or head of the law enforcement agency, or their designee, to obtain access to the data for a legitimate, specific law enforcement purpose.

7.1 Subd. 8. **Sharing among agencies.** (a) Portable recording system data that are not
7.2 public may only be shared with or disseminated to another law enforcement agency, a
7.3 government entity, or a federal agency upon meeting the standards for requesting access to
7.4 data as provided in subdivision 7.

7.5 (b) If data collected by a portable recording system are shared with another state or
7.6 local law enforcement agency under this subdivision, the agency that receives the data must
7.7 comply with all data classification destruction, and security requirements of this section.

7.8 (c) Portable recording system data may not be shared with, disseminated to, sold to,
7.9 or traded with any other individual or entity unless explicitly authorized by this section
7.10 or other applicable law.

7.11 Subd. 9. **Biennial audit.** (a) A law enforcement agency must maintain records
7.12 showing the date and time portable recording system data were collected and the
7.13 applicable classificatio of the data. The law enforcement agency shall arrange for
7.14 an independent, biennial audit of the data to determine whether data are appropriately
7.15 classifie according to this section, how the data are used, and whether the data are
7.16 destroyed as required under this section, and to verify compliance with subdivisions 7
7.17 and 8. If the governing body with jurisdiction over the budget of the agency determines
7.18 that the agency is not complying with this section or other applicable law, the governing
7.19 body may order additional independent audits. Data in the records required under this
7.20 paragraph are classifie as provided in subdivision 2.

7.21 (b) The results of the audit are public, except for data that are otherwise classifie
7.22 under law. The governing body with jurisdiction over the budget of the law enforcement
7.23 agency shall review the results of the audit. If the governing body determines that there is
7.24 a pattern of substantial noncompliance with this section, the governing body must order
7.25 that operation of all portable recording systems be suspended until the governing body has
7.26 authorized the agency to reinstate their use. An order of suspension under this paragraph
7.27 may only be made following review of the results of the audit and review of the applicable
7.28 provisions of this chapter, and after providing the agency and members of the public a
7.29 reasonable opportunity to respond to the audit's finding in a public meeting.

7.30 (c) A report summarizing the results of each audit must be provided to the governing
7.31 body with jurisdiction over the budget of the law enforcement agency and to the
7.32 Legislative Commission on Data Practices and Personal Data Privacy no later than 60
7.33 days following completion of the audit.

7.34 Subd. 10. **Notificatio to BCA.** Within ten days of obtaining new surveillance
7.35 technology that expands the type or scope of surveillance capability of a portable recording
7.36 system device beyond video or audio recording, a law enforcement agency must notify the

Bureau of Criminal Apprehension that it has obtained the new surveillance technology.
The notice must include a description of the technology and its surveillance capability
and intended uses. The notices are accessible to the public and must be available on the
bureau's Web site.

Subd. 11. **Portable recording system vendor.** (a) For purposes of this subdivision,
"portable recording system vendor" means a person who is not a government entity and
who provides services for the creation, collection, retention, maintenance, processing, or
dissemination of portable recording system data for a law enforcement agency or other
government entity. By providing these services to a government entity, a vendor is subject
to all of the requirements of this chapter as if it were a government entity.

(b) A portable recording system vendor that stores portable recording system data in
the cloud must protect the data in accordance with the security requirements of the United
States Federal Bureau of Investigation Criminal Justice Information Services Division
Security Policy 5.4 or its successor version.

(c) Subject to paragraph (d), in an action against a vendor under section 13.08 for a
violation of this chapter, the vendor is liable for presumed damages of \$2,500 or actual
damages, whichever is greater, and reasonable attorney fees.

(d) In an action against a vendor that improperly discloses data made not public by this
chapter or any other statute classifying data as not public, the vendor is liable for presumed
damages of \$10,000 or actual damages, whichever is greater, and reasonable attorney fees.

Subd. 12. **Penalties for violation.** In addition to any other remedies provided by
law, in the case of a willful violation of this section a law enforcement agency is subject
to exemplary damages of not less than twice the minimum, nor more than twice the
maximum allowable for exemplary damages under section 13.08, subdivision 1.

EFFECTIVE DATE. This section is effective August 1, 2016. Data collected
before the effective date of this section must be destroyed, if required by this section, no
later than 15 days after the date this section becomes effective.

**Sec. 6. [626.8473] PORTABLE RECORDING SYSTEMS ADOPTION;
WRITTEN POLICY REQUIRED.**

Subdivision 1. Definition As used in this section, "portable recording system" has
the meaning provided in section 13.825, subdivision 1.

Subd. 2. Public comment. A local law enforcement agency must provide an
opportunity for public comment before it purchases or implements a portable recording
system. At a minimum, the agency must accept public comments submitted electronically

or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly-scheduled meeting.

Subd. 3. Written policies and procedures required. (a) The chief office of every state and local law enforcement agency that uses or proposes to use a portable recording system must establish and enforce a written policy governing its use. In developing and adopting the policy, the law enforcement agency must provide for public comment and input as provided in subdivision 2. Use of a portable recording system without adoption of a written policy meeting the requirements of this section is prohibited. The written policy must be posted on the agency's Web site, if the agency has a Web site.

(b) At a minimum, the written policy must incorporate the following:

(1) the requirements of section 13.825 and other data classifications access procedures, retention policies, and data security safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;

(2) procedures for testing the portable recording system to ensure adequate functioning;

(3) procedures to address a system malfunction or failure, including requirements for documentation by the office using the system at the time of a malfunction or failure;

(4) circumstances under which recording is mandatory, prohibited, or at the discretion of the office using the system;

(5) circumstances under which a data subject must be given notice of a recording;

(6) circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;

(7) procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and

(8) procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section 13.09.

EFFECTIVE DATE. This section is effective August 1, 2016, provided that a law enforcement agency using a portable recording system on that date must adopt the policy required under this section no later than January 15, 2017.

Sec. 7. **LEGISLATIVE AUDITOR REVIEW.**

Beginning no earlier than January 1, 2019, the legislative auditor is requested to conduct a comprehensive review of compliance with the requirements of Minnesota Statutes, sections 13.825 and 626.8473. Data used for purposes of the review must include the results of the biennial audits required by Minnesota Statutes, section

10.1 13.825, subdivision 9, and may also include any other data that, in the judgment of the
10.2 legislative auditor, assists in developing a complete understanding of any compliance
10.3 or implementation issues resulting from enactment of those sections. The legislative
10.4 auditor is requested to submit the results of the comprehensive review to the legislature
10.5 no later than January 15, 2020.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 8.f

Department Approval



City Manager Approval



Item Description: Intergovernmental Agreement between Rice Creek Watershed District (RCWD) & the City of Roseville for the Oasis Pond Iron Enhanced Sand Filtration Basin

BACKGROUND

Rice Creek Watershed District (RCWD), in partnership with the City of Roseville, proposes to construct an Iron Enhanced Sand Filtration Basin (IESFB) adjacent to Oasis Pond, which is part of the Ramsey County Ditch 4 that drains into Little Lake Johanna. The primary function of the basin is to remove soluble phosphorus from the water, and improving the water quality of downstream water resources.

The project will function by pumping stormwater from Oasis Pond to the IESFB through a series of pipes and manholes. The IESFB will treat the stormwater by filtering it through a mixture of sand and iron filings (5% by weight). The filtered stormwater will outlet into RCD 4 with drastically less soluble phosphorus. On an annual basis, this system will be able to treat 32 million gallons of water and remove 34 pounds of phosphorus.

The project has an estimated cost of \$310,000. Roseville's portion of the project will be \$10,000 towards construction costs, and will own and maintain the basin. RCWD has applied for a Board of Water and Soil Resource Clean Water Fund Grant that will cover \$258,000, and RCWD will use their own local cash in the amount of \$52,000 towards construction. Long term maintenance of this project will be similar to other IESFB's that the City currently owns and maintains (ex. Twin Lakes Pond & Williams Street Pond).

Little Lake Johanna is considered impaired and is on the Minnesota Pollution Control Agencies (MPCA) 303d list for nutrients (phosphorus). The installation of the project will greatly reduce the excess phosphorus that drains into the lake currently.

POLICY OBJECTIVE

The goals of the City's Comprehensive Surface Water Management Plan are to protect the integrity of storm water conveyance channels, reduce nutrient loading and improve water quality to lakes and wetlands. City policy is to cooperate with other agencies for mutual benefit whenever possible. The attached agreement details the terms and responsibilities of this cooperative project.

FINANCIAL IMPACTS

RCWD has a contract for project engineering with Houston Engineering, Inc. The Engineer's Estimate for the project construction is \$310,000. RCWD has applied for \$258,000 in grant

30 monies from the Board of Water and Soil Resources for this project. The City is responsible for
31 \$10,000 which will be funded from the Storm Sewer Infrastructure Fund, and RCWD is
32 responsible for \$52,000.

33 **STAFF RECOMMENDATION**

34 Staff recommends that the City Council approve the Intergovernmental Agreement for the Iron
35 Enhanced Sand Filter Basin Project.

36 **REQUESTED COUNCIL ACTION**

37 Approve the Intergovernmental Agreement and authorize the City Manager to sign the
38 agreement.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A. Agreement
B. Draft Project Layout

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE RICE CREEK WATERSHED DISTRICT AND
THE CITY OF ROSEVILLE**

THIS AGREEMENT is made and entered into by and between the Rice Creek Watershed District (the "Watershed") and the City of Roseville (the "City") each acting by and through its duly authorized officers.

THE ABOVE-NAMED PARTIES hereby agree as follows:

I. GENERAL SCOPE OF AGREEMENT

1.01. The Watershed and the City will be partners in an application to the Board of Water and Soil Resources (BWSR) Clean Water Fund (CWF) for the "Oasis Pond Iron-Enhanced Sand Filter Project" due August 8, 2016. The Watershed, at its cost, will prepare the grant application. The City will review the grant application as in-kind contribution but will not contribute financially.

II. SPECIFIC SCOPE OF SERVICES

2.01. The Watershed and the City agree that it is mutually beneficial to jointly evaluate and undertake a project to protect the water quality of Little Lake Johanna by reducing the amount of phosphorus that is transferred downstream from Oasis Pond by Ramsey County Ditch 4.

a. The general project purpose is to reduce phosphorus loads from existing stormwater runoff to Little Lake Johanna.

b. The project is as generally defined in the technical memorandum from Houston Engineering, Inc., included as **Attachment A** hereto.

2.02. The City will:

a. Give the Watershed existing reports, surveys, data and/or models for the project area and contributing watershed as requested.

b. Participate in meetings associated with the project.

c. Make its staff available to advise the project team on plan review, project guidance, and other administrative matters.

d. Complete review of the BWSR CWF grant application on or before August 8, 2016 so that the Watershed may timely submit the application.

- e. Sign the application as a co-applicant if that is required or contributes to a stronger application.

2.03. The Watershed will:

- a. Participate in meetings associated with the project.
- b. Make its staff available to advise the project team on plan review, project guidance, and other administrative matters.
- c. Serve as the fiscal agent for and signatory of the grant application and provide for its submittal.

III. PROJECT IMPLEMENTATION

3.01. If the grant is awarded, the Watershed and City will enter into a second agreement for project implementation. The parties intend roles and responsibilities as follows:

- a. The Watershed will design and construct the project, and will be responsible for grant administration and reporting.
- b. The City will contribute \$10,000 in lump sum to required local match funding. The Watershed will be responsible for the remainder of local match.
- c. On construction completion, the City will take ownership of the project and will be responsible for ordinary operation and maintenance for at least the duration required by the grant agreement.
- d. The Watershed will be responsible for water quality monitoring required by the grant agreement. The City will provide the Watershed with access rights for monitoring and other grant-related purposes.
- e. The cost of major repairs and major equipment replacement will be shared equally by the Watershed and City for the duration of the grant agreement maintenance obligation.

3.02. The preceding section 3.01 is a statement of mutual intent but is not legally binding. On grant award, the parties will enter into a second agreement establishing legally binding implementation roles and responsibilities.

IV. GENERAL CONDITIONS

4.01. The parties will exercise diligence to complete and submit the BWSR CWF grant application by the August 8, 2016 submittal deadline.

4.02. Kyle Axtell, or such other person as may be designated in writing by the Watershed, will serve as the Watershed's representative and will be primarily responsible to coordinate with the

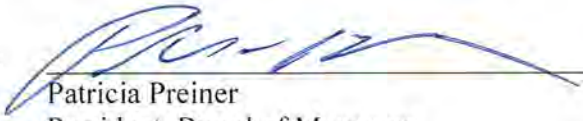
City. Marc Culver, or such other person as may be designated in writing by the City, will serve as the City's representative and contract manager, and will be primarily responsible to coordinate with the Watershed.

4.03. Neither party shall be liable for the acts or omissions of the other party or the other party's officers, employees or agents. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunity, defense or limit of liability including, without limitation, those pursuant to Minnesota Statutes, section 3.736 (State Tort Claims) and chapter 466 (Municipal Tort Claims).

4.04. No report or document produced in whole or in part under this agreement will be the subject of an assertion or registration of copyright by or on behalf of the City or Watershed.

IN TESTIMONY WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on the date set forth below, intending it to be legally binding in accordance with its terms.

RICE CREEK WATERSHED DISTRICT

By: 
Patricia Preiner
President, Board of Managers

Date: 8-10-16

CITY OF ROSEVILLE

By: _____

Date: _____

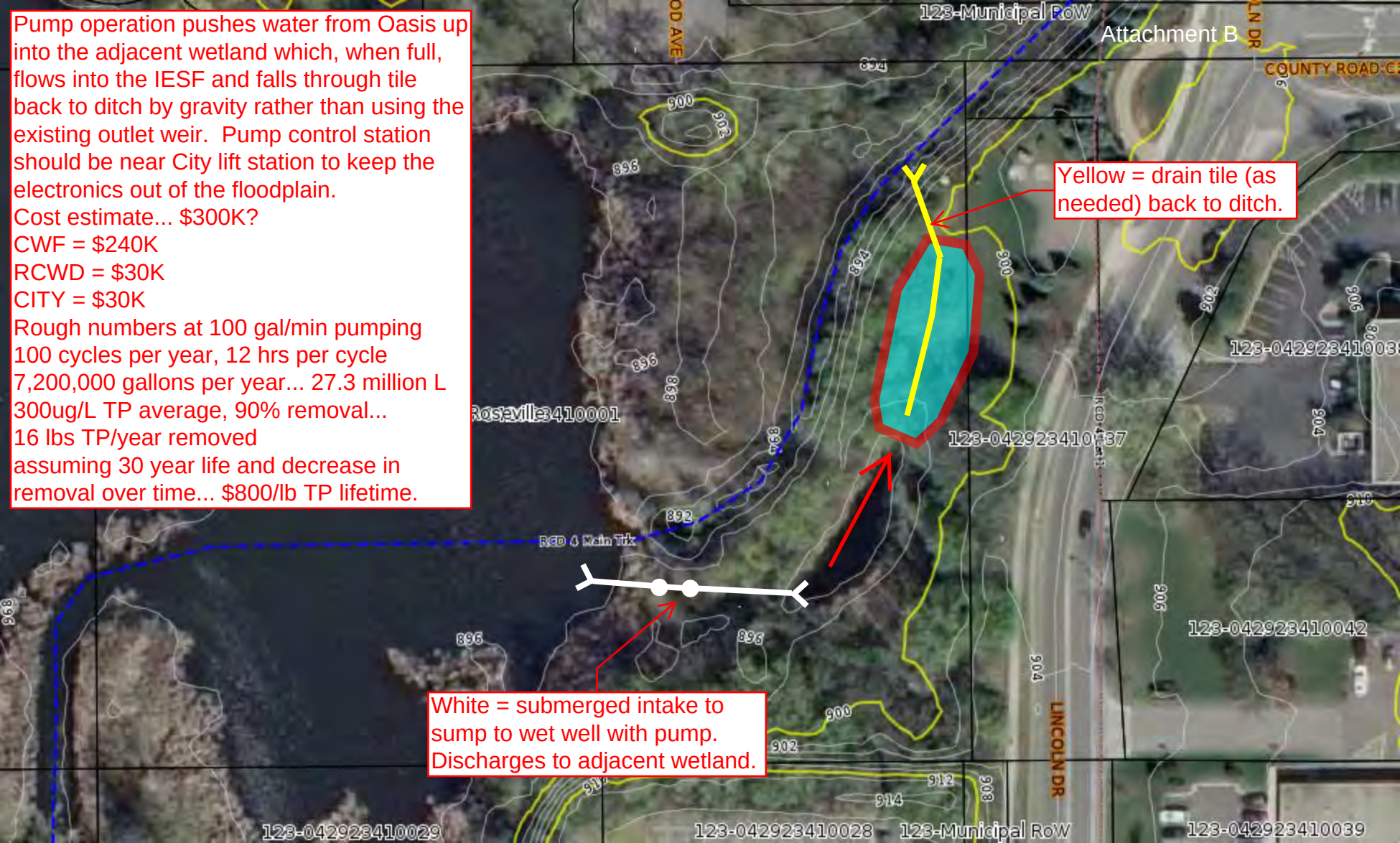
Name: _____

Its: _____

Pump operation pushes water from Oasis up into the adjacent wetland which, when full, flows into the IESF and falls through tile back to ditch by gravity rather than using the existing outlet weir. Pump control station should be near City lift station to keep the electronics out of the floodplain. Cost estimate... \$300K?
CWF = \$240K
RCWD = \$30K
CITY = \$30K
Rough numbers at 100 gal/min pumping
100 cycles per year, 12 hrs per cycle
7,200,000 gallons per year... 27.3 million L
300ug/L TP average, 90% removal...
16 lbs TP/year removed
assuming 30 year life and decrease in removal over time... \$800/lb TP lifetime.

Yellow = drain tile (as needed) back to ditch.

White = submerged intake to sump to wet well with pump.
Discharges to adjacent wetland.



MEMO

External Memorandum



Houston Engineering Inc.

To: Kyle Axtell**From:** Greg Bowles, P.E.
Ben Jore, E.I**Date:** July 18, 2016**Through:** Chris Otterness, P.E.**Cc:** Mark R. Deutschman, Ph.D., P.E.
Phil Belfiori**Subject:** Oasis Pond Iron Enhanced Sand Filter
Feasibility Recommendations**Introduction**

The purpose of this memorandum is to provide the Rice Creek Watershed District (RCWD) engineering assistance to determine the feasibility and cost of installing an iron enhanced sand filter (IESF) at Oasis Pond. Oasis Pond is a Tier I enhancement project referred to as, "Little Lake Johanna Management Action Plan Little Johanna #2 BMP" within the Southwest Urban Lakes Study report dated April 2009. Tier I projects are identified in the report as having high benefit to cost ratios with regards to criteria including pollutant removal, accessibility, ownership issues, etc.

Background

Oasis Pond is located in Oasis Park, east of Fairview Avenue, south of Court Terrace Drive. The entire pond and park property is owned by the City of Roseville. The pond is public water, #62-205W. Oasis Pond is approximately 10 acres in size with a normal water level of 896.18 and contains a sediment basin located between the inlet of RCD 4 and the pond's control structure. This sediment basin is owned and maintained by the City of Roseville. The pond has maintained the same general footprint based on review of aerial photography dating back to the 1930's, with minor alterations to the shoreline due to adjacent development. The pond is a result of an impoundment to Ramsey County Ditch #4 (RCD 4), which is the primary source of surface water inflow. The inflow from RCD 4 is a product of runoff from upstream urbanized land uses that is mostly untreated. Oasis Pond currently provides a valuable function in trapping coarse sediment from RCD 4, but its outflow still contains substantial concentrations of fine sediment and dissolved phosphorus.

Outlet weir is a RCWD facility, sediment basin is also maintained by RCWD, per T. Schmidt.

A site visit was conducted on 7/15/16. During the site visit thick vegetation such as lily pads and water lilies were observed existing weir at elevation 896.18.

Might be good for "grant app" purposes to include a rough estimate of dissolved P vs. particulate P %... per Matt's data, dissolved P is 33% of TP on avg, median is 26%, max is 83%.

During the site visit thick vegetation such as lily pads and water lilies were observed existing weir at elevation 896.18. During the site visit thick vegetation such as lily pads and water lilies were observed existing weir at elevation 896.18.

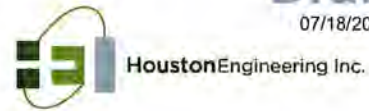
below

Proposed Design

The Rice Creek Watershed District is proposing to improve the water quality treatment of Oasis Pond through installation of an iron enhanced sand filter (IESF) located near Lincoln Avenue to the south of an existing sanitary sewer lift station. The proposed IESF will reduce the concentration of phosphorus by filtering the runoff collected in Oasis Pond through a mixture of iron and sand. Iron mixed with sand will provide greater level of treatment than just sand alone by creating a chemical reaction with the phosphorus thus allowing reduction of dissolved phosphorus.

a

The proposed design pumps stormwater from Oasis Pond to the IESF through a series of pipes and manholes. The IESF will treat and return the stormwater back to RCD 4 just downstream of Oasis Pond. Long term



MEMO

maintenance, winterization and flooding events have been considered in the design of the system through a system of manual valves that will allow flows to be shut off and drain-back to occur. See the concept plan in Appendix A for further details.

Stormwater runoff will first enter the system through a 15" pipe projecting into the sediment basin. The pipe will convey flow into a pretreatment manhole (with an integral sump) to reduce sediment and floatables using a trash screen and snout.

Flow will then continue to a lift station manhole, where a pump will deliver flow to a 4" supply line at a pumping rate of approximately 160 gpm. This will be the maximum dosing rate of the IESF cells. A transducer will be installed in the lift station to monitor water levels and control pumping events. The lift station will be a low point in the system and will allow for drain back when the system is shut off during the winterization process. Drain back will occur using a 4" drainpipe between the lift station manhole and RCD 4.

Flow from the supply line will be directed by an automatic valve to one of two proposed IESF cells, where it is distributed to the surface of the IESF via a set of three bubblers. The flow is then filtered through a medium of sand and iron filings, where it is collected through perforated 6" underdrain pipes. The underdrain will convey filtered flow from each cell to a collection manhole and then routed to RCD 4. A manual valve will be installed within the collection manhole to prevent water from backing up into the system from RCD 4 during large storm events.

Benefit

Stormwater runoff will be pumped into the proposed IESF cells at 160 gpm, allowing for maximum treatment considering the size of the cells (each approximately 1,100 square feet). The cells will have an 18-inch depth of the sand and iron mixture (95% sand and 5% iron). The pump will be operating for 22 hours to dose one cell. It will take the stormwater runoff approximately 2 hours to infiltrate through the cell. For the iron to effectively trap dissolved phosphorus, the sand and iron mixture must dry before it can be dosed again. For the sand to dry, we recommend 2 days be provided between dosing periods. This results in a treatment of 30,180 cubic feet of stormwater within a 3 day cycle, per cell. Together, both cells will treat a total of 4,312,000 cubic feet of stormwater runoff each year assuming a "typical" operation season (Middle April to Middle October). The IESF is anticipated to reduce the phosphorus loading in RCD 4 downstream to Lake Johanna by approximately 34 pounds per year. It is anticipated the IESF will have a life expectancy of 25 years, thus is expected to remove 850 pounds of phosphorus throughout its lifetime of operation. ~~Calculations on treatment~~ may be found in Appendix A.

Doesn't seem to account for a reduction of effective removal rate over the 25 years...

Cost

Construction cost is anticipated at approximately \$200,000 for the IESF. Since this cost estimate is based on a concept level design, we recommend a 25% contingency be budgeted. Engineering costs are estimated to be 30% of the construction cost (\$60,000). This results in an estimated total project cost of \$310,000, excluding legal and District staff costs. Treatment of 850 pounds of phosphorus throughout the IESF lifetime equates to an annual cost of phosphorus removal of approximately \$365 per pound. See Appendix A for a detailed cost analysis.

In order for the proposed IESF to operate efficiently, annual maintenance will be required. Maintenance activities include tilling up the iron mixed sand to break up the iron particles, removing weeds from the cells, cycling manual valves, and pulling pumps for the winterization process. Maintenance costs are not included in the cost estimate.

Update along with above comment.



Overall Feasibility

Based upon the feasibility analysis, the installation of the proposed IESF at Oasis Pond appears to be constructible and feasible. The feasibility study used site data from the design of the Oasis Pond Project constructed in 2010; thus, the analysis did not include up to date soil analysis, utility locate or survey of existing features such as topography or existing culverts. However, it is anticipated that the design of the IESF is flexible enough to be adjusted in cases where site conditions have slightly changed. A wetland delineation may also be required that could potentially affect the size of the IESF cell size.

Recommendation

Based upon our feasibility analysis, a proposed IESF at Oasis Pond appears to be feasible and cost effective. Houston Engineering recommends that RCWD move forward to secure funding for this project through application for a Clean Water Fund Projects and Practices grant.



APPENDIX A

MEMO



Draft Print

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HoustonEngineering Inc.

Cost Estimate				
Item	Quantity	Unit Price	Unit	Cost
Mobilization	1	25000	LS	25000
Clearing & Grubbing	0.25	10000	Acre	2500
Common Excavation	250	6	CY	1500
Dewatering & Control of Water	1	7500	LS	7500
Iron	12	1500	Ton	18000
Select Granular Super Sand	116	50	CY	5800
Pea Rock	41	58	CY	2378
Wash Rock	81	65	CY	5265
Rip Rap Class 3	5	95	CY	475
6" PE PERF Drain Pipe	200	15	LF	3000
6" PE Drain Pipe	70	20	LF	1400
4" PE Pipe	150	17	LF	2550
IESF 15"RCP Pipe	60	40	LF	2400
IESF 15" RC Pipe Apron	1	750	EA	750
6" HDPE IESF Drain Pipe Cleanout	4	400	EA	1600
Bubbler	6	1500	EA	9000
IESF System 48" Drop Manhole	1	9000	EA	9000
IESF System 48" Lift Station Manhole	1	7500	EA	7500
IESF System 48" Drintile Manhole	1	7500	EA	7500
IESF System Pump & Controls	1	40000	LS	40000
IESF System 4" Manual Valves	4	200	EA	800
IESF System 6" Manual Valves	2	750	EA	1500
IESF System Automated Valve Vault	1	15000	LS	15000
IESF Electrical - System Distribution	1	10000	LS	10000
IESF Electrical - Permanent Service from Xcel Energy	1	10000	LS	10000
Gravel Access Road Restoration	1	5000	LS	5000
Silt Fence	500	2.5	LF	1250
Bioroll	500	4	LF	2000
Seeding	0.25	1500	Acre	375

Total Construction	199043
25% Contingency	49760.75
Total	248803.8
Engineering	59712.9
Total Cost	308516.7

*Note estimated costs do not include RCWD costs and legal costs.

MEMO

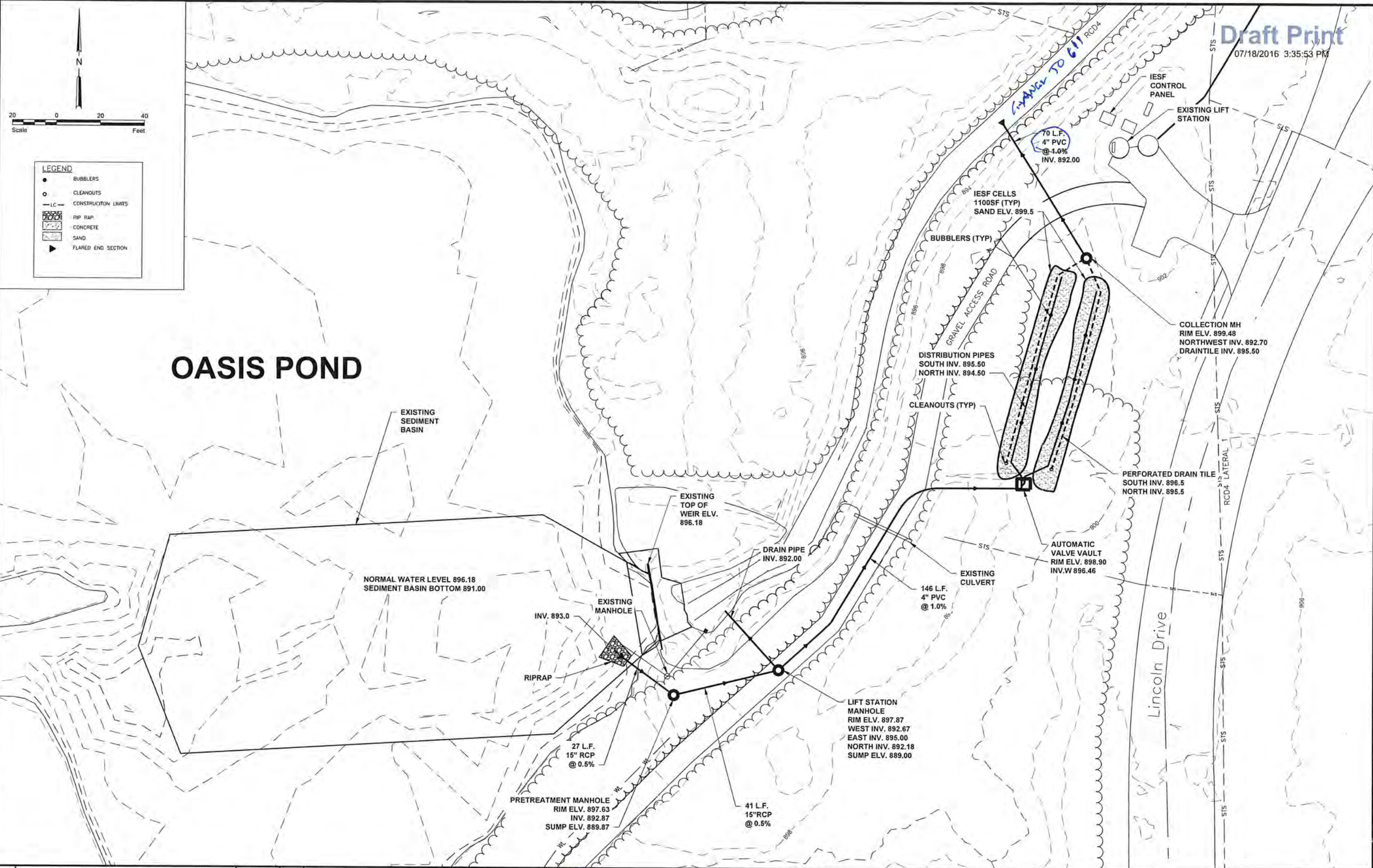


Design criteria

Area	2200	SF	=	0.05	acres
Media Thickness	1.5	ft			
Inf. Rate	14	in/hr			
Porosity	0.4				
Wet period	24	hrs			
Treatment cycles	70	(wet period x treatment cycles should = 70 days)			
Volume Treated	4312000	CF			
Depth treated	1960	ft	=	597.41	meters
Q	49.91	CFS			

IESF Removal Model - Based on Erickson et al 2012 *Capturing phosphates with iron enhanced sand filtration*

Alt 1					
C_{in}	0.16	mg/L			
β_0	0.984				
β_1	169.9	g Fe/g P			
β_2	54.6	1/s			
ΣM	?	g P/g Fe			
$e^{-\beta_1 \Sigma M}$	0.799				
$t_{contact}$	0.15	s	43.07	load in (lbs)	
C_{out}	0.03	mg/L	36.61	34	to 41
Removal Efficiency	79%				
Load reduction	33.85	lbs/yr			



LEGEND

- BUBBLERS
- CLEANOUTS
- CONSTRUCTION LIMITS
- RIP RAP
- CONCRETE
- SAND
- FLARED END SECTION

			 Houston Engineering Inc.	Maple Grove	Drawn by WS	Date 7-11-2016	OASIS POND LAYOUT	CONCEPT LAYOUT	SHEET 1
No.	Revision	Date		By	P: 763.493.4523 F: 763.493.5572	Checked by GB			

H:\Maple Grove\RCWD\BIM\5555-268_001_Oasis_Pond_IESF\CAD\Plans\5555268001-IESF-Feasibility.dwg-Layout1-7/18/2016 2:20 PM-[jlore]

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 8.g

Department Approval



City Manager Approval



Item Description: Resolution Authorizing City Manager to Apply for SCORE Funding Grant

BACKGROUND

State law requires all Counties to manage the waste produced by citizens and businesses by waste reduction, reuse, and recycling in preference to landfilling. In 1989, the Legislature adopted legislation, based on recommendations made by the Governor's Select Committee on Recycling and the Environment (SCORE), to further waste reduction, reuse, and recycling. Among other things, SCORE statutes authorize state grants for recycling, managing problem materials, educating the public, and other related activities.

Ramsey County passes through a portion of its SCORE funding to cities. The County requires the funding be used for waste reduction, reuse and recycling programs. The County further requires the cities to have a permanent source of funding for their waste reduction, reuse and recycling programs. Roseville responded by approving the establishment of a recycling fee that has been included as a part of the quarterly utility bill.

Ramsey County has announced that cities may apply for SCORE funds for 2017. Grant amounts are based on the amount of funds received from the State and the city's population. In 2017 Roseville is eligible for \$84,315.

In 2016, SCORE grant funds were used to supplement the curbside recycling program and to fund Zero Waste operations at several City events. The 2017 funds are proposed to be used again for 2017 Zero Waste events and for the general curbside recycling program.

FINANCIAL IMPLICATIONS

The use of SCORE grant funds will be used to pay a portion of the Curbside Recycling Program costs as well as help fund elements of the Zero Waste events throughout the year.

STAFF RECOMMENDATION

It is recommended the Council adopt a resolution authorizing the City Manager to apply for SCORE grant funds from Ramsey County.

REQUESTED COUNCIL ACTION

Motion adopting a resolution authorizing the City Manager to submit a grant application to Ramsey County for a 2017 SCORE Grant in the amount of \$84,315.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A: Resolution

B: SCORE Grant Application

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City
2 of Roseville, County of Ramsey, Minnesota was duly held on the 26th day of September,
3 2016, at 6:00 p.m.

4
5 The following members were present:

6
7 and the following were absent:.

8
9 Member ____ introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION REQUESTING 2017 SCORE FUNDING GRANT
FOR USE IN ROSEVILLE’S RESIDENTIAL RECYCLING PROGRAM**

10
11
12
13
14
15
16 WHEREAS, the Roseville City Council is committed to residential waste abatement
17 through its curbside recycling program and Clean Up Day; and

18
19 WHEREAS, the City of Roseville continues to work to improve it’s waste abatement
20 programs and minimize the cost to Roseville residents; and

21
22 WHEREAS, Ramsey County has SCORE Funding Grants available for 2017;

23
24 NOW THEREFORE, BE IT RESOLVED, that the City Manager is authorized to submit
25 a grant application to Ramsey County for a 2017 SCORE Funding Grant and that that
26 grant will be used for Roseville’s waste abatement programs.

27
28 The motion for the adoption of the foregoing resolution was duly seconded by Member
29 ____, and upon a vote being taken thereon, the following voted in favor thereof:

30
31 and the following voted against the same: .

32
33 WHEREUPON said resolution was declared duly passed and adopted.
34

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 26th day of September, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26th day of September, 2016.

Patrick Trudgeon, City Manager

(SEAL)

2017 SCORE GRANT APPLICATION
DUE: Monday, October 31, 2016 by 4:30 p.m.

Please refer to the 2017 SCORE Grant Guidelines for more information on completing this application.
 All items must be submitted for the application to be complete.

CITY/TOWNSHIP: Roseville
 CONTACT PERSON: Ryan Johnson
 ADDRESS: 2660 Civic Center Drive, Roseville, MN 55113
 PHONE: 651-792-7049
 FAX: 651-792-7040
 EMAIL: ryan.johnson@cityofroseville.com

SCORE GRANT REQUEST

- Review Attachment A, a generic version of the 2017 Recycling Performance Work Plan.** List ADDITIONAL strategies that will be used to improve your recycling program. Additional strategies will be incorporated into the Work Plan as part of the final SCORE Grant Agreement.
- Using the table below, list and describe the expenses in each applicable budget category.** Proposed expenses must be eligible for SCORE funding (see the 2017 SCORE Grant Guidelines).

PROPOSED SCORE BUDGET SCORE EXPENSES ONLY	
ADMINISTRATION Total Describe activities and expenses:	\$0.00
PROMOTION ACTIVITIES Total Describe activities and expenses:	\$0.00
EQUIPMENT Total Describe activities and expenses:	\$0.00
COLLECTION OF RECYCLABLES Total Citywide curbside and multi-unit collection of recyclables.	\$84,315
ORGANICS COLLECTION Total Describe activities and expenses:	\$0.00
TOTAL SCORE FUNDING Requested	\$84,315

3. **List any additional expenses the municipality may incur in order to implement the 2017 Recycling Performance Work Plan:** Additional carts will be required to further implement recycling in parks. The number of carts needed, at currently unspecified parks, will determine actual expense.

RECYCLING BUDGET

4. **Attach a copy of your 2017 municipal budget for ALL recycling activities, including ALL funding sources.** If your governing body has not adopted the 2017 budget, attach the most current draft. *If the budget does not list ALL expenditures and revenues specific to recycling, add a supplemental table to identify this information.*

A final copy of the adopted 2017 budget must be submitted by January 13, 2017.

PUBLIC ENTITIES LAW COMPLIANCE

5. **Attach a copy of the disclosure from your hauler(s) OR a copy of the relevant portion of any contracts with haulers that specifies the facility where collected waste is deposited.** A hauler's generic waste disclosure form that lists multiple facilities where waste *may* be delivered is NOT acceptable.

RESOLUTION

6. **Attach a resolution from your governing body requesting the 2017 SCORE funding allocation** OR a certified copy of the official proceedings at which the request was approved. 2017 SCORE grant agreements cannot be issued without this attachment.

____ Patrick Trudgeon _____
NAME OF PERSON AUTHORIZED TO SUBMIT GRANT

SIGNATURE (electronic signature is acceptable)

____ City Manager _____
TITLE

DATE

**Return the completed grant application and attachments to Terese Bordeau via email or snail mail by:
4:30 p.m. on OCTOBER 31, 2016.**

SCORE Program
Saint Paul – Ramsey County Public Health
Environmental Health Division
2785 White Bear Avenue N., Suite 350
Maplewood, MN 55109-1320
terese.bordeau@co.ramsey.mn.us

ATTACHMENT A
GENERIC 2017 RECYCLING PERFORMANCE WORK PLAN

This is a generic work plan. A final work plan specific to your municipality will be included in the final SCORE Grant Agreement.

CITY OF _Roseville____ 2017 RECYCLING PERFORMANCE WORK PLAN

ACTION ITEMS:

1. Complete all 2017 SCORE requirements, including reporting on time and providing examples of all distributed outreach materials.
2. Send all outreach materials to Ramsey County for review *prior* to distribution.
3. Use hauler data to identify those not recycling and target educational materials.
4. Promote the city's recycling program to all residents. Consider targeting education materials and developing an insert for the [Recycling Guide](#).
5. Use Ramsey County materials when and where appropriate to promote increased recycling, medicine collection, HHW, Fix-It Clinics and yard waste participation.
6. Work with Ramsey County to educate and move toward organics collection for all residents.
7. Regularly update recycling content on the municipality's website.
8. Ensure all multi-unit properties are meeting State law requirements to recycle and are receiving free Ramsey County resources.
9. Promote [BizRecycling](#) resources to businesses.
10. Ensure an efficient and effective bulky waste collection program that prioritizes recycling of bulky materials.
11. Promote Ramsey County's [event container lending program](#) and [general green event planning tips](#).
12. Increase opportunities for recycling in public spaces at events and in parks. All recycling bins must be paired with a trash bin and in good condition.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 8.h

Department Approval



City Manager Approval



Item Description: Approve Metropolitan Council Environmental Services Municipal Inflow and Infiltration Grant Agreement

BACKGROUND

Metro Cities (Association of Metropolitan Municipalities) championed the inclusion of a grant program in the 2014 bonding bill for the purpose of providing grants to municipalities for capital improvements to public infrastructure to reduce the amount of inflow and infiltration (I/I) to the Metropolitan Council Environmental Service's (MCES) metropolitan sanitary sewer disposal system. Their efforts were successful and \$4 million was approved in the bonding bill. This follows successful \$3 million and \$4 million programs that were included in the 2010 and 2012 bonding bills, of which Roseville received \$156,662 and \$432,313, respectively.

To be eligible for a grant, a city must be identified by the Metropolitan Council as a contributor of excessive inflow and infiltration. Roseville is among 74 cities eligible for this grant. Grants from this appropriation are for \$25,000, if all cities participate equally, or up to 50 percent of the eligible costs to mitigate inflow and infiltration in the publicly owned municipal wastewater collection systems. Projects must be completed between May 20, 2014 and October 30, 2016. Metropolitan Council must award grants based on applications from eligible cities that identify eligible capital costs and include a timeline for inflow and infiltration mitigation construction, pursuant to guidelines.

The following is a schedule of the grant process:

Cities submit required documents for completed projects	October 30, 2016
MCES sends agreements including Final Reimbursement Amount	November 15, 2016
MCES processes reimbursement	Upon receipt of signed agreement

One of the required documents is a resolution approving a grant agreement between the Metropolitan Council and the City of Roseville for grant eligible work. This resolution would allow the City of Roseville and the Metropolitan Council to enter into an agreement and authorizes the Public Works Director to execute the Grant agreement, subject to minor modifications and final review by the City Attorney.

24 **POLICY OBJECTIVE**

25 It is City policy to keep utility infrastructure in good operating condition, reducing inflow
26 and infiltration to the maximum extent practicable.

27 **FINANCIAL IMPACTS**

28 The grant functions as a reimbursement so cities must submit all of their eligible work and then
29 final grant dollars are determined. The City will submit approximately \$700,000 of eligible work
30 with an estimated grant reimbursement amount around \$200,000.

31 **STAFF RECOMMENDATION**

32 Staff is requesting that Council approve the application for the MCES Municipal Inflow and
33 Infiltration Grant for improvements to the City's sanitary sewer infrastructure to reduce inflow
34 and infiltration, and that the Public Works Director be authorized to execute the Grant
35 Agreement subject to minor modifications and final review by the City Attorney.

36 **REQUESTED COUNCIL ACTION**

37 Adoption of a resolution approving a grant agreement between the Metropolitan Council and the
38 City of Roseville and authorizing the Public Works Director to execute said agreement, subject
39 to minor modifications and final review by the City Attorney.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Resolution

40

41 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

WITNESS MY HAND officially as such Manager this 26th day of September, 2016.

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 8.i

Department Approval



City Manager Approval



Item Description: Approve a Cost Share Agreement between the City of Roseville and Ramsey-Washington Metro Watershed District for the South Lake Owasso Drainage Improvement Project

BACKGROUND

The South Lake Owasso Drainage Improvement Project will address many issues in the area related to storm water. Currently this private road is a gravel road with little or no drainage. The water that does drain from the roadway area discharges directly into Lake Owasso with little or no treatment.

The overall proposed project would include the construction of a subsurface storm water system Best Management Practice (BMP). The system would have an underdrain with drain tile that would discharge to the lake. The subsurface media would provide treatment and retention. The surface of the BMP would be a permeable paver system that would also provide a hard driving surface. The total estimated cost of the project is \$310,263.00.

As part of the project, staff applied for cost share funds through the Ramsey-Washington Metro Watershed District. Roseville was awarded \$50,000, pending the receipt of a signed Incentive Program Agreement (attached). The Watershed District Board was excited to see this innovative solution used to provide a functional driving surface and treat stormwater.

FINANCIAL IMPACTS

The total estimated cost of the project is estimated at \$310,263.00. The assessable portion of this project to adjacent property owners is estimated to be \$73,333.00. The City received a \$50,000.00 grant from Ramsey-Washington Metro Watershed District. The remaining estimate cost of \$186,930.00 would be paid using storm water utility funds.

STAFF RECOMMENDATION

It is recommended the Council approve the Ramsey-Washington Metro Watershed District Incentive Program Agreement and authorize the Mayor and City Manager to execute the agreement.

REQUESTED COUNCIL ACTION

Motion approving the Ramsey-Washington Metro Watershed District Incentive Program Agreement and authorizing the Mayor and City Manager to execute the agreement.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A: Incentive Program Agreement
B: Project Layout

INCENTIVE PROGRAM AGREEMENT

THIS AGREEMENT is made the 08 day of September, 2016, by and between the Ramsey-Washington Metro Watershed District, (hereinafter "District") and City of Roseville at 2660 Civic Center Dr, Roseville MN 55113 (hereinafter "City"). #16-22 CS

1. BACKGROUND

- 1.1. The District has included in its annual budget funds to cost-share with approved City to implement best management practices within the watershed district.
- 1.2. The District funding is limited to 75% of the cost of materials and labor actually incurred by the City for the project as approved by the District, up to a maximum contribution of \$50,000 per governmental City.
- 1.3. City has applied to the District for funds to help pay for the cost of materials or labor for Porous Pavers (1) (hereinafter "Project") as described in the BMP Incentive Program Application attached herein as Exhibit A.
- 1.4. The District is willing to fund the Project described in Exhibit A in accordance with the terms of this Agreement.

2. SERVICES

- 2.1. City will complete the Project described in Exhibit A in accordance with the terms, scope, schedule, and budget set forth therein. The City does hereby covenant that they are the owners and are lawfully seized and possessed of the real estate above-described.
- 2.2. City shall maintain the Project for a period of twenty (20) years per governmental project from the date of this document. The agreement shall run with the land and extend to and bind the heirs, representatives, successors and/or assigns of the party hereto respectively.

3. REIMBURSEMENT

- 3.1. Expenses incurred by City in Exhibit A will be reimbursed by the District up to 75% of the total cost of materials or labor actually incurred by City up to a maximum amount \$50,000 per governmental project. Upon incurring the costs identified in Exhibit A, the City shall provide a list of all reimbursable expenses incurred and receipts or copies of receipts therefore, to the District.
- 3.2. The District will reimburse the identified reimbursable expenses in accordance with Section 3.1 within 60 days of receipt of the required financial and performance information and receipts.
- 3.3. The District will not be liable or responsible for payment for services or reimbursement for expenses other than those specified as reimbursable expenses in accordance with Section 3.1.
- 3.4. Following the completion of the project described in Exhibit A, City shall submit a final financial report to the District listing the final expenses for the activity, along with copies of receipts.

4. GENERAL TERMS

- 4.1 This Agreement shall remain in effect unless canceled by mutual agreement or in accordance with Section 4.2. This Agreement shall expire if the Project is not completed pursuant to the schedule in Exhibit A and the financial information required by Sections 3.1 and 3.4 is not received within one year after approval.
- 4.2 If weather or other conditions beyond the control of the City do not permit the completion of this Project within one year after approval, this Agreement may be amended, by mutual written consent of the parties, to reschedule the Project and funding.
- 4.3 City must obtain all permits required in conjunction with the Project, including but not limited to City and Department of Natural Resources approval, prior to starting the Project.
- 4.4 City agrees to allow the District access to the Project area for evaluation and promotion of the Project. The City agrees to make the site available as a demonstration site to the general public at the reasonable request of the District.
- 4.5 City will act in all respects as an independent contractor under this Agreement and will be solely responsible for performance of services required hereunder as well as the means and manner of performance thereof. The District will not be an employer, partner, or co-venturer with City for any purpose. Nothing herein authorizes City to act as an agent or representative of the District for any purpose whatsoever.
- 4.6 City shall indemnify, defend and hold the District and its agents, employees, officers and contractors, harmless from all claims made by City and/or third parties for damage or loss sustained or costs incurred, including but not limited to District staff, engineering and attorneys fees, in connection with or arising out of the issuance of and/or acceptance and payment by the District of funds pursuant to this cost-share, construction of the project, or this agreement.
- 4.7 The District shall have no obligation to the City, specifically, the District shall not need to restore the land to its original condition upon expiration or termination of this Agreement.

RAMSEY-WASHINGTON METRO
WATERSHED DISTRICT

CITY Representative(s)

District Administrator

Print Name: Patrick Trudgeon

Print Name: Mayor Daniel Roe

Date _____

Print Name: _____

2665 Noel Drive
Little Canada, MN 55117

Date _____
Project Address:
313-349 South Lake Owasso Blvd
Roseville, MN 55113



Owasso Private Drive

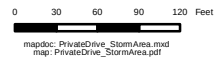


Prepared by:
Engineering Department
September 07, 2016

 Storm Project Area

Data Sources and Contacts:
* Ramsey County GIS Base Map (7/28/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are a true and accurate representation of the actual conditions on the ground. The City does not represent that the GIS data can be used for navigation, mapping or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-762-1075. The preceding disclaimer is provided pursuant to Minnesota Statutes §46A.03, Subd. 23 (2008), and the use of the 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 these products.



mapdoc: PrivateDrive_StormArea.mxd
map: PrivateDrive_StormArea.pdf

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/26/2016
Item No.: 8.j

Department Approval



City Manager Approval



Item Description: Authorize entering into Community Development Block Grant Agreement for 1716 Marion St.

BACKGROUND

On January 25, 2016, the Roseville City Council authorized staff to apply to the Ramsey County Housing and Redevelopment Authority for a Community Development Block Grant (CDBG) to assist with the acquisition of 1716 Marion St., which is to be developed into a park for the surrounding neighborhood (see Attachment A). On May 5, 2016, the County notified the City of a \$117,400 award in CDBG funds to acquire 1716 Marion St. and to install playground equipment on site. The official letter of award is included as Attachment B.

POLICY OBJECTIVE

One aspect of the City Council's 2016 Priority Plan is to focus on Southeast Roseville, which is where 1716 Marion St. is located.

BUDGET IMPLICATIONS

Ramsey County Housing and Redevelopment Authority has awarded the City of Roseville a grant of \$117,400 to acquire 1716 Marion St. and to install playground equipment. There are no budget implications for the City at this time.

STAFF RECOMMENDATION

Authorize entering into an agreement with Ramsey County Housing and Redevelopment Authority to receive funds to acquire 1716 Marion St. and develop it as a park (See Attachment C).

REQUESTED COUNCIL ACTION

Authorize entering into an agreement with Ramsey County Housing and Redevelopment Authority to receive funds to acquire 1716 Marion St. and develop it as a park.

Prepared by: Jeanne Kelsey, 651-792-7086
Attachments: A: Map of property
B: Letter of award of CDBG funds
C: CDBG Agreement



1716 Marion St Community Project Profile

May 5, 2016

Marion Street Park Collective
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn.: Jeanne Kelsey

**SUBJECT: RAMSEY COUNTY FY 2016 FUNDING AWARDS
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
 HOME INVESTMENT PARTNERSHIP (HOME)**

Dear Ms. Kelsey:

The Ramsey County Housing and Redevelopment Authority (HRA) Commissioners approved the CDBG/HOME Action Plan for FY 2016 on April 26, 2016. Competition for funding was stronger than anticipated; however, we were fortunate to access loan program income and unspent administrative funds. Without the repayment of loans we would not have been able to fund as many projects as we have this year.

The Ramsey County HRA approved an award of \$117,400.00 toward acquisition of property at 1716 Marion Street that will be used as a pocket park and to assist with installation of playground infrastructure. The park will primarily serve residents of the 300 unit apartment complex, Marion-Brittany Apartments, which are home to a substantial population of Karen immigrants.

You can expect to receive agreements/amendments from the Ramsey County Attorney's office in mid - July. Funds are not expected to be available until after August 1, 2016, and possibly even later. Any project costs that you incur prior to receiving the fully executed agreement are at your own risk and cannot be reimbursed unless you have received prior approval from our agency in writing. Any funds used for construction will trigger labor standards compliance. Please contact our office prior to issuing any bids.

Documentation of Beneficiaries. A list of racial/ethnic categories that must be used for reporting participation in programs is attached. We are also including current income and rent limits. Annual participation reports are generally due at the end of June each year. Please let us know if you'd like to receive the report via email.

If you have any questions, please don't hesitate to contact me at 651-266-8005 or by email at denise.beigbeder@co.ramsey.mn.us. You can also contact Mary Lou Egan at 541 266 8025 or at marylou.egan@co.ramsey.mn.us.

We're looking forward to another successful year.

Sincerely,



Denise Beigbeder
Community and Economic Development

Enclosures

cc: Ann Schwartz – Ramsey County Attorney's Office

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

AGREEMENT

between

**THE RAMSEY COUNTY HOUSING and REDEVELOPMENT AUTHORITY
A POLITICAL SUBDIVISION OF THE STATE OF MINNESOTA**

AND

CITY OF ROSEVILLE

This agreement entered into this 1st day of July, 2016, between the **RAMSEY COUNTY HOUSING & REDEVELOPMENT AUTHORITY**, a political subdivision of the State of Minnesota (hereinafter referred to as the "AUTHORITY"), and **CITY OF ROSEVILLE**, a municipal corporation (hereinafter referred to as the "GRANTEE").

RECITALS

- A. The AUTHORITY is an urban county applicant for block grant funds under the Housing and Community Development Act, 42 U.S.C. §§ 5301-5321 (Act), and will receive block grant funds for the purpose of carrying out eligible community development and housing activities under the Act and under regulations promulgated by the Department of Housing and Urban Development (H.U.D.) at 24 C.F.R., pt. 570;
- B. An Urban County Consortium has been established by a Joint Cooperation Agreement between the AUTHORITY and municipal corporations within Ramsey County, the terms of which specify allocation of block grant funds to those participating jurisdictions for use in accordance with the County Housing Assistance and Community Development Plans accepted by participating jurisdictions and reviewed by H.U.D.;
- C. The AUTHORITY desires to have certain work or services performed by the GRANTEE as described within this agreement, and as authorized by Resolutions of the Ramsey County Housing and Redevelopment Authority Board for the purpose of implementing eligible activities under the Act and H.U.D. regulations;
- D. It is appropriate and mutually desirable that the GRANTEE be designated by the AUTHORITY to undertake the aforementioned eligible activities, so long as the

- requirements of the Act, H.U.D. regulations, state law, and local law are adhered to, as provided for herein;
- E. The purpose of this Agreement is to provide for cooperation between the AUTHORITY and the GRANTEE, as the parties in this agreement, in implementing such eligible activities in the manner described above;
 - F. The parties are authorized and empowered to enter into this Agreement by the Laws of the State of Minnesota;
 - G. The attached exhibits as listed below are hereby incorporated in this agreement and made a part hereof: The application dated February 29, 2016.
 - H. In consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually covenant and agree as provided for in this agreement.

PART 1. GENERAL CONDITIONS

1. SCOPE OF AGREEMENT

The Agreement between the parties shall consist of: the signature page; the general conditions; the federal, state, and local program requirements; the evaluation and record keeping requirements; Attachment A; each and every project exhibit incorporated into the Agreement; all matters and laws incorporated by reference herein; and any written amendments made according to the general conditions. This Agreement supersedes any and all former agreements applicable to projects attached as exhibits to this Agreement.

2. SCOPE OF WORK OR SERVICES

The Grantee shall perform and carry out in a satisfactory and proper manner the work or services set forth in the exhibit(s) attached hereto. In the case of multiple projects, each project shall correspond to a separate exhibit. This Agreement may be amended from time to time, in accordance with the general conditions, for the purpose of adding new projects, amending the scope of work, or for any other lawful purpose.

3. COMMENCEMENT AND TERMINATION OF PROJECTS

Upon release of project related funds by H.U.D. pursuant to federal regulations, the AUTHORITY shall furnish the GRANTEE with written notice to proceed. No work on the project shall occur prior to the notice to proceed without written approval from the AUTHORITY. Termination dates for individual projects shall be specified in the appropriate exhibits. The termination date may be changed through amendment of this Agreement. In general, a project is expected to be completed within 24 months from the date which the Agreement is executed. Projects which do not show substantial progress

within the timespan specified in the application may be terminated at the sole discretion of the AUTHORITY upon 30 days written notice to the GRANTEE.

4. ADMINISTRATION

- A. The GRANTEE shall appoint a liaison person who shall be responsible for the overall administration of block grant funded project(s) and coordination with the AUTHORITY. The GRANTEE shall also designate one or more representatives who shall be authorized to sign the monthly Voucher and Reporting Form. The names of the liaison persons and representatives shall be specified in the exhibits.
- B. For all agencies which are presently parties to Joint Cooperation Agreements with the AUTHORITY covering planning, distribution of funds, and program execution under the Act, the GRANTEE remains subject to the provisions of such agreement.

5. COMPENSATION AND METHOD OF PAYMENT

- A. The AUTHORITY shall reimburse the GRANTEE for the work or services specified in the exhibits in an amount not to exceed \$117,400. Reimbursement shall be based on a Community Development Voucher and Reporting Form submitted with supporting documents and signed by the GRANTEE's authorized representative.
- B. The GRANTEE shall submit a properly executed Voucher and Reporting Form no later than fifteen (15) working days after the close of each billing period. The AUTHORITY will make payment to the GRANTEE not more than twenty-one (21) working days after said invoice is received and approved by the AUTHORITY. The AUTHORITY will issue a statement of correction voucher in the event that the voucher request is erroneous. Payment does not constitute absolute approval.
- C. In the event that all or any portion of the subject property is sold or transferred or otherwise conveyed, without the approval of AUTHORITY, or ceases to be used as a park, or other eligible use approved by AUTHORITY, within 5 years from the date of execution of this agreement, the full amount of the grant shall be due.

6. OPERATING BUDGET

The GRANTEE shall apply the funds received from the AUTHORITY under this Agreement in accordance with the requirements of the exhibit(s) attached hereto.

7. FUNDING ALTERNATIVES AND FUTURE SUPPORT

- A. The GRANTEE shall report all Program Income generated under this Agreement or generated through the project(s) funded under this Agreement. In the event the GRANTEE receives any Program Income it shall, in the sole discretion of, and at the direction of at the AUTHORITY, either utilize it solely for the purposes set forth in this Agreement or return it to the AUTHORITY. At the end of the program year the

AUTHORITY may require remittance of all or part of any program income balances (including investments thereof) held by the GRANTEE (except those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for Section 108 security needs).

- B. The AUTHORITY makes no commitment to future support and assumes no obligation for future support of the activities contracted for herein, except as expressly set forth in this Agreement.
- C. Should anticipated sources of revenue not become available to the AUTHORITY for use in the Community Development Block Program, the AUTHORITY shall immediately notify the GRANTEE in writing and the AUTHORITY will be released from all contracted liability for that portion of the Agreement covered by funds not received by the AUTHORITY.

8. **AMENDMENTS**

Either party may request modifications in the scope of work or services, terms, or conditions of this Agreement. Proposed modifications which are mutually agreed upon shall be incorporated by written amendment to this Agreement. A written amendment may affect a project or projects authorized by this Agreement or may be of general application.

9. **ASSIGNMENT AND SUBCONTRACTING**

- A. The GRANTEE shall not assign any portion of this Agreement without the written consent of the AUTHORITY, and it is further agreed that said consent must be sought by the GRANTEE not less than fifteen (15) days prior to the date of any proposed assignment.
- B. Any work or services assigned or subcontracted hereunder shall be subject to each provision of this Agreement and proper bidding procedures contained therein. The GRANTEE agrees that it is as fully responsible to the AUTHORITY for the acts and omissions of its subcontractors and of their employees as agents, as it is for the acts and omissions of its own employees and agents.

10. **HOLD HARMLESS AND INDEMNIFICATION**

- A. The GRANTEE further agrees that it is financially responsible (liable) for any audit exception which occurs due to its negligence or failure to comply with the terms of the Agreement.
- B. The GRANTEE and AUTHORITY mutually agree to hold harmless and defend each other, their officials, officers, employees, agents, representatives, customers, or invitees against any and all claims, lawsuits, damages, or lawsuits for damages arising from or allegedly arising from or related to the PROJECT, including but not limited to the GRANTEE's or the AUTHORITY's acts, failure to act, or failure to perform its

obligations hereunder. The GRANTEE and AUTHORITY further agree to pay the costs of and/or reimburse each other, their officials, officers, employees, agents, representatives, customers, or invitees for any and all liability, costs, and expenses (including without limitation reasonable attorney's fees) incurred in connection therewith. Each party shall promptly notify the other of any claim made for any such damage or loss and afford that party and its counsel the opportunity to contest, compromise, or settle such claim.

- C. Nothing in this Agreement shall constitute a waiver by the GRANTEE or AUTHORITY of any statutory limits or exceptions on liability.

11. **INSURANCE**

- A. GRANTEE shall purchase and maintain such insurance as will protect it from claims which may arise out of, or result from, its operations related to this AGREEMENT, whether such operations be by the GRANTEE or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts any one of them may be liable.
- B. GRANTEE shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the AUTHORITY throughout the term of this AGREEMENT.

1. Commercial General Liability Insurance

\$1,500,000 per occurrence
 \$2,000,000 general aggregate
 \$2,000,000 products/completed operations total limit
 \$1,500,000 personal injury and advertising liability

This policy shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. The AUTHORITY, Ramsey County, their officials, employees, and agents, shall be added to the policy as additional insured on a primary basis with respect to the operations of the GRANTEE, using ISO endorsement form CG 20 26 or its equivalent.

2. Automobile Insurance

Coverage shall be provided for hired, non-owned and owned auto.

Minimum limits of \$1,000,000 combined single limit

3. Workers' Compensation and Employers' Liability

Workers' Compensation as required by Minnesota Statutes

Employers' Liability Limits:
\$500,000/\$500,000/\$500,000

4. Professional Liability/Errors and Omissions Coverage (if applicable)

Per Claim Limit: \$ 500,000
Per Occurrence: \$1,500,000
Aggregate Limit: \$2,000,000

This policy is to be written as acceptable to the AUTHORITY. Certificates of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the AGREEMENT; and 2) evidence of coverage shall be provided for three years beyond expiration of the AGREEMENT.

The AUTHORITY, Ramsey County, their officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the AUTHORITY and Ramsey County.

5. Crime and Fidelity Bond (if applicable): \$_____

- C. GRANTEE shall notify its insurer that the AUTHORITY is requiring third party notice of mid-term cancellation per Minn. Stat. § 60A.36, Subd. 2a, such notice to the insurer to be provided to the AUTHORITY when the required Certificate of Insurance is delivered.
- D. The above sub-paragraphs establish minimum insurance requirements, and it is the sole responsibility of GRANTEE to purchase and maintain additional coverages as it may deem necessary in connection with this AGREEMENT.
- E. Certificate of Insurance must indicate if the policy is issued pursuant to these requirements. GRANTEE shall not commence work until the GRANTEE has obtained the required insurance and filed an acceptable Certificate of Insurance with AUTHORITY. Copies of insurance policies shall be submitted to the AUTHORITY upon request.
- F. Nothing in this AGREEMENT shall constitute a waiver by the AUTHORITY or Ramsey County of any statutory or common law immunities, limits, or exceptions on liability.

- G. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A.

12. **CONFLICT OF INTEREST**

- A. **Interest of Officers, Employees or Agents.** No officer, employee, or agent of the GRANTEE who exercises any functions or responsibilities in connection with the planning and carrying out of the Block Grant Program, or any other person who exercises any functions or responsibilities in connection with the Program, shall have any personal financial interest, direct or indirect, in this Agreement, and the GRANTEE shall take appropriate steps to assure compliance.
- B. **Interest of Subcontractor and Their Employees.** The GRANTEE agrees that it will incorporate into every subcontract required to be in writing and made pursuant to this Agreement the following provisions:

The contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Block Grant Program, has any financial interest, direct or indirect, in this contract. The contractor further covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his work or services hereunder. The contractor further covenants that in the performance of this contract no person having any conflicting interest shall be employed. Any interest on the part of the contractor or his employees must be disclosed to the GRANTEE and the AUTHORITY.

13. **TERMINATION**

- A. This Agreement is subject to termination upon thirty (30) days written notice by the AUTHORITY should:
- 1) The GRANTEE mismanage or make improper or unlawful use of Agreement funds;
 - 2) The GRANTEE fail to comply with the terms and conditions expressed herein or the applicable federal, state, or county regulations and directives;
 - 3) The GRANTEE fail to provide work or services expressed by this Agreement; or
 - 4) The GRANTEE fail to submit reports or submit incomplete or inaccurate reports in any material respect.

- B. This Agreement may be terminated by the AUTHORITY immediately upon the receipt by the AUTHORITY of notice of the loss of federal funding for the Community Development Block Grant Program or any project of the GRANTEE.
- C. This Agreement is subject to termination upon thirty (30) days written notice by the GRANTEE should:
 - 1) The AUTHORITY fail in its commitment under this Agreement to provide funding for work or services rendered, as herein provided; or
 - 2) Block Grant Funds become no longer available from the federal government or through the AUTHORITY.
- D. This agreement may be terminated by the parties, in whole or in part, under such terms and conditions as they may agree, subject to the provisions of paragraphs A, B, and C herein.
- E. Otherwise, this Agreement shall terminate on the latest termination date specified on the exhibit(s) attached hereto and shall be subject to extension only by mutual agreement and amendment in accordance with the General Conditions of this Agreement.
- F. Upon termination of this Agreement, any unexpended balance of Agreement funds shall remain in the Block Grant Fund.
- G. In the event that termination occurs under paragraph A(1) of this section, the GRANTEE shall return to the AUTHORITY all funds which were expended in violation of the terms of this Agreement.

PART II. FEDERAL AND LOCAL PROGRAM REQUIREMENTS

1. PROGRAM ADMINISTRATION

The GRANTEE shall comply with the applicable uniform administrative requirements set forth at 24 C.F.R. § 570.502.

2. PROCUREMENT STANDARDS

- A. **General**. In awarding contracts pursuant to this Agreement, the GRANTEE shall comply with all applicable requirements of local and state law for awarding contracts, including, but not limited to, procedures for competitive bidding, contractor's bonds, and retained percentages. In addition, the GRANTEE shall comply with the requirements of the U.S. Office of Management and Budget Circular A-102, relating to bonding, insurance, and procurement standards, and with Executive Order 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, 41 C.F.R., Ch. 60, regarding nondiscrimination bid conditions for

projects over Ten Thousand and no/100 (\$10,000.00) Dollars. Where federal standards differ from local or state standards, the stricter standards shall apply. The federal standard of Ten Thousand and no/100 (\$10,000.00) Dollars for competitive bidding shall apply only if the applicable state or local standard for competitive bidding is less strict than Ten Thousand and no/100 (\$10,000.00) Dollars.

- B. **Construction.** All contracts and subgrants for construction or repair shall include a provision for compliance with the Copeland "Anti-Kickback" Act, 18 U.S.C. § 874, as amended, and as supplemented in Department of Labor regulations, 29 C.F.R., pt. 3.

3. ENVIRONMENTAL REVIEW

- A. **National Environmental Policy Act.** The AUTHORITY retains environmental review responsibility for purposes of fulfilling requirements of the National Environmental Policy Act as implemented by H.U.D. Environmental Review Procedures, 29 C.F.R., pt. 58. The AUTHORITY may require the GRANTEE to furnish data, information, and assistance for the AUTHORITY's review and assessment in determining whether an Environmental Impact Statement must be prepared.
- B. **State Environmental Policy Act.** Agencies which are branches of government under Minnesota law retain responsibility for fulfilling the requirements of the state law regarding environmental policy and conservation, and regulations and ordinances adopted thereunder. If the GRANTEE is not a branch of government under Minnesota law, the AUTHORITY may require the GRANTEE to furnish data, information, and assistance as necessary to enable the AUTHORITY to comply with the State Environmental Policy Act.
- C. **Satisfaction of Environmental Requirements.** Project execution under this Agreement by either the AUTHORITY or the GRANTEE shall not proceed until all applicable requirements of the National and State Environmental Policy Acts have been satisfied. The AUTHORITY will not issue a written notice to proceed until all such requirements are met.

4. NON-DISCRIMINATION

- A. **General.** The GRANTEE shall comply with all federal, state, and local laws prohibiting discrimination on the basis of age, sex, marital status, race, creed, color, national origin or the presence of any sensory, mental or physical handicap, or any other basis.
- B. **Program Benefit.** The GRANTEE shall not discriminate against any resident of the project service area by denying benefit from or participation in any block grant funded activity on the basis of race, color, sex, or national origin.

C. **Fair Housing.** The GRANTEE shall take necessary and appropriate actions to prevent discrimination in federal assisted housing and lending practices related to loans insured or guaranteed by the federal government.

D. **Employment.**

- 1) In all solicitations under this Agreement, the GRANTEE shall state that all qualified applicants will be considered for employment. The words "equal opportunity employer" in advertisements shall constitute compliance with this section.
- 2) The GRANTEE shall not discriminate against an employee or applicant for employment in connection with this Agreement because of age, marital status, race, creed, color, national origin, or the presence of any sensory, mental or physical handicap, except when there is a bona fide occupational limitation. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- 3) The GRANTEE shall provide training and employment opportunities for lower income residents within the area served by block grant assisted projects as required by the Housing and Urban Development Act, § 3, 12 U.S.C. § 1701u and in accordance with the requirements of the Ramsey County Section 3 Plan. As appropriate, the Section 3 Clause, a copy of which is attached hereto as Attachment A and made a part hereof, shall be included in contracts between the GRANTEE and contractors and subcontractors.

E. **Contractors and Suppliers**

- 1) No contractor, subcontractor, union or vendor engaged in any activity under this Agreement shall discriminate in the sale of materials, equipment or labor on the basis of age, sex, marital status, race, creed, color, national origin, or the presence of any sensory, mental or physical handicap. Such practices include upgrading, demotion, recruiting, transfer, layoff, termination, pay rate, and advertisement for employment.
- 2) All firms and organizations described above shall be required to submit to the GRANTEE certificates of compliance demonstrating that they have, in fact, complied with the foregoing provisions; provided, that certificates of compliance shall not be required from firms and organizations on contracts and/or yearly sales of less than \$10,000.
- 3) To the greatest extent feasible, the GRANTEE shall purchase supplies and services for activities under this Agreement from vendors and contractors

whose businesses are located in the area served by block grant funded activities or owned in substantial part by project area residents.

F. Notice

- 1) The GRANTEE shall include the provisions of the appropriate subsections A, B, C, D, and E of this section in every contract or purchase order for goods and services under this Agreement and shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice advising the said labor union or worker's representative of the commitments made in these subsections.
- 2) In advertising for employees, goods, or services for activities under this Agreement, the GRANTEE shall utilize minority publications in addition to publications of general circulation.

5. LABOR STANDARDS

GRANTEE shall comply with all federal, state and local laws that apply to the construction or rehabilitation of the PROPERTY, specifically the Ramsey County Prevailing Wage Ordinance No. 2013-329.

GRANTEE shall require that project construction contractors and subcontractors pay their laborers and mechanics at wage rates in accordance with the Davis-Bacon Act, 40 U.S.C. §§ 3141-44 & §§ 3146-3147; provided that this section shall not apply to rehabilitation of residential property designed for residential use by fewer than eight families.

A copy of the current Davis-Bacon wage rate must be included in all construction bid specifications and contracts over Two Thousand and no/100 (\$2,000.00) Dollars.

6. PROPERTY MANAGEMENT

- A. The GRANTEE agrees that any nonexpendable personal property, purchased wholly or in part with agreement funds at a cost of Three Hundred and no/100 (\$300.00) Dollars or more per item, is, upon its purchase or receipt, the property of the AUTHORITY and/or federal government. Final ownership and disposition of such property shall be determined under the provisions of U.S. Office of Management and Budget Circular No. A-102.
- B. The GRANTEE shall be responsible for all such property, including its care and maintenance.
- C. The GRANTEE shall admit the AUTHORITY's property management officer to the GRANTEE's premises for the purpose of marking such property, as appropriate, with AUTHORITY property tags.

D. The GRANTEE shall meet the following procedural requirements for all such property:

- 1) Property records shall be maintained accurately and provide for: a description of the property; manufacturer's serial number or other identification number; acquisition date and cost; source of the property; percentage of block grant funds used in the purchase of property; and location, use and condition of the property.
- 2) A physical inventory of property shall be taken and the results reconciled with the property records at least once every two (2) years to verify the existence, current utilization, and continued need for the property.
- 3) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of the property shall be investigated and fully documented.
- 4) Adequate maintenance procedures shall be implemented to keep the property in good condition.

7. ACQUISITION AND RELOCATION

- A. Any acquisition of real property for any activity assisted under this Agreement which occurs on or after the date of the AUTHORITY's submission of its Block Grant application to H.U.D. shall comply with Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, Title III, 42 U.S.C. §§ 4601-4655 (Uniform Act) and the Regulations at 49 C.F.R., pt. 24.
- B. Any displacement of persons, business, non-profit organizations or farms occurring on or after the date of the AUTHORITY's submission of its Block Grant application as the result of acquisition of real property assisted under this Agreement shall comply with Title II of the Uniform Act and the Regulations at 49 C.F.R., pt. 24. The GRANTEE shall comply with the regulations pertaining to costs of relocation and written policies, as specified by 24 C.F.R. § 570.606.

8. HISTORIC PRESERVATION

The GRANTEE shall meet the historic preservation requirements of the National Historic Preservation Act, 16 U.S.C. §§ 470-470x-6 and the Archaeological and Historic Preservation Act, 16 U.S.C. §§ 469-469c-1 and Executive Order 11593, including the procedures prescribed by the Advisory Council on Historic Preservation at 36 C.F.R., pt. 800.

9. **ARCHITECTURAL BARRIERS**

Any facility constructed pursuant to this Agreement shall comply with design requirements of the Architectural Barriers Act, 42 U.S.C. §§ 4151-4157 and the Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213.

10. **ACTIVITIES FOR WHICH OTHER FEDERAL FUNDS MUST BE SOUGHT**

The GRANTEE may use Community Development Block Grant funds for the provision of public services as described by 24 C.F.R. § 570.201(e) provided that the GRANTEE meets the requirements of and follows the procedures outlined in 24 C.F.R. § 570.607.

11. **NON-PARTICIPATION IN POLITICAL ACTIVITIES**

The GRANTEE shall comply with the provisions of the Hatch Act, 5 U.S.C. §§ 7321-7326.

12. **CONDITIONS FOR RELIGIOUS ORGANIZATIONS**

Where applicable, the conditions prescribed by H.U.D. for the use of CDBG funds by religious organizations shall be followed, and, if applicable, included in agreements between the GRANTEE and contractors or sub-contractors.

13. **NATIONAL FLOOD INSURANCE**

The GRANTEE may not receive Community Development Block Grant funding for acquisition or construction in any area that has been identified as having special flood hazards and is not participating in the National Flood Insurance Program, Flood Disaster Protection Act, § 3(a), 42 U.S.C. §§ 4001-4003, and the Regulations thereunder. The GRANTEE shall comply with the Regulations at 24 C.F.R. § 570.605.

14. **AIR AND WATER POLLUTION**

The GRANTEE shall comply with the provisions of the Clean Air Act, 42 U.S.C. §§ 7401-7642, and the Federal Water Pollution Act, 33 U.S.C. §§ 1251-1274, and the regulations issued thereunder.

15. **LEAD-BASED PAINT POISONING**

The GRANTEE shall comply with the regulations at 24 C.F.R., pt. 35, issued pursuant to the Lead-Based Poisoning Prevention Act, 42 U.S.C. § 4831, relating to the use of lead-based paint.

16. **NON-SUBSTITUTION FOR LOCAL FUNDING**

The Block Grant funding made available under this Agreement shall not be utilized by the GRANTEE to reduce substantially the amount of local financial support for community

development activities below the level of such support prior to the availability of funds under this Agreement.

17. PUBLIC OWNERSHIP

For agencies which are not municipal corporations organized under the laws of the State of Minnesota, it may become necessary to grant the AUTHORITY a property interest where the subject project calls for the acquisition, construction, reconstruction, rehabilitation, or installation of publicly owned facilities and improvements. The GRANTEE shall comply with current AUTHORITY policy regarding transfer of a property interest sufficient to meet the public ownership requirement.

18. PUBLIC INFORMATION

If requested by the AUTHORITY, the GRANTEE shall comply with the following:

- A. In all news releases and other public notices related to projects funded under this Agreement, the GRANTEE shall include information identifying the source of funds as the Ramsey County Housing and Redevelopment Authority Community Development Block Grant Program.
- B. For all construction projects, the GRANTEE shall erect a sign to AUTHORITY specifications at the construction site, identifying the source of funds.

19. REVERSION OF ASSETS

The GRANTEE shall transfer to the AUTHORITY any CDBG funds, including but not limited to project income, on hand at the time of expiration of this Agreement, or received thereafter, and any accounts receivable attributable to the use of CDBG funds. Any real property under the GRANTEE's control that was acquired or improved in whole or in part with CDBG funds in excess of \$25,000 is either:

- (i) Used to meet one of the national objectives in 24 C.F.R., pt. 570, until five years after expiration of the agreement, or such longer period of time as determined appropriate by the AUTHORITY; or
- (ii) Is disposed of in a manner which results in the AUTHORITY being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such reimbursement is not required after the period of time specified in accordance with (i) above.

20. PROHIBITED USE OF EXCESSIVE FORCE

The GRANTEE, if a unit of government, certifies by the execution of this Agreement that it has adopted and is enforcing a policy prohibiting the use of excessive force by law

enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations. 24 C.F.R. § 91.225(b)(5).

21. LOBBYING PROHIBITION

The GRANTEE certifies by the execution of this Agreement that it has adopted and is enforcing the following as required by 24 C.F.R., pt. 87:

- 1) No federal appropriated funds have been paid or will be paid by, or on behalf of, the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the GRANTEE shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- 3) The GRANTEE shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

PART III. EVALUATION AND RECORD KEEPING

1. EVALUATION

The GRANTEE agrees to participate with the AUTHORITY in any evaluation project or performance report, as designed by the AUTHORITY or the appropriate federal agency, and to make available all information required by any such evaluation process.

2. AUDITS AND INSPECTIONS

The records and documents with respect to all matters covered by this contract shall be subject at all times to inspection, review or audit by the AUTHORITY, federal or state officials so authorized by law during the performance of this contract during the period of retention specified in this Part III.

The GRANTEE, regardless of the amount of funds received from the AUTHORITY, shall obtain at its own expense an annual certified financial and compliance audit.

All audits shall be submitted to the AUTHORITY within six months of the close of the GRANTEE's fiscal year and shall be prepared by an independent auditor who meets the independence standards specified in the General Accounting Office's yellow book, "Government Auditing Standards".

The GRANTEE shall submit a copy of the annual financial audited statements with the management compliance letter and the recipient's response to the management letter, to the Director of Community Development within six months of the end of the GRANTEE's fiscal year.

3. **RECORDS**

As required by H.U.D. Regulations, 24 C.F.R., pt. 570, the GRANTEE shall compile and maintain the following records:

- A. **Financial Management**. Such records shall identify adequately the source and application of funds for activities within this Agreement, in accordance with the provisions of the U.S. Office of Management and Budget Circular A-102. These records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
- B. **Citizen Participation**. Narrative and other documentation describing the process used to inform citizens concerning the amount of funds available, the ranges of project activities undertaken, and opportunities to participate in funded block grant projects.
- C. **Relocation**. Indication of the overall status of the relocation workload and a separate relocation record for each person, business, organization, and farm operation displaced or in the relocation workload.
- D. **Property Acquisition**. GRANTEE files must contain **(a)** invitation to owner to accompany appraiser during inspection, **(b)** at least one property appraisal, **(c)** statement of basis for determination of just compensation, **(d)** written offer of just compensation, **(e)** all documents involving conveyance, **(f)** settlement cost reporting statement, and **(g)** notice to surrender possession premises.
- E. **Equal Opportunity**. The GRANTEE shall maintain racial, ethnic, and gender data showing the extent to which these categories of persons have participated in, or benefited from, the activities carried out under this Agreement. The GRANTEE shall also maintain data which records its affirmative action in equal opportunity employment, and its good faith efforts to identify, train, and/or hire lower income residents of the project area and to utilize business concerns which are located in or owned in substantial part by persons residing in the area of the project.

F. **Labor Standards.** Records shall be maintained regarding compliance of all contractors performing construction work under this Agreement with the labor standards made applicable by the Davis-Bacon Act, as amended (40 U.S.C. Sections 3141-3148).

G. Such other records as may be required by the AUTHORITY and/or H.U.D.

4. **RETENTION OF RECORDS**

Required records shall be retained for a period of six (6) years after termination of this Agreement, except as follows:

(1) Records that are the subject of audit findings shall be retained for six (6) years after such findings have been resolved.

(2) Records for nonexpendable property shall be retained for six (6) years after its final disposition.

5. **REPORTS**

The GRANTEE shall submit reports as required by the AUTHORITY on a monthly and annual basis and also prior to project execution.

6. **DATA PRIVACY**

All data collected, created, received, maintained or disseminated for any purpose in the course of the GRANTEE's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

(The remainder of this page was intentionally left blank)

AUTHORITY

By: _____
Julie Kleinschmidt
Its: Ramsey County Manager
Dated: _____

APPROVAL RECOMMENDED:

Community & Economic Development

GRANTEE

By: _____
Its: _____
Dated: _____

APPROVED AS TO FORM and INSURANCE:

Assistant Ramsey County Attorney

SECTION 3 CLAUSE

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

ATTACHMENT A

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 10.a

Department Approval



City Manager Approval



Item Description: Erosion Control Ordinance Amendment

BACKGROUND

Over the last few months, staff has been looking into updating Section 803.04: Erosion and Sedimentation Control, of Title 8, Public Works, of the Roseville City Code.

The major change to this ordinance is changing the requirement for when an Erosion Control and Storm Water Permit is needed. Currently a permit is needed for any projects within the shoreland overlay district or any project which has a land disturbance greater than 10,000 square feet. The proposed revised ordinance lowers the land disturbance activity to 5,000 square feet. This threshold is proposed to be lowered to match the City's storm water management standards which are triggered at 5,000 square feet of disturbance. This change will allow staff to better monitor sites that have storm water impacts.

As part of the proposed ordinance update staff is proposing adding additional line items to the fee schedule to accommodate the lower threshold and projects that are smaller in scope. Currently the minimum permit is for \$625. The first additional line item to the fee schedule would be for minor projects in the shoreland district that have less than 5,000 SF of land disturbance. This fee is proposed to be \$50 since the erosion impacts would be minimal. The second line item added to the fee schedule would be for residential remodel projects that are less than half an acre in size. This would ease the burden of residential properties whose projects are smaller in nature than new residential sites or commercial sites. This fee is proposed to be \$350. The remaining fee schedule would remain the same.

The additional fees are proposed to be officially adopted with the 2017 Fee Schedule which the Council will consider prior to the end of the year.

Additionally there are some minor language and typo corrections to the ordinance. There are a few new additional requirements that are defined in 803.04.D.2 which are needed for erosion and sediment control plans. These additions are required as part of the City's Municipal Separate Storm Sewer System (MS4) permit.

The City Attorney has reviewed the revised ordinances.

BUDGET IMPLICATIONS

There may be a slight increase in erosion control permits issued but the fees for these permits should cover the costs of inspections. Overall there should be no impact to the budget.

30 **STAFF RECOMMENDATION**

31 Based on the comments provided in this report, staff recommends approval of the proposed text
32 ordinance amendments to Roseville's City Code, Title 8, Chapter 803 Storm Water Drainage.
33 Staff recommends this ordinance go into effect January 1, 2017.

34 Should the ordinance be adopted, staff recommends passing a motion to approving the proposed
35 ordinance summary.

36 **REQUESTED COUNCIL ACTION**

37 Adopt an ordinance amending selected text ordinance amendments of Roseville's City Code,
38 Title 8, Chapter 803 Storm Water Drainage with the ordinance going into effect January 1, 2017.

39 Pass a motion to approving the proposed ordinance summary.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer

Attachments: A: Ordinance Amendment, Erosion Control

B: Ordinance Summary, Erosion Control

C: Draft Erosion Control Application

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 8 STORM WATER DRAINAGE
ORDINANCE OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 4. Section 803.04.C.7: Definitions is hereby amended as follows:

7. Land disturbance activity: land change greater than 5,000 square feet, or land change on a parcel of land located directly adjacent to a water resource or located within the shoreland overlay district, that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands of the city, including clearing, grading, excavating, transporting and filling of land. Land disturbance activity does not mean the following:

Deleted: 10,000

SECTION 4. Section 803.04.D.2: Erosion and Sediment Control Plan is hereby amended as follows:

- a. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.
- b. Stabilize all exposed soils and soil stockpiles
- c. Establish permanent vegetation
- d. Prevent sediment damage to adjacent properties and other designated areas
- e. Schedule of erosion and sediment control practices
- f. Criteria for the use of temporary sedimentation basins
- g. Stabilization of steep slopes
- h. Control the storm water leaving the site
- i. Stabilize all waterways and outlets
- j. Protect storm sewers from the entrance of sediment, debris and trash
- k. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter, sanitary waste, etc. that may adversely impact water quality
- l. When working in or crossing water resources, take precautions to contain sediment.
- m. Restabilize utility construction areas as soon as possible
- n. Protect paved roads from sediment and mud brought in from access routes
- o. Dispose of temporary erosion and sediment control measures
- p. Maintain all temporary and permanent erosion and sediment control practices
- q. Removal of sediment from streets at the end of each day
- r. Dewatering methods and outletting of stormwater
- s. Site inspection plan & record of rainfall amounts
- t. Final stabilization

Deleted: Use

Deleted: and

SECTION 4. Section 803.04.D.3: Contents of Plan is hereby amended as follows:

- a. Contact information for the Permittee
- b. Project description: the nature and purpose of the land disturbance activity and the amount of grading involved
- c. Phasing of construction: the nature and purpose of the land disturbance activity and the amount of grading, utilities, and building construction
- d. Existing and proposed site conditions: existing and proposed topography, vegetation, and drainage

Attachment A

- e. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbance activity
- f. Soils: soil names, mapping units, erodibility
- g. Critical erosion [and Environmentally Sensitive](#) areas: areas on the site that have potential for serious erosion problems [and local water resources](#).
- h. Erosion and sediment control measures: methods to be used to control erosion and sedimentation on the site, both during and after the construction process
- i. Temporary and Permanent stabilization: how the site will be stabilized during and after construction is completed, including specifications
- j. Storm water management: how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff
- k. Maintenance: schedule of regular inspections and repair of erosion and sediment control structures
- l. Calculations: any that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices.

City of Roseville

Ordinance Summary No. ____

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE
TITLE 8, CHAPTER 803, STORM WATER DRAINAGE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on September 26, 2016:

The Roseville City Code is hereby amended to modify/clarify specific requirements within Roseville City Code, Title 8, Chapter 803, Storm Water Drainage.

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.cityofroseville.com).

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

**EROSION CONTROL & STORMWATER PERMIT**
☐ Erosion Control ☐ Stormwater
Permit No: _____

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

PERMIT FEES

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

Fees adopted 11/22/10

Please call 651-792-7004 to schedule a site inspection meeting before beginning construction.**Engineering Dept ♦ 2660 Civic Center Dr ♦ Roseville, MN 55113 ♦ Phone: 651-792-7004 ♦ FAX: 651-792-7040**

REQUEST FOR COUNCIL ACTION

Date: 9/26/2016
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Accept the Cedarholm Clubhouse Replacement Advisory Team Final Report and Authorize Pursuance of Professional Design Services

BACKGROUND

During 2014 and 2015 there were a series of discussions by and between the City Council and the Parks and Recreation Commission.

At a joint meeting on January 25, 2016 an overall approach was established for the Parks and Recreation Commission to move forward with a community involvement process to replace the Cedarholm Golf Course Clubhouse.

Following the advertising for participants, a 23 member resident Cedarholm Clubhouse Replacement Advisory Team (Advisory Team) was established to engage the community and implement a planning process that explored topics such as clubhouse size, function, use, possible partnerships and funding options. This process was guided by the Parks and Recreation Commission. Commissioners Gelbach and Stoner served on the Advisory Team.

The first Advisory Team organizational meeting was held on March 17, 2016 with an additional 8 meetings to follow that led to the enclosed Final Report.

Mr. Dave Holt, former Parks and Recreation Commissioner and Chair agreed to facilitate the Advisory Team.

A public presentation and review of the Final Report and recommendations was held on August 16, 2016.

The Parks and Recreation Commission guided the process at each of their monthly meetings. On September 6, 2016; they heard a presentation, accepted the Final Report, recommended that it be forwarded to the City Council and recommended that the first step of engaging a design consultant be pursued.

31 Thank you to the following Roseville Volunteers who contributed time, interest and expertise to
32 develop the Cedarholm Clubhouse Replacement Advisory Team Final Report:

- 33 • Facilitator Mr. Dave Holt for his leadership during this in-depth process
- 34 • The 23 Roseville Volunteers who contributed their interest, time and expertise.
- 35 • Commissioners Gelbach, Stoner and the entire Parks and Recreation Commission for their
- 36 guidance along the way.
- 37 • Roseville City Council for continued clear guidance to the Parks and Recreation Commission,
- 38 Mr. Holt and the Advisory Team.
- 39 • Roseville Community for participating and weighing in throughout the process.

40
41 Mr. Holt will be at your meeting to present the Final Report and recommendations on behalf of the
42 Advisory Team.

43 **POLICY OBJECTIVE**

44 The process for involving community members to review, discuss and recommend improvements to City
45 facilities is consistent with the City's efforts for community engagement and input.

46 **FINANCIAL IMPACTS**

47 Budget implications and options were discussed in depth with Finance Director Miller, Parks & Recreation
48 Commissioners, Finance Commission representatives and the Advisory Team throughout the review
49 process. The Final Report includes recommended funding options for the replacement of the Cedarholm
50 Clubhouse.

51 52 **STAFF RECOMMENDATION**

53 Based on the recommendation of the Parks and Recreation Commission and the policy of providing public
54 input on projects, staff recommends that the City Council accept the Final Report of the Cedarholm Clubhouse
55 Replacement Advisory Team and to pursue design services per the Advisory Team's Recommendation.

56 **REQUESTED COUNCIL ACTION**

57 Motion accepting the Cedarholm Clubhouse Replacement Advisory Team's Final Report

58 Motion authorizing staff to work with the Parks and Recreation Commission to pursue professional
59 design services to create a plan for the replacement of the Cedarholm Golf Course Clubhouse

60
Prepared by: Jill Anfang, Assistant Director of Parks and Recreation

Attachment: Cedarholm Clubhouse Replacement Advisory Team Final Report

9/7/2016

Cedarholm Clubhouse Replacement

Advisory Team Final Report



Clubhouse deck looking to the east



Clubhouse entrance from the parking lot



Clubhouse grill/concession Seating



Clubhouse banquet/rental space



Cedarholm maintenance support area



Cedarholm Golf Course exit



Cedarholm maintenance facility & storage



Cedarholm maintenance facility & storage

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1. Replace the Clubhouse A. Contract Professional Design Services ▪ Design Facility for Year-Round, Multi-Faceted Use ▪ Utilize Preliminary Work of the Replacement Advisory Team ▪ Plan Site for Golf Course Supporting Infrastructure B. Implement a Construction Calendar with Minimal Impact to Golf Operations 2. Use Identified Funding Options A. Maximize Use of Current Funding B. Consider All Funding Options C. Pursue Partnerships and Collaborations 3. Plan for Supporting Infrastructure A. Replace or Improve Maintenance/Storage Facility 4. Reconsider the Status of the Golf Course as an Enterprise Fund	
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Background

Roseville Cedarholm Golf Course (Cedarholm) is a component of the Roseville Parks and Recreation system and a longstanding, highly valued community amenity. The following qualities have made Cedarholm a metropolitan leader in rounds played for 9-hole, par 3 courses and has contributed to its tradition of successful league play. Cedarholm is:

1. A community asset providing:
 - Lifelong fitness and recreation opportunities
 - A niche golf experience for young, older and family golfers that is local and affordable
 - A gathering place and sense of community
 - Open, green space
 - A resource for area School Districts
2. A local leader for rounds played on “like” golf courses:
 - Play peaked in the 1990s with an average of 41,000 rounds/year
 - In the 2000s, golf began to decline in play to an annual average of 33,500 rounds
 - Since 2011, Cedarholm has consistently experienced close to 25,500 rounds annually; metro-wide City/County managed 9-hole, par 3 courses average 16,500 rounds
3. Meeting a specific niche in the Twin Cities golf market by providing a:
 - Quality golf experience for youth, casual golfers and families
 - Cost effective, time efficient golf experience
 - Unique 9-hole golf experience with 18-hole golf course features (i.e. extensive landscaping, excellent customer service and riding carts)
4. Currently operating as an enterprise fund, directly responsible for generating revenues to off-set its operating and capital expenditures:
 - In earlier years (1990s to mid-2000s) Cedarholm contributed additional revenues to the Citywide general fund that was used to minimize tax dollars for expenditures outside golf operations
 - In addition, Cedarholm pays an annual administrative fee to the City general fund for insurance and financial services, as well as, depreciation to the Golf Course fund
 - Over the last decade the golf revenues have not consistently generated enough income to meet the increasing capital needs (HVAC systems, roofing, flooring, lighting, windows, and ADA requirements)

The following is a time frame and history of discussion and work completed by the Parks and Recreation Commission and City Council leading up to the formation of the Golf Course Clubhouse Advisory Team.

Due to increasing capital needs, and the fact that the clubhouse facility is becoming more functionally obsolete, the Roseville City Council and the Parks and Recreation Commission began talking about Cedarholm clubhouse needs in November 2014. The Council directed Commissioners to work with staff to review current and future operations, as well as capital needs of the Golf course and provide recommendations. During the Commission’s review of Cedarholm’s operations and infrastructure conditions, discussions centered on whether it made sense to address capital needs by repairing, renovating or replacing a 55-year-old structure to meet current needs and anticipate needs for the future.

April – June 2015

On April 7, 2015, staff presented Cedarholm Golf Course history and reviewed current golf operations with the Parks and Recreation Commission. During the following 2 months, the Commission toured the course and further discussed past and current golf operations and financials. On June 2, 2015 a 3-person Commission Task Force was established to take the lead within the Parks and Recreation Commission to gather and share information. This preliminary work established the direction for the next seventeen months as Commissioners and the community gathered information that resulted in the final Advisory Team recommendations.

June 15, 2015 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission to update them on the information gathered to date. Following further discussions, the Council requested the Commission:

- Gain a better understanding of what improvements are needed at the Cedarholm Clubhouse
- Gain a better understanding of golf opportunities for Cedarholm's Clubhouse
- Identify options and cost estimates for the Clubhouse
- Meet with the Finance Commission representatives to discuss financial considerations

In the coming months, the Parks and Recreation Commission Task Force and the full Commission worked to develop options based on the review of Cedarholm Golf Course operations history, an appraisal of facility conditions, analysis of the local golf industry and Finance Commission dialog.

November 16, 2015 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission to learn their findings and discuss the options they identified for the Cedarholm Clubhouse. The Commission provided the Council with four options for replacing/improving the Cedarholm Clubhouse:

1. Rebuild to existing size & function (approximately 3,200 sq/ft with seating for 88) and explore basement options for cart and other storage
2. Rebuild to similar size of Autumn Grove Park Building (approximately 2,200 sq/ft with seating for 50) and explore basement options for cart and other storage
3. Rebuild to a smaller size that services golf check-in and snack area seating (approximately 1,575 sq/ft with seating for 32)
4. Renovate existing Clubhouse (approximately 3,200 sq/ft with seating for 88)

At this meeting the Council requested the Parks and Recreation Commission engage the community to analyze the replacement of the Cedarholm Clubhouse and maintain Community green space to serve current golf needs and future community needs. The Council directed the commission to also consider funding options for the replacement and report back with recommendations.

Following the November meeting, the Commissioners worked with staff to develop an approach for engaging the community in discussion for evaluating the clubhouse and maintaining community green space to serve current golf needs and future community needs. The recommended approach is similar to previous engagement processes used by the Parks and Recreation Commission and a process the City Council has been supportive of, i.e. Parks and Recreation System Master Plan Update, the OVAL Task Force and the Harriet Alexander Nature Center Planning Committee.

January 25, 2016 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission where they unanimously approved the Commission's recommended community engagement process for exploring all aspects of replacing the Cedarholm Clubhouse. This process included a 23-member Resident Advisory Team and a 6-month timeline to review, analyze, discuss, engage the community and report back to the City Council with a recommendation.

Mission

To engage Roseville in discussion for the replacement of the Cedarholm Clubhouse in a well thought-out, efficient, functional way that meets the needs of the community today and for generations to come.

Purpose

The purpose of the Cedarholm Clubhouse Advisory Team was to:

- Study, analyze and guide the replacement of the Cedarholm Clubhouse
- Learn from other community golf operations and capital projects
- Gather input from community members and users that provides direction for planning and design
- Align clubhouse rebuild with a process consistent with the current Parks and Recreation System Master Plan

Advisory Team Process

Task

- Develop a better understanding of the current physical capacity and needs at the Cedarholm Clubhouse.
- Examine business, market and industry trends.
- Create a preliminary building function and use concept.
- Collect input and ideas from all corners of the community.
- Encourage and support the exploration of new revenue opportunities.
- Provide “wise counsel” on issues raised by citizens, City Council and golf course management.
 - Conduct brainstorming exercises to assist future design professionals. “No idea is a bad idea.”
 - Identify specific clubhouse replacement concerns and opportunities.
- Recommend a sustainable course of action that will have minimal impact on city taxes and stays within budget.

Deliverables

- Final Report for the Community
- Presentation of Final Report and Recommendations to the Roseville Parks and Recreation Commission on September 6, 2016
- Presentation of Final Report and Recommendations to the Roseville City Council on September 26, 2016 or October 10, 2016

Advisory Team

A volunteer group of Roseville Residents gathered to provide well-considered information and strategic advice to the Roseville Parks and Recreation Commission and City Council. The original recommended process identified a fourteen-person Advisory Team, however, due to a strong draw, all 23 interested individuals were included in the active group.^{1 & 2}

- John Bachhuber: Roseville Finance Commissioner
- Mary Cardinal: Roseville Community Member
- Herb Dickhudt: Roseville Historical Society Member
- Phil Gelbach: Roseville Parks and Recreation Commissioner
- Paul Grotehuis: Roseville Community Member
- Roger Hess: Roseville Community Member
- Greg Hoag: Roseville Community Member
- Dave Holt: Advisory Team Facilitator
- Michelle Kruzel: Roseville Community Member
- Dick Laliberte: Senior Golf League Representative
- Lisa Laliberte: Roseville City Council Member
- Dena Modica: Roseville Community Member
- Bjorn Olson: Roseville Community Member
- Mary Olson: Roseville Community Member
- Rynetta Renford: Roseville History Society President
- Nancy Robbins: Roseville Community Member
- Eileen Stanley: Roseville Community Member
- Kyle Steve: Roseville Community Member
- Jerry Stoner: Roseville Parks and Recreation Commissioner
- Benno Sydow: Roseville Community Member
- Matthew Vierling: Roseville Community Member
- Janice Walsh: Roseville Community Member
- Kerrik Wessel: Roseville Community Member

Supporting Staff

- Steve Anderson: Cedarholm Golf Operations Clubhouse Manager and Program Supervisor
- Jill Anfang: Roseville Parks and Recreation Assistant Director
- Lonnie Brokke: Roseville Parks and Recreation Director
- Jeff Evenson: Parks Superintendent
- Sean McDonagh: Golf Operations Superintendent

¹ Attachment 1 (page 15)
² Attachment 2 (page 16-75)

Advisory Team Application
Advisory Team Background Materials: Golf Course History, Financial Information & Operations

Community Input

The Advisory Team used a number of avenues for receiving and sharing information with the community:

- Advisory Team Members were encouraged to solicit input from the broader community
- City of Roseville Website ³
 - Speak Up Roseville
- Council and Parks and Recreation Commission Updates
- Parks and Recreation Brochure
- Nextdoor.com ⁴
- City of Roseville News Release ⁵
 - Roseville Review Article ⁶

Approach and Meeting Schedule

The Advisory Team met on nine, publicly noticed occasions. Most meetings were held at the Cedarholm Clubhouse. Three meetings were relocated to other community facilities due to scheduled Golf Course functions.

- The Advisory Team met with local golf industry professionals, participated in group exercises that encouraged creative, forward thinking and openly discussed needs, options and possibilities.
- The meeting schedule followed a progression of golf operation themes to facilitate round-table discussions and formulate recommendations.
 - **Meeting #1: March 17:** Cedarholm Golf Course and Clubhouse Background Information and History
 - **Meeting #2: April 28:** Local Golf Industry Professionals Panel
 - **Meeting #3: May 12:** Partnerships and Other Users: Current and Potential
 - **Meeting #4: May 19:** Function and Uses: Current and Potential
 - **Meeting #5: June 9:** Funding Options (meeting @ Autumn Grove Park Building)
 - **Meeting #6: July 14:** Findings Discussion and Report Development (meeting @ Nature Center)
 - **Meeting #7: August 1:** Sub-Committee Meeting to Review Preliminary Draft
Paul Grotehuis, Greg Hoag, Dave Holt, Rynetta Renford, Eileen Stanley
 - **Meeting #8: August 11:** Draft Report Review
 - **Meeting #9: August 16:** Report Review and Public Presentation (meeting @ Lexington Park Building)

³ Attachment 3 (page 76-82)

⁴ Attachment 4 (page 83-88)

⁵ Attachment 5 (page 89-91)

⁶ Attachment 6 (page 92)

Community Input via City of Roseville Website

Nextdoor.com comments

City of Roseville Press Release recognizing Advisory Team's work

Roseville Review Article, February 16, 2016

Meeting Descriptions

1. **Cedarholm Golf Course and Clubhouse Background Information and History** (March 17, 2016) ⁷
Introduction to an established community process to review operations and facility conditions and explore recommendations for the Cedarholm Clubhouse.
2. **Local Golf Industry Professionals Panel** (April 28, 2016) ⁸
This meeting brought together three local industry professionals to share their experiences and outcomes from similar projects* and answer Advisory Team questions.
 - Jody Yungers, Roseville resident, former director of golf operations for Ramsey County, current Recreation and Parks Director, Brooklyn Park, MN.
 - Mark Severson, New Hope Village Golf Course Superintendent, New Hope, MN
 - Jason Hicks, Parks and Recreation Assistant Director, New Brighton, MN responsible for Brightwood Hills Golf Course

** All professionals have been involved with building clubhouse facilities for a 9-hole golf course.*
3. **Partnerships and Other Users** (May 12, 2016) ⁹
Jill Anfang led a brainstorming exercise that created prioritized lists of current and potential “Users and Partners” during the golf season, as well as off-season clubhouse users and community/regional partners.
4. **Function and Uses** (May 19, 2016) ¹⁰
Jeff Evenson, Parks Superintendent and Kerrik Wessel, Advisory Team member and architect, led the group in a brainstorming exercise that explored current and potential functions and uses of the clubhouse. Advisory Team members met in small groups to discuss site considerations, facility functionality/needs, special features, support components, maintenance considerations, partnership/co-user potential and other items.
5. **Funding Options** (June 9, 2016) ¹¹
Chris Miller, City of Roseville Finance Director made a presentation and met with the Advisory Team to discuss Cedarholm finances past, present and future, as well as available and possible funding options.
6. **Findings Discussion and Report Development** (July 14, 2016) ¹²
The Advisory Team met to review earlier meeting recommendations and further discuss, create and finalize supporting statements.
7. **Sub-Committee Review of Draft Report** (August 1, 2016) ¹³
Advisory Team Subcommittee met to further refine recommendations and supporting materials to be brought back to the entire team.
8. **Draft Report Review** (August 11, 2016) ¹⁴
Full Advisory Team met to review final report and clarify content.
9. **Report Review and Public Presentation** (August 16, 2016) ¹⁵
Advisory Team met with the community to review final report content and present information plus hear comments, gather input and answer questions.

⁷ Attachment 7 (page 93-98)

⁸ Attachment 8 (page 99-106)

⁹ Attachment 9 (page 107-117)

¹⁰ Attachment 10 (page 118-127)

¹¹ Attachment 11 (page 128-141)

¹² Attachment 12 (page 142-143)

¹³ Attachment 13 (page 144)

¹⁴ Attachment 14 (page 145-146)

¹⁵ Attachment 15 (page 147-148)

Meeting 1 documents: agenda, reference materials, meeting notes

Meeting 2 documents: agenda, reference materials, meeting notes

Meeting 3 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 4 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 5 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 6 documents: agenda, reference materials, meeting notes, meeting deliverables

Meeting 7 Small group work session notes

Meeting 8 documents: agenda, meeting notes

Meeting 9 documents: agenda, meeting notes

Executive Summary

Based on guidance from the City Council, Parks and Recreation Commission and an agreed upon community involvement process, the ***Cedarholm Clubhouse Advisory Team recommends:***

1. ***Replace the Clubhouse***

The Advisory Team makes this recommendation with strong consideration for current facility and community needs, as well as future operations requirements.

- A. Create a space that supports current and future golf needs but is flexible for future needs independent of golf functions.
- B. Create a gathering space for non-golfers in the community.
- C. Provide a niche in Roseville's rental and gathering space locales complementing the offerings at the Roseville Skating Center and the Park Buildings. A space equal to what the clubhouse currently has or slightly larger would fill this gap.

2. ***Use identified funding options to support the capital needs of the Golf Course Clubhouse***

In recent years, the golf industry has contracted and revenues are not as significant as they once were. Roseville financial reports indicate Cedarholm revenues are not consistently capable of supporting annual golf course operating expenses and provides no contribution to capital funds. The Advisory Team believes:

- A. There is an opportunity to maximize current funding options
 - Park Dedication Funds
 - Park Dedication funds refer to charges or fees that are imposed on new development for the impact it has on an established park system. The collection of these fees is authorized by Mn State Statute and they are legally restricted for park development purposes including land acquisition.
 - Remaining Parks and Recreation Renewal Program funding
 - Park Renewal Program funds refer to the monies raised through the issuance of bonds in 2011 and 2012 to finance various improvements outlined in the Park Renewal Program and other Park System guiding documents. As of July, 2016 the majority of these funds had been expended although a portion has been set aside for remaining projects or initiatives. The monies are legally restricted for park system-related improvements including land acquisitions.
 - Current Golf Course Fund Balance
 - Fund Balance is an accounting term that represents the difference between an entity's assets and liabilities. It is oftentimes referred to as 'reserves' or 'cash reserves', but there are slight distinctions between the two. The purpose of stating Fund Balance is to depict the future financial resources available to support golf programs and services.
- B. Partnerships and/or collaborations should be explored
 - Re-think usage to maximize access and revenues

3. ***Plan for supporting infrastructure***

The Advisory Team feels it is prudent at this time, to look at the entire area that supports the golf infrastructure. Where possible create a plan for replacement or improvement for the full clubhouse site to meet current expectations and future needs. This would address parking and maintenance and storage needs. Possibly fund using bonds and/or levy.

4. ***Reconsider the status of the Golf Course as an Enterprise Fund***

The Advisory Team believes current/future operations and capital needs warrant the reconsideration of the Golf Course fund status.

- Enterprise Funds are a category of governmental operating units that are managed under the principle that the revenue it generates from participant fees ought to be sufficient to provide for its costs. Enterprise funds are also referred to as 'business-type' functions because they adopt accounting practices that are typically found in 'for-profit' industries. The golf course is currently operated as an Enterprise fund.
- Roseville Recreation Fee Fund is a separately-established fund, created for the purposes of managing designated revenues for the benefit of the City's recreation programs. Revenues include: recreation program fees, donations, and other funding sources including a portion of the property tax levy.

** Fund definitions provided by Chris Miller, City of Roseville Finance Director*

Recommendations

1. Replace the Clubhouse

Cedarholm Clubhouse has outlived its useful life and is in need of significant capital improvement (HVAC, roofing, flooring, lighting). In support of the recommendations to replace the Cedarholm Clubhouse, the Advisory Team also recommends:

A. Contracting Professional Design Services

- Design, plan and operate for “what we are” ... do not pursue something we are not
 - o An affordable golf experience for youth, older golfers and families
 - o Significant League play, 5 days of the week, April into October
 - o Quality golf experience that can be enjoyed in less than 1/2 the time of an 18-hole course
- Design Facility for Year-Round, Multi-Faceted Use
 - o Design for “inclusions” rather than “exclusions”
 - Opportunity to include “other” users and uses in the clubhouse rebuild is what makes this project special for golf operations and visionary for community use
 - o Create a “Roseville” design
 - o Consider gaps in community facilities and other uses, where appropriate and incorporate these needs in the replacement
 - Identify missing community needs in all season
 - Create gathering space for non-golfers
 - Design rental space to complement current Park Building and Skating Center offerings
- Utilize preliminary work of the Advisory Team to better understand community direction for the clubhouse rebuild
 - o 23 Advisory Team members have been actively involved in reviewing operations and taking into consideration future needs, including:
 - Learning from the experiences and best practices of local golf professionals with like facilities and operations
 - Reviewing clubhouse users and potential partners ¹⁶
 - Investigate a home for Roseville Historical Society ¹⁷
 - Brainstorming functions and uses ¹⁸
 - Evaluating funding streams and funding options
- Plan for the full clubhouse site based on current and future needs for golf course supporting infrastructure (clubhouse location, parking lot, maintenance shop location, practice putting green)
 - o Planning for parking considerations, maintenance needs and practice green functions are recommended because they are intertwined, they are reliant on one-another and they work together in the overall golf experience.
- Propose a construction calendar with minimal impact on golf operations.

¹⁶ Attachment 9e (page 114-118)

¹⁷ Attachment 9d (page 113)

¹⁸ Attachment 10d (page 124-128)

Users & Partners Group Brainstorming

Historical Society Presentation

Functions & Uses Brainstorming

2. Use Identified Funding Options

The Advisory Team recommends the following funding options to support the capital needs of replacing the Cedarholm Golf Course clubhouse and maintenance facility.

- A. Maximize the use of current funding
 - The Advisory Team believes the clubhouse can be replaced without a tax levy increase at this time by using current park dedication funds, remaining renewal program funds and using the golf course fund balance.¹⁹
 - If necessary, consider all funding options, including a levy and bonding
- B. If a levy is used, the Advisory Team strongly suggests identifying a sunset for the levy without renewal or repurpose
 - Levy funding may be needed to support clubhouse operations if other uses, outside of golf operations, are included in future plans for the clubhouse
- C. Pursue partnerships and collaborations
 - Consider opportunities that could provide funding in exchange for use, philanthropic consideration and naming rights
 - Grants and other opportunities

3. Plan for Supporting Infrastructure

The Advisory Team feels it is prudent to look at the entire area supporting golf operations and create a plan that works together with the full Clubhouse site to meet current expectations and future needs. The Advisory Team recommends replacing or improving the maintenance/storage facility as part of the clubhouse replacement project.

- A. It is important to replace or improve the maintenance facility and site to accommodate:
 - A welcoming site entrance that reflects a multi-use facility
 - Parking Needs
 - Secure golf cart storage to support growing revenue streams
 - Maintenance equipment and product storage
 - Improved working conditions to meet current building and safety standards and code requirements

4. Reconsider the Status of the Golf Course as an Enterprise Fund

Criteria suggests that the golf course is not currently operating fully as an enterprise fund. Because of this, the Advisory Team recommends a review and reconsideration of the Golf Course's current Enterprise Fund status.

¹⁹ Attachment 11d (page 139)

Appendix

- #1 Advisory Team Application
- #2 Advisory Team Background Information
 - 2a: City Organization Chart, Parks & Recreation Organization Chart
 - 2b: June 15, 2015 Council/Parks & Recreation Commission Joint Meeting Materials
 - 2c: November 16, 2015 Council/ Parks & Recreation Commission Joint Meeting Materials
 - 2d: January 25, 2016 Council/ Parks & Recreation Commission Joint Meeting Materials
 - 2e: Cedarholm Clubhouse Replacement Community Involvement Process
 - 2f: Advisory Team Intro Letter
 - 2g: Advisory Team Roster
 - 2h: January 23, 2015 Chris Miller Memo: Cedarholm Golf Course Financial Summary (2010-14)
 - 2i: 2016 Cedarholm Clubhouse Budget Worksheet
 - 2j: 2016 Cedarholm Maintenance Budget Worksheet
 - 2k: 2016-2035 Golf Course Capital Improvement Plan
- #3 Community Input from City of Roseville Website/Speak Up Roseville
- #4 Nextdoor.com Comments
- #5 Advisory Team Press Release
- #6 Roseville Review Article
- #7 Meeting #1 Materials
 - 7a: Agenda
 - 7b: Meeting Notes
 - 7c: Power Point Presentation
- #8 Meeting #2 Materials
 - 8a: Agenda
 - 8b: Meeting Notes
 - 8c: New Brighton Shared Materials
 - 8d: New Hope Shared Materials
 - 8e: Roseville Park Building Summary
- #9 Meeting #3 Materials
 - 9a: Agenda
 - 9b: Meeting Notes
 - 9c: Roseville Affiliated Groups & Athletic Associations
 - 9d: Roseville Historical Society Presentation
 - 9e: Users & Partners Group Brainstorming & Prioritization
- #10 Meeting #4 Materials
 - 10a: Agenda
 - 10b: Meeting Notes
 - 10c: Constellation Concept Materials
 - 10d: Functions & Uses Brainstorming: Clubhouse Issues & Ideas by Group

- #11 Meeting #5 Materials
 - 11a: Agenda
 - 11b: Meeting Notes
 - 11c: Golf Course Funding Memo
 - 11d: Golf Course Clubhouse Funding Options
 - 11e: Golf Course Clubhouse Financial Summary
- #12 Meeting #6 Materials
 - 12a: Agenda
 - 12b: Meeting Notes
 - 12c: Advisory Team Report Preliminary Outline
- #13 Meeting #7 Small Group Work Session Notes
- #14 Meeting #8 Materials
 - 14a: Agenda
 - 14b: Meeting Notes
- #15 Meeting #9 Final Report Public Presentation
 - 15a: Agenda
 - 15b: Meeting Notes

Roseville Parks and Recreation
2660 Civic Center Drive ◇ Roseville MN 55113 ◇ 651-792-7060



Cedarholm Clubhouse Replacement ADVISORY TEAM APPLICATION



Name: _____ Date: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone 1: _____ Phone 2: _____

Provide brief background of self:

Share skills and abilities you bring to the Advisory Team:

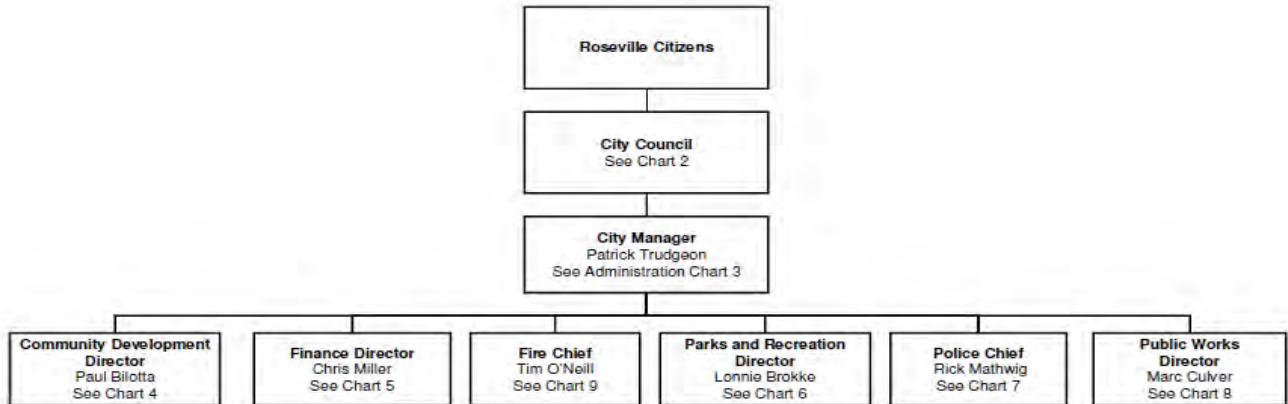
I am interested in being on the Advisory Team because ...

Any additional comments or information you wish to offer ...

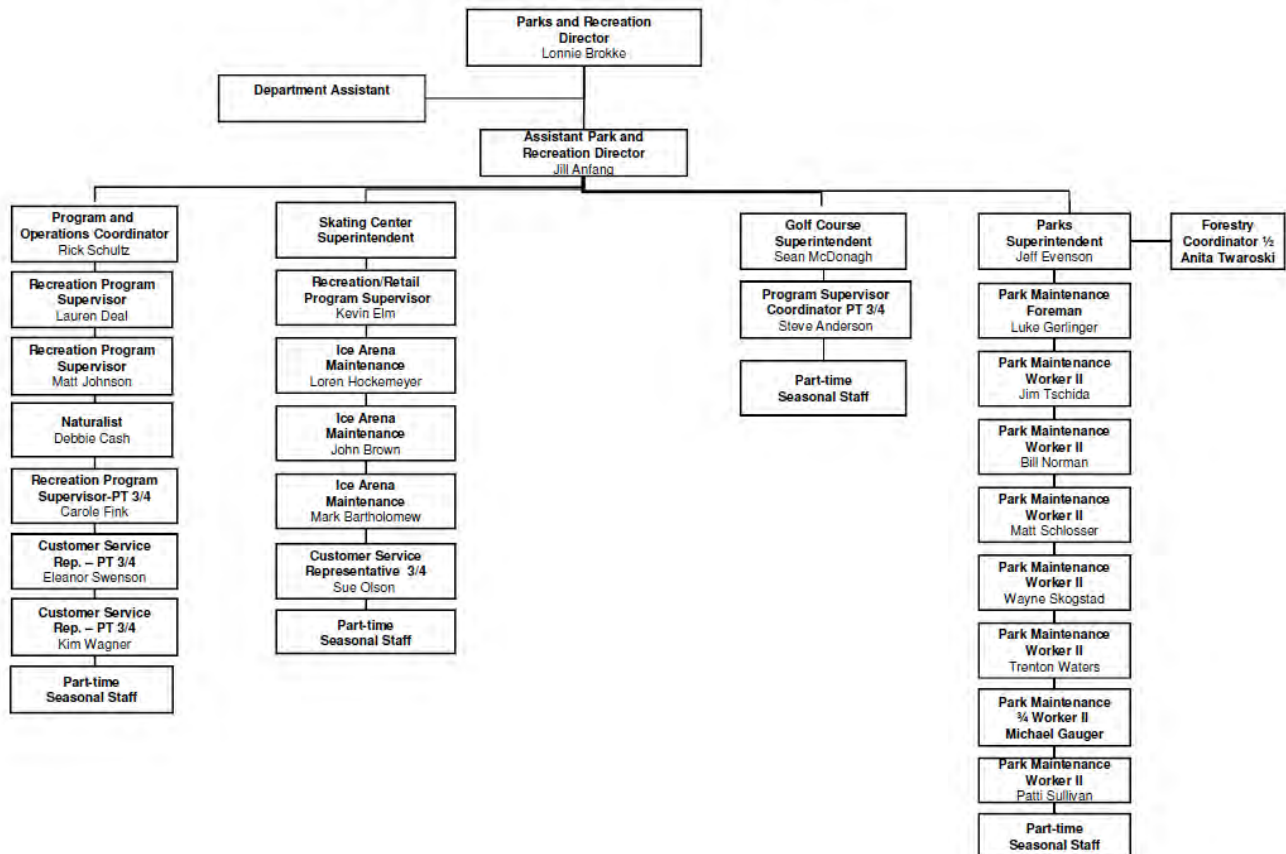
Please return to: Roseville Parks and Recreation by February 22, 2016
recreation@cityofroseville.com or
2660 Civic Center Drive, Roseville MN 55113
c/o Parks and Recreation Commissioner Dave Holt, Task Force Facilitator

Please contact Jill Anfang@ 651-792-7102 or jill.anfang@cityofroseville.com for additional information

City Organization



Parks and Recreation Department



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6-15-15
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Parks and Recreation Commission Meeting with the City Council

BACKGROUND

Periodically, the Parks and Recreation Commission meet with the City Council to review activities and accomplishments and discuss work items and issues to consider.

Activities and accomplishments:

Community outreach activity items include the following:

- Parks and Recreation Renewal Program project kickoff – May 31, 2014
- Discover Your Parks
- Natural Resource Program volunteer projects
- Community Build playgrounds
- Park building and nature center open houses

Project type activity items include the following:

- Tour and review of project sites
- Ongoing review, guidance and advice on Parks and Recreation Renewal Program
- Review of park building operations plan
- Review and recommendation on the Roseville deer population

Work Plan items for the upcoming year:

- Park and Recreation Renewal Program substantial completion
 - SW Roseville
 - Tamarack Park
 - Natural Resources Restoration
- Review status of park building operations
- Cedarholm Golf Course review and recommendation
- Regular meetings with the City Council

Prepared by: Lonnie Brokke, Staff Liaison

Attachments: A. Draft Summary Roseville Cedarholm Golf Course Review Report

Roseville Cedarholm Golf Course Review Report – Commission Review - April, 2015

Updated February, 2016

Background

In November of 2014, the City Council asked the Parks and Recreation Commission to work with staff to review current and future operations and capital needs of the Roseville Cedarholm Golf Course and provide advice.

This report will provide information on the golf course history, current use, area surveys, fees, financial position, annual operating budgets and capital budgets.

History and Facts

Cedarholm Golf Course was initially built in 1959 and owned and operated by the neighboring condominiums. It was purchased by the City of Roseville through a voter referendum in 1967.

The golf course gets its name from the former Mayor Emil Cedarholm.

The Golf Course is a par 3 nine hole 1373 yards built on 22 acres. It is ideal for youth, seniors and those that want to play a quick round.

There is a 2500 sq. ft. model home clubhouse, an 1800 sq. ft. garage as a shop and a 66 car parking lot.

Cedarholm Golf Course is currently an Enterprise Fund which means that there are no tax dollars used for operation or capital items. All expenses are paid for through user fees and charges.

The golf course has done well financially over the years until the golf industry has realized a correction over the last decade.

Current Programs and Course Use (on and off season)

- Leagues

- 4 – Morning Ladies Leagues - 4 days a week (Spring & Fall)
- 6 - Evening Leagues - 3 Private and 3 Cedarholm
- 1 - Friday Morning Senior League - Co-ed
- 1 - Junior Golf League - ages 8-15

- SNAG (Starting New At Golf) for early introduction to golf age 5-7
- Special golf tournaments and outings - average of 5 internal and 13 external
- PGA Junior Golf Tournament
- High School Golf Team - 3 local high schools and 6-8 From St. Paul School System
- Open play
- Club House rentals
- Public Skiing
- Cross Country Ski team Practice

54 Specials include: Promotional of loyalty card sales, prize for league member events, rain check
 55 redemptions, high school reward programs, fundraisers for schools, churches, special events,
 56 marketing promotions...

57 **Registered League Members – 2010 – 2015**

Year	Junior League 10 weeks	Senior League 22 weeks	Women's League - Summer 18 Weeks	Women's League - League - Fall	Evening Leagues
2010	115	150	503	90	110
2011	90	149	475	84	120
2012	95	135	463	87	120
2013	113	142	402	86	120
2014	101	147 47% Residents	391 27% Residents	89* 29% Residents	120 28% Residents
2015	65	162	385	142	133

58

59 **Survey of Comparable Area Public Golf Courses**

Course/City or County (9 hole comparisons)	Rounds of Golf 2014	Funding Sources	Comments
Brightwood Hills /City of New Brighton	20,832	Fees and General Tax Levy	Warm up driving net
Birnamwood Golf Course/ City of Burnsville	16,431	Fees	
The Ponds/ Ramsey County Golf	N/A	Ponds at Battle Creek is enterprise- all others tax levy	Driving range
Island Lake/Ramsey County	N/A	TBD	Driving range and mini golf
New Hope Village/City of New Hope	17,000	Fees and General Tax Levy	
Mendota Heights/City of Mendota Heights	9,550	Fees and Tax Levy	
Brookland Golf/City of Brooklyn Park	11,000	Fees and Tax Levy	
Hyland Greens/City of Bloomington	25,000 est.	Fees	Driving range, 9 holes, foot golf, Golf Learning

This position also includes the coordination of Outdoor Ice Rinks and Roseville Recreation Indoor Gymnasiums. The duties include management and recommendations of staffing, daily operations of events and seasonal operations of outdoor rinks. The Indoor Gymnasium duties include scheduling, staff and safety operations while working with affiliated groups.

The Program Marketing Coordinator provides supervision of all the daily operations including: daily receipts, staffing, general operations including concessions, league programming, development of special events and the marketing of Cedarholm through social media and other local marketing opportunities and assists the Golf Course Superintendent in the operations of the overall course operations.

The position also includes assisting in developing and pursuing marketing, sponsorships and contributions for the entire Parks and Recreation Department. This position also works with the arrangement and management of contracts with many local community business and business located throughout the twin city metro area.

Fee Schedules – see attached surrounding area fee structures

Financial Position Review – see attached Memo from Finance Director Chris Miller

Operating Budget - see attached 2016 annual budget

Capital Improvement Program (CIP) – see attached 20 year CIP

Attachment 2b

	Roseville Cedarholm	Stillwater Applewood	New Brighton Brightwood Hills GC	Shoreview Island Lake GC	White Bear Lake Gem Lake GC	Mendota Heights	West St. Paul Thompson Oaks	Brooklyn Park Brookland GC	Brooklyn Center Centerbrook GC	Burnsville Binnamwood	New Hope Golf	Bloomington Hyland Greens
2015												
Open Golf	\$13	\$13.75	\$14.00	\$15.00	\$12.75	\$11.00	\$14.00	\$14.00	\$15.00	\$13.00	\$14.50	\$15.00
Weekend	\$13.50	\$16.00		\$16.00	\$14.75	\$13.00	\$14.00	\$14.00	\$15.00	\$13.75	\$14.50	\$15.00
Senior	\$11.75	\$13.75	\$13.00	\$13.75	\$12.31	\$12.00	\$12.00	\$13.00	\$13.00	\$11.75	\$12.50	\$12.00
Junior	\$9	\$13.75	\$12.00	\$13.75	\$13.65	\$12.00	\$12.00	\$12.00	\$11.00	\$11.75	\$9.50	\$12.00
2014												
Open Golf	\$13.65	\$13.92	\$15.00	\$15.00	\$13.40	\$13.92	\$15.00	\$13.92	\$16.07	\$13.65	\$15	\$14
Weekend	\$14.19	\$15.00	\$15.00	\$15	\$13.65	\$13.92	\$15.00	\$13.92	\$16.07	\$14.62	\$15	\$14.00
Senior	\$12.32	\$13.92	\$12.85	\$13.65	\$12.32	\$12.00	\$10.72	\$12.85	\$13	\$12.32	\$12.85	NA
Junior	\$12.32	\$13.92	\$11.78	\$13.65	\$12.32	\$12.00	\$10.72	\$11.78	\$11.78	\$12.32	\$10.18	NA
2013												
Open Golf	\$13.40	\$14.75	\$14	\$14	\$12.75	\$13.00	\$14	\$13.00	\$15.00			
Senior	\$12.05	\$13.50	\$12	\$13	\$11.50	\$12.00	\$10.00	\$12.00	\$13.00			
Junior	\$12.05	\$13.50	\$11	\$13	\$11.50	\$11.00	\$10.00	\$11.00	\$11.00			
2012												
Open Golf	\$12.25	\$14.75	\$14	\$15	\$12.50	\$12.00	\$13	\$13.00	\$14.00			
Senior	\$11.00	\$13.50	\$13	\$12	\$11.50	\$10	\$10.00	\$12.00	\$12.50			
Junior	\$11.00	\$13.50	\$12	\$11	\$11.50	\$10	\$10.00	\$11.00	\$10.50			
Powered Cart												
	\$11.00	\$8.5/ Rider	\$16	\$9.00	\$7/Rider	\$10	\$9	\$15	\$14.00	\$10.50	\$12.00	
Course Amenties												
	Par 3	Ex & Par 3	Excutive	Excutive & Driving Range	Ex & Par 3	Par 3	Excutive	Par 3	Par 3	Par 3		Par 3 & 18Hole
				Driving Range & Mini Golf								Driving Range, Chipping Course
					Foot Golf	Foot Golf		Foot Golf				FootGolf

Commissioner Holt reported on the Commission's review of Cedarholm Golf Course operations and recommendations as detailed in Attachment A to the RCA. Commissioner Holt noted deferred maintenance issues and the bigger picture, as well as the review and report by the Finance Commission on this Enterprise Fund and Financial Summary from 2010 - 014 as provided by Finance Director Chris Miller and staff.

Excerpt from 06/15/15
Joint City Council and
Parks and Recreation
Commission Meeting.

Commissioner Holt asked the City Council to consider why this continued to operate as an Enterprise Fund given other valuable assets in Park & Recreation programming that were not (e.g. ballfields) and how depreciation expenses affected funding. Commissioner Holt noted the Commission's desire to explore the big picture for this program not currently taxpayer funded. In reviewing surrounding communities and inner-ring suburbs such as Roseville, Commissioner Holt noted the unique and valuable asset provided by the golf course, serving to increase the City's tax base and of importance to the community as well. Commissioner Holt asked consideration by the City Council in the possibility of bringing the golf course back into the Parks & Recreation fold versus as a standalone Enterprise Fund.

Commissioner Holt also thanked the City Council for increasing the frequency of these joint meetings, and expressed hope that they were also of benefit to the City Council. Commissioner Holt noted the Commission's appreciation of the additional direction and focus they provided in their oversight of park and recreation activities and events.

Mayor Roe thanked Commissioners for their update, and opened discussion to individual Councilmembers.

Councilmember Willmus thanked the Commission for the information they offered. In his personal consideration of the

position of the skating center or golf course, Councilmember Willmus advised that he looked at them as amenities that served the entire community, holding those services and amenities on a par with emergency and public works services. Councilmember Willmus opined that they all represented an important aspect for a healthy community.

Councilmember Willmus noted his willingness to hold ongoing discussions about how to improve things, but for him personally the bottom line was that he may not consider such services as necessarily being revenue generators, but of community value. Councilmember Willmus noted this was similar to the correlation between recreation or open space properties adding value for contiguous adjacent private properties.

Councilmember Willmus sought further consideration by the Commission on how to address park dedication fees for redevelopment projects that may not allow for or include available property.

Referencing his past service on the Parks & Recreation Commission, Councilmember Willmus noted their review of fees, and asked for an update from the Commission and fine-tune review of all fees going forward, including comparisons with other communities.

Commissioner Holt advised that this had been done internally by the Commission and offered to provide it to the City Council at the next joint meeting.

Councilmember McGehee asked Commissioner Doneen regarding properties still available in SW Roseville.

Commissioner Doneen responded that, for various reasons, the Commission chose not to move forward on either of the two available properties at this time.

Chair Stoner concurred, noting that one parcel was more favorable than the other given its size and how it was laid out based on what could be fit on either parcel (e.g. ballfields).

Councilmember McGehee clarified that, when she considered a park in her area, she was not specifically considering its use as a ballfield, but green space to provide an opportunity for family activities, not necessarily organized or formal activities. Councilmember McGehee opined that there were many such amenities available in the community.

Councilmember McGehee suggested the Commission's consideration of partnering with the City of Falcon Heights with their community park already in that area and providing many amenities, and already used by a majority of SW Roseville residents already. Given the recent completion and integration of the pathway, Councilmember McGehee expressed her preference for that partnership option versus acquiring more land; and asked that the Commission think more broadly and make links with neighboring communities.

Councilmember McGehee asked Commissioner Becker-Finn about how a determination was made for those paying fees (e.g. civic or neighborhood groups) and private uses. Councilmember McGehee provided a recent anecdotal example of apparent disparities, and her understanding of the intent for building use by residents.

As a newer member of the Commission, Commissioner Becker-Finn advised that she was not on board when fees were determined.

Chair Stoner provided the fee structure and intent for use of buildings by residents, considering use by resident groups as a loss and theoretically compensated with non-resident fees.

At the request of Councilmember McGehee, Commissioner O'Brien clarified that the fees depended on the function and how the event is defined - whether exclusive to a particular association or open to the public.

Commissioner Stoner noted this is the general intent, and obviously each case was given consideration.

Commissioner Doneen noted that this had received considerable discussion by the Commission, and advised that City staff attempted to question each use or event specifically to make a judgment call as applicable. Commissioner Doneen noted that the Commission continued to monitor fees to determine if this is the right system and how it was working, and admitted some revisions may be required going forward with more experience.

In light of civic and community engagement, Councilmember McGehee suggested considering specific areas, not necessarily the entire city, and those activities that should be free if open and available for the public.

Commissioner Becker-Finn noted that part of the issue may involve the information shared when booking an event or activity and how to define where the line is, suggesting this may need to be further clarified on the website. Commissioner Becker-Finn asked the City Council's consideration that this is new territory, with most of the buildings only having been available for booking since April, and feedback will continue to inform the process and necessary revisions. Based on the feedback she'd received to-date, Commissioner Becker-Finn stated most were finding the City's rental fees reasonable, given their comparison with other private facilities not offering as many amenities.

Councilmember McGehee requested additional information from the Commission on the formula or differential between

resident and non-resident fees; with Commissioner Becker-Finn responding that it varied depending on the building itself and its capacity as well as the day of the week for the booking.

Specific to the golf course, Councilmember McGehee expressed her frustration in deferring maintenance (e.g. roof repairs/replacement), similar to that of fire stations and old park buildings, and the apparent common theme across the City to defer maintenance long enough that a new building was required.

While it may not be specific only to Park & Recreation facilities, Councilmember McGehee opined that the City had been remiss in addressing ongoing maintenance issues, thus the implementation of the asset management software program. Councilmember McGehee spoke in support of the golf course as a nice amenity for the community, and her lack of support in selling the property, at least without further study. Councilmember McGehee spoke in further support for continuing to have the golf course operate as an Enterprise Fund, opining that the Oval and skating center should do so as well, to provide a separate picture of their finances, making the bookkeeping aspect cleaner. Councilmember McGehee opined that this would be another area of interest for her in defining the fee differential to address actual costs and provide a more sustainable financial footing and recommendations from the Commission on how best to get there. Councilmember McGehee opined that the twenty-year Parks & Recreation capital improvement program (CIP) was out of line with other departments (e.g. twenty baseball fields operating without fee and allowing athletic organizations complete and priority use of those fields for the most part). Councilmember McGehee expressed her wish that the Commission would look toward making those fields available to residents for their personal use versus their potential loss as an amenity.

Commissioner Holt took issue with Councilmember McGehee's misperception about deferring maintenance of park facilities, referencing the previous dedication of funds for maintenance through the Parks Improvement Program (PIP). Commissioner Holt noted previous City Councils reallocating those funds to other areas of city operations; and therefore, the Parks & Recreation Department no longer had funds available for necessary maintenance. Commissioner Holt clarified that it was not the Commission's or Department's desire for new or different styled buildings, but simply to address those deferred maintenance decisions, and grow the program back. As mentioned in previous meetings, Commissioner Holt restated the Commission's and his personal appreciation of this City Council once again setting aside funding to maintain assets; and respectfully requested that those funds remain in place to avoid future issues.

In reference to previous City Council decision-making specifically related to deferred maintenance issues, Mayor Roe suggested that there were no deferrals intended to seek new facilities, but rather not enough information was provided for them to make informed decisions and with their efforts to keep tax levies low. In the last few years, Mayor Roe opined that this City Council has made a concerted effort to keep an eye on community assets; and stated everyone at the table - the City Council and Commission - were all responsible to move those efforts forward in a positive way. Mayor Roe stated that the goal should be to make it clear what all was involved in order to make better decisions, including long-term CIP listings and periodic updates, allowing current information on which playground, equipment, or items need replacing or repairs at any given time.

Councilmember McGehee expressed her hope that this would actually be accomplished, even though she found this City Council majority continuing to dig into reserves annually rather than fully funding the CIP. Councilmember McGehee noted that the PIP suffered the same fate and expressed concern that this may occur with the CIP as well. Councilmember McGehee expressed her interest in sustaining assets and not losing any gains already made with the decision-making of future City Councils.

Councilmember Etten thanked the Commission for their report and the specific areas addressed, providing a recent anecdotal experience and teaching opportunity he and his son experienced on the boardwalk. Councilmember Etten also noted the community service opportunities after renovations he'd participated in and the favorable comments he'd heard about improved lighting at various facilities in addition to accessibility and amenities in new bathroom facilities.

Councilmember Etten echoed some of the comments of Councilmember Willmus regarding park dedication fees, opining that while lot lines may not change, new density may occur, and questioned how park dedication worked into that type of redevelopment. Councilmember Etten suggested legal counsel may need to weigh in about how and when those fees may kick in as Roseville continued to redevelop.

Regarding the club house at Cedarholm Golf Course, Councilmember Etten agreed that the current building was in rough shape with continued deferral of roof maintenance on the CIP depending on the future of the facility. However, Councilmember Etten opined it may prove another positive situation, and while the Commission reviews its future, may also prove a positive asset as a year-round facility for community use.

Regarding whether or not to incorporate it in the General Fund or continue operations as a separate Enterprise Fund, Councilmember Etten recognized the cross-purposes of staff and difficulty in sorting revenue and expenses out accordingly. Given that consideration, Councilmember Etten opined that it made sense to make that operation part of the broader community offerings versus a separate Enterprise Fund, such as License Center operations with staff dedicated specifically and only to that particular effort.

Councilmember Etten clarified discussion about the two parcels in SW Roseville, noting that one parcel was not actually for sale and the owner was not interested in selling, and potential acquisition of the other parcel fell through when a different offer had been received. As a former Chair of the Commission, Councilmember Etten noted the positive advances made, particularly in the recent completion of the path along County Road B. Councilmember Etten also clarified that there already existed a shared agreement with the City of Falcon Heights and that a positive collaboration was in place and continued to be part of the process for ongoing improvement for the SW area of Roseville.

Councilmember Laliberte thanked the Commission for their work to-date, recognizing it had been a busy few years for them, requiring lots of oversight for staff and the Commission on the various Renewal Program projects. As a recent participant of one of the Playground Build projects, Councilmember Laliberte stated she highly recommended it for resident involvement. Councilmember Laliberte spoke in support of those areas of focus laid out by the Commission in their report, and encouraged them to continue their out-of-the-box thinking for each of those work plan initiatives, and to not limit themselves to a particular piece of land in SW Roseville but to consider all options. Councilmember

Laliberte shared the public safety concerns for Tamarack Park, opining it needed to be addressed on a number of different levels.

Regarding natural resource restoration, Councilmember Laliberte noted her previous forwarding of information on Buckthorn mitigation.

Regarding Cedarholm Golf Course, Councilmember Laliberte agreed that it was a valuable asset for the community; and expressed her interest in figuring out how to make it work and continuing as an asset for residents and non-residents alike; and her interest in hearing recommendations from the Commission. Pending that additional information, Councilmember Laliberte advised that she had no initial thoughts on the advantages or disadvantages of it remaining an Enterprise Fund, even though she appreciated the transparency and segregation of data provided by such a funding designation and for the guidance it provided. If the Commission recommended moving forward with course improvements or a new building, Councilmember Laliberte suggested looking into kick starter funding as part of that scenario to help solve part of the funding problem.

Councilmember Laliberte expressed her interest in continuing these periodic joint meetings.

Councilmember Laliberte encouraged the Commission to take advantage of C-TV Channel 16 as an additional opportunity to promote the golf course, skating center and park buildings; and to do a better job to highlight those amenities with that media source.

Councilmember Willmus expressed his disagreement with Commissioner Holt and Councilmember Etten about moving the golf course from a separate Enterprise Fund to the City's Recreation Fund. Councilmember Willmus stated that he found segregation of an Enterprise Fund to be illuminating and

providing greater detail. Councilmember Willmus noted that the Ice Arena operated as an Enterprise Fund until construction of the Oval.

Councilmember Willmus echoed the comments of Councilmember Laliberte in improving marketing for park and recreation activities and events through as many options as are possible.

Regarding park dedication fees, Councilmember Willmus noted the triggers under State Statute, and asked that the Commission be cognizant of that during their review.

Mayor Roe briefly addressed park dedication fees, and its current limited use for sustainability for infrastructure and rehabilitation efforts in the park areas, as well as statutory allowances for acquisition of or improvement of parks. Mayor Roe advised that he had already broached this subject with staff, and suggested looking at policy recommendations to address use of the current park dedication fund and available dollars, and to determine if those funds should be segregated for the specific purpose of acquisition and improvements, as well as addressing new funding as it became available and how it should be distributed. Mayor Roe advised that he had provided his personal recommendations to Mr. Brokke. Mayor Roe further suggested that the Commission take this opportunity to partner with the Finance commission to look at broader financial policies to find consistency across the board and how the Parks & Recreation Endowment Fund may be improved going forward.

Mayor Roe noted his support of partnership opportunities, especially in SW Roseville and engagement of stakeholders. Mayor Roe suggested the Parks & Recreation Commission consider engaging the Community Engagement Commission on those efforts and how best to accomplish them in their focus role of community

engagement and a process to involve those stakeholders. With the SE area of Roseville already successfully involved in such a focus, Mayor Roe suggested SW Roseville and Tamarack would fit into such a process as well.

Whether or not to retain the golf course as an Enterprise Fund or not, Mayor Roe stated he had no opinion. However, if funding is broader than actual users and subsidized by the users of the rest of the park system, Mayor Roe noted the need to acknowledge that and determine the mechanism and allocation of those funds, and better understand and be comfortable with that process. If the City subsidized golf course operations, Mayor Roe opined that it made sense if tax dollars were to go toward that facility, those funds could also be used for other purposes as well.

Regarding the golf course as an Enterprise Fund, Chair Stoner recognized and appreciated the bookkeeping compartmentalization available, which was initially very helpful. However, Chair Stoner opined this fell apart when looking at revenue and expenses on a line by line basis, when for instance, the golf course's two FTE's worked outside the golf course and how to allocate things track their time year-round. Chair Stoner noted this also involved equipment purchases if a truck was used across the park system, not just exclusively by the golf course and how to depreciate those dollars among multiple uses. Chair Stoner opined that it got to the point where it became difficult to track and keep it a real Enterprise Fund as originally intended, thus creating the concerns of the Commission in continuing it as an Enterprise Fund.

Commissioner Holt noted that the Commission was simply beginning to explore these issues, and intended to perform further research and return to the

City Council at the next joint meeting to seek their direction, if the City Council ordained that study.

Without disagreement, Mayor Roe noted the City Council was charging the Commission to proceed with their research and study on the golf course operation. Mayor Roe stated he'd rather have a good understanding of how the operation was shared, similar to that outlined in other departments.

Chair Stoner confirmed direction to the Commission to look at the fee schedule across the board for buildings, services and programs for uniformity.

Mayor Roe clarified expectations for the Commission to provide a report recommending a specific written policy on resident versus non-resident fees and how those fees were based from a policy standpoint; as well as how they compared to peer communities; and whether or not continuing the golf course as an Enterprise Fund or how to accurately track accounting procedures was preferable, and pros and cons for each scenario.

Councilmember Laliberte asked for an update on the department's participation in and implementation of the asset management program.

Parks & Recreation Director Lonnie Brokke responded that the program had been implemented by the Department, with current tracking of all full-time staff, allowing balancing of staff time and helping to identify specific goals. Mr. Brokke advised that the equipment components was loaded and tracking was just being initiated now, as well as that for buildings and parks, with replacement buildings implemented first and allowing for contractor schedules to be incorporated for maintenance and replacement items.

Councilmember McGehee expressed her overarching goal for sustainability versus making money; and her interest in a policy on subsidizing programming in addition to sustaining assets.

Councilmember Etten expressed his personal concern with the park dedication fee comments by Mayor Roe and how to divvy funds up, noting the lack of a guaranteed and ongoing funding stream, or varying at the least. Councilmember Etten noted the fund had basically been at 'zero' the last ten years and was only now starting to become more substantial, making it hard to attribute it to the CIP when varying so greatly.

Mayor Roe clarified that his recommendation was not to budget incoming park dedication fees annually, but to have policies in place to make decisions in a more informed way from a stewardship viewpoint for the overall park system. If and when funds were transferred from an acquisition, Mayor Roe noted those funds would be in the bank and a policy in place to take advantage of them, recognizing a nexus between increased park system users and faster and greater wear and tear on that system.

Mayor Roe thanked Commissioners for attending, their ongoing work and comments provided; as well as welcoming the Commission's newest members.

Recess

Mayor Roe recessed the meeting at approximately 8:15 p.m., and reconvened at approximately 8:23 p.m. Given the time, and with no dissention from his colleagues, Mayor Roe amended the agenda to first meet with the HRA and then move to budget discussions.

15. Business Items - Presentations/Discussions

a. Housing & Redevelopment Authority (HRA) Strategic Planning Discussion

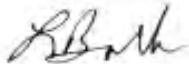
Mayor Roe welcomed Commissioners and thanked them for these quarterly meetings and improved communications between the two bodies.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11-16-15

Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Parks and Recreation Commission Meeting with the City Council

BACKGROUND

The Parks and Recreation Commission meet periodically with the City Council to discuss work items.

Based upon the joint meeting in June the Commission has been meeting as a group and with representatives of the Finance Commission to discuss the following items and would like to provide you with and update and gather additional guidance.

- Park Dedication Use of Funds Policy
- Roseville Cedarholm Golf Course Improvements

Prepared by: Lonnie Brokke, Staff Liaison

Attachments: A. Park Dedication Use of Funds Draft Policy
B. Roseville Cedarholm Golf Course Improvement Options Draft Narrative
C. Roseville Cedarholm Golf Course Clubhouse Improvement Options Draft Spreadsheet
D. 1994 Roseville Cedarholm Golf Course Clubhouse and Shop Schematic and Cost Estimates

**Roseville Cedarholm Golf Course Clubhouse Improvement Options
October 2015 (10/29/15)**

The Task of the Parks and Recreation Commission is to:

1. Better understand what improvements need to be done
2. Better understand what the golf course can transform into, as a golf course
3. Lay out those ideas
4. Identify cost estimates
5. Convene another joint meeting with Finance Commission representatives
6. Share information and recommendations with the City Council

Background

Roseville Cedarholm Golf Course is currently considered an Enterprise Fund and is managed and operated by Parks and Recreation. It has a current year end fund balance of approximately \$200,000.

There is a 20 year project specific Capital Improvement Program (CIP) totaling \$2,018,000 of which includes estimates of \$850,000 to replace the clubhouse and \$250,000 to replace the maintenance shop.

The remaining \$918,000 in the CIP is identified for vehicles and equipment, appliances and building and grounds related items such as irrigation.

The clubhouse is currently in a position of needing significant upgrades and/or replacement and is being analyzed as to the best approach, timing and funding options.

The deck in all cases is a valuable amenity and should be included in all scenarios. This would provide additional seating as well as an added experience for the user to include covered area, fireplace and possible kitchenette....

A full or partial basement should be explored for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily) in all scenarios.

The maintenance shop is currently functional but should be considered for similar replacement at some point in the future.

Overall site space is limited so the configuration and size of buildings and amenities would be more than likely similar.

Due to site space limitations, current and expected future operations and success of golf at Cedarholm, it is suggested that similar direction be pursued in the future. As research has been conducted, it has become evident that other courses are pursuing more options due to lower golf rounds. Because of the strong 25,000 rounds played per year, it is suggested Cedarholm concentrate on golf and continues to provide a positive experience.

Capital funding options for the clubhouse project are being discussed to include the golf course current fund balance, park dedication funds, partnerships and other.

Concentrating on the clubhouse, 4 options are outlined below including a range from repairing the existing clubhouse to replacing with a variety of size options. Replacement ideas range from 1575 total sq/ft to the existing size of 3,200 sq. ft... None of the options include a training center, simulators, lawn bowling, bocce ball or other features

Option 1 – Rebuild to existing size and function

- Total Size - 3,200sq/ft - total seating = 88
 - Explore basement or partial basement level for cart/other storage
- Parking lot - 73
- Uses
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Golf Season
 - Cross country skiing/snowshoeing/sledding
 - Rentals
- Estimated costs of construction
 - \$300 sq. ft. = \$960,000 - patio not yet included
- Expected useful life
 - 60 years Building with CIP program
 - Replacement schedule for HVAC, Flooring, Kitchen appliances 10-15 years cycle
- Pros
 - Meets current and future operations
 - Aligns with current trends
 - Meets ADA requirements
 - Increased efficiencies – i.e. heating/cooling/lighting...
 - Improved golfer/reservation experience
 - Increased rentals, parties
 - Improved operations and overall experience
 - Will continue to meet and exceed golfers expectations
 - Will likely attract 8 additional tournaments (40% increase), 12 additional rentals (100% increase) with and overall increase in revenues by \$12,500

- Meets 100% of current and expected future leagues, tournaments and rental needs for seating
- Cons
 - No new amenities such as training area, simulator, sport turf area...
 - No basement area for carts
- Amenities
 - Dining/seating/meeting room
 - Kitchen
 - Counter /office area
 - Self-serve vending - soda, coffee, small food selection
 - Improve security System
 - Pro shop
 - Additional parking spots
- Patio/deck/outside seating area:
 - Grill and serving counter/ small sink
 - Used for Tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
 - Fire pit
- Other
 - Furnishings
 - Maintenance shop

Option 2: Rebuild to similar size of Autumn Grove Park/Lexington Park Buildings

- Total size – 2200 sq/ft on each level – seating for 50
 - Explore basement or partial basement for cart and other storage
- Parking lot - 73
- Uses
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Season
 - Cross country skiing/ snow shoeing rental and classes/sledding
 - Rentals

- Estimated cost of construction
 - \$300 sq. ft. = \$660,000 - patio not yet included
- Expected useful life
 - 60 years
 - Replacement schedule for HVAC, flooring, kitchen appliances is 10-15 year cycle
- Pros
 - Meets ADA requirements
 - Increased efficiencies – i.e. heating/cooling/lighting...
 - Meets 80% of current and expected future leagues, tournaments and rental seating needs
 - Additional patio concept may allow for meeting 90 % of current and expect future needs
 - Will likely maintain many of the existing smaller tournament events, 6 additional rentals (50% increase) with an overall increase in revenues by \$1,800.
- Cons
 - Similar to existing park buildings size and function during off season
 - No basement included for cart storage
 - No new amenities such as training area, simulator, and sports turf area.....
 - Not able to accommodate current larger tournaments with potential loss of 4-6 tournaments annually (20%)
- Amenities
 - Dining/seating/meeting room
 - Kitchen
 - Counter /office area
 - Self-serve vending - soda, coffee, small food selection
 - Improve security System
 - Pro shop
 - Additional parking spots
- Patio/deck/outside seating area:
 - Grill and serving counter/ small sink
 - Used for tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
 - Fire pit
- Other
 - Furnishings
 - Maintenance shop

Option 3 - Rebuild to a smaller size for check in and casual sitting/snack area

- Total size - 1575 – seating = 32
 - Includes: snack area, pro shop, storage/ office, counter area, restrooms
 - Explore basement for cart and other storage
- Parking Lot - 73
- Uses
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets off site
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Season
 - Cross country skiing/snowshoeing /sledding
 - Rentals
- Estimated costs of Construction
 - \$300 sq. ft. = \$472,500 – patio not yet included
- Expected useful life
 - 60 years
 - Replacement schedule for HVAC, flooring, kitchen appliances is 10-15 year cycle
- Pros
 - Meets ADA requirements
 - Increased efficiencies – i.e. heating/cooling/lighting...
- Cons
 - Does not meet current tournament and rental events for seating
 - Some larger tournaments and leagues banquets would need to use other city facilities or off site banquet facilities
 - Will limit future tournaments
 - No basement for cart and other storage
 - No new amenities such as training area, simulators, sports turf area.....
 - Will likely lose 5 tournament events, 6 rentals decreasing revenues by \$9,500 annually (65% decrease)
 - Does not meet current kitchen usage

- Amenities
 - Dining/seating/meeting room
 - Kitchen
 - Counter /office area
 - Self-serve vending - soda, coffee, small food selection
 - Improve security System
 - Pro shop
 - Additional parking spots
- Patio/Deck:
 - Grill and serving counter/ small sink
 - Used for tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
- Other
 - Furnishings
 - Maintenance shop

Option 4 - Existing clubhouse conditions

- Total Size = 3,200sq/ft - total seating = 88
- Parking Lot - 66
- Uses:
 - Golf Season
 - Open Golf
 - Leagues
 - Tournaments
 - Banquets
 - Future golf trends, i.e. fling golf, foot golf,
 - Off Season
 - Cross country skiing/snowshoeing/sledding
 - Rentals
- Cost of Repairs = TBD
 - Roof/insulation = \$33000
 - Flooring/carpeting = \$12,600
 - HVAC = \$35,000
 - Items yet to be determined:
 - Building siding / windows/patio
 - ADA compliance

- Plumbing - replace main drains/sewer lines and restroom/kitchen amenities
- Electrical
- Subfloor and ceiling
- Air quality
- Patio/deck
- Expected useful life
 - Building has outlived its useful life
 - 10-15 years cycle on CIP items
- Pros
 - Meets current programming and uses
 - A temporary situation
- Cons
 - Does not address ADA requirements
 - Does not address future concerns such as structure, exterior, foundation, electrical, air quality.....
 - Not competitive in today's market
 - A temporary situation but does not solve long term CIP
 - The building has outlived its useful life
- Amenities
 - Meeting Room - seating for 64
 - Dining Room - seating for 24
 - Kitchen
 - Pro-shop
 - Office/storage
 - Clerk/Counter Area
 - Restrooms
 - Common Areas
- Patio/Deck
 - Grill and serving counter/ small sink
 - Used for tournament, specials and events
 - Rental patio with lighting and seating addition and weather screening/partial sun roof,
 - Cart parking area, walking paths upgrades
 - Fire pit
- Other
 - Furnishings
 - Maintenance shop

Roseville Cedarholm Golf Course Clubhouse Options

Updated 2/25/16	Option #1 Rebuild to Existing Size and Function	Option #2 Rebuild to similar size to Autumn Grove and Levington Park Buildings	Option #3 Rebuild to similar size for Check in and Casual Sitting/Conck Area	Option #4 Existing Clubhouse Conditions
Total Building Size	3,200sq. ft. - seating for 88 Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	2200 sq. ft. - seating for 50 Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	1,575 - seating for 32 Explore full or partial basement for cart and other storage (to provide security as well as save 30-45 minutes of staff time daily)	3,200 sq/ft - seating for 88 N/A
Parking Lot Size	73 spaces	73 spaces	73 spaces	66 spaces
Building Amenities All options have the same amenities with a consistent function but will have a different configuration/size	Meeting/dining area Kitchen amenities such as dish washing unit, sinks, oven, fryer,...	Meeting/dining Kitchen amenities such as dish washing unit, sinks, oven, fryer,...	Meeting/dining area Kitchen amenities such as dish washing unit, sinks, oven, fryer,...	Meeting/dining area Kitchen amenities such as dish washing unit, sinks, oven, fryer,...
Explore Community Build Concept	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security	Pro shop Office/storage/mechanical Counter area Restrooms Self serve vending - convenience store style Added security
Patio/deck/outside seating area All options have the same amenities with a consistent function but will have a different configuration/size	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades	Grill and serving area/small sink Use for tournaments, specials and events Rental patio with lighting/seating/weather screening/partial sun cover roof/fire pit Cart parking area, walking path upgrades
Expected useful life	60 years 15-20 year life cycle for items such as HVAC, flooring, appliances, etc.	60 years 15-20 year life cycle for items such as HVAC, flooring, appliances, etc.	60 years 15-20 year life cycle for items such as HVAC, flooring, appliances, etc.	Has no expected useful life 10-15 years cycle on identified CIP items
Uses				
Golf Season	Open golf Leagues Tournaments Banquets Future golf trends, i.e. fling golf, foot golf,...	Open golf Leagues Tournaments Banquets Future golf trends, i.e. fling golf, foot golf,...	Open golf Leagues Tournaments Banquets off site Future golf trends, i.e. fling golf, foot golf,...	Open golf Leagues Tournaments Banquets Future golf trends, i.e. fling golf, foot golf,...
Off Season	Cross country skiing/snowshoeing/sledding Rentals	Cross county skiing/rentals/snowshoeing/sledding Rentals	Cross county skiing/rentals/snowshoeing/sledding Rentals	Cross country skiing/snowshoeing/sledding Rentals

Roseville Cedarholm Golf Course Clubhouse Options

2/25/2016	Option #1 Rebuild to Existing Size and Function	Option #2 Rebuild to similar size to Autumn Grove and Levington Park Buildings	Option #3 Rebuild to similar size for Check in and Casual Sitting/Conck Area	Option #4 Existing Clubhouse Conditions
Pros	Meets current and future operations	Meets 80% of current and expected future leagues, tournaments and rental seating needs	Meets ADA requirements	Meets current programming and uses
	Aligns with current trends	Additional patio concept may allow for meeting 90% of current of expected future needs	Increased efficiencies - heating/ac/lighting	
	Meets ADA requirements	Will likely maintain many of the existing smaller tournament events, 6 additional rentals (50% increase) with an overall increase in revenues by \$1,800		
	Increased efficiencies - heating/ac/lighting Improved golfer/reservation experience Increased rentals, parties, improve food operations and overall experience Will continue to meet and exceed golfers expectations	Meets ADA requirements Increased efficiencies - heating/ac/lighting		
	Will likely attract 8 additional tournaments (40% increase), 12 additional rentals (100% increase) with an overall increase in revenues by \$12,500			
	Meets 100% of current and expected future leagues, tournaments and rental needs for seating			
	Larger than existing park buildings offering another option for residents			
Cons	No new amenities such as training area, simulator, sport turf area No lower level for storage of Carts	Similar to existing Park Building size and function during off season No lower level for storage of Carts	Does not meet all current tournaments and rental events for seating Some larger tournaments and league banquets might need to use other city or off site banquet facility May limit future tournaments	Does not address ADA requirements Does not address future concerns such as exterior, foundation electrical, air quality...
		No new amenities such as training area, simulator, sport turf area Not able to accommodate current larger tournaments with potential loss of 4-6 tournaments annually (20%)	No lower level for storage of Carts	Not Competitive in today's market
			No new amenities such as training area, simulator, sport turf area Will likely lose 5 tournament events, 6 rentals decreasing revenues by \$9,500 (65% decrease)	A temporary situation but does not solve long term CIP
			Does not meet current kitchen usage	
Cost of building repairs or construction	\$300 sq. ft. = \$960,000	\$300 sq. ft. = \$660,000	\$300 sq. ft. = \$472,500	To Be Fully Determined
				Roof/insulation = \$33,000
				Flooring/carpeting = \$12,600
				HVAC = \$35,000

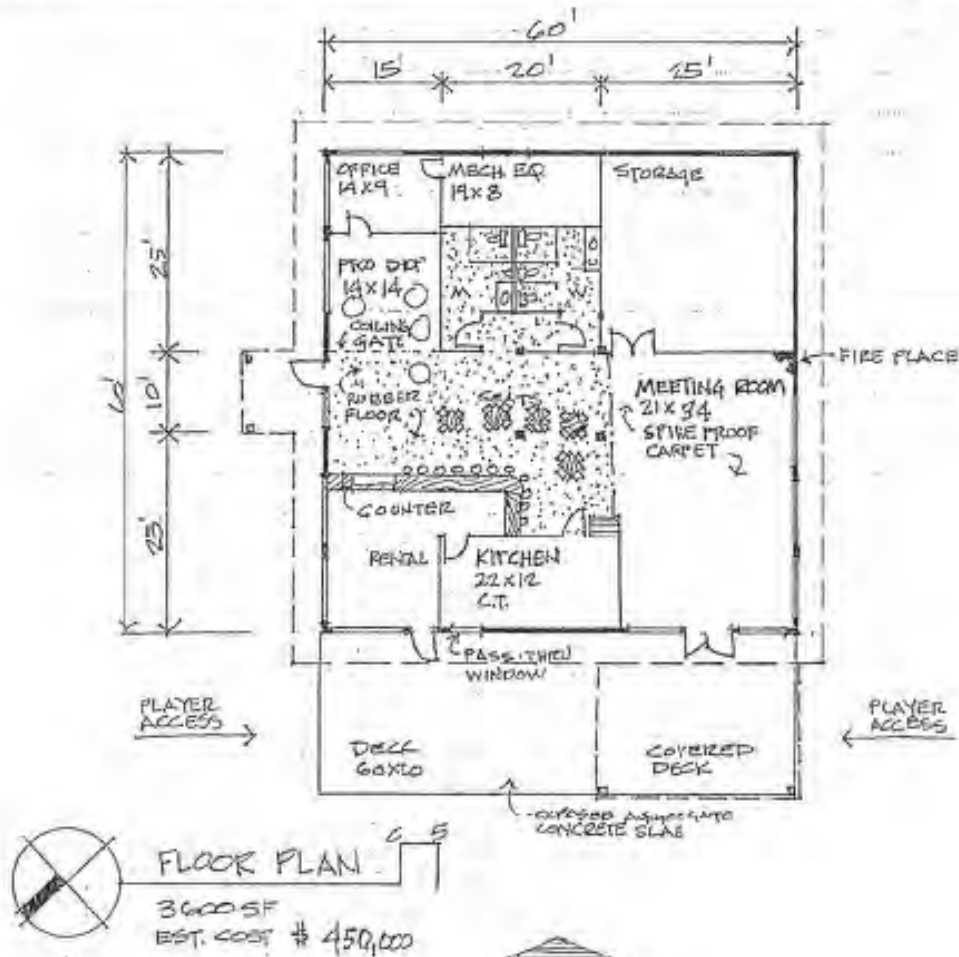
Roseville Cedarholm Golf Course Clubhouse Options

2/25/2016	Option #1 Rebuild to Existing Size and Function	Option #2 Rebuild to Larger Size to Accommodate Future Growth and Learning Park Buildings	Option #3 Rebuild to Smaller Size for Check-In and Cabaret Seating/Bar Area	Option #4 Existing Clubhouse Conditions
Projected 10 year cost	N/A	N/A	N/A	ADA Compliance = \$ Building siding/windows = \$ Plumbing = \$ Electrical = \$ Subfloor = \$ Air Quality = \$ Deck = \$ Ceiling = \$
Cost of patio/deck/outside seating Optimal size approximately 1000 sq. ft. Exploring community build concept	Yet To Be Determined	Yet To Be Determined	Yet To Be Determined	Yet To Be Determined
Cost for basement addition (2,000 sq. ft.)	\$100,000	\$100,000	\$100,000	N/A
Potential Funding Options (in all scenarios) Capital funding options for the clubhouse project are being discussed to include the golf course current fund balance, partnerships, park dedication funds and other.				
Existing Maintenance Shop Comments	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future	Limited space for equipment since addition of storing carts in shop No restrooms or water Does not meet today's standards Building structure will need replacement/upgrading in future



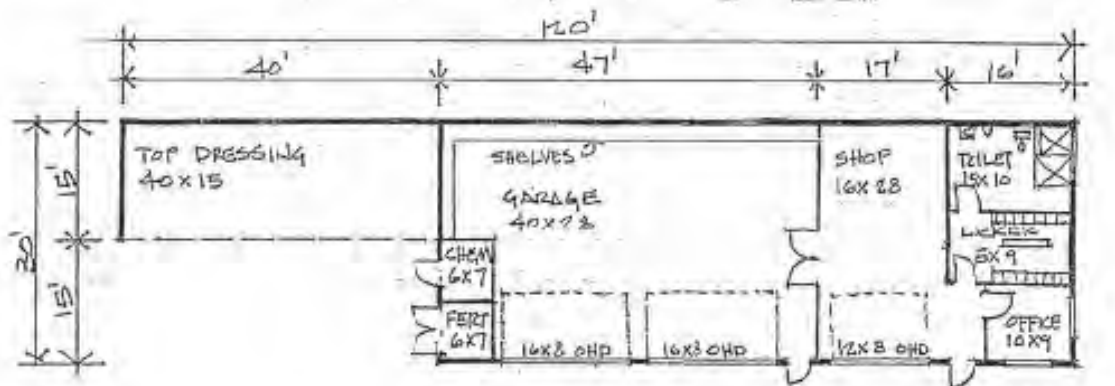
Bonestroo
Rosene
Anderlik &
Associates

Client: ROSEVILLE	Page
Project: CEDARHOLM GOLF COURSE	Proj No. 42506
Calculations for:	Prepared By: TRN Date 5/16/94
	Reviewed By: TRN Date 8/22/94

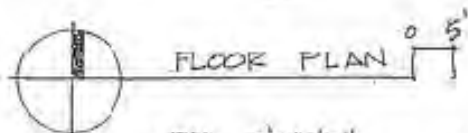


OPTION B
CEDARHOLM GOLF CLUB HOUSE ROSEVILLE, MN

 Bonestroo Rosene Anderlik & Associates	Client: <u>ROSEVILLE</u>		Page
	Project: <u>CEDARHOLM GOLF COURSE</u>		Proj. No. <u>42506</u>
	Calculations For:	Prepared By: <u>TRA</u>	Date: <u>5/16/94</u>
		Reviewed By: <u>TRK</u>	Date: <u>8/22/94</u>



- AC IN OFFICE
- LOCKER & TOILET ROOMS
- MIT HEATER IN GARAGE



EARTH SHELTERED ELEVATION

EST. COST: \$305,000
NO FLOOD PLAIN
NEED VARIANCE

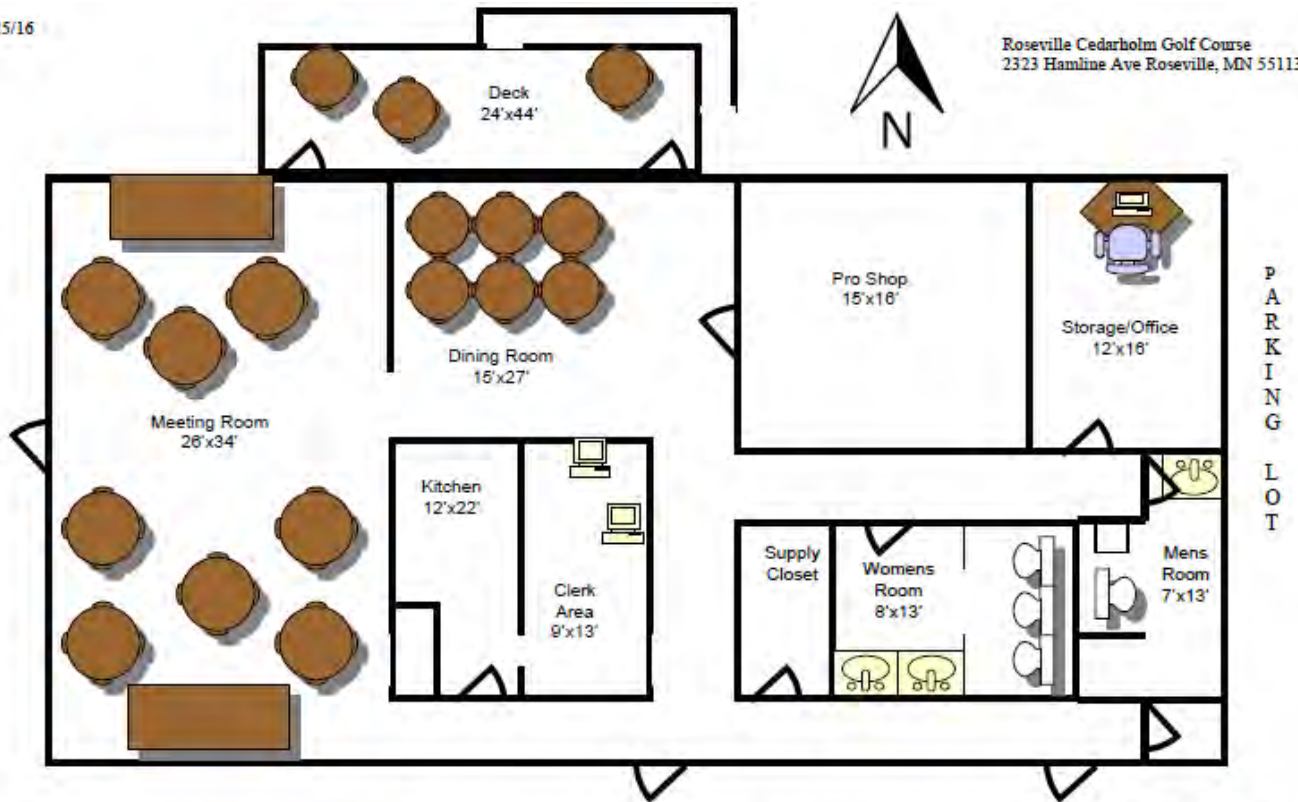


FREE STANDING ELEVATION

EST. COST: \$260,000

OPTION B
CEDARHOLM GOLF COURSE - SHOP BUILDING
 ROSEVILLE, MINNESOTA

02/25/16



Roseville Cedarholm Golf Course Existing Clubhouse

96'x 35'

3264 Sq Feet



speak to the document, advising that he would open discussion for public comment after hearing this next item from the Parks & Recreation Commission.

Excerpt From 11/16/15
Joint City Council and
Parks and Recreation
Commission Meeting.

Cedarholm Golf Course Clubhouse Improvement
Options dated October 29, 2015 (Attachment B)

Chair Stoner reported on the Commission's review of this issue and areas identified by and tasked by the City Council as listed, including seeking public input on potential options. As part of their research and analysis, Chair Stoner noted that the Commission had evaluated the current building versus a new structure, with four options provided as detailed in Attachment B, and further outlined and broken down in Attachment C, including how to accomplish that without additional impacts to the tax levy.

City Council and Park & Recreation Commission
Discussion

Councilmember McGehee, on this report and recommendations of the Commission, offered her absolute agreement and expressed her appreciation for the options given. From previous reports by the Commission, Councilmember McGehee stated that the golf course saw usage by Roseville residents at 29%, but sought clarification on the differential in fees/costs for residents and non-residents. Councilmember McGehee opined this was a valuable asset for Roseville based on its demographics - young and old - and suggested great potential if other functions, rentals and cross-country skiing during the winter months were made available in the future. Councilmember McGehee opined that the Commission was on the right track.

Councilmember Willmus concurred with the comments of Councilmember McGehee; and opined that the current building had gone far beyond its useful life expectancy, and therefore opined it would be a mistake to try to renovate it. Councilmember Willmus stated that, going forward, he thought it important that the Commission had recognized the need to identify revenue to help offset costs, which he found a critical part of the discussion. Councilmember Willmus also noted the need for that discussion to include the context of the building needed going forward, whether to be primarily focused on golf, or something different; stating his preference for developing various scenarios. In the

event in the future that Cedarholm should be changed or repurposed, Councilmember Willmus noted that the building could have other uses; and while not interested in selling that property at this time, there may come a time in the future when it needs to be repurposed. Therefore, Councilmember Willmus opined that how the building is constructed and/or laid out could accommodate potential future needs facing the community.

Councilmember Etten agreed with a lot of the comments of Councilmembers McGehee and Willmus, stating that it doesn't make sense to limit the size of the building and potential uses. Councilmember Etten agreed that a new building is needed, and recognized that the costs provided in this analysis by the Commission in rehabilitating the existing building were just a starting point with many unknowns that may come up. Councilmember Etten opined that it would be cost-effective for a new building to have some basement storage versus tearing down or adding to the existing storage shed currently serving for cart storage. Councilmember Etten further opined that he would find that a positive thing, and by putting that storage underneath the building it would save costs in replacing that other garage and could be accomplished relatively inexpensively by simply allowing for a full basement versus standard footings.

Councilmember Laliberte also agreed with her colleagues, and added that as the City begins going down this road in addressing how to make it revenue-neutral by rental opportunities, seating capacity and other considerations, it also address the broader issues in other areas. Councilmember Laliberte noted previous discussions related to space needs for the License Center and services offered there; and if a new building or opportunity moves forward for the golf course, asked that those broader discussions come into the picture as part of that conversation in thinking outside the box and in a longer, sustainable way. Councilmember Laliberte expressed appreciation for Commissioner Holt's comment about the need to have the entire community weigh in on the various options available.

Mayor Roe also agreed with his colleagues and opined that the CIP and funding remained the key issue. In the earlier discussion with the Commission about the Parks & Recreation Program and funding, Mayor Roe expressed his appreciation with the Commission's feedback and recommendation for funding this through the golf course, especially since the majority of those general facilities continued to struggle to reach a sustainability point and their cause wasn't helped by adding to the needs. Mayor Roe noted that one issue for the Commission to consider there is an option for issuing revenue bonds to pay for this improvement and that this would represent an annual cost of \$80,000 to \$90,000 for that principal and interest payment.

Regarding Councilmember Etten's comment related to an underground maintenance/storage garage, Councilmember Willmus asked that diligence be given to that suggestion given the negative impacts it may have for those other uses and gatherings using the space (e.g. air quality, noise, ventilation issues and sewer/water usage for an underground facility). Councilmember Willmus asked that those additional costs be weighed in when considering that underground option and compared with a stand-alone facility similar to the current one.

Mayor Roe supported Councilmember Laliberte's preference for including community input in this process. Mayor Roe recognized the Park & Recreation Commission's good track record in involving the public over the years, and expressed his confidence they would continue to do so going forward.

Chair Stoner clarified that the Commission would not intend the underground storage to be used as a climate-controlled maintenance area, but only for durable goods and/or electric golf cart storage, with maintenance and its related issues not intended for that area. Chair Stoner noted that this would involve storing and removing carts as needed from the basement area versus how they were stored upstairs at this time.

At the request of Councilmember Willmus, Chair Stoner advised that the intent would be for lawn mowers and similar equipment to be stored in a

separate facility as done currently.

Mayor Roe thanked the Commission for their work and noted the additional homework they were now tasked with going forward.

Councilmember Laliberte also thanked the Commission for their work on the wildlife ordinance and management policy recently enacted by the City Council.

Public Comment

Mayor Roe recognized Finance Commission Vice Chair Justin Rohloff, and Commissioners Angela Byrne and Edwin Hodder present tonight and coming forward to speak.

Draft Park Capital Funding Policy (Attachment A)

Vice Chair Rohloff referenced an email previously provided to the City Council from Finance Director Miller outlining the three differences between the Finance Commission and Park & Recreation Commission's recommendations.

Vice Chair Rohloff further advised that the Finance Commission met after receiving the Park & Recreation Commission's recommendations, as presented to the City Council tonight during their joint meeting, and had ratified their initial unanimous support to remain with their three original recommendations. Vice Chair Rohloff noted this included a maximum allocation in the Park Dedication Fund of \$900,000 versus \$1 million in the park acquisition fund as outlined for park acquisition. Vice Chair Rohloff stated that the Finance Commission could not support retaining a \$1 million balance based on historical average park dedication revenues over the last 6-7 years; and at which time there had been no allocation for CIP needs during that same time.

In response to the Park & Recreation Commission's Attachment A, Vice Chair Rohloff provided the scenarios previously provided by the Finance Commission for the Park Improvement Fund (PIP) based on assumptions, showing a \$5 million shortfall in that fund for CIP. Revising those assumptions based on this Park & Recreation Commission-supported policy, Vice Chair Rohloff presented revisions to those scenarios by the

Finance Commission with a one-time cash infusion of \$400,000 and 2/3 allocation of all future monies, assuming a 10-year average as indicated historically of \$170,000. Given those assumptions, Vice Chair Rohloff noted it would result in a \$2.4 million shortage in funding existing park assets. Vice Chair Rohloff noted that the Finance Commission's recommended policy, as recently adopted by the City Council, stressed maintaining existing assets versus new acquisitions.

Specific to Park Dedication Funds, Councilmember Willmus suggested an asterisk noting that those funds could fluctuate annually; asking that as development and redevelopment saw an increase in activity, that be kept in mind.

Vice Chair Rohloff duly noted that variable in forecasting assumptions; however, reiterated that the task to the Finance Commission was to annually review fund balances, expressing assurance that all variables would be kept in mind.

At the request of Mayor Roe, Vice Chair Rohloff confirmed that the Finance Commission's 10-year historical review had included those variables in arriving at the annual \$170,000 average input.

At the request of Councilmember McGehee, Vice Chair Rohloff clarified the Finance Commission's recommendation to set aside \$900,000 for park acquisition with \$400,000 dedicated to CIP needs; and 2/3 and 1/3 allocations as noted by the Finance Commission's recommendations going forward, but not recommending any new monies being added.

Commissioner Hodder noted that the intent was to restore the gap over a 5-6 year period, and if no money was allocated to CIP, that gap would continue to grow.

Councilmember Laliberte thanked the Finance Commission and Parks & Recreation Commission for working together and for providing their differing viewpoints to inform City Council decision-making.

Councilmember Etten noted he was not committed to a minimum of \$900,000 or \$1 million. However, after the Owasso Ballfields acquisition, Councilmember Etten noted that would consume a

significant amount of that allocation of \$600,000 for acquisition and \$400,000 in CIP, leaving a balance under \$300,000. Councilmember Etten stated that this already created an issue with little money available to provide the requested flexibility in the near future, of which he was concerned.

Regarding the referenced email from Finance Director Miller, and based on his lack of preference for maintaining either minimum balance, if retaining the two funds, Councilmember Etten opined that it seemed prudent that the City Council not initially spend from that based on discussions with the Parks & Recreation Commission without adjusting it each year. Councilmember Etten opined that was a poor way to pursue fiscal policy when an asset may or may not be there annually, again creating fluctuations in tax rates that would prove frustrating.

At the request of Mayor Roe for next steps, City Manager Trudgeon suggested discussion going forward at the City Council level after further tweaking based on tonight's discussion, with the goal to complete and adopt recommendations before yearend to inform the 2016 budget process.

Mayor Roe thanked the Finance Commission for their attendance and comments.

b. Receive Presentation on "Housing Our Heroes Minnesota"

Mayor Roe welcomed Ramsey County Commissioner Blake Huffman.

Mr. Huffman clarified that he was appearing tonight as a citizen, not in his role as a Ramsey County Commissioner, to present information related to his non-profit organizations: Shoreview Area Housing Initiative ([SAHI](#)) and the "Housing Our Heroes MN" initiative. Mr. Huffman added that in presenting this concept, he was looking Roseville City Council reaction, and was not yet proposing anything firm, hoping to return in the near future with a proposal for their consideration.

Mr. Huffman reviewed the history of the SAHI concept, with that name soon to be revised for a broader perspective, with the "Housing Our Heroes

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-25-2016

Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Parks and Recreation Commission Meeting with the City Council

BACKGROUND

The Parks and Recreation Commission meet periodically with the City Council to discuss work items.

The Commission will plan to share information on the following items:

- 1716 Marion Street park proposal
- A proposed approach for creating a community involvement process for the Cedarholm Golf Course Clubhouse replacement

1716 Marion Street Park Proposal

On January 5, 2016 the Parks and Recreation Commission heard a presentation on a concept park project proposal at 1716 Marion Street and made a recommendation. Included in your packet are the minutes of that meeting. They will plan to share their recommendation with you.

Roseville Cedarholm Golf Course Clubhouse Replacement

At the joint meeting on November 30, 2015 further discussions occurred regarding the replacement or renovation of the clubhouse at the Cedarholm Golf Course. Subsequently, the City Council requested that the Parks and Recreation Commission, as they have in the past, engage the community to discuss the replacement of the clubhouse, explore funding opportunities and report back to the Council with a recommendation.

The Parks and Recreation Commission have had subsequent discussions at their December and January meeting and have outlined the enclosed approach for the replacement of the clubhouse. It is very similar to previous engagement processes that the Commission has done and what the City Council indicated they were pleased with, e.g. Master Plan Update, Harriet Alexander Nature Center Planning Committee and the OVAL Task Force.

At the January 5, 2016 Parks and Recreation Commission meeting, the Commission specifically reviewed and discussed the approach and unanimously supported the Advisory Committee make up, timeline and objectives.

Commission representatives will be at your meeting to review and seek any input or further guidance.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachment A: Parks and Recreation Commission Draft Meeting Minutes of the January 5, 2016

B: Approach for Creating a Community Involvement Process for the Cedarholm Golf Course Clubhouse Replacement

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
January 5, 2015
6:30pm**

PRESENT: Becker-Finn, Bogenholm, Diedrick, Doneen, Gelbach, Heikkila, Holt,
Newby, O'Brien & Stoner

ABSENT:

STAFF: Brokke, Anfang, Anderson, McDonagh

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public comment at the start of the meeting.

3. APPROVAL OF MINUTES – December 1, 2015 MEETING

December 1st minutes approved unanimously.

4. DISCUSS 1716 MARION ST. COMMUNITY PARK PROJECT

Kari Collins, Assistant to the City Manager joined the table to lead the discussion.

- Brokke introduced the proposed project explaining that the City Council has identified a focus on Southeast Roseville as a high priority for the coming year.
- The roll of the Parks & Recreation Commission is to provide advice & make recommendation where appropriate.
- Commissioner Heikkila shared his past experiences working with a family in the area and is enthused by this opportunity.

Collins briefed the Commission on how this project has come forward and recognized that it is moving at a fast pace with a short timeline.

Collins introduced Karen Schaub, Roseville Area Schools Director of Community Education and Public Relations. Roseville Area School will serve as applicant and fiscal agent for the US Bank grant for the site amenities. Schaub spoke to how this site has huge potential for creating community and could become a connection site for the residents in the area.

Commissioners inquired into consideration for lighting in the area and community gardens.

Tim O'Brien from Roseville Area Schools responded that a potential site for gardens has been identified on the east side of Rice Street in Maplewood.

Stoner asked for a clarification on the Community Development Block Grant (CDBG).

- Jeanne Kelsey, Housing & Redevelopment Authority Executive Director, explained that CDBG funds would be used to purchase the site and site and infrastructure improvements would be funded by other sources.

Commissioner Holt asked whether there was a contingency for the project if the grant applications were not successful in securing the needed funding.

Commissioner Doneen inquired into the budget. Collins responded that the US Bank grant could be \$50,000. Doneen also commented on the ongoing financial concerns that go along with capital improvements for the upkeep & maintenance.

Corey Yunke, Roseville Police Community Relations Coordinator, spoke to the Commission about current Police involvement in the community.

Commission Recommendation:

Commissioner Doneen moved that the Parks and Recreation Commission recommend the City Council support the proposal that includes the acquisition of the Marion Street property and the development of a playground on the site using grant funding. The Commission also recommends using the Parks and Recreation model for community involvement and engagement to include input on both the Marion Street project and proposed renewal work at Tamarack Park. Second by Commissioner Gelbach. Passed Unanimously.

5. DISCUSS PROCESS for CEDARHOLM GOLF COURSE CLUBHOUSE IMPROVEMENTS

Sean McDonagh, Golf Course Superintendent, and Steve Anderson, Golf Course Recreation Program Supervisor, joined the table for the discussion.

Brokke summarized the lead up activity and Council direction to move forward with looking into options for making improvements at the Cedarholm Golf Course Clubhouse.

- Staff has looked at recent Parks & Recreation planning practices for community involvement & engagement to compile information on interest, direction and opportunities (OVAL Task Force, HANC Task Force & Parks and Recreation Master Plan).
- Staff has suggested a possible make-up for the Clubhouse Task Force including representation from Historical Society, Parks & Recreation Commission, Finance Commission, City Council Liaison, Golf League membership, greater Roseville residents. A fourteen member Task Force is suggested.
- Staff Participation will include; Parks & Recreation Director, Assistant Director, Golf Course Management staff and other Parks and Recreation staff as needed and appropriate.
- Preliminary Objectives:
 - Community Engagement & input
 - Identify funding options & opportunities
 - Explore potential partnerships
 - Create a preliminary building function concept
 - Involve & inform greater Parks & Recreation Commission
 - Inform City Council
 - Provide Council with final report & recommendation
- Timeline:
 - Seek applications and secure participants: Late January through mid-February
 - Finalize Task Force Participants: Late February
 - Task Force Involvement: Mid-March through September/October 2016
 - Task Force Report completed: September/October 2016

Commissioners inquired into parallels for previous Parks & Recreation efforts. Brokke shared how this task force can be structured similar to that used for the OVAL; application process, meeting structure, focused initiative resulting in a final report and recommendation.

- 96 Commissioner O'Brien inquired into the steps for forming the task force and moving forward
97 and bring the commission's recommendation to the Council for their information and to
98 create a clear trail of transparency.
99
- 100 **Commission Recommendation:**
101 Commissioner O'Brien moved to inform the City Council that the Parks and Recreation
102 Commission has reviewed & supports the process suggested by staff to look into options for
103 improvements at the Cedarholm Clubhouse, and based on the City Council's direction to
104 engage the public on this initiative it is recommended to model the process after past Parks &
105 Recreation engagement models. Second by Commissioner Diedrick. Passed Unanimously.
106
- 107 **6. STAFF REPORT**
108 Brokke briefed the Commission on:
109
 - 110 • Hosted a successful New Years Eve on Ice event at the Skating Center, over 2000
111 attendees.
 - 112 • Upper Villa Ballfield Project is completed for the season. Softball teams will be playing
113 on a modified field and turf will be replaced in the fall. A park patrol vehicle shed has
114 been added near the back stop at the Villa Park Ball Fields.
 - 115 • The finalized Wildlife Management Ordinance has been included in the packet.
 - 116 • There is a Natural Resources Volunteer Opportunity scheduled for January 18 from
117 10am-12N at Autumn Grove Park. The January project is building Bee Nests. There has
118 been increased interest, more than 35 people have signed up for the event.
- 119 Anfang added:
120
 - 121 • The Winter Parks & Recreation Brochure is scheduled to be delivered to homes this
122 coming week.
 - 123 • The part-time Parks Facilities Coordinator position is currently posted and applications
124 are being accepted.
- 125 **7. OTHER**
126 None
127
- 128 Meeting adjourned at 8:25 pm
129
130 Respectfully Submitted,
131 Jill Anfang, Assistant Director

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Chair Stoner advised that the Parks & Recreation Commission had voted unanimously to recommend acquisition of this parcel to the City Council.

Roseville Cedarholm Golf Course Clubhouse Replacement

Due to Commissioner Dave Holt having a prior commitment and needing to leave the meeting before this presentation, Chair Stoner advised that while he served as the Task Force lead on this issue, Commissioner Gelbach would substitute making the report for Commissioner Holt.

Commissioner Gelbach summarized the process and approach for creating a community involvement process for Cedarholm Golf Course Clubhouse Replacement (Attachment A) and accomplishments of the task force since the Commission had last met jointly with the City Council. Commissioner Gelbach reported that the task force was providing options and seeking subsequent direction and input to inform that community involvement process moving forward. Commissioner Gelbach advised that the Parks & Recreation Commission had approved the document as presented; and asked that the next steps include recruitment and appointment of one or more City Councilmembers to serve as a liaison to a community advisory committee at the City Council's discretion.

Using the document as an outline, Commissioner Gelbach referenced possible make-up of the community advisory committee and representation of various participants, including representatives of other advisory commissions as applicable, golfing groups, and individuals along with a representative of the business community.

Commissioner Gelbach reported that the intent was to work on that representation over the next 30-60 days and have something available for approval by the Parks & Recreation Commission and subsequent recommendation to the City Council by the next quarterly joint meeting.

Councilmember McGehee asked the intent or mission of the task force.

Commissioner Gelbach responded that the goal was to define a process that included and engaged the community on rebuilding or rehabilitating the current clubhouse; exploring potential partnership in the community; create a process to keep the public informed and the Parks & Recreation Commission in the forefront; with subsequent information or proposals provided to the City Council for their approval.

Councilmember McGehee expressed her understanding and preference that this was intended as more of a fact-finding effort and explanation of available options as to whether or not to rebuild the golf course or convert it to something completely different.

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Commissioner Gelbach stated that the last joint meeting had not provided that specific of a directive; and opined that those decisions shouldn't be made without public input.

Mayor Roc clarified that the direction of the City Council at that joint meeting had been to research and provide options for the club house.

Commissioner Gelbach noted that a number of potential options had been laid out at that time.

Councilmember McGehee stated that she wanted to be very careful about the process; and the rationale for her question was her concern that there may be a goal already in play and if the process was intended to move toward an established goal and only that goal, she had numerous concerns. Councilmember McGehee opined that there were differing opinions as to the future clubhouse; and she didn't want anyone left out of or unheard during the process; and also to make sure the mission remains open enough for any outcome informed by who served as a representative on the committee. Councilmember McGehee stated that she was not in favor of the application process of advertising as it precluded some members of the community that may not be at the heart of the issue, but should be represented. Councilmember McGehee opined that she had seen that happen repeatedly in Roseville with task forces, in that the make-up of the committee matches a desired outcome.

Councilmember Willmus referenced the January 5, 2016 Commission meeting minutes that clearly laid out a process and timeline (Attachment B). Councilmember Willmus suggested that the make-up or membership be similar to that successful process used by the Oval Task Force. Councilmember Willmus noted that it involved on member from the rink operation side, it involved someone from the Schwann's Super Rink, and suggested this committee include a representative from another community that had chosen to go a different direction with their clubhouse. Councilmember Willmus noted that the overall make-up, timeline and preliminary objectives remained preliminary at this time until the committee actually met and laid out their process, and allowing for more flexibility at that time. Other than his last comment, Councilmember Willmus offered his approval of the proposed objectives and process.

At the outset, Councilmember Laliberte opined that Attachment A provided a good place to start as presented; and agreed with the process for public engagement and vetting by the Commission. Councilmember Laliberte expressed her appreciation of Councilmember Willmus' suggestion for representation from another community and/or golf course involved with this type of decision-making; and also supported representation from the Roseville business community, perhaps sourced through the Chamber of Commerce or Roseville Visitors' Associa-

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tion. Councilmember Laliberte suggested including a representative of the area School Districts; and offered her full support of the proposed engagement process.

Unless another councilmember expressed interest, Councilmember Laliberte offered to serve as City Council Liaison on the committee.

Councilmember Etten expressed appreciation for the timeline and process; and in general offered his support. As he had previously mentioned to Parks & Recreation Director Brokke, Councilmember Etten noted that the proposed number of representatives may prove too unwieldy. However, in addition to the suggestions of Councilmember Willmus, Councilmember Etten suggested it may be prudent to include input from a successful municipal course, as well as a community having chosen a different direction. To keep the committee size manageable, Councilmember Etten suggested having some of those proposed as representatives, simply make a presentation versus serving on the committee. Other than that, Councilmember Etten thanked the task force for how they laid out various ideas.

Mayor Roe noted the need for a broad group of people providing input to the advisory committee and process; and opined that similar to the Park Master Plan process, there were many different ways to plug in that community input. Mayor Roe referenced the “meetings in a box” or “discover your parks” events; or meetings with specific user groups – all used successfully with the Master Plan process for gaining input rather than serving on a task force or committee. Mayor Roe opined that there was a need to eliminate the idea that just because there was a steering committee and process, other ideas were not just as valid and to be considered legitimately.

While public input is such a big part of the process, Mayor Roe noted that other considerations and issues are also needed to inform those decisions, including funding options/opportunities and whether or not a bond issue is appropriate or prudent and whether a bond issue could be incorporated with other community needs, and related trade-offs and impacts beyond the footprint and amenities of a clubhouse. From the City Council’s perspective, Mayor Roe opined that was a key piece and involved community input on whether or not to bond for the improvement or if they had a preferred option.

Chair Stoner noted that this is modeled after the Park Master Plan process and from his research and observations included a culmination of the Oval Task Force process, the Parks Master plan, and evolution to this with the idea to seek staff’s institutional knowledge of those past processes including what worked and what didn’t and attempt to correct any past problems with this process.

Mayor Roe suggested the task force get on an upcoming Community Engagement Commission meeting agenda to gain their perspective and thoughts.

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Chair Stoner duly noted that suggestion; and advised that the intent was to also use the new electronic communication medium Speak Up! Roseville.

At the request of Councilmember McGehee, Commissioner Gelbach confirmed that the proposed facilitator will be different.

Chair Stoner reported that Commissioner Holt's appointment time was ending this March, he would no longer be serving on the Parks & Recreation Commission, but use his historical knowledge of processes to-date and move to serve as facilitator for the task force through August or September.

Since the parks had a Master Plan process was mentioned, and she represented a group that felt completely left out of that process, Councilmember McGehee expressed her hope that when thing were "fixed" with this iteration, the facilitator would see that opinions not representing the Parks & Recreation Commission's viewpoint were not slighted or run over at meetings. Councilmember McGehee advised that she had been asked to relay that message and concern on behalf of residents having shared that with her.

Chair Stoner asked that those instances or perceptions be reported to the Commission immediately for resolution, assuring all that certainly was not their intent nor did they see themselves confining any ideas or options.

Referencing the Master Plan process, Councilmember McGehee noted that when wishes or ideas for parks were brought forward, a concern of hers was that they were not tied to any costs, leaving many residents without sufficient information. Councilmember McGehee suggested if an estimated target cost for each park had been provided, it could have provided choices for residents by making them aware of realistic parameters related to their expectations.

Etten moved, McGehee seconded, to approve going forward with the community process as presented in Attachment A, and to include a representation from a Roseville business and/or Roseville Visitors' Association; with appointment of Councilmember Laliberte to serve as City Council Liaison to the committee.

Councilmember McGehee suggested an amendment to the motion to include one public meeting with a member from one or two municipalities as discussed.

Mayor Roe clarified that this would be under separate direction related to the make-up of the group.

Roll Call

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

Nays: None.

Approach for Creating a Community Involvement Process for Cedarholm Golf Course Clubhouse Improvements

Community Advisory Committee Possible Makeup:

- 3 – Parks and Recreation Commission
 - o Commission Chair Stoner and Commissioners Gelbach and Holt
- 1 Finance Commission representative – assigned by the finance commission
- 1 Council Liaison – assigned by the City Council
- 1 Historical Society representative (Roseville Resident) – assigned by the Historical Society
- 1 Senior Golf League representative (Roseville Resident) – assigned by the league board
- 1 Roseville Business Community Member
- 10 applicant representatives – advertised – application process – determined by facilitator
 - o 4 golf league/golf course user (Roseville residents)
 - o 6 Roseville residents

18 total representatives: 8 assigned representatives, 10 applicant representatives

Staff Participation:

- Parks & Recreation Director
- Parks & Recreation Assistant Director
- Golf Course Superintendent
- Golf Course Program Supervisor
- Others as needed and appropriate

Time Line:

- Seek applications and secure participants: February 2016
- Notify participants: Late February 2016
- Taskforce Timeframe: Late March through August/September 2016
- Taskforce Report completed: September 2016

Taskforce Objective:

- Define process including community input
- Engage community
- Identify Funding options and opportunities
- Explore potential partnerships
- Create a preliminary design concept
- Keep Parks and Recreation Commission involved and informed
- Keep City Council informed
- Make report and recommendation to the City Council



Welcome Cedarholm Clubhouse Replacement Advisory Team Member,

We are pleased to include you as a member of the Cedarholm Clubhouse Replacement Advisory Team. We look forward to bringing together a dynamic group of Roseville residents to develop a plan and recommendation for replacing the Clubhouse at Cedarholm Golf Course.

Our first Advisory Team meeting is scheduled for Thursday, March 17 – 6:30-8:30pm at Cedarholm Golf Course, 2323 North Hamline Avenue. Background materials will be available for you to pick up at the Parks & Recreation Office in Roseville City Hall (2660 Civic Center Drive) March 4th-16. Our offices are open Monday, Wednesday & Friday 8am-4:30pm and Tuesday & Thursday 8am-8pm. ***We encourage you to review the materials before the March 17th meeting.***

The Advisory Team timeline is expected to begin in mid-March and wrap up with a Council presentation in September or October 2016. We anticipate meeting once a month with at least one month having an additional meeting to enable us to discuss all areas of interest. Enclosed you will find a preliminary schedule of meetings. Please check your calendar for availability.

If you have any additional questions regarding the Advisory Team please contact Jill Anfang at 651-792-7102 or jill.anfang@cityofroseville.com. Please RSVP with Jill for the March 17th meeting.

Thank you for your interest in the Cedarholm Clubhouse Replacement Advisory Team.

Dave Holt
Cedarholm Advisory Team Lead

Jill Anfang
Assistant Director, Roseville Parks & Recreation

2660 Civic Center Drive ♦ Roseville, Minnesota 55113
651-792-ROSE ♦ TDD 651-792-7399 ♦ www.ci.roseville.mn.us
Recycled paper – 40% post-consumer content

Updated 3/4/16

Cedarholm Clubhouse Replacement Advisory Team Roster

Title	Name	Email	Home	Cell	Street	City	State	Zip
Applicant	Jim McCall					Roseville	MN	55113
Applicant	Eileen Stanley					Roseville	MN	55113
Applicant	Mike Cylkowski					Roseville	MN	55113
Applicant	Benno Sydow					Roseville	MN	55113
Applicant	Kyle Steve					Roseville	MN	55113
Applicant	Michelle Kruzel					Roseville	MN	55113
Applicant	Greg Hoag					Roseville	MN	55113
Applicant	Bjorn Olson					Roseville	MN	55113
Applicant	Matthew Vierling					Roseville	MN	55113
Applicant	Kerrik Wessel					Roseville	MN	55113
Applicant	Nancy Robbins					Roseville	MN	55113
Applicant	Roger Hess Jr.					Roseville	MN	55113
Applicant	Jeff Boldt					Roseville	MN	55113
Applicant	Mary Cardinal					Roseville	MN	55113
Applicant	Mary Olson					Roseville	MN	55113
Applicant	Paul Grotenhuis					Roseville	MN	55113
Applicant	Herb Dickhudt					Roseville	MN	55113
Applicant	Beth Salzl					Roseville	MN	55113
Applicant	Dena Modica					Roseville	MN	55113
Applicant	Janice Walsh					Roseville	MN	55113
Senior Golf League	Dick Laliberte					Roseville	MN	55113
Historical Society	Rynetta Renford					Roseville	MN	55113
Finance Commission	John Bachhuber					Roseville	MN	55113
Parks and Recreation	Lonnie Brokke					Roseville	MN	55113
Parks and Recreation	Jill Anfang					Roseville	MN	55113
Cedarholm Golf Course	Sean McDonagh					Roseville	MN	55113
Cedarholm Golf Course	Steve Anderson					Roseville	MN	55113
City Council Representative	Lisa Laliberte					Roseville	MN	55113
Parks and Recreation Commission	Jerry Stoner					Roseville	MN	55113
Parks and Recreation Commission	Phil Gelbach					Roseville	MN	55113
Facilitator	Dave Holt					Roseville	MN	55113



Memo

To: Lonnie Brokke, Parks & Recreation Director
Sean McDonagh, Golf Course Superintendent

From: Chris Miller, Finance Director

Date: January 23, 2015

Re: Cedarholm Golf Course Financial Summary (2010-2014)

Introduction

The purpose of this memo is to provide a 5-Year financial summary for Cedarholm Golf Course. The information presented below is consistent with the City's published financial statements and has been prepared using generally accepted accounting & financial reporting standards. However, you may find it purposeful to compile and present the information in a different format to highlight specific areas of operation.

Most of the information presented below relates to the Golf Course Statement of Revenues, Expenses, and Changes in Net Position; which is more commonly referred to as the operating statement, income statement, or profit & loss statement. I will briefly address the financial impacts of capital replacements as well.

As you know, major revenues sources for the golf course include: greens fees, equipment sales and rentals, concessions, and interest earnings. Major operating expenses include; personnel, supplies, other services & charges, internal administrative charges, and depreciation.

Each of these categories is presented separately to ensure transparency and allow interested parties to determine both the direct and indirect costs of operating the golf course.

Financial Summary

The following table depicts the 2010-2014 financial results for the golf course. Please note that the amounts listed for 2014 are preliminary, unaudited figures that are subject to change.

[See table on next page]

**Cedarholm Golf Course
Financial Summary (2010-2014)**

	2010	2011	2012	2013	Prelim 2014
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Sales & Cost of Sales					
Concession Sales	\$ 17,154	\$ 15,355	\$ 17,436	\$ 16,120	\$ 28,505
Equipment Sales	3,410	2,859	2,540	2,565	4,498
Clothing Sales	-	-	-	15	-
Total Sales	\$ 20,564	\$ 18,214	\$ 19,976	\$ 18,700	\$ 33,003
Cost of Sales	11,248	8,898	12,016	9,895	13,595
Gross Profit	\$ 9,316	\$ 9,316	\$ 7,960	\$ 8,805	\$ 19,408
Operating Revenues					
Green Fees	270,382	239,489	265,749	224,127	230,944
Evening League Fees	1,704	1,760	2,033	9,652	9,967
Day League Fees	9,004	8,874	8,095	8,911	7,287
Junior Golf League	1,840	1,976	1,932	1,688	1,716
Equipment Rental	6,754	6,258	10,991	14,477	18,106
Building Rental	3,610	2,737	2,791	3,101	2,723
Pop Commissions	-	-	-	-	-
Miscellaneous	-	25	4	336	8
Total Operating Revenue	\$ 293,294	\$ 261,119	\$ 291,595	\$ 262,291	\$ 270,750
Expenditures					
Personnel Services	\$ 221,870	\$ 221,639	\$ 242,092	\$ 231,577	\$ 215,953
Supplies & Materials	31,815	26,537	30,206	30,849	29,212
Other Services & Charges	36,695	37,549	41,467	33,789	40,715
Administrative Charge	20,000	20,000	20,000	20,000	20,000
Depreciation	28,481	26,755	26,755	29,602	32,000
Total Operating Expenditures	\$ 338,861	\$ 332,480	\$ 360,519	\$ 345,818	\$ 337,879
Operating Income (Loss)	\$ (36,251)	\$ (62,045)	\$ (60,963)	\$ (74,721)	\$ (47,721)
Other Financing Sources (Uses)					
Sale of Property	\$ -	\$ -	\$ 2,709	\$ -	\$ 1,003
Investment Income	14,536	8,825	3,165	885	2,650
Change in fair value of investmts.	-	-	-	(11,769)	-
Total Other Financing Sources	\$ 14,536	\$ 8,825	\$ 5,874	\$ (10,884)	\$ 3,653
Net Change in Assets	(21,715)	(53,221)	(55,090)	(85,605)	(44,068)
Beginning Net Assets	898,551	876,836	823,615	768,525	682,920
Prior Period Adjustment	-	-	-	-	-
Ending Net Assets	\$ 876,836	\$ 823,615	\$ 768,525	\$ 682,920	\$ 638,852

As depicted in the table, the golf course has experienced an operating loss for the past 5 consecutive years. These operating losses are somewhat mitigated with interest earnings and the sale of excess equipment. This is captured in the 'Net Change in Assets' line near the bottom of the table.

Collectively, this amounts to total losses of \$259,000 over the past 5 years. If we look back over the past 10 years, the collective loss is \$354,000; an indication of systemic challenges that preceded the 2007-2009 economic recession.

Let me pause here and talk briefly about the line items for the internal administrative charge and depreciation expense – two items that collectively have a significant impact on your bottom line and are oftentimes highlighted when discussing financial results.

Internal Administrative Charge

The golf course is operated as an 'Enterprise' Fund whereby all direct and indirect costs are captured and reflected on the financial statements.

It's recognized that there are other city personnel that perform administrative or financial duties such as human resources, accounting, or IT support on the golf course's behalf. This is in lieu of the golf course hiring its own staff or outside services to perform these functions. These administrative costs (charges) are real costs that would not occur if the golf course didn't exist. Therefore we assess an internal administrative charge.

I'm certainly open to a discussion on whether the administrative charge is set too high, but I will note that the \$20,000 annual charge has remained the same since 2006.

Depreciation Expense

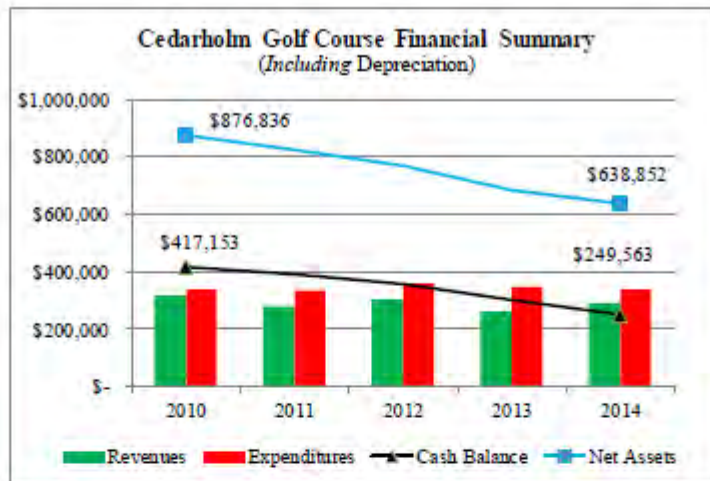
The Depreciation expense is an accounting method of systematically setting aside funds to pay for the eventual replacement of equipment and buildings. The basic concept is that we budget to incur the expense each year, but we don't actually move any money out of the golf course's account. In essence, we're committing to NOT spending all of the revenues (green fees) that come in each year so we can build up some funds to pay for capital.

In an ideal world, our cash balance would be going up each year because we're saving up for future capital expenditures. In reality, 100% of incoming revenues are being used for day-to-day operations. Further information on the golf course's cash reserves is shown below.

Financial Summary Graphs

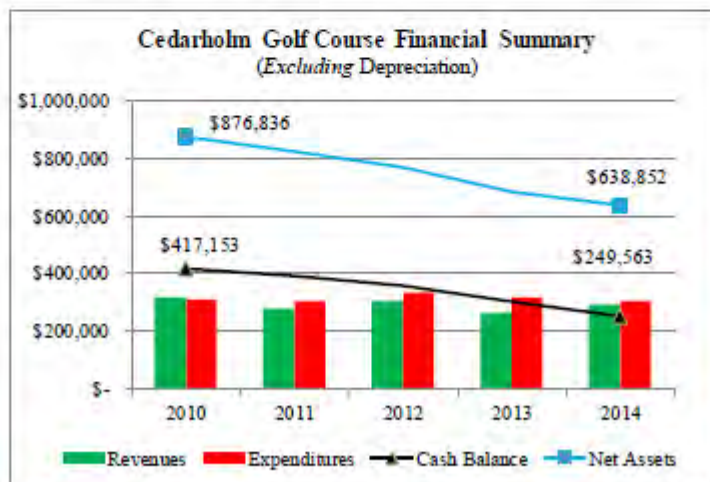
In an effort to further depict the information presented in the table above, a number of graphs have been prepared. They include a couple of scenarios that depict varying expenditure levels along with a financial projection.

The first graph depicts the golf course's financial summary over the past 5 years.



This graph depicts the revenues, expenditures, cash balance, and net assets of the golf course. It includes all expenditures including the administrative charges and depreciation. As shown here, expenditures have exceeded revenues each and every year which has resulted in a steady decline of both cash reserves and net assets.

The next graph depicts the golf course's financial summary over the past 5 years excluding the depreciation expense.

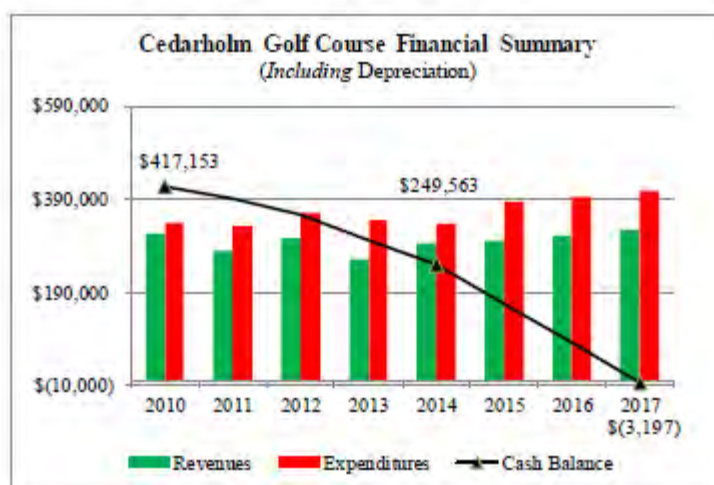


In this case, even after we remove the depreciation expense the expenditures still exceeded revenues during the past 4 years. Only 2010 shows a positive result. You'll notice however that there is no impact on the golf course's cash reserve or net assets. This is because depreciation expense is a non-cash expense – i.e. we're not actually moving any money.

Bottom line is that golf course is running out of cash. Cash reserves have declined from \$417,000 in 2010 to \$249,000 by the end of 2014.

2015 and Beyond

The graph below presents the same 2010-2014 financial summary information accompanied by a projection of the next 3 fiscal years (2015-2017). The 2015 amount is based on the adopted budget. The remaining years are extrapolated from the 2015 budget with the assumption that revenues will increase by 4% and expenditures by only 3%.



As shown here, on its current pace Cedarholm Golf Course will run out of money in 2017. Bear in mind that this only includes the impacts from projected operating expenses. Capital purchases will expedite the draw-down of the golf course's cash reserves even faster.

Final Comments

Hopefully the information presented above demonstrates that there are significant financial concerns at the golf course that need to be addressed very soon. Reducing the administrative charge might be part of the solution, but its effect will be negligible given the size of the current operating losses.

We could also evaluate whether it is appropriate to allocate 1.75 FTE's to the golf course in addition to the temporary/seasonal employees. If we did a time-spent profile for golf course employees would we find that they collectively spend 3,640 hours annually managing or serving the golf course? If not, then the hours spent elsewhere should arguably be funded by that department/division.

Alternatively, the City could also look at the capacity for increasing green fees above and beyond operating increases. Ultimately however, there likely needs to be a comprehensive assessment of the golf course's financial viability especially in the context of an aging clubhouse and maintenance building and general trends in the golfing industry.

Please let me know if you have any questions regarding the information presented above, or how I might be of assistance moving forward.

City of Roseville
Recreation - Golf Course Clubhouse
 2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Salaries - Regular	410000	49,157.09	52,509.34	93,975.57	102,000.00	104,000.00	2.0%	-	-100.0%	-50.0%	
Vacation Pay	410001	8,674.01	4,462.01	11,022.44	-	-	-	-	-	-	
Sick Leave Pay	410002	-	-	170.14	-	-	-	-	-	-	
Holiday Pay	410003	2,608.16	1,967.13	3,681.90	-	-	-	-	-	-	
Overtime	411000	29.55	92.82	72.00	-	-	-	-	-	-	
Temp Employees	412000	39,266.23	34,813.38	34,448.59	37,000.00	37,000.00	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	12,780.63	11,236.55	18,752.50	18,500.00	18,700.00	1.1%	-	-100.0%	-50.0%	
Employer Insurance	415000	6,769.78	6,373.44	14,651.60	15,000.00	14,900.00	-0.7%	-	-100.0%	-50.0%	
Personal Services		119,285.45	111,454.67	176,774.74	172,500.00	174,600.00	1.2%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-	-	-	-	-	See Schedule B
Clothing	422000	300.00	-	852.55	500.00	500.00	-	-	-	-	
Vehicle Supplies	423000	377.44	-	46.32	-	-	-	-	-	-	
Operating Supplies	424000	9,950.98	9,365.92	11,951.11	9,000.00	10,000.00	-	-	-	-	
Merchandise for Sale	425000	12,015.84	9,806.66	13,967.04	11,000.00	11,000.00	-	-	-	-	
Supplies and Materials		22,644.26	19,172.58	26,817.02	20,500.00	21,500.00	4.9%	-	-100.0%	-50.0%	
Telephone	431000	1,015.93	962.40	1,844.41	1,200.00	2,000.00	-	-	-	-	See Schedule C
Postage	431100	471.46	350.52	363.07	500.00	400.00	-	-	-	-	
Transportation	432000	-	182.95	-	250.00	250.00	-	-	-	-	
Advertising	433000	4,674.38	1,473.50	1,034.60	4,000.00	3,500.00	-	-	-	-	
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	-	-	-	-	
Utilities	436000	5,794.32	7,004.29	7,486.88	7,200.00	7,600.00	-	-	-	-	
Rental	438000	1,980.00	3,648.98	2,807.44	4,100.00	4,100.00	-	-	-	-	
Contract Maintenance	439000	898.65	766.06	948.02	900.00	1,000.00	-	-	-	-	
Conferences	440000	-	-	-	-	-	-	-	-	-	
Training	441000	165.00	127.95	19.95	200.00	200.00	-	-	-	-	
Memberships & Subscriptions	442000	578.00	963.00	713.00	700.00	800.00	-	-	-	-	
Depreciation	446000	-	-	-	7,000.00	-	-	-	-	-	
Miscellaneous	448000	2,212.39	9.41	6,685.71	-	-	-	-	-	-	
Admin Svc. Chg (Transfer out)	460001	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	-	-	-	
Credit Card Fees	448600	4,149.21	3,711.27	4,288.74	4,000.00	4,400.00	-	-	-	-	
Other Services & Charges		37,189.34	34,450.33	41,441.82	45,300.00	39,500.00	-12.8%	-	-100.0%	-50.0%	

City of Roseville
Recreation - Golf Course Clubhouse
2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Buildings & Structures	450000	1,655.08	50.40	-	-	-		-			See Schedule D
Furniture & Fixtures	450001	-	-	-	-	-		-			
Other Improvements	453000	-	-	-	-	-		-			
Computer Equipment	453009	1,208.39	-	-	-	-		-			
Capital Outlay		2,863.47	50.40	-	-	-	#DIV/0!	-	#DIV/0!	#DIV/0!	
Total		181,982.52	165,127.98	245,033.58	238,300.00	235,600.00	-1.1%	-	-100.0%	-50.0%	
Revenues											
Green Fees		265,749.16	224,126.68	239,959.97	247,555.00	237,580.00		-			
Evening League Fees		2,032.75	9,652.46	9,967.16	2,000.00	10,500.00		-			
Day League Fees		8,095.29	8,910.83	7,286.50	9,000.00	8,820.00		-			
Junior Golf League		1,932.08	1,687.92	1,715.66	2,000.00	1,800.00		-			
Equipment Sales		2,539.52	2,565.06	4,498.17	3,000.00	4,000.00		-			
Rental Equipment		10,987.62	14,477.08	18,105.75	14,400.00	18,000.00		-			Carts
Concession Sales		17,436.48	16,119.78	20,038.94	16,000.00	20,000.00		-			
Clothing Sales		-	15.07	-	-	-		-			
Charges for Service		308,772.90	277,554.88	301,572.15	293,955.00	300,700.00	2.3%	-	-100.0%	-50.0%	
Building Rental		2,791.12	3,100.61	3,082.80	3,000.00	3,000.00		-			
Pop Commissions		-	-	-	-	-		-			
Investment Income		3,164.54	(10,884.17)	7,934.39	-	-		-			
Miscellaneous		2,713.24	333.85	1,006.74	-	-		-			
Miscellaneous		8,668.90	(7,449.71)	12,023.93	3,000.00	3,000.00	0.0%	-	-100.0%	-50.0%	
Total Revenues		317,441.80	270,105.17	313,596.08	296,955.00	303,700.00		-			
Total Expenditures		181,982.52	165,127.98	245,033.58	238,300.00	235,600.00		-			
Income		135,459.28	104,977.19	68,562.50	58,655.00	68,100.00		-			
Less Golf Maintenance Exp.		(190,549.28)	(190,582.60)	(118,892.81)	(145,400.00)	(133,550.00)		-			
Net Income (loss) from Golf Operations		(55,090.00)	(85,605.41)	(50,330.31)	(86,745.00)	(65,450.00)		-			

Attachment 2j

City of Roseville
Recreation - Golf Course Maintenance
2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Salaries - Regular	410000	70,420.97	70,392.09	37,799.83	44,000.00	45,000.00	2.3%	-	-100.0%	-50.0%	
Vacation Pay	410001	8,594.79	10,760.51	4,717.59	-	-	-	-	-	-	
Sick Leave Pay	410002	76.06	-	170.14	-	-	-	-	-	-	
Holiday Pay	410003	3,346.64	3,924.36	2,287.60	-	-	-	-	-	-	
Overtime	411000	-	23.63	185.07	-	-	-	-	-	-	
Temp Employees	412000	10,496.67	9,493.31	6,693.08	13,000.00	13,000.00	0.0%	-	-100.0%	-50.0%	
Employer Pension	414000	12,008.22	12,351.26	6,468.05	7,600.00	7,800.00	2.6%	-	-100.0%	-50.0%	
Employer Insurance	415000	17,861.91	13,174.70	7,520.13	7,000.00	6,800.00	-2.9%	-	-100.0%	-50.0%	
Personal Services		122,805.26	120,119.86	65,841.49	71,600.00	72,600.00	1.4%	-	-100.0%	-50.0%	
Office Supplies	420000	-	-	-	-	-	-	-	-	-	See Schedule B
Motor Fuel	421000	1,102.20	1,130.01	1,157.27	3,000.00	2,000.00	-	-	-	-	
Clothing	422000	131.01	-	-	500.00	500.00	-	-	-	-	
Vehicle Supplies	423000	4,878.77	3,461.11	3,657.70	4,000.00	4,000.00	-	-	-	-	
Operating Supplies	424000	13,463.56	16,892.36	13,211.84	17,400.00	17,400.00	-	-	-	-	
Merchandise for Sale	425000	-	88.10	(345.27)	-	-	-	-	-	-	
Supplies and Materials		19,575.54	21,571.58	17,681.54	24,900.00	23,900.00	-4.0%	-	-100.0%	-50.0%	
Professional Services	430000	20.00	33.03	-	-	-	-	-	-	-	See Schedule C
Telephone	431000	1,293.59	965.21	904.30	1,400.00	1,400.00	-	-	-	-	
Postage	431100	-	-	-	-	-	-	-	-	-	
Transportation	432000	-	-	-	-	-	-	-	-	-	
Printing	434000	-	-	-	-	-	-	-	-	-	
Insurance	435000	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	-	-	-	-	
Utilities	436000	-	-	-	-	-	-	-	-	-	
Contract Maint. - vehicles	437000	343.55	660.00	-	1,000.00	1,000.00	-	-	-	-	
Rental	438000	2,066.55	406.04	1,369.65	800.00	800.00	-	-	-	-	
Contract Maintenance	439000	1,923.00	1,467.64	2,032.14	2,500.00	2,500.00	-	-	-	-	
Conferences	440000	99.00	-	-	300.00	300.00	-	-	-	-	
Training	441000	-	442.95	229.00	350.00	500.00	-	-	-	-	
Memberships & Subscriptions	442000	410.30	15.30	140.00	300.00	300.00	-	-	-	-	
Depreciation	446000	26,754.57	29,602.46	15,444.69	27,000.00	15,000.00	-	-	-	-	
Miscellaneous	448000	7.92	48.53	-	-	-	-	-	-	-	
Admin Svc. Chg (Transfer out)	460001	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	-	-	-	
Employee Recognition	448050	-	-	-	-	-	-	-	-	-	
Other Services & Charges		48,168.48	48,891.16	35,369.78	48,900.00	37,050.00	-24.2%	-	-100.0%	-50.0%	

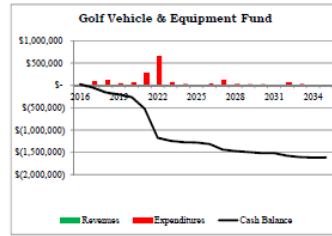
City of Roseville
Recreation - Golf Course Maintenance
 2016 Budget Worksheet

Budget Item	Acct #	2012 Actual	2013 Actual	2014 Actual	2015 Adopted Budget	2016 Budget	% Incr. (Decr.)	2017 Budget	% Incr. (Decr.)	Avg % Incr. (Decr.)	Comments
Furniture & Fixtures	450001	-	-	-	-	-		-			See Schedule D
Vehicles / Equipment	452000	-	-	-	-	-		-			
Other Improvements	453000	-	-	-	-	-		-			
Computer Equipment	453009	-	-	-	-	-		-			
Capital Outlay		-	-	-	-	-	0.0%	-	#DIV/0!	#DIV/0!	
Total		190,549.28	190,582.60	118,892.81	145,400.00	133,550.00	-8.1%	-	-100.0%	-50.0%	

Attachment 2k

City of Roseville
Capital Improvement Plan: Golf Vehicle & Equipment Fund (620)
2016-2035

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Tax Levy: current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy: Add/Sub	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fees, Licenses, & Permit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500
Interest Earnings	-	570	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues	\$ 500	\$ 1,070	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Equipment	22,000	1,000	75,000	45,000	35,000	-	25,000	63,000	-	5,000	22,000	38,000	35,000	1,800	5,000	-	22,000	30,000	10,000	-
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	-	40,000	28,000	-	5,000	256,000	600,000	7,000	9,000	1,000	12,000	35,000	-	22,000	-	-	5,000	-	-	-
Improvements	-	34,000	5,000	-	20,000	5,000	-	-	18,500	-	-	50,000	-	-	-	-	-	-	-	-
Expenditures	\$ 22,000	\$ 79,000	\$ 108,000	\$ 45,000	\$ 60,000	\$ 261,000	\$ 633,000	\$ 70,000	\$ 27,500	\$ 10,000	\$ 34,000	\$ 123,000	\$ 35,000	\$ 23,800	\$ 22,500	\$ -	\$ 62,000	\$ 30,000	\$ 10,000	\$ -
Beginning Cash Balance	\$ 30,000	\$ 28,500	\$ (49,430)	\$ (156,930)	\$ (201,430)	\$ (260,930)	\$ (521,430)	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Annual Surplus (deficit)	(21,500)	(77,930)	(107,500)	(44,500)	(59,500)	(260,500)	(632,500)	(69,500)	(27,000)	(9,500)	(33,500)	(122,500)	(34,500)	(23,300)	(22,000)	500	(61,500)	(29,500)	(9,500)	500
Cash Balance	\$ 28,500	\$ (49,430)	\$ (156,930)	\$ (201,430)	\$ (260,930)	\$ (521,430)	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====



Expenditure Detail

Key	Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
V	Pickup Truck 2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	63,000
E	Gas pump / tank set 1967/1997	10,000	-	-	-	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	-	15,000
E	zero turn mowers 2008	-	-	14,000	-	-	-	-	-	-	-	14,000	-	-	1,800	-	-	-	-	-	29,800
E	Fairway mower 2008	-	-	-	-	-	-	-	58,000	-	-	-	-	-	-	-	-	-	-	-	58,000
E	Greens Mowers 2000	-	-	-	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000
E	Greens/Tee Mowers 2002	-	-	-	-	35,000	-	-	-	-	-	-	-	-	-	-	-	-	30,000	-	70,000
E	Computer equipment 2014	-	-	7,000	-	-	-	-	-	-	8,000	-	-	35,000	-	-	-	-	-	-	25,000
E	Turf equipment/mowers 2001	-	-	21,000	-	-	-	-	-	-	-	20,000	-	-	-	-	-	22,000	-	-	63,000
E	Cushman #1 & 2 2014	-	-	28,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000
E	Greens covers 1997/tealhead 2-2006	-	-	5,000	-	-	-	-	5,000	5,000	-	-	-	-	-	5,000	-	-	-	-	20,000
E	Course setting/deck/shower 1985/1994/200	12,000	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	-	32,000
E	Top Dresser Turbo 1993	-	-	-	15,000	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-	-	28,000
E	Operational power equipment 1980-2010	-	5,000	-	-	-	-	-	-	-	-	5,000	-	-	-	-	-	-	-	-	10,000
B	Clubhouse kitchen equipment 1970-2010	\$ 5,000	\$ -	-	-	\$ 5,000	\$ -	\$ -	-	\$ 9,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	-	25,000
B	Clubhouse splash/separators 1999/2002	-	-	8,000	-	-	6,000	-	-	-	-	-	-	-	10,000	-	-	-	-	-	33,000
B	Clubhouse furnace / AC 1999	-	31,000	-	-	-	-	-	-	-	-	-	35,000	-	-	-	-	-	-	-	70,000
B	Clubhouse roof replace 1988	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Clubhouse /carpeting/flooring 1998	-	-	12,000	-	-	-	-	-	-	12,000	-	-	-	-	-	-	-	-	-	-
B	Replace Clubhouse C21 1970s	-	-	-	-	-	-	600,000	-	-	-	-	-	-	-	-	-	-	-	-	24,000
B	Shop garage door/roof 2006/2008 door	-	-	-	-	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	600,000
B	Shop heating/upgrading 1967	-	-	8,000	-	-	-	-	7,000	-	-	-	-	-	7,000	-	-	-	-	-	22,000
I	Sidewalk/exterior repairs 1985	-	-	-	-	10,000	-	-	-	6,000	-	-	15,000	-	-	-	-	-	-	-	31,000
I	Course improvements, landscaping /water	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-	10,000	-	-	-	-	30,000
I	Parking lot repairs/sealing 1990/2003	-	8,000	-	-	-	-	-	-	7,500	-	-	-	-	-	7,500	-	-	-	-	23,000
I	Irrigation system upgrades 1960/1988/1994 7greens	26,000	-	-	-	10,000	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	66,000
		\$ 22,000	\$ 79,000	\$ 108,000	\$ 45,000	\$ 60,000	\$ 261,000	\$ 633,000	\$ 70,000	\$ 27,500	\$ 10,000	\$ 34,000	\$ 123,000	\$ 35,000	\$ 23,800	\$ 22,500	\$ -	\$ 62,000	\$ 30,000	\$ 10,000	\$ -

Jill Anfang

From: noreply@civicplus.com
Sent: Sunday, July 10, 2016 1:34 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal; Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	roger hess jr
Address	1911 rice street
City	roseville
State	<i>Field not completed.</i>
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	No need to contact me
Email Address	rogerhessjr@aol.com
Phone Number	651-270-6910
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	the oval, nature center, general parks, police department, roseville school district and others have not-for-profit entities who raise funds and advocate for their particular interest. maybe a "friends of cedarholm golf course" should be created to advocate for the golf course and to help raise funds for amenities that are not currently being funded.

Email not displaying correctly? [View it in your browser.](#)

Attachment 3

Jill Anfang

From: noreply@civicplus.com
Sent: Sunday, July 10, 2016 1:34 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	roger hess jr
Address	1911 rice street
City	roseville
State	Field not completed.
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	No need to contact me
Email Address	rogerhessjr@aol.com
Phone Number	651-270-6910
Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)	the oval, nature center, general parks, police department, roseville school district and others have not-for-profit entities who raise funds and advocate for their particular interest. maybe a "friends of cedarholm golf course" should be created to advocate for the golf course and to help raise funds for amenities that are not currently being funded.

Email not displaying correctly? [View it in your browser.](#)

Lonnie Brokke

From: noreply@civicplus.com
Sent: Sunday, May 22, 2016 4:33 AM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuls; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name Patricia
 Address Field not completed.
 City Field not completed.
 State Field not completed.
 Zip Code Field not completed.

How would you prefer to be contacted? Email
 Remember to fill in the corresponding contact information.

Email Address prantanen@yahoo.com
 Phone Number Field not completed.

Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)

Where are the financials showing income and expenses for Cedarholm? And where is the analysis of Roseville's existing and future population mix and who will use the course? This information is critical for determining the future viability of a new clubhouse. The City continues to fail to analyze what Gen X, Y and Millennials desire in their community. Golf is not popular with anyone except baby boomers aka senior citizens. Statistics clearly show that Gen X, Y and Millennials don't golf. Roseville is replacing existing city amenities that families with children don't use and that also won't attract families with children. The best use of Cedarholm is to turn it into a general-use park.

Jill Anfang

From: noreply@civicplus.com
Sent: Monday, May 09, 2016 11:02 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salz; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name Heather Sexton
Address 1148 Oakcrest Avenue
City Roseville
State *Field not completed.*
Zip Code 55113

How would you prefer to be contacted? Remember to fill in the corresponding contact information.

Email

Email Address annameta@msn.com

Phone Number 612-306-4888

Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)

I am an architect and a Roseville resident for the last 10 years. One of the major reasons I moved to this first ring suburb is because of the great stock of mid-century ramblers, schools and buildings. As a designer, I appreciate this era of design, along with with a growing number of mid-century enthusiasts that are buying and restoring homes in this and other first ring suburbs. I am also very proud of the quality, modern design of our new library and the park shelters in Central Park. These structures are inspired by mid-century design, yet are of their own time. I feel less enthusiastic when I see ramblers turned into faux bungalows, park buildings that look like farmhouses, retail with faux historic stone and cornices. This is my own

Jill Anfang

From: noreply@civicplus.com
Sent: Monday, May 09, 2016 6:57 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salz; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name	Mary Cardinal
Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	55113
How would you prefer to be contacted? Remember to fill in the corresponding contact information.	Email
Email Address	maryhcardinal@gmail.com
Phone Number	Field not completed.

Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)

Hi Roger, Thank you for starting the conversation concerning the clubhouse replacement. One of the reasons I asked the question at the last meeting concerning the scope of the team's responsibilities is that I hear three distinct topics being discussed: 1) What will the replacement facility look like - what's in scope to address/change 2) What is the financial operational model of the ongoing concern; should it stay an enterprise fund, how can it be managed differently? 3) How should the new facility be funded Maybe I'm confused but I believe the answer at the meeting was that our goal is to address the first item. If the goal is to address all three then we have a lot more work to do! Lisa can probably answer the

Jill Anfang

From: noreply@civicplus.com
Sent: Friday, May 06, 2016 7:24 PM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cylkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name roger hess jr
Address 1911 rice street
City ROSEVILLE
State Minnesota
Zip Code 55113

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

Email Address rogerhessjr@aol.com

Phone Number 651-270-6910

Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field)

not many comments yet, so i thought i'd throw something out to hopefully get the ball rolling. for years the golf course has been run as an enterprise fund, and for decades the city council has been taking money from the course to pay for other non-golf expenses. currently \$20,000 a year is taken out, but in the past this amount has been much higher, i believe as high as \$40,000 to \$60,000 a year, so having this happen for decades it isn't surprising that the golf course fund is so low. plus a large amount of parks and rec expenses, particularly salaries, have been paid by the golf course. i understand that it is difficult to separate some expenses since some golf course employees do other work for the city and other city employees do work for

Jill Anfang

From: noreply@civicplus.com
Sent: Thursday, March 24, 2016 11:57 AM
To: Lonnie Brokke; Janice Walsh; Benno Sydow; Beth Salzl; Dena Modica; Eileen Stanley; Greg Hoag; Jeff Boldt; Gail Jensen; Jim McCall; Kerrik Wessel; Michelle Kruzel; Mary Cardinal; Mike Cytkowski; Matthew Vierling; Mary Olson; Nancy Robbins; Bjorn Olson; Paul Grotenhuis; Dick Laliberte; Roger Hess Jr.; Kyle Steve; Rynetta Renford; Sean Mc Donagh; Steve Anderson; Dave Holt; Jill Anfang; Lisa Laliberte; Philip Gelbach; Jerry Stoner; John Bachhuber
Subject: Online Form Submittal: Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Contact Cedarholm Golf Course Clubhouse Replacement Advisory Team

Name Bill Allard
 Address 309 County Road C2
 City Roseville
 State Field not completed.
 Zip Code 55113

How would you prefer to be contacted? Remember to fill in the corresponding contact information. Email

Email Address allardss409@yahoo.com

Phone Number Field not completed.

Please Share Your Comment, Question or Concern. (Note: There is no character limit to this field) I am a casual golfer who plays at Cedarholm 2-3 times per year. I drive by everyday on my way to and from work. I have noticed that the course does not seem to be as busy in recent years as it once was. As a Roseville resident, I am in favor of keeping the course as a city asset, and making improvements as necessary. I think the open, green space alone makes it a worthwhile asset to the city. I do not know if the course operates at a profit or a loss, but I strongly believe that it should be kept in place as part of the excellent Roseville parks system.

Email not displaying correctly? View it in your browser.

<<http://www.cityofroseville.com/Admin/FormCenter/Submissions/Edit?id=2865&formID=67&submissionDataDisplayType=0&backURL=/Admin/FormCenter/Submissions/Index/67?categoryID=6>>

Attachment 4

Subject: Fwd: Lisa's gold course statement
From: Diane Hilden (dianemhilden@gmail.com)
To: ehstan@yahoo.com;
Date: Friday, May 27, 2016 10:48 AM

Are you and the task force getting all these missives?

----- Forwarded message -----
From: "Sherry Sanders" <ibmgirlx@aol.com>
Date: May 26, 2016 9:30 PM
Subject: Lisa's gold course statement
To: <dianemhilden@gmail.com>
Cc:



Cedarholm Golf Course Clubhouse Replacement

City of Roseville from City of Roseville

6 May

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to <http://speakuproseville.org/discussions/> and take part in the discussion

Shared with City of Roseville in General

THANK 4 REPLY 15

Jerry, Lisa, Karen, and 1 other thanked City of

Diane Hilden from McCarrons Community

6 May

Hopefully any discussion of "amenities" will include pricing considerations

Thanked! Flag

You and Louis thanked Diane

Mickey Turchi from South Oyster

13 May

I hope the the women's bathrooms would have larger stalls.

Thank Flag

Jill Anfang

From: Carolyn Curti
Sent: Wednesday, May 25, 2016 9:28 AM
To: Jill Anfang
Subject: two more cedarholm comments on nextdoor

Liada E. from South Owasso 1d ago

Last thing we need is more townhomes/development.

Thank Remove



Lisa M. from Langton Lake 3h ago

Cedarholm has been a wonderful amenity for the City to have, as are the parks. But just like our homes, there is a cost, and while money may not be the only consideration, it must be a significant ... View more part of the equation. Hearing about the current fairly dire status of the clubhouse, why was it not addressed during the big park renewal and capital improvement process a few years ago? It's difficult to read these comments and not feel for the long-term residents testify last fall that they were being taxed out of their home. At a time when they should reap the benefit of long-term residency – close friends and neighbors, they may well have to move if unable to make it on a fixed income. Don't we have some responsibility to them – as well as to those who use the clubhouse, to be fiscally responsible in allocating public resources?

I'm not opposed to replacing the clubhouse, but for the reasons above, only if it can pay for itself. When my neighborhood was facing certain issues, we were told that the council had to take into consideration the opinions of the city at large – not just a few with a particular interest. How many regular golfers from Roseville utilize Cedarholm on a regular basis? One example of looking at "needs" vs. "wants" – a municipal golf course seems to be a luxury, but are our parks "accessible" to the elderly, handicapped segment of our residents? I don't think so. We're already going into a period of higher property taxes due to repair and maintenance of an aging infrastructure, so do we have to tighten our belts further so a few have a new clubhouse or is there a way through fee adjustment, donations, endowments, etc. where the golf course can cover its own expenses, including a clubhouse?

I appreciated the poster who asked what the amount needed was and they would see what could be done. Parks have several donors and Cedarholm seems to have many loyal and passionate supporters. It may well be that fundraising efforts could be utilized to establish an endowment to replace the clubhouse.

Bottom line, as I see it, more information is always good, so I hope that we will be presented with financial and usage data as part of the final presentation, in addition to the ideas for increased usage, off-season programming, etc.

Thank Remove

Attachment 4

Jill Anfang

From: Carolyn Curti
Sent: Monday, May 23, 2016 8:26 AM
To: Jill Anfang; Lonnée Brokke
Subject: more comments on nextdoor

City of Roseville from City of Roseville 2d ago

Thanks for feedback about the clubhouse. We read all comments in this thread (the city does not have access to conversations in specific neighborhoods) and pass them along to the parks department. Comments are welcome in whatever form works best for you: Calls (651-792-7006), email (jill.anfang@cityofroseville.com), or visits to City Hall. You can also use the form at this webpage. It <http://www.cityofroseville.com/FormCente...>

Edit Delete

Sherry thanked you

Mary Kay R. from Roselawn 2d ago

I think the golf course is great but would like to say if ever they decide not to keep that in the coming years, it would be such a GREAT spot for affordable townhomes (not 400,000 kind) for the neighbors surrounding this area who so want to stay close by.

Thank Remove

Jana thanked Mary Kay



Joyce H. from Fairview Southwest 2d ago

Cedarholm is a wonderful resource for many local residents. I would hope that "making money" is not the only criteria being considered.

Thank Remove

Jane thanked Joyce



Jane W. from McCarrons Community 2d ago

I too am hopeful that "making money" is not the only criterion to be considered. I am curious as to how much we expend on Central Park, the band shell, etc., and would like to know whether that park "makes money" for Roseville. Our quality of life is certainly much more than just how much something costs or pays. I don't play tennis, or soccer or softball, but don't want to see those facilities go away either!

Jill Anfang

From: Carolyn Curti
Sent: Friday, May 20, 2016 8:23 AM
To: Lonnie Brokke; Jill Anfang
Cc: Pat Trudgeon
Subject: Cedarholm discussion on Nextdoor

Cedarholm Golf Course Clubhouse Replacement 6 May

City of Roseville from City of Roseville

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to [http://speakuproseville.org/discussions/...](http://speakuproseville.org/discussions/) and take part in the discussion

Shared with City of Roseville in General

Reply 8

8

Jerry, Lisa, and Karen thanked you

⌂ Loading...

Diane H. from McCarrons Community 8 May

Hopefully any discussion of "amenities" will include pricing considerations

Thank Remove

Sherry and Louis thanked Diane

Mickey T. from South Owasso 12 May

I hope the the women's bathrooms would have larger stalls.

Thank Remove

Mary C. from Central Park 12 May

I would like to resond, give feedback but unable to log in to the discussion.

Attachment 4

Jill Anfang

From: Carolyn Curti
Sent: Thursday, May 19, 2016 12:55 PM
To: Jill Anfang; Garry Bowman
Subject: on nextdoor - one post says she would like to respond but unable to log in.

Cedarholm Golf Course Clubhouse Replacement 6 May

City of Roseville from City of Roseville

The Cedarholm Clubhouse Advisory Team is looking for feedback about what amenities you would like to see in a new golf course clubhouse. Log on to [http://speakuproseville.org/discussions/...](http://speakuproseville.org/discussions/) and take part in the discussion

Shared with City of Roseville in General

Reply 3

3

Jerry thanked you

Diane H. from McCarrons Community 8 May

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Thank Remove

Louis thanked Diane

Mickey F. from South Owasso 12 May

I hope the the women's bathrooms would have larger stalls.

Thank Remove

Mary C. from Central Park 6d ago

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Thank Remove

Cedarholm Golf Course Clubhouse Replacement

City of Roseville from City of Roseville

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Shared with City of Roseville in General

THANK 3 REPLY 9 ▼

★ Jerry, Lisa, and Karen thanked City of

View all 9 replies



Sherry Sanders from McCarrons Community

21h ago

Mike, Great question! The Roseville Finance Commission has advised the Council to not waste any more money on it and to seek other possibilities with it. Why invest in a Commission for advice and then not follow it?

Edited 19h ago

Thank Flag

Desiree thanked Sherry

joel b. from Midland Hills

19h ago

Maybe if the golf course made as much money as the tennis courts, soccer fields and soft ball diamonds (with bleachers yet!) the writers would be willing to allow the golfers in the city to continue to have a facility. If someone would tell me how much that is I will try to come up with a plan.

Thank Flag

Frank Rog thanked joel



City of Roseville from City of Roseville

5h ago

Thanks for feedback about the clubhouse. We read all comments in this thread (the city does not have access to conversations in specific neighborhoods) and pass them along to the parks department. ... View more

Thank Flag

Sherry thanked City of



City of Roseville ♦ 2660 Civic Center Drive ♦ Roseville, MN 55113 ♦ FAX: 651-792-7020

Date: February 3, 2016

Pages: 3

Contact: Garry Bowman, 651-792-7027 and Carolyn Curti, 651-792-7026

Roseville City Offices Closed Presidents Day

Roseville City offices, including the License and Passport Center, will be closed on Monday, February 15, in observance of Presidents Day. Roseville Police and Fire remain on duty. Garbage and recycling services will not be affected by the holiday.

Residents Needed for Cedarholm Clubhouse Advisory Team

Roseville residents: here's your chance to have a voice in the future of the clubhouse at Cedarholm Golf Course.

The City of Roseville is seeking residents to participate on an advisory team that will develop a vision for the clubhouse. The visioning process will include exploring funding options and possible partnerships as well as size, function and use strategies for the clubhouse.

In addition to the 10 Roseville residents, the 18-member resident advising team will consist of eight assigned members, representing the City's Parks and Recreation Commission (3), finance commission (1), City Council (1), historical society (1), and Senior Golf League (1). A member of the Roseville business community (1) will also be included.

The advisory team will be forming soon. To apply log on to www.cityofroseville.com/golf or call 651-792-7102 and an application will be mailed to you. Application deadline is Monday, February 22.

The advisory team will meet once or twice a month beginning in mid-March. All work is expected to be completed by September.

For more information about Cedarholm Golf Course and the clubhouse, please visit www.cityofroseville.com/golf.

Help Maintain Roseville Parks

Make an impact on Roseville parks and natural resources. Volunteers are needed to help gather and stack previously cut buckthorn at Materion Park, so that native and beneficial plants can repopulate.

Saturday, February 19, 10:00 to noon

Materion Park, 225 Minnesota Street

Kelly O'Brien, 651-792-7028 or kelly.obrien@cityofroseville.com

Each month, Roseville hosts a volunteer opportunity at one of the local parks as part of the natural resources renewal project. It includes an educational component and status update of the overall natural resource restoration efforts.

Groups, individuals, and families are encouraged to participate. People of all ages are welcome and will have a role to play. Please contact Volunteer Coordinator Kelly O'Brien for information about joining these community building events. Thanks for your help creating lasting environmental impacts in our parks.

Ice Fishing Fun

Hey, kids, do you dream about catching the big one? Roseville Parks and Recreation invites kids ages 5 to 14 to spend Saturday, February 27, on the ice competing in an ice fishing contest.

We'll have the holes drilled and the bait waiting for you at Lake Johanna Beach, 3500 Lake Johanna Blvd, Arden Hills. Trophies and prizes for the biggest fish and most fish will be up for grabs. Take your chance on drawings for gift packs. Guides will be on hand to answer questions and help children catch fish. Parents are encouraged to join their kids on the ice.

Please dress warmly and have waterproof boots. Bring ice fishing equipment if you have it. A limited number of rods and reels will be available. Cost is \$22 per child. Fishing begins at 11:00 until 1:00 p.m. Call 651-792-7110 to register. Please register by February 23.

Spring Break Muddy Camp

Kids, let's get dirty. Join us at Harriet Alexander Nature Center, 2520 North Dale St., for a fun spring break camp. We'll examine mud, search for worms, tap a maple tree, follow some animal tracks and make a wet weather survival kit.

This fun camp meets March 7-11, from 8:00 a.m. to 5:00 p.m. It is specially designed for boys and girls in first to fifth grades.

Kids can sign up for three days (\$124 or \$116 for Roseville residents) or for the entire week (\$191 regular or \$183 for Roseville residents). If signing up for three days, choose Monday, Wednesday and Friday or Monday, Tuesday and Thursday. To register for camp, call Roseville Parks and Recreation at 651-792-7110 or logon to www.cityofroseville.com/registration. Space is limited so register today.

Be prepared for spring weather – bring jackets, raingear, indoor shoes, boots and water bottle. Morning and afternoon snacks provided. Kids provide their own lunch.

Attachment 5

Spring Break Get-Away Camp

Kids, looking for fun this spring break? How about games, crafts, and field trips? Roseville Parks and Recreation is planning four days of fun at the Spring Break Get-Away Camp from March 7 to March 10.

This camp is especially for kids in first to fifth grade. We'll spend the morning at Lexington Park Building, 2131 Lexington Ave. In the afternoons we'll venture out on fun field trips to several Twin Cities hotspots. The fun begins at 8:00 a.m. until 5:00 p.m. each day.

Sign up for single days (\$44 per day or \$41 for Roseville residents) or all four days (\$152 regular or \$144 for Roseville residents). Bring clothes for indoor and outdoor fun and pack your own lunch and beverages.

To register for camp, call Roseville Parks and Recreation at 651-792-7110 or logon to www.cityofroseville.com/registration.

Minnesota OVAL Site for Women's World Bandy Championship

The City of Roseville invites you to witness the excitement as the top women bandy athletes compete in the Women's World Bandy Championship.

The United States is hosting the 2016 Women's World Bandy Championship. Teams from Canada, China, Finland, Norway, Russia, and Sweden will compete for the title of world's best. The games begin with a round robin competition Thursday-Saturday, February 18-20, followed by semifinals and finals on Sunday afternoon.

The competition takes place at the Guidant John Rose Minnesota OVAL, 2661 Civic Center Drive. There is no admission charge.

Bandy is a fast-paced combination of ice hockey and soccer, in which skaters use bowed sticks to

Newsbriefs

Residents needed for Cedarholm Clubhouse Advisory Team

The City of Roseville is seeking residents to participate on an advisory team that will develop a vision for the clubhouse at Cedarholm Golf Course. The planning process will include exploring funding options and possible partnerships as well as size, function and use strategies for the clubhouse.

In addition to the 10 Roseville residents, the 18-member resident advising team will consist of eight assigned members, representing the city's Parks and Recreation Commission, finance commission, city council, historical society, and Senior Golf League. A member of the Roseville business community will also be included.

The advisory team will be forming soon. To apply go to www.cityofroseville.com/golf or call 651-792-7102 and an application will be mailed to you. The application deadline is Monday, Feb. 22.

The advisory team will meet once or twice a month beginning in mid-March. All work is expected to be completed by September.

For more information about Cedarholm Golf Course and the clubhouse visit www.cityofroseville.com/golf.

Roseville State of the City Address

The City of Roseville invites residents to hear Mayor Dan Roe present the 2016 State of the City Address at 7:30 a.m. on Wednesday, Feb. 24 at Affinity Plus Credit Union.

Mayor Roe will give the address at the Roseville Business Council monthly meeting. He will reflect on the past year's accomplishments and challenges and look forward to what will be happening in the community in 2016. The credit union is located at 2750 Snelling Ave. in Roseville. The speech will be replayed on Cable Channel 16 at 6 p.m. on Feb. 24, at 10 a.m. on Feb. 25, and 10 a.m. on Feb. 28. It will also be available on the city's website at www.cityofroseville.com/2813/ State-of-the-City beginning Feb. 26.

Cedarholm Clubhouse Replacement Advisory Team

Meeting #1: March 17, 2016 <> 6:30-8:30pm
Roseville Cedarholm Golf Course

Agenda

1. Welcome
2. Introductions
3. Public Comment
4. Orientation
 - a. Purpose & Scope of the Group
 - b. Member Roles
 - c. Time Frame
 - i. Future Meetings Day & Time, Frequency
 - ii. Themes/Topics
 - d. Outreach
 - i. Public Input
 - ii. Public Output
 - iii. Public Notice
 - iv. Meeting Notes/Documentation
5. Background Materials
 - a. City & Department Organization
 - b. Cedarholm History & Golf Operations
 - c. Clubhouse Replacement Routes
6. Clubhouse Tour
7. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting # 1, March 17, 2016

Advisory Team Present: John Bachhuber, Mary Cardinal, Mike Cylkowski, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Rynetta Renford, Nancy Robbins, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, Matthew Vierling, Janice Walsh, Kerrik Wessel

Advisory Team Absent: The following Team Members notified staff ahead of time that they would not be able to attend the March 17th meeting. Jeff Boldt, Dick Laliberte, Jim McCall, Beth Sazl

Public Comment: None

Orientation:

The Cedarholm Clubhouse Replacement Advisory Team has been put in place to discuss the future of Roseville Cedarholm Golf Course's Clubhouse. Team members introduced themselves by telling a bit about their golf background and relation to Cedarholm

Staff and Facilitator, Dave Holt discussed;

- The primary focus of this committee: To engage the community, identify funding options and opportunities, explore partnerships, create a preliminary building function concept as it relates to the replacement of the clubhouse, and learn more from and about other communities and to provide a report and recommendation to the City Council.
- Committee member's roles: to attend meetings, be actively engaged, engage residents, keep residents informed, keep groups informed, and share progress with others and to help get word out about what is happening, why and how residents can participate.
- The proposed Meeting schedule: Some conflicts were pointed out. It was recommended that 3 dates be changed; June 16th, July 21st and August 18th were changed to June 9th, July 14th and August 11th. The group also talked about meeting locations being changed from the clubhouse to a new park building. Dates are yet to be determined.
- Outreach is an important part of this committee. All meetings are public and open for public comment. In addition, questions can be asked and received by the group via the website <http://www.cityofroseville.com/2965/Clubhouse-Replacement-Advisory-Team>. The Advisory Team, as mentioned above, should share information with others around the community through personal contact, city website, newsletters, meeting notes, special events and social media sites. An Advisory Team report will also be a monthly item on the Parks and Recreation Commission Agenda.

Background Materials

Parks & Recreation Director, Lonnie Brokke reviewed the City & Department organizational charts, Golf Operations & Clubhouse Replacement Routes discussions to date.

- Cedarholm Golf Course was built in 1959. It was purchased in 1967 by the City of Roseville and was named after former Mayor Emil Cedarholm. The 3,200 sq. ft. clubhouse and 1,800 sq. ft. maintenance building sits on 22 acres of property. Parking is limited to 66 cars and Cedarholm currently operates as an enterprise fund.
- Annual rounds played at Cedarholm Golf Course are not what they once were in the 1990's but continue to be near the top year after year among Metro Area par-3 golf courses. Cedarholm offers 12 leagues that host nearly 850 golfers per week.

Attachment 7b

- Current trends such as foot-golf and fling-golf have been looked into over the past couple years but have been considered a poor fit for Cedarholm at this time due to current number of rounds of golf played.
 - During the winter, Cedarholm is used for cross-country skiing, snowshoeing and sledding while clubhouse rentals are available to public year round.
- Cedarholm has a full time superintendent and a ¾ time clubhouse manager. Salaries may spike year to year based on line items being bulked together.

Review of Preliminary Work done by Commission & Council:

- The Parks and Recreation Commission have been working with the City Council on Capital needs for Cedarholm. They have also done a range of background work on specific Clubhouse needs. The City Council has given the guidance to work with community members to replace the existing clubhouse. Commission & Council work has been provided in today's meeting packet.
 - The Park and Recreation Commissions work to date has been a look at current and future operations, current and future activities at the golf course, current financial position, area surveys, capital improvement needs and renewal program similarities.
- Discussions with Finance Commission representatives have also occurred. The Finance Department has provided information in the meeting packet.
- The time frame of this project is looking to be completed near the end of 2017.

Preliminary Clubhouse Options provided by the Parks & Recreation Commission were reviewed:

Four options for clubhouse replacement were presented to the City Council. The advisory committee will not be limited to these four options. The golf course has been identified as a valuable asset to the City. In sizing a clubhouse replacement, it was the desire of the Commission & City Council to be sure it not only served the needs of today, but also into the future.

Some key features should be considered when looking into replacement of the clubhouse.

- The deck in all cases is considered a valuable amenity.
- A basement could be considered to store carts and other things.
- The maintenance shop is currently functional but should be considered in the future.
- Overall site space is limited. A tour of the 2 facilities will be available before next meeting.

Advisory Committee Members inquired into the new Park Buildings:

Anfang spoke briefly on current Park Building operations.

- The replaced park buildings located around the city have opened with an overwhelming response. City Council recently approved the hire of a ½ time position to coordinate the use of the buildings. The buildings realized approximately \$35,000 in revenue in 2015.
 - More detailed building usage and rental information will be provided at the next meeting.
 - The City of Roseville also has larger buildings available for use. The Nature Center and Guidant John Rose Minnesota OVAL meet the needs of larger groups.
 - The Arboretum is also available as an outdoor facility to provide a more intimate setting.

Clubhouse Tour

Sean McDonagh, Golf Course Superintendent, provided a verbal tour of the clubhouse.

Advisory Team members suggested extending the meeting times to better address all areas of discussions. Facilitator Dave Holt responded that the schedule appears to be flexible to fit those needs and that opportunity will be addressed throughout the process. It was also suggested that future meeting themes and ideas be combined to save time. This too will be considered as the group works through the process.

Meeting #2 will feature municipal golf professionals from around the metro.

Meeting adjourned at 8:30pm

Advisory Team Orientation PowerPoint by Lonnie Brokke

1

Purpose/Scope – January, 2016

- Primary focus is on Clubhouse Replacement
- Engage the community
- Identify Funding Options & Opportunities
- Explore Partnerships – e.g. Historical Society, other needs the city may be missing.....
- Create preliminary building function concept
- Learn more from and about other communities
- Make report and recommendation to the City Council

3

Draft Meetings and Themes

- Meeting #1 – March 17 – Background and History
- Meeting #2 – April 28 – Golf Professionals Panel
- Meeting #3 – May 12 – Partnerships
- Meeting #4 – May 19 – Function and Use Brainstorm
- Meeting #5 – June 16 – Funding Options
- Meeting #6 – July 21 – Public Input (also along the way)
- Meeting #7 August 18 – Draft Report
- Meeting #8 – City Council Presentation

5

Cedarholm Golf Course Facts

- Built in 1959
- Purchased in 1967 – referendum
- Mayor Emil Cedarholm
- 22 acres
- Clubhouse – 3200 sq. ft.
- Shop – 1800 sq. ft.
- 66 car parking lot
- Enterprise Fund



2

Your Roles

- To attend meetings
- To be actively engaged
- To engage residents
- To keep residents informed
- To keep groups informed
- To share progress with others
- Help get word out about what is happening, why and how residents can participate

4

Outreach

- Input – taking in information
 - All considered public meetings – public comment
 - Being available and accessible
 - City website to receive comments, group e-mail box
 - City Council/Parks and Recreation Commission
- Output – putting out information
 - Sharing of information – at functions, at neighborhood gatherings, casually.....
 - City website
 - Brochure/newsletter/paper/other avenues
 - Meeting Notes
- Other? As suggested or becomes evident along the way

6

Summary of Use

- 42,000 annual rounds average in 1990's
- 33,000 annual rounds average in 2000's
- 26,000 annual rounds average last 5 years
- Leagues (12) – 850 golfers
- Season and off season uses



7

Background on Clubhouse Replacement

- Commission working with the City Council – Capital needs upon us
- Commission background work
- Discussions with Finance Commission representatives
- Commission guidance from City Council



8

Commission Work To Date

- Current and future operations
- Current and future activities at golf course
- Current financial position
- Area surveys
- Capital improvement needs
- Very involved in Renewal Program



9

Cedarholm Clubhouse Summary of Options



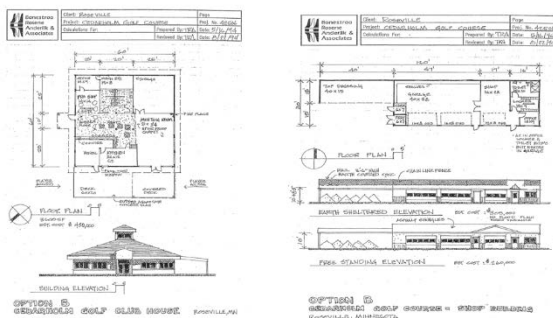
Options Summary

10

- See Spreadsheet for details
- **Option #1** Rebuild to Existing Size & Function (3200 Sq. Ft.)
- **Option #2** Rebuild to Similar Size to Autumn Grove & Lexington Park Buildings (2200 sq. ft.)
- **Option #3** Rebuild to Smaller Size for Check in and Casual Sitting/Snack Area (1575 sq. ft.)
- **Option #4** Existing Clubhouse Conditions (ruled out)

11

1994 Replacement Schematic



12

General Information

- The deck in all cases considered a valuable amenity
- Explore basement for cart and other storage
- The maintenance shop currently functional but should be considered in the future
- Overall site space is limited

13

Timeline



- August/September 2016 – report and recommendation to the City Council



Cedarholm Clubhouse Replacement Advisory Team

Meeting #2: April 28, 2016 <> 6:30-9:00pm

Roseville Cedarholm Golf Course

Agenda

1. Meeting Intro
2. Public Comment
3. Local Golf Industry Panel (6:35-8pm)
 - a. Jody Yungers
Previously: Oversaw Ramsey County golf operations
Currently: Brooklyn Park Parks & Recreation Director
 - i. Course to Clubhouse Relationship
 - ii. Designing a smaller, multi-purpose facility based on revenue potentials
 - iii. How does a Clubhouse contribute to overall Golf Course operation from a business prospective?
 - b. Mark Severson
New Hope Village Golf Course Superintendent
 - i. Brief description of New Hope Village Clubhouse; history, amenities, uses
 - ii. The impact on golf operations when enhancements were made at New Hope Village Clubhouse
 - iii. Benefits/significance of a patio/deck on golf operations and clubhouse use
 - c. Jason Hicks
New Brighton Parks & Recreation Assistant Director, Brightwood Hills Golf Course
 - i. Brief description of Brightwood Hills Clubhouse; history, amenities, uses
 - ii. What was the impact Clubhouse improvements had on golf operations at Brightwood Hills?
 - d. Panel Questions
4. Meeting #1 Notes Comments
 - a. Meeting #1 info request: 2015 Park Building Use Overview
5. Public Engagement Process
 - a. Online comment form:
<http://cityofroseville.com/FormCenter/Parks-Recreation-6/Contact-Cedarholm-Golf-Course-Clubhouse-67>
 - b. Speak Up Roseville Topic Suggestions
 - c. Other Engagement Avenues
6. Meeting #3: May 12, 6:30-9pm "Other Users & Partners"
7. Updated Meeting Schedule: June 9 @ Autumn Grove Park Building, July 14, August 11
8. Late Breaking Info & Other Comments

Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #2 April 28, 2016

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Nancy Robbins, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, Matthew Vierling, Janice Walsh, Kerrik Wessel

Advisory Team Absent: Mary Olson, Mike Cylkowski, Jeff Boldt, Rynetta Renford

Public Comment: None

Local Golf Industry Panel

Staff and Facilitator, Dave Holt introduced the 3 municipal golf professionals from around the metro. Each have offered their free time to speak about similar processes they have been through with their respected departments.

Jody Yungers, Brooklyn Park Parks and Recreation Director (previously Ramsey County Golf Operations)

Course to Clubhouse Relationship

- League-golfers can be the backbone of the play at a golf course, playing no matter what the weather, while open-golfers only play when the weather is pleasant.
- A community golf course should cater to what the community wants. It should have a niche.
- Consider what usage a golf course can have in the winter.

Designing a smaller, multi-purpose facility based on revenue potentials

- Consider planning the size of your pro shop around what your usage will be.
- Staffing of a facility can be more efficient with smaller clubhouse.

How does a clubhouse contribute to overall Golf Course operation from a business perspective?

- Consider the golf operation as a three legged stool. You have the golf course itself that brings in revenue from greens fees, the pro-shop provides equipment and apparel and the grill/bar sells food and beverage. These three parts should be tinkered with based on the core user.
- Figuring out where the golf course is in the niche of the market is important to providing the best experience.
- Build based on what is important to the golfer when they come to the course.

Mark Severson New Hope Village Golf Course Superintendent

Brief description of New Hope Village Clubhouse, history, amenities, uses

- New Hope Village's Clubhouse was originally built in the late 1960's. The clubhouse was replaced in the 1990's as a multi-purpose facility.
- The facility offers a seating area with merchandise measuring 1250 sq. feet. The other area in the clubhouse includes an office and restrooms measuring 1300 sq feet. The outdoor patio is 30ft x 36ft.
- It is an attractive building and a special place to be. 80 parking spots are available at the facility.

Attachment 8b

The impact on golf operations when enhancements were made at New Hope Village Clubhouse

- Designed to be an efficient one person operation. The clerk can move from the till to the connected kitchen with ease.
- The kitchen has a 3 compartment sink and is open to caterers.
- In the winter of 2015, New Hope Village brought \$7,500 in through clubhouse rentals. The rental room has a capacity of 75. The rental area is separated for rentals to not effect golf operations.

Benefits/significance of a patio/deck on golf operations and clubhouse use

- Leagues enjoy the patio before and after their round. The covered picnic area can be very inviting for big events or gatherings. The covered patio is also used as rental space.

Jason Hicks New Brighton Parks and Recreation Assistant Director, Brightwood Hills Golf Course:

Brief description of Brightwood Hills Clubhouse; history, amenities, uses

- Brightwood Hills Clubhouse was originally built in 1969. The city purchased Brightwood Hills in the 1970's. It has a similar course layout and is also a Par-3 9-hole. A new clubhouse was constructed in 2000. The clubhouse features open space and tons of windows. It was constructed on a hill to attract outside attention.

What was the impact Clubhouse improvements had on golf operations at Brightwood Hills?

- The open space within the clubhouse provides flexible setup for rentals. It is inconvenient to have rentals during the golf season as the two areas share clubhouse space. Rentals are delegated mostly to the winter time.
- The clubhouse has a basement featuring storage facilities. Local affiliates use these storage areas year round. 11 golf carts are also stored in the basement. An air exchange is needed for gas carts.
- The open patio offers a place for cookouts and the parking lot was expanded slightly to fit capacity.

Follow up responses:

- New Hope Village does not have a kitchen but has a cozy snack bar.
- Brightwood Hills and New Hope Village do not have locker rooms. Locker rooms are expensive, changing rooms offer similar amenities without the expense.
- Brightwood Hills has a 20 year revenue bond and are an enterprise fund.
- New Hope has a capital asset replacement plan. They were an enterprise fund 2015 but are changing to a general revenue fund.
- Brightwood Hills stores carts in a maintenance shed.
- New Hope Village stores carts below clubhouse in the basement.
- The city of New Brighton has a community center for rentals as well as the golf course.
- The city of New Hope has a rental room in their ice arena as well as the golf course.
- New Hope Village did not close their course when construction was in process. A trailer was brought in as a temporary shelter.
- There has been very little success with full menu and grill at most courses. A full liquor license can offer a secondary revenue source.
- Brookland golf course is no longer an enterprise fund. It is part of the community and considered a parks and recreation asset. Its expenses come out of the recreation revenue fund.
- Some things that the golf professionals would have done differently would have been to build a bigger clubhouse, provide more adequate bathroom space, add more windows and the installation of a fireplace.

Meeting #1 Notes Comments:

Jill Anfang, Assistant Parks & Recreation Director, reviewed the City of Roseville Facility Rental History for 2015-16.

Roseville has 6 new park buildings built upon the desire by the community for more adequate gathering space within the parks system.

- The park buildings had an opening date ranging between January 2015-May 2015.
- 1,000 uses since the buildings opened. 35,000 people have been through the buildings, not including any public stopping in to use lavatory. Birthday parties, grad parties and business meetings are the biggest users.
- The facilities built do not fit a medium-large gathering group. That size is needed in Roseville.
- Park buildings were built in Roseville to bring gathering spaces to the community. They try to generate revenue but are not expected to cover full costs.
- Park buildings were built to serve different size groups.

Public Engagement Process:

The Advisory team is encouraging more input in the online drop box, Nextdoor.com and Speak-Up-Roseville. It is important to actively involve the community in this process.

Meeting #3

May 12th, 6:30pm-9pm will feature Other Uses and Partners

Advisory Team Members inquired into/commented on:

- Possibility of use by School District for meeting space and training location
- Does the School District use Cedarholm for Physical Education Classes and athletic team practices?
- Perhaps the golf operation should consider utilizing food trucks for food service.
- Consider packaging facility rentals for business meetings with a discounted golf pass.
- What is the mission of this community engagement process?
- What about the maintenance garage? Is this part of the discussion?

Updated Meeting Schedule

June 9 @Autumn Grove Park Building, July 14, August 11

Late Breaking Info and Other Comments

Advisory Team is encouraged to travel New Hope Village and Brightwood Hills Golf Courses' to see their clubhouse. A maintenance tour is scheduled before next meeting at 6pm.

Meeting Adjourned at 9:09pm



**Brightwood Hills Clubhouse
in New Brighton, MN**



**Brightwood Hills Golf Course
Storage & Maintenance
Facility**



**Brightwood Hills Clubhouse in
New Brighton, MN**

New Hope Village Golf Course & Clubhouse



Roseville Park Building Report

April 28, 2016

Park Building Opening Timeline:

- Lexington & Sandcastle Parks opened January 2015
 - Villa Park opened February 2015
 - Autumn Grove Park Opened March 2015
 - Oasis Park opened April 2015
 - ~~Rosebrook~~ Park opened May 2015
-

2015 Buildings uses: 584 occasions

- 261 paid building rentals
- 241 recreation program dates
- 48 Community engagement unpaid reservations
- 34 City of Roseville meetings, training sessions
- Usage by Building
 - Autumn Grove: 168 occasions (includes 10 weeks of summer youth programs)
 - Lexington Park: 140 occasions
 - ~~Rosebrook~~: 85 occasions (includes contracted yoga classes)
 - Oasis: 72 occasions
 - Villa: 70 occasions
 - Sandcastle: 49 occasions

2015 Revenue & Expense Report:

- Budgeted Expenses: \$103,400
 - Budgeted Revenues: \$15,400
 - Actual Expenses: \$92,395
 - Actual Revenues: \$29,597
 - \$11,950 @ Lexington Park
 - \$5,080 @ ~~Rosebrook~~
 - \$4,835 @ Autumn Grove Park
 - \$3,265 @ Oasis Park
 - \$3,252 @ Villa Park
 - \$1,215 @ Sandcastle Park
-

January – May 2016 Buildings uses: occasions: 199 (does not include ice rink uses)

- Paid building rentals: 140
- *Skating Rink uses January & February: 202*
- Recreation program dates: 38
- Community engagement unpaid reservations: 12
- 9 City of Roseville meetings, training sessions
- Usage by Building
 - Autumn Grove: 45 occasions (does not include ice rink uses)
 - Lexington Park: 55 occasions (does not include ice rink uses)
 - ~~Rosebrook~~: 57 occasions
 - Oasis: 28 occasions
 - Villa: 11 occasions (does not include ice rink uses)
 - Sandcastle: 3 (does not include ice rink uses)

January – April 2016 Revenue & Expense Report:

- Budgeted Expenses: \$133,400
 - PT-time Staffing: \$18,900
 - Operating Supplies: \$10,400
 - Professional Services: \$58,000
 - Utilities: \$46,100
- Budgeted Revenues: \$30,000
- Expenses to date: \$22,590
- Revenues received to date: \$22,031 (rental receipts for dates throughout 2016)

At our last meeting where was some interest in getting more information on the newly renovated park buildings. I have provided you with information on 2015 usage, revenues and expenses as well as information on the same areas for the first 4 months of 2016.

There are six renovated park buildings, the first at Lexington Park opened in January 2015 with the last at ~~Rosebrook~~ Park opened in May of the same year. Each of these buildings replaced a 50-plus year old warming house that had out-lived its useful life.

Since January 2015 there have been nearly 1000 scheduled uses of the buildings and over 35,000 people who have entered the buildings during the scheduled uses. We do not have a number for the casual uses of the buildings, the times when people stop in to use the rest room, fill their water bottle or check the facility out. The buildings are open 7 days a week with times varying by season and aligning somewhat with daylight hours. 8am-5pm late fall & through the winter, 8am-7pm late winter into early spring & post Labor day to late fall, 7am-9pm spring through Labor Day.

As we met with the community through the Parks & Recreation Master Plan process we heard about the need for community spaces, places for people to meet and gather. During the planning and development of these 6 park buildings the Roseville City Council recognized the financial expectation for these community facilities to cover their direct operating costs through rental fees. Direct operating costs include utility fees (gas, electric & internet) facility supervision and operating supplies & materials.

The park buildings are community resources, access/use is provided to those organizations hosting functions that are open and welcoming to the entire community as well as activities that benefit Roseville as a whole.

Over half of the scheduled building uses have been community based. These facility reservations are staffed in a like manner to a paid rental.

The reasoning behind staffing all building uses is to insure the maintenance and upkeep of the building. Most building uses are during times when the buildings are open to the public – the on-site staff provides a buffer between the rental event or community function & public access. They are also onsite to trouble shoot climate control, technology needs, furnishings & perform set-up & take-down and pre & post use custodial tasks. The staff also act as City of Roseville Ambassadors.

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #3: Partners & Other Users

May 12, 2016 <> 6:30-9:00pm <> Roseville Cedarholm Golf Course

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. Meeting Intro
2. Public Comment
3. Meeting #2 Notes/Comments
4. Cedarholm Staff Presentation: Current Uses & Partnerships
5. Roseville Historical Society Presentation: Function & Needs
6. Cedarholm Golf Course Maintenance Facility: Current Uses & Needs
7. Meeting Theme: Other Users & Partners
 - Brainstorming
 - Golf Season Users
 - Off-Season Users
 - Community Partners
 - Creative Opportunities
 - Other Ideas
 - Prioritize & Rank
 - Group Discussion
8. Meeting #4: May 19, 6:30-9pm "Function & Uses"
9. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #3 May 12th, 2016

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, , Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dick Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Nancy Robbins, Rynetta Renford, Eileen Stanley, Kyle Steve, Jerry Stoner, Benno Sydow, , Janice Walsh, Kerrik Wessel

Advisory Team Absent: Mike Cylkowski, Jeff Boldt, Matthew Vierling, Paul Grotenhuis

Parks & Recreation Staff Present: Steve Anderson, Jill Anfang, Lonnie Brokke, Jeff Evenson, Sean McDonagh

Public Comment: No comment. 5 Historical Society Members in attendance

Clubhouse Replacement Advisory Team meeting information is included on the City of Roseville website. This site also has a comment function that can be used by community members or Advisory Team members to comment, submit questions or share ideas.

1. Inquiry into permanent storage, considerations for the License Center.
 - a. Brokke talked about the current combined public works and parks maintenance facility off of Woodhill Drive. The facility is still not big enough for storage and some equipment must be stored outside. Currently there is an offsite storage building that houses equipment. Seasonal equipment, non-operational police cars and heavy equipment such as bulldozers are stored here. This building is leased. The city continues to explore options and address needs. Appropriate properties are hard to come by.
 - b. The Roseville License Center is in leased space. It is a very busy center and they are busting at the seams. They are continuing to look for a new home, possibly a city owned building. There are no easy answers and it is a continuing process.
2. What's the mission of this group?
 - a. Brokke commented that there has been a lot of work done by the Parks and Recreation Commission along with the Roseville City Council to get to where the Advisory Team is now. A mission was created "To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today & for generations to come."
3. Should the Golf Course be an enterprise fund?
 - a. The golf course doesn't act fully as an enterprise fund. It covers most operating costs through the greens fees but is not able to cover capital improvement costs.

Current Users and Partnerships

Steve Anderson presented the current golf course users and partnerships. Cedarholm Golf Course has a variety of users that pass through the facility on a daily basis. Staff shared weekly calendars and event descriptions detailing the average users on a seasonal basis. Cedarholm Golf Course has partnered with businesses from the community to provide in-kind product for tournaments/leagues and to differ costs of tee signs and scorecards through advertising.

Roseville Historical Society

Betty Wolfangle from the Roseville Historical Society presented a brief history, including past and current locations of operation, stored artifacts, community interest, possible homes for operation, society needs and funding.

The Roseville Historical Society was established and received 501c3 non-profit tax exempt status in 1977. They currently are anchored by 121 members. They also have two books published with detailed history on the City of Roseville.

The Roseville Historical Society has been in and out of facilities for many years. These locations include old fire stations, community centers and schools. They currently work out of Roseville Fire Station #2 on Fairview Avenue. They have a surplus of artifacts stored in cramped spaces. They welcome the community to stop by during Roseville's annual City Wide Garage Sale for refreshments and garage sale shopping.

There has been high community interest in the Roseville Historical Society. Individuals stop by for information semi-weekly. The community has requested programming through the Roseville Historical Society.

Potential sites to date include: the warming house at Evergreen Park, the veterinarian animal hospital on County Road C and a possible spot in the clubhouse if it were to be replaced. Evergreen park would need a substantial remodel (architect estimate of \$400,000). The animal hospital was recently sold.

The Roseville Historical Society would request 1350 sq. ft. of space to operate ideally. This space would include an office, room for 11+ file cabinets and a small display room/museum. The minimum space needed is 280 sq. ft. for an office and research area. The storage and displaying of artifacts would require exploring of other various options.

The Roseville Historical Society presented different funding options that may be available. These options included Minnesota Historical Society Grants, Pledges (currently \$2,000), cash building fund (\$11,400), estate money pledges, fund raising, craft sales and community outreach.

Parking was addressed, but the Roseville Historical Society doesn't expect this to be a big issue. The museum would be open year round to the public. The Roseville Historical Society has been deemed a "gem" by the Minnesota Historical Society and Ramsey County Historical Society.

Cedarholm Golf Course Maintenance Facility: Current Uses and Needs

Sean McDonagh presented current uses of the maintenance facility include equipment, lumber, chemical and cart storage. Limited office space is also included. The staff struggles to find space to move when trying to operate in the facility. Staff must move golf carts from the garage to the clubhouse each morning. Other spaces to store golf carts have been explored with no reasonable solution in sight. The golf carts are used by a wide range of golfers. The golf carts were first leased in 2012. 6 carts were provided to the community. In 2015, the demand increased to 8 carts. Currently, Cedarholm operates with 10 carts. In future as many as 15 carts will be needed. The carts are stored in the maintenance facility due to security issues. Cedarholm pays \$108 dollars a month to lease each cart. If a cart is stolen, the expense would be upwards of \$5500. Some courses around the metro have experienced theft of golf carts. Locations around the clubhouse have been considered to store carts and moving the new clubhouse slightly seems to be a practical idea. Basement storage for the golf carts was talked about briefly. The carts would need to be electric due to concern of fumes from gas carts.

If chemicals are delivered, equipment must be stored elsewhere until these chemicals are used. A top dresser and a 200 gallon water tank have been moved and stored elsewhere. These pieces are considered monthly uses and can be cumbersome to transport. Some clubhouse items are also stored in the maintenance facility due space needs in the clubhouse.

Other Users and Partners

Advisory Team members broke into 5 separate groups to brainstorm about other users and partnerships.

- **Brainstorming**
 - 5 groups each visited stations identified as Golf Season Clubhouse Users, Off-Season Clubhouse Users, Community Partners as Clubhouse Users, Creative Opportunities for the Clubhouse and Other Clubhouse Ideas.
- **Prioritize and Rank**
 - Members were invited to rank which ideas they believe to be the most important with colored stickers to provide a priority from other ideas.
- **Group Discussion**
 - Staff summarized the brainstorm topics and pointed out the areas that were identified as high priority areas, areas of interest and areas Team members were not interested in.

Meeting #4

May 19th, 6:30pm-9pm "Function and Uses"

Late Breaking Info and Other Comments

Speak up Roseville is a community tool to communicate with the advisory committee.

Karen Schaub, director of communication & Community Education for the Roseville school district will be involved at some point during clubhouse replacement process.

Social Media and the City Newsletter are great advertising tools for the advisory committee. Nextdoor.com has been used to network with the community.

Meeting Adjourned at 9:08pm

Affiliated Groups & Athletic Associations

Roseville Affiliated Groups & Athletic Associations provide our community with a range of opportunities, as well as, expanded & varied activities & programs beyond those offered by Roseville's Parks & Recreation department. Roseville Affiliated Groups & Athletic Associations serve thousands of youth & adults through sports & leisure activities that are managed & led by enthusiastic community volunteers.

- Central Park Foundation
- Friends of the OVAL Foundation
- Friends of Roseville Parks
- Lake Owasso Garden Club
- North Suburban Soccer Association
- Rosetown Playhouse
- Roseville Area Girls Fastpitch
- Roseville Area Little League
- Roseville Area Youth Baseball
- Roseville Area Youth Football
- Roseville Area Youth Hockey Association
- Roseville Area Youth Lacrosse Association
- Roseville Big Band
- Roseville Community Band
- Roseville Figure Skating Club
- Roseville Gymnastics Association
- Roseville Historical Society
- Roseville Singles Club
- Roseville String Ensemble
- Roseville Youth Basketball Association



Friends of Roseville Parks Dale Street Playground Dedication



Saturday Football Association Game



Roseville Community Band Performing in Elk River, MN



Historical Society Enjoying the Rose Parade



Basketball Association Game @ Central Park Gym

Roseville Historical Society

1. Brief history of Society

As a result of the Heritage Trail research and development for the 1976 city-wide Bicentennial celebration, the Roseville Historical Society was established in 1977 to further research and perpetuate Roseville history.

- Received 501c3 nonprofit tax exempt status in 1977.
- Current membership is 121 including young and old. Four membership meetings a year are held.
- Two books about Roseville history plus Trail Book for self-guided tours of Roseville historical sites (53) have been published.

2. Locations from the beginning to current include:

- Basement of old Lexington Fire Station; churches; Ralph Reeder School (until torn down); Fairview Community Center (office only); Lexington Fire Station #1 – office and museum rooms (until it was torn down); warehouse on Fairview (office only) until it was torn down last fall. Museum artifacts are in storage at Fire Station #2 on Fairview with office only space available.
- Fairview office site is cramped! There is no room for visitors to sit or do research, and volunteers continue to meet to gather and record past and current history two days a week.

3. Stored artifacts include:

- Examples i.e.: Collections from the Brimhall family; Ashbach family; Frank Rog; Al Kehr; Bremer family; Kath family. Bill Brown paintings of historic sites (hung for many years in City Hall and Council chambers), books (many by Roseville authors), clothes, market garden tool equipment and toys.

4. Community interest

- Remains high.
- Individuals seeking information semi-weekly.
- Community organizations requesting, programs such as DAR, Library, McCarron's Neighborhood organization, District 623 schools, and service organizations (i.e. Rotary, Kiwanis, Lions).

5. Possible homes to date:

- Our museum and office space at Fire station # 1 was not included in the plans for the new fire station on the corner of Lexington and Woodhill. Subsequently, the Parks and Recreation Department offered the warming house (with obvious needed renovation) at Evergreen Park of 660 sq. ft. that would have been adequate for an office and museum with no space for storage. After a year of exploring what was involved in renovation and funding options (final architect estimate \$400,000), the Society reluctantly had to turn away from that site offer.
- Second option with Parks and Recreation Department was the veterinarian animal hospital on County Road C east of Snelling. The Society and the Parks and Recreation Department decided that would be perfect: large storage area that would accommodate both the Park Department and Society; pleasant inviting space for the museum as well as well-arranged space for the office; convenient parking. Unfortunately, it was sold before the sale could be negotiated.
- Third option – reason for our meeting tonight re: adding on to the Club House or sharing space in some way.

6. Society Needs - "Ideal":

Office Space approximately 280 sq. ft. Four people volunteer in the office.

- Need 4 work stations and a desk/table for visitors doing research.
- Presently have 11 file cabinets which contain; family histories, obituaries, 5,000 cataloged photos, "People in the News" files, general information files by topic, files on churches, organizations and schools in Roseville (past and present), etc. Office machines include a copy machine, 2 printers and 2 computers.
- The Roseville Community Fund recently awarded the Society a \$2,500 grant to purchase 2 new computers and upgrade software.

Display room/museum approximately 400 sq. ft.

- The Society has 7 lighted floor display cases of attractive interior decorator quality, 3 glass fronted book cases, and other cabinets. Adequate electrical outlets will be needed. (See No. 3 for artifacts information)

Storage for artifacts estimated 750 sq. ft. Displays will be rotated periodically.

Total "Ideal" needs for office, museum and storage approximately 1350 sq. ft.

7. Minimum - up for discussion.

- At least 280 sq. ft. for office equipment (See No. 6) and visitors doing research.
- Displaying artifacts will require exploring various options.

8. Funding:

- Minnesota Historical Society grants.
- Pledges \$2,000
- Cash building fund \$11,400
- Estate money pledged - final amount not available.
- Society will continue fund raising (i.e. garage sale on city advertised days of June 2-4).
- On-going craft sales
- Community outreach funding PR when final decision on project for permanent home is made.

Summary:

When ready to draw up plans, if the committee agrees, we could show and discuss with the architect our needed space for office, museum and storage and how it could be incorporated in the plans.

Cedarholm Clubhouse Advisory Team

May 12, 2016 Brainstorming Session: Users & Partners

(A) Golf Season Users

- Ladies Leagues (x1)
 - Flowers/Ladies Touch
- Senior Golfers/Leagues
- Open Golfers
- Wedding Venue
- Parties (ie grad)
- Meetings/Groups
- Eat & Drink (x3)
- Sporting Events
- Young Families
- Community Events
- Bike/Hike Stop
- Concerts
 - Small/Coffeehouse like
- After Work
- Tournaments
- Disc Golf (x2)
- Foot Golf (x1)
- Night Golf
- Bridge Club/Cribbage (x1)
- Students/Schools
- Diversity in the Golf Population (x2)
- Clinics
- Service Industry (9-5 events)
- Chamber of Commerce
- Partners
- Exercise/Yoga (x1)
- Dance Groups
- Rosetown Playhouse
- Stargazers
- Liquor Drinkers
- Teen Clubs
- Church Service

(B) Off-Season Clubhouse Users

- Cross-Country Skiing
 - Equipment Rental (x1)
- Snowshoe (x1)
- Clubhouse Rentals
 - Parties, meetings, social, banquets
- Special Events
- Tours
 - Historical Society – Schools
- Winter Fest (x1)
 - Winter Golf
- Skating Rink (x3)
- Dance Classes
- Senior Club
- Sledding
- Bonfires
- Card Clubs
- High School Classes
- Teen Center (x3)
- Special Interest Classes (x1)
- Speaker/Toastmaster
- Viewing Parties (ie Super Bowl)
- Golf Simulator (x2)
- Craft Sales – Holiday Sales
- Adult Learning Classes through the University of Minnesota

Attachment 9e

(C) Community Partners

- “Big Buck” Partner/Sponsor – Naming Rights
- Significant Donation toward new building in exchange for rounds of golf
- Other Businesses advertise for Cedarholm in return for rounds of golf
- Catering Company outfits the Kitchen (x3)
- Food Service Sponsor supplies equipment in exchange for future business from Cedarholm when purchasing food/product (x1)
- Partnership with Cedarholm itself – loyalty card
- Cross Business Loyalty Card – Cedarholm Sponsored/based in Roseville (x2)
- Partner with Funeral Home to provide Funeral Lunches
- Neighborhood Associations
- FORParks donate a Fireplace at Cedarholm like they did with Park Buildings (x1)
- Pull Tabs – Charity Partners (x1)
- Partner with Neighboring Cities
- Bingo
- Hospital/Health Care
- Rosedale
- Partner with Library
- School district
- Affiliated Groups
 - Historical Society (x2) Historical Society (x2) Historical Society (x1)
 - Athletic Associations (x1)
- Businesses
- Churches
- Hostel Guests/Visitors
- Youth Groups
 - Scouts/Badges
- Colleges (x1)
- Community Organizations (x1)
- Families
- City Staff/Department Users

(D) Creative Opportunities for Clubhouse Users

- Hitting Bays/Golf Training (x1)
- Indoor Practice Ranges
- TV Screens for showing the PGA Channels (x2)
- Bathrooms/Changing Rooms
- Bar Service
- Special Events
 - Classes (ie painting, color books, exercise, gaming, speed dating)
- Speaking Events/Poetry Readings/Book Club (x3)
- Celebrity Events
- Card Nights
 - Poker, Bridge, 500
- Sports Bar Concept (x2) Sports Bar Concept (x2)
- Watch Sporting Events (x1)
- Events
 - Movie Nights (x1)
 - Family Nights
 - Hayrides (x1)
 - Theme Nights
- Partner with the OVAL
- Food Trucks with Wine & Beer (x2)
- Enhanced Deck with Heater(s)
- Gardening/Produce Fairs
- Two Story Building (x1)
- Equipment Demo Days
- Additional Proshop Sales Ideas
- Teen Night Discounts
- Theme Nights
 - Food
- Events that Promote Local Businesses
- School Events
- Story Time

(E) Other Clubhouse Users

- Roseville Visitors Association
- Roseville School of Dance
- Athletic Storage
- Board Game Clubs (x1)
- Senior Programming
- Partner with Schools
 - Nature Walks
- Rosetown Playhouse
 - Rehearsal Space/Storage
- Gathering Space
- Drop-in Center (Seniors/Teens)
- Casino (x1) Casino (x2)
- Townhome Gathering Space
- Professional Kitchen (x5)
 - Restaurant for a week
 - Chef Rental
- Midsize Gathering Space (x1)
- Business Meeting Room
- Brewery
- Food Trucks
- Locker Rooms
- Gathering Space for Business use, parties, rental space
- Art Classes (x1)
- Church Rental
- Business Meeting/Chapter
- Night Golf (repeated by 2 additional groups)
 - Lights for Night Golf
- Cross Country Skiing
 - Lights for night skiing
- Snowshoeing
- Restaurant/Sandwich Shop open to Public
- Shop for all
- Catering facilities
- Alternative Golf
 - Foot Golf, Disc Golf
- Roseville Affiliated Groups/Club Space (Programs)
- Putting Tournaments
- Teen Night
 - Pop, Activities
- Multiple Levels (x8) Multiple Levels (x2)
- Independent Yoga
 - Studio/Private Business
- Summer School Programs
- Recreation Programs
- Liquor License

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #4: Functions & Uses

May 19, 2016 <> 6:30-9:00pm <> Roseville Cedarholm Golf Course

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. Meeting Intro
2. Public Comment
3. Meeting #3 Notes/Comments
4. Staff Presentation: Parks & Recreation System Master Plan Guidance
 - Constellation Concept
5. Process Intro
6. Meeting Theme: Functions & Uses
 - Brainstorming
 - Site Considerations
 - Facility Functionality, Needs
 - Special Features
 - Support Components
 - Maintenance Considerations
 - Partnership/Co-User Potentials
 - Other
 - Small Groups Report Back
 - Summarize Overall Input
7. Meeting #5: June 9 @ Autumn Grove Park, 6:30-9pm "Funding Options"
8. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #4 May 19th, 2016

1. **Advisory Team Present:** John Bachhuber, Herb Dickhudt, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Lisa Laliberte, Dena Modica, Bjorn Olson, Mary Olson, Nancy Robbins, Rynetta Renford, Eileen Stanley, Jerry Stoner, Benno Sydow, Janice Walsh, Kerrik Wessel, Matthew Vierling, Paul Grotenhuis
Parks & Recreation Staff Present: Steve Anderson, Jill Anfang, Lonnie Brokke, Jeff Evenson, Sean McDonagh
Advisory Team Absent: Mike Cylkowski, Jeff Boldt, Mary Cardinal, Phil Gelbach, Dick Laliberte, Kyle Steve
2. **Public Comment:** None
3. **Meeting #3 Notes and Comments**
 - Additional Comments to add to the brainstorming list
 - Include a warming house for cross country skiing during the winter
 - Include adequately sized changing rooms/ bathrooms
4. **Staff Presentation: Parks & Recreation System Master Plan Guidance**

Jeff Evenson explained how Cedarholm Golf Course Clubhouse fits in with the Roseville Parks & Recreation Constellation Concept.

 - During the master plan process, park to park connectivity was the number one priority for Roseville Residents.
 - ½ mile constellations were developed to identify amenities within Roseville neighborhoods.
 - Sector areas were developed to identify medium size area amenities.
 - Communitywide amenities were identified as the large facilities within the Parks and Recreation system.
 - Some examples were provided to clarify each area:
 - Constellations
 - Programmable fields
 - Tennis courts/volleyball
 - Larger natural area
 - Sector area
 - Skating area for winter
 - Splash pad
 - Community garden
 - Communitywide
 - Guidant John Rose Oval
 - Community Center
 - Dale Street Soccer Fields
 - Cedarholm Golf Course

These amenities are both existing and under consideration for future development.
5. **Jeff Evenson & Kerrick Wessel introduced the Brainstorming process as it applies to the meeting theme:**
Function & Uses

- Site Considerations
 - Facility Functionality, Needs
 - Special Features
 - Support Components
 - Maintenance Considerations
 - Partnerships/Co-User Potentials
 - Other
6. Members split up into groups of 4 or 5. Each group was given worksheets to write down ideas and issues for the clubhouse, maintenance facility and the service area. Members were encouraged to express their interests as tonight is the night to get ideas down. They are also encouraged to go beyond the first comment and develop creative and inspired ideas; don't get bogged down by details. The clubhouse should reflect how the community wants to look.
- Following 90 minutes of group work each table reported back their top areas of interest and/or suggestions. The Ideas and Issues were collected and will be summarized. Everything will be posted online.
 - Summary of Small Group Input

Service Area

- Relationship between clubhouse, putting green and first hole
- Signage and Digital Signage around course. Could be used as promotional tool.
- Orientation of clubhouse
 - Efficiency for staff
 - Front entrance visual to parking lot
 - Improvements to parking flow
 - More bike racks
 - Maintenance shed moved to other side of parking lot, behind clubhouse
 - Deck/patio seating above golf cart storage
 - Parking pads for golf carts
 - Consistent color scheme with other park buildings
 - Non-consistent color scheme and building type as other park buildings
 - More welcoming from street, landscaping, building

Clubhouse

- Rental space should be a unique size (80-100 seating)
- Room/deck that is partially covered, patio ground floor
- Liquor License
- Food functions, ballpark food
- Fire pit
- TV/display screen for tee times
- Overflow parking
- Walking Bridge
- Remove Pro shop, space saver
- Impressive bathrooms on all floors, accessible bathroom from outside
- Historical Society with offices and storage
- Function first should be golf course related
- Basic functions for golf course to operate

- Outdoor Kiosk
- Garage door/3 season patio/screen porch
- Phone application for ordering food
- Extended hours
- Solar panels
- Roof rain garden/green room combined patio
- Low maintenance exterior

Maintenance Facility

- Running water/bathroom
- Separate storage for golf carts and maintenance equipment
- Equipment kept indoors
- High garage doors for big equipment
- Chemical cabinets
- Build for future business not just now
- Mirror clubhouse and maintenance facility
- Better storage for supplies/irrigation, specific
- Attach maintenance facility to clubhouse
- Move maintenance facility to different location on property
 - Southwest corner
 - “B-2 Triangle” area
- Garage next to maintenance building for carts
- Maintenance underground
- Putting green on top of cart storage

7. Meeting #5

June 9th, 6:30pm-9pm “Funding Options” at Autumn Grove Park

8. Late Breaking Info and Other Comments

- Questions have been asked regarding City enterprise funds
 - It was identified that Cedarholm is one of only a few enterprise funds in Roseville.
- Questions arose in regards to the City of Roseville's access to Nextdoor.com postings.
 - The City of Roseville can post items but cannot view or respond to comments.
 - Speak-Up Roseville and the City of Roseville website drop box were suggested again as tools to post comments or ask questions.

Meeting Adjourned at 8:39pm



B-36 | Vision and Master Plan



Parks and Recreation System Master Plan

Constellations and sectors

As an evolution from the 1960 Parks and Recreation Plan, and through the process of developing this Parks and Recreation System Master Plan, we see that a new organizational structure can be created to better serve the parks and recreation needs and desires of a nearly full developed community. A sector and constellation concept will organize Roseville into four sectors and 15 constellations. Sectors and constellations are enhanced by green park-like connections that emphasize pedestrian and biking links between parks within a constellation, with extensions to other constellations and sectors.

Constellations and sectors are a foundation of the master plan. Imagine a constellation in the night sky, with a series of stars linked by imaginary lines, and where singular stars—still known by their names—become a part of a larger picture. In Roseville, constellations are formed by a circle encompassing a 1/2 mile radius—about a ten minute walk, and are separated by roadways or natural features. In most cases, constellations are parks in a neighborhood, and the key is that the individual parks, while retaining their individual identities, form a network of opportunities intended to serve the immediate parks and recreation needs of the surrounding neighborhood.

Within a constellation, parks are linked by some level of a trail, sidewalk, or other non-motorized connection. Greater connectivity for pedestrians

and bicyclists is a clear desire of the community, and while connections across the community might be a long-term goal, the process of creating a connected community begins locally—by linking neighbors to their parks, and parks to other parks within a constellation.

Across Roseville, the master plan envisions a total of 15 constellations, most of which serve residential areas, with one constellation directed to a commercial-industrial area along I-35W.

Eventually, residents will find that a component of the parks and recreation system is not available within their constellation. Constellations are intended to be linked to other constellations, forming sectors that provide another level of parks and recreation services to residents—this time with facilities that serve larger components of the community than constellations (or neighborhoods). In the master plan, Roseville is divided into four sectors—divided according to the more significant barriers formed by Highway 36 and Snelling Avenue. While the sectors are not equal in area, they offer the next layer in the delivery of parks and recreation services to the community.

Links are proposed across some constellation boundaries. These links would most likely occur at locations where safe crossings can be achieved—at signalized intersections or other locations where the crossings are more controlled. Importantly, the parks and recreation system master plan does not intend to dictate the type of connection [a



Group Discussion Notes: May 19, 2016

Group 1: Greg Hoag, Michelle Kruzel, Lisa Laliberte, Nancy Robbins, Eileen Stanley

Clubhouse issues:

- | | |
|-------------------------------|---|
| -Parking | -HVAC |
| -limited footprint | -Lighting |
| -dated, aged building | -ADA compliance – not great |
| -awkward layout | -P.A. system inadequate (?) |
| -small bathrooms (esp. men's) | -outdated electronic amenities (such as TV) |
| -doors, windows, floors | -water/sewer for maintenance building |
| -roof | -direct west view – blinding (on deck, in evening) |
| -Uncovered patio/deck | -food operations – beverages and food choices lacking |
| -office space | -vacuum cleaner is too old |
| -storage space | -No “mod. cons.” (modern conveniences) on patio/deck |

Clubhouse ideas:

- | | |
|--|----------------------------------|
| -Storage | -Need to make building welcoming |
| -More outdoor social space | -Thoughtful landscaping |
| -Reposition the building footprint | -updated signage |
| -Rental space to fit the mid-range size, between Lex. Building and Skating Center (80-100 seated guests) | |
| -Food - catering kitchen, outdoor grill ... Outsource operation or internally-run? | |
| -Parking lot: Reposition the parking lot to be an “L” shape going to south side of existing bldg. | |
| -Build walkway over Hamline to the church lot with “Welcome to Roseville” sign on arch? | |
| -with an obvious entrance | |
| -provide access to delivery trucks | |
| -maintain the views of the golf course | |
| -move the social space out of the “line of fire” (ie, errant golf shots) | |
| -Shorten hole 2, lengthen elsewhere to get more room for clubhouse/maintenance building | |
| -Provide shade/canopy for outdoor social space | |
| -garage doors for patio space? In nice weather, roll up the door/wall | |
| -raise the deck and park the golf carts underneath. Store outdoor furniture in this space in off season | |
| -Consider landscape aesthetic | |
| -maintenance building – provide running water | |
| -make building smaller but with basement and second story – more parking space | |
| -Carts in the lower level; golf operations in main level; rental space upstairs | |
| -upper and lower decks | |
| -Split level? | |
| -big floor-to-ceiling windows facing the golf course | |
| -if reposition the building, ensure it's not directly west-facing (sun in eyes in evening) | |
| -Cover/lattice/ceiling for patio space | |
| -Food service as destination, not just for golf | |
| -add liquor license | |
| -Cedarholm with its own identity separate from Parks and Recreation | |
| -Update men's room | |
| -Add changing area/bench in both men's and women's rooms (to change out of work clothes, for instance) | |

Group 2: Paul Grotenhuis, Dave Holt, Dena Modica, Benno Sydow, Janice Walsh

Maintenance building issues:

- space: carts, shop, vehicles
- water: cleaning the carts, bathroom
- office: manager space, phone
- parts storage
- takes up parking spaces
- carts: separate building

Maintenance building ideas:

- bocce
- rooftop for putting, goofy golf (covered)
- “FLB” on roof top (?)
- golf club cleaning station
- special game [can’t read] for disabled – special day? Tournament

Clubhouse ideas:

- party room, 70-80 people (2-50 people spaces, can open to 100)
- roof deck, partially covered
- patio: 1st /ground floor
- remove pro shop, have basics (balls, tees, gloves, hats, etc.) -Kitchen – catering
- bar: liquor license
- TV: movies on the deck
- liquor cart
- fireplace and fire pit
- bocce ball-more signage
- safety issue – parking in church lot across street

Clubhouse service area ideas:

- footprint: maintenance building below grade, to the side of clubhouse, with carts under clubhouse, putting green on top of maintenance
- make 2+ story with basement for maintenance or storage
 - Drive out basement for carts and vehicles
 - Historical society, etc. on 2nd floor
- have separate maintenance building in area east of putting green; keeps vehicles out of way -putting green: remove, use for parking (“lose it”)
- make parking spaces in area east of putting green
- covered patio
- driving net
- inviting entrance – curb appeal

Group 3: Herb Dickhudt, Roger Hess, Jr., Bjorn Olson, Rynetta Renford, Matthew Vierling

Clubhouse issues/ideas:

- catering kitchen
- bathrooms all levels
- basement storage
- historical society storage, offices, display areas
- clubhouse to be indoor/outdoor use
- maximize window space
- seating up to 100 people
- smart phone app to phone in food/beverage orders
- smart phone app to prepay, just check in
- bonfire/fireplace, inside and out
- Keep deck and add more deck space
- patio along with deck
- outdoor lighting, all around building
- large room with dividers for small rooms
- low maintenance exterior
- open year round
- half of deck exposed, other half covered/not exposed
- meeting rooms with projectors/AV equipment, microphones
- TV screen for real, up-to-the-minute tee times for paid golfers
- position clubhouse to view 9th hole and putting green and 1st tee, to maximize course views
- Hard surface for cart-parking
- correct electrical if electric carts, to not trip breakers (inside or outside ones)
- bathroom/changing areas – impressive one
- no showers
- no pro shop
- garage doors on 2 or 3 sides
- kiosks
- tap beer – important
- alcohol on site (i.e., liquor license)
- beverage/food carts
- minimum ball game food
- extended hours
- TVs all over
- jukebox/music
- minimize carbon footprint
- outside access to bathroom
- solar panels
- 2nd level deck

Maintenance building issues:

- Running water/restrooms
- like separation from clubhouse
- mirror clubhouse look [something]
- 2 story maintenance for carts
- keep all equipment indoors (carts/vehicles)
- better storage for supplies
- high garage doors for tall equipment
- 1 shed vs multiple
- green room with lawn bowling
- build to the future business
- chemical cabinets

Service area issues/ideas:

- better/higher sign to be seen from Highway 36
- add digital signage, rotate activities to display
- keep with color scheme of parks' other buildings
- like trees along Hamline – privacy. Would be nice once beyond to see beautiful building
- improve flow of putting green to the 1st tee. Clubhouse—putting green—1st tee (in that order)
- placement of clubhouse (orientation of it)
- one person could watch putting green 1st hole & reorganization (?)
- keep ponds clean – algae growth/smell
- more bike racks
- parking pad for carts
- rain garden: storm water retention on the south side of the putting green (possibly parking lot as well) -utilize the southeast corner better: repositioning the clubhouse and putting green may allow it to use as a patio/deck, etc.

Group 4: John Bachhuber, Mary Olson, Jerry Stoner*Clubhouse issues:*

- looks outdated
- visually unappealing
- deck is not integrated to the clubhouse
- no shade on deck
- lack of club storage
- pros hop unnecessary!
- not well suited for a variety of activities
- low ceiling in clubhouse makes it feel small
- kitchen has lots of wasted space
- lacking storage space in clubhouse

Clubhouse ideas:

- two or more distinct entrances to support two simultaneous activities
- flexibility of building interior/exterior
- high ceiling for performance space
- air walls for separation of spaces
- Solar power
- Mid-Century look & feel
- interior feels like an outdoor space
- solar garden by the same company that is looking at the OVAL
- could go on the car port roof for the cart storage or the maintenance building roof
- maintained by Roseville Garden Club [? Lake Owasso GC? P&R Green Team?]
- fits with a golf course (like Frank Lloyd Wright buildings)
- screen porch/gathering space
- Roof top garden/patio –for “star gazing”!
- insulating the building
- putting green on roof
- exterior space
- interior and exterior blend seamlessly
- solar power can fuel the electric carts

Service Area issues:

- cramped parking lot (note on aerial photo, circling existing maintenance building): “extend parking?”
- building orientation (uninviting)
- zoning restrictions
- putting green orientation (not visible)
- maintenance building too visible!

Service area ideas:

- Reorient clubhouse and move putting green to be more visible
[sketch with “Hamline” on bottom of page, “N” on right of page, and drawing showing, left to right, “Clubhouse” in a big circle, “Putting Green” in smaller circle, “#1 hole” in box]
- expand parking by moving service building
[sketch, “Hamline” at bottom, “Move” with “Service building” crossed out, “Parking – Expand” and rightpointing arrow in direction of crossed out Service Building; “Barrier to protect cars”]

Maintenance issue:

- too visible!
- no heat or water, no bathroom facilities for staff
- too small for off-season storage
- not designed to accommodate new equipment

Maintenance ideas:

- store maintenance equipment and golf carts separately
[Sketch, “Hamline” at top of page, “B2” on left, “Maint Building” behind approximate existing clubhouse; “Separate building for cart storage” plus sketch of cart storage idea] -costs less -easier to hide
- move maintenance building to B2, away from clubhouse, still accessible by road
- tie maintenance building to clubhouse (in a hidden way)
- 1 structure reduces costs
- better security
- option for storage space comes easier
- uses existing gas/water/sewer and maybe HVAC [similar sketch to one above, with maintenance behind existing clubhouse building]

BIG LISTS (compilation of ideas from all groups)

Site

- putting green/building relationship (3)
- digital signage (3)
- Better signage on 36, site (3)
- Building location (3)
- main entrance to building is bad
- change orientation of parking
- parking is a problem
- combine building maintenance on south
- basement under maintenance
- carts under deck/winter storage
- parking pads for carts
- bike racks
- traffic flow is bad
- curb appeal – welcoming
- entry sequence
- color scheme similar to park buildings
- make sure it is unique landmark
- landscape improvements for signage

Clubhouse

- designed & built for Golf first
- mid-size space to fill need (bigger 100 seat)
- partially covered deck
- catering kitchen
- TV
- fireplace
- bathrooms on all levels = [can't make out]
- accessible from outside [bathrooms]
- ballpark food
- kiosk
- OPEN AIR/indoor
- app to pre order [i.e., smart phone app]
- tee time screens, music
- patio
- basic use add as needed
- pedestrian bridge
- Safety issues
- no pro shop, allows more space
- screen porch attached
- historical society (3)
- reserve parking spaces
- Full-year use
- low maintenance exterior
- extended hours
- solar panels
- green roof

Maintenance facility

- running water
- separate cart storage space
- equipment inside
- high doors
- chemical cabinets
- build for future
- improve exterior
- more specific storage space
- move facility to another location
- material bins
- garage for carts/storage in winter
- all maintenance underground
- putting green on top

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #5: Funding Options

June 9, 2016 <> 6:30-9:00pm <> Autumn Grove Park Building

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. Meeting Intro
2. Public Comment
3. Meeting #4 Notes/Comments
4. Staff Presentation: Chris Miller – Roseville Finance Director
 - Municipal Golf Course Funding 101
 - Funding Options
5. Summary of Commission Work to Date
 - Finance Commission
 - Parks & Recreation Commission
6. Questions & Answers/Discussion by Advisory Team
7. Meeting #6: July 14 @ Harriet Alexander Nature Center, 6:30-9pm
 - Discuss need for additional Advisory Team Meeting prior to Public Presentation & Draft Report
8. Late Breaking Info & Other Comments



**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #5 June 9th, 2016**

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, Roger Hess Jr., Greg Hoag, Dave Holt, Michelle Kruzel, Dick Laliberte, Lisa Laliberte, Dena Modica, Nancy Robbins, Eileen Stanley, Jerry Stoner, Benno Sydow, Janice Walsh, Kerrik Wessel, Matthew Vierling, Paul Grotenhuis

City Staff Present: Lonnie Brokke, Jill Anfang, Sean McDonagh, Chris Miller, Steven Anderson

Advisory Team Absent: Mike Cylkowski, Jeff Boldt, Kyle Steve, Bjorn Olson, Mary Olson, Rynetta Renford,

Meeting Intro

- The questions/comments provided to the online drop box are not responded to by city staff. The advisory team is welcome to respond.

Public Comment

- None

Meeting #4 Notes and Comments

Function and Use Group Discussion Notes

- Pull Cart wheel washer was asked to be added to the clubhouse resource list. Pull carts can be covered in grass after a round of golf.
- Adding stairs from the 7th green to the 8th tee box was brought up as another idea. It will be added to the service areas idea list.

Staff Presentation: Chris Miller- Roseville Finance Director

Chris has been the finance director for 14+ years. He has overseen finances concerning the golf course. Attachment D has been modified as there was a typo. An updated copy of attachment D was distributed to the advisory committee before the start of the meeting. The numbers on Attachment E look familiar. It comes from the start of the packet but the numbers have been refreshed. It is inserted for informational purposes.

Municipal Golf Course Funding 101

- Most municipal golf courses are funded primarily by the revenues they take in directly (Greens fees and participant fees). Concession sales and equipment sales also bring in revenues. 81% of total revenues are contributed by greens fees. This is very customary for most municipal golf courses. About 10-15 years ago, most courses were funded by greens fees. Golf was booming and participation was up to about 35,000 rounds per year. It is down closer to 25,000 per year. The landscape has changed quite a bit; a lot of municipal golf courses are not able to sustain themselves with greens fees alone. Golf courses use other revenues such as property taxes to fund capital improvements. This memo was put together to identify the major revenues and expenses.
- Personnel is a big expense. It takes a lot of resources and staffing hours to manage any golf course and is 63% of Cedarholm's expenses. System supplies, depreciation and administrative service charges are some real costs associated with the golf course. They will be explained in depth more on attachment C.
- All city functions are categorized in two ways. Business type functions (enterprise fund) have the expectation that they will be funded by the fees they bring in. The water and sewer utility services fall into this model. These operations are modeled like the private sector. Governmental type functions are funded by other revenues such as property taxes. On pg.2 of attachment C, there is a graph showing which City of Roseville operations are

business type functions and which are governmental type functions. Most of the parks and recreation system is governmental type. The skating center is one of these operations. The skating center used to be a business type function but was unable to sustain itself. There was a conscious effort made in the 1990's to change the skating center business model. The golf course is on that same path. That information is not new to elected officials or anyone else in city hall. Cedarholm is doing exceptionally well compared to others municipal golf courses. The City of Roseville has done everything in its power to keep Cedarholm a viable business.

- It is not the advisory teams charge to recommend which finance model Cedarholm will be in the future.
- Depreciation and administrative service charges are charged against the golf course. There has been some interest in removing some of these charges to help the golf courses day to day operations. Removing these would help the golf course but not necessarily take away from needing other funding sources to pay for operations. If they were removed, some other sector would have to support these costs.
- Depreciation is a measure of the ability for capital improvements in the future. It is a way of setting aside money for future use. It is an accounting expense against the golf course.
- Administrative service is a internal charge to pay for indirect costs such as property, liability and workers compensation administration, payroll processing, income tax withholding and distribution, invoice processing, accounting and financial reporting, banking and investing services, legal services, information technology support services and human resources administration. These costs are pooled together in administration. If the golf course was gone, the insurance cost would go down. The golf course is being charged \$20,000 per year which is about 6% of its annual operating budget, the capital is excluded. This is very normal and comparable to the other business type functions within the city.
- When there is a surplus of revenue for a year at the golf course, it is deposited into the golf course fund. If the council makes the decision to support the golf course in some other way, it would effectively not be a business type function. It is up to the council to decide which function they want the golf course to run as. The term enterprise fund is described as a standalone function. It is presented this way as an accounting function. It provides greater accuracy for what it takes to run a golf course. If it was a government type function, it would be pooled into the park and recreation fund, but could still be accurately depicted financially. The advisory committee is not recommending which function it should be. The committee will be recommending funding options, usage and ideas. This memo is informational only. We need to beware of the golf landscape and recommend a solution for how we think golf will change over the next 30 years. The committee will be kept in the loop for what is viable going forward. Attachment E shows the cash flow over the past 5 years. In 2015 the golf course turned a positive balance which is great to see going forward. The sharing of resources, such as staffing, is deemed to be even. Staff from the golf course help out with parks and recreation and vise versa. The numbers for the skating center are very transparent and if the golf course would change to a government type function it's numbers would be similarly transparent. Of the 63% expenses for staff, \$193,000 is allocated for permanent staff and \$54,000 is allocated for about 15 part-time staff. A new clubhouse would draw in more people, but how many is up in air. If you look at the new park buildings, they can generate year round revenue. There is a buzz around new amenities in a community. The bottom line is to look at the golf course as an asset. Cedarholm is part of a function that generates revenues. We shouldn't be focused on how to generate more but to look at funding options, and how to pay for this valuable asset. Cedarholm could see increased rounds from tournaments with a new clubhouse. Tournament organizers look for facilities that can assist with more needs. Food and beverage, space and appearance could bring in more tournaments. When the advisory committee started, the funding for what needs to be done compared to building a new clubhouse was a benefit. The cost for what needs to be done is large and it seems practical to go forward with a new clubhouse. The building should be built to attract people and bring them back for more.

Attachment 11b

Funding Options

There have been four funding sources that have been identified as practical options for a clubhouse replacement.

Option A – Golf Course Fund

- The golf course has its own fund. \$227,000 is available for capital improvements or equipment replacements.

Option B - Park dedication fees and park renewal funds

Around 2.6 million dollars is currently in these funds. \$1 million of this is earmarked for park acquisition in southwest Roseville.

- Park dedication fees
 - Fees that we charge to new development on housing or commercial buildings. They are buying into a established park system. These have added impacts on the system so they pay their share. The amount dedicated varies year to year. Some years there is nothing and some years tens of thousands of dollars. The city mainly uses this fund for acquiring new park land. Taking money from this fund could hinder new park acquisition in the future.
- Park renewal funds
 - The park renewal program has been going on for 4-5 years. There is money left over from the 19 million dollar bond. The program is not done yet and projects are ongoing. There is about \$400,000 left and some of this will be used for ongoing projects. There are outside restrictions on borrowing money. You are supposed to spend the borrowed money within about 3 years. 3 years is coming up, and internal talks have been ongoing on how to spend this money to the IRS approval. It has been talked about to use the earmarked money for southwest Roseville or spend it elsewhere to be IRS compliant. It is a pot of money that is available. The city is currently pursuing a plot of land in southwest Roseville. The cost is not a lot but the city is still trying to be compliant. Renewal money has timing on when it should be used. Southeast Roseville has a parcel being paid through a Grant. The pathway/trail construction project has money left from it as well but it is not included in these funds. The renewal program as a whole is on time and under budget which is satisfying considering the 77 projects going on with no additional staff. The purpose of Attachment D is to show what money is out there. There is an option to do this without going to tax payer.

Option C – Contributions/Partnerships

- Private contributions or partners might have interest in financing the clubhouse.

Option D – Revenue Bond

- Issuing bonds, such as funding for the park renewal program. This has to be paid back, more than likely through property taxes.

The committee will have to make a recommendation to the city council. These funding options are available and would most likely make sense. All funds are invested but they are limited. The cities portfolio is earning between 2-3%.

The price tag for the new park buildings was 6.5 million for 6 park buildings. It was a package deal that includes the site work around the buildings. The park buildings were about \$400-500 per square ft.

The Parks and Recreation Commission have made recommendation to city council. The city council must approve these recommendations.

Some other funds are available. A lot of this money has been issued to another function but the council could choose move these funds to the golf course. Tax Increment Financing Funds could be used. TIF funds are tax dollars set aside for specific purposes. There could be money leftover and that money can be used for any lawful purpose. There are 15,000 to 16,000 taxable properties in Roseville.

Examples of a partnership could be the historical society or a corporation. The skating center had the Guidant foundation contribute 1 million dollars to help with costs for the Guidant John Rose Oval. \$500,000 went to repairs/improvements and \$500,000 went to an endowment fund. Cedarholm could also link with a for-profit organization such as golf store that could operate out of the building. The size of area must be considered when figuring out what's going into the clubhouse.

Summary of Commission Work to Date

Finance Commission

- There is a Finance Commission Meeting on Tuesday June 14th. The commission is looking into what it will cost the city for the next 20 years to maintain what we have. If we want to maintain what we already have, the city might have to start paying more. At some point you have to start reinvesting. The same thing happens with sewers and roads. The finance commission looks at everything and creating a plan to take care of it for the long term is important. \$500,000 per year is going to be needed to pay for everything. Do we want to increase taxes or eliminate some maintenance and amenities?

Parks and Recreation Commission

- Nobody likes taxes getting increased but people will pay for value. If something in the community is valuable, it will be paid for. The committee needs to look the funding options available and whether to use them. The committee needs to report to the best of their ability what funding options need to be used.

Questions & Answers/Discussion by Advisory Team

- Crowd Funding or Kick Starter are other examples of participants raising money. There are options out there such as purchasing personalized bricks or benches. Funding options will not end at the city council.
- Planning Committee reports from the Harriet Alexander Nature Center and Guidant John Rose Oval were passed around to show examples of past reports. Recommendations are what the committee will be making and it will be taken from there. Committee objective is to bring a report and recommendation to the city council. This is just the beginning of the process. The next meeting was planned to share what the committee

has compiled and deliver a summary. An additional meeting might be needed to create this summary together as a committee. The committee can then present what has been discussed. A compilation of all materials will be made with an executive summary and then a recommendation will be made to the city council. The process seems as if it is wide open right now but it eventually will come together when architects receive the ideas. First the recommendation needs to be made to the city council. After the recommendation is made, then everything starts happening. Ideas are put to paper and continued involvement is welcomed. This is only one stage of many stages needed to complete this project. Everything will start coming together pretty quickly. All of the work that has been done will be put into the report and it is not until the city council approves the recommendation will the ideas be narrowed down. These recommendations will be defined for the city council. The city council can either accept these recommendations or make their own. During the presentation of the city council, committee members can support their ideas and thoughts. Part of the function of the committee is to do the discovery information. This function could cost thousands of dollars if it was contracted out.

- The Roseville Historical Society could be a great benefit to the golf course especially during slower times of the year. They offer programs that could benefit the facility year round.

Meeting #6

July 14th, 6:30pm-9pm at Harriet Alexander Nature Center

- Discuss need for additional Advisory Team Meeting prior to Public Presentation and Draft Report

Late Breaking Info and Other Comments

Emails to the committee were read:

- Please consider the following: the City of Roseville has to decide by the end of this year if it wants to buy the empty National Guard Armory in southeast Roseville at 211 North McCarrons Blvd. Originally known as McCarrons Lakes School built in 1936 by the PWA as part of a new deal. Lots of entities are interested in tearing down the building to put in affordable or multiple units housing which southeast Roseville already has plenty of. Suggestion; Roseville residents unite and fight to turn it into a small community center. Some of the services it could provide: housing for the Roseville historical society, a southeast Roseville police substation, community wide building, ESL class, foreign languages and other arts, elderly services, health and dental outreach, boy scouts and girls scouts, indoor and outdoor sports, science and math classes. Many of these groups don't have a home but could find one here. It is believed to be in pretty good shape still.
- Nextdoor.com: Cedarholm has been a wonderful amenity for the city as are the parks. Just like our home there is a cost. Money is not the only consideration; it must be a significant situation. Hearing about the dire status of the clubhouse, why was not brought up during the park renewal process? It is difficult to read these comments and not feel for the long term residents that testified last fall that they were being taxed out of their homes. We would like to see a tax education seminar to see how much we are really paying in taxes. Don't we have some responsibility to them and those who use the clubhouse to be fiscally responsible when allocating public resources? I am not opposed to replacing the clubhouse but for the reasons above only if it can pay for itself. There are several comments about only if it pays for itself. People don't want to pay extra or think they have to pay extra if we get a new clubhouse. They want to take into consideration the opinions of the city at large not just a few with a particular interest. It has been made known that committee members didn't just join because they like to play golf; they care what happens to Roseville. How many regular golfers from Roseville use Cedarholm on a regular basis? This is one example of looking at needs versus wants. A municipal golf course seems to be a luxury, but is our parks system accessible to the elderly and handicapped. We are already going into a period of higher property taxes due to maintenance of the infrastructure so do we have to tighten our belts further so a few have a new clubhouse or is there a way through fee adjustments, donations, ect where the golf course can cover its own expenses. Parks have donors and local supporters who should help with

fundraising and bottom line more information is always good so I hope we are well presented with financial and usage data as part of the final presentation.

- A presentation will be at a city council meeting. If the presentation is built properly it will address all of these questions.
- Financing a build for \$1 million would be \$80,000 for 15 years.
- Golf is looked at to not be popular with anyone but baby boomers. Golf is considered a more senior activity. About 61% of golfers in the United States are over 50 years old. In general golf is not a young sport. Everyone uses different facilities and don't use others. Cedarholm makes sense as a valuable asset to the community no matter who uses it. We have a luxury of having all of these functions and we should not be judging uses by age. It is an asset of the city and the cities park system. It brings property value to homes. You can start and end your golf career on a course like Cedarholm. It is a gem to be had. The clubhouse and maintenance facility need updating to keep it a gem. There is a group in every city that says "you are costing me out". Roseville needs to turnover so they can be new.
- It can be frustrating to hear people commenting on the subject at hand without doing the same research others are doing. The task at hand is to provide a recommendation and it will come together within the next couple months. If there are questions we can get everyone on the same page.
- The committee is not required to disband after the meetings have ended. As a model to the parks and recreation master plan, it started with a citizen advisory team, then a citizen implementation team. This type of process has become a model for the city.
- The decision on a concept is decided after the city council accepts the report. The committee does not have the expertise to deliver what professionals can. There needs to be a clear report to the city council or anyone else reading the committee notes.

Think about the ideas given the past couple meetings during the time off.

If you would like to share ideas with Jill so we can have a starting point for next meeting, please do so.

Meeting Adjourned at 8:33pm

Meeting Notes submitted by Steve Anderson



Memo

To: Cedarholm Clubhouse Replacement Advisory Team
From: Chris Miller, Finance Director
Date: June 9, 2016
Re: Municipal Golf Course Financing 101

Introduction

The purpose of this memo is to provide the Cedarholm Clubhouse Advisory Team with a general understanding of how municipal golf courses are typically financed and how that might be different from other city programs and services.

Specifically, this memo will cover a discussion on revenues and expenditures, the differences between *business*-type and *governmental*-type funding models, and the accounting concepts of depreciation and administrative service charges. Each of these topics are addressed separately below.

Golf Course Revenues & Expenditures

Most municipal golf courses are primarily funded by revenues that are directly generated by the course itself. For Cedarholm Golf Course, this includes the following:

- ☐ Green fees (81% of revenues in 2015)
- ☐ Equipment rentals & sales (7%)
- ☐ Concession sales (10%)

The golf course also generates revenues through the sale of surplus (used) equipment and interest earnings on investments. More recently however, municipal golf course have increasingly relied on other sources such as property taxes to sustain operations and provide for capital replacements.

The primary funding expenditures for Cedarholm are as follows:

- ☐ Personnel (63 % of uses in 2015)
- ☐ Supplies & Materials (9%)
- ☐ Contractual Services & Other Charges (11%)
- ☐ Depreciation (6%)
- ☐ Administrative Service Charges (6%)
- ☐ Cost of Sales (5%)

The business-type accounting terms 'depreciation' and 'administrative service charges' are provided below.

Business Type (Enterprise) vs. Governmental Funding Model

Some city functions including many golf courses, are managed under the principle that the revenue it generates from user fees ought to be sufficient to provide for its costs. Under this financial model, governments will categorize the operation as a 'business-type' or enterprise function.

This is in contrast to other city functions which are categorized as 'governmental-type' functions where funding sources are more varied and include revenues such as property taxes that are not directly provided by users. The following table includes a few examples of both types of functions.

Business-Type	Governmental-Type
<u>Functions</u>	<u>Functions</u>
Golf Course	Skating Center
Water System	Parks & Recreation Programs
Sewer System	Police & Fire
	Streets & Pathways
	Administration & Finance

As a *business-type* function, the golf course adheres to specific accounting and financial reporting standards similar to private industry organizations. This includes the recognition of capital-recovery charges (depreciation) as well as the recognition of indirect costs (administrative service charges). The recognition of these accounting standards are not necessarily found in governmental-type functions but they can be. Each of these accounting concepts are explained in greater detail in the next section.

As noted earlier, many municipal golf courses were originally established under the principle that user fees would fully sustained its operations. In recent years however, changes in the golfing industry has had a significant impact on participant levels causing some cities to reconsider whether their golf course should remain a business-type function.

Depreciation and Administrative Service Charges

As noted earlier, business-type functions are accompanied by specific accounting and financial reporting requirements that may not be present in other city functions. One of those accounting requirements is depreciation charges which represents the cost recovery of capital assets that were acquired and placed into service. These charges are presented on the golf course operating statement as a non-cash expense.

By depicting these cost-recovery charges we demonstrate the golf course's ability to fund *future* capital replacements. If the golf course cannot sustain positive cash flows from operations including depreciation charges, then it's a clear sign that it will be unable to provide for its own capital replacements.

Another accounting requirement is the depiction of administrative service charges which represent indirect costs that are real, yet would not occur if the golf course didn't exist. These charges are sometimes referred to as 'overhead charges'.

Specific to the golf course, these administrative service charges include (but are not limited to):

- ☐ Property, liability, and workers compensation administration
- ☐ Payroll processing, income tax withholding and distribution, etc.
- ☐ Invoice processing
- ☐ Accounting & financial reporting
- ☐ Banking and investing services
- ☐ Legal services
- ☐ Information technology support services
- ☐ Human resources administration

In total, the golf course is charged \$20,000 annually for these and other services, down from \$30,000 a decade ago. This represents approximately 6% of the annual operating budget which is comparable to what other stand-alone city functions are charged.



Memo

To: Cedarholm Clubhouse Replacement Advisory Team
From: Chris Miller, Finance Director
Date: June 9, 2016
Re: Cedarholm Golf Course Clubhouse Replacement Funding Options

Introduction

The purpose of this memo is to provide the Cedarholm Clubhouse Advisory Team with a number of funding options for the replacement of the clubhouse and perhaps other capital needs.

The following table depicts a few of those options.

<u>Option</u>	<u>Description</u>	<u>Amount</u>
		<u>Available</u>
A	Golf Course Fund Cash Reserve	\$ 227,000
B	Park Dedication Fees / Park Renewal Funds **	2,588,547
C	Contributions/Partners	???
D	Revenue Bond	

** \$1 million of these funds have been earmarked for property acquisition in SW Roseville

As shown in the table, there are a variety of options that could be used or packaged together to finance the clubhouse replacement.



Memo

To: Cedarholm Clubhouse Replacement Advisory Team
 From: Chris Miller, Finance Director
 Date: June 9, 2016
 Re: Cedarholm Golf Course Financial Summary (2011-2015)

Introduction

The purpose of this memo is to provide the Cedarholm Clubhouse Advisory Team with information that will help address the future viability of the golf course as a stand-alone city function, while also clarifying a couple of specific accounting practices that potentially play a role in its financial performance. The memo will cover the following topics:

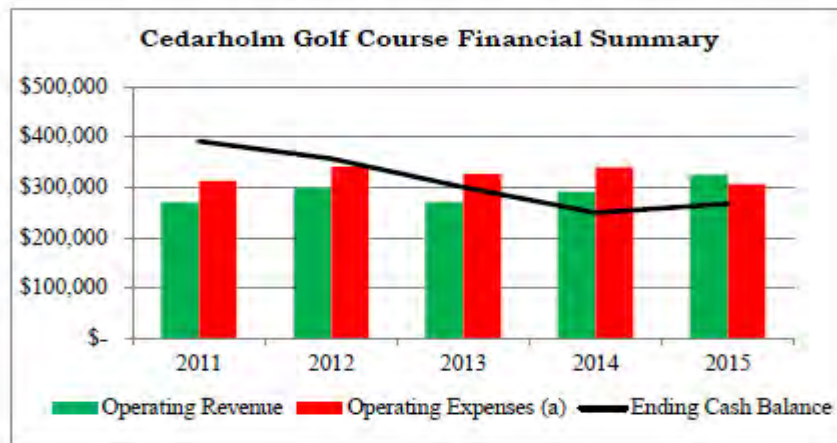
- ☐ 2011-2015 Financial Summary
- ☐ Staffing Allocations
- ☐ Overhead Charges

Each of these topics are addressed below.

2011-2015 Financial Summary

A financial summary for the Cedarholm Golf Course for 2011-2015 is shown in the table and graph below.

Cedarholm Golf Course Financial Summary					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Operating Revenue	\$ 270,435	\$ 299,555	\$ 271,097	\$ 291,037	\$ 325,461
Operating Expenses (a)	312,480	340,519	325,818	339,911	306,815
Operating Income (Loss)	\$ (42,045)	\$ (40,963)	\$ (54,721)	\$ (48,875)	\$ 18,645
Non-Operating Revenue (Expense)	\$ 8,825	\$ 5,874	\$ (10,884)	\$ 16,074	\$ 5,090
Transfers Out for Admin Charges	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Change in Net Position	\$ (53,221)	\$ (55,090)	\$ (85,605)	\$ (52,801)	\$ 3,735
(a) Includes Depreciation					
Actual Depreciation Amount =	\$ 26,755	\$ 26,755	\$ 29,602	\$ 15,445	\$ 19,113



As shown in the table and graph above, the golf course has experienced an operating loss in four out of the last five years. An entity's operating income (loss) represents a key performance measure because it reflects its ability to cover day-to-day expenses with revenues that are directly generated by the entity itself. It also reflects the ability to provide for future capital asset replacements. Repeated operating losses signal that the entity is unable to do either of these things.

Fortunately, these losses have been somewhat mitigated by non-operating revenues including investment earnings on idle cash and the sale of surplus equipment.

While the decline in operating losses in recent years is encouraging, the long-term viability of the golf course as a stand-alone function is highly questionable given the significant capital improvements that are on the horizon. The chart below depicts the amount of capital assets that are scheduled to be replaced or refurbished over the next 10 years.

Cedarholm Golf Course Planned Capital Improvements					
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021-2026</u>
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 28,000
Equipment	22,000	-	75,000	45,000	128,000
Buildings	-	1,000,000	8,000	-	277,000
Land Improvements	-	26,000	5,000	-	43,500
	\$ 22,000	\$ 1,026,000	\$ 88,000	\$ 45,000	\$ 476,500
				10-Year Total	\$ 1,657,500

As shown in the chart, there are more than \$1.6 million in planned improvements at the golf course over the next ten years. However, on its current financial trajectory the golf course will be unable to provide for these items.

Another prominent trend is the decline in cash reserves. Although it increased in 2015, the cash balance has dropped by 32% since 2011 despite minimal capital investments during this period.

Staffing Allocations

Currently, the golf course has one full-time and one three-quarter time employee for a combined 1.75 FTE's. For 2016, the total wages and benefits for these two positions is \$193,000. There is an additional \$54,000 in temporary wages and benefits for a combined total of \$247,000.

There have been occasional discussions on whether the personnel allocation towards the golf course is representative of the *actual* time spent. It's recognized that personnel assigned to the golf course spend a portion of their time throughout the year providing other parks & recreation services. However, it's also recognized that non-golf personnel occasionally provide direct assistance to the golf course in return.

To determine whether personnel allocations ought to be adjusted, it's suggested that a time-spent profile exercise be conducted for applicable parks & recreation staff.

Overhead Charges

Included within the golf course operating expenses is a separate charge for administrative overhead. To be clear, *every* entity or organization including the golf course has overhead expenses. These expenses reflect real costs that would not occur if the entity didn't exist.

Specific to the golf course, overhead costs include (but are not limited to):

- ☐ Property, liability, and workers compensation administration
- ☐ Payroll processing, income tax withholding and distribution, etc.
- ☐ Invoice processing and payment
- ☐ Accounting & financial reporting
- ☐ Banking and investing services
- ☐ Legal services
- ☐ Information technology support services
- ☐ Human resources administration

In total, the golf course is charged \$20,000 annually for these and other services, down from \$30,000 a decade ago. This represents approximately 6% of the annual operating budget which is comparable to what other stand-alone city functions are charged.

Final Comments

Hopefully the information presented above demonstrates the golf course's ability to continue as a stand-alone function. Reducing the overhead charge or reassigning a portion of the golf course staff to other areas might be part of the solution to make the golf course more financially viable. However, those savings may not be enough to cover future operating losses nor will they be sufficient to provide for capital improvements.

The bottom line is that in order for the golf course to remain operational, it will require a significant, on-going contribution from other funding sources; with property taxes being the most likely source. This will effectively put the golf course in direct competition for resources with other city functions including police, fire, streets, skating center, and other parks & recreation programs and amenities.

Cedarholm Clubhouse Replacement Advisory Team Agenda
Meeting #6: Final Report Review & Discussion
July 14, 2016 <> 6:30-9:00pm <> Harriet Alexander Nature Center

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. Meeting Intro
2. Public Comment
3. Meeting #5 Notes/Comments
4. Process Clarification
5. Preliminary Final Report
 - Final Report Development Outline
 - Review & Discussion
 - Recommendation Discussion
6. Meeting #7: August 11 @ Cedarholm Golf Course Clubhouse, 6:30-9pm
 - Draft Final Report presented to Advisory Team
 - Community Input
7. Late Breaking Info & Other Comments



**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #6 July 14, 2016**

Advisory Team Present: Herb Dickhudt, Phil Gelbach, Greg Hoag, Dave Holt, Rao Konidena, Michelle Kruzel, Dick Laliberte, Lisa Laliberte, Rynetta, Renford, Nancy Robbins, Jerry Stoner, Benno Sydow

City Staff Present: Lonnie Brokke, Jill Anfang, Sean McDonagh

Advisory Team Absent: Mary Cardinal, Mike Cylkowski, Paul Grotenhuis, Roger Hess Jr., Dena Modica, Kyle Steve, Bjorn Olson, Mary Olson, Eileen Stanley, Matthew Vierling, Janice Walsh, Kerrik Wessel

No Public Comment

Process Clarification

Dave Holt clarified the process the Advisory Team has been going through over the past five months. The goal for tonight is to be sure all members are clear on the task & process of the Cedarholm Clubhouse Replacement Advisory Team.

There has been some uncertainty about the process and where the efforts from this advisory team are headed – that understandable. We are operating in a government system, not in a typical business mode where you gather information and make a decision. In the government process, the job of the advisory team is to assemble information as a cross-section of citizens and provide a voice of the public. We have used professional based presentations and brainstorming exercises to compile information to make a recommendation based on good background materials and a good cross-section of the community. Advisory Team efforts are a critical part of the process. The recommendations are based on the process; future planners need this information to move the project forward.

The next step in the process is to gain approval from the Council which is then followed by the design process. Outcomes from the design process are then taken to the Council for their approval before the actual building begins. Advisory Team member Greg Hoag commented on how this process saves money in the end because of the brainstorming & information collecting has been done beforehand. Advisory Team members inquired into how an architect is selected. Brokke responded that upon Council approval staff will begin the process to solicit proposals for design services.

All current Advisory Team members will be invited to take part in the next steps of the Cedarholm Clubhouse replacement process.

Meeting Activity

The remainder of the meeting involved discussions by the group clarifying, organizing & finalizing the Advisory Team recommendations.

As the meeting wrapped up, the Advisory Team recognized the amount of work that was needed to finalize the recommendations and final report. Because of this, a small group agreed to meet to work on the final report & recommendations.

Upcoming Meetings:

August 1, 6:30-9pm @ City Hall: Small Group Work Session

August 11, 6:30-9pm @ Cedarholm Clubhouse: Final Report Review

August 16, 6:30-9pm @ Lexington Park Building: Final Report Community Presentation

Meeting Adjourned at 9pm

Meeting Notes submitted by Jill Anfang

**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Sub-Committee Work Session August, 2016**

Advisory Team Present: Paul Grotenhuis, Greg Hoag, Dave Holt, Lisa Laliberte, Rynetta, Renford, Eileen Stanley,
City Staff Present: Lonnie Brokke, Jill Anfang, Steve Anderson, Sean McDonagh

Meeting Activity

The Sub-committee reviewed each page of the preliminary report to insure a clear & concise message and findings. Parks & Recreation staff will input the comments and suggestions into the draft final report for the full Advisory Team to review on August 11.

Upcoming Meetings:

August 11, 6:30-9pm @ Cedarholm Clubhouse: Final Report Review

August 16, 6:30-9pm @ Lexington Park Building: Final Report Community Presentation

Meeting Adjourned at 8pm

Meeting Notes submitted by Jill Anfang

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #7: Final Report Review

August 11, 2016 <> 6:30-9:00pm <> Cedarholm Clubhouse

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. Meeting Intro
2. Public Comment
3. Meeting #6 Notes/Comments
4. Sub-committee Work Session Comments
 - Draft Report
5. Draft Report Review & Input
 - Body of Report enclosed
6. Community Presentation Planning
 - Organization of August 16 Community Presentation
 - Welcome & Overview: Dave
 - Presentation of Recommendations
 1. Rebuild Clubhouse presented by:
 2. Identified Funding Options presented by:
 3. Plan for Golf Supporting Infrastructure presented by
 - Identify Advisory Team Members to present recommendations
 - Other thoughts?
7. Meeting #8: August 16 @ Lexington Park Building, 6:30-9pm
 - 6:30-7:15pm: Advisory Team review of final report
 - 7:15-9pm: Community Presentation of Advisory Team Work & Recommendations
 - 7:15-8pm: Presentation of Recommendations
 - 8-9pm: Questions & Answers
8. Late Breaking Info & Other Comments



**Cedarholm Clubhouse Replacement Advisory Team Meeting Notes
Meeting #7 August 11, 2016**

Advisory Team Present: John Bachhuber, Mary Cardinal, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess, Dave Holt, Dick Laliberte, Lisa Laliberte, Dena Modica, Mary Olson, Nancy Robbins, Eileen Stanley, Benno Sydow, Janice Walsh, Kerrik Wessel

City Staff Present: Lonnie Brokke, Jill Anfang, Steve Anderson, Sean McDonagh

Meeting Activity

The full Advisory Team reviewed each page of the draft final report to insure a clear & concise message and findings. Parks & Recreation staff will input the changes, comments and suggestions into the 2nd version draft final report for Advisory Team review and community presentation on August 16.

Upcoming Meetings:

August 16, 6:00-6:30pm @ Lexington Park Building: Advisory Team Presenters Meeting

August 16, 6:30-7:10pm @ Lexington Park Building: Advisory Team Final Report Review

August 16, 7:15-8:00pm @ Lexington Park Building: Community Presentation - Cedarholm Clubhouse Replacement Advisory Team Report & Recommendations

August 16, 8:00-9:00pm @ Lexington Park Building: Report & Recommendations Q & A

Meeting Adjourned at 9pm

Meeting Notes submitted by Jill Anfang

Cedarholm Clubhouse Replacement Advisory Team Agenda

Meeting #8: Final Report Review

August 16, 2016 <> Lexington Park Building

6:30-7:10pm Advisory Team Draft Report Review

7:15-8:00pm Advisory Team Recommendations Community Report

8:00-9:00pm Recommendations Q & A

Mission: To engage Roseville in the replacement of the Cedarholm Clubhouse in a well thought out, efficient, functional way that meets the needs of the community today and for generations to come.

1. 2nd version Draft Report Review & Input (6:30-7:10pm)
2. Community Presentation of Recommendations (7:15-8:00pm)
 - Welcome & Overview: Dave Holt
 - Presentation of Recommendations
 1. Replacement of Clubhouse presented by: Kerrik Wessel
 2. Identified Funding Options presented by: John Bachhuber
 3. Planning for Supporting Infrastructure presented by: Greg Hoag
 4. Reconsidering Enterprise Fund Status of Cedarholm Golf Course presented by: Eileen Stanley
3. Recommendations Q & A (8:00-9:00pm)
4. Late Breaking Info & Other Comments



Cedarholm Clubhouse Replacement Advisory Team Meeting Notes

Meeting #8 August 16, 2016

@ Lexington Park Building

Advisory Team Present: John Bachhuber, Herb Dickhudt, Phil Gelbach, Paul Grotenhuis, Roger Hess, Greg Hoag, Dave Holt, Dick Laliberte, Lisa Laliberte, Dena Modica, Mary Olson, Nancy Robbins, Eileen Stanley, Jerry Stoner, Benno Sydow, Janice Walsh, Kerrik Wessel

City Staff Present: Lonnie Brokke, Jill Anfang, Sean McDonagh

Meeting Activity

Meeting purpose was to present to the Community a summary of the work done by the Advisory Team and share the Cedarholm Clubhouse recommendations.

6:00-6:30pm: Holt, Bachhuber, Hoag, Stanley and Wessel met with staff to review and finalize presentation materials for the Community meeting.

6:30-7:15pm: Advisory Team reviewed and discussed most recent version of the draft final report & made recommendations. Staff will make suggested changes and forward to a small group of Advisory Team members for further review.

7:15-8:30pm: Holt, Bachhuber, Hoag, Stanley and Wessel presented the Advisory Team process, findings and recommendations to 15 Community members. Holt presented the background information, Wessel talked through the first recommendation "Replace the Courthouse", Bachhuber summarized the "Funding Options" recommendation, Hoag went over the recommendation addressing the need to consider supporting infrastructure and then Stanley talked about reconsidering the Enterprise Fund status.

Community Members inquired into:

- Are the golf carts at Cedarholm owned or leased? How are the carts secured? Do the carts cover the cost of the lease? Staff addressed each of the questions: The carts are leased, they are stored in the maintenance garage and they do cover the lease costs and provide additional revenue.
- Community member has played Cedarholm since 1967 and has rented the clubhouse during the winter for a family holiday party. Hopes the Clubhouse will be replaced with a facility of a similar size, possibly somewhat bigger but not too big to provide a comfortable setting for family gatherings. The Clubhouse is a good community resource.
- What is the relationship with the school district? Staff responded that the school district uses the golf course for cross country ski practice (80-100 athletes) and the girls golf team practices at Cedarholm. Staff also talked about how the St. Paul Schools use Cedarholm for practice and competitions.
- What are the thoughts on restaurant or food service options? Advisory Team members responded that food service options were discussed and documented during brainstorming sessions.
- More information on the Enterprise Fund. Finance Commissioner Bachhuber and staff talked about the definition of an Enterprise Fund and generalized info on how Cedarholm functions as an Enterprise Fund.

Meeting Adjourned at 8:30pm

Meeting Notes submitted by Jill Anfang

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 26, 2016
Item No.: 15.a

Department Approval



City Manager Approval



Item Description: Review and Consider Adopting a City of Roseville and Economic Development Authority Public Financing Policy/Business Subsidy Policy

BACKGROUND

On August 29 the City Council, meeting as the Economic Development Authority (EDA), received a presentation on public financing policy criteria from public finance/economic development consultants Stacie Kvilvang and Jason Aarsvold of Ehlers, Inc. (Attachment A). The meeting allowed the consultants to drill down on the remaining portion of the policy that articulated local criteria. The objective of the discussion was to identify consensus on wage floor, job goals, and any other specificities that may impact project consideration.

Ehlers, Inc. has crafted a draft policy that incorporates the input received on August 29 for review and consideration (Attachment B). Community Development Staff is currently working with Ehlers, Inc. to put together a public assistance application that targets the criteria identified in the policy.

POLICY OBJECTIVE

The Economic Development Authority identified Policy Development as a priority for 2016.

BUDGET IMPLICATIONS

No budget implications at this time.

STAFF RECOMMENDATION

Staff recommends that the City Council review and consider adoption of a City of Roseville and Economic Development Authority Public Financing Policy/Business Subsidy Policy.

REQUESTED COUNCIL ACTION

Motion to adopt a City of Roseville and Economic Development Authority Public Financing Policy/Business Subsidy Policy.

Prepared by: Kari Collins, Interim Community Development Director
Attachment A: August 29 EDA minutes
Attachment B: Draft Public Financing Policy/Business Subsidy Policy

REDA Meeting
Minutes – Monday, August 29, 2016
Page 2

Specific to the \$15,000 allocated for market research in that recommendation, and at the request of Member McGehee, Ms. Kelsey advised the nature of the market research would be in conjunction with and to assist with the comprehensive plan update.

Mayor Roe noted another purpose of the market study was to inform economic development strategies, based on his recollection of past discussions, and confirmed by Ms. Kelsey

Referencing the April 5, 2016 memorandum from Finance Director Chris Miller to Community Development staff (Attachment A), Member Etten asked staff to expound on remaining funds of \$600,000 in Tax Increment Financing District No. 12 (Arona site), in addition to an additional \$160,000 collectable in 2016, with the District scheduled for decertification at the end of 2016 and potential uses the REDA could capitalize on before that occurred.

Ms. Kelsey advised that the REDA may want to use some of the funds for the Dale Street project, as the funds were eligible for acquisition purposes. If further consideration was desired by the REDA, Ms. Kelsey advised that the REDA would need to amend the district as other uses were not available at this time.

McGehee moved, Willmus seconded, authorizing the formal transfer of \$81,500 from Housing Replacement/Single Family Construction Program Fund (Account 720) to the EDA General Operating Fund (Account 723) to fund 2016 Proactive Economic Development Priorities.

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

Nays: None.

Motion carried.

b. Economic Development Financing Policy Discussion

Interim Community Development Director Kari Collins introduced Economic Development Consultant Stacie Kvilvang and Jason Aarsvold of Ehlers, Inc. addressing feedback provided by the REDA for development of a Public Financing Policy and solicit additional input where more refinement was needed. As part of their presentation, two bench handouts were added to the staff report, including nine questions or policy discussion points and a spreadsheet compiling and summarizing all responses from individual REDA members.

As part of her presentation, Ms. Kvilvang reviewed the spreadsheet and draft ranking criteria, and noted areas of consensus and those nine areas still needing clearer direction. Ms. Kvilvang reviewed EDA statutory requirements as part of those REDA priorities. Ms. Kvilvang reviewed areas of agreement, noting quality of jobs was a priority while job retention had not been a huge priority,

suggesting quality was more important; and the consensus was that those jobs not be related to retail but with caveats that those jobs involve permanent employees with regular hours, high salaries and benefits.

Discussion Points for Consensus

Minimum Number of Jobs

With confirmation by Ms. Kvilvang, President Roe noted statutory requirements for the REDA to have a minimum number of jobs defined was part of the reason for this discussion.

Member McGehee suggested the minimum number was not only a policy point, but provided a screening aid for staff and potential developers.

Ms. Kvilvang advised that staff would have that dialogue with developers, with those developers clearly hearing the intent and preference of the REDA as to that priority.

In accordance with statutory language, Member Etten suggested leaving the minimum number at one to leave room for flexibility for REDA support or no support, noting his desire not to be handcuffed to simply jobs as a priority when considering a development. Member Etten noted there may be other purposes besides creation of new jobs that were just as important for redevelopment.

Member Willmus, as a member of the REDA, stated he was aware of a number of past projects that would fall into the exempt area for job creation. However, Member Willmus opined that he wasn't too interested in seeking those exemptions and applying subsidies if no solid job creation was involved. Member Willmus recalled he put 3-4 jobs as a minimum on his survey, and advised he would likely hold to something in that range.

Member Laliberte stated she had put ten on her survey, as she seriously took the decision of subsidizing any development with public tax dollar funds as having job creation as a goal to justify that subsidy. Member Laliberte stated she was flexible, but had wanted to start high to protect the value of those dollars collected from taxpayers and their subsequent use.

President Roe stated he put one job as a minimum, and now based on tonight's presentation, if the REDA wanted a minimum of 3-4 jobs created, opined he could be open to that preference as well.

REDA Attorney Ingram provided an observation based on her experience with other EDA's and as pointed out by Ms. Kvilvang, state statute minimum indicated a minimum job creation number of one. Ms. Ingram opined that the REDA would be far more likely to need to deviate from their policy if they set the threshold high versus setting it at one. From a practical standpoint, Ms.

Ingram noted each developer would bring forward a specific situation hoping for negotiation; but if the REDA stated their minimum requirement was for creation of ten new jobs even before the developer came before the REDA, the city may lose developers with quality projects.

Member McGehee stated she had put a 3-4 job range, but agreed to move to the creation of one job based on tonight's discussion. However, Member McGehee stated she wanted to ensure jobs were permanent or long-term and that this message came across clearly to staff and developers.

President Roe agreed that, while the statutory language set a minimum number for job creation, the REDA had other criteria in their policy that defined the types of jobs it was interested in creating.

Ms. Kvilvang noted, under this category, the REDA could define a time period for the developer to keep jobs in place (typically five years) or they would be required to repay a portion of the subsidy provided by the city that would be returned to the REDA.

Member Laliberte stated she didn't feel rigid about the creation of ten jobs; and for discussion purposes, expressed appreciation for the comments of her colleagues in not needing to make a number of exceptions to the policy.

Ms. Kvilvang reminded the REDA that they were creating a policy, not a law or ordinance, and therefore could deviate from that policy. While the statute allowed for the REDA as a governing board to state their preference, Ms. Kvilvang noted the REDA could deviate or change that policy at their discretion based on specific projects.

Member Willmus put forward a suggestion to tie the REDA policy to creation of a minimum of three jobs; with agreement from the Board without objection.

Value of Subsidy Per Job Created

Ms. Kvilvang stated Ehler's proposal was that the REDA not limit subsidies to a per-job amount.

Member Etten agreed with the advice of Ehler's based on their expertise, opining it was better not to tie jobs specifically to subsidies, with other criteria available beyond jobs. Member Etten noted limiting subsidies to job creation could hold back some preferred developments.

Member McGehee stated she thought the REDA should seek some good paying jobs, but agreed to yield to the experience of Ehlers.

Member Laliberte advised she didn't comment on this in the survey, as she was seeking more discussion as tonight, and found it helpful.

Member Willmus agreed with the recommendation of Ehlers.

President Roe agreed with the recommendation of Ehlers. President Roe stated his hesitancy to limit subsidies not knowing what development or what financial resources may be out there. If limiting subsidies in the policy, President Roe noted there may be multiple exceptions with the policy for each development coming forward.

Without objection, President Roe concluded there was no desire by the REDA to limit on the amount of subsidy per job created.

Minimum Wage Threshold

Ms. Kvilvang noted the REDA survey ranges fell within the categories of 2, 2.5, or 3 times the MN State minimum wage. Ms. Kvilvang compared that range with the Ramsey County poverty wage and annual inflators, noting that the REDA survey created a higher threshold than the County poverty wage. For an easier to understand threshold, Ms. Kvilvang suggested the REDA tie into the State minimum wage, opining that 3 times may be high.

Mr. Aarsvold agreed, noting if the REDA set a minimum of three jobs, the policy would address those three jobs, recognizing that other jobs may not reach that threshold.

President Roe noted his idea was to tie the wages to poverty wages, since it was based on the cost of living, because the State minimum wage was dependent on legislative review. President Roe noted he had somewhat arbitrarily chosen 2 times the poverty wage as a threshold, noting his concern was in tying the threshold to the State minimum wage when that may not always be tied to actual cost of living calculations.

Member McGehee noted her threshold was on the high end, and stated she intended to stick with that and would not support linking the threshold to the poverty wage. Member McGehee opined that most people were aware of minimum wage rates, and further opined that the REDA could change their policy as needed. Member McGehee stated she looked at it from the standpoint of what it would reasonably cost a person to live in Roseville, and opined the 3 times threshold seemed in that range. Member McGehee stated the REDA's goal was to have people able to live and function successfully in the community; and clarified that this involved only a small number of jobs. Member McGehee stated she'd be willing to go as low as 2.5 times, but not below that.

Member Willmus stated he had also put forward 3 times minimum wage, as he was originally looking at the Bureau of Labor Statistics and their information about salaries and wages for different job classifications, noting that the wages

for many of the types of jobs he was focused on were higher than that. However, based on tonight's discussion, Member Willmus agreed to move to 2.5 times, seeking a minimum of \$50,000, but opined he was still inclined toward the 3 times rate.

Member Laliberte stated she had also stated 3 times for many of the same reasons already mentioned by her colleagues. Member Laliberte agreed to move down to 2.5 times, but no lower than that.

At this point, Member Etten stated he was at the 2 times threshold; opining a \$40,000 per year job was solid, noting starting teachers didn't make that amount in the Roseville or Mounds View School Districts. Member Etten cautioned making the standards so lofty that a company or development was lost. However, if the majority of the REDA agreed with 2.5 times, he was amenable, but noted that may exclude other quality jobs.

President Roe noted related survey questions on the average salary across all jobs elsewhere in the survey.

Ms. Kvilvang opined, based on tonight's discussion and consensus so far, other jobs would be negotiated at less than the threshold, but she didn't think that would preclude the REDA from too much. Ms. Kvilvang noted this could be the upper management of a firm, but clarified the difference may be if the REDA didn't ever want to apply the exception with housing. However, while that discussion would be coming up, Ms. Kvilvang noted the REDA didn't appear to consider funding of housing as a big priority at this point.

Member Laliberte agreed with Member Etten on the types of jobs and earnings. However, Member Laliberte advised that for her the consideration was how a project may be subsidized, hoping the leadership for those jobs or a project would be of a higher level.

Member McGehee stated she preferred to hold fast at the 3 times minimum wage threshold, noting the many lower paying jobs already in the community, and this only affecting three jobs.

Member Etten agreed with the 3 times minimum threshold.

Without objection, President Roe concluded that the REDA had settled that the wage threshold in the policy would be based on 3 times minimum wage.

Building Valuations / Minimum Assessment Agreements

Based on her twenty-five years of experience in the field, Ms. Kvilvang advised that values didn't change that much for industrial properties; while retail/commercial markets had changed based on square footage especially for retail. Ms. Kvilvang advised that medical offices were valued higher than

typical office uses; and large buildings providing less value per square foot and smaller buildings greater value per square foot, but often variable based on amenities they provided. While Ehlers didn't recommend a minimum threshold, opining the market was what it is, Ms. Kvilvang sought a consensus of the REDA. Ms. Kvilvang advised that most cities routinely had minimum assessment agreements as part of their developer agreements, with discussions held with the county assessor regarding minimum market value and setting that level at the time of project completion. Ms. Kvilvang advised that typically those properties maintained their value over time, but by having that minimum assessment in place, a property owner could not petition the county assessor to go below that amount.

Ms. Kvilvang advised that developers frequently don't understand how property taxes work, and this helped them understand how assistance would be generated. Ms. Kvilvang noted lenders also liked that information documented, ensuring a minimum valuation was retained and not reduced. If TIF was involved, Ms. Kvilvang noted, whether a 9 or 24 year district, developers often petitioned that their values be reduced; and outlined the options available for the REDA and developer in various scenarios. Ms. Kvilvang advised that Ehlers recommended minimum assessment agreements be included in the REDA policy for future developer agreements.

Mr. Aarsvold stated he was on the fence with including this provision, but agreed it had validity if issuing General Obligation bonds to ensure the TIF stream was on track. While many people didn't think along the lines outlined by Ms. Kvilvang, Mr. Aarsvold agreed ten years down the road it could prove helpful to have such an agreement in place creating less hassle. Mr. Aarsvold noted there were a few instances where values had fallen under minimum assessment values, with the property owner paying more in property taxes than they were getting out of TIF; noting that could create a sustainability issue.

At the request of Member Willmus, Ms. Kvilvang clarified that the assessed value was determined, through forecasting calculations with the assessor, on today's value levels for new development versus when it came on line possibly in two years. Based on her experience, Ms. Kvilvang stated those valuations typically came in at market rate values; and were based on comparable sales reviewed by the assessor in the market.

President Roe noted three members supported a minimum value per square foot threshold, and with Ehler's recommendation not to include it, sought consensus.

Member McGehee stated she had considered the minimum based on square footage; but agreed to drop that in lieu of a floor that would be maintained under agreement with the assessor at the beginning. Member McGehee stated

her reason in seeking a minimum threshold was to protect the value and tax base for a project receiving a subsidy, but agreed this would hold it better.

Member Etten stated he was not in favor of the minimum value per square foot threshold as it could vary with development. However, Member Etten spoke in support of the minimum assessment agreement for long-term protection of the taxpayer investment.

Member Laliberte spoke in support of the minimum assessment agreement to protect value of the development.

President Roe stated he had trouble setting a minimum value per square foot, for many of the same reasons noted by Member Etten. In reviewing current values, President Roe noted retail values were high; and he didn't want to have a policy in place to help retail. Therefore, President Roe stated he would support a minimum assessment agreement as an excellent way to protect those values.

Member Etten stated his agreement with the majority.

Without objection, President Roe concluded the REDA had determined that the policy would provide for no minimum value square foot, but would pursue a minimum assessment agreement.

Ratio of Public versus Private Investment and Leveraging Resources

Ms. Kvilvang noted most cities didn't put this in their policy, but staff included the information in their staff reports to the REDA when any request came forward.

Member McGehee stated her preference if subsidizing buildings, that they included an improvement over current stock, whether for housing or any other development coming forward.

Member Laliberte agreed, referencing past projects that sought too much public assistance, with outside investigations concurring with the city's assessment.

Commercial Targeted Sectors (above black line on displayed slide) Included in Policy

Ms. Kvilvang noted those preferred areas for commercial development (e.g. corporate campus; office; small, non-retail business; non start ups but under fifty employees; multi-tenant buildings; high-tech or major manufacture; research and development; medical offices or facilities) that received priority status from the REDA.

Ms. Kvilvang identified those items not a priority included sit-down restaurants, warehouse/distribution uses, small specialty retail, and “other” identified as something new that would complete the community.

Member Willmus stated he was not supportive in general of retail unless it fell within the local, family-owned category.

President Roe agreed; but clarified a small sit-down restaurant may be considered if it fell within the small business category.

Member Laliberte agreed that she could support a private endeavor if it fell into the small business category, but noted the number of chains and retail franchises already in the community.

Member Etten asked how to define “small business,” whether that meant the total in the community under fifty employees, or their national number elsewhere.

Ms. Kvilvang noted satellite offices were not typically counted as small businesses, but part of their parent company. Therefore, Ms. Kvilvang noted small businesses would be defined as newer, non-franchised establishments.

Ms. Collins agreed and provided an example of how a small business may deviate from the REDA policy, but still fall under the retail category.

President Roe recalled that recent new warehouse type facilities in Roseville seemed to provide good wage levels, and suggested further review of warehouse uses.

REDA Executive Director Trudgeon noted they may be good paying jobs, but not of great quantity. In his review of the REDA survey, Mr. Trudgeon noted the interest appears to be the number of employees, and like data centers as well as warehouses, and with not a lot of employees on site that may have driven that category down more than actual wages.

Member McGehee stated she didn’t consider “distribution” due to the number of those uses already in Roseville, and the traffic they generated, amount of space they took up, and considerable amount of impervious surface (parking lots) they took up, including truck traffic generated. Given those characteristics, Member McGehee opined she wasn’t that interested in more.

President Roe suggested there may be special situations where they could be given consideration.

As defined in the displayed slide, without objection, President Roe concluded that the REDA had determined that the list was appropriate, with the inclusion of retail only if it fell within the small, family-owned category.

Multi-Family Housing Priority/REDA Subsidy Consideration

Ms. Kvilvang reviewed various housing stock preferences expressed by individual members in the survey, and those already available or still needed, displayed on the slide. Ms. Kvilvang concluded that housing didn't seem to be a priority of the REDA with a disconnect for bonus criteria, and housing driving most redevelopment projects.

President Roe clarified that he didn't have a sense housing was not important to the REDA, just that there had been some challenging projects coming before the city recently.

Member Etten stated his support for ways to find workforce housing, noting a number of Roseville residents needing that established need as indicated on the previous survey done by the Roseville Housing & Redevelopment Authority (RHRA). With the majority of the RHRA serving as professionals in the housing market, Member Etten, noted one of the body's high goals was to seek quality housing to support that category. In consideration of previous wage discussions tonight falling within some of those workforce housing categories, Member Etten stated he would support that component, but only as bonus points, but still given consideration.

Member McGehee stated she wasn't opposed to it, noting the city's long-standing workforce and affordable housing priorities. However, Member McGehee stated her preference that that housing include the same green space and amenities as market rate housing and in the same building as market rate versus segregating those units. Member McGehee stated she would not consider anything without those amenities. Member McGehee stated she would like to see some novel and new ideas provided in that range, whether a smaller community of attached homes with a very small common space, or something other than a high-rise category for workforce and affordable housing.

Member Willmus stated his current struggle with high density residential (HDR) housing already in Roseville, and the number monthly or leased rentals. Member Willmus stated he'd like to see exploration of workforce or affordable housing components tied to ownership of those units, such as detached townhomes. Member Willmus noted he'd scored medium density residential (MDR) low, noting those density situations typically fell into areas many in the community were leery of. Member Willmus opined that, specific to Twin Lakes, he was not looking to develop it with apartment style housing. However, specific to SE Roseville, Member Willmus noted he would consider more HDR in that area to supplement that existing housing stock. However, if

looking for affordable, workforce housing stock, Member Willmus reiterated his preference for ownership components.

Member Etten noted previous discussions of the RHRA about land trusts as an example that could provide affordable ownership for families. However, Member Etten questioned whether a developer would bring such an idea to the REDA, or if the city would need to seek that option on its own.

As far as priority ranking, Member Laliberte noted she had ranked it fairly low. Member Laliberte noted that ranking was based on many comments made to her in the past concerning density factors when projects come forward as high-rise or multi-family housing. Member Laliberte agreed with Member Willmus that there was not need for more of those; and noted that single-family homes provided sufficient turnover to create starter homes in some wage brackets. However, Member Laliberte opined there was a need to make sure that level retained its value and proved inviting for those moving into the community, whether or not it required prioritization.

In terms of providing assistance, President Roe suggested the REDA focus on housing areas in their market study that identified a particular need in the community. While opining luxury housing and subsidies didn't go well together, President Roe spoke in support of workforce housing. While supporting ownership possibilities, President Roe noted the need to be cognizant of the marketplace that continued to trend toward rentals, therefore he didn't want to exclude rentals. In SE Roseville where there was already fairly dense housing, President Roe stated his preference would move toward rehabilitation of existing buildings, since no new project had come forward in that area in years. While some existing buildings provide affordable housing, President Roe noted some barely got by condition-wise, and suggested if the REDA wanted to provide high-quality workforce housing, it support those rehabilitations. President Roe agreed creative ideas were good, but opined he didn't want to not consider multi-family either at market rate versus luxury. President Roe also spoke in support of affordable senior housing.

Member Willmus agreed with President Roe when looking at established areas, suggesting the policy be crafted around providing assistance to restore, rehabilitate or replace, but move away from new HDR.

Member McGehee concurred with Member Willmus, also supporting rehabilitation components. However, if the REDA supports more rentals, Member McGehee reminded the REDA that most all the condominiums in the community started out as apartments, and were not well-built, now creating huge issues with that construction and buildings now serving not as they were originally intended.

President Roe suggested the REDA may choose to be more supportive of assisting with the demolition of older buildings if their construction didn't meet today's standards that would serve to facilitate new construction.

Member Laliberte concurred, noting offsetting some of those costs to make an existing site better would be more desirable to her than simply adding more units.

President Roe noted that didn't mean those projects not needing assistance if zoned for that type of project.

Member McGehee opined if the REDA tore those existing buildings down to upgrade them, they needed to accommodate those tenants at the same rate.

President Roe agreed such a policy required equity provisions.

Ms. Kvilvang suggested policy language that provided if renovating an existing rental or condominium (e.g. HIA) that would be a priority for the REDA. However, Ms. Kvilvang sought further clarification if that included the potential for redevelopment or only renovation.

Without objection, President Roe concluded the REDA supported renovation OR replacement.

Also without objection, with Member Willmus highlighting it, consensus was that the REDA did not support HIA as an option.

At the request of Member Etten, President Roe clarified the replacement included meeting workforce needs as a target, and also providing missing housing stock options in the community, while focusing on rehabilitation, redevelopment or replacement, but also including workforce or market study identified needs.

Number and Type of Housing

Ms. Kvilvang compared responses in the survey and support or lack of support for higher and lower density, affordable and luxury housing, as well as parameters for the mix of affordable units, and novel housing solutions that are sustainable. Ms. Kvilvang suggested either leaving the policy open-ended or remaining silent on this issue.

President Roe noted that with Federal tax credit funding often used for workforce housing, the workforce units had to be in a single building versus spread across multiple buildings, so would not support a policy requiring units to be spread across multiple buildings, but was supportive of consistent amenities and quality among workforce and market rate units in a single project.

Member McGehee agreed, but reiterated her interest in parity in a building for affordable and market rates, with the same building quality and amenities.

President Roe stated his support of that as well, but based on reality, opined there was a need to consider projects with multiple buildings to ensure they offered the same amenities and not two different levels of housing.

Member Etten concurred with President Roe.

Targeted Sectors (per displayed slide)

Ms. Kvilvang outlined areas to include in the policy based on survey information: clean-up of polluted areas, clean-up of blighted areas; special purpose projects (e.g. SE Roseville); retaining a major employer; demonstration of extraordinary efficiency practices; significant rehabilitation of existing properties; provided housing options not currently available; and preservation or stabilization of malls and/or major commercial nodes.

Without objection, President Roe noted these areas articulated the goals of the REDA as laid out by Ehlers.

President Roe clarified that he didn't want bonus factors or categories outweighing the general policy; duly noted by Ms. Kvilvang.

Open Comment – Areas the City DOESN'T want to Provide Assistance

Ms. Kvilvang reviewed the displayed list of those areas, including: retail establishments unless smaller stores (e.g. not strip malls); most multi-family housing, LDR, projects that pollute with noise or contaminate the air, ground, or water; any project from staff or the City Council not vetted in the charrette process within the community; anything not providing good jobs and benefits; no big box stores; no adult entertainment, no pawn shops, and no trucking terminals.

Member Willmus suggested additional discussion on the charrette process and noting the expense of such a process, questioned if it would be required if the REDA was looking to financially assist a corporate headquarters use, for example, in an area properly zoned as such and not directly adjacent to less intense uses.

President Roe opined it sounded like the intent was for any city-initiated projects to ensure sufficient public participation.

REDA Executive Director Trudgeon stated it was addressing if staff came forward with a multi-million dollar project without public input versus a developer using a vetting process with the public.

Without objection, President Roe noted that, the REDA agreed with the list, excluding the charrette process in circumstances as clarified and noting other city standards related to the process..

Open Comment – Areas the City DOES want to Provide Assistance

Ms. Kvilvang reviewed the preferences outlined in the survey, noting they were typical in most communities (e.g. underground or ramp parking to address reduced surface parking; green enhancements, etc.). Ms. Kvilvang noted others included public infrastructure; affordable housing at 20% of luxury product; pedestrian or transit amenities; and increased green space.

Member Etten spoke in support of the highlighted items, but questioned the need to highlight them specifically; with consensus by the REDA.

President Roe noted underground parking was addressed in the last comprehensive plan update; and suggested the other items could be included a part of staff's review. President Roe stated his willingness to look at city assistance for additional amenities in line with city preferences and goals, and in lieu of other amenities or items that may be lacking as staff reviewed a particular project.

Without objection, President Roe noted the REDA agreed to make the top two items part of the policy, with other items falling under staff consideration.

What City Fees Would the City or REDA be willing to Waive

Ms. Kvilvang noted this included building permits, park dedication fees, water access or sewer access charges (WAC) or (SAC). Ms. Kvilvang advised that most communities were not willing to waive building permit fees, since they considered it part of doing business, but seemed more willing to consider waiving park dedication fees, often for senior assisted products since they weren't deemed a burden on parks, while some say the park system has to be covered in any situation.

Members Willmus, McGehee and Laliberte stated they were not in favor of waiving any fees.

President Roe reminded members of the possibility that always exists to focus more on land in lieu of cash for park dedications.

Member Etten concurred. However, he noted sometimes there were SAC credits available from the Metropolitan Council, not just the city, that he would not be opposed to using.

Member consensus was that they would not be opposed to using those SAC credits.

REDA Executive Director Trudgeon reviewed previous and current SAC charges and the process and credits retained by the city for use throughout the city. Mr. Trudgeon noted that current credit balance in Roseville was close to \$1 million.

President Roe provided additional information on the purpose of SAC to pay for development over time for the larger metropolitan sewer system and assistance for new developments in meeting other criteria.

Ms. Kvilvang advised that her firm would work with city staff to fill in the policy and return to the REDA with an updated draft policy incorporating tonight's discussion.

Public Comment

Lisa McCormick, Wheeler Street

At the request of Ms. McCormick, President Roe advised that additional public input would be heard prior to finalizing this policy.

Ms. McCormick opined there was a big concern among the community that the Twin Lakes discussion be incorporated into this citywide policy, particularly those items addressed from community feedback in the former Community Development Director Bilotta survey. Ms. McCormick sought confirmation that would be taken into account.

Ms. McCormick expressed appreciation for Member McGehee's comments on income levels and tying job levels to income to encourage quality businesses in the area. With the median income in Roseville at \$60,000, Ms. McCormick stated her appreciation for keeping the minimum threshold at 3 times the State minimum wage.

Specific to small businesses, and whether the REDA wanted to support them, Ms. McCormick asked that the REDA consider standards to gauge the quality of those small businesses from a community member standpoint and whether or not the business was willing to be a good corporate neighbor to their residential neighbors. When reviewing increased green space and parking, Ms. McCormick asked that the policy also include increased screening and buffering between adjacent commercial and residential properties.

President Roe thanked Ms. Kvilvang and Mr. Aarsvold for their insight with this discussion.

c. Adopt 2017 REDA Budget

Interim Community Development Director Kari Collins summarized the options for staffing and programming related to the 2017 budget for the REDA and broader Community Development Department. Ms. Collins reviewed the 2017 Preliminary Budget provided as a bench handout (Attachment A), and monthly and annual levy impacts for each of those options. An additional



**City of Roseville and
Roseville Economic Development Authority
DRAFT - Public Financing Criteria and Business Subsidy Policy
September 2016**

INTRODUCTION:

This Policy is adopted for purposes of the business subsidies act, which is Minnesota Statutes, Sections 116J.993 through 116J.995 (the “Statutes”). Terms used in this Policy are intended to have the same meanings as used in Statutes. Subdivision 3 of the Statutes specifies forms of financial assistance that are not considered a business subsidy. This list contains exceptions for several activities, including redevelopment, pollution clean-up, and housing, among others. By providing a business subsidy, the city commits to holding a public hearing, as applicable, and reporting annually to the Department of Employment and Economic Development on job and wage goal progress.

1. PURPOSE AND AUTHORITY

- A. The purpose of this document is to establish criteria for the City of Roseville and the Roseville Economic Development Authority (“EDA”) for granting of business subsidies and public financing for private development within the City. As used in this Policy, the term “City” shall be understood to include the EDA. These criteria shall be used as a guide in processing and reviewing applications requesting business subsidies and/or City public financing.
- B. The City's ability to grant business subsidies is governed by the limitations established in the Statutes. The City may choose to apply its Business Subsidy Criteria to other development activities not covered under this statute. City public financing may or may not be considered a business subsidy as defined by the Statutes.
- C. Unless specifically excluded by the Statutes, business subsidies include grants by state or local government agencies, contributions of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient of the subsidy, any reduction or deferral of any tax or any fee, tax increment financing (TIF), abatement of property taxes, loans made from City funds, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business.

- D. These criteria are to be used in conjunction with other relevant policies of the City. Compliance with the Business Subsidy Criteria and City Public Financing Guidelines shall not automatically mean compliance with such separate policies.
- E. The City may deviate from the job and wage goals criteria outlined in Section 5 D and E below by documenting in writing the reason(s) for the deviation. The documentation shall be submitted to the Department of Employment and Economic Development with the next annual report.
- F. The City may amend this document at any time. Amendments to these criteria are subject to public hearing requirements contained in the Statutes.

2. CITY'S OBJECTIVE FOR THE USE OF PUBLIC FINANCING

- A. As a matter of adopted policy, the City may consider using public financing which may include tax increment financing (TIF), tax abatement, bonds, and other forms of public financing as appropriate, to assist private development projects when such assistance complies with all applicable statutory requirements to:
 - 1. Remove blight and/or encourage redevelopment in designated redevelopment/development area(s) per the goals and visions established by the City Council and EDA.
 - 2. Expand and diversify the local economy and tax base.
 - 3. Encourage additional unsubsidized private development in the area, either directly or through secondary "spin-off" development.
 - 4. Offset increased costs for redevelopment over and above the costs that a developer would incur in normal urban and suburban development (determined as part of the But-For analysis).
 - 5. Facilitate the development process and promote development on sites that could not be developed without this assistance.
 - 6. Retain local jobs and/or increase the number and diversity of quality jobs
 - 7. Meet other uses of public policy, as adopted by the City Council from time to time, including but not limited to promotion of quality urban design, quality architectural design, energy conservation, sustainable building practices, and decreasing the capital and operating costs of local government.

3. PUBLIC FINANCING PRINCIPLES

- A. The guidelines and principles set forth in this document pertain to all applications for City public financing regardless of whether they are considered a Business Subsidy as defined by the Statutes. The following general assumptions of development/redevelopment shall serve as a guide for City public financing:

1. All viable requests for City public financing assistance shall be reviewed by staff, and, if staff so designates, a third party financial advisor who will inform the City of its findings and recommendations. This process, known as the “But For” analysis is intended to establish the project would not be feasible but for the City assistance.
2. The City shall establish mechanisms within the development agreement to ensure that adequate checks and balances are incorporated in the distribution of financial assistance where feasible and appropriate, including but not limited to:
 - a. Third party “but for” analysis
 - b. Establishment of “look back provisions”
 - c. Establishment of minimum assessment agreements
3. TIF and abatement will be provided on a pay-as-you-go-basis. Any request for upfront assistance will be evaluated on its own merits and may require security to cover any risks assumed by the City.
4. The City will set up TIF districts in accordance with the maximum number of statutory years allowable. However, this does not mean that the developer will be granted assistance for the full term of the district.
5. The City will elect the fiscal disparities contribution to come from inside applicable TIF district(s) to eliminate any impact to the existing tax payers of the community.
6. Public financing will not be used to support speculative commercial, office or housing projects. In general the developer should be able to provide market data, tenant letters of commitment or finance statements which support the market potential/demand for the proposed project.
7. Public financing will generally not be used to support retail development. The City may consider projects that include a retail component provided they meet a Desired Qualification as identified in Section 4.2.C(8) of this policy.
8. Public financing will not be used in projects that would give a significant competitive financial advantage over similar projects in the area due to the use of public subsidies. Developers should provide information to support that assistance will not create such a competitive advantage. Priority consideration will be given to projects that fill an unmet market need.
9. Public financing will not be used in a project that involves a land and/or property acquisition price in excess of fair market value.
10. The developer will pay all applicable application fees and pay for the City and EDA’s fiscal and legal advisor time as stated in the City’s Public Assistance Application.

11. The City will not consider waiving fees including, but not limited to, building permit fees, park dedication fees, SAC charges, and planning and zoning application fees. The City may consider using SAC credits, to the extent they are available, to off-set a project's SAC expenses.
12. The developer shall proactively attempt to minimize the amount of public assistance needed through the pursuit of grants, innovative solutions in structuring the deal, and other funding mechanisms.
13. All developments are subject to execution and recording of a Minimum Assessment Agreement.

4. PROJECTS WHICH MAY QUALIFY FOR PUBLIC FINANCING ASSISTANCE

- A. All new applications for assistance considered by the City must meet each of the following minimum qualifications. However, it should **not** be presumed that a project meeting any of the qualifications will automatically be approved for assistance. Meeting the qualifications does not imply or create contractual rights on the part of any potential developer to have its project approved for assistance.

4.1 MINIMUM QUALIFICATIONS/REQUIREMENTS:

- A. In addition to meeting the applicable requirements of State law, the project shall meet one or more of the public financing objectives outlined in Section 4.
- B. The developer must demonstrate to the satisfaction of the City that the project is not financially feasible "but for" the use of tax increment or other public financing.
- C. The project must be consistent with the City's Comprehensive Plan and Zoning Ordinances, Design Guidelines or any other applicable land use documents.
- D. Prior to approval of a financing plan, the developer shall provide any requested market and financial feasibility studies, appraisals, soil boring, private lender commitment, and/or other information the City or its financial consultants may require in order to proceed with an independent evaluation of the proposal.
- E. The developer must provide adequate financial guarantees to ensure the repayment of any public financing and completion of the project. These may include, but are not limited to, assessment agreements, letters of credit, personal deficiency guarantees, guaranteed maximum cost contract, etc.
- F. Any developer requesting assistance must be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed. Public financing will not be used when the developer's credentials, in the sole judgment of the City, are inadequate due to past history relating to completion of projects, general reputation, and/or bankruptcy, or other problems or issues considered relevant to the City.

- G. The developer, or its contractual assigns, shall retain ownership of any portion of the project long enough to complete it, to stabilize its occupancy, to establish project management and/or needed mechanisms to ensure successful operation.

4.2 DESIRED QUALIFICATIONS:

- A. Projects providing a high ratio of private investment to City public investment will receive priority consideration. Private investment includes developer cash, government and bank loans, conduit bonds, tax credit equity, and land if already owned by the developer.
- B. Proposals that significantly increase the amount of property taxes paid after redevelopment will receive priority consideration.
- C. Proposals that encourage the following will receive priority consideration:
1. Implements the City's vision and values for a City-identified redevelopment area
 2. Provides significant improvement to surrounding land uses, the neighborhood, and/or the City
 3. Attracts or retains a significant employer within the City
 4. Promotes multi-family housing investment that meets the following City goals:
 - a. Extensive rehabilitation of existing multi-family housing stock
 - b. Demonstration of need for the type of multi-family housing proposed through a market study or other reliable market data.
 - c. Multi-family workforce housing proposals that include amenities similar to those found in market rate housing
 - d. Workforce housing proposals that consider innovative and alternative forms of development and do not include high-rise buildings
 5. Provides significant rehabilitation or expansion and/or replacement of existing office or commercial facility
 6. Provides opportunities for corporate campus or medical office development
 7. Provides opportunity for hi-tech, med-tech, R & D facilities/office or major manufacturer
 8. Provides opportunities for small businesses (under 50 employees) that are non, start-up companies
 9. Provides opportunities for small businesses that may enhance the quality of life within neighborhoods
 10. Redevelops a blighted, contaminated and/or challenged site

11. Adds needed road, access and multi-modal improvements
12. Addition of specific project enhancements including, but not limited to, architectural upgrades, pedestrian and transit connections, green building practices and enhanced site planning features.

5. BUSINESS SUBSIDY PUBLIC PURPOSE, JOBS AND WAGE REQUIREMENT

- A. All business subsidies must meet a public purpose with measurable benefit to the City as a whole.
- B. Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable. The City shall document the information used to determine the nature of the job loss.
- C. The creation of tax base shall not be the sole public purpose of a subsidy.
- D. Unless the creation of jobs is removed from a particular project pursuant to the requirements of the Statutes, the creation of jobs is a public purpose for granting a subsidy. Creation of at least **3** Full Time, or Full Time Equivalent (FTE) jobs is a minimum requirement for consideration of assistance. For purposes of this Policy, FTE's must be permanent positions with set hours, and be eligible for benefits.
- E. The wage floor for wages to be paid for the jobs created shall be not less than 300% of the State of MN Minimum Wage. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy. Wage goals may also be set to enhance existing jobs through increased wages, which increase must result in wages higher than the minimum under this Section.
- F. After a public hearing, if the creation or retention of jobs is determined not to be a goal, the wage and job goals may be set at zero.

6. SUBSIDY AGREEMENT

- A. In granting a business subsidy, the City shall enter into a subsidy agreement with the recipient that provides the following information: wage and job goals (if applicable), commitments to provide necessary reporting data, and recourse for failure to meet goals required by the Statutes.
- B. The subsidy agreement may be incorporated into a broader development agreement for a project.
- C. The subsidy agreement will commit the recipient to providing the reporting information required by the Statutes.

7. **PUBLIC FINANCING PROJECT EVALUATION PROCESS**

A. The following methods of analysis for all public financing proposals will be used:

1. Consideration of project meeting minimum qualifications
2. Consideration of project meeting desired qualifications
3. Project meets “but-for” analysis and/or statutory qualifications
4. Project is deemed consistent with City’s Goals and Objectives

Please note that the evaluation methodology is intended to provide a balanced review. Each area will be evaluated individually and collectively and in no case should one area outweigh another in terms of importance to determining the level of assistance.