



City Council Agenda

Monday, September 17, 2012

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|---|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order: Willmus, Johnson, Pust, McGehee, Roe |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports and Announcements |
| 6:15 p.m. | 5. Recognitions, Donations and Communications |
| 6:20 p.m. | 6. Approve Minutes <ul style="list-style-type: none">a. Approve Minutes of June 26, 2012 Joint School Board/City School Meetingb. Approve Minutes of September 10, 2012 Council Meeting |
| 6:25 p.m. | 7. Approve Consent Agenda <ul style="list-style-type: none">a. Approve Paymentsb. Approve General Purchases and Sale of Surplus items in excess of \$5000 8. Consider Items Removed from Consent
9. General Ordinances for Adoption
10. Presentations
11. Public Hearings
12. Business Items (Action Items)
13. Business Items – Presentations/Discussions |
| 6:30 p.m. | a. Discuss Assessment Policy |
| 7:15 p.m. | b. Discuss Twin Lakes AUAR |
| 8:00 p.m. | c. Discuss "Rental Licensing to Achieve Compliance" Report |
| 8:45 p.m. | d. Continue Discussion on Whether to Amend City Code Chapter 302 Regarding the Number of Allowable Off-Sale |

Liquor Licenses

9:30 p.m. e. Consider Designating City-School Appointees to School District Committees

9:40 p.m. **14. City Manager Future Agenda Review**

9:45 p.m. **15. Councilmember Initiated Items for Future Meetings**

10:00 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

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

Tuesday	Sep 18	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Sep 19	6:30 p.m.	Human Rights Commission
Monday	Sep 24	6:00 p.m.	City Council Meeting
Tuesday	Sep 25	6:30 p.m.	Public Works, Environment & Transportation Commission
October			
Tuesday	Oct 2	6:30 p.m.	Parks & Recreation Commission
Wednesday	Oct 3	6:30 p.m.	Planning Commission
Monday	Oct 8	6:00 p.m.	City Council Meeting
Monday	Oct 15	6:00 p.m.	City Council Meeting
Tuesday	Oct 16	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Oct 17	6:30 p.m.	Human Rights Commission

Date: September 17, 2012

Item: 6.a

Approve Minutes from June
26, 2012 Joint School Board/
City Council Meeting

Date: September 17, 2012

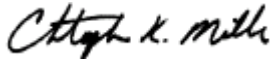
Item: 6.b

Approve Minutes of September
10, 2012 Council Meeting

REQUEST FOR COUNCIL ACTION

Date: 9/17/2012
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Approval of 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	\$232,055.83
67493-67586	\$312,034.32
Total	\$544,090.15

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks For Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 9/11/2012 - 2:48 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2012	Sanitary Sewer	Postage	Ecoenvelopes-ACH	Utility Billing Section 001-July 2012	300.34
0	09/04/2012	Water Fund	Postage	Ecoenvelopes-ACH	Utility Billing Section 001-July 2012	300.33
0	09/04/2012	Storm Drainage	Postage	Ecoenvelopes-ACH	Utility Billing Section 001-July 2012	300.33
0	09/04/2012	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	225.67
0	09/04/2012	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	0.77
0	09/04/2012	Information Technology	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	46.13
0	09/04/2012	Telephone	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	332.72
0	09/04/2012	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	1,242.41
0	09/04/2012	Recreation Fund	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	113.66
0	09/04/2012	P & R Contract Maintenance	Sales Tax	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	122.43
0	09/04/2012	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	492.06
0	09/04/2012	License Center	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	6.37
0	09/04/2012	Sanitary Sewer	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	10.44
0	09/04/2012	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	15,844.41
0	09/04/2012	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	3,120.32
0	09/04/2012	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	57.52
0	09/04/2012	Solid Waste Recycle	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax-Aug	212.09
0	09/04/2012	Internal Service - Interest	Investment Income	RVA- ACH	July Interest	1,067.55
0	09/04/2012	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Fuel Tax-July	166.73
0	09/04/2012	Water Fund	Water - Roseville	City of Roseville- ACH	July Water	1,547.64
0	09/04/2012	Sanitary Sewer	Credit Card Service Fees	Bluefin Payment Systems-ACH	July UB Payments.com Charges	1,771.81
0	09/04/2012	Recreation Fund	Credit Card Fees	US Bank-ACH	July Terminal Charges	129.49
0	09/04/2012	Community Development	Credit Card Service Fees	US Bank-ACH	July Terminal Charges	514.58
0	09/04/2012	Golf Course	Credit Card Fees	US Bank-ACH	July Terminal Charges	562.01
0	09/04/2012	General Fund	Postage	Pitney Bowes - Monthly ACH	August Postage	3,000.00
0	09/04/2012	Sanitary Sewer	Postage	Ecoenvelopes-ACH	Utility Billing Section 002-Aug 2012	431.23
0	09/04/2012	Water Fund	Postage	Ecoenvelopes-ACH	Utility Billing Section 002-Aug 2012	431.24
0	09/04/2012	Storm Drainage	Postage	Ecoenvelopes-ACH	Utility Billing Section 002-Aug 2012	431.23
0	09/04/2012	Workers Compensation	Sewer Department Claims	SFM-ACH	August Work Comp Claims	3,119.87
0	09/04/2012	Workers Compensation	Parks & Recreation Claims	SFM-ACH	August Work Comp Claims	30.56
0	09/04/2012	Workers Compensation	Police Patrol Claims	SFM-ACH	August Work Comp Claims	5,206.39
0	09/04/2012	Workers Compensation	Street Department Claims	SFM-ACH	August Work Comp Claims	5,414.10
0	09/04/2012	Water Fund	Water - Roseville	City of Roseville- ACH	August Water	2,542.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						49,094.49
0	09/05/2012	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	11,658.43
0	09/05/2012	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	159.12
0	09/05/2012	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	969.25
0	09/05/2012	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	144.71
0	09/05/2012	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	1,834.05
0	09/05/2012	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	847.68
0	09/05/2012	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	1,307.13
0	09/05/2012	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	1,045.58
0	09/05/2012	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	4.11
0	09/05/2012	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	148.41
0	09/05/2012	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	749.52
0	09/05/2012	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	492.97
0	09/05/2012	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	311.88
0	09/05/2012	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	409.44
0	09/05/2012	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2012 State Incom	34.51
0	09/05/2012	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	2,605.39
0	09/05/2012	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	30.42
0	09/05/2012	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	205.03
0	09/05/2012	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	45.91
0	09/05/2012	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	358.83
0	09/05/2012	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	171.19
0	09/05/2012	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	257.56
0	09/05/2012	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	257.40
0	09/05/2012	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	0.92
0	09/05/2012	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	31.38
0	09/05/2012	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	145.63
0	09/05/2012	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	112.96
0	09/05/2012	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	50.14
0	09/05/2012	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	83.01
0	09/05/2012	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2012 Post Emplo	10.05
0	09/05/2012	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	20,068.38
0	09/05/2012	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	190.15
0	09/05/2012	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,343.10
0	09/05/2012	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	287.04
0	09/05/2012	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	2,567.79
0	09/05/2012	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,221.75
0	09/05/2012	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,719.77
0	09/05/2012	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,608.78
0	09/05/2012	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	5.76
0	09/05/2012	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	301.17
0	09/05/2012	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	910.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/05/2012	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	705 91
0	09/05/2012	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	390 79
0	09/05/2012	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	518 77
0	09/05/2012	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	62 79
0	09/05/2012	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	27,522 00
0	09/05/2012	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	190 15
0	09/05/2012	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,343 10
0	09/05/2012	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	287 04
0	09/05/2012	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	2,567 79
0	09/05/2012	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,221 75
0	09/05/2012	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,719 77
0	09/05/2012	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	1,608 78
0	09/05/2012	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	5 76
0	09/05/2012	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	451 77
0	09/05/2012	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	910 15
0	09/05/2012	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	705 91
0	09/05/2012	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	390 79
0	09/05/2012	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	518 77
0	09/05/2012	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera Emplo	62 79
0	09/05/2012	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	825 79
0	09/05/2012	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	30 42
0	09/05/2012	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	214 90
0	09/05/2012	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	45 91
0	09/05/2012	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	410 83
0	09/05/2012	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	195 49
0	09/05/2012	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	275 16
0	09/05/2012	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	257 40
0	09/05/2012	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	0 92
0	09/05/2012	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	145 63
0	09/05/2012	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	112 96
0	09/05/2012	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	62 53
0	09/05/2012	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	83 01
0	09/05/2012	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2012 Pera additio	10 05
0	09/05/2012	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	50.00
0	09/05/2012	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	127.56
0	09/05/2012	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	208.41
0	09/05/2012	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	225.00
0	09/05/2012	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	10.00
0	09/05/2012	Solid Waste Recycle	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	17.50
0	09/05/2012	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	280.00
0	09/05/2012	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	448.00
0	09/05/2012	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	6,290.03
0	09/05/2012	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	317.50
0	09/05/2012	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2012 MNDCP De	1,270.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/05/2012	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	3,744.31
0	09/05/2012	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	44.10
0	09/05/2012	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	303.06
0	09/05/2012	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	65.79
0	09/05/2012	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	783.75
0	09/05/2012	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	326.65
0	09/05/2012	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	392.14
0	09/05/2012	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	354.40
0	09/05/2012	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	1.49
0	09/05/2012	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	44.16
0	09/05/2012	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	217.53
0	09/05/2012	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	168.29
0	09/05/2012	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	111.94
0	09/05/2012	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	143.96
0	09/05/2012	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	14.05
0	09/05/2012	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	3,744.31
0	09/05/2012	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	44.10
0	09/05/2012	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	303.06
0	09/05/2012	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	65.79
0	09/05/2012	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	783.75
0	09/05/2012	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	326.65
0	09/05/2012	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	392.14
0	09/05/2012	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	354.40
0	09/05/2012	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	1.49
0	09/05/2012	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	44.16
0	09/05/2012	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	217.53
0	09/05/2012	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	168.29
0	09/05/2012	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	111.94
0	09/05/2012	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	143.96
0	09/05/2012	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Medicare Ei	14.05
0	09/05/2012	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	27,761.78
0	09/05/2012	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	466.43
0	09/05/2012	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	2,490.74
0	09/05/2012	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	305.07
0	09/05/2012	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	4,227.40
0	09/05/2012	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	1,966.35
0	09/05/2012	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	3,355.83
0	09/05/2012	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	2,443.04
0	09/05/2012	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	7.68
0	09/05/2012	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	407.44
0	09/05/2012	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	1,991.75
0	09/05/2012	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	1,188.05
0	09/05/2012	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	596.24
0	09/05/2012	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	917.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/05/2012	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 Federal Incc	74.53
0	09/05/2012	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	4,617.83
0	09/05/2012	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	127.75
0	09/05/2012	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	877.82
0	09/05/2012	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	190.59
0	09/05/2012	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	2,270.02
0	09/05/2012	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	946.09
0	09/05/2012	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	1,135.91
0	09/05/2012	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	1,026.56
0	09/05/2012	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	4.31
0	09/05/2012	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	630.10
0	09/05/2012	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	487.48
0	09/05/2012	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	324.20
0	09/05/2012	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	416.98
0	09/05/2012	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	40.69
0	09/05/2012	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	6,816.81
0	09/05/2012	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	188.58
0	09/05/2012	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	1,295.87
0	09/05/2012	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	281.36
0	09/05/2012	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	3,351.01
0	09/05/2012	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	1,396.64
0	09/05/2012	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	1,676.81
0	09/05/2012	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	1,515.44
0	09/05/2012	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	6.37
0	09/05/2012	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	930.14
0	09/05/2012	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	719.61
0	09/05/2012	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	478.60
0	09/05/2012	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	615.55
0	09/05/2012	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2012 FICA Empl	60.07
Check Total:						201,866.48
0	09/05/2012	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	3,011.04
0	09/05/2012	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	325.00
0	09/05/2012	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	500.00
0	09/05/2012	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	317.99
0	09/05/2012	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	50.00
0	09/05/2012	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	50.00
0	09/05/2012	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-300227	PR Batch 00001.09.2012 ICMA Defe	50.00
0	09/05/2012	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.09.2012 Local 320 U	445.00
0	09/05/2012	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00001.09.2012 Minnesota F	235.67
0	09/05/2012	General Fund	Union Dues Deduction	LELS	PR Batch 00001.09.2012 Lels Union	1,623.24
0	09/05/2012	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.09.2012 Lels Union	41.76
0	09/05/2012	General Fund	Operating Supplies	MES, Inc.	Helmets	1,643.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/05/2012	General Fund	Operating Supplies	MES, Inc.	Coats, Pants	4,999.66
0	09/05/2012	P & R Contract Maintenance	Operating Supplies	Linder's Commercial	Arboretum Supplies	127.41
0	09/05/2012	General Fund	Training	Law Enforcement Targets, Inc.	Targets, Earmuffs, Batteries	364.91
0	09/05/2012	License Center	Transportation	Mary Dracy	Mileage Reimbursement	204.23
0	09/05/2012	Recreation Fund	Operating Supplies	Deborah Cash	Supplies Reimbursement	157.00
0	09/05/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	451.80
0	09/05/2012	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	113.22
0	09/05/2012	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	141.90
0	09/05/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	434.78
0	09/05/2012	General Fund	Transportation	William Malinen	Mileage Reimbursement	105.34
0	09/05/2012	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	187.47
0	09/05/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	2,142.84
0	09/05/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	09/05/2012	Telecommunications	Printing	Greenhaven Printing	September/October Newsletter	5,935.00
0	09/05/2012	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	534.48
0	09/05/2012	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	162.80
0	09/05/2012	General Fund	Training	City of St. Paul	Connecting With Youth Training-Stein	175.00
0	09/05/2012	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2012 Blanket PO For Vehicle Repairs	42.07
0	09/05/2012	P & R Contract Maintenance	Operating Supplies	Metro Athletic Supply, Inc.	Chalk	440.97
0	09/05/2012	General Fund	Vehicle Supplies	Cushman Motor Co Inc	2012 Blanket PO for Vehicle Repairs	207.68
0	09/05/2012	General Fund	Vehicle Supplies	Napa Auto Parts	2012 Blanket PO for Vehicle Repairs	63.42
0	09/05/2012	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center	Ear Plugs	72.61
0	09/05/2012	General Fund	Vehicle Supplies	McMaster-Carr Supply Co	2012 Blanket PO for Vehicle Repairs	110.10
0	09/05/2012	General Fund	209001 - Use Tax Payable	McMaster-Carr Supply Co	Sales/Use Tax	-7.08
0	09/05/2012	P & R Contract Maintenance	Operating Supplies	Kath Fuel Oil Service, Inc.	Grease	94.88
0	09/05/2012	P & R Contract Maintenance	Operating Supplies	M/A Associates	Heavy Duty Liners	787.99
0	09/05/2012	P & R Contract Maintenance	Operating Supplies	Safety Kleen Systems, Inc.	Washer Service	304.82
0	09/05/2012	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Pump Test	554.95
0	09/05/2012	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-5.22
0	09/05/2012	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Pump Test	554.95
0	09/05/2012	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-5.22
0	09/05/2012	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Pump Test	617.37
0	09/05/2012	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-5.54
0	09/05/2012	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Pump Test	554.95
0	09/05/2012	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-5.22
0	09/05/2012	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Pump Test	554.95
0	09/05/2012	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-5.22
0	09/05/2012	Golf Course	Vehicle Supplies	MTI Distributing, Inc.	Shaft Roller	50.64
0	09/05/2012	Golf Course	Vehicle Supplies	MTI Distributing, Inc.	Credit	-37.53
0	09/05/2012	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	PVC Discharge Hose	145.62
0	09/05/2012	General Fund	Vehicle Supplies	Grainger Inc	2012 Blanket PO for Vehicle Repairs	79.32
0	09/05/2012	General Fund	Vehicle Supplies	Grainger Inc	2012 Blanket PO for Vehicle Repairs	46.34
0	09/05/2012	General Fund	Vehicle Supplies	Grainger Inc	2012 Blanket PO for Vehicle Repairs	30.62
0	09/05/2012	General Fund	Operating Supplies	SHI International Corp	Toner Cartridge	186.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/05/2012	General Fund	Vehicle Supplies	Turfwerks	Parts	36.66
Check Total:						30,189.35
67493	09/04/2012	General Fund	Training	MN Board Peace Ofc Stds & Trng	Peace Officer License-McDonagh	90.00
Check Total:						90.00
67494	09/05/2012	General Fund	Operating Supplies	3M	Film	711.47
67494	09/05/2012	P & R Contract Maintenance	Operating Supplies	3M	Film	555.00
Check Total:						1,266.47
67495	09/05/2012	Recreation Fund	Fee Program Revenue	Dawn Adams	Key Deposit Refund	25.00
Check Total:						25.00
67496	09/05/2012	Telecommunications	Professional Services	The Advisors Marketing Group Inc	Tablecovers w/Logo	1,002.00
67496	09/05/2012	Recreation Fund	Operating Supplies	The Advisors Marketing Group Inc	Tablecovers w/Logo	1,743.56
67496	09/05/2012	Recreation Fund	Use Tax Payable	The Advisors Marketing Group Inc	Sales/Use Tax	-112.16
Check Total:						2,633.40
67497	09/05/2012	P & R Contract Maintenance	Operating Supplies	Alfa Products, Inc.	Black Mini Bags	284.37
67497	09/05/2012	P & R Contract Maintenance	Use Tax Payable	Alfa Products, Inc.	Sales/Use Tax	-18.29
Check Total:						266.08
67498	09/05/2012	East Metro SWAT	Professional Services	American Messaging	Interpreter Service	92.01
Check Total:						92.01
67499	09/05/2012	Recreation Fund	Fee Program Revenue	Tracy Anderson	Key Deposit Refund	25.00
Check Total:						25.00
67500	09/05/2012	Recreation Fund	Professional Services	Back 2 Basics Learning LLC	Star Wars Art Camp	1,320.00
67500	09/05/2012	Recreation Fund	Professional Services	Back 2 Basics Learning LLC	Art Camp Rocks	1,056.00
Check Total:						2,376.00
67501	09/05/2012	Water Fund	Accounts Payable	BALD EAGLE BUILDERS	Refund Check	196.80
Check Total:						196.80
67502	09/05/2012	Info Tech/Contract Cities	St. Anthony Computer Equip	Baycom, Inc	In-Car Mic	65.62
Check Total:						65.62
67503	09/05/2012	Fire Station 2011	Professional Services	Bossardt Corporation	Construction Management Services	12,300.00
Check Total:						12,300.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
67504	09/05/2012	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
					Check Total:	29.00
67505	09/05/2012	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages for Resale	215.40
67505	09/05/2012	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages for Resale	88.50
					Check Total:	303.90
67506	09/05/2012	Telephone	CAP - Capital Equip Recovery	CDW Government, Inc.	Computer Equipment	661.33
					Check Total:	661.33
67507	09/05/2012	Recreation Fund	Deposits - Arboretum Bricks	Central Park Foundation	Partners Club Credit Card Revenue R	500.00
					Check Total:	500.00
67508	09/05/2012	P & R Contract Maintenance	Operating Supplies	Central Power Distributors Inc	Trimmer Line, Cycle Oil	83.98
					Check Total:	83.98
67509	09/05/2012	General Fund	Professional Services	CES Imaging	Supplies & Service Plan	348.52
					Check Total:	348.52
67510	09/05/2012	Recreation Fund	Professional Services	Travis Cherrier	Gymnastics Instruction	1,440.00
					Check Total:	1,440.00
67511	09/05/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	31.93
67511	09/05/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	7.43
67511	09/05/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	7.43
67511	09/05/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	31.93
67511	09/05/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	31.93
67511	09/05/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	7.43
67511	09/05/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
67511	09/05/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.68
67511	09/05/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.68
67511	09/05/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
					Check Total:	196.80
67512	09/05/2012	Sanitary Sewer	Metro Waste Control Board	City of Lauderdale	3rd Quarter PACAL Payment	1,173.34
					Check Total:	1,173.34
67513	09/05/2012	Water Fund	Accounts Payable	CAROLYN CLARKE	Refund Check	20.19
					Check Total:	20.19
67514	09/05/2012	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale	140.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						140.64
67515	09/05/2012	Information Technology	Contract Maintenance	Cologix, Inc	Fiber Cross Connect	450.00
Check Total:						450.00
67516	09/05/2012	Information Technology	Telephone	Comcast Cable	High Speed Internet, Cable TV	66.04
Check Total:						66.04
67517	09/05/2012	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	101.75
67517	09/05/2012	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	240.49
Check Total:						342.24
67518	09/05/2012	Water Fund	Accounts Payable	JEFF CONITO	Refund Check	11.47
Check Total:						11.47
67519	09/05/2012	Sanitary Sewer	Accounts Payable	EVELYN DELKOSKI	Refund Check	4.71
Check Total:						4.71
67520	09/05/2012	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	42.10
67520	09/05/2012	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	42.09
Check Total:						84.19
67521	09/05/2012	Information Technology	Financial Support	Diversified Collection Services, Inc.	PR Batch 00001.09.2012 Financial St	210.24
Check Total:						210.24
67522	09/05/2012	Police Grants	e-Citation Implementation	ELSAG North America	Camera Installation	22,540.94
67522	09/05/2012	Police Grants	Use Tax Payable	ELSAG North America	Sales/Use Tax	-1,240.94
Check Total:						21,300.00
67523	09/05/2012	General Fund	Vehicle Supplies	EMP	Pulse Oximeter	11.83
67523	09/05/2012	General Fund	Vehicle Supplies	EMP	Finger Clip Sensor	190.18
67523	09/05/2012	General Fund	Vehicle Supplies	EMP	Probe Covers	29.63
67523	09/05/2012	General Fund	Vehicle Supplies	EMP	Pulse Oximeters	895.13
Check Total:						1,126.77
67524	09/05/2012	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2012 Blanket PO For Vehicle Repairs	7.26
Check Total:						7.26
67525	09/05/2012	Recreation Fund	Fee Program Revenue	Kathleen Frid	Key Deposit Refund	25.00
Check Total:						25.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
67526	09/05/2012	Water Fund	Accounts Payable	GERALD FRISELL	Refund Check	44.54
67526	09/05/2012	Sanitary Sewer	Accounts Payable	GERALD FRISELL	Refund Check	7.63
Check Total:						52.17
67527	09/05/2012	Water Fund	Accounts Payable	RYAN & JAMIE HANFORD	Refund Check	3.79
Check Total:						3.79
67528	09/05/2012	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Supplies	1,450.37
67528	09/05/2012	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Supplies	1,957.49
67528	09/05/2012	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Supplies	233.28
67528	09/05/2012	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Supplies	246.54
Check Total:						3,887.68
67529	09/05/2012	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	PR Batch 00001.09.2012 City Manag	377.75
67529	09/05/2012	General Fund	PERA Employer Share	ICMA Retirement Trust 401-109956	PR Batch 00001.09.2012 ICMA-401	164.79
Check Total:						542.54
67530	09/05/2012	Police Forfeiture Fund	Professional Services	ICPC region 3 RTS 2012	Chaplains Training Contribution	150.00
Check Total:						150.00
67531	09/05/2012	General Fund	Operating Supplies	Impressive Print	Victim Info Cards	395.44
Check Total:						395.44
67532	09/05/2012	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	5,015.14
67532	09/05/2012	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	783.75
67532	09/05/2012	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	215.45
67532	09/05/2012	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	1,148.00
67532	09/05/2012	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	540.00
67532	09/05/2012	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	170.00
67532	09/05/2012	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	1,030.00
67532	09/05/2012	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	18.36
67532	09/05/2012	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	295.00
67532	09/05/2012	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	801.25
67532	09/05/2012	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	70.00
67532	09/05/2012	Solid Waste Recycle	HRA Employer	ING ReliaStar	PR Batch 00001.09.2012 HRA Emplc	29.05
Check Total:						10,116.00
67533	09/05/2012	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Telephone	2,788.76
Check Total:						2,788.76
67534	09/05/2012	Golf Course	Contract Maintenance	Jimmys Johnnys, Inc	Regular Service	45.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	45.42
67535	09/05/2012	Water Fund	Accounts Payable	BERDELLA JOHNSON	Refund Check	22.16
67535	09/05/2012	Sanitary Sewer	Accounts Payable	BERDELLA JOHNSON	Refund Check	6.78
					Check Total:	28.94
67536	09/05/2012	Central Svcs Equip Revolving	Rental - Copier Machines	Konica Minolta	Copier Charges	5,570.82
					Check Total:	5,570.82
67537	09/05/2012	General Fund	Memberships & Subscriptions	League of MN Cities	Membership Dues	20,054.00
67537	09/05/2012	General Fund	Training	League of MN Cities	Police Leadership Training	60.00
					Check Total:	20,114.00
67538	09/05/2012	Recreation Fund	Professional Services	Lennartson Referee Services	Referee Service	2,901.00
					Check Total:	2,901.00
67539	09/05/2012	General Fund	Op Supplies - City Hall	Linn Building Maintenance	Caddy	98.04
					Check Total:	98.04
67540	09/05/2012	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2012 IOUE Unioi	162.50
67540	09/05/2012	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2012 IOUE Unioi	97.50
67540	09/05/2012	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2012 IOUE Unioi	227.50
67540	09/05/2012	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2012 IOUE Unioi	162.50
67540	09/05/2012	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2012 IOUE Unioi	130.00
67540	09/05/2012	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2012 IOUE Unioi	130.00
					Check Total:	910.00
67541	09/05/2012	Police Forfeiture Fund	Professional Services	MASA Consulting, Inc.	Managing the Mental Health Crisis Tr	4,500.00
					Check Total:	4,500.00
67542	09/05/2012	Police Forfeiture Fund	Professional Services		Tobacco Compliance Checks-RVPD	60.00
					Check Total:	60.00
67543	09/05/2012	Police - DWI Enforcement	Professional Services	Mid America Auction, Inc.	Storage of 24 Vehicles-July	1,800.00
					Check Total:	1,800.00
67544	09/05/2012	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Adapters, Valves	51.97
67544	09/05/2012	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Adapters	69.71
					Check Total:	121.68
67545	09/05/2012	Golf Course	Operating Supplies	Minnesota Wellness Institute	2nd Payment for Women's Golf Prize	44.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						44.00
67546	09/05/2012	General Fund	Training	MN Chiefs of Police Assoc	Leadership Academy-Schultz	500.00
Check Total:						500.00
67547	09/05/2012	Water Fund	Accounts Payable	KEVIN MONROE	Refund Check	5.02
Check Total:						5.02
67548	09/05/2012	Recreation Fund	Fee Program Revenue	Pat Muzzy	Key Deposit Refund	25.00
Check Total:						25.00
67549	09/05/2012	Golf Course	Contract Maintenance	Nardini Fire Equipment Co, Inc	Restaurant Inspection	125.03
Check Total:						125.03
67550	09/05/2012	Storm Drainage	Transportation	Networkfleet, Inc.	GPS Antenna Module	103.24
Check Total:						103.24
67551	09/05/2012	Water Fund	Accounts Payable	NICOLE NIEMCZYK	Refund Check	154.58
Check Total:						154.58
67552	09/05/2012	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	9,565.34
67552	09/05/2012	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	433.59
67552	09/05/2012	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	270.06
67552	09/05/2012	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	1,523.28
67552	09/05/2012	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	1,102.40
67552	09/05/2012	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	1,029.32
67552	09/05/2012	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	4,513.86
67552	09/05/2012	Police Grants	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	34.70
67552	09/05/2012	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	707.64
67552	09/05/2012	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	405.37
67552	09/05/2012	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	841.90
67552	09/05/2012	Solid Waste Recycle	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	1.40
67552	09/05/2012	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	39,076.91
67552	09/05/2012	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	362.00
67552	09/05/2012	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	3,494.86
67552	09/05/2012	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	920.79
67552	09/05/2012	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	6,212.88
67552	09/05/2012	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	4,171.76
67552	09/05/2012	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	2,683.93
67552	09/05/2012	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	5,564.94
67552	09/05/2012	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	414.04
67552	09/05/2012	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	1,453.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
67552	09/05/2012	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	2,239.12
67552	09/05/2012	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	1,438.94
67552	09/05/2012	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	362.00
67552	09/05/2012	Solid Waste Recycle	Medical Ins Employer	NJPA	Health Insurance Premium-Sept 2012	175.57
67552	09/05/2012	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Sept 2012	6,554.96
67552	09/05/2012	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Sept 2012	829.04
Check Total:						96,384.00
67553	09/05/2012	Water Fund	Accounts Payable	CHRIS NOBACH	Refund Check	74.78
Check Total:						74.78
67554	09/05/2012	P & R Contract Maintenance	Financial Support		9/4 Payroll Deduction Refund	68.90
Check Total:						68.90
67555	09/05/2012	Recreation Fund	Deposits - Arboretum Bricks	Northwest Youth & Family Serv.	Overpayment Refund	23.00
Check Total:						23.00
67556	09/05/2012	Water Fund	Accounts Payable	JOE OPACK	Refund Check	33.29
Check Total:						33.29
67557	09/05/2012	Information Technology	Contract Maintenance	Paragon Solutions Group, Inc.	Channel License	4,685.36
Check Total:						4,685.36
67558	09/05/2012	General Fund	Contract Maintenance	Performance Plus LLC	Physical Abilities Tests, Drug Screeni	4,570.00
Check Total:						4,570.00
67559	09/05/2012	Water Fund	Accounts Payable	NANCY PERYAM	Refund Check	40.32
Check Total:						40.32
67560	09/05/2012	Water Fund	Accounts Payable	NANCY PERYAM	Refund Check	86.55
Check Total:						86.55
67561	09/05/2012	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA WI En	161.54
67561	09/05/2012	General Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	1,352.17
67561	09/05/2012	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	20.00
67561	09/05/2012	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	288.84
67561	09/05/2012	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	115.38
67561	09/05/2012	Community Development	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	79.61
67561	09/05/2012	License Center	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	38.46
67561	09/05/2012	Police Grants	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	30.48
67561	09/05/2012	Golf Course	HSA Employee	Premier Bank	PR Batch 00001.09.2012 HSA Empl	115.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
67561	09/05/2012	General Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	4,683.75
67561	09/05/2012	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	125.00
67561	09/05/2012	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	200.00
67561	09/05/2012	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	695.00
67561	09/05/2012	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	620.00
67561	09/05/2012	Community Development	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	680.00
67561	09/05/2012	License Center	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	590.00
67561	09/05/2012	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	156.25
67561	09/05/2012	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	125.00
67561	09/05/2012	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.09.2012 HSA Emplo	200.00
Check Total:						10,276.86
67562	09/05/2012	Water Fund	Accounts Payable	PETER QUAYLE	Refund Check	162.96
Check Total:						162.96
67563	09/05/2012	General Fund	Contract Maintenance	Ramsey County	Fleet Support	15.60
67563	09/05/2012	General Fund	Contract Maintenance	Ramsey County	Fleet Support	365.04
67563	09/05/2012	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	23,264.10
Check Total:						23,644.74
67564	09/05/2012	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	20.00
Check Total:						20.00
67565	09/05/2012	General Fund	Vehicle Supplies	Rosedale Chevrolet	2012 Blanket PO for Vehicle Repairs	36.22
67565	09/05/2012	General Fund	Vehicle Supplies	Rosedale Chevrolet	2012 Blanket PO for Vehicle Repairs	51.72
Check Total:						87.94
67566	09/05/2012	Recreation Fund	Professional Services	Rosetown Playhouse	Theatre Camp Fee Payment	4,880.00
Check Total:						4,880.00
67567	09/05/2012	Water Fund	Accounts Payable	SAFEGUARD PROPERTIES	Refund Check	86.78
Check Total:						86.78
67568	09/05/2012	Police - DWI Enforcement	Professional Services		Alcohol Compliance Checks-RVPD	60.00
Check Total:						60.00
67569	09/05/2012	General Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	1,436.35
67569	09/05/2012	Information Technology	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	48.61
67569	09/05/2012	Telecommunications	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	29.25
67569	09/05/2012	Recreation Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	108.85
67569	09/05/2012	P & R Contract Maintenance	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	151.37
67569	09/05/2012	Community Development	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	213.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
67569	09/05/2012	License Center	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	37.50
67569	09/05/2012	Police Grants	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	3.34
67569	09/05/2012	Sanitary Sewer	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	38.23
67569	09/05/2012	Water Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	40.54
67569	09/05/2012	Golf Course	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	56.44
67569	09/05/2012	Storm Drainage	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	14.50
67569	09/05/2012	Solid Waste Recycle	Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-Sept 2012	15.75
67569	09/05/2012	General Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	681.03
67569	09/05/2012	Contracted Engineering Svcs	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	8.08
67569	09/05/2012	Information Technology	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	62.61
67569	09/05/2012	Telecommunications	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	12.93
67569	09/05/2012	Recreation Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	96.96
67569	09/05/2012	P & R Contract Maintenance	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	58.59
67569	09/05/2012	Community Development	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	64.64
67569	09/05/2012	License Center	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	80.80
67569	09/05/2012	Police Grants	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	7.49
67569	09/05/2012	Sanitary Sewer	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	50.51
67569	09/05/2012	Water Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	43.78
67569	09/05/2012	Golf Course	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	8.08
67569	09/05/2012	Storm Drainage	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	33.67
67569	09/05/2012	Solid Waste Recycle	Life Ins. Employer	Standard Insurance Company	Life Insurance Premium-Sept 2012	2.83
67569	09/05/2012	General Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	1,412.25
67569	09/05/2012	Contracted Engineering Svcs	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	19.68
67569	09/05/2012	Information Technology	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	136.89
67569	09/05/2012	Telecommunications	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	30.33
67569	09/05/2012	Recreation Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	209.40
67569	09/05/2012	P & R Contract Maintenance	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	102.61
67569	09/05/2012	Community Development	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	151.07
67569	09/05/2012	License Center	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	133.80
67569	09/05/2012	Police Grants	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	13.40
67569	09/05/2012	Sanitary Sewer	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	83.90
67569	09/05/2012	Water Fund	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	69.20
67569	09/05/2012	Golf Course	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	20.52
67569	09/05/2012	Storm Drainage	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	48.09
67569	09/05/2012	Solid Waste Recycle	Long Term Disability	Standard Insurance Company	Life Insurance Premium-Sept 2012	6.64
Check Total:						5,843.94
67570	09/05/2012	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	306.60
67570	09/05/2012	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	48.14
Check Total:						354.74
67571	09/05/2012	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	385.25
67571	09/05/2012	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83

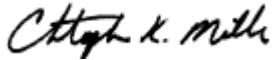
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						390.08
67572	09/05/2012	Recreation Fund	Professional Services	Eliza Summerlin	Lacrosse Coaching	700.00
Check Total:						700.00
67573	09/05/2012	General Fund	Telephone	T Mobile	Cell Phones	39.99
67573	09/05/2012	Sanitary Sewer	Telephone	T Mobile	Cell Phones	79.98
Check Total:						119.97
67574	09/05/2012	Recreation Fund	Professional Services	Tamarack Nature Center	Field Trip	130.00
Check Total:						130.00
67575	09/05/2012	General Fund	Vehicle Supplies	Titan Machinery	2012 Blanket PO for Vehicle Repairs	369.45
Check Total:						369.45
67576	09/05/2012	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service-1624 S Ridgewood Lar	69.46
67576	09/05/2012	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service-619/637 Larpenteur	69.46
67576	09/05/2012	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service-363/365 Owasso Blvd	407.85
Check Total:						546.77
67577	09/05/2012	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Roll Towels	109.12
Check Total:						109.12
67578	09/05/2012	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	90.84
67578	09/05/2012	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	235.13
67578	09/05/2012	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	90.84
67578	09/05/2012	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	90.84
Check Total:						507.65
67579	09/05/2012	General Fund	Training	Uniforms Unlimited, Inc.	Training Tasers	2,243.31
67579	09/05/2012	General Fund	Clothing	Uniforms Unlimited, Inc.	Shirts, Pants, Jackets	692.39
Check Total:						2,935.70
67580	09/05/2012	Pathway Maintenance Fund	Operating Supplies	United Rentals (North America) Inc.	Mini Excavator	511.15
Check Total:						511.15
67581	09/05/2012	Golf Course	Operating Supplies	US Bank	Petty Cash Reimbursement	170.00
Check Total:						170.00
67582	09/05/2012	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	130.10
67582	09/05/2012	General Fund	Telephone	Verizon Wireless	Cell Phones	66.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	196.75
67583	09/05/2012	Golf Course	Rental	Versatile Vehicles, Inc.	Vehicle Leasing	660.00
					Check Total:	660.00
67584	09/05/2012	General Fund	Contract Maint. - City Hall	Village Plumbing, Inc.	Plumbing Service	427.65
					Check Total:	427.65
67585	09/05/2012	General Fund	Contract Maintenance Vehicles	Walser of Roseville	Vehicle Repair	451.03
					Check Total:	451.03
67586	09/05/2012	Sanitary Sewer	Operating Supplies	Zep Sales & Service	Supplies	151.47
67586	09/05/2012	Sanitary Sewer	Use Tax Payable	Zep Sales & Service	Sales/Use Tax	-9.74
67586	09/05/2012	Storm Drainage	Operating Supplies	Zep Sales & Service	Supplies	151.47
67586	09/05/2012	Storm Drainage	Use Tax Payable	Zep Sales & Service	Sales/Use Tax	-9.74
67586	09/05/2012	P & R Contract Maintenance	Operating Supplies	Zep Sales & Service	Supplies	151.48
67586	09/05/2012	P & R Contract Maintenance	Use Tax Payable	Zep Sales & Service	Sales/Use Tax	-9.74
					Check Total:	425.20
					Report Total:	544,090.15

REQUEST FOR COUNCIL ACTION

Date: 9/17/2012
Item No.: 7.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:

Department	Vendor	Description	Amount
Bldg. Maint.	Yale Mechanical	Replace Compressor on PW Building HVAC unit	\$ 5,452.00
Bldg. Maint.	Collins Electrical	5-Year test on switches and breakers (b)	6,775.00
IT	Ipswitch Inc.	Network monitoring software licenses (a)	5,797.96

Comments/Description:

- a) Monitoring software alert system for attached network devices. The software system provides alerts to IT Staff if connected devices fail.
- b) Testing transfer switches and breaker panels for City Hall and PW Building.

Sale of Surplus Vehicles or Equipment

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

Department	Item / Description

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

24 **STAFF RECOMMENDATION**

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

27 **REQUESTED COUNCIL ACTION**

28 Motion to approve the submitted list of general purchases, contracts for services, and if applicable, the
29 trade-in/sale of surplus equipment.

30

31

Prepared by: Chris Miller, Finance Director

Attachments: A: None

32

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/17/12

Item No.: 13.a

Department Approval



City Manager Approval



Item Description: Assessment Policy Discussion

BACKGROUND

One of the items on the City Council's 2012 workplan was to review the City's Assessment Policy. Since the beginning of the year, Staff has been working with the Public Works, Environment and Transportation Commission (PWETC) to review the existing policy and make recommendations for updates. The policy was discussed at their February, March, April and June meetings. As part of the discussion, the PWETC reviewed the assessment policies from other cities and how they relate to Roseville. During the four meetings there was considerable discussion regarding the pros and cons of the different approaches to assessments. Summary of the PWETC discussions:

Special Benefit Test: One of the major changes in the policy is the Special Benefit Test. It is recommended that appraisals be completed to determine the influence of an improvement project on the value of the properties proposing to be assessed. This is done in order to ensure that the proposed assessment is equivalent or less than the anticipated increase in market value for properties being assessed. Many cities have included this extra step in their assessment process as a check and balance to protect the City and the property owners.

As a result, the assessment policy includes the language "up to" in front of the assessment rate for the different property zoning. This allows the City to take into account the property value increase when setting the rates and adjust if necessary.

Zoning: The Commission took a look at Residential vs. Commercial vs. Institutional land uses. In this context they discussed property value, traffic generation, and assessment rates, looking at both the previous city policy and how other cities treat different land uses. Higher intensity land uses have a higher property value and consequently receive a higher property value increase from public improvements. Also, they generate higher volumes of traffic on our street system. As a result, the commission is recommending that we have a higher assessment rate for land uses that are not zoned LDR-1 or LDR-2.

Street Construction project type: The Commission recommends that we assess for street reconstruction and the required storm water improvements associated with the street reconstruction project. They do not recommend that we assess mill and overlay or sealcoat mainly because of the Special Benefit Test.

Utilities: The Commission recommends that the City continue to fund major maintenance for City utilities using existing utility infrastructure funds. However, in the case where additional utility capacity is needed as a result of redevelopment or rezoning, then 100% of these costs would be assessed to property owners

Pathway Construction: The Commission believes that pathways included as priority segments in the Pathway Master Plan serve a regional benefit. As a result, they do not recommend that the costs to build

these pathways be assessed to the property owners abutting the project. However, they do recognize that pathways along other stretches of road may benefit the property owners along those streets. As a result, they recommend that projects requested by property owners be considered for assessments, based on the Special Benefit Test.

Streetlights: The Commission did not recommend any changes to the streetlight assessment policy.

POLICY OBJECTIVE

The purpose of this policy is to be used as a guide by the City of Roseville when preparing assessment rolls, so as to assure uniform and consistent treatment of affected properties. It is the general policy of the City of Roseville to assess all affected properties according to policy without regard to funding source.

Special assessments are a charge imposed on properties for a particular improvement that benefits the owners of those selected properties. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other governmental units the authority “to levy and collect assessments for local improvements upon property benefited thereby.” The legislature confers that authority to cities in Minnesota Statutes Chapter 429.

For the Council’s reference we have attached the existing and previous City assessment policies.

STAFF RECOMMENDATION

Discuss attached Assessment Policy.

REQUESTED COUNCIL ACTION

None at this time.

Prepared by: Debra Bloom, City Engineer
Attachments: Attachment A: Draft Special Assessment Policy
Attachment B: 2001 Special Assessment Policy Summary
Attachment C: Pre-2001 Special Assessment Policy
Attachment D: City Assessment Summary
Attachment E: Special Assessment Survey

City of Roseville
SPECIAL ASSESSMENT POLICY

The purpose of this policy is to be used as a guide by the City of Roseville when preparing assessment rolls, so as to assure uniform and consistent treatment of affected properties. It is the general policy of the City of Roseville to assess all affected properties according to this policy without regard to funding source.

Special assessments are a charge imposed on properties for a particular improvement that benefits the owners of those selected properties. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other governmental units the authority “to levy and collect assessments for local improvements upon property benefited thereby.” The legislature confers that authority to cities in Minnesota Statutes Chapter 429.

1. Special Benefit Test: The proposed assessment shall be equivalent or less than the anticipated increase in market value for properties being assessed. Appraisals shall be completed to determine the influence of an improvement project on the value of the properties proposing to be assessed.
2. Determining Assessable Frontage: Unless otherwise noted in this document, all assessments shall be calculated using property front footage on the segment of the infrastructure included in the improvement project. The assessment rate shall be determined by dividing the total project cost by the total assessable frontage. The following formulas shall apply for calculating the total assessable frontage for the improvement project.
 - (a) The assessable frontage shall be 100% of the short side of the lot.
 - (b) Corner and Multiple Frontage LDR1 and LDR2 lots: All corner and multiple frontage LDR1 and LDR2 parcels shall be considered as having 10% of the long side as being assessable footage unless such parcels could be split or subdivided. This is in addition to the short side frontage.
 - (c) Corner and Multiple Frontage Lots (other zoning): All corner and multiple frontage lots for other property zoning shall be calculated at 10% for the first 150 feet of the long side and then 100% for any additional footage. This is in addition to the short side frontage.
 - (d) Odd Lot Formula (all zoning): The odd lot formula shall apply for odd and irregularly shaped lots, which have rear widths that vary by more than 25% in comparison with the front width. The lot will be assumed to have a depth equal to one-half the sum of the two sides and said depth will be divided into the area of the lot to determine the assessable frontage.
 - (e) Lots with more than 4 sides: All lots of more than four sides will be geometrically converted to a four-sided lot of equal area, then the odd-lot formula as described in (d) will be used to determine the assessable frontage. Where this is not practical, the assessable frontage will be determined by assuming the lot to have an assessable frontage equal to those of the typical rectangular lots near it which are comparable in overall area and nature.
 - (f) Private Driveway: If a public improvement takes place along a roadway with a private driveway, all properties with access to the road will be assessed. The frontage of the private property or properties directly adjacent to the roadway will be used to determine the assessable frontage for all other properties accessing the private driveway.

- 1 3. Roadway New Construction Projects: For all new public roadway construction, where no
2 roadway exists, the properties abutting the new road shall be assessed for 100% of the
3 cost.
- 4 4. Roadway Reconstruction Projects: The following is the assessment policy for all
5 roadway reconstruction projects in the City of Roseville.
- 6 (a) Property zoned LDR1 and LDR2 shall be assessed up to 25% of the project cost
7 for a 7-ton, 32-foot wide pavement with concrete curb and gutter and required
8 drainage.
- 9 (b) All other property zoning shall be assessed up to 50% of the project cost.
- 10 (c) Municipal State Aid Roadways:
- 11 • Property zoned LDR1 and LDR2 shall be assessed up to 25% of the cost of
12 a 7-ton, 32-foot wide pavement with concrete curb and gutter and required
13 drainage, even if the width or strength is greater.
- 14 • All other property zoning shall be assessed up to 50% of the project costs.
- 15 (d) Ramsey County or Minnesota Department of Transportation Roadways:
16 The amount of special assessments collected on a Ramsey County or MnDOT
17 roadway projects will be equal to or less than the total City cost share of the
18 improvement.
- 19 (e) All property accessing a private driveway that serves as a leg of an intersection
20 signal system shall be assessed 100% of the proportionate share of the signal
21 system cost.
- 22 5. Sanitary Sewer Projects:
- 23 (a) Properties currently connected to public sanitary sewer will not be assessed for
24 reconstruction or major maintenance projects. Except in the case of subd. d.
25 below.
- 26 (b) New construction shall be assessed 100% of the project cost based on a front
27 footage basis for all zoning.
- 28 (c) Any sanitary sewer main in excess of 8 inches in diameter will normally be
29 considered oversized. When oversizing is done to increase the capacity of the
30 City's system, the added cost for oversizing shall be subtracted from the total cost
31 of the improvement. The result of said subtraction will be the cost to be assessed.
- 32 (d) New development property, or property which has altered its land use within the
33 past three years, shall be assessed at 100% of the city's expense for the
34 improvement.
- 35 (e) Sewer services shall be assessed on a per service basis at 100% of the city's
36 expense for such services.
- 37 6. Storm Sewer Projects:
- 38 (a) There shall be no assessments for storm sewer projects not associated with
39 roadway projects. Except in the case of petition or development projects.
- 40 7. Watermain Projects:
- 41 (a) Properties currently connected to public watermain will not be assessed for
42 reconstruction or major maintenance projects. Except in the case of subd. d.
43 below.

- (b) New construction shall be assessed 100% of the project cost based on a front footage basis for all zoning.
- (c) Any watermain in excess of 8 inches in diameter will normally be considered oversized. When oversizing is done to increase the capacity of the City's system, the added cost for oversizing shall be subtracted from the total cost of the improvement.
- (d) New development property, or property which has altered its land use within the past three years, shall be assessed at 100% of the city's expense for the improvement.
- (e) Water services shall be assessed on a per service basis at 100% of the city's expense for such services.
8. Pathway Construction Projects:
- (a) There shall be no assessments for the construction of off road pathways that are included as priority segments in the City's Pathway Master Plan. Except in the case of petition or development projects.
9. Streetlight Installation Projects:
- (a) Shall be assessed on a front footage basis and as follows:
- (b) All properties within 150 feet (street frontage) of each light shall be considered for assessment.
- (c) City staff shall determine the number and locations of lights that could have been installed under the "standard street light" section of the City's Street light policy. The maintenance cost for these lights will be deducted from the overall project cost.
- (d) 100% of the additional costs for an "enhanced street light" project shall be specially assessed. The additional costs for an "enhanced street light" project shall include; cost of installation of enhanced streetlights, cost of operation & maintenance (pro-rated for 25 years), administrative costs, minus "standard street light" maintenance cost (if applicable)
- (e) At the end of 25 years, the City will evaluate the maintenance needs for the "enhanced street light" areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.
- (f) In new development and redevelopments, the operation and maintenance costs for an "enhanced street light" installation shall be paid for by the property owners in the new development in perpetuity. These costs shall either be paid for up front by the developer or assessed to the property owners. The total cost shall be the "enhanced street light" operation and maintenance cost minus the City's "standard street light" contribution. The City's basic contribution shall be determined based on the procedure outlined in section IV. B. of the City Street Light policy.
10. Definitions
- (a) Assessable frontage: Property frontage on a segment of infrastructure scheduled for improvement. If a parcel is a corner lot or has multiple street frontages, the parcel frontage shall only be calculated for the side abutting the infrastructure scheduled for improvements.

- 1 (b) Enhanced Street Light: When the location, design, or spacing for requested lights
2 does not meet the “Standard Street Light” qualifying conditions, property owners
3 may request that the City undertake an “Enhanced Street Lighting” project.
- 4 (c) Long side: On a corner lot or multiple frontage lot, the frontage of a property that
5 is longest.
- 6 (d) Private Driveway: A driveway or road that serves as a primary access for one or
7 more property owners that is not maintained by the City of Roseville, MnDOT or
8 Ramsey County.
- 9 (e) Required Drainage: Drainage improvements necessary because of an
10 improvement project. This can be the result of meeting City, watershed or
11 wetland requirements. Includes rate control, water quality treatment, infiltration,
12 and wetland mitigation.
- 13 (f) Roadway Reconstruction Project: This type of project involves removing and
14 replacing the existing roadway bituminous, more than 50% of the concrete curb,
15 the base materials, and oftentimes performing utility work (water, sewer, etc.) at
16 the same time.
- 17 (g) Roadway Maintenance Project: Performing a Reclaim and Overlay, Mill and
18 Overlay, or sealcoating of city streets.
- 19 (h) Short side: On a corner lot or multiple frontage lot, the frontage of a property that
20 is shortest.
- 21 (i) Standard Street Light: street light installation that meets the location, design and
22 spacing of the City street light policy qualifying conditions described in section
23 IV. B. of the City Street Light policy.
- 24 (j) Total Project Cost: Project costs include actual construction cost plus all
25 associated overhead costs. The total cost of the associated overhead for a public
26 improvement project would typically include city administration, engineering,
27 fiscal, legal, capital interest, right of way acquisition and contingencies.

City of Roseville
SPECIAL ASSESSMENT POLICY
SUMMARY

1. The following assessment policies will be followed in the upgrading of temporary public roadways (not meeting standards set forth in City Code), under the City's jurisdiction, to permanent bituminous roadways with concrete curb and gutters.
2. The following assessment formulas shall apply to any such upgrading of public roadways under the City's jurisdiction.
 - (a) All property shall be assessed at least 25% of the actual cost for a 7-ton, 32-foot wide pavement with concrete curb and gutter and routine drainage.
 - (b) Municipal State Aid Roadways:
 - All properties abutting Municipal State Aid roadways shall be assessed at least 25% of the cost for the project.
 - All property shall be assessed at a rate of a 7-ton, 32-foot wide pavement with concrete curb and gutter and routine drainage, even if the width or strength is greater.
 - (c) In addition to the costs set forth in (a) through (b) above, all property may be assessed a proportionate share on a footage basis for expenses encountered for right-of-way and easement acquisition.
 - (d) All corner and multiple frontage R1 and R2 parcels shall be considered as having 10% of the second side as being assessable footage unless such parcels could be split or subdivided. All other zoned properties will be calculated at 10% for the first 150 feet and then 100% for any additional footage.
 - (e) On odd and irregularly shaped lots, which have rear widths that vary by more than 25% in comparison with the front width, the lot will be assumed to have a depth equal to one-half the sum of the two sides and said depth will be divided into the area of the lot to determine the assessable frontage.
 - (f) All lots of more than four sides will be geometrically converted to a four-sided lot of equal area, then the odd-lot formula as stated in (e) will be used to determine the assessable frontage. Where this is not practical, the assessable frontage will be determined by assuming the lot to have an assessable frontage equal to those of the typical rectangular lots near it which are comparable in overall area and nature.
 - (g) If a public improvement takes place along a roadway with a private drive, all properties with access to the drive will be assessed. The frontage of the private property or properties directly adjacent to the roadway will determine the assessable frontage for all other properties along the private drive.
3. All properties abutting existing usable temporary roadways under the jurisdiction of Ramsey County to be upgraded to permanent roadways with curb and gutter shall be specially assessed pursuant to the provisions of Paragraph 2 above. In the event that said special assessments should result in more funds being due the City from special assessments than the total cost to the City of the improvements to such road under the jurisdiction of Ramsey County, special assessments for such properties shall be reduced proportionately until the total special assessments equal the total City costs of the improvement.

- 1 4. On all new public roadways constructed where no usable temporary roadway existed, the
2 special assessment procedure of Paragraphs 1, 2 and 3 need not be utilized. Such
3 properties will be assessed at 100% of the cost.
4
- 5 5. There shall be no special assessments for storm drainage improvements.
6
- 7 6. Sanitary sewer mains shall be assessed on a front footage basis with all types land use
8 and zoning being identically assessed.
9 (a) For each presently utilized parcel there will be subtracted from the total cost of
10 the improvement added costs for oversized sanitary sewer mains. Any sanitary
11 sewer main in excess of 8" in diameter will normally be considered oversized.
12 The result of said subtraction will be the cost to be assessed. This will be divided
13 by the total number of assessable feet to establish the assessment rate for said
14 presently utilized parcel
15 (b) New development property or property which has altered its land use within the
16 past three years shall be assessed at 100% of the city's expense for the
17 improvement.
18 (c) All side lots or double frontage parcels shall be determined to have 25 assessable
19 feet for the first 150 feet of said side or second frontage of the parcel and shall
20 conform to Paragraphs a) and b) above.
21 (d) Sewer services shall be assessed on a per service basis at 100% of the city's
22 expense for such services.
23 (e) All odd and irregularly shaped lots of four sides or less, which have rear widths
24 that vary by more than 25% in comparison with the front width, the lot will be
25 assumed to have a depth equal to one-half the sum of the two sides and said depth
26 will be divided into the area of the lot to determine the assessable frontage. All
27 lots of more than four sides will be geometrically converted to a four sided lot of
28 equal area, then the odd lot formula as stated above will be used to determine the
29 assessable frontage. Where this is not practical, the assessable frontage will be
30 determined by assuming the lot to have an assessable frontage equal to those of
31 the typical rectangular lots near it which are comparable in overall area and
32 nature.
33
- 34 7. Watermains shall be assessed on a front footage basis with all type of land use and zoning
35 being identically assessed.
36 (a) For each presently utilized parcel, there will be subtracted from the total cost of
37 the improvement, added costs for oversized watermains. Any watermains in
38 excess of 6" in diameter will normally be considered oversized. The result of said
39 subtraction will be the cost to be assessed. This will be divided by the total
40 number of assessable feet to establish the assessment rate for said presently
41 utilized parcel.
42 (b) New development property or property which has altered its land use within the
43 past three years shall be assessed at 100% of the city's expense for the
44 improvement.

- 1 (c) All side lot and double frontage parcels shall be determined to have 25 assessable
2 feet for the first 200 feet of said side or second frontage of the parcel and shall
3 conform to Paragraphs a. and b., above.
- 4 (d) Water services shall be assessed on a per service basis at 100% of the city's
5 expense for such services.
- 6 (e) All odd and irregularly-shaped lots of four sides or less, which have rear widths
7 that vary by more than 25% in comparison with the front width, the lot will be
8 assumed to have a depth equal to one-half the sum of the two sides and said depth
9 will be divided into the area of the lot to determine the assessable frontage. All
10 lots of more than four sides will be geometrically converted to a four-sided lot of
11 equal area, then the odd-lot formula as stated above, will be used to determine the
12 assessable frontage. Where this is not practical, the assessable frontage will be
13 determined by assuming the lot to have an assessable frontage equal to those of
14 the typical rectangular lots near it which are comparable in overall area and
15 nature.
- 16
- 17 8. There shall be no assessments for pathway improvements.
- 18
- 19 9. Streetlights shall be assessed on a front footage basis as described in the City street light
20 assessment policy and as follows:
- 21 (a) All properties within 150 feet (street frontage) of each light shall be considered
22 for assessment.
- 23 (b) City staff shall determine the number and locations of lights that could have been
24 installed under the "standard street light" section of the City's Street light policy.
25 The maintenance cost for these lights will be deducted from the overall project
26 cost.
- 27 (c) 100% of the additional costs for an "enhanced street light" project shall be
28 specially assessed. The additional costs for an "enhanced street light" project
29 shall include; Cost of installation of enhanced streetlights, cost of operation &
30 maintenance (pro-rated for 25 years), Administrative costs, minus "standard street
31 light" maintenance cost (if applicable)
- 32 (d) At the end of 25 years, the City will evaluate the maintenance needs for the
33 "enhanced street light" areas. A reconstruction project will be considered where
34 the new operation and maintenance costs for the next 25 years will be proposed to
35 be assessed to the benefiting properties.
- 36 (e) In new development and redevelopments, the operation and maintenance costs for
37 an "enhanced street light" installation shall be paid for by the property owners in
38 the new development in perpetuity. These costs shall either be paid for up front
39 by the developer or assessed to the property owners. The total cost shall be the
40 "enhanced street light" operation and maintenance cost minus the City's "standard
41 street light" contribution. The City's basic contribution shall be determined based
42 on the procedure outlined in section IV. B. of the City Street Light policy.
- 43

ASSESSMENT POLICY SUMMARY
1986- 2001

1. Consolidated Rate
As part of PMP, street costs for all residential streets built that year will be combined to establish one uniform assessment rate.
2. City Policy—Residential Streets
 - a. Assessment based on assessable footage.
 - b. Taxable properties zoned R-1 and R-2 assessed 25% of street reconstruction costs, 75%—City as a whole.
 - c. Properties zoned other than R-1 and R-2 and non-taxable property are assessed 100% of the cost per foot.
 - d. Corner lots on local streets and M.S.A. streets or local streets and county roads will be assessed a minimum frontage equal to the short side frontage when the local street is reconstructed.
3. City Policy—M.S.A. Streets
 - a. R-1 and R-2 properties not assessed for M.S.A. roadway improvements.
 - b. R-3 and R-3A properties assessed 35% of street reconstruction cost.
 - c. All others including tax exempt property assessed at 100% of project cost.
4. Utility Adjustment or Main Repairs
Funded by appropriate utility fund. Cost not assessed.
5. Utility Services
Private sewer or water services replaced as part of project (from main to property line). Cost paid by property owner. May be assessed with the street assessment.

FINAL ASSESSMENT SURVEY
9/15/2008

City	Population	Assess MSA Routes	Resident Share of Reconstruction %	Resident Share of Mill & Overlay %	Separate Residential and Commercial Rates	FF or SF Unit	Capped	Overlay Rate	Comments
Two Harbors	3,613	Yes	50% Ave's only	50% Ave's only	No	FF	No	50%	City pays 100% for streets
	4,910	Yes	40%	40%	Yes	Adjusted FF	Yes	based on bids	
Chisholm	4,960	No	30%	40%	No	FF	No	NA	Rates based on standard road width (28 feet). New streets paid 100% by owner.
Falcon Heights	5,572	Yes	40%	40%	Yes	FF	No	0%	100% rate for tax exempt
Hermantown	7,448	No	Not %	Don't assess	Yes	FF or Unit	No	NA	No uniformity of lots, methods vary by project/property
East Grand Forks	7,501	No		100%	No	FF	No	\$30/FF	Concrete new@ \$45/FF
Mahtomedi	7,563	Yes	50%	30%					Currently revising policy, getting appraisals to determine benefit amount
North Branch	8,032	Yes	Not %	Don't assess	Yes	Unit	Yes	NA	Cap= Special Benefit Analysis, Residents' share of recon determined by Special Benefit Review
Crookston	8,192	Yes	\$25/FF	\$25/FF	No	FF	Yes	\$25/FF	
Thief River Falls	8,410	Yes	60%	6' Edge mill	No	FF	No	NA	Side streets included lots of reclaiming
St. Michael	9,099	Yes	40%	0%	Yes	Unit res, FF comm.	Yes	NA	Residential reconstruct \$2,500 unit
Virginia	9,157	Yes	ADT>1000=50%, ADT<1000=75%	ADT>1000=50%, ADT<1000=75%	No	FF or SF	No	\$18.959/FF or \$0.3162/SF	Rates increased by Consumer Price Index
Arden Hills	9,652	Yes	50%	50%	Yes	Unit	No	50% Res, 70% comm/ind	Res. share of partial recon. @ 50%
Hugo	10360	Yes	Not %	Not %	Yes	Unit res, FF comm.	Yes	\$1,800-3,400/Unit	\$4,100 for partial recon, \$5,200 for complete recon
Cloquet	11,201	Yes	About \$20/ff	No	Yes	FF	Yes	NA	Residential equivalent, they assess for utilities approx. 25%
Mendota Heights	11,434	Yes	50%	50%		FF		\$6-8/FF	
Bemidji	11,917	Yes	80-100%	Don't assess	No	Unit	No	0%	
Marshall	12,735	Yes	\$5,200	Don't assess	Yes	FF	Yes	NA	Maint overlays, do sample appraisal
Mounds View	12,738	No	25%	Don't assess	Yes	Unit	Yes	NA	Res. Share of partial recon @ 25%
Vadnais Heights	13,069	Yes	50%	50%	Yes	Unit	Yes	\$36/FF	Calculate rate & turn it into a per unit assessment
Hutchinson	13,080	Yes	Not %	Not %	Yes	FF	Yes	\$20/FF	Res. Recon. \$80/FF, Reclaim St. \$42/FF with curb spot repair, \$55/FF with full curb repair
Elk River	16,447	Yes	25%	100%	Yes	Unit	Yes	\$1,950/unit	This is the residential rate
Hopkins	17,145	Yes	Res. 50%, Comm. 70%	Don't assess	Yes	FF	Yes	NA	On MSA Routes Res.= 50% and Comm.= 70 %, no cap on comm. rates, Res. partial recon.= 70%
Northfield	17,147	Yes	\$2,500 now	Have not	No		Yes	NA	Currently revising policy, getting appraisals to det. FF cost
Columbia Heights	18,520	No	50%	85%	Yes	Unit	No	\$2,034/unit	Res. Share of partial recon @ 70%, 100% of seal coat
New Brighton	22,206	Yes	100% curb, +25% rest	0%	No	Unit	No	NA	Res. Share of partial recon @ 25%,
White Bear Lake	24,723	Yes	33%	Don't assess	Yes	FF	Yes	\$39/FF	.12 SF storm
Moorhead	32,786	Yes	30%	30%	No	SF	Yes	\$18 FF	\$40/FF for reconstruct
Richfield (2012)	35,000	No	Don't assess	Don't assess	Don't assess	Don't assess	Don't assess	Don't assess	
Roseville	33,105	Yes	25%	0%	No	FF	No	0%	Res. Share of partial recon. @ 25%
Mankato	33,925	Yes	25%	50%	No	FF	Yes	\$18 FF	Reconstruct rates @ \$78/FF
Maplewood (2012)	35,945	Yes	Not %	Not %	No	Unit	Yes	Not %	Complete before and after appraisals, averages out to be around 30% of project cost
Minnetonka	51,519	No	0	Don't have to assess	0	0	0	NA	Maint crews 3/4" overlays a year 13Mi, 4-6 miles, gen. fund
Blaine	54,927	Yes	25% of partial	no money for overlays on MSA routes	Yes	Unit	Yes	NA	Based on residential equivalent
Woodbury	55,395	Yes	33%	33%	Yes	Unit res, FF comm.	Yes		32' equivalent width
Coon Rapids	62,310	Yes	50%	NA	Yes	Unit	Yes	\$30/FF	Res. Share of partial recon @ 50%, comm. overlay is double res. rate
Eagan	64,006	Yes	75%	50%	Yes, and high density res.	Unit	No	\$600-1,000/Unit	
St. Cloud	64,711	Yes	50% of standard rate	Don't assess	Yes	FF	Yes	NA	Sometimes get an outside appraisal for assessment rate. Standard rate for 2008 (bituminous, 36' wide, with curb & gutter) is \$108/assessable foot.
Rochester	98,649	Yes	50%	(not implemented but policy in place)	Yes, and Industrial	FF	Yes	NA	Policy and Rates are inconsistent. Actual Assmt. Rates (ENR CCI Annual Adjustment) cover about 25% of costs, but Policy requires 50% coverage. Policy provides for Overlay Assmt., but Rate not established by Council.
St. Paul	287,151	Yes	25%	No	Yes	FF	Yes	NA	Overlays done with maintenance assessment
Minneapolis	373,188	Yes	25%	60 to 75% (no Milling)	Yes	FF	Yes		FF x depth (influence area) back to alley

Market City (Metro Population between 50,000 and 100,000)
Special Assessment Survey Spreadsheet - 2010

Street Reconstruction

Community	Zoning - Residential		Zoning - Business	
	Methodology - (Footage/Lot)	2010 Rate per Foot/Lot	Methodology (Footage/Lot)	2010 Rate per Foot/Lot
Blaine		25% of cost		50% of cost
Bloomington	Footage	\$28.94/Foot	Footage	\$57.88/Foot
Burnsville	Footage	\$25.03/Foot	Footage	\$52.36/Foot
Coon Rapids	Footage	\$18.88/Foot	Footage	\$37.75/Foot
Eden Prairie	None if road is standard		None if road is standard	
Lakeville	Lot	40% of cost	Lot	1.5 x res. Cost
Maple Grove	Per Lot	\$5,315	Footage	\$66.50
Minnetonka	None	N/A	None	N/A
Plymouth	Lot	40% of cost	Footage	40% of cost
Woodbury	1/3 Cost	\$2,500/lot avg.	Varies	90% of cost

Street Rehabilitation

Community	Zoning - Residential		Zoning - Business	
	Methodology - (Footage/Lot)	2010 Rate per Foot/Lot	Methodology (Footage/Lot)	2010 Rate per Foot/Lot
Blaine	Lot	\$500.00/Lot	Footage	\$10.00/Foot
Bloomington	N/A	\$0	N/A	\$0
Burnsville	Footage	\$10.01/Foot	Footage	\$16.58/Foot
Eden Prairie	None if road is standard		None if road is standard	
Lakeville	None	N/A	None	N/A
Maple Grove	Per Lot	\$4,040	Footage	\$51.60
Minnetonka	None	N/A	None	N/A
Plymouth	Lot	40% of cost	Footage	40% of cost
Woodbury	1/3 Cost	\$1,500/Lot	90% of cost	Varies

REQUEST FOR COUNCIL ACTION

Date: 09/17/12
Item No.: 13.b

Department Approval



City Manager Approval



Item Description: Twin Lakes AUAR Discussion

BACKGROUND

The Twin Lakes Alternative Urban Areawide Review (AUAR) environmental review document was originally approved in 2001 in consideration of redevelopment of the Twin Lakes area. On October 15, 2007, the City of Roseville adopted an update to the 2001 Twin Lakes AUAR. Under Minnesota State Rules, an AUAR is required to begin the process to be updated prior to the expiration of five years from the date of adoption. In the case of the Twin Lakes AUAR, it will expire on October 15, 2012.

The lack of an AUAR would not necessarily halt development in Twin Lakes. To the extent that a particular development does not meet a mandatory threshold of an Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS), it may proceed. If a development exceeds the mandatory threshold for an EAW or EIS, the environmental review will need to be conducted. As the City Council is aware, having the AUAR in place eliminates the need to conduct further environmental review.

Staff would like to discuss with the City Council possible options for the Twin Lakes AUAR. At this point, staff has come up with three options for the City Council to consider and discuss.

- 1) *Begin the Twin Lakes AUAR update using the same scenarios as previously used.* This option would use the same scenarios that were used in the 2007 Twin Lakes AUAR and review the previous analysis and refresh the information as needed. This is perhaps the most timely option, as it will not require the drafting of a whole new document. This process would take several months and require third-party consultants. Depending on the depth of the analysis needed, staff estimates that this option would be between \$25,000 - \$50,000.
- 2) *Let the Twin Lakes AUAR lapse and begin a new visioning process for Twin Lakes and complete a new AUAR once the visioning is complete.* This option would entail revisiting the whole vision of Twin Lakes and basing a new AUAR on the newly crafted vision. In the interim, after October 15th, there would not be any “official” environmental document covering the Twin Lakes area. However, we will still retain the knowledge of the past environmental documents that we can implement if projects come forward. The City could also consider a moratorium in Twin Lakes, but staff would not recommend a moratorium given the past decade of stalled developments. A moratorium would put the property owners in a position where they cannot sell or develop their land when the economy is starting to improve. This option could be quite involved and lengthy

depending on what process is utilized. The visioning process could cost anywhere from \$10,000 to \$50,000 (or more) depending on the approach. This does not include the creation of a new AUAR, which would be between \$75,000-\$100,000. (The 2007 Twin Lakes AUAR update cost approximately \$85,000).

- 3) *Let the Twin Lakes AUAR lapse and let the existing zoning code and regulating plan govern development.* This option would mean that there would not be any over-arching environmental document regarding Twin Lakes. As mentioned previously, the knowledge and concern regarding environmental issues will still remain and very likely could be addressed as part of individual developments. If any developments exceed the mandatory thresholds, an EAW or EIS will need to be completed. If this option is chosen, staff would suggest a thorough review of the existing ordinance and regulating plan be undertaken to make sure that the zoning code has sufficient language to address concerns and issues arising out of development in Twin Lakes. This option would not require any additional expenditures and the work would be done by the staff, Planning Commission, and City Council.

POLICY OBJECTIVE

The Twin Lakes Redevelopment Area has long been established as an important priority for the City of Roseville. Ensuring that proper environmental study is undertaken for the Twin Lakes area will help in the success of the Twin Lakes Redevelopment Area.

BUDGET IMPLICATIONS

Depending on the option chosen, costs would range from zero up to \$100,000. It is anticipated that these costs would be paid for by TIF 17.

STAFF RECOMMENDATION

Staff would like for the Council to have a discussion about how to proceed with the Twin Lakes AUAR. The options presented above are not meant to limit of the discussion, instead it is a starting off point. If there other options or ideas on how to proceed, they should be brought up and discussed. From the above identified options, staff is leaning towards Option #2 and re-visioning Twin Lakes. Even though, it is the most costly and most time intensive, staff feels a revisit of Twin Lakes is long overdue.

REQUESTED COUNCIL ACTION

No direct action is requested. The City Council should discuss options on how to proceed with the Twin Lakes AUAR and give direction to staff on what to prepare for future City Council consideration.

Prepared by: Patrick Trudgeon, AICP, Community Development Director (651) 792-7071

Attachments: None

REQUEST FOR COUNCIL ACTION

Date: 09/17/12

Item No.: 13.c

Department Approval

P. Trudgen

City Manager Approval

W. Mahnen

Item Description: **Discussion of “Rental Licensing to Achieve Compliance” Report
(HF_00113)**

BACKGROUND

The Roseville Housing and Redevelopment Authority (RHRA) has previously identified in its work plan the need to explore rental licensing for larger multifamily properties in Roseville. There has been sustained discussions amongst Police, Fire, Building Codes and RHRA staff regarding the deteriorated interiors, continued criminal activity and lack of inspections for several of Roseville’s multi-family rental complexes. It was based on those discussions that at the January 17, 2012 RHRA meeting Roseville Fire Chief Tim O’Neil, Police Chief Rick Mathwig, Fire Marshal John Loftus, Building Official Don Munson and Lisa Pielen from the Minnesota Multi-Housing Association (MHA) presented their point of view on what is being encountered in multi-family properties within Roseville and shared their thoughts on how best to address problems in these buildings.

In Spring of 2012, the RHRA received funding from the Center for Urban and Regional Affairs (CURA) to hire a research assistant to review options to address these problems. The report was reviewed and discussed internally with Roseville Police Department and Building Inspections Division as well as reviewed by the MHA. The final report “Rental Licensing to Achieve Compliance” was presented to the RHRA on August 21, 2012 meeting. The RHRA discussed the merits of the report and made recommendation to present it to the Roseville Council.

The report made the following conclusions:

- o The City of Roseville should consider implementing a targeted rental licensing program for multi-family properties.
- o To address staffing concerns due to an expected increase in inspections, a system of third-party inspections should be used.
- o In order to see improvements in property maintenance and other health and safety issues in multi-family housing, Roseville should consider the following changes to its city code :
 - Adjusting the occupancy standards by requiring rental property owners to maintain an occupancy register with the names of all persons legally allowed to occupy a unit;
 - Adding a stipulation regarding safe food storage practices;
 - Adjusting the infestation stipulation of the property maintenance code to

specify professional treatment of infestations;

- Adjusting the repair stipulations by requiring a higher quality of repair or standard for replacement of building materials as needed and
- Coordinate with other city staff, neighbors, social workers, and others to identify violations and then file complaints on behalf of a tenant.

- To dissipate the concentration of criminal activity in certain buildings, Roseville should require rental property owners to include a crime-free addendum to their leases and encourage landlord participation in crime-free multi-family housing trainings.
- To support multi-family rental property owners, the City should consider requiring their participation in periodic meetings with other property owners, inspections, police, and fire staff.
- Roseville should also provide an education component for both tenants and landlords to explain their rights and responsibilities as well as any changes to City ordinances.

The attached report provides more detailed information on rental licensing programs and how they would apply to Roseville.

POLICY OBJECTIVE

The report was completed in order to make recommendation for implementing a multifamily rental licensing program in Roseville.

BUDGET IMPLICATIONS

None at this time

STAFF RECOMMENDATION

The report is being provided to the City Council for their consideration. Staff would like receive direction on whether to implement the findings of the report.

REQUESTED COUNCIL ACTION

Give staff direction on the recommendations of implementing a multifamily rental licensing program in Roseville.

Prepared by: Jeanne Kelsey, Housing Program Manager, (651-792-7086)

Attachments: A: Rental Licensing to Achieve Compliance Report
B: January 17, 2012 RHRA Meeting Minutes
C: Map of Multi-Family Developments in Roseville

Communiversity

...a program of the Center for Urban and Regional Affairs (CURA)

Rental Licensing to Achieve Compliance

Prepared in partnership with
Roseville Housing and Redevelopment Authority

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I. Executive Summary

This report provides background information on policy options used by suburban cities in the Minneapolis/St. Paul metropolitan area to address issues of non-compliance with city property maintenance code and geographically concentrated criminal activity. It focuses primarily on rental licensing programs as a policy response and analyzes the experiences of cities with universal and targeted rental licensing programs. This study includes a literature review and a summary of the interviews conducted with surrounding cities and with Roseville Inspections Department staff.

Information collected from this research yielded the following recommendations:

- The City of Roseville should consider implementing a targeted rental licensing program. To address staffing concerns due to an expected increase in inspections, a system of third-party inspections should be used.
- In order to see improvements in property maintenance and other health and safety issues in multi-family housing, Roseville should consider the following changes to its city code :
 - Adjusting the occupancy standards by requiring rental property owners to maintain an occupancy register with the names of all persons legally allowed to occupy a unit;
 - Adding a stipulation regarding safe food storage practices;
 - Adjusting the infestation stipulation of the property maintenance code to specify professional treatment of infestations;
 - Adjusting the repair stipulations by requiring a higher quality of repair or standard for replacement of building materials as needed and
 - Coordinate with other city staff, neighbors, social workers, and others to identify violations and then file complaints on behalf of a tenant.
- To dissipate the concentration of criminal activity in certain buildings, Roseville should require rental property owners to include a crime-free addendum to their leases and encourage landlord participation in crime-free multi-family housing trainings.
- To support rental property owners, the City should consider requiring their participation in periodic meetings with other property owners, inspections, police, and fire staff.
- Roseville should also provide an education component for both tenants and landlords to explain their rights and responsibilities as well as any changes to City ordinances.

The following report provides more detailed information on programmatic variations of rental licensing programs and how these apply to Roseville's situation.

II. Introduction and Background

This year, staff from Roseville's inspections, fire, and police departments addressed the Roseville Housing and Redevelopment Authority (HRA) Board to discuss problems with property maintenance and excessive use of police and fire department resources concentrated within several multi-family housing complexes. (For the purpose of this report, multi-family housing is defined as buildings containing 5 or more rental units). As a result, the HRA approved the use of funds from the University of Minnesota's Center for Urban and Regional Affairs (CURA) to research options to address these problems, specifically, to examine how cities of similar size in the Minneapolis/St. Paul metropolitan areas have addressed these issues. A literature review and preliminary scan of policy options revealed many cities use rental licensing as a means to monitor and maintain safety in multi-family housing complexes. The rental license programs of 13 cities were analyzed, and 11 of these cities were interviewed for this report. Additionally, two cities with no rental license programs were interviewed to determine how they address issues with property maintenance and crime concentration.

This report provides a summary of the common themes of these interviews and highlights the experiences of eight cities, including the two without rental licensing programs. It explores the challenges of administering these programs with particular emphasis on the consequences to all parties involved when rental license are revoked. The following sections provide more detail on rental licensing programs generally and on Roseville's current system of managing property maintenance complaints.

Rental Licensing

Rental licensing programs function like any other type of business license. They provide a tool for cities to monitor and control the ability of property owners to conduct a rental business. The primary focus, however, is to protect the health and safety of tenants and the robustness of the housing stock through the enforcement of property maintenance codes. Rental license programs require property owners to obtain a license to rent out their residential properties. License applications are typically accompanied by an inspection of the property for code violations. The city can issue repair orders for any violations, has the authority to impose fines for not complying with those orders, and may suspend or revoke the license all together. Suspension or revocation means the property owner can no longer legally rent out a unit. Generally, rental licensing ordinances include stipulations about compliance with the city's property maintenance code as well as stipulations regarding disorderly conduct on the premises. This makes the property owners responsible for specific types of criminal activities that continuously occur on their properties and involve the same tenants or the same unit. Disorderly use stipulations in rental licensing ordinances typically include, but are not limited to, prohibition of distribution or manufacturing of illegal substances, illegal use or possession of weapons, prostitution, assault, sexual violence, and public disturbance.

Background

Roseville has a rental registration program in place for single-family homes, duplexes, triplexes, four-plexes and individually owned condos and townhomes. The City requires owners these types of homes to register their properties with the City and have their contact information on record in case there is an issue of concern that warrants contacting the property owner. A fee of \$25 is charged for registration, and no inspections of these properties take place unless there is a complaint regarding the exterior of the structure from a neighbor or concerned citizen or a housing inspector notices exterior code violations. Multi-family dwellings do not have a registration requirement. Roseville housing inspectors handle about 800 complaint-based inspection cases per year on average. This includes single and multi-family housing units, and commercial units that are both owner occupied and renter occupied. Most complaints are responded to within three days.

As part of this study, staff from Roseville's Inspections Department was asked to describe how the current city code and inspection process addresses property maintenance problems with multi-family housing specifically. When asked about the usefulness of Roseville's city code, inspectors stated that the current city code is useful in that it covers public nuisances and building deficiencies, which allows inspectors to address some of the issues they encounter in multi-family properties. Additionally, they can use the property maintenance code to address tenant complaints. Inspectors believe that the City's current code works fairly well for the most part and covers most complaints. However, the complaints that can be investigated must come from tenants, and the majority of complaints they get about problem properties come from police, fire, school, and other social workers who regularly interact with the families residing there. Complaints can be acted upon only if they are from a person who has seen the violation first hand. Housing inspectors expressed that the existing code doesn't work to protect property values and livability of neighborhoods which in turn adversely affects the City's tax base.

Concerns

Short-term vs. Long-term Repairs

One of the major concerns expressed by Roseville inspectors is that the existing code doesn't specify permanent long-term repairs or the quality of repairs needed. For example, the current code requires only that damaged wood or other materials must have a protective coating such as paint. If inspectors see peeling paint or rotting wood, under the current standards, the owner is only required to apply a coat of paint. This encourages short-term repairs instead of requiring that materials be replaced (and not just painted) or specifying the quality of work that must be performed. These types of short-term repairs result in more frequent inspections, which inspectors stated take more time and resources and eventually contribute to the decay of the buildings that are aging and need constant maintenance.

Enforcing Codes for the Interior of Units

Inspectors stated that they currently use the repeat public nuisance code to deal with properties that have ongoing property maintenance problems. This code applies to exterior areas of a building only and includes public safety concerns such as having excessive litter on the common areas of a property, not having functioning or locking exterior doors to the buildings, and structure problems. Inspectors stated that the buildings with the worst exterior problems are also likely to be ones that have significant interior property maintenance code violations as well. They do receive reports from other City staff, including police, fire, and school social workers, about conditions in the apartment units, but inspectors are allowed to act on complaints about the interior of units only if the tenant makes the complaint.

Tenant Complaints

Another concern is that some tenants are afraid of retaliation from their landlords so they don't make complaints about building conditions and then these get worse over time. When interviewed, inspectors felt that this is a particularly salient issue in Roseville because of the relatively large population of refugees residing in properties that are known to have the worst property maintenance issues. Fear of retaliation is more pronounced in this community. Additionally, tenants are likely to be unfamiliar with the City's property maintenance standards and/or with their rights as tenants to file a complaint. Inspectors expressed that conducting rental inspections on a yearly basis would address this because they would have access to the interior units of the buildings at the time of inspection and could then order repairs. They also felt that providing tenants with information in their units would help make them more aware of the City standards and let them know how to contact the City when a violation remains uncorrected.

Enforcement

Inspectors proactively patrol notoriously problem properties to monitor progress on property maintenance issues. Once a problem is detected, the inspectors provide a report to the property owner whose responsibility it is to comply with the City code. Property owners get two notices to comply. If no progress is made on correcting the problem, the City may issue a fine, and at this point typically a short-term repair is made. If the problem is not corrected after a third notice, the City can initiate an abatement process in which it fixes the problem and adds the cost of doing so to the property owner's property taxes. Because inspections are free to the property owner, there is no incentive to the property owner to have fewer inspections, but each inspection does require the time and resources of the inspections department.

If inspectors determine abatement is needed, the process requires City Council approval. This is a long process that involves sending the landlord notice of the council hearing. At this point, inspectors find that the property owners usually address the building issue in the days leading up to the hearing. Although this requires inspectors and other City staff to expend considerable time and resources, the city cannot impose a fine because the property maintenance issue has been addressed.

Occupancy

All cities surveyed for this study specified how many people can live in a housing space of certain dimensions. Occupancy, however, is difficult to enforce because it requires constant knowledge of who has legal right to reside in a unit and the coincidence of witnessing over-occupancy. Inspectors felt that this was of particular concern in problem properties where occupancy isn't monitored at all.

Other Life Safety Issues

Inspectors are also concerned that they can't test the smoke and CO2 detectors. The fire department inspections do test these safety devices, but only in the common areas. Additionally, school social workers report concerns regarding infestations of roaches and bedbugs in problem buildings to code enforcement officials. However, if these are not found in the common areas of a building, then the inspections department cannot address the issues. If, for example, the fire department is in the building on a medical call and they notice an infestation or some public health threat, they can submit a report to the inspections department. County public health and code enforcement officials then conduct an inspection based on that report. This, however, doesn't happen often because when fire department personnel are out on a medical or fire call they don't typically do a thorough inspection to see if there's an infestation. Many of the concerns from social workers are about bed bug bites on students, but bed bugs don't fall into the public health nuisance category because they don't presumably carry disease. In terms of infestations, the current code only states that infestations must be treated by a method that is not dangerous to human health, but the code does not prescribe any type of professional standard for extermination.

Based on information city staff and social workers have received from families living in the buildings with the most problems, and with the most infestation issues in particular, inspectors feel that the current code does not adequately address issues of food storage or storage inside the units; the code covers only outside storage. The concern here is that in many cases food is being stored in ways that is considered unsanitary and has a potential to cause infestations.

Housing inspectors are also concerned that the current city code does not require landlords to paint, clean the carpet, or check smoke and CO2 detectors once a tenant moves out and a new tenant moves in. This means that problems with safety devices, bug infestations, and general cleanliness of the unit may persist.

The feedback provided by Roseville housing inspectors served as a basis for further research into particular codes that cities use to address similar problems. As such, the conclusion section of this paper will address some suggested changes to Roseville's City Code.

III. Literature Review

The literature regarding rental licensing or rental registration programs is limited mainly to studies conducted by cities regarding the feasibility of implementing rental licensing programs in their communities. As such, these studies generally explore rental licensing programs in other cities to learn how those cities have addressed specific issues of interest. (Gardner 2008; Crichton, Rosenberg & Thompson 2003). Literature on broader topics of rental regulation primarily focus on the impact of the rent regulation and land use policies on housing markets. Since this project is primarily concerned with property maintenance as well as health and safety issues in housing, this review will focus on the impacts of habitability laws and code enforcement on rental markets and tenants. It should be noted that the relevant literature on these topics is limited and considerably dated.

Habitability Laws and Code Enforcement

The goal of habitability laws is to maintain the health and safety of residents and reduce the stock of substandard housing. There is an expressed concern that habitability laws and/or property maintenance ordinances increase the costs associated with owning and managing a rental property and that these costs are inadvertently passed on to tenants in the form of rent increases or result in the rental property being abandoned altogether (Komesar 1972; Hirsch, Hirsch & Margolis 1975; Hirsch & Law 1979; Meyers 1975). This would then mean that fewer rental units are available at affordable rates. The two primary goals of habitability and property maintenance regulations then—resident safety and improved quality of housing—would seem to be contradictory (Hirsch & Law 1979; Hirsch, Hirsch & Margolis 1975; Miceli 1992). Hirsch & Law (1979) conclude that punitive habitability laws provide no benefits to tenants but do serve to reduce the existence of substandard housing. This leaves cities in a quandary in terms of implementing policies that achieve both goals while minimizing the impact on rental markets. Miceli (1992) suggests that housing codes that are very strict and stringently enforced provide little benefit to either the tenants or to the housing stock since they are usually too costly for the property owner to implement. These would increase costs to the property owner too much. He also mentions, however, that the absence of regulation is equally inefficient, since it gives both landlord and tenant little incentive to care for the property.

Kennedy (1987) introduces into the literature the concept of “milking” rental properties. Milking refers to reducing maintenance and repairs of rental properties to a minimal level—just enough to keep the building operational and profitable. Over time, this results in the deterioration of the housing stock, surrounding property values, and neighborhood quality. Cities can respond to landlords who “milk” properties by enforcing stricter property maintenance codes and imposing fees for non-compliance. As mentioned earlier, however, the literature suggests that the costs of compliance will be passed on to the tenant. This is particularly true for rental properties that have chronic and persistent problems that require long-term repairs. According to Kennedy, “If the city has a policy of slow or otherwise lax enforcement, the owner will find milking more attractive than it otherwise would be (506).” Additionally, once a property owner starts milking a rental property, the cost of permanent, long-term repairs increases and the property owner has a disincentive to stop milking the property.

Ross (1995) describes the usefulness of property maintenance codes and the role of housing inspectors in negotiating compliance with landlords. According to Ross, housing inspectors have several tools at their disposal for this negotiation. The first tool is the existing housing and property maintenance code. Ross suggests that because property maintenance codes often use broad and vague language, inspectors can use their discretion in enforcement. Typically, a property owner who consistently demonstrates unwillingness to comply with repair orders will be given less leniency from the inspectors. On the other hand, inspectors will tend to be more lenient and understanding of property owners who are consistently cooperative. The second tool is the ability to impose fines for repeated violations when a property owner is not compliant. The ability to impose fines, however, varies in municipalities, Kinning (1993) additionally states that too often landlords view non-compliance fees as part of doing business and continue to pay fees instead of making more costly repairs. Kennedy (1987) and Kinning (1993) suggest that selective code enforcement is a viable solution to this problem.

Selective Code Enforcement and Rental Licensing

Though Meyers (1975) wrote that stricter code enforcement would lead to abandonment and reduction of the housing stock, Kinning (1993) suggests that this is not the case when code enforcement works to encourage a change of ownership. He describes three types of chronically non-compliant landlords: the debt-ridden landlord, the incompetent landlord, and the sociopathic landlord. The first two types of landlords don't maintain buildings well or make needed repairs due to a lack of capacity. The third type, he describes, a sociopathic landlord, is one who "consistently evades orders to repair by delaying the extension process and eventually paying only small fines that do not reflect the true cost of repair. On the rare occasion that he actually repairs something, he usually makes the repair in such a hasty and unprofessional manner that it quickly breaks again. He rarely, if ever, hires licensed contractors to make repairs (181)." Kinning argues that for all three types, selective code enforcement would encourage a change of ownership that would actually benefit tenants and neighborhoods.

Kinning's research details the establishment of a rental licensing and "Repeat Offender Code Compliance Initiative (ROCCI)" in Minneapolis, Minn. The rental licensing program prohibits property owners from renting residential properties without registering with the city and submitting to periodic inspections. The Repeat Offender Code Compliance Initiative identified property owners who demonstrated the most egregious and continuing behavior. Landlords who fall into this category are subject to jail time instead of civil penalties for non-compliance. According to Kinning, rental licensing prevents repeat offenders from continuing to milk their properties by threatening to revoke the license, which will lead to loss of revenue. In Minneapolis, this policy has resulted in a reduction of tenant complaints about housing quality of properties owned by ROCCI landlords since 1990. The selective code enforcement concept meant that additional inspectors did not need to be hired since inspections for the ROCCI program focus on problem properties. Kinning also suggests that gaining cooperation from property owners whenever possible is more cost effective than litigation. In cases where there is a persistent problem with a particular property or landlord, however, gaining cooperation may not be feasible, especially without some kind of leverage. Kinning believes that selective code enforcement and rental licensing can provide the leverage cities need to get buildings into compliance.

While Kinning established a solid argument for selective code enforcement and rental licensing, some argue whether this kind of policy will result in rent increases, particularly for low-income tenants who are more likely to live in buildings that are not up to code (Ackerman 1971; Komesar 1972). In examining the feasibility of rental licensing in the City of Milwaukee, Crichton, Rosenberg, and Thompson (2003), also expressed concern about the unknown effects of rental licensing on rent prices. In response, Kinning argues rental licensing programs allow municipalities to intervene before a rental property deteriorates to a point where expensive repairs are needed, thereby keeping the building in compliance and reducing costs to landlords/property owners. Potentially, when a rental licensing program is initially enacted, there may be increased costs for landlords who have let their buildings fall into disrepair, but in the long-term the costs may not be much more than the cost of regular maintenance.

Other Considerations

Vulnerable Populations

Roseville, in particular, has a concentration of a relatively new immigrant population living in multi-family housing buildings. Of particular concern is the vulnerability of this group, who are primarily refugees and may not be aware of their rights as tenants or may fear the repercussions from making complaints about housing conditions against a property owner. Luna (2004), states that “Tenants’ fears of retaliation from landlords, coupled with the lack of alternative housing effectively stifles complaints of tenants who are weary of possible eviction. This combination accordingly requires housing in substandard infrastructures and segregated communities (67).” This means that selective code enforcement could potentially have a disproportionate effect on tenants in these types of buildings. Additionally, cultural norms and differing definitions of family can mean that occupancy ordinances in particular may be difficult to enforce (Krieger 2008).

Property Management and Crime

Concentration of crime in particular buildings is of concern to municipal governments. The concern is both a social one and a fiscal one. Not only is concentrated crime a public safety issue, it also means these properties disproportionately use public resources through repeated police and fire calls. A 1999 study by the National Institute of Justice demonstrates the link between effective property management and crime reduction (Travis 1999). This study, conducted with property managers in San Diego, Calif., showed that there was a significant reduction in crime, about 60 percent, on properties whose managers participated in an intervention program. The program included an initial inspection of the property conducted by a code enforcement official and a police detective. This inspection then produced a plan of action to reduce crime on the property with support from local police. The authors of this study do, however, point out two important factors that can affect how responsive property managers are to these types of interventions. The first is the strength of the rental market. If the rental market is weak and property owners are on the verge of abandoning their properties, then they have little incentive to participate. If the market is strong, then property owners may have greater incentives to make their properties more appealing to renters since they will be able to collect higher rents. The

second has to do with the resources available to each property manager or owner. For property managers who have fewer resources, the city should prepare itself to expend more resources on helping the landlord take measures to reduce crime on his or her property. A landlord with few resources is not likely to respond to invitations or threats to participate in a program if they have no support to do so. The US Department of Justice, Bureau of Justice Assistance provides information and templates on how to establish training programs for landlords of high crime properties.

(<https://www.ncjrs.gov/pdffiles1/bja/148656.pdf>)

IV. City Profile and Interview Summary

Methodology

This report focuses on the applicability of rental licensing programs to the City of Roseville, a medium-sized suburb of St. Paul, Minn. As such, in selecting cities for analysis, population and housing stock size, and suburban classification were considered. The 13 cities examined are similar in size to Roseville and considered suburban communities of Minneapolis and St. Paul. Twelve cities had existing rental license programs. The exception to this is the City of Rochester, Minn., which is a larger urbanized center. Rochester was selected for examination because in addition to licensing rental housing units, the program requires landlords to be licensed as well. Staff from city departments administering rental license programs was contacted via e-mail to provide background information and schedule a telephone interview. The interview questions used were based on a previous study of rental licensing programs conducted by the City of Milwaukee in 2003 and can be found in Appendix A of this report. Interviewees were asked about motivations for starting a rental licensing program, details on fees and inspections, as well as administrative and other challenges. A table summarizing programmatic details for each city can be found in Appendix B.

Profile and Interview Summary

Of the cities that were examined for this project, two cities had rental licensing programs operational for more than 40 years. Rochester had the oldest operational rental licensing program, established in 1967. Seven cities have programs that were started within the last ten years. While all 13 cities have city-wide license programs, there is variation among cities regarding what types of rental units require licensing.

License Types

Cities that offer varying license types typically do so because they have different inspection requirements for smaller buildings and single-family homes and it allows them to classify properties in need of more frequent inspections. Brooklyn Center and Shoreview license all residential rental units but provide different types of licenses for buildings with fewer than four units. Five of the cities interviewed also use provisional licenses, which offer a sort of probationary period, typically six months. A provisional license is given to a property owner who has multiple egregious violations that remain unrepaired despite repair orders from the city. In many cases, a provisional license is the step before suspension or revocation of a license. While holding a provisional license, a property owner is subject to more frequent inspections and higher penalty fees for non-compliance with city code. Additionally, Brooklyn Center offers four different license types based on the number of code violations since the last initial inspection and on the average number of police calls per unit in a multi-family building.

License and Other Fees

Fees for obtaining a license vary from city to city and in most cases include a base fee in addition to a per unit fee. The base license fees for the cities interviewed ranged from \$35 to \$300. Per unit fees ranged from \$7.50 to \$23. The City of Burnsville charges fees only for licenses that were revoked and then re-instated. Staff from two cities stated they could not impose any sort of administrative fine as a penalty for not complying with work orders. For these cities, only minimal fines are administered for missing a scheduled re-inspection. Of all the cities that participated in this study, only Brooklyn Center's and Coon Rapids' rental licensing programs generate enough revenue from license fees and fines to cover the cost of administering the program. Hopkins staff stated that they came close to covering all costs in 2010 but usually have not been able to cover program costs with license fees. Several cities also commented that their rental license programs had high up-front costs and that the cost of administering the program has decreased as staff and technology have become more efficient. Most of the cities in this study impose license fees yearly at renewal. Rochester charges license fees every two years, and Brooklyn Center imposes license fees at a frequency based on the type of license held by the property owner. For example, a \$200 base fee for a multi-family dwelling can be paid once every three years for Type I license holders or once every six months for Type IV (provisional) license holders, thereby increasing the cost of non-compliance on property owners. In terms of inspections, seven cities stated that the initial inspection is included in the license fee. Six cities require a fee for inspection along with the license fee and two of these cities use private inspectors.

Inspections

The salaries of certified housing inspectors make up a substantial part of a rental licensing program budgets. The cities that participated in this study said that they attempt to recuperate these costs partly through fees but also use specialized program design to mitigate some of the costs of inspections. All cities in this study require an initial inspection with application or renewal of a rental license. Two cities, Burnsville and New Brighton, don't require an inspection with license application or renewal. These cities only inspect based on complaints from concerned citizens. Of the remaining cities, all but one schedule inspections on a yearly basis. The timing of inspections coincides with rental license renewals so that not all yearly inspections are necessarily conducted at the same time. In addition to these scheduled inspections, these cities also respond to complaints from tenants or any other concerned citizens.

Five of the cities in this study require that all licensed units be inspected prior to license renewal. The remaining cities have a requirement that ranges from ten to fifty percent of all licensed units, with the units that are inspected rotating from one license term to the next. For example, the City of Coon Rapids requires that 25% of all units be inspected every year so that all units are inspected every four years.

In order to reduce administrative costs, the cities of Little Canada and West St. Paul use third-party inspectors who are registered with each city. Property owners can use any inspector on the city's list of

certified providers. In this case the initial license fee does not cover the cost of the scheduled inspection, and inspection costs vary from inspector to inspector. The inspector conducts the inspection of the required units and provides a copy of the results to the city and to the property owner. The remaining cities use one to three inspectors to administer their programs. Three inspectors and one housing inspection manager inspect about 18,000 units every two years, which leaves a tight schedule for triaging complaints from residents. Staff from most cities feel that they do not have sufficient staff, and some cities do contract with certified housing inspectors to provide extra coverage when a high number of inspections are anticipated. In order to reduce demands on staff, some cities accept housing inspection certificates from other sources. West St. Paul, for example, accepts inspection certificates from the department of Housing and Urban Development or insurance companies in lieu of a city inspection.

Applicability

While New Brighton only requires the licensing of multi-family buildings, all other cities in this study have universal licensing for all rental units. Four cities differentiate between multi-family units and other types of units by structuring their fee scheduled based on the number of units in a building. Shoreview additionally has two license types: one for multi-family units (buildings with more than four units) and one for general dwelling units (buildings with four units or less). Three cities—Brooklyn Center, Hopkins and Coon Rapids—have targeted inspections; so while all units must be licensed, the frequency of inspections and fees applies to properties differently. In these cases, licensing is the same for all rental units, but inspections and fees are more frequent for properties that have more code violations and a high frequency of police calls.

Focus

For the cities interviewed, rental licensing provided an avenue to address issues with problem properties. While most cities identified property maintenance issues as the main reason for wanting to start licensing, some cities were primarily concerned with criminal activity concentrated in and around certain properties. Brooklyn Center, New Brighton, and Richfield monitor the number of crime-related police calls to multi-family buildings and calculate the average number of police calls per unit. In Richfield, having an average number of police calls per unit above a certain threshold is sufficient reason for a property to be demoted to a provisional license. In New Brighton, \$5 of the per unit fee goes towards funding a crime-free housing police officer who works closely with problem properties and all property managers.

Most cities have some nuisance-related codes, relating to noise, weapons, and illegal substances, which provide some options for controlling crime in specific properties. Seven cities require landlords to include a crime-free addendum to their rental leases. These additions to the contracts between tenants and landlords provide a tool for landlords to control crime on their property and potentially evict problem tenants. Two cities, Little Canada and Columbia Heights, require landlords to perform criminal background checks on all prospective tenants. West St. Paul requires a background investigation on the

property owner or manager. Additionally, some cities provide incentives for landlords to participate in the Minnesota Crime-Free Housing Program, which provides classes for property managers on how to effectively control crime on their properties. These incentives are in the form of discounted penalty fees when code violations arise.

Occupancy

When speaking with housing inspectors in Roseville, they identified a problem in enforcing occupancy issues. In the cities considered here, most do not approach occupancy very differently than Roseville. They use some measure of square footage to determine how many people are allowed to live in a unit with a specific floor plan and size. Four cities do not include occupancy standards in their housing ordinances at all. Occupancy may be difficult to enforce. A landlord may know who is on the lease of a particular unit but not who is actually residing there. Over-occupancy can create safety issues during fire emergencies and potentially create a situation where landlords don't really know who they are renting to. While these standards are difficult to enforce, several cities require that the landlord or property manager maintain a register with the names of every person that is legally allowed to reside in each unit. The register is supposed to be available for inspectors to review during inspections. While this may not make enforcement any easier, it may help landlords be more aware of who belongs or does not belong on their property.

Revocation

Rental license programs operate under the assumption that the threat of revocation will act as a deterrent to bad property management. Without a rental license, property owners will not be able to generate revenue through the rental of their properties, but will likely still have to pay mortgage and other costs. However, of the cities that participated in this study, none have concrete plans regarding what to do with tenants if a license is to be revoked. Some cities stated that license revocation would mean the landlord would not be able to rent any vacant units, meaning current residents could remain on the property as long as it is safe to do so. Others stated license revocation means all tenants receive notices to vacate. Three cities have previously revoked rental licenses, one for crime issues on the property, one for property maintenance issues, and one for unpaid property taxes. One of these cities reinstated a revoked license. Staff from one city expressed that were it not for their rental license program, they would not have become aware of glaring problems with a particular property. Upon trying to contact the property owner when a license lapsed, another city noticed that the property had glaring problems even though there had been no complaints made by tenants. The property had no management whatsoever, and the owner had abandoned the property while tenants were still residing there. This license was revoked.

In most cases, cities are just as likely to want to avoid revocation as a property owner because of the lengthy process. However, several cities expressed that this was still favorable to the current system of litigation through the housing courts. Only one city explicitly stated that upon permanent revocation of a license, it could use the Tenant Remediation Act to force the property into receivership. Of the cities

that participated in this study, none had any explicit instructions for permanent revocation written into the rental license ordinance.

Challenges

Staffing

The cities interviewed were asked about challenges they have faced in implementing and administering a rental license program. The primary challenge cited by most cities concerned staffing. A rental license program that requires scheduled inspections substantially increases the number of inspections conducted by city staff. None of the cities interviewed, with the exception of the two that use outside inspectors, expressed satisfaction with their current staffing levels. Many cities cross-train departmental staff to help with housing inspections during peak times.

One city, Coon Rapids, does enlist the help of private housing inspectors on a contract basis during peak times as well. The two cities that depend on outside inspectors for all of their inspections, West Saint Paul and Little Canada, maintain a list of certified housing inspectors that property owners must use to conduct their regularly scheduled inspections. The property owner pays the inspector directly and, the inspector then provides a report to both the city and the property owner. In these cases, the city follows up with correction orders for any properties reported to have code violations. These private inspectors are also responsible for re-inspections to ensure compliance with the city correction order.

The City of Rochester maintains a strict schedule for inspections in order to ensure that complaint-based inspections are not being neglected. Housing inspectors conduct inspections Monday through Thursday and respond to complaints from residents on Fridays, unless the problem is life threatening in which case they respond as soon as possible.

Most cities stated that responding to complaints from residents requires triaging of complaints. This usually entails following up with complaints by phone to determine if a code violation exists and if it does, whether it warrants immediate follow up or involvement from the health department. This triaging system allows inspectors to better manage time and resources.

Costs

As mentioned in previous sections, the majority of the cities that participated in this study do not recuperate the costs of administering their rental license programs. Cities struggle to maintain a balance between affordability for landlords and covering their own costs.

Resistance from Landlords

All of the cities that participated described the process through which they solicited community feedback regarding the possibility of implementing a rental licensing program. Most used open city council meetings to allow community members to provide feedback. In most cases, landlords were

primarily concerned about the costs of the program and that a rental licensing program would unduly “punish” properties with existing good property management practices. Some cities have also enlisted the help of the Minnesota Multi Housing Association to provide feedback on behalf of its members and the industry as a whole. Most of these cities continue to incorporate this feedback into the implementation of their rental license programs

Collaboration

Because the majority of the cities that participated in this study are concerned both about property maintenance and criminal activity, they were also asked about collaboration between city licensing, police, and fire departments. Two cities have staff in their police departments dedicated to working with problem properties. Additionally, most cities have some system of reporting that allows the licensing department staff responsible for the rental licensing program to be alerted once crimes falling under certain classifications are reported. Five cities have either weekly, monthly, or quarterly meetings involving the licensing, fire and police departments to discuss issues with problem properties. Additionally, the Hopkins rental licensing staff conducts trainings for police officers so that they are aware of the disorderly conduct stipulations of the rental license ordinance. In Brooklyn Center, the crime analyst in the police department is required to approve all mitigation plans produced as a result of excessive police service calls to a property. In all of these cities, police and fire officials can and do report code violations noticed during calls to the inspections department.

V. Case Studies

Cities with No Rental Licensing: Minnetonka and Maplewood

Staff from the building and inspections departments in the cities of Minnetonka and Maplewood were interviewed to better understand the issues they face with multi-family rental properties and how they enforce the property maintenance code without a rental licensing program. Staff from the City of Minnetonka stated that though they have considered a rental licensing program in the past, it did not seem to be the best fit for two main reasons. First, the city doesn't receive many complaints from its residents about property maintenance code violations. Second, the problems with property maintenance they are now starting to see concern single-family homes. With the downturn in the housing market, some homeowners (often with limited experience in property management) are renting their homes. Another common problem is foreclosures. Bank-owned properties that sit vacant often have property maintenance issues that are more difficult to enforce. In these cases, the city often abates the problem and bills the bank that owns the property.

With regard to multi-family housing, in an attempt to preemptively address issues, Minnetonka recently held its first in a series of meetings with property managers of multi-family buildings in order to encourage better property management practices. Additionally, the Crime Prevention Analyst from the Minnetonka Police Department meets and consults with properties with high volumes of police calls to establish a plan for reducing criminal activity. Even though Minnetonka does not currently have a rental license program, it was considered in 2002 and 2003 and will likely be reexamined as an option within the next couple of years due to the aging housing stock.

Similarly, Maplewood also receives few complaints regarding property maintenance code violations. City staff stated that, on average, they respond to one complaint per month. The building official did state, however, that he is aware of some problem properties. To address these issues he can impose fines and use the court system. In addition to having a low number of complaints, the City also has only two full-time building inspectors, and neither is trained in housing inspections. Implementing a rental licensing program would entail re-training or hiring new inspection staff, which may not be the most efficient option considering the low number of complaints. As a result, all complaint-based housing inspections are conducted by the City building official. The building official typically uses fines to provide a disincentive to property owners who have uncorrected maintenance issues. If the building official has to inspect a building for the same violation a second or third time, he can impose a fine and charge an additional \$250 "consumption of city services" fee. Currently, these are used primarily for abatement of foreclosed properties and, on average, there are about fifty of these per year. The building official also stated that he can engage property owners in litigation if problems are not addressed after two repair orders have been issued.

Universal Rental Licensing: West St. Paul and Burnsville

Three of the 11 cities interviewed for this study have targeted rental licensing program. The remaining cities all have universal rental licensing, which means they license and inspect all rental units equally. This section highlights the programs of West St. Paul and Burnsville because they offer an interesting approach to the cost and staffing challenges mentioned earlier. Burnsville, in particular, has a minimal program that they are looking at revamping. Though it currently licenses all rental units, the Burnsville rental licensing program does not require an initial inspection with application. Inspections are strictly conducted on a complaint basis. Additionally, only exterior and common areas of buildings are inspected. As a result, the program can operate with minimal staffing and without cost to landlords. A base and per unit fee is only charged for licenses that have been revoked and then reinstated. Fines for non-compliance with repair orders are based on participation in the Minnesota Crime Free housing programs. Burnsville's program has been operational since 2006. Due to their experiences since 2006, staff stated that Burnsville is now considering changing its ordinance to include an initial inspection with the rental license application or renewal because doing complaint-based inspections only isn't solving the problems they are having with multi-family properties.

West St. Paul has a more robust program but manages to cut down on costs by using private inspectors. The city maintains a list of certified housing inspectors that landlords can contact to conduct the yearly inspections and complaint-based inspections. All inspections result in a report from the inspector to the property owner and the city. Inspectors who work with the city are required to pay a \$25 filing fee. City staff then administer licenses and any citations. As in Burnsville, West Saint Paul uses participation in the Minnesota Crime Free housing programs to determine penalty fees for non-compliance. As a result of this arrangement with outside inspectors, the city currently only requires a .75 full-time equivalent employee to administer the program and also works with properties. A Crime Prevention Analyst with the police department works with participants in the crime-free housing programs and holds monthly meetings with rental property owners. The \$25 inspection filing fee is a recent addition to West St. Paul's program. Additionally, license fees were also increased in 2012 because fees from previous years were not covering the costs of the program. West St. Paul also maintains a rental density map that coincides with its rental licensing program. There are a limited number of available licenses in any given area of the city. If a rental property owner loses his or her license, then he or she must reapply for a license. Because of the rental density limitations, this can potentially mean that another property in that area, possibly a single-family residence, can apply for a license in which case the property owner with a revoked license must wait until another license becomes available to be able to rent out his or her property.

Targeted Rental Licensing: Brooklyn Center and Hopkins

The cities of Brooklyn Center and Hopkins have targeted rental licensing programs. These programs may alleviate some of the concerns expressed by landlords about programs that typically apply to all rental properties equally. These types of programs target properties with the most persistent property maintenance code violations and in some cases a high volume of police calls per unit as well. For the cities of Brooklyn Center and Hopkins this means rental properties are placed into categories based on the number of code violations reported by housing inspectors on regularly scheduled inspections or during investigations of complaints.

Brooklyn Center has four license types. License fees and inspections are determined based on the type of license. For a property with a Type 1 license, inspections are scheduled every 3 years. For Type 2, every 2 years, for Type 3 every year and for Type 4 every 6 months. A property owner with a Type 4 (provisional) license is required to have inspections and pay license fees every 6 months. With this system, the owner of a rental property with 230 units would pay \$4340 every 3 years for a Type 1 license or \$4340 every 6 months for a Type 4 license.

While the City of Hopkins doesn't have four specific license types, it does categorize properties in a similar fashion using a point-based system. City inspectors maintain a list of code violations each with its own point value. Buildings with an average of 4 points or fewer per year are inspected every 3 – 4 years. Buildings with an average of 5 – 10 points are inspected once every 2 years and buildings with 11 or more points are inspected once a year. Appendix B shows that in Hopkins buildings of varying sizes are required to have a certain percentage of units inspected during each inspection period. Hopkins additionally recognizes "substandard buildings" as those with 10 or more points per unit for buildings with five or more units. For these types of properties, inspectors may choose to require a greater percentage, up to 100 percent of units to be inspected.

Both cities also have measures built into their programs that seek to control criminal activity in rental properties. Both require landlords to have crime-free addendums to their leases to make it explicitly known to tenants that criminal activity is grounds for eviction. They also require criminal background checks for all adult residents of rental units. Brooklyn Center will also issue a provisional license based solely on a high average of police calls per unit. Though this has rarely occurred, staff from Brooklyn Center expressed that, in their experience, it is the buildings with persistent property maintenance issues that also have a problem with excessive use of police services.

Revocations

Three of the cities that participated in this study have revoked rental licenses. Staff from the City of Shoreview stated that the majority of the time it is the threat of revocation that is most effective, but in some extreme cases when the landlord doesn't stand to lose much by losing the right to rent, revocation isn't very effective. In Shoreview, one such instance stands out as an example. After being persistently non-compliant with the property maintenance code and numerous repair orders, the City was forced into litigation through the housing courts. Shoreview continued to levy fines that were unpaid. The license was revoked, but the property owner continued to collect rent from tenants. Because the property owner also had unpaid water bills with the city, the water to the building was eventually shut off. In response, however, the tenants in the building were able to collect the funds between themselves to pay the building's water bill and have the water turned back on. Eventually, the building went into foreclosure and the bank evicted the tenants.

In Rochester, the Building Safety Director can use his or her discretion to determine when a reasonable basis for suspension or revocation exists. This triggers a hearing before a Rental Housing Complaint Board. The Board can then make a recommendation to the Common Council as to whether there is a need for public hearing to consider revocation. The Common Council may suspend or revoke rental registration certificate, impose a civil fine, and place the certificate holder on probation. The City of Rochester had one instance where there was a significant amount of criminal gang activity in and around a particular building. Though Rochester has no police services usage stipulation in its ordinance, it did go to the Common Council to request that this building owner's license be revoked based on violations to the disorderly use stipulations of its rental license ordinance. Upon going to council, the property owner surrendered his license without the City actually having to formally revoke it. This particular landlord lived in Georgia, and as a result Rochester changed its rental license ordinance to include a requirement that landlords either live or have a representative within 100 miles of Rochester.

The City of Burnsville currently has two properties where licenses have been revoked: one for problems with property maintenance and a second for unpaid property taxes. Burnsville staff stated that in the first case the licenses will be re-instated once the property owner pays the property taxes and pays a fine and in the second case does necessary repairs and pays the appropriate fines. In the meantime, all tenants have been removed from the buildings and the vacant units cannot be rented. Burnsville staff also stated that the City has a "three strikes" policy. A third violation of either the property maintenance code or the disorderly use stipulations of the rental license ordinance within a certain time period warrants a revocation hearing. For the most part, staff stated that the majority of problems are addressed with the first and second strike violations.

Shoreview, Rochester and Burnsville do not have a provisional license as part of their rental license ordinance. Two other cities have also come close to revocation. Though West St. Paul has not revoked a license, they have denied a license renewal for six months. During this period, the landlord could not rent out any units and residents were given a 60-day notice to vacate the building. Additionally, in Coon

Rapids two cases have gone before the City Council for revocation. At this point, landlords have been responsive to the requests of the council and avoided having their license revoked. Coon Rapids staff did mention that there are currently six landlords who have not applied for a license renewal and whom the City has been unable to contact. In case these or any other licenses need to be revoked or suspended, Coon Rapids staff stated that the City has the option of collecting rent from the tenants. These rents would be placed into an escrow account and the City could use the funds to make necessary repairs to the building.

VI. Policy Goals and Conclusions

When asked about the perceived need for a rental licensing program, the cities that participated in this study identified two main motivators for developing this type of ordinance. The first is to protect the health and safety of tenants and residents. The second is to preserve or improve the quality of the housing stock and property values. As previous sections of this report have shown, however, there are many variations in the programming and administration of rental licensing programs. Additionally, there are cities that achieve these goals without them. Each city's characteristics and circumstances are unique, and it is these variables that ultimately shape the policy solutions available to them.

Rental Licensing

Figure 1 below reflects the effectiveness of each type of policy (no rental licensing, universal licensing, and targeted licensing) for five policy objectives based on the responses from the interviews that were conducted. A scale of one through three is used here with one being the lowest score (least favorable) and three being the highest (most favorable). A policy of code enforcement with no rental licensing component scored high in terms of structural/fiscal feasibility and political feasibility because this does not necessarily require additional inspections staff and does not change the relationship between rental property owners and the City. This type of policy, however, scores low in terms of improving the quality of the housing stock, tenant health and safety, and compliance with property maintenance codes. This policy was scored according to the results of this study and based on the feedback from Roseville staff. It should be noted that this may not be the case for all cities. A policy of universal rental licensing scored the same as the no rental license policy. A universal type policy is anticipated to be less feasible because of the expressed challenges that cities encountered in attempting to implement it, though the structural and fiscal feasibility could be improved through the use of third-party inspections. Targeted rental license policies score higher than the two other types of policies due to the improved feasibility. Compared to universal programs, targeted programs mitigate concerns rental property owners may have about the unfairness of imposing fees and inspection requirements on good landlords by focusing the frequency of inspections and fees on rental property owners that have persistent problems.

Figure 1.

	No RL	Universal	Targeted
Improved Quality of Rental Housing	1	2	2
Structural/Fiscal Feasibility	3	1	2
Political Feasibility	3	1	2
Improved Tenant Health and Safety	1	2	2
Improved Compliance with PM Code	1	3	3
	9	9	11

Based on these considerations, a targeted rental licensing program may provide the best option for Roseville. The use of third-party inspections in this case would also make a targeted rental licensing program more manageable and cost effective. Additionally, accepting inspection certificates from other reliable sources is also an option to reduce the number of inspections needed.

There are also other considerations that should be addressed. First, there is no evidence in the literature or in the results of the interviews conducted for this research regarding the impact of rental licensing on the efficiency of the rental market. Nor is there a magic formula to determine if and/or how much of the cost to the rental property owner will be passed on the tenants. Most of the cities that participated in this study were inclined to say that even if the costs of the license, fees, and maintenance is passed on to tenants in the form of rent increases, it would be a small increase of less than \$10 per month.

A more significant cost, however, could be the mandated repair costs that would come about as a result of the inspection process. The multi-family units that Roseville has had problems with are aged and plagued by a history of short-term repairs. This may require the property owners to invest more deeply in these properties initially and may result in increased rents and potentially may have a gentrifying effect further down the line. It should be noted, however, that the goal of a rental licensing program is to intercept properties before they require expensive repairs. Additionally, Roseville can provide information to multi-family property owners on the low-interest loans that are available through Ramsey County HRA, Minnesota Housing Finance Agency, and the Roseville HRA for improvements to multi-family rental buildings. (<http://www.ci.roseville.mn.us/index.aspx?NID=1633>)

Based on information provided by the City of Roseville, implementing a rental licensing program means over 3,600 multi-family units will have to be licensed. Some of the cities that participated in this study discussed the high up-front costs. If Roseville chooses to implement a rental licensing program for multi-family units, the City should consider the cost of increased staff time allocated to administrative management of licenses and inspections regardless of whether a third-party inspection model is used.

Of the cities considered for this report, none acknowledge in their rental licensing ordinance the implications of a rental license revocation. Most do describe the administrative process of revocation but leave unanswered questions regarding practical matters, such as What happens to tenants in the building if a license is revoked? and What steps can the city take to ensure rental properties are brought to code after a license is revoked? In thinking about a rental licensing policy option, Roseville should be prepared to deal with these issues.

Changes to City Property Maintenance Code

Additionally, the strength of the property maintenance code is the foundation for a viable rental license program. Based on the feedback from city inspectors, it is recommended that the following changes to the property maintenance code be considered.

Occupancy:

In regards to regulating occupancy, Roseville and every other city that participated in this study have some limitations to the number of persons that are allowed in a certain sized space. This is, however, difficult to enforce. Several cities require that rental property owners maintain a tenant register containing the names of the persons that are legally allowed to occupy a rental unit and that this register be made available to housing inspectors whenever appropriate. While this is not a sure-fire way to regulate occupancy standards, it does encourage property owners to be more aware of who is actually living in their buildings.

Storage:

Some of the concerns expressed by Roseville inspectors revolve around the food storage practices. Specifically, when food is stored in ways that may attract rodents or insects. The City of Brooklyn Center's property maintenance code has a food storage stipulation that could be helpful in this case. It states that, "No owner or occupant of a building shall store, place, or allow to accumulate any materials that serve as food for rodents in a site accessible to rodents (City of Brooklyn Center Building Maintenance and Occupancy Code)."

Infestation:

Another concern of Roseville inspectors is that the current code doesn't prescribe treatment for insect infestations other than stating that the treatment should not harm human health. This can be improved by specifying that infestation treatments must be conducted by professionals. None of the cities that participated have specific ordinances relating to the treatment of bedbugs and these often go untreated because they are not known to carry disease. However, specifying professional treatment of insect infestations – regardless of disease carrying potential – may encourage rental property owners to be more proactive in preventing infestations of any sort.

Quality of Repairs:

As mentioned earlier, one of the most salient problems identified by Roseville housing inspectors is the short-term nature of repairs to aging buildings. Some cities in their property maintenance codes do specify that repairs must be of "repairman like quality" or something similar. Adjusting the Roseville city code to include specifications regarding the quality of the repair that must be made would be an improvement to the current code.

Complaints:

It has become obvious to the Code Enforcement Division and other city staff that there are serious health/safety and maintenance violations that aren't being reported by tenants for a variety of reasons. Coordinating with other city staff, neighbors, social workers, and others to identify violations and then file complaints on behalf of a tenant, will help to reduce these unreported health/safety dangers.

Crime and Collaboration

The troubled buildings in the City of Roseville are not only plagued by property maintenance code violations but also by a concentration of crime. These two problems together lead the city to use a disproportionate amount of time and resources in trying to alleviate health and safety issues in one particular area. The Roseville Police Department does currently offer a template for a crime-free lease addendum that can be used by rental property owners as an addition to their lease language. Requiring that landlords include this type of language in their lease can provide a tool for them to evict serious problem tenants when needed. This could be reinforced by strengthening relationships and information sharing between the inspections, police, and fire departments. Additionally, the literature review section of this research found that it is often the case that landlords feel they don't have the sufficient support or resources to prevent crime in their properties. Improving the quality of relationships between rental property owners and designated police department staff could lead to improvements in the concentration of crime in particular buildings.

Education

Many cities do conduct periodic meetings with landlords in their communities. These meetings include the participation of staff from inspections, police, and fire departments and address issues that landlords are facing, such as providing support and resources and encouraging good property maintenance practices. Additionally, some cities require participation in these meetings as part of their rental licensing ordinance. These meetings could also be used to fulfill requirements cities have regarding attendance of a crime-free multi housing activity.

Inspectors in the City of Roseville describe a situation in which tenants are not aware of their rights or of city property maintenance standards. Providing written information in several languages to tenants could improve their awareness of their rights to file a complaint as well as their knowledge on how to do so.

Appendix A
Rental Unit Licensing (RUL) Program Interview Questions

Establishment of RUL

- 1) When and why was the program established?
- 2) Who were supporters and opponents and what were their arguments?
- 3) How many licensed units?

Program Structure

- 1) How often are inspections completed?
- 2) Complaint-based inspections? Who can initiate?
- 3) What is the fee structure?
- 4) What types of unit does the program apply to?
- 5) Are there additional fees or penalties in addition to the license fee?
- 6) Does the license fee cover the cost of inspections for license holders?
- 7) What is the re-inspection process like?
- 8) Where is the program housed organizationally?
- 9) What is inspected (exterior, common areas, etc.?)
- 10) What do you look for in inspections (specific violations)?
- 11) What is the number of units necessary for inspection for multi-unit buildings?
- 12) What happens if rental license is revoked? Has threat of revocation been effective?
- 13) Coordination between departments?

Budgetary Impacts

- 1) How many full-time employees are necessary?
 - a. Administrative vs. inspectors
- 2) Does the fee structure fully compensate the program expenses?

Estimated Effects

- 1) What has been the effect of the program on code compliance?
- 2) To your knowledge, what has been the effect on rents and property values?
- 3) To your knowledge, what has been the impact on vacancy rates?
- 4) Has the city run into any administrative or legal problems with this program?

	Type	Effective Year	# of Rental Units	License Fee	Per Unit Fee	Inspection Fee	Fee Frequency	# of units inspected	Inspection Frequency	Reinspection fee	Penalty Fees	Applicability	Sample Cost for 230 Unit Building
Brooklyn Center	Targeted	1975	Currently 665 licenses (each MFU owner holds one license)	\$300 for single family dwelling (\$400 for new license), \$200 for two family dwellings, \$200 for MF dwellings	\$18 for MFUs	Included in license fee	Fee administered at time of renewal. Varies depending on licence type	100% of units	Type I License holders inspected every 3 years. Type II every 2 years. Type III every year. Type IV (Provisional) every 6 months	\$100 for 1-3 units \$50 per unit and \$100 per common area for properties with 4 or more units	\$300 fee for lack of license can potentially double every 2 weeks starting 30 days after lack of license notification is posted.	City Wide. Targeted for code violation fees. Based on number of code violations and police calls	\$4340 every three years (Type I) \$4340 every two years (Type II) \$4340 every year (Type III) \$4340 every six months (Type IV)
Coon Rapids	Targeted	2009	5500	\$100, \$500 conversion fee if unit previously owner occupied	Per unit fee only for inspections	\$70 for single family dwellings; \$50 + \$20 per unit for multifamily dwellings	Yearly	25% of units in MF buildings per inspection	Based on code violations and violation history of property and complaint based	\$100	Based on Crime Free Housing participation. Ranges from \$200-\$500 for first violation, \$500-\$1500 for 2nd violation, and \$1000-\$2000 for 3rd violation. \$500 for renting without a license	City Wide. Targeted inspections based on number of code violations	\$4750 yearly
Hopkins	Targeted	2008	5800	\$65	\$7.50 per unit for multi-unit buildings	\$65 per building, \$45 for condos, \$65 per building+ \$20 per unit for apartments.	Every one to four years depending on score of previous inspection	Buildings with 10 units or less: 50% of units inspected Buildings with 11 to 24 units: 5 units inspected Buildings with 25+ units: 20% of units inspected	Buildings with less than 4 points inspected every 3-4 years, buildings with 5-10 points inspected every 2 years, buildings with 11+ points inspected yearly	1st re-inspection \$50 per building and \$50 per unit, 2nd re-inspection \$75 per building and \$75 per unit, Each additional re-inspection: double the previous amount per building and per unit	Varies	City Wide for licensing. Targeted for inspections	\$6455 every four, two, or one years depending on license category.
Little Canada	3rd Party Inspection	2009	1677*	\$100	\$12 for MFUs	Not included in license fee. 3rd party inspections	Yearly	Complaint based	Not regularly scheduled	Reinspection fees determined by independent inspectors	\$0	City Wide	\$2860 + inspection cost yearly
West St. Paul	3rd Party Inspection	2007	3572 units, 387 buildings	\$35 per building	\$10 per unit for buildings with more than one unit	Not included in license fee. 3rd party inspections	Yearly	25% of units in all buildings	Buildings with 1-3 units inspected every 3 years and based on citizen complaints	Reinspection fees determined by independent inspectors	Based on STAR participation. Ranges from \$250-\$500 for first violation, \$500-\$1000 for 2nd violation, and \$600 to \$2000 for 3rd violation. Additionally, \$17.50 per unit fee for late applications or incomplete Inspection Reports submitted. \$500 fine for renting the property without a rental license	City Wide	\$2335 yearly + inspection cost
New Brighton	Universal	1980s	3000	No flat fee	\$12.50 per unit + \$5 per unit fee for crime free housing officer (pd)	Initial inspection included in license fee	Yearly	10% of MF units in all buildings	Yearly	Varies	\$0. Citations for continuous violations and non-compliance are issued and require county housing court appearance	City Wide	\$4025 yearly
Burnsville	Universal	2006	4570	No fee. If license was previously revoked and reinstated, prop owner pays \$50 for the new license	If license was previously revoked and reinstated, prop owner pays \$4 per unit	\$0	Yearly	no schedule	Complaint based only	\$0	Based on STAR participation. Ranges from \$250-\$500 for first violation, \$500-\$1000 for 2nd violation, and \$600 to \$2000 for 3rd violation	City Wide	\$0 if licence in good standing
Richfield	Universal	1989	5500	\$140	\$14 for MFUs	Included in License fee.	Yearly	100% of rental units	Yearly, based on last initial inspection date. Also based on tenant complaints	\$50 per single family home and \$80 per building		City Wide	\$3360 yearly
Shoreview	Universal	2003	1565	\$75	\$12	Initial inspection and 1st reinspection included in license fee	Yearly	1/3 of MFUs, 1/2 of GDUs	Yearly	\$50	\$1000 for renting without a license	City Wide	\$2835 yearly
St. Louis Park	Universal	2001	8101 MF units in 109 buildings and 1098 non-MF units	\$95 per unit for 1 and 2 family units, \$75 per unit for condos, townhomes, and coops, \$145 per duplex, \$165 per building for MFUs	\$11 for MFUs	Initial inspection and 1st reinspection included in license fee	Every two years	100% of units	Every two years and based on citizen complaints	\$130	Reinspection fee. For disorderly use, \$750 fine per month until tenant is evicted. Unit cannot be rented again for a 12 months	City Wide	\$2695 every two years
Rochester	Universal	1967	18000	\$90	\$30	Variable fee ranging from \$60-\$900	Every two years	100% of units	Every two years and based on citizen complaints	\$0, \$45 fee for missed inspection appointment	\$0. Not able to charge fees or civil penalties	City Wide	\$990 every two years
Columbia Heights Limited information available	Universal		2512 (2010 Census)	\$150 per building with 1-3 units \$160 per building with 4 units, \$50 per building with 5 or more units	\$23 per unit for 5-8 unit buildings \$18 per unit for 11-20 unit buildings \$12 per unit for buildings with over 20 units		Yearly	100% of units	Yearly			City Wide	\$2810 yearly (w/o inspection fee)
Brooklyn Park Limited information available	Universal		7293 (2010 Census)	\$180 for complexes with 1-14 units, \$150 for all else	\$20 for complexes with 15+ units	\$125 for first inspection	Yearly	1/3 of all units	Yearly	2nd Inspections - \$125.00 3 Inspections - \$200 4 Inspections - \$300 5 Inspections \$500 6+ Inspections \$1000		City Wide	\$4750 yearly

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HRA Meeting
Minutes – Tuesday, January 17, 2012
Page 3

Chair: Dean Maschka
Vice Chair: Bill Majerus
Secretary: Masche
Executive Director: Patrick Trudgeon

Ayes: 7

Nays: 0

Motion carried.

The 2012 meeting dates were approved by consensus. Chair Maschka noted that he would be unavailable for the March 20, 2012 meeting, with Vice Chair Majerus available to chair the meeting on that date.

b. Discussion of multi-family rental properties

As a precursor to of this discussion, Housing Program Manager Kelsey distributed a bench handout entitled, “Multi-Dwelling Unit Comparison 2007 – 2011 (Larpenteur Avenue and Rice Street Area,” *attached hereto and made a part hereof.*

Roseville Police Chief Rick Mathwig prefaced his comments from his frame of reference based on twenty-four (24) years of experience with the Roseville Police Department. Chief Mathwig compared FBI crime statistics with those of Roseville, noting that Roseville crime was close to urban core crimes nation-wide. Chief Mathwig noted that those statistics consistently reflect that the crime rate increases as socio-economic issues increase. Chief Mathwig also noted that it was typical that there were more issues requiring police response in rental units, as they tended to follow socio-economic sections in communities and had similar commonalities.

Chief Mathwig noted that the handout reviewed and compared four (4) multi-family rental complexes in Roseville, prepared by the Police Department’s Community Relations staff person, Sarah Mahmud. Chief Mathwig noted that the Roseville complexes immediately north and west of the City of St. Paul were the highest crime areas, and that the crime rates then tended to drop at the complexes further from Rice and Larpenteur, also comparable to nationwide trends. Given the uniqueness of each complex, Chief Mathwig noted that it was difficult to make comparable comparisons; however, he noted that two of the structures were similar and located off Rice and Larpenteur. Chief Mathwig advised that the data represented a five (5) year call comparison, and defined the variables for calls for service. Chief Mathwig noted the Department’s efforts for pro-active community police visits at area shopping malls, bars and restaurants throughout the community to ensure a police presence.

Chief Mathwig noted the reduced call requests at the Rose Vista and Hillsborough complexes, and based that reduction in the on-site professional management and their skill sets in screening tenants, aggressively pursuing evictions of problem tenants, and ensuring that tenants comply with their by-laws and lease agreements.

Chief Mathwig noted that the Brittany/Marion and McCarron’s complexes do not provide this same level of management, they experienced a high call rate. While recognizing the need for the complexes to make money and the legal restrictions on screening tenants, Chief Mathwig noted that their staff could screen tenants post-event through addendums to leases, as well as learning effective management skills. Chief Mathwig noted that these minimal efforts would reduce the Police Department’s call volume at those complexes, allowing them to better serve the wider community.

In response to Mr. Trudgeon’s questions on whether there were any socio-economic differences in the four apartment complexes, and the reason for the significant differences among the four complexes; Chief Mathwig opined that he didn’t see any differences in the

1 socio-economic situations of any of the four complexes, and attributed the two (2) more time-
2 consuming complexes for the Police Department to the lack of aggressive eviction of problem
3 tenants.
4

5 Roseville Fire Chief Tim O'Neill prefaced his comments from his frame of reference based on
6 twenty-three (23) years of experience with the Roseville Fire Department. Chief O'Neill
7 advised that the Fire Department had been inside all four (4) apartment complexes numerous
8 times, and noted the deterioration in the buildings that he and his fellow firefighters had
9 observed over that timeframe. Chief O'Neill noted that the Fire Department didn't evaluate
10 the buildings on fire call volumes, but on the perspective of life safety and effects observed,
11 alluding to the need for implementation of a fire inspection program for multi-family buildings
12 that Fire Marshal Loftus would address during his portion of tonight's discussion.
13

14 From a life safety perspective, Chief O'Neill advised that his department evaluated the
15 condition of a building, obvious deterioration in the structure itself, if the structure met fire and
16 building codes, quick fire suppression and responses available on-site, and occupancy loads;
17 and noted how those items had changed over the years, specifically in two (2) of the
18 complexes referenced by Chief Mathwig. Chief O'Neill also noted that the same number of
19 units was occupied more densely in population per unit, creating more risk to firefighters and
20 resident so those units and complexes. Chief O'Neill noted that, over the last five (5) years,
21 there had been an explosion of populations in multi-family units, opining that the economy had
22 something to do with it, as well as cultural aspects of some of the community's diverse
23 population groups.
24

25 Discussion among HRA members and members of the panel included cultural and socio-
26 economic reasons for more people per unit; occupancy limits per square footage for bedroom
27 space, as well as limitations on unrelated persons per unit addressed in City Code, and some
28 lease agreements; occupancy per unit correlations with those complexes having effective
29 management on site to monitor occupancy levels per unit; and current lack of ability for staff
30 to verify and enforce occupancy compliance and reporting requirements without access to the
31 units and limited to exterior and common area inspections only.
32

33 Mr. Trudgeon advised that the City's current ordinances were inadequate from an enforcement
34 perspective for staff and needed to be amended across the board, but how to do so the most
35 effectively remained in flux.
36

37 Roseville Fire Marshal John Loftus prefaced his comments from his frame of reference based
38 on twenty-two (22) years as a Fire Marshal, and concurred with previous comments. Marshal
39 Loftus noted that the multi-family complexes were new construction when he first came on
40 board, but now many of the units, if not the structures themselves,, should no longer be
41 considered fit for occupancy. Marshal Loftus concurred that it was professional management
42 on-site that kept the buildings on track; and while able to inspect common areas in those
43 buildings on an annual basis with the vast majority in good shape, there were some troubling
44 areas. However, Marshal Loftus noted that staff's hands were tied, since they were not
45 authorized to inspect the units, nor were there financial and/or personnel resources available to
46 do so at this time, other than in those common areas; or could staff address occupant loads in
47 those units. At the request of Chair Maschka, Marshal Loftus defined common areas as the
48 hallways and gathering areas, mechanical and boiler rooms, heating plant, and alarm systems.
49

50 Building Code Enforcement Officer Don Munson noted the number of apartment buildings
51 located in Roseville, with the vast majority in good shape, and only a few in poor shape. Mr.
52 Munson advised that exterior inspection violations were similar across the city, typically
53 unlicensed vehicles, junk or debris on-site; and were typical of those buildings not well-
54 managed, creating building maintenance issues being observed at those same buildings,
55 varying in their severity depending on the upkeep of each specific building or complex. Mr.

1 Munson noted that those problem buildings also tended to have little in the yards, in addition
2 to near dumpsters, and causing problems throughout that neighborhood.

3
4 When code violations notices were processed for those problem buildings that were not well-
5 managed, Mr. Munson noted that it took longer for compliance, causing the violations to
6 remain problematic for the entire neighborhood and greater community for a longer time.
7 Since staff was unable to inspect units, other than for Section 8 reviews, Mr. Munson advised
8 that they could not investigate bug and/or rodent infestations even when made aware of them;
9 as well as reports on over-occupancy issues since staff had no recourse to pursue those
10 concerns.

11
12 As an example, Mr. Munson noted that in a well-managed building, when an appliance broke
13 down, or between vacancies, the appliances were replaced or upgraded and the units
14 remodeled or cosmetically improved and carpets shampooed. However, in buildings not well-
15 managed, another inferior appliance might be brought, and the units not sufficiently cleaned
16 between vacancies. Mr. Munson noted that, while staff was asked to inspect Section 8 units,
17 those standards included in their checklist were not very high, and not based on cleanliness
18 unless there were obvious roaches or broken windows, or large holes in a wall, while less
19 extensive damages could not be cited.

20
21 Chair Maschka questioned what creative recourses other communities were using to address
22 these issues, referencing the Cities of Minneapolis and St. Paul's experience in bringing
23 buildings into compliance, while attempting not to necessitate evictions or displacing tenants.

24
25 Mr. Trudgeon advised that, later on tonight's agenda, staff would be making suggestions, one
26 of which was the HRA's receipt for funding for additional CURA intern services, and plans for
27 the intern to perform a survey to collect data from other communities to find best practices that
28 would be applicable for use in Roseville.

29
30 Lisa Peilen, Minnesota Multi-Housing Association representative, advised that cities varied in
31 their enforcement techniques. Ms. Peilen noted that some required a unit to be vacated versus
32 the entire building until it was brought up to standard, and requiring that the landlord could not
33 rent any other vacant units until other units were brought into compliance, while allowing
34 current tenants to remain if possible during the work. Ms. Peilen used several recent examples
35 (e.g. Burnsville and Brooklyn Park) that had been in the news in the metropolitan area and the
36 issues involved and their responses for resolution. Ms. Peilen noted that Brooklyn Park was
37 very active in resolving issues in appointing a receiver for the building with all monies going
38 to the receiver until repairs were completed, with the owner remaining responsible for taxes,
39 utilities, and other operational costs.

40
41 Chair Maschka asked the panel, and individuals on the panel, for their recommendations.

42
43 From a fire safety perspective, Chief O'Neill noted that the conditions found in the common
44 areas were indicative of the private areas or units. While able to make limited observations of
45 units if called for a fire alarm check or medical call, Chief O'Neill noted that there were often
46 obvious maintenance issues, overcrowded units, and bug infestations, and allowed staff to
47 observe first-hand some of the issues. Chief O'Neill advised that the key was to be able to
48 access and inspect the units, and then find a means to correct the issues once access was
49 gained.

50
51 Chair Maschka questioned the projected staffing requirements to perform rental inspections.

52
53 Marshal Loftus opined that for the initial inspection, the resource commitment would be
54 substantial, with much time invested in writing up violations, and then enforcing them –
55 through the court system if necessary, and then following up on that enforcement process.

1
2 Mr. Munson opined that the current standards were not set up for long-term maintenance
3 issues, and were more simplistic and cosmetic in nature. Mr. Munson further opined that
4 standards needed to be in place to address long-term maintenance issues more specifically, and
5 encourage landlords to refurbish units between vacancies.
6

7 Chief Mathwig reiterated that a vast majority of the complexes in Roseville were great, with
8 only a few being problematic. Chief Mathwig opined that most of the problems could be
9 resolved by providing some people with a “moral adjustment” to do the right thing. Chief
10 Mathwig suggesting avoiding civil court with apartment owners to avoid extensive costs to the
11 City, and noted the success found in the Repeat Call Ordinance recently adopted in providing
12 significant return on investment through civil penalty provisions.
13

14 Member Pust cautioned that the HRA remained mindful of who was being punished, and
15 potential unintended consequences for landlords and/or property managers who were in
16 compliance, as well as negative impacts in displacing tenants in those buildings being poorly
17 managed. Member Pust asked for assurances that the need for living space was respected for
18 tenants, while addressing the human need to provide a quality place to live. Member Pust
19 reiterated the comments of Chief Mathwig that this discussion is not relevant to every
20 apartment complex in Roseville, and the need to segregate those problem properties first.
21 Member Pust expressed appreciation to members of the panel who recognized the huge cost
22 involved in enacting an inspection ordinance; and cautioned the inefficiencies of such an
23 ordinance if all properties couldn’t be inspected. Member Pust suggested finding a creative
24 solution to the problem.
25

26 Chair Mathwig concurred, noting that the vast majority of ordinances were necessitated by
27 only 2% of the population; and his preference to find a recourse to deal with that minority of
28 multi-unit building owners.
29

30 Member Pust expressed her interest in the receivership option, and asked Ms. Peilen to provide
31 more detailed information to the HRA on those types of programs, specifically what triggered
32 it, whether through non-compliance over a certain period of time, the types of code violations
33 and who initiated the receivership, and how a receiver could access a private business without
34 documented and significant issues.
35

36 Mr. Trudgeon advised that case information related to receivers had been included in the
37 HRA’s November of 2011 meeting packets for their initial review. Mr. Trudgeon noted that
38 there was also a case in St. Paul that went into receivership; and addressed concerns when
39 tenants were caught in the middle of the landlord and the enforcement action; however, he
40 opined that for certain types of development, receivers may be a perfect tool to use for
41 enforcement.
42

43 Chair Maschka expressed his personal appreciation, as well as that of the HRA Board, on the
44 work of Mr. Munson and staff on code enforcement in the community. Chair Maschka
45 questioned the process followed if a code violation was reported to the City.
46

47 Mr. Munson advised that the property maintenance code was working well from an
48 enforcement perspective, and reviewed the process for complaints received. Mr. Munson
49 further addressed violations at multi-housing buildings, and staff’s ability to address exterior
50 maintenance issues for tenants (e.g. roof leaks) and the process available to staff. Mr. Munson
51 noted that often, tenants were uncomfortable talking directly to their landlord or property
52 manager due to the fear of reprisals. Mr. Munson advised that tenants usually didn’t call staff
53 directly to report bug or rodent infestation, but rather those calls came to staff from social
54 workers who had observed a problem in a unit. However, Mr. Munson noted that the tenant

1 still may not let staff into the unit, effectively allowing staff no recourse to follow-up or
2 enforce such an issue.

3
4 Member Pust questioned if the recently adopted Problem Property ordinance had significantly
5 helped; with Mr. Trudgeon advising that it had not, to-date, as the City was still in the process
6 of accumulating and documenting information, but anticipated that it would be used in 2012.
7

8 At the request of Member Masche, Mr. Munson advised that the abatement process worked
9 well and resolved a great number of non-compliance issues. Member Masche suggested
10 formulating a similar process for inside inspections as that used for exterior inspections, since
11 that program had proven so successful.
12

13 Mr. Trudgeon asked Ms. Peilen to provide additional information for the HRA Board on the
14 Minnesota Multi Housing Association and their representation of landlords.
15

16 Ms. Peilen provided a detailed verbal description of this non-profit trade association of rental
17 property owners, covering all types of properties, from large complexes to those of 1-4 units;
18 with a shared common goal to provide quality rental housing. Ms. Peilen advised that the
19 majority of rental property owners didn't like bad operators any more than cities did, since
20 those minority properties resulted in ordinances that hit the good guys as well as the bad. Ms.
21 Peilen advised that it was the goal of the Association to promote the highest standards in
22 management through various opportunities, one of which included in excess of classes per year
23 for educating professional management of rental properties. Ms. Peilen provided written and
24 informational materials for each Board member from the Association, including materials
25 entitled, "Fundamentals of Rental Properties in Minnesota," along with other helpful resources
26 for their review. Ms. Peilen reviewed some of the offerings available to rental property owners
27 through the Association, including best practices management procedures, lease templates, and
28 how to provide sound rental property management, with classes offered on those same
29 offerings. Ms. Peilen advised that the Association offered products to assist rental property
30 owners in being the best that they could be, including solid and proven written leases and
31 application forms. Ms. Peilen advised that there were a number of managers/owners in
32 Roseville who were participants in the Association, and offered the Association's resources to
33 the HRA and municipalities, as well as providing comparable practices of other communities.
34

35 Ms. Peilen opined that there were three (3) types of owners:

- 36 • Responsible rental property owners, whom she was proud to say were among their
37 Association's members, and including a number of property owners in Roseville;
- 38 • Owners who wanted to do a good job, but may be unaware of everything that ownership in
39 rental property entailed, especially those obtaining smaller properties when recent prices
40 were so low anticipating they'd turn around and rent the property as a money making
41 venture, but not understanding how much work was involved in maintenance and
42 operations; as well as large complex owners without good on-site managers or good,
43 quality professional management; and
- 44 • Those rental property owners who just don't care, and those who often end up in the news.
45

46 Ms. Peilen opined that there were multiple options available to the City of Roseville; however,
47 she noted that even with inspections, there may remain problem properties. Ms. Peilen offered
48 the resources of the Association to work with the City in meeting their goals, while not
49 penalizing the vast majority of responsible rental property owners.
50

51 Ms. Peilen noted that cultural and growing diversity issues were prevalent and anticipated to
52 continue challenging rental properties. Ms. Peilen advised that one of the classes offered by
53 the Association was how to effectively communicate with other cultures, many of whom are
54 used to an environment where extended families were revered and important to the family
55 structure; and their lack of understanding our occupancy limits. Ms. Peilen referenced crime

1 release addendum the value of screening tenants as a good management tool, and advised that
2 the Association offered crime-free training that was currently utilized by some of those rental
3 communities.
4

5 At the request of Member Pust, Ms. Peilen advised that the majority of their membership in
6 Roseville was by larger property owners, estimated at eight (8) properties. When reviewing
7 the map included in tonight's meeting packet showing the locations of rental properties
8 throughout Roseville, Member Pust noted the ratio of those rentals with those involved in the
9 Association, and suggested more aggressive marketing of rental property owners and available
10 benefits may be indicated for the Association in partnership with the HRA.
11

12 Mr. Trudgeon noted that tonight's panel presentation and discussion had provided a lot of
13 information for everyone to absorb, and suggested that as the information is digested
14 individually, it become the springboard for future discussions at a future meeting. Mr.
15 Trudgeon expressed the interest of staff in hearing input and feedback from individual
16 Members of the HRA before, during or after the meeting.
17

18 Chair Maschka questioned Ms. Peilen on the success rate of cities in inner-ring suburbs in
19 improving older buildings. Chair Maschka also questioned any rehabilitation programs that
20 had been successful.
21

22 Ms. Peilen advised that an older housing stock was consistent among communities, and while
23 many may have been construction as state-of the art, were now older and held few of the
24 amenities being sought by many renters, thus limiting the rents they could command and
25 attracting a specific renter demographic. However, if well-managed, Ms. Peilen advised that
26 those older buildings could prove successful. Ms. Peilen advised that the availability of
27 rehabilitation programs varied from property to property, and were often based on how well
28 they were currently maintained, and were mostly related to energy savings at this time.
29

30 Chair Maschka thanked the panel for their interesting and helpful presentation and subsequent
31 discussion; and expressed his concurrence with Chief Mathwig's concept of the need for a
32 moral adjustment for some individuals as a solution to the problem.
33

34 **c. Center for Urban and Regional Affairs (CURA) intern for the spring**

35 Housing Manager Kelsey advised Members that the City's HRA had again been successful in
36 being awarded a CURA grant, with the intent for this grant cycle to research beset practices for
37 registration/licensing of apartment buildings with five or more units. Ms. Kelsey introduced
38 Ms. Savannah Hacket, last year's intern, who was present in tonight's audience. Ms. Kelsey
39 advised that last year's report by Ms. Hacket had been finalized in November of 2011, and
40 would be formally presented to the HRA in February of 2012. Ms. Kelsey advised that the
41 only cost to the HRA was for Ms. Hacket's services would be office space and mileage.
42

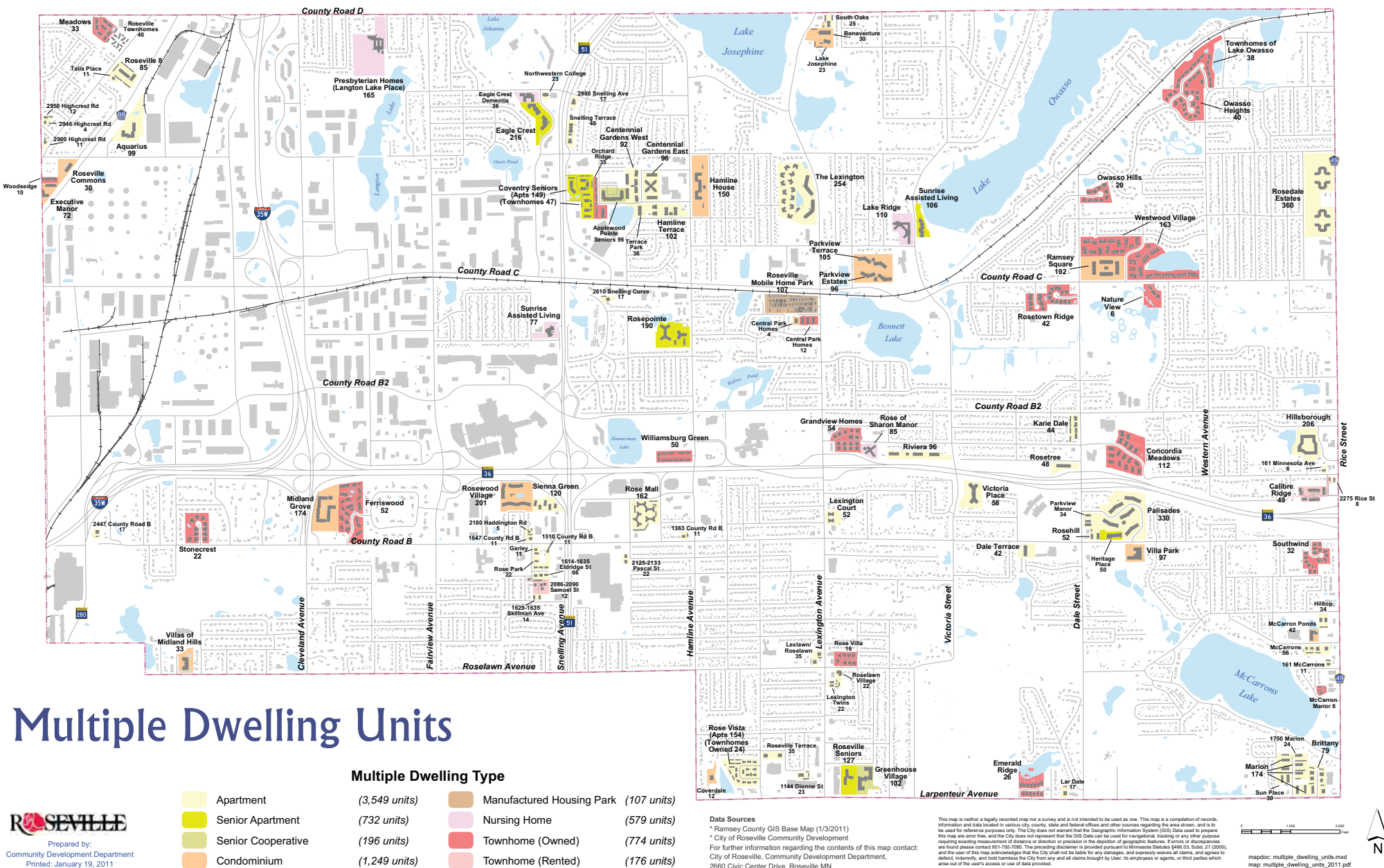
43 Member Pust welcomed Ms. Hacket back to working with the HRA again this year. Member
44 Pust asked that the study be broad enough to not just focus on rental licensing, but on tools and
45 best practices available from other communities as her time allowed.
46

47 Ms. Kelsey clarified that she had broadened the scope of the program description to include
48 best practices in addition to registration.
49

50 **Motion: Member Pust moved, seconded by Member Lee to accept the paid intern from**
51 **CURA for the spring of 2012, with the RHRA to provide office equipment and reimburse**
52 **the intern for mileage.**
53

54 **Ayes: 7**

55 **Nays: 0**



Multiple Dwelling Units January 2011

Apartments - Rental	Address	Units	Comments	Phone
Aquarius Apartments	2425 County Road C2	99		
Brittany Apartments	175 Larpenteur Avenue	17	Sec 8	
	1722-1739 Woodbridge Court	62	Sec 8	
Centennial Gardens East	1405-1425 Terrace Dr	96	Sec 8	
	1400-1420 Centennial Dr			
Centennial Gardens West	2815-2845 Pascal Street	92	Sec 8	
County Road B (1363)		11		651-771-6216
County Road B (1610)		11		651-697-0282
County Road B (1647)		11		651-772-3183
County Road B (2447)		17		
Coverdale Apartments	1725 Deilwood Street	12	Sec 8	651-603-1416
Dale Terrace Apartments	720 County Road B	42	Sec 8	651-488-5456
Dionne Street (1144)		23		651-738-7012
Eldridge Avenue (1614)		11		651-439-8098
Eldridge Avenue (1615)		11		
Eldridge Avenue (1624)		11		651-484-3051
Eldridge Avenue (1625)		11		651-738-1576
Eldridge Avenue (1634)		11		
Eldridge Avenue (1635)		11		
Garley Apartments	1634 County Road B	11		
Haddington Road (2180)		5		
Hamline Terrace	1360-1410 Terrace Drive	102		651-633-0827
Sienna Green Apartments	2225-2265 Snelling Avenue	120		612-545-9155
Highcrest Road (2900)		11		612-789-1978
Highcrest Road (2946)		4		763-757-5424
Highcrest Road (2950)		12		651-773-3538
Hillsborough Apartments	240-250 Grandview Avenue	86		
	2335-2345 Woodbridge Street	120	Sec 8	
Hilltop Apartments	160-170 Elmer Street	34	Sec 8	
Karie Dale Apartments	2355-2393 Dale Street	44	Sec 8	651-484-6013
Lar Dale Apartments	655 Larpenteur Avenue	17		651-698-5928
The Lexington	2755 Lexington Avenue	254		
Lexlawn	1943 Lexington Avenue	17		651-698-1511
Lexington Court	2192-2206 Lexington Avenue	52	Sec 8	651-487-2045
Lexington Twins	1890-1900 Lexington Avenue	22	Sec 8	651-699-2990
Marion Apartments	195-221 Larpenteur	58	Sec 8	651-489-5854
	1720 Marion Street	29	Sec 8	651-489-5854
	1735-1745 Marion Street	87	Sec 8	651-489-5854
Marion Street (1750)		24		952-851-3194
McCarrons Apartments	166-204 North McCarrons Boulevard	56	Sec 8	651-698-5928
McCarrons Street (161)		11		651-698-5928
Minnesota Avenue (161)		6		
Northwestern College Apartments	1610 Lydia Avenue	23		651-628-3287
Parkview Manor	2202-2210 Dale Street	34	Sec 8	651-488-9493
Palisades	535-570 Sandhurst Drive	330		
Pascal Street (2125-2133)		22		651-777-0120
Rice Street (2275)		8		
Riviera Apartments	885-965 Highway 36	96		
Rose Mall Apartments	2201-2221 Albert Street	54		612-874-4400
	1430-1440 Commerce Street	36		
	2190-2220 Pascal Street	72		
Rose Park Apartments	2128-2136 Fry Street	22		651-698-2878

Apartments - Rental (continued)	Address	Units	Comments	Phone
Rose Vista Apartments	1222-1238 Rose Vista Court	154	Sec 8	
Rosedale Estates	2735-2855 Rice Street	360		763-571-3300
Rosehill Apartments	591-601 County Road B	35	Sec 8	
	2194 Dale Street	17	Sec 8	
Roselawn Apartments	1125 Roselawn Avenue	18		651-698-1511
Roselawn Village Apartments	1074 Roselawn Avenue	22		
Rosetree Apartments	655 Highway 36	48		
Roseville 8 Apartments	3050 Old Highway 8	85		
Roseville Terrace	1759 Dunlap Street	18	Sec 8	651-698-1511
	1760 Fernwood Street	17	Sec 8	651-698-1511
Skilman Avenue (1629-1635)		14		651-698-2878
Snelling Terrace	2906-2930 Snelling Avenue	48		651-628-3287
Snelling Ave (2980) - Northwestern College		17		651-628-3287
Snelling Curve (2610)		17		651-225-8227
South Oak Apartments	1080 County Road D	25		651-483-6792
Sun Place Apartments	1721 Marion Street	30		651-771-7344
Talia Place	3020 Old Highway 8	11		612-388-5196
Terrace Park	1420 Terrace Drive	36		651-604-0955
Victoria Place	2250 Victoria Street	58		

Total: 3,468

Apartments - Senior Housing Rental	Address	Units	Comments	Phone
Eagle Crest	2925-2945 Lincoln Drive	216		651-628-3000
Coventry Seniors Apartments	2820 Snelling Ave (109)	149	Sec 8	651-633-0350
	2775-2839 Asbury St (40)			
Heritage Place Seniors Apartments	563 County Road B W	50		651-489-3293
Rosepointe	2545-2555 Hamline Avenue	190		651-639-1000
Roseville Seniors	1045 Larpenteur Avenue	127		651-488-0747

Total: 732

Nursing Home Facilities	Address	Units	Phone
Eagle Crest Dementia Residence	2955 Lincoln Drive N	36	
Lake Ridge Health Care	2727 Victoria Street	110	
Presbyterian Homes (Langton Lake Place)	1910 County Road D	165	
Rose of Sharon Manor	1000 Lovell Avenue	85	
Roseville Good Samaritan	1415 County Road B	133	
Sunrise Assisted Living	2750 Victoria Street	106	651-482-1611
Sunrise Assisted Living	2555 Snelling Avenue N	77	651-636-4800

Total: 712

Condominiums	Address	Units	Phone
Bonaventure	3090 Lexington Avenue	30	651-481-0729
Central Park Homes	1144-1148 Rose Place	4	
Executive Manor Condos	3153-3155 Old Highway 8	72	651-636-0988
Hamline House Condos	2800 Hamline Avenue	150	Seniors 651-636-3742
Lake Josephine	3076 Lexington Avenue	23	651-490-0395
McCarron Pond Condos	185 North McCarrons Blvd	42	
Midland Grove Condos	2200-2250 Midland Grove Rd (private)	174	651-633-8233
Parkview Estate	2670-2680 Oxford Street	96	612-991-0421
Parkview Terrace	2690-2700 Oxford Street	105	
Ramsey Square	2700-2730 Dale Street	192	651-484-3386
Roseville Commons	2496 County Road C2 W	30	651-633-4553
Rosewood Village	1620-1690 Highway 36	201	651-636-0378
Villa Park	500 County Road B	97	
Villas of Midland Hills	1940 Fulham Street	33	

Total: 1,249

Senior Co-Operatives	Address	Units	Phone
Applewood Pointe	1480 Applewood Court	94	651 766-6858
Greenhouse Village	1021 Larpenteur Avenue W	102	651 488-9997

Total: 196

Townhomes - Owned	Address	Units	Comments	Phone
Central Park Homes	1106-1134 Rose Place	12		
Concordia Meadows	Lovell Ave at Dale St and Highway 36	112		
Elmer Street	180-188 Elmer St	5		
Emerald Ridge	694-733 Emerald Drive	26		
Ferriswood	Ferris Lane	52		
Grandview Homes	Lexington and Grandview	54		
Meadows Townhouses	2406-2434 County Road D	33		
McCarron Manor Homes	1870-1880 Shady Beach Ave	6		
Nature View	2615-2629 Nature View Ct	6		
Orchard Ridge	2801-2838 Arona Street N	35		
Owasso Hills	568-608 Terrace Courte	20		
Owasso Heights	2970-2997 Highpointe Curve	10		
	2946-2998 Highcourte	30		
Rosetown Ridge	638-671 Overlook Drive	24		
	2590-2620 Rosetown Court	18		
Rose Villa	1048-1083 Harriet Lane (private street)	16		
Stonecrest	2170-2213 Midland View Ct	22		
	2281-2283 County Rd B W			
Southwind of Roseville	176-178 County Rd B	32		
	187-197 Burke Ave			
	2097-2156 Albemarle Ct			
Townhomes of Lake Owasso	3000-3083 Highpointe Curve	38		
Westwood Village	County Road C and Mackubin	163		
Williamsburg Green	1355 Colonial Drive	50		
Woods Edge Townhomes	3205-3223 Old Highway 8	10		

Total: 774

Townhomes - Rental	Address	Units
Roseville Townhomes	3085 Old Highway 8	40
Calibre Ridge	Rice Street and Highway 36	49
Coventry	2820 Snelling Avenue	47
Rose Vista Townhomes	1240-1263 Rose Vista Court	24
Samuel Street (2086-2890)	(private street)	16

Total: 176

Mobile Home Parks	Address	Units	Phone
Roseville Mobile Home Park	2599 Lexington Avenue	107	763-421-6540

Total: 107

Total Units: 7,414

Community Development (January 2011)

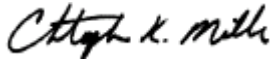
Source: City of Roseville

For further information please contact this office at 651-792-7015

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 09/17/12
Item No.: 13.d

Department Approval



City Manager Approval



Item Description: Continue Discussion on Whether to Amend City Code Chapter 302 Regarding the Number of Allowable Off-Sale Liquor Licenses

BACKGROUND

On July 23, 2012, the City Council held a discussion on whether to amend City Code Chapter 302, regarding the number of allowable off-sale liquor licenses in the City. The discussion was held at the request of Cost Plus World Market who is in the process of re-opening at their location along Fairview and County Road B2. They are seeking to obtain an off-sale license like they had before they closed the store a few years ago. At the conclusion of the discussion, the Council chose to take no action. A Copy of the minutes is attached.

The discussion included various options with regard to increasing the number of allowable licenses. Options included:

- a) Increase the number of allowable licenses on a case-by-case basis.
- b) Increase the number of allowable licenses to 11 or more.
- c) Increase the number of allowable licenses to 11 or more, but further restricting those licenses to areas zoned as 'Regional Business'.

It is suggested that the Council consider Option A with considerable caution. Potential legal challenges could arise if the City applied varying standards to prospective applicants. Option B provides the simplest approach for considering Cost Plus' request and perhaps the greatest amount of flexibility in evaluating future requests. Option C would accommodate Cost Plus' request and provides the greatest amount of assurance that prospective liquor stores would remain furthest from residential areas. However, there are a couple of potential complications under Option C that aren't present with the other options.

By restricting additional liquor stores to Regional Business zoning districts as suggested under Option C, one could argue that the City is creating an inequity in the economic protections afforded to existing liquor stores. Existing stores that are located within or near a Regional Business district will see increased competition while those that lie further away will see less – because prospective liquor stores won't be permitted in other zoning districts.

A further complication arises if one of the existing liquor stores residing outside the Regional Business district closes, and a new applicant subsequently requests a license. The City currently has 10 liquor stores whose locations are currently ‘unrestricted’ aside from the normal zoning code requirements. One of these stores is located inside a Regional Business district, while nine are located outside that district designation.

Let’s assume the Council approves an 11th liquor store under the condition that it locates in a Regional Business district. Now let’s assume one of existing stores outside the Regional Business district closes, bringing the total number of stores back to 10. Can the next applicant locate outside the Regional Business district because it is taking the vacated ‘unrestricted’ license? Or does it have to go into a Regional Business district because any license over 10 is only permitted there?

If it’s the latter, then once again those within or near Regional Business districts are subjected to greater marketplace competition compared to those that are further away. The disparity would grow each time this sequence of events is repeated.

Obviously some locations are already inherently more competitive than others. The distinction being made here is that under Option C, the City has artificially created the inequity. It did not arise out of normal ‘unregulated’ market forces. Something existing license holders could be critical of. This inequity does not exist under Options A or B.

Option C carries a few other challenges as well. It would preclude the City from marketing Twin Lakes to national or local retailers such as Trader Joe’s, or Whole Foods which may want to sell liquor as one of their product lines. In addition, we would create a situation whereby stores like Target (which is zoned Regional Business) could get a liquor license, but their major competitor Walmart (which is not zoned Regional Business) could not. Same goes for Rainbow Foods which already has a license, yet Cub Foods would be prohibited.

When considering these options, the Council is reminded that off-sale liquor store sites must also conform to both State location requirements. In addition, the current City Code specifies that the issuance of an off-sale liquor license can be denied if the presence of the liquor store would prove to be detrimental to the health, safety and welfare of the citizens including, but not limited to; the effect on market value of neighboring properties, proximity to churches and schools, and effect on traffic and parking.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

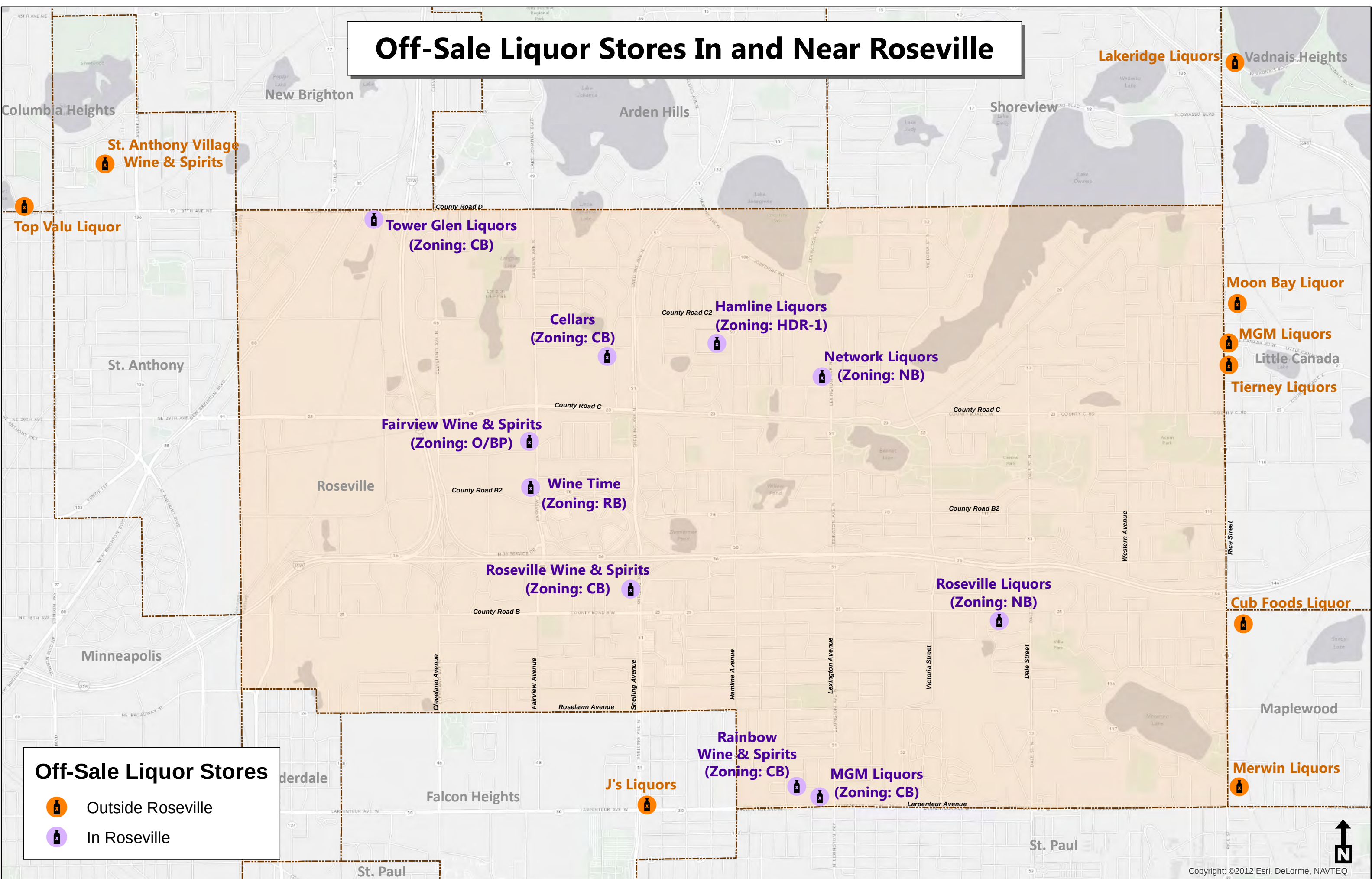
Not applicable.

REQUESTED COUNCIL ACTION

The Council is asked to provide direction regarding the amendment of City Code Chapter 302; and Cost Plus’ request for an off-sale liquor license.

Prepared by: Chris Miller, Finance Director
Attachments: A: Map of Existing Liquor Stores by Zoning Designation
B: Zoning Map
C: Memo from Mayor Roe and Councilmember Johnson's Report on Area Liquor Store Restrictions.
D: Minutes from the July 23, 2012 City Council meeting.

Off-Sale Liquor Stores In and Near Roseville



Off-Sale Liquor Stores



Outside Roseville



In Roseville

Zoning Map

The Official Zoning Map adopted by the City Council on December 13, 2010 in Ordinance 1402 is the final authority with regard to the zoning status of any property. It is on file in the Community Development Department at City Hall.

The zoning designations shown on this map must be interpreted by the Community Development Department. See Water Management Overlay District Map for additional boundaries.

Zoning Designations

Residential

- LDR-1 - Low Density (One-Family) Residential-1
- LDR-2 - Low Density Residential-2
- MDR - Medium Density Residential
- HDR-1 - High Density Residential-1
- HDR-2 - High Density Residential-2

Commercial

- NB - Neighborhood Business
- CB - Community Business
- RB - Regional Business

Mixed Use

- CMU - Community Mixed Use

Employment

- I - Industrial
- O/BP - Office/Business Park

Public / Institutional

- INST - Institutional
- PR - Park and Recreation

Data Sources

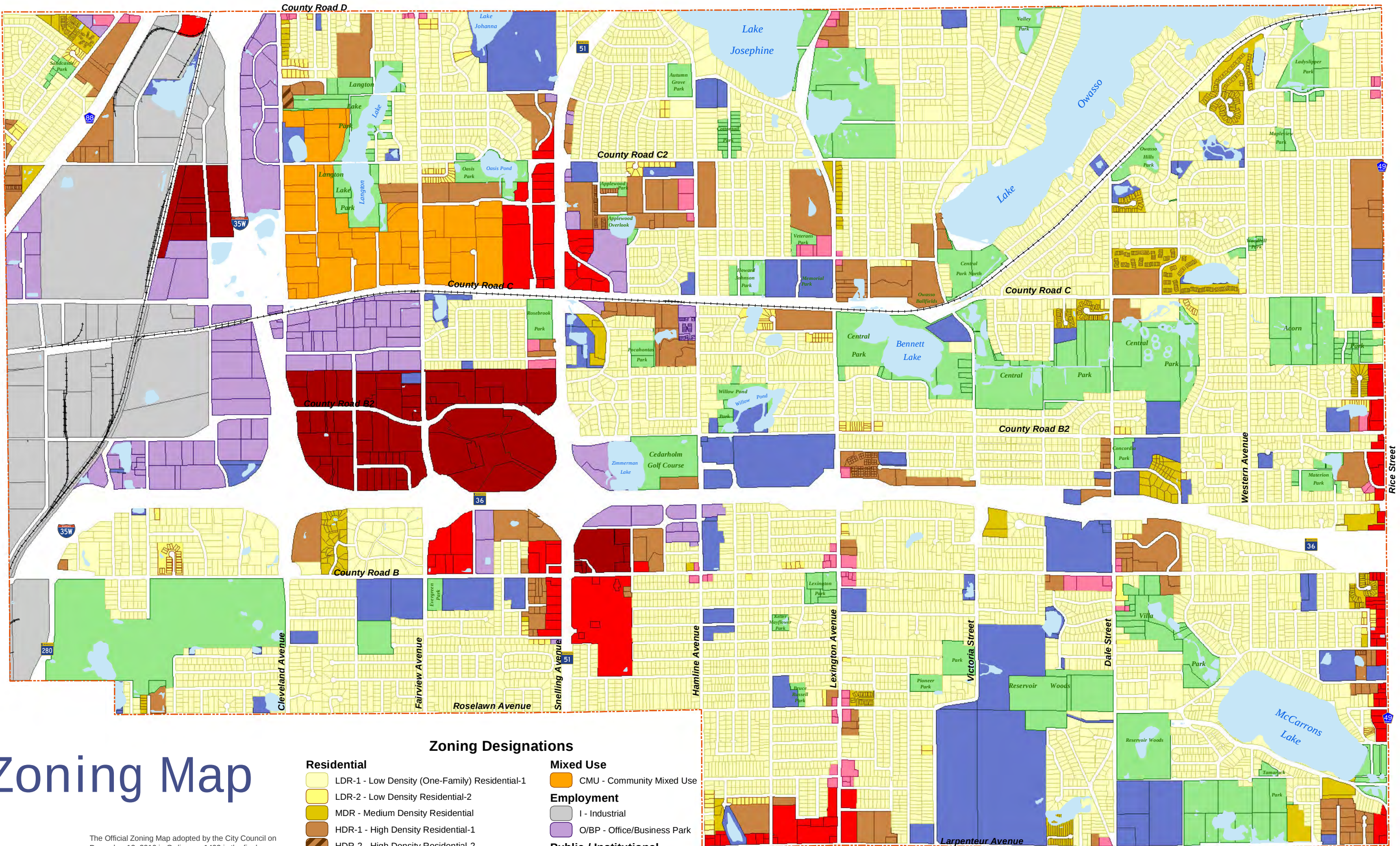
- * Ramsey County GIS Base Map (1/3/2012)
- * City of Roseville Community Development

Disclaimer

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

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mapdoc: official_zoning_map.mxd
map: official_zoning_map.pdf



MEMORANDUM

June 13, 2012

To: City Manager Malinen, City Council Members
From: Dan Roe
Subject: Off-Sale Liquor License Quantity

As we on the council have been aware, there is interest in the marketplace to open businesses in Roseville that have as part of their model the sale of off-sale liquor in some form (often wine), such as Trader Joe's or Cost Plus World Market.

The issue raised by potential developers has been the limit of 10 off-sale licenses in Roseville, all of which are currently held by existing establishments, and apparently none of which seem to be in a position to be made available, either due to continued interest in maintaining the license by the current holder or due to the price to obtain the license being too high for a prospective user to justify.

I am well aware that in the past the city council has not been interested in increasing the number of off-sale liquor licenses in Roseville.

However, given the keen interest by some prospective businesses, and given the continued slow economy, as well as Councilmember Johnson's interest in reconsidering the issue, I wanted to broach the subject again with the council from perhaps a bit of a different angle.

It seems that one reason for limiting the number of licenses is to limit the perceived impacts on neighborhoods of having liquor stores nearby.

If that is the case, it seems reasonable to conclude that liquor stores located in a primarily commercial area, such as the Regional Business area around Rosedale, would have much fewer impacts on neighborhoods, since the surrounding businesses in the RB zoned area would essentially provide a "buffer" between the liquor store and the nearest neighborhood.

Therefore, it may be worth considering allowing some small number of additional off-sale liquor licenses, provided that they are located only in the RB zoned area. I would suggest that, if we do that, we still limit the number of licenses in non-RB zoned areas to the current 9. (One of our current 10 license holders is already located in the RB zoned area.) In other words, we could raise the limit to, perhaps 12 or 13 or 14, but require that no more than 9 of those may be for stores in non-RB zoned areas.

In addition, if we are willing to increase the number of licenses in that manner, we may want to consider provisions to prevent "clustering" of liquor stores anywhere in the city, which may be a public safety and neighborhood quality concern, perhaps by setting a minimum spacing requirement of, say, ¼ mile in non-RB zoned areas, and perhaps a closer spacing in RB zoned areas.

I suggest another discussion on this matter as we consider the "tap room" license proposal.

<u>City</u>	<u>Population</u>	<u># of Muni/Private</u>	<u>Comments/Code</u>
Roseville	34,508	10 Private	Maximum of 10 licenses granted at 1 time
Hopkins	17,839	9 Private	Code does not allow both on or off sale No maximum license limit
Richfield	35,724	4 Municipal	Located appropriately through community *7 located on Bloomington border
Brooklyn Center	30,529	2 Municipal	Located appropriately through community
Woodbury	62,787	10 plus private	No Restrictions on License limits
Shoreview	23,250	4 private	1 license for every 5,000 people
Fridley	27,398	2 Municipal	As council sees fit
Columbia Heights	19,632	1 Municipal	Both on/off permitted
Bloomington	84,057	6 private	Only issued to exclusive liquor stores no limit
Moorhead	38,566	7 private	No code found online
Duluth	86,277	22 private	No code found online
Rochester	107,890	16 private	Intoxicating liquor/off sale exclusive Intoxicating liquor/off sale downtown No restrictions

Mayor Roe opined that he would be more inclined to support this proposal in order to mitigate environmental issues and use of TIF for road and utility costs; while acknowledging that the project could not achieve higher rental rates due to current conditions of the surrounding area.

In addressing attracting young families, Councilmember Pust suggested the need to consider where they would play, since there didn't appear to be a lot of green space on the concept plans presented other than trees. While Langton Lake was across the road and owned by the City, Councilmember Pust questioned whether that was a suitable amenity if the developer proposed it to be family-oriented.

Mr. Osborn expressed appreciation for tonight's feedback.

Mayor Roe thanked Mr. Osborn for his patience in waiting, given tonight's lengthy meeting. Mayor Roe wished Mr. Osborn's team well as they moved forward with further discussions with staff.

b. Consider Amending City Code, Chapter 302 Regarding the Allowable Number of Off-Sale Liquor Licenses

Three bench handouts were provided related to this discussion, *attached hereto and made a part hereof*, consisting of:

- Mayor Roe memorandum to City Manager Malinen memorandum dated June 13, 2012 regarding Off-Sale Liquor License Quantity discussion points.
- Councilmember Johnson's comparison and comments of cities, their population, and number of municipal and/or private facilities; and
- A map showing Off-Sale Liquor Store locations inside Roseville and the immediate area outside Roseville.

Finance Director Chris Miller reviewed how this discussion had been initiated, at the request of various applicants seeking to change City Code allowing them to locate in Roseville, as detailed in the RCA dated July 23, 2012.

Mr. Miller advised that representatives of World Market/Cost Plus were at tonight's meeting and wished to address the City Council.

Barry Feldt, CEO of Cost Plus World Market

Mr. Feldt noted that their organization, headquartered in the bay area of Oregon had an objective to return to the mid-west area and further south and east as a result of the improving economic market.

Mr. Feldt advised that they currently operated 260 stores; and had made commitments to management and employees in communities where they had been

forced to close stores, that they would re-enter those markets and reinstitute their expansion plans and reopen stores when the market improved. Mr. Feldt noted that one of those locations was here in Roseville.

Mr. Feldt noted that their intent was to be able to sell within the entertainment industry with unique beers and wines from around world. In the spirit of full disclosure, Mr. Feldt advised that it was their intent to reopen the Roseville store with or without this license; however, he noted that if they were able to obtain a license, they could generate a higher sales volume, and thus employ more people.

Tom Erlich, President of Tanner Developments, Management/Owner

Mr. Erlich noted their development of this facility in 1984, and their ownership of Rosedale Commons and Rosedale Marketplace, where Cost Plus plan to reopen. Mr. Erlich advised that they had invested \$12 million in those centers, and over the last two (2) years had invested \$2.5 million in renovating them in an attempt to attract new and unique tenants. Mr. Erlich noted that retail tenants have many choices, and it was critical to offer them the ability to provide full product offerings, thus their interest in obtaining this license for Cost Plus World Market. Mr. Erlich noted that it was extremely competitive out there to market space, with over 250 current vacancies of 10,000 square feet or more. When retailers look for space, Mr. Erlich noted that they considered financing and location competitiveness in their perspectives; and advised that his management firm had been approached by multiple retailers on a preliminary basis for their centers in Roseville, however, they had not pursued it since there was no additional license available for that type of food store. Mr. Erlich therefore concluded that it was important from their perspective that City Code be amended to allow the best retailers to enter the community and be able to offer their full product.

Mr. Erlich referenced the comparisons provided by Councilmember Johnson on what is happening in the Twin Cities and different business models being used by retailers, and offering a full merchandise mix. Mr. Erlich noted, that this didn't allow Roseville to be very competitive, noting that tenants are looking for the regional or trade area for Roseville to serve a full merchandise mix, including liquor sales.

Howard Roston, Fredrikson & Byron Law Firm, Legal Counsel

Mr. Roston clarified that they were requesting that the City amend their ordinance or create a separate license category to facilitate these additional retail opportunities. Mr. Roston noted that getting a temperature of the City Council tonight was the first step to determine if they should have further discussion with staff on how to facilitate these additional retail opportunities. Mr. Roston noted several options, whether through an additional liquor license category or

through restrictions on radii as other cities have done. Mr. Roston reiterated that their request of the City Council tonight was simply to determine if the Council was open to pursuing these options. Mr. Roston opined that it made sense from their perspective, however, they needed to know if it made sense from the City's perspective as well before moving forward. Mr. Roston provided a handout on World Market Cost Plus operations, attached hereto and made a part hereof.

Councilmember Johnson noted the various options available, based on his research and discussions while performing that due diligence, and suggested that this provided an edge for their market area. Councilmember Johnson opined that of the City's ten (10) license holders, he considered three as large facilities (e.g. Rainbow, MGM, Wine Cellars) and the remaining seven (7) as having stores with a fairly small footprint and sales volume. Councilmember Johnson opined that he considered World Market to have some grandfathered rights in Roseville; and expressed his appreciation in their willingness to relocate in Roseville. Councilmember Johnson asked their representatives if they considered themselves a large or small seller and the amount of volume their wine and beer sales represented in their overall merchandising total.

Mr. Feldt responded that they considered themselves a small retailer, and their business model was to only sell beer and wine from around the world, and as an enhancement to the foods sold from those areas. Mr. Feldt noted that this was largely related to the holiday seasons; and assured Councilmembers that they prided themselves that none of their international product was made in China, but specialized in bringing artisan products from other states, countries, and the immediate area, and only those alcoholic beverages supported through that business model and mission.

Mr. Feldt thanked Councilmember Johnson for welcoming them back into the community, opining that there was nothing more painful for a business owner than to close stores and lay off people. Mr. Feldt reiterated their commitment to return to health, and expressed their pleasure in returning to those markets. Mr. Feldt noted that the Roseville store had significant volume in the past, one of the largest small specialty stores in the region. Mr. Feldt noted that it was common for them to incubate or generate entrepreneurial businesses until they became large enough or had enough of a presence to spin off on their own.

Mayor Roe questioned whether World Market had attempted to purchase one of the existing ten (10) licenses.

Ms. Ann Maranti, Cost Plus

Ms. Maranti advised that they had attempted to contact existing license holders, using a list provided by staff. However, to-date, Ms. Maranti advised that they

had been unsuccessful in convincing any of them to release their licenses, whether through unwillingness to return phone calls or talk. Ms. Maranti advised that they had not yet given up on that endeavor.

Councilmember Pust welcomed the firm back into the community, and while not sure about Councilmember Johnson's concept of being grandfathered into the community, she did note the ongoing talk in Roseville about supporting its business community. Councilmember Pust opined that this provided a good example of putting that talk into action; with this discussion bring public the rationale for considering amending the number of licenses allowed in the community. Councilmember Pust offered her willingness to revisit this issue.

Mayor Roe concurred, expressing his willingness to revisit the issue as well. Mayor Roe referenced his memorandum and asked that some discussion on those issues occur, to understand the rationale for having limits, any concerns within the community and how to address those concerns, and other areas touched upon in his memorandum.

Councilmember Johnson questioned whether another option would be to only issue a wine and beer license, with City Manager Malinen responding that this was not an option, as the State only has one liquor license category in this instance, and unable to further restrict state law categories.

Councilmember Pust opined that by limiting licenses, it provides someone obtaining a license and not using it for a period of time to allow them an economic advantage or value.

Discussion ensued on the map and Councilmember Johnson's comparison, and big box retail settings versus municipal liquor store enterprises.

Councilmember Pust opined that when the limit was originally adopted decades ago, the intent in limiting them may have been based on social concerns about drinking versus today's climate of brew pubs and the recent economic considerations held by the City Council in encouraging these small businesses.

Councilmember Willmus stated that he truthfully didn't know where he stood on this issue; and if forced to make a decision tonight, would not support increasing the number of allowable licenses. Councilmember Willmus noted that this didn't mean that he couldn't be convinced one way or the other, and expressed his appreciation for World Market returning to Roseville; but was unable to provide strong guidance one way or the other without doing further research.

City Manager Malinen referenced an e-mail sent by Mr. Erlich (no copy available) suggesting areas to ponder; including linking to zoning around regional commercial areas or tied to ancillary sales based on square footage. City Manager Malinen referenced the map, noting that it indicated another ten (10) license holders outside the City boundaries, but within the immediate trade area, suggesting that a larger market is out there, but property owners and businesses in Roseville couldn't participate in that market due to current license limitations.

In reviewing the map, Councilmember Willmus observed that there was almost one (1) store in each of the City's commercial centers right now, and adding another could put those stores on top of each other, opining that this may not be advantageous either.

Mr. Feldt assured Councilmembers that their organization was not cannibalistic in the market place, with 85-90% of their clientele made up of women and children. Mr. Feldt did not feel that they would be any threat to existing liquor retailers or diminish their markets, since their sales were more specific and related to other food sales.

Mayor Roe suggested that there appeared to be interest on the Council of revising this issue; however, he noted that the devil was in the details.

City Manager Malinen noted that it was helpful to have the alternative approaches provided in Mr. Erlich's e-mail; and offered to provide a copy to the City Council again.

16. Adjourn

Willmus moved, Johnson seconded, adjournment of the meeting at approximately 11:50 p.m.

Roll Call

Ayes: Pust; Johnson; Willmus; and Roe.

Nays: None.

Daniel J. Roe, Mayor

ATTEST:

William J. Malinen, City Manager

REQUEST FOR COUNCIL ACTION

Date: September 17, 2012
Item No.: 13.e

Department Approval

City Manager Approval

WJ Malinen

Item Description: Consider Designating City-School Appointees to School District Committees

BACKGROUND

The City Council meets annually with the School Board of the Roseville Area School District 623 to discuss ideas to work together to strengthen the community. The City Council and School Board met on June 26 this year. Among the ideas identified was designating a city representative to work cooperatively with a school representative to strengthen the school/city relationship.

POLICY OBJECTIVE

To build a stronger relationship and identify ways to collaborate on issues of mutual interest.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Designate an appointee to work with RAS District 623.

REQUESTED COUNCIL ACTION

Designate an appointee to work with RAS District 623.

Prepared by: William J. Malinen, City Manager