



City Council Agenda

**Commencing Immediately Following
Economic Development Authority Meeting
Monday, May 8, 2017
City Council Chambers**

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

- 6:30 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Etten, McGehee,
Laliberte and Roe
- 6:31 p.m. **2. Pledge of Allegiance**
- 6:32 p.m. **3. Approve Agenda**
- 6:35 p.m. **4. Public Comment**
- 5. Recognitions, Donations and Communications**
- 6:40 p.m. a. Human Rights Essay Contest Winners
- 7:10 p.m. b. Introduction of Assistant City Manager Rebecca Olson
- 7:15 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 7:20 p.m. a. Receive the 2016 Audit Report and Financial Statements
- 7:30 p.m. b. Consideration of a Community Development Department
Request to Perform an Abatement for Unresolved
Violations of City Code at 1715 Rice Street
- 7:40 p.m. c. Approve request for a noise variance for the 2017 Cured-
In-Place-Pipe (CIPP) Project
- 7:50 p.m. d. Consider Presumptive Penalty Approval – Cub Liquor
Store Compliance Failure
- 8:00 p.m. e. Consider Presumptive Penalty Approval – Hamline Liquor
Store Compliance Failure
- 8:10 p.m. f. Review and provide comment on the first two chapters of
a comprehensive technical update to the requirements and

procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) (PROJ-0042)

8. Approve Minutes

- 9:00 p.m. a. Approve City Council Minutes – April 17th
 b. Approve City Council Minutes – April 24th

9:05 p.m. **9. Approve Consent Agenda**

- a. Approve Payments
b. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000
c. Appoint members to the Human Rights, Inclusion, and Engagement Commission
d. Approve Planning and Design Services for 1716 Marion Street
e. Approve Planning and Design Services for 2132 Cleveland Avenue
f. Approve Contract for Engineering Services for Rehabilitation of Lounge Lift Station
g. Approve Resolution Awarding Bid for 2017 Utility Projects
h. Approve Resolution Authorizing Bonten Driveway Easement Agreement
i. Approve Resolution Approving the Acquisition of Easement at 345 South Owasso Boulevard
j. Approve Minnesota Department of Transportation Master Partnership Contract

9:10 p.m. **10. Council and City Manager Communications, Reports and Announcements**

9:15 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**

9:20 p.m. **12. Adjourn**

Council Agenda - Page 3

Some Upcoming Public Meetings.....

Tuesday	May 9	6:30 p.m.	Finance Commission
Thursday	May 11	6:30 p.m.	Community Engagement Commission
Monday	May 15	6:00 p.m.	City Council Meeting
Wednesday	May 17	6:00 p.m.	Human Rights Commission
Monday	May 22	6:00 p.m.	City Council Meeting
Tuesday	May 23	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	May 24	6:30 p.m.	Comp Plan 2040 Update
Monday	May 29	-	<i>City Offices Closed - Observation of Memorial Day</i>
June			
Tuesday	Jun 6	6:30 p.m.	Parks & Recreation Commission
Wednesday	Jun 7	5:30 p.m.	Variance Commission
Wednesday	Jun 7	6:30 p.m.	Planning Commission
Thursday	Jun 8	6:30 p.m.	Community Engagement Commission

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 5.a

Department Approval

City Manager Approval



Item Description: Human Rights Essay Contest Winners

BACKGROUND

Each year the Human Rights Commission holds an essay contest for sixth, seventh and eighth grade students within the Roseville Area School District boundaries. This year 120 students from Roseville Area Middle School (RAMS), Little Canada and St. Jerome's schools entered the contest. Commissioners conducted an anonymous review of the essays. Names of the students were not known until after the winners were selected.

This year we asked students:

Prejudice and stereotypes affect the way we perceive and interact with each other, even when we don't realize it.

How do stereotypes affect our society, and how do they damage human rights? Where in your life have you seen prejudice and/or stereotypes, and how has seeing/experiencing that affected you personally? What ACTION can you take regarding this experienced or witnessed discrimination?

Reference the US Constitution, the UN Universal Declaration of Human Rights, or the Bill of Rights in your answer.

The Commission will recognize the following students and teachers:

First place	Seigenn Thao	8 th Grade	RAMS	Scott Lauinger
Second place	Ellie Long	8 th Grade	RAMS	Kelly Patrick
Third place-tie	Alicia Hopper	7 th Grade	RAMS	Cameron Johnson
Third place-tie	Emily LaPierre	8 th Grade	RAMS	Rebecca Blanch
Honorable Mention	David Vincze	8 th Grade	RAMS	Kelly Patrick
Honorable Mention	Nina de los Reyes	8 th Grade	RAMS	Danielle Tollefson

COUNCIL ACTION

Recognize essay contest winners.

Prepared by: Carolyn Curti, Human Rights Commission staff liaison
Attachments: A: Winning Essays

----- Human Rights Essay Contest ----- January 26, 2017

Each and everyone of us is prejudice. We are human beings and as a member of this race, we have feelings and beliefs. Prejudice exists because we all have implicit biases. Implicit bias is "the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. These biases, which encompass both favorable and unfavorable assessments, are activated involuntarily and without an individual's awareness or intentional control" (Kirwan Institute). We prejudge others based on our own experiences with people, or maybe not having experiences, and based on information we have learned from society. Stereotyping happens when we lump an entire group of people together and assign characteristics to everyone who might belong to that particular group. Those stereotypes shape the way we look at others and how we interact with others. This can be very damaging because having prejudices, biases, and using stereotypes can lead to bad ways to keep certain people down. Human Rights means that every human being has the right to freedom, justice, and peace no matter your race, class, gender, national origin, etc... We all know that these are great ideas, but do we all really have these rights?

It was a warm autumn afternoon when my friends and I had just finished football practice at school. Some of the guys were planning to walk to McDonalds to get some food and then walk home; they invited me to go with them. McDonald's is about half a block away from the school, and kids oftentimes walked there to hangout after school. Sometimes when my mom would pick me up and we would see kids walking there, my mom would comment that I was not allowed to go hangout at McDonald's for safety

reasons. But this one particular day, I really wanted to go with some of my teammates so I called my mom to ask, hoping that she might allow me to go.

While on the phone, She asked me, "How many of your football friends that will be going are black?" and I responded, "There's about five of us and all of us are black, why does that matter?" Then she said, "I don't feel comfortable with you walking up to McDonalds with a group of black boys."

I was very surprised at my mom's answer, and thought it was a weird comment and that she was being unreasonable because I am black myself. She went on to explain that with all the police shootings that have been going on with black boys and black men - and especially because the shooting of Philando Castille happened so close to our home, she did not want me to be next. I assured my mom that something like that wouldn't happen to me, but she went on to explain: "We are in a predominantly white neighborhood, and people are prejudice and will stereotype you all if a group of black boys are walking down the street. That's just how people in our society think. They don't care that you all just finished football and are walking to McDonald's for a snack - they will look at you and prejudge you. All it takes is one person to "feel" like you are a threat, and they can call the police and before you know it, one word will lead to another and then there's violence. So, NO, you cannot go."

I was really mad that I could not go to McDonald's with my friends. I thought my mom was crazy and over-worrying for thinking that way. Later on that night when my mom got home from work she wanted to talk about this some more with me. We talked for a long time about prejudices and stereotypes and how it is very unfortunate that I will

have to filter everything that I do because of other people's perceptions of me. She asked me if I remembered what I said the day Philando Castille was shot. I did. I was in shock and stated, "I don't want to grow up to be a black man." I will never forget how scared I felt that day because I thought, "that could be me."

She said that I can be intelligent, be kind to others, and be active in school activities - but that people will always see me as a black male first, and with that comes a lot of stereotypes. That means that I will need to be extra careful each time I leave my house because of people's prejudices, biases, and racist mind frames. She called this "the talk that all parents had to have with their black sons." I share this story because I don't feel like I have all the rights that I read in the Declaration of Human Rights. Knowing that these rights should be a given to every human being, and knowing that they actually aren't being practiced equally to everyone, worries me.

The most relevant articles in The Universal Declaration of Human Rights that pertain to my situation are articles:

Article 2. Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

With all the things going on in our society, and in my own experience, I don't feel like I have the rights and freedoms if I can't even walk to McDonalds with my friends because of how others might see me or think of me.

Article 11. We're Always Innocent Till Proven Guilty. Nobody should be blamed for doing something until it is proven. When people say we did a bad thing we have the

right to show it is not true. Is this the case though? Are people really given fair chances to prove that they are innocent? It seems like we (black boys) are always guilty first and have to prove our innocence.

Article 13. Freedom to Move. We all have the right to go where we want in our own country and to travel as we wish.

Do we really have the right to go where we want in this country? My grandparents used to have a farm in Wisconsin and they were not welcomed there. Even though it was their land, many people in the small town made sure they did not belong there.

Some actions that we can take to reduce prejudices and stereotypes are: A) Have as many different friends as possible. We should get out of our comfort zone and all try to get to know one another. The more we do this, the more we will learn and appreciate people and cultures that are not exactly like us. B) My mom takes me to a lot of events to learn more about politics and racism. I think getting involved with neighborhood things and going to events is another way. C) When you see others being mistreated, stand up and speak up against it. If we stand by and watch, it means that we are agreeing with the mistreatment.

Prejudices and stereotypes are damaging to human rights and are harmful to society overall. We need to continue to work to make people not prejudice. I agree with one of my mom's poster that says: "We all do better when we all do better." - Senator Paul Wellstone

References:

<http://kirwaninstitute.osu.edu/research/understanding-implicit-bias/>

See Something, Say Something

Did you know that in 2014, more than 35 percent of the world's nations locked up their citizens for simply exercising their basic human rights? Prejudice and stereotypes contribute to a significant amount of that 35 percent. Prejudice is when people create opinions that are not based on any reasoning or personal experience. A stereotype is an idea based on something being of a particular type. The Universal Declaration of Human Rights is a list of human rights that was adopted by the United Nations in 1948, after World War II. This declaration includes the universal rights that no human should ever be denied for any reason. Prejudice and stereotypes impact human rights and it is about time we all step up.

Prejudice and stereotyping are not recent inventions. It is our job to see them and to put an end to them. In 1939, a little nine year old Jewish boy living in southern Germany, was given all of his family's money and told to run and never stop. Now why would any loving family tell their only son that? It was because the Nazis were coming. The Nazi ideology adopted Darwin's theory of "survival of the fittest" and stereotyped the Jews as living in an unfit way. The Nazis thought of the Jews as a race, not a religion, and characterized them using negative stereotypes. One of them was that Jews were genetically inferior and therefore, harmful to national health. Now what became of that nine year old boy? After being in hiding for six years and finding his only surviving relative, he eventually immigrated to The United States when he was 24. He served in the Army, found a career, got married and raised a family. He ended up with five grandchildren; one of them being me.

Although the Holocaust was more than 70 years ago, anti-Semitism has not gone away; it has evolved. In July of 2015, a man named Alain Benhamou entered his apartment near Paris and saw the words "Dirty Jew" etched into his wall. It was the second time Benhamou had been discriminated against in his own home. Three months before, the 71 year old no longer felt safe when he was harassed for being Jewish. He knew he had to leave his home, his community, and his country to Villemomble, France in hopes of being able to live in peace. These anti-Semites made judgements about Alain based on the sole fact that he is a Jew. That is prejudice.

Prejudice and stereotyping don't only happen to Jews, they can happen to anyone. Stereotypes and prejudice damage human rights because they diminish people's self worth. Stereotypes damage Article II, of the Declaration of Human Rights: freedom from discrimination. For example, one time I was at a fancy store and a black male walked in. The sales clerk immediately turned her attention on him and stereotyped him as someone that would steal. She kept a very close eye on him the rest of the time. She did not even look at me and my friends, who were only 13. That man was discriminated against because of one thing: he had more pigment in his skin than I did. Article III, of the Declaration of Human Rights; right to life, is also damaged because of prejudice. On June 17, 2015 a 22 year old white male, Dylan Roof killed nine African-Americans. He killed them because he made an opinion, "Blacks were taking over the world." He based his actions on the same thing the sales clerk based her discrimination on; color of skin. Nine people lost their right to life that day only because they were African American.

Prejudice is never going to just go away. We must make it go away. One way to stop prejudice is to simply speak up. If you see prejudice or stereotyping taking place, it is your responsibility to speak up. Rabbi Hillel, who was a very famous Jewish leader, once said "If I am not for myself, then who will be for me? And if I am only for myself, then what am I? And if not now, when?". If we do not say something now, then when will anyone say anything? Another way to stop prejudice and stereotyping is to learn about other cultures. Maybe if we knew more about our people's cultures then we could begin to realize that we are all very similar. If the German citizens had just learned a little bit about the Jewish theology, then they would have realized that Christianity and Judaism are probably the most similar of the major world religions. Who knows, if more citizens would have spoken up maybe, just maybe, six million people would have been able to exercise their right to live, which is Article III of the Declaration of Human Rights. They would have had that right because someone would have spoke up and said something.

Stereotyping and prejudice are never going to disappear on their own. They will only disappear if we all come together as a whole and stand up as one. We are so much more powerful if we come together and support each other. It is your responsibility to our nation to stand up when you see stereotyping and prejudice taking place. One hundred people, one thousand people, one million people are a lot more powerful than just one.

Discrimination: An Ongoing Fight

I have seen the effects of stereotyping. I have seen the degrading remarks. I have seen the fake laughs, sighs, shrugs, and the too easy dismissals. The Universal Declaration of Human Rights promises freedom and equality. Along with 29 other basic rights, these are the laws that keep us safe wherever we go, no matter what we look like. But how are we equal when we hold tight to prejudices that we deny repeatedly? And how are we free when those prejudices act as chains? Prejudices are (most times stereotypical) opinions that have been formed not based on a personal reason or experience. We are constantly being compared, judged and put in boxes with one look. Boxes with labels, so that somehow a race, a color, and gender become who I am. In my mind, these boxes are stereotypes. We need to break out of these boxes. Stand up against stereotypes and prove society wrong.

Everywhere you go, there are stereotypes and prejudices. Some people don't even realize their opinions might be prejudiced or offensive. Sure, I love rice and extremely spicy foods. But no, it's not because I'm part Asian. No, I don't do karate or any form of martial arts. No, I didn't escape from North Korea. And no, I am not related to Kim Jong-un. And please don't ask me "what kind of Asian are you?" I've heard that more that you'd think. Where from one point of view, these are just jokes. But from mine they are a real issue. It wasn't embarrassing to me, but the people who asked me those questions should be embarrassed. This was a wake up call for me. Stereotypes are everywhere.

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The reality with the issue of discrimination is that if we were just able to talk about it, it would be much easier to resolve. Sometimes the hardest things to talk about are the most important. Schools do an OK job keeping kids educated on how discrimination is wrong etc, etc. But it still doesn't seem like enough. Discrimination is like an open wound, time isn't enough to heal it if we keep cutting deeper. And ignoring the issue and hoping it goes away after time is not the way to do it. One day I hope we will look back on history books and shake our heads. Because the way society and the world works is wrong. So how can we continue to talk about this issue? "OCR enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive Federal funds from the Department of Education. These laws prohibit discrimination on the basis of race, color, and national origin, sex, disability, and on the basis of age. These laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. OCR also has responsibilities under Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance)." (U.S Department of Education, ed.gov). That seems like a law important important enough to get recognition, but I had not heard of it until doing research for this essay. Sure I learned about article 2 in the Universal Declaration of Human Rights, Freedom from discrimination but not until last year, and just briefly. Seems crazy seeing as I am an 8th grader who has been in school

from the age of 4. Schools seriously need to have curriculum which includes more than an essay that isn't even shared or talked about with classmates. And it shouldn't start in middle school. These issues need to be addressed before prejudices can be formed.

Even with all of these laws, human rights are still being damaged and denied. Prejudices make it so we have to live in fear, constantly feeling unsafe. Because of stereotypes and prejudices, how we look can put us in danger. People are shot and killed on sight just for looking suspicious. That alone is a violation of 6 human rights.

Bring attention to this issue and stand up against stereotypes. Because time doesn't bring justice. We do.

Human Rights Essay

Human right #1 of the UDHR: We are all born free and equal. That means that people everywhere, no matter where they are, who their parents are, or what religion they believe in, is equal. That means that muslims born anywhere, people who follow Christianity living anywhere, are all equal. And yet we assume that Mexican immigrants are stealing jobs from Americans. That all muslims are terrorists. This is not true. That is called prejudice. Prejudice is preconceived opinion that is not based on reason or actual experience. This can also be known as stereotyping. When we stereotype people, we assume something about them based on a characteristic or trait. People might do this because we are not educated about them, because we only know one thing about them, or because we are simply too ignorant to care. You may not realize how common stereotyping is, but you very well might see it every day. Stereotyping is not always as extreme as in the above examples, but that does not make it any better. As you can see, stereotypes and prejudice can definitely impact human rights. As fair people, we must take it upon ourselves to address prejudice and discrimination.

One example of a small act of prejudice in my life was about my friend Lucy. She is of chinese heritage, but was born in the U.S. One day, while learning about the Vietnamese war, someone in the class asked her if she knew much Vietnamese. She responded "No, why would I?". She was then asked if she was vietnamese. "No" she replied. "Well, are you Korean?", "No!, I'm

Chinese.” This one one time where the prejudiced person seemed genuinely surprised, and was happy to fix the mistake. I had been able to tell that Lucy was Chinese when I first met her, and was initially confused as to how one could not know. This made me realize that stereotyping is much more common than we would assume. A large example of prejudice I’m sure most people know of, is in one of the many things Donald Trump has said. “When Mexico sends its people..., they’re sending people that have lots of problems and they’re bringing those problems with us. They’re bringing drugs. They’re bringing crime. They’re rapists...” Yes. He really did say that. Now, for the facts. Latinos accounted for only 9 percent of documented sexual assaults in 2013. Therefore, what he said is not only horribly offensive, but also incorrect. He basically said that because someone is a mexican immigrant, he assumes that they are most likely a drug dealer, rapist, or other criminal. This is not just offensive to Mexicans, but it offends me personally that someone could morally say this.

Now that we have explored what stereotypes are and what prejudice is, I would like to explore ways that we can take action to stop the discrimination that we have seen. For some kinds of prejudice that we see, educating others is a good way to solve it. We can tell others about the issue, we can This will help many people too not make that mistake again. Knowledge is a very powerful tool, but unfortunately it is not always enough. Sometimes we must take greater action. We must utilize our right to public speech and assembly. Sometimes we have to speak out. We can use peaceful protest strategies to do so. Examples

are petitions, sit ins, and strikes. Some other ways to do this would be to write letters and create groups, to let others know how wrong it is, and perhaps by positive peer pressure, we may be able to stop these stereotypes.

Stereotypes are a violation of many human rights, such as human rights 1 and 2 of the UN declaration of human rights. Human right number 2 states the freedom from discrimination. Prejudice is a violation of this human right because it is a form of discrimination, and therefore not allowed. Stereotypes are also a form of discrimination, and if you are being stereotyped, that is a violation of human right 1, the right to equality, stating that we are all born free and equal. Stereotyping is not treating you as equal. This is a transgression of the human rights. Adopted by the General Assembly of the United Nations on 10 December 1948, the intention of the Universal Declaration of Human Rights was to protect the freedom and liberty of people around the world. Prejudice and Stereotypes are eating away at the success of this act.

As you can see, prejudice and stereotypes clearly impact human rights. But no matter how old or how young, how poor or how rich, anyone can speak out. Anyone can find in in themselves to stop this terrible thing from overcoming not just this nation, but the entire world. I urge you to dig deep within yourself, and stand up for yourself and others.

Human Rights

Imagine living in a place where speaking up would cost you your life. This does happen in our world despite the Universal Declaration of Human Rights, which states that, "We are all born free and equal." When people abuse human rights, it is usually the result of prejudice and/or stereotypes. We can speak up against discrimination we have seen. Fortunately, we live in a country which allows us freedom of speech, making it easier to speak up. Prejudice and stereotypes are a big part of human rights violations. Prejudice is unfair judgement not based on evidence or experience. Stereotypes are judgements based on what you hear from society. These all tie into human rights, which are rights that each and every human has. These rights are made to protect us as human beings. There are a number of things we can do to address the prejudice and discrimination we have and will see in our lives.

I see prejudice and stereotyping happening in a lot of places in the world. My friends and I are judged because we don't believe in any God. The people who judge us are the same people who preach equality and respect for others. These people look down upon us just because we don't believe in what they do. I witnessed society judging a physically challenged person's mental capability just because they couldn't do daily physical activities. When I saw this, it made me feel defensive because one of my brothers is in a similar situation. A lot of physically challenged people are smart, just like my brother.

I think that people don't realize the tools they can use against discrimination, prejudice, and stereotypes. We could use social media, because you can get information shared quickly, in a matter of seconds. Millions of people use it everyday, so, why not? We could peacefully protest if we have enough people all carrying a powerful message with them. We could get noticed by the news, which almost everybody watches in the U.S. We could start a petition on the internet, because tons of people from all over the world go on it all the time for fun, research, and just because they have nothing better to do. If we have enough people who signed the petition, we could make it a reality. These all connect to media, which is very influential.

Prejudice and stereotypes damaged human rights in the past and continue to do so today. First of all, if prejudice and stereotypes are used by lots of people or just by one person with lots of power, it could make the victims feel (if the act of prejudice and stereotype isn't killing) like they have no rights, or that they did something to deserve the treatment. People sometimes find ways to use prejudice and stereotypes to make others feel uncomfortable and bad about themselves, but not breaking the law by doing so. "More than 37,000 transgender people in North Carolina are affected by the state's new law that restricts their use of bathrooms."-TIME. This is an example of how prejudice and stereotypes are used to damage human rights. In this case, it damages Human Right #1, "We are all born free and equal." In July 2, 2016, a Hungarian man by the name of Béke Istvan was accused of setting off a bomb by Romanian counter terrorists and an organized crime unit (DIICOT). He was arrested without a warrant or evidence. His phone, along with other belongings, confiscated. In this case, Beké's right

of "No unfair detainment, arrest or exile." (Human Right #9) was damaged. "Béke's arrest was meant to intimidate Hungarians and oppress the pursuit of Hungarian autonomy in Transylvania." -Daily News Hungary. This discrimination is happening in other places that agreed to human rights, but still don't acknowledge them.

People don't realize the power they hold in their hands, just a tap away from clicking the "send" button on social media. Besides chatting with friends or family, this could be used as a powerful constructive weapon. Since, so many people around the world use it and are influenced by social media, it can be used as a positive influence for human rights. The same goes with peaceful protests and internet petitions which all tie into media. By itself, isn't much, but if we all contribute toward the same cause, we can significantly lessen the abuse of human rights.

Human Rights, Prejudice and Stereotypes

Have you ever felt that your appearance or physical attributes determine how you are treated? Because of stereotypes, which is defined as "a widely held and oversimplified image or idea of a particular type of person or thing", and prejudice, "a preconceived opinion that is not based on reason or actual experience", individuals or groups are often treated unfairly. Human rights are "rights inherent to all human beings, whatever our nationality, place of residence, gender, ethnic origin, color, religion, language, or any other status." The Universal Declaration of Human Rights was created to ensure every worldwide citizen's rights are protected.

I've experienced firsthand how people judge me because of my physical attributes. One year when my parents' took my brother and me trick-or-treating, we arrived at a house at the same time as large group of Caucasian kids. Everyone in front of us received their candy but as we said, "trick-or-treat", the homeowner looked at us and shut the door! Another time my mom and I were shopping at Costco. At one of the sample booths I reached over to try a flavored cracker. The person distributing the samples picked up the tray and sternly asked, "Where is your parent?" My mother, who was standing next to me, replied, "I am her mother." The woman then stated in a judgmental manner, "Oh,.....adopted," and proceeded to slam the tray down. I felt so

small as we left this area. A situation involving my father and brother happened at a Minnesota Wild hockey game. A lady sitting a row behind them was constantly yelling and swearing. Someone asked her if she had realized a child was sitting in front of her. As she looked at my dad and brother she then replied, "At least I'm teaching them how to swear in English." Though all of the examples I have just described affect me negatively, the trick-or-treating experience was one of the first times I noticed that people treat me differently because of my looks.

Stereotypes and prejudice are often used by individuals or groups in power to keep other individuals or groups from getting equal rights and privileges. During the 1950's bathrooms, drinking fountains, and restaurants were segregated between blacks and whites. Today a similar segregation is being proposed regarding bathroom usage for "regular" and transgender people. In 1955, busses were also segregated. The back of the bus was reserved for black people and the front for white people. Rosa Parks' protest highlighted the civil rights movement. Also in the 1950's black men were not allowed to make eye contact with white women. If a black man was approaching a white woman on the same side of the street, the black man was, by law, supposed to go to the other side of the street. As these examples show, people with higher privileges often treat minority groups differently than their own group.

Actions can be taken to lessen discrimination and prejudice in our community. Speaking out when you see something wrong is one way to deal with this.

Communicating and interacting with diverse groups helps to educate each other about the values of one another. Hopefully this builds trust. In addition to this, businesses and schools could provide opportunities to learn about other cultures. Finally, each group can get more involved in politics by helping elect officials who can represent their groups. In the last several years people have elected Hmong and Somali politicians to be their voices in government.

Through my past experiences, I have learned that the best way to improve relations between people of different groups is through interaction and communication. If we challenge ourselves to have conversations with people of different cultures, we educate ourselves about each other. This builds trust. Trust leads to acceptance and acceptance leads to us seeing each other as equal human beings. That leads us to a better and peaceful world!

Date: May 8, 2017

Item # 5.b

Introduction of Assistant City Manager Rebecca Olson

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 05/08/17
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Receive the 2016 Audit Report and Financial Statements

BACKGROUND

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

Andrew Grice, from the firm of BerganKDV, Ltd. will be present to provide an overview of the Annual Report, as well as the audit process and any required disclosures or findings.

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends the Council formally accept the 2016 Audit Report and Financial Statements.

REQUESTED COUNCIL ACTION

Motion to accept the 2016 Annual Financial Report.

Prepared by: Jason Schirmacher, Assistant Finance Director
Attachments: A: 2016 Comprehensive Annual Financial Report.



CITY OF ROSEVILLE, MINNESOTA
COMPREHENSIVE ANNUAL FINANCIAL REPORT
FISCAL YEAR ENDED DECEMBER 31, 2016



PREPARED BY:
THE FINANCE DEPARTMENT





Bennett Lake: It occupies 28 acres (11 ha) acres and is known for its shore fishing.
⁴¹ The lake is adjacent to Roseville Central Park, the city's largest park.^{21[3]} A 2005 shore restoration project led to improved water quality,^[4] and the nearby Prince of Peace Lutheran Church has constructed rain gardens to restrict the flow of surface runoff into the lake.⁵¹

Photo Credits:

Bennett Lake - Roseville photo provided by – Garry Bownman – City of Roseville
Communications Manager

References

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Introductory Section

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May 1, 2017

To the City Council and Citizens of the City of Roseville:

Minnesota statutes require all cities to issue an annual report on its financial position and activity prepared in accordance with generally accepted accounting principles in the United States of America (GAAP), and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants or the Office of the State Auditor. Pursuant to that requirement, we hereby issue the comprehensive annual financial report of the City of Roseville for the fiscal year ended December 31, 2016.

This report consists of management's representations concerning the finances of the City of Roseville. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the City of Roseville has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Roseville's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Roseville's internal controls have been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City of Roseville's financial statements have been audited by BerganKDV, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City of Roseville for the fiscal year ended December 31, 2016 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the City of Roseville's financial statements for the fiscal year ended December 31, 2016, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City of Roseville's MD&A can be found immediately following the report of the independent auditors.

Profile of the Government

The City of Roseville, incorporated in 1948, is a suburban community bordering both Minneapolis and St. Paul, Minnesota in the eastern part of the state. This area is considered to be the major population and economic growth area in the state, and among one of the highly ranked economic growth areas in the country. The City of Roseville currently occupies a land area of 13.7 square miles and serves a population of 35,244. The City of Roseville is empowered to levy a property tax on both real and personal properties located within its boundaries. While it also is empowered by state statute to extend its corporate limits by annexation, Roseville is a completely developed community and is bordered on all sides by other incorporated communities.

The City of Roseville has operated under the council-manager form of government since 1974. Policy-making and legislative authority are vested in a city council consisting of the mayor and four other members. The city council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the city manager. The city manager is responsible for carrying out the policies and ordinances of the council, for overseeing the day-to-day operations of the city government, and for appointing the heads of the various departments. The council is elected on a non-partisan basis. The Mayor and Council members serve four-year staggered terms. The council and mayor are elected at large.

The City of Roseville provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; water and sewer services and recreational activities and cultural events.

The annual budget serves as the foundation for the City of Roseville's financial planning and control. All departments and agencies of the City of Roseville submit requests for appropriation to the City Manager in May of each year. The City Manager uses these requests as the starting point for developing a proposed budget. The City Manager then presents this proposed budget to the council for review prior to August 1st. The council is required to hold public hearings on the proposed budget and to adopt a final budget by no later than December 31st, the close of the City of Roseville's fiscal year.

The appropriated budget is prepared by fund, function (e.g., public safety), and department (e.g., police). Department heads may make transfers of appropriations within a fund. Transfers of appropriations between funds, however, require the special approval of the city council. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. For the general fund, this comparison is presented on page 80 as part of the basic financial statements for the governmental funds. For governmental funds other than the general fund, and with appropriated annual budgets, this comparison is presented in the required supplementary information and the governmental fund subsection of this report, shown on pages 81-82 and 94-98.

Factors Affecting Financial Condition

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City of Roseville operates.

Local Economy. The City of Roseville currently enjoys a favorable economic environment and local indicators point to continued stability and improvement. The region, while noted for a strong retail sector, enjoyed modest re-development in recent years. The re-development consisted of varied retail

that added to the relative stability of the unemployment rate. Major industries with headquarters or divisions located within the government's boundaries or in close proximity include computer hardware and software manufacturers, electrical controls and medical services, and several divisions of state government departments which administer the state highway system and the State's educational administration of K-12 operations.

The City of Roseville area has an employed labor force of approximately 40,000 which is anticipated to remain steady for the foreseeable future.

Because of the fully developed nature of the community, the opportunity for new and expanded housing is limited. The city's emphasis has been, in recent years, on assisting homeowners to redevelop and remodel the current available housing so that as the change-over from older residents occurs, younger families will continue to be attracted to Roseville.

Long-term Financial Planning. The city council annually participates in the development of the City's long-term goals and objectives. Recently adopted goals include; establishing adequate funding mechanisms for infrastructure replacement, redeveloping the City's housing options, and securing funds for new initiatives.

The city is also working closely with state, federal and neighboring communities to improve the area's state and county transportation network, which includes upgraded highways and strategically-placed pathways. Funding for most of the transportation improvements will need to come from state, county and federal sources, with a smaller portion supported by the local taxpayers.

Relevant Financial Policies. As part of the annual budget process, the City reviews a number of fiscal and budget policies. There have been no significant changes to these policies from the previous year. However, the City's policy on cash reserve levels for some operating funds is not being met based on current reserve levels. Future compliance is expected through planned systematic operating surpluses.

Major Initiatives. Each year the goal of the City is to provide residents and businesses with the necessary and desired services in the most efficient manner while limiting the financial burden to taxpayers. Secondary goals center on the allocation of resources to uphold previously identified community aspirations, and meeting the needs identified in the most recent citizen survey. Those aspirations included the following:

City of Roseville Community Aspirations

- ❑ Welcoming, inclusive, and respectful;
- ❑ Safe and law-abiding;
- ❑ Economically prosperous, with a stable and broad tax base;
- ❑ Secure in our diverse and quality housing and neighborhoods;
- ❑ Environmentally responsible, with well-maintained natural assets;
- ❑ Physically and mentally active and healthy;
- ❑ Well-connected through transportation and technology infrastructure; and
- ❑ Engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople.

Achieving these goals and strategies are not expected to have a significant financial impact however. It is expected that a portion of existing resources will be redirected to the extent possible. In addition, it is expected that future debt obligations will decline which will allow existing resources dedicated to debt service to be re-purposed.

Awards and Acknowledgements

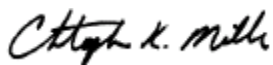
The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Roseville for its comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2015. This was the 37th consecutive year that the city has received this prestigious award. In order to be awarded a Certificate of Achievement, the government published an easily readable and efficiently organized CAFR. This report satisfied both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current CAFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

In addition, the government also received the GFOA's Distinguished Budget Presentation Award for its annual budget document dated January 1, 2016. In order to qualify for the Distinguished Budget Presentation Award, the government's budget document was judged to be proficient in several categories, including as a policy document, a financial plan, an operations guide, and a communications device.

The preparation of this report would not have been possible without the dedicated services of the Finance Department Staff. I would like to express my appreciation to all members of the department who assisted and contributed to the preparation of this report. Credit must also be given to the Mayor and the City Council for their unfailing support for maintaining the highest standards of professionalism in the management of the City of Roseville's finances.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Christopher K. Miller".

Christopher K. Miller
Finance Director



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

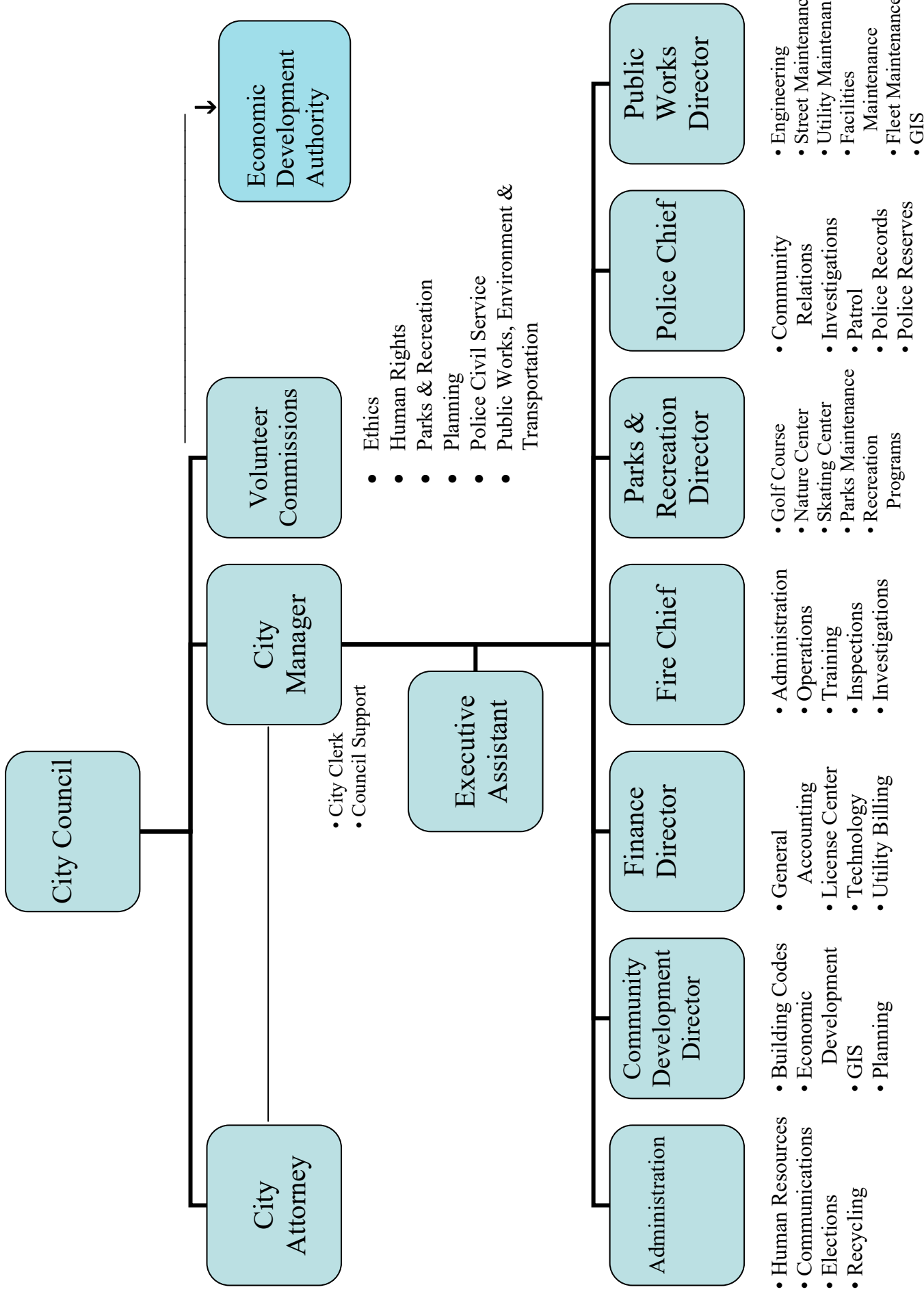
**City of Roseville
Minnesota**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2015

Executive Director/CEO

City of Roseville Organizational Chart





Elected and Appointed Officials December 31, 2016

Elected Officials

Mayor	Dan Roe	Term expires 12/31/2018
Council	Lisa Laliberte	Term expires 12/31/2020
Council	Jason Etten	Term expires 12/31/2020
Council	Tammy McGehee	Term expires 12/31/2018
Council	Robert Willmus	Term expires 12/31/2018

Appointed Officials

City Manager	Pat Trudgeon
Finance Director	Chris Miller
Police Chief	Rick Mathwig
Fire Chief	Tim O'Neill
Public Works Director	Marc Culver
Parks & Recreation Director	Lonnie Brokke
Community Development Director	Kari Collins

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Financial Section

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Independent Auditor's Report

Honorable Mayor and Members
of the City Council
City of Roseville

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Roseville, Minnesota, as of and for the year ended December 31, 2016, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

**Auditors Responsibility (Continued)**

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseville, Minnesota, as of December 31, 2016, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, which follows this report letter, and the remaining Required Supplementary Information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Roseville's basic financial statements. The Introductory Section, combining and individual nonmajor fund financial statements and schedules and Statistical Section are presented for purposes of additional analysis and are not a required part of the basic financial statements.



Other Matters (Continued)

Other Information (Continued)

The combining and individual nonmajor fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 1, 2017, on our consideration of the City of Roseville's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Roseville's internal control over financial reporting and compliance.

BerganKDV Ltd.

Minneapolis, Minnesota
May 1, 2017

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CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

OVERVIEW OF THE FINANCIAL STATEMENTS

As management of the City of Roseville, we offer readers of the City's financial statement this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2016. We encourage readers to consider the information presented here in conjunction with the City's financial statements and the additional information that we have furnished in our letter of transmittal, which can be found on pages 1-4 of this report.

Financial Highlights

- The assets and deferred outflows of the City of Roseville exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$182,756,692 (Net position). Of this amount, \$17,853,685 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designations and fiscal policies.
- The City's total net position from operations decreased by \$3,739,168.
- As of the close of the current fiscal year, the City of Roseville's governmental activities reported combined ending unrestricted net position of \$16,617,276.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$5,856,061 or 42% of total general fund expenditures.
- The City of Roseville total bonded debt and certificates of indebtedness decreased by \$2,660,000 during the current fiscal year.

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the City's assets and deferred outflows, and liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. To assess the overall health of the City, one needs to consider additional non-financial factors such as changes in the City's property tax base and the condition of the City's infrastructure.

The *Statement of Activities* presents information showing how the City's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences).

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

OVERVIEW OF THE FINANCIAL STATEMENTS

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, public works, economic development and recreation. The business-type activities of the City of Roseville include water, sanitary sewer, golf, storm drainage and recycling.

The government-wide financial statements can be found in the Basic Financial Statements section of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains 12 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General, Recreation, Community Development, Debt Service, Revolving Improvements, Economic Increments Construction and Street Construction, all of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The basic governmental fund financial statements can be found in the Basic Financial Statements section of this report.

Proprietary Funds – The City maintains two different types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its Sanitary Sewer, Water, Golf Course, Solid Waste, Storm Drainage and Recycling operations. Internal service

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

OVERVIEW OF THE FINANCIAL STATEMENTS

funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for Workers' Compensation Self Insurance and Risk Management. The services provided by these funds predominately benefit the governmental rather than the business-type functions. They have been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Sanitary Sewer, Water, Golf Course, Storm Drainage and Solid Waste Recycling since they are considered to be major funds of the City. Both internal service funds are combined into a separate single aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of combining statements elsewhere in this report.

The basic proprietary fund financial statements can be found in the Basic Financial Statements section of this report.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found in the Basic Financial Statements section of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Supplementary Information

In addition to the basic financial statements and accompanying notes, *Required Supplementary Information*, presents a detailed budgetary comparison schedule for the General, Recreation and the Community Development Fund to demonstrate compliance with the budget. In accordance with the requirements of GASB Statement 45, it also includes other post-employment benefit plan schedule of funding progress. The combining statements referred to earlier in connection with nonmajor governmental funds and internal service funds and other information related to the individual funds are presented immediately following the required supplementary information.

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

FINANCIAL ANALYSIS OF THE GOVERNMENT AS A WHOLE

The analysis of the City's financial position begins with a review of the *Statement of Net Position* and the *Statement of Activities*. These two statements report the City's net position and changes therein. It should be noted that the financial position can also be affected by non-financial factors, including economic conditions, population growth and new regulations. Net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Roseville, assets and deferred outflows exceeded liabilities by \$182,746,663 as of December 31, 2016. This represents an increase of \$811,397 from the previous year.

By far the largest portion of the City of Roseville's net position (82.5% percent) reflects its investment in capital assets (e.g. land, buildings, machinery, equipment and infrastructure) less any related debt used to acquire those assets that is still outstanding. The City of Roseville uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Roseville's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

CONDENSED STATEMENT OF NET POSITION

	Governmental Activities 2016	Governmental Activities 2015	Business-Type Activities 2016	Business-Type Activities 2015	Total 2016	Total 2015
Current and other assets	\$ 56,560,295	\$ 55,905,714	\$ 5,902,691	\$ 6,278,106	\$ 62,462,986	\$ 62,183,820
Capital assets	146,696,875	145,928,212	30,729,106	28,391,384	177,425,981	174,319,596
Total Assets	203,257,170	201,833,926	36,631,797	34,669,490	239,888,967	236,503,416
Deferred outflows of resources	19,411,015	2,880,401	670,519	145,138	20,081,534	3,025,539
Long-term liabilities						
Outstanding	63,084,377	47,271,067	1,774,658	1,216,284	64,859,035	48,487,351
Other liabilities	5,368,779	4,727,511	3,047,431	2,642,937	8,416,210	7,370,448
Total Liabilities	68,453,156	51,998,578	4,822,089	3,859,221	73,275,245	55,857,799
Deferred inflows of resources	3,791,067	1,485,173	157,526	96,067	3,948,593	1,581,240
Net Position						
Invested in capital assets net of related debt	119,959,369	120,125,324	30,729,106	28,391,384	150,688,475	148,516,708
Restricted	13,847,317	18,157,117	-	-	13,847,317	18,157,117
Unrestricted	16,617,276	12,948,135	1,593,595	2,467,956	18,210,871	15,416,091
Total Net Position	\$ 150,423,962	\$ 151,230,576	\$ 32,322,701	\$ 30,859,340	\$ 182,746,663	\$ 182,089,916

A portion of the of the City of Roseville's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position - \$18,210,871, may be used to meet the City's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City of Roseville is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities.

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

FINANCIAL ANALYSIS OF THE GOVERNMENT AS A WHOLE

Analysis of the City's Operations – Governmental activities decreased the City of Roseville's net position by \$5,357,179. Business-type activities increased Roseville's net position by \$1,618,011, for an overall increase of \$811,397. Key elements of this increase are as follows:

CONDENSED STATEMENT OF CHANGES IN NET POSITION

	Governmental Activities 2016	Governmental Activities 2015	Business-Type Activities 2016	Business-Type Activities 2015	Total 2016	Total 2015
Revenues						
Program Revenues						
Charges for services	\$ 9,817,035	\$ 8,214,172	\$ 14,000,057	\$ 13,575,343	\$ 23,817,092	\$ 21,789,515
Operating grants and Contributions	1,219,715	1,055,810	90,533	189,251	1,310,248	1,245,061
Capital grants and Contributions	2,137,095	2,368,626	277,055	2,000	2,414,150	2,370,626
General Revenues						
Property taxes	19,550,627	17,710,161	-	-	19,550,627	17,710,161
Other taxes	2,221,477	2,741,391	-	-	2,221,477	2,741,391
Grants & contributions not Restricted to specific Programs	24,435	24,435	-	-	24,435	24,435
Investment earnings	758,630	579,253	36,658	45,199	795,288	624,452
Net Increase (decrease) in fair value of investments	(897,640)	119,627	(46,107)	5,129	(943,747)	124,756
Gain on Sale of capital asset	129,474	-	7,635	145,442	137,109	145,442
Total Revenues	\$ 34,960,848	\$ 32,813,475	\$ 14,365,831	\$ 13,962,364	\$ 49,326,679	\$ 46,775,839
Expenses						
General government	\$ 7,615,373	\$ 6,126,713	\$ -	\$ -	\$ 7,615,373	\$ 6,126,713
Public safety	13,102,041	10,307,351	-	-	13,102,041	10,307,351
Public works	9,676,272	4,834,914	-	-	9,676,272	4,834,914
Economic development	4,729,987	2,603,186	-	-	4,729,987	2,603,186
Recreation	5,185,845	4,653,377	-	-	5,185,845	4,653,377
Interest on debt	813,509	886,950	-	-	813,509	886,950
Sanitary sewer	-	-	3,815,857	3,541,971	3,815,857	3,541,971
Water	-	-	5,977,512	5,698,196	5,977,512	5,698,196
Golf	-	-	340,677	306,814	340,677	306,814
Storm drainage	-	-	1,327,856	1,120,225	1,327,856	1,120,225
Recycling	-	-	480,918	463,018	480,918	463,018
Total Expenses	\$ 41,123,027	\$ 29,412,491	\$ 11,942,820	\$ 11,130,224	\$ 53,065,847	\$ 40,542,715
Change in Net Position before Transfers	\$ (6,162,179)	\$ 3,400,984	\$ 2,423,011	\$ 2,832,140	\$ (3,739,168)	\$ 6,233,124
Transfers	805,000	782,000	(805,000)	(782,000)	-	-
Increase (decrease) in Net position	(5,357,179)	4,182,984	1,618,011	2,050,140	(3,739,168)	6,233,124
Net position on January 1st, as restated (Note 6)	155,781,141	147,047,592	30,704,690	28,809,200	186,485,831	175,856,792
Net position on December 31st	150,423,962	155,781,141	32,322,701	30,704,690	182,746,663	186,485,831

CITY OF ROSEVILLE, MINNESOTA

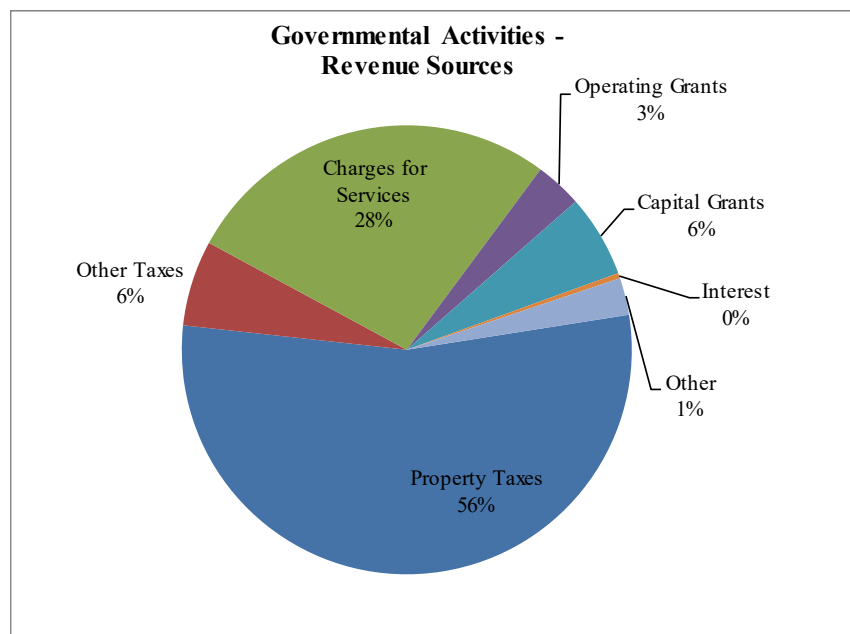
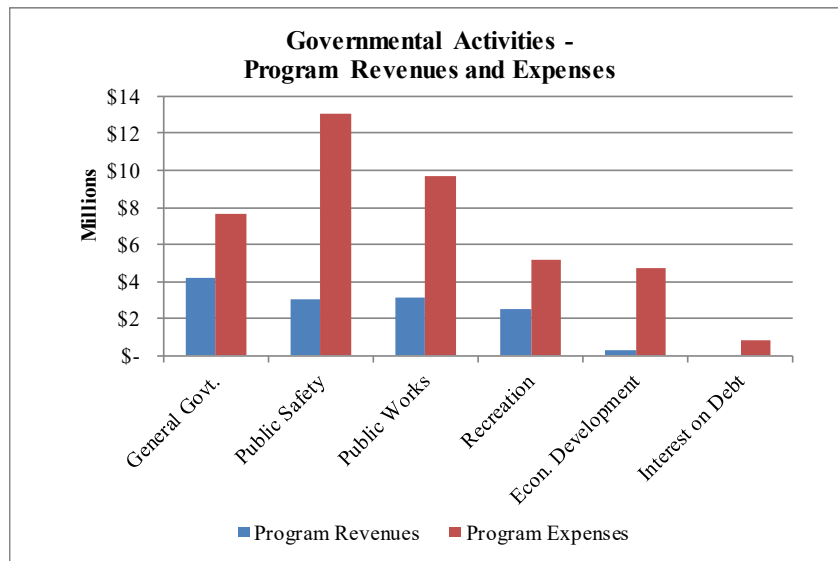
MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

FINANCIAL ANALYSIS OF THE GOVERNMENT AS A WHOLE

Governmental Activities

The decrease in net position resulted primarily from the one-time return of \$2.8 million of surplus monies previously held in the City's Economic Increments Fund. In accordance with State Statute, these monies were returned when the City decertified one of its larger tax increment financing districts. This also resulted in a significant increase in the economic development expenses as compared to 2015.

Below are specific graphs which provide comparisons of the governmental activities revenues and expenses for the last fiscal year.



Business-type Activities

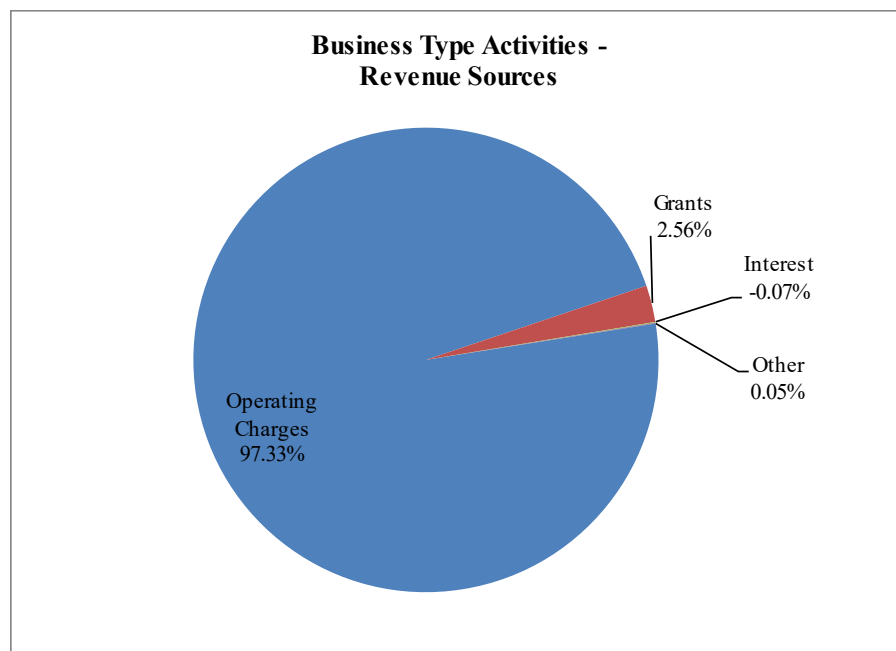
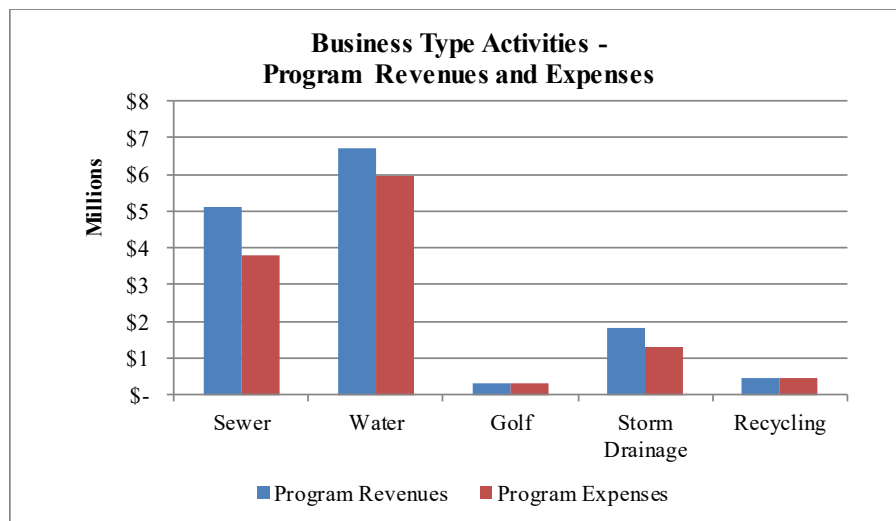
CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

FINANCIAL ANALYSIS OF THE GOVERNMENT AS A WHOLE

The increase in net position for business-type activities reflects improved cost containment. Storm Drainage and Recycling rate increases in 2016 were also implemented to offset declining interest earnings and other non-tax revenue sources. The rate increases were also implemented to provide yearly contributions for future funding of capital asset replacement.

Below are graphs showing the business-type activities revenue and expense comparisons for the past fiscal year.



CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

Governmental Funds

The focus of the City of Roseville's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City of Roseville's financing requirements. In particular, unrestricted fund balance may serve as useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the City of Roseville's governmental funds reported combined ending fund balances of \$43,982,955. Approximately 61.1% of this total amount \$26,876,384; constitutes unrestricted fund balance. The remainder of the fund balance is restricted to indicate that it is not available for new spending because it is legally restricted for; 1) various operating purposes - \$4,097,180, 2) for tax increment financing activities - \$6,586,003, 3) bond funded capital improvements - \$2,902,068, 4) debt service - \$2,693,499 and 5) housing and economic development - \$827,821.

The fund balances of governmental funds declined by \$5,379,976 in 2016. The decline is due to the spend down of bond proceeds on capital improvement projects and a return of surplus tax increment financing funds.

The Economic Increments Construction Fund accounts for the activities in the City's Tax Increment Financing (TIF) Districts. The Fund's balance decreased by \$5,673,270. The decline is due to the one-time return of \$2.8 million of surplus monies previously held in the City's Economic Increments Fund for a decertified tax increment district. Also the City had \$4.7 million of infrastructure improvements in it's Twin Lakes Area.

The Street Construction Fund decreased by \$1,030,789 largely due a budgeted spend down of reserves for various capital improvement projects.

The Revolving Improvements Fund decreased \$851,308 due to capital spending of previously issued bond proceeds.

Proprietary Funds

The City of Roseville's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

The unrestricted net position in the respective proprietary funds is Sewer - \$681,734; Water – \$294,660; Golf - \$103,111; Storm - \$390,410 and Recycling - \$123,679. Overall net position increased \$1,618,011 reflecting positive cash flow from utility rates which were designated for future capital replacements.

General Fund Budgetary Highlights

The General Fund balance increased by \$1,204,544 in 2016 which was primarily due to the release of \$1.1 million of excess tax increment by the county from the decertification of tax increment district No. 13.

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

CAPITAL ASSETS

The City of Roseville's investment in capital assets for its governmental and business type activities as of December 31, 2016, amounts to \$177,425,981 (net of accumulated depreciation) – a 1.8% increase from the previous year. This investment in capital assets includes land, buildings, infrastructure, machinery and equipment.

Major capital asset events during the current fiscal year included the following:

- Completion of approximately \$1.1 million in the construction of projects for the Parks Renewal Program.
- Approximately \$2.8 million in improvements to the City's streets and sidewalks
- Approximately \$3.7 million in improvements to the City's sewer line, water lines, lift station and storm drainage infrastructure.

CAPITAL ASSETS AT YEAR-END NET OF ACCUMULATED DEPRECIATION

	Governmental Activities 2016	Governmental Activities 2015	Business-Type Activities 2016	Business-Type Activities 2015	Total 2016	Total 2014
Land & easements	\$ 35,638,651	\$ 34,322,821	\$ 893,298	\$ 893,298	\$ 36,531,949	\$ 35,216,119
Buildings	23,088,547	23,550,973	73,096	87,664	23,161,643	23,638,637
Improvements other Than buildings	6,515,740	3,584,737	499,434	557,645	7,015,174	4,142,382
Machinery & equipment	8,148,760	6,266,532	815,691	1,080,160	8,964,451	7,346,692
Infrastructure	60,373,620	62,369,789	26,920,823	24,236,458	87,294,443	86,606,247
Construction in progress	12,931,557	15,833,360	1,526,764	1,536,159	14,458,321	17,369,519
Total Capital Assets	\$146,696,875	\$145,928,212	\$ 30,729,106	\$ 28,391,384	\$177,425,981	\$174,319,596

Additional information on the City of Roseville's capital assets can be found in Notes 1D and Note 4-C in the Notes to the Financial Statements section of this report.

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS

For Year Ended December 31, 2016

LONG-TERM OBLIGATIONS

At the end of the current fiscal year, The City of Roseville had total long-term debt outstanding of \$28,585,000. Of this amount: \$2,420,000 was for general obligation refunding bonds to refinance the debt originally issued to construct an expansion of City Hall, \$8,195,000 for the general obligation to finance the construction of a new fire station and to make various park improvements, \$13,500,000 for the general obligation for remaining construction of a new fire station and for various parks renewal projects, \$770,000 for housing improvements, \$3,060,000 in general obligation tax increment revenue bonds to finance public improvements within Tax Increment Financing District No. 17, and \$640,000 of general obligation certificate of indebtedness for the replacement of the Ice Arena refrigeration system.

OUTSTANDING DEBT GENERAL OBLIGATION IMPROVEMENT BONDS AND CERTIFICATES OF INDEBTEDNESS

	Governmental Activities 2016	Governmental Activities 2015	Business-Type Activities 2016	Business-Type Activities 2015	Total 2016	Total 2015
General obligation						
Tax Increment Revenue Bonds	\$ 3,060,000	\$ 3,060,000	\$ -	\$ -	\$ 3,060,000	\$ 3,060,000
Municipal bonds	24,885,000	27,240,000	-	-	24,885,000	27,240,000
Certificates of						
Indebtedness	640,000	945,000	-	-	640,000	945,000
Total Outstanding Debt	<u>\$ 28,585,000</u>	<u>\$ 31,245,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,585,000</u>	<u>\$ 31,245,000</u>

The City of Roseville maintains an Aaa rating from Moody's and an AAA from Standard and Poor's on all of its general obligation debt.

Minnesota State statutes limit the amount of general obligation debt a city may issue to 3% of total Estimated Market Value. The current debt limitation for the City of Roseville is \$122,012,310. \$28,585,000 of the City's outstanding debt is counted against the statutory limitation as the debt is wholly financed by a general tax levy.

Additional information on the City of Roseville's long-term debt can be found in Note 1-D and Note 4-H this report.

CITY OF ROSEVILLE, MINNESOTA

MANAGEMENT'S DISCUSSION AND ANALYSIS For Year Ended December 31, 2016

CURRENTLY KNOWN FACTS/ECONOMIC CONDITIONS

Financial Outlook

A number of local economic factors played a role in setting next year's budget, utility rates and fee schedule:

- ❖ The City made operational adjustments including a modest property tax increase and the limited use of cash reserves to ensure that the City's core services are funded in a manner that preserves the greatest value to the community.
- ❖ New building permit fees were added, existing permit fees and plan review fees were increased to reflect the rising administrative, attorney and inspection costs incurred by the City. In addition, user charges for proprietary funds were also changed to reflect current and anticipated conditions and asset replacement needs.

These factors were considered when the City of Roseville prepared its 2017 budget.

REQUESTS FOR INFORMATION

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the City's finances. If you have questions about this report or need any additional information, contact the Office of the Finance Director, 2660 Civic Center Drive, Roseville, MN 55113.

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Basic Financial Statements

	Primary Government		
	Governmental Activities	Business-Type Activities	Totals
ASSETS			
Cash and cash equivalents	47,869,143	1,364,895	49,234,038
Restricted investments			
Utility customer deposits	-	981,445	981,445
Cash held in escrow	665,848	-	665,848
Receivables			
Accounts	765,726	2,770,692	3,536,418
Taxes	714,015	-	714,015
Investment interest	99,796	4,761	104,557
Special assessments	1,076,747	330,797	1,407,544
Due from other governments	168,350	214,716	383,066
Notes	1,967,507	-	1,967,507
Prepays	82,641	235,385	318,026
Net pension obligation fire relief	3,150,522	-	3,150,522
Capital Assets Not Being Depreciated			
Land	27,906,758	893,298	28,800,056
Easements	7,731,893	-	7,731,893
Construction in Progress	12,931,557	1,526,764	14,458,321
Capital Assets Net of Accumulated Depreciation			
Buildings	23,088,547	73,096	23,161,643
Improvements other than Buildings	6,515,740	499,434	7,015,174
Machinery, equipment, and vehicles	8,148,760	815,691	8,964,451
Infrastructure	60,373,620	26,920,823	87,294,443
Total Assets	203,257,170	36,631,797	239,888,967
DEFERRED OUTFLOWS OF RESOURCES			
Deferred pension resources	19,411,015	670,519	20,081,534
LIABILITIES			
Accounts payable	931,751	857,606	1,789,357
Accrued payroll	402,144	44,930	447,074
Contracts and retainage payable	1,202,206	54,106	1,256,312
Bond interest payable	259,855	-	259,855
Due to other governmental units	1,834,413	896,786	2,731,199
Deposits payable	738,410	1,194,003	1,932,413
Noncurrent Liabilities:			
Due Within One Year	3,278,491	19,430	3,297,921
Due in More than One Year	59,805,886	1,755,228	61,561,114
Total Liabilities	68,453,156	4,822,089	73,275,245
DEFERRED INFLOWS OF RESOURCES			
Deferred pension resources	3,791,067	157,526	3,948,593
NET POSITION			
Net Investment in Capital Assets	119,959,369	30,729,106	150,688,475
Restricted for:			
Law enforcement	446,436	-	446,436
Telecommunication	436,616	-	436,616
Lawful Gambling	81,118	-	81,118
Community development	1,759,147	-	1,759,147
Park dedication	1,373,738	-	1,373,738
Tax increment	6,476,063	-	6,476,063
Debt service	2,446,378	-	2,446,378
Housing and Economic Development	827,821	-	827,821
Unrestricted	16,617,276	1,593,595	18,210,871
Total Net Position	150,423,962	32,322,701	182,746,663

The notes to the financial statements are an integral part of this statement.

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-type Activities	Total
Primary government:							
Governmental activities:							
General government	\$ 7,615,373	\$ 4,059,091	\$ 83,874	\$ 71,856	\$ (3,400,552)	\$ -	\$ (3,400,552)
Public safety	13,102,041	2,358,147	694,543	-	(10,049,351)	-	(10,049,351)
Public works	9,676,272	747,179	338,768	2,065,239	(6,525,086)	-	(6,525,086)
Economic development	4,729,987	262,150	-	-	(4,467,837)	-	(4,467,837)
Recreation	5,185,845	2,390,468	102,530	-	(2,692,847)	-	(2,692,847)
Interest on long-term debt	813,509	-	-	-	(813,509)	-	(813,509)
Total governmental activities	41,123,027	9,817,035	1,219,715	2,137,095	(27,949,182)	-	(27,949,182)
Business-type activities:							
Sewer	3,815,857	4,808,303	1,705	277,055	-	1,271,206	1,271,206
Water	5,977,512	6,687,934	2,208	-	-	712,630	712,630
Golf	340,677	333,222	676	-	-	(6,779)	(6,779)
Storm Drainage	1,327,856	1,798,727	1,490	-	-	472,361	472,361
Recycling	480,918	371,871	84,454	-	-	(24,593)	(24,593)
Total business- type activities	11,942,820	14,000,057	90,533	277,055	-	2,424,825	2,424,825
Total primary government	\$ 53,065,847	\$ 23,817,092	\$ 1,310,248	\$ 2,414,150	\$ (27,949,182)	\$ 2,424,825	\$ (25,524,357)
General revenues:							
Property taxes					19,550,627	-	19,550,627
Tax increments					1,677,742	-	1,677,742
Cable franchise taxes					449,920	-	449,920
Gambling taxes					93,815	-	93,815
Grants and contributions not restricted to specific programs					24,435	-	24,435
Unrestricted investment earnings					758,630	36,658	795,288
Unrestricted net increase(decrease) in the fair value of investments					(897,640)	(46,107)	(943,747)
Gain on sale of capital assets					129,474	7,635	137,109
Transfers					805,000	(805,000)	-
Total general revenues and transfers					22,592,003	(806,814)	21,785,189
Change in net position					(5,357,179)	1,618,011	(3,739,168)
Net position, January 1, as restated (Note 6)					155,781,141	30,704,690	186,485,831
Net position - ending					\$ 150,423,962	\$ 32,322,701	\$ 182,746,663

The notes to the financial statements are an integral part of this statement.

	Special Revenue			
	General	Recreation	Community Development	Debt Service
ASSETS				
Cash and investments	7,925,320	1,635,931	2,182,203	2,628,029
Restricted investments				
Cash held in escrow	-	-	-	-
Investment interest receivable	16,137	3,338	4,421	5,333
Accounts receivable	73,191	218,954	2,882	-
Taxes receivable	338,649	77,552	-	104,689
Special assessments receivable	8,232	-	202	202,569
Due from other governments	16,321	-	-	-
Notes receivable	-	-	1,064,988	-
Prepaid items	80,717	624	1,300	-
TOTAL ASSETS	8,458,567	1,936,399	3,255,996	2,940,620
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities				
Accounts payable	325,985	106,153	31,453	-
Accrued payroll	231,544	91,451	19,959	-
Contracts and retention payable	-	-	-	-
Due to other governmental units	201,193	67,154	1,090,334	-
Deposits payable	378,557	-	354,853	-
Total Liabilities	1,137,279	264,758	1,496,599	-
Deferred Inflows of Resources				
Unavailable Revenue - property taxes	148,058	33,906	-	45,770
Unavailable Revenue - special assessments	-	-	125	201,351
Total Deferred Inflows of Resources	148,058	33,906	125	247,121
FUND BALANCE				
Nonspendable	80,717	624	-	-
Restricted				
Law Enforcement	446,436	-	-	-
Telecommunications	-	-	-	-
Lawful Gambling	-	-	-	-
Community Development	-	-	1,759,272	-
Park Dedication	-	-	-	-
Tax Increment	-	-	-	-
Debt Service	-	-	-	2,693,499
Bond Funded Capital Improvements	-	-	-	-
Housing and Economic Development	-	-	-	-
Committed				
Parks and Recreation Programs and Maintenance	-	1,637,111	-	-
License Center Improvements	-	-	-	-
Equipment Replacement	-	-	-	-
Street Replacement	-	-	-	-
Assigned				
Engineering Services	772,697	-	-	-
Accounting Service	17,319	-	-	-
Capital Projects	-	-	-	-
Housing and Economic Development	-	-	-	-
Unassigned	5,856,061	-	-	-
Total Fund Balances	7,173,230	1,637,735	1,759,272	2,693,499
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	8,458,567	1,936,399	3,255,996	2,940,620

The notes to the financial statements are an integral part of this statement.

	Capital Projects			Other	Total
	Revolving	Economic	Street	Governmental	Governmental
	Improvements	Increments	Construction	Funds	Funds
ASSETS					
Cash and investments	8,202,954	7,512,903	9,405,001	5,490,945	44,983,286
Restricted investments					
Cash held in escrow	-	-	-	665,848	665,848
Investment interest receivable	16,741	15,258	20,413	12,299	93,940
Accounts receivable	21,435	-	105,370	343,894	765,726
Taxes receivable	56,777	115,915	9,746	10,687	714,015
Special assessments receivable	-	-	860,520	5,224	1,076,747
Due from other governments	-	-	-	152,029	168,350
Notes receivable	-	-	-	902,519	1,967,507
Prepaid items	-	-	-	-	82,641
TOTAL ASSETS	8,297,907	7,644,076	10,401,050	7,583,445	50,518,060
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES					
Liabilities					
Accounts payable	72,512	320,773	7,414	62,563	926,853
Accrued payroll	-	-	-	59,190	402,144
Contracts and retention payable	394,829	627,360	180,017	-	1,202,206
Due to other governmental units	-	-	259	475,473	1,834,413
Deposits payable	-	-	-	5,000	738,410
Total Liabilities	467,341	948,133	187,690	602,226	5,104,026
Deferred Inflows of Resources					
Unavailable Revenue - property taxes	24,823	109,940	4,261	6,087	372,845
Unavailable Revenue - special assessments	-	-	854,638	2,120	1,058,234
Total Deferred Inflows of Resources	24,823	109,940	858,899	8,207	1,431,079
Fund Balance					
Nonspendable	-	-	-	409,457	490,798
Restricted					
Law Enforcement	-	-	-	-	446,436
Telecommunications	-	-	-	436,616	436,616
Lawful Gambling	-	-	-	81,118	81,118
Community Development	-	-	-	-	1,759,272
Park Dedication	1,373,738	-	-	-	1,373,738
Tax Increment	-	6,586,003	-	-	6,586,003
Debt Service	-	-	-	-	2,693,499
Bond Funded Capital Improvements	2,902,068	-	-	-	2,902,068
Housing and Economic Development	-	-	-	827,821	827,821
Committed					
Parks and Recreation Programs and Maintenance	-	-	-	-	1,637,111
License Center Improvements	-	-	-	1,172,926	1,172,926
Equipment Replacement	-	-	-	1,041,002	1,041,002
Street Replacement	-	-	9,354,461	-	9,354,461
Assigned					
Engineering Services	-	-	-	-	772,697
Accounting Service	-	-	-	-	17,319
Capital Projects	3,529,937	-	-	-	3,529,937
Housing and Economic Development	-	-	-	3,004,072	3,004,072
Unassigned	-	-	-	-	5,856,061
Total Fund Balances	7,805,743	6,586,003	9,354,461	6,973,012	43,982,955
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	8,297,907	7,644,076	10,401,050	7,583,445	50,518,060
Capital assets (net of depreciation) used in governmental activities and are not financial resources and therefore, are not reported in the funds.					146,696,875
Long term liabilities including bonds payable, are not due and payable in the current period and therefore, are not reported in the funds.					(63,081,934)
Internal service funds are used by management to charge the cost of insurance to individual funds.					2,624,517
Other long term assets are not available to pay for current-period expenditures and, therefore, are deferred or are not reported in the funds.					4,581,601
Governmental funds do not report long term amounts related to pensions					
Deferred outflow of resources					19,411,015
Deferred inflow of resources					(3,791,067)
Net position of governmental activities					<u>\$ 150,423,962</u>

The notes to the financial statements are an integral part of this statement.

		Special Revenue		
	General	Recreation	Community Development	Debt Service
REVENUES				
General property taxes	11,919,681	2,438,555	-	3,291,852
Tax increment	-	-	-	-
Intergovernmental revenue	1,213,476	102,530	-	-
Licenses and permits	484,004	-	1,929,899	-
Gambling taxes	-	-	-	-
Charges for services	535,975	1,931,179	255,597	-
Fines and forfeits	107,229	-	-	-
Cable franchise taxes	-	-	-	-
Rentals	-	59,250	-	-
Donations	15,705	100,317	-	-
Special assessments	-	-	-	41,986
Investment income				
Interest earned on investments	98,187	24,622	31,489	24,052
Increase (decrease) in fair value of investments	(136,768)	(28,349)	(35,341)	(47,498)
Miscellaneous Revenue	57,894	43,422	22,365	-
Total Revenues	14,295,383	4,671,526	2,204,009	3,310,392
EXPENDITURES				
Current				
General government	2,560,587	-	-	-
Public safety	9,229,332	-	702,104	-
Public works	2,238,271	-	-	-
Economic development	-	-	719,959	-
Recreation	-	4,318,652	-	-
Capital outlay	-	-	-	-
Debt service				
Bond principal	-	-	-	2,660,000
Interest and other charges - Bonds	-	-	-	848,823
Total Expenditures	14,028,190	4,318,652	1,422,063	3,508,823
Excess (Deficiency) of Revenues Over (Under) Expenditures	267,193	352,874	781,946	(198,431)
OTHER FINANCING SOURCES (USES)				
Transfers in	1,164,000	-	-	658,127
Transfers out	(230,000)	-	(45,000)	(401,718)
Sale of capital assets	3,351	-	775	-
Total Other Financing Sources (Uses)	937,351	-	(44,225)	256,409
Net Change in Fund Balances	1,204,544	352,874	737,721	57,978
FUND BALANCES, January 1, as restated (Note 6)	5,968,686	1,284,861	1,021,551	2,635,521
FUND BALANCES, December 31	7,173,230	1,637,735	1,759,272	2,693,499

The notes to the financial statements are an integral part of this statement.

City of Roseville, Minnesota
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Fiscal Year Ended December 31, 2016

Statement 4
(Page 2 of 2)

	Capital Projects			Other	Total
	Revolving	Economic	Street	Governmental	Governmental
	Improvements	Increments	Construction	Funds	Funds
		Construction			
REVENUES					
General property taxes	1,785,310	-	306,449	271,311	20,013,158
Tax increment	-	1,677,742	-	-	1,677,742
Intergovernmental revenue	-	962,647	1,102,592	-	3,381,245
Licenses and permits	-	-	-	200	2,414,103
Gambling taxes	-	-	-	93,815	93,815
Charges for services	-	-	-	3,165,295	5,888,046
Fines and forfeits	-	-	-	-	107,229
Cable franchise taxes	-	-	-	449,920	449,920
Rentals	-	-	-	-	59,250
Donations	-	-	-	110,017	226,039
Special assessments	-	56,013	204,101	-	302,100
Investment income					
Interest earned on investments	131,309	140,217	168,527	95,362	713,765
Increase (decrease) in fair value of investments	(151,259)	(155,265)	(183,062)	(108,540)	(846,082)
Miscellaneous Revenue	262,850	-	-	495,787	882,318
Total Revenues	2,028,210	2,681,354	1,598,607	4,573,167	35,362,648
EXPENDITURES					
Current					
General government	224,300	-	-	4,037,222	6,822,109
Public safety	154,347	-	-	-	10,085,783
Public works	257,650	-	3,350	-	2,499,271
Economic development	-	3,550,974	-	331,451	4,602,384
Recreation	61,472	-	-	-	4,380,124
Capital outlay	2,350,345	4,650,882	2,752,405	68,220	9,821,852
Debt service					
Bond principal	-	-	-	-	2,660,000
Interest and other charges - Bonds	-	-	-	-	848,823
Total Expenditures	3,048,114	8,201,856	2,755,755	4,436,893	41,720,346
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,019,904)	(5,520,502)	(1,157,148)	136,274	(6,357,698)
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	631,718	125,000	2,578,845
Transfers out	-	(152,768)	(505,359)	(439,000)	(1,773,845)
Sale of capital assets	168,596	-	-	-	172,722
Total Other Financing Sources (Uses)	168,596	(152,768)	126,359	(314,000)	977,722
Net Change in Fund Balances	(851,308)	(5,673,270)	(1,030,789)	(177,726)	(5,379,976)
FUND BALANCES, January 1, as restated (Note 6)	8,657,051	12,259,273	10,385,250	7,150,738	49,362,931
FUND BALANCES, December 31	7,805,743	6,586,003	9,354,461	6,973,012	43,982,955

The notes to the financial statements are an integral part of this statement.

City of Roseville, Minnesota

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended December 31, 2016

Statement 5

(Page 1 of 1)

Net Change in Fund Balances - Total Governmental Funds	\$ (5,379,976)
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Amounts reported for governmental activities in the Statement of Activities
are different because:

Governmental funds report capital outlay as expenditures. However, in
the Statement of Net Position, the cost of these assets is capitalized and
depreciated over their estimated useful lives with depreciation expense
reported in the Statement of Activities.

803,360

Net effect of sales, trade-ins and retirements of capital assets

(34,697)

Payments on general obligation debt

2,660,000

Premium on general obligation bonds amortized

128,592

Net change due to internal service funds incorporated into statement of activities

111,008

Net change in net pension obligation - City

(3,494,495)

Net change in net pension obligation - Fire Relief

508,263

Net change in net pension obligation - OPEB

(98,824)

Change in compensated absences

(71,143)

Change in bond interest payable

35,314

Adjustment for modified accrual revenue recognition related to Special
assessments, delinquent property tax and delinquent tax increment

(524,581)

Change in Net Position of Governmental Activities

\$ (5,357,179)

The notes to the financial statements are an integral part of this statement.

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	Business-Type Activities - Enterprise Funds						Governmental Activities - Internal Service Funds
	Sanitary Sewer	Water	Golf Course	Storm Drainage	Solid Waste Recycling	Totals	
ASSETS							
Current Assets							
Cash and cash equivalents	733,685	-	266,952	325,589	38,669	1,364,895	2,885,857
Restricted cash and cash equivalents and investments:							
Customer deposits	-	981,445	-	-	-	981,445	-
Investment interest receivable	1,489	1,992	542	660	78	4,761	5,856
Accounts receivable	1,059,223	1,190,585	-	431,562	89,321	2,770,691	-
Special assessments	330,797	-	-	-	-	330,797	-
Due from other governmental units	-	193,637	-	-	21,079	214,716	-
Prepaid Items	234,685	-	700	-	-	235,385	-
Total Current Assets	2,359,879	2,367,659	268,194	757,811	149,147	5,902,690	2,891,713
Noncurrent Assets							
Capital Assets							
Land	-	-	319,892	573,407	-	893,299	-
Buildings	50,566	1,490,784	155,637	-	-	1,696,987	-
Improvements other than buildings	-	11,972	394,039	1,005,018	-	1,411,029	-
Machinery, equipment, and vehicles	1,041,505	1,314,299	202,612	1,226,407	-	3,784,823	-
Infrastructure	16,175,613	15,880,048	-	17,698,772	-	49,754,433	-
Construction in Progress	539,333	838,462	-	148,969	-	1,526,764	-
Less: Accumulated Depreciation	(6,744,950)	(9,204,119)	(678,940)	(11,710,219)	-	(28,338,228)	-
Total Noncurrent Assets	11,062,067	10,331,446	393,240	8,942,354	-	30,729,107	-
TOTAL ASSETS	13,421,946	12,699,105	661,434	9,700,165	149,147	36,631,797	2,891,713
DEFERRED OUTFLOWS OF RESOURCES							
Deferred pension resources	183,812	238,124	72,909	160,640	15,034	670,519	-
LIABILITIES							
Current Liabilities (Payable from Current Assets)							
Accounts Payable	807,480	34,992	2,731	12,283	120	857,606	4,898
Accrued payroll	10,118	14,009	6,344	13,814	645	44,930	-
Compensated absences payable	4,339	5,573	4,731	4,787	-	19,430	-
Contracts and retainage payable	600	26,396	-	27,110	-	54,106	-
Customer deposits payable	-	1,194,003	-	-	-	1,194,003	-
Due to other governmental units	512,661	362,334	3,780	17,616	395	896,786	-
Insurance claims payable	-	-	-	-	-	-	52,314
Total Current Liabilities	1,335,198	1,637,307	17,586	75,610	1,160	3,066,861	57,212
Noncurrent Liabilities							
Compensated absences payable	17,354	22,290	18,924	19,146	-	77,714	-
Net other postemployment benefits obligation	28,408	28,407	10,694	12,925	-	80,434	-
Net Pension liability	437,814	567,176	173,659	382,621	35,810	1,597,080	-
Insurance claims payable	-	-	-	-	-	-	209,984
Total Noncurrent Liabilities	483,576	617,873	203,277	414,692	35,810	1,755,228	209,984
TOTAL LIABILITIES	1,818,774	2,255,180	220,863	490,302	36,970	4,822,089	267,196
DEFERRED INFLOWS OF RESOURCES							
Deferred pension resources	43,183	55,943	17,129	37,739	3,532	157,526	-
NET POSITION							
Net Investment in Capital Assets	11,062,067	10,331,446	393,240	8,942,354	-	30,729,107	-
Unrestricted	681,734	294,660	103,111	390,410	123,679	1,593,594	2,624,517
TOTAL NET POSITION	11,743,801	10,626,106	496,351	9,332,764	123,679	32,322,701	2,624,517

City of Roseville, Minnesota
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
For the Fiscal Year Ended December 31, 2016

Statement 7
(Page 1 of 1)

	Business Type Activities - Enterprise Funds					Governmental Activities - Internal Service Funds
	Sanitary Sewer	Water	Golf Course	Storm Drainage	Solid Waste Recycling	Totals
SALES AND COST OF SALES						
Sales	-	-	23,719	222	40	23,981
Cost of sales	-	-	(11,870)	-	(1,431)	(13,301)
Gross profit	-	-	11,849	222	(1,391)	10,680
OPERATING REVENUES						
User charges	4,790,819	6,675,524	290,546	1,796,024	357,588	13,910,501
Delinquency collections	17,484	-	-	-	-	17,484
Miscellaneous	-	12,410	30,827	2,481	15,674	61,392
Total Operating Revenues	4,808,303	6,687,934	321,373	1,798,505	373,262	13,989,377
OPERATING EXPENSES						
Personal service	464,036	609,423	246,441	399,376	35,782	1,755,058
Supplies	49,915	177,085	35,617	75,328	1,141	339,086
Other services and charges	2,932,848	4,862,883	42,675	412,238	443,995	8,694,639
Depreciation	369,058	328,121	15,944	440,914	-	1,154,037
Total Operating Expenses	3,815,857	5,977,512	340,677	1,327,856	480,918	11,942,820
OPERATING INCOME (LOSS)	992,446	710,422	(7,455)	470,871	(109,047)	2,057,237
NON-OPERATING REVENUES (EXPENSES)						
Investment Income						
Interest Earned on Investments	11,226	15,231	4,632	4,802	767	36,658
Increase (Decrease) in Fair Value of Investments	(12,759)	(19,213)	(4,777)	(8,456)	(902)	(46,107)
Intergovernmental Revenue	1,705	2,208	676	1,490	84,454	90,533
Gain on Sale of Capital Assets	-	1,625	-	6,010	-	7,635
Total Non-Operating Revenues (Expenses)	172	(149)	531	3,846	84,319	88,719
Income (Loss) Before Capital Contributions and Transfers	992,618	710,273	(6,924)	474,717	(24,728)	2,145,956
Capital Contributions	277,055	-	-	-	-	277,055
Transfers Out	(285,000)	(385,000)	(20,000)	(100,000)	(15,000)	(805,000)
Change in Net Position	984,673	325,273	(26,924)	374,717	(39,728)	1,618,011
NET POSITION, January 1, as restated (Note 6)	10,759,128	10,300,833	523,275	8,958,047	163,407	30,704,690
NET POSITION, December 31	11,743,801	10,626,106	496,351	9,332,764	123,679	32,322,701

The notes to the financial statements are an integral part of this statement.

	Business-type Activities - Enterprise Funds		
	Sanitary Sewer	Water	Golf Course
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users, including deposits	4,601,059	6,514,689	302,395
Cash payments to suppliers for goods and services	(2,723,626)	(5,054,272)	(78,667)
Cash payments to employees	(436,468)	(583,384)	(234,744)
Other operating revenues	-	12,410	30,827
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	1,440,965	889,443	19,811
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Transfers Out to Other Funds	(285,000)	(385,000)	(20,000)
Subsidy from governmental grants	-	-	-
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	(285,000)	(385,000)	(20,000)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(1,336,988)	(916,948)	-
Subsidy from governmental grants	277,055	-	-
Proceeds from sale of capital assets	-	1,625	-
NET CASH PROVIDED (USED) IN CAPITAL AND RELATED FINANCING ACTIVITIES	(1,059,933)	(915,323)	-
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest received on investments	10,834	15,616	4,546
Increase (Decrease) in Fair Value of Investments	(12,759)	(19,213)	(4,777)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(1,925)	(3,597)	(231)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	94,107	(414,477)	(420)
CASH AND CASH EQUIVALENTS, JANUARY 1	639,578	1,395,922	267,372
CASH AND CASH EQUIVALENTS, DECEMBER 31	733,685	981,445	266,952
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating Income (Loss)	992,446	710,422	(7,455)
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities			
Depreciation	369,058	328,121	15,944
Pension related activity	23,420	16,961	4,104
Changes in elements affecting cash:			
(Increase) Decrease in Accounts receivable	(154,334)	(174,002)	-
(Increase) Decrease in Special assessments	(52,910)	-	-
(Increase) Decrease in Due from other governmental units	-	13,167	-
(Increase) Decrease in Prepaid items	(234,685)	-	(700)
Increase (Decrease) in Accounts payable	101,028	(71,634)	(757)
Increase (Decrease) in Accrued payroll	2,721	4,176	1,385
Increase (Decrease) in Compensated absences	(611)	2,864	5,699
Increase (Decrease) in Contracts payable	(76,717)	20,702	-
Increase (Decrease) in Customer deposits	-	61,289	-
Increase (Decrease) in Due to other governmental units	469,511	(24,661)	1,082
Increase (Decrease) in Net other postemployment benefits obligation	2,038	2,038	509
Increase (Decrease) in Insurance claim payable	-	-	-
Total Adjustments	448,519	179,021	27,266
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	1,440,965	889,443	19,811
NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES			
Increase/(Decrease) in fair market value of investments	(12,759)	(19,213)	(4,777)

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Storm Drainage	Solid Waste Recycling	Total	
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from customers and users, including deposits	1,764,426	337,124	13,519,693	313,020
Cash payments to suppliers for goods and services	(573,873)	(444,954)	(8,875,392)	(405,317)
Cash payments to employees	(359,567)	(29,449)	(1,643,612)	114,426
Other operating revenues	2,481	15,674	61,392	-
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	833,467	(121,605)	3,062,081	22,129
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers Out to Other Funds	(100,000)	(15,000)	(805,000)	-
Subsidy from governmental grants	(154,650)	84,315	(70,335)	-
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	(254,650)	69,315	(875,335)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchase of capital assets	(1,237,824)	-	(3,491,760)	-
Subsidy from governmental grants	-	-	277,055	-
Proceeds from sale of capital assets	6,010	-	7,635	-
NET CASH PROVIDED (USED) IN CAPITAL AND RELATED FINANCING ACTIVITIES	(1,231,814)	-	(3,207,070)	-
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received on investments	5,817	844	37,657	43,902
Increase (Decrease) in Fair Value of Investments	(8,456)	(902)	(46,107)	(51,558)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(2,639)	(58)	(8,450)	(7,656)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(655,636)	(52,348)	(1,028,774)	14,473
CASH AND CASH EQUIVALENTS, JANUARY 1	981,225	91,017	3,375,114	2,871,384
CASH AND CASH EQUIVALENTS, DECEMBER 31	325,589	38,669	2,346,340	2,885,857
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES				
Operating Income (Loss)	470,871	(109,047)	2,057,237	117,701
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities				
Depreciation	440,914	-	1,154,037	-
Pension related activity	36,619	6,105	87,209	-
Changes in elements affecting cash:				
(Increase) Decrease in Accounts receivable	(31,820)	(20,307)	(380,463)	-
(Increase) Decrease in Special assessments	-	-	(52,910)	-
(Increase) Decrease in Due from other governmental units	-	1,234	14,401	-
(Increase) Decrease in Prepaid items	-	-	(235,385)	-
Increase (Decrease) in Accounts payable	4,938	75	33,650	3,476
Increase (Decrease) in Accrued payroll	2,266	228	10,776	-
Increase (Decrease) in Compensated absences	(604)	-	7,348	-
Increase (Decrease) in Contracts payable	(98,776)	-	(154,791)	-
Increase (Decrease) in Customer deposits	-	-	61,289	-
Increase (Decrease) in Due to other governmental units	7,531	107	453,570	(6,740)
Increase (Decrease) in Net other postemployment benefits obligation	1,528	-	6,113	-
Increase (Decrease) in Insurance claim payable	-	-	-	(92,308)
Total Adjustments	362,596	(12,558)	1,004,844	(95,572)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	833,467	(121,605)	3,062,081	22,129
NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES				
Increase/(Decrease) in fair market value of investments	(8,456)	(902)	(46,107)	(51,558)

ASSETS

Cash and cash equivalents	632,823
Receivables	
Investment interest receivable	194
Special assessments receivable	119,291
Prepaid items	25,948
TOTAL ASSETS	846,093

LIABILITIES

Accounts Payable	40,247
Accrued payroll	8,823
Due to other governmental units	125,600
Due to other organizations	671,423
TOTAL LIABILITIES	846,093

The notes to the financial statements are an integral part of this statement.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. FINANCIAL REPORTING ENTITY

The City of Roseville is a municipal corporation formed under Section 412 of *Minnesota State Statutes* and operates under a Council-Manager form of government. The five-member Council and Mayor are elected on rotating terms in each odd-numbered year.

The financial statements present the City and its component unit. The City includes all funds, organizations, institutions, agencies, departments and offices that are not legally separate from such. Component units are legally separate organizations for which the elected officials of the City are financially accountable and are included within the basic financial statements of the City because of the significance of their operational or financial relationships with the City.

The City is considered financially accountable for a component unit if it appoints a voting majority of the organization's governing body and it is able to impose its will on the organization by significantly influencing the programs, projects, activities or level of services performed or provided by the organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on, the City.

As a result of applying the component unit definition criteria above, certain organizations are presented in this report as follows:

Blended Component unit. The Roseville Economic Development Authority (EDA) was established to facilitate development and redevelopment in the City. The governing board consists of the members of the City Council. The City approves the levy and appropriations for the EDA annually as part of the City's budget process. Any sale of bonds or obligations issued by the EDA must be approved by the City Council before issuance and the City Council may require the EDA to transfer any portion of the reserves generated by activities of the EDA to the City to reduce the tax levies for bonded indebtedness of the City. The EDA does not issue separate financial statements. Financial information may be obtained at the City's offices.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component unit. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on user fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment, are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, service or privileges provided by a given function or segment and 2) grants and

contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds. Fiduciary fund financial statements also use the accrual basis of accounting. The City's fiduciary fund type, agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. With the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditure-related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

General

The general fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Revenue

The recreation fund accounts for resources and payments related to adult and youth programs, nature center, skating center, and park maintenance activities. Most revenues are derived from user fees of various programs and activities, room rentals, donations, and concessions.

The community development fund accounts for resources and payments related to the City's building codes enforcement, development, and redevelopment activities. The fund's primary revenue sources are through permits, contractor licenses, and plan check fees.

Debt Service

The debt service fund accounts for resources accumulated and payments for principal and interest on long term general obligation debt.

Capital

The revolving improvements fund accounts for revenues and expenditures from replacement funds set aside for equipment and building replacement, and general land improvements. The economic increments construction fund accounts for tax increment payments to various developers as part of Pay-as-you-go TIF agreements and infrastructure improvements. The street construction fund accounts for revenues and expenditures related to street construction and improvements.

The City reports the following major proprietary funds:

The sanitary sewer fund and the water fund account for the activities related to the operation of a sanitary collection system and a water distribution system, respectively.

The golf course fund, accounts for resources and payments related to the operation and maintenance of a municipal golf course.

The storm drainage fund accounts for activities related to the operation of a surface water collection system.

The recycling fund accounts for the resources and expenditures related to the operation of a solid waste recycling collection system.

Additionally, the City reports the following fund types:

Internal service funds account for the worker's compensation and general insurance services provided to other departments or agencies of the City.

Agency funds account for resources held by the City in a purely custodial capacity for the East Metro SWAT, St. Paul Port Authority, Roseville Islamic Cemetery, and the Roseville Visitors Association.

As a rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this rule are other charges between the City's water and sewer function and various other functions of the primary government and its component unit. Elimination of these charges would distort the direct costs and program revenues reported from the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of the City's enterprise funds and internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then unrestricted resources as they are needed.

D. ASSETS, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION/FUND BALANCE

1. Deposits and investments

The enterprise and internal service funds participate in the pooling of City-wide cash and investments. Amounts from the pool are available to these funds on demand. As a result, the cash and investments of the enterprise and internal service funds are considered to be cash and cash equivalents for statement of cash flow purposes.

State statutes authorize investments in the following: direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 which receive the highest credit rating are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of thirteen months or less; municipal general obligations rated "A" or better; municipal revenue obligations rated "AA" or better, general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers acceptances of United States' banks eligible for purchase of by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories, repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualifies as a "depository" by the City entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

Investments for the City, the component unit, and the Roseville Visitor's Association are reported at fair value.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

2. Receivables and payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e. the current portion of interfund loan).

All utility and property tax receivables, including those for the HRA, are shown at a gross amount, since both taxes and utility receivables are assessable to the property taxes and are collectible upon sale of the assessed property.

Property taxes are submitted to the County Auditor by December 28 of each year, to be levied on January 1 on property values assessed as of the same date. The tax levy notice is mailed in March with the first half payment due on May 15 and the second half payment is due on October 15.

3. Prepaid Items

Certain payments to vendors which reflect costs applicable to future accounting periods are recorded as prepaid items in both government-wide and fund financial statements.

4. Restricted Assets

Certain assets in the water fund are restricted to the extent of the customer deposits, which are carried as liabilities.

Cash held in escrow for the Economic Development Authority is classified as restricted assets on the balance sheet because they are maintained and administered by a third party lending administrator. Use of these funds is limited to providing housing loans to qualified residents.

5. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), and intangible assets such as easements and computer software are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets, except infrastructure assets, are defined by the City as assets with an initial, individual cost equal to or greater than \$5,000 and an estimated useful life in excess of 2 years. Accordingly, the amounts spent for the construction or acquisition of infrastructure assets are capitalized and reported in the government-wide financial statements regardless of their amount.

With the initial capitalization of general infrastructure assets (i.e., those reported by governmental activities), the City chose to include all such items regardless of their acquisition date or amount. The City's Pavement Management Plan contained all historical costs for the City's general infrastructure assets. As the City constructs or acquires additional capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. Donated capital assets are recorded at their acquisition value on the date of donation.

Property, plant and equipment of the City are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Building Improvements	25
Furniture and Equipment	5
Light Vehicles	5
Heavy Vehicles	10
Fire Trucks	20
Streets and public infrastructure	50
Utility distribution systems	80

The City implemented GASB 51, *Accounting and Financial Reporting for Intangible Assets* effective January 1, 2010, which required the City to capitalize intangible assets. Pursuant to GASB Statement 51, in the case of initial capitalization of intangible assets, the City chose to capitalize intangible assets retroactively to 1980. The City was able to obtain historical costs and estimated fair value of donated intangible assets as of the date of donation for the initial reporting of easements through public works project records.

6. Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until that time. The City has one item that qualifies for reporting in this category. The presents deferred outflows of resources on the Statement(s) of Net position for deferred outflows of resources related to pensions. Deferred outflows of resources related to pensions results from the difference between projected and actual earnings, changes in actuarial assumptions and employer contribution paid to PERA subsequent to the measurement date.

In addition to liabilities, the statement of financial position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial

statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has two items that qualify for reporting in this category. The City presents deferred inflows of resources on the Governmental Fund Balance Sheet as unavailable revenue. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The City presents deferred inflows of resources on the Statement(s) of Net Position for deferred inflows of resources related to pensions. Deferred inflows of resources related to pensions results from the net difference expected and actual economic experience and changes in proportion.

7. Compensated absences

It is the City's policy to permit employees to accumulate earned but unused vacation, paid time off (PTO), compensatory time, and sick pay benefits. There is an estimate for a liability for unpaid accumulated sick leave, as employees may receive up to 320 hours upon retirement only. Vacation, PTO, compensatory time, and estimated sick pay benefits are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

8. Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and the relief association and additions to/deductions from PERA's and the relief association's fiduciary net position have been determined on the same basis as they are reported by PERA and the relief association except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

8. Long-term obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, and proprietary fund type statement of net position. Bond premiums and discounts, if material, are deferred and amortized over the life of the bonds using the effective interest method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

9. Fund balance

a. Classification

In the fund financial statements, governmental funds report fund classifications that comprise hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in those funds can be spent.

- **Nonspendable Fund Balance** – These are amounts that cannot be spent because they are not in spendable form.
- **Restricted Fund Balance** – These are amounts that are restricted to specific purposes either by a) constraints placed on the use of resources by creditors, grantors, contributors, or laws or regulations of other governments or b) imposed by law through enabling legislation.
- **Committed Fund Balance** – These are amounts that can only be used for specific purposes pursuant to constraints imposed by the City Council (highest level of decision making authority) through resolution.
- **Assigned Fund Balance** – These are amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Pursuant to Council resolution, the City Council is authorized to establish assignments of fund balance.
- **Unassigned Fund Balance** – These are residual amounts in the General Fund not reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted and committed fund balances exceed the total net resources of that fund.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

a. Minimum Fund Balance

It is the City's policy that at the end of each year, the City will maintain the unassigned portion of the fund balance for cash flow in a range equal to 35% to 45% of the General Fund operating expenditures.

10. Net position

The Statement of Net Position reports restrictions in net position for community development revenues which are used for building code enforcement, development and redevelopment activities. Telecommunication revenues are used for the administration and maintenance of telecommunication activities. Park dedication proceeds are used to create parks or park

improvements within a new development area. Law Enforcement is proceeds received from forfeitures generated from driving under the influence (DUI) or drug possession whose proceeds are restricted for specific law enforcement uses. Debt service is to pay for future debt service obligations, while tax increment revenues are used to pay for costs associated with the development within a tax increment district. Minnesota law governs park dedication, debt service, tax increment and law enforcement uses. Community development and telecommunication uses are governed by other third party entities.

Note 2 RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

- A. Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position

The governmental fund balance sheet includes reconciliation between fund balance - total governmental funds and net position - governmental activities as reported in the government-wide of net position. Elements of that reconciliation are detailed as follows:

Long-term liabilities:

Bonds payable	\$ (27,945,000)
Premium on bonds payable	(1,342,505)
Certificates of indebtedness	(640,000)
Bond interest payable	(259,855)
Net OPEB obligation	(1,031,724)
Net Pension liability	(30,236,947)
Compensated absences	<u>(1,625,903)</u>

Net change due to long-term liabilities	<u><u>\$ (63,081,934)</u></u>
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Other long-term assets:

Net pension obligation - fire relief	\$ 3,150,522
Addition of long-term deferred inflows	<u>1,431,083</u>

Net change in other long-term assets	<u><u>\$ 4,581,605</u></u>
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- B. Explanation of certain differences between the governmental fund statement of revenues, expenditures and changes in fund balances and the government-wide statement of activities governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between *net changes in fund balances-total governmental funds and change in net position of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that "Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their

estimated useful lives and reported as depreciation expense.” The details of this difference are as follows:

Capital outlay	\$ 5,530,335
Depreciation expense	<u>(4,726,975)</u>
Net change in fund-balances-total governmental funds and change in net position of governmental activities	<u>\$ 803,360</u>

Note 3 DETAILED NOTES ON ALL FUNDS

A. Deposits and investments

1. Components of Cash and Investments

Cash and investments at year-end December 31, 2016 consist of the following:

Deposits	\$ 13,532,135
Investments	37,970,719
Cash on Hand	<u>11,300</u>
Total	<u>\$ 51,514,154</u>

Cash and investments are presented in the financial statements as follows:

Statement of Net Positions - Government Wide	
Cash and cash equivalents	\$ 49,234,038
Restricted investments	1,647,293
Statement of Fiduciary Net Positions	
Cash and cash equivalents - Agency Funds	<u>632,823</u>
Total	<u>\$ 51,514,154</u>

In accordance with applicable Minnesota Statutes, the City maintains deposits at depository banks authorized by the City Council, including checking accounts and certificates of deposits.

The following is considered the most significant risk associated with deposits:

Custodial credit risk – In the case of deposits, this is the risk that in the event of a bank failure, the City’s deposits may be lost. Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by federal deposit insurance or corporate surety

bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better; revenue obligations rated “AA” or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The City’s investment policy has no additional deposit addressing custodial credit risk.

2. Deposits

At year-end, the carrying amount of the City’s deposits was \$13,532,135 while the balance on the bank records was \$13,547,178. At December 31, 2016, all deposits were covered by federal depository insurance, or by collateral held by the City’s agent in the City’s name.

3. Investments

The City has the following investments at year-end December 31, 2016:

Investment Type	Investment Maturities (in Years)				Total
	Less Than 1	1-5	6-10	Over 10 Years	
U.S. agency securities	\$ -	\$8,539,684	\$14,617,000	\$14,592,946	\$37,749,630
Stock funds-Fidelity	\$ -	\$144,902	\$ -	\$ -	\$144,902
Bond funds-Fidelity	\$ -	\$74,958	\$ -	\$ -	\$74,958
Short-term funds-Fidelity	\$ -	\$1,229	\$ -	\$ -	\$1,229
Total investments in cash and investment pool	\$0	\$8,760,773	\$14,617,000	\$14,592,946	\$37,970,719

Included in the total investment pool of \$37,970,719 is an investment pool with Fidelity Investments of \$221,089 of the Roseville Visitor’s Association, in which the City is a fiduciary agent. The remaining amount of \$37,749,630 belongs to the City.

The City has the following recurring fair value measurements as of December 31, 2016:

- U.S. agency securities of \$37,749,630 are valued using a matrix pricing model (Level 2 inputs)
- Stock funds-Fidelity of \$144,902 are valued using a quoted market prices (Level 1 inputs)
- Bond funds-Fidelity of \$74,958 are valued using a quoted market prices (Level 1 inputs)
- Short -term funds-Fidelity of \$1,229 are valued using a quoted market prices (Level 1 inputs)

Investments are subject to various risks, the following of which are considered the most significant:

Credit risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the City’s investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of thirteen months or less; general obligations rated “A” or better; revenue obligations rated “AA” or better; general obligations of the Minnesota Housing Finance Agency rated “A” or better; bankers’ acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a “depository” by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000 that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers. The City’s investment policy addresses credit risk beyond what is prescribed by State Statute. The City’s investment policy restricts investments to only Repurchase Agreements with national or state chartered banks, U.S. Treasury and U.S. Government Agencies.

Custodial credit risk – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the City would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City’s investment policy does not further address this risk, but the City typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Concentration risk – This is the risk associated with investing a significant portion of the City’s investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as Treasuries), investment pools, and mutual funds. The City’s investment policy does not limit the concentration of investments. The City holds 53% with Federal Home Bank, 39.3% with Fannie Mae and 7.7% with Federal Farm Credit Bank.

Interest rate risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The City’s investment policy does not address interest rate risk. The City holds all investments to maturity.

B. Receivables

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered available to liquidate liabilities of the current period. Governmental funds also defer recognition in connection with resources that are not yet available. At the end of the current fiscal year, the various components of deferred inflows reported in the governmental funds were as follows:

	<u>Unavailable</u>
Delinquent property taxes (General)	\$ 148,058
Delinquent property taxes (Recreation)	33,906
Delinquent property taxes (Debt service)	45,770
Delinquent property taxes (Revolving Improvements)	24,823
Delinquent property taxes (Economic Development)	109,940
Delinquent property taxes (Street Construction)	4,261
Delinquent property taxes (Information Technology)	3,574
Delinquent property taxes (EDA)	2,513
Delinquent special assessments (Community Development)	125
Delinquent special assessments (Debt Service)	118
Delinquent special assessments (Street Construction)	16,747
Delinquent special assessments (EDA)	2,120
Special assessments not yet due (G.O. Improvement Bonds)	201,233
Special assessments not yet due (Street Construction)	<u>837,891</u>
Total deferred inflows for governmental funds	<u><u>\$ 1,431,079</u></u>

CITY OF ROSEVILLE, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
December 31, 2016

C. Capital assets

Capital asset activity for the year ended December 31, 2016 was as follows:

	Beginning Balance	Increases	Decreases	Completed Construction & Transfers	Ending Balance
Governmental activities:					
Capital assets not being depreciated:					
Land	\$ 26,590,928	\$ 132,972	\$ -	\$ 1,182,858	\$ 27,906,758
Permanent Easements	7,731,893	-	-	-	7,731,893
Construction in progress	15,833,360	9,052,977	4,830,937	(7,123,843)	12,931,557
Total capital assets not being depreciated	50,156,181	9,185,949	4,830,937	(5,940,985)	48,570,208
Capital assets being depreciated:					
Buildings	35,325,329	-	995,127	407,402	34,737,604
Improvements other than buildings	5,904,599	123,054	-	3,118,571	9,146,224
Machinery and equipment	16,139,541	1,052,269	419,222	2,001,539	18,774,127
Infrastructure	108,103,765	-	-	413,473	108,517,238
Total capital assets being depreciated	165,473,234	1,175,323	1,414,349	5,940,985	171,175,193
Less accumulated depreciation for:					
Buildings	11,774,356	869,828	995,127	-	11,649,057
Improvements other than buildings	2,319,862	310,622	-	-	2,630,484
Machinery and equipment	9,873,009	1,136,883	384,525	-	10,625,367
Infrastructure	45,733,976	2,409,642	-	-	48,143,618
Total accumulated depreciation	69,701,203	4,726,975	1,379,652	-	73,048,526
Total capital assets, being depreciated, net	95,772,031	(3,551,652)	34,697	5,940,985	98,126,667
Governmental activities capital assets, net	<u>\$ 145,928,212</u>	<u>\$ 5,634,297</u>	<u>\$ 4,865,634</u>	<u>\$ -</u>	<u>\$ 146,696,875</u>

CITY OF ROSEVILLE, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
December 31, 2016

	Beginning Balance	Increases	Decreases	Completed Construction & Transfers	Ending Balance
Business-type activities:					
Capital assets not being depreciated:					
Land	\$ 893,298	\$ -	\$ -	\$ -	\$ 893,298
Construction in progress	1,536,159	3,714,039	251,882	(3,471,552)	1,526,764
Total capital assets not being depreciated	2,429,457	3,714,039	251,882	(3,471,552)	2,420,062
Capital assets being depreciated:					
Buildings	1,696,987	-	-	-	1,696,987
Improvements other than buildings	1,411,029	-	-	-	1,411,029
Machinery and equipment	3,793,223	24,592	32,992		3,784,823
Infrastructure	46,277,871	5,010	-	3,471,552	49,754,433
Total capital assets being depreciated	53,179,110	29,602	32,992	3,471,552	56,647,272
Less accumulated depreciation for:					
Buildings	1,609,323	14,568	-	-	1,623,891
Improvements other than buildings	853,384	58,211	-	-	911,595
Machinery and equipment	2,713,063	289,061	32,992		2,969,132
Infrastructure	22,041,413	792,197	-	-	22,833,610
Total accumulated depreciation	27,217,183	1,154,037	32,992	-	28,338,228
Total capital assets, being depreciated, net	25,961,927	(1,124,435)	-	3,471,552	28,309,044
Business-type activities capital assets, net	<u>\$ 28,391,384</u>	<u>\$ 2,589,604</u>	<u>\$ 251,882</u>	<u>\$ -</u>	<u>\$ 30,729,106</u>

Depreciation expense was charged to functions/programs of the City is follows:

Governmental activities:

General government	\$ 480,850
Public safety	661,462
Public works including depreciation of infrastructure	2,727,171
Recreation	<u>857,492</u>

Total depreciation expense - governmental activities	<u><u>\$ 4,726,975</u></u>
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Business-type activities:

Sanitary sewer	
Water	369,058
Golf	328,121
Storm drainage	15,944
	<u>440,914</u>

Total depreciation expense - business-type activities	<u><u>\$ 1,154,037</u></u>
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D. Construction commitments

The City has construction projects in progress as of December 31, 2016. The projects include the improvement and construction of streets, water, sewer, and storm systems. At year-end the commitments with these contractors are as follows:

<u>Project</u>	<u>Spent-to-Date</u>	<u>Remaining Commitment</u>
Parks renewal project	\$ 14,913,765	\$ 877,123
Twin Lakes Parkway Phase 3	\$ 2,900,093	\$ 237,834
Twin Lakes East Collector	\$ 65,621	\$ 20,561
Twin Lakes I-35W Ramp	\$ 1,603,797	\$ 23,782
Twin Lakes Area Signals	\$ 42,835	\$ 7,116
Cleveland Lift Station Replacement	\$ 45,710	\$ 11,170
Heinel Watermain Relining	\$ 583,553	\$ 53,272
Drainage Pond Maintenance	\$ 793	\$ 9,707

E. Interfund receivables, payables, and transfers

The following is a schedule of interfund transfers as of December 31, 2016:

Interfund transfers:

Transfers Out	Transfer In				
	General	Street Construction	Debt Service	Non-major Governmental	Total
General	\$ -	\$ 230,000	\$ -	\$ -	\$ 230,000
Debt Service	-	401,718	-	-	401,718
Economic Increments Construction	-	-	152,768	-	152,768
Street Construction	-	-	505,359	-	505,359
Non-major Governmental	384,000	-	-	100,000	484,000
Sanitary Sewer	285,000	-	-	-	285,000
Water	360,000	-	-	25,000	385,000
Golf Course	20,000	-	-	-	20,000
Storm Drainage	100,000	-	-	-	100,000
Solid Waste Recycling	15,000	-	-	-	15,000
Total	<u>\$ 1,164,000</u>	<u>\$ 631,718</u>	<u>\$ 658,127</u>	<u>\$ 125,000</u>	<u>\$ 2,578,845</u>

Total transfers in/out are created to assist in financing various activities and/or projects.

F. Tax Increment Financing

The City has entered into two Tax Increment Financing agreements, which meet the criteria for disclosure under *Governmental Accounting Standards Board Statement No. 77 Tax Abatement Disclosures*. The City's authority to enter into these agreements comes from Minnesota Statute 469. The City entered into these agreements for the purpose of economic development.

Under each agreement, the City and developer agree on an amount of development costs to be reimbursed to the developer by the City through tax revenues from the additional taxable value of the property generated by the development (tax increment). A "pay-as-you-go" note is established for this amount, on which the City makes payments for a fixed period of time with available tax increment revenue after deducting for certain administrative costs.

During the year ended December 31, 2016, the City generated \$1,677,742 in tax increment revenue and made \$234,988 in payments to developers.

One agreement exceeded 10% of the total tax increment generated throughout the year.

- TIF District No. 19 was established in 2010 for the purpose of site improvements including landscaping, grading/earthwork, on site utilities, storm water ponding, etc... Under the agreement, up to \$659,000 of development costs will be reimbursed through tax increment

over a 9-year period. During the year ended December 31, 2016, the City generated \$212,304 of tax increment revenue and made payments on the pay-as-you-go note of \$169,843. The note's balance at year-end was \$450,852.

G. Leases

The City leases office facilities and copiers under noncancelable operating leases. Total costs for such leases were \$99,200 for the year ended December 31, 2016. The future minimum lease payments for these leases are as follows:

<u>Year Ending Dec. 31</u>	<u>Amount</u>
2017	14,302
2018	3,708
2019	3,708
2020	3,708
2021	3,708
2022	927
Total	<u>\$ 30,061</u>

H. Long-term debt

The City issues general obligation debt to provide for financing construction of major capital facilities and street improvements. Debt service for street improvements is covered by special assessments against benefited properties with any shortfalls being paid from general taxes.

General obligation bonds and certificates of indebtedness are direct obligations and pledge the full faith and credit of the government. The original amount of general obligation bonds and certificates of indebtedness for the issues listed below is \$36,430,000

General obligation debt currently outstanding is as follows:

<u>Purpose</u>	<u>Net Interest Rates</u>	<u>Amount</u>
Governmental activities	.85% - 5.6%	<u>\$ 28,585,000</u>

CITY OF ROSEVILLE, MINNESOTA
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Annual debt service requirements to maturity for general obligation debt are as follows:

Government Activities				
Year Ending December 31	General Obligation Bonds		Certificate of Indebtedness	
	Principal	Interest	Principal	Interest
2017	\$ 2,445,000	\$ 772,308	\$ 315,000	\$ 16,893
2018	2,555,000	723,778	325,000	5,769
2019	2,675,000	666,071	-	-
2020	1,900,000	603,881	-	-
2021	2,020,000	540,786	-	-
2022-2026	10,795,000	1,660,749	-	-
2027-2031	5,310,000	242,538	-	-
2032	245,000	3,675	-	-
Total	<u>\$ 27,945,000</u>	<u>\$ 5,213,786</u>	<u>\$ 640,000</u>	<u>\$ 22,662</u>

Changes in long-term liabilities

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
Bonds payable:					
General Obligation Bonds	\$ 27,240,000	\$ -	\$ 2,355,000	\$ 24,885,000	\$ 2,420,000
Premium on GO Bonds	1,471,097	-	128,592	1,342,505	140,996
Tax Increment Revenue Bonds	3,060,000	-	-	3,060,000	25,000
Total Bonds Payable	<u>31,771,097</u>	<u>-</u>	<u>2,483,592</u>	<u>29,287,505</u>	<u>2,585,996</u>
General Obligation Certificate of Indebtedness	945,000	-	305,000	640,000	315,000
Compensated Absences	1,554,760	1,292,222	1,221,079	1,625,903	325,181
Insurance Claims Payable	<u>354,605</u>	<u>43,649</u>	<u>135,956</u>	<u>262,298</u>	<u>52,314</u>
Governmental activities - Long-Term Liabilities	<u>\$ 34,625,462</u>	<u>\$ 1,335,871</u>	<u>\$ 4,145,627</u>	<u>\$ 31,815,706</u>	<u>\$ 3,278,491</u>
Business-Type Activities:					
Compensated Absences	<u>89,796</u>	<u>91,515</u>	<u>84,167</u>	<u>97,144</u>	<u>19,430</u>
Business type activities- Long-Term Liabilities	<u>\$ 89,796</u>	<u>\$ 91,515</u>	<u>\$ 84,167</u>	<u>\$ 97,144</u>	<u>\$ 19,430</u>

For governmental activities, other post-employment benefits are liquidated through the general fund. For compensated absences, payments are made from the fund to which the employee is assigned at the time employment ceases. In addition to the general fund, recreation, community development, and all non-major special revenue funds are involved in paying compensated absences. For Insurance claims payables, payments are made from the Worker's Compensation and Risk Management Funds.

From time to time, the City has issued Industrial Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of December 31, 2016, there were eight series of Industrial Revenue Bonds outstanding, with an aggregate principal amount payable of \$44.9 million.

Note 4 OTHER INFORMATION

A. Risk management

The City is exposed to various risks of loss related to torts; theft of damage to, and the destruction of assets; errors and omissions; injuries to employees and natural disasters. During the fiscal years of 1980 and 1987, the City established a Workers' Compensation Fund and a Risk Management Fund, respectively (internal service funds) to account for and finance its uninsured risks of loss. For the year 2016, the Worker's Compensation Fund provided coverage up to a maximum of \$470,000 for each occurrence. The City purchases excess loss coverage from the Workers' Compensation Reinsurance Association, a nonprofit organization established by Minnesota State Statutes.

The Risk Management Fund provides comprehensive general liability and comprehensive automotive liability up to the statutory maximum of \$1,500,000. The City retains the risk of the first \$100,000 of each occurrence with an annual maximum exposure of \$200,000. Liabilities of the fund are reported it is probable that a loss has occurred and amount of the loss can be reasonably estimated.

Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims.

Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate. The City purchased commercial insurance for claims in excess of coverage provided by the Risk Management Fund and for all other risks of loss. Settled claims have not

exceeded this coverage in any of the past three fiscal years. There were no significant reductions in the City's insurance coverage in 2016.

Enterprise fund charges and the property tax levy are based on a management estimate of claims history and the amount necessary to maintain catastrophic reserves. The reserves as of December 31, 2016, were \$1,282,264 and \$1,342,253 for the Workers' Compensation Fund and Risk Management Fund, respectively. The claims liability of \$26,372 and \$235,926, respectively, reported in both funds at December 31, 2016 are based on the requirements of Governmental Accounting Standards Board Statement No. 10. This statement requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated (IBNR). Changes in the funds' claims liability amount in fiscal 2015 and 2016 were:

Workers' Compensation Fund					
	Beginning of Fiscal Year Liability		Current Year Claims and Changes in Estimates	Claims Payments	Ending of Fiscal Year Liability
2015	\$ 141,594	\$	55,438	\$ 119,298	\$ 77,734
2016	77,734		(3,377)	47,985	26,372

Risk Management Fund					
	Beginning of Fiscal Year Liability		Current Year Claims and Changes in Estimates	Claims Payments	Ending of Fiscal Year Liability
2015	\$ 563,913	\$	(76,617)	\$ 210,425	\$ 276,871
2016	276,871		88,163	129,108	235,926

B. Contingent liabilities

The City had the usual and customary types of miscellaneous claims pending at year-end mostly of a minor nature, and usually all covered by insurance carried for that purpose or the City has reserved for settlement. The City also carries personal injury insurance against suits for false arrest, libel, slander, violation of privacy, wrongful entry, etc. which can arise from enforcement of the city code and general laws. Although the outcome of these lawsuits is not presently determinable, in the opinion of the government's legal counsel the resolution of these matter will not have a material adverse effect on the financial condition of the government.

C. Employee retirement systems and pension plans

The city participates in various pension plans, total pension expense for the year ended December 31, 2016 was \$4,864,427. The components of pension expense are noted in the following plan summaries.

1. Public Employees' Retirement Association

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by PERA. PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Plan (General Employees Plan (accounted for in the General Employees Fund)

All full-time and certain part-time employees of the City are covered by the General Employees Plan. General Employees Plan members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. The Basic Plan was closed to new members in 1967. All new members must participate in the Coordinated Plan.

Public Employees Police and Fire Plan (Police and Fire Plan (accounted for in the Police and Fire Fund)

The Police and Fire Plan originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the Police and Fire Plan also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

B. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. Members in plans that are at least 90% funded for two consecutive years are given 2.5% increases. Members in plans that have not exceeded 90% funded, or have fallen below 80%, are given 1% increases.

The benefit provisions stated in the following paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

General Employees Plan Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2% of average salary for each of the first ten years of service and 2.7% for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2% of average salary for each of the first ten years and 1.7% for each remaining year. Under Method 2, the annuity accrual rate is 2.7% of average salary for Basic Plan members and 1.7% for Coordinated Plan members for each year of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66. Disability benefits are available for vested members, and are based upon years of service and average high-five salaries.

Police and Fire Plan Benefits

Benefits for the Police and Fire Plan members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50% after five years up to 100% after ten years of credited service. Benefits for the Police and Fire Plan members first hired after June 30, 2014, vest on a prorated basis from 50% after ten years up to 100% after twenty years of credited service. The annuity accrual rate is 3% of average salary for each year of service. For Police and Fire Plan who were first hired prior to July 1, 1989, a full annuity is available when age plus years of service equal at least 90.

C. Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

General Employees Fund Contributions

Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.50%, respectively, of their annual covered salary in calendar year 2016. The City was required to contribute 11.78% of pay for Basic Plan members and 7.50% for Coordinated Plan members in calendar year 2016. The City's contributions to the General Employees Fund for the year ended December 31, 2016, were \$659,339. The City's contributions were equal to the required contributions as set by state statute.

Police and Fire Fund Contributions

Plan members were required to contribute 10.8% of their annual covered salary in calendar year 2016. The City was required to contribute 16.20% of pay for PEPFF members in calendar year 2016. The City's contributions to the Police and Fire Fund for the year ended December 31, 2016, were \$825,632. The City's contributions were equal to the required contributions as set by state statute.

D. Pension Costs

General Employees Fund Pension Costs

At December 31, 2016, the City reported a liability of \$11,326,708 for its proportionate share of the General Employees Fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$6 million to the fund in 2016. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled \$147,908. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2015, through June 30, 2016, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2016, the City's proportion share was 0.1395%, which was an increase of 0.0015% from its proportion measured as of June 30, 2015.

For the year ended December 31, 2016, the City recognized pension expense of \$1,573,598 for its proportionate share of General Employees Plan's pension expense. In addition, the City recognized an additional \$44,102 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$6 million to the General Employees Fund.

At December 31, 2016, the City reported its proportionate share of General Employees Plan's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experiences	\$ -	\$ 920,127
Changes in actuarial assumptions	2,217,779	-
Differences between projected and actual investment earnings	2,149,857	-
Changes in proportion	58,107	197,065
Contributions paid to PERA subsequent to the measurement date	329,670	-
	<u>\$ 4,755,413</u>	<u>\$ 1,117,192</u>

D. Pension Costs (Continued)

\$329,670 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2017. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense Amount
2017	\$ 893,132
2018	893,125
2019	1,113,159
2020	409,135
2021	-
Thereafter	-
Total	<u>\$ 3,308,551</u>

Police and Fire Fund Pension Costs

At December 31, 2016, the City reported a liability of \$20,461,329 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2015, through June 30, 2016, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2016, the City's proportion was 0.5110%, which was an increase of 0.017% from its proportion measured as of June 30, 2015. For the year ended December 31, 2016, the City recognized pension expense of \$3,576,951 for its proportionate share of the Police and Fire Fund pension expense. The City also recognized \$45,990 for the year ended December 31,

2016, as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund. Legislation passed in 2013 required the State of Minnesota to begin contributing \$9 million to the Police and Fire Fund each year, starting in fiscal year 2014.

At December 31, 2016, the City reported its proportionate share of the Police and Fire Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experiences	\$ -	\$ 2,352,580
Changes in actuarial assumptions	11,286,075	-
Differences between projected and actual investment earnings	3,129,562	-
Changes in proportion	159,541	14,895
Contributions paid to PERA subsequent to the measurement date	412,816	-
	<u>\$ 14,987,994</u>	<u>\$ 2,367,475</u>

\$412,816 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2017. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense Amount
2017	\$ 2,622,832
2018	2,622,832
2019	2,622,841
2020	2,369,929
2021	1,969,269
Thereafter	-
Total	<u>\$ 12,207,703</u>

E. Actuarial Assumptions

The total pension liability in the June 30, 2016, actuarial valuation was determined using the entry age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.50% Per Year
Active Member Payroll Growth	3.25% Per Year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabilitants were based on RP-2000 tables for males or females, as appropriate, with slight adjustments. Benefit increases for retirees are assumed to be 1% effective every January 1st through 2026 and 2.5% thereafter.

Actuarial assumptions used in the June 30, 2016 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the General Employees Plan was completed in 2015. The experience study for Police and Fire Plan was for the period July 1, 2004 through June 30, 2009.

The following changes in actuarial assumptions occurred in 2016:

General Employees Fund

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

Police and Fire Fund

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2037 and 2.5% thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate changed from 7.9% to 5.6%.
- The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages.

The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Stocks	45%	5.50%
International Stock	15%	6.00%
Bonds	18%	1.45%
Alternative Assets	20%	6.40%
Cash	2%	0.50%
Total	<u>100%</u>	

F. Discount Rate

The discount rate used to measure the total pension liability in 2016 was 7.5%, a reduction from the 7.9% used in 2015. The projection of cash flows used to determine the discount rate assumed that contributions from Plan members and employers will be made at rates set in *Minnesota Statutes*. Based on those assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

In the Police and Fire Fund, the fiduciary net position was projected to be available to make all projected future benefit payments of current plan members through June 30, 2056. Beginning in fiscal years ended June 30, 2057 for the Police and Fire Fund, when projected benefit payments exceed the funds' projected fiduciary net position, benefit payments were discounted at the municipal bond rate of 2.85% based on an index of 20-year general obligation bonds with an average AA credit rating at the measurement date. An equivalent single discount rate of 5.60% for the Police and Fire Fund was determined that produced approximately the same present value of projected benefits when applied to all years of projected benefits as the present value of projected benefits using 7.50% applied to all years of projected benefits through the point of asset depletion and 2.85% after.

G. Pension Liability Sensitivity

The following table presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease in Discount Rate 6.5%	Discount Rate 7.5%	1% Increase in Discount Rate 8.5%
City's proportionate share of the GERS net pension liability	\$ 16,087,282	\$ 11,326,708	\$ 7,405,291
	1% Decrease in Discount Rate 4.6%	Discount Rate 5.6%	1% Increase in Discount Rate 6.6%
City's proportionate share of the PEPFF net pension liability	\$ 28,707,525	\$ 20,507,319	\$ 13,807,128

H. Pension Plan Fiduciary Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org; by writing to PERA at 60 Empire Drive #200, St. Paul, Minnesota, 55103-2088; or by calling (651) 296-7460 or 1-800-652-9026.

I. Defined Contribution Plan

The Public Employees Defined Contribution Plan (PEDCP), a multiple-employer deferred compensation plan administered by PERA, covers four council members and the mayor of the City of Roseville. The PEDCP is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. Minnesota Statutes, Chapter 353D.03, specifies plan provisions, including the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes 5% of salary which is matched by the elected official's employer. For ambulance service personnel, employer contributions are determined by the employer, and for salaried employees must be a fixed percentage of salary. Employer contributions for volunteer personnel may be a unit value for each call or period of alert duty. Employees who are paid for their services may elect to make member contributions in an amount not to exceed the employer share. Employer and employee contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental Investment Fund. For administering the plan, PERA receives 2% of employer contributions and twenty-five hundredths of 1% (.0025) of the assets in each member's account annually.

Total contributions made by the City during fiscal year 2016 were:

	Amount		Percentage of Covered Payroll		Required Rates
	Employees	Employer	Employees	Employer	
2016 PEDCP	\$ 816	\$ 816	5.00%	5.00%	5.00%

2. Defined Benefit Pension Plan – Volunteer Fire Fighter's Relief Association

A. Plan Description

The Roseville Firefighter Relief Association is the administrator of a single employer defined benefit pension plan established to provide benefits for members of the City of Roseville Fire Department per *Minnesota State Statutes*.

The Association issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Roseville Firefighters' Relief Association, 2701 N. Lexington Ave., Roseville, MN 55113.

B. Benefits Provided

Volunteer firefighters of the City are members of the Roseville Firefighter Relief Association. Full retirement benefits are payable to members who have reached age 50 and have completed 15 years of service for monthly service pension, or 10 years of service for lump sum service pension. Partial benefits are payable to members who have reached 50 and have completed 10 years of service. Disability benefits, widow, and children's survivor benefits are also payable to members or their beneficiaries based upon requirements set forth in the bylaws. These benefit provisions and all other requirements are consistent with enabling state statutes.

C. Employees Covered by Benefit Terms

At December 31, 2016, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	59
Inactive employees entitled to but not yet receiving benefits	13
Active employees	25
Total	<u>97</u>

D. Contributions

Minnesota Statutes Chapter 424A.092 specifies minimum support rates required on an annual basis. The minimum support rates from the municipality and from State aids are determined as the amount required to meet the normal cost plus amortizing any existing prior service costs over a ten year period. The City's obligation is the financial requirement for the year less state aids. Any additional payments by the City shall be used to amortize the unfunded liability of the relief association. The Association is comprised of volunteers: therefore, there are no payroll expenditures (i.e. there are no covered payroll percentage calculations). During the year, the City recognized as revenue and as an expenditure an on behalf payment of \$ 221,324 made by the State of Minnesota for the Relief Association.

E. Net Pension Liability

The City's net pension liability was measured as of December 31, 2016 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial assumptions:

The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation rate	2.75%
Discount rate	7.50% percent average, including inflation
Investment Rate of Return	7.50% percent , net of pension plan investment expense including inflation

The value of death benefits is similar to the value of the retirement pension. Because of low retirement ages, the plan assumes no pre-retirement mortality. Post-retirement mortality does not apply as the benefit structure and form of payment do not reflect lifetime benefits.

The long-term return on assets has been set based on the plan's target investment allocation along with long-term return expectations by asset class. When there is sufficient historical evidence of market outperformance, historical average returns may be considered. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of the measurement date are summarized in the following table:

CITY OF ROSEVILLE, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
December 31, 2016

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	67.05%	5.58%
International equity	5.26%	5.71%
Fixed income	25.44%	2.27%
Real estate and alternatives	0.00%	4.44%
Cash and equivalents	2.25%	0.84%
Total	<u>100%</u>	

Discount rate:

The discount rate used to measure the total pension liability was 6.75%. Assets were projected using expected benefit payments and expected asset returns. Expected benefit payments by year were discounted using the expected asset return assumption for years in which the assets were sufficient to pay all benefit payments. Any remaining benefit payments after the trust fund is exhausted are discounted at the municipal bond rate. The equivalent single rate is the discount rate.

F. Change in the Net Pension Liability

	Increase (Decrease)		
	<u>Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Net Pension Liability (a) - (b)</u>
Balances at January 1, 2016	<u>\$ 7,991,694</u>	<u>\$ 9,828,926</u>	<u>\$ (1,837,232)</u>
Changes for the year			
Service cost	85,623	-	85,623
Interest	525,989	-	525,989
Differences between expected and actual experience	(389,429)	-	(389,429)
Changes in assumptions	(492,447)	-	(492,447)
Contributions - state and local	-	221,324	(221,324)
Contributions - employee	-	-	-
Net investment income	-	846,802	(846,802)
Benefit payments, including refunds of employee contributions	(569,784)	(569,784)	-
Administrative expense	-	(25,100)	25,100
Other charges	-	-	-
Net Charges	<u>\$ (840,048)</u>	<u>\$ 473,242</u>	<u>\$ (1,313,290)</u>
Balances at December 31, 2016	<u><u>\$ 7,151,646</u></u>	<u><u>\$ 10,302,168</u></u>	<u><u>\$ (3,150,522)</u></u>

Sensitivity of the net pension liability to changes in the discount rate. The following presents the net pension liability of the City, calculated using the discount rate of 7.50%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:+

	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
Net pension liability	<u>\$ (2,451,748)</u>	<u>\$ (3,150,522)</u>	<u>\$ (3,744,153)</u>

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued relief association financial report.

G. Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2016, the City recognized pension expense of \$(286,939). At December 31, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual liability	\$ -	\$ 204,866
Changes in actuarial assumptions	101,300	259,060
Net difference between projected and actual investment earnings	236,827	-
	<u>\$ 338,127</u>	<u>\$ 463,926</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	
2017	\$ (269,863)
2018	90,855
2019	91,811
2020	<u>(38,602)</u>
Total	<u>\$ (125,799)</u>

Note 5 OTHER POST-EMPLOYMENT BENEFITS

A. Plan Description

In addition to providing the pension benefits described in Note 5, the City provides post-employment health care benefits (as defined in paragraph B) for retired employees and police and firefighters disabled in the line of duty, through a single-employer defined benefit plan. The term *Plan* refers to the City's requirement by State Statute to provide retirees with access to health insurance. The OPEB plan is by the City. The authority to provide these benefits is established in Minnesota Statutes Sections 471.61 Subd. 2a, and 299A.465. The benefits, benefit levels, employee contributions and employer contributions are governed by the City and can be amended by the City through its personnel manual and collective bargaining agreements with employee groups. The Plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the plan. The Plan does not issue a separate financial report.

B. Benefits Provided (Continued)

Retirees

The City is required by State Statute to allow retirees to continue participation in the City's group health insurance plan if the individual terminates service with the City through service retirement or disability retirement. Employees who satisfy the rule of 90 or attain age 55 and have completed 10 years of service at termination can immediately commence medical benefits. Retirees may obtain dependent coverage while the participating retiree is under age 65. Covered spouses may continue coverage after the retiree's death. The surviving spouse of an active employee may continue coverage in the group health insurance plan after the employee's death. All health care coverage is provided through the City's group health insurance plans. The retiree is required to pay 100% of their premium cost for the City-sponsored group health insurance plan in which they participate. The premium is a blended rate determined on the entire active and retiree population. Since the projected claims costs for retirees exceed the blended premium paid by retirees, the retirees are receiving an implicit rate subsidy (benefit). The coverage levels are the same as those afforded to active employees. Upon a retiree reaching age 65 years of age, Medicare becomes the primary insurer and the City's plan becomes secondary.

Disabled police and firefighter

The City continues to pay the employer's contribution toward health coverage for Police or Firefighters disabled in the line of duty per Minnesota Statute 299A.465, until age 65. Dependent coverage is included, if the dependents were covered at the time of the disability. The January 1, 2016 to December 31, 2016 monthly premiums paid for Police or Firefighters disabled in the line of duty are:

Plan	Single	Two Person	Family
Health Partners Choice	\$ 567	\$ 1,110	\$ 1,543
Health Partners National One	\$ 542	\$ 1,063	\$ 1,473
Heath Partners Empower High Deductible	\$ 394	\$ 781	\$ 1,063

C. Participants

As of the actuarial valuation dated January 1, 2014, participants consisted of:

Retirees and beneficiaries currently purchasing health insurance through the City	13
Disabled police and firefighters	1
Active Employees	<u>146</u>
Total	<u>160</u>

D. Funding Policy

The additional cost of using a blended rate for actives and retirees is currently funded on a pay-as-you-go basis. The City Council may change the funding policy at any time.

E. Annual OPEB Cost and Net OPEB Obligation

The City's annual other post-employment benefit (OPEB) cost is calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The net OPEB obligation as of December 31, 2016, was calculated as follows:

Annual required contribution	\$ 221,969
Interest on OPEB obligation	45,325
Adjustment to annual required contribution	<u>(64,306)</u>
Annual OPEB cost	202,988
Contributions made	<u>(98,053)</u>
Increase (decrease) in net OPEB obligation	104,935
Net OPEB obligation beginning of year	<u>1,007,223</u>
Net OPEB obligation end of year	<u>\$ 1,112,158</u>

For the governmental activities, other post-employment benefits are generally liquidated through the general fund.

The City first had an actuarial valuation performed for the plan as of January 1, 2014 to determine the funded status of the plan as of that date as well as the employer's annual required contribution (ARC). As of December 31, 2016, the City's annual OPEB cost (expense) is \$202,988. The

City's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for 2016 was as follows:

Fiscal Year Ended	Annual OPEB Cost	Employer Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
2009	\$ 234,937	\$ 119,317	50.8%	\$ 244,063
2010	232,654	125,980	54.1%	350,737
2011	215,574	101,582	47.1%	464,729
2012	213,503	68,009	31.9%	610,223
2013	210,809	77,705	36.9%	743,327
2014	208,854	66,169	31.7%	886,012
2015	205,856	84,647	41.1%	1,007,221
2016	202,988	98,053	48.3%	1,112,158

F. Funded Status and Funding Progress

The City has no assets that have been irrevocably deposited in a trust for future health benefits; therefore, the actuarial value of assets is zero. The funded status of the plan was as follows:

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)*	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Annual Covered Payroll	UAAL as a Percentage of Annual Covered Payroll
January 1, 2008	\$ -	\$ 1,833,845	\$ 1,833,845	0%	\$ 9,528,355	19.2%
January 1, 2011	\$ -	\$ 1,709,742	\$ 1,709,742	0%	\$ 10,169,482	16.8%
January 1, 2014	\$ -	\$ 1,772,661	\$ 1,772,661	0%	\$ 10,706,122	16.6%

*Using the projected unit credit actuarial pay cost method.

G. Actuarial Methods and Assumptions

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the health care cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions (ARC) of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to financial statements, presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effect of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the January 1, 2014 actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions included a 4.5% investment rate of return (net of investment expenses), salary increases of 3.0% (only used to bring salaries into the valuation year) and an initial annual health care cost trend rate of 7.5% reduced by .25% each year to arrive at an ultimate health care cost trend rate of 5.0% over 10 years. The health care cost trend rate includes a 2.5% inflation rate. The actuarial value of assets was \$0. The plan's unfunded actuarial accrued liability is being amortized using the level percentage of projected payroll method over 30 years on a closed basis. The remaining amortization period at December 31, 2015, is 22 years.

Note 6 PRIOR PERIOD ADJUSTMENT AND CHANGE IN ACCOUNTING PRINCIPLE

Prior Period Adjustment

The government-wide and proprietary-fund financial statements were adjusted for an error in earned revenue for \$154,650, which was determined to be unearned as of December 31, 2016. The unearned grant funds were returned to the granting agency in 2016.

The government-wide and proprietary fund statements were adjusted for the errors indicated above.

A summary of the corrections to net position are as follows:

	Government-Wide Business-Type Activities	Proprietary Funds Storm Drainage
Net position, January 1	\$ 30,859,340	\$ 9,112,697
Net position increase (decrease):		
Overstated revenue correction	(154,650)	(154,650)
Net position, January 1, as restated	\$ 30,704,690	\$ 8,958,047

Change in Accounting Principle

In the last quarter of 2015, the Roseville City Council took steps to dissolve the Roseville Housing and Redevelopment Authority's (HRA) Council and appoint themselves as the new board. This was done as an initial step so in 2016 the HRA could be converted to the new Roseville Economic Development Authority (REDA). In past years, the resources and activity of the HRA were presented in the City's financial statements as a discretely presented component unit. In 2016, a change in presentation to a blended component unit had to be made to better reflect the relationship between the City and the newly created REDA. The restated net position for the governmental activities on the Statement of Activities is the inclusion of \$4,550,565, the REDA's 2016 beginning net position. The newly created REDA is its own taxing authority and therefore is included in the governmental non-major special revenue funds combining balance sheet and statement of revenues, expenditures and changes in fund balance.

A summary of the restatements to net position are as follows:

	Government-Wide Governmental Activities	Governmental Funds Roseville Economic Development Authority
Net position, January 1	\$ 151,230,576	\$ -
Net position increase (decrease):		
REDA's beginning net position	4,550,565	4,550,565
Net position, January 1, as restated	<u>\$ 155,781,141</u>	<u>\$ 4,550,565</u>

Note 7 GASB STATEMENTS ISSUED BUT NOT YET IMPLEMENTED

GASB has issued GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits other than Pensions*. The new statement requires governments in all types of OPEB plans to present more extensive note disclosures and required supplementary information (RSI) about OPEB liabilities.

Required Supplementary Information

City of Roseville, Minnesota

Schedule 1

REQUIRED SUPPLEMENTARY INFORMATION

(Page 1 of 1)

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

GENERAL FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Taxes				
General property taxes	10,771,905	10,771,905	11,919,681	1,147,776
Licenses and permits	443,500	443,500	484,004	40,504
Intergovernmental revenue	919,000	919,000	1,213,476	294,476
Charges for services	288,730	288,730	535,975	247,245
Fines and forfeits	240,000	240,000	107,229	(132,771)
Donations	-	-	15,705	15,705
Investment income				
Interest earned on investments	35,000	35,000	98,187	63,187
Increase (decrease) in fair value of investments	-	-	(136,768)	(136,768)
Miscellaneous Revenue	62,500	62,500	57,894	(4,606)
Total Revenues	12,760,635	12,760,635	14,295,383	1,534,748
EXPENDITURES				
Current				
General government	2,550,375	2,550,375	2,560,587	(10,212)
Public safety	9,220,485	9,220,485	9,229,332	(8,847)
Public works	2,588,575	2,588,575	2,238,271	350,304
Total Expenditures	14,359,435	14,359,435	14,028,190	331,245
Excess (Deficiency) of Revenue Over (Under) Expenditures	(1,598,800)	(1,598,800)	267,193	1,865,993
OTHER FINANCING SOURCES (USES)				
Transfers In	1,148,000	1,148,000	1,164,000	16,000
Sale of Capital Assets	-	-	3,351	3,351
Total Other Financing Sources (Uses)	1,148,000	1,148,000	937,351	(210,649)
Net Change in Fund Balance	(450,800)	(450,800)	1,204,544	1,655,344
FUND BALANCE, January 1	5,968,686	5,968,686	5,968,686	-
FUND BALANCE, December 31	5,517,886	5,517,886	7,173,230	1,655,344

The notes to the required supplementary information are an integral part of this statement.

City of Roseville, Minnesota

Schedule 2

REQUIRED SUPPLEMENTARY INFORMATION

(Page 1 of 1)

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

RECREATION FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Taxes				
General property taxes	2,466,815	2,466,815	2,438,555	(28,260)
Intergovernmental revenue	-	-	102,530	102,530
Charges for services	1,924,970	1,924,970	1,931,179	6,209
Rentals	65,000	65,000	59,250	(5,750)
Donations	68,125	68,125	100,317	32,192
Special assessments	500	500	-	(500)
Investment income				
Interest earned on investments	3,300	3,300	24,622	21,322
Increase (decrease) in fair value of investments	-	-	(28,349)	(28,349)
Miscellaneous Revenue	23,000	23,000	43,422	20,422
Total Revenues	4,551,710	4,551,710	4,671,526	119,816
EXPENDITURES				
Current				
Recreation				
Personal services	2,937,360	2,937,360	2,815,370	121,990
Supplies and materials	332,865	332,865	282,377	50,488
Other services and charges	1,278,485	1,278,485	1,220,905	57,580
Capital outlay	3,000	3,000	-	3,000
Total Expenditures	4,551,710	4,551,710	4,318,652	233,058
Net Change in Fund Balance	-	-	352,874	352,874
FUND BALANCE, January 1	1,284,861	1,284,861	1,284,861	-
FUND BALANCE, December 31	1,284,861	1,284,861	1,637,735	352,874

The notes to the required supplementary information are an integral part of this statement.

REQUIRED SUPPLEMENTARY INFORMATION

(Page 1 of 1)

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

COMMUNITY DEVELOPMENT FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Licenses and permits	1,263,500	1,263,500	1,929,899	666,399
Charges for services	186,000	186,000	255,597	69,597
Investment income				
Interest earned on investments	8,000	8,000	31,489	23,489
Increase (decrease) in fair value of investments	-	-	(35,341)	(35,341)
Miscellaneous Revenue	25,000	25,000	22,365	(2,635)
Total Revenues	1,482,500	1,482,500	2,204,009	721,509
EXPENDITURES				
Current				
Public safety	770,155	770,155	702,104	68,051
Economic development	795,615	795,615	719,959	75,656
Total Expenditures	1,565,770	1,565,770	1,422,063	143,707
Excess (Deficiency) of Revenue Over (Under) Expenditures	(83,270)	(83,270)	781,946	865,216
OTHER FINANCING SOURCES (USES)				
Transfers Out	(45,000)	(45,000)	(45,000)	-
Sale of Capital Assets	-	-	775	775
Total Other Financing Sources (Uses)	(45,000)	(45,000)	(44,225)	775
Net Change in Fund Balance	(128,270)	(128,270)	737,721	865,991
FUND BALANCE, January 1	1,021,551	1,021,551	1,021,551	-
FUND BALANCE, December 31	893,281	893,281	1,759,272	865,991

The notes to the required supplementary information are an integral part of this statement.

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)*	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Annual Covered Payroll	UAAL as a Percentage of Annual Covered Payroll
January 1, 2008	\$ 0	\$ 1,833,845	\$ 1,833,845	0%	\$ 9,528,355	19.2%
January 1, 2011	\$ 0	\$ 1,709,742	\$ 1,709,742	0%	\$ 10,169,482	16.8%
January 1, 2014	\$ 0	\$ 1,772,661	\$ 1,772,661	0%	\$ 10,706,122	16.6%

* Using the projected unit credit actuarial pay cost method.

Note, the first OPEB actuarial valuation was conducted as of January 1, 2008. There is no data available prior to the first valuation.

City of Roseville, Minnesota
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER'S SHARE OF PERA NET PENSION
LIABILITY - GENERAL EMPLOYEES RETIREMENT FUND
For the Fiscal Year Ended December 31, 2016

Schedule 5
(Page 1 of 1)

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a % of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a % of the Total Pension Liability
6/30/2015	0.1380%	\$ 7,151,786	\$ -	\$ 7,151,786	\$ 7,974,720	89.7%	78.20%
6/30/2016	0.1395%	\$ 11,326,708	\$ 147,908	\$ 11,474,616	\$ 8,657,720	132.5%	68.91%

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

City of Roseville, Minnesota

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF EMPLOYER'S PERA CONTRIBUTIONS

- GENERAL EMPLOYEES RETIREMENT FUND

For the Fiscal Year Ended December 31, 2016

Schedule 6

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Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/2015	\$ 619,013	\$ 619,013	\$ 0	\$ 8,253,507	7.5%
12/31/2016	\$ 659,339	\$ 659,339	\$ 0	\$ 8,791,187	7.5%

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

City of Roseville, Minnesota
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER'S SHARE OF PERA NET PENSION
LIABILITY - PUBLIC EMPLOYEES POLICE AND FIRE FUND
For the Fiscal Year Ended December 31, 2016

Schedule 7
(Page 1 of 1)

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a % of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a % of the Total Pension Liability
6/30/2015	0.494%	\$ 5,612,996	\$ 0	\$ 5,612,996	\$ 4,399,667	127.6%	86.6%
6/30/2016	0.511%	\$ 20,507,319	\$ 0	\$ 20,507,319	\$ 4,920,648	416.8%	63.88%

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

City of Roseville, Minnesota

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF EMPLOYER'S PERA CONTRIBUTIONS

- PUBLIC EMPLOYEES POLICE AND FIRE FUND

For the Fiscal Year Ended December 31, 2016

Schedule 8

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Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/2015	\$ 763,596	\$ 763,596	\$ 0	\$ 4,713,556	16.2%
12/31/2016	\$ 825,632	\$ 825,632	\$ 0	\$ 5,096,494	16.2%

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2015 is not available.

City of Roseville, Minnesota

REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF CHANGES IN NET PENSION LIABILITY
 AND RELATED RATIOS - FIRE RELIEF ASSOCIATION
 For the Fiscal Year Ended December 31, 2016

Schedule 9

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	2016	2015	2014
Total Pension Liability (TPL, actuarial accrued liability)			
Service cost	\$ 85,626	\$ 69,632	\$ 67,768
Interest	525,989	509,635	508,985
Differences between expected and actual experience	(389,429)	-	-
Changes of assumptions	(492,447)	213,856	-
Changes of benefit terms	-	-	-
Benefit payments, including member contributions	(569,784)	(563,896)	(574,072)
Net change in total pension liability	(840,045)	229,227	2,681
Total Pension Liability - beginning of year	7,991,694	7,762,467	7,759,786
Total Pension Liability - end of year	<u>\$ 7,151,649</u>	<u>\$ 7,991,694</u>	<u>\$ 7,762,467</u>
Plan Fiduciary Net Position (FNP, assets)			
Contributions - State and local	\$ 221,324	\$ 220,012	\$ 341,617
Contributions - donations and other income	-	-	-
Contributions - members	-	-	-
Net investment income	846,802	22,193	882,050
Other additions (e.g. receivables)	-	-	-
Benefit payments, including member contributions	(569,784)	(563,896)	(574,072)
Administrative expense	(25,100)	(20,569)	(23,479)
Other deductions (e.g. payables)	-	-	-
Net change in plan fiduciary net position	473,242	(342,260)	626,116
Plan Fiduciary Net Position - beginning of year	9,828,926	10,171,186	9,545,070
Plan Fiduciary Net Position - end of year	<u>\$ 10,302,168</u>	<u>\$ 9,828,926</u>	<u>\$ 10,171,186</u>
Net Pension Liability (NPL) - end of year	\$ (3,150,522)	\$ (1,837,232)	\$ (2,408,719)
Plan Fiduciary Net Position (FNP, assets)	144.05%	122.99%	131.03%

The City implemented the Provisions of Governmental Accounting Standards Board Statement No. 68 for the year ended December 31, 2015. The schedules within the Required Supplementary Information Section required a ten year presentation, but does not require retroactive reporting. Information prior to 2014 is not available.

City of Roseville, Minnesota

Schedule 10

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REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF EMPLOYER CONTRIBUTIONS AND NON-EMPLOYER

CONTRIBUTING ENTITIES - FIRE RELIEF ASSOCIATION

For the Fiscal Year Ended December 31, 2016

	2007	2008	2009	2010	2011
Employer					
Actuarially determined contribution (ADC)	\$ 265,246	\$ 128,137	\$ 128,137	\$ 128,137	\$ 353,384
Contribution in relation to the ADC	49,870	128,975	63,875	216,500	166,284
Contribution deficiency (excess)	<u>215,376</u>	<u>(838)</u>	<u>64,262</u>	<u>(88,363)</u>	<u>187,100</u>
Non-Employer					
Contribution	\$ 201,120	\$ 172,025	\$ 145,353	\$ 149,002	\$ 146,733
	2012	2013	2014	2015	2016
Employer					
Actuarially determined contribution (ADC)	\$ 353,384	\$ 298,233	\$ 173,096	\$ 115,204	\$ 55,689
Contribution in relation to the ADC	205,630	89,220	130,996	-	-
Contribution deficiency (excess)	<u>147,754</u>	<u>209,013</u>	<u>42,100</u>	<u>115,204</u>	<u>55,689</u>
Non-Employer					
Contribution	\$ 149,754	\$ 210,012	\$ 210,621	\$ 220,012	\$ 221,324

Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the governmental funds classified as the general fund and special revenue funds. No budgets are prepared for other governmental funds which include the debt service and capital projects. All annual appropriations lapse at fiscal year-end.

On or before mid-May of each year, all departments and agencies of the City submit requests for appropriations to the City's manager so that a budget may be prepared. Before September 15, the proposed budget is presented to the city council for review and approval. By September 15, the proposed budget and tax levy must be submitted to the county auditor. The Council holds public hearings and a final budget and tax levy must be prepared, adopted and submitted to the county auditor, no later than December 28.

The appropriated budget is prepared by fund, function and department. The City's department heads may make transfers of appropriations within a fund with approval of the City's manager, without Council approval. Transfers of appropriations between funds require the approval of the Council. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is at the fund level. The Council made a supplementary budgetary appropriation for one special revenue fund in 2016. The supplementary budgetary appropriation increased expenditures in the Charitable Gambling Fund by \$15,000.

Special Revenue Funds

Special revenue funds account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Information Technology: accounts for the revenue and expenditures used to provide information technology

Telecommunications: accounts for the revenue and expenditures in the administration, maintenance, and participant activities divisions for Telecommunications

License Center: accounts for the revenue and expenditures used to provide state hunting, fishing and motor vehicle licenses

Charitable Gambling: accounts for the revenue and expenditures used from charitable gambling

Roseville Economic Development Authority: accounts for the revenue and expenditures used for the activity of the Roseville Economic Development Authority general operations

	Information Technology	Tele- communications	License Center	Charitable Gambling	Roseville Economic Development Authority	Total Nonmajor Special Revenue Funds
ASSETS						
Cash and investments	895,008	331,500	1,518,098	89,691	2,656,648	5,490,945
Restricted investments						
Cash held in escrow	-	-	-	-	665,848	665,848
Investment interest receivable	1,839	643	3,091	195	6,531	12,299
Accounts receivable	64,185	116,506	152,948	-	10,255	343,894
Taxes receivable	8,174	-	-	-	2,513	10,687
Special assessments receivable	-	-	-	-	5,224	5,224
Due from other governmental units	152,029				-	152,029
Notes receivable	-	-	-	-	902,519	902,519
TOTAL ASSETS	1,121,235	448,649	1,674,137	89,886	4,249,538	7,583,445
LIABILITIES						
Accounts payable	26,206	5,487	19,143	8,557	3,170	62,563
Accrued payroll	27,598	4,133	27,320	139	-	59,190
Due to other governmental units	17,855	2,413	454,748	72	385	475,473
Deposits payable	5,000	-	-	-	-	5,000
Total Liabilities	76,659	12,033	501,211	8,768	3,555	602,226
Deferred Inflows of Resources						
Unavailable Revenue - property taxes	3,574	-	-	-	2,513	6,087
Unavailable Revenue - special assessments	-	-	-	-	2,120	2,120
Total Deferred Inflows of Resources	3,574	-	-	-	4,633	8,207
FUND BALANCE						
Nonspendable	-	-	-	-	409,457	409,457
Restricted						
Telecommunications	-	436,616	-	-	-	436,616
Lawful Gambling	-	-	-	81,118	-	81,118
Housing and Economic Development	-	-	-	-	827,821	827,821
Committed						
License Center Improvements	-	-	1,172,926	-	-	1,172,926
Equipment Replacement	1,041,002	-	-	-	-	1,041,002
Assigned						
Housing and Economic Development	-	-	-	-	3,004,072	3,004,072
Total Fund Balances	1,041,002	436,616	1,172,926	81,118	4,241,350	6,973,012
TOTAL LIABILITIES AND FUND BALANCES	1,121,235	448,649	1,674,137	89,886	4,249,538	7,583,445

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

(Page 1 of 1)

NONMAJOR SPECIAL REVENUE FUNDS

For the Fiscal Year Ended December 31, 2016

	Information Technology	Tele- Communications	License Center	Charitable Gambling	Roseville Economic Development Authority	Total Nonmajor Special Revenue Funds
REVENUES						
Taxes	257,021	-	-	-	14,290	271,311
Licenses and permits	-	-	-	200	-	200
Gambling taxes	-	-	-	93,815	-	93,815
Charges for services	1,465,222	-	1,700,073	-	-	3,165,295
Cable franchise taxes	-	449,920	-	-	-	449,920
Donations	-	-	-	110,017	-	110,017
Investment income						
Interest earned on investments	12,859	4,978	20,763	1,267	55,495	95,362
Increase (decrease) in fair value of investments	(16,288)	(5,869)	(25,729)	(1,530)	(59,124)	(108,540)
Miscellaneous Revenue	478,631	-	-	-	17,156	495,787
Total Revenues	2,197,445	449,029	1,695,107	203,769	27,817	4,573,167
EXPENDITURES						
Current						
General Government	2,063,106	464,766	1,344,084	165,266	-	4,037,222
Economic development	-	-	-	-	331,451	331,451
Capital outlay	62,639	-	-	-	5,581	68,220
Total Expenditures	2,125,745	464,766	1,344,084	165,266	337,032	4,436,893
Excess (Deficiency) of Revenues Over (Under) Expenditures	71,700	(15,737)	351,023	38,503	(309,215)	136,274
OTHER FINANCING SOURCES (USES)						
Transfers In	125,000	-	-	-	-	125,000
Transfers Out	-	(17,000)	(422,000)	-	-	(439,000)
Total Other Financing Sources (Uses)	125,000	(17,000)	(422,000)	-	-	(314,000)
Net Change in Fund Balances	196,700	(32,737)	(70,977)	38,503	(309,215)	(177,726)
FUND BALANCES, January 1, as restated (Note 6)	844,302	469,353	1,243,903	42,615	4,550,565	7,150,738
FUND BALANCES, December 31	1,041,002	436,616	1,172,926	81,118	4,241,350	6,973,012

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

INFORMATION TECHNOLOGY FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Taxes	260,000	260,000	257,021	(2,979)
Charges for services	1,444,120	1,444,120	1,465,222	21,102
Investment income				
Interest earned on investments	2,000	2,000	12,859	10,859
Increase (decrease) in fair value of investments	-	-	(16,288)	(16,288)
Miscellaneous Revenue	440,000	440,000	478,631	38,631
Total Revenues	2,146,120	2,146,120	2,197,445	51,325
EXPENDITURES				
Current				
General government				
Personal services	1,749,500	1,749,500	1,531,212	218,288
Supplies and materials	30,500	30,500	26,567	3,933
Other services and charges	195,020	195,020	505,327	(310,307)
Capital outlay	275,000	275,000	62,639	212,361
Total Expenditures	2,250,020	2,250,020	2,125,745	124,275
Excess (Deficiency) of Revenue Over (Under) Expenditures	(103,900)	(103,900)	71,700	175,600
OTHER FINANCING SOURCES (USES)				
Transfers In	125,000	125,000	125,000	-
Total Other Financing Sources (Uses)	125,000	125,000	125,000	-
Net Change in Fund Balance	21,100	21,100	196,700	175,600
FUND BALANCE, January 1	844,302	844,302	844,302	-
FUND BALANCE, December 31	865,402	865,402	1,041,002	175,600

SUPPLEMENTARY INFORMATION

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SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

TELECOMMUNICATIONS FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Cable franchise taxes	475,000	475,000	449,920	(25,080)
Investment income				
Interest earned on investments	5,000	5,000	4,978	(22)
Increase (decrease) in fair value of investments	-	-	(5,869)	(5,869)
Total Revenues	480,000	480,000	449,029	(30,971)
EXPENDITURES				
Current				
General government				
Personal services	238,900	238,900	234,895	4,005
Supplies and materials	2,500	2,500	4,937	(2,437)
Other services and charges	237,875	237,875	224,934	12,941
Capital outlay	10,000	10,000	-	10,000
Total Expenditures	489,275	489,275	464,766	24,509
Excess (Deficiency) of Revenue Over (Under) Expenditures	(9,275)	(9,275)	(15,737)	(6,462)
OTHER FINANCING SOURCES (USES)				
Transfers Out	(17,000)	(17,000)	(17,000)	-
Total Other Financing Sources (Uses)	(17,000)	(17,000)	(17,000)	-
Net Change in Fund Balance	(26,275)	(26,275)	(32,737)	(6,462)
FUND BALANCE, January 1	469,353	469,353	469,353	-
FUND BALANCE, December 31	443,078	443,078	436,616	(6,462)

SUPPLEMENTARY INFORMATION

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

LICENSE CENTER FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Charges for services	1,593,500	1,593,500	1,700,073	106,573
Investment income				
Interest earned on investments	10,000	10,000	20,763	10,763
Increase (decrease) in fair value of investments	-	-	(25,729)	(25,729)
Total Revenues	1,603,500	1,603,500	1,695,107	91,607
EXPENDITURES				
Current				
General government				
Personal services	1,295,900	1,295,900	1,189,040	106,860
Supplies and materials	13,300	13,300	16,781	(3,481)
Other services and charges	124,925	124,925	138,263	(13,338)
Capital outlay	21,500	21,500	-	21,500
Total Expenditures	1,455,625	1,455,625	1,344,084	111,541
Excess (Deficiency) of Revenue Over (Under) Expenditures	147,875	147,875	351,023	203,148
OTHER FINANCING SOURCES (USES)				
Transfers Out	(422,000)	(422,000)	(422,000)	-
Net Change in Fund Balance	(274,125)	(274,125)	(70,977)	203,148
FUND BALANCE, January 1	1,243,903	1,243,903	1,243,903	-
FUND BALANCE, December 31	969,778	969,778	1,172,926	203,148

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

CHARTABLE GAMBLING FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Licenses and permits	-	-	200	200
Gambling taxes	75,000	75,000	93,815	18,815
Donations	76,150	76,150	110,017	33,867
Investment income				
Interest earned on investments	-	-	1,267	1,267
Increase (decrease) in fair value of investments	-	-	(1,530)	(1,530)
Total Revenues	151,150	151,150	203,769	52,619
EXPENDITURES				
Current				
General government				
Personal services	4,500	4,500	3,365	1,135
Other services and charges	146,650	161,650	161,901	(251)
Total Expenditures	151,150	166,150	165,266	884
Net Change in Fund Balance	-	(15,000)	38,503	53,503
FUND BALANCE, January 1	42,615	42,615	42,615	-
FUND BALANCE, December 31	42,615	27,615	81,118	53,503

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY FUND

For the Fiscal Year Ended December 31, 2016

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Taxes	-	-	14,290	14,290
Investment income				
Interest earned on investments				
Increase (decrease) in fair value of investments	-	-	55,495	55,495
Interest Earned - Other	-	-	(59,124)	(59,124)
Miscellaneous Revenue	-	-	17,156	17,156
Total Revenues	-	-	27,817	27,817
EXPENDITURES				
Current				
Economic development				
Personal services	142,215	142,215	160,585	(18,370)
Supplies and materials	-	-	35	(35)
Other services and charges	581,690	581,690	170,831	410,859
Capital outlay	-	-	5,581	(5,581)
Total Expenditures	723,905	723,905	337,032	386,873
Net Change in Fund Balance	(723,905)	(723,905)	(309,215)	414,690
FUND BALANCE, January 1	4,550,565	4,550,565	4,550,565	-
FUND BALANCE, December 31	3,826,660	3,826,660	4,241,350	414,690

Internal Service funds account for the financing of goods or services provided by one department to other departments or to other governmental units.

Workers' Compensation Self Insurance Fund-Outside Services: accounts for revenue and expenditures in the administration and servicing of workers' compensation claims.

Risk Management Fund: accounts for the revenue and expenditures in the administration and servicing of general liability claims.

	Workers' Compensation Self-Insurance	Risk Management	Total Internal Service Funds
ASSETS			
Current Assets			
Cash and cash equivalents	1,305,964	1,579,893	2,885,857
Investments interest receivable	2,672	3,184	5,856
Total Assets	<u>1,308,636</u>	<u>1,583,077</u>	<u>2,891,713</u>
LIABILITIES			
Current Liabilities			
Accounts payable	-	4,898	4,898
Insurance claims payable	17,425	34,889	52,314
Total Current Liabilities	<u>17,425</u>	<u>39,787</u>	<u>57,212</u>
Noncurrent Liabilities			
Insurance claims payable	8,947	201,037	209,984
Total Noncurrent Liabilities	<u>8,947</u>	<u>201,037</u>	<u>209,984</u>
TOTAL LIABILITIES	<u>26,372</u>	<u>240,824</u>	<u>267,196</u>
NET POSITION			
Unrestricted	<u>1,282,264</u>	<u>1,342,253</u>	<u>2,624,517</u>
TOTAL NET POSITION	<u><u>1,282,264</u></u>	<u><u>1,342,253</u></u>	<u><u>2,624,517</u></u>

City of Roseville, Minnesota
 COMBINING STATEMENT OF REVENUES,
 EXPENSES AND CHANGES IN FUND NET POSITION
 INTERNAL SERVICE FUNDS
 For the Fiscal Year Ended December 31, 2016

Statement 13
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	Workers' Compensation Self-Insurance	Risk Management	Total Internal Service Funds
OPERATING REVENUES			
Departmental charges	50,000	263,020	313,020
Employee charges	-	114,426	114,426
Total Operating Revenues	50,000	377,446	427,446
OPERATING EXPENSES			
Professional services	10,030	25,219	35,249
Insurance	14,898	172,943	187,841
Training	-	1,495	1,495
Administrative charges	-	750	750
Payment of claims	(3,754)	88,164	84,410
Total Operating Expenses	21,174	288,571	309,745
OPERATING INCOME (LOSS)	28,826	88,875	117,701
NON-OPERATING REVENUES (EXPENSES)			
Investment Income			
Interest Earned on Investments	20,820	24,045	44,865
Increase (Decrease) in Fair Value of Investments	(23,637)	(27,921)	(51,558)
Total Non-Operating Revenues (Expenses)	(2,817)	(3,876)	(6,693)
Change in Net Position	26,009	84,999	111,008
NET POSITION, January 1	1,256,255	1,257,254	2,513,509
NET POSITION, December 31	1,282,264	1,342,253	2,624,517

	Workers' Compensation Self-Insurance	Risk Management	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and users, including deposits	50,000	263,020	313,020
Cash payments to suppliers for goods and services	(79,641)	(325,676)	(405,317)
Cash payments to employees and others for resolved claims	-	114,426	114,426
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(29,641)	51,770	22,129
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest on investments received	20,430	23,472	43,902
Increase (Decrease) in Fair Value of Investments	(23,637)	(27,921)	(51,558)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(3,207)	(4,449)	(7,656)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(32,848)	47,321	14,473
CASH AND CASH EQUIVALENTS, JANUARY 1	1,338,812	1,532,572	2,871,384
CASH AND CASH EQUIVALENTS, DECEMBER 31	1,305,964	1,579,893	2,885,857
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating Income (Loss)	28,826	88,875	117,701
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities			
Changes in elements affecting cash			
Increase (Decrease) in Accounts payable	(364)	3,840	3,476
Increase (Decrease) in Due to other governmental units	(6,740)	-	(6,740)
Increase (Decrease) in Insurance claim payable	(51,363)	(40,945)	(92,308)
Total Adjustments	(58,467)	(37,105)	(95,572)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(29,641)	51,770	22,129
NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES			
Increase/(Decrease) in fair market value of investments	(23,637)	(27,921)	(51,558)

City of Roseville, Minnesota

AGENCY FUNDS

December 31, 2016

Agency funds account for assets held in a custodial capacity for others and/or other funds.

East Metro SWAT: This fund accounts for the fiscal activities of the East Metro SWAT which was formed as a separate nonprofit entity

St Paul Port Authority: The fund accounts for the fiscal activities for the Property Assessed Clean Energy Program as administered by the St Paul Port Authority on behalf of the City

Roseville Islamic Cemetery: This fund accounts for the fiscal activities of a cemetery under the ownership of the Islamic Cemetery Association

Roseville Vistiors Association: This fund accounts for the fiscal activities of the Roseville Vistors Association, formed as an independent nonprofit agency to enhance tourist and vistor traffic to the City

COMBINING STATEMENT OF FIDUCIARY NET POSITION

(Page 1 of 1)

ALL AGENCY FUNDS

December 31, 2016

	East Metro SWAT	St Paul Port Authority	Roseville Islamic Cemetery Fund	Roseville Visitors Association	Total Agency Funds
ASSETS					
Cash and cash equivalents	\$ 6,808	\$ -	\$ 88,914	\$ 537,101	\$ 632,823
Receivables					
Investment interest receivable	14	-	180	-	194
Accounts receivable	-	-	-	67,837	67,837
Special assessments receivable	-	119,291	-	-	119,291
Prepaid items	-	-	-	25,948	25,948
TOTAL ASSETS	\$ 6,822	\$ 119,291	\$ 89,094	\$ 630,886	\$ 846,093
LIABILITIES					
Accounts payable	\$ 630	\$ -	\$ -	\$ 39,617	\$ 40,247
Accrued payroll	-	-	-	8,823	8,823
Due to other governments units	6,192	119,291	-	117	125,600
Due to other organizations	-	-	89,094	582,329	671,423
TOTAL LIABILITIES	\$ 6,822	\$ 119,291	\$ 89,094	\$ 630,886	\$ 846,093

	January 1, 2016	Additions	Deductions	December 31, 2016
ASSETS				
Cash and cash equivalents	\$ 528,727	\$ 1,081,859	\$ 977,763	\$ 632,823
Receivables				
Investment interest receivable	955	194	955	194
Accounts receivable	39,028	67,837	39,028	67,837
Special assessments receivable	119,000	291	-	119,291
Due from Other Governmental Units	307	-	307	-
Prepaid items	37,310	25,948	37,310	25,948
TOTAL ASSETS	<u>\$ 725,327</u>	<u>\$ 1,176,129</u>	<u>\$ 1,055,363</u>	<u>\$ 846,093</u>
LIABILITIES				
Accounts payable	\$ 21,659	\$ 641,269	\$ 622,681	\$ 40,247
Accrued payroll	7,269	64,016	62,462	8,823
Due to other governmental units	119,191	408	191	119,408
Due to other organizations	577,208	470,019	369,612	677,615
TOTAL LIABILITIES	<u>\$ 725,327</u>	<u>\$ 1,175,712</u>	<u>\$ 1,054,946</u>	<u>\$ 846,093</u>

East Metro SWAT	January 1, 2016	Additions	Deductions	December 31, 2016
ASSETS				
Cash and cash equivalents	\$ 2,813	\$ 18,114	\$ 14,119	\$ 6,808
Investment interest receivable	5	14	5	14
Due from other governmental units	307	-	307	-
TOTAL ASSETS	\$ 3,125	\$ 18,128	\$ 14,431	\$ 6,822
LIABILITIES				
Accounts payable	\$ 3,125	\$ 11,519	\$ 14,014	\$ 630
Due to other organizations	\$ -	\$ 6,192	\$ -	\$ 6,192
TOTAL LIABILITIES	\$ 3,125	\$ 17,711	\$ 14,014	\$ 6,822
St Paul Port Authority	January 1, 2016	Additions	Deductions	December 31, 2016
ASSETS				
Special assessments receivable	119,000	291	-	119,291
TOTAL ASSETS	\$ 119,000	\$ 291	\$ -	\$ 119,291
LIABILITIES				
Due to other governments units	\$ 119,000	\$ 291	\$ -	\$ 119,291
TOTAL LIABILITIES	\$ 119,000	\$ 291	\$ -	\$ 119,291
Roseville Islamic Cemetery	January 1, 2016	Additions	Deductions	December 31, 2016
ASSETS				
Cash and cash equivalents	\$ 91,088	\$ 1,425	\$ 3,599	\$ 88,914
Investment interest receivable	155	180	155	180
TOTAL ASSETS	\$ 91,243	\$ 1,605	\$ 3,754	\$ 89,094
LIABILITIES				
Due to other organizations	\$ 91,243	\$ 1,605	\$ 3,754	\$ 89,094
TOTAL LIABILITIES	\$ 91,243	\$ 1,605	\$ 3,754	\$ 89,094
Roseville Vistors Association	January 1, 2016	Additions	Deductions	December 31, 2016
ASSETS				
Cash and cash equivalents	\$ 434,826	\$ 1,062,320	\$ 960,045	\$ 537,101
Investment interest receivable	795	-	795	-
Accounts receivables	39,028	67,837	39,028	67,837
Prepaid items	37,310	25,948	37,310	25,948
TOTAL ASSETS	\$ 511,959	\$ 1,156,105	\$ 1,037,178	\$ 630,886
LIABILITIES				
Accounts payable	\$ 18,534	\$ 629,750	\$ 608,667	\$ 39,617
Accrued payroll	7,269	64,016	62,462	8,823
Due to other governmental units	191	117	191	117
Due to other organizations	485,965	462,222	365,858	582,329
TOTAL LIABILITIES	\$ 511,959	\$ 1,156,105	\$ 1,037,178	\$ 630,886

STATISTICAL SECTION

This part of the City of Roseville's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City of Roseville's overall financial health.

<u>Contents:</u>	<u>Page</u>
Financial Trends	109-117
These schedules contain trend information to help the reader understand how the City of Roseville's financial performance and well-being have changed over time.	
Revenue Capacity	119-125
These schedules contain information to help the reader assess the City of Roseville's most significant local revenue source, the property tax.	
Debt Capacity	126-129
These schedules present information to help the reader assess the affordability of the City of Roseville's current levels of outstanding debt and the City's ability to issue additional debt in the future.	
Demographic and Economic Information	130-132
These schedules offer demographic and economic indicators to help the reader understand the environment within which the City of Roseville's financial activities take place.	
Operating Indicators	133-137
These schedules contain service and infrastructure data to help the reader understand how the information in the City of Roseville's financial report relates to the services the City provides, and the activities it performs.	

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City of Roseville, Minnesota
NET POSITION BY COMPONENT
Last Ten Fiscal Years
(accrual basis of accounting)

Table 1
(Page 1 of 1)
Unaudited

	Fiscal Year				
	2007	2008	2009	2010	2011
Governmental Activities					
Net Investment in Capital Assets	\$ 98,813,670	\$ 96,932,095	\$ 103,987,033	\$ 114,015,800	\$ 114,666,064
Restricted	11,095,142	13,648,619	10,789,610	4,438,169	8,733,361
Unrestricted	24,743,085	23,757,872	23,842,146	25,508,724	23,237,740
Total Governmental Activities Net Position	134,651,897	134,338,586	138,618,789	143,962,693	146,637,165
Business-Type Activities					
Net Investment in Capital Assets	17,892,424	17,799,877	19,019,599	18,803,521	19,493,159
Restricted	-	-	-	-	-
Unrestricted	7,254,956	7,098,164	5,180,356	5,734,880	5,150,432
Total Business-Type Activities Net Position	25,147,380	24,898,041	24,199,955	24,538,401	24,643,591
Primary Government					
Net Investment in Capital Assets	116,706,094	114,731,972	123,006,632	132,819,321	134,159,223
Restricted	11,095,142	13,648,619	10,789,610	4,438,169	8,733,361
Unrestricted	31,998,041	30,856,036	29,022,502	31,243,604	28,388,172
Total Primary Government Net Position	\$ 159,799,277	\$ 159,236,627	\$ 162,818,744	\$ 168,501,094	\$ 171,280,756

	Fiscal Year				
	2012	2013	2014	2015	2016
Governmental Activities					
Net Investment in Capital Assets	\$ 114,334,627	\$ 114,983,470	\$ 116,028,830	\$ 120,125,324	\$ 119,959,369
Restricted	10,796,300	13,094,255	14,072,227	18,157,117	13,847,317
Unrestricted	24,940,748	23,751,419	25,475,158	12,948,135	16,617,276
Total Governmental Activities Net Position	150,071,675	151,829,144	155,576,215	151,230,576	150,423,962
Business-Type Activities					
Net Investment in Capital Assets	20,244,092	21,814,228	25,215,099	28,391,384	30,729,106
Restricted	-	-	-	-	-
Unrestricted	5,543,380	5,945,451	4,563,269	2,467,956	1,593,595
Total Business-Type Activities Net Position	25,787,472	27,759,679	29,778,368	30,859,340	32,322,701
Primary Government					
Net Investment in Capital Assets	134,578,719	136,797,698	141,243,929	148,516,708	150,688,475
Restricted	10,796,300	13,094,255	14,072,227	18,157,117	13,847,317
Unrestricted	30,484,128	29,696,870	30,038,427	15,416,091	18,210,871
Total Primary Government Net Position	\$ 175,859,147	\$ 179,588,823	\$ 185,354,583	\$ 182,089,916	\$ 182,746,663

City of Roseville, Minnesota
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)

Table 2
(Page 1 of 2)
Unaudited

Expenses	Fiscal Year				
	2007	2008	2009	2010	2011
Governmental activities:					
General government	\$ 3,830,814	\$ 4,283,715	\$ 5,150,773	\$ 4,266,736	\$ 4,395,483
Public safety	8,296,894	8,007,678	8,161,100	9,442,966	8,572,723
Public works	4,604,463	4,720,546	4,470,830	2,800,235	4,868,114
Parks and recreation	4,380,187	4,935,218	4,770,793	4,698,518	4,737,072
Economic development	2,469,226	2,337,776	1,742,174	10,950,324	1,696,156
Interest on long-term debt	400,498	392,527	508,970	429,094	427,003
Total governmental activities expenses	23,982,082	24,677,460	24,804,640	32,587,873	24,696,551
Business-type activities:					
Sewer	3,035,274	3,504,577	3,520,566	3,763,009	3,403,703
Water	4,739,327	4,881,489	5,399,949	5,058,883	5,417,818
Golf	354,318	344,445	318,890	338,860	332,480
Storm Drainage	826,297	707,675	850,575	797,535	1,073,180
Recycling	443,984	467,847	499,501	478,471	527,581
Total business-type activities expenses	9,399,200	9,906,033	10,589,481	10,436,758	10,754,762
Total primary government expenses	\$ 33,381,282	\$ 34,583,493	\$ 35,394,121	\$ 43,024,631	\$ 35,451,313
Program Revenues					
Governmental activities:					
Charges for services:					
General government	\$ 2,700,261	\$ 2,445,389	\$ 2,869,646	\$ 2,611,668	\$ 2,857,048
Public safety	566,899	549,931	1,454,107	1,545,830	1,890,436
Parks and recreation	1,926,806	1,765,969	1,917,605	1,919,896	2,430,291
Other activities	1,802,012	1,491,065	2,991,563	697,435	560,173
Operating grants and contributions	872,349	877,723	819,160	870,158	983,149
Capital grants and contributions	806,147	371,295	1,987,239	3,283,978	2,294,488
Total governmental activities program revenues	8,674,474	7,501,372	12,039,320	10,928,965	11,015,585
Business-type activities:					
Charges for Services:					
Sewer	2,796,265	2,893,260	3,090,778	3,600,334	3,087,514
Water	4,809,523	5,024,591	5,144,355	5,048,473	5,580,048
Golf	315,372	310,921	312,200	302,610	270,434
Storm Drainage	688,715	736,688	812,831	840,743	956,350
Recycling	387,706	426,249	345,218	499,773	545,695
Operating grants and contributions	63,861	66,661	75,349	69,775	70,267
Capital grants and contributions	-	-	-	321,188	250,858
Total business-type activities program revenues	9,061,442	9,458,370	9,780,731	10,682,896	10,761,166
Total primary government program revenues	\$ 17,735,916	\$ 16,959,742	\$ 21,820,051	\$ 21,611,861	\$ 21,776,751
Net (expense)/revenue					
Governmental activities	\$ (15,307,608)	\$ (17,176,088)	\$ (12,765,320)	\$ (21,658,908)	\$ (13,680,966)
Business-type activities	(337,758)	(447,663)	(808,750)	246,138	6,404
Total primary government net expense	\$ (15,645,366)	\$ (17,623,751)	\$ (13,574,070)	\$ (21,412,770)	\$ (13,674,562)
General Revenues and Other Changes in Net Assets					
Governmental activities:					
Taxes					
Property taxes	\$ 11,246,116	\$ 12,417,024	\$ 12,553,187	\$ 15,611,387	\$ 13,501,068
Tax increments	2,765,844	2,956,413	3,288,562	1,966,665	1,592,214
Cable franchise taxes	337,069	372,706	375,551	380,108	393,657
Gambling taxes	88,890	70,488	81,274	80,282	86,952
Grants and contributions not restricted to specific programs	225,497	227,048	26,477	25,577	25,738
Unrestricted investment earnings	1,888,916	1,353,641	695,472	1,122,891	730,809
Unrestricted net increase (decrease) in the fair value of Investments	-	-	-	-	-
Gain on sale of capital assets	-	-	-	-	-
Transfers	-	25,000	25,000	84,007	25,000
Total governmental activities	16,552,332	17,422,320	17,045,523	19,270,917	16,355,438
Business-type activities:					
Unrestricted investment earnings	356,442	257,409	135,664	176,315	123,786
Unrestricted net increase(decrease) in the fair value of investments	-	-	-	-	-
Gain on sale of capital assets	-	-	-	-	-
Transfers	-	(25,000)	(25,000)	(84,007)	(25,000)
Total business-type activities	356,442	232,409	110,664	92,308	98,786
Total primary government	\$ 16,908,774	\$ 17,654,729	\$ 17,156,187	\$ 19,363,225	\$ 16,454,224
Change in Net Position					
Governmental activities	\$ 1,244,724	\$ 246,232	\$ 4,280,203	\$ (2,387,991)	\$ 2,674,472
Business-type activities	18,684	(215,254)	(698,086)	338,446	105,190
Total primary government	\$ 1,263,408	\$ 30,978	\$ 3,582,117	\$ (2,049,545)	\$ 2,779,662

City of Roseville, Minnesota
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)

Table 2
(Page 2 of 2)
Unaudited

Expenses	Fiscal Year				
	2012	2013	2014	2015	2016
Governmental activities:					
General government	\$ 4,654,650	\$ 5,376,860	\$ 5,856,306	\$ 6,126,713	\$ 7,615,373
Public safety	9,417,458	9,792,587	9,254,988	10,307,351	13,102,041
Public works	4,475,774	4,399,267	5,249,925	4,834,914	9,676,272
Parks and recreation	4,794,338	5,523,875	5,690,332	4,653,377	5,185,845
Economic development	1,261,035	954,315	1,671,768	2,603,186	4,729,987
Interest on long-term debt	685,377	1,160,953	881,887	886,950	813,509
Total governmental activities expenses	25,288,632	27,207,857	28,605,206	29,412,491	41,123,027
Business-type activities:					
Sewer	3,638,421	3,575,823	3,651,174	3,541,971	3,815,857
Water	6,307,221	5,915,805	5,553,800	5,698,196	5,977,512
Golf	360,518	345,816	339,911	306,814	340,677
Storm Drainage	1,000,570	942,598	1,324,675	1,120,225	1,327,856
Recycling	549,113	550,285	449,490	463,018	480,918
Total business-type activities expenses	11,855,843	11,330,327	11,319,050	11,130,224	11,942,820
Total primary government expenses	\$ 37,144,475	\$ 38,538,184	\$ 39,924,256	\$ 40,542,715	\$ 53,065,847
Program Revenues					
Governmental activities:					
Charges for services:					
General government	\$ 3,007,628	\$ 3,488,493	\$ 3,382,230	\$ 3,738,297	\$ 4,059,091
Public safety	1,807,988	1,925,320	1,804,563	1,772,335	2,358,147
Parks and recreation	1,976,761	2,591,924	2,000,010	2,297,610	2,390,468
Other activities	351,514	1,173,925	292,365	405,930	1,009,329
Operating grants and contributions	905,922	1,029,327	967,703	1,055,810	1,219,715
Capital grants and contributions	2,355,429	1,046,150	1,013,102	2,368,626	2,137,095
Total governmental activities program revenues	10,405,242	11,255,139	9,459,973	11,638,608	13,173,845
Business-type activities:					
Charges for Services:					
Sewer	3,740,826	4,105,523	4,225,532	4,561,235	4,808,303
Water	6,607,234	6,628,378	6,662,997	6,643,628	6,687,934
Golf	299,555	271,095	291,036	325,460	333,222
Storm Drainage	1,526,792	1,647,924	1,722,757	1,696,055	1,798,727
Recycling	453,259	455,271	367,469	348,965	371,871
Operating grants and contributions	104,891	69,613	70,419	189,251	90,533
Capital grants and contributions	20,858	259,550	470,967	2,000	277,055
Total business-type activities program revenues	12,753,415	13,437,354	13,811,177	13,766,594	14,367,645
Total primary government program revenues	\$ 23,158,657	\$ 24,692,493	\$ 23,271,150	\$ 25,405,202	\$ 27,541,490
Net (expense)/revenue					
Governmental activities	\$ (14,883,390)	\$ (15,952,718)	\$ (19,145,233)	\$ (17,773,883)	\$ (27,949,182)
Business-type activities	897,572	2,107,027	2,492,127	2,636,370	2,424,825
Total primary government net expense	\$ (13,985,818)	\$ (13,845,691)	\$ (16,653,106)	\$ (15,137,513)	\$ (25,524,357)
General Revenues and Other Changes in Net Assets					
Governmental activities:					
Taxes					
Property taxes	\$ 15,085,154	\$ 16,895,804	\$ 17,318,833	\$ 17,710,161	\$ 19,550,627
Tax increments	2,342,447	1,607,882	1,927,267	2,220,661	1,677,742
Cable franchisetaxes	415,385	424,812	448,088	436,851	449,920
Gambling taxes	74,504	76,272	77,604	83,879	93,815
Grants and contributions not restricted to specific programs	24,693	24,928	249,375	24,435	24,435
Unrestricted investment earnings	350,717	288,600	474,218	579,253	758,630
Unrestricted net increase (decrease) in the fair value of Investments	-	(1,535,227)	1,614,919	119,627	(897,640)
Gain on sale of capital assets	-	-	-	-	129,474
Transfers	25,000	(72,884)	782,000	782,000	805,000
Total governmental activities	18,317,900	17,710,187	22,892,304	21,956,867	22,592,003
Business-type activities:					
Unrestricted investment earnings	39,801	25,662	56,806	45,199	36,658
Unrestricted net increase(decrease) in the fair value of investments	47,384	(233,366)	241,243	5,129	(46,107)
Gain on sale of capital assets	-	-	10,513	145,442	7,635
Transfers	(25,000)	72,884	(782,000)	(782,000)	(805,000)
Total business-type activities	62,185	(134,820)	(473,438)	(586,230)	(806,814)
Total primary government	\$ 18,380,085	\$ 17,575,367	\$ 22,418,866	\$ 21,370,637	\$ 21,785,189
Change in Net Position					
Governmental activities	\$ 3,434,510	\$ 1,757,469	\$ 3,747,071	\$ 4,182,984	\$ (5,357,179)
Business-type activities	959,757	1,972,207	2,018,689	2,050,140	1,618,011
Total primary government	\$ 4,394,267	\$ 3,729,676	\$ 5,765,760	\$ 6,233,124	\$ (3,739,168)

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City of Roseville, Minnesota
GOVERNMENTAL ACTIVITIES TAX REVENUE BY SOURCE
 Last Ten Fiscal Years
(accrual basis of accounting)

Table 3
 (Page 1 of 1)
Unaudited

Fiscal Year	Property Tax	Tax Increments	Cable Franchise Taxes	Gambling Taxes	Total
2007	11,246,116	2,765,844	337,069	88,890	14,437,919
2008	12,417,024	2,956,413	372,706	70,488	15,816,631
2009	12,553,187	3,288,562	375,551	81,274	16,298,574
2010	15,611,387	1,966,665	380,108	80,282	18,038,442
2011	13,501,068	1,592,214	393,657	86,952	15,573,891
2012	15,085,154	2,342,447	415,385	74,504	17,917,490
2013	16,895,804	1,607,882	424,812	76,272	19,004,770
2014	17,318,833	1,927,267	448,088	77,604	19,771,792
2015	17,710,161	2,220,661	436,851	83,879	20,451,552
2016	19,550,637	1,677,742	449,920	93,815	21,772,114

City of Roseville, Minnesota
FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

Table 4
(Page 1 of 2)
Unaudited

	Fiscal Year				
	2007	2008	2009	2010	2011 (1)
General Fund					
Reserved	\$ 356,130	\$ 404,952	\$ 402,564	\$ 402,564	\$ -
Unreserved	3,861,976	3,305,144	3,171,949	5,234,095	-
Nondisposable	-	-	-	-	-
Restricted					
Law enforcement	-	-	-	-	346,904
Assigned					
Engineering services	-	-	-	-	658,760
Accounting services	-	-	-	-	15,599
Unassigned	-	-	-	-	5,190,027
Total General Fund	\$ 4,218,106	\$ 3,710,096	\$ 3,574,513	\$ 5,636,659	\$ 6,211,290
All Other Governmental Funds					
Reserved	\$ 10,739,012	\$ 13,243,667	\$ 10,387,046	\$ 4,035,605	\$ -
Unreserved, reported in:					
Special revenue funds	921,554	946,069	1,220,099	1,131,336	-
Debt Service	(916,039)	(458,367)	843,046	1,452,411	-
Capital projects funds	17,570,635	17,264,721	16,856,123	16,347,739	-
Nondisposable	-	-	-	-	-
Restricted					
Telecommunications	-	-	-	-	521,444
Lawful Gambling	-	-	-	-	-
Community Development	-	-	-	-	163,163
Park Dedication	-	-	-	-	692,203
Tax Increment	-	-	-	-	5,202,462
Debt Service	-	-	-	-	1,425,518
Bond Funded Capital Improvements	-	-	-	-	10,000,000
Housing and Economic Development	-	-	-	-	-
Committed					
Parks and Recreation Programs and Maintenance	-	-	-	-	643,912
License Center Improvements	-	-	-	-	598,391
Equipment Replacement	-	-	-	-	109,199
Street Replacement	-	-	-	-	11,078,323
Assigned					
Capital project funds	-	-	-	-	4,295,277
Housing and Economic Development	-	-	-	-	-
Unassigned	-	-	-	-	(47,403)
Total All Other Governmental Funds	\$ 28,315,162	\$ 30,996,090	\$ 29,306,314	\$ 22,967,091	\$ 34,682,489

(1) The implementation of Governmental Accounting Standards Board Statement No. 54 in 2011 resulted in a significant change in the City's fund balance classifications.

City of Roseville, Minnesota
FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

Table 4
(Page 2 of 2)
Unaudited

	Fiscal Year				
	2012	2013	2014	2015	2016
General Fund					
Reserved	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved	-	-	-	-	-
Nonspendable	-	-	-	25,891	80,717
Restricted					
Law enforcement	383,025	441,412	479,360	481,341	446,436
Assigned					
Engineering services	596,685	596,341	577,352	623,387	772,697
Accounting services	16,677	18,869	19,941	20,209	17,319
Unassigned	5,568,600	5,151,271	5,205,951	4,817,858	5,856,061
Total General Fund	\$ 6,564,987	\$ 6,207,893	\$ 6,282,604	\$ 5,968,686	\$ 7,173,230
All Other Governmental Funds					
Reserved	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:					
Special revenue funds	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital projects funds	-	-	-	-	-
Nonspendable	-	-	-	2,165	410,081
Restricted					
Telecommunications	591,108	584,645	633,732	469,353	436,616
Lawful Gambling	-	-	5,820	42,615	81,118
Community Development	367,417	595,148	713,525	1,021,351	1,759,272
Park Dedication	702,615	1,287,496	1,094,437	1,247,663	1,373,738
Tax Increment	6,884,619	7,692,065	7,870,539	12,259,273	6,586,003
Debt Service	6,884,619	6,362,028	2,726,165	2,635,521	2,693,499
Bond Funded Capital Improvements	23,073,514	17,485,834	7,751,174	4,083,564	2,902,068
Housing and Economic Development	-	-	-	-	827,821
Committed					
Parks and Recreation Programs and Maintenance	922,537	1,111,161	1,099,011	1,282,896	1,637,111
License Center Improvements	790,951	925,567	1,154,394	1,243,903	1,172,926
Equipment Replacement	226,365	359,115	653,669	844,302	1,041,002
Street Replacement	10,308,674	9,393,137	9,965,641	10,098,522	9,354,461
Assigned					
Capital project funds	5,689,502	5,283,935	5,308,484	3,612,552	3,529,937
Housing and Economic Development	-	-	-	-	3,004,072
Unassigned	(29,777)	(10,315)	-	-	-
Total All Other Governmental Funds	\$ 56,412,144	\$ 51,069,816	\$ 38,976,591	\$ 38,843,680	\$ 36,809,725

City of Roseville, Minnesota
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

Last Ten Fiscal Years

(modified accrual basis of accounting)

(amounts expressed in thousands)

Table 5

(Page 1 of 2)

Unaudited

	Fiscal Year				
	2007	2008	2009	2010	2011
Revenues					
Taxes	\$ 14,438	\$ 15,817	\$ 16,299	\$ 17,958	\$ 15,574
Intergovernmental	1,904	1,476	2,833	3,900	3,299
Licenses and permits	2,513	1,374	1,335	1,098	1,638
Charges for services	3,386	4,439	5,797	5,117	5,190
Fines and forfeits	242	232	197	214	227
Special assessments	589	423	1,542	530	295
Investment earnings	1,889	1,354	634	1,030	668
Miscellaneous	932	751	513	1,106	1,338
Total revenues	25,893	25,866	29,150	30,953	28,229
Expenditures					
General government	\$ 3,999	\$ 4,236	\$ 4,194	\$ 4,525	\$ 4,590
Public safety	7,260	7,589	7,393	8,794	8,314
Public works	2,075	2,256	2,082	2,361	2,279
Economic development	2,511	2,310	1,756	8,639	1,190
Recreation	3,510	3,611	3,506	3,638	3,623
Capital outlay	1,998	4,988	11,899	5,668	4,078
Debt service					
Principal	920	935	984	1,246	1,385
Interest	411	385	439	447	401
Other Charges	-	25	48		46
Total expenditures	22,684	26,335	32,301	35,318	25,906
Excess of revenues over (under) expenditures	3,209	(469)	(3,151)	(4,365)	2,323
Other financing sources (uses)					
Transfers in	\$ 649	\$ 133	\$ 144	\$ 203	\$ 1,115
Transfers out	(620)	(108)	(119)	(178)	(1,090)
Refunding bonds issued	-	-	1,070	-	-
Discount on bonds issued	-	-	(6)	-	(100)
Bonds issued	-	2,550	1,155	-	10,000
Premium on bonds issued	-	17	22	-	-
Payments to refunded bond escrow agent	-	-	(1,045)	-	-
Proceeds from letter of credit	-	-	-	-	-
Sale of assets	78	50	105	63	42
Total other financing sources (uses)	107	2,642	1,326	88	9,967
Net change in fund balances	\$ 3,315	\$ 2,173	\$ (1,825)	\$ (4,277)	\$ 12,290
Debt service as a percentage of noncapital expenditures	6.43%	6.18%	6.97%	5.71%	8.18%

(1) General Obligation Bonds Series 2003A were refunded with the General Obligation Bonds Series 2013A issuance.

This caused an unusually high debt service as a percentage of noncapital expenditures percentage.

City of Roseville, Minnesota
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

Last Ten Fiscal Years

(modified accrual basis of accounting)

(amounts expressed in thousands)

Table 5

(Page 2 of 2)

Unaudited

	Fiscal Year				
	2012	2013	2014	2015	2016
Revenues					
Taxes	\$ 17,462	\$ 18,844	\$ 19,962	\$ 20,042	\$ 22,235
Intergovernmental	2,995	1,880	1,523	3,515	3,381
Licenses and permits	1,532	1,630	1,514	1,755	2,414
Charges for services	5,248	5,665	4,743	5,188	5,888
Fines and forfeits	314	237	205	136	107
Special assessments	308	179	214	171	302
Investment earnings	326	280	444	661	(132)
Miscellaneous	804	980	2,450	1,204	1,168
Total revenues	28,989	29,695	31,055	32,672	35,363
Expenditures					
General government	\$ 4,821	\$ 5,651	\$ 5,339	\$ 5,752	\$ 6,822
Public safety	8,780	9,111	9,353	9,683	10,086
Public works	2,183	2,334	2,397	2,488	2,499
Economic development	1,052	1,017	1,280	1,114	4,602
Recreation	3,688	3,808	4,070	4,617	4,380
Capital outlay	6,996	10,155	14,098	10,552	9,822
Debt service					
Principal	1,435	1,230	6,355	2,595	2,660
Interest	509	925	990	877	849
Other Charges	118	83	-		
Total expenditures	29,582	34,314	43,882	37,678	41,720
Excess of revenues over (under) expenditures	(593)	(4,619)	(12,827)	(5,006)	(6,357)
Other financing sources (uses)					
Transfers in	\$ 257	\$ 75	\$ 1,001	\$ 1,419	\$ 2,579
Transfers out	(231)	(50)	(219)	(637)	(1,774)
Refunding bonds issued	-	-	-	-	-
Discount on bonds issued	-	-	-	-	-
Bonds issued	-	-	-	3,060	-
Premium on bonds issued	1,445	194	-	186	-
Payments to refunded bond escrow agent	-	-	-	-	-
Proceeds from letter of credit	15,685	3,980	-	-	-
Sale of assets	31	210	27	531	173
Total other financing sources (uses)	17,187	4,409	809	4,559	978
Net change in fund balances	\$ 16,593	\$ (210)	\$ (12,018)	\$ (447)	\$ (5,379)
Debt service as a percentage of noncapital expenditures	8.61%	8.92%	24.66% (1)	12.80%	11.00%

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City of Roseville, Minnesota**GOVERNMENTAL FUNDS TAX REVENUES BY SOURCE**

Last Ten Fiscal Years

(modified accrual basis of accounting)

(amounts expressed in thousands)

Table 6

(Page 1 of 1)

Unaudited

Fiscal Year	General Property Taxes (1)	Tax Increment Districts	Franchise Fee	Gambling Taxes	Total Taxes
2007	11,246	2,766	337	89	14,438
2008	12,417	2,956	373	70	15,816
2009	12,553	3,289	375	81	16,298
2010	15,611	1,967	380	80	18,038
2011	13,501	1,592	394	87	15,574
2012	14,815	2,158	415	75	17,463
2013	16,862	1,481	425	76	18,844
2014	17,393	2,043	448	78	19,962
2015	17,593	1,928	437	84	20,042
2016	20,013	1,678	450	94	22,235

(1) General Property Taxes excludes Market Value Homestead Credit.
General Property Taxes includes current and prior year collections.

City of Roseville, Minnesota
ASSESSED VALUE AND ESTIMATED ACTUAL
VALUE OF TAXABLE PROPERTY
Last Ten Fiscal Years

Table 7
(Page 1 of 2)
Unaudited

Fiscal Year Ended December 31	Real Property			Gas & Electric	Personal Property
	Residential Property	Commercial Property	Other		Leased Machinery & Equipment
2007	27,000,307	20,573,742	7,027,178	501,988	49,406
2008	27,963,022	23,644,984	7,951,147	483,564	87,052
2009	34,976,945	16,599,228	7,706,785	471,602	93,052
2010	33,951,760	16,112,699	7,480,896	470,187	29,739
2011	31,104,614	14,761,512	6,853,559	500,574	42,639
2012	29,774,292	14,130,173	6,560,437	535,063	55,906
2013	28,559,312	13,553,572	6,292,730	575,028	55,906
2014	29,146,350	13,832,166	6,422,077	579,255	55,197
2015	25,829,116	24,279,369	1,549,747	644,147	67,716
2016	25,839,545	16,230,896	9,066,597	707,709	65,466

Sources: Ramsey County & League of MN Cities

City of Roseville, Minnesota
ASSESSED VALUE AND ESTIMATED ACTUAL
VALUE OF TAXABLE PROPERTY
Last Ten Fiscal Years

Table 7
(Page 2 of 2)
Unaudited

Fiscal Year Ended December 31	Less: TIF & Fiscal Disparity Contribution (Net)	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value	Assesed Value as a Percentage of Actual Value
2007	(8,158,721)	46,993,900	23.01%	4,225,611,500	1.13%
2008	(8,447,095)	51,682,674	23.38%	4,522,375,200	1.11%
2009	(9,487,097)	48,558,184	24.54%	4,455,162,600	1.14%
2010	(8,191,870)	45,071,027	27.37%	4,288,071,400	1.13%
2011	(7,769,452)	45,459,056	29.76%	3,985,073,200	1.16%
2012	(8,386,165)	42,669,706	33.45%	3,751,962,400	1.14%
2013	(6,191,131)	42,845,417	38.90%	3,735,196,900	1.15%
2014	(7,114,388)	42,920,657	40.12%	3,814,082,800	1.13%
2015	(7,468,963)	44,901,131	39.33%	4,033,873,100	1.11%
2016	(6,700,122)	45,983,266	39.32%	4,067,077,000	1.13%

City of Roseville, Minnesota
PROPERTY TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS
Last Ten Fiscal Years

Table 8
(Page 1 of 2)
Unaudited

Fiscal Year	City of Roseville			Ramsey County	Special Districts
	Operating Tax Capacity	Debt Service Tax Capacity	Total City Tax Capacity	Total County Tax Capacity	
2007	19.31%	3.70%	23.01%	44.94%	8.25%
2008	20.34%	3.04%	23.38%	44.02%	8.30%
2009	21.11%	3.43%	24.54%	46.55%	8.13%
2010	23.59%	3.78%	27.37%	50.25%	8.69%
2011	26.82%	2.94%	29.76%	54.68%	9.11%
2012	30.12%	3.33%	33.45%	61.32%	10.79%
2013	33.42%	5.48%	38.90%	65.24%	12.05%
2014	34.09%	6.03%	40.12%	63.74%	11.79%
2015	33.78%	5.55%	39.33%	58.92%	11.13%
2016	33.78%	5.55%	39.33%	58.89%	9.52%

Sources: Ramsey County & League of MN Cities

(1) Overlapping rates are those of local and county governments that apply to property owners within the City of Roseville. Not all overlapping rates apply to all City of Roseville property owners (e.g., the rates for special districts apply only to the portion of the government's property owners whose property is located within the geographic boundaries of the special district).

Fiscal Year	Overlapping Rates (1)		School District - ISD#623		Total Direct & Overlapping Tax Capacity
	School District - ISD#621				
	Tax Capacity Based	Market Value Based Tax Rate	Total Capacity Based	Market Value Based Tax Rate	
2007	23.26%	0.18163%	12.37%	0.16932%	111.85%
2008	20.38%	0.18924%	10.62%	0.18134%	106.71%
2009	22.94%	0.18685%	12.98%	0.22290%	115.14%
2010	24.56%	0.18882%	13.07%	0.20374%	123.93%
2011	25.57%	0.19536%	14.57%	0.19715%	133.68%
2012	29.04%	0.21242%	17.07%	0.19591%	151.66%
2013	29.44%	0.22834%	15.46%	0.24553%	161.10%
2014	29.73%	0.21069%	16.25%	0.25826%	161.63%
2015	27.38%	0.21901%	17.18%	0.25930%	153.94%
2016	26.25%	0.22261%	20.96%	0.22104%	154.94%

City of Roseville, Minnesota
PRINCIPAL PROPERTY TAXPAYERS
Current Year and Nine Years Ago

Table 9
(Page 1 of 1)
Unaudited

Taxpayer	2016			2007		
	Taxes Levied	Rank	Percentage of Total Taxes Levied	Taxes Levied	Rank	Percentage of Total Taxes Levied
Gateway Washington Inc	\$ 426,418	1	2.25%	\$ 133,594	2	1.14%
Magellan Pipeline Co LP	354,367	2	1.87%			
St Paul Fire And Marine Ins Co	326,507	3	1.72%	-	-	-
Wilcal Crossroads LLC	325,907	4	1.72%	-	-	-
PPF Rtl Rosedale Shopping Ctr LLC	291,196	5	1.54%	-	-	-
Rosedale Square LLC	267,389	6	1.41%	-	-	-
Rosedale Commons LP	214,706	7	1.13%	62,282	9	0.53%
Wal-mart Realty Company 2087	209,199	8	1.10%			
Veritas Technologies LLC	205,011	9	1.08%	-	-	-
BRE Timberwolf Property Owner LLC	195,651	10	1.03%	-	-	-
Compass Retail, Inc.				377,456	1	3.23%
M & J Crossroads LP	-	-	-	127,343	3	1.09%
AEW Capital Management LP	-	-	-	82,950	4	0.71%
Tanurb Developments, Inc.	-	-	-	76,630	5	0.66%
Unisys Corp.	-	-	-	72,418	6	0.62%
Target Corporation				67,662	7	0.58%
Williams Bros Pipeline	-	-	-	66,711	8	0.57%
Palisades Limited PTSP				61,068	10	0.52%
	\$ 2,816,349		14.87%	\$ 1,128,114		9.65%

Source: Ramsey County

Fiscal Year Ended Decemebr 31	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy			Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy	Collections from Homestead Credit		Amount	Percentage of Levy
2007	11,696,360	11,246,116	96.15%	423,246	-	11,669,362	99.77%
2008	12,896,360	12,305,759	95.42%	402,488	-	12,707,947	98.54%
2009	13,138,860	12,553,187	95.54%	-	-	12,553,187	95.54%
2010	14,282,404	14,099,407	98.72%	-	-	14,099,407	98.72%
2011	14,703,044	13,501,068	91.82%	-	-	13,501,068	91.82%
2012	14,962,294	14,814,570	99.01%	-	-	14,814,570	99.01%
2013	17,319,826	16,861,841	97.36%	-	-	16,861,841	97.36%
2014	18,028,721	17,318,833	96.06%	-	-	17,318,833	96.06%
2015	18,276,902	17,592,866	96.26%	-	-	17,592,866	96.26%
2016	18,944,720	17,663,506	93.24%	-	-	17,663,506	93.24%

City of Roseville, Minnesota
RATIO OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

Table 11
(Page 1 of 1)
Unaudited

Fiscal Year	Governmental Activities			Certificate of Indebtedness	Total Primary Government	Percentage of Estimated Actual Taxable Value of Property (1)	Per Capita (2)
	General Obligation Bonds	Special Assessment Bonds	Tax Increment Revenue Bonds				
2007	8,455,000	2,500,000	-	-	10,955,000	0.26%	323
2008	7,890,000	2,130,000	-	2,550,000	12,570,000	0.28%	369
2009	8,465,000	1,750,000	-	2,550,000	12,765,000	0.29%	374
2010	7,860,000	1,330,000	-	2,330,000	11,520,000	0.29%	337
2011	17,175,000	890,000	-	2,070,000	20,135,000	0.51%	598
2012	33,594,996	435,000	-	1,800,000	35,829,996	0.95%	1,060
2013	36,927,216	225,000	-	1,525,000	38,677,216	1.04%	1,122
2014	29,540,000	-	-	1,240,000	30,780,000	0.81%	893
2015	27,240,000	-	3,060,000	945,000	31,245,000	0.77%	885
2016	24,885,000	-	3,060,000	640,000	28,585,000	0.70%	811

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

(1) See the schedule of Assessed Value and Estimated Actual Value of Taxable Property for the estimated actual taxable value.

(2) See Population on Demographic & Economic Statistics schedule.

Fiscal Year	General Obligation Debt	Resources Restricted for Repayment (4)	Net General Bonded Debt (4)	Percentage of Estimated Actual Taxable Value of Property (1)	Per Capita (2)	Estimated (3) Personal Income (amounts expressed in whole dollars)	Outstanding Debt to Personal income
2007	10,955,000	N/A	N/A	0.26%	322.50	1,593,883,946	0.69%
2008	12,570,000	N/A	N/A	0.28%	368.63	1,602,820,426	0.78%
2009	12,765,000	N/A	N/A	0.29%	374.35	1,632,080,437	0.78%
2010	11,520,000	N/A	N/A	0.27%	337.06	1,561,148,506	0.74%
2011	20,135,000	1,807,185	18,327,815	0.51%	598.19	1,582,289,280	1.27%
2012	35,829,996	1,683,056	36,994,160	0.95%	1,010.06	1,644,947,199	2.18%
2013	38,677,216	2,493,489	32,203,727	1.04%	933.82	1,590,632,264	2.43%
2014	30,780,000	3,024,612	27,755,388	0.81%	805.06	1,604,133,804	1.92%
2015	28,185,000	2,635,521	25,549,479	0.77%	723.66	1,660,052,814	1.88%
2016	25,525,000	2,693,499	22,831,501	0.70%	647.81	1,707,818,508	1.67%

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

- (1) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property for property value data.
- (2) Population data can be found in the Schedule of Demographic and Economic Statistics.
- (3) This estimated personal income number is calculated by taking the per capita personal income of Ramsey County and multiplying it by the City population.
- (4) Implementation of GASB 54 in 2011

City of Roseville, Minnesota
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

As of December 31, 2016

Table 13

(Page 1 of 1)

Unaudited

Governmental Unit	Gross Debt Net of Refunding	Percentage Applicable to Roseville	Amount Applicable to Roseville
Direct Debt:			
City of Roseville	\$ 25,525,000	100%	\$ 25,525,000
Overlapping Debt*			
School District #621	\$ 108,810,000	8%	\$ 8,704,800
School District #623	37,255,000	61%	\$ 22,725,550
Special School District #916	80,750,000	8%	\$ 6,460,000
Metropolitan Council	1,446,291,908	1%	\$ 14,462,919
Metropolitan Airports Commission	1,499,640,000	1%	\$ 14,996,400
Ramsey County	209,862,000	9%	\$ 18,887,580
Total Overlapping Debt	3,382,608,908		86,237,249
Total Direct and Overlapping Debt	\$ 3,408,133,908		\$ 111,762,249

*Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Roseville. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

	Fiscal Year				
	2007	2008	2009	2010	2011
Debt Limit	\$ 84,512,230	\$ 135,671,256	\$ 133,654,878	\$ 128,642,142	\$ 119,552,196
Total net debt applicable to limit	8,455,000	10,440,000	11,015,000	9,035,000	18,090,000
Legal debt margin	<u>\$ 76,057,230</u>	<u>\$ 125,231,256</u>	<u>\$ 122,639,878</u>	<u>\$ 119,607,142</u>	<u>\$ 101,462,196</u>
Total net debt applicable to the limit as a percentage of debt limit	10.00%	7.70%	8.24%	8.24%	15.13%

	Fiscal Year				
	2012	2013	2014	2015	2016
Debt Limit	\$ 112,558,872	\$ 112,055,907	\$ 114,422,484	\$ 121,016,193	\$ 122,012,310
Total net debt applicable to limit	32,795,000	37,297,216	29,875,000	28,185,000	28,585,000
Legal debt margin	<u>\$ 79,763,872</u>	<u>\$ 74,758,691</u>	<u>\$ 84,547,484</u>	<u>\$ 92,831,193</u>	<u>\$ 93,427,310</u>
Total net debt applicable to the limit as a percentage of debt limit	29.14%	33.28%	26.11%	23.29%	23.43%

Legal Debt Margin Calculation for Fiscal Year 2016

Estimated Market Value	<u>\$ 4,067,077,000</u>
Debt Limit (3% of total estimated market value)	122,012,310
Debt applicable to limit:	
Total Bonded Debt	28,585,000
Less:	
Special Assessment Bonds	-
Housing Bonds	
Total net debt applicable to limit	<u>28,585,000</u>
Legal Debt Margin	<u>\$ 93,427,310</u>

Note: Under Minnesota state law, the City of Roseville's net debt cannot exceed 3 percent of the estimated market value of property. This limit increased from 2% to 3% in calendar 2008.

Fiscal Year	Population (1)	Estimated Personal Income (2)	Per Capita Personal income (3)	School Enrollment District #623 (4)	School Enrollment District #621 (4)	Unemployment Rate (5)
2007	33,969	1,593,883,946	44,852	6,420	9,705	3.9%
2008	34,099	1,602,820,426	47,005	6,486	9,792	5.7%
2009	34,099	1,632,080,437	47,863	6,400	9,674	7.0%
2010	34,178	1,561,148,506	45,677	6,444	9,849	5.5%
2011	33,660	1,582,289,280	47,008	6,588	9,765	4.5%
2012	33,807	1,644,947,199	48,657	6,804	9,948	4.4%
2013	34,486	1,590,632,264	46,124	7,587	10,236	4.3%
2014	34,476	1,604,133,804	46,529	7,397	10,504	3.2%
2015	35,306	1,660,052,814	47,019	7,507	10,759	3.0%
2016	35,244	1,707,818,508	48,457	7,580	11,145	3.0%

- (1) Population and per capita income figures, other than census year, are estimates provided by the Metropolitan Council. The last census was taken in the year 2010.
- (2) This estimated personal income number is calculated by taking the per capita personal income of Ramsey County and multiplying it by the City population. Also see note (3) regarding the Per Capita Personal Income figures.
- (3) The per capita personal income used is for that of Ramsey County, in which the city resides, the smallest region applicable to the City that this information is available for. In addition, the 2009 - 2011 figures are an estimate for the State of Minnesota provided by the Bureau of Economic Analysis as there were no other relevant estimates available at the time of this report.
- (4) The City is served by two independent school districts.
 District #623 covers approximately 67% of the City, while District #621 covers approximately 33% of the City. Accordingly, not all students enrolled in District #621 live in the City of Roseville.
 Information is provided by the Roseville and Moundview School Districts.
- (5) Annual average unemployment provided by the Minnesota Department of Employment & Economic Development

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<u>Employer</u>	<u>2016</u>			<u>2007</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
MN Dept. of Transportation	800	1	4.37%	1150	1	3.11%
University-Northwestern-St Pl	700	2	3.82%	500	7	1.35%
Metz Baking Co	600	3	3.28%	-	-	-
Minnesota Department-Education	500	4	2.73%	435	9	1.18%
Symantec Corp	500	5	2.73%	600	3	1.62%
MEDTOX Scientific Inc	400	6	2.18%	-	-	-
Old Dutch Foods LTD	400	7	2.18%	-	-	-
Byerly's Inc	377	8	2.06%	-	-	-
Pentair Hypro	375	9	2.05%	-	-	-
Eagle Crest Retirement Community	330	10	1.80%	-	-	-
McGough Construction	-	-	-	512	5	1.38%
Unisys	-	-	-	400	10	1.08%
Presbyterian Homes Housing	-	-	-	560	4	1.51%
Roseville Area Schools	-	-	-	950	2	2.57%
Macy's	-	-	-	500	6	1.35%
Target	-	-	-	475	8	1.28%
Total	4,982		27.20%	6,082		16.43%

Sources: Minnesota Department of Employment and Economic Development
Annual Dunn & Bradstreet Report

Function	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015 (1)	2016
General government	32.5	33.5	33.5	34	34	35.5	39.3	40.75	41.25	45.19
Public safety										
Police	57.5	58	58	56.5	56.5	57	54.25	54.5	63.5	62.99
Fire	7.5	8	8	8	7	6	6	11	26.5	26.88
Public Works	17.25	17.25	17.25	16.75	16.74	16.47	15.75	15.75	18.5	19.29
Recreation	22.25	22.25	22.25	21.25	20.25	22.25	23	24	45.25	48.76
Economic Development	10.9	10.9	10.9	10.9	10.9	9.9	10	11	13.5	14.06
Water	6.17	6.17	6.17	6.17	7.29	7.54	6.62	6.97	8.5	7.41
Sewer	5.16	5.16	5.16	5.66	3.71	3.71	5.47	5.12	5.75	5.41
Golf	2.5	2.5	2.5	2.5	2.5	1.75	1.75	1.75	4.5	3.28
Recycling	-	-	-	-	-	-	0.3	0.3	0.25	0.3
Storm Drainage	3.42	3.42	3.42	3.42	4.01	4.03	4.87	4.87	4.75	4.9
Total	157.90	160.40	165.15	167.15	167.15	164.15	167.31	176.01	232.25	238.47

(1) In 2015 the Finance Department discovered a new method to calculate and better represent the number of full-time equivalents employed by the City. The new calculation includes temporary or seasonal employee hours that were previously difficult to account for, which explains the large increase from 2014 to 2015.

Function	Fiscal Year				
	2007 (1)	2008	2009	2010	2011
Police					
Serious offenses	3,036	3,001	2,669	2,551	2,810
Public Assistance Calls	38,598	38,052	35,000	38,000	36,571
Traffic citations	9,219	8,062	8,138	8,551	8,404
Fire					
Fire incidents	4,313	4,300	4,036	4,225	4,290
Fire inspections	1,740	1,800	1,051	1,011	1,050
Public Works					
Street patching (tons)	900	1,006	1,000	900	920
Sealcoating (miles)	13	15	14	14	15
Snow / ice control (miles)	123	125	125	125	125
Sign repair / replacements	335	197	300	524	254
Recreation					
Recreation and leisure participations	113,250	112,725	112,800	112,700	112,750
Facility usage permits	1,125	1,115	1,095	1,080	1,075
Economic Development					
Building permits issued	1,302	1,254	1,307	1,146	1,714
Number of inspections	7,313	6,051	5,509	5,306	4,826
Planning / zoning cases	69	45	35	29	30
Water					
Meters repaired / replaced	407	554	519	592	780
Water main breaks	39	38	33	29	29
Hydrants repaired / flushed	1,711	1,706	1,711	1,711	1,836
Annual water pumped (thousands of gallons)	2,156,057	2,066,694	2,081,975	1,807,879	1,857,404
Sewer					
Sewer pipes repaired / replaced (linear feet)	4,849	5,000	8,162	5,457	15,109
Sewer pipes cleaned (linear feet)	235,000	276,000	237,000	261,000	274,560
Sewer pipes televised (linear feet)	43,755	61,497	72,772	89,260	59,567
Annual sewer flow (thousands of gallons)	2,156,057	2,066,694	2,081,976	1,157,210	1,399,720
Golf					
Number of rounds played	31,794	31,147	30,458	28,325	25,518
Recycling					
Materials collected (tons)	3,681	3,750	2,697	3,321	3,244
Storm Drainage					
Sweeping (centerline miles)	125	125	125	125	125
Leaf collection (Cubic yards)	20,000	20,000	20,000	20,000	20,000
Structure inspections	167	71	350	258	500
Infrastructure repair / replace (linear feet)	625	188	242	96	128

Sources: Various city departments

- (1) In 2007 the Fire Department changed their policy in responding to medical calls. The Fire Department now responds to ALL medical calls, no matter their severity. The large increase of fire incidents in 2007 includes these additional calls.
(2) In 2015, the leaf collection program was cancelled and not used in 2016.

Function	Fiscal Year				
	2012	2013	2014	2015	2016
Police					
Serious offenses	2,758	2,522	3,008	3,096	3,243
Public Assistance Calls	34,665	34,942	32,624	33,549	36,058
Traffic citations	10,503	10,823	9,250	6,138	4,232
Fire					
Fire incidents	4,383	4,468	4,701	4,746	4,997
Fire inspections	473	673	565	495	285
Public Works					
Street patching (tons)	715	810	770	655	612
Sealcoating (miles)	14	13	10	0	0
Snow / ice control (miles)	125	125	125	125	125
Sign repair / replacements	150	140	131	369	490
Recreation					
Recreation and leisure participations	112,730	112,825	113,000	115,000	110,000
Facility usage permits	1,060	1,170	1,200	1,440	1,595
Economic Development					
Building permits issued	1,508	1,763	1,539	1,874	1,625
Number of inspections	5,020	5,574	5,246	5,685	5,543
Planning / zoning cases	35	27	33	26	32
Water					
Meters repaired / replaced	590	900	1,100	5,836	1,000
Water main breaks	21	27	49	31	40
Hydrants repaired / flushed	1,799	1,875	1,875	1,875	1,885
Annual water pumped (thousands of gallons)	1,996,677	1,826,482	1,650,069	1,645,610	1,653,881
Sewer					
Sewer pipes repaired / replaced (linear feet)	21,900	39,827	33,312	30,348	31,042
Sewer pipes cleaned (linear feet)	274,673	255,672	230,923	282,740	258,564
Sewer pipes televised (linear feet)	67,794	40,166	15,312	95,044	71,804
Annual sewer flow (thousands of gallons)	1,213,440	1,243,730	1,248,820	1,134,520	1,133,420
Golf					
Number of rounds played	25,929	24,282	25,186	25,663	25,905
Recycling					
Materials collected (tons)	3,173	3,226	3,150	3,305	3,241
Storm Drainage					
Sweeping (centerline miles)	125	125	125	125	125
Leaf collection (Cubic yards) (2)	20,000	20,000	20,000	20,000	0
Structure inspections	400	200	113	169	181
Infrastructure repair / replace (linear feet)	70	1,049	1,233	2,074	2,940

City of Roseville, Minnesota
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM

Last Ten Fiscal Years

Table 19

(Page 1 of 2)

Unaudited

Function	Fiscal Year				
	2007	2008	2009	2010	2011
Public Safety					
Police:					
Stations	1	1	1	1	1
Patrol Units	27	27	27	34	36
Fire Stations	3	3	3	3	2
Public Works					
Streets (miles)	123	123	123	122	125
Street Lights	1,125	1,125	1,125	1,125	1,125
Recreation					
Parks and playgrounds	30	30	30	30	30
Lighted park shelters	8	8	8	8	8
Parks Acreage	685	685	685	685	685
Skating Rinks					
Outdoor	10	8	8	8	8
Indoor	1	1	1	1	1
Golf Course	1	1	1	1	1
Ballfields	41	41	41	41	41
Soccer/football fields	8	8	8	8	8
Tennis Courts	17	17	17	17	17
Volleyball Courts	9	9	9	9	9
Basketball Courts	8	8	8	8	8
Miles of Trails	69	69	69	69	69
Water					
Number of connections	10,256	10,271	10,300	10,261	10,303
Water mains (miles)	166	166	166	166	166
Fire Hydrants	1,711	1,711	1,711	1,711	1,711
Water purchased from St. Paul (thousands of gallons)	2,156,057	2,066,694	2,081,975	1,807,879	1,857,404
Sewer					
Number of connections	10,199	10,015	10,021	10,188	10,200
Sanitary sewers (miles)	156	156	156	156	156
Storm drainage					
Storm sewers (miles)	145	145	145	145	145

Sources: Various city departments

Note: No capital asset indicators are available for the general government function

City of Roseville, Minnesota
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM

Last Ten Fiscal Years

Table 19

(Page 2 of 2)

Unaudited

Function	Fiscal Year				
	2012	2013	2014	2015	2016
Public Safety					
Police:					
Stations	1	1	1	1	1
Patrol Units	33	38	38	38	
Fire Stations	2	1	1	1	1
Public Works					
Streets (miles)	125	125	125	125	125
Street Lights	1,133	1,133	1,133	1,133	1,145
Recreation					
Parks and playgrounds	30	30	30	30	32
Lighted park shelters	8	8	5	5	5
Parks Acreage	685	685	685	685	685
Skating Rinks					
Outdoor	12	10	10	11	11
Indoor	1	1	1	1	1
Golf Course	1	1	1	1	1
Ballfields	41	41	21	21	21
Soccer/football fields	8	8	19	19	19
Tennis Courts	17	17	17	17	17
Volleyball Courts	6	6	5	5	5
Basketball Courts	8	9	15	15	15
Miles of Trails	69	69	71	71	71
Water					
Number of connections	10,303	10,303	10,303	10,311	10,224
Water mains (miles)	166	166	166	166	166
Fire Hydrants	1,711	1,711	1,711	1,711	1,711
Water purchased from St. Paul (thousands of gallons)	1,996,677	1,826,482	1,650,069	1,645,610	1,653,881
Sewer					
Number of connections	10,130	10,130	10,130	10,135	10,159
Sanitary sewers (miles)	156	156	156	156	156
Storm drainage					
Storm sewers (miles)	145	145	145	145	145

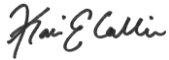
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REQUEST FOR COUNCIL ACTION

Date: 5-8-17
Item No.: 7.b

Department Approval



Kari Collins, Community Development Director

City Manager Approval



Item Description: Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 1715 Rice Street.

BACKGROUND

- The subject property is a commercial shopping center which is owned by Osborne Properties.
 - o The property is managed by Kraus-Anderson Realty Co.
- Current violations include:
 - o Building Maintenance and Appearance (407.02.J)
 - Fence in disrepair
- The original complaint was received on October 27, 2016 and was from a resident.
- On November 2, 2016, March 30 and April 28, 2017 notices were sent to the above referenced property identifying the public nuisance violation and requesting the property be brought into compliance.
- Inspections on November 1, 16, December 2, 2016, March 30 and April 28, 2017, revealed that the violation had not been corrected.
- Email correspondence between the property manager and staff occurred on January 31, February 1, 9, March 28, 31, April 27, May 1 and 2, 2017
- A status update will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

29 **FINANCIAL IMPACTS**

30

31 City Abatement:

32 An abatement would encompass the following:

- 33 • Repair and re-installation of fence along north edge of parking area near tenant Pawn
34 America

35 Total: \$ 2000.00

36

37

38 **STAFF RECOMMENDATION**

39 Staff recommends that the Council direct Community Development staff to abate the above referenced
40 public nuisance violations at 1715 Rice Street.

41

42 **REQUESTED COUNCIL ACTION**

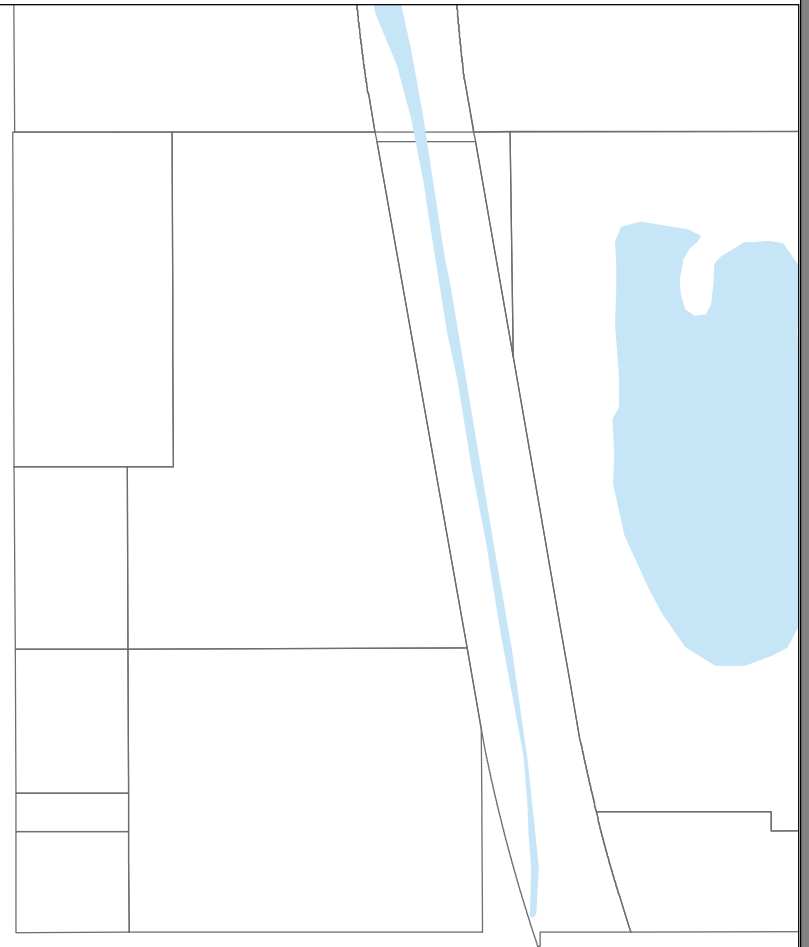
43 Direct Community Development staff to abate the public nuisance violations at 1715 Rice Street by
44 hiring a contractor to repair and re-install fence at north edge of parking area near Pawn America tenant
45 space.

46 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
47 is to recover costs as specified in Section 407.07B.

48

Prepared by: Dave Englund, Codes Coordinator

Attachment: A: Map of 1715 Rice Street
B: Timeline of Staff actions
C: Cited City Code Sections



Location Map



Prepared by:
Community Development Department
Printed: May 2, 2017



Site Location

Data Sources

* Ramsey County GIS Base Map [4/6/2017]

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.

0 100 200 Feet



1715 Rice Street – Timeline

- 1 • October 27, 2016 – Original Complaint
- 2 • November 1, 2016 – Site Visit, violation confirmed
- 3 • November 2, 2016 – First letter sent to property owner
- 4 • December 2, 2016 – Site Visit, violation remains
- 5 • January 31, 2017 – Email correspondence with property manager
- 6 • February 1, 2017 - Email correspondence with property manager
- 7 • March 28 & 31, 2017 - Email correspondence with property
- 8 manager
- 9 • March 30, 2017 – Site Visit, violation remains
- 10 • March 30, 2017 – Second letter sent to property owner detailing
- 11 violation
- 12 • April 27, 2017 - Email correspondence with property manager
- 13 • April 28, 2017 - Site Visit, violation remains
- 14 • April 28, 2017 – Notice sent to property owner and manager
- 15 notifying of Council hearing
- 16 • May 1 & 2, 2017 – email correspondence with property manager

CITED CITY CODE SECTIONS

407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR REPOSE:

- J. Building Maintenance and Appearance: Buildings, fences, and other structures, which have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they: 1) are unsightly, 2) decrease adjoining landowners' and occupants enjoyment of their property and neighborhood, and 3) adversely affect property values and neighborhood pattern.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Approve request for a noise variance for the 2017 Cured-In-Place-Pipe (CIPP) Project

BACKGROUND

The City of Roseville Engineering Department is seeking a variance from the City of Roseville's noise ordinance for the 2017 Cured-In-Place-Pipe (CIPP) Lining Project. Staff is requesting this on behalf of the contractor who has requested the night time work due to a need to install the liner at a period of low flow. The work would take approximately four hours to complete during one night.

The area affected is approximately 200 feet along the south side of Woodhill Drive just west of Victoria Street. The sanitary sewer main that is scheduled to be lined is an 8" clay tile pipe. The variance is needed because the sanitary sewer flow from a nearby Senior Living Center is too high during the day to ensure a quality installation of the liner. The flow should be considerably lower at night, therefore ensuring a higher quality installation.

While lining operations are going on at night, there will be a constant sound of the boilers running. The segment of pipe to be lined is not directly adjacent to any residential homes, but there are eight homes within 350 feet of the proposed work area. Per the noise ordinance, a notification of the public hearing has been published in the local paper and a letter was mailed to all residents within a 350 foot radius of the work area.

DISCUSSION

The attached CIPP Construction Information (Attachment B) explains the CIPP process and shows some of the equipment that would be generating some of the noise during these hours. Most of the noise generated after working hours would be from boilers needed to cure the sanitary liner.

Staff would suggest Council consider a noise variance with the following conditions:

- The City and the Contractor notify residents, within 350 feet of the work area, of the exact days of work one week prior to beginning the work.
- The contractor must complete any work that can be done without overnight work, such as pipe cleaning or pipe televising, during regular working hours.

Staff will work very closely with the contractor to keep residents updated and work to limit any noise. This sort of work has been done in numerous other cities in similar neighborhoods so contractors are generally aware of these sorts of issues.

32 **FINANCIAL IMPLICATIONS**

33 None identified.

34 **STAFF RECOMMENDATION**

35 Consider a variance to extend the working hours on the 2017 CIPP Lining Project, for the
36 Woodhill Drive segment between Lakeview Avenue and Victoria Street.

37 **REQUESTED COUNCIL ACTION**

38 Approve request to extend working hours on the 2017 CIPP Lining Project, for the Woodhill
39 Drive segment between Lakeview Avenue and Victoria Street.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Public Hearing Notice Letter and Maps
B: CIPP Construction Information



April 19, 2017

RE: 2017 CIPP Lining Project Variance Hearing

Dear Resident:

The City of Roseville is currently working on the annual Sanitary Sewer Main Lining project in your area (See map on back). This project will consist of relining the sanitary sewer mains using a trenchless technology to reline the existing pipe. This construction method allows the City to replace the sewer mains without having to dig them up. Because of the scope of the work some periods of overnight work are required to complete the project. Any work or noise associated with the overnight work will be a steady hum from the boilers and an occasional truck backing up. By Ordinance, no work can be done between 10 PM and 7 AM without a variance.

This letter is to inform you that a variance is being requested by staff for this project. A hearing for this variance will be at the Roseville City Council meeting on Monday, May 8, at 6 PM at the Roseville City Hall and will be located on the main level in the Council Chambers.

City staff will be presenting the variance request to the City Council and also answering any questions the Council or residents may have. Additional information about the City's Sanitary Sewer Main Lining projects can be found at: <http://www.cityofroseville.com/827/Sanitary-Sewer-Main-Lining>.

All residents within 350 feet of the project area are receiving this meeting invitation. If you are not able to attend the meeting and would like to offer input and/or receive information about what was presented, please contact me via email or phone. I can be reached at:

Email: Jesse.Freihammer@cityofroseville.com

Phone: 651-792-7042

If you have any questions before the meeting please feel free to email or call me directly.

Sincerely,

Jesse Freihammer
City Engineer/Asst. Public Works Director



 City Sanitary Sewer Main where work will be done overnight

CIPP Construction Information

CIPP lining consists of a number of steps throughout the lining process. First, the sewer main needs to clear so the crews can clean and install the liner. This is done by bypass pumping around the lines. Crews put plugs in the lines and hook up large pumps to pump the flows up and around the sewer main that is to be lined. Below are two examples of what typical bypass pumps look like:



These pumps pump the flow through large black pipes and then dump the flows in a downstream manhole.



These pipes are often laid along the center of the road or along the gutter line. Ideally they are placed along the center so that residents can still access their driveways without having to drive over the pipes. Often-times some sort of ramp can be used or made if vehicles need to get over the pipe. Sometimes also the road needs to be cut and the pipe needs to be buried.

Once the bypass is set up the crews will begin to clean the line. To do this they bring in a large jet/vac truck (like the one below) to clean them.



When the lines have been cleaned the crews insert a camera into the sewer main. They televise the line in order to ensure that it is fully cleaned, to record where the service laterals are, and to verify that there are no obstructions that will interfere with the CIPP lining process.

Once they are ready to line they bring in trucks or trailers with the lining equipment on board. CIPP liners are basically felt bags filled with a resin added. Once the bags are filled with the resin they are ready to be installed. The liner is inverted down the manhole and through the line all the way to the end. Then the liner is filled with steam or boiling water. The steam or water is continuously heated over a determined period of time in order to get the resin to cure and get the final desired product. Below are a couple examples of what these trucks look like.



Most of the preparation work for CIPP lining can be done during a normal work day. Sometimes when the liner size is larger the resin requires more time to cure. During this cure time the machines that are running is the bypass pump and the boilers. Once the line is cured the pipe is cut and the services are reinstated.

For more information on the process there are a number of CIPP Lining videos online. Below are a few that explain the process:

https://www.youtube.com/watch?v=a8mIR_CfLjk&feature=youtu.be

<https://www.youtube.com/watch?v=Xie1Eb-16Lo>

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Presumptive Penalty Approval – Cub Liquor Store Compliance Failure

Background

On February 2, 2017, all businesses with a city liquor license were mailed a packet from the Roseville Police Department announcing two city wide alcohol compliance checks to be conducted before the end of the calendar year. On the front of the packet envelope stamped in 3/8" letters were the words "ALCOHOL COMPLIANCE!" The 3/8" stamped words were intentionally placed on the front of the envelope to ensure the mailing would be directed to the business owner/manager/alcohol compliance employee. The envelope packet included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter was a complete copy of the City of Roseville Manager and Server Training Program and the name and telephone number of a police contact should a business have any questions/concerns relating to alcohol compliance.

Compliance Failure

On Monday, April 3, 2017, at 11:08 a.m., a plain clothes Roseville police officer, along with a 19-year old compliance checker, entered the Cub Liquor Store located at 1201 Larpenteur Avenue, Roseville Minnesota, to conduct an alcohol compliance check. The underage alcohol compliance checker approached the store's sales counter with a bottle of Kinky Red Vodka she had selected from the sales floor. The liquor store's sales clerk rang up the sale and the compliance checker provided the clerk with a \$20.00 bill and received proper change. The compliance checker then exited the business with the liquor. Moments later a plain clothing officer identified himself as a police officer to the sales clerk and asked why he sold alcohol to an underage person? The sales clerk said he didn't ask for identification because he guessed "she was 22" and he shouldn't have been in such a hurry. The plain clothing officer observed one person standing in line at the time of the illegal alcohol sale to the compliance checker. On Thursday, April 6, 2017, the manager of the Cub Liquor Store provided the police department with paper copies of their store's employee manager / server alcohol training records. Upon inspection of these pre-violation employee training documents, it was determined all store employees were current with their alcohol server training. This is the Cub Liquor Store's first compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a zero (0) day suspension.

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Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report CN/17008779
- B: Letter announcing compliance checks and enclosures
- C: Letter announcing Council Meeting
- D: Cub Liquor Store Manager/Server Alcohol Training Documents

43



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 17008779	AGENCY ORI# MN0620800	JUVENILE:
INCIDENT	Reported: 04-03-2017 1525 Committed Start: Committed End: Title: Compliance Checks-Alcohol How Received: None Selected Short Description: First round of alcohol compliance checks. Business failed Summary: Alcohol Compliance Check Round 1 - Business failure. See supplement for additional information. Location(s) CUB FOODS Address: 1201 LARPENTEUR AVE APT City: Roseville State: MN Zip: 55113 Country:	
OFFICERS	Officer Assigned: Rosand, Lorne (Administrative Action) Badge No: 3 Primary: No Officer Assigned: Gehrman, Jason Badge No: 194 Primary: No Officer Assigned: Steinberg, Travis Badge No: 203 Primary: No	
MOC	MOC: M4102 Literal: LIQUOR - SELLING Statute: 340A-401 UCR: 22	
NAMES	Involvement: Cited Name: Zastrow, Jason Herbert DOB: 01-02-1977 Age: 40 Sex: Race: Height: 0 Weight: 0 Address: (Residence) 250 W Rose Ave APT City: Saint Paul State: MN Zip: 55117 Country: Phone: (Work) (651)488-1825 Involvement: Mentioned Name: Cub Foods Address: (Business) 1201 Larpenteur Ave APT City: Roseville State: MN Zip: 55113 Country: Phone: (Business) (651)488-1825 Involvement: Mentioned Name: Quinn, Susan Rae DOB: 12-23-1957 Age: 59 Sex: F Race: W Height: 502 Weight: 110 Address: (Residence) 1465 ALAMEDA ST APT City: ST PAUL State: MN Zip: 55117 Country: USA Phone: (Work) (651)489-5050 Email: (Work)Susan.Quinn@roundys.com Eye Color: HAZ	
EVIDENCE	BarCode: 17-01223 Item Type: Alcohol Bin: A41 Description: Bottle of Kinky liquor Location Address: (Retail) 1201 LARPENTEUR AVE APT City: Roseville State: MN Zip: 55113 Country: Name(s) Name: Cub Foods BarCode: 17-01226 Item Type: Receipt Bin: Document Drawer Description: Cub Liquor receipt Location Address: (Retail) 1201 LARPENTEUR AVE APT City: Roseville State: MN Zip: 55113 Country: Name(s) Last Name: Zastrow First: Jason Middle: Herbert DOB: 01-02-1977	

Supplemental Report

ICR: 17008779

Last Modified: 04-03-2017 1645

Title: Alcohol Compliance Fail

Created By: Travis Steinberg

On 04/03/2017, the Roseville Police Department conducted an alcoholic compliance check at 1201 Larpenteur Ave (Cub Foods Liquor Store). XXXX (19 year old checker) walked into the store and selected a bottle of Kinky Red liquor.

XXXX approached the male cashier who was later identified as Jason Zastrow. Zastrow did not ask XXXX for her ID. Zastrow sold the bottle of liquor (\$19.72) to XXXX. XXXX provide Zastrow with a \$20.00 bill. Zastrow gave XXXX .28 cents. XXXX exited the store with the liquor.

I approached Zastrow and identified myself as a police officer. I informed Zastrow that he had just sold alcohol to an underage person. I asked Zastrow to step off to the side so that I could speak further with him.

I audio recorded my conversation with Zastrow. Zastrow stated he guessed "she was 22", so he didn't ID her (XXXX). Zastrow stated he has worked at the liquor store for approximately 8 months. Zastrow stated it is the company's policy to ID anyone who looks under 25. Zastrow added that he shouldn't have been in such a hurry, although there was only one other person in line.

Officer Gehrman issued Zastrow a city ordinance citation for selling alcohol to a minor. Zastrow was provide with the .28 cents back. I recovered the \$20.00 bill.

On scene I informed a female manager of the incident. The manager advised me she would be contacting LT. Rosand about the incident.

A photo of Zastrow's ID was taken and attached to this report.

Nothing further.

Supplemental Report

ICR: 17008779

Last Modified: 04-05-2017 1339

Title: Admit Cite #20950 Paid

Created By: Lorne Rosand

On Monday, April 3, 2017 at approximately 1130 hours, I received a telephone call from a caller who identified himself as Jason Zastrow.

Zastrow explained he had just been cited for selling alcohol to a minor at the Roseville Cub Food Store located at 1201 Larpenteur Avenue and wanted to know if he could receive an extension to pay his \$250 administrative fine?

I advised Zastrow I could give him 30-days to pay his fine with his fine payment due in full on or before May 3, 2017. Zastrow said he needed additional time. I advised Zastrow I wouldn't provide any additional time and if he failed to pay the fine in full by the due date, I would submit the case file to the city attorney's office for gross misdemeanor charging consideration.

Zastrow advised he was currently on probation. Zastrow explained his probation situation.

At approximately 1500 hours on the same date, Zastrow traveled to the city hall and paid the \$250.00 by personal check.

I attached a copy of the receipt as well as administrative citation.

With Zastrow's payment in full I consider his portion of this case closed.

Supplemental Report

On Thursday, April 6, 2017, I traveled to the Roseville Cub Food Store located at 1201 Larpenteur Avenue West.

Upon arrival, I spoke with the Cub Food Liquor Store manager Susan Quinn. Quinn was familiar with the Monday, April 3, 2017 sale of alcohol to a minor by ex-employee Jason Zastrow.

I asked Quinn for copies of all of her employee's alcohol server training records.

Quinn went to a file cabinet and removed current records of all of the liquor store's employees.

With Quinn present, I reviewed each server training record and found each employee was current with his/her server training.

When checking Jason Zastrow's server training records, I learned he was hired on 07/16/2016 and received his formal alcohol server training on 07/17/2016. Based on Zastrow's training, he would need to receive his next annual training on or before 07/17/2017.

I later attached a copy of all server training records to the report's Media file.

Upon review of previous alcohol violations related to this specific location/venue, I found a August 31, 2012 sale of alcohol to a minor - see RPD CN 12023569. Being this 2012 liquor violation occurred approximately 5-years ago, it is well outside the 18 month look back and cannot be considered relevant to this current violation.

Supplement for informational purposes.



February 2, 2017

Wing Stop
2100 Snelling Avenue North
Roseville, MN 55113

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. Our goal is to achieve 100% compliance. We need your cooperation to make that happen.

The Roseville Police Department conducts yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed Chapter 302, Roseville's Liquor Control Ordinance. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance. For your convenience, a complete copy of Roseville Liquor Control Ordinance Chapter 302 has been enclosed for your review. Roseville's ordinances are also available for on-line viewing at www.cityofroseville.com

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. Presumptive penalties are set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or city provided liquor licensee training program. A City of Roseville Manager/Server Approved Training Program is included in this packet for your convenience.

Additional city approved licensee training/resources are listed in the enclosed manager/server training packet.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under-go the required training.

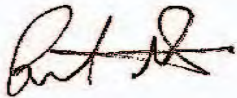
The mandatory minimum penalty (imposed upon the licensee) for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will conduct a minimum of two announced city wide compliance checks in 2017. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at 651-792-7211.

Sincerely,



Rick Mathwig
Chief of Police

Enclosures:
Roseville City Code Chapter 302
Roseville City Approved Manager and Server Training Program

lr

ATTACHMENT C



April 21, 2017

Susan Quinn - Manager
Cub Liquor Store
1201 Larpenteur Avenue
Roseville Minnesota 55113

Susan Quinn;

Reference Roseville PD Case File 17008779: April 3, 2017 Cub Food Liquor Store Alcohol Compliance Failure

On Monday, May 8, 2017, the Roseville City Council will discuss the April 3, 2017 alcohol compliance failure at the Cub Liquor Store. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and zero (0) day liquor license suspension.

A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

- February 2, 2017: All businesses with a city liquor license were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks will be conducted before the end of the year.
- April 3, 2017: A Cub Liquor Store employee sold a 19-year old underage compliance buyer an alcoholic beverage. The employee sold an underage alcohol compliance buyer a bottle of Kinky Red Vodka. This violation was witnessed by a plain clothing police officer.
- April 6, 2017: Cub Liquor Store provided the department copies of the store's employee manager/server training documents. Upon review of these manager/server training documents, it was determined all employees were current with their alcohol server training.

Roseville City Council will consider staff's recommendation(s) specific to this alcohol sale violation at its regular meeting scheduled for Monday, May 8, 2017. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk telephone number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Patrick Trudgeon – City Manager
Roseville City Council

ATTACHMENT D

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

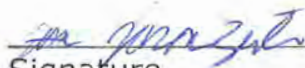
Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113

Establishment & Address

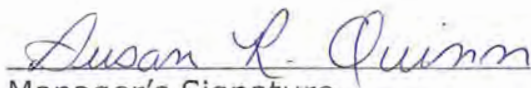
I acknowledge that I have been taught and understand the attached training material on responsible alcohol beverage serving and I have been given the opportunity to ask questions about any portion I do not understand. I have been given a copy of the training material to keep and review. I acknowledge, as a condition of employment, that I am responsible for compliance with the attached training material and I will manage my behavior to attain zero errors in performance.


Signature

7/17/16
Date

Jason Zastrow
Printed name

7/16/16
Date of Hire


Manager's Signature

7/17/16
Date of Training

Susan R. Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113

Establishment & Address

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Adam Rana
Signature

4/4/17
Date

Adam Rana
Printed name

4/26/16
Date of Hire

Susan L Quinn
Manager's Signature

4/4/17
Date of Training

Susan Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

~~Roseville, MN 55113~~
Establishment & Address

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Adam Rand
Signature

4/28/16
Date

Adam Rand
Printed name

4/26/16
Date of Hire

Susan R. Quinn
Manager's Signature

4/28/16
Date of Training

Susan R Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

~~Roseville, MN 55113~~

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John McNulty
Signature

3/17/17
Date

John McNulty
Printed name

3/22/16
Date of Hire

Susan R. Quinn
Manager's Signature

3/17/17
Date of Training

SUSAN QUINN
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

~~Roseville, MN 55113~~
Establishment & Address

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John McNulty
Signature

3/24/16
Date

John McNulty
Printed name

3/22/16
Date of Hire

Susan R. Quinn
Manager's Signature

3/24/16
Date of Training

Susan R. Quinn
Manager's Printed Name

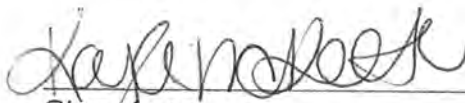
RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113
Establishment & Address

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Signature

2/6/17
Date

Kayla McKeeth
Printed name

2/9/16
Date of Hire


Manager's Signature

2/6/17
Date of Training

Susan R. Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpentour Ave
Establishment & Address
Roseville, MN 55113

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Kayla McKeeth
Signature

2/15/16
Date

Kayla McKeeth
Printed name

2/9/16
Date of Hire

Susan R. Quinn
Manager's Signature

2/15/16
Date of Training

Susan R. Quinn
Manager's Printed Name

Becca

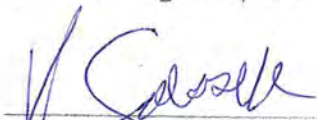
RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpeur Ave

Roseville, MN 55113

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Signature

12/20/14
Date

Rebecca Salas
Printed name

12/20/14
Date of Hire


Manager's Signature

12/20/14
Date of Training

Susan R. Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113

Establishment & Address

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Donald Cho
Signature

11/8/16
Date

Donald Chosa
Printed name

11/5/16
Date of Hire

Susan R. Quinn
Manager's Signature

11/8/16
Date of Training

Susan R. Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113

Establishment & Address

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Bryan Reed

Signature

10/27/16

Date

Bryan Reed

Printed name

8/23/14

Date of Hire

Susan R. Quinn

Manager's Signature

10/27/16

Date of Training

Susan R. Quinn

Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

Establishment & Address

1201 Larpenteur Ave

Roseville, MN 55113

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Bryan Reed
Signature

10-27-15
Date

Bryan Reed
Printed name

8/23/14
Date of Hire

Susan R. Quinn
Manager's Signature

10/27/15
Date of Training

Susan R Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113

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Susan R. Quinn

Signature

10/24/16

Date

Susan R. Quinn

Printed name

7/7/14

Date of Hire

Susan R. Quinn

Manager's Signature

10/24/16

Date of Training

Susan R. Quinn

Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Roseville, MN 55113
Establishment & Address

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Susan R. Quinn
Signature

10/24/15
Date

Sue Quinn
Printed name

7/17/14
Date of Hire

Susan R. Quinn
Manager's Signature

10/24/15
Date of Training

Susan R. Quinn
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

1201 Larpenteur Ave

Establishment Roseville, MN 55113

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Signature



Date

10/24/16

Printed name

Joe Farber

Date of Hire

11/4/14

Manager's Signature



Date of Training

10/24/16

Manager's Printed Name

Susan R. Quinn

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Roseville Cub Liquor #5429

Establishment & Address

1201 Larpenteur Ave
Roseville, MN 55113

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Signature

10-24-15
Date

Joe Farber
Printed name

11-4-14
Date of Hire



Manager's Signature

10/24/15
Date of Training

Susan R. Quinn

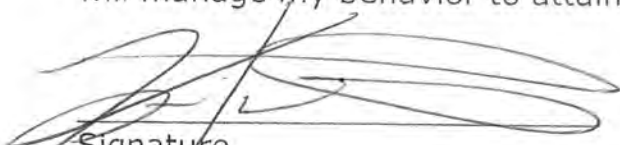
Manager's Printed Name

RESPONSIBLE MANAGER/ SERVER TRAINING CERTIFICATION

Roseville Pub Liquor #5429
1201 Larpenteur Ave
Roseville, MN 55113

Establishment & Address

I acknowledge that I have been taught and understand the attached training material on responsible alcohol beverage serving and I have been given the opportunity to ask questions about any portion I do not understand. I have been given a copy of the training material to keep and review. I acknowledge, as a condition of employment, that I am responsible for compliance with the attached training material and I will manage my behavior to attain zero errors in performance.


Signature

7/17/16
Date

KRISTIAN MUSTARD
Printed name

7/16/16
Date of Hire

Susan R. Quinn
Manager's Signature

7/17/16
Date of Training

Susan R Quinn
Manager's Printed Name

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Presumptive Penalty Approval – Hamline Liquor Store Compliance Failure

Background

On February 2, 2017, all businesses with a city liquor license were mailed a packet from the Roseville Police Department announcing two city wide alcohol compliance checks to be conducted before the end of the calendar year. On the front of the packet envelope stamped in 3/8" letters were the words "ALCOHOL COMPLIANCE!" The 3/8" stamped words were intentionally placed on the front of the envelope to ensure the mailing would be directed to the business owner/manager/alcohol compliance employee. The envelope packet included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter was a complete copy of the City of Roseville Manager and Server Training Program and the name and telephone number of a police contact should a business have any questions/concerns relating to alcohol compliance.

Compliance Failure

On Monday, April 3, 2017, at 10:34 a.m., a plain clothes Roseville police officer, along with a 19-year old compliance checker, entered the Hamline Liquor Store located at 2825 Hamline Avenue North, Roseville Minnesota, to conduct an alcohol compliance check. The underage alcohol compliance checker approached the store's sales counter with a bottle of Svedka-Blue Raspberry Vodka she had selected from the sales floor. The liquor store's sales clerk rang up the sale and the compliance checker provided the clerk with a \$20.00 bill and received proper change. The compliance checker then exited the business with the liquor. Moments later a plain clothing officer identified himself as a police officer to the sales clerk and asked why he sold alcohol to an underage person? The sales clerk said he didn't ask for identification because the line was busy and "he had to move quick." The sales clerk was administratively cited for the violation. On Tuesday, April 11, 2017, the owner of the Hamline Liquor Store provided the police department with paper copies of their store's employee manager / server alcohol training records. Upon inspection of these pre-violation employee training documents, I was able to determine all of the alcohol server employee records had lapsed and were 2-years out of compliance. This is the Hamline Liquor Store's first compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months and discuss any additional

penalty for failing to maintain current manager/server training records. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a zero (0) day suspension.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report CN/17008777
- B: Letter announcing compliance checks and enclosures
- C: Letter announcing Council Meeting
- D: Hamline Liquor Store Manager/Server Alcohol Training Documents



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 17008777		AGENCY ORI# MN0620800		JUVENILE:	
INCIDENT	Reported: 04-03-2017 1512 Committed Start: Committed End: Title: Compliance Checks-Alcohol How Received: None Selected Short Description: First round of alcohol compliance checks. Business failed. Summary: Alcohol compliance round one. Business failed compliance check. See supplement report. Location(s) Hamline Liquors Address: 2825 HAMLIN AV N City: Roseville State: MN Zip: 55113 Country:				
OFFICERS	Officer Assigned: Rosand, Lorne (Administrative Action)		Badge No: 3	Primary: No	
	Officer Assigned: Steinberg, Travis		Badge No: 203	Primary: No	
MOC	MOC: M4102 Literal: LIQUOR - SELLING		Statute: 340A-401		UCR: 22
NAMES	Involvement: Cited Age: 28 Address: (Residence) 1668 Sherwood ave APT Phone: (Work) (651)783-2419		Name: Yang, Cheng Sex: Race: Height: 0 City: Saint Paul State: MN Zip: 55106 Country:	DOB: 08-17-1988 Weight: 0	
	Involvement: Mentioned Address: (Business) 2825 Hamline Ave APT Phone: (Business) (651)636-1369		Name: Hamline Liquors City: Roseville State: MN Zip: 55113 Country:		
	Involvement: Owner Age: 33 Address: (Residence) 104 East 5th Street APT Phone: (Cell) (715)768-9537 Eye Color: BRO Hair Color: BLK		Name: Yang, Sia Sarah DOB: 12-25-1983 Sex: F Race: A Height: 501 Weight: 130 City: Superior State: WI Zip: 54880 Country: USA		
EVIDENCE	BarCode: 17-01224		Item Type: Alcohol		Bin: A41
	Description: Svedka Blue Raspberry Vodka				
	Location				
	Address: (Business) 2825 HAMLIN AV N City: Roseville State: MN Zip: 55113 Country:				
EVIDENCE	Name(s)				
	Last Name: Yang		First: Cheng	Middle:	DOB: 08-17-1988
	BarCode: 17-01225		Item Type: Receipt		Bin: Document Drawer
	Description: Hamline Liquor receipt				
	Location				
	Address: (Business) 2825 HAMLIN AV N City: Roseville State: MN Zip: 55113 Country:				
EVIDENCE	Name(s)				

Last Name: Yang

First: Cheng

Middle:

DOB: 08-17-1988

Supplemental Report

ICR: 17008777

Last Modified: 04-03-2017 1636

Title: Alcohol compliance Fail

Created By: Travis Steinberg

On 04/03/2017, the Roseville Police Department conducted an alcoholic compliance check at 2825 Hamline Ave (Hamline Liquor's). XXXX (19 year old checker) walked into the store and selected a bottle of Svedka-Blue Raspberry Vodka from the sales floor.

XXXX approached the male cashier who was later identified as Cheng Yang. Yang did not ask XXXX for her ID. Yang sold the bottle of liquor (\$14.24) to XXXX. XXXX provide Yang with a \$20.00 bill. Yang gave XXXX \$5.76 in change. XXXX exited the store with the liquor.

I approached Yang and identified myself as a police officer. I informed Yang that he had just sold alcohol to an underage person. I asked Yang to step off to the side so that I could speak further with him.

I audio recorded my conversation with Yang. Yang stated he did not ID XXXX because the line was busy and "he had to move quick". Yang stated he has worked at the liquor store for approximately 2 years.

Officer Gehrman issued Yang a city ordinance citation for selling alcohol to a minor. Yang was provide with the \$5.76. I recovered the \$20.00 bill.

Yang's manager was not on scene. I advised Yang of the upcoming process.

A photo of Yang's ID was taken and attached to this report.

Nothing further.

Supplemental Report

ICR: 17008777

Last Modified: 04-07-2017 1635

Title: 04-07-2017 Admit Cite 20949 Paid

Created By: Lorne Rosand

On Friday, April 7, 2017 at approximately 0930 hours, Chang Yang traveled to the Roseville City Hall and paid his \$250.00 administrative fine for selling alcohol to a minor on April 3, 2017.

I scanned a copy of Cite #20949 and the paid receipt to the report's Media file.

With Yang paying his administrative fine, I consider his portion of the case officially closed.

Supplemental Report

ICR: 17008777

Last Modified: 04-20-2017 1435

Title: 04-11-2017 Training Records Received

Created By: Lorne Rosand

On Tuesday, April 11, 2017 at 1600 hours, Sia Yang (Hamline Liquor Store owner) traveled to the police department.

Upon arrival, I introduced myself to Yang and provided her my business card.

Yang and I met in the Chief's conference room.

Yang provided me a copy of her businesses manager/server alcohol training records. In Yang's presence, I reviewed the documents and observed all three training records indicated she and her two employees received their formal alcohol server training in July 2014.

I asked Yang if the documents she had provided me were the most current documents showing her liquor store's annual employee alcohol training? Yang said she was providing me the most current training documents.

I advised Yang city ordinance (302.08C) requires employees to be annually trained in a city approved liquor license training program.

I should note Yang was provided a copy of the city liquor license ordinance in its entirety on or about February 2, 2017 when I mailed liquor compliance packets to all businesses (on and off sale) licensed by city to sell liquor.

I made photo copies of the three employee manager/server training records and later attached those documents to this case file (see Media file).

On Wednesday, April 20, 2017, an employee of Hamline Liquor Store traveled to the Roseville Police Department and showed me copies of manager/server training records showing all three liquor store employees were current with the their respective training on April 11, 2017.

Supplement is for informational purposes.



February 2, 2017

Wing Stop
2100 Snelling Avenue North
Roseville, MN 55113

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. Our goal is to achieve 100% compliance. We need your cooperation to make that happen.

The Roseville Police Department conducts yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

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The City of Roseville has passed Chapter 302, Roseville's Liquor Control Ordinance. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance. For your convenience, a complete copy of Roseville Liquor Control Ordinance Chapter 302 has been enclosed for your review. Roseville's ordinances are also available for on-line viewing at www.cityofroseville.com

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. Presumptive penalties are set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or city provided liquor licensee training program. A City of Roseville Manager/Server Approved Training Program is included in this packet for your convenience.

Additional city approved licensee training/resources are listed in the enclosed manager/server training packet.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under-go the required training.

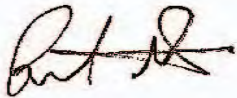
The mandatory minimum penalty (imposed upon the licensee) for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will conduct a minimum of two announced city wide compliance checks in 2017. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at 651-792-7211.

Sincerely,



Rick Mathwig
Chief of Police

Enclosures:
Roseville City Code Chapter 302
Roseville City Approved Manager and Server Training Program

lr

ATTACHMENT C



April 21, 2017

Sia S. Yang
104 East 5th Street
Superior Wisconsin 54880

Sia S. Yang;

Reference Roseville PD Case File 17008777: April 3, 2017 Hamline Liquor Store Alcohol Compliance Failure

On Monday, May 8, 2017, the Roseville City Council will discuss the April 3, 2017 alcohol compliance failure at the Hamline Liquor Store. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and zero (0) day liquor license suspension.

A representative of your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

- February 2, 2017: All businesses with a city liquor license were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks will be conducted before the end of the year.
- April 3, 2017: A Hamline Liquor Store employee sold a 19-year old underage compliance buyer an alcoholic beverage. The employee sold an underage alcohol compliance buyer a bottle of Svedka-Blue Raspberry Vodka. This violation was witnessed by a plain clothing police officer.
- April 11, 2017: Hamline Liquor Store provided the department copies of the store's 3 employee manager/server training documents dated July 2014. Roseville city ordinance (302.08C) requires annual manager/server training. Your employee alcohol manager/server training has clearly lapsed and is no longer valid.

Roseville City Council will consider staff's recommendation(s) specific to this alcohol sale violation and failure to provide manager/server training at its regular meeting scheduled for Monday, May 8, 2017. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk telephone number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Patrick Trudgeon – City Manager
Roseville City Council

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

2825 Hamline Ave. N Roseville, MN 55113

Establishment & Address

I acknowledge that I have been taught and understand the attached training material on responsible alcohol beverage serving and I have been given the opportunity to ask questions about any portion I do not understand. I have been given a copy of the training material to keep and review. I acknowledge, as a condition of employment, that I am responsible for compliance with the attached training material and I will manage my behavior to attain zero errors in performance.

Cheng Yang
Signature

7-20-14
Date

Cheng Yang
Printed name

7-20-14
Date of Hire

Sia Saeyang
Manager's Signature

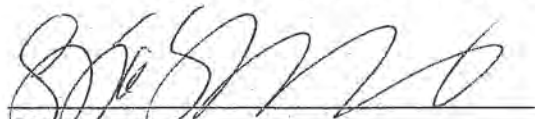
7-20-14
Date of Training

Sia Saeyang
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

2825 Hamline Ave. N. Roseville, MN 55113
Establishment & Address

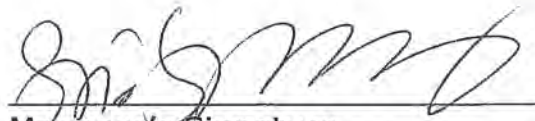
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Signature

7-5-14
Date

Sia Saeyang
Printed name

7-5-14
Date of Hire


Manager's Signature

7-5-14
Date of Training

Sia Saeyang
Manager's Printed Name

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

2825 Hamline Ave. N. Roseville, MN 55113
Establishment & Address

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Signature

7-20-14
Date

Yeng Yang
Printed name

7-20-14
Date of Hire


Manager's Signature

7-15-14
Date of Training

Sia Saeyang
Manager's Printed Name

ROSEVILLE
REQUEST FOR COUNCIL DISCUSSION

Agenda Date: 5/08/2017

Agenda Item: 7.f

Department Approval



City Manager Approval



Item Description:	Review and provide comment on the first two chapters of a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) (PROJ-0042)
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BACKGROUND

The consultants engaged to lead the update of Roseville's Subdivision Code, Mike Lamb and Leila Bunge, have drafted updated code text based on the feedback received from the Planning Commission and City Council regarding the annotated outline of Roseville's existing code; the minutes of the City Council's March 20 discussion are included as Exhibit A. The Planning Commission began reviewing and discussing the first two chapters of the draft subdivision code at its meeting of April 5, and tabled the remainder of the discussion until its upcoming meeting of May 3; the draft minutes of the April 5 discussion are included with this report as Exhibit B.

The draft of the subdivision code update is included with this report as Exhibit C. Because presenting a comprehensive update like this entirely in the typical *track changes* format would be difficult to read, the proposed update is presented side-by-side with the existing code text. In this way, each provision of the proposed draft (in the right-hand column) can be compared to the existing text (in the left-hand column). Because the draft presented to the City Council has been updated since April 5 based on the Planning Commission's feedback, such edits to the draft subdivision code are typographically emphasized with strikethrough and underlined text representing deletions and insertions, respectively.

PLANNING DIVISION COMMENT

Many of the proposed amendments to the subdivision code involve modernizing outdated language, auditing definitions to include what is necessary and delete what is not, and removing technical requirements that are better regulated elsewhere.

Another result of the proposed changes is that much of what the existing code establishes for application submission requirements and review processes would be updated and relocated to the application forms themselves, rather than leaving them as codified regulations. Based on the feedback received during the April 5 public hearing regarding the proposed process amendments, Planning Division staff will draft updated application forms, which would become exhibits for City Council review of the proposed subdivision code update.

The most significant proposed application-review-process change pertains to the minor subdivision. Feedback offered by the Planning Commission and City Council in March

coalesced around two positions on simple subdivisions: applications should provide full surveys, grading plans, storm water plans, and the like, in contrast to the sketch-level plans required by the current code; and they should have generally the same review process as they currently have, as opposed to a narrowly defined administrative approval process. This combination of rich application data and a direct path to City Council action is essentially an abridged plat application and review process; the only distinction from a plat would be in the final documentation that is filed at Ramsey County. Correspondingly, this is reflected in the proposed draft as the replacement of the minor subdivision process with a “minor plat” process. The minor plat would be for all applications that:

- Create three or fewer parcels for new development,
- Don’t need any new streets, sewers, or other new public infrastructure,
- Don’t require any variances to zoning or subdivision requirements,
- Don’t involve any changes to comprehensive plan or zoning designations, and
- Don’t trigger the park dedication requirements.

To make room for the proposed minor plat process, the draft subdivision code renames the familiar process for plats as the “major plat,” which remains the standard process for all proposals that:

- Create four or more parcels for new development,
- Require an open house meeting prior to application for approval,
- Need new streets, sewers, or other new public infrastructure,
- Require variances to zoning or subdivision requirements,
- Might involve changes to comprehensive plan or zoning designations, or
- Trigger park dedication requirements.

More significant subdivision proposals would require the same process of public review, Planning Commission recommendation, and City Council approval as Roseville is used to, and simpler applications would still have a relatively direct path to final action, but would include more robust information for review at the outset.

The City Attorney has been reviewing the draft, in general, as well as responding to specific questions. Nevertheless, prior to final action on the proposed subdivision code update, the City Attorney will be reviewing the entire proposal to ensure that the final ordinance is sound.

Roseville’s Public Works Department staff is reviewing the entire proposal to ensure that the revised subdivision code and their forthcoming design standards manual combine to provide all of the necessary regulations without unintended gaps and unnecessary redundancies. The draft subdivision code update has been developed with the design standards manual as a reference; therefore any changes to the draft resulting from this review are expected to be technical in nature.

The Parks and Recreation Commission will review the proposed revision to the park dedication regulations at its meeting of May 2, 2017. Generally, proposed amendments to the park dedication regulations pertain to adding a preamble linking park dedication to the City’s

goals as expressed in places like the Comprehensive Plan, Parks and Recreation System Master Plan, and the pathway plans, clarifying the thresholds where park dedication is required, and cleaning up outdated information. One significant addition to note is that the proposal would expand the set of occasions when the City would seek dedications of land to include locations that could increase the connectivity of pathways open spaces identified in the community's plans, as authorized by State Statute.

PUBLIC COMMENT

Despite being noticed as a public hearing, no members of the public were present at the April 5 Planning Commission meeting to comment on the proposed draft subdivision code. Notice of the continuation of the public hearing at the May 3 Planning Commission meeting has also been published. At the time this report was prepared, Planning Division staff has not received any communications from the public beyond an email received prior to the Planning Commission's March 1 review of the annotated outline. That email has not been reproduced for inclusion with this report, but it remains part of the public record.

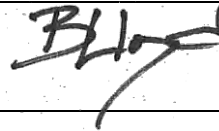
REQUESTED DISCUSSION

Mike Lamb will be facilitating this discussion about the first two chapters of the draft subdivision code update, as amended based on the Planning Commission's guidance regarding these same sections. While the public hearing has been tabled until May 3, 2017, the City Council could still take action to adopt a new ordinance by May 22, which is in advance of the May 31, 2017, expiration of the interim ordinance prohibiting residential minor subdivisions.

Exhibits: A: 3/20/2017 City Council
 minutes
 B: 4/5/2017 Planning Commission
 draft minutes

C: Chapters 1101 & 1102 of the draft
Subdivision Code update

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



d. **Discuss the Annotated Outline Illustrating Present Structure of the Subdivision Code and How a Rewritten Code Might Differ; Provide Input to Guide the Drafted of an Updated Ordinance (PROJ-0042)**

Senior Planner Bryan Lloyd introduced Mike Lamb, consultant with Kimley-Horn, undertaking the rewrite of the city's subdivision code as detailed in the staff report and related attachments.

Title 11 (Exhibit A), Subdivisions and his Memorandum dated February 23, 2017 (Exhibit B)

Mr. Lamb provided an overview of the five major topics needing review: language in code (definitions) and their consistency with other city code; minor subdivision process as discussed by the Planning Commission and of interest to the City Council; Park Dedication mechanism and how to address that moving forward; Design Standards and any revisions of those standards embedded in code; and those areas for reliance on the Public Works Design Standards Manual currently in process.

In the City Council's review of Attachment A, Mr. Lamb clarified that the first column represented current code and right hand column provided suggestions from his office and staff. Mr. Lamb further clarified that those are just suggestions, and not recommendations, but simply based on experience and requiring City Council feedback. Mr. Lamb also referenced excerpts provided from the subdivision ordinances in the metropolitan area and language from those that might make sense for Roseville as the basis for edits. Mr. Lamb further referenced some case studies provided from other metropolitan communities and other first-ring suburbs from out-of-state and staff conversations with those cities as well. Mr. Lamb concluded by stating the intent for this to be an outline review only to help staff and his firm determine the proper direction to pursue from the City Council's perspective.

Exhibit A – Title 11

Page 1

In terms of definitions, Mayor Roe suggested the fewer the better in this portion of code; whether by referencing the Public Works Design Standards Manual or through existing code (e.g. street or design standard components) where those definitions would come out.

Mayor Roe also suggested a general reference to other city documents (e.g. 2008 Pathway Master Plan) rather than specifically referencing them in the subdivision code; with agreement by Councilmember Willmus.

Pages 2 &3

Along with Mayor Roe, Councilmembers McGehee, Willmus and Laliberte were in agreement that they did not want to consider an administrative review process; continuing that approval process through the Planning Commission and City Council or just the City Council as per current practice.

Page 4

1 At the request of Councilmember McGehee, Mr. Lloyd confirmed that any and all
2 application forms and instructions would be revised based on new processes or
3 checklists.

4
5 Specific to minor lot splits and associated checklists for one lot splitting into two,
6 Ms. Collins advised that currently if everything on the checklist was addressed,
7 they were approved administratively.

8
9 Councilmember McGehee stated her intent that everything, including those minor
10 lot splits, be put back on the table, opining that the checklist should be presented
11 to the City Council in agenda packets indicating any or all items checked off, es-
12 pecially related to drainage, sewer and tree preservation.

13
14 Even with minor subdivisions, Councilmember Willmus noted one area of strug-
15 gle was an informal sketch provided (e.g. on the back of a napkin) versus a more
16 detailed and formal application and information process, showing established lo-
17 cations for lot lines, drainage easements, and any other work that would be done
18 on the front end before being brought to the City Council for approval.

19
20 As suggested by City Manager Trudgeon, and confirmed by Councilmember
21 Willmus, this would include a survey.

22
23 As decision makers, Councilmember Willmus noted that the additional infor-
24 mation could have a significant impact on a decision one way or another based on
25 that level of detail provided; and opined that a survey shouldn't create an exces-
26 sive burden for a property owner looking to divide their lot; and he preferred hav-
27 ing that detail available. Councilmember Willmus stated that from his perspec-
28 tive, that detail did not include being advised that the watershed district had yet to
29 sign off, especially if and when those properties may involve part of a larger
30 drainage system or issue within the community. With not receiving that infor-
31 mation upfront, Councilmember Willmus noted that it left out part of the picture,
32 and stated his interest in having that broader picture from materials presented to
33 the City Council , whether or not it created a financial burden on a property own-
34 er.

35
36 Ms. Collins sought clarification on the current process used for minor subdivi-
37 sions and plats, asking if the City Council was okay with that as long as additional
38 information was provided upfront.

39
40 Mayor Roe agreed, referencing recent examples of plats coming before the City
41 Council.

42
43 Without objection, and confirmed by Mr. Lamb, the City Council did not support
44 any administrative process for minor subdivisions; with an up-to-date checklist
45 included at the Planning Commission and/or City Council levels.

46
47 With confirmation by staff, Mayor Roe clarified that open house language would
48 parallel that approved in other sections of code.

Councilmember Willmus addressed plat requirements for lots on existing streets and requiring municipal services, and whether some accommodation was needed for private drives built to city street specifications but privately maintained.

Mr. Lloyd advised that there was nothing in the subdivision code; and noted that delved into the area of uncertainty as to whether a subdivision created a flag lot to access properties behind one street or a private street with public streets minus a right-of-way; seeking City Council direction on that point.

Councilmember Willmus stated that he didn't want to revert to flag lots, but recognized situations where larger lots are subdivided and become smaller, this may be a tool that could help accommodate it and create less expense for surrounding property owners and the broader community as well. Councilmember Willmus opined that the city had it within its purview and public works specifications for those situations.

Mayor Roe stated that he wasn't against private driveway as a solution.

Councilmember Willmus noted that there was no language so specific that it would exclude private drives by calling it a street.

Mayor Roe noted that platting wasn't required for a minor subdivision if other requirements were met, with the current process not requiring plats for minor subdivisions.

City Manager Trudgeon noted that it involved a process for document and layout approval, but was not a formal plat.

Regarding item 4, Mayor Roe noted it stated that it seemed obvious from language providing that a divisional lot didn't require minimum standards.

Mr. Lamb clarified that the excerpt from the City of St. Paul could be edited accordingly for further consideration by the City Council. Mr. Lamb noted the need for placing the burden on public works when changing slopes to address any water/sewer issues, or frozen pipes or water being pumped up hill creating low water pressure.

Mayor Roe noted the need to ensure the close attention of the Public Works staff on those specific issues.

Page 5

Mr. Lamb noted some design standards that would be unique to code.

At the request of Mayor Roe, Mr. Lamb confirmed the need to address them in the subdivision code versus in general city code (e.g. block sizes).

Page 6

1 Mayor Roe clarified that lot sizes were addressed in the city's zoning code, not its
2 subdivision code.

3
4 Page 6 (Park Dedication)

5 Mr. Lamb clarified some of this section, noting that references to more formal
6 plans and policies the city had adopted specifically or as part of comprehensive
7 plan updates superceded the subdivision code language developed in 1980. Mr.
8 Lamb noted that he had found only three occasions since that inception of land
9 dedication for park or open space, with the remainder of the situations resulting in
10 cash in lieu of land.

11
12 Mr. Lamb suggested consideration of a way that the subdivision code could help
13 support larger connectivity of the city itself (e.g. connecting trails or sidewalks) in
14 a broader nature than by simply setting a process and approach for cash applied to
15 a park or requiring additional recreation maintenance. Mr. Lamb noted that the
16 idea was to consider that larger picture and use the subdivision as a tool to
17 achieve that larger connectivity.

18
19 Mayor Roe suggested the intent may be to expand the definition of land contribu-
20 tion that could be beyond a specific plot of land, but involve trail connections.

21
22 Mr. Lamb agreed that was the intent, and used several examples in Roseville (e.g.
23 McCarron's Lake area or Old National Guard Armory parcel) as examples of
24 larger tracts of land that could be subdivided, and possibly include another street
25 with a possible trail to connect with the existing system.

26
27 Councilmember Willmus questioned if that didn't lead to situations with addition-
28 al land being donated to areas of the city that already have built-out park and trail
29 infrastructure, limiting the ability to capture dollars to use them in areas of the
30 city without as many amenities available.

31
32 While each would be considered on a case by case basis, Mr. Lamb advised that
33 the focus using existing policies, would be to determine how this code as one of
34 many city tools, could be used to improve connectivity throughout the communi-
35 ty. Mr. Lamb noted that the comprehensive plan now separated the city into six-
36 teen districts, some of which had no park, and others having limited park space
37 (e.g. Twin Lakes Redevelopment Area). Mr. Lamb noted the need for more
38 sidewalks and amenities to provide synergy in connecting around lakes and de-
39 velopment parcels. While agreeing that it differed by location, Mr. Lamb sug-
40 gested a guiding master plan or park/trail document to help the city code reach its
41 purpose.

42
43 Councilmember Willmus spoke against such guiding documents; opining that
44 there were areas in the community without that infrastructure, but could allow
45 them to acquire property on the other side of town.

46
47 Mayor Roe noted that the dollars could still be part of this; with Mr. Lamb con-
48 curring that it was intended as one other option.

Councilmember Willmus stated that he didn't want to mandate steering each application to the Parks & Recreation Commission for a recommendation, which he considered being set in place if this was pursued.

Mayor Roe opined that this simply provided more options on the land side of the equation, and clarified that ultimately land decisions lay with the city, noting that the city didn't need to approve any land donations that it didn't want.

Councilmember McGehee spoke in support of having more options available, and therefore including that as a tool in the subdivision ordinance.

Mayor Roe noted that it didn't need to be an either/o situation, but could be a combination. Mayor Roe further clarified that there were limits on how money in the Park Dedication fund could be used that needed to be adhered to in any situation.

Page 8

Mayor Roe agreed with the suggestion to remove any references to city staff salaries and refer to the fee schedule.

Chapter 1104.06

At the request of Mayor Roe, Mr. Lloyd advised that this suggestion was as a result of the recent Ramsey County Survey workshop attended by staff related to appropriate signature lines for plats being recorded and the need to allow for property owner signatures sufficient for those being sold between preliminary and final plat recording.

After further discussion and deliberation, it was determined that the subdivision code reference this requirement, but clarified that it was not responsible for the property owner's recording of documents.

Under advice by City Attorney Gaughan, while the city has the responsibility to make sure properties transfer legally and not trip up transactions, he noted it was an issue for the property owner. City Attorney Gaughan stated support for reference Ramsey County in code to this affect, but not to specifically address it beyond protecting the city to make sure plats are recorded properly.

Page 8 (other)

Councilmember McGehee noted her natural interest in tree preservation that she continued to find amazingly unsuccessful to-date.

At the request of Councilmember McGehee specific to solar orientation, Mr. Lamb referenced some of the ideas provided from other communities, while recognizing that green infrastructure continued to evolve. Mr. Lamb provided some examples from the City of St. Paul toward those efforts (e.g. stormwater park) and how parks and open space continued to change, as well as solar orientation as an owner issue. Mr. Lamb noted the differences for Roseville as a fully-developed

1 community versus a newer community with those things available to be addressed
2 accordingly (e.g. solar orientation and existing tree canopies).
3

4 Councilmember McGehee stated her interest in green infrastructure and use of
5 stormwater ponding to provide for space versus underground tank installation,
6 creating amenities for parks and open space.
7

8 Mr. Lamb recognized that this subdivision code was a revision and intended as an
9 update, and could not do everything for everybody. However, Mr. Lamb suggest-
10 ed that it could be more active in focusing on redevelopment and connectivity, in-
11 cluding rethinking stormwater requirements as a public amenity.
12

13 Mayor Roe suggested their consideration under the “other” park dedication side;
14 while being careful not to mix too many things together.
15

16 Discussion ensued on the triggers for tree preservation at this time under current
17 ordinance and related to preliminary plat, but not triggered by the minor subdivi-
18 sion process as currently written, but through the trigger of new home construc-
19 tion.
20

21 Councilmember McGehee stated her interest in making that tree preservation trig-
22 ger part of the minor subdivision process to avoid clear cutting.
23

24 Councilmember Willmus stated that he wasn’t interested in having that discussion
25 now and was not prepared to make that change tonight, noting that this had been
26 discussed when adopting the tree preservation ordinance at which time it was de-
27 cided by the City Council majority to leave minor subdivisions out of the picture.
28

29 Councilmember Laliberte concurred, advising that she also did not come prepared
30 tonight to consider that issue.
31

32 Mayor Roe suggested additional rationale and a better understanding of that issue
33 when this returns to the City Council in its next draft.
34

35 Mr. Lloyd clarified that with larger plats, street infrastructure and existing house
36 pads often determined tree preservation and placement versus minor subdivisions
37 with one large lot and tree preservation not kicking in until new construction of a
38 new home.
39

40 Ms. Collins noted that while there may be no plans upfront for tree preservation,
41 at the final stage of new home development, the parcel would become subject to
42 it.
43

44 Councilmember Laliberte stated that she still considered that the right way to go,
45 opining that the person initially subdividing the lot may have insufficient infor-
46 mation to make a prudent decision.
47

1 As part of that discussion, Councilmember McGehee noted the need to avoid
2 clear-cut situations developing under some subdivisions, creating neighborhood
3 issues at that point and not providing them with any protection.
4

5 Mr. Lamb thanked the City Council for their good feedback, advising that he and
6 staff anticipated returning to the April 5, 2017 City Council meeting with the first
7 draft of a new subdivision ordinance.
8

1 **c. PROJF0042: Request by the City of Roseville to approve a comprehensive**
2 **technical update to the requirements and procedures for processing**
3 **subdivision proposals as regulated in City Code Title 11 (Subdivisions)**

4 Chair Murphy opened the public hearing for Project File 0042 at approximately
5 8:36 p.m.

6
7 Mr. Lloyd briefly summarized proposed revisions as detailed in the staff report
8 based on City Council direction. Mr. Lloyd advised that this would mostly impact
9 how minor subdivisions were handled from the sketch plan to a formal survey and
10 legal description currently without a hearing before the Planning Commission and
11 handled at the City Council level. Mr. Lloyd advised that the City Council was
12 interested in having that more detailed information available at the front end of the
13 process for the public and commission to consider, currently identified as a simple
14 plat. Mr. Lloyd advised that the remaining process for subdivision proposals and
15 related new public infrastructure for more than three new lots would generally
16 continue as per the current process.

17
18 Mr. Lloyd advised that the other component involved park dedication requirements
19 with the current version largely remaining intact, with the only proposed change
20 referring to state statute for what that park dedication fees could be used for
21 beyond land (e.g. pathway connections, wetland dedications, etc.) and clearly
22 incorporated into language and the trigger point for park dedication and creation of
23 new lots of more than one acre.

24
25 Mr. Lloyd advised that further refinements to language were included in this
26 revision to ensure accuracy without confusion when interpreted.

27
28 At the request of Chair Murphy, Mr. Lloyd addressed the current moratorium in
29 place through the end of May, noting that it was procedurally important that the
30 new subdivision code be in place by then.

31
32 Vice Chair Bull questioned if the park dedication fee would apply to three or four
33 parcels when considering a minor subdivision of three or fewer parcels.

34
35 Mr. Lloyd provided the distinction, agreeing that it needed further clarity, for
36 purposes of which subdivision application was appropriate; and the number of lots
37 that resulted. For the purpose of calculating a park dedication in the example used
38 by Vice Chair Bull, Mr. Lloyd advised that the fee would be considered for the
39 three new developable sites.

40
41 Vice Chair Bull suggested a wording change to clarify it, suggesting that instead of
42 “creating” it state “results in three fewer or more...”

43
44 At the request of Member Kimble, Mr. Lloyd confirmed that a moratorium was in
45 place right now for any residential minor subdivision, even though Title 11 covers
46 both residential and commercial.

47
48 In the City Council meeting minutes (Attachment B), Member Kimble referenced
49 their discussion moving away from a sketch plan to a more definitive one (e.g.
50 word survey). However, Member Kimble noted that there area a lot of different
51 types, some of which are costly, and therefore stated her confusion as to the
52 intended requirements for some residential lots if and when a survey was required
53 or how they were defined in other areas of code to clarify what was being asked
54 for.

55
56 Mr. Lloyd advised that they were not defined elsewhere, and thanked Member
57 Kimble for that good observation for future reference and revision. Generally
58 speaking, Mr. Lloyd advised that the information being sought was to have
59 definitive distances along property boundaries versus approximations. Mr. Lloyd
60 advised that the City Council was interesting in having available site topography,
61 2' contours and other details not currently seen for a minor subdivision process
62 and now incorporated into application materials to checklist (e.g. survey
63 information, tree preservation, etc.) rather than as currently detailed in the
64 subdivision code itself applicable to a plat application.

65
66 Member Gitzen opined that it was reasonable to seek boundary and topography
67 surveys; but suggested including the specific criteria being sought. Member
68 Gitzen noted that those surveys provided the most detail needed, but needed
69 further clarification.

70
71 Member Kimble noted the discussion at a past meeting about not defining
72 everything in code, but rather doing so on the application itself to allow for more
73 period changes. However, Member Kimble agreed with the importance of clarity,
74 noting that if something was missed in the application checklist, it required an
75 extra cost to the property owner in order to remobilize the surveyor.

76
77 At the request of Member Gitzen, Mr. Lloyd confirmed that this document was
78 similar to that presented to the commission before, with the added discussion and
79 comments of the commission at that time, but in general the same document.

80
81 Member Daire, referencing Attachment C showing the existing subdivision
82 ordinance and proposed sections and language, also referenced Attachment D
83 showing the draft public works design standards. Member Daire asked that when
84 this process was completed, both documents would be consistent (e.g. street
85 widths).

86
87 Mr. Lloyd advised that the proposed draft manual was crafted in conjunction with
88 the subdivision ordinance as proposed for revision. However, Mr. Lloyd clarified
89 that the draft manual was still under review for consistency and as to whether it
90 met citywide goals.
91

Mr. Lloyd Introduced Michael Lamb and Lelia Bunge, consultants with the Kimley-Horn team, contracted to guide the city through these proposed revisions.

Mr. Lamb advised that the team had been working collaboratively with city staff based on their institutional memory with several rounds of comments from the Commission and City Council incorporated in this latest draft (Attachment C). While there aren't a lot of big changes, Mr. Lamb noted that there were lots of minor revisions, including formatting; along with the those noted by Mr. Lloyd in the public works design standards manual and park dedication language components, as directed by the City Council.

With Chair Murphy noting that collector streets no longer appeared in the definition section, but remained in language later on in the document, Mr. Lamb advised that the attempt was made to clarify and clean-up language referring to streets, pathways, pedestrian ways, collector streets, etc. and representing different facilities allowing movement in the community. Therefore, Mr. Lamb advised that the simplified term "street" was used as a catch-all definition, including collector streets.

Attachment C Document Review

Page 1

Member Gitzen noted that Section 6.B removed referenced to state statute 471 related to rights, duties and sought rationale in doing so. Ms. Bunge responded that it had been replaced by another. However, Member Gitzen noted that the ordinance referenced it elsewhere. Ms. Collins responded that when this is codified, the dates for revision would be shown and built from.

Page 2/3

In Section 10, Vice Chair Bull noted that "boulevard" remained. Mr. Lamb advised that a boulevard didn't necessarily define a street or way, but was considered a defining part of a street or landscape area; while a right-of-way was considered a distinction between a facility allowing movement.

Member Daire sought the definition of "butt lot" mentioned later but not defined.

Mr. Lloyd referenced this (Item 220, page 33) as similar to a flag lot and defined by its relationship to other lots.

Mr. Lamb noted that it could also be another reference for a corner lot; with Mr. Lloyd expounding further that it might be a first lot on a block adjacent to the corner.

Mr. Lamb noted that this provided a good example of using outdated language to say a corner lot to make it more clear for general readers of the ordinance.

In Section 19, for definitions and as a general comment, Member Gitzen suggested correcting language when referring to the “office of the county register of deeds” that it be consistent and accurately identified as the “recorder and register of title” or correct verbiage used as applicable.

In Section 23, Member Gitzen noted pathways were suggested as a physical feature, but when talking about striping, they were defined as rights-of-way.

Mr. Lamb noted additional edits on definitions could be made; but advised that the city’s current zoning code had been referenced for these newer definitions. However, Mr. Lamb advised that he didn’t look further to city-approved policies (e.g. Pathway Master Plan) for their definitions.

Member Gitzen advised that he couldn’t find a definition in the Pathway Master Plan; with Mr. Lamb suggested it may require a hybrid definition needing fine-tuning for pathways, trails, paths, or striped shoulders that were distinct from shoulders.

Member Gitzen concurred that they didn’t seem compatible at this time.

Vice Chair Bull noted that he found no reference to bikeways even though they were a big consideration for residents. By consensus, Mr. Lamb was directed to include that reference in future iterations and definitions.

At the request of Member Gitzen, Mr. Lamb confirmed that the comprehensive plan included levels of bike facilities (e.g. on- or off-road) and suggested he defer to that definition.

In Section 24, Member Gitzen noted that the definition of “pedestrian” referred to the 2017 code. Mr. Lamb advised that this had been pulled from the Pathway Master Plan, and was intended to be referenced once this update had been codified. However, Mr. Lamb agreed that it needed to be specifically referenced as should all such references.

Further discussion ensued in definitions for “young child,” emergency vehicles” and related inferences used as general definitions and not applying more specifically.

Specific to defining “emergency vehicles,” Chair Murphy suggested using the existing definition in state law as an accepted definition (also referenced on page 31). If the state definition was acceptable, Chair Murphy suggested referencing it without defining it as long as the intent was then when not defined in code, there was an obvious place to find the intended meaning for the general public (e.g. carts patrolling Roseville parks).

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182 In reviewing any city-approved code, Mr. Lamb noted the many words begging for
183 definition; but based on his understanding of the blanket direction from the City
184 Council, the inclination was that the fewer definitions the better.

185
186 Member Gitzen stated his understanding of that intent; however, he opined that
187 there needed to be some definition available somewhere; whether referred to in
188 another document or in some other way. Otherwise, Member Gitzen questioned
189 how anyone could be clear on what was being talked about.

190
191 Mr. Lamb suggested referring that concern back to the City Attorney for his input,
192 since he had done some preliminary review of this update.

193
194 Mr. Lloyd concurred, advising that he had spoken with the City Attorney earlier
195 today to hear his first reactions; and noted that he would call this to his attention as
196 well.

197
198 As a general observation, Member Sparby stated that he wasn't comfortable
199 removing language without a clear reference provided elsewhere. While it may be
200 fine to remove "emergency vehicles," if they were included in the language of the
201 document, Member Sparby opined that there needed to be an informed decision
202 made for what should be retained versus a blanket removal that resulted in gaps. If
203 there was an identification of this referenced in the document, Member Sparby
204 opined that it would be beneficial to the process. While agreeing with the process
205 to streamline the document and remove some items no longer needed, Member
206 Sparby noted the difficulty in assessing whether all definitions should be removed.

207
208 From his experience, Chair Murphy referred to the definition in state statute of
209 "emergency vehicles" as an example, deferring to the City Attorney's final
210 guidance as to how and where definitions are removed and where defined
211 elsewhere in ordinance. While sharing the goal of Member Sparby, Chair Murphy
212 also shared the goal of getting ride of spurious definitions.

213
214 Mr. Lamb advised that the City Attorney would be provided with concerns
215 expressed by the commission from a redundancy and review standpoint, and to
216 advise of any legal requirements currently being missed that needed further
217 consideration.

218
219 Member Kimble suggested "streets" be used as an example and in the attempt to
220 provide an overall definition, whether removing individual items were
221 complicating the actual definition

222
223 Mr. Lamb noted that things such as "collector streets" were defined in the
224 comprehensive plan; but agreed that if so desired, the definitions could be returned
225 to this documents. However, Mr. Lamb stated his preference to consult with the
226 City Attorney for his opinion.

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Member Kimble admitted that it got complicated; and while supportive of cleaning up the ordinance, she also noted the difficulty that may ensue for clarity purposes of those less frequent users if things are not clearly defined.

Mr. Lamb noted that this brought up the public works design standards manual and another discussion to elaborate the terms and definitions in that document and application requirements. Mr. Lamb noted this represented additional areas where those terms could be clearly defined.

In Section 22, Vice Chair Bull noted the definition of “owner,” but not going to the extent of “tenant by the entirety.”

Member Kimble noted the different definitions for ownership that could be pertinent to this subdivision ordinance; and the need for consistency among documents, such as the zoning code where this definition was found.

Page 4/5

Vice Chair Bull noted that “final plat” ended up with a different definition than in the past, but questioned “preliminary plats.”

In an effort to further simplify things, Mr. Lloyd responded that the overall goal was if someone was looking for a specific term for “plat” rather than “final plat” in a different place, if so addressed as “pre-plat,” “plat,” and “final plat,” they could immediately see the difference in them. However, while recognizing the rationale in relocating the definitions, Mr. Lloyd admitted that the mark had been missed in refining it.

In Section 26, Member Gitzen noted the need for standard verbiage as per his previous comment, but also clearly defining “Ramsey County” rather than simply “county.”

Member Sparby supported Member Gitzen’s suggestion for consistency throughout the document.

In Section 32, Member Gitzen asked if the intent was to define “sidewalk” as an improved surface; and suggested it may be more germane to provide more clarity.

Vice Chair Bull agreed, opining that a front yard didn’t necessarily resemble a sidewalk.

In general, Member Gitzen noted that some other documents talked about “public ways” generally, moving away from streets; and asked if staff or Mr. Lamb had any thoughts on that.

Mr. Lamb agreed that was the general direction desired.

In conjunction with Member Kimble's previous comment, Mr. Lloyd suggested it may be more appropriate in this document to talk more generally about "public ways" since the functional definitions area addressed in traffic engineering references.

Page 6/7

In Section 48, Member Gitzen noted the need for rewording it to indicate "review by the Planning Commission and approval by the City Council" to recognize the statutory approval process.

In Section 51, Member Kimble stated that she didn't understand the common wall subdivision and that it would now be approved administratively by the City Manager rather than a specific City Council action. Member Kimble opined that some smaller actions are different than what had previously been in the subdivision section.

Mr. Lloyd agreed that this one in particular was and was specific to the recombination process of two adjacent parcels, where one party was interested in acquiring part or all of the area of the adjacent parcel and shifting or re-aligning the boundary between two parcels, while not creating anything new. Mr. Lloyd clarified that this was different than a lot split.

Member Kimble stated that her rationale was that, even though they may be considered minor actions, from her experience as a Roseville resident, it seemed that those smaller actions may be more important to a residential neighborhood with an empty lot or an area adjacent to established homes and therefore very important to those living in the immediate area. Member Kimble opined that the more eyes on a land use situation the better, since it could really impact home ownership in the city. While trusting staff, Member Kimble opined that this was something that could become a big issue for residents and therefore even though small, it would be nice to follow the same process.

Mr. Lloyd clarified that this process is in today's code for recombinations and achieves what Member Kimble was seeking. If the desire was to move down that path for City Council approval of recombinations, Mr. Lloyd advised that at this point it would require City Council approval without a public hearing and no notification of property owners. The rationale in staff suggesting this change is that if there was no mandated requirement for property owner notification it would open up space on the City Council's agenda, while if indicated could also be discussed at that time as well.

Member Kimble recognized that code and setback requirements would still meet, but reiterated how impactful such a land use change could be to adjacent property owners and/or a neighborhood.

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Chair Murphy noted that such a request required both parcel owners to submit the application; and recognized Member Murphy's concern that there may be third party or larger neighborhood interest as well.

In Section 51, Member Gitzen asked if many of those common wall duplex and recombination consolidations occurred in Roseville.

Mr. Lloyd advised that there were few, but staff had received several inquiries where a duplex property with two side-by-side residential units were connected and now ownership of the property was being sought with a new property boundary and shared wall. Mr. Lloyd advised that there were significant building code hurdles to overcome to allow separation of such units.

Specific to Section 54, Member Gitzen asked if the City Attorney was amenable to correcting a legal description but not that of a neighbor; and questioned if it would be best to removal the required recording of documents after submittal requirements, but after the action. Member Gitzen suggested consistent language that documents be recorded within a certain timeframe or actions would become null and void. While the process remained for recording, Member Gitzen noted it was an action outside the city's role, but suggested a response from the City Attorney.

In Section 53.3, Mr. Lloyd addressed the current subdivision code related to tax parcel boundaries and how they coincided with platted lots and tax billing.

Page 8

In Section 54, Member Sparby noted the need to address recording time to 60 days rather than "reasonable" time, emphasizing the need to retain a definitive timeline.

In Section 55, Member Bull reiterated his past comments about revising language for three or fewer lots.

In Section 56, Member Gitzen reiterated his past comments about the recommendation and approval process.

Page 9

In section 57, Mr. Lloyd noted the need for consistency with Planning Commission review.

Page 11

In Section 65, Vice Chair Bull opined that it should refer to design standards in compliance with this code. Mr. Lloyd responded that it may be broader than this code and subject to other applicable standards (e.g. lot size parameters regulated in zoning code).

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Specific to Section 68, it was noted that the language should be consistent here and throughout the document to refer to “Community Development Department” rather than Planning Division or staff.

Discussion ensued on Section 70 regarding the approval period of 60 days and 120 days based on state statute.

Page 13

In Section 78, Chair Murphy suggested referring to the Variance Board rather than the Planning Commission.

Mr. Lloyd advised that he was still discussing that with the City Attorney; with current code referring to the Variance Board and without conflict to-date. However, Mr. Lloyd noted that conflicts that may occur with decisions on a variance part by one body and the subdivision application at the City Council level that could put the city in a difficult spot. Therefore, Mr. Lloyd advised that consideration was being given to bringing that variance element into the City Council’s authority as a single action or by the Planning Commission and City Council as appropriate depending on the subdivision request.

In Section 77, Member Gitzen noted the definition of variance in Chapter 1004.90, and variations elsewhere, suggesting the need for consistency.

Mr. Lloyd noted that there were distinctions with practical difficulties in zoning and subdivision variances for unusual hardships.

Member Gitzen used the City of Afton as an example where they considered no hardships and therefore no granting of variances. Since “hardship” was subjective, Member Gitzen suggested some consistency between the two.

Referencing his conversations earlier today with the City Attorney, Mr. Lloyd noted subdivision statute language discussing variances needing specific grounds for approval. While there wasn’t much definition provided as to that that meant, Mr. Lloyd opined that it seemed that the conditional use aspect of the zoning code provided for conditions applicable to each. Mr. Lloyd suggested the same conditions could be applied here with parameters set to meet for a variance or identification of that criteria.

Member Gitzen agreed that would be cleaner.

In Section 78, Member Gitzen noted the error in notification area at 350’ when it should be 500’.

Page 14

At the request of Member Kimble, Mr. Lloyd confirmed that all of the items shown in Sections 81-92 would be included on the application form. Based on

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tonight's feedback, and subsequent to approval, Mr. Lloyd advised that he would develop a draft of application materials to demonstrate what was being carried forward.

Page 17

In Sections 110 and 111, Vice Chair Bull noted the need for data for a final plat as well as a minor subdivision.

Mr. Lloyd confirmed that, advising that it was still being fleshed out and what each of those applications would need to meet the data overall needs.

Page 20/21

In Section 131, Member Gitzen asked if the language related to connection to the sanitary sewer system was still needed, or if there were actually any spots where connection to the city's water supply (Section 135) would not be required.

In referencing the previous discussions with the Lake McCarrons redevelopment site (former armory site), Mr. Lamb suggested that it may be possible if utilities were extended.

Mr. Lloyd stated that it was worth evaluating whether or not this section was intended in earlier versions for areas of the community with private systems still in place.

Mr. Lamb noted the need to strike "...where connected to...".

In Section 133, Member Gitzen suggested striking language "...plans submitted to the FHA...".

Page 22

In Section 141.4, Member Gitzen noted the consistency issue with pathways and whether or not they were rights-of-way or physical features.

In Section 139.2.4, as a general comment, Member Kimble noted for applicable requirements for public works, if someone picked up this ordinance, how would they proceed. Member Kimble asked if actual references would be in place or if an applicant or someone reading the document would have to search for those requirements elsewhere. Member Kimble noted how intimidating that could be for those unfamiliar with the process.

Ms. Collins advised that the initial intent was to reference the design standards manual. However, after considering the changes that could evolve with that document over time, including its title, Ms. Collins advised that it had been decided to keep things more general for specific design standards and requiring an applicant to seek out that discussion with staff so they can have relevant documents available.

In discussions with the City Attorney earlier today, Mr. Lloyd advised that there may be a point to not have a reference to it at all, since the document may change or be replaced; but as of today, the City Attorney was thinking it was better to have it referenced by title versus just a general reference.

In Section 141, Vice Chair Bull asked if “sidewalks” or “pathways” should be used.

Mr. Lamb advised that in congested traffic areas, as per city code for commercial districts, there was reference to sidewalks, but pathways as defined in this document could mean sidewalks, trails or different facilities beyond a sidewalk. With Member Kimble noting that “sidewalk” was not defined and “pathway” definitions didn’t include sidewalks at all; Mr. Lamb noted this was another consistency issue and thanked her for pointing it out, addressing subjective versus definitive language.

In Section 144, Vice Chair Bull suggested changing from “all parkways” to “all boulevards.

Mr. Lamb responded that the old definitions of parkway had been removed; and in general referred to the understanding of a boulevard as a planted area of a right-of-way; but agreed more work was needed in equating sidewalks located in boulevards.

In Sections 144 and 148, Member Gitzen noted the need for consistence with off-street improvements and those that are or are not allowed in a right-of-way (e.g. rain gardens). If they area allowed, Member Gitzen noted the need to talk about them somewhere; whether encouraged or allowed.

In Section 156, Vice Chair Bull noted the reference to tree preservation; with Mr. Lamb responding that it came up in the annotated outline (Section 1101.03).

Mr. Lloyd clarified that this would also be addressed in application materials if subdividing and creating a new development and related requirements as defined in zoning code, but not specifically referenced in subdivision code.

MOTION

At approximately 10:00 p.m., Member Murphy moved, seconded by Member Bull to extend the meeting curfew as detailed in the Uniform Commission Code.

Discussion ensued regarding whether to continue this to the next commission meeting; timing to get this before the City Council; with commissioners preferring more time before making a recommendation to the City Council; and staff’s suggestion for individual commissioners to provide staff with additional feedback for grammatical or technical corrections; while focusing remaining discussion time

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on larger policy discussions and subsequent recommendations, with each of the areas of suggested change tracked for the benefit of the City Council.

Ms. Collins clarified that the public works design standards manual was provided for reference and would not be reviewed by the commission.

Chair Murphy withdrew his motion to extend the meeting.

MOTION

Member Murphy moved, seconded by Member Sparby to TABLE discussion to the first Planning Commission meeting in May.

Ayes: 6

Nays: 0

Motion carried.

It was noted that the last item covered tonight was Section 148, page 23 to be used as the starting point for subsequent review.

Member Gitzen noted that he had other changes and comments and would forward them to staff to incorporate or bring to the full commission's attention.

With staff advising their intent to provide the City Council with a preliminary look at the document, with this input, on April 24th, the consensus of the commission was that it would be helpful to hear their input as to the direction the commission was going.

Due to the lateness of the hour, and without objection, at approximately 10:00 p.m., Chair Murphy continued the public hearing to the May Planning Commission meeting.

Title 11 - Subdivisions

1.	<u>CHAPTER 1101: GENERAL PROVISIONS</u> <u>(CURRENT CODE)</u>	<u>CHAPTER 1101: GENERAL PROVISIONS</u> <u>(PROPOSED CODE WITH PC EDITS)</u>
2.	1101.01: Purpose and Jurisdiction	1101.01: Purpose and Jurisdiction
3.	1101.02: Definitions	1101.02: Definitions
4.	1101.01: PURPOSE AND JURISDICTION:	1101.01: PURPOSE AND JURISDICTION:
5.	A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.	A. Purpose: Each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the community and is one component of the City as a whole arranged by a guiding city plan. All subdivisions of land lying within the incorporated limits of the City <u>and any other plats regulated by Ramsey County</u> shall in all respects fully comply with the regulations set forth in this Title.
6.	B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)	B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 462, <u>471</u>, 505, and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)
7.	1101.02: DEFINITIONS:	1101.02: DEFINITIONS:
8.	For the purpose of this Title, certain words and terms are defined as follows:	For the purpose of this Title, certain words and terms are defined as follows:

9.	ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)	DEFINITION REMOVED
10.	BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)	BOULEVARD: The portion of the street right-of-way between the curb line and the property line. (1990 Code).
11.		<u>CORNER LOT: A lot of which at least (2) adjacent sides abut for their full lengths upon a street, provided that the interior angle at the intersection of such 2 sides is less than 135 degrees. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its point of beginning within the lot or at the points of intersection of the side lot lines with the street line intersect at an interior angle of less than 135 degrees. (Source: Roseville Zoning Code, Title 10, 1001.10)</u>
12.	BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.	DEFINITION REMOVED
13.	COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.	DEFINITION CONSILDATED UNDER PUBLIC WAY
14.	COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.	DEFINITION REMOVED
15.	CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.	DEFINITION CONSILDATED UNDER PUBLIC WAY

16.	DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.	DEFINITION REMOVED
17.	EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)	EASEMENT: The grant of one or more of the property rights by the owner to, or for the use by, the public, public utility, corporation, or another person or entity. (Source: Roseville Zoning Code , Title 10, 1001.10)
18.	EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville. (Ord. 1167, 7-8-1996)	DEFINITION REMOVED
19.	FINAL PLAT: A map or plan of a subdivision and any accompanying material as described in Section 1102.04.	DEFINITION REMOVED
20.	LOT: A portion of a subdivision or other parcel of land intended for building development or for transfer of ownership.	LOT: A tract of land, designated by metes and bounds, land survey, minor land division or plat, and recorded in at the office of the county register of Ramsey County Recorder and Registrar of Titles Office deeds . (Source: Roseville Zoning Code , Title 10, 1001.10)
21.	MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a thoroughfare and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the adjoining thoroughfare.	DEFINITION REMOVED
22.	MINOR STREET: A street other than a thoroughfare or collector street which affords local access to abutting properties.	DEFINITION CONSILDATED UNDER PUBLIC WAY
23.	OWNER: Includes the plural as well as the singular, and includes any person.	OWNER: Any sole owner, part owner, or joint owner, tenant in common, joint tenant, or tenant by the entirety. (Source: Roseville Zoning Code , Title 10, 1001.10)

24.		PATHWAYS: A public or private right-of-way <u>facility</u> across a block or providing access within a block to be used by pedestrians <u>and cyclists</u> . Includes- <u>Accommodates</u> <u>May also include</u> trails, footpaths, pedestrian paths, and striped shoulders as discussed elsewhere in the code.
25.		PEDESTRIAN: A Pedestrian is any person afoot or in a wheelchair (both motorized and non-motorized). It can also mean a young child on a tricycle or small bike. <u>(Source: Roseville 2008 Pathways Master Plan)</u> (2017-Code)
26.	PEDESTRIANWAY: A public or private right of way across a block or providing access within a block to be used by pedestrians and for the installment of utility lines.	DEFINITION REMOVED
27.		PLAT, FINAL PLAT : The plan or map for the subdivision or addition to be filed for record <u>at the Ramsey County Recorder and Registrar of Titles Office in the County</u> , where such subdivision or addition is located. (2017-Code)
28.	PLANNING COMMISSION: The Planning Commission of the City.	DEFINITION REMOVED
29.	PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in Section 1102.02.	PRELIMINARY PLAT: A map or plan of a proposed subdivision as described in Section 1102.02. <u>CHANGE: Definition removed. A preliminary plat is a process not a definition.</u>
30.	PROTECTIVE COVENANTS: Contracts made between private parties and constituting an agreement between these parties as to the manner in which land may be used with the view to protecting and preserving the physical, social and economic integrity of any given area. (Ord. 216, 7-5-1956; amd. 1995 Code)	DEFINITION REMOVED

31.	ROADWAY: A driving surface made for vehicular traffic, including public and private roads and drive aisles. (Ord. 1167, 7-8-1996)	DEFINITION CONSILDATED UNDER PUBLIC WAY
32.		STREET <u>PUBLIC WAY</u> : A public or private right-of-way which affords primary access by pedestrians and vehicles to abutting properties.; A also refers to <u>street</u> , thoroughfare, avenue, highway, road, roadway, collector street, arterial street, cul-de-sac, marginal access street, private street/road. (Ord. 216, 7-5-1956; and 2017 Code)
33.		RIGHT-OF-WAY (R.O.W.): The words “right-of-way” shall include any street, alley, boulevard, parkway, highway, or other public thoroughfare. (Source: <u>Roseville Zoning Code</u> , Title 10, 1001.10)
34.		SIDEWALK: <u>An improved pedestrian surface that is typically located adjacent to a roadwaypublic way.</u> The portion of the street between the curb line and the adjacent property line intended for the use of pedestrian right-of-way. (Source: Title 10, 1001.10)
35.	STREET: A public or private right of way which affords primary access by pedestrians and vehicles to abutting properties whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)	DEFINITION MOVED TO PUBLIC WAY
36.	STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-1996)	DEFINITION REMOVED
37.	STREET WIDTH: The shortest distance between curb lines or edge of pavement.	DEFINITION REMOVED
38.	SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the purpose of transfer of	SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the transfer of ownership or building

	ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.	development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.
39.	THOROUGHFARE: A public right of way with a high degree of traffic continuity and serving as an arterial traffic way between the various districts of the Roseville area, as shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)	DEFINITION CONSILDATED UNDER PUBLIC WAY

Title 11 - Subdivisions

40.	<u>CHAPTER 1102: PLAT PROCEDURES</u> (CURRENT CODE)	<u>CHAPTER 1102: PLAT PROCEDURES</u> (PROPOSED CODE WITH PC EDITS)
41.	1102.01: Procedure	1102.01: Procedure
42.	<u>1102.02: Variances – MOVED FROM 1104 HERE FOR REFERENCE</u>	1102.02: Variances
43.	1102.02: Necessary Data for Preliminary Plat	1102.03: Necessary Data for Preliminary Plat
44.	1102.03: Requirements Governing Approval of Preliminary Plat	1102.04: Requirements Governing Approval of Preliminary Plat
45.	1102.04: Necessary Data for Final Plat	1102.05: Necessary Data for Final Plat
46.	1102.05: Acceptance of Streets	1102.06: Acceptance of Streets
47.	1102.06: Required Land Improvements	1102.07: Required Land Improvements
48.	1102.07: Arrangements for Improvements	1102.08: Arrangements for Improvements
49.	1102.01: PROCEDURE:	1102.01: PROCEDURE:
50.	Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:	Before dividing any tract of land into two or more lots or parcels, the owner or applicant shall submit a preliminary plat of the subdivision for the <u>approval</u> review <u>to</u> by the Planning Commission and <u>approval of the City</u> the Council.
51.	A. Sketch Plan:	REMOVED
52.	1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.	REMOVED
53.	2. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.	REMOVED

54.	3. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)	REMOVED
55.	Platting Alternatives Platting Alternatives and Variance text moved from Chapter 1104 to 1102 to compare to new placement of these sections in the code.	A. Platting Alternatives
56.	The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):	The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in this Chapter. <u>Owner shall refer to the Platting Alternatives application or contact the Community Development Department for additional information regarding the process for platting alternatives.</u>
57.	1. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required	1. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Department. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other any zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. See Platting Alternatives Application for details on submittal requirements. PC recommended removal of Common Wall Duplex Subdivision process.

	setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.	
58.	2. Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.	2. Recombination: to divide one recorded lot or parcel to permit the adding of a parcel of land to an abutting lot and create two buildable parcels. The proposed subdivision may be approved by the City Manager upon recommendation of the Community Development Department. The proposed recombination shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. See Platting Alternatives Application for details on submittal requirements. <u>NOTE: no public hearing required for recombination.</u>
59.	3. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the	3. Consolidations: The owner of two or more single-family contiguous parcels or lots of record may consolidate said parcels or lots into one parcel of record. The proposed consolidation may be approved by the City Manager upon recommendation of the Community Development Department. The proposed consolidation shall not cause any portion of the

	proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.	existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. See Platting Alternatives Application for details on submittal requirements. <u>Consolidations process under review. Staff reviews plats by platted boundaries not tax boundaries.</u>
60.	4. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.	4. Corrections: Approval of a corrective subdivision may be requested by an applicantowner with a survey or description of a parcel or lot that has been found to be inadequate to describe the actual boundaries. This type of subdivision creates no new lots or streets. The proposed corrective subdivision may be approved by the City Manager upon recommendation of the Community Development Department. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. See Platting Alternatives Application for details on submittal requirements. <u>NOTE: PC recommended adding a deadline for recording platting alternatives at the County once approved by the City. Community Development staff found from previous applicants that this is difficult to enforce.</u> <u>City attorney to review Corrections section.</u>

61.	5. Three Parcel Minor Subdivision: When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008) (Ord. 1395, 9-13-2010)	<u>B. Minor Plat:</u> <u>1. Purpose: The Minor Plat process may be utilized when all of the following criteria are present:</u> <u>I. The proposal subdivides or consolidates existing lots of record resulting in three or fewer parcels.</u> <u>II. The subject property is adequately served by public utilities and street right-of-way, and no further utility or street right-of-way is necessary.</u> <u>III. The anticipated development on the lot or lots resulting from the proposed consolidation or subdivision is supported by the comprehensive land use plan designation applicable to the subject property.</u> <u>IV. The existing or anticipated development on the lot or lots resulting from the proposed consolidation or subdivision conforms, or is made to conform, to the zoning regulations applicable to the subject property.</u> <u>V. The proposed subdivision does not qualify for park dedication under the requirements established in Section 1103.07 of this Title. When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street right of way that serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision and plat shall be submitted to the City Council at a public hearing with notice provided to all</u>
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		property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Applicant shall refer to the Minor Subdivision Application or contact the Community Development Department for additional information regarding the process.
62.		<u>2. Applications: The owner of property on which a minor plat is proposed shall file an application for approval of the minor plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before, and acted upon by, the City Council according to the process set forth in Chapter 108 of this Code. Applications for Minor Plat approval shall not be accepted if:</u> <u>I. A proposed minor plat has been denied, and an application requests approval of substantially the same subdivision on the same property within 1 year of the date of said denial.</u> <u>II. A proposed Minor Plat represents the further subdivision of a lot which, itself, is the result of any subdivision approved within 5 years preceding said application.</u>
63.		<u>3. Validation and Expiration: A Minor Plat approval shall be validated by the applicant through the filing of the approved plat at Ramsey County within 1 year of the date of the approval. Notwithstanding this time limitation, the City Council may approve extensions of the time</u>

		<u>allowed for validation of the Minor Plat approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the Minor Plat approval. A Minor Plat approval shall automatically expire if the approval is not validated as described herein.</u>
64.		<u>1-4.</u> All other subdivision proposals, referred to herein as major subdivision or subdivision, that do not fall within the regulations listed previously shall be submitted for the approval of the <u>review by the</u> Planning Commission and the <u>approval of the City</u> Council in the following manner:
65.	B. Developer Open House Meeting	<u>B-C.</u> Developer Open House Meeting
66.	1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.	1. Purpose: Prior to submitting an application for a Pp preliminary Pp plat of 4 or more lots/parcels, an applicant <u>owner</u> shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
67.	2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.	2. Applicant <u>Owner</u> Responsibility: The applicant <u>owner</u> shall be responsible for the following items: i. Completed Open House Form (application) ii. Payment of fee and escrow iii. Provision of applicable information regarding the project/request

		iv. Determined the open house location, date, and time v. Required submittal of open house summary upon conclusion of meeting
68.	3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.	3. General: Applicant<u>Owner</u> shall refer to the Open House Meeting Policy that is a component of the Open House Form (application) or contact the Community Development Department for additional information regarding the process.
69.	4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:	REMOVED
70.	This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for	REMOVED

	the proposed preliminary plat. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.	
71.	5. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open house summary.	REMOVED
72.	C. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community Development Director prior to the regular Planning Commission meeting at which the plat is to be considered, together with the filing fee and an abstractor's certified property certificate showing the property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)	<u>D. Preliminary Plat Process: The process shall be utilized when any of the following criteria are present:</u> <u>1. The proposal subdivides or consolidates existing lots of record resulting in four or more parcels.</u> <u>2. The subject property is not adequately served by public utilities and street right-of-way, and further utility or street right-of-way is necessary.</u> <u>3. The anticipated development on the lot or lots resulting from the proposed consolidation or subdivision would require an amendment to the comprehensive land use plan designation applicable to the subject property.</u> <u>4. The existing or anticipated development on the lot or lots resulting from the proposed consolidation or subdivision would require one or more variances to the zoning regulations applicable to the subject property.</u>

		<u>1-5. The proposed subdivision qualifies for park dedication under the requirements established in Section 1103.07 of this Title.</u>
73.	D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Director and Public Works Director shall examine the plat for compliance with this and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)	<u>D-E. Applications: The owner of property on which a preliminary plat is proposed shall file an application for approval of the preliminary plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108 of this Code. If a proposed preliminary plat is denied, an application for approval of substantially the same subdivision on the same property shall not be accepted within 1 year of the date of said denial.</u>
74.	E. Hearing by Planning Commission	<u>E-F. Validation and Expiration: A preliminary plat approval shall be validated by the applicant through application for approval of the final plat of the proposed subdivision within 6 months of the date of said preliminary plat approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the preliminary plat approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the preliminary plat approval. A preliminary plat approval shall automatically expire if the approval is not validated as described herein.</u>

75.	1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.	REMOVED Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission staff shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.
76.	2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.	REMOVED
77.	F. Action By The City Council: (on preliminary plats)	REMOVED Action By The City Council: (on preliminary plats)
78.	1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. (Ord.1176, 11-25-1996)	REMOVED The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council does not approve the preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the applicant. (Ord.1176, 11-25-1996)
79.	2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)	REMOVED Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)
80.	G. Final Plat:	F.G. Final Plat:
81.	1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be	1. <u>Applications: The owner of property on which a final plat is proposed shall file an application for approval of the final plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and</u>

	considered void unless an extension is requested in writing by the subdivider and granted by the City Council. The owner or subdivider shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)	<u>supporting documents as set forth on the application form.</u>
82.	2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)	2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council <u>and</u> ; in all other respects, it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the applicant proposes to record and develop at the time, and per all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)
83.	H. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)	F. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the <u>applicantowner</u> for such approval. If the final plat is approved, the <u>applicantowner</u> shall record said plat with <u>Ramsey County Recorder and Registrar of Titles Office</u> the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)

84.	VARIANCES:	1102:02: VARIANCES (MOVED FROM CHAPTER 1104)
85.	A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.	A. <u>Hardship:</u><u>Purpose: Regulations pertaining to the process of subdividing land and to the characteristics of lots created by subdivisions are established in Title 11 (Subdivisions) and Title 10 (Zoning) of this Code. There are occasions, however, where it may be appropriate to vary the regulations as they apply to specific properties where an unusual hardship on the land exists, as defined by Minnesota Statute 462.358 Subd. 6.</u>Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.
86.	<u>B.</u> Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing	<u>B. Applications: The owner of property on which a subdivision variance is proposed shall file an application for approval of the variance by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing according to the process set forth in Chapter 108 of this Code. If a proposed subdivision variance is denied, an application for substantially the same variance on the same property shall not be accepted within 1 year of the date of the denial.</u>

	procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)	
87.		<u>C. Approval: The City may impose conditions in the granting of subdivision variances. A condition must be directly related to, and must bear a rough proportionality to, the impact created by the variance. In order to approve a requested subdivision variance, the Planning Commission may recommend, and the City Council shall adopt, findings pertaining to the following specific grounds:</u> <u>1. The proposal is consistent with the Comprehensive Plan;</u> <u>2. The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances;</u> <u>3. An unusual hardship on the land exists; and</u> <u>1.4. The variance, if granted, will not alter the essential character of the locality.</u> Procedure For Variances: Any owner of land may file an application for a variance by paying the fee, providing a completed application, and supporting documents as set forth in the Community Development Department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the Planning Commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)

88.	1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:	1102.03: NECESSARY DATA FOR PRELIMINARY PLAT:
89.	In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan shall include the following data:	In addition to the data prescribed by the law of the State of Minnesota, the preliminary plat for minor and major <u>all</u> subdivisions shall include all the data listed on the application. Applicant shall refer to the Preliminary Plat Application or contact the Community Development Department for additional information regarding the process.
90.	A. Identification and Description:	<u>NOTE: All data requirements for preliminary plats were removed and will be included in the application.</u>
91.	1. Proposed name of subdivision, which name shall not duplicate the name of any plat previously recorded in the County.	
92.	1. Location by township, section, town or range or by other legal description.	
93.	2. Names and addresses of the owner or subdivider having control of the lands included in said plan, the designer of the plan and the surveyor.	
94.	4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.	
95.	5. North point (designated as true north).	
96.	6. Date of preparation.	
97.	A. Existing Conditions:	
98.	1. Boundary line of proposed subdivision clearly indicated.	
99.	2. Existing zoning classification.	
100.	3. Total approximate acreage in said plan.	
101.	4. Location, widths and names of all existing or previously platted streets or other public ways showing type of improvement, if any, railroad	

	and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.	
102.	5. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades, invert elevations and location of catch basins, manholes and hydrants shall also be shown.	
103.	6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)	
104.	7. Topographic data including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Water courses, marshes, rock outcrops and other significant features also shall be shown. Topography maps shall be clearly indicated with dotted lines.	
105.	B. Subdivision Design Features:	
106.	1. Layout of streets showing right-of-way widths and names of streets. The name of any street previously used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street in which event the name shall be used.	
107.	2. Location and widths of alleys, pedestrian ways and utility easements.	

108.	3. Typical cross-sections of streets and alleys, together with an indication of the proposed storm water runoff.	
109.	4. Approximate center line gradients of streets and alleys, if any.	
110.	5. Location, size and approximate gradient of sewer lines.	
111.	6. Layout, numbers and typical dimensions of lots to the nearest foot.	
112.	7. Minimum front and side street building setback lines indicating dimensions of same.	
113.	8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use including the size of such area or areas in acres. (Ord. 216, 7-5-1956)	
114.	1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:	1102.04: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:
115.	A. Recommendations by Planning Commission: The Planning Commission may recommend and the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City.	A. Conditions of Approval: For both major and minor subdivisions, the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City to be incorporated into the final plat. For major subdivisions, the Planning Commission may also recommend to the City Council changes or revisions.
116.	B. Tentative Approval: The approval of a preliminary plat by the Planning Commission and the City Council is tentative only involving merely the general acceptability of the layout as submitted.	B. Flooding: No subdivision will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the <u>applicantowner</u> agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for

		residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)
117.	C. Subsequent Approval: Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths and the surfacing of streets by the Public Works Director and other public officials having jurisdiction prior to the approval of the final plat by the City.	REMOVED
118.	D. Flooding: No plat will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)	REMOVED
119.	1102.04: NECESSARY DATA FOR FINAL PLAT:	1102.05: NECESSARY DATA FOR FINAL PLAT:
120.	A. General: All information, except topographic data and zoning classification required on the preliminary plat shall be accurately shown.	All information required on the preliminary plat for a minor or major subdivision shall be accurately shown and comply with <u>Ramsey</u> County plat requirements. <u>ApplicantOwner</u> shall refer to the Final Plat Application or contact the Community Development Department for additional information regarding the process.
121.	B. Additional Delineation:	

122.	1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths.	NOTE: All data requirements for final plats were removed and will be included in the application.
123.	2. An identification system for all lots and blocks.	
124.	3. True angles and distances to the nearest established street lines or official monuments (not less than 3), which shall be accurately described in the plat.	
125.	4. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.	
126.	5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.	
127.	6. Accurate location of all monuments, which shall be concrete six inches by six inches by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street center lines. All U.S., State, County or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.	
128.	7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purpose indicated therein.	
129.	8. Certification by a registered land surveyor to the effect that the plat represents a survey	

	made by such surveyor and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.	
130.	9. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.	
131.	10. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full.	
132.	11. Approval by signature of City, County and State officials concerned with the specifications of utility installations. (Ord. 216, 7-5-56)	
133.	12. Form for approval by County authorities as required. (Ord. 245, 5-10-58)	
134.	1102.05: ACCEPTANCE OF STREETS:	1102.06: ACCEPTANCE OF STREETS:
135.	A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.	A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.
136.	B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the	B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by

	City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for the purpose of maintenance by the City, and defer the completion of the street or thoroughfare by the developer until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)	the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for maintenance by the City, and defer the completion of the street or thoroughfare by the <u>applicantowner</u> until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)
137.	1102.06: REQUIRED LAND IMPROVEMENTS:	1102.07: REQUIRED LAND IMPROVEMENTS:
138.	No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)	No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the <u>applicantowner</u>'s preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the requirements of the Public Works Design Standards manual; Ord. 373, 5-28-62; amd. 1995 Code
139.	A. Sewers:	A. Sewers:
140.	1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City	1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City

	sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.	sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available. All improvements shall meet the requirements of the Public Works Design Standards manual.
141.	2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.	2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4. All improvements shall meet the requirements of the Public Works Department.
142.	3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.	3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to <u>shall not deviate from</u> this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made. All improvements shall meet the requirements of the Public Works Department.
143.	4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.	MOVED TO ARRANGEMENTS FOR IMPROVEMENTS SECTION BELOW
144.	B. Water Supply: Where a connection to the City water system is presently available, water	B. Water Supply: Where a connection to the City water system is presently available, water

	distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.	distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. All improvements must also meet the requirements of the Public Works Department.
145.	C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)	C. Street Grading: The full width of the right-of-way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56). All improvements shall meet the requirements of the <u>Public Works Design Standards manual</u> Public-Works Department.
146.	D. Street Improvements ¹ :	D. Street Improvements ² : <u>Public Works to confirm if this section should be in the subdivision code or the Public Works Design Standards manual.</u>
147.	1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)	1. All streets shall be improved with pavements to an overall width in accordance with the projected 20-year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)
148.	2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.	2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the Public Works Department.
149.	3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in	3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in

¹ See also Chapters 703 and 704 of this Code.

² See also Chapters 703 and 704 of this Code.

	accordance with applicable requirements of the City.	accordance with applicable requirements of the Public Works Department.
150.	4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.	4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, pathways or equivalent shall be constructed in accordance with the applicable requirements of the Public Works Department.
151.	5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.	5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director <u>Department</u> .
152.	6. All curb corners shall have a radii of not less than 15 feet, except at collector and marginal access streets where they shall be not less than 25 feet.	6. Curb concerns shall meet the requirements of the Public Works Department.
153.	7. All parkways within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)	7. All boulevards-parkways within the dedicated street area shall be graded and sodded in an approved manner <u>as specified by the Public Works Department</u> . (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)
154.	E. Off-Street Improvements:	E. Off-Street Improvements:
155.	1. One tree having a trunk diameter (measured 12 inches above ground) of not less than 2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the subdivision, except that corner lots shall have 2 trees. They shall be accepted by the City only after one growing season as a live and healthy plant. Trees shall not be allowed to be planted in the boulevard area.	1. All open areas of a lot that are not used for buildings, parking or circulation areas, patios, or storage must be constructed to conform to the Landscaping <u>and tree preservation requirements of</u> requirements of 1011.03 of this Code. <u>PC suggested adding rain gardens in off-street improvements section of the subdivision code. Community Development staff recommended that it could be discussed in stormwater requirements of the PW design standards manual.</u>

156.	2. Driveways must be constructed of pavement approved by the Public Works Director. Each driveway shall be graded within the dedicated area to fit the boulevard section, and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The construction shall conform to City requirements, and the grade of the driveway shall conform to the requirements of the State Building Code.	2. Driveways must be constructed to conform to the requirements in the Public Works Department and the grade of the driveway shall conform to the requirements of the State Building Code.
157.	3. The entire boulevard area, except driveways, shall be sodded with a good quality weed free sod.	3. The entire boulevard area, except driveways, shall be sodded per specifications of the Public Works Department.
158.	4. All drainage swales shall be graded and sodded with a good quality weed free sod. (1990 Code; amd. 1995 Code)	4. All drainage swales shall be graded and sodded per specifications of the Public Works Department. (1990 Code; amd. 1995 Code)
159.	F. Pedestrianways: Pedestrianways installed or required by the City Council, shall be constructed according to specifications approved by the Public Works Director. (1995 Code)	REMOVED
160.	F. Public Utilities:	F. Public Utilities:
161.	1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.	1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.
162.	2. The City Council may waive the requirements of underground services as set forth in subsections	2. The City Council may waive the requirements of underground services as set forth in

	1 and 2 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26- 69)	subsections 1 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26- 69)
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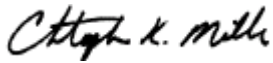
PC discussion ended here.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/08/2017

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	\$482,609.44
85285-85463	\$790,010.25
Total	\$1,272,619.69

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: 5/4/2017 - 8:05 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/02/2017	Boulevard Landscaping	Operating Supplies	Grainger Inc	Gloves	62.04
85350	04/25/2017	Boulevard Landscaping	Operating Supplies	Q3 Contracting, Inc.	Barricades, Road Signs	319.65
Operating Supplies Total:						381.69
Fund Total:						381.69
85324	04/25/2017	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Copy Charges	3,374.73
Rental - Office Machines Total:						3,374.73
Fund Total:						3,374.73
0	04/27/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	7.37
Federal Income Tax Total:						7.37
0	04/27/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	1.64
0	04/27/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	7.01
FICA Employee Ded. Total:						8.65
0	04/27/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	1.64
0	04/27/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	7.01
FICA Employers Share Total:						8.65
0	04/27/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	1.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						1.05
0	04/27/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	6.79
PERA Employee Ded Total:						6.79
0	04/27/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	6.79
0	04/27/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	1.05
PERA Employer Share Total:						7.84
85362	04/25/2017	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Midway Speedskating Bingo	2,143.26
85362	04/25/2017	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Roseville Youth Hockey Bingo	2,381.40
Professional Services - Bingo Total:						4,524.66
0	04/27/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	3.91
State Income Tax Total:						3.91
Fund Total:						4,568.92
85428	05/02/2017	Community Development	Advertising	Lillie Suburban Newspaper Inc	Bids, Ordinances-Acct: 000262	92.30
Advertising Total:						92.30
85312	04/25/2017	Community Development	Building Surcharge	J Becher & Associates	Electric Permit Refund	1.00
Building Surcharge Total:						1.00
85375	04/25/2017	Community Development	Development Escrow	The Davey Tree Expert Company	Landscape Service	300.00
Development Escrow Total:						300.00
85312	04/25/2017	Community Development	Electrical Permits	J Becher & Associates	Electric Permit Refund	80.00
Electrical Permits Total:						80.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/27/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	4,118.59
Federal Income Tax Total:						4,118.59
0	04/27/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	472.83
0	04/27/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	2,021.78
FICA Employee Ded. Total:						2,494.61
0	04/27/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	472.83
0	04/27/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	2,021.78
FICA Employers Share Total:						2,494.61
85447	05/02/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	388.22
HSA Employee Total:						388.22
0	05/02/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2017 ICMA Defe	2,017.96
ICMA Def Comp Total:						2,017.96
85429	05/02/2017	Community Development	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	220.38
Life Ins. Employee Total:						220.38
85429	05/02/2017	Community Development	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	52.16
Life Ins. Employer Total:						52.16
85429	05/02/2017	Community Development	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	176.32
Long Term Disability Total:						176.32
85440	05/02/2017	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-April 201'	393.39
Medical Ins Employee Total:						393.39
85440	05/02/2017	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-April 201'	3,959.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	3,959.98
0	04/27/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	330.63
					MN State Retirement Total:	330.63
0	04/27/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	475.00
					MNDCP Def Comp Total:	475.00
0	04/25/2017	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	323.08
					Office Supplies Total:	323.08
0	04/27/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	2,149.05
					PERA Employee Ded Total:	2,149.05
0	04/27/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	330.63
0	04/27/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	2,149.05
					PERA Employer Share Total:	2,479.68
85367	04/25/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	343.75
85367	04/25/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85375	04/25/2017	Community Development	Professional Services	The Davey Tree Expert Company	Landscape Service	30.00
85394	04/25/2017	Community Development	Professional Services	ZedIT Solutions Inc,	Project Management	4,676.00
					Professional Services Total:	5,059.05
0	04/27/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	1,581.04
					State Income Tax Total:	1,581.04
85312	04/25/2017	Community Development	Technology Fee	J Becher & Associates	Electric Permit Refund	1.60
					Technology Fee Total:	1.60
85342	04/25/2017	Community Development	Water Permits	Olson's Sewer Service	Engineering, Water Permit Fee Refun	48.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Water Permits Total:						48.80
Fund Total:						29,237.45
0	04/27/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	632.42
Federal Income Tax Total:						632.42
0	04/27/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	372.82
0	04/27/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	87.19
FICA Employee Ded. Total:						460.01
0	04/27/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	372.82
0	04/27/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	87.19
FICA Employers Share Total:						460.01
85447	05/02/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	120.40
HSA Employee Total:						120.40
85429	05/02/2017	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	17.10
Life Ins. Employee Total:						17.10
85429	05/02/2017	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	9.60
Life Ins. Employer Total:						9.60
85429	05/02/2017	Contracted Engineering Svcs	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	32.81
Long Term Disability Total:						32.81
85440	05/02/2017	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-April 201	13.04
Medical Ins Employee Total:						13.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85440	05/02/2017	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	1,120.36
					Medical Ins Employer Total:	1,120.36
0	04/27/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	61.18
					MN State Retirement Total:	61.18
0	04/27/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	100.00
					MNDCP Def Comp Total:	100.00
0	04/27/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	397.70
					PERA Employee Ded Total:	397.70
0	04/27/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	397.70
0	04/27/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	61.18
					PERA Employer Share Total:	458.88
0	04/27/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	282.42
					State Income Tax Total:	282.42
85306	04/25/2017	Contracted Engineering Svcs	Vehicles	HealthEast Vehicle Services	Vehicle Customization-Chevrolet Equ	1,230.90
					Vehicles Total:	1,230.90
					Fund Total:	5,396.83
85341	04/25/2017	Fire Vehicles Revolving	Fire Department Vehicles	Nelson Auto Center, Inc.	Ford Expedition	30,594.18
					Fire Department Vehicles Total:	30,594.18
0	04/25/2017	Fire Vehicles Revolving	Minor Equipment	Ancom Technical Center	Portabel Radio Supplies/Maintenance	9,909.00
0	04/25/2017	Fire Vehicles Revolving	Minor Equipment	Ancom Technical Center	Portabel Radio Supplies/Maintenance	323.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Minor Equipment Total:						10,232.50
0	04/25/2017	Fire Vehicles Revolving	Vehicle Supplies & Maintenance	Ancom Technical Center	Portabel Radio Supplies/Maintenance	215.00
Vehicle Supplies & Maintenance Total:						215.00
Fund Total:						41,041.68
0	04/25/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	72.24
0	04/25/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	136.35
0	04/25/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	70.41
0	04/25/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	59.00
211402 - Flex Spending Health Total:						338.00
0	04/27/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	500.00
0	05/02/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.00
0	04/25/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	68.00
0	04/25/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	172.00
85393	04/25/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,341.00
211403 - Flex Spend Day Care Total:						2,465.00
0	04/27/2017	General Fund	211700 - FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	38.32
211700 - FICA Employers Share Total:						38.32
85428	05/02/2017	General Fund	Advertising	Lillie Suburban Newspaper Inc	Bids, Ordinances-Acct: 000262	485.28
Advertising Total:						485.28
85290	04/25/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	212.85
85290	04/25/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies.	114.45
85290	04/25/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies.	122.50
85290	04/25/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies.	58.50
85290	04/25/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies.	120.60
85386	04/25/2017	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	138.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Clothing Total:						766.90
85450	05/02/2017	General Fund	Community Grants	Roseville Area Schools Senior Prog	2017 City Contribution	10,000.00
Community Grants Total:						10,000.00
85432	05/02/2017	General Fund	Conferences	MAMA	Luncheon Registration-Trudgeon	20.00
Conferences Total:						20.00
85411	05/02/2017	General Fund	Contract Maint - Vehicles	Diversified Inspections, Inc.	Annual Safety Inspection-Ladder 628	1,366.95
0	04/25/2017	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	69.30
85357	04/25/2017	General Fund	Contract Maint - Vehicles	Roseville Chrysler Jeep Dodge	Vehicle Repair	205.22
85371	04/25/2017	General Fund	Contract Maint - Vehicles	Suburban Tire Wholesale, Inc.	Vehicle Service, Supplies	370.00
Contract Maint - Vehicles Total:						2,011.47
85400	05/02/2017	General Fund	Contract Maint. - City Hall	ATC Group Services, LLC	Air Sampling	560.80
85304	04/25/2017	General Fund	Contract Maint. - City Hall	G & K Services	Facility Supplies	192.90
85430	05/02/2017	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning-April 2017	3,633.15
85328	04/25/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facilities Management	435.52
85435	05/02/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	2,855.25
85439	05/02/2017	General Fund	Contract Maint. - City Hall	NAC Mechanical & Electrical Servic	Mechanical Service	631.24
Contract Maint. - City Hall Total:						8,308.86
85400	05/02/2017	General Fund	Contract Maint. - City Garage	ATC Group Services, LLC	Air Sampling	560.80
85304	04/25/2017	General Fund	Contract Maint. - City Garage	G & K Services	Facility Supplies	80.40
85304	04/25/2017	General Fund	Contract Maint. - City Garage	G & K Services	Facility Supplies	80.40
85304	04/25/2017	General Fund	Contract Maint. - City Garage	G & K Services	Facility Supplies	32.10
0	04/25/2017	General Fund	Contract Maint. - City Garage	Jeff's S.O.S. Drain & Sewer Cleanir	High Pressure Water Jetting	345.00
85430	05/02/2017	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning-April 2017	1,150.00
85328	04/25/2017	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facilities Management	331.32
85435	05/02/2017	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	761.40
85385	04/25/2017	General Fund	Contract Maint. - City Garage	Twin City Garage Door Co.	Door Repair	337.00
Contract Maint. - City Garage Total:						3,678.42
0	05/02/2017	General Fund	Contract Maintenance	Adam's Pest Control Inc	Commercial Service	200.00
0	04/25/2017	General Fund	Contract Maintenance	Ancom Technical Center	Portabel Radio Supplies/Maintenance	177.00
85291	04/25/2017	General Fund	Contract Maintenance	BCA-MNJIS Section	CJDN Access Fee	840.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85407	05/02/2017	General Fund	Contract Maintenance	Comcast	Business Services	108.86
85309	04/25/2017	General Fund	Contract Maintenance	Hotsy of Minnesota	Vehicle Repair	714.21
85430	05/02/2017	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-April 2017	642.85
85434	05/02/2017	General Fund	Contract Maintenance	McDonough's Waterjetting & Drain	Commercial Guzzling	919.25
85351	04/25/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	399.36
85389	04/25/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	420.12
0	05/02/2017	General Fund	Contract Maintenance	Yale Mechanical, LLC	Winter Maintenance	494.25
0	05/02/2017	General Fund	Contract Maintenance	Yale Mechanical, LLC	Heat Pump Repair	2,682.00
Contract Maintenance Total:						7,597.90
85351	04/25/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service-March 2017	5,685.98
85351	04/25/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service-March 2017	29,120.70
Dispatching Services Total:						34,806.68
85446	05/02/2017	General Fund	Emeral Ash Borer	Precision Landscape & Tree,Inc	Tree Removal	4,686.00
85446	05/02/2017	General Fund	Emeral Ash Borer	Precision Landscape & Tree,Inc	Tree Removal	1,681.00
Emeral Ash Borer Total:						6,367.00
85440	05/02/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-April 2017	980.00
85440	05/02/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-April 2017	740.00
Employer Insurance Total:						1,720.00
85342	04/25/2017	General Fund	Engineering Fees	Olson's Sewer Service	Engineering, Water Permit Fee Refund	20.00
Engineering Fees Total:						20.00
0	04/27/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Income Tax	34,809.05
Federal Income Tax Total:						34,809.05
0	04/27/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare Employee Ded.	4,384.97
0	04/27/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Employee Ded.	6,772.98
FICA Employee Ded. Total:						11,157.95
0	04/27/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare Employee Share	4,384.97
0	04/27/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Employee Share	6,772.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employers Share Total:						11,157.95
85437	05/02/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittanc ID: 0015005038	354.43
Financial Support Total:						354.43
85447	05/02/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	3,222.83
HSA Employee Total:						3,222.83
0	05/02/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.04.2017 ICMA Defe	2,014.54
ICMA Def Comp Total:						2,014.54
85429	05/02/2017	General Fund	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	1,805.08
85429	05/02/2017	General Fund	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	9.61
Life Ins. Employee Total:						1,814.69
85429	05/02/2017	General Fund	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	504.75
Life Ins. Employer Total:						504.75
85429	05/02/2017	General Fund	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	1,521.17
Long Term Disability Total:						1,521.17
85440	05/02/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-April 201	6,337.43
85440	05/02/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-April 201	5,750.60
Medical Ins Employee Total:						12,088.03
85440	05/02/2017	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-April 201	52,973.21
Medical Ins Employer Total:						52,973.21
85443	05/02/2017	General Fund	Memberships & Subscriptions	Optimist International	Annual Dues	100.00
Memberships & Subscriptions Total:						100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/02/2017	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.04.2017 Minnesota I	66.55
Minnesota Benefit Ded Total:						66.55
85410	05/02/2017	General Fund	Miscellaneous	Nina de los Reyes	Essay Contest Winner	20.00
85422	05/02/2017	General Fund	Miscellaneous	Alicia Hopper	Essay Contest Winner	50.00
85426	05/02/2017	General Fund	Miscellaneous	Emily LaPierre	Essay Contest Winner	50.00
85431	05/02/2017	General Fund	Miscellaneous	Ellie Long	Essay Contest Winner	75.00
85449	05/02/2017	General Fund	Miscellaneous	Roseville Area Schools	Community Conversation	90.00
85454	05/02/2017	General Fund	Miscellaneous	Seigenn Thao	Essay Contest Winner	150.00
85459	05/02/2017	General Fund	Miscellaneous	David Vincze	Essay Contest Winner	20.00
Miscellaneous Total:						455.00
0	04/27/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	3,067.55
MN State Retirement Total:						3,067.55
0	04/27/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	9,371.55
MNDCP Def Comp Total:						9,371.55
0	04/25/2017	General Fund	Motor Fuel	Mansfield Oil Company	2017 BLANKET PO FOR FUEL. ST.	1,960.03
0	04/25/2017	General Fund	Motor Fuel	Mansfield Oil Company	2017 BLANKET PO FOR FUEL. ST.	8,737.70
Motor Fuel Total:						10,697.73
0	05/02/2017	General Fund	Office Supplies	Greenhaven Printing	Business Cards	68.00
0	04/25/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	628.54
0	04/25/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	14.10
0	04/25/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	80.76
0	04/25/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	56.54
Office Supplies Total:						847.94
85382	04/25/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	284.52
Op Supplies - City Hall Total:						284.52
0	04/25/2017	General Fund	Operating Supplies	3D Specialties, Inc.	Bolts, Break Socket	424.55
0	04/25/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	507.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/02/2017	General Fund	Operating Supplies	City of St. Paul	Print Products	600.65
85412	05/02/2017	General Fund	Operating Supplies	Ecolab Inc	Laundry Supplies	424.46
85415	05/02/2017	General Fund	Operating Supplies	Gary Carlson Equipment, Corp.	Sprayer Wand	131.17
0	04/25/2017	General Fund	Operating Supplies	Grainger Inc	Cleaning Supplies	34.08
0	04/25/2017	General Fund	Operating Supplies	Grainger Inc	Cleaning Supplies	129.35
0	04/25/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	88.03
85433	05/02/2017	General Fund	Operating Supplies	Martin Marietta Materials Inc	1/4 W Chip	801.73
0	05/02/2017	General Fund	Operating Supplies	Rick Person	Supplies Reimbursement	16.06
85346	04/25/2017	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly NAF Software	590.80
85347	04/25/2017	General Fund	Operating Supplies	Primary Products Company	Nitrile Exam Gloves	64.66
85351	04/25/2017	General Fund	Operating Supplies	Ramsey County	Fleet Support Fee	59.28
85351	04/25/2017	General Fund	Operating Supplies	Ramsey County	Brine Solution	2,737.62
85353	04/25/2017	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	690.08
85353	04/25/2017	General Fund	Operating Supplies	RCM Specialties, Inc.	Dresser FA2Mod/Per Yard	513.00
85353	04/25/2017	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	898.32
85366	04/25/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Credit	-112.99
85366	04/25/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	138.50
Operating Supplies Total:						8,737.09
85300	04/25/2017	General Fund	Operating Supplies City Garage	Dalco	Buffer Floor Pad	127.91
85382	04/25/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	48.00
Operating Supplies City Garage Total:						175.91
0	04/27/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	28,571.41
PERA Employee Ded Total:						28,571.41
0	04/27/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	39,516.92
0	04/27/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	1,017.30
PERA Employer Share Total:						40,534.22
0	05/02/2017	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.04.2017 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
85386	04/25/2017	General Fund	Police Reserve Program	Uniforms Unlimited, Inc.	Uniform Supplies	54.95
85386	04/25/2017	General Fund	Police Reserve Program	Uniforms Unlimited, Inc.	Uniform Supplies	9.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Police Reserve Program Total:						64.94
0	05/02/2017	General Fund	Printing	Greenhaven Printing	Envelopes	328.00
Printing Total:						328.00
85308	04/25/2017	General Fund	Professional Services	Hillcrest Animal Hospital	Impound Fees	124.00
85318	04/25/2017	General Fund	Professional Services	Language Line Services	Interpretation Services	52.63
85321	04/25/2017	General Fund	Professional Services	LexisNexis Risk Solutions	Minimum Commitment Balance	50.00
85330	04/25/2017	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	718.00
85367	04/25/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	237.50
85367	04/25/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85452	05/02/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85452	05/02/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	212.50
85377	04/25/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting 1	173.00
85378	04/25/2017	General Fund	Professional Services	Trans Union, LLC	Employment Report	5.55
85380	04/25/2017	General Fund	Professional Services	TransUnion Risk and Alternative	People Searches	54.40
85384	04/25/2017	General Fund	Professional Services	Twin Cities Transport & Recove	Tow Charge	85.00
85388	04/25/2017	General Fund	Professional Services	USDA APHIS General	Animal & Plant Health Inspection Ser	2,998.89
85392	04/25/2017	General Fund	Professional Services	Xcel Energy	Research Fee	5.00
Professional Services Total:						4,735.07
0	04/27/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	13,530.45
State Income Tax Total:						13,530.45
85305	04/25/2017	General Fund	Street Patching	Gene's Water & Sewer	Street Patching Fee Refund	650.00
Street Patching Total:						650.00
0	04/25/2017	General Fund	Training	Century College	Training Books	105.00
85425	05/02/2017	General Fund	Training	Lake Superior College	Bituminous Street Recertification-Ste	300.00
85331	04/25/2017	General Fund	Training	Midwest Training Associates, LLC	Firefighter Training	8,000.00
Training Total:						8,405.00
0	05/02/2017	General Fund	Utilities	Xcel Energy	Civil Defense	75.87
0	05/02/2017	General Fund	Utilities	Xcel Energy	New Fire Station	2,574.20
0	05/02/2017	General Fund	Utilities	Xcel Energy	Street Lights & Traffic Signal	2,218.98
0	05/02/2017	General Fund	Utilities	Xcel Energy	Street Lights	12,611.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Utilities Total:						17,481.01
85288	04/25/2017	General Fund	Vehicle Supplies & Maintenance	1st Ayd Corporation	Grit Quick Change Abrasive, Backing	110.86
85293	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Car Wash Technologies	Jet Clean Alkaline	559.99
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	CCP Industries Inc	Shop Towels	566.67
85296	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaning	33.88
85296	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaning	33.88
85296	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaning	33.88
85406	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaning	33.88
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	100.38
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	236.84
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	12.38
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	13.60
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	96.21
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	43.33
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	30.95
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	25.28
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	15.62
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	25.28
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	15.62
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	502.28
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	332.37
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	15.32
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	71.50
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Circuit Breaker	24.75
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Ball Sockets	223.20
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Quick Clamps	99.87
85325	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	118.28
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	218.01
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	42.29
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	90.22
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	53.82
0	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	103.66
85345	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Powerplan BF	Vehicle Supplies	3,045.36
85448	05/02/2017	General Fund	Vehicle Supplies & Maintenance	RDO Equipment	Vehicle Supplies	362.30
85357	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Filters	144.90
85371	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Credit	-80.00
85371	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Service, Supplies	1,566.27
85455	05/02/2017	General Fund	Vehicle Supplies & Maintenance	Titan Machinery	Alternator Belt	52.75
85381	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Scraper	376.72
0	04/25/2017	General Fund	Vehicle Supplies & Maintenance	Zarnoth Brush Works, Inc.	Gutter Brooms	1,985.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Vehicle Supplies & Maintenance Total:	11,337.40
85352	04/25/2017	General Fund	Vehicles & Equipment	Ranger GM	Chevrolet Equinox	20,761.54
					Vehicles & Equipment Total:	20,761.54
					Fund Total:	390,477.31
0	04/27/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	631.96
					Federal Income Tax Total:	631.96
0	04/27/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	98.12
0	04/27/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	419.44
					FICA Employee Ded. Total:	517.56
0	04/27/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	98.12
0	04/27/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	419.44
					FICA Employers Share Total:	517.56
85429	05/02/2017	Golf Course	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	73.48
					Life Ins. Employee Total:	73.48
85429	05/02/2017	Golf Course	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	4.80
					Life Ins. Employer Total:	4.80
85429	05/02/2017	Golf Course	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	18.67
					Long Term Disability Total:	18.67
85440	05/02/2017	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-April 201	471.38
					Medical Ins Employee Total:	471.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85440	05/02/2017	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	1,360.36
					Medical Ins Employer Total:	1,360.36
0	04/27/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	54.05
					MN State Retirement Total:	54.05
0	04/27/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
85399	05/02/2017	Golf Course	Operating Supplies	Alpine	Exhaust Cleaning	278.53
0	05/02/2017	Golf Course	Operating Supplies	Factory Motor Parts, Co.	Vehicle Supplies	159.99
85354	04/25/2017	Golf Course	Operating Supplies	Reinders Inc.	Seed Mix	229.79
					Operating Supplies Total:	668.31
0	04/27/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	351.34
					PERA Employee Ded Total:	351.34
0	04/27/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	351.34
0	04/27/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	54.05
					PERA Employer Share Total:	405.39
85419	05/02/2017	Golf Course	Professional Services	Hagen, Christensen & McIlwain	Cedarholm Club House Study	5,849.65
					Professional Services Total:	5,849.65
0	04/27/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	296.30
					State Income Tax Total:	296.30
85354	04/25/2017	Golf Course	Use Tax Payable	Reinders Inc.	Sales/Use Tax	-14.79
0	05/02/2017	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-33.94
					Use Tax Payable Total:	-48.73
0	05/02/2017	Golf Course	Utilities	Xcel Energy	Golf Course	527.58

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Utilities Total:						527.58
0	04/25/2017	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Limit Switch	130.89
Vehicle Supplies & Maintenance Total:						130.89
Fund Total:						11,880.55
85313	04/25/2017	Housing & Redevelopment Agency	Payment to Owners	Johanna Jessup	Energy Audit	60.00
85317	04/25/2017	Housing & Redevelopment Agency	Payment to Owners	Michael Kruse	Energy Audit	60.00
85320	04/25/2017	Housing & Redevelopment Agency	Payment to Owners	Jennifer CJ Lee	Energy Audit	60.00
85322	04/25/2017	Housing & Redevelopment Agency	Payment to Owners	Taoyuan Li	Energy Audit	60.00
85326	04/25/2017	Housing & Redevelopment Agency	Payment to Owners	Ben McDonald Coltvvet	Energy Audit Reimbursement	60.00
85383	04/25/2017	Housing & Redevelopment Agency	Payment to Owners	Sheldon Turchin	Energy Audit Reimbursement	60.00
Payment to Owners Total:						360.00
85367	04/25/2017	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Economic Development Meeting Min	150.00
85367	04/25/2017	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
Professional Services Total:						154.65
Fund Total:						514.65
85324	04/25/2017	Information Technology	Computer Equipment	Marco Technologies, LLC	Camera Supplies	1,168.74
Computer Equipment Total:						1,168.74
85302	04/25/2017	Information Technology	Computer/Software Replacement	Dell Marketing, L.P.	Computer Supplies	565.00
85310	04/25/2017	Information Technology	Computer/Software Replacement	HP INC.	Computer Supplies	102.06
Computer/Software Replacement Total:						667.06
85301	04/25/2017	Information Technology	Contract Maintenance	DC Group, Inc	1) MGE UPS MAINTENANCE - CA	5,382.00
0	04/25/2017	Information Technology	Contract Maintenance	SHI International Corp	Computer Supplies	111.00
0	04/25/2017	Information Technology	Contract Maintenance	SHI International Corp	Computer Supplies	31.00
85387	04/25/2017	Information Technology	Contract Maintenance	US Internet	DNS Hosting, Domain Hosting	29.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						5,553.76
0	04/27/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	5,507.08
Federal Income Tax Total:						5,507.08
0	04/27/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	694.21
0	04/27/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	2,968.43
FICA Employee Ded. Total:						3,662.64
0	04/27/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	2,968.43
0	04/27/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	694.21
FICA Employers Share Total:						3,662.64
85447	05/02/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	570.67
HSA Employee Total:						570.67
0	05/02/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2017 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
85297	04/25/2017	Information Technology	Internet	City of North St. Paul	511 Billing Interconnects	4,845.00
85297	04/25/2017	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
Internet Total:						5,445.00
85429	05/02/2017	Information Technology	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	183.04
Life Ins. Employee Total:						183.04
85429	05/02/2017	Information Technology	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	80.40
Life Ins. Employer Total:						80.40
85429	05/02/2017	Information Technology	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	285.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	285.72
85440	05/02/2017	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-April 2017	344.85
					Medical Ins Employee Total:	344.85
85440	05/02/2017	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	10,719.12
					Medical Ins Employer Total:	10,719.12
85404	05/02/2017	Information Technology	Minor Equipment	CDW Government, Inc.	Scanner	575.14
85324	04/25/2017	Information Technology	Minor Equipment	Marco Technologies, LLC	Camera Supplies	654.68
					Minor Equipment Total:	1,229.82
0	04/27/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	481.93
					MN State Retirement Total:	481.93
0	04/25/2017	Information Technology	Operating Supplies	Newegg Business, Inc.	Computer Supplies	341.98
					Operating Supplies Total:	341.98
0	04/27/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	3,132.64
					PERA Employee Ded Total:	3,132.64
0	04/27/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	481.93
0	04/27/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	3,132.64
					PERA Employer Share Total:	3,614.57
0	04/27/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	2,050.69
					State Income Tax Total:	2,050.69
					Fund Total:	48,927.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85295	04/25/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.66
85295	04/25/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.33
85295	04/25/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	205.90
85295	04/25/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
85295	04/25/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
85405	05/02/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.50
85405	05/02/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.24
85311	04/25/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	Integra	Telephone	354.54
PSTN-PRI Access/DID Allocation Total:						1,110.27
Fund Total:						1,110.27
0	05/02/2017	License Center	Contract Maintenance	Electro Watchman, Inc.	Alarm System	180.00
85430	05/02/2017	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning-April 2017	755.00
Contract Maintenance Total:						935.00
0	04/27/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	3,538.96
Federal Income Tax Total:						3,538.96
0	04/27/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	529.77
0	04/27/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	2,265.19
FICA Employee Ded. Total:						2,794.96
0	04/27/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	529.77
0	04/27/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	2,265.19
FICA Employers Share Total:						2,794.96
85447	05/02/2017	License Center	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	261.92
HSA Employee Total:						261.92
85429	05/02/2017	License Center	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	133.00
Life Ins. Employee Total:						133.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85429	05/02/2017	License Center	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	48.00
					Life Ins. Employer Total:	48.00
85429	05/02/2017	License Center	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	130.15
					Long Term Disability Total:	130.15
85440	05/02/2017	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-April 2017	1,503.74
					Medical Ins Employee Total:	1,503.74
85440	05/02/2017	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	6,875.98
					Medical Ins Employer Total:	6,875.98
0	05/02/2017	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.04.2017 Minnesota I	123.84
					Minnesota Benefit Ded Total:	123.84
0	04/27/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	370.54
					MN State Retirement Total:	370.54
0	04/27/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	1,802.00
					MNDCP Def Comp Total:	1,802.00
0	04/25/2017	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	119.35
					Office Supplies Total:	119.35
85382	04/25/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	10.28
					Operating Supplies Total:	10.28
0	04/27/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	2,260.33
					PERA Employee Ded Total:	2,260.33
0	04/27/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	347.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/27/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	2,260.33
PERA Employer Share Total:						2,608.11
85435	05/02/2017	License Center	Professional Services	McGough Facility Management, LI	Facility Management	190.35
0	05/02/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	188.26
Professional Services Total:						378.61
0	04/27/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	1,497.20
State Income Tax Total:						1,497.20
0	05/02/2017	License Center	Transportation	Mary Dracy	Mileage Reimbursement	99.51
0	05/02/2017	License Center	Transportation	Jill Theisen	Mileage Reimbursement	222.56
Transportation Total:						322.07
Fund Total:						28,509.00
85414	05/02/2017	Municipal Community Band	Miscellaneous	Lauren Flaten	Community Band Scholarship Winner	500.00
Miscellaneous Total:						500.00
Fund Total:						500.00
85296	04/25/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.78
85406	05/02/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.78
Clothing Total:						3.56
0	04/27/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	2,512.66
Federal Income Tax Total:						2,512.66
0	04/27/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	1,363.66
0	04/27/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	318.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	1,682.58
0	04/27/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	1,363.66
0	04/27/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	318.92
					FICA Employers Share Total:	1,682.58
85447	05/02/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	259.61
					HSA Employee Total:	259.61
85429	05/02/2017	P & R Contract Maintenance	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	62.55
					Life Ins. Employee Total:	62.55
85429	05/02/2017	P & R Contract Maintenance	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	39.60
					Life Ins. Employer Total:	39.60
85429	05/02/2017	P & R Contract Maintenance	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	106.26
					Long Term Disability Total:	106.26
85440	05/02/2017	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-April 201	403.92
					Medical Ins Employee Total:	403.92
85440	05/02/2017	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-April 201	4,705.70
					Medical Ins Employer Total:	4,705.70
0	04/27/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	221.72
					MN State Retirement Total:	221.72
0	04/27/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	605.00
					MNDCP Def Comp Total:	605.00
85406	05/02/2017	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	1.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/02/2017	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.	Work Gloves	19.27
85315	04/25/2017	P & R Contract Maintenance	Operating Supplies	Kendell Doors & Hardware Inc	Door, Key Supplies	273.80
0	04/25/2017	P & R Contract Maintenance	Operating Supplies	M/A Associates	Heavy Duty Can Liners	803.10
0	05/02/2017	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Medium Flow Blade	269.21
0	04/25/2017	P & R Contract Maintenance	Operating Supplies	Safety Kleen Systems, Inc.	Solvent	345.81
0	04/25/2017	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Seed	99.00
85456	05/02/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Credit	-392.08
85456	05/02/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	483.15
Operating Supplies Total:						1,903.04
0	04/27/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	1,441.26
PERA Employee Ded Total:						1,441.26
0	04/27/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	221.72
0	04/27/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	1,441.26
PERA Employer Share Total:						1,662.98
85423	05/02/2017	P & R Contract Maintenance	Professional Services	Indianhead Glass, Inc.	Arboretum Windows	546.04
85446	05/02/2017	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	270.00
85446	05/02/2017	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	2,136.00
85446	05/02/2017	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	778.00
85446	05/02/2017	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	6,615.00
85446	05/02/2017	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	2,285.00
85286	04/20/2017	P & R Contract Maintenance	Professional Services	Roselawn Cemetery	2016 Annual Lease Payment	1.00
85285	04/20/2017	P & R Contract Maintenance	Professional Services	Roselawn Cemetery	2017 Annual Lease Payment	1.00
Professional Services Total:						12,632.04
0	04/27/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	1,007.71
State Income Tax Total:						1,007.71
85335	04/25/2017	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits Paid	2,790.00
Unemployment Insurance Total:						2,790.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						33,722.77
85409	05/02/2017	Park Renewal 2011	2016 Parks Renewal Pathways	Dahlen, Dwyer & Foley & Tinker, I	Appraisal Reports	6,400.00
2016 Parks Renewal Pathways Total:						6,400.00
0	05/02/2017	Park Renewal 2011	Capital Outlay	Stantec Consulting Services Inc.	PRRP Package	964.25
Capital Outlay Total:						964.25
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	1,130.50
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	472.63
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	1,093.69
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	14,805.48
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	1,547.53
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	1,162.09
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	2,555.26
0	05/02/2017	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Package	3,318.45
Contractor Payments Total:						26,085.63
85417	05/02/2017	Park Renewal 2011	Repairs & Main	Goodmanson Construction, Inc.	Shower Wall Replacement	4,150.00
Repairs & Main Total:						4,150.00
Fund Total:						37,599.88
0	04/25/2017	Pathway Maintenance Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Asphalt	105.01
0	05/02/2017	Pathway Maintenance Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	3/4" Aggregate	1,601.32
0	05/02/2017	Pathway Maintenance Fund	Operating Supplies	Tessman Seed Co - St. Paul	Turf Supplies	181.53
Operating Supplies Total:						1,887.86
Fund Total:						1,887.86
85429	05/02/2017	Police - DWI Enforcement	Life Insurance	LINA	Life, AD&D and LTD Premiums-Apr	0.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Life Insurance Total:						0.48
85429	05/02/2017	Police - DWI Enforcement	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	1.10
Long Term Disability Total:						1.10
85440	05/02/2017	Police - DWI Enforcement	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	52.71
Medical Ins Employer Total:						52.71
85298	04/25/2017	Police - DWI Enforcement	Professional Services	Kaitlyne M. Cook	Alcohol Compliance Checker	78.00
0	04/25/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Police Department Squad DVD Copy	2,083.33
0	04/25/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture Service	577.50
Professional Services Total:						2,738.83
Fund Total:						2,793.12
85314	04/25/2017	Police Forfeiture Fund	Professional Services	Keepers Inc	Explorer Uniforms	363.93
0	04/25/2017	Police Forfeiture Fund	Professional Services	Travis Steinberg	Alcohol Compliance Checker Supplie	19.79
Professional Services Total:						383.72
Fund Total:						383.72
85404	05/02/2017	Police Vehicle Revolving	Operating Supplies	CDW Government, Inc.	Laser Jet Printer	256.90
Operating Supplies Total:						256.90
85306	04/25/2017	Police Vehicle Revolving	Vehicle Supplies & Maintenance	HealthEast Vehicle Services	Vehicle Customization-Dodge Charge	1,038.22
Vehicle Supplies & Maintenance Total:						1,038.22
85463	05/03/2017	Police Vehicle Revolving	Vehicles & Equipment	MN Dept of Public Safety	Undercover License Plates	621.75
85395	04/26/2017	Police Vehicle Revolving	Vehicles & Equipment	Twin Cities Auctions	Impact Van	9,045.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Vehicles & Equipment Total:						9,666.75
Fund Total:						10,961.87
85368	04/25/2017	Public Works Vehicle Revolving	Public Works Vehicles	Street Smart Rental, Inc.	SCORPION TDI TL-2 TRAILER AT	6,907.31
Public Works Vehicles Total:						6,907.31
Fund Total:						6,907.31
85344	04/25/2017	Recreation Fund	Advertising	Pioneer Press	Advertising	175.00
Advertising Total:						175.00
85365	04/25/2017	Recreation Fund	Clothing	SS Design Promotional Products, I	Embroidery	152.58
Clothing Total:						152.58
85430	05/02/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-April 2017	1,164.00
85373	04/25/2017	Recreation Fund	Contract Maintenance	Summit Companies	Suppression System Inspection	185.00
Contract Maintenance Total:						1,349.00
85430	05/02/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-April 2017	944.00
Contract Maintenance Total:						944.00
0	04/27/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	5,260.41
Federal Income Tax Total:						5,260.41
85401	05/02/2017	Recreation Fund	Fee Program Revenue	Joann Barte	Barn Quilt Tour Refund	5.00
85445	05/02/2017	Recreation Fund	Fee Program Revenue	Joanne Pingle	Barn Quilt Tour Refund	10.00
85462	05/02/2017	Recreation Fund	Fee Program Revenue	Kathryn Zuhn	Barn Quilt Tour Refund	5.00
Fee Program Revenue Total:						20.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/27/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	3,782.21
0	04/27/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	884.58
FICA Employee Ded. Total:						4,666.79
0	04/27/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	884.58
0	04/27/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	3,782.21
FICA Employers Share Total:						4,666.79
85447	05/02/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	261.42
HSA Employee Total:						261.42
0	05/02/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2017 ICMA Defe	550.00
ICMA Def Comp Total:						550.00
85429	05/02/2017	Recreation Fund	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	91.20
Life Ins. Employee Total:						91.20
85429	05/02/2017	Recreation Fund	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	62.40
Life Ins. Employer Total:						62.40
85429	05/02/2017	Recreation Fund	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	200.74
Long Term Disability Total:						200.74
85440	05/02/2017	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-April 201'	1,066.14
Medical Ins Employee Total:						1,066.14
85440	05/02/2017	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-April 201'	7,526.85
Medical Ins Employer Total:						7,526.85
85398	05/02/2017	Recreation Fund	Merchandise for Sale	AEM, Inc.	Concession Items for Resale	1,485.31
85421	05/02/2017	Recreation Fund	Merchandise for Sale	Hermel Foodservice	Concession Items for Resale	1,191.76
85451	05/02/2017	Recreation Fund	Merchandise for Sale	Shamrock Group	Beverages For Resale	25.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Merchandise for Sale Total:						2,702.78
0	04/27/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	430.86
MN State Retirement Total:						430.86
0	04/27/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	1,308.41
MNDCP Def Comp Total:						1,308.41
85403	05/02/2017	Recreation Fund	Operating Supplies	Candor Companies, Inc.	Leak Repair	371.96
85299	04/25/2017	Recreation Fund	Operating Supplies	Cool Air Mechanical, Inc.	Oil Test Kits	120.44
0	04/25/2017	Recreation Fund	Operating Supplies	Grainger Inc	Cable Ties	38.58
0	05/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Supplies	31.22
0	05/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Bits	29.50
0	05/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Cleaning Supplies	97.58
0	05/02/2017	Recreation Fund	Operating Supplies	Grainger Inc	Nitride	10.02
85418	05/02/2017	Recreation Fund	Operating Supplies	Hach Company	Chlorine	60.77
85307	04/25/2017	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Supplies	399.40
85307	04/25/2017	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Supplies	993.87
85439	05/02/2017	Recreation Fund	Operating Supplies	NAC Mechanical & Electrical Serv	Mechanical Service	186.00
0	04/25/2017	Recreation Fund	Operating Supplies	Park Supply of America, Inc.	Shower Faucet	154.30
85361	04/25/2017	Recreation Fund	Operating Supplies	Sherwin Williams Co.	Paint Supplies	182.38
85361	04/25/2017	Recreation Fund	Operating Supplies	Sherwin Williams Co.	Paint Supplies	264.60
85361	04/25/2017	Recreation Fund	Operating Supplies	Sherwin Williams Co.	Paint Supplies	540.40
Operating Supplies Total:						3,481.02
0	04/27/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	3,349.48
PERA Employee Ded Total:						3,349.48
0	04/27/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	3,349.48
0	04/27/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	515.31
PERA Employer Share Total:						3,864.79
85356	04/25/2017	Recreation Fund	Printing	Roseville Area Schools-Attn: K Ro	Copy Center Services	162.40
85356	04/25/2017	Recreation Fund	Printing	Roseville Area Schools-Attn: K Ro	Copy Center Services	162.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Printing Total:						324.80
85323	04/25/2017	Recreation Fund	Professional Services	Lillie Suburban Newspaper Inc	Arts @ the Oval Advertising-Acct: 5	531.00
0	04/25/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	1,197.00
0	04/25/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	712.50
85340	04/25/2017	Recreation Fund	Professional Services	Murphy Creative Design, LLC	Summer Entertainment Insert	325.00
0	04/25/2017	Recreation Fund	Professional Services	Printers Service Inc	Ice Knife Sharpening	180.00
85374	04/25/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Park Building Cleaning Contract	3,855.60
0	04/25/2017	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Lego Classes	1,083.00
Professional Services Total:						7,884.10
85343	04/25/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restrooms Rental	311.77
85442	05/02/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Construction Restroom Rental	40.18
Rental Total:						351.95
0	04/27/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	2,186.66
State Income Tax Total:						2,186.66
85338	04/25/2017	Recreation Fund	Training	MRPA	Marketing Strategy Institute Training-	99.00
Training Total:						99.00
85335	04/25/2017	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Benefits Paid	272.54
Unemployment Insurance Total:						272.54
85407	05/02/2017	Recreation Fund	Utilities	Comcast	Business Services	262.80
0	05/02/2017	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	1,043.44
0	05/02/2017	Recreation Fund	Utilities	Xcel Energy	Skating Center	25,926.30
Utilities Total:						27,232.54
Fund Total:						80,482.25
0	05/02/2017	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	5,883.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Employer Insurance Total:						5,883.89
85319	04/25/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0023801	4,122.00
85427	05/02/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	Claim Number: C0033145	1,000.00
Police Patrol Claims Total:						5,122.00
Fund Total:						11,005.89
85289	04/25/2017	Sanitary Sewer	Cleanup Assistance	911 Restoration of Minneapolis	Water Mitigation-441 Woodhill Dr.	3,819.97
Cleanup Assistance Total:						3,819.97
0	04/27/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	1,334.70
Federal Income Tax Total:						1,334.70
0	04/27/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	189.97
0	04/27/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	812.41
FICA Employee Ded. Total:						1,002.38
0	04/27/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	189.97
0	04/27/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	812.41
FICA Employers Share Total:						1,002.38
85447	05/02/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	67.00
HSA Employee Total:						67.00
0	05/02/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2017 ICMA Defe	26.24
ICMA Def Comp Total:						26.24
85429	05/02/2017	Sanitary Sewer	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	101.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	101.97
85429	05/02/2017	Sanitary Sewer	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	25.04
					Life Ins. Employer Total:	25.04
85429	05/02/2017	Sanitary Sewer	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	72.38
					Long Term Disability Total:	72.38
85440	05/02/2017	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-April 2017	1,008.07
					Medical Ins Employee Total:	1,008.07
85440	05/02/2017	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	2,959.66
					Medical Ins Employer Total:	2,959.66
85329	04/25/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service-May 2017	234,684.83
					Metro Waste Control Board Total:	234,684.83
0	04/27/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	136.33
					MN State Retirement Total:	136.33
0	04/27/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	128.24
					MNDCP Def Comp Total:	128.24
0	04/25/2017	Sanitary Sewer	Operating Supplies	T. A. Schifsky & Sons, Inc.	Asphalt	733.42
					Operating Supplies Total:	733.42
0	04/27/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	886.24
					PERA Employee Ded Total:	886.24
0	04/27/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	886.24
0	04/27/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	136.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						1,022.57
85396	05/02/2017	Sanitary Sewer	Professional Services	Advanced Engineering & Environm	I&C System Services	820.46
85397	05/02/2017	Sanitary Sewer	Professional Services	AE2S Construction, LLC	Dale Street Lift Station	220.00
0	05/02/2017	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	March Utility Bills	343.25
0	04/25/2017	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	128.70
85358	04/25/2017	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	Vehicle Storage	694.44
85363	04/25/2017	Sanitary Sewer	Professional Services	Shortstop Electric, Inc.	Electrical Service	270.00
Professional Services Total:						2,476.85
0	04/27/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	561.96
State Income Tax Total:						561.96
0	05/02/2017	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	676.09
Utilities Total:						676.09
85368	04/25/2017	Sanitary Sewer	Vehicles & Equipment	Street Smart Rental, Inc.	SCORPION TDI TL-2 TRAILER AT	6,907.31
Vehicles & Equipment Total:						6,907.31
Fund Total:						259,633.63
0	04/27/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	113.85
Federal Income Tax Total:						113.85
0	04/27/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	61.47
0	04/27/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	14.38
FICA Employee Ded. Total:						75.85
0	04/27/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	61.47
0	04/27/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	14.38
FICA Employers Share Total:						75.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85429	05/02/2017	Solid Waste Recycle	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	1.45
					Life Ins. Employer Total:	1.45
85429	05/02/2017	Solid Waste Recycle	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	5.08
					Long Term Disability Total:	5.08
0	04/27/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	9.37
					MN State Retirement Total:	9.37
0	04/27/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	60.92
					PERA Employee Ded Total:	60.92
0	04/27/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	9.37
0	04/27/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	60.92
					PERA Employer Share Total:	70.29
0	05/02/2017	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	36,506.84
					Professional Services Total:	36,506.84
0	04/27/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	51.29
					State Income Tax Total:	51.29
					Fund Total:	36,970.79
0	04/25/2017	Storm Drainage	Contract Maintenance	City of St. Paul	Radio Maintenance & Services	320.00
85381	04/25/2017	Storm Drainage	Contract Maintenance	Tri State Bobcat, Inc	Bobcat Loader	990.00
					Contract Maintenance Total:	1,310.00
85444	05/02/2017	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Draintile, Seed Blanket, Turf Seed	4,225.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contractor Payments Total:						4,225.00
0	04/27/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	1,091.23
Federal Income Tax Total:						1,091.23
0	04/27/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	629.04
0	04/27/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	147.11
FICA Employee Ded. Total:						776.15
0	04/27/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	147.11
0	04/27/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	629.04
FICA Employers Share Total:						776.15
85447	05/02/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	73.71
HSA Employee Total:						73.71
0	05/02/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2017 ICMA Defe	52.50
ICMA Def Comp Total:						52.50
85429	05/02/2017	Storm Drainage	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	62.60
Life Ins. Employee Total:						62.60
85429	05/02/2017	Storm Drainage	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	19.23
Life Ins. Employer Total:						19.23
85429	05/02/2017	Storm Drainage	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	55.27
Long Term Disability Total:						55.27
85440	05/02/2017	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-April 201'	173.50
Medical Ins Employee Total:						173.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85440	05/02/2017	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	1,725.90
					Medical Ins Employer Total:	1,725.90
0	05/02/2017	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.04.2017 Minnesota E	35.83
					Minnesota Benefit Ded Total:	35.83
0	04/27/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	101.19
					MN State Retirement Total:	101.19
0	04/27/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	63.49
					MNDCP Def Comp Total:	63.49
0	04/25/2017	Storm Drainage	Operating Supplies	Aggregate Industries-MWR, Inc.	Aggregate	788.93
0	04/25/2017	Storm Drainage	Operating Supplies	Aggregate Industries-MWR, Inc.	Aggregate	1,579.89
0	04/25/2017	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.	Grate	789.00
0	05/02/2017	Storm Drainage	Operating Supplies	FleetPride Truck & Trailer Parts	Vehicle Supplies	71.74
85364	04/25/2017	Storm Drainage	Operating Supplies	Specialized Environmental Tech, In	Mulch	80.00
					Operating Supplies Total:	3,309.56
0	04/27/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	658.05
					PERA Employee Ded Total:	658.05
0	04/27/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	101.19
0	04/27/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	658.05
					PERA Employer Share Total:	759.24
85408	05/02/2017	Storm Drainage	Pond Main - 2017	Contech Engineered Solutions, LLC	RV Sheet	1,600.00
					Pond Main - 2017 Total:	1,600.00
0	05/02/2017	Storm Drainage	Professional Services	Ecoenvelopes, LLC	March Utility Bills	343.25
0	04/25/2017	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	128.70
85358	04/25/2017	Storm Drainage	Professional Services	SanRon Properties, Inc.	Vehicle Storage	694.44
0	05/02/2017	Storm Drainage	Professional Services	SEH	CSWMP Update	3,516.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						4,682.92
0	04/27/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	449.63
State Income Tax Total:						449.63
85368	04/25/2017	Storm Drainage	Vehicles & Equipment	Street Smart Rental, Inc.	SCORPION TDI TL-2 TRAILER AT	6,907.31
Vehicles & Equipment Total:						6,907.31
Fund Total:						28,908.46
0	04/27/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	583.35
Federal Income Tax Total:						583.35
0	04/27/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	104.13
0	04/27/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	445.25
FICA Employee Ded. Total:						549.38
0	04/27/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	104.13
0	04/27/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	445.25
FICA Employers Share Total:						549.38
85447	05/02/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	9.61
HSA Employee Total:						9.61
85429	05/02/2017	Telecommunications	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	48.30
Life Ins. Employee Total:						48.30
85429	05/02/2017	Telecommunications	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	-32.95
Life Ins. Employer Total:						-32.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85429	05/02/2017	Telecommunications	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	38.27
					Long Term Disability Total:	38.27
85440	05/02/2017	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-April 2017	251.96
					Medical Ins Employee Total:	251.96
85440	05/02/2017	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-April 2017	798.09
					Medical Ins Employer Total:	798.09
85441	05/02/2017	Telecommunications	Memberships & Subscriptions	North Suburban Comm Commission	2017 City Contribution to the North S	98,003.56
					Memberships & Subscriptions Total:	98,003.56
0	04/27/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	71.87
					MN State Retirement Total:	71.87
0	04/27/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDCP De	390.00
					MNDCP Def Comp Total:	390.00
0	04/25/2017	Telecommunications	Operating Supplies	Innovative Office Solutions	Office Supplies	27.46
					Operating Supplies Total:	27.46
0	04/27/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	467.20
					PERA Employee Ded Total:	467.20
0	04/27/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	71.87
0	04/27/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	467.20
					PERA Employer Share Total:	539.07
0	04/25/2017	Telecommunications	Professional Services	North Suburban Access Corp	Recording & Editing of Demential Pr	400.00
0	05/02/2017	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services-March 2017	1,433.19
0	05/02/2017	Telecommunications	Professional Services	North Suburban Access Corp	1st Quarter Webstreaming, Archiving	1,509.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						3,343.10
0	04/27/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	255.96
State Income Tax Total:						255.96
Fund Total:						105,893.61
85402	05/02/2017	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Twin Lakes Parkway-New Road Align	2,409.15
0	05/02/2017	TIF District #17-Twin Lakes	Contractor Payments	Forest Lake Contracting, Inc.	Twin Lakes Pkwy Phase 3	13,268.09
Contractor Payments Total:						15,677.24
85413	05/02/2017	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Ehlers & Associates, Inc.	TIF Review	1,125.00
85453	05/02/2017	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Terracon Consultants, Inc.	Investigation & Remediation Cost Est	4,500.00
General Twin Lakes HSS Expense Total:						5,625.00
0	05/02/2017	TIF District #17-Twin Lakes	Twin Lakes Area East Collector	SRF Consulting Group, Inc.	Twin Lakes Area East Collector Prelim	669.86
Twin Lakes Area East Collector Total:						669.86
0	05/02/2017	TIF District #17-Twin Lakes	Twin Lakes Area Signals	SRF Consulting Group, Inc.	Twin Lakes Area Traffic Signals	832.39
Twin Lakes Area Signals Total:						832.39
Fund Total:						22,804.49
85287	04/25/2017	Water Fund	2017 Pavement Mgmt Project	MN Dept of Health-Drinking Water	PMP Project Water Main Replacemen	150.00
2017 Pavement Mgmt Project Total:						150.00
85292	04/25/2017	Water Fund	Accounts Payable	PETER BURNS	Refund Check	197.72
85294	04/25/2017	Water Fund	Accounts Payable	CARROLL PROPERTY LLC	Refund Check	61.77
85416	05/02/2017	Water Fund	Accounts Payable	GMHC STATION	Refund Check	293.18
85424	05/02/2017	Water Fund	Accounts Payable	JENNIFER KOSTECKI	Refund Check	96.10
85316	04/25/2017	Water Fund	Accounts Payable	JOHN KRUEGER	Refund Check	284.30
85436	05/02/2017	Water Fund	Accounts Payable	PATRICIA METZGER	Refund Check	63.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85332	04/25/2017	Water Fund	Accounts Payable	PETRA MINDAJAO	Refund Check	72.22
85333	04/25/2017	Water Fund	Accounts Payable	STEVEN MINDIN	Refund Check	65.00
85334	04/25/2017	Water Fund	Accounts Payable	STEVEN MINDIN	Refund Check	42.75
85337	04/25/2017	Water Fund	Accounts Payable	MARIO MONTANEZ	Refund Check	60.95
85438	05/02/2017	Water Fund	Accounts Payable	JOEL MORRIS	Refund Check	22.54
85349	04/25/2017	Water Fund	Accounts Payable	RENOVO PROPERTIES LLC	Refund Check	123.04
85348	04/25/2017	Water Fund	Accounts Payable	REENERGIZE PROPERTIES	Refund Check	147.45
85355	04/25/2017	Water Fund	Accounts Payable	MSP HOME RENTAL	Refund Check	35.51
85369	04/25/2017	Water Fund	Accounts Payable	TERRY STRUSS	Refund Check	48.10
85370	04/25/2017	Water Fund	Accounts Payable	TERRY STRUSS	Refund Check	158.53
85372	04/25/2017	Water Fund	Accounts Payable	SANTHAKUMARI SUKUMARAN	Refund Check	204.14
85376	04/25/2017	Water Fund	Accounts Payable	SUSAN THILL	Refund Check	40.05
85379	04/25/2017	Water Fund	Accounts Payable	JB'S TRANSFORMATIONS LLC	Refund Check	18.56
85458	05/02/2017	Water Fund	Accounts Payable	JANE VICTOR	Refund Check	101.67
85390	04/25/2017	Water Fund	Accounts Payable	NITA WHITING	Refund Check	64.55
85391	04/25/2017	Water Fund	Accounts Payable	RYAN & TESSA WHITMAN	Refund Check	189.84
85461	05/02/2017	Water Fund	Accounts Payable	FRANKLIN WONG	Refund Check	81.52
Accounts Payable Total:						2,472.93
85457	05/02/2017	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Gate Valve Rebuild	15,800.00
Contract Maintenance Total:						15,800.00
0	04/27/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Federal Incc	1,703.40
Federal Income Tax Total:						1,703.40
0	04/27/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	245.53
0	04/27/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	1,049.72
FICA Employee Ded. Total:						1,295.25
0	04/27/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 FICA Empl	1,049.72
0	04/27/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2017 Medicare E	245.53
FICA Employers Share Total:						1,295.25
85447	05/02/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.04.2017 HSA Empl	140.54
HSA Employee Total:						140.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85327	04/25/2017	Water Fund	Hydrant Meter Deposits	McDonough Sewer Service	Hydrant Meter Refund	1,100.00
85359	04/25/2017	Water Fund	Hydrant Meter Deposits	Schreiber Mullaney Construction	Hydrant Meter Refund	1,100.00
85460	05/02/2017	Water Fund	Hydrant Meter Deposits	Wickenhauser Exc. Inc.	Hydrant Meter Refund	700.00
Hydrant Meter Deposits Total:						2,900.00
0	05/02/2017	Water Fund	I/I Study	SEH	Inflow/Infiltration Abatement Plan	5,614.26
I/I Study Total:						5,614.26
0	05/02/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2017 ICMA Defe	48.76
ICMA Def Comp Total:						48.76
85429	05/02/2017	Water Fund	Life Ins. Employee	LINA	Life, AD&D and LTD Premiums-Apr	165.94
Life Ins. Employee Total:						165.94
85429	05/02/2017	Water Fund	Life Ins. Employer	LINA	Life, AD&D and LTD Premiums-Apr	34.64
Life Ins. Employer Total:						34.64
85429	05/02/2017	Water Fund	Long Term Disability	LINA	Life, AD&D and LTD Premiums-Apr	87.43
Long Term Disability Total:						87.43
85440	05/02/2017	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-April 201'	622.99
Medical Ins Employee Total:						622.99
85440	05/02/2017	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-April 201'	2,899.96
Medical Ins Employer Total:						2,899.96
85327	04/25/2017	Water Fund	Miscellaneous Revenue	McDonough Sewer Service	Hydrant Meter Refund	-40.00
85359	04/25/2017	Water Fund	Miscellaneous Revenue	Schreiber Mullaney Construction	Hydrant Meter Refund	-40.00
85460	05/02/2017	Water Fund	Miscellaneous Revenue	Wickenhauser Exc. Inc.	Hydrant Meter Refund	-40.00
Miscellaneous Revenue Total:						-120.00
0	04/27/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2017 Post Emplo	168.07

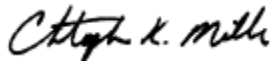
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						168.07
0	04/27/2017	Water Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.04.2017 MNDP De	203.76
MNDP Def Comp Total:						203.76
0	04/25/2017	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Road Base	391.76
0	04/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	9.89
0	04/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	547.15
0	04/25/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	275.99
0	05/02/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	555.52
85303	04/25/2017	Water Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	50.00
85420	05/02/2017	Water Fund	Operating Supplies	HD Supply Waterworks, LTD.	Clow Parts	690.29
85339	04/25/2017	Water Fund	Operating Supplies	Murkowski Properties Inc	Dump Fee	136.08
0	04/25/2017	Water Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Asphalt	1,338.22
0	05/02/2017	Water Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Aggregate Mixes	2,446.02
Operating Supplies Total:						6,440.92
0	04/27/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	1,092.43
PERA Employee Ded Total:						1,092.43
0	04/27/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera Emplo	1,092.43
0	04/27/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2017 Pera additio	168.07
PERA Employer Share Total:						1,260.50
85396	05/02/2017	Water Fund	Professional Services	Advanced Engineering & Environm	I&C System Services	820.46
0	05/02/2017	Water Fund	Professional Services	Ecoenvelopes, LLC	March Utility Bills	343.25
0	04/25/2017	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	128.70
85358	04/25/2017	Water Fund	Professional Services	SanRon Properties, Inc.	Vehicle Storage	694.45
85360	04/25/2017	Water Fund	Professional Services	SEH Design/Build, Inc.	Torospheroid	8,200.00
0	05/02/2017	Water Fund	Professional Services	SEH	Antenna Projects	939.02
Professional Services Total:						11,125.88
0	04/27/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2017 State Incom	704.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
State Income Tax Total:						704.88
85327	04/25/2017	Water Fund	State Sales Tax Payable	McDonough Sewer Service	Hydrant Meter Refund	-12.52
85359	04/25/2017	Water Fund	State Sales Tax Payable	Schreiber Mullaney Construction	Hydrant Meter Refund	-0.19
85460	05/02/2017	Water Fund	State Sales Tax Payable	Wickenhauser Exc. Inc.	Hydrant Meter Refund	-1.74
State Sales Tax Payable Total:						-14.45
85336	04/25/2017	Water Fund	Training	MN Dept of Health-Drinking Water	Water System B Certification Renewa	23.00
Training Total:						23.00
0	05/02/2017	Water Fund	Utilities	Xcel Energy	Water Tower	3,922.45
Utilities Total:						3,922.45
85368	04/25/2017	Water Fund	Vehicles & Equipment	Street Smart Rental, Inc.	SCORPION TDI TL-2 TRAILER AT	6,907.32
Vehicles & Equipment Total:						6,907.32
85327	04/25/2017	Water Fund	Water - Roseville	McDonough Sewer Service	Hydrant Meter Refund	-175.50
85359	04/25/2017	Water Fund	Water - Roseville	Schreiber Mullaney Construction	Hydrant Meter Refund	-2.70
85460	05/02/2017	Water Fund	Water - Roseville	Wickenhauser Exc. Inc.	Hydrant Meter Refund	-24.30
Water - Roseville Total:						-202.50
Fund Total:						66,743.61
Report Total:						1,272,619.69

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/08/2017
Item No.: 9.b

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Information Tech.	Storm Wind Solutions	Online Training Services	(a)	\$ 6,000.00	\$ 15,920.00	Budget
Information Tech.	Marco Technologies	Facility Security Mgmt. System	(b)	5,000.00	33,395.04	Budget

Comments/Description:

- a) Online training services will feature training/certificate programs designed for higher-level application support such as switches, file server and server virtualization, and project management at a discounted price. Additional funding will come from other areas of the IT budget or cash reserves.
- b) The purchase is for the 3-year renewal of the facility security management system maintenance and support plan. The system will serve multiple agencies in Metro I-Net, with Roseville's share being \$5,932.

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.

27 **STAFF RECOMMENDATION**

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

30 **REQUESTED COUNCIL ACTION**

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

33

34

Prepared by: Chris Miller, Finance Director
Attachments: A: 2017 CIP Purchase Summary

35

City of Roseville

Updated April 30, 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	21,387	56,453
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	12,204	152,796
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	15,986	8,014
CSO Vehicle	1/23/2017	30,032	33,950	-	33,950
Vehicle Tools & Equipment		-	69,395	764	68,631
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	2,564	15,516
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	24,253	(8,753)
Office Equipment		-	20,025	567	19,458
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	30,594	14,406
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	13,643	66,357
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
SCBA Equipment		-	-	34,446	(34,446)
Rescue Equipment	1/23/2017	34,144	30,000	4,954	25,046
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	56,232	173,768
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	3/27/2017	30,436	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	3/13/2017	40,237	35,000	40,231	(5,231)
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine	3/13/2017	118,304	145,000	-	145,000

City of Roseville

Updated April 30, 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	3/13/2017	9,500	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	7,244	23,156
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	6,697	8,024
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	4,720	21,280
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	31,303	(3,803)
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		-	200,000	442	199,558
Natural Resources		-	-	-	-
Street Improvements					
Improvements		-	2,100,000	98,745	2,001,255
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements	4/24/2017	180,000	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	3/13/2017	17,120	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 April 30, 2017

2017 Summary of Scheduled CIP Items

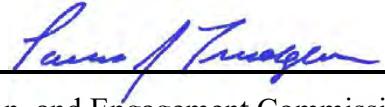
	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup	4/10/2017	30,193	25,000	-	25,000
#230 Ford 1/2-ton		-	20,000	-	20,000
#237 Wacker Compacter		-	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	113,243	886,757
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Cleveland LS upgrade		-	550,000	4,071	545,929
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	288,829	411,171
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel	2/13/2017	218,189	225,000	-	225,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	12,256	(256)
Walsh Storm station Upgrades		-	60,000	-	60,000
Pond improvements/Infiltration		-	300,000	24,947	275,053
Storm Sewer Replacement/Rehabilitation		-	400,000	13,021	386,979
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$ 884,063	\$7,347,082

REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 9.c

Department Approval

City Manager Approval



Item Description: Appoint members to the Human Rights, Inclusion, and Engagement Commission

BACKGROUND

On April 24, the City Council created the Human Rights, Inclusion, and Engagement Commission (HRIE). The new commission consolidates the functions of the Human Rights Commission (HRC) and the Community Engagement Commission (CEC). The next step is to appoint members of the HRC and CEC to the Human Rights, Inclusion, and Engagement Commission. All members of the HRC and CEC have indicated a willingness to serve on the HRIE Commission.

The following appointments should be made:

- Lisa Carey – Term Ending March 31, 2018
- Nicole Dailey – Term Ending March 31, 2019
- Etienne Djevi – Term Ending March 31, 2020
- John Eichenlaub – Term Ending March 31, 2019
- Wayne Groff – Term Ending March 31, 2018
- Chelsea Holub – Term Ending March 31, 2020
- Edward Johnson – Term Ending March 31, 2020
- Michelle Manke – Term Ending March 31, 2020
- Lauren Peterson – Term Ending March 31, 2018
- Erik Tomlinson – Term Ending March 31, 2019

During previous discussions, it was mentioned that in order for the new HRIE Commission to have a good start, the City Council sub-committee on Commissions (Mayor Roe and Councilmember Laliberte) would attend the first several meetings and serve as “ex-officio chairs” for the commission. This will allow for the members to get to know each other better and focus on setting priorities. It is expected the HRIE would elect its own officers (Chair and Vice-Chair) after this ground work is laid. As this arrangement is not outlined in the City Code on commissions, it is important to acknowledge this departure from code. The City Council should approve the Council sub-committee on Commissions acting in this capacity.

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends that the City Council appoint the following members to terms on the Human Rights, Inclusion, and Engagement Commission:

Lisa Carey – Term Ending March 31, 2018
Nicole Dailey – Term Ending March 31, 2019
Etienne Djevi – Term Ending March 31, 2020
John Eichenlaub – Term Ending March 31, 2019
Wayne Groff – Term Ending March 31, 2018
Chelsea Holub – Term Ending March 31, 2020
Edward Johnson – Term Ending March 31, 2020
Michelle Manke – Term Ending March 31, 2020
Lauren Peterson – Term Ending March 31, 2018
Erik Tomlinson – Term Ending March 31, 2019

-and-

Allow for the City Council sub-committee on Commissions to serve as the ex-officio chairs of the Human Rights, Inclusion, and Engagement Commission until such time officers are elected by members of the Commission.

REQUESTED COUNCIL ACTION

Motion to appoint the following members to terms on the Human Rights, Inclusion, and Engagement Commission:

Lisa Carey – Term Ending March 31, 2018
Nicole Dailey – Term Ending March 31, 2019
Etienne Djevi – Term Ending March 31, 2020
John Eichenlaub – Term Ending March 31, 2019
Wayne Groff – Term Ending March 31, 2018
Chelsea Holub – Term Ending March 31, 2020
Edward Johnson – Term Ending March 31, 2020
Michelle Manke – Term Ending March 31, 2020
Lauren Peterson – Term Ending March 31, 2018
Erik Tomlinson – Term Ending March 31, 2019

-and-

Motion to permit the City Council sub-committee on Commissions to serve as the ex-officio chairs of the Human Rights, Inclusion, and Engagement Commission until such time officers are elected by members of the Commission.

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/8/2017
Item No.: 9.d

Department Approval



City Manager Approval



Item Description: Authorize Planning and Design Services for 1716 Marion Street

BACKGROUND

In 2016 the City of Roseville purchased a .68 acre of property for park purposes at 1716 Marion Street. The property is located in the midst of numerous apartment buildings. The effort is to coordinate a place for the apartment residents to gather and to prepare a staging area for programs or other community services. It is anticipated that the parcel will be used for programming efforts and in cooperation with the nearby Tamarack Park and Lake McCarrons Beach.

The City has relatively recently went through a rigorous selection process for consultants for the Renewal Program and it was felt that it would be beneficial to seek a proposal from Renewal Consultants LHB. Specifically LHB is currently working on the City Comprehensive Plan update and the Southeast Roseville initiative, which would expect to lend some commonalities.

Included in your packet is a Standard Agreement for Professional Services for a cost not to exceed \$28,500, plus \$400.00 for reimbursables for a total of \$28,900 and a Planning Proposal from LHB. No monies were identified for this planning effort so Park Dedication monies are suggested to be used.

The outlined process is similar to past community involvement efforts and would, in the end; result in a Master Plan for the Park.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

The total cost of this design portion of this project as outlined is \$28,500 for the planning and design services and \$400.00 for reimbursable for a total of \$28,900. The cost would be paid for out of the Park Dedication Fund.

The next step after completing this design portion, depending on outcome of community process, will be the actual construction plans and specifications to develop. No monies have yet been identified for development.

31 **STAFF RECOMMENDATION**

32 Based on the acquisition of the property and identifying it as parkland and the desire of the City Council and
33 Parks and Recreation Commission to utilize this property as a Park, staff recommends that the City enter into
34 an agreement with LHB for design services as outlined.

35 **REQUESTED COUNCIL ACTION**

36 Motion authorizing the Mayor and City Manager to enter into a Professional Services Agreement with LHB
37 for design services as referenced for a not to exceed amount of \$28,900 for a new park at 1716 Marion
38 Street to be paid for out of the Park Dedication Fund.

39

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Jim Taylor, Parks Superintendent

Attachment: A. Standard Agreement for Professional Services
B. LHB Planning Proposal



Standard Agreement for Professional Services

This Agreement (“Agreement”) is **made** on the 1 day of March, 2017, between the City of Roseville, a municipal corporation (hereinafter “City”), and LHB Incorporated located at 701 Washington Avenue N., Suite 200, Minneapolis MN. 55401 (hereinafter “Contractor”).

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of Contractors 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 Contractor.

The City and Contractor agree as follows:

1. **Scope of Work Proposal.** The Contractor 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 Contractor.
2. **Term.** The term of this Agreement shall be from contract execution through January 31, 2018, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Contractor the compensation described in Exhibit A attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Contractor 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 Contractor when required by the complex or specialized nature of the Work when authorized in writing by the City. The Contractor 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 Assistance.** The City agrees to provide the Contractor with the following assistance concerning the Work to be performed hereunder:
 - A. Depending on the nature of the Work, Contractor may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably

- able, the City shall provide access to and make provisions to enable the Contractor to enter upon public and private land and property as required for the Contractor to perform and complete the Work.
- B. The City shall furnish the Contractor with a copy of any special standards or criteria promulgated by the City relating to the Work, including but not limited to design and construction standards that is needed by the Contractor in order to prepare for the performance of the Work.
- C. A person shall be appointed to 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, interpret, and define the City's policy 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.
5. **Method of Payment.** The Contractor 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. *The Contractor shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in Exhibit A, the Contractor shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the Agreement, current billing, past payments and unexpended balance due under the Agreement.*
- B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Contractor: "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 Contractor 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 Contractor is suspended in whole or in part by the City, the Contractor shall be paid for any services performed prior to the delivery upon Contractor of written notice from the City of such suspension.
- B. The Contractor 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 Contractor has designated Lydia Major, Landscape Architect 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 Contractor as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. Contractor may not remove or replace Project Contracts without the prior approval of the City.
7. ***Standard of Care.*** All Work performed by the Contractor 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 Contractor under this Agreement which the City requests to be kept confidential shall not be made available by the Contractor to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Contractor 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 Contractor 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 Contractor.
9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Contractor at the address of the Contractor set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Contractor through and until the date of termination so long as the Contractor is not in default under this Agreement. If however, the City terminates the Agreement because the Contractor is in default of its obligations under this Agreement, no further payment shall be payable or due to the Contractor following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another Contractor to undertake or complete the Work to be performed hereunder.
10. ***Subcontractor.*** The Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. ***Independent Contractor.*** At all times and for all purposes herein, the Contractor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.

- 136
- 137 12. ***Non-Discrimination.*** During the performance of this Agreement, the Contractor shall not
- 138 discriminate against any person, contractor, vendor, employee or applicant for employment
- 139 because of race, color, creed, religion, national origin, sex, marital status, status with regard
- 140 to public assistance, disability, sexual orientation or age. The Contractor shall post in
- 141 places available to employees and applicants for employment, notices setting forth the
- 142 provision of this non-discrimination clause and stating that all qualified applicants will
- 143 receive consideration for employment. The Contractor shall incorporate the foregoing
- 144 requirements of this Provision 12 in all of its subcontracts for Work done under this
- 145 Agreement, and will require all of its subcontractors performing such Work to incorporate
- 146 such requirements in all subcontracts for the performance of the Work. The Contractor
- 147 further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota
- 148 Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with
- 149 Disabilities Act of 1990.
- 150
- 151 13. ***Assignment.*** The Contractor shall not assign this Agreement, nor its rights and/or
- 152 obligations hereunder, without the prior written consent of the City.
- 153
- 154 14. ***Services Not Provided For.*** No claim for services furnished by the Contractor not
- 155 specifically provided for herein shall be paid by the City.
- 156
- 157 15. ***Compliance with Laws and Regulations.*** The Contractor shall abide with all federal, state
- 158 and local laws, statutes, ordinances, rules and regulations in the performance of the Work.
- 159 The Contractor and City, together with their respective agents and employees, agree to
- 160 abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section
- 161 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation
- 162 by the Contractor of statutes, ordinances, rules and regulations pertaining to the Work to
- 163 be performed shall constitute a material breach of this Agreement and entitle the City to
- 164 immediately terminate this Agreement.
- 165
- 166 16. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement shall
- 167 not affect, in any respect, the validity of the remainder of this Agreement.
- 168
- 169 17. ***Indemnification.*** The Contractor agrees to defend, indemnify and hold the City, its
- 170 Council, officers, agents and employees harmless from any liability, claims, damages,
- 171 costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or
- 172 indirectly from a negligent act or omission (including without limitation professional errors
- 173 or omissions) of the Contractor, its agents, employees, and/or subcontractors pertaining to
- 174 the performance of the Work provided pursuant to this Agreement and against all losses by
- 175 reason of the failure of said Contractor to fully perform, in any respect, all of the
- 176 Contractor's obligations under this Agreement.
- 177
- 178
- 179 18. ***Insurance.***
- 180

- 181 A. General Liability. Prior to starting the Work, the Contractor shall procure, maintain
 182 and pay for such insurance as will protect against claims for bodily injury or death, and
 183 for damage to property, including loss of use, which may arise out of operations by the
 184 Contractor or by any subcontractor of the Contractor, or by anyone employed by any
 185 of them, or by anyone for whose acts any of them may be liable. Such insurance shall
 186 include, but not be limited to, minimum coverages and limits of liability specified in
 187 this Provision 18 or required by law. Except as otherwise stated below, the policies
 188 shall name the City as an additional insured for the Work provided under this
 189 Agreement and shall provide that the Contractor's coverage shall be primary and
 190 noncontributory in the event of a loss.
 191
- 192 B. The Contractor shall procure and maintain the following minimum insurance coverages
 193 and limits of liability with respect to the Work:
- | | | |
|-----|--|--|
| 194 | Worker's Compensation: | Statutory Limits |
| 195 | | |
| 196 | Employer's Liability | \$500,000 each accident |
| 197 | (Not needed for | \$500,000 disease policy limit |
| 198 | Minnesota based | \$500,000 disease each employee |
| 199 | Contractor): | |
| 200 | | |
| 201 | Commercial General Liability: | \$1,000,000 per occurrence |
| 202 | | \$2,000,000 general aggregate |
| 203 | | \$2,000,000 Products – Completed Operations |
| 204 | | Aggregate |
| 205 | | \$100,000 fire legal liability each occurrence |
| 206 | | \$5,000 medical expense |
| 207 | | |
| 208 | Comprehensive Automobile | |
| 209 | Liability: | \$1,000,000 combined single limit (shall include |
| 210 | | coverage for all owned, hired and non-owed |
| 211 | | vehicles. |
| 212 | | |
| 213 | | |
| 214 | C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO | |
| 215 | form CG 0001, and shall include the following: | |
| 216 | | |
| 217 | a. Personal injury with Employment Exclusion (if any) deleted; | |
| 218 | | |
| 219 | b. Broad Form Contractual Liability coverage; and | |
| 220 | | |
| 221 | c. Broad Form Property Damage coverage, including Completed Operations. | |
| 222 | | |
| 223 | | |
| 224 | D. Contractor shall maintain in effect all insurance coverages required under this Provision | |
| 225 | 18 at Contractor's sole expense and with insurance companies licensed to do business | |
| 226 | 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:

- a. All policies, shall be written on an “occurrence” form (“claims made” and “modified occurrence” forms are not acceptable);
- b. All policies, Worker’s Compensation Policies, shall contain a waiver of subrogation naming “the City of Roseville”;
- c. All policies, Worker’s Compensation Policies, shall name “the City of Roseville” as an additional insured;
- d. All policies, Worker’s Compensation Policies, shall insure the defense and indemnify obligations assumed by Contractor under this Agreement; and
- e. 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 the Contractor’s insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 18, must be filed with City prior to the start of Contractor’s Work. Such documents evidencing insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Contractor has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Contractor of any deficiencies in such documents and receipt thereof shall not relieve Contractor from, nor be deemed a waiver of, City’s right to enforce the terms of Contractor’s obligations hereunder. City reserves the right to examine any policy provided for under this Provision 18.

- E. If Contractor fails to provide the insurance coverage specified herein, the Contractor will defend, indemnify and hold harmless the City, the City’s officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney’s fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Contractor, its contractors, subcontractors, agents, employees or delegates. Contractor agrees that this indemnity shall be construed and applied in favor of indemnification. Contractor also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Contractor to:

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from Contractor's insurance company.

Contractor will take the action required by the City within fifteen (15) days of receiving notice from the City.

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 Contractor 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 Contractor for such use. The Contractor 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. **Conflicts.** No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
21. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
22. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
23. **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.
24. **Entire Agreement.** Unless stated otherwise in this Provision 26, 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: None.

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

CITY OF ROSEVILLE

Mayor

Date

City Manager

Date

LHB INC.

By: _____

Date

Its: _____



February 17, 2017

Jim Taylor, Parks Superintendent
 City of Roseville
 2660 Civic Center Drive
 Roseville, MN 55113
 651-792-7107

1716 MARION PARK CONCEPT DESIGN AND PUBLIC ENGAGEMENT PROCESS PROPOSAL FOR SERVICES

Dear Jim:

Thank you for sending the Request for Proposals (RFP) for the 1716 Marion site. We are pleased to provide our proposal for this park planning effort. Included in this proposal are coordination with City staff, facilitation of a public engagement process, concept and schematic design, budget estimation, and final presentations of proposed plan to the Parks and Recreation Commission and City Council. This is a very similar process to what we propose for the 2132 Cleveland site and we hope to find efficiency and synergy by working with you on both simultaneously. I look forward to working with you to refine this proposal to better meet your needs.

SCOPE OF SERVICES

Coordinate Planning efforts in concert with Roseville Parks and Recreation Staff

LHB will work closely with you throughout this process to ensure that we meet your goals. We will conduct a "Focus" (kick-off) meeting and provide regular check-ins and updates on project process, schedule, and budget. The "Focus" meeting will include a team site visit and review of existing conditions.

The City will provide the following:

- Availability and location for the "Focus" and other team meetings
- Attendance and participation in team meetings
- Available surveys and base site information for the site

Meetings and deliverables will include:

- Meeting agendas, notes/summaries
- Plan and photo summary of existing site conditions

Facilitate public meetings to obtain residents wants and desires for their park

Together, we will plan, develop materials for, and conduct three public meetings. We understand that community engagement in this area will require a creative and collaborative approach. We look forward to working with staff to develop the approach in more detail, but currently anticipate that we will need to work directly with local community leaders, perhaps based on existing relationships with the Karen and other community groups and both the Human Rights and Community Engagement commissions, to reach as many people as possible. We also hope to conduct meetings as close to community members as possible (perhaps on site in the park property) or work with Roseville to plan to provide transportation to the meeting site. We are also involved in the Roseville2040 Comprehensive Plan Update process and see opportunities

to coordinate engagement efforts. The public meetings for this project will follow the design process as follows:

1. Public Programming Meeting will introduce participants to the existing site opportunities and constraints, previous planning efforts, and process/schedule for construction. It is intended to develop a shared basis of understanding regarding the overall scope of the project and restart the process of exploration and discovery while honoring the work done during 2008 and 2012.
2. Conceptual Design Public Meeting will involve a deeper exploration of potential directions for the park program and design directions. It is intended to spark dialog with several options and preliminary solutions for the issues and ideas raised at meeting one, but to still offer a preliminary, “sketchy” stage of the process to invite further revision and discussion.
3. Preliminary Master Plan Public Open House will present a single proposed, refined site program and design, based on the feedback received during the second public meeting. The goal for this meeting is to generate community support for the preferred plan, as well as to collect any final suggestions for refinement that can be incorporated into the design documents.

The City will provide the following:

- Schedule, location, and notification for three meetings
- Materials and graphics from related planning process for use in developing meeting materials
- Attendance and participation in three meetings

Meetings and deliverables will include:

- Three preparatory team meetings (one in advance of each meeting, concurrent with design review, as described below)
- Meeting agendas and materials (presentations, boards, exercises, etc.)
- Meeting notes/summaries

Create a park concept design based on outcomes of the Park and Recreation Master Plan and Community process

LHB will develop up to three concepts for the site, exploring different programs and design elements, based on the work done during the master planning processes in 2008 and 2012. These concepts are specifically intended for use at the second public meeting and will be developed to the degree needed to help the public understand the site’s potential.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design).

Meetings and deliverables will include:

- One meeting with staff to review and refine concepts (concurrent with public meeting preparation as described above)
- Concept design documents will include the following information:
 - Plans and sections illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - A brief narrative/bullet points describing the three concepts’ program and design elements

Park Schematic Design

LHB will refine a preferred concept for the site, based on feedback received at the second public meeting and from City Staff. This concept is specifically intended for use at the third public meeting and will be developed to the degree needed to help the public understand the preferred direction for the park, as well as to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review and refine preferred concept (concurrent with public meeting preparation as described above)
- Schematic design documents will include the following information:
 - Plans and sections illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - Two illustrative perspective renderings intended to evoke a sense of place
 - A brief narrative/bullet points describing the concept's program and design elements
 - Schematic design-level construction cost estimate (primarily for City Staff's use)

Provide budget estimates for the Preferred Concept

LHB will develop a budget estimate for the preferred (schematic) park layout. This cost estimate is for preliminary planning purposes, to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Any recent construction cost information deemed relevant to this project.
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the cost estimate (concurrent with public meeting preparation as described above)
- Cost estimate in Microsoft Excel format, including approximate quantities and unit costs in 2017 dollars

Provide final presentations and reports to the Parks and Recreation Commission and the City Council

LHB will provide the Commission and Council with a summary overview presentation and memo-style report, describing the process, preferred schematic design (in narrative and plan form), and cost information developed in the steps above. The report and presentation will be formatted to be compatible as an appendix or supplement to Roseville's Park and Recreation Master Plan, though they will also work as a standalone memo describing this process and outcomes.

The City will provide the following:

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the summary presentation and report document
- Presentation at one regularly-scheduled Commission meeting and one regularly-scheduled Council meeting

Exclusions:

- Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
- If other public meetings or other stakeholder engagement are required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate, based on the type of meeting and level of staff involvement anticipated.
- Construction documents and specifications are excluded. If the project proceeds towards bidding and construction as anticipated, LHB will work with you to determine a fee before beginning this

work, based on the schematic design, construction cost estimate, and other information available at that time.

- This proposal assumes that both this and the Cleveland Park process will proceed simultaneously and we have built certain efficiencies (concurrent meetings, similar meeting materials, etc.) into the budget for both projects. If either project does not proceed, the combined cost for each individual project would need to be adjusted accordingly. If that is the case, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate.

SCHEDULE

Public meetings will occur between February 2017 and June 2017. If the project proceeds to bidding and construction, the schedule for that will be determined in advance of beginning the work.

COMPENSATION

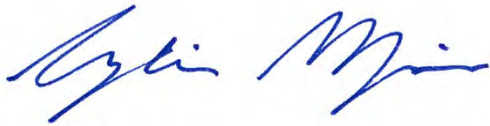
Compensation for the Landscape Architect's services shall be on an hourly not to exceed basis for Twenty Eight Thousand Five Hundred Dollars (\$28,500.00). Reimbursable expenses shall be additional including document reproduction, postage, and mileage and will not exceed Four Hundred Dollars (\$400.00) without prior approval.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

Please contact me at 612.752.6956 with any questions. I am excited to have the opportunity to continue to work with you and the community of Roseville.

LHB



Lydia Major

Page: 5
Date: February 17, 2017

c: LHB File 160127
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/8/2017
Item No.: 9.e

Department Approval



City Manager Approval



Item Description: Authorize Planning and Design Services for 2132 Cleveland Avenue

BACKGROUND

In the Roseville Parks and Recreation System Master Plan it was identified that there is a lack of Parks and Recreation Opportunities serving Southwest Roseville. As part, the Roseville Parks and Recreation Renewal Program monies were allocated to actively pursue improvements to this area.

In 2016, the City purchased a parcel located at 2132 Cleveland Avenue (SE corner of County Road B and Cleveland Avenue) that is approximately .79 acres.

The City has relatively recently went through a rigorous selection process for consultants for the Master Plan Update and Renewal Program and it was felt that it would be beneficial to seek a proposal from Renewal Consultants LHB. Specifically LHB was the lead consultant on the Master Plan update and was involved in those community discussions about SW Roseville. They understand how it all fits and the community processes utilized and expected.

Included in your packet is a Standard Agreement for Professional Services for a cost not to exceed \$28,500, plus \$400.00 for reimbursables for a total of \$28,900 and a Planning Proposal from LHB.

The outlined process is similar to past community involvement efforts and would, in the end; result in a Master Plan for the park.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

The total cost of this recommended design portion of this project as outlined is \$28,900. The cost would be paid for out of Parks and Recreation Renewal Program Monies.

The next step after completing this design portion, depending on outcome of community process, will be the actual construction plans and specifications to develop. This will be funded through the planned Renewal Program monies.

31 **STAFF RECOMMENDATION**

32 Based on the community involvement process, the policy of providing public input on projects and the need
33 and desire to add a park in Southwest Roseville, staff recommends that the City enter into an agreement with
34 LHB for design services as outlined.

35 **REQUESTED COUNCIL ACTION**

36 Motion authorizing the Mayor and City Manager to enter into a Professional Services Agreement with LHB
37 for design services as referenced for a not to exceed amount of \$28,900 for a new park at 2132 Cleveland
38 Avenue to be paid for out of the planned Renewal Program monies.

39

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Jim Taylor, Parks Superintendent

Attachment: A. Standard Agreement for Professional Services
B. LHB Planning Proposal



Standard Agreement for Professional Services

This Agreement ("Agreement") is **made** on the 1 day of March, 2017, between the City of Roseville, a municipal corporation (hereinafter "City"), and LHB Incorporated located at 701 Washington Avenue N., Suite 200, Minneapolis MN. 55401 (hereinafter "Contractor").

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of Contractors 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 Contractor.

The City and Contractor agree as follows:

1. **Scope of Work Proposal.** The Contractor 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 Contractor.
2. **Term.** The term of this Agreement shall be from contract execution through January 31, 2018, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Contractor the compensation described in Exhibit A attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Contractor 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 Contractor when required by the complex or specialized nature of the Work when authorized in writing by the City. The Contractor 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 Assistance.** The City agrees to provide the Contractor with the following assistance concerning the Work to be performed hereunder:
 - A. Depending on the nature of the Work, Contractor may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably

- 45 able, the City shall provide access to and make provisions to enable the Contractor to
 46 enter upon public and private land and property as required for the Contractor to
 47 perform and complete the Work.
 48
- 49 B. The City shall furnish the Contractor with a copy of any special standards or criteria
 50 promulgated by the City relating to the Work, including but not limited to design and
 51 construction standards that is needed by the Contractor in order to prepare for the
 52 performance of the Work.
 53
- 54 C. A person shall be appointed to act as the City's representative with respect to the Work
 55 to be performed under this Agreement. Such representative shall have authority to
 56 transmit instructions, receive information, interpret, and define the City's policy and
 57 decisions with respect to the Work to be performed under this Agreement, but shall not
 58 have the right to enter into contracts or make binding agreements on behalf of the City
 59 with respect to the Work or this Agreement.
 60
- 61 5. **Method of Payment.** The Contractor shall submit to the City, on a monthly basis, an
 62 itemized invoice for Work performed under this Agreement. Invoices submitted shall be
 63 paid in the same manner as other claims made to the City. Invoices shall contain the
 64 following:
 65
- 66 A. *The Contractor shall verify all statements submitted for payment in compliance with*
 67 *Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if*
 68 *provided for in Exhibit A, the Contractor shall provide an itemized listing and such*
 69 *documentation of such expenses as is reasonably required by the City. Each invoice*
 70 *shall contain the City's project number and a progress summary showing the original*
 71 *(or amended) amount of the Agreement, current billing, past payments and unexpended*
 72 *balance due under the Agreement.*
 73
- 74 B. To receive any payment pursuant to this Agreement, the invoice must include the
 75 following statement dated and signed by the Contractor: "I declare under penalty of
 76 perjury that this account, claim, or demand is just and correct and that no part of it has
 77 been paid."
 78
- 79 The payment of invoices shall be subject to the following provisions:
 80
- 81 A. The City shall have the right to suspend the Work to be performed by the Contractor
 82 under this Agreement when it deems necessary to protect the City, residents of the
 83 City or others who are affected by the Work. If any Work to be performed by the
 84 Contractor is suspended in whole or in part by the City, the Contractor shall be paid
 85 for any services performed prior to the delivery upon Contractor of written notice
 86 from the City of such suspension.
 87
- 88 B. The Contractor shall be reimbursed for services performed by any third party
 89 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 Contractor has designated Lydia Major, Landscape Architect 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 Contractor as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. Contractor may not remove or replace Project Contracts without the prior approval of the City.
7. ***Standard of Care.*** All Work performed by the Contractor 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 Contractor under this Agreement which the City requests to be kept confidential shall not be made available by the Contractor to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Contractor 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 Contractor 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 Contractor.
9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Contractor at the address of the Contractor set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Contractor through and until the date of termination so long as the Contractor is not in default under this Agreement. If however, the City terminates the Agreement because the Contractor is in default of its obligations under this Agreement, no further payment shall be payable or due to the Contractor following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another Contractor to undertake or complete the Work to be performed hereunder.
10. ***Subcontractor.*** The Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. ***Independent Contractor.*** At all times and for all purposes herein, the Contractor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.

- 136
- 137 12. ***Non-Discrimination.*** During the performance of this Agreement, the Contractor shall not
- 138 discriminate against any person, contractor, vendor, employee or applicant for employment
- 139 because of race, color, creed, religion, national origin, sex, marital status, status with regard
- 140 to public assistance, disability, sexual orientation or age. The Contractor shall post in
- 141 places available to employees and applicants for employment, notices setting forth the
- 142 provision of this non-discrimination clause and stating that all qualified applicants will
- 143 receive consideration for employment. The Contractor shall incorporate the foregoing
- 144 requirements of this Provision 12 in all of its subcontracts for Work done under this
- 145 Agreement, and will require all of its subcontractors performing such Work to incorporate
- 146 such requirements in all subcontracts for the performance of the Work. The Contractor
- 147 further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota
- 148 Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with
- 149 Disabilities Act of 1990.
- 150
- 151 13. ***Assignment.*** The Contractor shall not assign this Agreement, nor its rights and/or
- 152 obligations hereunder, without the prior written consent of the City.
- 153
- 154 14. ***Services Not Provided For.*** No claim for services furnished by the Contractor not
- 155 specifically provided for herein shall be paid by the City.
- 156
- 157 15. ***Compliance with Laws and Regulations.*** The Contractor shall abide with all federal, state
- 158 and local laws, statutes, ordinances, rules and regulations in the performance of the Work.
- 159 The Contractor and City, together with their respective agents and employees, agree to
- 160 abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section
- 161 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation
- 162 by the Contractor of statutes, ordinances, rules and regulations pertaining to the Work to
- 163 be performed shall constitute a material breach of this Agreement and entitle the City to
- 164 immediately terminate this Agreement.
- 165
- 166 16. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement shall
- 167 not affect, in any respect, the validity of the remainder of this Agreement.
- 168
- 169 17. ***Indemnification.*** The Contractor agrees to defend, indemnify and hold the City, its
- 170 Council, officers, agents and employees harmless from any liability, claims, damages,
- 171 costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or
- 172 indirectly from a negligent act or omission (including without limitation professional errors
- 173 or omissions) of the Contractor, its agents, employees, and/or subcontractors pertaining to
- 174 the performance of the Work provided pursuant to this Agreement and against all losses by
- 175 reason of the failure of said Contractor to fully perform, in any respect, all of the
- 176 Contractor's obligations under this Agreement.
- 177
- 178
- 179 18. ***Insurance.***
- 180

- 181 A. General Liability. Prior to starting the Work, the Contractor shall procure, maintain
 182 and pay for such insurance as will protect against claims for bodily injury or death, and
 183 for damage to property, including loss of use, which may arise out of operations by the
 184 Contractor or by any subcontractor of the Contractor, or by anyone employed by any
 185 of them, or by anyone for whose acts any of them may be liable. Such insurance shall
 186 include, but not be limited to, minimum coverages and limits of liability specified in
 187 this Provision 18 or required by law. Except as otherwise stated below, the policies
 188 shall name the City as an additional insured for the Work provided under this
 189 Agreement and shall provide that the Contractor's coverage shall be primary and
 190 noncontributory in the event of a loss.
 191
- 192 B. The Contractor shall procure and maintain the following minimum insurance coverages
 193 and limits of liability with respect to the Work:
- | | | |
|-----|--|--|
| 194 | Worker's Compensation: | Statutory Limits |
| 195 | | |
| 196 | Employer's Liability | \$500,000 each accident |
| 197 | (Not needed for | \$500,000 disease policy limit |
| 198 | Minnesota based | \$500,000 disease each employee |
| 199 | Contractor): | |
| 200 | | |
| 201 | Commercial General Liability: | \$1,000,000 per occurrence |
| 202 | | \$2,000,000 general aggregate |
| 203 | | \$2,000,000 Products – Completed Operations |
| 204 | | Aggregate |
| 205 | | \$100,000 fire legal liability each occurrence |
| 206 | | \$5,000 medical expense |
| 207 | | |
| 208 | Comprehensive Automobile | |
| 209 | Liability: | \$1,000,000 combined single limit (shall include |
| 210 | | coverage for all owned, hired and non-owned |
| 211 | | vehicles. |
| 212 | | |
| 213 | | |
| 214 | C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO | |
| 215 | form CG 0001, and shall include the following: | |
| 216 | | |
| 217 | a. Personal injury with Employment Exclusion (if any) deleted; | |
| 218 | | |
| 219 | b. Broad Form Contractual Liability coverage; and | |
| 220 | | |
| 221 | c. Broad Form Property Damage coverage, including Completed Operations. | |
| 222 | | |
| 223 | | |
| 224 | D. Contractor shall maintain in effect all insurance coverages required under this Provision | |
| 225 | 18 at Contractor's sole expense and with insurance companies licensed to do business | |
| 226 | 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:

- a. All policies, shall be written on an “occurrence” form (“claims made” and “modified occurrence” forms are not acceptable);
- b. All policies, Worker’s Compensation Policies, shall contain a waiver of subrogation naming “the City of Roseville”;
- c. All policies, Worker’s Compensation Policies, shall name “the City of Roseville” as an additional insured;
- d. All policies, Worker’s Compensation Policies, shall insure the defense and indemnify obligations assumed by Contractor under this Agreement; and
- e. 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 the Contractor’s insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 18, must be filed with City prior to the start of Contractor’s Work. Such documents evidencing insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Contractor has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Contractor of any deficiencies in such documents and receipt thereof shall not relieve Contractor from, nor be deemed a waiver of, City’s right to enforce the terms of Contractor’s obligations hereunder. City reserves the right to examine any policy provided for under this Provision 18.

- E. If Contractor fails to provide the insurance coverage specified herein, the Contractor will defend, indemnify and hold harmless the City, the City’s officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney’s fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Contractor, its contractors, subcontractors, agents, employees or delegates. Contractor agrees that this indemnity shall be construed and applied in favor of indemnification. Contractor also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Contractor to:

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from Contractor's insurance company.

Contractor will take the action required by the City within fifteen (15) days of receiving notice from the City.

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 Contractor 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 Contractor for such use. The Contractor 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. **Conflicts.** No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
21. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
22. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
23. **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.
24. **Entire Agreement.** Unless stated otherwise in this Provision 26, 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: None.

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

CITY OF ROSEVILLE

Mayor

Date

City Manager

Date

LHB INC.

By: _____

Date

Its: _____



February 17, 2017

Jim Taylor, Parks Superintendent
 City of Roseville
 2660 Civic Center Drive
 Roseville, MN 55113
 651-792-7107

2132 CLEVELAND PARK CONCEPT DESIGN AND PUBLIC ENGAGEMENT PROCESS PROPOSAL FOR SERVICES

Dear Jim:

Thank you for sending the Request for Proposals (RFP) for the 2132 Cleveland site. We are pleased to update our proposal for this park planning effort to better meet your needs. Included in this proposal are coordination with City staff, facilitation of a public engagement process, concept and schematic design, budget estimation, and final presentations of proposed plan to the Parks and Recreation Commission and City Council. This is a very similar process to what we propose for the 1716 Marion site and we hope to find efficiency and synergy by working with you on both simultaneously. I look forward to working with you to refine this proposal to better meet your needs.

SCOPE OF SERVICES

Coordinate Planning efforts in concert with Roseville Parks and Recreation Staff

LHB will work closely with you throughout this process to ensure that we meet your goals. We will conduct a “Focus” (kick-off) meeting and provide regular check-ins and updates on project process, schedule, and budget. The “Focus” meeting will include a team site visit and review of existing conditions.

The City will provide the following:

- Availability and location for the “Focus” and other team meetings
- Attendance and participation in team meetings
- Available surveys and base site information for the site

Meetings and deliverables will include:

- Meeting agendas, notes/summaries
- Plan and photo summary of existing site conditions

Facilitate public meetings to obtain residents wants and desires for their park

Together, we will plan, develop materials for, and conduct three public meetings. We are also involved in the Roseville2040 Comprehensive Plan Update process and see opportunities to coordinate engagement efforts. These meetings will follow the design process as follows:

1. Public Programming Meeting will introduce participants to the existing site opportunities and constraints, previous planning efforts, and process/schedule for construction. It is intended to develop a shared basis of understanding regarding the overall scope of the project and restart the process of exploration and discovery while honoring the work done during 2008 and 2012.
2. Conceptual Design Public Meeting will involve a deeper exploration of potential directions for the park program and design directions. It is intended to spark dialog with several options and

preliminary solutions for the issues and ideas raised at meeting one, but to still offer a preliminary, “sketchy” stage of the process to invite further revision and discussion.

3. Preliminary Master Plan Public Open House will present a single proposed, refined site program and design, based on the feedback received during the second public meeting. The goal for this meeting is to generate community support for the preferred plan, as well as to collect any final suggestions for refinement that can be incorporated into the design documents.

The City will provide the following:

- Schedule, location, and notification for three meetings
- Materials and graphics from related planning process for use in developing meeting materials
- Attendance and participation in three meetings

Meetings and deliverables will include:

- Three preparatory team meetings (one in advance of each meeting, concurrent with design review, as described below)
- Meeting agendas and materials (presentations, boards, exercises, etc.)
- Meeting notes/summaries

Create a park concept design based on outcomes of the Park and Recreation Master Plan and Community process

LHB will develop up to three concepts for the site, exploring different programs and design elements, based on the work done during this master planning processes in 2008 and 2012. These concepts are specifically intended for use at the second public meeting and will be developed to the degree needed to help the public understand the site’s potential.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design).

Meetings and deliverables will include:

- One meeting with staff to review and refine concepts (concurrent with public meeting preparation as described above)
- Concept design documents will include the following information:
 - Plans and sections illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - A brief narrative/bullet points describing the three concepts’ program and design elements

Park Schematic Design

LHB will refine a preferred concept for the site, based on feedback received at the second public meeting and from City Staff. This concept is specifically intended for use at the third public meeting and will be developed to the degree needed to help the public understand the preferred direction for the park, as well as to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review and refine preferred concept (concurrent with public meeting preparation as described above)
- Schematic design documents will include the following information:
 - Plans and sections illustrating key features and relationships

- Precedent imagery to illustrate concepts and programmatic elements
- Two illustrative perspective renderings intended to evoke a sense of place
- A brief narrative/bullet points describing the concept's program and design elements
- Schematic design-level construction cost estimate (primarily for City Staff's use)

Provide budget estimates for the Preferred Concept

LHB will develop a budget estimate for the preferred (schematic) park layout. This cost estimate is for preliminary planning purposes, to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Any recent construction cost information deemed relevant to this project.
- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the cost estimate (concurrent with public meeting preparation as described above)
- Cost estimate in Microsoft Excel format, including approximate quantities and unit costs in 2017 dollars

Provide final presentations and reports to the Parks and Recreation Commission and the City Council

LHB will provide the Commission and Council with a summary overview presentation and memo-style report, describing the process, preferred schematic design (in narrative and plan form), and cost information developed in the steps above. The report and presentation will be formatted to be compatible as an appendix or supplement to Roseville's Park and Recreation Master Plan, though they will also work as a standalone memo describing this process and outcomes.

The City will provide the following:

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one round of review and revision for each major milestone (concept design and schematic design)

Meetings and deliverables will include:

- One meeting with staff to review the summary presentation and report document
- Presentation at one regularly-scheduled Commission meeting and one regularly-scheduled Council meeting

Exclusions:

- Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
- If other public meetings or other stakeholder engagement are required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate, based on the type of meeting and level of staff involvement anticipated.
- Construction documents and specifications are excluded. If the project proceeds towards bidding and construction as anticipated, LHB will work with you to determine a fee before beginning this work, based on the schematic design, construction cost estimate, and other information available at that time.
- This proposal assumes that both this and the Marion Park process will proceed simultaneously and we have built certain efficiencies (concurrent meetings, similar meeting materials, etc.) into the budget for both projects. If either project does not proceed, the combined cost for each individual project would need to be adjusted accordingly. If that is the case, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate.

SCHEDULE

Public meetings will occur between February 2017 and June 2017. If the project proceeds to bidding and construction, the schedule for that will be determined in advance of beginning the work.

COMPENSATION

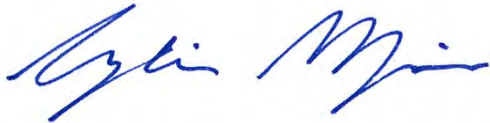
Compensation for the Landscape Architect's services shall be on an hourly not to exceed basis for Twenty Eight Thousand Five Hundred Dollars (\$28,500.00). Reimbursable expenses shall be additional including document reproduction, postage, and mileage and will not exceed Four Hundred Dollars (\$400.00) without prior approval.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

Please contact me at 612.752.6956 with any questions. I am excited to have the opportunity to continue to work with you and the community of Roseville.

LHB



Lydia Major

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 9.f

Department Approval



City Manager Approval



Item Description: Award Contract for Engineering Services for Rehabilitation of Lounge Lift Station

BACKGROUND

Staff has identified a need to replace the Lounge Sanitary Sewer Lift Station due to the age and condition of the structure and components. This lift station is located just west of Lincoln Drive. The lift station currently serves over 200 homes in the area. This lift station has been identified as a priority for replacement according to the City's recently completed Lift Station Needs Study.

Staff has developed a scope of work for the engineering services needed to rehabilitate this lift station. This includes preliminary engineering including: soil borings, design, and preparation of bid documents, construction administration and inspection services, and preparation of operations manuals for this lift station. The schedule we proposed will allow us to award this project this summer with construction beginning summer of 2018.

Staff received a proposal from Bolton & Menk to complete engineering services for this project. Bolton & Menk was the consultant on the Cleveland Lift Station project and has worked with the City staff on a number of other projects in the past. Bolton & Menk provided a cost of \$44,400 to complete the engineering services for this project. This amount is within 2017 budget and lines up with the estimated engineering costs from the City's previous Lift Station Needs Study.

Staff is recommending award of the contract to Bolton & Menk, Inc.

POLICY OBJECTIVE

Staff plans and recommends the timely replacement of infrastructure to provide continuous uninterrupted sanitary sewer service to all properties in Roseville. Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and operational objectives.

BUDGET IMPLICATIONS

This improvement will be funded by the Sanitary Sewer Utility fund. The \$44,400 for engineering services is included in the 2017 adopted budget. The estimated cost for construction is \$300,000 and will be further refined through the design phase of the project. This is a capital need included in the 2018 capital improvement plan.

26 **STAFF RECOMMENDATION**

27 Staff recommends award of a contract to Bolton & Menk, Inc. for engineering services for the
28 rehabilitation of the Lounge Sanitary Sewer lift station.

29 **REQUESTED COUNCIL ACTION**

30 Motion awarding an engineering services contract to Bolton & Menk, Inc., in an amount not-to-
31 exceed \$44,400.00 for engineering services for reconstruction of the Lounge Sanitary Sewer lift
32 station.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Standard Professional Services Agreement
B: Location Map

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the 8th day of May, 2017, between the City of Roseville, a municipal corporation (hereinafter "City"), and Bolton and Menk, Inc., a domestic corporation (hereinafter "Consultant").

Preliminary Statement

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

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. ***Term.*** The term of this Agreement shall be from May 8, the date of signature by the parties notwithstanding.
3. ***Compensation for Services.*** The City agrees to pay the Consultant a not-to-exceed amount of \$44,400.00 as compensation as described in Exhibit A attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. ***City Representative and Special Requirements:***
 - A. The Public Works Director shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.
 - B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit 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.

- 47 5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice
48 for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as
49 other claims made to the City. Invoices shall contain the following:
- 50 A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his
51 or her name, job title, the number of hours worked, rate of pay for each employee, a
52 computation of amounts due for each employee, and the total amount due for each project task.
53 For all other Work, the Consultant shall provide a description of the Work performed and the
54 period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A,
55 the Consultant shall provide an itemized listing and such documentation of such expenses as
56 is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if
57 requested by the City, the City's project number, a progress summary showing the original (or
58 amended) amount of the Agreement, the current billing, past payments, the unexpended
59 balance due under the Agreement, and such other information as the City may from time to
60 time reasonably require.
- 61 B. To receive any payment pursuant to this Agreement, the invoice must include the following
62 statement dated and signed by the Consultant: "I declare under penalty of perjury that this
63 account, claim, or demand is just and correct and that no part of it has been paid."
- 64 The payment of invoices shall be subject to the following provisions:
- 65 A. The City shall have the right to suspend the Work to be performed by the Consultant under
66 this Agreement when it deems necessary to protect the City, residents of the City or others
67 who are affected by the Work. If any Work to be performed by the Consultant is suspended
68 in whole or in part by the City, the Consultant shall be paid for any services performed
69 prior to the delivery upon the Consultant of the written notice from the City of such
70 suspension.
- 71 B. The Consultant shall be reimbursed for services performed by any third party independent
72 contractors and/or subcontractors only if the City has authorized the retention of and has
73 agreed to pay such persons or entities pursuant to Section 3B above.
- 74 6. **Project Manager and Staffing.** The Consultant has designated Seth Peterson ("Project Contacts") to
75 perform and/or supervise the Work, and as the persons for the City to contact and communicate with
76 regarding the performance of the Work. The Project Contacts shall be assisted by other employees of
77 the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and
78 conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without
79 the prior approval of the City.
- 80 7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance
81 with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
- 82 8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared
83 or assembled by the Consultant under this Agreement which the City requests to be kept confidential
84 shall not be made available by the Consultant to any individual or organization without the City's prior
85 written approval. The books, records, documents and accounting procedures and practices of the
86 Consultant or other parties relevant to this Agreement are subject to examination by the City and either
87 the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this
88 Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota
89 Government Data Practices Act, to the extent the Act is applicable to data, documents, and other
90 information in the possession of the Consultant.

- 91 9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by
92 delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written
93 notice at least ten (10) days prior to the date of such termination. The date of termination shall be
94 stated in the notice. Upon termination the Consultant shall be paid for services rendered (and
95 reimbursable expenses incurred if required to be paid by the City under this Agreement) by the
96 Consultant through and until the date of termination so long as the Consultant is not in default under
97 this Agreement. If the City terminates this Agreement because the Consultant is in default of its
98 obligations under this Agreement, no further payment shall be payable or due to the Consultant
99 following the delivery of the termination notice, and the City may, in addition to any other rights or
100 remedies it may have at law or in equity, retain another consultant to undertake or complete the Work
101 to be performed hereunder.
- 102 10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this
103 Agreement without the express written consent of the City. The Consultant shall promptly pay any
104 subcontractor involved in the performance of this Agreement as required by the State Prompt Payment
105 Act.
- 106 11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent
107 contractor and not an employee of the City. No statement herein shall be construed so as to find the
108 Consultant an employee of the City.
- 109 12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not
110 discriminate against any person, contractor, vendor, employee or applicant for employment because
111 of race, color, creed, religion, national origin, sex, marital status, status with regard to public
112 assistance, disability, sexual orientation or age. The Consultant shall post in places available to
113 employees and applicants for employment, notices setting forth the provision of this non-
114 discrimination clause and stating that all qualified applicants will receive consideration for
115 employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all
116 of its subcontracts for Work done under this Agreement, and will require all of its subcontractors
117 performing such Work to incorporate such requirements in all subcontracts for the performance of the
118 Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act,
119 Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with
120 Disabilities Act.
- 121 13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations
122 hereunder, without the prior written consent of the City.
- 123 14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically
124 provided for herein shall be paid by the City.
- 125 15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local
126 laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and
127 City, together with their respective agents and employees, agree to abide by the provisions of the
128 Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules
129 promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules
130 and regulations pertaining to the Work to be performed shall constitute a material breach of this
131 Agreement and entitle the City to immediately terminate this Agreement.
- 132 16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect,
133 in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a
134 subsequent breach.

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

142 18. **Insurance.**

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

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

155	Worker's Compensation:	Statutory Limits
156	Commercial General Liability:	\$1,000,000 per occurrence
157		\$1,000,000 general aggregate
158		\$1,000,000 products – completed operations
159		aggregate
160		\$5,000 medical expense
161	Comprehensive Automobile	
162	Liability:	\$1,000,000 combined single limit (shall include
163		coverage for all owned, hired and non-owned
164		vehicles.

165 C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG
166 0001, and shall include the following:

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

170 D. During the entire term of this Agreement, and for such period of time thereafter as is necessary
171 to provide coverage until all relevant statutes of limitations pertaining to the Work have
172 expired, the Consultant shall procure, maintain and pay for professional liability insurance,
173 satisfactory to the City, which insures the payment of damages for liability arising out of the
174 performance of professional services for the City, in the insured's capacity as the Consultant,
175 if such liability is caused by an error, omission, or negligent act of the insured or any person
176 or organization for whom the insured is liable. Said policy shall provide an aggregate limit of
177 at least \$2,000,000.00.

178 E. The Consultant shall maintain in effect all insurance coverages required under this Provision
179 18 at Consultant's sole expense and with insurance companies licensed to do business in the
180 state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise
181 agreed to by the City in writing. In addition to the requirements stated above, the following
182 applies to the insurance policies required under this Provision:

- 183 (i) All policies, except the Professional Liability Insurance Policy, shall be written on an
184 "occurrence" form ("claims made" and "modified occurrence" forms are not
185 acceptable);
- 186 (ii) All policies, except the Professional Liability Insurance Policy and the Worker's
187 Compensation Policy, shall name "the City of Roseville" as an additional insured;
- 188 (iii) All policies, except the Professional Liability Insurance Policy and the Worker's
189 Compensation Policy, shall insure the defense and indemnify obligations assumed by
190 Consultant under this Agreement; and
- 191 (iv) All policies shall contain a provision that coverages afforded thereunder shall not be
192 canceled or non-renewed or restrictive modifications added, without thirty (30) days
193 prior written notice to the City.

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

205 19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in
206 connection with the performance of this Agreement ("Information") shall become the property of the
207 City, but the Consultant may retain copies of such documents as records of the services provided. The
208 City may use the Information for any reasons it deems appropriate without being liable to the
209 Consultant for such use. The Consultant shall not use or disclose the Information for purposes other
210 than performing the Work contemplated by this Agreement without the prior consent of the City.

211 20. **Annual Review.** Prior to January 1 of each year of this Agreement, the City shall have the right to
212 conduct a review of the performance of the Work performed by the Consultant under this Agreement.
213 The Consultant agrees to cooperate in such review and to provide such information as the City may
214 reasonably request. Following each performance review the parties shall, if requested by the City,
215 meet and discuss the performance of the Consultant relative to the remaining Work to be performed
216 by the Consultant under this Agreement.

217 21. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City
218 shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision
219 shall render this Agreement void.

220 22. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.

- 221 23. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be
222 considered an original.
- 223 24. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason,
224 held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the
225 remaining provisions of this Agreement.
- 226 25. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly
227 given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if
228 delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b)
229 if mailed to the other party by United States registered or certified mail, return receipt requested,
230 postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized,
231 reputable overnight courier for overnight delivery to the other party addressed as follows:
- 232 If to City: City of Roseville
233 Roseville City Hall
234 2660 Civic Center Drive
235 Roseville, MN 55113
236 Attn: City Manager
- 237 If to Consultant: Bolton and Menk, Inc.
238 12224 Nicollet Avenue
239 Burnsville, MN 55337-1649
240 Attn: Seth Peterson
241
242
- 243 Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in
244 the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided,
245 however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time
246 for response to any notice by the other party shall commence to run one business day after the date of
247 mailing or delivery to the courier. Any party may change its address for the service of notice by giving
248 written notice of such change to the other party, in any manner above specified, 10 days prior to the
249 effective date of such change.
- 250 26. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is
251 contained in this Agreement and its exhibits. This Agreement supersedes all prior oral agreements
252 and negotiations between the parties relating to the subject matter hereof as well as any previous
253 agreements presently in effect between the parties relating to the subject matter hereof. Any
254 alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only
255 when expressed in writing and duly signed by the parties, unless otherwise provided herein. The
256 following agreements supplement and are a part of this Agreement: none.
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IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

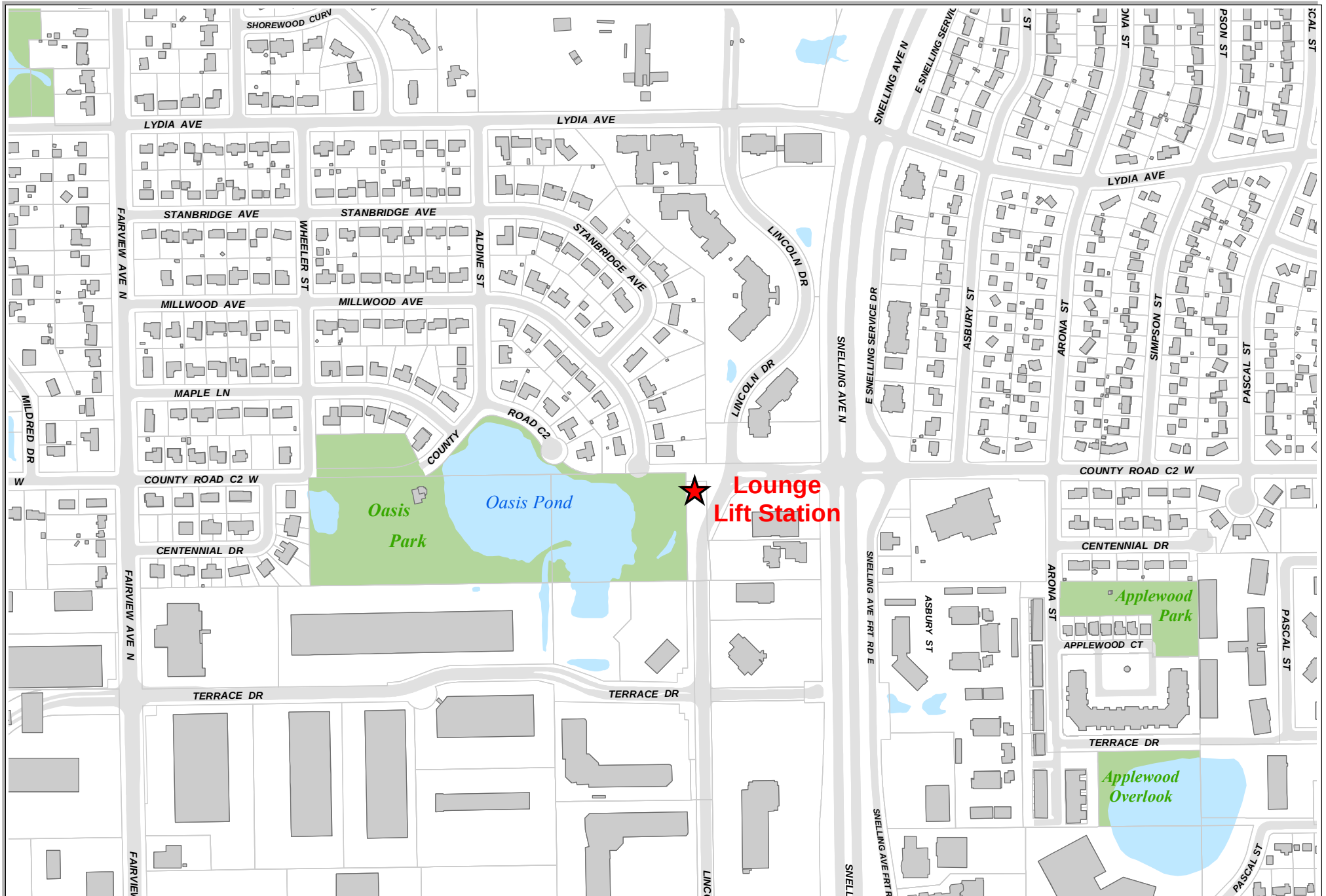
CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

By: _____

Its: _____



Lounge Lift Station Project



Prepared by:
Engineering Department
April 25, 2017

Data Sources and Contacts:
 • Ramsey County GIS Base Map (4/6/17)
 • City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DISCLAIMER
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not warrant that the GIS Data can be used for navigational, tracking or any other purposes requiring precise measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact (612) 792-1075. The planning assistance is provided pursuant to Minnesota Statutes § 468.02, Subd. 2 (2006), and the use 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 users, its employees or agents, or third parties which arise out of the user's access to or use of this product.

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 map: LoungeLiftStation.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 9.g

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Bid for 2017 Utility Projects

BACKGROUND

The City has two small utility projects that have been combined into a 2017 Utility Projects contract.

The first project, Fairview Watermain Extension, is a watermain extension project just west of Fairview Avenue, south of County Road C. This project would provide a looped watermain in this area providing better reliability for these businesses. The Fairview Watermain project would be funded using the water Fund.

The second project is the County Road C2 Ditch project. This project involves replacing an existing ditch with a pipe. The pipe will make maintenance easier and should help prevent water backing up on the road. The County Road C2 Ditch project would be funded using the Storm Sewer Fund.

Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. For the 2017 Utility Project, the apparent low bid is \$146,929.36. The following is a summary of the bids received for this project:

Contractor	Bid
Northdale Construction Co, Inc.	\$146,929.36
Dave Perkins Contracting, Inc,	\$159,658.00
Penn Contracting, Inc	\$175,213.00
<i>Engineer's Estimate</i>	<i>\$152,114.00</i>

POLICY OBJECTIVE

It is City policy to keep utility infrastructure in good operating condition and to keep systems operating in a safe condition.

BUDGET IMPLICATIONS

Staff received three bids for this project. The low bid submitted by Northdale Construction Co, Inc. in the amount of \$146,929.36, is 3% lower than the engineer's construction estimate of \$152,114.00.

This project is proposed to be paid for using approximately \$69,000 from the Water Utility fund and approximately \$77,000 from the Storm Sewer Utility fund.

This project is proposed to be completed by September of 2017.

25 **STAFF RECOMMENDATION**

26 Staff recommends approval of a resolution awarding bid for the 2017 Utility Project in the amount of
27 \$146,929.36 to Northdale Construction Co, Inc.

28 **REQUESTED COUNCIL ACTION**

29 Approve resolution awarding bid for the 2017 Utility Project in the amount of \$146,929.36 to
30 Northdale Construction Co, Inc.

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

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 8th day of May, 2017, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION AWARDING BIDS
FOR 2017 UTILITY PROJECT**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Wednesday, May 3, at 9:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

WHEREAS, it appears that Northdale Construction Co, Inc., is the lowest responsible bidder at the tabulated price of \$146,929.36.

Contractor	Bid
Northdale Construction Co, Inc.	\$146,929.36
Dave Perkins Contracting, Inc,	\$159,658.00
Penn Contracting, Inc	\$175,213.00
<i>Engineer's Estimate</i>	<i>\$152,114.00</i>

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Northdale Construction Co, Inc. for \$146,929.36 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

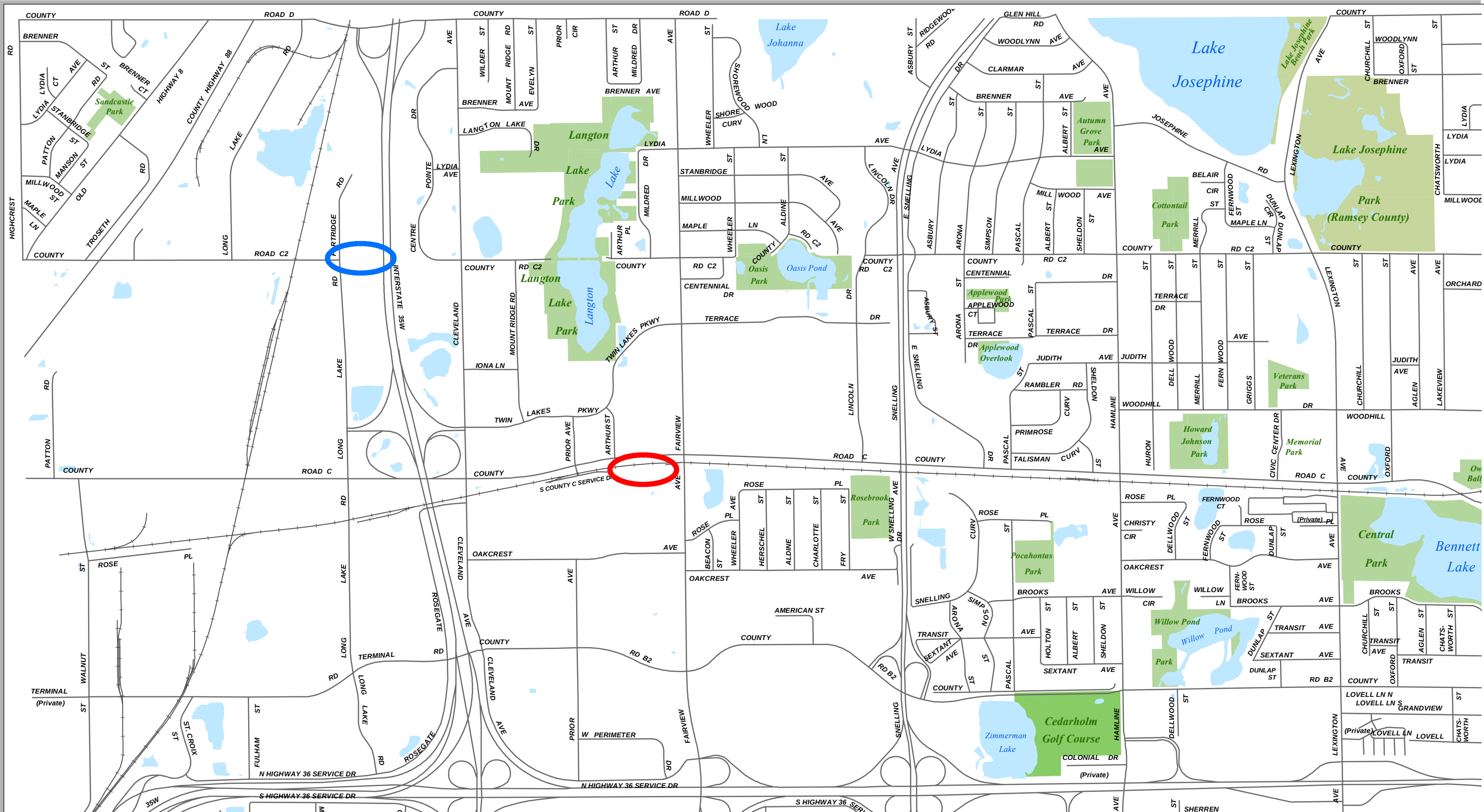
37 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
38 Minnesota:

39
40 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
41 upon vote being taken thereon, the following voted in favor thereof: ; and and the
42 following voted against the same: .

43
44 WHEREUPON said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Manager this 8th day of May, 2017.

(SEAL)



2017 Uitlity Projects



Prepared by:
Engineering Department
April 05, 2017

- Fairview Watermain Project Area
- County Road C2 Storm Project Area

Data Sources and Contacts:

* Ramsey County GIS Base Map (3/10/17)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
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map: 2017ProjectsFairview_CityRdC2.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 9.h

Department Approval



City Manager Approval



Item Description: Approve Resolution Authorizing Bonten Driveway Easement Agreement

BACKGROUND

The City of Roseville currently owns Lot 4, Block 1, Bonten Addition (attachment C), which is a parcel located on St. Croix Street. This parcel is used for the St. Croix storm water lift station.

Currently a paved driveway exists on the City Parcel that serves the City of Roseville for access to the lift station and also serves Bonten VII, LLC ("Bonten"), which owns the adjacent parcel, parking lots. This driveway has been in place for some time with no driveway easement agreement in place for Bonten to utilize the driveway. Bonten recently requested the City grant a driveway easement across the City Parcel.

The City Attorney has drafted the easement agreement document, and has negotiated with the property owner's attorney for the final version as attached. The agreement gives ingress and egress access to Bonten provided they maintain the driveway at their expense. The agreement also provides some language to terminate the agreement if conditions of the agreement are not met.

Attached is a resolution authorizing the Mayor and City Manager to execute the Bonten Driveway Easement Agreement.

FINANCIAL IMPACTS

There is no cost associated with this agreement. There is language in the agreement that Bonten or successors shall pay for all costs associated with maintaining the driveway access.

STAFF RECOMMENDATION

Staff recommends the Council approve the resolution authorizing the Mayor and City Manager to execute the Bonten Driveway Easement Agreement.

REQUESTED COUNCIL ACTION

Motion to approve resolution authorizing the Mayor and City Manager to execute the Bonten Driveway Easement Agreement.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Resolution Bonten Driveway Easement Agreement
B: Bonten Driveway Easement Agreement
C: Location Map

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

*** * * * ***

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota was duly held on the 8th day of May, 2017, at 6:00 p.m.

The following members were present: , , , and Mayor , and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING DRIVEWAY EASEMENT AGREEMENT WITH
BONTEN VII, LLC**

WHEREAS, the City is the owner of real property located in Roseville, Minnesota, legally described as Lot 4, Block 1, Bonten Addition, Ramsey County, Minnesota; and

WHEREAS, Bonten is the owner of real property located in Roseville, Minnesota, legally described as Lot 1, Lot 2, and Lot 3, Block 1, Bonten Addition, Ramsey County, Minnesota; and

WHEREAS, the paved Driveway serving the Bonten Property runs across a portion of the City Property; and

WHEREAS, the City wishes to use the Driveway but does not need a paved driveway on the City Property;

WHEREAS, the City needs access to utilities buried under the Driveway and does not want to pay for removal or replacement of the Driveway pavement to access such utilities; and

WHEREAS, the City has agreed to grant Bonten a Driveway easement, in accordance with the terms herein, including Bonten's agreement to maintain the Driveway and pay any additional City costs for Driveway removal and/or replacement to access the buried utilities on the City Property; and

WHEREAS, the City Attorney has drafted the Driveway Easement Agreement attached thereto (the "Easement"); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council (the "Council") of the City of Roseville, Minnesota as follows:

- 46 1. The Council approves the Easement and authorizes the Mayor and City Manager to execute
47 the driveway easement document. Approval of the easement document is subject to
48 modifications that do not significantly alter the substance of the easement and that are
49 approved by the City Attorney.
50

51 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
52 and upon a vote being taken thereon, the following voted in favor thereof: , , ,
53 , and Mayor ,
54 and the following voted against the same: .
55

56 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 8th day of May, 2017 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of May, 2017.

SEAL

Patrick Trudgeon, City Manager

DRIVEWAY EASEMENT AGREEMENT

1 THIS DRIVEWAY EASEMENT AGREEMENT (“AGREEMENT”) IS MADE this
2
3 ____ day of _____, 2017, by and between the City of Roseville, a Minnesota
4 municipal corporation (“City”), and Bonten VII, LLC, a Minnesota limited liability company
5 (“Bonten”).

6 WITNESSETH THAT:

7
8 WHEREAS, the City is the owner of real property located in Roseville, Minnesota,
9 legally described in Exhibit A (the “City Property”);

10 WHEREAS, a drainage and utility easement was dedicated to the public over the City
11 Property;

12 WHEREAS, Bonten is the owner of real property located in Roseville, Minnesota, legally
13 described in Exhibit B (the “Bonten Property”);

14 WHEREAS, a paved driveway serving the Bonten Property (the “Driveway”) runs across
15 the City Property, as legally described in Exhibit C (the “Easement Area”);

16 WHEREAS, Bonten wishes to maintain and use the Driveway to access the Bonten
17 Property;

18 WHEREAS, the City wishes to use the Driveway but does not need a paved driveway on
19 the City Property;

20 WHEREAS, the City needs access to utilities buried under the Driveway and does not
21 want to pay for removal or replacement of the Driveway pavement to access such utilities; and

22 WHEREAS, the City has agreed to grant Bonten a Driveway easement, in accordance
23 with the terms herein, including Bonten’s agreement to maintain the Driveway and pay any

24 additional City costs for Driveway removal and/or replacement to access the buried utilities on
25 the City Property.

26 NOW THEREFORE, in consideration for the recitals above, which are incorporated
27 herein, the mutual covenants in this Agreement, and for other good and valuable consideration, the
28 parties agree as follows:

29 1. The City does hereby grant, convey and quitclaim unto Bonten, and its successors
30 and assigns, a perpetual, non-exclusive easement, appurtenant to the Bonten Property, over the
31 Driveway Easement Area for pedestrian and passenger vehicular ingress and egress from and to
32 St. Croix Street and the Bonten Property (the "Easement").

33 2. The Driveway shall be maintained and repaired by Bonten at Bonten's sole cost
34 and expense, holding the City free and clear of same. Bonten shall maintain the Driveway in a
35 neat, clean and safe condition, including all snow plowing and snowremoval.

36 3. Bonten shall be responsible for obtaining and paying for all permits, variances,
37 approvals, costs, fees and other expenses necessary to maintain and repair the Driveway. Bonten
38 shall maintain and repair the Driveway in compliance with all laws, rules, regulations, codes and
39 ordinances imposed by all governmental authorities which have jurisdiction over the Easement
40 Area. The Driveway shall not be enlarged, modified, or altered without the City's prior written
41 consent. Bonten, along with its agents, assigns and contractors, is hereby granted a right of entry
42 onto the City Property with such personnel and materials as are necessary from time to time for
43 the purpose of maintaining or repairing the Driveway and performing its obligations hereunder,
44 subject to the terms hereof. Bonten shall give at least ten (10) days' prior notice of such entry and
45 the purpose, anticipated time, and estimated duration thereof, provided that in the case of an
46 emergency Bonten shall give notice of such entry as soon as feasible, but in any case within 24

47 hours. Bonten shall use its commercially reasonable best efforts to minimize the extent and
48 duration of its entry upon the City Property (other than pursuant to the Easement), and shall
49 promptly repair any damage to the City Property or property or improvements thereon caused by
50 such entry.

51 4. In the event that Bonten fails to properly maintain or repair the Driveway, then upon
52 thirty (30) days' notice to Bonten the City shall have the right to complete such maintenance or
53 repairs as are reasonably necessary, in which case Bonten shall be responsible for the costs
54 thereof. Any amounts due hereunder shall be fully paid within ten (10) days following the delivery
55 of written demand therefor upon Bonten. If any such amounts remain unpaid more than forty-five
56 (45) days after the delivery of said written demand upon Bonten, then such amounts, plus
57 attorney's fees, filing fees, and related expenses, will be levied against the Bonten Property as an
58 assessment lien payable with real estate taxes. Bonten expressly waives any objection with regard
59 to the assessment and any claim that the amount thereof levied against the Bonten Property, or any
60 part thereof, is excessive. Bonten hereby waives all rights it has by virtue of Minnesota Statutes
61 Chapter 429 to a public hearing before the City council, any appeal of the assessment in court or
62 otherwise to challenge the amount or validity of the assessment or the procedures used by the City
63 in levying the assessment and hereby releases the City, its mayor, councilmembers, employees,
64 agents, and contractors, from any and all liability related to or arising out of the levying of said
65 assessment. Bonten hereby grants the City the right to enter and use the Bonten Property as
66 necessary to perform such maintenance or repairs.

67 5. In the event that: (a) Bonten enlarges the Driveway without the City's prior written
68 consent; or (b) Bonten fails to comply with any of Bonten's other material obligations under this
69 Agreement; and the City gives Bonten at least thirty (30) days' prior written notice of

such fact, then Bonten's right to use the Driveway and the Easement Area shall terminate and the City may record a notice of termination.

6. Bonten hereby covenants and agrees to release, indemnify, defend and hold the City, and its mayor, council, officers, employees and agents, harmless from and against any and all claims, losses, liabilities, demands, actions, judgments, damages, penalties, fines, costs and expenses (including attorney's fees) arising out of or related to the construction, maintenance and repair of the Driveway; the existence of the Driveway over the buried utilities; use of the Driveway and the Easement Area by Bonten, its employees, contractors, agents, invitees, and licensees; and any breach by Bonten of the covenants and agreements in this Agreement.

7. The covenants and agreements contained herein shall be binding upon and inure to the benefit of the parties hereto, and their successors and assigns, and shall run with the land. By accepting any interest in the Bonten Property or the benefit of the Easement, Bonten's successors, assigns, heirs, and other future Bonten Property owners, jointly and severally, assume Bonten's responsibilities, representations and warranties in this Agreement including, but not limited to, the waiver of assessment provisions contained in paragraph 4, above.

8. Except for the Easement granted to Bonten, the City shall continue to have all of the rights and privileges as owner of the City Property, including those which have been granted by the dedication of the drainage and utility easement referenced above.

9. Any notices to be given to the parties shall be deemed effective upon actual receipt if hand delivered or upon the third day after postmark by U.S. or certified mail, return receipt requested, to the address set forth below:

If to City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attention: City Manager

If to Bonten:

Bonten VII, LLC
2335 West Highway 36
Roseville, MN 55113
Attention: Chief Manager

Each party shall have the right from time to time and at any time upon at least fifteen (15) days' prior written notice thereof in accordance with the provisions hereof to change its respective address and to specify any other address; provided, however, notwithstanding anything herein contained to the contrary, in order for the notice of address change to be effective, it must actually be received.

10. Bonten shall not suffer or permit anything to be done that will cause the City Property to become encumbered by any mechanic's lien or similar lien, charge or claim. If any mechanic's lien or similar charge or claim is filed against the City Property, due to Bonten's alleged request for labor or materials, Bonten shall discharge the same of record by a release or bond within thirty (30) days after the filing of any notice of such lien, claim or other charge.

11. Each party shall maintain adequate commercial general liability insurance in the amount of at least \$1,000,000 per occurrence.

12. The terms and conditions set forth herein shall be enforceable by Bonten and the City, and their successors and assigns. No other person or entity shall have any rights to enforce any of the rights or restrictions herein set forth. This Agreement may be enforced by legal or equitable action including specific performance.

117 13. No amendment, modification or waiver of any condition, provision or term of this
118 Agreement shall be valid or of any effect unless made in writing and signed by the parties to be
119 bound thereby or their duly authorized representative(s).

120 14. If any provision or application of this Agreement is held unlawful or unenforceable
121 in any respect, such illegality or unenforceability shall not affect other provisions or applications
122 which can be given effect, and this Agreement shall be construed as if the unlawful or
123 unenforceable provisions or application had never been contained herein or prescribed hereby.

124 15. All of the terms and provisions of this Agreement shall be governed by and
125 controlled solely by the laws of the State of Minnesota.

126
127
128 (Signatures Follow)

IN WITNESS WHEREOF, this Agreement has been executed on the day and year first set forth above.

CITY OF ROSEVILLE,
a Minnesota municipal corporation

By: _____
Daniel J. Roe
Its: Mayor

By: _____
Patrick Trudgeon
Its: City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Daniel J. Roe and Patrick Trudgeon, the Mayor and City Manager, respectively, of the City of Roseville, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

BONTEN:

Bonten VII, LLC,
a Minnesota limited liability company

By: _____

Its: Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, Chief Manager of Bonten VII, LLC, a Minnesota limited liability company, on behalf of the limited liability company.

Notary Public

This instrument was drafted by:
Erickson, Bell, Beckman & Quinn, P.A.
1700 West Highway 36, Suite 110
Roseville, MN 55113
Phone: (651) 223-4999
Fax: (651) 223-4987

EXHIBIT A

City Property

Legal Description

Lot 4, Block 1, Bonten Addition, Ramsey County, Minnesota.

EXHIBIT B

Bonten Property

Legal Description

Lot 1, Lot 2, and Lot 3, Block 1, Bonten Addition, Ramsey County, Minnesota.

EXHIBIT C

Easement Area

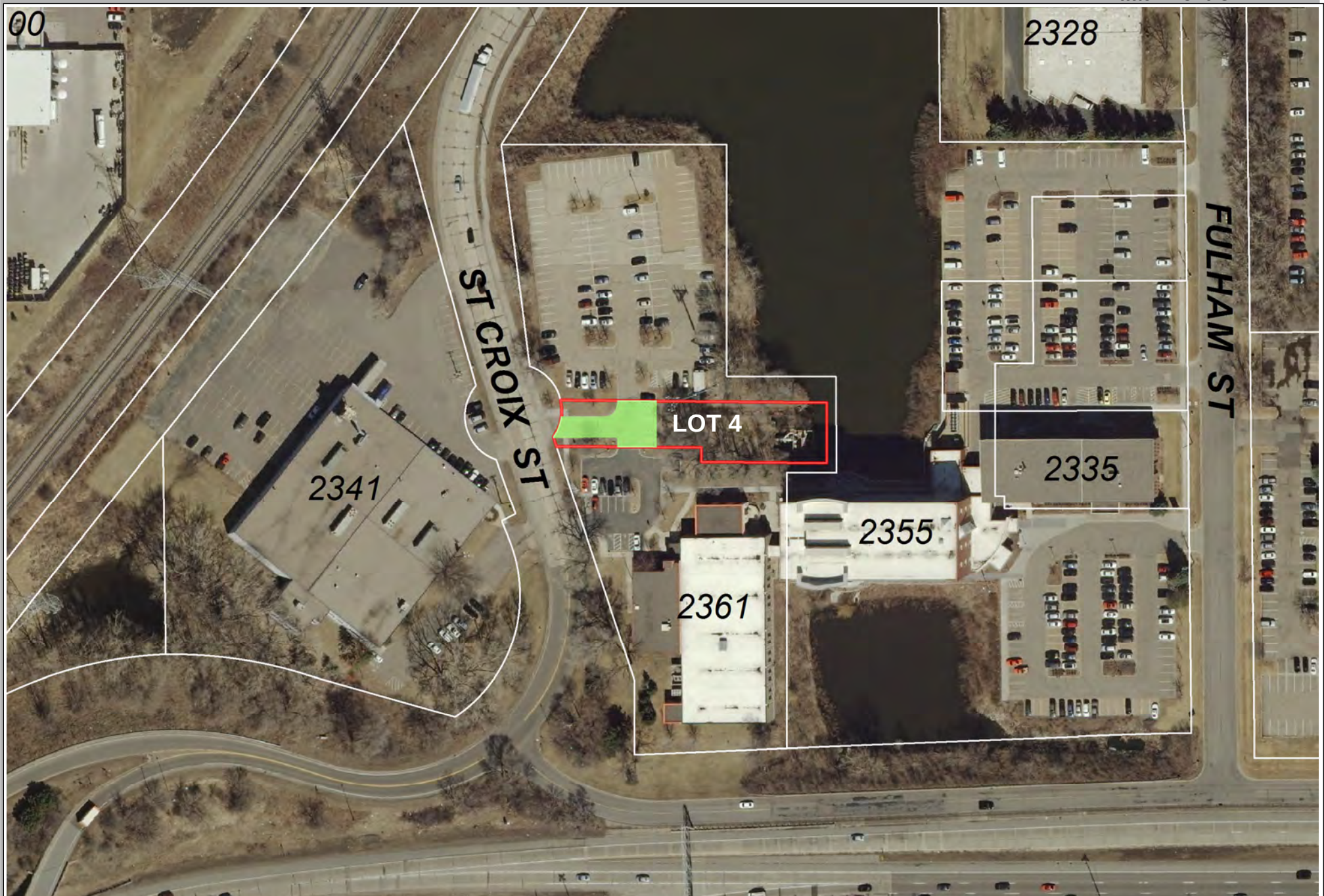
Legal Description

All of the entrance drive, driving area, and parking area, as defined by the concrete curb and gutter and bituminous surface, as currently constructed, lying within Lot 4, Bonten Addition, which lies westerly of the following described Line A;

Line A:

Beginning on the northerly line of said Lot 4, at a point 178.00 feet westerly of the northeast corner of said Lot 4, as measured along said northerly line; thence southerly to a point on the southerly line of said Lot 4, said point being 179.00 feet westerly of the southeast corner of said Lot 4, as measured along said southerly line;

All in Ramsey County, Minnesota.



Lot 4, St. Croix Street

ROSEVILLE

Prepared by:
Engineering Department
May 02, 2017

Data Sources and Contacts:
• Ramsey County GIS Base Map (4/6/17)
• City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigation, tracking or any other purpose requiring precise measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact (612) 762-1075. The planning professional is provided pursuant to Minnesota Statutes § 66B.01, Subd. 13 (2006), and the use of this map acknowledges that the City shall not be liable for any damages, and accepts any 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 this product.

0 25 50 75 100 Feet

mapdoc: L045CROIX.mxd
map: L045CROIX.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 9.i

Department Approval



City Manager Approval



Item Description: Approve Resolution Approving the Acquisition of Easement at 345 South Owasso Boulevard

BACKGROUND

On November 28, 2016 the Roseville City Council approved the bid for the South Lake Owasso Drainage Improvement Project. The overall proposed project would include the construction of a subsurface storm water system Best Management Practice (BMP). The system would have an underdrain with drain tile that would discharge to the lake. The subsurface media would provide treatment and retention. The surface of the BMP would be a permeable paver system that would also provide a hard driving surface.

In order to provide an outlet to the lake for the daintile, an easement is required. There is currently an easement on the west side of 345 South Owasso Boulevard that could be used. However, the property owner would prefer we get a new easement on the east side of the property, as this would be less impact to them. The property owners are willing to give us the easement at no cost to the City.

The City Attorney has drafted the easement document.

Attached is a resolution authorizing the Mayor and City Manager to execute the easement document.

FINANCIAL IMPACTS

There is no cost for this easement acquisition. The property owners are providing the easement at no cost to the City. They are providing this easement to the City as it will have less impact than an existing easement on the other side of their property would have to their property.

STAFF RECOMMENDATION

Staff recommends Council approve the resolution authorizing the Mayor and City Manager to execute the easement document for 345 South Owasso Boulevard.

REQUESTED COUNCIL ACTION

Motion to approve resolution authorizing the Mayor and City Manager execute the easement document for 345 South Owasso Boulevard.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Resolution 345 South Owasso Boulevard
B: 345 South Owasso Boulevard Drainage & Utility Easement
C: Location Map

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota was duly held on the 8th day of May, 2017, at 6:00 p.m.

The following members were present: , , , and Mayor , and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE ACQUISITION OF A DRAINAGE AND UTILITY
EASEMENT BY THE CITY OF ROSEVILLE**

WHEREAS, the City of Roseville (the “City”) needs to obtain a drainage and utility easement across the property located at 345 South Owasso Boulevard in Roseville, Minnesota, as legally described in the attachment hereto (the “Property”); and

WHEREAS, the Property is owned by Daniel Peterson and Carol A. Johnson (the “Seller”); and

WHEREAS, the Seller has agreed to give the Easement at no cost to the City; and

WHEREAS, the City Attorney has drafted the Drainage & Utility Easement attached thereto (the “Easement”); and

WHEREAS, the City has determined that it should acquire the Easement; and

WHEREAS, Minnesota Statute § 462.356, Subd. 2, provides that the City shall not acquire an interest in real property until the Planning Agency has reviewed the proposed acquisition and reported in writing to the City Council its findings as to the compliance of the proposed acquisition with the Comprehensive Plan; and

WHEREAS, Minnesota Statute § 462.356, Subd. 2 further provides that the City Council may, by resolution adopted by two-thirds vote, dispense with the requirements of Minnesota Statute § 462.356, Subd. 2, when in its judgment it finds that the proposed acquisition of real property has no relationship to the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council (the “Council”) of the City of Roseville, Minnesota as follows:

- 46 1. The Council finds the proposed acquisition of an interest in real property has no
47 relationship to the Comprehensive Plan and hereby dispenses with the requirements of
48 Minnesota Statute § 462.356, Subd. 2.
49
- 50 2. The Council approves the Easement and authorizes the Mayor and City Manager to execute
51 the easement document. Approval of the easement document is subject to modifications that
52 do not significantly alter the substance of the easement and that are approved by the City
53 Attorney.
54

55 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
56 and upon a vote being taken thereon, the following voted in favor thereof: , , ,
57 , and Mayor ,
58 and the following voted against the same: .
59

60 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 8th day of May, 2017 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of May, 2017.

SEAL

Patrick Trudgeon, City Manager

DRAINAGE AND UTILITY EASEMENT

1 THIS INDENTURE is made as of this _____ day of _____, 2017,
2 between Daniel Peterson and Carol A. Johnson, husband and wife (“Grantors”), and the City of
3 Roseville, a Minnesota municipal corporation (“City”).

4 WITNESSETH:

5
6 That said Grantors, in consideration of One and no/100 Dollar (\$1.00) and other good and
7 valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby
8 grant and convey unto the City, and its successors and assigns, a permanent drainage and utility
9 easement on, over, across and through a portion of the following described real property located
10 in Ramsey County, Minnesota, to-wit:

11 See attached Exhibit A.

12
13 Said easement being that part of the above described parcel which is legally described as
14 follows:

15 See attached Exhibit B (the “Easement Area”).

16
17 The grant of the foregoing easement includes the right of the City, and its contractors,
18 agents, employees, and successors and assigns, to enter upon and use the Easement Area to
19 construct, reconstruct, inspect, operate, use, maintain, repair and pave utilities, drainage, other

improvements and appurtenances, on, over, across and through the Easement Area; to grade, level, fill and drain the Easement Area; to excavate culverts, cuts, slopes and ditches within the Easement Area; to remove and import soils from and into the Easement Area; to remove trees, brush, undergrowth and other obstructions from the Easement Area; and to do all other acts and things which are reasonably necessary for or incidental to the enjoyment of the easement rights granted herein.

The foregoing easement shall be binding upon the Grantors and their heirs, successors and assigns, shall inure to the benefit of the City and its successors and assigns, and shall run with the land.

The Grantors, for themselves and their heirs, successors and assigns, covenant with the City, and its successors and assigns, that they are the owners of the Easement Area described herein and have good right to grant and convey the easement given herein to the City.

TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, to the City, its successors and assigns, forever.

IN TESTIMONY WHEREOF, the Grantors have caused this easement to be executed as of the _____ day of _____, 2017.

Daniel Peterson

Carol A. Johnson

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Daniel Peterson and Carol A. Johnson, husband and wife, as Grantors.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Erickson, Bell, Beckman & Quinn, P.A.
1700 West Highway 36
Suite 110
Roseville, MN 55113
651-223-4999

EXHIBIT A

Legal Description

West 114 feet of Lot 1, Measured on North Line of said Lot 1, Map of A. K. Barnum's Garden Lots, together with that part of vacated street accruing thereto, Ramsey County, Minnesota.

(Abstract Property.)

EXHIBIT B

Legal Description for Easement Area

A 10 foot wide easement for storm sewer utility and drainage purposes over, under and across the easterly 10 feet of the following described parcel of land:

West 114 feet of Lot 1, Measured on North Line of said Lot 1, Map of A. K. Barnum's Garden Lots, together with that part of vacated street accruing thereto, Ramsey County, Minnesota.

CONSENT

The undersigned, having an interest as mortgagee ("Mortgagee") in the property described in the foregoing Drainage and Utility Easement (the "Easement"), pursuant to that certain mortgage which was filed of record in the office of the Ramsey County Recorder on September 13, 2016, as Document No. 4623918 (the "Mortgage"), hereby consents to the Easement and subjects and subordinates its Mortgage to said Easement.

IN WITNESS WHEREOF, the undersigned has caused this Consent to be executed as of _____, 2017.

Mortgage Electronic Registration Systems, Inc.

By: _____
Its: _____

By: _____
Its: _____

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 2017, by _____ and _____, the _____ and _____ of Mortgage Electronic Registration Systems, Inc., a Delaware corporation, on behalf of said corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Erickson, Bell, Beckman & Quinn, P.A.
1700 West Highway 36
Suite 110
Roseville, MN 55113
651-223-4999



South Lake Owasso Drainage Improvement Project



Prepared by:
Engineering Department
September 07, 2016

 Storm Project Area

Data Sources and Contacts:
* Ramsey County GIS Base Map (7/29/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
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0 30 60 90 120 Feet
mapdoc: PrivateDrive_StormArea.mxd
map: PrivateDrive_StormArea.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: May 8, 2017
Item No.: 9.j

Department Approval



City Manager Approval



Item Description: Minnesota Department of Transportation Master Partnership Contract

BACKGROUND

The City of Roseville and the Minnesota Department of Transportation (MnDOT) work together on a variety of projects and routinely provide services to one another. MnDOT currently provides numerous services to the city such as signal light maintenance, construction testing, engineering review and other services.

The Master Partnership Contract (Attachment B) provides a framework for services to be rendered between the City and MnDOT. The City entered into this agreement last January but the current contract expires June 30, 2017. There are no major changes to the contract. The Master Partnership Contract allows services which are covered in the contract to be expedited as they can be executed through a work order signed by the Public Works Director.

DISCUSSION

The Master Partnership Contract will allow the City and MnDOT to provide better service more efficiently to each other without the need for individual contracts for each service provided. According to the resolution, the Public Works Director would be the designated authority to sign work orders for work not covered in the Master Partner Contract. Work orders would be needed for professional services, roadway maintenance, and construction administration or emergency services provided by either party.

The Master Partnership Contract has an expiration date of June 30, 2022 or upon 30 day written notice of either party.

FINANCIAL IMPLICATIONS

There are no costs for this agreement.

STAFF RECOMMENDATION

Approve entering into a Master Partnership Contract with the Minnesota Department of Transportation.

26 **REQUESTED COUNCIL ACTION**

27 Approve resolution entering into a Master Partnership Contract with the Minnesota Department
28 of Transportation.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Resolution
B: MnDot Master Partnership Contract

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 8th day of May, 2017, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION TO ENTER INTO A MASTER PARTNERSHIP CONTRACT
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

BE IT RESOLVED by the City Council of the City of Roseville, as follows:

WHEREAS, The Minnesota Department of Transportation (MnDOT) wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

NOW, THEREFORE, be it resolved:

1. That the City of Roseville enters into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.
2. The Mayor and City Clerk are authorized to execute such contract and any amendments thereto.

- 39 3. The City of Roseville Public Works Director is authorized to negotiate work order
40 contracts pursuant to the Master Contract, which work order contracts may
41 provide for payment to or from MnDOT, and that the City of Roseville Public
42 Works Director may execute such work order contracts on behalf of the City of
43 Roseville without further approval by this Council, subject to other City policies.

44
45 Be it further resolved that the City Manager of the City of Roseville is hereby authorized
46 to prepare a certified copy of this resolution and to certify the same to the County Auditor
47 of Ramsey County, Minnesota.

48
49 The motion for the adoption of the foregoing resolution was duly seconded by Member
50 and upon a vote being taken thereon, the following voted in favor thereof:
51 and the following voted against the same: .

52
53 WHEREUPON said resolution was declared duly passed and adopted.
54

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 8th day of May, 2017, with the original thereof on file in my office.

Patrick Trudgeon, City Manager

(SEAL)

**STATE OF MINNESOTA
AND
CITY OF ROSEVILLE
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the “State” and the City of Roseville acting through its City Council, in this contract referred to as the “Local Government.”

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a “road authority” as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a “Work Order” contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into “Work Order” contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Master Partnership Contract

1. **Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on the date last signed by the Local Government, and all State officials as required under Minn. Stat. § 16C.05, subd. 2.
 - 1.2. A party must not accept work under this Contract until it is fully executed.
 - 1.3. **Expiration Date.** This Contract will expire on June 30, 2022.

- 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Local Government) for each particular engagement, except for Technical Services provided by the State to the Local Government as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Local Government understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.
- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.
- 1.7. **Definition of “Providing Party” and “Requesting Party”.** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. “Requesting Party” is defined as the party requesting the other party to perform work under a work order contract. “Providing Party” is defined as the party performing the scope of work under a work order contract.

2. Technical Services

- 2.1. **Technical Services** include repetitive low-cost services routinely performed by the State for the Local Government. These services may be performed by the State for the Local Government without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.
 - 2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract.
- 2.2. The Local Government may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Local Government if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State’s normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Local Government the State’s then-current rate for performing the Technical Services. The then-current rate may include the State’s normal and customary additives. The State will invoice the Local Government upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring A Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.

- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services “means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task.” Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party’s professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.
- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party’s own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Local Government will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although “on call” work orders may be prepared for certain types of services, especially for “Technical Services” items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced.

The Local Government will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. ***Terms Applicable to ALL Work Order Contracts.*** The terms in this section 4.1 will apply to ALL work order contracts.
- 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
 - 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.
 - 4.1.3. If the Local Government is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Local Government to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
 - 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.
 - 4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. ***Additional Terms for Roadway Maintenance.*** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
- 4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
 - 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.
 - 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. ***Additional Terms for Construction Administration.*** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.
- 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

- 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
- 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
- 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
- 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
- 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.
- 4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.
- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Local Government will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Local Government must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Local Government is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - 4.3.12.1 The Local Government will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Local Government, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - 4.3.12.2 The Local Government will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - 4.3.12.3 The Local Government will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - 4.3.12.4 All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Local Government copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
 - 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Local Government under all work order contracts issued pursuant to this MPC will not exceed \$500,000.00.
- 7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Local Government will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.
- 7.4. **Payment.**
 - 7.4.1. **Generally.** The **Requesting Party** will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.
 - 7.4.2. **Payment by the Local Government.**

7.4.2.1. The Local Government will make payment to the order of the Commissioner of Transportation.

7.4.2.2. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE “MNDOT CONTRACT NUMBER” SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE “INVOICE NUMBER” ON THE INVOICE RECEIVED FROM MNDOT.**

7.4.2.3. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1028159 and Invoice Number #####
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. ***Payment by the State.***

7.4.3.1. *Generally.* The State will promptly pay the Local Government after the Local Government presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

7.4.3.2. *Retainage for Professional and Technical Services.* For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Local Government has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and regulations. The Providing Party will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal or state law.

9. Local Government's Authorized Representative and Project Manager; Authority to Execute Work Order Contracts

9.1. The Local Government's Authorized Representative for administering this master contract is the Local Government's Engineer, and the Engineer has the responsibility to monitor the Local Government's performance. The Local Government's Authorized Representative is also authorized to execute work order contracts on behalf of the Local Government without approval of each proposed work order contract by its governing body.

9.2. The Local Government's Project Manager will be identified in each work order contract.

10. State's Authorized Representative and Project Manager

10.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

10.2. The State's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Local Government. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability.

Each party will be responsible for its own acts and omissions to the extent provided by law. The Local Government's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Local Government and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Local Government or the State.
- 14.2. **Intellectual Property Rights**
 - 14.2.1. **Intellectual Property Rights.** The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes,

studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party’s ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. *Obligations with Respect to Intellectual Property.*

14.2.2.1. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

14.2.2.2. *Representation.* The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. **Affirmative Action**

The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Local Government is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Local Government lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

- 15.1. ***Covered Contracts and Contractors.*** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.
- 15.2. ***Minn. Stat. § 363A.36.*** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (“Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.
- 15.3. ***Minn. R. Parts 5000.3400-5000.3600.***

- 15.3.1. *General.* Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
- 15.3.2. *Disabled Workers.* The Contractor must comply with the following affirmative action requirements for disabled workers:
- 15.3.2.1. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - 15.3.2.2. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - 15.3.2.3. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - 15.3.2.4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - 15.3.2.5. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 15.3.3. *Consequences.* The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- 15.3.4. *Certification.* The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be

subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. **Publicity**

- 17.1. **Publicity.** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Local Government individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.
- 17.2. **Data Practices Act.** Section 17.1 is not intended to override the Local Government's responsibilities under the Minnesota Government Data Practices Act.

18. **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. **Prompt Payment; Payment to Subcontractors**

The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Local Government lets a contract for work pursuant to any work order, the Local Government must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Local Government for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. **Minn. Stat. § 181.59.** The Local Government will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. **Termination; Suspension**

- 21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 21.2. **Termination by the Local Government for Convenience.** The Local Government may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State.

Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 21.3. ***Termination for Insufficient Funding.*** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. **Data Disclosure**

Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

23. **Defense of Claims and Lawsuits**

If any lawsuit or claim is filed by a third party (including but not limited to the Local Government's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Local Government will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Local Government will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Local Government will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Local Government, and will not be bound by the terms of any settlement entered into by the Local Government except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. **Additional Provisions**

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LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable ordinance, resolution, or charter provision.

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____
(with delegated authority)
Title: Assistant Commissioner or
Assistant Division Director
Date: _____

COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: _____
Date: _____

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
0600	General Training Attended	All costs (time, registration, materials, travel expenses, etc.) for attending or participating informal or informal training, including conferences that primarily provide training.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct shear, permeability and triaxial tests.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT.
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).

If a source code is not on this list, a work order is needed.

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
1738	State Project - Specific Materials Inspection	Performing material inspection for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and for SP specific tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1800	Field Inspection	Occasional construction project field inspection (not cyclical inspection of assets); Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests and collecting and transporting samples for lab tests, but not the actual laboratory verifications.
1870	Traffic Signal Maintenance	This work will not substitute for or alter existing cooperative construction agreements or traffic signal maintenance agreements. Work related to the occasional repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.

If a source code is not on this list, a work order is needed.

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2822	Miscellaneous Bridge Maintenance	This source code does not include replacement or major repair. Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes minor repairs and simple fixes on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.

If a source code is not on this list, a work order is needed.

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.

If a source code is not on this list, a work order is needed.