



City Council Agenda

Monday, January 30, 2017

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: Laliberte, McGehee, Willmus, Etten, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:05 p.m. **4. Public Comment**
- 5. Recognitions, Donations and Communications**
- 6:10 p.m. a. Proclamation of Black History Month
- 6:12 p.m. b. Proclamation of Optimist Day
- 6:15 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:20 p.m. a. Review of Draft Ordinance Prohibiting the Sale of Dogs and Cats in Pet Stores
- 6:50 p.m. b. Consider Amending City Code Chapter 304: Lawful Gambling
- 7:10 p.m. c. Public hearing and consideration of the Currency Exchange License Renewal for 2017 for Pawn America Minnesota, LLC, 1715 Rice Street.
- 7:25 p.m. d. Consider Renewal of Speak Up Roseville Contract
- 7:45 p.m. e. Update on the greater notification pilot program and fees changes to certain application processes.
- 8. Approve Minutes**
- 8:00 p.m. **9. Approve Consent Agenda**
 - a. Approve Payments
 - b. Approve Business & Other Licenses & Permits

- c. Approve General Purchases and Sale of Surplus Items in Excess of \$5,000
- d. Authorize Staff to Release RFP for Transportation Plan
- e. Approve Annual Contract with Northeast Youth and Family Services

8:05 p.m. **10. Council and City Manager Communications, Reports and Announcements**

8:10 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**
Closed Session

8:15 p.m. 1. City Manager Performance Review
Reconvene Open Session

8:45 p.m. **12. Adjourn**

Some Upcoming Public Meetings.....

Wednesday	Feb 1	1:00 p.m.	Police Civil Service Commission (Annual Meeting)
Wednesday	Feb 1	6:30 p.m.	Planning Commission
Tuesday	Feb 7	6:30 p.m.	Parks & Recreation Commission
Thursday	Feb 9	6:30 p.m.	Community Engagement Commission
Monday	Feb 13	6:00 p.m.	City Council Meeting
Tuesday	Feb 14	6:30 p.m.	Finance Commission
Wednesday	Feb 15	6:00 p.m.	Human Rights Commission
Monday	Feb 20		City Offices Closed - Presidents' Day
Wednesday	Feb 22	6:30 p.m.	Comp Plan 2040 Update
Monday	Feb 27	6:00 p.m.	City Council Meeting
Tuesday	Feb 28	6:30 p.m.	Public Works, Environment & Transportation Commission

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



Black History Month February 2016

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our community; and

Whereas: Negro History Week was established in 1926 by Dr. Carter Godwin Woodson as a way to neutralize the deliberate distortion of Black History; and

Whereas: This movement grew over the years to Black History Month to give an objective and scholarly balance in American and World History; and

Whereas: The month of February was selected as Black History Month because it marks the birth of Frederick Douglass, W.E.B. DuBois, Langston Hughes and Abraham Lincoln, leaders whose actions greatly impacted the lives of the American black population; and

Whereas: The contributions African Americans made to our nation's economic strength as well as to our history, music, arts, written words and discoveries are often overlooked; and

Whereas: On January 1, 1863, the Emancipation Proclamation set the United States on the path of ending slavery, and on August 27, 1963, hundreds of thousands of Americans, blacks and whites, joined the March on Washington to the memorial of Abraham Lincoln, the author of the Emancipation Proclamation, in pursuit of the ideal of equality of citizenship; and

Whereas: In 2017, Black History Month honors "The Crisis in Black Education," focusing on the crucial role of education in the history of African Americans; and

Whereas: The City of Roseville invites all members of the Roseville community to renew their commitment to ensuring racial equality, understanding and justice.

Now, Therefore Be It Resolved that the City Council hereby declare February 2016 to be Black History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this thirtieth day of January 2017.

Mayor Daniel J. Roe



Optimist Day

Whereas: Members of Optimist International will celebrate OPTIMIST DAY throughout the world the first Thursday of every February to promote their efforts in helping and recognizing the young people that make a difference in their communities and who will encourage a greater exchange of ideas between young people and adults, and;

Whereas: There are 2400 Optimists Clubs, with more than 70,000 Members, in Optimists International and Optimist members throughout the world that carry out more than 6500 service projects that serve six million young people a year;

Whereas: There is now a Roseville Area Optimist Club that recently became organized and chartered;

Now, Therefore Be It Resolved, that I, Dan Roe, Mayor of the City of Roseville, issue this Proclamation declaring the first Thursday of every February as Optimist Day in the City of Roseville. May this day instill pride in our city's Optimists for the impact they have in making a difference in our community and in the lives of members of our community.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 30th day of January, 2017.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 30, 2017
Item No.: 7.a

Department Approval

City Manager Approval



Item Description: Review of Draft Ordinance Prohibiting the Sale of Dogs and Cats in Pet Stores

1 **BACKGROUND**

2 At the December 5, 2016 meeting, the City Council discussed the creation of an ordinance that would
3 prohibit the sale of dogs and cats by a pet store but would allow for a collaboration between a pet store
4 and animal shelter or rescue organization to showcase adoptable dogs and cats. The minutes from that
5 meeting are included as Attachment A. Based on that discussion and information submitted by the
6 Minnesota Chapter of the Humane Society of America, the City Attorney has drafted an ordinance that
7 bans the sale of dogs and cats in pet stores and only allow adoption of dogs and cats in those places of
8 business. (Attachment B)

9 Besides prohibiting the sale of dogs and cats, a pet store would need to display and maintain a
10 “certificate of source” regarding the origin of the dog or cat within three feet of the animal’s cage. A
11 violation of the code would be cited as an administrative offense as stated in Section 102.01C
12 (Attachment C). Under the current draft, the ordinance would take effect 180 days after passage and
13 publication.

14 **POLICY OBJECTIVE**

15 To determine whether pet stores should be regulated and/or licensed in the City of Roseville.

16 **FINANCIAL IMPACTS**

17 City costs cannot be determined at this time. Adopting an ordinance will require staff time to ensure
18 compliance with the ordinance.

19 **STAFF RECOMMENDATION**

20 Staff suggests that the City Council review the draft ordinance, suggest any modifications to the draft
21 ordinance, and schedule a public hearing at a future meeting to formally consider the ordinance.

22 **REQUESTED COUNCIL ACTION**

23 Provide feedback to the current draft ordinance and schedule a public hearing to formally consider the
24 ordinance.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments: A: City Council Minutes dated December 5, 2016
B: Draft Ordinance regarding the sale of dogs and cats by pet stores drafted by the City Attorney.
C: Section 102.01 (C) of the Roseville City Code regarding Administrative Offenses.

Mayor Roe noted the grey area in needing to balance the humaneness and theoretical habitat that could be supported with those who enjoyed having the deer within the community, each having their own valid points of view.

Roll Call

Ayes: Willmus, Etten, Laliberte and Roe.

Nays: McGehee.

Motion carried.

Mayor Roe thanked the Parks & Recreation Commission and Mr. Brokke for their work on this issue; and thanked the public for their feedback and public discussion throughout the process.

15. Business Items – Presentations/Discussions

a. Pet Store Licensing

As detailed in the RCA and related attachments, City Manager Trudgeon provided an updated draft ordinance regarding the sale of dogs and cats by pet stored (Attachment B), as modeled by the Humane Society of America, Animal Folks Minnesota and the Animal Humane Society. Since this citizen-requested ordinance was a result of media coverage about conditions of animals being sold at the Har Mar Mall Pet Store in Roseville, Mr. Trudgeon advised that the owner was in attendance tonight, as he had been at the September 19, 2106 City Council meeting (Meeting minutes attached as Attachment A), to present his viewpoint. Mr. Trudgeon sought direction to staff; noting that City Attorney Gaughan had reviewed the draft ordinance and may also have additional comments.

Mayor Roe recognized City Attorney Gaughan at this time, who advised that his review at this point had not been in-depth depending on the direction of the City Council. However, Mr. Gaughan encouraged the City Council to think about what it was trying to accomplish before getting into too deep of a discussion about a potential ordinance, given that this is ordinance would serve as a criminal ordinance, with past discussions having taken place as to the limitations of such a law used as a regulatory enforcement mechanism. Once the City Council defines its preferred intent and direction to staff, Mr. Gaughan advised that he could then highlight some of those limitations and points within this proposed ordinance.

As part of his review of public comment protocol and process, Mayor Roe clarified that the City Council was not being asked to adopt an ordinance tonight, but simply to provide feedback and direction to staff in the context of this proposed ordinance model. Mayor Roe stated that he was interested to hear additional public comment tonight from the audience, at which time things could change further.

Councilmember McGehee stated that the most helpful thing to her at this point would be to hear in particular from people with experience in ways to handle this situation or suggestions to help the City Council in their subsequent discussion rather than elaborating on the background of puppy mills, but to provide useful information from which to frame future discussions or action.

Mayor Roe agreed that was a very well-stated objective put forth by Councilmember McGehee.

Public Comment

Written email comment specific to this issue had been received and provided as bench handouts, attached hereto and made a part hereof, as follows:

Dated December 4, 2016 Diane Hilden; Roseville resident, in support of a humane pet store model; dated December 1, 2016 from Bonnie, Roseville resident, in support of an ordinance prohibiting the sale of dogs and cats acquired from breeding facilities; dated December 1, 2016 from Ward & Cindy Schwie, Roseville residents, in support of a humane ordinance in Roseville; and dated December 5, 2016 from Sara Barsel and Randy Neprash, Roseville residents, in support of a human pet store ordinance model.

Christine Coughlin, MN State Director, The Humane Society of the United States, 2615 34th Avenue S, Mpls., MN (HSA)

Ms. Coughlin referenced her previous attendance at the September 2016 City Council meeting and discussion at that time around this humane model ordinance regulating Roseville pet stores. Ms. Coughlin advised that this model was a collaborative effort of the HSA, addressing the origin of pets arriving for sale and responsible breeders not selling to pet stores. Ms. Coughlin reviewed challenges with the well-established pipeline offering pets from mass breeding facilities to pet stores, and their lack of compliance with federal standards; noting their organization received a constant stream of complaints about those facilities. Ms. Coughlin stated her confidence that their model ordinance worked, and provided for a viable business-friendly option through collaboration with shelters and rescues to offer pets to the public. Ms. Coughlin assured the City Council and Roseville community that the ordinance had been drafted thoughtfully, and proven to work as it had been upheld in district and state courts on its constitutional grounds. Ms. Coughlin noted other speakers from tonight's audience to offer their real world experience with this issue; and advised that since the September discussion, twenty-five more American cities had passed an ordinance similar to this model, now making that total 205.

Angel Duarte, Angel's Pet World, with locations in two Wisconsin communities

Ms. Duarte reviewed her experience with their stores, with the first opened in 2003/2004 and their subsequent decision in 2010 to go the humane route to acquire puppies.

Ms. Duart stated that, in the six to seven years they sold puppies, they were initially unaware about mills and rescues, but in the end realized they were frequently and repeatedly dealing with multiple health issues from puppies purchased from mass breeders. Ms. Duart noted those health problems often required 24/7 care by staff from a variety of problems and diseases related to neglect, and many from genetic conditions whether or not that could be proven. Ms. Duart advised that this became very expensive for them as well as new pet owners with veterinary care; and therefore they had decided to get away from that practice. Ms. Duart reported that the State of Wisconsin didn't have similar regulatory laws at that time, but followed those already established in Minnesota. Ms. Duart noted that she frequently covered veterinary bills for new pet owners; and typically was unable to prove genetic conditions even with a veterinarian's concurrence to seek recourse from the larger breeders, and if then typically only up to a \$400 purchase price. Ms. Duart noted that it wasn't unusual for their company to have from \$45,000 to \$80,000 in veterinary bills annually, not counting those covered by pet owners themselves.

Ms. Duart admitted it was scary when first going the humane route; but also noted that if a pet was returned to the mass breeder it was typically put down anyway; so in taking a big leap of faith, they did so. To this day, Ms. Duart reported that they had developed great relationships and partnerships as a result of their decision to go the cat and dog rescue and adoption route; developed creative ideas for marketing and selling; and continued to grow their customer base and sales.

Ms. Duart clarified that a certification from mass breeders didn't mean much at all; and had proven to not be right for animals or for customers.

Ann Frenchick, 449 Woodhill Drive

Ms. Frenchick provided her summary of dialogue and comments from Roseville residents that she had extracted from NextDoor.com, presented as a bench handout, attached hereto and made a part hereof. Ms. Frenchick advised that, since she didn't have permission from those submitting statements to the online site, she hadn't identified the authors, but assured the City Council that they were direct quotes since the September 2016 discussion by the city.

Ms. Frenchick asked the City Council to support an ordinance to stop pet sales in Roseville from commercial breeding facilities. Ms. Frenchick spoke to her personal experience from observing the Har Mar Pet Shop, especially the stench that initially got her involved. Ms. Frenchick opined this HSA model ordinance was a good model to follow and would allow the current practice in Roseville by offering adoption events in a humane manner that every pet store should follow. Ms. Frenchick stated that she wanted Roseville to be a leader in humane pet sales.

Anne Sumner, 228 W County Road B

Ms. Sumner expressed her agreement with the previous speakers, stating that she felt strongly about this too.

Ann Olson, Executive Director, Animal Folks Minnesota – legislative Action, 892 Osceola Avenue, St. Paul, MN

Ms. Olson referenced her personal research on puppy mills and stated her full support for the model ordinance to avoid harm to animals and consumers. Ms. Olson reported on kennels and their length, stating that Minnesota had some of the largest, with approximately 1,000 breeders in several Minnesota communities, along with other USDA licensed breeders and others throughout the United States and supplying pet stores. Ms. Olson opined that this ordinance provided a huge opportunity for the city to promote a humane business model and prevent consumers from purchasing sick pets.

When assisting to construct and support this HSA model ordinance, Ms. Olson noted their research about canine and feline health to keep animals well, which this model supported, under advisement of their attorney's.

Ms. Olson encouraged the City Council to keep the ordinance brief and pattern legal language similarly to that of the model, but primarily focusing on three areas: prohibiting purchase from commercial facilities; allowing for an adoption phase; and requiring a certificate of source (e.g. cage card). Ms. Olson offered her organization's assistance to the city with additional research at their request.

Mary LaHay, 1321 – 41st Street, Des Moines, IA

Ms. LaHay noted that pet stores originated in USDA-licensed facilities in her state of Iowa; and advised that having the misfortune of being home to the second largest number of breeders in the nation, actions taken by Minnesota also directly affected the kennel situation in Iowa.

Ms. LaHay reported that she had been monitoring kennels for eight years; and opined that the reality was even worse than those issues being reported or than most people were aware of. Having visited several kennels that had recently passed USDA inspections, Ms. LaHay reported on some of the things she had witnessed, opining the conditions and findings would not be acceptable to any reasonably compassionate person. Ms. LaHay admitted that compliance at those facilities was woefully inadequate with conditions seriously affecting dogs; and asked that the City of Roseville adopt an ordinance, reiterating that it would impact conditions in Minnesota and in Iowa.

Damaris Welles, 224 Cottonwood N, St. Paul, MN, Metro Chair of Red Lake Rosie's Rescue

Ms. Welles reported that for the last nine years, she had worked to bring unwanted and stray animals from the Red Lake Indian Reservation to the Twin Cities for fostering and adoption, averaging about 830 animals annually. Ms. Welles ad-

vised that their organization relied on adoption opportunities with Petco and Chuck & Don's, garnering valuable interaction and partnerships. Ms. Welles noted that many of the animals had special needs, having experienced trauma and abuse, and while all their rescue animals are highlighted online, many people overlook them in that venue versus meeting them along with other animals and discovering their wonderful personalities perfect for companionship. Ms. Welles noted that these stores promote events, which also brings in additional customers for them. However, without those adoption events (e.g. Cages for Cats), it would be much harder to find good homes for animals. Ms. Welles opined that this model ordinance was easy to implement and would provide a win-win for the community and consumers.

Katy Mock, Chief Government Affairs and Community Engagement Officer, Animal Humane Society, 402 Ford Road, St. Louis Park, MN

Ms. Mock reported that their organization has a 95% placement rate in other metropolitan communities using this type of ordinance model; and stated she and many involved in the organization were present in tonight's audience to lend their support to encourage the City Council to pass this ordinance to require that all pet stores in Roseville transition into this humane pet store model. Ms. Mock reported that the HSA has two full-time investigators working to stop the sale of puppy mill dogs in Minnesota; and opined that this was a great opportunity for the City of Roseville to take a leadership role in that effort.

Daniel Bade, 1106 – 62nd Avenue N, Brooklyn Center, MN, Happy Tails Rescue in Fridley

Mr. Bade reported on the work of his organization in providing a solution to rescue animals. Mr. Bade noted that just last week, the organization had received a call from Texas where a significant number of dogs were scheduled to be euthanized, but instead had been transported to Minnesota. Mr. Bade advised that each animal receives a health certificate before their transport, and upon arrival, they are vetted by over 200 volunteers. Mr. Bade assured the City Council that by approving this ordinance they wouldn't be taking away the supply of dogs, but opined that the humane model worked, and provide fully vetted and healthy dogs; and would more keep the supply going and a pet store thriving.

Lindsay Madvig, 245 – 17th Avenue NW, New Brighton, MN

Based on her personal experience in purchasing pet store dogs, Ms. Madvig reported on expensive health issues she'd undertaken. Ms. Madvig reported that she now served to foster pets through a rescue, and noting how heartbreaking some of the situations were, asked that the City Council take under serious consideration making this decision.

Carol Kough, Roseville

Having been involved in animal rescue for over thirty years and investigating for the USDA for five years, Ms. Kough addressed some of her experiences with

these USDA inspected mass breeders given a limited number of inspectors in the U.S., and dogs she'd encountered that had been sold for research. Ms. Kough noted that she had worked with the U of MN and the Mayo Clinic; and asked the City Council to do something about this mass breeding situation. Ms. Kough opined that Minnesota was the worst puppy mill place in entire nation with the most puppy mills and USDA inspections being meaningless. When purchasing an animal, Ms. Kough encouraged consumers to insist on inspecting the kennels to determine the reality of housing the animals.

Gary Papineau, Owner of Har Mar Pet Shop

Mr. Papineau noted the information tonight about rescues, and further noted that three of the four pet shops in Roseville already provided an opportunity for consumers to get a rescue dog. However, Mr. Papineau advised that to receive a pure-bred puppy, consumers came to his shop. Mr. Papineau reported that he personally inspected the breeders he uses, and would stand behind the dogs he sold; with customers confirming the dogs purchased from him were the best dogs they'd ever had. Mr. Papineau stated that he had asked those customers to provide their testimonials to the City Council since this issue came up in September and their experience using his pet shop. Mr. Papineau further reported that the kittens sold in his shop were neighborhood rescues.

Mr. Papineau opined that there should be a choice and a variety of options for pet purchase in Roseville. Mr. Papineau suggested pet store licensing versus an ordinance, opining that he was all for licensing and willing to pay a fee, as well as being willing to have his store inspected by a veterinarian monthly or quarterly. Mr. Papineau advised that he was open to any kind of licensing, but an ordinance outright banning sale of puppies from breeders wasn't the way to go.

Council Direction to Staff

Councilmember Willmus thanked those speaking tonight. Councilmember Willmus stated that he had been supportive of looking at something the city could do to limit the sale of dogs and cats coming from mills, something he'd long been concerned about. As a dog owner, Councilmember Willmus reported that he considered them members of the family, and obtained them through fosters or adoptions. When purchasing them, Councilmember Willmus advised that he looked for people with a dog recently having puppies versus large commercial breeding operations. Councilmember Willmus stated he was supportive of putting an ordinance in place prohibiting the sale of dogs and cats at pet stores; and would support the foster program. While not yet knowing if this draft ordinance is the best for Roseville, Councilmember Willmus stated his interest in leaving tonight's meeting with some direction to staff to bring something back that would work for Roseville with the intent to get to the root to prohibit sales and move toward the foster model.

Councilmember Laliberte noted that the last time this issue was addressed she had also expressed her support for an ordinance similar to this model that would encourage adoption models as used in other Roseville pet stores. Councilmember Laliberte clarified that she wasn't looking to put anyone out of business, but stated everyone needed to adapt to the changing environment. As a lifelong dog owner, Councilmember Laliberte noted that she had procured them in a number of different ways, usually for a particular breed from a particular breeder. However, Councilmember Laliberte noted that some of her family members had also used the adoption route with success. Councilmember Laliberte stated that she wasn't sure if she was comfortable with the draft model ordinance as presented, but was open to input from the City Attorney regarding the criminal aspect of it and how this model would move the city toward a humane model versus another approach. Councilmember Laliberte suggested staff review pet ordinances of other cities, consult with the City Attorney, and then bring something back to the City Council that will work for Roseville.

In terms of an ordinance, Councilmember McGehee stated that she wasn't sure if this model was the right one or not, particularly with a criminal or non-criminal aspect if there wasn't an alternative way to accomplish the same thing. Councilmember McGehee stated she was not in favor of puppy mills, having housed many rescue animals at her home, and in agreement with Ms. Kough about the sparse visitations and inspections and inadequate housing of pets for sale. Councilmember McGehee opined that the model from the Wisconsin speaker provided a more aggressive use of rescues and puppies and kittens available in-store most of the time, but not housed there necessarily, but rotating the sites with volunteers from rescue agencies. Noting Mr. Papineau's perspective, Councilmember McGehee stated her interest in a solution for both sides.

Councilmember Etten stated his support for finding a way to not allow a supply of dogs and cats from puppy mills, such as using a program like "Paws to Paws Adoption." Councilmember Etten expressed his interest in the care of animals proposed by Mr. Papineau with licenses and veterinary inspections; and noted the draft model ordinance did not allow for multi-day housing for animals in consideration of their health.

Mayor Roe concluded that the two basic concerns seemed to be sourcing of animals through puppy mills, and breeding operations not being up to par. While that is something the city has to be concerned about, Mayor Roe noted the need to also preserve another business model besides only that of adoption; questioning if that needs to be preserved in Roseville. Citing the larger cities of Minneapolis and St. Paul sure with greater capability for inspections, licensing and a regulatory environment for that type of business model based on their larger staffs and areas of expertise, Mayor Roe noted that if the city went to that model, it would in effect be eliminating any other business model in Roseville across the board. Mayor Roe noted his interest in weighing a long-term business in the community

against the pros and cons of what is best for the community as a whole. Mayor Roe stated he was also concerned with the misdemeanor penalty under state law or if there were other options available.

Mayor Roe noted mention of the "Cattery," and one of his concerns since the beginning of this discussion in the welfare of pets while at a pet store. Therefore, Mayor Roe stated his interest in eliminating the possibilities of overnight boarding of animals at a pet store, even rescue animals, based on concerns for their welfare, and assuming that those hosting animals at a pet store would be doing so for a period of time. If it was still necessary to do so, Mayor Roe suggested that the length of time be limited and the responsibility of shelter partners to provide assurances of the proper care of those animals being housed. If the city considers an ordinance, Mayor Roe stated that he wanted it to address how that worked and ensure that no long-term boarding of animals took place in pet stores, since it affected the health and welfare of the animals themselves.

Councilmember McGehee spoke to animals staying in the store, noting that the relationship between Petco and the Companion Rescue for housing the rabbits, but volunteers came in daily to exercise the rabbits and clean cages.

Councilmember Laliberte noted previous discussions also allowed her to share her concerns in the city's ability to inspect or enforce an ordinance. Since then, Councilmember Laliberte noted that the city had entered into a contractual relationship with a local veterinarian to take in stray dogs; and questioned if some type of arrangement could be added for this purpose, while still defining what was being inspected, and as noted by Mayor Roe, how often those inspections were performed by a veterinarian.

As with Councilmember McGehee's comments, Councilmember Laliberte noted that Petco housed rabbits and cats; and from her understanding they were housed in cat cubes for 2-3 days at the most and then switched out, with store personnel feeding them each morning, and adoption volunteers exercising them and spending time with them socially. At the most, Councilmember Laliberte stated that two cats shared a cube, typically because they were litter mates.

Regarding Councilmembers McGehee and Laliberte comments regarding a longer term presence of animals at a site, Mayor Roe questioned if an ordinance needed to require a certain time period or specify that arrangements were made for provider's accountability for that.

Councilmember Laliberte opined that wasn't a work around situation, but should be set by the City Council.

If the intent was to require further oversight on behalf of those organizations looking to adopt out regarding the licensing aspect, Councilmember Willmus stated

that he wasn't sure he was in favor of going that route. Councilmember Willmus opined that the changes being considered could be accomplished just as effectively through an ordinance versus licensing or inspections, since the city was not in a position to address that nor did it have the expertise to know what it was needing to inspect.

Councilmember McGehee agreed with Councilmember Willmus, suggesting setting up a contractual arrangement between stores and rescues and putting rescues in charge of that oversight, it would provide adequate protection for the animals.

City Attorney Gaughan noted several points that immediately rose to his attention when considering the specificity of criminal penalties and in language of the draft ordinance (Attachment B) prohibiting the sale of dogs or cats. Mr. Gaughan also addressed Section 502.25 C.1 regarding a Certificate of Source provided to purchasers that contradicted a law that doesn't exist in the Roseville ordinance. Also, Mr. Gaughan noted that the ordinance references pet store operations as the person subject to criminal penalties as the person involved in the business (owner or operator), but asked if that included their employees if the business owner or operator wasn't on site, and questioned whether criminal charges could also be brought absent those employees or vicariously, or how appropriate it may be on a case by case scenario if the employee violated company policy; in other words, in that case who was the responsible party, the owner or the employee. Mr. Gaughan cautioned the City Council to consider these things very carefully when taking steps to pursue criminal charges, and possibly taking away the liberties of an individual; especially when a government body was held to the highest standard beyond a reasonable doubt. Mr. Gaughan also noted, in the understaffed court arena with an already overworked case load, this type of case would most likely end up at the bottom of the docket and not be considered a high priority for prompt action.

Mayor Roe noted that some of the city's penalties were more on the administrative side.

City Attorney Gaughan agreed that overwhelming code violations provided for both criminal and/or civil sanctions depending on the type of violation, making those options available to consider whether civil abatement or criminal prosecution was the most appropriate; with the city typically steering away from criminal prosecution unless the behavior doesn't cease. However, Mr. Gaughan reminded the City Council that those actions carried all sorts of complexities; but offered his willingness to work with staff to further flesh out the issues.

Without objection, Mayor Roe noted the City Council's support for the City Attorney and staff to perform that due diligence and provide recommendations for the more appropriate scheme to penalize behavior through an ordinance such as this.

At the request of the council, City Manager Trudgeon opined that staff could have something prepared by the January 30, 2017 City Council meeting for discussion and issues to consider in a revised draft ordinance.

If other pertinent issues came up between now and then, Mayor Roe allowed that staff could defer this item if so indicated.

City Attorney Gaughan counseled that the city should have some sort of reference incorporated into the ordinance as a basis through formatting similar to existing city ordinances (preambles versus “whereas’s”).

Councilmember McGehee stated her lack of interest in the prosecutorial aspect; opining that Mr. Papineau cared for animals, and suggested a lighter hand in assisting him in transitioning his business model.

Mayor Roe clarified that the City Council was not making any presumption that anyone was violating the ordinance if and when it went into effect.

City Attorney Gaughan suggested that, if and when criminal activity is observed, the city could propose to seek criminal sanctions, if indications are that someone is profiteering, and perhaps fine penalties may be all that are needed.

Councilmember Willmus suggested including a trigger for criminal sanctions, thorough documentation of repeated violations; with Mayor Roe agreeing in a process similar to that used for code enforcement issues such as a continual or repeated nuisance situation.

Recess

Mayor Roe recessed the meeting at approximately 9:43 p.m., and reconvened at approximately 9:44 p.m.

b. City Facility Needs Discussion

*A bench handout was received via email dated December 4, 2016 related to this item from Roger Hess, Jr., a Roseville resident, **attached hereto and made a part hereof.***

As a result of discussions at the November 14, 2016 City Council meeting, City Manager Trudgeon noted staff’s further analysis and four options outlined on page 2 of the RCA of today’s date.

Councilmember Willmus reported that last week he had met with Public Works Director Marc Culver and toured the maintenance facility. After that tour, Councilmember Willmus opined that the city should take a serious look at the potential of renovating what was already available on that footprint; and if they hadn’t yet done so, encouraged his colleagues to tour the facility as well. Councilmember Willmus opined that there was an opportunity to increase storage capacity on that

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING

TITLE [REDACTED], SECTION [REDACTED]

**AN ORDINANCE CREATING AN ADMINISTRATIVE OFFENSE FOR THE
SALE OF DOGS AND CATS BY A RETAIL ESTABLISHMENT**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Background:

WHEREAS, a significant number of puppies and kittens sold at pet stores come from large-scale, commercial breeding facilities where the health and welfare of the animals are not adequately provided for; and

WHEREAS, the documented abuses endemic to mass breeding facilities include over-breeding; inbreeding; minimal to non-existent veterinary care; lack of adequate and nutritious food, water and shelter; lack of socialization; lack of adequate space; lack of adequate exercise; no or limited screening of genetic diseases; inadequate transportation and shipping protocols of puppies and kittens; and indiscriminate disposal of breeding dogs and cats who have reached the end of their profitable breeding cycle; and

WHEREAS, the inhumane conditions in mass breeding facilities lead to health and behavioral issues in the animals bred in those facilities, which many consumers are unaware of when purchasing animals from pet stores due to both a lack of education on the issue and misleading tactics of pet stores in some cases. These health and behavioral issues, which may not present themselves until some time after the purchase of the animals, can impose exorbitant financial and emotional costs on consumers; and

WHEREAS, current Federal and State regulations do not properly address the sale of dogs and cats in pet stores; and

WHEREAS, due in large part to pet overpopulation, numerous dogs and cats are euthanized. Restricting the retail sale of puppies and kittens is likely to increase demand from animal shelters and rescue organizations, which will likely reduce the burden on such agencies and reduce financial costs on local taxpayers; and

WHEREAS, across the country, thousands of independent pet stores as well as large chains operate profitably with a business model focused on the sale of pet services and supplies and not on the sale of commercially bred dogs or cats. Many of these stores collaborate with local animal shelters and rescue organizations to offer space and support for showcasing adoptable homeless pets on their premises; and

WHEREAS, this Ordinance will not affect consumers' ability to obtain a dog or cat of their choice directly from an animal shelter, or breed-specific rescue organization, or from a breeder where the consumer can see directly the conditions in which the dogs or cats are bred or can confer directly with the breeder concerning those conditions; and

WHEREAS, the City Council for the City of Roseville believes it is in the best interests of the City of Roseville to adopt reasonable regulations to reduce costs to the City and its residents, protect the citizens of the City who may purchase dogs or cats from a pet store or other business establishment, help prevent inhumane breeding conditions, promote community awareness of animal welfare, and foster a more humane environment in the City.

SECTION 2. Section 501.01 (Definitions) is hereby amended as follows:

501.01: DEFINITIONS:

Except where the term is expressly defined by other provisions or sections within this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

ANIMAL CONTROL AUTHORITY: Any governmental entity which is responsible for animal control operations in its jurisdiction.

ANIMAL RESCUE ORGANIZATION: Any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue of animals and the placement of those animals in permanent homes, and which does not obtain animals from a breeder or broker for payment or compensation, and does not breed animals.

ANIMAL SHELTER: Any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, which (1) accepts animals into a physical facility; (2) is devoted to the rescue, care, and adoption of stray, abandoned, unwanted or surrendered animals; (3) places animals in permanent homes or with animal rescue organizations; and (4) does not breed animals.

CAT: A mammal that is wholly or in part of the species *Felis domesticus*.

CERTIFICATE OF SOURCE: A document from an animal control authority, animal rescue organization, or animal shelter which shall provide a brief description of the dog or cat, and shall list the name, address, and telephone number of the source (animal control authority, animal rescue organization, or animal shelter) of the dog or cat.

DOG: A mammal that is wholly or in part of the species *Canis familiaris*.

PET STORE: Any retail establishment, or operator thereof, which displays, sells, delivers, offers for sale, barter, auctions, gives away, or otherwise transfers companion animals in the City of Roseville. This definition does not apply to animal control authorities, animal shelters, or animal rescue organizations.

PET STORE OPERATOR: A person or business entity who owns or operates a pet store.

SECTION 3. Section 510.25 is renumbered as section 501.26, and section 501.25 is hereby amended as follows:

501.25 PET STORES

- A. No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of cats or dogs.
- B. Nothing in this section shall prohibit pet stores from collaborating with animal shelters, animal rescue organizations, and animal control authorities to offer space for such entities to showcase adoptable dogs and cats inside pet stores. Such animals shall not be younger than 8 weeks old.
- C. A pet store shall post and maintain a Certificate of Source in a conspicuous place on or within three feet of each dog's or cat's kennel, cage, or enclosure.
 1. A Certificate of Source shall be provided to the adopter of any dog or cat.
 2. Certificate of Source records for each dog or cat shall be maintained by a pet store for at least one year from the last date that a dog or cat appeared in the store.
 3. Pet stores shall make Certificates of Source immediately available for review upon the request of a peace officer or animal control authority, or a humane agent pursuant to Minnesota Statutes section 343.06 acting on behalf of the City.
 4. Falsification of a Certificate of Source shall be deemed a violation of this section.
- D. A violation of this section shall constitute an Administrative Offense under Section 102.01.C of City Code and subject the Pet Store Operator to the to the procedures and penalties contained therein.

SECTION 4. Effective Date: This amendment to the Roseville City Code shall take effect 180 days after passage and publication.

Signatures as follows on separate page:

Ordinance – Title of Ordinance _____

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

CHAPTER 102

GENERAL PENALTY

SECTION:

- 102.01 General Penalty
 102.02 Issuance of Ordinance Violation Summons

102.01: GENERAL PENALTY:

- A. General Offense: Unless otherwise provided in City Code, any person violating any provision of the City Code shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00, or by imprisonment not to exceed 90 days, or both, or any different amounts adopted by statute. In either case the costs of prosecution may be added¹. (Ord. 1067, 9-25-89; amd. 1995 Code)
- B. Petty Misdemeanor Offense: A petty misdemeanor offense is an offense which is prohibited by statute which does not constitute a crime and is classified as a petty misdemeanor for which a sentence of a fine of not more than \$300.00 or any different amounts adopted by statute may be imposed². (1995 Code)
- C. Administrative Offense:
 1. Purpose: Administrative offense procedures, established pursuant to this Section, are intended to provide the City with an alternative to traditional criminal charges for violations of certain ordinance provisions.
 2. Definitions:
 - a. Administrative Offense: A violation of a provision of this Code that is subject to the administrative penalties set forth in the schedule of offenses and penalties referred to in Subsection 11., hereafter, and which may or may not have associated compliance requirements.
 3. Notice: Any officer of the Police Department or any other person employed by the City, authorized under Section 102.02 of this Code shall, upon determining that there has been a violation of ordinance or Code, notify the violator or, in the case of a vehicular violation, attach to the vehicle a notice of the violation. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice, the amount of the scheduled penalty and required compliance actions, if applicable.
 4. Recovery of Administrative Costs: The owner of the premises, where an administrative offense ticket has been issued by the City's Community Development Department, shall be personally liable for the cost of the City for inspection of said property and administrative costs as allowed per Minnesota Statute 429.101. Staff shall prepare a bill for the cost and mail it to the owner. The amount shall be immediately due and payable at the office of the City Manager.
 5. Notice Contestation and Hearing: Any person contesting an administrative offense may, within seven days of the time of issuance of the notice, request, in writing, a hearing. The Hearing Officer shall forthwith conduct an informal hearing to determine if a violation has occurred. The Hearing Officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the Hearing Officer, the violator shall pay the

¹ M.S.A. §§412.231, 609.033(3), 609.033 and 609.034

² M.S.A. §609.0332

penalty imposed.

6. Hearing Officer: The City Manager shall be the hearing officer. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses provided for in this Section.

7. Payment of Penalty: Once notice is given, the alleged violator must pay the specified fine within seven days of the time of issuance of the notice, unless contesting the notice pursuant to Subsection 5. of this Chapter. The amount of the fine shall be set forth on the schedule of penalties for the violation as adopted by the City Council. The penalty may be paid in person or by mail and payment shall be deemed to be an admission of the violation.

8. Failure to Pay Penalty and/or Administrative Costs: In the event a party charged with an administrative offense fails to pay the penalty when due, a misdemeanor or petty misdemeanor charge may be brought against the alleged violator in accordance with applicable statutes. In the event a party does not pay the monetary penalty and/or administrative costs, the City may seek to collect the costs of the administrative offense procedures per Section 407.07 and/or 906 of this Code.

a. If the penalty and/or administrative cost is unpaid, the City Manager shall, on or before September 1, list the total unpaid charges along with all other such charges, as well as other charges for current services to be assessed under Minnesota Statute 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year, or in annual installments not exceeding ten, as the City Council may determine in each case.

9. Failure to Comply: If a violation requires code compliance within a set period of time and the compliance does not occur by the deadline specified, the City may initiate an abatement process, as provided in Chapter 407 of the City Code, and/or charge the party with a misdemeanor.

10. Disposition of Penalties: All penalties collected pursuant to this Section shall be paid to the City Treasurer and may be deposited in the City's general fund.

11. Offenses and Penalties: Offenses that may be charged as administrative offenses are infractions to the City Code. Monetary penalties associated with offenses shall be identified in the City's Fee Schedule. Subsection 314.05

12. Subsequent Offenses: In the event a party is charged with a subsequent administrative offense within an 18 month period for the same or substantially similar offense, the subsequent administrative penalty shall be increased by 100% above the previous administrative penalty.

The City shall only increase the penalty twice within this period. (Ord. 1134, 1-24-94)

(Ord. 1366, 4-21-2008)

102.02: ISSUANCE OF ORDINANCE VIOLATION SUMMONS:

The persons hereinafter named, as employees or agents of the City, shall have power to issue summons with complaints incorporated therein (citations) in the form adopted by rule by the Municipal Court, but such issuance by those named shall relate only to offenses involving the City Code; building construction, operation or maintenance; fire and fire prevention; public health and sanitation; and zoning. No such employee or agent hereinafter authorized to issue said summons shall be authorized to arrest or otherwise take a violator into custody or to secure a promise to appear in court in lieu of arrest.

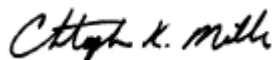
Those authorized are as follows:

Fire Marshal
Fire Inspector

REQUEST FOR COUNCIL ACTION

Date: 1/30/2017
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Consider Amending City Code Chapter 304: Lawful Gambling

BACKGROUND

On October 24, 2016 and again on December 5, 2016; the City Council discussed possible modifications to City Code Chapter 304: Lawful Gambling. This discussion was prompted by a request from the Roseville Area Youth Hockey Association which expressed an interest in having a third location to conduct lawful gambling activities – something prohibited under the current Code.

At the conclusion of the December 5 discussion, the Council directed Staff to review the entire City Code Chapter 304 to consider whether other amendments/updates were warranted. The Council expressed a particular interest in whether the City had the ability to restrict where lawful gambling proceeds (profits) derived in Roseville were spent.

Over the past few weeks, the City Attorney and City Staff have been reviewing the City Code along with accompanying State Statutes and has compiled a number of language updates for Council consideration. In addition, the City Attorney has concluded that State Statute 349.213 subd. (g) does allow the City to require that “all or a portion” of the proceeds be spent in the City’s “trade area”. The Statute defines ‘trade area’ as “each city or township contiguous to the defining city”.

This and other proposed language changes have been incorporated into a marked up version of Chapter 304, which is included in *Attachment A*. Due to the numerous modifications, Staff will present the discussion points for each suggested change at the meeting.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

28 **REQUESTED COUNCIL ACTION**

29 For discussion purposes only. No formal action is being requested.

30

Prepared by: Chris Miller, Finance Director

Attachments: A: Marked Up Version of City Code Chapter 304: Lawful Gambling

31

CHAPTER 304 LAWFUL GAMBLING

SECTION:

- 304.01: Lawful Gambling Permitted
- 304.02: Number of Licenses and Permits
- 304.03: Approval of Licenses
- 304.04: Contributions
- 304.05: Law Enforcement and Administrative Costs
- 304.06: Gambling Exempt from State Licensing Requirements
- 304.07: ~~Video Games of Chance~~

304.01: LAWFUL GAMBLING PERMITTED:

Lawful gambling as regulated in Minnesota Statutes Chapter 349 is permitted in the City if the organization conducting such activities meets the following criteria:

- A. Is licensed by the Minnesota Gambling Control Board.
- ~~B. Is a tax exempt organization pursuant to 501(c) of the Internal Revenue Code or has a 501(c) application pending with the Internal Revenue Service.~~
- ~~C. Maintains an address within the City.~~
- ~~D. Has been in existence at least three consecutive years prior to the date it begins its gambling operations.~~
- E. Complies with all of the provisions of this Chapter. (Ord. 1114, 8-24-1992)

304.02: NUMBER OF LICENSES AND PERMITS:

- A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than two locations within the city, ~~except any organization that does not conduct bingo and has prior to April 1, 1992, operated lawfully at more than one location, may continue to operate at the locations licensed as of that date.~~ (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)
- ~~B. The maximum number of bingo hall licenses and locations issued pursuant to Minnesota Statutes Chapter 349 within the City shall be one. Once the bingo hall license is issued by the City, it shall be limited to the location and to the owner specified on the license. Any change of location or ownership without the approval of the City shall result in the termination of the license. (Ord. 1244, 12-18-2000) (Ord. 1412, 7-11-2011)~~
- ~~C. The maximum number of licensees conducting gambling at the bingo hall license location described in subsection B of this section shall be five.~~
- D. The maximum number of premises permits issued pursuant to Minnesota Statutes Chapter 349 ~~in addition to one bingo hall license described in subsection A of this section shall be eight. Except as provided in subsection E of this section the g~~ Gambling activities allowed at those locations shall be confined to the types pull tabs, paddlewheels, raffles, and tipboards as defined and regulated under Minnesota Statutes Chapter 349. (Ord. 1412, 7-11-2011)

E. An organization in existence and qualified under section 501(c)7 or section 501(c)19 of the internal revenue code and which had its principal place of business or place of conducting meetings in the City prior to and continuing since 1980 may be granted a premises permit to conduct all lawful gambling operations on their own premises.
~~Such organizations are not eligible for a bingo hall license as provided in Minnesota statutes section 349.164 and may conduct gambling activities or bingo only on their own property. (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)~~

304.03: APPROVAL OF LICENSES:

- A. Required Documentation: Any organization applying to the Gambling Control Board for a premises permit, ~~bingo hall license~~ or for the renewal of the same to conduct lawful gambling in the city shall, within ten days of making such application, file a copy of all application materials submitted to the State. ~~the following with the City:~~
- ~~1. Application: A duplicate copy of the Gambling Control Board application along with all supporting documents submitted to the Gambling Control Board.~~
 - ~~2. Corporate Documents: A copy of the Articles of Incorporation and Bylaws of the organization.~~
 - ~~3. Officers and Directors: The names and addresses of all officers and directors of the organization.~~
 - ~~4. Written Procedures: A copy of the organization's written procedures and/or criteria for distribution of funds derived from lawful gambling, its standardized application form and its written fiscal control procedures.~~
 - ~~5. IRS Exempt Letter: A copy of the Internal Revenue Service's tax exempt letter.~~
 - ~~6. Felony Conviction: Confirmation that no employee or principal officer of the organization has been convicted of a felony. No employee or organization whose principal officers or employees have a felony conviction shall be employed or retained in a gambling related activity by any permitted organization.~~
 - ~~7. Investigation Reports: A copy of all records, all testimony or other information submitted to the State of Minnesota or Federal Government as part of any previous or current investigation or inquiry on any matter related to gambling.~~
- B. Investigation: Upon receipt of the materials required by subsection A of this section, ~~and not later than 60 days from receipt of notice from the Gambling Control Board,~~ City staff shall investigate the applicant and based upon said investigation, the City Council shall act on the application.
- C. Resolution: The action of the City Council to approve an application for a premises permit or bingo hall license within the city shall be by resolution. Failure to receive a majority affirmative vote of the City Council shall constitute a denial of the application.
- D. Additional Documents: Copies of any other reports or documents which are required to be subsequently filed by such organization with the Gambling Control Board, including monthly financial statements, shall be filed with the City within ten days of filing such materials with the Gambling Control Board.
- E. Compliance: to assure compliance with this Chapter, the City may require a premises permit holder ~~or bingo hall licensee~~ to provide copies of records as allowed under Minnesota Statutes. (Ord. 1327, 10-10-05)
- F. Suspension: Approval of a premises permit issued by the City under any part of this Chapter may be suspended by the City for violation of Chapter or revoked or any renewal delayed, for failure to meet the qualifications set out in subsection A or a willful violation of any part of this Chapter or a failure to comply, for any reason, with any provision, guarantee or claim made in an applicant's original license application to either the City or the State of Minnesota.

- G. Liability of City: No license or permit issued by the City grants the licensee a property right or entitlement to the license or permit. The City may not issue, renew nor revoke the license or permit for any reason and will not incur liability for any damages including, but not limited to, direct, consequential or incidental damages, deprivation of property, loss of income, loss of profits or loss of livelihood.
- H. ~~Employment of Certified Public Accountant: All organizations conducting Bingo at the Bingo hall in the City shall use a certified public accounting firm for all accounting, bookkeeping and tax preparation services related directly to lawful gambling and charged as an allowable expense of the gambling operation. All agreements providing for such services shall be in writing and shall be submitted to the City as part of the application for review by the City to determine compliance with local and State regulations and laws. Any such agreements entered into or modified after issuance of a license or permit shall be filed with the City prior to the new agreement or modification becoming effective. The initial approval and the continuance of a license or permit are contingent upon such agreements complying with this Chapter and State statutes and regulations. (Ord. 1412, 7-11-2011)~~
- I. ~~Management: All licensees and permittees in the City will assure continuous and active management of the gambling operation and will not delegate managerial responsibilities, will work continuously to operate in the most efficient manner to increase the amount of available lawful proceeds, will maintain the lowest possible costs and will encourage and use volunteers to the fullest extent possible. (Ord. 1114, 9-24-92)~~

304.04: CONTRIBUTIONS:

- A. Each organization conducting lawful gambling within the City shall contribute at least 10% of its net profits derived from lawful gambling in the City to a fund administered and regulated by the City. The City then shall make disbursements to the Roseville Community Fund, administered by the North Suburban Community Foundation, a Minnesota nonprofit corporation. This contribution shall be for the purposes defined in Minnesota Statutes Chapter 349. The City's directive to the Roseville Community Fund, administered by the North Suburban Community Foundation, as to the use of the funds shall be made at the time of the City's adoption of its annual budget or any amendments thereto. (Ord. 1327, 10-10-05) (Ord. 1412, 7-11-2011).
- B. Excluding amounts contributed to the Roseville Community Fund, % of the remaining net profits shall be expended in the City's trade area as defined in Mn Statutes 349.213, subd. 1(g). Roseville's trade area includes: Roseville, Arden Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul, and Shoreview. ~~B. Each organization conducting lawful gambling shall expend or contribute a minimum of 75% of its net profits from Roseville gambling sites by the end of each premises permit year. The remaining percentage may be carried over to the subsequent permit or license year. The City Council may grant a variance authorizing the organization to carry over more than 25% of all its net profits for expenditure in the subsequent permit or license year.~~
- C. In the event any organization contributes to the City any sum in excess of the 10% as required in Subsection A above, said funds will be deposited and allocated to the Roseville Community Fund, as administered by the North Suburban Community Foundation. In the event the Roseville Community Fund, as administered by the North Suburban Community Foundation is in any way unable to receive the allocated funds as set forth in subsection A above, the funds will be deposited in an interest bearing escrow account in a bank located in the City and allocated to uses by further order of the City Council. (Ord. 1114, 9-24-92) (Ord. 1412, 7-11-2011)

162 **304.05: LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:**

163 All organizations conducting lawful gambling within the City shall, within 30 days of the end of each
164 month, pay to the City an amount up equal to 3%, as established by the Fee Schedule, of the gross
165 receipts from lawful gambling conducted in the City in such month, less amounts actually paid for
166 prizes, to cover the City's law enforcement and administrative costs in regulating lawful gambling.
167 (Ord. 1114, 9-24-92)

168 **304.06: GAMBLING EXEMPT FROM STATE LICENSING REQUIREMENTS:**

- 169 A. Organizations which conduct lawful gambling which is exempt from State gambling licensing
170 requirements may conduct such gambling within the City upon receipt of a permit from the City,
171 except this requirement does not apply to door prizes or raffles and bingo where total prizes are
172 less than \$1,500 in a calendar year. (Ord. 1327, 10-10-05)
- 173 B. An application for such a permit, along with a fee as prescribed by the Fee Schedule, shall be made
174 at least 30 days prior to the date such gambling is to be conducted. The application shall contain
175 the following:
- 176 1. The name of the organization.
 - 177 2. The address of the organization.
 - 178 3. The place where such gambling will occur.
 - 179 4. The total prizes to be awarded.
- 180 (Ord. 1327, 10-10-05)
- 181 C. Within 30 days of filing any reports with the Gambling Control Board, the organization shall file a
182 copy of such reports with the City.
- 183 D. The provisions relating to law enforcement and administrative costs set forth in Section 304.05
184 shall not apply to gambling permitted pursuant to this Section. All other provisions of this Chapter
185 apply to such organizations. (Ord. 1114, 9-24-92)

186 ~~**304.07: VIDEO GAMES OF CHANCE:**~~

187 ~~"Video games of chance", as defined by Minnesota Statutes, are prohibited in the City. (Ord. 1114, 9-~~
188 ~~24-92)~~

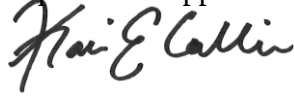
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ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 01/30/17

Agenda Item: 7.c

Department Approval



City Manager Approval



Item Description: Public hearing and consideration of the Currency Exchange License
Renewal for 2017 for Pawn America Minnesota, LLC, 1715 Rice Street.

1 GENERAL SITE INFORMATION

2 Applicant: Pawn America Minnesota, LLC
3 Location: 1715 Rice Street
4 Property Owner: Osborn Properties

Land Use Context

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

5 REVIEW OF REQUEST

6 On January 9, 2017, the City of Roseville received from the Minnesota Department of
7 Commerce, the notice of renewal for a 2017 currency exchanger license for Pawn America
8 Minnesota, LLC. (License #20186066), 1715 North Rice Street.

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

13 State Statutes also require the City to published notice of its intention to consider the issue and
14 solicit testimony from interested persons prior to taking action on the renewal. Publication of
15 this intent by the City Council was published in the January 17, 2017, issue of the Roseville
16 Review.

17 **BACKGROUND**

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

29 As stated above, the City received the intent of renewal notice on January 9, 2017, which affords
30 the City Council until March 7, 2017, to hold the required hearing and take action of the subject
31 request.

32 **STAFF COMMENTS**

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

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

40 **STAFF RECOMMENDATION**

41 Staff recommends that the Roseville City Council approve the requests of Pawn America
42 Minnesota LLC, 1715 North Rice Street to renew their licenses to operate currency exchange
43 businesses, in the City of Roseville for the 2017 calendar year.

44 **SUGGESTED CITY COUNCIL ACTION**

45 By motion, recommend approval of the requests by Pawn America Minnesota LLC, 1715 North
46 Rice Street, Roseville to renew their licenses to operate currency exchange businesses in
47 Roseville for the 2017 calendar year.

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

Attachments: A. Site map
 B. Police memo

Attachment A: Currency Exchange License Renewal 2017



Prepared by:
Community Development Department
Printed: January 23, 2017



Site Location

Data Sources

* Ramsey County GIS Base Map (11/4/2017)

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

Disclaimer

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

0 50 100 150 Feet



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

**Roseville Police
Criminal
Investigations Unit**

Memo

To: Thomas Paschke
From: Lt. Scott Williams
CC: Chief Mathwig
Date: 1/12/2017
Re: Pawn America Currency Exchange Renewal

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

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

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

REQUEST FOR COUNCIL ACTION

Date: 1/26/2017
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Consider Renewal of Speak Up Roseville Contract

BACKGROUND

In March of 2015, the City Council approved a recommendation of the Community Engagement Commission to incorporate the Grancius civic engagement platform, Speak Up, into the City's website. The City then entered into a 2-year service agreement with Granicus. The 24-month agreement will automatically renew for an additional three terms of one year each unless either party notifies the other of its wish not to renew 30 days prior to each automatic one-year renewal, the first of which begins on March 24, 2017

On September 19, 2016, Communications staff provide the City Council with a Speak Up Roseville update. The discussion closed with councilmembers and staff agreeing that the module's engagement performance would be monitored for the remaining contract term. It was also agreed that staff would return with additional measurements to help prepare councilmembers to make an informed decision about continuing use of the module prior to the end of the current contract term.

Since the September check in, Staff posted six discussion items, which have generated 250 replies from users. Speak up Roseville also gained 46 new users, bringing the total user number to 172. In addition to the six discussions, staff also provided the module with a more prominent location on the City's official website to enhance its visibility, including it in the six-button group on the front page. Users have posted just 2 ideas in that time, but none in the last 3 months.

Recent Speak Up Discussions	Number of Topics	Number of User Replies
Volunteering	6	12
Rice & Larpenteur Revitalization	6	63
2040 Comprehensive Plan Update	2	17
Redevelopment In Roseville	5	24
Surface Water Management	6	28
Deer Management	5	106

BUDGET IMPLICATIONS

The cost of Speak Up Roseville is \$4,800 annually, which is paid from the Communications Fund. The 24-month agreement will automatically renew for an additional three terms of one year each unless either party notifies the other of its wish to not renew 30 days prior to each automatic one-year renewal, the first of which begins on March 24, 2017.

24 **STAFF RECOMMENDATION**

25 Staff requests City Council provide a recommendation whether to provide Granicus with a 30-day
26 notice of termination or allow the agreement to automatically renew for an additional three terms of
27 one year each.

28 **REQUESTED COUNCIL ACTION**

29 A motion recommending to provide Granicus with a 30-day notice of termination or a motion to
30 continue to utilization of Speak Up Roseville by allowing automatic renewal of the agreement.

Prepared by: Garry Bowman, Communications Manager

Attachment: A: September 19, 2016 minutes – Speak Up Roseville discussion

Regular City Council Meeting
Monday, September 19, 2016
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c. Speak Up! Roseville Check-In and Discussion

As detailed in the RCA of today's date, Communications Manager Garry Bowman reviewed a history of this new communication tool and usage today, and referenced the two-year Granicus contract approved in March of 2015, expiring in March of 2017. Mr. Bowman sought direction from the City Council as to the future of this tool.

Council Positions / Direction to Staff

Mayor Roe stated that his observations to-date were that there seemed to be a disconnect between the site and decision-making by the city; and sought ideas to improve that connection for public feedback informing city advisory commissions and the City Council prior to decision-making. Mayor Roe stated while realizing agenda topics were not always available months in advance, he preferred a better way to get those topics at the forefront and receive public feedback in a more timely fashion from the public (e.g. stormwater issues).

Mr. Bowman agreed this was challenging from when an item was scheduled on a future agenda and time available to garner community feedback, noting that a longer period was often required. For those topics not immediate, Mr. Bowman advised feedback was possible; however, it was more challenging without that prior knowledge of a particular topic. Mr. Bowman offered to continue working on that challenge.

Councilmember Willmus stated he'd been skeptical of this model from the beginning, but was willing to see how it played out. Councilmember Willmus opined this tool was trying to reinvent the wheel, when other proven-effective social media options were available (e.g. Twitter and Facebook) with other communities working well with those models. Councilmember Willmus further opined he didn't like the compartmentalization of the NextDoor.com website as it wasn't community-wide. Councilmember Willmus stated the Speak Up! Roseville tool may be cumbersome for users if not familiar with social media, requiring more manipulation from discussion topics to viewer responses, and retaining those responses.

Mayor Roe agreed the process could be "clunky."

On the fiscal side, Councilmember Willmus questioned how long the tool should be sustained versus having the same or similar results from other social media options. Councilmember Willmus questioned the familiarity or awareness in the community of the Speak Up! Roseville tool, and suggested usage would increase if the public was actually more aware of it, and if not scared away by how "clunky" it was.

Working in the communications field, Councilmember Laliberte stated she had lots of thoughts, and agreed with Mayor Roe that it would be nice if the site was more connected with public input and decision-making topics by the City Coun-

cil. While recognizing there were timing constraints, Councilmember Laliberte opined she was aware of fits and starts with the tool. Even while more recent topics had been posted, Councilmember Laliberte noted there had been a gap in some instances over a period of time.

Councilmember Laliberte stated she was looking for expertise from Mr. Bowman to provide an analysis of the tool related to whether there was a regular day or time for posting, and what topics received the most action on a particular day or time or day, as well as improving and analyzing the frequency of topics posted. Councilmember Laliberte opined that the more data that could be gathered to determine if and how the site is working, the better. Councilmember Laliberte also requested information on the level of interest in the type of question (e.g. open-ended or yes/no) and when the most input was received. If it was decided to continue with this tool, Councilmember Laliberte stated she wanted to learn from the format used. However, as noted by Councilmember Willmus, similar to any civic engagement tool, Councilmember Laliberte agreed it was difficult to get people to participate if they didn't know about the site or if it was hard to use. Councilmember Laliberte asked that staff assess the most productive tools for public input: going to the public in their natural spaces, using Facebook, Twitter, NextDoor.com, or other options. While staff provided a copy of the agreement and the adopted policy/procedure document in tonight's meeting packet, Councilmember Laliberte stated it would have been helpful for the City Council and the public to have a recap by question or topic to-date and their response activity on a quarterly basis at the minimum.

Mr. Bowman reviewed the process for each new discussion on the site, with the same information going to other social media tools as well, and linking people to those tools and encouraging those signed up to make use of the Speak Up! Roseville tool. Mr. Bowman questioned if there was a reluctance by the public to sign up for another social media tool, or what the rationale was, or if it was a need for more promotion or announcements by the city. Mr. Bowman assured the City Council that staff continued to bolster Speak Up! Roseville on other social media tools, but agreed further consideration may be needed to develop more consistency in posting topics. As the contract moved closer to expiration, Mr. Bowman noted a more comprehensive report could be provided with the information requested by Councilmember Laliberte.

Councilmember Laliberte noted previous discussion had also been held about the response tie and an assessment of how city staff was responding to questions, with each Department Head responsible for specific responses to relevant topics. Whether or not it was a valid statement, Councilmember Laliberte noted she had heard anecdotally that those responses were not consistent even though that had been the expectation of the City Council.

City Manager Trudgeon duly noted these information requests.

At the request of Councilmember Laliberte, Mr. Bowman clarified that the Granicus module protocol didn't allow for manipulation of the site to ask people how they found the site when logging into the profile. Councilmember Laliberte opined that would be nice to know, while recognizing the limitations of this site.

Councilmember Willmus observed it was interesting to find out that the city was using Facebook and Twitter to alert people to the Speak Up! Roseville tool.

Councilmember McGehee noted she had gone along with this tool with the same reservations expressed by Councilmember Willmus, thinking it was worth a try. However, with the length of time the site had been available, and only resulting in 126 members and 210 comments to-date, with a monthly cost of \$400 excluding staff time, Councilmember McGehee opined this was a very expensive experiment, and found nothing that would warrant putting any more time or effort into it. As acknowledged by Councilmember Laliberte, Councilmember McGehee staff had done everything reasonable expected of them, and based on the community surveys from 2014 and 2016, she noted this type of Internet interaction was not very much a part of the community.

While some residents may look to Twitter or Facebook from time to time, Councilmember McGehee opined that if the city was going to spend \$400 per month based on available community survey responses, it would be money better spent to add an additional page to the *City News* quarterly newsletter or provide a separate portion or separate one-page mailing that brought out relevant topics seeking public input before decision-making was done, by whatever tool was preferred by the public. However, Councilmember McGehee stated she didn't find this tool impressive from her perspective.

Councilmember Willmus stated he was in complete agreement, and as far as he was concerned, the plug on Speak Up! Roseville could be pulled today.

Mayor Roe noted the city was committed to the term of the contract through the end of March 2017. As an alternative, Mayor Roe suggested receiving a measurement from staff to analyze information requested by Councilmember Laliberte, including staff time, and then be prepared to make an informed decision at the end of the current contract term.

Public Comment

Cynthia White, Roseville Resident

Ms. White opined this tool is a black hole; with the public unable to determine you whether or not their input has been read by staff or if any city decisions had been privy to that input. With only 126 users to-date over the last 18 months, as a taxpayer, Ms. White questioned why the site would be continued, opining it was a waste of money.

Mayor Roe suggested staff provide a report sooner than February of 2017 on topic generation.

Discussion ensued regarding how to get relevant information to and from residents in a timelier manner; how responses were fielded by staff and those lacking a response if staff was not in a position to respond; and how the public was notified of other responses.

d. City Newsletter Discussion

As detailed in the RCA of today's date, Communications Manager Bowman sought feedback from the City Council on the frequency and format of the current *City News* newsletter.

Discussion included lead time for newsletter processing and relevant topics before City Council decision-making; potential interest in outside advertising – with parameters – if the newsletter were monthly versus the current frequency, or in a different format (e.g. magazine format); and staffing or outside staffing to sell ads.

Councilmember Etten arrived at this time, approximately 7:49 pm..

Councilmember Laliberte stated she found the current frequency for the newsletter sufficient, and well done; and based on her experience with newsletter processing and publication, stated she was very aware of the major task in moving to a monthly edition. If the newsletter was published more frequently, Councilmember Laliberte opined its content may become frivolous and not paid the attention it currently received from the public. If the majority decided on a slicker, more magazine-like publication, Councilmember Laliberte noted there were third party groups that performed those services, and if that was the conclusion, suggested a Request for Proposals (RFP) be undertaken to solicit ideas from custom published in the immediate area that could perform that task and sell ads. However, Councilmember Laliberte reiterated her support for the current publication schedule, opining she was hesitant to go monthly without more forethought and cost considerations.

Councilmember McGehee agreed with Councilmember Laliberte that the current publication schedule was done well and well-received by the community. However, Councilmember McGehee noted her preference for an additional mechanism to get quicker responses to the City Council from the public on timely issues coming before them, whether a one-sheet bi-fold on those pertinent topics considered during the month. If the desire was to receive more citizen input, Councilmember McGehee opined that the city needed to give them more notice; and opined there was evidence supporting a piece of paper received in a mailbox was what the public responded to best. Councilmember McGehee spoke in support of an experiment with a one-page notice to residents to gain that public feedback.

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 01/30/17

Agenda Item: 7.e

Department Approval



City Manager Approval



Item Description: Update on the greater notification pilot program and fees changes to certain application processes.

BACKGROUND

On May 23, 2016, the City Council approved a resolution implementing a pilot program for greater notification on applications requesting a Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and Planned Unit Development applications. The pilot program encountered two applications meeting the expanded notification criteria prior to the expiration of the program.

The approved resolution included the following five conditions:

1. The pilot program shall include only the Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and Planned Unit Development applications.
2. Standard fees shall apply to each application, however, all cost increases associated with the pilot program are covered by the Community Development Department.
3. A developer open house shall be held by the developer notifying the expanded notification list prior to a Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, or Planned Unit Development application being submitted/accepted by the Community Development Department.
4. The Planning Division shall be responsible for working with the developer on location and date of the open houses; develop the invitation providing details regarding the proposals, mail out the open house notice to all property owners and renters within the 500 foot radius, and mail a copy of the meeting notes to all citizens on the sign-in sheet.
5. The City shall install (either via private contract or utilizing in-house employees) at least one proposed development sign on the subject property of the application request.

When established, the pilot program temporarily implemented outcomes of the Zoning Notification Task Force as a way to better engage Roseville citizens. The pilot program was also a way for the Planning staff to measure expanded notification cost impacts. As stated above, the Planning Division only received two applications requiring the expanded notification: Meritex Enterprises at 2501 Walnut Street and the former PIK Terminal property at Mount Ridge Road and Twin Lakes Parkway. Due to the composition of surrounding uses around these uses, neither of these two open houses (pertaining to Interim Use) included extensive expanded notification and staff was unable to obtain enough information regarding how to assess fees for the process. That, however, changed in December and January with the Minnesota State Fair Park & Ride lots embarking on the open house process for renewal of their Interim Use.

Working with the State Fair, the Planning Division combined the ten park and ride lots into five groups of open houses and kept track of its hours and product costs. The Division also crafted invitations complete with detailed maps and route information germane to the grouped meetings.

PLANNING DIVISION ANALYSIS

Since the expanded notification process can be costly, the Planning Division will bring forward fees schedule changes regarding an open house application, fee, and escrow. The Division will also be moving forward with text amendments to §1009.07 and §1102.01 pertaining to developer open houses to address the changes in how open house notification is completed.

SUGGESTED CITY COUNCIL ACTION

There is no City Council action necessary unless the Council desires additional changes in the open house or expanded notification processes.

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



REQUEST FOR COUNCIL ACTION

Date: 1/30/2017 Item

No.: 9.a

Department Approval

City Manager Approval

Item Description: Approve Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$618,014.23
84373-84508	\$1,105,439.99
Total	\$1,723,454.22

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: 1/25/2017 - 11:30 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84485	01/25/2017	Building Improvements	Other Improvements	Goodmanson Construction, Inc.	REMOVE AND REPLACE CONCR	9,477.33
Other Improvements Total:						9,477.33
Fund Total:						9,477.33
84459	01/19/2017	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes	Mail Machine	832.62
84477	01/19/2017	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copiers Rental	2,722.09
Rental - Copier Machines Total:						3,554.71
84435	01/19/2017	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Copiers Rental	1,799.01
Rental - Office Machines Total:						1,799.01
Fund Total:						5,353.72
0	01/19/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	5.21
0	01/19/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	1.94
Federal Income Tax Total:						7.15
0	01/19/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	1.18
0	01/19/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	5.04
0	01/19/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1.88
0	01/19/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	0.44
FICA Employee Ded. Total:						8.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	0.44
0	01/19/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	1.18
0	01/19/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1.88
0	01/19/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	5.04
FICA Employers Share Total:						8.54
0	01/19/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	0.21
0	01/19/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	0.82
MN State Retirement Total:						1.03
0	01/19/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1.36
0	01/19/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	5.33
PERA Employee Ded Total:						6.69
0	01/19/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1.36
0	01/19/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	0.82
0	01/19/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	5.33
0	01/19/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	0.21
PERA Employer Share Total:						7.72
0	01/19/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	1.04
0	01/19/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	2.79
State Income Tax Total:						3.83
Fund Total:						43.50
84447	01/19/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges-Aug 2011	2,665.33
84447	01/19/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges-May 2011	2,402.98
84447	01/19/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges-Nov 2011	4,148.14
Building Surcharge Total:						9,216.45
84396	01/19/2017	Community Development	Development Escrow	S & S Tree & Horticultural Speciali	Tree Protection Plan	540.00
84396	01/19/2017	Community Development	Development Escrow	S & S Tree & Horticultural Speciali	Tree Protection Plan	360.00
84396	01/19/2017	Community Development	Development Escrow	S & S Tree & Horticultural Speciali	Forestry Service	120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Development Escrow Total:						1,020.00
0	01/19/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	4,336.66
Federal Income Tax Total:						4,336.66
0	01/19/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	2,184.03
0	01/19/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	510.78
FICA Employee Ded. Total:						2,694.81
0	01/19/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	2,184.03
0	01/19/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	510.78
FICA Employers Share Total:						2,694.81
84460	01/19/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	388.23
HSA Employee Total:						388.23
0	01/19/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	1,967.94
ICMA Def Comp Total:						1,967.94
84437	01/19/2017	Community Development	Memberships & Subscriptions	MBPTA	Membership Dues-Schlundt, Englund	100.00
Memberships & Subscriptions Total:						100.00
0	01/19/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	357.00
MN State Retirement Total:						357.00
0	01/19/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	450.00
MNDCP Def Comp Total:						450.00
0	01/19/2017	Community Development	Office Supplies	Greenhaven Printing	Business Cards	39.00
0	01/25/2017	Community Development	Office Supplies	Greenhaven Printing	Business Cards	68.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Office Supplies Total:						107.00
0	01/18/2017	Community Development	Operating Supplies	Cub Foods- CC	Meeting Supplies	8.49
84444	01/19/2017	Community Development	Operating Supplies	MINNCOR Industries	Chair	802.00
0	01/18/2017	Community Development	Operating Supplies	Nelsons Cheese & Deli-CC	Meeting Supplies	78.06
Operating Supplies Total:						888.55
0	01/19/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	2,320.52
PERA Employee Ded Total:						2,320.52
0	01/19/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	2,320.52
0	01/19/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	357.00
PERA Employer Share Total:						2,677.52
0	01/18/2017	Community Development	Professional Services	FormSite.com-CC	Rental Registration	49.95
84396	01/19/2017	Community Development	Professional Services	S & S Tree & Horticultural Speciali	Tree Protection Plan	390.00
84396	01/19/2017	Community Development	Professional Services	S & S Tree & Horticultural Speciali	Forestry Service	360.00
84472	01/19/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	256.25
84472	01/19/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
Professional Services Total:						1,065.50
0	01/19/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	1,686.46
State Income Tax Total:						1,686.46
84418	01/19/2017	Community Development	Training	Donald Salverda & Associates	Leadership Training-Englund	600.00
84461	01/19/2017	Community Development	Training	Regents of the University of MN	Building Officials Conference Regist	220.00
Training Total:						820.00
Fund Total:						32,791.45
0	01/19/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	607.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						607.14
0	01/19/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	86.95
0	01/19/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	371.79
FICA Employee Ded. Total:						458.74
0	01/19/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	371.79
0	01/19/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	86.95
FICA Employers Share Total:						458.74
84460	01/19/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	76.92
HSA Employee Total:						76.92
0	01/19/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	60.57
MN State Retirement Total:						60.57
0	01/19/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	100.00
MNDCP Def Comp Total:						100.00
0	01/19/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	393.75
PERA Employee Ded Total:						393.75
0	01/19/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	60.57
0	01/19/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	393.75
PERA Employer Share Total:						454.32
0	01/19/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	270.55
State Income Tax Total:						270.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						2,880.73
84450	01/19/2017	Fire Vehicles Revolving	Furniture & Fixtures	Motorola Solutions, Inc.	Radios	69,832.00
Furniture & Fixtures Total:						69,832.00
84428	01/19/2017	Fire Vehicles Revolving	SCBA Equipment	The Knox Company	SCBA Equipment	2,705.00
SCBA Equipment Total:						2,705.00
Fund Total:						72,537.00
0	01/19/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	613.05
0	01/19/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	240.00
0	01/19/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	35.00
0	01/25/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	260.00
0	01/19/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	285.55
0	01/19/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	1,499.96
0	01/19/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	1,485.00
211402 - Flex Spending Health Total:						4,418.56
0	01/25/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	01/25/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	136.00
0	01/19/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	01/19/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	567.00
211403 - Flex Spend Day Care Total:						1,279.93
84404	01/19/2017	General Fund	Clothing	Aspen Mills Inc.	Clothing Supplies	33.40
0	01/18/2017	General Fund	Clothing	JC Penny-CC	Uniform Supplies	59.99
0	01/19/2017	General Fund	Clothing	MES, Inc.	Clothing Supplies	363.00
Clothing Total:						456.39
84429	01/19/2017	General Fund	Conferences	League of MN Cities	Leadership Conference-Etten	225.00
84438	01/19/2017	General Fund	Conferences	MCMA	Winter Workshop Registration-Trudg	175.00

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Conferences Total:						400.00
84464	01/19/2017	General Fund	Contract Maint - Vehicles	Royal Tire, Inc	Vehicle Repair	198.67
84506	01/25/2017	General Fund	Contract Maint - Vehicles	Total Alignment Services	Vehicle Repair	150.00
84506	01/25/2017	General Fund	Contract Maint - Vehicles	Total Alignment Services	Vehicle Repair	150.00
Contract Maint - Vehicles Total:						498.67
84385	01/19/2017	General Fund	Contract Maint. - City Hall	Gilbert Mechanical Contracting	Fire Sprinkler System Inspection	395.00
84431	01/19/2017	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning-Jan.	3,215.18
84390	01/19/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	1,669.50
84494	01/25/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	2,259.34
Contract Maint. - City Hall Total:						7,539.02
84380	01/19/2017	General Fund	Contract Maint. - City Garage	Commercial Door Systems, Inc.	Door Repair	1,704.00
84385	01/19/2017	General Fund	Contract Maint. - City Garage	Gilbert Mechanical Contracting	Fire Sprinkler System Inspection	295.00
84431	01/19/2017	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning-Jan.	1,000.83
84494	01/25/2017	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	1,077.50
0	01/18/2017	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
84474	01/19/2017	General Fund	Contract Maint. - City Garage	Tremco	Roof Weatherproofing	1,775.00
84507	01/25/2017	General Fund	Contract Maint. - City Garage	Tremco	Tremcare Platinum	1,775.00
Contract Maint. - City Garage Total:						7,966.99
0	01/19/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	360.75
Contract Maint. H.V.A.C. Total:						360.75
0	01/25/2017	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
Contract Maint.- Old City Hall Total:						79.00
84375	01/19/2017	General Fund	Contract Maintenance	All State Communications, Inc.	Fire Alarm Inspections	565.95
84378	01/19/2017	General Fund	Contract Maintenance	BCA-MNJIS Section	CJDN Access Fee	840.00
84417	01/19/2017	General Fund	Contract Maintenance	Comcast	Business Services	217.72
84423	01/19/2017	General Fund	Contract Maintenance	Hotsy of Minnesota	Bulk Soap, Nozzle	148.90
84386	01/19/2017	General Fund	Contract Maintenance	InSite Contracting, Inc.	Guardrail Repair	2,730.00
84431	01/19/2017	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-Jan.	568.90
84453	01/19/2017	General Fund	Contract Maintenance	NEOGOV	Insight Enterprise Software License-2	5,801.60
0	01/18/2017	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84394	01/19/2017	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	3,000.00
Contract Maintenance Total:						13,974.05
84419	01/19/2017	General Fund	Contract Maintnenace	Embedded Systems, Inc.	Tornado Siren Repair	200.00
Contract Maintnenace Total:						200.00
0	01/19/2017	General Fund	Employer Pension	Roseville Firefighter's Relief	Fire State Aid Advance-2017	200,000.00
Employer Pension Total:						200,000.00
0	01/19/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	35,672.25
0	01/19/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	5,143.84
Federal Income Tax Total:						40,816.09
0	01/19/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	6,284.04
0	01/19/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	675.10
0	01/19/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	4,318.59
0	01/19/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.11.2016 FICA Empl	36.27
0	01/19/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00003.11.2016 Medicare E	8.48
0	01/19/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	647.68
FICA Employee Ded. Total:						11,970.16
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	4,318.59
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	675.10
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	-19.16
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	6,146.25
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	647.68
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.11.2016 Medicare E	8.48
0	01/19/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00003.11.2016 FICA Empl	36.27
FICA Employers Share Total:						11,813.21
84446	01/19/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
84460	01/19/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	293.23

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84460	01/19/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	2,890.43
HSA Employee Total:						3,183.66
0	01/19/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	70.95
0	01/19/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	1,901.62
ICMA Def Comp Total:						1,972.57
84405	01/19/2017	General Fund	Memberships & Subscriptions	Association of MN Emergency Mar	Membership Dues-Brosnahan	130.00
84434	01/19/2017	General Fund	Memberships & Subscriptions	MAMA	Membership Dues-Trudgeon	45.00
84492	01/25/2017	General Fund	Memberships & Subscriptions	MAMA	Luncheon Meeting	20.00
84496	01/25/2017	General Fund	Memberships & Subscriptions	Metro Cities	2017 Membership Dues	10,052.00
84449	01/19/2017	General Fund	Memberships & Subscriptions	MN Street Superintendent Assoc.	Membership Dues	150.00
Memberships & Subscriptions Total:						10,397.00
0	01/19/2017	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2017 Minnesota F	9.39
0	01/19/2017	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2017 Minnesota F	70.21
Minnesota Benefit Ded Total:						79.60
0	01/18/2017	General Fund	Miscellaneous	Green Mill- CC	Lunch Meeting w/Councilmember Wi	20.12
0	01/18/2017	General Fund	Miscellaneous	L&B Minnesota Grill-CC	Lunch Meeting With Mayor Roe	15.30
Miscellaneous Total:						35.42
0	01/19/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	453.49
0	01/19/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	3,007.10
MN State Retirement Total:						3,460.59
0	01/19/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	8,003.11
0	01/19/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	355.38
MNDCP Def Comp Total:						8,358.49
0	01/19/2017	General Fund	Motor Fuel	Mansfield Oil Company	Fuel	7,718.77
0	01/25/2017	General Fund	Motor Fuel	Mansfield Oil Company	Fuel	3,466.57
0	01/25/2017	General Fund	Motor Fuel	Mansfield Oil Company	Fuel	1,671.99
0	01/25/2017	General Fund	Motor Fuel	Mansfield Oil Company	Fuel	7,412.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Motor Fuel Total:						20,269.79
0	01/19/2017	General Fund	Office Supplies	Greenhaven Printing	Business Cards	39.00
0	01/18/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	15.07
0	01/18/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	23.40
Office Supplies Total:						77.47
84431	01/19/2017	General Fund	Op Supplies - City Hall	Linn Building Maintenance	Nutra Rinse	60.96
84475	01/19/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	57.00
Op Supplies - City Hall Total:						117.96
0	01/18/2017	General Fund	Operating Supplies	AED Superstore-CC	Defibrillation Electrodes	102.00
0	01/18/2017	General Fund	Operating Supplies	Amazon.com- CC	Square Stand	199.98
0	01/18/2017	General Fund	Operating Supplies	Amazon.com- CC	Computer Supplies	214.24
0	01/18/2017	General Fund	Operating Supplies	Amazon.com- CC	Operation Supplies	32.01
0	01/19/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	107.98
84379	01/19/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	30.99
84415	01/19/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
84415	01/19/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
84482	01/25/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
0	01/19/2017	General Fund	Operating Supplies	City of St. Paul	Paper Products	368.00
0	01/19/2017	General Fund	Operating Supplies	City of St. Paul	Paper Products	92.00
0	01/19/2017	General Fund	Operating Supplies	City of St. Paul	Paper Products	422.50
0	01/19/2017	General Fund	Operating Supplies	City of St. Paul	Paper Products	384.35
0	01/18/2017	General Fund	Operating Supplies	Driveway Markers-CC	Markers, Cap & Reflectors	72.00
0	01/18/2017	General Fund	Operating Supplies	Epson Store-CC	Projector Bulb	321.36
0	01/18/2017	General Fund	Operating Supplies	Fastsigns-CC	Name Plate	19.20
0	01/18/2017	General Fund	Operating Supplies	Fire Protection- CC	Fire Books	469.55
0	01/18/2017	General Fund	Operating Supplies	Gary Carlson Equip-CC	Sprayer Wand	109.99
0	01/25/2017	General Fund	Operating Supplies	Grainger Inc	CFL's	25.20
0	01/25/2017	General Fund	Operating Supplies	Grainger Inc	Exhaust Fluid, Throw Line	31.49
0	01/25/2017	General Fund	Operating Supplies	Greenhaven Printing	Invoice Sheets	744.00
0	01/18/2017	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	119.62
0	01/18/2017	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	128.55
0	01/18/2017	General Fund	Operating Supplies	Home Depot- CC	Tarp	43.09
0	01/18/2017	General Fund	Operating Supplies	Live Action Safety-CC	Emergency SCBA Pack	1,371.26
0	01/18/2017	General Fund	Operating Supplies	Lynn Card Company-CC	Firefighters Mantel	86.90
0	01/18/2017	General Fund	Operating Supplies	Manomin Resawn-CC	Timber Cutting	750.00
0	01/18/2017	General Fund	Operating Supplies	Menards-CC	Mix-All Mixer	5.37
0	01/18/2017	General Fund	Operating Supplies	Menards-CC	Plumbing Supplies	55.19

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84392	01/19/2017	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Signs	3,194.41
84393	01/19/2017	General Fund	Operating Supplies	Podany's	Table	364.95
84470	01/19/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	110.52
0	01/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Chain Saw Sharpening	70.00
0	01/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	5.35
0	01/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	5.35
0	01/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Tools, Bolts, Adapters	501.84
0	01/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Fasteners, Bolts	15.52
0	01/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	7.48
0	01/18/2017	General Fund	Operating Supplies	Target- CC	Water Pitcher	21.41
0	01/18/2017	General Fund	Operating Supplies	Target- CC	Supplies	10.38
0	01/18/2017	General Fund	Operating Supplies	Walmart-CC	Supplies	6.40
Operating Supplies Total:						10,695.25
0	01/19/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	28,186.03
0	01/19/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	4,384.73
PERA Employee Ded Total:						32,570.76
0	01/19/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	6,391.28
0	01/19/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	952.08
0	01/19/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	57.15
0	01/19/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	39,150.72
PERA Employer Share Total:						46,551.23
0	01/19/2017	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.01.2017 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
0	01/25/2017	General Fund	Printing	Greenhaven Printing	Business Cards	340.00
0	01/25/2017	General Fund	Printing	Greenhaven Printing	Blank Card Stock	348.00
Printing Total:						688.00
84458	01/19/2017	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	720.00
84458	01/19/2017	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	675.00
84465	01/19/2017	General Fund	Professional Services	RT Vision, Inc.	One Office Software Upgrade	1,700.00
84472	01/19/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	250.00
84472	01/19/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
0	01/18/2017	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Charge	26.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/18/2017	General Fund	Professional Services	UPS Store- CC	Shipping Charges	50.75
Professional Services Total:						3,431.05
0	01/19/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	1,885.85
0	01/19/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	13,636.99
State Income Tax Total:						15,522.84
0	01/18/2017	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
Telephone Total:						54.25
0	01/18/2017	General Fund	Training	Davanni's -CC	Training Supplies	175.25
84418	01/19/2017	General Fund	Training	Donald Salverda & Associates	Leadership Training-Trudgeon	600.00
84387	01/19/2017	General Fund	Training	Instructor John Dixon	Speaker Honorarium, Expenses	2,248.42
84388	01/19/2017	General Fund	Training	Masa Consulting, Inc.	Consulting Service	525.00
0	01/18/2017	General Fund	Training	Savoy Pizza-CC	Training Supplies	187.36
0	01/18/2017	General Fund	Training	Target- CC	Lock	22.47
Training Total:						3,758.50
84408	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Borgen Radiator	Zamboni Repair	221.80
84409	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Boyer Trucks	Clip	8.06
84411	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Calumet Packaging	Fuel	129.50
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Cushman Motor Co Inc	Cutting Edge	145.75
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	91.24
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	286.40
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	190.59
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	83.70
0	01/25/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Wiper Blades	124.56
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	21.09
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	48.81
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	567.19
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	40.12
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	109.76
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	77.52
0	01/25/2017	General Fund	Vehicle Supplies & Maintenance	Force America, Inc.	Power Contactor	105.39
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	31.20
84491	01/25/2017	General Fund	Vehicle Supplies & Maintenance	Liberty Tire Services, LLC	Tire Recycling	115.66
84389	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	118.28
84389	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	2.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Air Hose	77.39
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	47.89
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	49.15
0	01/25/2017	General Fund	Vehicle Supplies & Maintenance	Metal Supermarkets	Alloy Round	24.00
84445	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Minnesota Equipment	Vehicle Supplies	138.45
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	42.98
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	39.34
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	194.91
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	106.22
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	15.54
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	8.53
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	13.95
0	01/25/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Lamps	50.32
0	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Step Tubes	220.97
84400	01/19/2017	General Fund	Vehicle Supplies & Maintenance	Towmaster	Plate Chains	213.14
Vehicle Supplies & Maintenance Total:						3,762.27
Fund Total:						467,145.95
0	01/18/2017	General Fund Donations	Explorers - Supplies	Caribou Coffee- CC	Shop With A Cop	29.97
0	01/18/2017	General Fund Donations	Explorers - Supplies	Papa John's-CC	Shop With A Cop	305.71
0	01/18/2017	General Fund Donations	Explorers - Supplies	Target- CC	Shop With A Cop	2,383.10
0	01/18/2017	General Fund Donations	Explorers - Supplies	Target- CC	Shop With A Cop Supplies	1,612.89
0	01/18/2017	General Fund Donations	Explorers - Supplies	Walmart-CC	Shop With A Cop	43.32
Explorers - Supplies Total:						4,374.99
Fund Total:						4,374.99
0	01/18/2017	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
0	01/19/2017	Golf Course	Contract Maintenance	Prowire, Inc.	Security Monitoring-2017	420.00
Contract Maintenance Total:						499.56
0	01/19/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	203.01
0	01/19/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	361.77
Federal Income Tax Total:						564.78

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0	01/19/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	211.89
0	01/19/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	97.96
0	01/19/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	49.55
0	01/19/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	22.92
FICA Employee Ded. Total:						382.32
0	01/19/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	49.55
0	01/19/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	97.96
0	01/19/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	22.92
0	01/19/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	211.89
FICA Employers Share Total:						382.32
0	01/19/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	38.39
0	01/19/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	15.35
MN State Retirement Total:						53.74
0	01/19/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	10.16
0	01/19/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	39.84
MNDCP Def Comp Total:						50.00
0	01/18/2017	Golf Course	Operating Supplies	Amazon.com- CC	Vacuum	246.48
0	01/18/2017	Golf Course	Operating Supplies	Dept of Natural Resources-CC	Water Permit	140.00
0	01/18/2017	Golf Course	Operating Supplies	Menards-CC	Holiday Lights	163.43
0	01/18/2017	Golf Course	Operating Supplies	National Pen-CC	Golf Pencils	34.56
0	01/18/2017	Golf Course	Operating Supplies	North Hgts Hardware Hank-CC	Decorating Supplies	5.88
Operating Supplies Total:						590.35
0	01/19/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	99.78
0	01/19/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	249.56
PERA Employee Ded Total:						349.34
0	01/19/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	249.56
0	01/19/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	99.78
0	01/19/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	15.35
0	01/19/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	38.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						403.08
0	01/19/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	179.29
0	01/19/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	81.88
State Income Tax Total:						261.17
Fund Total:						3,536.66
0	01/18/2017	Housing & Redevelopment Agency	Memberships & Subscriptions	Biz Books-CC	Digital Subscription	110.00
Memberships & Subscriptions Total:						110.00
84499	01/25/2017	Housing & Redevelopment Agency	Miscellaneous	National Awards & Fine Gifts	Badges	32.45
Miscellaneous Total:						32.45
84472	01/19/2017	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	REDA Meeting Minutes	75.00
Professional Services Total:						75.00
0	01/18/2017	Housing & Redevelopment Agency	Training	Sensible Land Use-CC	Training	58.00
Training Total:						58.00
Fund Total:						275.45
0	01/18/2017	Information Technology	Computer Equipment	Amazon.com- CC	Network Diagnostic Kit	114.91
0	01/18/2017	Information Technology	Computer Equipment	Approved Optics-CC	Optical Transceivers for SAN Project	1,819.97
Computer Equipment Total:						1,934.88
0	01/19/2017	Information Technology	Contract Maintenance	AirWatch, LLC	Green Management Suite Subscriptio	5,100.00
0	01/18/2017	Information Technology	Contract Maintenance	Brooks Internet Software-CC	RPM Software Annual Subscription	52.49
0	01/18/2017	Information Technology	Contract Maintenance	HP Services-CC	Annual Service Agreements	376.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						5,529.29
0	01/19/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	5,675.46
0	01/19/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	5.39
Federal Income Tax Total:						5,680.85
84479	01/19/2017	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance	5,501.62
Fiber Maintenance & Locates Total:						5,501.62
0	01/19/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	3,027.76
0	01/19/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	708.09
0	01/19/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	8.41
0	01/19/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	1.97
FICA Employee Ded. Total:						3,746.23
0	01/19/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	8.41
0	01/19/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	3,027.76
0	01/19/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	1.97
0	01/19/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	708.09
FICA Employers Share Total:						3,746.23
84460	01/19/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	666.75
84460	01/19/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	3.92
HSA Employee Total:						670.67
0	01/19/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
84403	01/19/2017	Information Technology	Internet	Anoka County Treasury	Broadband-January	75.00
84416	01/19/2017	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,845.00
84416	01/19/2017	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
0	01/19/2017	Information Technology	Internet	Cologix, Inc	Internet	500.00
84424	01/19/2017	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
84430	01/19/2017	Information Technology	Internet	Level 3 Communications	Internet	1,163.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Internet Total:						7,683.85
0	01/19/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	501.93
0	01/19/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	1.45
MN State Retirement Total:						503.38
0	01/19/2017	Information Technology	Operating Supplies	Veronica Koes	Supplies Reimbursement	55.08
84470	01/19/2017	Information Technology	Operating Supplies	Staples Business Advantage, Inc.	Headset	25.29
Operating Supplies Total:						80.37
0	01/19/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	3,262.59
0	01/19/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	9.40
PERA Employee Ded Total:						3,271.99
0	01/19/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	9.40
0	01/19/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	501.93
0	01/19/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	1.45
0	01/19/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	3,262.59
PERA Employer Share Total:						3,775.37
0	01/19/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	2.46
0	01/19/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	2,081.26
State Income Tax Total:						2,083.72
0	01/18/2017	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
Telephone Total:						26.00
0	01/18/2017	Information Technology	Training	Peavey Corporation-CC	Windows Server Exam	265.00
Training Total:						265.00
Fund Total:						44,724.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84410	01/19/2017	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
84431	01/19/2017	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning-Jan.	668.63
Contract Maintenance Total:						697.63
0	01/19/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	2,748.79
0	01/19/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	768.67
Federal Income Tax Total:						3,517.46
0	01/19/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,641.10
0	01/19/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	383.81
0	01/19/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	583.70
0	01/19/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	136.51
FICA Employee Ded. Total:						2,745.12
0	01/19/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	136.51
0	01/19/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	383.81
0	01/19/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	583.70
0	01/19/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,641.10
FICA Employers Share Total:						2,745.12
84460	01/19/2017	License Center	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	216.28
84460	01/19/2017	License Center	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	45.64
HSA Employee Total:						261.92
84439	01/19/2017	License Center	Memberships & Subscriptions	MDRA John Lenarz-Treasurer	Deputy Registrar's Dues	633.00
Memberships & Subscriptions Total:						633.00
0	01/19/2017	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2017 Minnesota F	123.84
Minnesota Benefit Ded Total:						123.84
0	01/19/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	263.06
0	01/19/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	100.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						363.95
0	01/19/2017	License Center	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDP De	355.71
0	01/19/2017	License Center	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDP De	528.87
0	01/19/2017	License Center	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDP De	394.29
MNDP Def Comp Total:						1,278.87
0	01/18/2017	License Center	Office Supplies	Office Depot- CC	Office Supplies	21.40
0	01/25/2017	License Center	Office Supplies	St. Paul Stamp Works, Inc.	Self Inking Stamp	177.14
0	01/18/2017	License Center	Office Supplies	Target- CC	Office Supplies	55.51
Office Supplies Total:						254.05
0	01/18/2017	License Center	Operating Supplies	Pakor-CC	Passport Supplies	553.16
Operating Supplies Total:						553.16
0	01/19/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1,686.96
0	01/19/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	530.05
PERA Employee Ded Total:						2,217.01
0	01/19/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	259.55
0	01/19/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1,686.96
0	01/19/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	530.05
0	01/19/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	81.55
PERA Employer Share Total:						2,558.11
0	01/18/2017	License Center	Postage	USPS-CC	Postage	322.50
Postage Total:						322.50
0	01/25/2017	License Center	Professional Services	Electro Watchman, Inc.	Alarm System	180.00
84383	01/19/2017	License Center	Professional Services	G & K Services	Mats	23.60
84383	01/19/2017	License Center	Professional Services	G & K Services	Mats	23.60
84383	01/19/2017	License Center	Professional Services	G & K Services	Mats	23.60
84494	01/25/2017	License Center	Professional Services	McGough Facility Management, LI	Facility Management	359.16
0	01/25/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	150.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						760.10
0	01/19/2017	License Center	Rental	Gaughan Properties	License Center Rent-Feb 2017	5,315.93
Rental Total:						5,315.93
0	01/19/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	377.47
0	01/19/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	1,113.78
State Income Tax Total:						1,491.25
0	01/18/2017	License Center	Transportation	Parking Ramp-CC	Parking	1.75
Transportation Total:						1.75
Fund Total:						25,840.77
84463	01/19/2017	Municipal Jazz Band	Operating Supplies	Richfield Bus Company	Big Band Transportation to Carleton C	950.00
Operating Supplies Total:						950.00
Fund Total:						950.00
84377	01/19/2017	P & R Contract Maintenance	Clothing	Avenue Shirt Works	Clothing Supplies	12.00
Clothing Total:						12.00
0	01/18/2017	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	602.14
Contract Maintenance Total:						602.14
0	01/19/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	232.78
0	01/19/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	2,447.23
Federal Income Tax Total:						2,680.01
0	01/19/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	152.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	35.68
0	01/19/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	291.30
0	01/19/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,245.64
FICA Employee Ded. Total:						1,725.10
0	01/19/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	35.68
0	01/19/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,245.64
0	01/19/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	152.48
0	01/19/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	291.30
FICA Employers Share Total:						1,725.10
84460	01/19/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	328.64
84460	01/19/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	7.89
HSA Employee Total:						336.53
0	01/19/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	204.69
0	01/19/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	25.32
MN State Retirement Total:						230.01
0	01/19/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	577.38
0	01/19/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	27.62
MNDCP Def Comp Total:						605.00
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	Beacon Athletics-CC	Ball Field Supplies	181.44
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	Ferguson Enterprises Inc.-CC	Meter Supplies	350.00
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	LTG Power Equipment	Chain Saw Supplies	209.59
0	01/19/2017	P & R Contract Maintenance	Operating Supplies	M/A Associates	Can Liners	724.60
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Water Fountain Filters	24.56
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Cleaning Supplies	41.47
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Plexi-glass	162.70
0	01/18/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Rat Poison	29.96
Operating Supplies Total:						1,724.32
0	01/19/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1,330.58
0	01/19/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	164.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						1,495.18
0	01/19/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	204.69
0	01/19/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	25.32
0	01/19/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1,330.58
0	01/19/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	164.60
PERA Employer Share Total:						1,725.19
84456	01/19/2017	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Toilet Rentals	160.00
Rental Total:						160.00
0	01/19/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	958.79
0	01/19/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	98.28
State Income Tax Total:						1,057.07
0	01/18/2017	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	26.00
Telephone Total:						26.00
0	01/18/2017	P & R Contract Maintenance	Vehicle Supplies & Maintenance	O'Reilly Automotive- CC	Vehicle Supplies	144.99
0	01/18/2017	P & R Contract Maintenance	Vehicle Supplies & Maintenance	O'Reilly Automotive- CC	Vehicle Supplies	8.56
Vehicle Supplies & Maintenance Total:						153.55
Fund Total:						14,257.20
84399	01/19/2017	Park Renewal 2011	Professional Services	Terracon Consultants, Inc.	Field Scientist, Lab Services	1,019.30
Professional Services Total:						1,019.30
Fund Total:						1,019.30
84376	01/19/2017	Pathway Maintenance Fund	Operating Supplies	Alta Falls & Pond Supplies	Rubber Chips	4,258.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						4,258.26
Fund Total:						4,258.26
0	01/18/2017	Police Vehicle Revolving	Capital Outlay	Amazon.com- CC	Headset	10.99
0	01/18/2017	Police Vehicle Revolving	Capital Outlay	Vortex Optics-CC	Rifle Scope	399.40
Capital Outlay Total:						410.39
Fund Total:						410.39
0	01/18/2017	Recreation Fund	Advertising	Facebook-CC	Advertising	20.00
0	01/18/2017	Recreation Fund	Advertising	Signs.com-CC	Arts @ the Oval Yard Signd	287.80
Advertising Total:						307.80
84476	01/19/2017	Recreation Fund	Building Rental	Crystal Truman	Damage Deposit Refund	400.00
Building Rental Total:						400.00
84469	01/19/2017	Recreation Fund	Clothing	SS Design Promotional Products, I	Clothing	735.77
Clothing Total:						735.77
84487	01/25/2017	Recreation Fund	Collected Insurance Fee	Lisa Hite	Cross Country Ski Lessons Refund	4.00
Collected Insurance Fee Total:						4.00
84431	01/19/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-Jan.	1,030.63
0	01/18/2017	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
Contract Maintenance Total:						1,278.49
84431	01/19/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-Jan.	834.63
0	01/19/2017	Recreation Fund	Contract Maintenance	Prowire, Inc.	Security Monitoring-2017	240.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						1,074.63
0	01/19/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	3,801.43
0	01/19/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	1,878.52
Federal Income Tax Total:						5,679.95
84487	01/25/2017	Recreation Fund	Fee Program Revenue	Lisa Hite	Cross Country Ski Lessons Refund	10.00
84487	01/25/2017	Recreation Fund	Fee Program Revenue	Lisa Hite	Cross Country Ski Lessons Refund	44.00
Fee Program Revenue Total:						54.00
0	01/19/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,720.31
0	01/19/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	402.32
0	01/19/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	511.45
0	01/19/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	2,186.85
FICA Employee Ded. Total:						4,820.93
0	01/19/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	511.45
0	01/19/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	402.32
0	01/19/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	2,186.85
0	01/19/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,720.31
FICA Employers Share Total:						4,820.93
84460	01/19/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	265.76
HSA Employee Total:						265.76
0	01/19/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	60.90
0	01/19/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	489.10
ICMA Def Comp Total:						550.00
0	01/19/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	358.72
0	01/19/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	74.84
MN State Retirement Total:						433.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDP De	1,267.65
0	01/19/2017	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDP De	40.76
MNDP Def Comp Total:						1,308.41
0	01/19/2017	Recreation Fund	Office Supplies	Greenhaven Printing	Business Cards	47.00
Office Supplies Total:						47.00
0	01/18/2017	Recreation Fund	Operating Supplies	1000 Bulbs.com-CC	Bulbs	230.24
0	01/18/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Baseball Bags	39.90
0	01/18/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Oval Supplies	2.13
0	01/18/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Animal & Craft Supplies	24.33
84455	01/19/2017	Recreation Fund	Operating Supplies	North Shore Gym Sales	Hand Chalk	300.00
0	01/18/2017	Recreation Fund	Operating Supplies	S & S Worldwide-CC	Program Supplies	326.75
0	01/18/2017	Recreation Fund	Operating Supplies	S & S Worldwide-CC	Program Supplies	326.87
0	01/18/2017	Recreation Fund	Operating Supplies	S & S Worldwide-CC	Program Supplies	274.74
0	01/18/2017	Recreation Fund	Operating Supplies	Science Direct-CC	Aluminum Potassium Sulfate	19.17
0	01/18/2017	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Oval Supplies	28.93
0	01/18/2017	Recreation Fund	Operating Supplies	The Yes Group-CC	Refridgerator Service	89.36
0	01/18/2017	Recreation Fund	Operating Supplies	Walmart-CC	Christmas Decorations	38.18
0	01/18/2017	Recreation Fund	Operating Supplies	Walmart-CC	Christmas Decorations	54.52
0	01/18/2017	Recreation Fund	Operating Supplies	Walmart-CC	Cleaning Supplies	20.78
0	01/18/2017	Recreation Fund	Operating Supplies	ZippityDuda-CC	No Receipt-D. Cash	30.00
Operating Supplies Total:						1,805.90
0	01/19/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	2,331.68
0	01/19/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	813.24
PERA Employee Ded Total:						3,144.92
0	01/19/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	358.72
0	01/19/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	125.10
0	01/19/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	813.24
0	01/19/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	2,331.68
PERA Employer Share Total:						3,628.74
84412	01/19/2017	Recreation Fund	Professional Services	Mackenzie Carlson	Basketball Scorekeeping	48.00
84481	01/25/2017	Recreation Fund	Professional Services	Ricardo Castillo	Basketball Scorekeeping	88.00
84490	01/25/2017	Recreation Fund	Professional Services	Eric Kendall	Basketball Scorekeeping	88.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84436	01/19/2017	Recreation Fund	Professional Services	Morgan Matlock	Volleyball Officiating	75.00
0	01/19/2017	Recreation Fund	Professional Services	Willie McCray	Officiating Service	1,120.00
0	01/19/2017	Recreation Fund	Professional Services	Willie McCray	Officiating Service	1,120.00
0	01/25/2017	Recreation Fund	Professional Services	Willie McCray	Referee Service	1,120.00
0	01/19/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,282.50
0	01/25/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,368.00
0	01/25/2017	Recreation Fund	Professional Services	Kali Norton	Basketball Scorekeeping	168.00
84500	01/25/2017	Recreation Fund	Professional Services	Obssa Omar	Basketball Scorekeeping	132.00
84501	01/25/2017	Recreation Fund	Professional Services	Bill Pringle	Broomball Officiating	264.00
84503	01/25/2017	Recreation Fund	Professional Services	George Sigstad	Broomball Officiating	264.00
84398	01/19/2017	Recreation Fund	Professional Services	Bashir Sullivan	Basketball Scorekeeping	44.00
84504	01/25/2017	Recreation Fund	Professional Services	Jake Tessmer	Basketball Scorekeeping	132.00
84505	01/25/2017	Recreation Fund	Professional Services	Charice Thomas	Basketball Scorekeeping	44.00
Professional Services Total:						7,357.50
84456	01/19/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Toilet Rentals	220.00
Rental Total:						220.00
0	01/19/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	795.67
0	01/19/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	1,518.86
State Income Tax Total:						2,314.53
0	01/18/2017	Recreation Fund	Training	Brueggers Bagels- CC	Training Supplies	24.98
0	01/18/2017	Recreation Fund	Training	Byerly's- CC	Training Supplies	17.25
Training Total:						42.23
84417	01/19/2017	Recreation Fund	Utilities	Comcast	Business Services	244.56
Utilities Total:						244.56
Fund Total:						40,539.61
84480	01/25/2017	Risk Management	Professional Services	Arthur Gallagher Risk Mgt. Service	2017 Agency Contract Fee	12,000.00
0	01/19/2017	Risk Management	Professional Services	Samba Holdings Inc	Driver Baseline	435.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						12,435.00
Fund Total:						12,435.00
84508	01/25/2017	Sanitary Sewer	Accounts Payable	WELLS FARGO HOME MORTGA	Refund Check	34.40
Accounts Payable Total:						34.40
84373	01/19/2017	Sanitary Sewer	Cleanup Assistance	24Restore	Water Damage Mitigation-272 Roma	2,915.84
Cleanup Assistance Total:						2,915.84
0	01/19/2017	Sanitary Sewer	Clothing	Ted Fish	Boots Reimbursement	164.96
Clothing Total:						164.96
0	01/19/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	176.31
0	01/19/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	1,404.98
Federal Income Tax Total:						1,581.29
0	01/19/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	814.09
0	01/19/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	83.44
0	01/19/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	190.38
0	01/19/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	19.53
FICA Employee Ded. Total:						1,107.44
0	01/19/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	19.53
0	01/19/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	190.38
0	01/19/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	814.09
0	01/19/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	83.44
FICA Employers Share Total:						1,107.44
84460	01/19/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	66.99
HSA Employee Total:						66.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	25.44
0	01/19/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	0.81
ICMA Def Comp Total:						26.25
84441	01/19/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	234,684.83
Metro Waste Control Board Total:						234,684.83
0	01/19/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	135.41
0	01/19/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	13.97
MN State Retirement Total:						149.38
0	01/19/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	128.25
MNDCP Def Comp Total:						128.25
0	01/25/2017	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Fiberglass Tape	28.66
0	01/18/2017	Sanitary Sewer	Operating Supplies	Viking Industrial Center-CC	Safety Glasses	58.26
Operating Supplies Total:						86.92
0	01/19/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	90.90
0	01/19/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	857.65
PERA Employee Ded Total:						948.55
0	01/19/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	131.96
0	01/19/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	13.97
0	01/19/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	857.65
0	01/19/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	90.90
PERA Employer Share Total:						1,094.48
0	01/25/2017	Sanitary Sewer	Professional Services	Gopher State One Call	Annual Facility Operator Fee	33.33
84466	01/19/2017	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	Vehicle Storage Lease-Jan 2017	694.44
Professional Services Total:						727.77
84391	01/19/2017	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Charges	14,760.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Sewer SAC Charges Total:						14,760.90
0	01/19/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	584.48
0	01/19/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	69.87
State Income Tax Total:						654.35
0	01/18/2017	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	52.00
Telephone Total:						52.00
84448	01/19/2017	Sanitary Sewer	Training	MN Pollution Control Agency	Collection System Operators Confere	1,725.00
Training Total:						1,725.00
Fund Total:						262,017.04
84493	01/25/2017	Singles Program	Operating Supplies	Martha Martin	Singles Supplies Reimbursement	8.03
Operating Supplies Total:						8.03
Fund Total:						8.03
84508	01/25/2017	Solid Waste Recycle	Accounts Payable	WELLS FARGO HOME MORTGAGE	Refund Check	4.97
Accounts Payable Total:						4.97
0	01/19/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	113.86
Federal Income Tax Total:						113.86
0	01/19/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	61.46
0	01/19/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	14.37
FICA Employee Ded. Total:						75.83
0	01/19/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	14.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	61.46
					FICA Employers Share Total:	75.83
0	01/19/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	9.38
					MN State Retirement Total:	9.38
0	01/19/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Empl	60.92
					PERA Employee Ded Total:	60.92
0	01/19/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Empl	60.92
0	01/19/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	9.38
					PERA Employer Share Total:	70.30
0	01/19/2017	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	36,506.84
					Professional Services Total:	36,506.84
0	01/19/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	51.28
					State Income Tax Total:	51.28
					Fund Total:	36,969.21
84508	01/25/2017	Storm Drainage	Accounts Payable	WELLS FARGO HOME MORTGAGE	Refund Check	10.92
					Accounts Payable Total:	10.92
0	01/19/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	181.28
0	01/19/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	1,285.21
					Federal Income Tax Total:	1,466.49
0	01/19/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	680.81
0	01/19/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	18.82
0	01/19/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	80.53
0	01/19/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	159.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						939.37
0	01/19/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	80.53
0	01/19/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	159.21
0	01/19/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	18.82
0	01/19/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	680.81
FICA Employers Share Total:						939.37
84460	01/19/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	73.73
HSA Employee Total:						73.73
0	01/19/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	42.76
0	01/19/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	9.73
ICMA Def Comp Total:						52.49
0	01/19/2017	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2017 Minnesota F	5.05
0	01/19/2017	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2017 Minnesota F	37.79
Minnesota Benefit Ded Total:						42.84
0	01/19/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	108.55
0	01/19/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	13.39
MN State Retirement Total:						121.94
0	01/19/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	63.12
0	01/19/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	0.39
MNDCP Def Comp Total:						63.51
0	01/19/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	683.08
0	01/19/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	87.02
PERA Employee Ded Total:						770.10
0	01/19/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	105.11
0	01/19/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	13.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	683.08
0	01/19/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	87.02
PERA Employer Share Total:						888.60
0	01/19/2017	Storm Drainage	Pond Main - 2017	Stantec Consulting Services Inc.	Buffer Restoration	793.00
Pond Main - 2017 Total:						793.00
0	01/25/2017	Storm Drainage	Professional Services	Gopher State One Call	Annual Facility Operator Fee	33.34
84466	01/19/2017	Storm Drainage	Professional Services	SanRon Properties, Inc.	Vehicle Storage Lease-Jan 2017	694.44
Professional Services Total:						727.78
0	01/19/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	63.80
0	01/19/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	516.33
State Income Tax Total:						580.13
84420	01/19/2017	Storm Drainage	Training	Freshwater Society	Road Salt Symposium Registration	810.00
Training Total:						810.00
Fund Total:						8,280.27
0	01/19/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	580.72
Federal Income Tax Total:						580.72
0	01/19/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	444.54
0	01/19/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	103.98
FICA Employee Ded. Total:						548.52
0	01/19/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	444.54
0	01/19/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare E	103.98
FICA Employers Share Total:						548.52
84460	01/19/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	9.61

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	9.61
84433	01/19/2017	Telecommunications	Memberships & Subscriptions	MAGC	Membership Dues-Curti	85.00
					Memberships & Subscriptions Total:	85.00
0	01/19/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	71.78
					MN State Retirement Total:	71.78
0	01/19/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	390.00
					MNDCP Def Comp Total:	390.00
0	01/19/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	466.45
					PERA Employee Ded Total:	466.45
0	01/19/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	466.45
0	01/19/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	71.78
					PERA Employer Share Total:	538.23
84407	01/19/2017	Telecommunications	Printing	Bolger Inc.	Jan/Feb City News	4,272.44
					Printing Total:	4,272.44
84422	01/19/2017	Telecommunications	Professional Services	Granicus, Inc.	Citizen Participation Suite 1/1/17-3/3	1,200.00
0	01/19/2017	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Fee	1,433.19
0	01/19/2017	Telecommunications	Professional Services	North Suburban Access Corp	Cable Casting, Archiving Services	1,480.89
					Professional Services Total:	4,114.08
0	01/19/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	255.24
					State Income Tax Total:	255.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						11,880.59
84414	01/19/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
84414	01/19/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	172.12
PSTN-PRI Access/DID Allocation Total:						333.16
Fund Total:						333.16
84381	01/19/2017	TIF District #17-Twin Lakes	Twin Lakes Calyxt Project	Cresa Minneapolis	TIF 17 Development Agreement	319,821.73
Twin Lakes Calyxt Project Total:						319,821.73
Fund Total:						319,821.73
84402	01/19/2017	Water Fund	Accounts Payable	BOB ALLEN	Refund Check	86.10
84406	01/19/2017	Water Fund	Accounts Payable	CATHERINE BICHSEL	Refund Check	147.92
84483	01/25/2017	Water Fund	Accounts Payable	JAMES & ANNE EBNER	Refund Check	58.35
84484	01/25/2017	Water Fund	Accounts Payable	SARA FLEMMING	Refund Check	142.79
84486	01/25/2017	Water Fund	Accounts Payable	DUANE GUDKNECHT	Refund Check	58.57
84488	01/25/2017	Water Fund	Accounts Payable	LUCAS HUGGETT	Refund Check	188.80
84425	01/19/2017	Water Fund	Accounts Payable	JEFF CAMERON GROUP	Refund Check	49.83
84426	01/19/2017	Water Fund	Accounts Payable	JANET JENSEN	Refund Check	24.67
84427	01/19/2017	Water Fund	Accounts Payable	Beverly Johnson	Overpayment Refund	125.00
84489	01/25/2017	Water Fund	Accounts Payable	ADELE KAUFMAN	Refund Check	23.03
84432	01/19/2017	Water Fund	Accounts Payable	BRUCE MACFARLANE	Refund Check	44.53
84495	01/25/2017	Water Fund	Accounts Payable	KELSEY MCLEAN	Refund Check	102.63
84440	01/19/2017	Water Fund	Accounts Payable	PETER MERWIN	Refund Check	75.43
84442	01/19/2017	Water Fund	Accounts Payable	TROY MILLER	Refund Check	49.93
84443	01/19/2017	Water Fund	Accounts Payable	Coeys Minear	Water Bill Refund	110.59
84451	01/19/2017	Water Fund	Accounts Payable	MS RELOCATION SERVICES	Refund Check	220.82
84454	01/19/2017	Water Fund	Accounts Payable	BANK OF NEW YORK MELLON	Refund Check	107.81
84457	01/19/2017	Water Fund	Accounts Payable	JUSTIN OSWALT	Refund Check	32.04
84462	01/19/2017	Water Fund	Accounts Payable	REMAX RESULTS	Refund Check	82.62
84468	01/19/2017	Water Fund	Accounts Payable	JILL SMOTHERS	Refund Check	100.85
84471	01/19/2017	Water Fund	Accounts Payable	EDWIN STEINWALL	Refund Check	46.13
84508	01/25/2017	Water Fund	Accounts Payable	WELLS FARGO HOME MORTG^	Refund Check	1.37
84508	01/25/2017	Water Fund	Accounts Payable	WELLS FARGO HOME MORTG^	Refund Check	247.26
84478	01/19/2017	Water Fund	Accounts Payable	True Yang	Water Meter Deposit Refund	190.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Accounts Payable Total:						2,317.20
0	01/19/2017	Water Fund	Contract Maintenance	Goldstar Electric Inc	#4 Drive Repair	1,133.00
Contract Maintenance Total:						1,133.00
0	01/19/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	256.35
0	01/19/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Federal Incc	1,735.56
Federal Income Tax Total:						1,991.91
0	01/19/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,022.79
0	01/19/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	26.40
0	01/19/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	239.22
0	01/19/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	112.90
FICA Employee Ded. Total:						1,401.31
0	01/19/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	239.22
0	01/19/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	112.90
0	01/19/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 Medicare Ei	26.40
0	01/19/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.01.2017 FICA Empl	1,022.79
FICA Employers Share Total:						1,401.31
84460	01/19/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.01.2017 HSA Empl	140.55
HSA Employee Total:						140.55
0	01/19/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	47.26
0	01/19/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2017 ICMA Defe	1.49
ICMA Def Comp Total:						48.75
84473	01/19/2017	Water Fund	Memberships & Subscriptions	SUSA Treasurer	Membership Dues-P. Coone	125.00
84473	01/19/2017	Water Fund	Memberships & Subscriptions	SUSA Treasurer	Membership Dues-T. Fish	125.00
Memberships & Subscriptions Total:						250.00
0	01/19/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	18.39

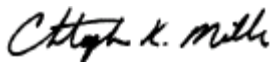
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/19/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2017 Post Emplo	162.83
MN State Retirement Total:						181.22
0	01/19/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2017 MNDCP De	203.75
MNDCP Def Comp Total:						203.75
84413	01/19/2017	Water Fund	Operating Supplies	Cemstone Products Co, Inc.	Concrete Supplies	1,017.50
0	01/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	232.86
0	01/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	413.99
0	01/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	60.48
0	01/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies-Credit	-137.72
84382	01/19/2017	Water Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	497.50
84384	01/19/2017	Water Fund	Operating Supplies	Gary Carlson Equipment, Corp.	Nylon Sling	210.00
84421	01/19/2017	Water Fund	Operating Supplies	Gary Carlson Equipment, Corp.	Hard Hats	39.40
84452	01/19/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	240.44
84498	01/25/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	739.84
Operating Supplies Total:						3,314.29
0	01/19/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1,036.13
0	01/19/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	119.48
PERA Employee Ded Total:						1,155.61
0	01/19/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	119.48
0	01/19/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	159.39
0	01/19/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera additio	18.39
0	01/19/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2017 Pera Emplo	1,036.13
PERA Employer Share Total:						1,333.39
84374	01/19/2017	Water Fund	Professional Services	Advanced Engineering & Environm	I&C System Services	180.00
0	01/25/2017	Water Fund	Professional Services	Gopher State One Call	Annual Facility Operator Fee	33.33
84466	01/19/2017	Water Fund	Professional Services	SanRon Properties, Inc.	Vehicle Storage Lease-Jan 2017	694.45
84401	01/19/2017	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location Service	2,761.78
Professional Services Total:						3,669.56
84395	01/19/2017	Water Fund	Rental	Q3 Contracting, Inc.	Sign Rental	310.95
84502	01/25/2017	Water Fund	Rental	Q3 Contracting, Inc.	Sign, Barrel Rental	446.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Rental Total:						757.70
84397	01/19/2017	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	315,320.46
St. Paul Water Total:						315,320.46
0	01/19/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	702.68
0	01/19/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2017 State Incom	98.38
State Income Tax Total:						801.06
84497	01/25/2017	Water Fund	Training	MN AWWA	Operator School Registration	1,350.00
84497	01/25/2017	Water Fund	Training	MN AWWA	Operator School Registration	450.00
Training Total:						1,800.00
Fund Total:						337,221.07
0	01/19/2017	Workers Compensation	Insurance	WCRA	Work Comp Premium	3,803.36
Insurance Total:						3,803.36
84467	01/19/2017	Workers Compensation	Professional Services	SFM	South Dakota Premium Tax	268.00
Professional Services Total:						268.00
Fund Total:						4,071.36
Report Total:						1,723,454.22

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/30/2017
Item No.: 9.b

Department Approval



City Manager Approval



Item Description: Consideration to Approve or Deny the Issuance of a Gambling Exempt Permit.

BACKGROUND

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

Gambling Exempt Permit

Saint Rose of Lima Church
2048 Hamline Ave N
Roseville, MN 55113

Saint Rose of Lima Church is planning to hold a Bingo game at Saint Rose of Lima School located at 2072 Hamline Ave N on February 26, 2017. Saint Rose of Lima has held prior events approved by City Council without issue.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the application for exempt permit.

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

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit12/16
Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Church of Saint Rose of Lima

Previous Gambling Permit Number: X-62002

Minnesota Tax ID Number, if any: 8570281

Federal Employer ID Number (FEIN), if any: 41-0790158

Mailing Address: 2048 Hamline Ave N

City: Roseville State: MN Zip: 55113 County: Ramsey

Name of Chief Executive Officer (CEO): Reverend Robert J. Fitzpatrick

Daytime Phone: 651-645-9389 Email: rfritz@saintroseoflima.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Saint Rose of Lima Catholic School

Address (do not use P.O. box): 2072 Hamline Ave N

City or Township: Roseville Zip: 55113 County: Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing): February 26, 2017

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☐ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ _____)

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

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

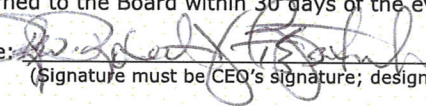
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 1-20-17
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Robert J. Fitzpatrick**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Internal Revenue Service

Department of the Treasury

District
Director

Baltimore District

31 Hopkins Plaza, Baltimore, Md. 21201

▷ August 12, 1988

Telephone: (301) 962-4768

United States Catholic Conference
Ms. Deirdre Halloran
Associate General Counsel
1312 Massachusetts Avenue, N.W.
Washington, D.C. 20005

Dear Ms. Halloran:

In a ruling dated March 25, 1946, we held that the agencies and instrumentalities and all educational, charitable and religious institutions operated, supervised, or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions appearing in the Official Catholic Directory for 1946, are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c)(3) of the 1954 Code. This ruling has been updated annually to cover the activities added to or deleted from the Directory.

The Official Catholic Directory for 1988 shows the names and addresses of all agencies and instrumentalities and all educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories and possessions in existence at the time the Directory was published. It is understood that each of these is a nonprofit organization, that no part of the net earnings thereof inures to the benefit of any individual, that no substantial part of their activities is for promotion of legislation, and that none are private foundations under section 509(a) of the Code.

Based on all information submitted, we conclude that the agencies and instrumentalities and educational, charitable, and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions appearing in the Official Catholic Directory for 1988 are exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to the agencies, instrumentalities and institutions referred to above, as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

-2-

United States Catholic Conference

Beginning January 1, 1984, unless specifically excepted, you and your subordinates must pay taxes under the Federal Insurance Contributions Act (Social Security taxes) for each employee who is paid \$100 or more in a calendar year. You and your subordinates are not liable for tax under the Federal Unemployment Tax Act (FUTA).

Next year, within 90 days before the close of your annual accounting period, or by May 31, the date established by our letter of April 28, 1975, which gave an extension of time to file the information, please send one copy of the Official Catholic Directory of 1989 for each Internal Revenue District in which one or more of your subordinates are located, with four additional copies to this office.

The conditions concerning the retention of your group exemption as set forth in our previous determination letter of August 17, 1983 remain in full force and effect.

Your request for mailing instructions for the district offices were previously provided in our letter of July 15, 1988.

Sincerely yours,



Phil Brand
District Director

cc: Mark E. Chopko
General Counsel
1312 Massachusetts Avenue, N.W.
Washington, D.C. 20005

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/30/2017
Item No.: 9.c

Department Approval

Christopher K. Miller

City Manager Approval

Samuel J. Truog

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

BACKGROUND

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

General Purchases or Contracts

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

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Parks & Rec.	Precision Landscape	Diseased & Hazardous Tree Removal		\$ 75,000.00	\$ 30,000.00	Budget
Central Garage	Mansfield Oil	Blanket P.O. For Fuel Purchases	(a)	288,900.00	220,000.00	Budget

Comments/Description:

- a) Fuel & Diesel purchases off the State Bid Contract.

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.

25 **REQUESTED COUNCIL ACTION**

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

28

29

Prepared by: Chris Miller, Finance Director

Attachments: A: 2017 CIP Purchase Summary

30

City of Roseville

Updated January 23, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	-	77,840
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	-	165,000
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	-	24,000
CSO Vehicle	1/23/2017	30,032	33,950	-	33,950
Vehicle Tools & Equipment		-	69,395	-	69,395
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	-	18,080
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	-	15,500
Office Equipment		-	20,025	-	20,025
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	-	45,000
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	-	80,000
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
Rescue Equipment	1/23/2017	34,144	30,000	-	30,000
Public Works					
#111 - Bobcat, snow blower		-	20,000	-	20,000
#123 Patch Hook Body		-	75,000	-	75,000
#125 5-ton Dump (tandem)	1/9/2017	177,218	230,000	-	230,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
#166 Cimline Melter	1/23/2017	49,175	50,000	-	50,000
#108 Hydro Seeder		-	60,000	-	60,000
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs		-	50,000	-	50,000
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
Parks & Recreation					
Puppet Wagon		-	14,000	-	14,000
#519 Lee-boy grader		-	150,000	-	150,000
#520 Single axle trailer		-	5,000	-	5,000
#546 Toro groundmaster		-	35,000	-	35,000
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine		-	145,000	-	145,000

City of Roseville

Updated January 23, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Police & PW garage Co2/No2 detectors		-	9,200	-	9,200
Update Flooring CH/PD		-	75,000	-	75,000
Overhead door replacement		-	20,000	-	20,000
Tables and chairs City Hall		-	30,000	-	30,000
Central Park gymnasium		-	20,000	-	20,000
Variable speed pump-skating center		-	15,000	-	15,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	30,400	-	30,400
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	-	14,721
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	-	26,000
Network Switches/Routers (Shared)		-	18,509	-	18,509
Servers - Roseville Standalone (5)		-	5,000	-	5,000
Servers - Host - Shared (5)		-	17,500	-	17,500
Storage Area Network Nodes- Shared (8)	1/23/2017	31,250	27,500	-	27,500
Power/UPS - Closets (11)		-	1,320	-	1,320
Surveillance Cameras (53)		-	9,180	-	9,180
Telephone Handsets (283)		-	8,190	-	8,190
Wireless Access Points (38)		-	3,000	-	3,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	-	-	-
Natural Resources		-	200,000	-	200,000
Street Improvements					
Improvements		-	2,100,000	-	2,100,000
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements		-	180,000	-	180,000
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	17,900	-	17,900
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
Community Development					
Inspections Vehicle		-	18,000	-	18,000
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

City of Roseville

Updated January 23, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup		-	25,000	-	25,000
#230 Ford 1/2-ton		-	20,000	-	20,000
#237 Wacker Compacter		-	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	-	1,000,000
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Cleveland LS upgrade		-	550,000	-	550,000
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	-	700,000
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel		-	225,000	-	225,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	-	12,000
Walsh Storm station Upgrades		-	60,000	-	60,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation		-	400,000	-	400,000
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$	- \$8,231,145

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 30, 2017
Item No.: 9.d

Department Approval



City Manager Approval



Item Description: Transportation Plan Request for Proposal

BACKGROUND

Recently the Council approved a consultant, WSB and Associates, to update the Comprehensive Plan. One aspect of this update that was not included in that contract was the Transportation Plan Update.

Attached to this RCA is the Transportation RFP including the existing Pathway Master Plan and Transportation Plan.

Some of the key components and options in the proposed RFP are as follows:

- Update of the Transportation Plan
- Update of the Pathway Master Plan
 - Update of the pathway prioritization plan
- Coordination with Comprehensive Plan consultant
- The Public Works Environmental and Transportation Committee (PWETC) will be used as the lead source of input on the Transportation Plan and Pathway Master Plan Updates.

The RFP was presented to the PWET Commission on January 24, 2017. The Commission recommended approval of the RFP.

Proposals received will be reviewed and staff will recommend consultant tentatively on March 27, 2017.

POLICY OBJECTIVE

The Transportation Plan Update is a required update as part of the overall 2040 Comprehensive Plan.

BUDGET IMPLICATIONS

The Transportation Update is included in the budget. Cost will be paid through reserve funds.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the Transportation Plan RFP.

REQUESTED COUNCIL ACTION

Approve the Transportation Plan RFP for issuance.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Transportation Plan Request for Proposals



REQUEST FOR PROPOSAL

Engineering Services
For
TRANSPORTATION PLAN UPDATE

January 2017

City of Roseville
REQUEST FOR PROPOSAL
Engineering Services For
Transportation Plan Update
Overview

A. INTRODUCTION

The City of Roseville seeks a qualified, knowledgeable and experienced consultant to perform an update to the City's Transportation Plan.

B. INQUIRIES

The persons designated below shall be the only contacts for all inquiries regarding any aspect of this process and its requirements. Questions will be accepted until the date specified in the Tentative Schedule of Events. All questions or inquiries should be sent via email. Do not contact any other employee or representative regarding this RFP unless specifically indicated or instructed to do so in writing by the persons designated below:

Jesse Freihammer, City Engineer – jesse.freihammer@cityofroseville.com

C. SUBMITTAL GUIDELINES

Email an Adobe Acrobat *.pdf format of the Proposal to: Jesse Freihammer, jesse.freihammer@cityofroseville.com.

Subject line of email: "Proposal for Engineering Services for Roseville Transportation Plan Update"

Note - proposal shall include:

- ☐ **Signed** Respondent Offer - Signature and Certification Form (Attachment A)
- ☐ Respondent Proposal (Attachment B)
- ☐ Survey Questionnaire (Attachment C– see guide to preparation)
- ☐ Reference List (Attachment D– see guide to preparation)
- ☐ Firm Background and Qualifications (Attachment E)

Do not submit copies to any other person or location - late proposals will NOT be considered.

Maximum size for email attachments is 20MB. Multiple emails with attachments are permitted.

PROPOSALS MUST BE RECEIVED BY EMAIL

12:00 p.m. CST – Friday, March 3, 2017

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APPENDIX A: Roseville 2030 Transportation Plan	
APPENDIX B: Roseville Pathway Master Plan	
APPENDIX C: Roseville Comprehensive Plan Update Timeline	

I.

**OVERVIEW OF PROCESS
AND GENERAL INSTRUCTIONS**

Carefully read the information contained in this RFP and email a complete response to all requirements, specifications and directions.

A. QUESTIONS AND INQUIRIES

Questions submitted by email to the designated contact for the RFP will be answered until the date noted in the Tentative Schedule of Events. Responses to written questions which involve an interpretation or change to this RFP will be issued in writing by addendum and e-mailed to all parties recorded by the City as having received a copy of this RFP. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the RFP.

Only additional information provided by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

B. TENTATIVE SCHEDULE OF EVENTS

Be advised that these dates are subject to change as the City deems necessary.

RFP Issue Date:	January 31, 2017
Questions accepted about the RFP until:	12:00 p.m., March 3, 2017
<u>Proposals Due:</u>	<u>12:00 p.m. CST, March 3, 2017</u>
Council Meeting Date of Award:	March 27, 2017

C. EVALUATION CRITERIA

The Consultant selected for an award will be the firm whose proposal is responsive, responsible and the most advantageous to the City, as determined by the City in its sole discretion. The City intends to award a contract, subject to the terms of this RFP, to the best overall valued firm. Firms will be prioritized based on fees, past performance, current performance capability, and other criteria as outlined in this document. The City anticipates that all firms will have a fair and reasonable opportunity to provide service.

Evaluation criteria will be weighed according to the following categories:

CATEGORY	WEIGHT	CRITERIA
Fees	30%	Proposal (Attachment B)
Project Scope Understanding	30%	Proposal (Attachment B)
Value Added	10%	Proposal (Attachment B)
Background and Qualifications	20%	Background/Qualifications (Attachment E)
Past Performance Survey	10%	Survey Questionnaire (Attachment C)

The City reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the City's best interest, as determined by the City in its sole discretion.

D. ISSUANCE OF RFP AND AWARD PROCESS

Issuance of this RFP does not compel the City to award a contract. The City reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to

request clarification or additional information. The City reserves the right to award a contract or to re-solicit proposals or to temporarily or permanently abandon the procurement.

E. PROPOSAL SUBMISSION REQUIREMENTS

- **DESCRIPTION OF SUBMITTAL:** Email an Adobe Acrobat *.pdf format of the Proposal to: Jesse Freihammer, jesse.freihammer@cityofroseville.com.

Subject line of email: "Proposal for Engineering Services for Roseville Transportation Plan Update"

Note - proposal will include:

- ☐ **Signed** Respondent Offer - Signature and Certification Form (Attachment A)
 - ☐ Respondent Proposal (Attachment B)
 - ☐ Survey Questionnaire (Attachment C– see guide to preparation)
 - ☐ Reference List (Attachment D– see guide to preparation)
 - ☐ Firm Background and Qualifications (Attachment E)
- **LATE SUBMISSION:** Late submissions will not be considered.
 - **UNSIGNED SUBMISSIONS:** The Respondent's Offer Signature and Certification Form (Attachment A) must be signed by an authorized representative of your company. Unsigned submissions WILL NOT be considered.
 - **ATTACHMENT SIZE:** Maximum size for email attachments is 20MB. Multiple emails with attachments are permitted.

F. OWNERSHIP OF PROPOSAL

All materials submitted in response to this request become the property of the City and may become a part of any resulting contract. Award or rejection of a proposal does not affect this right.

G. RELEASE OF CLAIMS, LIABILITY, AND PREPARATION EXPENSES

Under no circumstances shall the City be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a Respondent's participation in this RFP process. The Respondent understands and agrees that it submits its proposal at its own risk and expense, and releases the City from any claim or damages or other liability arising out of the RFP and award process.

H. DURATION OF RESPONDENT'S OFFER

The proposal constitutes an offer by the Respondent that shall remain open and irrevocable for the period specified on the Respondent's Offer – Signature and Certification Form (Attachment A).

I. ERRORS IN PROPOSALS

The City shall not be liable for any errors in the Respondent's proposal. No modifications to the proposal shall be accepted from the Respondent after the Submittal Date and Time. The Respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.

J. WITHDRAWING PROPOSALS

Respondents may withdraw their proposal at any time prior to the Submittal deadline by submitting a written request to the Contact for RFP Inquiries indicated on the Submittal Guidelines Page (Page 2). The written request must be signed by an authorized representative of the Respondent. The respondent may submit another proposal at any time prior to the Submittal deadline. No proposal may be withdrawn after the Submittal Date and Time without approval by the City. Such approval shall be based on the Respondent's submittal, in writing, of a reason acceptable to the City in its sole discretion.

K. ADDENDA

The City reserves the right to issue an addendum to the RFP at any time for any reason. If any addenda are issued such addenda shall be issued by the City prior to the time that proposals are received and shall be considered part of the RFP.

L. INTERVIEW

Finalist(s) may be required to participate in an interview and/ or presentation. Each Respondent should be prepared to discuss and substantiate any area of its proposal, its own proposals for the services required and any other area of interest relevant to its proposal.

M. RESPONSIBLE PROPOSERS (RESPONDENTS)

The City reserves the right to award project contracts only to the responsible respondents. Responsible respondents are defined as firms that meet the requirements of this RFP and demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform the contract. The City's determination of whether a Respondent is a responsible respondent is at the City's sole discretion.

N. NOTIFICATION OF AWARD

If the City makes an award as a result of this RFP process, the City will deliver to the selected Respondent a notice of selection. The engineering services contract shall consist of (but not limited to):

- a. The terms, conditions, specifications, and requirements of this RFP and its attachments;
- b. Any addenda issued by the City pursuant to this RFP;
- c. All representations (including, but not limited to, representations as to performance, and financial terms) made by the Respondent in its proposal and during any interview(s) or meeting(s) with the City;
- d. Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to this RFP or to the proposal; and
- e. Performance evaluation criteria.

II.

BACKGROUND/SCOPE OF WORK

PROJECT NAME: Roseville Transportation Plan Update

A. INTRODUCTION

The City of Roseville seeks a qualified consultant to prepare the update of the City's Transportation Plan which will then be used to complete the corresponding transportation section within the City's 2040 Comprehensive Plan update. WSB and Associates has previously been selected by the City Council to lead the overall Comprehensive Plan preparation including coordinating with the consultants chosen to complete the City's infrastructure plans and incorporation of those chapters into the overall document.

The City Council has affirmed with staff that this will only be an update of the City's current Comprehensive plan and not a full rewrite. The current plan shall be reviewed for completeness as per the Metropolitan Council's guidance documents and be updated as appropriate to reflect current conditions and industry standards. However, if required, new sections can be added if not previously addressed in the current plan.

In accordance with guidance from the Metropolitan Council, the Transportation Plan must encompass existing and planned modes of transportation, both public and private. All modes of transportation must be included: roadways, transit, bicycling, walking, aviation and freight.

In addition to the Transportation Plan Update, The City of Roseville also requests an update to the City's Pathway Master Plan.

B. BACKGROUND

The City of Roseville, Minnesota is a northern, first-ring suburb of both St. Paul and Minneapolis with a population of 33,660 as of the 2010 Census. The City is fully developed with areas of sporadic infill development of smaller lots. The City is also experiencing redevelopment in areas such as the Twin Lakes Business Area near I-35W and County Road C.

In 1976, the State of Minnesota enacted the Metropolitan Land Planning Act and gave the Metropolitan Council the responsibility to plan for the infrastructure needs of the seven-county metropolitan area. The Metropolitan Council completed its most recent development framework called Thrive MSP 2040 Plan requiring communities to submit updated comprehensive plans for review by the end of 2018.

The City of Roseville adopted its first Comprehensive Plan in 1956 and completed the most recent update in 2009. The Comprehensive Plan includes policies, goals, and calculations of land use needs for the city based upon growth projections for population, households, and employment. The Comprehensive Plan identifies the general areas in the community where commercial, residential, industrial, and open space land uses will be allowed and provides plans, objectives, and policies indicating how the growth areas will be provided with city services including roads, sewer and water facilities, and parks and open spaces.

As part of this process, the City also completes a Transportation Plan that is then used to complete the Transportation chapter of the overall Comprehensive Plan. The Transportation Plan and corresponding Comprehensive Plan chapter should address all issues identified by the Metropolitan Council in their most recent Transportation Policy Plan, as well as the specific issues for the City of Roseville. These specific issues are explained in detail in the Scope of Services.

Background Materials

The following list of background material should be considered for use by the selected consultant during preparation of this plan. This list should not be considered exhaustive:

- Metropolitan Council's Thrive MSP 2040 Plan
- Metropolitan Council's 2040 Transportation Policy Plan and Appendices
- Metropolitan Council's Local Planning Handbook and Guidance Documents
- City of Roseville 2030 Comprehensive Plan
- City of Roseville Imagine Roseville 2025 Final Report
- City of Roseville Transportation Plan, October 2009
- City of Roseville Twin Lakes Alternative Urban Area Wide Review
- City of Roseville Traffic Management Program
- City of Roseville Pathway Master Plan, September 2008
- City of Roseville roadway traffic volume counts
- Ramsey County – available studies, plans, traffic volume counts, etc.

Coordination Efforts

The following coordination efforts must be included and addressed in the preparation of the Transportation Plan and Comprehensive Plan Transportation Chapter:

Coordination with Roseville's Overall Comprehensive Plan Update. The consultant for Roseville's Transportation Plan will work closely with WSB & Associates for the portion of the Comprehensive Plan update including land use, parks, and trails. Since transportation overlaps with many issues in the overall Comprehensive Plan Update, it is critical the two plans are coordinated and be consistent with each other. There may be numerous revisions between the two plans so the schedule needs to be flexible so collaboration can be done but must also meet the 2018 submission deadline.

Compliance with Metropolitan Council Minimum Requirements. Requirements of the Metropolitan Council must be met. Details can be found in their Thrive MSP 2040 Plan, 2015 System Statement for the City of Roseville, Checklist of Minimum Requirements for the City of Roseville, 2040 Transportation Policy Plan, Local Planning Handbook and other guidance documents.

The Metropolitan Council Transportation Policy Plan includes policies and strategies. Generally, Roseville's Transportation Plan shall be developed in accordance with these policies and strategies. If any of the policies or strategies is found to be in conflict with Roseville policies or strategies, the plan must explain the difference, why it exists, and how the difference still fits within the framework of the regional planning effort.

C. **SCOPE OF SERVICES**

The City of Roseville seeks a qualified consultant to provide the following scope of services summarized in each major category. :

1. Transportation Plan Elements

- Provide updates to meet the requirements of the Metropolitan Council as included in the Metropolitan Council's 2040 Transportation Policy Plan
 - i. Transportation Analysis
 - ii. Roadways

- iii. Transit
- iv. Bicycling and Walking
- v. Aviation
- vi. Freight

- Compile, review and evaluate all relevant reports and studies conducted by various agencies since the last Transportation Plan update.
- Update and validate Goals and Policies of the current 2030 Transportation Plan
- Reference the Pathway Master Plan within the appropriate sections of the overall Transportation Plan.
- Update and validate City transportation issues and projects
- Review and update the City's existing plan based on current conditions, staff input and Public Works, Environment and Transportation Commission (PWETC) input.
- Review and update the City's existing plan for current terminology, practices, industry standards and technology.
- Consideration of recently completed development traffic impact studies, corridor studies, County studies and MnDOT studies.
- Consideration of Plans and improvements completed or in progress by adjacent communities and Counties.
- Consideration of proposed minor land use changes along with the following major areas of land use review including a detailed review of the trip generation and corresponding transportation network need changes:

- i. Twin Lakes Area

2. Update the City's Pathway Master Plan

- Review and update the Purpose, Benefits and Process portions of the Plan.
- Document the Work Plan completed to update the Pathway Master Plan.
- Provide updates to current pathway data and figures.
- Review and update current Operation and Maintenance Practices
- Identify current issues related to pathways within the City.
- Review and modify Policies and Standards as necessary.
- Provide recommendation to the City on an action plan.
- Review and update the current Project Prioritization schedule.
 - i. Document the ranking criteria used to create the prioritization schedule.
- Update definitions as necessary.

3. Planning Process, Meetings, Presentations, Communications and Deliverables

- Project initiation meeting to discuss plan process and schedule.
- Provide for meetings with City staff to strategize the establishment of goals and policies and to identify problems and priorities.
- Assume a fully consultant-facilitated public involvement process. Provide strategy for public involvement and approvals by various elected and appointed bodies within the City of Roseville.
 - i. Some public engagement will be coordinated with the Comprehensive Plan community engagement.

- ii. Public engagement shall address both the Pathway Master Plan Update as well as the Transportation Plan Update.
- Provide for the preparation and facilitation of a maximum of three (3) meetings with the City's Public Works, Environment and Transportation Commission (PWETC). Assume that the interface with the public at-large is through the PWETC meetings.
- Compile comments from City commissions and advisory groups.
- Provide copies of the draft and final Transportation Plan to reviewing agencies.
- Compile and address inter-agency review comments.
- Identify and evaluate any other agency requirements and include coordination time with those agencies.
- Include at least one progress draft, for both the Pathway Master Plan and the Transportation Plan at the end of the public involvement process.
- Include the distribution of draft documents to reviewing agencies for mandated agency review time periods.
- Provide a mode of electronic distribution for the final product of each Plan (Transportation and Pathway) for posting on the City website.
- Obtain all final approvals with all reviewing agencies and the Roseville City Council.

D. SCHEDULE

The following schedule is anticipated for the overall project:

Issue Request for Engineering Services	January 31, 2017
Receive Proposals	March 3, 2017
Select Consultant	March 27, 2017
Progress Draft	October 2017
City Council Adopts Plan	December 2017

Consultant is responsible for building out details of Transportation Plan Update timeline within the above anticipated timeframe for completion.

Appendix C includes a tentative timeline for the overall Comprehensive Plan update.

III.

Proposal Submission

A. Valid Proposal

In order to be considered valid, an electronic version of the proposal will be submitted in PDF format. The submittal shall at least include a letter of transmittal, a completed Respondent Offer – Signature and Certification Form (Appendix A) and the proposal. These items shall include the following information:

1. Letter of transmittal: signed by the officer of the company who can be accountable for all representations in the proposal.
2. Respondent Offer – Signature and Certification Form (Appendix A)
3. Electronic copy of the proposal: The proposal shall be limited to 25 pages (the other required sections do not count against the 25 page limit). Proposals should be complete and concise. The proposal must contain the following information, presented in the order shown:
 - a) Consultant Team Description: Introduce the consultant team, define the role(s) of the firm or firms involved with each of the various aspects of the construction of the project.
 - b) Key Staff: List key staff along with a brief statement of their respective role.
 - c) Proposed Work Plan and Tasks: Discuss specific project tasks with a brief discussion of the recommended approach(es) to be taken. The scope of consultant work necessary to achieve desired results should be identified. Specific techniques and methodologies should be included in this section.
 - d) Project tasks. Respond to listed tasks in the RFP and identify any additional tasks required for the successful delivery of this project and the construction of the proposed improvements. For each task listed, identify:
 - Specific staff to be involved, roles, responsibilities
 - Time commitment for each person
 - Estimated timeframe for each major task/element and project total
 - Deliverables
 - City responsibilities
 - e) Experience and Qualifications: Identify the general background, structure and organization, and available resources personnel and experience of the participating firm(s). Additional information should be included to demonstrate competence and performance ability in similar projects. The project manager and other members of the project team should be identified with relevant information concerning training and experience, which prepares them for the particular project responsibilities.
 - f) Fees (Attachment B)
 - g) Resumes of key project participants, including prior projects of similar size and scope for which the participants played the same or a similar role as proposed for this project.
4. Survey Questionnaire Form and Reference List (Attachments C and D)

B. Proposal Submission Process

1. Notice to Proposer
 - a) The City is not responsible for costs incurred by anyone responding to this Request for Proposals.
 - b) Upon submission, all proposals become the property of the City, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.

- c) The City expressly reserves the right to amend or withdraw this Request for Proposals at any time and to reject any or all proposals.
- d) The City is not bound to accept the lowest cost proposal.
- e) Proposers are held legally responsible for their proposals and proposal budgets. Proposers are not to collude with other proposers and competitors or take any other action that will restrict competition. Evidence of such activity will result in rejection of the proposal.
- f) The City reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of proposers as the City deems to be in its best interests.
- g) The City reserves the right to request any additional information at any stage of the Request for Proposals process. Compliance shall be at proposer's expense.

2. Submission

- a) Proposals are due by 12:00 p.m. CST on March 3, 2017. Submit to: Jesse Freihammer, jesse.freihammer@cityofroseville.com.
- b) The response must include an Adobe Acrobat *.pdf format copy. Unsigned proposals may be considered invalid.
- c) A proposal may be withdrawn on written request of the proposer prior to the proposal due date. Negligence of the proposer in preparing this proposal confers no right to withdraw the proposal after the proposal due date. Prior to the due date, changes may be made, provided the proposer or the proposer's agent initials the change. If the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the City will prevail. Once submitted, a proposal becomes public property and will not be returned.
- d) Failure to submit a proposal on time may constitute grounds for the rejection of the proposal.
- e) All information included in the submitted proposal will be classified in accordance with Section 13.591 of Minnesota statutes governing data practices.

II. EVALUATION AND CONTRACT AWARD

A. Evaluation

- 1. The City reserves the right to waive any minor irregularities in the proposal request process.
- 2. The City reserves the right to interview any or all proposers at its discretion.
- 3. Oral interviews may be conducted after evaluation of written proposals by the selection panel. Each Respondent should be prepared to discuss and substantiate any area of its proposal, its own proposals for the services required and any other area of interest relevant to its proposal.
- 4. The Proposal Evaluation Team will be made up of City of Roseville Staff.
- 5. Proposals will be evaluated by a Proposal Evaluation Team in accordance with the following factors:
 - Fees (30%): Complete Attachment B. If additional Major Tasks are identified in the Consultant's proposal that are not listed in the RFP, then add those Major Tasks to the form.
 - Project Scope Understanding (30%): Scoring will be based on, but not exclusively, the following:
 - 1. Expressed understanding of the project, schedule, and work tasks
 - 2. Demonstrated understanding of local, regional, and state government's construction requirements

3. Detail and quality of proposed work plan, schedule, and specified products
 4. Quality of presentation - graphics, verbal skills, time management, and responses to questions, etc.
- Value Added (10%): Scoring will be based on, but not exclusively, the following:
 1. Services provided by the consultant that give additional value to the overall project.
 2. Identify options, ideas, alternatives or suggestions that add value to the Transportation and/or the Pathway Master Plan.
 - Background and Qualifications (20%): Scoring will be based on, but not exclusively, the following:
 1. Consultant qualifications - structure and organization, general background and reputation, readily available resources in personnel/experience/ information systems, including financial and technical resources, compliance with public policy, and demonstrated competence and performance.
 2. Personnel qualifications - education, experience, and reputation of staff members assigned to the project
 3. Experience on similar projects in regards to scale, design elements and agency involvement.
 4. Experience with the City of Roseville and other projects related to traffic studies.
 - Past Performance Survey (10%): The average score of all respondents will be converted to a score of 1-10. An average survey score of 73-80 will be given a proposal score of 10, 65-72 a 9, and so forth. An average survey score of 0-8 will be given a proposal score of 1.
6. The Roseville City Council will make the final decision, using recommendations by the Proposal Evaluation Team.

B. Contract

1. A City professional services agreement will be executed upon selection of a consultant based on the proposal and negotiations as applicable (see Attachment E for a sample agreement). The contract will be based on hourly rates, overhead plus professional fee, and direct expenses with a firm not to exceed total cost limit.
2. The agreement will include the following payment provisions:

“Services will be compensated on a time and materials basis up to a maximum not-to-exceed cost, inclusive of fees and reimbursable expenses. Payments will be made based upon monthly invoices for work performed.
3. Payment of interest on late payments and disputes regarding payments shall be governed by the provisions of Minn. Stat. Section 471.425.
4. If reimbursement of expenses is included, the City will only reimburse at actual cost for out of pocket expenses. Mileage will be reimbursed at the rate for City employees.
5. Prior to execution of a contract by the City, the successful proposer shall provide a certificate of insurance acceptable to the City Attorney.

RESPONDENT OFFER – SIGNATURE AND CERTIFICATION FORM

The undersigned has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP; understands all instructions, requirements, specifications, terms and conditions of this RFP; and hereby offers and proposes to furnish the services described herein at the prices quoted in the Respondent's Proposal, and in accordance with the requirements, specifications, terms and conditions of this RFP.

The Respondent also certifies:

1. Its proposal is a valid and irrevocable offer for the City's acceptance for a minimum of 90 days from the proposal deadline shown in the Submittal Guidelines (Page 2) of this RFP to allow time for evaluation, negotiation, selection, and any unforeseen delays, and that its proposal, if accepted, shall remain valid for the life of the contract.
2. It is a reputable firm engaged in providing engineering services necessary to meet the requirements, specifications, and terms and conditions of this RFP.
3. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, and accepts all terms and conditions of this RFP.
4. It is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
5. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. The Respondent acknowledges that the City will rely on such statements, information, and representations in selecting the successful Respondent.
6. It shall be bound by all statements, representations, and guarantees made in its proposal including, but not limited to, representations as to performance and financial terms.
7. Submission of a proposal indicates the Respondent's recognition that some subjective judgments may be made by the City as part of the evaluation.

Shaded area will be redacted and replaced with a Respondent identification code prior to evaluation.

Authorized Signature: X

Name (type or print):

Title (type or print):

Date:

RESPONDENT PROPOSAL

The City of Roseville will review and evaluate each proposal, and selection will be made based on the items listed below. The firms submitting proposals shall include statements on the following items as a part of their proposal:

Project Scope Understanding:

Describe the approach that will be used to complete each of the tasks listed in RFP section IIC. Scope of Services. List all assumptions, City Responsibilities, Consultant Responsibilities, and Consultant Deliverables. (3 pages)

Fees:

Based on the scope of services shown in section IIC of this RFP, provide the total estimated fees in the following table format. (Please attach fee schedule)

Labor costs shall be proposed on an hourly basis. Labor costs and expenses shall be identified and subtotaled for each Major category. Total costs shall be proposed on a not-to-exceed basis.

Scope of Services Major Categories <i>Show all individual tasks broken out under each category.</i>	Position responsible <i>(add columns as needed)</i>	Total Hours	Total Fee
Coordination with City Staff and Reviewing Agencies			
Understand the City's Transportation Plan			
Effective and Meaningful Public Involvement Process			
Goal Setting, Policies, Implementation Plan and Priorities			
Development of Draft & Final Plan			
Follow-Through on Approvals			
Total Not to Exceed Cost:	NA	NA	
Reimbursable expenses:	NA	NA	

Schedule:

Provide schedule for completion of Transportation Plan Update

GUIDE TO PREPARING
SURVEY QUESTIONNAIRE FORM (ATTACHMENT C)
And
REFERENCE LIST (ATTACHMENT D)

OVERVIEW

The City of Roseville is implementing a process for Request for Proposals that collects past performance evaluations of firms and their key personnel. This information will be used to assist the City in selecting the best overall valued firm for Services as specified within the scope of service.

To assist the City in identifying the past performance of a firm, the following process will be used:

1. The firm will prepare a list of clients that will be sent a survey. The general form of the reference list is shown on Attachment D.
2. The firm will prepare surveys forms and send to their past and present clients. Use Attachment C for the survey form. (4 minimum- 10 maximum)
3. The clients will complete the surveys and send back to the firm.
4. The firm will compile and submit all of the surveys and reference list with their RFP.
5. The ratings will then be averaged together to obtain a firm's past performance rating.

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID _____

To: _____

(Name of person completing survey)

Phone: _____ Fax: _____

Subject: Past Performance Survey of: _____

(Name of Company)

(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client _____ Date _____
Project _____

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	
6	Communication, explanation of risk, and documentation	(1-10)	
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: _____ at Fax # (____) _____ or email a scanned copy to _____

Printed Name (of Evaluator) _____

Signature (of Evaluator) _____

Attachment D
REFERENCE LIST

SURVEY ID CODE City Assigned	CLIENT NAME	MAILING ADDRESS	CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS

Attachment E

FIRM BACKGROUND AND QUALIFICATIONS

The City of Roseville will review and evaluate each proposal, and selection will be made on the basis of the criteria listed below. The firms submitting proposals shall include with their proposal statements on the following:

- A. Proven management skills and technical competence including specialized experience in comprehensive surface water management plan (CSWMP) development. Demonstrated performance in providing well organized, accurate, and fully coordinated documents; and projects delivered on time and within budget. (5 pages maximum)

Management Skills and Technical Expertise include as a minimum:

- List of CSWMPs completed including description, scope, project cost, and owner's contact information. Provide access to an example report completed by the firm via the internet.
- Information on delivery of projects on time and within budget. Provide design time (contract/actual); cost of plan (estimated/actual); problems encountered and solutions devised. Minimum 2, maximum 4 similar projects.

- B. Credentials of project team, including: project manager's related projects; history of the proposed team working together on past projects, particularly as related to prior work with CSWMP projects. (1 page each)

Include as a minimum:

1. Identification of project manager and project team.
2. Project manager's resume and portfolio of related projects.
3. Resumes of key project staff members.

Attachment F

CONTRACT TERMS and CONDITIONS

The selected Respondent will enter into the following contract with the City of Roseville. The contract shall be effective from the date it is entered into until December 31, 2017. Firms should clearly identify any proposed deviations from the contract terms and conditions in their proposal response.

Example contract

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the _____ day of _____, _____, between the City of Roseville, a municipal corporation (hereinafter "City"), and _____, a _____ (hereinafter "Consultant").

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. **Term.** The term of this Agreement shall be from _____, through _____, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Consultant the compensation described in Exhibit B attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. **City Representative and Special Requirements:**
 - A. _____ shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect

to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.

- B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit C attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit C.

5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

- A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
- B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
- B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. **Project Manager and Staffing.** The Consultant has designated _____ and _____ ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.

7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.

8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential

shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the

Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. **Indemnification.** The Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. **Insurance.**

A. General Liability. Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles.

C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and
- (iii) Broad Form Property Damage coverage, including Completed Operations.

- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.
- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
 - (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
 - (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
20. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation

Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. The cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. **Annual Review.** Prior to _____ of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
22. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
26. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City: City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113
 Attn: City Manager

If to Consultant: _____

 Attn: _____

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time

for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

27. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: _____.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

(NAME OF CONSULTANT)

By: _____

Its: _____

REQUEST FOR COUNCIL ACTION

Date: January 30, 2017
Item No.: 9.e

Department Approval

City Manager Approval



Item Description: Approve Annual Contract with Northeast Youth and Family Services

BACKGROUND

The City of Roseville has long partnered with Northeast Youth and Family Services (NYFS) to provide services to at-risk youth and families in Roseville. Included as Attachment A is the draft contract between the City and NYFS for continuing services in 2017. The cost of this contract is \$54,530 and has been included in the 2017 City Budget.

REQUESTED COUNCIL ACTION

Motion to approve annual contract with Northeast Youth and Family Services to provide services to at-risk youth and families in Roseville.

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

Attachments: A: 2017 Agreement between the City of Roseville and NYFS

AGREEMENT

I. PARTIES

This agreement is made and entered into by and between the City of Roseville Minnesota ("City") and Northeast Youth and Family Services ("NYFS").

II. RECITALS

- A. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282 and 832.
- B. Through this Agreement the City intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- C. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the City and NYFS.

III. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- A. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- B. Services Provided. NYFS shall provide the City and its residents with youth and family programs set forth in the Addendum attached hereto.
- C. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:
 - 1. Report regarding proposed changes in services and programs to the City; and

2. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

D. Funding

1. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
2. The City shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation using the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U). Such adjustment shall not exceed plus or minus 3% in any year. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
3. Any new City joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
4. Amounts payable by the City shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year.

E. Board of Directors. This agreement is contingent upon the City having the right to a seat on the Board of Directors. The Board of Directors shall be limited to not more than 30 Board members.

F. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the following:

1. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.
2. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.

3. On or before November 30, of any year NYFS shall submit a written report to the City including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, 30 days from the end of each calendar quarter, NYFS shall submit a written report to the participating municipality.
 4. Periodically advising the City of services available through NYFS to the City's residents;
 5. Establishing a sliding scale for services available through NYFS to the City's residents and periodically advising the City of such fees;
 6. Providing other reasonable information requested by the City;
 7. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the City as an additional insured and providing a copy of the insurance certificate evidencing such policy to the City;
 8. Provide the City with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
 9. NYFS shall defend and indemnify the City from any and all claims or causes of actions brought against the City of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
 10. Without the written approval of the City, NYFS will not enter into any agreement with any other city which differs from the terms and conditions of this Agreement.
- G. Term. The term of this agreement will be through December 31, 2017. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the City if a successor agreement has not been executed prior to the end of the term.
- H. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

1. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
2. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

1. Consider the request and by a majority vote deny it.
2. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
3. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

CITY OF ROSEVILLE

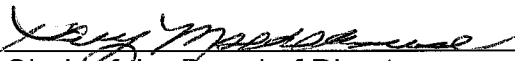
By: _____
Elected Official

Its: _____
Clerk/Manager

Dated: _____

NORTHEAST YOUTH & FAMILY SERVICES

By: 
President/CEO

Its: 
Chair of the Board of Directors

Dated: 12/22/2016

12/2016

Northeast Youth & Family Services

NYFS services fall into two categories: mental health services and youth development programs. By serving both areas within our agency, we can provide a continuum of care. This has proven beneficial because although mental health and youth development have similar goals, their distinctions also complement each other.

Contracted Services

Mental Health Services:

- *Mental Health Counseling* – licensed mental health staff provide therapy for the emotional health of children, teens and adults.

Youth Development Programs:

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Senior Chore Program* – youth and other adults complete seasonal and household tasks to help seniors remain independent.

Non Contracted Services

Mental Health Services:

- *Northeast Educational & Therapeutic Services (NETS)* – provides academics and therapy for youth with mental illnesses who can not function in traditional school environments in grades 6-12.
- *REACH Academy* - program run in collaboration with the Mounds View School District that provides academic instruction and therapeutic support to middle and high school youth receiving special education services.

Youth Development Programs:

- *Out of School Time* – underperforming youth receive support to increase grades, explore career and educational opportunities, and develop leadership in the community .

Northeast Youth & Family Services
City Participation Figures

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Same as 2010 no increase	3% increase from 2011	1.7% increase CPI-U @ 6-12	1.1% increase CPI-U @6-13	2.1% increase CPI-U 6-14	.04% increase CPI-U 6-15	1.0% increase CPI-U 6/15
49,733	51,225	52,096	52,669	53,775	53,990	54,530
Roseville						