



City Council Agenda

Monday, July 8, 2013

5:30 p.m.

City Council Chambers

(Times are Approximate)

- 5:30 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Laliberte, Etten, McGehee, Roe
- 5:32 p.m. **2. Approve Agenda**
City Manager Search Consultant Interviews
 - a. Springsted, Inc.
 - b. Brimeyer Fursman, LLP
- 5:35 p.m.
- 5:50 p.m.
- 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**
 - a. Proclaim July 13, 2013 to be B-Dale Day
 - b. Proclaim August 6, 2013 Night to Unite
 - c. Accept Donation from Magellan Midstream Partners LP
- 6:20 p.m. **6. Approve Minutes**
 - a. Approve Minutes of June 17, 2013 Meeting
 - b. Approve Minutes of June 22, 2013 Emergency Meeting
 - c. Approve Minutes of July 1, 2013 Special Meeting
- 6:30 p.m. **7. Approve Consent Agenda**
 - a. Approve Payments
 - b. Approve Business & Other Licenses & Permits
 - c. Approve General Purchases and Sale of Surplus items in excess of \$5000
 - d. Approve Special Council Meeting for Budget Discussion on July 18, 2013
 - e. Approve Appointment of Youth Commissioner to Human

Rights Commission

- f. Approve Encroachment Agreement – Retaining Wall, Long Lake Rd
- g. Authorize Accepting MN Department of Commerce Grant Award
- h. Approve Fire Relief Association Monthly Benefit Increase

6:40 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

6:45 p.m. a. Adopt an Ordinance Rezoning Two Areas in Roseville from Regional Business to the Newly Created Regional Business-2 District (RB-2) Allowing Limited Production/Processing as a Permitted Use in the RB-2 District

6:55 p.m. b. Adopt an Ordinance that creates a Definition for Limited Warehousing and Distribution and Allows It as a Permitted and Conditional Use Within the Regional Business and Office/Business Park Districts

7:05 p.m. c. Adopt an Ordinance Creating Standards for Accessory Buildings in the Commercial and Mixed-Use and Employment Districts

7:15 p.m. d. Adopt an Ordinance that Amends the Exterior Building Materials Regulations in Chapters 1005, 1006, 1007, and 1008 of the City Code to Clarify and Refine the Restriction of Corrugated Metal as found on Typical Pole Buildings

7:25 p.m. e. Request by the Planning Division for Consideration of Zoning Text Changes to Multiple Sections to Revise How Outdoor Storage is Defined and Regulated and Where Outdoor Storage is Allowed

10. Presentations

11. Public Hearings

7:35 p.m. a. Request to Extend Working Hours for the 2013 Sanitary Sewer Lining Project

12. Budget Items

13. Business Items (Action Items)

7:45 p.m. a. Award Contract to City Manager Consulting Firm

- 8:05 p.m. b. Classification & Compensation Study Policy
Recommendations and Implementation

14. Business Items – Presentations/Discussions

- 8:25 p.m. a. Discuss and Seek Council Direction Regarding Possible
Changes to Boat and Trailer Parking Regulations in
Chapter 407 (Nuisances) of the City Code

8:40 p.m. **15. City Manager Future Agenda Review**

8:45 p.m. **16. Councilmember Initiated Items for Future Meetings**

9:00 p.m. **17. Adjourn**

Some Upcoming Public Meetings.....

Wednesday	Jul 10	6:30 p.m.	Planning Commission
Monday	Jul 15	6:00 p.m.	City Council Meeting
Tuesday	Jul 16	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Jul 17	6:30 p.m.	Human Rights Commission
Monday	Jul 22	6:00 p.m.	City Council Meeting
Tuesday	Jul 23	6:30 p.m.	Public Works, Environment & Transportation Commission
August			
Wednesday	Aug 1	6:30 p.m.	Planning Commission
Tuesday	Aug 6	8:00 p.m.	Parks & Recreation Commission (Natl Night Out til 8)

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

Date: July 8, 2013
Item: 2.a&b
City Manager Search
Firm Interviews

For Background information see 13.a
Request for Council Action

Proposals for Finalist Firms Attached



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

June 19, 2013

Ms. Eldona Bacon, SPHR
City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113

Re: Request for Proposal to Provide Executive Search Consulting Services to Select a City Manager

Dear Ms. Bacon:

Thank you very much for the opportunity to submit a proposal to assist in conducting an executive search and recruitment for the position of City Manager. Hiring a City Manager is one of the most important decisions a City Council will make. In our role as executive search consultants, Springsted is committed to working closely with all Roseville officials to conduct a thorough, well-executed search that identifies qualified candidates with proven leadership and management experience.

Springsted has extensive experience conducting local government executive searches. Our model and business strategy is to provide you with a strong process while remaining flexible to adapt to the City's needs and desires. We approach each search by establishing positive and effective communication and trust with everyone. We will work hard to understand the City's issues, challenges and future goals. We will use this information to recommend best practices, prepare professional materials and administer effective recruitment strategies. Our work is supported by our guarantee that is outlined in the work plan.

We understand our proposal is subject to review and discussion. We are willing to meet with you to discuss our proposal. We look forward to the next steps in the process and we would greatly appreciate the opportunity to work with you on this important decision. Please contact me at dunmacht@springsted.com or 651-223-3047 if you have any questions on our proposal.

Respectfully submitted,

David J. Unmacht
Springsted Incorporated

kmd

City of Roseville, Minnesota
Proposal to Provide
Executive Search Consulting Services to Select a City Manager

I. Recruitment / Selection Process

Executive Search Philosophy

Our executive search philosophy begins with a clear partnership objective, which is:

To administer a participatory and interactive process that results in the best candidate for the City Manager position. We will earn your trust from our initial meetings and retain it through the end of the search.

We will work to create an excellent partnership between all City and community officials. This includes helping the City think strategically and deliberately throughout each critical step of the process. This will be an important component of the early stages, as the City Council works to reach consensus on the qualities and characteristics you desire in the successful candidate. Springsted team members will remain unbiased and fair in all communications and interactions, and will build trust and confidence with everyone from the beginning to the end of the process.

Mr. Unmacht will begin work immediately to understand the desired qualifications for this position, as well as understand the City's issues and priorities. We will work with you to elaborate on the information that is contained in Section 1 of the RFP entitled, "General Information about the City of Roseville." We will arrange to meet with the City Council and staff to discuss the City's goals, expectations and needs. We will also meet with citizen representatives and community stakeholders if the Council desires.

In partnership with City officials, we will identify best practices in the overall search process, including compliance with applicable Minnesota laws, finalize a recruitment plan and a schedule of all activities. The Springsted team's previous experience in local government, along with our organizational development background, will provide a solid foundation for the City of Roseville. Our work and experience will give City leaders the confidence needed to move forward to hire the best qualified candidate for the position.

Springsted's search process is described below. We would be happy to refine this process as needed to meet the City's goals and objectives.

- 1. Trust and Working Relationship** — Springsted commits to meeting and exceeding the expectations of the City from the beginning to the end of the process. We will create strong lines of communication, be open to ideas and develop a strong partnership with the City Council, staff and community members. Our work with the City is open and transparent.

We have a strong working knowledge of Minnesota laws that must be observed throughout the hiring process. We make sure that the City and candidates understand how these laws affect the hiring process. Our strong regard for conducting a process that follows the requirements of the Data Practices Act and the Open Meeting laws is a critical aspect of our working relationship with the City.

2. **Project Initiation** — Springsted meets with the City’s representative to define working relationships, determine preferred methods of communications and refine the project schedule. The revised schedule is distributed to ensure that everyone involved with the search process understands the process and schedule.
3. **Position Analysis and Profile Development** — We meet individually (or collectively, if preferred) with the Mayor and City Council members to broaden our understanding of the position’s leadership and management requirements, current issues, strategic priorities and to identify expectations for the next City Manager. We also schedule a series of individual and/or team meetings with members of the City’s management team to increase our understanding of the internal organizational dimensions of the City Manager position. If desired, public input is obtained by inviting community leaders to attend a meeting(s) to learn about the search process and offer their perspective on desired City Manager qualities. These meetings can be done in one-on-one interviews or in small group settings.

Information obtained from these meetings, our review of the position description and other City documents, is used to prepare a position and community profile. We review salary and benefit information for City Manager and Administrators in similarly sized communities and in recent City Manager placements to assist the City in determining any adjustments that may be required to the salary range and employment package to ensure the position is competitive with the marketplace. The completed profile and job announcement will be approved by the City before recruitment begins. The position and community profile will be central to our recruitment; as well as candidate outreach and conversations with prospective candidates about the professional opportunities of the City Manager position in the City.

Cost to include steps one through three in the process: \$2,500

4. **Identification and Recruitment of Qualified Candidates** — In consultation with the City, we will develop a customized recruitment strategy for the City Manager position that includes placing job ads with professional local government associations, such as the International City/County Management Association (ICMA), the League of Minnesota Cities, and the Minnesota City/County Management Association (MCMA). We can also use LinkedIn and other sites and organizations we identify with the City. To increase the national exposure of this position, we can strategically place the job ad with other state municipal leagues and city/county management associations and public administration schools that are in regular contact with alumni regarding job opportunities.

Our recruitment outreach strategy emphasizes personal contacts with prospective candidates. We also contact MCMA members, ICMA-credentialed managers and managers who demonstrate an ongoing commitment to professional leadership development. Finally, we draw upon our knowledge of qualified local government managers from our database and from the professional network of our consultant team. Each member of Springsted’s project team is involved in contacting qualified local, regional and national managers, many who are not actively seeking a new position, and encouraging them to apply for this position.

Springsted sets up a special e-mail for each search and encourages an electronic submission of applications. Applications received by mail or by fax are scanned to ensure that we have an electronic record of all materials received. The City receives timely updates on the status of the search.

We also maintain open and professional communication with the applicants to keep them informed about the status of the search and their candidacy for the position and to track developments in their job search activities.

Cost to include this step in the process: \$2,000

5. **Applicant Screening** — Applicant screening is based on position requirements and hiring criteria established by the City in the position description and position profile.

Once we have identified the top candidates, we ask them to complete a questionnaire that addresses their professional and personal qualities so we can assess their fit with the characteristics identified in the position profile. Along with substantive information provided in the answers to the questions, we evaluate the candidates' writing and comprehension skills. Once that is complete, we conduct telephone screening interviews with the top candidates to expand upon each candidate's background and experience, particularly in those areas important to the City. We determine the candidate's level of interest and motivation for seeking the position. We identify the candidate's management and leadership style and learn about their personal experiences and professional expectations for the position.

6. **List of Top Candidates** — We meet with the City Council to present the written candidate reports and a list of the top candidates. Each candidate report includes a summary of the screening interview and relevant information from an Internet search and the candidate's resume and completed questionnaire. The City Council selects the candidates who will be invited to interview. In a professional and respectful manner, Springsted informs all applicants of their status in the selection process, in particular those that are not moving forward to the interview stage.
7. **Reference Checks** — We contact references and provide a thorough reference outline for each candidate participating in the interviews. It is our practice to contact at least four references per candidate: an elected official, a professional peer, a direct report and a community member. We believe that a more comprehensive reference profile can be compiled if we seek input from a representative of each of these areas.

Cost to include steps five through seven in the process: \$6,000

8. **Interviews** — We work with the City Council and designated staff to design and coordinate the interview process. We find that each City is different, so before we organize an interview process, we meet with the City to seek your expectations and desires. Based on City preferences, we develop a structured interview process that maximizes the input of all participants (elected officials, staff and community members) and we coordinate the interview schedule with the candidates. The interview process is structured in a way that helps the City Council assess the candidates' ability to communicate, their approach to making decisions, their interpersonal skills and other preferred qualifications. We also provide a template to help

the City Council evaluate the candidates on an equitable basis and provide a feedback form to other participants in the interview process so the City Council can consider these perspectives in its assessment of the candidates.

Mr. Unmacht will be in attendance at the interviews to provide support as needed while the Council narrows the field of candidates who could be invited to a second interview. For the second interview we will design a different candidate engagement process.

Cost to include this step in the process: \$2,500

- 9. Background Check, Employment Offer and Goals** — We retain Richard Setter and Associates to perform a thorough background records check, which includes state and national criminal and civil history, driver's license review, educational verification, a credit check and a review of social media activity. The timing is coordinated with the hiring decision and is typically completed prior to making an offer to a candidate. To date, there has not been an ethical issue with any Springsted placement.

We work directly with the City Council and successful candidate in the preparation of six month and one year goals. We receive input from each independently and then work with the incoming City Manager to prepare a list that is adopted by the City Council as the six month and one year goals for the new City Manager.

We will assist the City Council in developing an employment offer and, if requested, present the compensation package to the successful candidate in accordance with direction received by the Council.

Cost to include this step in the process: \$1,000

The timeline below is an illustration of a typical executive search process. The process generally takes between three and four months to complete. All final dates and schedules will be determined in conjunction with the City.

City of Roseville, Minnesota Illustration of a Timeline

Project Milestone	Deliverables	Timeline
Notice to proceed	Project initiation meeting.	As soon as possible after notice is provided (assume first week in July)
Position review and analysis	Meet with the City Council, city staff and citizen representatives.	July 8 – July 19
Position Profile approved	Prepare Position profile. Prepare job announcement.	Week of July 22

Recruitment and candidate outreach	Placement of job announcement. Contact with prospective candidates. Acceptance / acknowledgement of applications. Ongoing communication with the City.	July 26 – August 26 (4 week posting)
Applicant screening	Review resumes. Written questionnaire to top candidates.	Week of August 26
Candidate presentation/selection	On-site meeting with the City. Identify candidates for further screening. Notification to applicants not advancing in the selection process.	Week of September 2
Detailed candidate screening	Personal contacts; reference checks; social media review.	September 2 – September 20
Prepare interview information	Discuss interview details, times and process.	Week of September 2
First and second interviews	Candidate interviews, tours and open house/meet and greet, if desired.	September 23 – October 4
Background check	Candidate background report.	Upon selection of final candidate
Job Offer	Employment agreement.	Upon completion of interviews
Projected start date	Identify start date.	November 4
First year check-ins	Ongoing follow-ups (informal and formal).	May 2014 and October 2014

II. Value Added Services with Associated Costs

There is only one additional step that you may want to consider and that is a psychological assessment. An assessment involves a battery of psychological tests to provide a detailed and validated profile of a candidate. In our experience these profiles are rarely used, but we offer them if desired. We work with a strong and reputable Minnesota based human resource firm to conduct these assessments. Individual psychological assessments range in price from \$2,000 to \$4,500 depending upon the extent of the analysis. These include such assessments as in-box exercise, standard personality and leadership tests, and an assessment center.

The professional fee does not include these services or costs; they would be added to the base if the City decides to proceed. This decision can be made at any time during the interview stage of the process.

III. Total Proposal Cost

Springsted's professional fee to provide the services in items 1-9 above is \$14,000. This is a not-to-exceed fee and will not change unless additional services are requested by the City or you request an opportunity to discuss the fee and its individual components. Out of pocket costs for this project include such things as position advertising (estimated \$1,000 to \$1,500) and background records checks (\$400 each). We work with the City to determine when to conduct the background checks; this decision will impact the total not to exceed out of pocket costs. Typical searches include only one background check and that is for the candidate that is receiving a job offer. The individual out of pocket costs vary per search and our intent is to keep them to a minimum. For example, we will not charge any mileage or transportation related fees from our offices to the City. If one background check is used the total out of pocket costs is estimated to be less than \$2,000 and the **total project cost will be less than \$16,000.**

IV. Firm Experience and Qualifications

Springsted is one of the largest and most established independent public sector advisory firms in the United States. For more than 50 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing municipal governments with a balance of national perspective and local expertise.

Springsted is a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted and our 60 staff members. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado and Los Angeles, California.

Executive Search Qualifications

In just over 3 1/2 years, Mr. Unmacht has been involved either as the lead search consultant or as a strategic advisor for over 30 executive searches. Mr. Unmacht brings a fresh and energetic perspective to the process. He is knowledgeable about Minnesota local government and more importantly, the City of Roseville and Ramsey County. Mr. Unmacht also served as a City Manager in a Plan B form of government so he fully understands the role and responsibilities of the position.

Springsted Support Team

In addition to our corporate office in Saint Paul, Springsted has other upper Midwest regional offices in Milwaukee, Wisconsin; Des Moines, Iowa; and Kansas City, Missouri. We will call upon the staff in these offices to assist in recruiting and identifying qualified candidates for the position. Our key staff members in these offices are former local government administrators and managers that are active in the profession, in their region and in assisting in search processes. This "bench strength" will ensure that our recruitment strategy and results are thorough and comprehensive.

Knowledge of the City

The Springsted team brings a strong and functional working knowledge of the City. We will work closely with city leaders to understand the City's value system and culture and commit to searching for candidates that match the desires of the City. The City has a proud tradition and we will want to promote and market the rich history, the present opportunities and the great potential that exists. The City of Roseville has excellent educational offerings and opportunities, across many levels, and this quality will certainly be an attraction to the applicants. We will work diligently to tell your story and advocate on your behalf in the marketplace of potential applicants. The RFP and your web site have valuable information on the City and community; we will also explore other sources of data and obtain first-hand information from you in our personal interviews.

Knowledge of the Profession and Search Market

The Springsted team is very active in Minnesota and the Upper Midwest in executive searches. Collectively we have over 50 years of experience in local government. We are active in the Minnesota City/County Management Association, the League of Minnesota Cities, Association of Minnesota Counties and other Midwest based professional management associations. We have a strong pool of candidates to identify and recruit. We will target our recruitment to those candidates that match the needs of the City.

David J. "Dave" Unmacht

Senior Vice President and Director of Organizational Management & Human Resources



Mr. David Unmacht is Director of Springsted's Organizational Management/ Human Resources group. Mr. Unmacht will be the lead consultant with the City of Roseville. He is a long time local government professional who brings a passion and commitment to excellence in his service and relationships.

Mr. Unmacht brings more than 15 years of county administration experience, having worked for Scott (County Administrator) and Dakota (Deputy County Administrator) counties, Minnesota. He has also worked as City Manager in

Prior Lake and City Administrator in Belle Plaine, Minnesota. He works closely with municipal and county governments in many different fields including organizational and leadership development, intergovernmental collaborations, organizational reviews, executive searches, facilitation services and strategic planning. He has a master's in Public Administration from Drake University in Iowa and a bachelor's degree in Business Administration and Political Science from Wartburg College in Iowa.

Mr. Unmacht was the recipient of the Minnesota Association of County Administrators (MACA) Joe Ries *Excellence in County Management* Award in 2000 and the Minnesota City/County Management Association (MCMA) *Award for Management Excellence* in 2006. Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in Saint Paul, Minnesota.

Sharon G. Klumpp

Senior Vice President and Consultant



Ms. Sharon Klumpp specializes in executive search and organizational and management consulting for public agencies. Ms. Klumpp has extensive government experience, having served as an Executive Director of the Metropolitan Council – the seven-county regional planning agency for the Twin Cities metropolitan area of Minnesota, as the Associate Executive Director for the League of Minnesota Cities, as a City Administrator and as an Assistant City Manager. Her private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm. Ms. Klumpp also served as an adjunct instructor at Walden University, where she taught public administration and organizational change in the University's School of Management. She holds a master's in public administration from the University of Kansas and a bachelor's degree in political science from Miami University of Ohio.

During the time our team is working with the City of Roseville, we will not be involved in any search that would compete for candidates with the City. Presently Mr. Unmacht is finishing the City of Bayport and West St. Paul and just starting a search for Cook County, Minnesota. Ms. Klumpp is working on searches for the City of Norwood Young America and East Grand Forks, Minnesota.

V. List of Municipal Searches Conducted in the Last 24 Months

A list of municipal searches in the last 24 months for both Mr. Unmacht and Ms. Klumpp are provided in **Appendix I**. This information includes names and phone numbers for contacts.

VI. Sample Work Product

Attached in **Appendices II – V** are several sample work products including:

- Position Profile of City of West St. Paul and City of Burnsville, Minnesota
- Candidate Screening Questionnaire
- City Council Position Profile Interview Template
- Candidate Reference Summary

VII. Fee Structure with Regard to Billing and Expense

Invoicing for the search will be as follows:

- 50% of the professional fee and out-of-pocket costs incurred to date will be invoiced following the candidate presentation/selection.
- 50% of the professional fee and out-of-pocket costs will be invoiced at the conclusion of the search.

If the City wishes we have the ability to issue one invoice for the project upon completion of all steps. This is an opportunity we can explore in our discussions.

VIII. Summary of Guarantee

Our commitment to the City Council does not stop after the appointment of the City Manager. We are available throughout the first year to facilitate a discussion about performance issues (if they arise) and/or to assist in establishing longer term goals and objectives for the City Manager. Short term goals are already included in the work plan.

We will contact the City Manager every three months to find out how he/she is performing and to check in to answer questions or provide information as requested in the transition. At the time of the hiring we will provide the City Council and incoming Manager with ideas on how to successfully transition to a new position. Experience shows that involvement and participation of the search consultant is a function of the experience, skills and background of the newly appointed Manager.

Springsted will also perform another executive search if the new City Manager voluntarily resigns or is dismissed for cause during the first 24 months of employment. The guarantee search and other ongoing services are provided at no additional cost to the City other than reimbursement for actual direct expenses we incur.

IX. Additional Information

In summary, we are excited about the possibility of working with the City Council, city staff and community to help you select your next City Manager. We commit to a strong and effective working relationship and you will be pleased with our work and results.

APPENDIX I

List of Municipal Searches Conducted in the Last 24 Months

24 Month Municipal Search List

Consultant: Mr. David Unmacht

Year	Entity	Position of the Search	Contact	Phone Number
2011	Arrowhead Regional Corrections, MN	Executive Director	Ms. Kelly Hartlieb, <i>Personnel Analyst</i>	218-733-2811
2011	City of Dyersville, IA	Police Chief	Mr. Mick Michel, <i>City Administrator</i>	563-875-7724
2011	City of Gardner, KS	City Administrator	Ms. Mary Beth Bush, <i>HR Director</i>	913-856-0943
2011	City of Grain Valley, MO	City Administrator	Ms. Jamie Rehmsmeyer, <i>City Clerk/Human Resources Director</i>	816-847-6213
2011	City of Shawnee, KS	Finance Director	Ms. Liz Crawford, <i>Human Resources Manager</i>	913-742-6241
2011	City of St. Anthony, MN	City Administrator	Honorable Jerry Faust, <i>Mayor</i>	612-789-8881
2011	St. Louis County, MN	Employee Relations Director	Mr. Kevin Gray, <i>County Administrator</i>	218-726-2448
2011	City of Saint Paul, MN	Director of Financial Services	Ms. Angela Nalezny, <i>Human Resources Director</i>	651-266-6515
2011	Steele County, MN	County Administrator	Mr. Thom Shea, <i>County Administrator</i>	507-363-6305
2011	City of Warren, MN	Working Superintendent	Ms. Shannon Mortenson, <i>City Administrator</i>	218-745-5343
2011	Washington County, MN	County Administrator	Ms. Molly O'Rourke, <i>County Administrator</i>	651-430-6003
2012	Dakota County, MN	Employee Relations Director	Mr. Brandt Richardson, <i>County Administrator</i>	651-438-4421
2012	Dakota County, MN	Finance Director	Mr. Brandt Richardson, <i>County Administrator</i>	651-438-4421
2012	City of Albertville, MN	City Administrator	Mr. Adam Nafstad, <i>City Administrator</i>	763-497-3384
2012	Becker County, MN	County Administrator	Ms. Nancy Grabanski, <i>Human Resources Director</i>	218-846-7309
2012	Beltrami County, MN	County Administrator	Ms. Linda Tran, <i>Human Resources Director</i>	218-333-4155

Year	Entity	Position of the Search	Contact	Phone Number
2012	Hennepin County, MN	County Administrator	Mr. Mike Opat, <i>Board Chair</i>	612-348-7881
2012	Nobles County, MN	County Administrator	Ms. Sue Luing, <i>Deputy County Administrator</i>	507-295-5202
2012	Polk County, MN	County Administrator	Mr. Chuck Whiting, <i>County Administrator</i>	218-281-5408
2012	Red Wing Port Authority, MN	Executive Director	Mr. Chris Simonson, <i>Board Member and Search Committee Chair</i>	651-274-3059
2012	Sibley County, MN	County Administrator	Ms. Roseann Nagel, <i>Human Resource Director</i>	507-237-4392
2012	City of Sun Prairie, WI	City Administrator	Ms. Brenda Sukenik, <i>Human Resources Director</i>	608-825-1172
2012	Kittson County, MN	County Administrator	Mr. Joe Bouvette, <i>Board Chair</i>	218-843-2532
2012	Willmar Municipal Utilities Commission, MN	General Manager	Mr. David Baker, <i>former Chair</i>	320-235-1166
2012	City of Windsor Heights, IA	City Administrator	Honorable Jerry Sullivan, <i>Mayor</i>	515-279-3662
2013	City of Bayport, MN (in process)	City Administrator	Ms. Sara Taylor, <i>Assistant City Administrator</i>	651-275-4413
2013	Village of Bellevue, WI	Village Administrator	Mr. Craig Beyl, <i>Village President</i>	920-465-6872
2013	City of Burnsville, MN	City Manager	Ms. Jill Hansen, <i>Human Resources Director</i>	952-895-4471
2013	Cook County, MN (in process)	County Administrator	Project just starting	N/A
2013	Jefferson County, WI	County Administrator	Ms. Terri Palm, <i>Human Resources Director</i>	920-674-7103
2013	City of Mankato, MN (in process)	Director of Public Works	Ms. Kristi Amos, <i>Director of Human Resources</i>	507-387-8664
2013	City of Minnetonka, MN	Fire Chief	Mr. Perry Vetter, <i>Assistant City Manager</i>	952-939-8216

Year	Entity	Position of the Search	Contact	Phone Number
2013	Pope County, MN	Human Resources Director	Mr. Jim Thoreen, <i>County Coordinator</i>	320-634-5038
2013	City of West Saint Paul, MN (in process)	City Manager	Honorable John Zanmiller, <i>Mayor</i>	651-253-3910
2013	Yellow Medicine County, MN	County Administrator	Mr. Ron Antony, <i>Board Chair</i>	507-223-5529

24 Month Municipal Search List

Consultant: Ms. Sharon Klumpp

Year	Entity	Position of the Search	Contact	Phone Number
2011	City of Decorah, IA	City Administrator	Honorable Don Arendt, <i>Mayor</i>	563-382-3651
2011	City of East Grand Forks, MN	Public Works Director	Mr. Scott Huizenga, <i>(former City Administrator)</i>	816-513-1176
2011	City of Elk River, MN	City Administrator	Honorable John Dietz, <i>Mayor</i>	763-441-2210
2011	Jackson County, MI	County Administrator/Controller	Mr. Adam Brown, <i>Assistant County Administrator</i>	517-788-4335
2011	Pierce County, WI	Administrative Coordinator	Mr. Rod Rommel, <i>Supervisor</i>	715-273-6851
2011	City of Racine, WI	Commissioner of Public Works	Mr. Scott Letteney, <i>Deputy City Attorney</i>	262-636-9448
2011	City of Racine, WI	Chief of Police	Mr. Scott Letteney, <i>Deputy City Attorney</i>	262-636-9448
2011	Scott County CAP Agency , MN	Executive Director	Mr. Tim Walsh, <i>former Board Chair</i>	651-407-3631
2011	Tri-County Community Corrections, MN	Executive Director	Mr. Warren Strandell, <i>Commissioner</i>	218-773-0051
2011	Village of Osceola, WI	Village Administrator	Mr. Gary Beckmann, <i>Village President</i>	715-294-3498
2011	City of Willmar, MN	City Administrator	Mr. Denis Anderson, <i>Council Member</i>	320 235-4913
2012	City of Beloit, WI	Public Works Director	Mr. Joe Simpson, <i>Human Resources</i>	608-364-6685
2012	City of Eau Claire, WI	City Manager	Mr. Kerry Kincaid, <i>Council President</i>	715-831-1013
2012	Northwestern Mental Health Center, MN	Executive Director	Mr. Dan Wilson, <i>(former Executive Director)</i>	No current number
2012	Douglas County, WI	Public Health Officer	Ms. Linda Corbin, <i>Human Resource Manager</i>	715-395-1429
2012	City of East Grand Forks, MN	Fire Chief	Mr. Scott Huizenga, <i>(former City Administrator)</i>	816-513-1176
2012	City of Lakeville, MN	Parks & Recreation Director	Ms. Cindi Joosten, <i>Human Resources Manager</i>	952-985-4490
2012	Quad Cities Community Television, MN	Executive Director	Mr. Brett Heitkamp, <i>Chair</i>	763-767-5143
2012	City of Racine, WI	Parks, Recreation and Cultural Services Director	Mr. Scott Letteney, <i>Deputy City Attorney</i>	262-636-9448

Year	Entity	Position of the Search	Contact	Phone Number
2012	City of Scandia, MN	City Administrator	Honorable Randy Simonson, <i>Mayor</i>	651-433-2274
2012	Swift County, MN	County Administrator	Mr. Gary Hendrickx, <i>Commissioner</i>	320-808-7082
2012	City of Thief River Falls, MN	City Administrator	Honorable Jim Dagg, <i>Mayor</i>	218-681-2943
2013	City of Moose Lake, MN	City Administrator	Honorable Ted Shaw, <i>Mayor</i>	218-485-4010
2013	Chippewa County, WI	Deputy Highway Commissioner	Ms. Malayna Halvorson-Maes, <i>Human Resources</i>	715-726-7980
2013	City of Norwood Young America, MN	City Administrator	Honorable Tina Diedrick, <i>Mayor</i>	952-467-1800
2013	City of Sherburn, MN	City Administrator	Mr. Brad Ringnell, <i>Council Member</i>	507-764-4491
2013	City of East Grand Forks, MN	City Administrator	Mr. Karl Lindquist, <i>Interim City Administrator</i>	218-773-2483

APPENDIX II

Sample Position Profiles

City of West Saint Paul, Minnesota

City Manager Position Profile



West Saint Paul

"We're Close To It All"

Demographics:

Entity	West Saint Paul
County	Dakota
Population	19,708
Position	City Manager
Salary Range	\$109,322 to \$136,653

City of West Saint Paul, Minnesota

The City of West Saint Paul is a diverse, first ring suburb located adjacent to Minnesota's Capital City of Saint Paul. This full-service community with a population of 19,708 is strategically located minutes away from Interstates 35E and 94, as well as the Minneapolis/St. Paul International Airport. And yet with all its urban amenities, you will find relaxation in the City's 15 parks, municipal golf course, ice arena, sports dome and municipal pool. The City is also home to the Dodge Nature Center, Southview Country Club, Dakota County's Northern Service Center and Thompson County Park.

Settled in 1848 and incorporated in 1889 the City of West Saint Paul is projected to have a population of 20,145 by 2016. Running through the middle of this five-square mile community is the South Robert Street Business Corridor – home to many of the city's over 600 thriving businesses, restaurants and an estimated traffic count of more than 26,000 vehicles daily. The City is considering a major upgrade to the Robert Street Corridor transportation corridor.

The City is also actively marketing its light industrial park and has developed a housing program designed to maintain a well-established housing stock. There is a lot of activity going on in our community. We invite you to explore the profile and our website to encourage your interest in applying for the City Manager position.



The Mission Statement:

Promoting and preserving a community of excellence by the ethical, responsive, efficient and innovative provision of services.

Education & Healthcare

With an enrollment of nearly 4,600 students, [West St. Paul – Mendota Heights – Eagan Area Schools](#) (ISD # 197) offers pre-K through grade 12 programs in a supportive and caring environment. Facilities within the City of West Saint Paul include a middle school, an elementary school and a magnet school. Henry Sibley High school, located in Mendota Heights is the district's only public high school. Private education is available at numerous facilities within the City.

Regions Hospital, St. Joseph Hospital and Children's Saint Paul Pediatric Hospital are a few of the facilities located in nearby Saint Paul. Other independent area services/facilities include outpatient surgery, chiropractic, dentistry, optical, home healthcare, assisted living and nursing homes.

Demographics and Recreation

Approximately 24 percent of the community is age 19 and under. Individuals ages 20 to 64 make up 59 percent of the community population and senior citizens compose nearly 17 percent of residents. Balancing the needs of the diversity in our demographics is a challenge for the City.



The Recreation Department offers a variety of programs, including Horseshoe Club (all ages), Adult Softball, Volleyball & Broomball Leagues, Group

Getaways, Senior Citizens Club & Trips, Adult & Youth Golf & Tennis Lessons, year round Teen/Youth Trips, T-Ball/Girls Softball, Mini-Soccer, Gymnastics, Skating Lessons, Safety Camp, as well as hosting two major community events, West Saint Paul's Annual Bonfire and Easter Egg Hunt.

The Organization

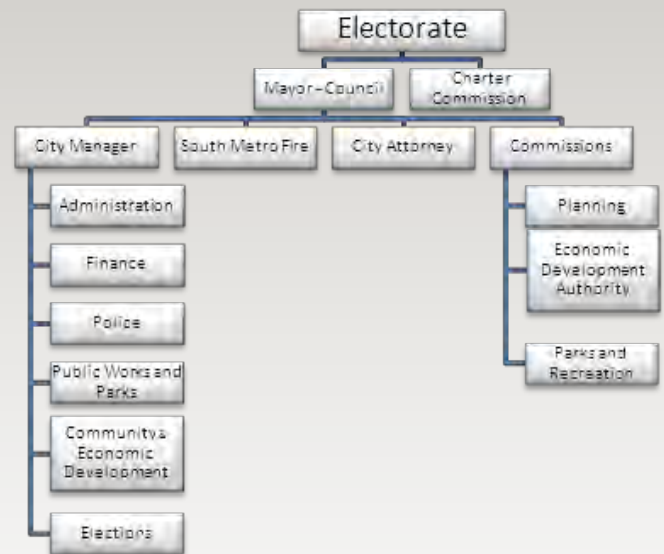
The City of West Saint Paul operates under the council/manager form of government, under the guidance of the City's Charter. The City is a home rule charter city.

The Council is comprised of a mayor who is elected at-large and serves a two-year term, and six council members representing three wards with alternating four-year terms.



The City Manager is responsible for carrying out Council decisions and leading the organization to achieve its mission. The City Manager is charged with overseeing the day-to-day operation of the City's five departments

with a total of 78.5 FTE's. Approximately 45 of these employees are covered by collective bargaining agreements representing police officers, police sergeants and public works employees. Fire service is provided through the South Metro Fire Department. The organizational chart outlines the departments and functions of the City.



The City's organizational culture encourages professional collaboration with surrounding communities, on-going learning and training for staff, and a high level of responsiveness to the ever changing needs of the community.

West Saint Paul's total budget for 2013 is \$19,573,017. This amount includes all budgeted funds for the City but does not include capital improvement projects. The City's General Fund Budget for 2013 is \$10,810,997. The City maintains an excellent financial position, with a Standard and Poor's rating of AA and an annual general fund balance of more than 50% of operating costs.

Position Requirements

Qualified candidates shall possess a Bachelor's degree in public or business administration or a closely related field and a minimum of seven years of local



government supervisory experience. Master's degree desired. The City Council is interested in creating a strong pool of candidates and retains the right to substitute experience for education that provides equivalent knowledge, skills, and abilities.

Candidates shall also possess a strong working knowledge of the role of a chief executive officer in a council/manager form of government. Familiarity with the distinct operations and functions of city services including general government, budgeting and finance, community and economic development, public works and parks, and public safety is important. Knowledge of organizational development, labor relations, strategic planning, capital financing, project management and public infrastructure is also essential.

Professional Opportunities

Partnership with City Council

Build strong relationships by helping to define and articulate roles and responsibilities. Serve as "CEO" and provide effective policy guidance and encourage a collaborative consensus based decision making culture.

Community Involvement

Volunteer and engage in community activities. Reach out to build relations and connections with citizens, public agencies, businesses and stakeholders. Participate in local organizations and/or service clubs.

Team Building

Build and develop a strong staff team. Encourage and stimulate staff to emphasis their own professional development. Lead by example through personal commitment and continuous learning.

Prudent Risk Taking

Open to creative ideas and new ways of delivering city services. Actively seeks opportunities that stretch and challenge traditional practices and the status quo. Partner with the City Council to address long-standing yet important city issues.

Leadership Qualities

Motivate and challenge employees through decisive and participatory leadership. Recognize and embrace the qualities and characteristics of a first ring suburb and identify the distinctiveness and attributes that will create a positive and productive workplace culture.

Communication

Provide clear direction to staff and the City Council through strong written and oral communication. Display strong listening, articulate writing and effective public speaking skills.

Projects and Activities

Demographic Changes

The City is undergoing demographic and population changes. Understand and learn how these changes will impact city programs and services. Develop ideas and future solutions to address the anticipated changes.

Economic Development

Provide leadership to create a thriving business community. Understand the importance of a viable business community; reach out to build relations and

provide strategic ideas and direction for the City to compete in a regional economy.



City Hall, Infrastructure and Capital Projects

Future opportunities include significant roadway improvements, city hall, park development, and infrastructure projects. Partner with staff to effectively plan, finance and manage ongoing infrastructure and capital facility needs.

Projects and Activities (con't.)

Financial Management

Work with staff to provide valuable leadership and strategic direction on financial activities including the budget process, financial planning and forecasting and revenue diversification.

Business Operations

Partner with the City Council and city staff to analyze operations and plan for all municipal city services, balancing fiscal realities with customer service and efficient delivery system models. Implement the strategic vision of the City Council.

Compensation and Benefits

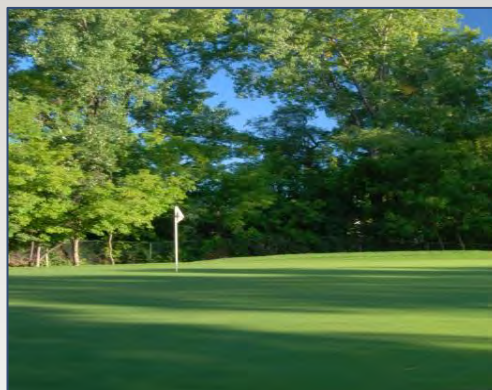
The 2013 salary range is \$109,322 to \$136,653. Starting salary is commensurate with qualifications and experience. The City provides competitive benefits.

Application and Selection Process

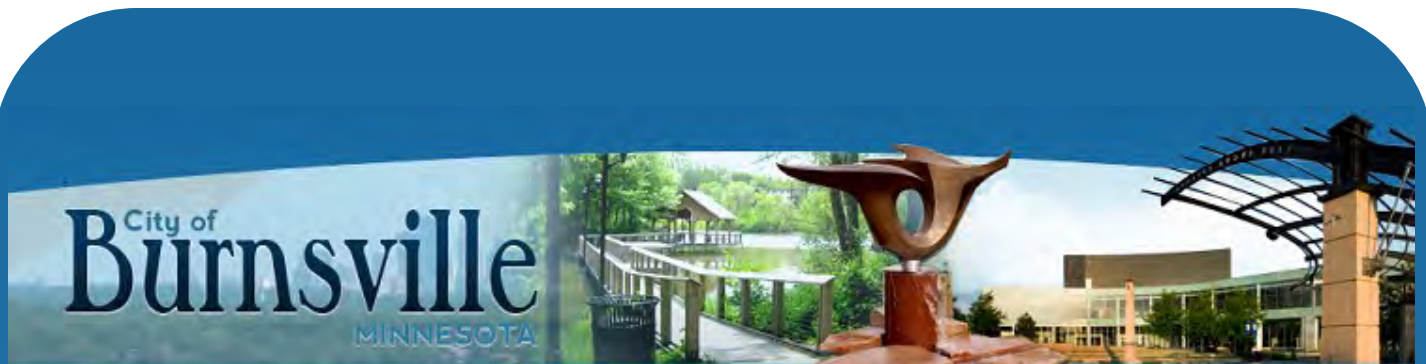
To apply, submit a resume, salary history and four work-related references to weststpaul@springsted.com or to David Unmacht, Senior Vice President, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, MN 55101. For more information, call (651) 223-3047. The position is open until filled. Review of resumes will begin on May 6, 2013.

For more information on the position and the City visit their website by clicking [here](#).

The City of West Saint Paul is an Equal Opportunity Employer



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com



Is recruiting for the position of

CITY MANAGER

Background Information on the City

The City of Burnsville, Minnesota (Population 60,306) is located 15 miles south of downtown Minneapolis in Dakota County. The City lies on the south bank of the Minnesota River, upstream from the confluence with the Mississippi River. Burnsville and nearby suburbs form the southern portion of Minneapolis–Saint Paul, the fifteenth largest metropolitan area in the United States, with about 3.6 million residents.

Burnsville's biggest employer is its own school district, Independent School District 191, followed by Fairview Ridges Hospital, United Technologies/Sensors and Integrated Systems, Northern Tool + Equipment, Pepsi-Cola Bottling, YRC, Mackin Educational Resources, Cub Foods, Frontier Communications and AMS Holding.

There is plenty of retail shopping available at Burnsville Center, a 1,275,703-square-foot regional mall which, along with satellite shopping, facilities rival the Mall of America in retail square footage.

Burnsville has a 15–30 minute commute vicinity to many regional attractions and services such as the Mall of America, Valleyfair Amusement Park, Buck Hill Ski Area, the Minneapolis–St. Paul International Airport, downtown Saint Paul and downtown Minneapolis. Adjacent cities of Apple Valley, Bloomington, Lakeville, and Savage provide even more nearby shopping hubs, lakes and parks.

The City is a recreational attraction with over 1,700 acres of City parks including Alimagnet Dog Park, a section of Murphy-Hanrehan Park Reserve and the 310-foot vertical ski peak Buck Hill. Minnesota River wildlife is protected by the Minnesota Valley National Wildlife Refuge.

Burnsville has nearly completed a downtown area called the Heart of the City with urban-style retail and condominiums. The Burnsville Transit Station serves as the hub and headquarters of the Minnesota Valley Transit Authority, providing regional bus service to five other suburbs.

Originally a rural Irish farming community, Burnsville became the tenth largest Minnesota city in the 2000 Census following the construction of Interstate 35. Currently the sixth largest suburb in the metro area and a bedroom community of both Minneapolis and Saint Paul, the City was nearly fully built-out by the late 2000's.



About the Organization



The City Council is composed of a Mayor and four Council members elected at large to staggered four-year terms. The City Council has policy making and legislative authority and appoints the City Manager who is charged with the administration of City affairs. The City Manager is the sole employee of the City Council. The current organizational configuration is non-traditional and seeks to emphasize the relationship of work groups while de-emphasizing hierarchy. The City places a high priority on employee and citizen involvement. The organizational arrangement illustrated below is fluid and can change at

the discretion of the City Manager. This current structure is the result of a gradual evolution over the life of the City and will evolve as the needs of the community change.

The City Manager directly supervises the Director of Administrative Services/CFO, Public Works Director, Community Development Director, Director of Parks, Recreation and Natural Resources, Police Chief, Fire Chief and Human Resources Director.



About the Organization, *continued*



The City has 271 full- and part-time employees, a 2012 Budget of approximately \$79.8 million and an Aaa Bond Rating from Moody's Investors Service. City departments consist of Administration, Building Inspections, City Clerk, Communications, Community Services, Economic Development, Finance, Fire, Forestry/Community Landscape, Human Resources, Information Technology, Natural Resources, Parks, Planning, Police, Public Works/Engineering, Recreation & Facilities, Rental Licensing & Property Maintenance.

The City of Burnsville has a full-time career Fire Department with 39 fire personnel that provide both fire and EMS services and a Police Department with 75 sworn personnel. Dispatch services are provided by the Dakota Communications Center (DCC) which operates as a Public Safety Answering Point (PSAP) for all public safety agencies in Dakota County.



Education & Health Care



Fairview Ridges Hospital is a 24-hour facility, touting the most advanced emergency, surgery, orthopedic and childcare south of the Minnesota river. The hospital is within The Ridges campus which includes various medical clinics, services, centers and institutes. Nearby is a Park Nicollet Health Services.

The City of Burnsville is served primarily by the [Burnsville-Eagan-Savage School District](#) (ISD 191), which has a 2010/2011 approximate K-12 enrollment of 9,770. The District consists of one high school, one alternative high school, three junior high schools, ten elementary schools and five magnet school/programs. A portion of the City on the south end is served by [ISD 194](#) (Lakeville Area Public Schools) and [ISD 196](#) (Rosemount-Apple Valley-Eagan Public Schools).



City Manager Position

The City Manager is appointed by and reports to the City Council. The City Manager plans and directs the administration of City functions as delegated by the Optional Plan B form of government pursuant to Minnesota law. The Manager is responsible to the City Council to ensure efficient and effective municipal services in accordance with City Council directives. The City Manager operates with considerable discretion in administrative functions and in implementing policies of the Council. The City Manager is responsible for effective recommendations in areas of policies, staffing, budgeting, operations and in all other areas under the direction of the City Council. The City Manager will exhibit qualities and characteristics which are represented of the Core Values below.



Position Requirements



A Bachelors degree in public administration, business or a related field is required. A Masters degree is preferred. Must possess seven to ten years experience in a high-level management position. Municipal experience preferred. Must have a thorough knowledge of the principles and practices of public administration as well as a highly functional understanding of the diverse and distinct responsibilities and functions of local government. Experience in financial management, development/redevelopment, strategic planning, building partnerships, community engagement and municipal collaborations desired.

Core Values



City of Burnsville

Core Values

- **Respect** - for individuals and ideas, recognizing that every contribution is important.
- **Innovation** - always looking for new ideas and new ways to solve problems and create opportunities to continually enrich our community.
- **Results-Oriented** - intently focused on getting the right things done and getting them done right.
- **Collaboration** - encouraging participation through listening, dialogue and teamwork.
- **Accountable** - taking responsibility for actions and decisions.
- **Forward Thinking** - looking beyond the immediate situation for ideas that set the stage for future successes.

Essential Job Responsibilities

- Support Department Directors in planning and coordinating their Division activities. Follow-up to ensure effective service to the public and efficient conducting of all municipal affairs.
- Ensure the development of an effective municipal organization. Includes implementing changes in organization structure as appropriate, working with Department Directors to ensure effective job design and utilization of employees.
- Ensure effective management of the City's financial affairs. Ensure effective investment of available funds, proper accounting practices to control financial assets, and provide for short and long term financial planning.
- Provide professional support to the City Council. Attend meetings to report on City affairs and problems, present recommendations concerning policies and objectives, as well as specific actions, participate in discussions as appropriate, and implement Council decisions. Keep the Council fully advised of significant matters and effectively present all items which require Council action or approval.
- Ensure proper public relations. Follow-up with all divisions to make sure that all complaints and public contacts are effectively handled. Identify appropriate service levels to meet customer needs.
- Stay abreast of developments in both the public administration and organizational development fields and cooperate with other governmental units and municipalities on matters of mutual interest.
- Administer the affairs of the Manager's office effectively and in accordance with Minnesota law and the City Council's Carver Governance Model Policy.
- Maintain effective relationships with community organizations and members. Represent the City in a professional, proactive and positive manner. Be active in community events.
- Stay abreast of all legislative issues that may impact the City.
- Enforce and recommend changes to ordinances and resolutions.
- Provide leadership and serve as a role model for all staff in the conduct and execution of the duties of City Manager.
- Responsible for completing employee performance evaluations in conformity with City guidelines and timelines.



Distinctive Leadership Model — *the Burnsville Way*



The City of Burnsville has long recognized the importance of being a learning organization and developing future leaders at all levels of the organization. With a strong organizational commitment a "Burnsville Leadership Model" was developed which serves as a framework, for discussions on leadership within the City. The following two core competencies form the foundation for the leadership model: **Integrity and Trust; and Interpersonal Savvy**. Each is defined by certain qualities and characteristics including:

Integrity and Trust — Ethics and Values, Strategic Agility, Self-Knowledge and Managing Vision and Purpose.

Interpersonal Savvy — Motivating Others, Approachability, Building Effective Teams and Composure.

The City Manager sets an example and is expected to lead the organization toward the successful implementation and execution of the Leadership Model. The qualities and characteristics represented above are also important skill sets for the City Manager. Other critical skill sets that are needed to be successful include:

Strong communicator, sense of humor, creativity, trusting, authentic and sincere, and strong public speaking skills.

City Manager Priorities

- Build a strong partnership with elected officials, staff and community and county leaders.
- Preserve and maintain the City's elite financial status.
- Commercial and industrial development of the Minnesota River Quadrant.
- Maintaining the quality of the City's housing stock.
- Continued stewardship of public infrastructure.

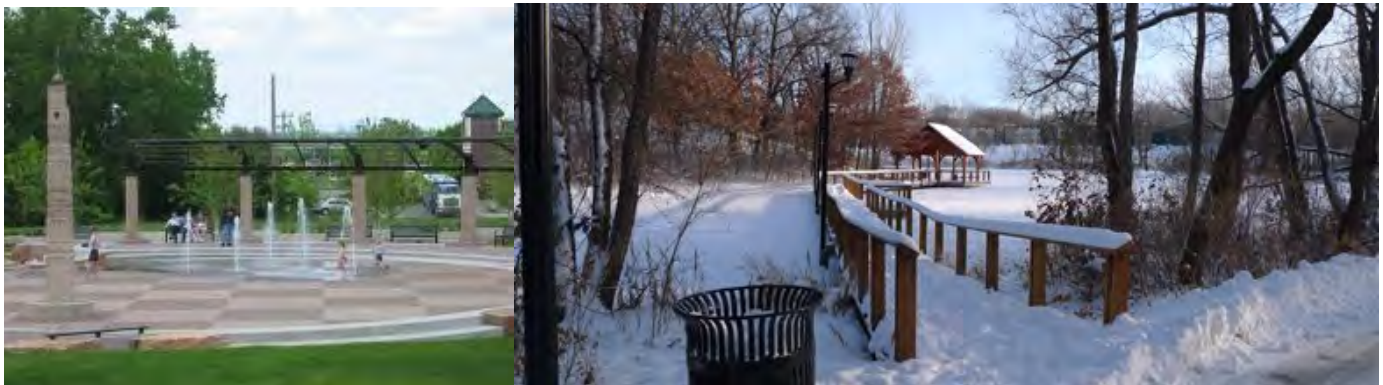
Compensation

The City provides a competitive compensation and benefits package. The salary range for this position is \$135,000 to \$151,000 starting salary is negotiable. For more information on the salary and benefits program click [here](#).

Application and Selection Process

To apply for this position, send a cover letter, resume, salary history and four work-related professional references to David Unmacht, Senior Vice President, Springsted Incorporated, at burnsville@springsted.com or 380 Jackson Street, Suite 300, Saint Paul, MN 55101-2887. Electronic submission preferred. Review of resumes begins on February 15, 2013. The position is open until filled. Direct all inquiries to David Unmacht at (651)-223-3047 or dunmacht@springsted.com.

The City of Burnsville is an Equal Opportunity Employer.



For more information on the City of Burnsville visit their website at www.burnsville.org



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

APPENDIX III
Candidate Screening Questionnaire

**City of Burnsville, Minnesota
Screening Questions
City Manager Position**

Candidate Name _____

Congratulations on being selected to be part of the screening process for the City Manager position with Burnsville. We are requesting some additional information to assist us in reviewing your credentials for this position. Please complete this questionnaire and return it to Burnsville@springsted.com by the end of the business day on Friday, March 1. Direct any inquiries about this questionnaire or the search process to David Unmacht at 651-223-3047 or dunmacht@springsted.com.

In 200 words or less for each question, please answer the following. Your answers will be shared with the City Council to aid in the candidate selection process.

1. How does the City Manager position for the City of Burnsville fit into your professional plans and personal goals? Please be specific in your response.

2. Describe the approach you would take to establish credibility and effective working relationships with the Department Directors. How would you develop a cohesive leadership team? .

3. The City of Burnsville is noted for its innovation and focus on service improvement and outcomes. How will you assess what is happening in the City to determine what should continue and what may need to be improved? What is the most notable innovative contribution you have made to an organization?

4. What is your background and experience in building and sustaining a positive and strong workplace culture? How will you utilize City employees in this effort?

5. What is your preferred communication style with the City Council? What specifically do you want and need from the elected officials to be successful as a City Manager?

6. Local governments in Minnesota operate in a strong collaborative culture. The City of Burnsville is a leader in partnering and cooperating with neighboring jurisdictions. What is your philosophy on collaboration and how will you reach out to reaffirm existing partnerships and create new ones that will benefit the City?

7. Describe your experience in redevelopment, in particular in providing leadership, advice and guidance on complex and multi-purpose redevelopment projects.

8. Can you identify what you would describe as your “most significant” failure or disappointment in your career and what did you do to address it if anything?

APPENDIX IV
City Council Position Profile Interview Template

CITY OF BURNSVILLE, MINNESOTA

CITY MANAGER

I. QUALIFICATIONS

Listed below are various factors that might be desirable in the next City Manager. Your input on the relevancy and importance of these factors is desired.

1. Educational requirements
 - a. Master's Degree or Bachelor's Degree
2. Previous experience in local government
 - a. Number of years desired and in what types of roles
 - b. Previous experience as city manager/administrator
 - c. Other related roles that can be substituted
3. Budgeting and financial
4. Strategic and visionary
5. Community and economic development
6. Public safety
7. Public works and infrastructure
8. Parks and recreation
9. Personnel and human resources
10. Strategy and leadership
11. Public and community relations
12. Organizational development
13. Management and operational
14. Collaborative and intergovernmental
15. Legislation and lobbying
16. Technology
17. Other...

II. ISSUES FACING THE CITY

Please identify the issues and/or challenges currently facing the City. What are the long term issues that will need to be addressed within the next five years?

If different than above, what will be the top immediate priorities of the new City Manager?

Are there any issues, concerns and/or considerations need to be factored into the recruitment and hiring of the new manager?

III. LEADERSHIP QUALITIES

Describe the specific leadership characteristics you desire in a City Manager.

Describe what you don't want in your next City Manager.

IV. RECRUITMENT PROCESS

What geographic region do you want to focus your recruitment on?

Do you know of any candidates that should be recruited or asked to apply for this position? Are there any internal candidates?

What distinctive qualities does the City have that will be attractive to potential applicants?

V. FINAL THOUGHTS AND SUGGESTIONS

What final thoughts, suggestions and ideas do you have as the search begins?

David Unmacht
Springsted, Incorporated
651-223-3047 (W)
612-202-2391 (C)
dunmacht@springsted.com
December, 2012

APPENDIX V
Candidate Reference Summary

Name**Professional Peer**

Has known candidate for ____ years

- o Communication is direct – comfortable articulating his/her opinion with Elected Officials, either to affirm a correct course of action or otherwise raise concerns.
- o Gives straightforward direction to staff but does so using a very personable style.
- o One of the best Administrators in the region; has a “global” sense of the community; strategically assesses the policy-making environment as he/she navigates emerging issues and plans a course of action.
- o Direct but never closed-minded; embraces opportunities to parse out a cooperative direction with groups or individuals of opposing viewpoints.
- o Smart enough to identify early on who can give him/her the information and answers he/she is seeking – “preparation is key.”
- o Sets a comfortable and unpretentious tone while maintaining his/her authority; respectful of everyone; approachable.
- o Responds to high conflict scenarios by remaining composed, calmly reiterating the facts and his/her position; his/her confidence comes from his/her preparedness.
- o Ensures effective teams by setting an expectation of mutual respect; invites opinions; gains buy-in by taking the best ideas of the group and merging them into a combined solution that works.
- o Interacts with a large group of stakeholders beyond his/her current Board; manages competing interests by holding true to what is best for the community.
- o Partners with Department Heads to take road and building projects from conception to final construction.
- o Compassionate and considerate; a consummate professional who goes out of his/her way for people.

Elected Official

Has known candidate for ____ years

- o Diligent and thorough in his/her communications with Elected Officials; accurately represents the issue at hand and effectively proposes a resolution.
- o Consistent communication with Department Heads is evident in the quality and execution of Board Meeting packets.
- o Friendly; outgoing; intelligent; everything he/she does is done thoughtfully.
- o Leadership and educational background are unparalleled; ____ allows him/her greater preliminary insight on issues and minimizes need to seek legal counsel.
- o Trusted; “takes the worry away” for Elected Officials so that they can focus on long-range planning and make quality decisions.
- o Resolved serious personnel issues at the ____ Department; it functions “10 times better than it did four years ago.”
- o Creates a collaborative team atmosphere; allows department leaders autonomy; expresses value for all levels of employees to facilitate their engagement.

- o Oversaw a major downtown redevelopment, a new Public Works Facility, a state-of-the-art Police Facility and Village Hall rehabilitation.
- o Will bring tremendous value and talent to _____.

Direct Report

Has known candidate for __ years

- o Maintains an excellent rapport with Elected Officials and ensures they are kept informed; an “open communicator.”
- o Varies his/her methods of staff communication given the nature of the message.
- o “The hardest working person in the Village;” an outstanding person of character who has honed his/her leadership skills in service to his/her Country.
- o Judges issues on their merit; a “straight shooter” who never brings a personal agenda.
- o Resolved a public outcry over a development project; gave residents a vehicle to feel heard; appropriately supported Elected Officials and professionally averted what might have been a “major rift.”
- o Astute at recognizing and managing signals of power and authority; enables groups to function more effectively.
- o Integrity is “beyond reproach;” with talent “beyond the borders of this town” - there is no question that he/she would be an excellent selection for _____.

Community Member

Has known candidate for __ years

- o Respected and consulted regularly by the Board; as an attorney he/she “brings something special to the table.”
- o A _____ native with family close-by – he/she has the potential for good longevity in the role.
- o “The best Village Administrator I’ve worked with;” makes decisions based upon facts and the best interests of the community.
- o Approachable; “top notch” morally and ethically; integrity is “second to none.”
- o Recently worked through community push-back on a projected tax-funded \$21M Activity Center; listened to people, shared concerns with Mayor; key player in private financing resolution.
- o Oversaw Village Hall remodeling – encountered many problems due to advanced age of the building; the results “look amazing.”
- o Is “good beyond his/her years” and is currently mentoring his/her Assistant Village Administrator.
- o A participative leader, he/she invites open dialogue to generate ideas, and then executes decisively.
- o Will build relationships with Board Members and engage them strategically.
- o Exemplary individual and capable of a much bigger challenge – he’s/she’s ready to take the next step at _____.

Brimeyer Fursman, LLC
Executive Search
1666 Village Trail E
Suite 7
Maplewood, MN 55109
651.338.2533
richardfursman@gmail.com

Proposal for Executive Search Services
City of Roseville, City Manager Search



**PROUD TO BE A
VETERAN
OWNED &
OPERATED
BUSINESS**

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June 19, 2013

Eldona Bacon, SPHR
Human Resources
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Professional Services – City Manager Recruitment

Dear Ms. Bacon, Mayor Roe and Council Members Etten, Laliberte, McGehee and Willmus:

On behalf of our team at Brimeyer Fursman LLC, I would like to extend our appreciation for the invitation to submit a proposal to assist you and the citizens of Roseville in the recruitment and selection of your next City Manager. Picking the City's next City Manager is one of the most important functions you will undertake together. We trust our process, skill and commitment to you will result in the highest quality and best possible search. Our experience helping cities with organization and strategic succession planning will provide you with the thoughtfulness and thoroughness needed to make this hire successful.

I will be assuming responsibility for the search as Company President with over 25 years of senior management experience in local government and six years of search experience. Company Vice-President, Irina Fursman also has six years of search experience and will be co-facilitating the process. Our team has conducted over 500 executive searches for administrative positions throughout the Midwest. I have personally managed over 70 of those searches.

Included with this Letter of Interest are biographies, a select clients list, and an estimated timeframe to complete the project and estimated expenses for the project and the other material requested. I understand that the scope and timetable may be modified somewhat once all aspects of the engagement are discussed and understood.

Thank you again for your consideration. We are proud and fond of our relationship with Roseville, and look forward to speak with you.

Very truly yours,



Dr. Richard Fursman, Ed.D.
President

For additional information about Brimeyer Fursman, please visit www.brimgroup.com

Introduction

Statement of Understanding

The *City of Roseville* is seeking assistance with the hiring of a City Manager. It will be the responsibility of the consultant to manage expectations, provide expert guidance, and take careful note of the information provided through the individual council members and the organization as a whole.

Firm Experience Brief history

Founded 1991

Founded by Jim Brimeyer in 1991, Brimeyer Fursman, LLC is headquartered in the Twin Cities of Minnesota. Current company president, Richard Fursman and, now senior adviser, Jim Brimeyer have undertaken hundreds of similar projects in Minnesota, Iowa, Wisconsin, Nebraska, Alaska and South Dakota. During those searches they successfully implemented recruitment strategies, demonstrating expertise in candidate assessment and the development of a selection process that addresses the needs of the organization and the entire community.

Together, Mr. Brimeyer and Mr. Fursman completed over 500 management searches in the Midwest and have assisted over 200 organizations in other Organization Development efforts. Brimeyer Fursman, LLC is now the industry leader in the process of “Onboarding” or preparing the Organization and new Manager for transition, to ensure the best possible start. We take great care of our client’s needs and concerns not only as the process unfolds, but also through the new City Manager’s entry and transition.

Similar Searches 2011-2013

Richard Fursman and associates of Brimeyer Fursman, LLC have conducted several hundred similar searches over the past decade; most recently, some of the cities include Eagan, Corcoran, Arlington, Vadnais Heights, Forest Lake and Olivia, Minnesota, Canton, South Dakota, Waverly and Oelwein, Iowa; and New Richmond and Kimberly, Wisconsin.

Approach and Services Overview

Search Approach

Our approach to executive search promotes maximum input from the Mayor and Council, staff, and citizens in the search process. We help guide the process, but *you* are the final authority in the selection of candidates. We maintain continual contact with the client throughout the search and keep the candidates informed as the search progresses. In addition to our milestone meetings with the Mayor and City Council, we will provide periodic updates to keep you informed of our progress. Brimeyer Fursman is committed to accurately portraying all candidates to the City. Likewise, we strive to accurately represent the position to candidates to prevent unrealistic expectations.

Scope of Services Summary

Phase I Organization Assessment and Develop Position Profile	Meet individually with the Mayor and Council, Department Heads, and key staff. Meet with selected representatives from the community and/or conduct public forums. Develop and present Position Profile.
Phase II Recruitment of Best Candidates	• Place announcements • Direct recruiting program • Collect and review resumes • Interview semi-finalists/Screen and evaluate • Prepare and present progress report • Assist elected board with the selection of top 5 candidates for interviews • Personality/Management Profile
Phase III Interview Preparations and Event	• Reference checks - credential verification – credit report – criminal check • Coordinate candidates' interviews • Prepare schedule, questions, review sheets • Monitor interviews, facilitate candidate review session • Develop compensation package • Assist with negotiations
Phase IV Onboarding	• Onboarding: Socialization process to assist new and existing leadership with the transition to a new City Manager.
Follow-up	Six and twelve months following the City Manager's start, we will assist with conducting a full review.

Principles Assigned to Your Search



Richard will be the lead consultant on the project and will be involved in all aspects of the search.

Dr. Richard Fursman Ed.D., President: Richard joined Brimeyer Fursman in 2007 and has conducted over 70 searches. Richard has over 25 years of senior management experience in local government, most recently as the City Manager of Maplewood, Minnesota. Richard earned his Doctorate in Organization Development as well as his Bachelor of Arts in Economics from the University of St. Thomas and his Master of Arts degree in Urban and Regional Affairs from Mankato State University.

Richard is an Adjunct Faculty at the University of St. Thomas. He was awarded the title of Credentialed Manager by the International City/County Management Association. Richard is a past board member of the Minnesota City/County Management Association, a member of Rotary International, and past President of the Minnesota Metropolitan Manager's Association. Richard has conducted numerous strategic planning retreats and consults with municipalities and non-profits on reorganization and change management in the USA and Abroad.



Irina will assist with interviews and fact finding. She will be involved with facilitation and community contacts. She will also handle candidate logistics during the final interview stage.

Irina Fursman

Irina is Vice President of Brimeyer Fursman, coordinating all facilitation and community contacts. Irina is a ***nationally certified facilitator and trainer from the Institute of Cultural Affairs***. Irina was born, raised, and educated in Russia and Ukraine where she earned her Bachelor's Degree of Education and Master's of Science Degree in Mathematics and Computer Science before moving to the United States in 2002. Irina has co-facilitated over 30 strategic planning sessions with cities and businesses. She has worked with over 20 communities during the search process with facilitating community discussions, research for profile development, and coordinating candidate logistics.

In addition to facilitating sessions, Irina also trains in the art and science of facilitation. Irina has presented nationally and internationally on the subject of citizen engagement, strategic planning and sustainable development.

Irina is currently a Doctoral Candidate in Organization Development at the University of St. Thomas.

Detailed Plan of Action Steps and Services Provided by Brimeyer Fursman, LLC

Phase I Organization Assessment

Each search process begins with a careful assessment of the current state of the organization. This evaluation is used when the position profile is established to ensure applicants are screened according to the needs and established norms of the organization. You will be asked how much if any, change in direction is hoped for with the new city Manager. Candidates are screened for fit and capacity according to your requirements discovered during the process.

Assessment areas typically include organizational procedures, structure, systems and policies, culture, staff capacity, leadership and management philosophy, and previous experiences. Four methods may be used to gather information for assessment:

1. Interviews
2. Focus Groups
3. Questionnaires
4. Review of artifacts

Employee Engagement & Citizens Engagement

Engaging as many stakeholders as possible in this first step of the process will provide an impetus for change needed and prepare the organization for the transition in leadership.



*Individual and Group
Meetings*

Our team has extensive training through the Institute of Cultural Affairs on facilitating community discussions. A critical success factor of the search is identifying community priorities and the environment in which the Manager must function. *We encourage meetings with citizens to further assess the climate of the community with the use of forums and individual interviews.*

We will conduct 1x1 and group meetings with Citizens. Our engagement practices allow us to conduct large group discussions, so many citizens can participate.

Establishing and Evaluating Expectations

A successful search has a thorough definition and agreement by the Mayor and City Council on each aspect of the position. ***During this initial phase, our consultants will meet collectively and individually with the Mayor and City Council members, Department Directors and Managers, and key staff to learn more about your goals and objectives.*** Critical factors to be determined include position responsibility and authority; reporting relationships; educational and experience requirements; personal and leadership qualities; and management style. We will carefully review your expectations and provide industry tested feedback. We will discuss pay expectations, the available talent pool, organization fit, and others that come up during the profile formation.

Organizational study Coordinated with Manager Search

An organizational review and City Manager search should be a coordinated process whose elements happen together. The information from the organizational review /assessment is essential for the successful recruitment of the new City Manager. The same analysis becomes the foundation for a plan of action for the new City Manager once they start.

We will pay considerable attention to establishing organizational goals and priorities for the position. The identification of priorities serves a two-fold purpose: it assists the hiring authority in developing a consensus on what is important for the organization and it alerts potential candidates to the important issues of the organization.

Position Profile – Recruiting Brochure



After drafting the Profile, we will meet with the Mayor and City Council as a group to discuss the critical specifications of the position. A great deal of emphasis placed on the agreement of this analysis. Without this information, it is difficult to determine how potential candidates will affect the City's plans and organizational team. The final Position Profile, after approval by the Mayor and City Council, becomes the document against which we evaluate prospective candidates.

PHASE II Develop and Implement an Approved Recruitment Plan

Place Announcements Recruit Candidates

Recruitment Ads
*ICMA: International City
Managers Association
Gov't Jobs
Linked-IN
Brimgroup Web Page
League of Minnesota
Cities
Neighboring Leagues*

The Position Profile serves as the primary recruitment tool as a means of identifying the scope of the position and highlighting the unique characteristics and qualities of the community. Once the Profile is approved, we will prepare and conduct a comprehensive program to contact candidates and determine sources of candidates.

In addition to placing announcements in the appropriate professional and trade journals, we will announce the position on appropriate web sites and the Profile will be featured on the Brimeyer Fursman web site with a link to the City of Roseville official web site. We will utilize our local, regional, and national contacts to identify potential candidates. We will identify comparable organizations where key individuals will be contacted.

Often times we are able to identify candidates from similar assignments who may be appropriate for the position. ***Sometimes the most qualified candidates are often not in the job market and do not respond to traditional advertising; therefore, we will directly recruit specific individuals with established patterns of talent, stability, and success through direct visits, calls, and mailings.***

Accept and Acknowledge Applications

Brimeyer Fursman will take *all* responsibility for accepting and collecting applications and acknowledgments. We will maintain transparency and provide continual updates to the city and candidates as each step in the process proceeds. We take great care to treat all candidates with the greatest respect on behalf of the firm and Roseville.

Review Resumes and Screen Candidates



Following the application deadline, we will screen each applicant's experience and background against the Position Profile. After evaluating and comparing each application, we will compile a list of candidates for further consideration. We will conduct one-on-one interviews with the most promising individuals. Our staff will make every effort to conduct face-to-face interviews with these candidates. ***Our in-depth evaluation and appraisal techniques*** will cover issues such as work experience, education, professional development and achievement, career objectives, accomplishments, suitability, and specific interest in the position. We will pay particular attention to the management style that most closely reflects the needs of the organization.

Assessment Tools

Cover letter & resume review
Short essays on topics related
to the position
Writing sample
Summary of accomplishments
Insights management profile
One-on-one interviews
360 Degree Reference Review
Full Credit Report
Credential Check
Criminal Check

We use a variety of techniques to “discover” the candidates who will have the greatest chance of success. Research shows that past performance is the greatest indicator of future success. We spend a great deal of time reviewing the accomplishments and lessons learned on mistakes with each candidate. Additionally, we profile management styles and capabilities of each candidate through testing and interviews.

Brimeyer Fursman is authorized to administer the Insights Discovery Personality Profile System. The results will cover motivation and behavior patterns, management strategies, identification and management of conflict areas. The City will gain insights into the strengths, management style, and key communication styles for each finalist candidate.



Progress Report TOP 10-12

Once interviews are complete, we will select the most qualified individuals to present to the Mayor and City Council. We will prepare a ***Progress Report that will provide information on ten candidates whose backgrounds most closely meet the requirements of the position.*** This Progress Report will provide specific information on:

- Educational and work history
- Accomplishments and growth potential
- Strengths and possible limitations
- Skills and performance history related to the position
- Personality and decision making profile

We will deliver this report and personally review it with the Mayor and City Council. Five or six candidates will be selected for further consideration based on the review. We will propose a schedule for interviewing the candidates and discuss the compensation expectations of the Mayor and City Council once the finalists are selected.

PHASE III Coordinate and Conduct Final Interviews

Reference and Credential Checks

Final Interview and Selection Process



360 Review: Prior to the interviews, *we will conduct discreet reference checks on the finalist candidates.* We will talk with peers and former associates of these candidates. We will speak with individuals who are, or have been, in positions to directly evaluate the candidates' job performance. We will verify the finalist candidates' credentials through educational, criminal, and credit checks.

- Resumes, cover letters, and reference reports will be provided on each candidate prior to the interview.
- We will also provide the Mayor and City Council with a list of suggested interview questions and evaluation forms.
- We will discuss the proposed procedures to be used in the interview process.
- Our suggested interview schedule will allow the candidates to get acquainted with the community and community leaders and to visit with the Mayor and City Council and the staff in informal settings.
- We culminate the process with individual and group interviews.
- If possible, all interviews will be scheduled within a period of two days depending upon the desire of the Mayor and City Council.
- A consultant will be present at each interview.

Selection

After the interviews, we will meet with the Mayor and City Council to review the individual ratings and assist in determining the top candidate. The consultant will assist in this process to the extent requested by the Mayor and City Council. We take responsibility for notifying all unsuccessful candidates each time the candidate pool is narrowed down.

Negotiating Compensation Package

Brimeyer Fursman, will take great care that the City of Roseville secures acceptance from the most desired individual. We will participate in the final negotiations. If any concerns arise in the final hour, by working as a third-party intermediary we can resolve important details of the offer which may have significant bearing on its final acceptance or rejection. We will negotiate the terms and conditions of employment and prepare a Letter of Agreement on behalf of the City of Roseville with the selected candidate.

Additional Support Services

- If requested by the City, Brimeyer Fursman, will act as a spokesperson with the media in order to maintain the integrity of the selection process and to protect the confidentiality and privacy of the candidates who are not hired.
- Family issues and dual career households are factors that influence an individual's decision to change jobs. We address circumstances arising from a job change including spouse careers, real estate issues, family concerns, and relocation details.
- After the candidate is employed, we will follow up with both the City of Roseville and the candidate to insure a smooth transition and satisfactory completion of the assignment. This follow-up contact is intended to identify potential issues early so that adjustments can be made, if necessary.

Phase IV ***Onboarding – Preparing for change***



Onboarding is a process focused on the integration of new senior-level managers into an organization. The goal is to *prepare Managers to succeed in their jobs as quickly as possible*. Brimeyer Fursman will meet with the directors and key staff, Mayor and City Council and the new City Manager to discuss and plan for the adjustments that naturally occur during periods of transition. This is particularly helpful to staff as they learn to work with their new supervisor. Items covered include effective communication, setting expectations, clarification of roles and responsibilities, a review of the culture and other norms.

FOLLOW UP **Performance Review**

If requested by the Mayor and City Council, we will assist in conducting a performance evaluation of the selected City Manager between six and twelve months of employment. We will develop a Work Program that will contain objectives for the City Manager to accomplish in the ensuing six to twelve months.

Guarantee

Brimeyer Fursman offers an 18 month guarantee on the effectiveness of the City Manager, provided the Mayor and City Council and Brimeyer Fursman agree that all phases of the process have been successfully completed. Should the Mayor and City Council determine it necessary to terminate the City Manager due to failure to adequately perform the duties as specified in the Profile and as represented by the process, we will refill the position at no additional fee and will charge expenses only.

Should there be substantial changes in the political situation at the City of Roseville and a decision is made to terminate the City Manager for reasons other than failure to perform the duties as specified in the Position Profile, this guarantee is subject to negotiations between the Mayor and City Council and Brimeyer Fursman. Brimeyer Fursman will not recruit candidates we have placed with your organization.

Time Table Draft

(Subject to your needs/changes)

Brimeyer Fursman LLC will work with the Council on the timing of the search. The following is a suggestion that will likely be altered to fit everyone's schedules.

Highlighted activities require full Council participation

Authorization to proceed

July 8, 2013

Authorization to proceed	July 8, 2013
Profile Data Collection (with interviews of Council, Community, Staff)	July 9-12
Approve Position Profile/Process review with Council	July 15
Start Recruitment	July 16
Deadline for Applications	August 19
Screen and Review Candidates	August 20 – Sept 3
Progress Report/Select Finalists	Sept 9
Reference and Credential Checks	September 10-18
Interviews	September 20/21
Start of New Manager	October 2013
Onboarding Session with New Manager and Council	At start

Appendix A: Fee Quotation Executive search process overview and fees		
	Total Search Fee	\$15,500
	Expenses (Not to exceed)	\$2,500
	TOTAL (Not to exceed)	\$18,000
Phase I Develop Position Profile		
- Meet individually with the Mayor and City Council, Department Heads, and key staff - Meet with selected representatives from the community and/or conduct public forum - Develop, present, and Position Profile		\$5,000
Phase II Recruit and Screen Candidates		
- Place Announcements - Direct Recruiting, Send Profiles - Review Resumes - Screen and evaluate candidates - Prepare and present Progress Report (progress report will be delivered in person and contain profiles of 10-12 candidates who demonstrate the best fit. Here the council selects the top 5 for interviews.		\$5,500
Phase III Interviews and Background Checks		
- Reference checks/credential verification - Personality Profile assessment instrument - Schedule and coordinate candidates' interviews with the assistance of City staff - Participate in interviews - Develop compensation package - Participate in negotiations		\$5,000
First Performance Evaluation		Expenses only
Expenses		
Typical expenses include copies and supplies, position advertising (League Web Sites, ICMA, Minnesota City Managers Association, Linked-IN), credential and criminal background checks, etc. The expenses are for 5 finalists. Expenses for additional finalists will be billed at \$300 each.		Not to Exceed \$2,500

This estimate does not include costs associated with candidates' expenses for the final interview such as airfare for out of state candidates, hotels, meals and others. These expenses are influenced by the following factors: number of candidates invited to interview, location of candidates, spouse and family attendance, meals and hotel accommodations provided. For local candidates, the cost is typically zero.

Phase IV: Onboarding \$950

If the council desires, we will facilitate onboarding of the new Manager to help clarify roles, expectations and reveal important practices of the operation. This is done with the council and staff and is planned during the first week or two the Manager is on the job.

Payment Policy: Our payment policy is one-third of the total fee due upon signing this agreement; one-third after presentation of the Progress Report; and the balance due 10 days after the search has successfully been completed, whether the agreement is oral or written. In the event the City Council terminates this agreement during the search, we will retain the progress payments to that point.

Richard Fursman, President
Brimeyer Fursman LLC

Date

Dan Roe
City of Roseville, Minnesota

Date

Appendix A Municipal Searches (conducted in the last 24 months)

Brimeyer Fursman successfully implemented described above recruitment strategy (Phase I – III) for all projects listed in this section.

City of Corcoran, MN – population over 5,500
Position Filled: City Administrator (hired Brad Martens)
Dates of the search: March, 2013 –June, 2013
Applications received – 75
Contact: Mayor - Ken Guenthner
Phone: 763-478-6699

City of Arlington, MN – population over 2,200
Position Filled: City Administrator (hired Liza Donabauer)
Dates of the search: February, 2013 –April, 2013
Applications received – 50
Mayor: James Kreft
Home Phone: 507-964-2680
E-mail link: jkreft@arlingtonmn.com

City of Vadnais Heights, MN – population over 12,300
Position Filled: City Administrator (hired Kevin Watson)
Dates of the search: November, 2012 – January, 2013
Applications received – 53
Email: kevin.watson@cityvadnaisheights.com
Telephone: 651.204.6010

City of Eagan, MN – population over 64,200
Position Filled: City Administrator (hired Dave Osberg)
Dates of the search: October, 2012 – January, 2013
Applications received – 39
Dianne Miller
651/675-5014
dmiller@cityofeagan.com

City of Waverly, IA – population over 9,800
Position Filled: City Manager (hired Phillip Jones)
Dates of the search: August – October, 2012
Applications received – 65
Contact: Bob Brunkhorst, Mayor
Phone: (319) 352-9211
Email: mayor@ci.waverly.ia.us

City of Oelwein, IA – population over 6,400
Position Filled (2012): City Administrator (hired Jamie Letzring)
Dates of the search: October – December, 2012
Applications received – 49
Larry Murphy, Mayor
20 2nd Avenue SW
Oelwein, IA 50662
Phone: (319) 283-4032
Email: larry@llmurphy.com

City of Norwalk, IA – population over 9,000
Position Filled: City Manager (hired Marketa Oliver)
Dates of the search: February – May, 2012
Applications received – 113
Doug Pierce, Mayor
705 North Avenue
Norwalk, IA 50211
Phone: (515) 981-0228
mayor@ci.norwalk.ia.us

City of Olivia, MN – population over 2,400
Position Filled: City Administrator (hired Dan Coughlin)
Dates of the search: December, 2011 – February, 2012
Applications received – 39
Sue Hilgert, Mayor
Phone: (320) 523-2361
shilgert@olivia.mn.us

City Indianola, IA – population over 14,500
Position Filled: City Manager (Eric Hanson)
Dates of the Search: May – August, 2012
Applications received – 70
Kenan Bresnan, Mayor
705 North Avenue
Norwalk, IA 50211
Phone: (515) 962-5300
Email: kbresnan@cityofindianola.com

City of New Richmond, WI – population over 8,000 (Twin Cities Area)
Position Filled: City Administrator/Utility Manager (Mike Darrow)
Dates of the Search: December, 2011 – March, 2012
Kirk Van Blaircom, Alderman
156 East First Street
New Richmond, WI 54017
Phone: (715) 246-5813
Email: aldermanvanblaircom@frontier.com

City of Canton, SD – population over 3,000
Position Filled: City Manager (hired Sean Pederson)
Dates of the search: December, 2012 – February, 2013
Applications received – 53
Jonathan Toso, City Commissioner

City of Medina, MN – population over 4,800 (Twin Cities Area)
Position Filled: City Administrator (Scott Johnson)
Dates of the Search: July, 2012
Applications Received: 77

Village of Kimberly, WI – population over 6,500 (Green Bay area)

Position Filled: Village Administrator (Adam Hammatt)

Dates of the Search: December, 2011 – March, 2012

Applications Received-44

Chuck Kuen, Village President

515 W. Kimberly Ave

Kimberly, WI 54136

(920) 716-4502 (C)

ckuen@valleymanagement.com

City of Wayzata, MN – population over 3,000

Position Filled: City Manager (Heidi Nelson)

Dates of the search: November, 2011 – February, 2012

Applications Received- 75

Mayor Ken Willcox

600 Rice Street East

Wayzata, MN 55391

952-922-5569

KenWillcox@wayzata.org

City of Hopkins, MN – population over 18,000

Position Filled: City Manager (Mike Mornson)

Dates of the Search: May, 2011 – July, 2011

Application received – 65

Eugene Maxwell, Mayor

1010 1st St S

Hopkins, MN 55343

952-935-5270

emax33721@aol.com

City of Adel, IA – population over 18,000

Position Filled: City Administrator (Brett Klein)

Dates of the Search: October, 2011 – December, 2011

Application received – 65

City of Spring Park, MN – population over 1,700

Position Filled: City Administrator/ Clerk (Daniel Tolsma)

Dates of the Search: March, 2011 – June, 2011

Application received – 54

City of Crookston, MN – population over 8,200

Position Filled: City Administrator (Tony Chladek)

Dates of the Search: November, 2011 – January, 2012

Application received – 44

City of Forest Lake, MN – population over 18,000
Position Filled: City Administrator (Aaron Parrish)
Dates of the Search: November, 2011 – January, 2012
Application received – 79
Aaron Parrish, City Administrator (651) 209-9750

City of Knoxville, IA – population 7,200
Position Filled: City Manager (Harold Stewart)
Applications received – 83
Bob Wims, City Council
Phone: 641-828-8464
E-mail: bwims@issbank.com

OTHER MUNICIPAL POSITIONS FILLED IN THE LAST TWO YEARS:

Lincoln Pipestone Rural Water
Position Filled: CEO (2012)

City of Minnetonka, MN
Position Filled: City Attorney

City of Apple Valley, MN
Positions Filled: Police Chief (2012), Parks and Recreation Director (2011)

City of Olivia, MN
Positions Filled: Police Chief (2013)

City of Petersburg, AK
Positions Filled: Police Chief (2013)

City of Woodbury, MN
Positions Filled: Utility Supervisor (2012)

City of Chaska, MN
Positions Filled: Water and Sewer Director (2012)

City of Eagan, MN
Positions Filled: Public Works Director (2012)

City of St. Cloud, MN
Positions Filled: Economic Development Director (2011)

A Sampling of other *Brimeyer Fursman llc*, Search Assignments

1. City Manager - Roseville, MN (pop. 36,000)
2. City Administrator - Lakeville, MN (pop. 23,000)
3. City Manager - New Brighton, MN (pop. 24,000)
4. City Administrator - Hastings, MN (pop. 15,000)
5. City Administrator - Cottage Grove, MN (pop. 24,000)
6. City Manager - St. James, MN (pop. 5,000)
7. City Manager - Brooklyn Park, MN (pop. 60,000)
8. City Administrator - Little Canada, MN (pop. 10,000)
9. City Manager - Hopkins, MN (pop. 16,000)
10. City Manager - Bemidji, MN (pop. 24,000)
11. City Administrator - Hibbing, MN (pop. 20,000)
12. City Administrator - Hermantown, MN (pop. 7,000)
13. Clerk/Administrator - Mounds View, MN (pop. 12,000)
14. City Administrator - Orono, MN (pop. 7,000)
15. City Administrator - South St. Paul, MN (pop. 24,000)
16. Village Manager - Village of Hazel Crest, IL (pop. 15,000)
17. City Manager - Robbinsdale, MN (pop. 15,000)
18. City Administrator - Becker, MN (pop. 1,000)
19. City Administrator - Arden Hills, MN (pop. 10,000)
20. City Administrator - Sandstone, MN (pop. 2,000)
21. County Administrator - Chisago County, MN
22. City Manager - Prior Lake, MN (pop. 12,000)
23. City Administrator - Luverne, MN (pop. 4,400)
24. City Manager - Columbia Heights, MN (pop. 19,000)
25. City Manager - Webster City, IA (pop. 8,600)
26. City Coordinator - Minneapolis, MN (pop. 370,000)
27. City Administrator - Pipestone, MN (4,500)
28. City Administrator - Marshall, MN (pop. 12,000)
29. City Administrator - Oak Park Heights, MN (pop. 3,700)
30. City Administrator - Rosemount, MN (pop. 10,000)
31. City Manager - St Anthony, MN (pop. 8,000)
32. City Manager - Carroll, IA (pop. 8,000)
33. City Administrator - Savage, MN (pop. 12,000)
34. City Manager - Sheldon, IA (pop. 5,000)
35. City Administrator - Emmetsburg, IA (pop. 4,000)
36. County Coordinator - Benton County, MN (pop. 30,000)
37. City Manager - Mankato, MN (pop. 31,500)
38. City Administrator - North Mankato, MN (pop. 11,000)
39. City Manager - Robbinsdale, MN (pop. 14,000)
40. City Administrator - Worthington, MN (pop. 10,000)
41. City Administrator - Farmington, MN (pop. 6,870)
42. City Administrator - Mounds View, MN (pop. 12,600)
43. Clerk/Administrator - Centerville, MN (pop. 2,000)
44. County Administrator, St. Louis County, MN (pop. 198,000)
45. City Administrator - Northfield, MN (pop. 15,200)
46. City Manager - Columbia Heights, MN (pop. 19,000)
47. City Manager - Benson, MN (pop. 3,500)
48. City Manager - Storm Lake, IA (pop. 9,000)

49. City Manager - West St. Paul, MN (pop. 19,000)
50. Coordinator - Bryant Neighborhood, Minneapolis
51. Council Administrator - Red Wing, MN (pop. 15,700)
52. City Manager - Maquoketa, IA (pop. 6,000)
53. City Manager - Spencer, IA (pop. 11,600)
54. City Administrator - Cottage Grove, MN (27,726)
55. City Administrator - St. Peter, MN (pop. 10,000)
56. City Administrator - Minnetrista, MN (pop. 3,900)
57. City Administrator - Mahtomedi, MN (pop. 6,800)
58. City Manager - Montevideo, MN (pop. 5,500)
59. City Administrator - Charles City, IA (pop. 8,000)
60. City Manager - West Liberty, IA (pop. 3,000)
61. City Administrator - Mora, MN (pop. 3,000)
62. City Administrator - Baxter, MN (pop. 4,800)
63. City Administrator - Waukee, IA (pop. 3,500)
64. Clerk/Administrator - St. Joseph, MN (pop. 4,500)
65. City Administrator - Sauk Rapids, MN (pop. 10,000)
66. City Administrator - Park Rapids, MN
67. City Administrator - Dyersville, IA (pop. 3,800)
68. City Administrator - Fergus Falls, MN (pop. 13,000)
69. City Manager - Brookings, SD (pop. 18,000)
70. City Administrator - West Burlington, IA (pop. 3,000)
71. City Administrator - Wayne, NE (pop. 5,000)
72. County Administrator - Becker County, MN (pop. 30,000)
73. City Administrator - Sauk Centre, MN (pop. 3,800)
74. City Administrator - Mounds View, MN (pop. 12,900)
75. City Administrator - Shorewood, MN (pop. 7,000)
76. City Administrator - Andover, MN (pop. 25,000)
77. City Administrator - Waconia, MN (pop. 6,000)
78. City Manager - New Ulm, MN (pop. 14,000)
79. City Administrator - East Grand Forks, MN (pop. 8,000)
80. City Administrator - Stillwater, MN (pop. 16,000)
81. City Administrator - Farmington, MN (pop. 10,000)
82. City Administrator - Minnetrista, MN (pop. 4,400)
83. City Administrator - Lake City, MN (pop. 5,000)
84. City Administrator - Sartell, MN (pop. 10,000)
85. City Manager - Moorhead, MN (pop. 32,000)
86. County Administrator □ Rice County, MN (pop. 57,000)
87. City Administrator – Northfield, MN (pop. 17,500)
88. City Administrator – Austin, MN (pop. 23,000)
89. City Administrator – South St. Paul, MN (pop. 20,167)
90. City Administrator – Newton, IA (pop. 16,000)
91. City Administrator – Mahtomedi, MN (pop. 8,000)
92. City Manager – West Liberty, IA (pop. 3,300)
93. City Administrator – Lake Elmo, MN (pop. 7,387)
94. City Administrator – Melrose, MN (pop. 3,150)
95. Village Manager – Village of Shorewood, WI (pop. 12,000)
96. City Manager – Manchester, IA (pop. 5,000)
97. General Manager – Lake Panorama Association, IA
98. City Manager – Knoxville, IA (pop. 7,730)
99. City Manager – Yankton, SD (pop. 14,000)

100. City Administrator/Clerk – Cresco, IA (pop. 4,000)
101. City Manager/Public Works Director - Denison, IA (pop. 7,340)
102. City Manager – St. James, MN (pop. 4,700)
103. City Clerk-Administrator – Stewartville, MN (pop. 5,650)
104. City Manager – Bemidji, MN (pop. 13,000)
105. City Manager – Cedar Rapids, IA (pop. 120,000)
106. City Administrator – Ottumwa, IA (pop. 25,000)
107. City Administrator – Mason City, IA (pop. 29,000)
108. City Administrator – Worthington, MN (pop. 11,300)
109. City Administrator/Clerk – Maple Plain, MN (pop. 2,100)
110. County Administrator – Yellow Medicine County, MN
111. City Administrator – Lake Elmo, MN (pop. 8,000)
112. City Administrator – City of Minnetrista, MN (pop. 5,542)
113. City Administrator – Staples, MN (3,100)
114. City Administrator – Arlington, MN (pop. 2,100)
115. City Administrator – Olivia, MN (2,570)
116. City Manager – Spencer, IA (pop. 11,317)
117. City Administrator – Detroit Lakes, MN (pop. 8,300)
118. City Manager – Moorhead, MN – (pop. 34,244)
119. City Administrator – Osseo, MN – (pop. 2,500)
120. City Administrator – Owatonna, MN – (pop. 24,255)
121. City Administrator – Gaylord, MN (pop. 2,293)
122. City Administrator – City of New Prague, MN (pop. 6,787)
123. City Administrator – City of Rosemount, MN (pop. 22,397)
124. City Administrator – Kenyon, MN (pop. 1,696)
125. City Manager – City of Canton , SD (pop. 3,110)
126. City Manager – City of Aberdeen, SD (pop. 25,000)
127. City Administrator – City of Newport, MN (pop. 3,565)
128. City Administrator – City of Hermantown, MN (pop. 9,192)
129. City Administrator – City of Barnesville, MN (pop. 2,200)
130. City Clerk/Administrator – City of Caledonia, MN (pop 3,000)
131. City Manager – City of Albert Lea, MN (pop 18,000)
132. City Administrator – City of Arden Hills, MN (pop 10,000)

NON-PROFIT

1. Executive Director - Urban Concerns Workshops
2. Executive Director - Minnesota State Council on Disability
3. Executive Director - Local Government Information Systems
4. Manager, LRT Development - Regional Transit Board - Twin Cities
5. Executive Director - Cold Weather Resource Center
6. Executive Director - Minnesota Chiefs of Police Association
7. Executive Director - North Suburban Cable Commission and Access Corp.
8. Executive Director - League of Minnesota Cities
9. Executive Director - Family Violence Network
10. Executive Director - Southwest Minnesota Initiative Fund
11. Executive Director - PossAbilities of Southern Minnesota
12. Executive Director - Metropolitan Library Services Agency
13. Executive Director - Blue Earth Economic Development Authority
14. Executive Director - St. Cloud Housing and Redevelopment Authority
15. Executive Director - East Central Solid Waste Commission
16. District Administrator - Minnehaha Creek Watershed District
17. Library Director - Carver County
18. Center Administrator - Consolidated Public Safety Answering Point
19. Director of Finance and Administration - Lincoln Pipestone Rural Water Assoc.
20. President/CEO - Sheriffs Youth Programs of Minnesota
21. Executive Director – Dakota County Communications Center, MN
22. Executive Director - Rice Creek Watershed District
23. Assistant Finance Director, Detention Center – Steele County, MN
24. Chief Operating Officer – Senior Community Services, Twin Cities Metro
25. Executive Director – Dakota Communications Center, Dakota County MN

PRIVATE SECTOR

1. Senior Account Manager - government leasing corporation
2. Senior Design Engineer and Production Manager - sign manufacturing company
3. Transportation Engineer - engineering consulting firm
4. Urban Planner - engineering consulting firm
5. Senior Engineer - engineering consulting firm
6. Manager of Administrative Services - architectural firm
7. Senior Associate - engineering consulting firm
8. Electrical Engineer - industrial engineering firm
9. Marketing Manager - architectural firm
10. Marketing Coordinator - architectural firm
11. General Manager - Minnesota Valley Country Club



Position Profile

City..... Eagan, MN
Population.....64,200
PositionCity Administrator
Salary Range \$133,032–\$154,000

The City of Eagan, MN

The City of Eagan, MN is seeking a proven leader to serve the community as their next City Administrator. The highly-regarded first Administrator of Eagan is retiring after 36 years of dedicated and thoughtful service to the community and organization.

Eagan, Minnesota’s ninth largest city, is a vibrant community known for excellent neighborhoods, exceptional public facilities, abundant parklands, and outstanding municipal services. Eagan was recognized in 2006, 2008, 2010, and 2012 as one of America’s best smaller cities to live in by *Money Magazine*.

Home to over 64,000 people, Eagan is conveniently located in the Twin Cities metropolitan area, neighboring Minneapolis and Saint Paul. The community has a strong tax base and is home to over 2,300 thriving businesses and corporations, including Thomson Reuters, Blue Cross, Blue Shield of Minnesota, United Parcel Services (UPS), US Postal Service, and Ecolab.

The City operates under a Council-Administrator form of government employing 235 regular and up to 400 seasonal and part-time employees. Quality customer service is a central feature of all City services. The City places a high value on responsiveness to citizen needs within established fiscal parameters. Regarded as a great place to live and work, the City government enjoys a stable workforce with experienced and professional staff.

“The City of Eagan exists to serve the needs and interests of its present and future citizens”



Courtesy of MN Valley Photography Club



The City of Eagan

Eagan incorporated as a City in 1974 with a population of 17,000. The City grew quickly in the coming decades, replacing farms with homes and businesses. The population exploded over the next 35 years as people were attracted to the well-designed and managed community. Today the population is over 64,000 and is anticipated to peak at 68,000 in a few years time.

Eagan has a strong mix of major employers resulting in the population growing during the day. Additional job growth is expected in the coming years as Eagan holds its position as one of the region's most desirable places to operate a business.

Eagan provides its citizens a sense of community and is filled with a combination of lush wooded areas, beautiful rolling hills, lakes and ponds, as well as lovely residential areas and well planned commercial and industrial areas.



Strong in Tough Economic Times

The City experienced a strong commercial and industrial reinvestment in 2011, with nearly \$20 million in private improvements to existing facilities. Eagan documented a 58% increase in commercial/industrial tenant improvements in 2011. New residential construction in 2011 was significantly higher than previous years as well, totaling 73 new housing units.

Education and Parks

Three highly regarded, independent school districts serve the City and the region providing for over 40,000 students. The City currently maintains 54 parks covering 1,370 acres, with such recreation facilities as hiking trails, tennis courts, skating rinks, shelters, and athletic fields. Among the many wonderful park amenities includes the tremendously popular Cascade Bay Waterpark.



The Organization

Eagan is represented by Mayor Mike Maguire and Councilmembers Paul Bakken, Gary Hansen, Cyndee Fields and Meg Tilley. The Mayor and Council focus on the "big-picture" issues and count on the staff to carry out the directions of the majority.



Administration of City government and services is organized into eight departments. The organization runs lean considering the size, complexity, and services provided by the City, which is made possible by everyone doing their part.

Citizen involvement includes participation in four advisory commissions including planning, parks, airport relations, and energy and environment.

Department Head Changes

Two long-serving leaders in the organization will be recently retired when the new administrator comes aboard. The Public Works and Finance Departments will have new leaders who worked up through the ranks. The Senior Management Team consists of the Police Chief, Fire Chief, Assistant City Administrator, Finance Director, Human Resources Manager, Parks and Rec Director, Community Development Director, Public Works Director, Communications Director, and City Administrator.

Priorities

The new Administrator will inherit a number of active projects when he or she starts. A few of the projects that will be considered or underway include:

- Significant community redevelopment opportunities

- Launching of a 16.2 mile wholesale fiber network for use by private sector providers to serve local businesses
- Transportation initiatives including Cedar Avenue Bus Rapid Transit
- Facilitate and execute the 2013-14 City Council Goals

Priorities for the first 6-12 months

- Landuse changes and challenges
- Ongoing establishment of new senior staff
- Funding: question of revenue and changes to service
- Familiarize with the organization culture, learn the mechanics of the job
- Establish lines of communication with the public, Council and staff

Budget

The 2012 General Fund adopted budget is \$28,040,000. The elected officials and staff are proud of their commitment to provide great service in the most cost-effective manner.

Culture

The organization has a team philosophy in everything it does. The management team is built on a model of collaboration and consensus on all issues facing the organization. The talented department directors value the empowerment they have been given to run their departments as they move toward the goals and vision established by the Mayor and Council.

Position Description

The City Administrator is the chief operating officer and responsible for the day to day operations of the city. The position reports directly to the City Council and carries out the direction of the Council. The position has nine (9) direct reports and oversees all City departments: Administration/Support Services, Communications, Community Development, Finance, Fire, Parks and Recreation, Police, and Public Works.

MINIMUM

QUALIFICATIONS:

1. Bachelor's degree in public administration, business administration, or related municipal administrative field.
2. Minimum of ten years of progressively responsible experience in municipal government or comparable organizational setting, with at least five years in an executive position such as department head, assistant manager, city manager or administrator.
3. Proficiency in MS Office (Word, Excel, Outlook, and PowerPoint).
4. Proven capabilities in leadership, problem solving, strategic thinking, and knowledge of governmental operations.
5. Strong sense of honesty and integrity.
6. Good sense of humor.

DESIRED

QUALIFICATIONS:

1. Master's degree in public administration or business administration
2. International City/County Management Association Credentialed Manager Preferred
3. Strategic financial planning experience
4. Experience with community redevelopment

Essential Functions

The City Administrator works collaboratively with all department directors and functions within the City of Eagan to ensure effective administration of City services. The primary position responsibilities and areas of impact are:

- Direct, plan, and implement policies, objectives, and activities of the City to ensure effective and efficient operations, maximized return on investments, high productivity, and an overall positive image of the City.
- Analyze City operations and evaluate performance of the organization and staff in meeting objectives; determine areas of potential cost reduction, program improvement, or policy change; determine the needs of the City and recommend priorities.
- Confer with the Mayor and members of the City Council as needed to discuss issues and resolve problems, meet with citizens and citizen groups to exchange information, while also coordinating activities, projects, and programs that are proposed from members of the municipal staff.
- Coordinate the City's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Develop appropriate organization structure to meet community needs.
- Foster and demonstrate teamwork, collaboration, and open & transparent communications in all City Services, within the organization and throughout the community.
- Work in partnership with colleagues, especially with peers in Dakota County, including the Dakota County High Performance Partnership and the Dakota Communications Center. Also serve as an active member on the Board of the Local Government Information Systems.
- Make recommendations to the City Council regarding the hiring and dismissal of employees, and present collective bargaining proposals to the City Council.
- Be engaged in the community, provide community outreach, and serve as an "ambassador" of the community.

While these areas are the primary focus of the position, teamwork, collaboration and flexibility exemplify the Eagan culture and all employees will be called upon to perform a variety of duties as a part of their role with the City.

Leadership Capabilities

The desired new City Administrator will be a servant leader, with a deep sense of humility, high integrity, and commitment. He or she will be expected to continue the strong tradition of a team approach to problem solving and maintain the focus of a service driven organization.

The Administrator is expected to be the gatekeeper of the organization with the ability to manage relationships with the Council while tending to the coordination of staff. The Administrator will have a strong and confident demeanor without being egotistical, and an ability to build strong trusting relationships.



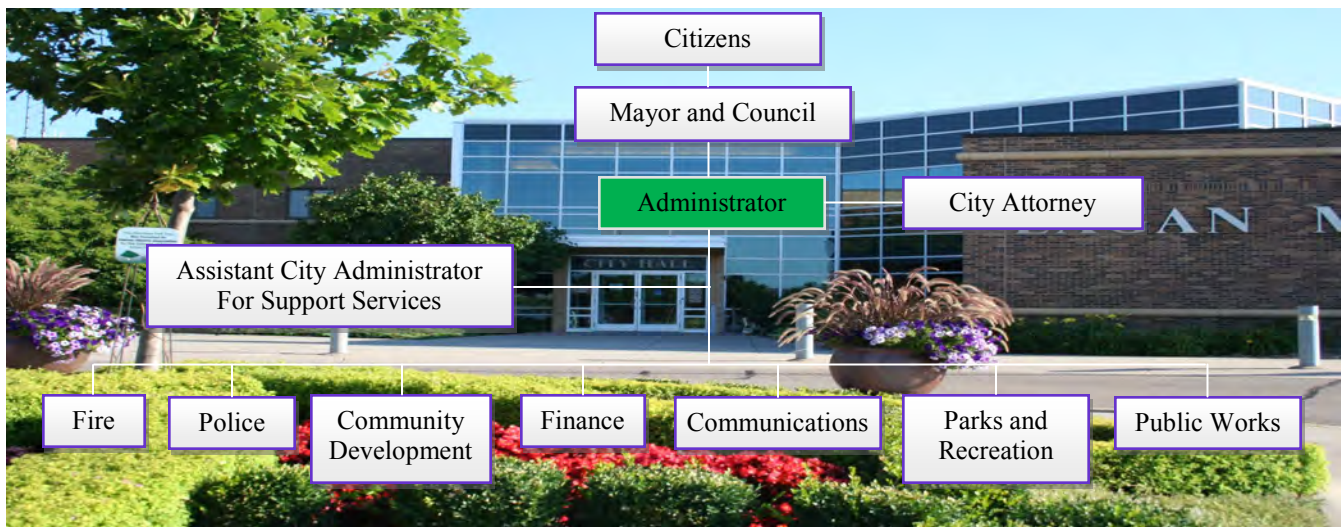
The leader sought will be forthright, yet diplomatic, understanding politics without being political, and have a desire to reach beyond City Hall.

The Administrator in Eagan is more than a technician providing excellent service. The Administrator is an extension of the Council and reflects the values of the organization. The successful Administrator will become part of the fabric of the community.



Organization

The City of Eagan exists to serve the needs and interests of its present and future citizens by providing quality public services, personal and property protection, a healthy environment, a stable tax base, attractive amenities, a sense of community and ethical representation. The City will endeavor to reflect community values in an effective, responsible, efficient and visionary manner.



Announcement

The City of Eagan, MN (Pop. 64,200) is seeking a proven leader to serve the community as their next City Administrator. The highly-regarded first Administrator of Eagan is retiring after 36 years of dedicated and thoughtful service to the community and organization.

Eagan, Minnesota's ninth largest city, is a vibrant community known for excellent neighborhoods, exceptional public facilities, abundant parklands, and outstanding municipal services. Eagan was recognized in 2006, 2008, 2010, and 2012 as one of America's best smaller cities to live in by *Money Magazine*.

The desired new City Administrator will be a servant leader, with a deep sense of humility, high integrity, and commitment. He or she will be expected to continue the strong tradition of a team approach to problem solving and maintain the focus of a service driven organization. Bachelor's degree in public administration, business administration, or related municipal administrative field. Minimum of ten years of progressively responsible experience in municipal government or comparable organizational setting, with at least five years in an executive position such as department head, assistant manager, city manager or administrator.

Position profile is available at www.brimgroup.com. Send letter of interest and electronic resume to EaganCA@brimgroup.com by 11/29/12. Please direct questions to Richard Fursman at richardfursman@gmail.com or (651) 338-2533. For additional information about Eagan please visit: www.cityofeagan.com

Timetable

November 29, 2012

Deadline for Applications

December 11, 2012

Present Candidates
Selection of finalists

January 17 and 18, 2013

Council Interviews Finalists

February/March, 2013

New Administrator Starts



Salary Range: \$133,032— \$154,000

Position Profile

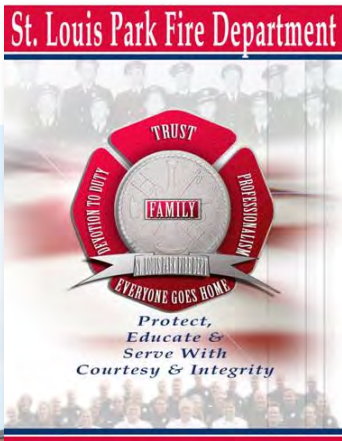
CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.



Experience LIFE in the Park

Fire Chief



The City of St. Louis Park is seeking a dynamic, multi-faceted leader to be its next Fire Chief. Chief Luke Stemmer has retired after serving the community for nearly 37 years including 12 years as Chief.

St. Louis Park is a vibrant and beautiful first ring suburb of Minneapolis comprised of 10.8 square miles. In a little more than 115 years, the community grew from a village of 45 families to a community of more than 45,000 residents. St. Louis Park has a sound economic base, a healthy mix of new and traditional housing, and a nationally renowned school district - where every school has been named a National School of Excellence.

Residential areas comprise the largest portion of the community. These residential areas are diverse in their social, religious, and ethnic heritage - giving every neighborhood a distinct appearance and feel.

The community is also home to retail stores, restaurants, medical facilities, family-owned businesses, corporations, and churches and synagogues.

St. Louis Park was recently named one of the nation's "100 Best Communities for Young People" for the sixth consecutive time by America's Promise Alliance. The city was honored because of the involvement and opportunities it offers to young people.

Residents enjoy a multitude of different social and recreational activities to participate in, along with diverse religious, economic, and education systems. The options are endless in the Park. Likewise, the City of St. Louis Park is a place to live for a lifetime.

Position Profile

PAGE 2 OF 4

CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.

THE COMMUNITY

An economically vibrant city with a population over 45,000 and growing, St. Louis Park is currently experiencing a renaissance. Well over a billion dollars has been invested in the city over the last decade with a similar amount expected in coming years. St. Louis Park is also home to trend-setting redevelopments such as the national award-winning Excelsior & Grand mixed use project and the new Shops at West End commercial project.

A City of Choice

St. Louis Park offers a wide variety of parks and recreation programming to people of all ages. This includes adult athletic leagues, youth programs, and seasonal activities. The St. Louis Park Rec Center features an outdoor aquatic park, two indoor ice arenas—used by both St. Louis Park and Benilde St. Margaret's boys and girls High School hockey teams—and meeting and banquet facilities. St. Louis Park is committed to promoting and integrating arts, culture and community aesthetics in all city initiatives. Through various partnerships, the city has promoted and celebrated the creation of public art throughout the community

City Services

The city is served through Administrative Services, Community Development, Engineering, Fire, Inspections, Information Resources, Operations and Recreation and Police.

Area Schools

St. Louis Park residents are proud of the academic achievements of its public schools as all have earned the National School of Excellence award.

St. Louis Park is one of the few suburbs where the city and school district share boundaries, further strengthening residents ties to the community. There are also nearly a dozen private and parochial school options within the city. Additionally, there are numerous colleges, universities and technical institutions in close proximity which provide employees of local businesses with opportunities for ongoing higher education and cooperative, customized and technical training.



CITY STRUCTURE

St. Louis Park voters elect the mayor and six (two at-large and four ward) City Council members to four-year terms. The Mayor and at-large Council members represent all residents; the ward council members are primarily responsible for representing their ward constituents. The City has a Council-Manager form of government. The Fire Chief is appointed by and reports directly to the City Manager.

Community Engagement

St. Louis Park is well-known as a community-first organization, championing community outreach and innovation. Many ideas and projects begin with citizen input and continue as collaborative efforts with the neighborhoods and the community at large. Several new redevelopment projects like those mentioned earlier, have resulted from community visioning efforts which are a mainstay of the city.



Fire Chief

FIRE DEPARTMENT

St. Louis Park has a hybrid department blending full-time and paid on-call (POC) Firefighters. The department runs three 24-hour shifts 365 days a year through two, state-of-the-art fire stations opened in the spring of 2012. There are 25 full-time staff members including support staff, sworn personnel and 25 POC firefighters. The City has mutual aid agreements with Hopkins, Minnetonka, Golden Valley, Plymouth and Edina.

The Fire Department has a history of being closely tied to the community. The Department is a mainstay at community events, local schools, service organizations, the area Chamber and many other citizens groups with special or city-wide interests. The next Chief is expected to be fully engaged with the community as a trusted role model for this critical part of public safety.



Department Culture

The Fire Department is a well-trained, cohesive team. The firefighters are very proud of their department and care deeply about the community they serve. The full and POC Firefighters are striving to work well together and maintain their reputation as a model department.

The 3 shifts and the POC have distinct personalities; each are very proud of their teams and the contributions they make to the whole.

Each views their unit as 'the best' and would do anything for each other or anyone on the department. Department personnel want to continually improve the department and their readiness to meet the growing demands that are coming with new developments in the city.

The Firefighters have expressed their support for a visionary, dedicated leader who will advocate for a great department.

Position Profile

PAGE 3 OF 4

CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.

Fire Chief

FIRE DEPARTMENT

The Fire Chief provides leadership and direction on all fire services functions for the community including fire prevention, suppression, emergency medical and emergency preparedness. The Chief is responsible for managing day-to-day functions of the department through command staff and for long-range planning and policy development. The Fire Chief is also an integral part of the City's management team lead by City Manager Tom Harmening.

The Fire Department responded to 4,433 calls for service in 2012 including 140 fires, 3,117 rescue/medical incidents and 1,176 other responses. The department is organized with a Chief and three assistants who operate three separate divisions. The divisions include Operations, Fire Prevention, and Training and Safety.

Fire Service Commission

The Fire Civil Service Commission consists of three members appointed by the Council. They meet as needed in accordance with regulations.

Essential Duties and Responsibilities

The Chief is responsible for management and direction of all areas of public safety for the department including assigning work, communications, employee support, evaluations, personnel policies, assistance with union contracts and staff development.

The Chief is part of the management team and works with the team and City Manager on projects and goals. The Chief also provides information on operations, organizes strategic planning for the department, promotes customer service, cooperates with departments and fosters community connections.

THE POSITION

The Chief is responsible for planning and drafting the budget while working with the City Manager. This includes the ongoing budget maintenance, review of contracts and staffing and equipment analysis.

Part Firefighter, Part Administrator

The Chief is responsible for fire prevention, suppression, medical emergencies and the City's emergency preparedness activities. The Chief is expected to be a leader at complicated fire events and an effective administrator for the department.

Background and Experience

- Successful candidates will have at least 10 years of firefighting experience with 5 or more years in a high level management position equivalent to the St. Louis Park Assistant Chief
- Bachelor's degree in a related field or equivalent combination of experience and education
- Knowledge of laws and regulations related to fire prevention, protection and suppression
- Familiar with how technology can advance operational readiness, efficiency, and effectiveness

Desired Qualifications

- Experience with both full-time, union and POC departments
- Master's degree in public administration or a related field; or a graduate of the Executive Fire Officer Program
- Experience with union arbitration, grievances, mediation and contracts
- Experience working with boards, councils and commissions
- Emergency Management Operations

MANAGEMENT CAPABILITIES

St. Louis Park is seeking a visionary, forward-looking, dynamic leader to be the next Fire Chief. The Chief is expected to have exceptional 'people' skills with the ability to listen, communicate, and guide members of their team. The new Chief will encourage an environment of collaboration, trust, and cooperation among the fire ranks and other departments while modeling the highest level of integrity and trust.

Specific Qualities/Capabilities:

- Be an assertive, visionary leader with a moving-forward focus
- Able to think, plan, and act strategically
- Be an excellent communicator verbally and in writing with a clear vision
- Have exceptional people skills
- Be a leader who will follow through on plans, objectives, and goals
- Able to motivate and develop others
- Able to use independent judgment in all areas of responsibility
- Able to establish and maintain an effective working relationship with the public

Position Priorities

Moving from "good to great"

- Become familiar with the complete operation of the Fire Department and garner the trust of the Firefighters, community and other departments
- Get to know all personnel and understand team strengths and desired areas for growth
- Review the current organizational structure and align for optimal performance
- Review the POC role and take steps to advance their readiness and further integration into the team
- Assess the organization and work with the fire team and city management to set the vision and strategic direction of the department
- Review the various standards of operations, personnel management and technology with the intention of increased uniformity and capacity
- Review the current state of Emergency Operations and update the plan, complete the EOC upgrade at the PD and advance emergency operations training
- Review upcoming capital equipment purchases with a holistic, regional strategy



Position Profile

PAGE 4 OF 4

CITY OF ST. LOUIS PARK, MINNESOTA

St. Louis Park is a community of choice for a lifetime.

Fire Chief

ANNOUNCEMENT

The City of St. Louis Park is seeking a visionary, forwarding-looking, dynamic leader to be its next Fire Chief. The chief is expected to have exceptional “people” skills with the ability to listen, communicate and guide members of his or her team. The new chief will encourage an environment of collaboration, trust and cooperation among the fire ranks and other departments while modeling the highest levels of integrity and trust.

The fire chief reports directly to the city manager of the City of St. Louis Park, a vibrant and beautiful first-ring suburb of Minneapolis comprised of 10.8 square miles and a population of approximately 45,000 people.

Successful candidates will have at least 10 years of firefighting experience with five or more years in a high level management position equivalent to the St. Louis Park Assistant Chief. A Bachelor’s degree in a related field or equivalent experience and knowledge of laws and regulations related to fire prevention, protection and suppression and familiar with how technology can advance operational readiness, efficiency, and effectiveness. Desired Qualifications include experience with both full-time, union and POC departments, a Master’s degree in public administration or a related field; or a graduate of the Executive Fire Officer Program, experience with union arbitration, grievances, mediation and contracts and Experience working with boards, councils and commissions.

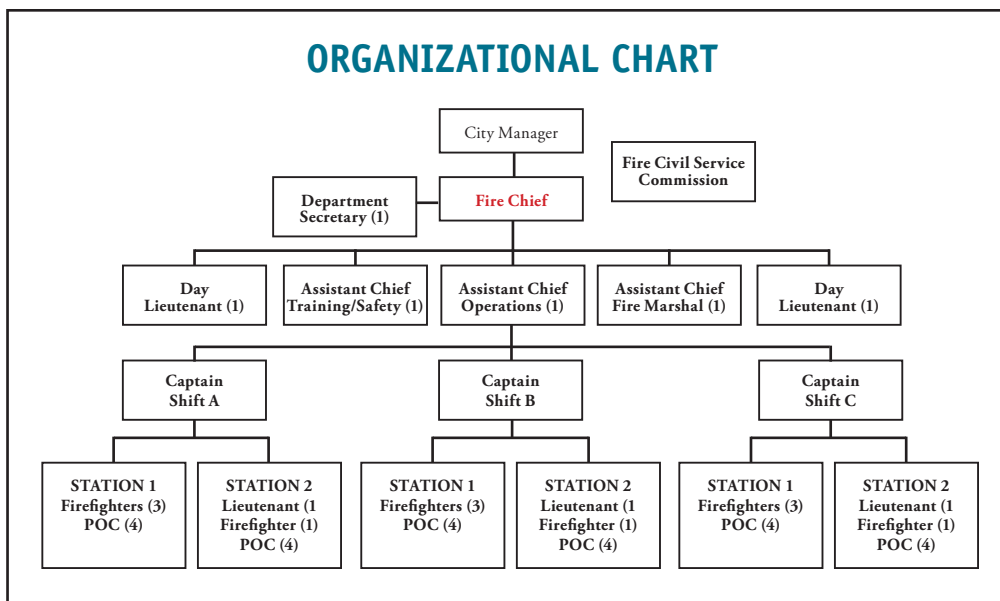
Position profile is available at www.brimgroup.com. Send letter of interest and electronic resume to stlouispark@brimgroup.com by July 12, 2013.

Please direct questions to Richard Fursman at richardfursman@gmail.com or (651) 338-2533.

SALARY RANGE

\$108,833 - \$122,156

ORGANIZATIONAL CHART



TIMETABLE

July 12, 2013

Deadline for Applications

July 25, 2013

Present Candidates to City Manager

August 2013

Final Interviews

September 2013

New Chief Starts

*More information is available on the City of St. Louis Park
Website at www.stlouispark.org*





B-Dale Day in Roseville, Minnesota

Whereas, B-Dale Club, located at 2100 North Dale St, was incorporated in 1963; and

Whereas, B-Dale Club was built by local residents of the County Road B and Dale area with the purpose of meeting the needs of the community and promoting a strong future for our youth and seniors through charitable donations; and

Whereas, Pioneers of the B-Dale Club saw a need and worked together to build a safe place for local kids to play ball and have clubs meetings; and

Whereas, B-Dale Club has no affiliation with a larger group, so its membership dues, fundraising events and rental of its facilities are its only means of support; and

Whereas, It is truly a non-profit organization, with money it earns directed toward charitable causes, including giving more than \$2 million to charities in Roseville and St Paul and donating land for Upper Villa Park and donating many hours and monies to the City of Roseville; and

Whereas, Its 175 members are celebrating 50 years of service.

Now, Therefore Be It Resolved, that the City Council hereby declares July 13, 2013 to be B-Dale Day in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this eighth day of July 2013.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/8/2013
Item No.: 5.b

Department Approval



City Manager Approval



Item Description: Proclaim August 6, 2013 Night To Unite

BACKGROUND

Night to Unite, sponsored by the MINNESOTA CRIME PREVENTION ASSOCIATION, is a neighborhood crime prevention event that occurs annually on the first Tuesday in August and is celebrated in hundreds of cities throughout Minnesota. A similar campaign, National Night Out, takes place on the same evening in thousands of cities, towns and villages throughout the Country. In addition to increasing awareness of crime prevention programs, Night to Unite strengthens neighborhood spirit and community-police partnerships, while sending a message to criminals that neighborhoods are organized and fighting back against crime.

BUDGET IMPLICATIONS

Proclaiming August 6, 2013 as Night to Unite in Roseville will have no financial impact on the city.

STAFF RECOMMENDATION

It is recommended the Council authorize the Mayor and City Manager to sign the Proclamation designating August 6, 2013 as Night to Unite in Roseville.

REQUESTED COUNCIL ACTION

Motion authorizing the Mayor and City Manager to sign the 2013 Night to Unite Proclamation.

Prepared by: Corey Yunke, Community Relations Coordinator, Roseville Police Department

Attachments: A: 2013 Night to Unite Proclamation



**NIGHT TO UNITE 2013
PROCLAMATION**

WHEREAS, the Minnesota Crime Prevention Association (MCPA) is sponsoring a nationwide crime prevention program on August 6, 2013 called "Night to Unite", and

WHEREAS, the "4th Annual Night to Unite" provides a unique opportunity for Roseville to join forces with thousands of other communities across the state and country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Roseville Neighborhood Watch plays a vital role in assisting the Police Department through joint crime prevention efforts in Roseville and is supporting "Night to Unite 2013" locally; and

WHEREAS, it is essential that the citizens of Roseville be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime in Roseville; and

WHEREAS, police- community partnerships, neighborhood safety, awareness and cooperation are important themes of the "Night to Unite" program;

NOW, THEREFORE WE, THE ROSEVILLE MAYOR AND CITY COUNCIL, do hereby call upon all citizens of Roseville to join ROSEVILLE NEIGHBORHOOD WATCH GROUPS and the Minnesota Crime Prevention Association in supporting "Night to Unite" on August 6, 2013.

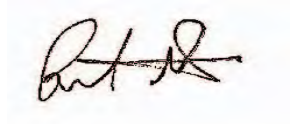
BE IT FURTHER RESOLVED THAT, WE, ROSEVILLE MAYOR AND CITY COUNCIL, do hereby proclaim Tuesday, August 6, 2013 as "NIGHT TO UNITE" in ROSEVILLE, RAMSEY COUNTY, MINNESOTA.

Daniel J. Roe, Mayor

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/8/2013
Item No.: 5.c

Department Approval



City Manager Approval



Item Description: Accept the Donation From Magellan Midstream Partners LP

1

2 **BACKGROUND**

3 The Roseville Police Department has received several past donations from Roseville pipeline service company Magellan
4 Midstream Partners LP (formerly Williams Energy Partners).

5

6 Recently, the department received a donation in the amount of \$2500 on behalf of Magellan Midstream Partners LP.

7 **OBJECTIVE**

8 Allow the Roseville Police Department to accept the funds donated by Magellan Midstream Partners LP. The department
9 plans to use the donated funds to promote police wellness through updating the department's physical fitness room.

10 **FINANCIAL IMPACTS**

11 There is no cost to the city.

12 **STAFF RECOMMENDATION**

13 Allow the police department to accept the funds donated by Magellan Midstream Partners LP and recognize their generous
14 support of the City's police department.

15 **REQUESTED COUNCIL ACTION**

16 Request Council approval to accept the donation from Magellan Midstream Partners LP of Roseville and recognize their
17 generous support of the City's police department.

18

19

20

Prepared by: Sarah Mahmud, Police Services Manager

21

Date: July 8, 2013

Item: 6.a

Approve Minutes of June 17
Council Meeting Minutes

Date: July 8, 2013

Item: 6.b

Approve Minutes of June 22
Emergency Meeting

Date: July 8, 2013

Item: 6.c

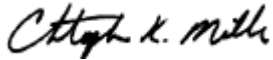
Approve Minutes of July 1
Emergency Meeting

REQUEST FOR COUNCIL ACTION

Date: 07/08/2013

Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Approve Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$474,138.56
70291-70593	\$1,667,553.44
Total	\$2,141,692.00

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: 7/2/2013 - 8:18 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70499	06/27/2013	Boulevard Landscaping	Operating Supplies	Advanced Coating Systems	Sandblast prep, prime with rust inhibi	7,620.00
0	06/27/2013	Boulevard Landscaping	Operating Supplies	Amazon.com- CC	Rain/Snow Gauge	37.40
0	06/24/2013	Boulevard Landscaping	Operating Supplies	Brickman Group LTD, LLC	For mowing and weeding streetscape	-896.00
0	06/24/2013	Boulevard Landscaping	Operating Supplies	Brickman Group LTD, LLC	For mowing and weeding streetscape	-1,113.00
0	06/27/2013	Boulevard Landscaping	Operating Supplies	Brickman Group LTD, LLC	For mowing and weeding streetscape	1,836.70
70445	06/20/2013	Boulevard Landscaping	Operating Supplies	Gertens Greenhouses	Supplies	1,008.10
70525	06/27/2013	Boulevard Landscaping	Operating Supplies	Gertens Greenhouses	Nursery Supplies	6,535.41
70525	06/27/2013	Boulevard Landscaping	Operating Supplies	Gertens Greenhouses	Nursery Supplies	5,252.64
70525	06/27/2013	Boulevard Landscaping	Operating Supplies	Gertens Greenhouses	Nursery Supplies	597.43
70356	06/13/2013	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Rotators, Couplings	196.10
70356	06/13/2013	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Pipe Elbows	16.54
0	06/13/2013	Boulevard Landscaping	Operating Supplies	Ramy Turf Products	Pro-Seeder	165.66
70576	06/27/2013	Boulevard Landscaping	Operating Supplies	Specialty Turf & Ag, Inc.	Turf Supplies	450.37
0	06/19/2013	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-ACH	Spreader, Power Equipment Parts	125.30
0	06/27/2013	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-ACH	Paint Supplies	77.63
70382	06/13/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2013 Blanket PO	183.83
70484	06/20/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2013 Blanket PO	67.33
70484	06/20/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2013 Blanket PO	154.97
70484	06/20/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2013 Blanket PO	85.50
70484	06/20/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2013 Blanket PO	432.84
70496	06/20/2013	Boulevard Landscaping	Operating Supplies	Wolcyn Tree Farms & Nursery	Trees	3,302.44
0	06/13/2013	Boulevard Landscaping	Operating Supplies	Yale Mechanical, LLC	RPZ Testing	1,024.63
Operating Supplies Total:						27,161.82
0	06/27/2013	Boulevard Landscaping	Use Tax Payable	Amazon.com- CC	Sales/Use Tax	-2.41
Use Tax Payable Total:						27,159.41
Fund Total:						27,159.41
0	06/26/2013	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	6.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						6.63
0	06/26/2013	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	1.50
0	06/26/2013	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	6.45
FICA Employee Ded. Total:						14.58
0	06/26/2013	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	1.50
0	06/26/2013	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	6.45
FICA Employers Share Total:						22.53
0	06/26/2013	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	0.94
MN State Retirement Total:						23.47
0	06/26/2013	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	5.88
PERA Employee Ded Total:						29.35
0	06/26/2013	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	0.94
0	06/26/2013	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	5.88
PERA Employer Share Total:						36.17
70371	06/13/2013	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Midway Speedskating Bingo-May	2,144.00
70571	06/27/2013	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Youth Hockey Bingo-May	2,382.00
Professional Services - Bingo Total:						4,562.17
0	06/26/2013	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	3.97
State Income Tax Total:						4,566.14
Fund Total:						4,566.14
70417	06/20/2013	Community Development	Building Permits	Sharon Barlass	Refund due to reduced valuation	272.75
70533	06/27/2013	Community Development	Building Permits	Hoglund Home Improvement	Building Permit Refund-2711 Sheldo	40.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Building Permits Total:						313.55
70533	06/27/2013	Community Development	Building Surcharge	Hoglund Home Improvement	Building Permit Refund-2711 Sheldon	0.50
70460	06/20/2013	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges-May 2013	3,228.74
Building Surcharge Total:						3,542.79
70422	06/20/2013	Community Development	Computer Equipment	CDW Government, Inc.	Scanner	920.34
Computer Equipment Total:						4,463.13
0	06/19/2013	Community Development	Conferences	Hyatt-CC	Conference Lodging	1,274.45
Conferences Total:						5,737.58
70504	06/27/2013	Community Development	Deposits	Bauer Design Build	Construction Deposit Refund-2255 W	4,000.00
70564	06/27/2013	Community Development	Deposits	RJ Ryan	Construction Deposit Refund-2275 W	3,950.00
70586	06/27/2013	Community Development	Deposits	United Properties	Construction Deposit Refund-1925 F	20,000.00
70591	06/27/2013	Community Development	Deposits	Weis Builders Inc.	Construction Deposit Refund-2275 S	3,950.00
70591	06/27/2013	Community Development	Deposits	Weis Builders Inc.	Construction Deposit Refund-2996 C	3,950.00
70591	06/27/2013	Community Development	Deposits	Weis Builders Inc.	Construction Deposit Refund-1996 L	3,848.00
70591	06/27/2013	Community Development	Deposits	Weis Builders Inc.	Construction Deposit Refund-3010 C	3,848.00
Deposits Total:						49,283.58
0	06/13/2013	Community Development	Electrical Inspections	Tokle Inspections, Inc.	May Electrical Inspections	3,527.20
Electrical Inspections Total:						52,810.78
0	06/26/2013	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	3,708.47
Federal Income Tax Total:						56,519.25
0	06/26/2013	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	426.69
0	06/26/2013	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,824.53
FICA Employee Ded. Total:						58,770.47
0	06/26/2013	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	426.69
0	06/26/2013	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,824.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	61,021.69
70341	06/13/2013	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Emplc	370.00
					HRA Employer Total:	61,391.69
70363	06/13/2013	Community Development	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Emplc	96.15
70556	06/27/2013	Community Development	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Emplc	96.15
					HSA Employee Total:	61,583.99
70363	06/13/2013	Community Development	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Emplc	680.00
					HSA Employer Total:	62,263.99
0	06/13/2013	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	372.50
0	06/27/2013	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	372.50
					ICMA Def Comp Total:	63,008.99
70373	06/13/2013	Community Development	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	224.53
					Life Ins. Employee Total:	63,233.52
70373	06/13/2013	Community Development	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	80.79
					Life Ins. Employer Total:	63,314.31
70373	06/13/2013	Community Development	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	183.60
					Long Term Disability Total:	63,497.91
70359	06/13/2013	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	530.97
					Medical Ins Employee Total:	64,028.88
70359	06/13/2013	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	3,745.84
					Medical Ins Employer Total:	67,774.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/19/2013	Community Development	Memberships & Subscriptions	APA-CC	Membership Dues-Trudgeon	565.00
Memberships & Subscriptions Total:						68,339.72
70460	06/20/2013	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges Retention	-64.46
Miscellaneous Revenue Total:						68,275.26
0	06/26/2013	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	282.98
MN State Retirement Total:						68,558.24
0	06/26/2013	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	545.00
MNDCP Def Comp Total:						69,103.24
0	06/26/2013	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,768.65
PERA Employee Ded Total:						70,871.89
0	06/26/2013	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	282.98
0	06/26/2013	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,768.65
PERA Employer Share Total:						72,923.52
70482	06/20/2013	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
70482	06/20/2013	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	247.25
70384	06/13/2013	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
0	06/19/2013	Community Development	Professional Services	Vroman Systems-ACH	Living Smarter Rental Registration	24.97
Professional Services Total:						73,235.67
0	06/26/2013	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	1,420.00
State Income Tax Total:						74,655.67
0	06/27/2013	Community Development	Training	10K Lakes-CC	Spray Foam Training-Proulx	95.00
0	06/19/2013	Community Development	Training	Marathon Oil-CC	Training Supplies	25.40
0	06/19/2013	Community Development	Training	Marathon Oil-CC	Training Supplies	20.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Training Total:						74,796.70
0	06/13/2013	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement	153.12
Transportation Total:						74,949.82
Fund Total:						74,949.82
70308	06/13/2013	Contracted Engineering Svcs	Deposits	Affinity Plus Federal Credit Union	Escrow Return-2750 Snelling Ave	9,000.00
Deposits Total:						9,000.00
0	06/26/2013	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	478.01
Federal Income Tax Total:						9,478.01
0	06/26/2013	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	45.20
0	06/26/2013	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	193.25
FICA Employee Ded. Total:						9,716.46
0	06/26/2013	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	45.20
0	06/26/2013	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	193.25
FICA Employers Share Total:						9,954.91
70363	06/13/2013	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Empl	18.46
70556	06/27/2013	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Empl	18.46
HSA Employee Total:						9,991.83
70363	06/13/2013	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Empl	200.00
HSA Employer Total:						10,191.83
70373	06/13/2013	Contracted Engineering Svcs	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	8.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	10,199.91
70373	06/13/2013	Contracted Engineering Svcs	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	19.68
					Long Term Disability Total:	10,219.59
70359	06/13/2013	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	359.94
					Medical Ins Employer Total:	10,579.53
0	06/26/2013	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	31.03
					MN State Retirement Total:	10,610.56
0	06/13/2013	Contracted Engineering Svcs	Operating Supplies	North Image Apparel, Inc.	T-Shirts	35.05
					Operating Supplies Total:	10,645.61
0	06/26/2013	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	193.95
					PERA Employee Ded Total:	10,839.56
0	06/26/2013	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	31.03
0	06/26/2013	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	193.95
					PERA Employer Share Total:	11,064.54
0	06/26/2013	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	163.09
					State Income Tax Total:	11,227.63
					Fund Total:	11,227.63
0	06/26/2013	FEMA Training Grant	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	58.89
					Federal Income Tax Total:	58.89
0	06/26/2013	FEMA Training Grant	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare Ei	16.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/26/2013	FEMA Training Grant	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	45.50
FICA Employee Ded. Total:						121.11
0	06/26/2013	FEMA Training Grant	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	16.72
0	06/26/2013	FEMA Training Grant	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	45.50
FICA Employers Share Total:						183.33
0	06/26/2013	FEMA Training Grant	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	11.62
MN State Retirement Total:						194.95
0	06/26/2013	FEMA Training Grant	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Empl	40.58
PERA Employee Ded Total:						235.53
0	06/26/2013	FEMA Training Grant	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Empl	60.87
PERA Employer Share Total:						296.40
0	06/26/2013	FEMA Training Grant	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	31.11
State Income Tax Total:						327.51
Fund Total:						327.51
70291	06/12/2013	Fire Station 2011	Contractor Payments	Brothers Fire Protection, Inc.	Fire Protection	11,371.50
70292	06/12/2013	Fire Station 2011	Contractor Payments	Crossroad Construction, Inc	Carpentry/Accessories	13,865.34
70293	06/12/2013	Fire Station 2011	Contractor Payments	D & M Iron Works, Inc.	Structual Steel Supply	24,362.75
70294	06/12/2013	Fire Station 2011	Contractor Payments	Friedges Drywall, Inc.	Drywall	22,553.00
70295	06/12/2013	Fire Station 2011	Contractor Payments	Gorham Oien Mechanical	Plumbing/Heating/Piping	110,276.00
70296	06/12/2013	Fire Station 2011	Contractor Payments	Hanson Masonry & Concrete, LLC	Masonry Architectural	14,605.30
70297	06/12/2013	Fire Station 2011	Contractor Payments	High Performance Coatings	Painting	17,100.00
70298	06/12/2013	Fire Station 2011	Contractor Payments	Kelleher Construction Co.	Cast in Place Concrete Slab	5,833.00
70299	06/12/2013	Fire Station 2011	Contractor Payments	Kellington Construction, Inc.	Manufactured Casework	44,922.65
70300	06/12/2013	Fire Station 2011	Contractor Payments	NAC Mechanical & Electrical Servic	Electrical/Communications	60,571.05
70301	06/12/2013	Fire Station 2011	Contractor Payments	Northern Glass & Glazing, Inc	Aluminum Entrances	42,750.00
70302	06/12/2013	Fire Station 2011	Contractor Payments	Overhead Door Co of the Northlanc	Coiling Doors/Grilles	47,500.00
70303	06/12/2013	Fire Station 2011	Contractor Payments	Superior Tile & Terrazzo, Inc.	Tile	12,825.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70304	06/12/2013	Fire Station 2011	Contractor Payments	Thelen Heating & Roofing, Inc.	HVAC/Air Distribution	28,417.35
70304	06/12/2013	Fire Station 2011	Contractor Payments	Thelen Heating & Roofing, Inc.	Roofing/Sheet Material	7,202.90
70305	06/12/2013	Fire Station 2011	Contractor Payments	Twin City Acoustics, Inc.	Acoustical Ceilings	19,943.35
70306	06/12/2013	Fire Station 2011	Contractor Payments	UHL Company	Temperature Controls	24,985.00
Contractor Payments Total:						509,084.19
0	06/27/2013	Fire Station 2011	Furniture and Fixtures	Alex Air Apparatus, Inc.	Comp Materials & Installation	2,353.19
70319	06/13/2013	Fire Station 2011	Furniture and Fixtures	Budget Blinds	New Station Window Blinds	8,452.74
70448	06/20/2013	Fire Station 2011	Furniture and Fixtures	Lillyan Hoyos	New Station Supply Purchase	352.58
0	06/19/2013	Fire Station 2011	Furniture and Fixtures	Macys-CC	Station Supplies	56.18
0	06/19/2013	Fire Station 2011	Furniture and Fixtures	Uline-ACH	Glove Dispenser	36.20
Furniture and Fixtures Total:						520,335.08
70315	06/13/2013	Fire Station 2011	Professional Services	Bossardt Corporation	Construction Management Services-M	12,300.00
70419	06/20/2013	Fire Station 2011	Professional Services	Bossardt Corporation	Reimbursable expenses for May 201	17,636.80
70419	06/20/2013	Fire Station 2011	Professional Services	Bossardt Corporation	Construction Support Expenses for M	875.51
0	06/13/2013	Fire Station 2011	Professional Services	Jimmys Johnnys, Inc	Fire Dept Toilet Rentals	168.70
70348	06/13/2013	Fire Station 2011	Professional Services	Lightning Disposal, Inc.	Rolloff	289.50
70471	06/20/2013	Fire Station 2011	Professional Services	Professional Service Industries, Inc.	Roseville Fire Station	346.00
0	06/13/2013	Fire Station 2011	Professional Services	Xcel Energy	Fire Dept	584.47
0	06/13/2013	Fire Station 2011	Professional Services	Xcel Energy	Fire Dept	616.64
Professional Services Total:						553,152.70
70319	06/13/2013	Fire Station 2011	Use Tax Payable	Budget Blinds	Sales/Use Tax	-543.74
Use Tax Payable Total:						552,608.96
Fund Total:						552,608.96
0	06/13/2013	Fire Vehicles Revolving	Fire Department Vehicles	Midway Ford Co	Ford F-350 from Midway Ford	29,184.48
70565	06/27/2013	Fire Vehicles Revolving	Fire Department Vehicles	Rosenbauer Minnesota, LLC	Vehicle Supplies	3,841.40
Fire Department Vehicles Total:						33,025.88
0	06/27/2013	Fire Vehicles Revolving	Furniture & Fixtures	Ferno-CC	Trauma Kits	2,065.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Furniture & Fixtures Total:	35,091.25
0	06/27/2013	Fire Vehicles Revolving	SCBA Equipment	Metro Fire	Ice Rescue Suite	1,521.85
					SCBA Equipment Total:	36,613.10
					Fund Total:	36,613.10
0	06/19/2013	General Fund	209001 - Use Tax Payable	Amazon.com- CC	Sales/Use Tax	-0.33
0	06/27/2013	General Fund	209001 - Use Tax Payable	Amazon.com- CC	Sales/Use Tax	-7.65
70344	06/13/2013	General Fund	209001 - Use Tax Payable	Lacal Equipment Inc	Sales/Use Tax	-8.25
0	06/27/2013	General Fund	209001 - Use Tax Payable	PayPal-CC	Sales/Use Tax	-0.73
70366	06/13/2013	General Fund	209001 - Use Tax Payable	Rosenbauer Minnesota, LLC	Sales/Use Tax	-26.74
0	06/27/2013	General Fund	209001 - Use Tax Payable	USA Flags-CC	Sale/Use Tax	-12.31
					209001 - Use Tax Payable Total:	-56.01
0	06/27/2013	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	2,200.00
0	06/27/2013	General Fund	211402 - Flex Spending Health		Flexible Benefits Reimbursement	990.57
0	06/13/2013	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	257.20
0	06/20/2013	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	207.40
0	06/27/2013	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	285.93
					211402 - Flex Spending Health Total:	3,885.09
0	06/13/2013	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	06/27/2013	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	386.00
0	06/13/2013	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
					211403 - Flex Spend Day Care Total:	4,848.02
70339	06/13/2013	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-10995	PR Batch 00001.06.2013 City Manag	309.68
					211600 - PERA Employers Share Total:	5,157.70
0	06/27/2013	General Fund	Career Development Training	Bob Norby	Tuition Reimbursement	726.36
					Career Development Training Total:	5,884.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70415	06/20/2013	General Fund	Clothing	Aspen Mills Inc.	Name/Title EMB	27.91
70415	06/20/2013	General Fund	Clothing	Aspen Mills Inc.	Name/Title EMB	40.61
70425	06/20/2013	General Fund	Clothing	Cintas Corporation #470	Work Clothing	30.68
70425	06/20/2013	General Fund	Clothing	Cintas Corporation #470	Work Clothing	30.68
70425	06/20/2013	General Fund	Clothing	Cintas Corporation #470	Work Clothing	30.68
70425	06/20/2013	General Fund	Clothing	Cintas Corporation #470	Work Clothing	32.58
0	06/13/2013	General Fund	Clothing	North Image Apparel, Inc.	T-Shirts	82.75
70487	06/20/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Shields	574.99
70585	06/27/2013	General Fund	Clothing	Uniforms Unlimited, Inc.	Badge Shields	431.24
Clothing Total:						7,166.18
0	06/19/2013	General Fund	Conferences	Deluxe Coney Island-CC	Conference Food	9.18
0	06/19/2013	General Fund	Conferences	Grand View Lodge Nisswa-CC	Conference Lodging	375.82
0	06/19/2013	General Fund	Conferences	Hardees-CC	Conference Food	5.87
0	06/19/2013	General Fund	Conferences	Holiday Inn-CC	Conference Lodging	335.25
0	06/19/2013	General Fund	Conferences	Maya Mexican Food-CC	Conference Food	13.10
0	06/19/2013	General Fund	Conferences	McDonalds-CC	Conference Food	2.15
0	06/19/2013	General Fund	Conferences	Subway-ACH	Conference Food	7.24
0	06/19/2013	General Fund	Conferences	Target- CC	Conference Supplies	14.76
0	06/27/2013	General Fund	Conferences	U of M CCE Online-ACH	APWA Spring Conference-Schwartz	225.00
Conferences Total:						8,154.55
0	06/20/2013	General Fund	Const. Operating Supplies	Fastenal Company Inc.	ENG	131.96
Const. Operating Supplies Total:						8,286.51
0	06/27/2013	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	113.29
70505	06/27/2013	General Fund	Contract Maint. - City Hall	BCA-MNJIS	Fingerprinting Fee	43.00
0	06/24/2013	General Fund	Contract Maint. - City Hall	Brickman Group LTD, LLC	City Campus Areas	896.00
0	06/24/2013	General Fund	Contract Maint. - City Hall	Brickman Group LTD, LLC	City Campus Areas	1,113.00
0	06/27/2013	General Fund	Contract Maint. - City Hall	Brickman Group LTD, LLC	City Campus Areas	1,110.40
0	06/27/2013	General Fund	Contract Maint. - City Hall	Collins Electrical Construction Co.	Electrical Maintenance	104.00
70328	06/13/2013	General Fund	Contract Maint. - City Hall	Davis Lock & Safe Inc	Keys	9.62
0	06/27/2013	General Fund	Contract Maint. - City Hall	Nitti Sanitation-ACH	Regular Service	153.00
70370	06/13/2013	General Fund	Contract Maint. - City Hall	Schindler Elevator Corporation	Quarterly Billing	1,254.81
Contract Maint. - City Hall Total:						13,083.63
0	06/27/2013	General Fund	Contract Maint. - City Garage	Adam's Pest Control Inc	Quarterly Service	113.29
70459	06/20/2013	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Public Works	942.64

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0	06/27/2013	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Regular Service	224.40
Contract Maint. - City Garage Total:						14,363.96
0	06/20/2013	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Pest Control	60.04
0	06/27/2013	General Fund	Contract Maintenance	City of St. Paul	Radio Service & Maintenance-May 21	227.08
70429	06/20/2013	General Fund	Contract Maintenance	Comcast	Cable TV	4.51
70437	06/20/2013	General Fund	Contract Maintenance	Diversified Inspections, Inc.	Contract Maintenance	1,436.00
70462	06/20/2013	General Fund	Contract Maintenance	MN State Fire Chiefs Associati	Web Advertising for Fire Truck	85.00
0	06/27/2013	General Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	142.80
70360	06/13/2013	General Fund	Contract Maintenance	Pavement Resources	Spray injection paving misc. streets	4,900.00
70561	06/27/2013	General Fund	Contract Maintenance	Ramsey County	Fleet Support-June	15.60
70561	06/27/2013	General Fund	Contract Maintenance	Ramsey County	Fleet Support-June	209.04
70561	06/27/2013	General Fund	Contract Maintenance	Ramsey County	Fleet Support-June	377.52
70485	06/20/2013	General Fund	Contract Maintenance	Twin Cities Transport & Recove	Winch	133.59
70489	06/20/2013	General Fund	Contract Maintenance	Upper Cut Tree Service	Blanket PO for tree removal	2,928.38
70589	06/27/2013	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	223.96
Contract Maintenance Total:						25,107.48
0	06/27/2013	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Fire Vehicle Maintenance	513.28
0	06/27/2013	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Fire Vehicle Maintenance	513.28
0	06/27/2013	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Fire Vehicle Maintenance	263.28
0	06/27/2013	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Fire Vehicle Maintenance	513.28
0	06/27/2013	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Fire Vehicle Maintenance	513.28
70523	06/27/2013	General Fund	Contract Maintenance Vehicles	Fast Signs	Logo Installation	1,125.22
70335	06/13/2013	General Fund	Contract Maintenance Vehicles	HealthEast Vehicle Services	Radio & Computer Mount Removal	223.14
70447	06/20/2013	General Fund	Contract Maintenance Vehicles	HealthEast Vehicle Services	2009 Ford Crown Victoria	75.97
0	06/20/2013	General Fund	Contract Maintenance Vehicles	MacQueen Equipment	Maintenance/Supplies	11,551.63
0	06/20/2013	General Fund	Contract Maintenance Vehicles	MacQueen Equipment	Maintenance	1,199.10
0	06/27/2013	General Fund	Contract Maintenance Vehicles	Metro Fire	Screw SOC	9.63
70367	06/13/2013	General Fund	Contract Maintenance Vehicles	Roseville Chrysler Jeep Dodge	2013 Blanket PO for vehicle repairs	742.57
0	06/13/2013	General Fund	Contract Maintenance Vehicles	Total Tool	Repair Labor	513.04
70389	06/13/2013	General Fund	Contract Maintenance Vehicles	Zahl Petroleum Maintenance Co	Vehicle Repair	447.60
Contract Maintenance Vehicles Total:						43,311.78
70474	06/20/2013	General Fund	Contractual Maintenance	Ramsey County	Annual Pmt for Voting System	4,687.50
Contractual Maintenance Total:						47,999.28
70561	06/27/2013	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service-June	26,637.60

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Dispatching Services Total:						74,636.88
0	06/27/2013	General Fund	Employee Recognition	Byerly's- CC	Cake	62.99
0	06/27/2013	General Fund	Employee Recognition	Byerly's- CC	Cake	54.96
0	06/19/2013	General Fund	Employee Recognition	Lexington Floral- CC	No Receipt-G. Peterson	236.75
0	06/27/2013	General Fund	Employee Recognition	UPS Store-ACH	Recognition Award Shipment	12.17
Employee Recognition Total:						75,003.75
70359	06/13/2013	General Fund	Employer Insurance	NJPA	Health Insurance Premium-June 2013	870.00
70359	06/13/2013	General Fund	Employer Insurance	NJPA	Health Insurance Premium-June 2013	890.00
Employer Insurance Total:						76,763.75
0	06/26/2013	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	28,455.92
Federal Income Tax Total:						105,219.67
0	06/26/2013	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	6,675.26
0	06/26/2013	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	3,846.08
FICA Employee Ded. Total:						115,741.01
0	06/26/2013	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	3,846.08
0	06/26/2013	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	6,675.26
FICA Employers Share Total:						126,262.35
70341	06/13/2013	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	4,217.56
HRA Employer Total:						130,479.91
70363	06/13/2013	General Fund	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Empl	1,594.11
70556	06/27/2013	General Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Empl	1,420.32
HSA Employee Total:						133,494.34
70363	06/13/2013	General Fund	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Emplo	6,051.00

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HSA Employer Total:						139,545.34
0	06/13/2013	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	3,493.53
0	06/27/2013	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	3,493.53
ICMA Def Comp Total:						146,532.40
70373	06/13/2013	General Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	1,719.93
Life Ins. Employee Total:						148,252.33
70373	06/13/2013	General Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	714.92
Life Ins. Employer Total:						148,967.25
70373	06/13/2013	General Fund	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	1,425.32
Long Term Disability Total:						150,392.57
70359	06/13/2013	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	6,884.25
70359	06/13/2013	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	5,632.85
Medical Ins Employee Total:						162,909.67
70359	06/13/2013	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	37,424.11
Medical Ins Employer Total:						200,333.78
0	06/19/2013	General Fund	Memberships & Subscriptions	D J WSJ Online-CC	Annual Subscription	259.48
70588	06/27/2013	General Fund	Memberships & Subscriptions	USPCA	2013 Membership Renewal	50.00
Memberships & Subscriptions Total:						200,643.26
0	06/13/2013	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00001.06.2013 Minnesota I	255.14
0	06/27/2013	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2013 Minnesota I	760.74
Minnesota Benefit Ded Total:						201,659.14
70320	06/13/2013	General Fund	Miscellaneous	Business Data Record Services	Shredding Service	16.00
0	06/19/2013	General Fund	Miscellaneous	Byerly's- CC	HRC Food	35.99

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0	06/19/2013	General Fund	Miscellaneous	Delta Air-CC	No Receipt-Malinen	25.00
0	06/27/2013	General Fund	Miscellaneous	EventBrite-CC	HRC Commissioner Registration	75.00
0	06/19/2013	General Fund	Miscellaneous	La Brea Bread-ACH	FEMA Training Food	27.10
0	06/27/2013	General Fund	Miscellaneous	La Casita-CC	FEMA Training Lunch Expenses	27.42
0	06/27/2013	General Fund	Miscellaneous	McDonalds-CC	FEMA Training Lunch Expenses	11.19
0	06/19/2013	General Fund	Miscellaneous	Nelsons Cheese & Deli-ACH	HRC Food	83.57
0	06/19/2013	General Fund	Miscellaneous	Nelsons Cheese & Deli-ACH	HRC Food	182.42
0	06/27/2013	General Fund	Miscellaneous	Nelsons Cheese & Deli-ACH	HRC Community Dialogue Supplies	179.20
0	06/27/2013	General Fund	Miscellaneous	Subway-ACH	FEMA Training Lunch Expenses	14.50
0	06/19/2013	General Fund	Miscellaneous	TGI Friday's- ACH	FEMA Training Food	22.71
0	06/19/2013	General Fund	Miscellaneous	Tidewater Landing-ACH	FEMA Training Food	18.24
Miscellaneous Total:						202,377.48
0	06/26/2013	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	2,606.56
MN State Retirement Total:						204,984.04
0	06/26/2013	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	7,100.56
MNDCP Def Comp Total:						212,084.60
0	06/13/2013	General Fund	Motor Fuel	Yocum Oil	2013 Blanket PO for fuel; 2013 state	340.05
0	06/13/2013	General Fund	Motor Fuel	Yocum Oil	2013 Blanket PO for fuel; 2013 state	12,236.80
Motor Fuel Total:						224,661.45
70426	06/20/2013	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn America Transaction Fees	2,578.50
Non Business Licenses - Pawn Total:						227,239.95
0	06/19/2013	General Fund	Office Supplies	Franklin Covey-CC	Daily Planner Supplies	51.32
0	06/27/2013	General Fund	Office Supplies	PayPal-CC	Extra Laminating Carrier Sheet	11.31
0	06/27/2013	General Fund	Office Supplies	Zerbee-ACH	Coffee Supplies	6.08
Office Supplies Total:						227,308.66
70351	06/13/2013	General Fund	Op Supplies - City Hall	Linn Building Maintenance	Spray Buff	59.90
70539	06/27/2013	General Fund	Op Supplies - City Hall	Linn Building Maintenance	Battery Carpet Sweeper	188.10
70568	06/27/2013	General Fund	Op Supplies - City Hall	S & T Office Products, Inc.	Wall Clock	44.35
0	06/19/2013	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-ACH	Drill Bits, Fasteners	54.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Op Supplies - City Hall Total:						227,655.29
0	06/27/2013	General Fund	Operating Supplies	Advanced Graphix, Inc.	Reflective Decals	68.40
0	06/13/2013	General Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Concrete Sand	268.88
0	06/19/2013	General Fund	Operating Supplies	Amazon.com- CC	Fire Helmet Cookie Cutter	5.16
0	06/27/2013	General Fund	Operating Supplies	Amazon.com- CC	GPS Vehicle Speed Display	118.96
0	06/20/2013	General Fund	Operating Supplies	Ancom Communications, Inc.	Battery	108.50
0	06/20/2013	General Fund	Operating Supplies	ARAMARK Services	Coffee and Supplies	222.17
70314	06/13/2013	General Fund	Operating Supplies	Barton Sand & Gravel Co.	Tandem Disposal Fee	25.00
70418	06/20/2013	General Fund	Operating Supplies	Batteries Plus	Battery	17.29
70320	06/13/2013	General Fund	Operating Supplies	Business Data Record Services	Shredding Service	56.00
70320	06/13/2013	General Fund	Operating Supplies	Business Data Record Services	Shredding Service	24.00
70320	06/13/2013	General Fund	Operating Supplies	Business Data Record Services	Shredding Service	16.00
0	06/27/2013	General Fund	Operating Supplies	Byerly's- CC	Bakery Items	11.97
0	06/20/2013	General Fund	Operating Supplies	City of St. Paul	River Print	950.25
0	06/20/2013	General Fund	Operating Supplies	City of St. Paul	Asphalt Mix	483.29
70514	06/27/2013	General Fund	Operating Supplies	Commercial Asphalt Co	Asphalt Patching Material, per state b	14,751.20
0	06/20/2013	General Fund	Operating Supplies	Fastenal Company Inc.	Streets	160.39
0	06/27/2013	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Shipping Charges	25.85
0	06/27/2013	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	448.85
0	06/27/2013	General Fund	Operating Supplies	Intoximeters, Inc.	Mouthpieces	192.38
70451	06/20/2013	General Fund	Operating Supplies	Konrad Material Sales, LLC.	Asphalt Patch	835.14
0	06/19/2013	General Fund	Operating Supplies	Laerdal Medical-CC	Medical Supplies	19.77
0	06/19/2013	General Fund	Operating Supplies	Menards-CC	Paint	26.85
0	06/27/2013	General Fund	Operating Supplies	Mills Fleet Farm-CC	Station Supplies	36.65
70463	06/20/2013	General Fund	Operating Supplies	Networkfleet, Inc.	June Monthly Service	145.79
0	06/27/2013	General Fund	Operating Supplies	Olive Garden-ACH	Senior Safety Camp Supplies	76.92
0	06/19/2013	General Fund	Operating Supplies	Panera Bread-ACH	PD Test Writing Supplies	58.83
0	06/27/2013	General Fund	Operating Supplies	Papa John's-ACH	Senior Safety Camp Supplies	99.56
0	06/19/2013	General Fund	Operating Supplies	Peppers Mexican-CC	Training Meal	14.14
0	06/19/2013	General Fund	Operating Supplies	RadioShack-ACH	Audio Cable	16.06
0	06/27/2013	General Fund	Operating Supplies	Roseville Bakery-ACH	CFMH Meeting Supplies	5.10
0	06/19/2013	General Fund	Operating Supplies	S & T Office Products-ACH	Coffee Supplies	49.46
70480	06/20/2013	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	106.40
70480	06/20/2013	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	306.60
70578	06/27/2013	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	346.00
0	06/19/2013	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Cleaning Supplies	17.63
0	06/19/2013	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Trash Cans	53.54
0	06/19/2013	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	27.57
0	06/19/2013	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Scraper, Oven Cleaner	11.64
0	06/27/2013	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	11.01
0	06/27/2013	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	50.32

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0	06/27/2013	General Fund	Operating Supplies	Subway-ACH	Senior Safety Camp Supplies	70.00
0	06/19/2013	General Fund	Operating Supplies	Target- CC	Towel Holder	16.04
0	06/27/2013	General Fund	Operating Supplies	Target- CC	Station Supplies	45.24
0	06/27/2013	General Fund	Operating Supplies	Target- CC	Senior Safety Camp Supplies	44.92
0	06/27/2013	General Fund	Operating Supplies	USA Flags-CC	Outdoor Flag	191.31
0	06/19/2013	General Fund	Operating Supplies	Zerbee-ACH	Paper Cups & Plates	86.45
0	06/27/2013	General Fund	Operating Supplies	Zerbee-ACH	Coffee Supplies	86.63
Operating Supplies Total:						248,465.40
70568	06/27/2013	General Fund	Operating Supplies City Garage	S & T Office Products, Inc.	Wireless Mouse	51.51
70381	06/13/2013	General Fund	Operating Supplies City Garage	Trio Supply Company	Can Liners, Towels	318.10
70583	06/27/2013	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	301.46
Operating Supplies City Garage Total:						249,136.47
0	06/26/2013	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	20,968.47
PERA Employee Ded Total:						270,104.94
70339	06/13/2013	General Fund	PERA Employer Share	ICMA Retirement Trust 401-10995	PR Batch 00001.06.2013 ICMA-401	164.79
0	06/26/2013	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	842.53
0	06/26/2013	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	28,785.85
PERA Employer Share Total:						299,898.11
0	06/27/2013	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#7258500	PR Batch 00002.06.2013 PERA Life	32.00
PERA Life Ins. Ded. Total:						299,930.11
70340	06/13/2013	General Fund	Printing	Impressive Print	Envelopes	2,276.44
70535	06/27/2013	General Fund	Printing	Impressive Print	Name Labels	171.00
Printing Total:						302,377.55
0	06/20/2013	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Professional Services for May 2013	14,775.00
70455	06/20/2013	General Fund	Professional Services	Language Line Services	Language Translation	36.15
70458	06/20/2013	General Fund	Professional Services	LexisNexis Risk Data Mgmt, Inc.	Apr 13 Minimum Commitment Balai	50.00
70458	06/20/2013	General Fund	Professional Services	LexisNexis Risk Data Mgmt, Inc.	May 13 Minimum Commitment Bala	50.00
70459	06/20/2013	General Fund	Professional Services	Linn Building Maintenance	City Hall	3,337.71
70553	06/27/2013	General Fund	Professional Services	Personnel Decisions Intl, Inc	Sergeant Promotion Exam	1,100.00
70474	06/20/2013	General Fund	Professional Services	Ramsey County	Election Contract	13,437.50

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70567	06/27/2013	General Fund	Professional Services	Rupp, Anderson, Squires & Waldsp	Investigation	2,461.91
70372	06/13/2013	General Fund	Professional Services	Springsted, Inc.	Arbitrage & Rebate Monitoring Servi	250.00
70376	06/13/2013	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	333.50
70376	06/13/2013	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
70579	06/27/2013	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	339.25
70579	06/27/2013	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
Professional Services Total:						338,558.41
0	06/13/2013	General Fund	Rental	Jimmys Johnnys, Inc	Weekend Toilet Rental	47.56
Rental Total:						338,605.97
0	06/26/2013	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	11,670.40
State Income Tax Total:						350,276.37
0	06/27/2013	General Fund	Telephone	Sprint-ACH	Cell Phones	78.00
0	06/27/2013	General Fund	Telephone	Sprint-ACH	Cell Phones	26.00
0	06/27/2013	General Fund	Telephone	Sprint-ACH	Cell Phones	58.99
70581	06/27/2013	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	152.25
70581	06/27/2013	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	37.86
70581	06/27/2013	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	383.64
70581	06/27/2013	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	241.56
70384	06/13/2013	General Fund	Telephone	Verizon Wireless	Cell Phones	770.54
Telephone Total:						352,025.21
0	06/19/2013	General Fund	Training	Caribou Coffee- CC	Use of Force Training Meal	38.46
0	06/19/2013	General Fund	Training	Century College -CC	Advanced Leadership Training	29.00
0	06/20/2013	General Fund	Training	Amy Cuddihy	Mileage for BCA Training	23.76
0	06/13/2013	General Fund	Training	Brenda Davitt	Training Transportation Reimburseme	92.32
70438	06/20/2013	General Fund	Training	Donald Salverda & Associates	Leadership Growth Books	91.81
0	06/19/2013	General Fund	Training	Holiday Inn-CC	Training Lodging	254.97
0	06/27/2013	General Fund	Training	Jimmy John's Sandwiches- CC	Training Supplies	91.82
0	06/19/2013	General Fund	Training	Keys Cafe & Bakery-CC	Use of Force Training Meals	47.60
0	06/19/2013	General Fund	Training	Lifeline Training-CC	Street Survival Seminar	199.00
0	06/19/2013	General Fund	Training	MECA- CC	Erosion & Sediment Seminar-Stevens	135.00
70357	06/13/2013	General Fund	Training	Moore Medical Corp.	CPR Micromask Trainer	139.50
0	06/19/2013	General Fund	Training	Potbelly Sandwich Works - ACH	Use of Force Training Meal	39.16
0	06/19/2013	General Fund	Training	Reds Savoy Pizza-ACH	Use of Force Training Meals	73.45
0	06/27/2013	General Fund	Training	Dan Roe	Travel Expenses Reimbursement	128.57

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70481	06/20/2013	General Fund	Training	State of MN-Information Policy An	Law Enforcement Data Workshop	175.00
70481	06/20/2013	General Fund	Training	State of MN-Information Policy An	Law Enforcement Data Workshop	175.00
70481	06/20/2013	General Fund	Training	State of MN-Information Policy An	Law Enforcement Data Workshop	175.00
0	06/13/2013	General Fund	Training	Brad Stene	Training Supplies Reimbursement	13.95
Training Total:						353,948.58
0	06/19/2013	General Fund	Transportation	Delta Air-CC	Excess Bag Charge-Malinen	25.00
Transportation Total:						353,973.58
0	06/13/2013	General Fund	Union Dues Deduction	LELS	PR Batch 00001.06.2013 Lels Union	1,722.68
70353	06/13/2013	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.06.2013 IOUE Union	195.00
0	06/13/2013	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.06.2013 Local 320 U	370.00
Union Dues Deduction Total:						356,261.26
0	06/20/2013	General Fund	Utilities	Xcel Energy	Street Lights	52.75
0	06/20/2013	General Fund	Utilities	Xcel Energy	Street Lights	51.89
Utilities Total:						356,365.90
0	06/20/2013	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	3,741.52
Utilities - City Garage Total:						360,107.42
0	06/20/2013	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,790.34
Utilities - City Hall Total:						366,897.76
0	06/20/2013	General Fund	Utilities - Old City Hall	Xcel Energy	History Society	930.28
Utilities - Old City Hall Total:						367,828.04
70310	06/13/2013	General Fund	Vehicle Supplies	Astleford International Trucks	2013 Blanket PO for Vehicle Repairs	78.40
70311	06/13/2013	General Fund	Vehicle Supplies	Auto Nation	2013 Blanket PO for Vehicle Repairs	340.76
70503	06/27/2013	General Fund	Vehicle Supplies	Auto Nation	2013 Blanket PO for Vehicle Repairs	115.05
0	06/13/2013	General Fund	Vehicle Supplies	Boyer Trucks Inc	2013 Blanket PO for Vehicle Repairs	71.89
0	06/27/2013	General Fund	Vehicle Supplies	Boyer Trucks Inc	2013 Blanket PO for Vehicle Repairs	79.86
70321	06/13/2013	General Fund	Vehicle Supplies	Carquest Auto Parts Stores	Wiper Blades	8.23
0	06/27/2013	General Fund	Vehicle Supplies	Clark-CC	Fuel	7.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70326	06/13/2013	General Fund	Vehicle Supplies	Crysteel Manufacturing, Inc.	Adapters	55.58
70517	06/27/2013	General Fund	Vehicle Supplies	Crysteel Manufacturing, Inc.	Fender Mount Swivel Minimizer	43.08
0	06/13/2013	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2013 Blanket PO for vehicle repairs	-214.22
0	06/13/2013	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2013 Blanket PO for vehicle repairs	79.08
0	06/13/2013	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2013 Blanket PO for vehicle repairs	296.49
0	06/13/2013	General Fund	Vehicle Supplies	Fastenal Company Inc.	2013 Blanket PO for Vehicle Repairs	196.61
0	06/13/2013	General Fund	Vehicle Supplies	Fastenal Company Inc.	2013 Blanket PO for Vehicle Repairs	21.80
0	06/13/2013	General Fund	Vehicle Supplies	Fastenal Company Inc.	2013 Blanket PO for Vehicle Repairs	32.98
0	06/13/2013	General Fund	Vehicle Supplies	Fastenal Company Inc.	2013 Blanket PO for Vehicle Repairs	20.71
0	06/13/2013	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2013 Blanket PO for vehicle repairs	57.35
0	06/13/2013	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2013 Blanket PO for vehicle repairs	123.70
0	06/13/2013	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2013 Blanket PO for vehicle repairs	300.13
0	06/13/2013	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2013 Blanket PO for vehicle repairs	57.13
0	06/27/2013	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2013 Blanket PO for vehicle repairs	1,211.63
0	06/27/2013	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	2013 Blanket PO for vehicle repairs	8.66
0	06/27/2013	General Fund	Vehicle Supplies	Grainger Inc	2013 Blanket PO for Vehicle Repairs	20.40
0	06/27/2013	General Fund	Vehicle Supplies	Grainger Inc	2013 Blanket PO for Vehicle Repairs	31.51
70344	06/13/2013	General Fund	Vehicle Supplies	Lacal Equipment Inc	Flail Blade	128.25
0	06/13/2013	General Fund	Vehicle Supplies	Larson Companies	2013 Blanket PO for vehicle repairs	258.08
0	06/13/2013	General Fund	Vehicle Supplies	Larson Companies	2013 Blanket PO for vehicle repairs	12.12
70347	06/13/2013	General Fund	Vehicle Supplies	Liberty Tire Recycling, LLC	2013 Blanket PO for Vehicle Repairs	169.78
70352	06/13/2013	General Fund	Vehicle Supplies	Little Falls Machine, Inc	2013 Blanket PO for Vehicle Repairs	1,358.22
70352	06/13/2013	General Fund	Vehicle Supplies	Little Falls Machine, Inc	2013 Blanket PO for Vehicle Repairs	32.95
0	06/13/2013	General Fund	Vehicle Supplies	MacQueen Equipment	2013 Blanket PO for Vehicle Repairs	932.13
0	06/13/2013	General Fund	Vehicle Supplies	MacQueen Equipment	2013 Blanket PO for Vehicle Repairs	882.79
70354	06/13/2013	General Fund	Vehicle Supplies	Matheson Tri-Gas, Inc	Acetylene	49.49
0	06/13/2013	General Fund	Vehicle Supplies	Midway Ford Co	2013 Blanket PO for Vehicle Repairs	134.82
0	06/13/2013	General Fund	Vehicle Supplies	Midway Ford Co	2013 Blanket PO for Vehicle Repairs	-109.38
0	06/13/2013	General Fund	Vehicle Supplies	Midway Ford Co	2013 Blanket PO for Vehicle Repairs	128.26
0	06/13/2013	General Fund	Vehicle Supplies	Midway Ford Co	2013 Blanket PO for Vehicle Repairs	19.18
0	06/13/2013	General Fund	Vehicle Supplies	Midway Ford Co	2013 Blanket PO for Vehicle Repairs	85.61
0	06/13/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	242.93
0	06/13/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	-226.90
0	06/13/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	34.18
0	06/13/2013	General Fund	Vehicle Supplies	Napa Auto Parts	2013 Blanket PO for Vehicle Repairs	156.77
70361	06/13/2013	General Fund	Vehicle Supplies	Powerplan BF	Screws, Springs	449.17
0	06/19/2013	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Shop Supplies	106.18
0	06/27/2013	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Supplies	387.18
0	06/13/2013	General Fund	Vehicle Supplies	Rigid Hitch Incorporated	2013 Blanket PO for Vehicle Repairs	150.58
70366	06/13/2013	General Fund	Vehicle Supplies	Rosenbauer Minnesota, LLC	Blue Lens, Wiper Blades	415.72
0	06/19/2013	General Fund	Vehicle Supplies	Suburban Ace Hardware-ACH	Power Equipment Parts	42.84
70377	06/13/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	531.30
70377	06/13/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	72.50
70377	06/13/2013	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2013 Blanket PO for vehicle repairs	396.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70380	06/13/2013	General Fund	Vehicle Supplies	Tri State Bobcat, Inc	2013 Blanket PO for Vehicle Repairs	87.36
70582	06/27/2013	General Fund	Vehicle Supplies	Tri State Bobcat, Inc	2013 Blanket PO for Vehicle Repairs	77.32
70582	06/27/2013	General Fund	Vehicle Supplies	Tri State Bobcat, Inc	2013 Blanket PO for Vehicle Repairs	15.68
Vehicle Supplies Total:						377,894.00
Fund Total:						377,894.00
70554	06/27/2013	General Fund Donations	K-9 Supplies	Petco Animal Supplies, Inc.	K9 Supplies	133.11
70554	06/27/2013	General Fund Donations	K-9 Supplies	Petco Animal Supplies, Inc.	K9 Supplies	64.26
70554	06/27/2013	General Fund Donations	K-9 Supplies	Petco Animal Supplies, Inc.	K9 Supplies	45.34
K-9 Supplies Total:						242.71
0	06/27/2013	General Fund Donations	Supplies - Target Corp Grant	Asian Deli-CC	New American Forum Food	1,217.41
70447	06/20/2013	General Fund Donations	Supplies - Target Corp Grant	HealthEast Vehicle Services	2013 Dodge Charger	170.00
0	06/27/2013	General Fund Donations	Supplies - Target Corp Grant	Party City-ACH	New American Forum Table Supplies	81.16
0	06/27/2013	General Fund Donations	Supplies - Target Corp Grant	Target- CC	New American Forum Gift Cards	175.00
Supplies - Target Corp Grant Total:						1,886.28
Fund Total:						1,886.28
70519	06/27/2013	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	53.73
70469	06/20/2013	Golf Course	Advertising	Pioneer Press	Camps, Sports, Golf, Art at the Oval /	615.00
Advertising Total:						668.73
0	06/20/2013	Golf Course	Contract Maintenance	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/27/2013	Golf Course	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	88.40
Contract Maintenance Total:						802.55
70501	06/27/2013	Golf Course	Day League Registration	Kim Appledorn	Overcharge Refund	19.00
70424	06/20/2013	Golf Course	Day League Registration	Nancy Childers	Golf League Reimbursement	17.00
70454	06/20/2013	Golf Course	Day League Registration	Lee Landry	League Punch Card Refund	101.23
70456	06/20/2013	Golf Course	Day League Registration	Deb Larson	League Refund	179.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Day League Registration Total:						1,118.88
0	06/26/2013	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	594.73
Federal Income Tax Total:						1,713.61
0	06/26/2013	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	116.30
0	06/26/2013	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	497.30
FICA Employee Ded. Total:						2,327.21
0	06/26/2013	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	116.30
0	06/26/2013	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	497.30
FICA Employers Share Total:						2,940.81
70341	06/13/2013	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	70.00
HRA Employer Total:						3,010.81
70363	06/13/2013	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Empl	170.00
HSA Employer Total:						3,180.81
0	06/13/2013	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	50.00
0	06/27/2013	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	50.00
ICMA Def Comp Total:						3,280.81
70446	06/20/2013	Golf Course	Junior Golf League Registratio	Lisa Harned	Junior League Refund	129.00
Junior Golf League Registratio Total:						3,409.81
70373	06/13/2013	Golf Course	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	56.64
Life Ins. Employee Total:						3,466.45
70373	06/13/2013	Golf Course	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	8.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Life Ins. Employer Total:						3,474.53
70373	06/13/2013	Golf Course	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	20.52
Long Term Disability Total:						3,495.05
70359	06/13/2013	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	763.60
Medical Ins Employee Total:						4,258.65
70359	06/13/2013	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	1,297.00
Medical Ins Employer Total:						5,555.65
70477	06/20/2013	Golf Course	Memberships & Subscriptions	Sam's Club	Sam's Membership	35.00
Memberships & Subscriptions Total:						5,590.65
70508	06/27/2013	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages For Resale	125.30
70428	06/20/2013	Golf Course	Merchandise For Sale	Coca Cola Refreshments	coke products for resale at golf course	246.24
70513	06/27/2013	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale	252.56
70436	06/20/2013	Golf Course	Merchandise For Sale	Dex Media East LLC	Advertising	105.45
0	06/19/2013	Golf Course	Merchandise For Sale	Restaurant Depot- ACH	Golf Course Supplies	307.52
0	06/27/2013	Golf Course	Merchandise For Sale	Restaurant Depot- ACH	Golf Course Food Items	245.47
70477	06/20/2013	Golf Course	Merchandise For Sale	Sam's Club	Merch 4 Sale	500.00
Merchandise For Sale Total:						7,373.19
0	06/26/2013	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	53.60
MN State Retirement Total:						7,426.79
0	06/27/2013	Golf Course	Operating Supplies	Batteries Plus-CC	NICD Rebuild	107.10
0	06/27/2013	Golf Course	Operating Supplies	Batteries Plus-CC	Light Bulbs	52.07
0	06/19/2013	Golf Course	Operating Supplies	Home Depot- CC	Plumbing Supplies	48.31
0	06/19/2013	Golf Course	Operating Supplies	Home Depot- CC	Credit	-31.52
0	06/19/2013	Golf Course	Operating Supplies	Home Depot- CC	Paint	14.43
0	06/27/2013	Golf Course	Operating Supplies	Linder's Garden Ctr-CC	Flowers	188.10
0	06/27/2013	Golf Course	Operating Supplies	MTI- ACH	Irrigation Parts	34.05
0	06/27/2013	Golf Course	Operating Supplies	Office Depot- CC	Office Supplies	134.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70551	06/27/2013	Golf Course	Operating Supplies	Outback Steakhouse	Golf Tournament Food	500.00
0	06/20/2013	Golf Course	Operating Supplies	Spartan Promotional Group, Inc.	Golf League Hats	660.07
0	06/20/2013	Golf Course	Operating Supplies	Spartan Promotional Group, Inc.	Golf Staff Uniforms	540.60
0	06/19/2013	Golf Course	Operating Supplies	Suburban Ace Hardware-ACH	Paint	21.38
0	06/19/2013	Golf Course	Operating Supplies	Suburban Ace Hardware-ACH	Plumbing Supplies	9.81
0	06/27/2013	Golf Course	Operating Supplies	Suburban Ace Hardware-ACH	Keys	4.91
0	06/19/2013	Golf Course	Operating Supplies	Target- CC	Cleaning Supplies	43.99
70494	06/20/2013	Golf Course	Operating Supplies	Winfield Solutions, LLC	Golf Supplies	364.81
70592	06/27/2013	Golf Course	Operating Supplies	Winfield Solutions, LLC	Pillar 30LB, Aquiflo	796.64
Operating Supplies Total:						10,916.42
0	06/26/2013	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	383.88
PERA Employee Ded Total:						11,300.30
0	06/26/2013	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	61.42
0	06/26/2013	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	383.88
PERA Employer Share Total:						11,745.60
0	06/26/2013	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	299.12
State Income Tax Total:						12,044.72
70581	06/27/2013	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	78.53
Telephone Total:						12,123.25
70443	06/20/2013	Golf Course	Vehicle Supplies	Frontier Ag & Turf	Tine	175.99
Vehicle Supplies Total:						12,299.24
Fund Total:						12,299.24
70318	06/13/2013	Housing & Redevelopment Agency	Payment to Owners	Ernest Brodtmann	Energy Audit	60.00
70343	06/13/2013	Housing & Redevelopment Agency	Payment to Owners	Kathleen Kelley	Audit Reimbursement	60.00
Payment to Owners Total:						120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70570	06/27/2013	Housing & Redevelopment Agency	Printing	Service Printers of Duluth, Inc.	Taxes Owed on Past Invoices	61.81
70570	06/27/2013	Housing & Redevelopment Agency	Printing	Service Printers of Duluth, Inc.	Taxes Owed on Past Invoices	55.36
70570	06/27/2013	Housing & Redevelopment Agency	Printing	Service Printers of Duluth, Inc.	Taxes Owed on Past Invoices	102.44
70570	06/27/2013	Housing & Redevelopment Agency	Printing	Service Printers of Duluth, Inc.	Taxes Owed on Past Invoices	185.16
70570	06/27/2013	Housing & Redevelopment Agency	Printing	Service Printers of Duluth, Inc.	Taxes Owed on Past Invoices	188.20
70570	06/27/2013	Housing & Redevelopment Agency	Printing	Service Printers of Duluth, Inc.	Taxes Owed on Past Invoices	43.78
Printing Total:						756.75
70482	06/20/2013	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes	69.00
70482	06/20/2013	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
0	06/19/2013	Housing & Redevelopment Agency	Professional Services	Vroman Systems-ACH	Living Smarter Rental Registration	24.98
Professional Services Total:						855.65
Fund Total:						855.65
0	06/19/2013	Information Technology	Computer Equipment	Amazon.com- CC	Analog Phone	2.72
0	06/27/2013	Information Technology	Computer Equipment	Data Q-CC	Network Switches-New Fire Station	4,863.88
0	06/27/2013	Information Technology	Computer Equipment	Data Q-CC	Network Switch-Vadnais Heights	2,148.19
Computer Equipment Total:						7,014.79
0	06/19/2013	Information Technology	Contract Maintenance	Local Link, Inc.-CC	Monthly DNS Hosting Fee	107.50
70542	06/27/2013	Information Technology	Contract Maintenance	McAfee, Inc.	Web & Email Protection	1,680.00
70542	06/27/2013	Information Technology	Contract Maintenance	McAfee, Inc.	Web & Email Protection	1,680.00
70542	06/27/2013	Information Technology	Contract Maintenance	McAfee, Inc.	Web & Email Protection	1,680.00
70557	06/27/2013	Information Technology	Contract Maintenance	Prism Microsystems	Qty 5 - Log Manager Software Subscr	4,049.00
0	06/27/2013	Information Technology	Contract Maintenance	Zoho Corp	Manage Engine Service Desk Annual	1,960.00
Contract Maintenance Total:						18,171.29
0	06/26/2013	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	2,964.44
Federal Income Tax Total:						21,135.73
70413	06/20/2013	Information Technology	Fiber Maintenance & Locates	Access Communications Inc	Maintenance	195.27
Fiber Maintenance & Locates Total:						21,331.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/26/2013	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	384.75
0	06/26/2013	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,645.10
FICA Employee Ded. Total:						23,360.85
0	06/26/2013	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	384.75
0	06/26/2013	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,645.10
FICA Employers Share Total:						25,390.70
70329	06/13/2013	Information Technology	Financial Support	Diversified Collection Services, Inc	PR Batch 00001.06.2013 Financial St	210.24
70520	06/27/2013	Information Technology	Financial Support	Diversified Collection Services, Inc	PR Batch 00002.06.2013 Financial St	210.24
Financial Support Total:						25,811.18
70341	06/13/2013	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	570.00
HRA Employer Total:						26,381.18
70363	06/13/2013	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Empl	119.23
70556	06/27/2013	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Empl	119.23
HSA Employee Total:						26,619.64
70363	06/13/2013	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Empl	543.76
HSA Employer Total:						27,163.40
0	06/13/2013	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	325.00
0	06/27/2013	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	325.00
ICMA Def Comp Total:						27,813.40
70427	06/20/2013	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	641.25
70427	06/20/2013	Information Technology	Internet	City of North St. Paul	511 Billing Interconnects	2,030.63
70324	06/13/2013	Information Technology	Internet	Cologix, Inc	Cross Connect Fiber	450.00
70324	06/13/2013	Information Technology	Internet	Cologix, Inc	Cross Connect Fiber	450.00
70325	06/13/2013	Information Technology	Internet	Comcast	High Speed Internet	81.10
70338	06/13/2013	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
70388	06/13/2013	Information Technology	Internet	XO Communications Inc.	Telephone	1,408.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Internet Total:						33,374.92
70373	06/13/2013	Information Technology	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	48.61
Life Ins. Employee Total:						33,423.53
70373	06/13/2013	Information Technology	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	70.70
Life Ins. Employer Total:						33,494.23
70373	06/13/2013	Information Technology	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	154.64
Long Term Disability Total:						33,648.87
70359	06/13/2013	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	500.28
Medical Ins Employee Total:						34,149.15
70359	06/13/2013	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	4,409.12
Medical Ins Employer Total:						38,558.27
0	06/26/2013	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	257.87
MN State Retirement Total:						38,816.14
0	06/27/2013	Information Technology	Operating Supplies	Amazon.com- CC	Analog Cordless Base Set	86.43
70509	06/27/2013	Information Technology	Operating Supplies	CDW Government, Inc.	Emergency Battery Backup	699.04
70449	06/20/2013	Information Technology	Operating Supplies	Hubb Systems, Inc.	Disk Drive	187.04
0	06/27/2013	Information Technology	Operating Supplies	Micro Center-CC	DPM Server Disk Drives	429.10
Operating Supplies Total:						40,217.75
0	06/26/2013	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,676.39
PERA Employee Ded Total:						41,894.14
0	06/26/2013	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	268.23
0	06/26/2013	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,676.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						43,838.76
0	06/26/2013	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	1,148.68
State Income Tax Total:						44,987.44
70581	06/27/2013	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	322.30
70384	06/13/2013	Information Technology	Telephone	Verizon Wireless	Cell Phones	105.03
Telephone Total:						45,414.77
0	06/20/2013	Information Technology	Transportation	Douglas Barber	March - May Mileage	233.10
0	06/20/2013	Information Technology	Transportation	Mark Mayfield	Mileage	218.66
Transportation Total:						45,866.53
0	06/27/2013	Information Technology	Use Tax Payable	Amazon.com- CC	Sales/Use Tax	-5.56
0	06/27/2013	Information Technology	Use Tax Payable	Data Q-CC	Sales/Use Tax	-312.88
0	06/27/2013	Information Technology	Use Tax Payable	Data Q-CC	Sales/Use Tax	-138.19
Use Tax Payable Total:						45,409.90
Fund Total:						45,409.90
70316	06/13/2013	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
70459	06/20/2013	License Center	Contract Maintenance	Linn Building Maintenance	License Center	625.22
Contract Maintenance Total:						654.22
0	06/26/2013	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	2,597.50
Federal Income Tax Total:						3,251.72
0	06/26/2013	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	388.59
0	06/26/2013	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,661.65
FICA Employee Ded. Total:						5,301.96
0	06/26/2013	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	388.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/26/2013	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,661.65
					FICA Employers Share Total:	7,352.20
70341	06/13/2013	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	1,030.00
					HRA Employer Total:	8,382.20
70363	06/13/2013	License Center	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Empl	38.46
70556	06/27/2013	License Center	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Empl	38.46
					HSA Employee Total:	8,459.12
70363	06/13/2013	License Center	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Empl	790.00
					HSA Employer Total:	9,249.12
70373	06/13/2013	License Center	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	53.88
					Life Ins. Employee Total:	9,303.00
70373	06/13/2013	License Center	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	72.72
					Life Ins. Employer Total:	9,375.72
70373	06/13/2013	License Center	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	122.42
					Long Term Disability Total:	9,498.14
70359	06/13/2013	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	2,226.47
					Medical Ins Employee Total:	11,724.61
70359	06/13/2013	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	5,757.84
					Medical Ins Employer Total:	17,482.45
0	06/27/2013	License Center	Merchandise for Sale	Mydriversmanuals-ACH	Drivers Manuals	112.70
					Merchandise for Sale Total:	17,595.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2013	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2013 Minnesota I	103.84
Minnesota Benefit Ded Total:						17,698.99
0	06/26/2013	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	280.70
MN State Retirement Total:						17,979.69
0	06/26/2013	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	50.00
MNDCP Def Comp Total:						18,029.69
0	06/19/2013	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	87.26
0	06/27/2013	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	53.10
Office Supplies Total:						18,170.05
0	06/26/2013	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,699.43
PERA Employee Ded Total:						19,869.48
0	06/26/2013	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	271.92
0	06/26/2013	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,699.43
PERA Employer Share Total:						21,840.83
0	06/19/2013	License Center	Postage	USPS-CC	Postage	157.44
0	06/27/2013	License Center	Postage	USPS-CC	Postage	156.55
Postage Total:						22,154.82
70351	06/13/2013	License Center	Professional Services	Linn Building Maintenance	License Center Floor Cleaning	441.39
0	06/13/2013	License Center	Professional Services	Quicksilver Express Courier	Courier Service	175.71
70493	06/20/2013	License Center	Professional Services	Village Plumbing, Inc.	Labor and Materials	141.75
Professional Services Total:						22,913.67
0	06/13/2013	License Center	Rental	Gaughan Properties	License Center Rent-July 2013	4,864.82
Rental Total:						27,778.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/26/2013	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	1,119.71
					State Income Tax Total:	28,898.20
0	06/20/2013	License Center	Utilities	Xcel Energy	Motor Vehicle	498.24
					Utilities Total:	29,396.44
					Fund Total:	29,396.44
70414	06/20/2013	Multi-Family Loan Program	Professional Services	Alex's Lawn & Turf	Trim & Cut Grass	74.99
					Professional Services Total:	74.99
					Fund Total:	74.99
0	06/13/2013	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-April 2013	250.00
					Professional Services Total:	250.00
					Fund Total:	250.00
0	06/27/2013	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	516.80
					Contract Maintenance Total:	516.80
0	06/26/2013	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	2,320.09
					Federal Income Tax Total:	2,836.89
0	06/26/2013	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	355.13
0	06/26/2013	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,518.55
					FICA Employee Ded. Total:	4,710.57
0	06/26/2013	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	355.13
0	06/26/2013	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,518.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	6,584.25
70341	06/13/2013	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Emplc	370.00
					HRA Employer Total:	6,954.25
70363	06/13/2013	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Emplc	196.15
70363	06/13/2013	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA WI En	46.15
70556	06/27/2013	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA WI En	46.15
70556	06/27/2013	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Emplc	196.15
					HSA Employee Total:	7,438.85
70363	06/13/2013	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Emplo	790.00
					HSA Employer Total:	8,228.85
70373	06/13/2013	P & R Contract Maintenance	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	149.09
					Life Ins. Employee Total:	8,377.94
70373	06/13/2013	P & R Contract Maintenance	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	58.56
					Life Ins. Employer Total:	8,436.50
70373	06/13/2013	P & R Contract Maintenance	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	102.60
					Long Term Disability Total:	8,539.10
70359	06/13/2013	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	769.54
					Medical Ins Employee Total:	9,308.64
70359	06/13/2013	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	4,357.78
					Medical Ins Employer Total:	13,666.42
0	06/19/2013	P & R Contract Maintenance	Miscellaneous	North Hgts Hardware Hank-ACH	No Receipt-Schlosser	33.62
0	06/27/2013	P & R Contract Maintenance	Miscellaneous	North Hgts Hardware Hank-ACH	Missing Receipt-Norman	24.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Miscellaneous Total:						13,724.67
0	06/26/2013	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	176.20
MN State Retirement Total:						13,900.87
0	06/26/2013	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	280.00
MNDCP Def Comp Total:						14,180.87
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Certified Laboratories, Inc.	Misc Supplies	931.66
70425	06/20/2013	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Work Clothing	8.68
70425	06/20/2013	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Work Clothing	8.68
70425	06/20/2013	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Work Clothing	14.79
70425	06/20/2013	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Work Clothing	9.45
0	06/19/2013	P & R Contract Maintenance	Operating Supplies	Clark-CC	Wood, Maple Syrup	128.29
70430	06/20/2013	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	218.69
70430	06/20/2013	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	180.77
0	06/27/2013	P & R Contract Maintenance	Operating Supplies	Consolidated Container-CC	Garbage Cans	414.74
70431	06/20/2013	P & R Contract Maintenance	Operating Supplies	Costa Farms, LLC	Plants	304.04
70431	06/20/2013	P & R Contract Maintenance	Operating Supplies	Costa Farms, LLC	Plants	154.97
70431	06/20/2013	P & R Contract Maintenance	Operating Supplies	Costa Farms, LLC	Plants	985.39
70431	06/20/2013	P & R Contract Maintenance	Operating Supplies	Costa Farms, LLC	Plants	144.29
70431	06/20/2013	P & R Contract Maintenance	Operating Supplies	Costa Farms, LLC	Plants	187.04
70434	06/20/2013	P & R Contract Maintenance	Operating Supplies	Dalco	Soap for Shelters	158.65
70439	06/20/2013	P & R Contract Maintenance	Operating Supplies	Equinox Environmental	Bags	304.60
70440	06/20/2013	P & R Contract Maintenance	Operating Supplies	Fastsigns	Hanc Woodland Garden Sign	218.03
70442	06/20/2013	P & R Contract Maintenance	Operating Supplies	Forestry Suppliers, Inc	Binoculars & Knife	381.77
0	06/19/2013	P & R Contract Maintenance	Operating Supplies	Funkie Gardens-CC	Arboretum Supplies	83.29
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	General Industrial Supply Co.	Supplies	70.54
0	06/27/2013	P & R Contract Maintenance	Operating Supplies	Hennepin Tech. College- CC	Arboretum Annuals	211.44
0	06/13/2013	P & R Contract Maintenance	Operating Supplies	Linder's Garden Ctr	Garden Supplies	1,808.33
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Linder's Garden Ctr	Peat Moss	769.50
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Linder's Garden Ctr	supplies	592.71
0	06/19/2013	P & R Contract Maintenance	Operating Supplies	Linder's Garden Ctr-CC	Arboretum Supplies	2.75
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Menards	Arboretum Tools/Supplies	153.77
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Menards	Arboretum Tools/Supplies	87.17
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Menards	Supplies for Arboretum volunteer gro	82.40
0	06/19/2013	P & R Contract Maintenance	Operating Supplies	Menards-CC	Paint, Garden Supplies	234.25
0	06/27/2013	P & R Contract Maintenance	Operating Supplies	Menards-CC	Lawn Bags	24.00
0	06/27/2013	P & R Contract Maintenance	Operating Supplies	Menards-CC	Trash Bags	15.32
0	06/19/2013	P & R Contract Maintenance	Operating Supplies	Mills Fleet Farm-CC	Volleyball Nets	7.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/19/2013	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Shop Supplies	44.98
0	06/27/2013	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Anchor Shackle	8.56
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Seed	185.96
70483	06/20/2013	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Shop, Shelter Supplies	308.72
70383	06/13/2013	P & R Contract Maintenance	Operating Supplies	Universal Athletic Service, Inc.	Athletic Field Supplies	1,206.53
70488	06/20/2013	P & R Contract Maintenance	Operating Supplies	Universal Athletic Service, Inc.	Field Chalk	735.47
0	06/20/2013	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center	Safety Supplies	296.70
70387	06/13/2013	P & R Contract Maintenance	Operating Supplies	Wheeler Hardware Company	Credit Memo	-50.00
70387	06/13/2013	P & R Contract Maintenance	Operating Supplies	Wheeler Hardware Company	Arboretum Locks	1,256.29
Operating Supplies Total:						27,071.34
0	06/26/2013	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,245.08
PERA Employee Ded Total:						28,316.42
0	06/26/2013	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	199.22
0	06/26/2013	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	1,245.08
PERA Employer Share Total:						29,760.72
70358	06/13/2013	P & R Contract Maintenance	Professional Services	Multicare Associates	Audiogram	20.00
Professional Services Total:						29,780.72
0	06/20/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	169.84
0	06/20/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/20/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/27/2013	P & R Contract Maintenance	Rental	Jimmys Johnnys, Inc	Regular Service	45.42
Rental Total:						30,086.82
0	06/26/2013	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	1,009.48
State Income Tax Total:						31,096.30
0	06/27/2013	P & R Contract Maintenance	Telephone	Sprint-ACH	Cell Phones	52.00
Telephone Total:						31,148.30
70353	06/13/2013	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.06.2013 IOUE Unioi	227.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Union Dues Deduction Total:						31,375.80
70431	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Costa Farms, LLC	Use Tax Payable	-19.56
70431	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Costa Farms, LLC	Use Tax Payable	-9.97
70431	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Costa Farms, LLC	Use Tax Payable	-63.39
70431	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Costa Farms, LLC	Use Tax Payable	-9.29
70431	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Costa Farms, LLC	Use Tax Payable	-12.04
70439	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Equinox Environmental	Use Tax	-19.60
70442	06/20/2013	P & R Contract Maintenance	Use Tax Payable	Forestry Suppliers, Inc	Use Tax Payable	-24.56
Use Tax Payable Total:						31,217.39
0	06/20/2013	P & R Contract Maintenance	Vehicle Supplies	General Industrial Supply Co.	Supplies	19.08
0	06/20/2013	P & R Contract Maintenance	Vehicle Supplies	MTI Distributing, Inc.	Supplies	322.37
Vehicle Supplies Total:						31,558.84
Fund Total:						31,558.84
70374	06/13/2013	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	2012-2016 Parks & Rec renewal prog	9,031.25
Professional Services Total:						9,031.25
Fund Total:						9,031.25
0	06/13/2013	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Rigid Hitch Incorporated	Qty 2 - 23-1325 step tubes	299.94
0	06/13/2013	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Rigid Hitch Incorporated	Qty 1 - 23-1335 step tubes	173.97
0	06/13/2013	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Rigid Hitch Incorporated	Qty 3 - Cab protector	1,304.91
0	06/13/2013	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Rigid Hitch Incorporated	Sales Tax	122.29
0	06/13/2013	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Rigid Hitch Incorporated	Step Tubes	131.39
0	06/13/2013	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Rigid Hitch Incorporated	Credit	-532.14
Parks & Recreation Vehicles Total:						1,500.36
Fund Total:						1,500.36
70322	06/13/2013	Pathway Maintenance Fund	Operating Supplies	Century Fence, Co	Split Rail Fence replacement - 1,550 l	12,757.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2013	Pathway Maintenance Fund	Operating Supplies	Menards-CC	Cedar	138.74
70465	06/20/2013	Pathway Maintenance Fund	Operating Supplies	O'Malley Construction, Inc.	Misc. concrete work; Construct ADA I	9,718.27
Operating Supplies Total:						22,614.01
Fund Total:						22,614.01
0	06/20/2013	Police - DWI Enforcement	Professional Services	Daniel Ehnstrom	12 hrs. police alcohol compliance che	120.00
70550	06/27/2013	Police - DWI Enforcement	Professional Services	MTG	Police Detention Area work	2,171.00
70584	06/27/2013	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing	90.84
Professional Services Total:						2,381.84
Fund Total:						2,381.84
70506	06/27/2013	Police Grants	Capital Outlay	BSM Wireless, Inc.	Bait Vehicle Package	6,519.38
Capital Outlay Total:						6,519.38
0	06/26/2013	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	95.95
Federal Income Tax Total:						6,615.33
0	06/26/2013	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare Ei	13.03
FICA Employee Ded. Total:						6,628.36
0	06/26/2013	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare Ei	13.03
FICA Employers Share Total:						6,641.39
70341	06/13/2013	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Emplc	40.94
HRA Employer Total:						6,682.33
70363	06/13/2013	Police Grants	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Emplc	11.27
70556	06/27/2013	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Emplc	5.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	6,698.66
70363	06/13/2013	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Emplo	99.00
					HSA Employer Total:	6,797.66
70373	06/13/2013	Police Grants	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	6.77
					Life Ins. Employee Total:	6,804.43
70373	06/13/2013	Police Grants	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	5.80
					Life Ins. Employer Total:	6,810.23
70373	06/13/2013	Police Grants	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	8.98
					Long Term Disability Total:	6,819.21
70359	06/13/2013	Police Grants	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	8.65
					Medical Ins Employee Total:	6,827.86
70359	06/13/2013	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	311.32
					Medical Ins Employer Total:	7,139.18
0	06/26/2013	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	9.26
					MN State Retirement Total:	7,148.44
0	06/26/2013	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	15.49
					MNDCP Def Comp Total:	7,163.93
0	06/26/2013	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	88.95
					PERA Employee Ded Total:	7,252.88
0	06/26/2013	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	133.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	7,386.31
0	06/26/2013	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	39.04
					State Income Tax Total:	7,425.35
0	06/13/2013	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.06.2013 Lels Union	32.32
					Union Dues Deduction Total:	7,457.67
70506	06/27/2013	Police Grants	Use Tax Payable	BSM Wireless, Inc.	Sales/Use Tax	-419.38
					Use Tax Payable Total:	7,038.29
					Fund Total:	7,038.29
0	06/27/2013	Police Forfeiture Fund	Operating Supplies	Party City-ACH	Tablecovers	34.14
					Operating Supplies Total:	34.14
70577	06/27/2013	Police Forfeiture Fund	Professional Services	St. Paul Police Dept-PDI	SWAT Basic Operator Course	650.00
					Professional Services Total:	684.14
					Fund Total:	684.14
0	06/19/2013	Police Vehicle Revolving	Capital Outlay	Dey Appliance-CC	Oven Latch	83.42
0	06/27/2013	Police Vehicle Revolving	Capital Outlay	Fulcrum Biometrics-CC	Fingerprint Readers	221.77
0	06/19/2013	Police Vehicle Revolving	Capital Outlay	Warners Stellian-ACH	Microwave	478.85
					Capital Outlay Total:	784.04
0	06/27/2013	Police Vehicle Revolving	Use Tax Payable	Fulcrum Biometrics-CC	Sales/Use Tax	-14.27
					Use Tax Payable Total:	769.77
0	06/27/2013	Police Vehicle Revolving	Vehicles & Equipment	Advanced Graphix, Inc.	Car Lettering	106.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2013	Police Vehicle Revolving	Vehicles & Equipment	Advanced Graphix, Inc.	K9 Car Lettering, Decals	69.47
70447	06/20/2013	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	2013 Dodge Charger	8,678.38
70447	06/20/2013	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	2011 Dodge Charger	111.57
70447	06/20/2013	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	2013 Ford Fusion Service	3,078.02
Vehicles & Equipment Total:						12,814.09
Fund Total:						12,814.09
70436	06/20/2013	Recreation Fund	Advertising	Dex Media East LLC	Advertising	105.46
70519	06/27/2013	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	53.72
70469	06/20/2013	Recreation Fund	Advertising	Pioneer Press	Camps, Sports, Golf, Art at the Oval /	385.00
Advertising Total:						544.18
70337	06/13/2013	Recreation Fund	Collected Insurance Fee	Vang Her	Junior Tennis Refund	2.00
70386	06/13/2013	Recreation Fund	Collected Insurance Fee	VFW Post #7555	Adult Kickball Refund	10.00
Collected Insurance Fee Total:						556.18
70531	06/27/2013	Recreation Fund	Contract Maintenance	Hillyard, Inc.-Minneapolis	Pump	380.26
70459	06/20/2013	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Skating Center	1,048.44
0	06/27/2013	Recreation Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	275.40
0	06/27/2013	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	144.00
Contract Maintenance Total:						2,404.28
70459	06/20/2013	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Nature Center	836.83
Contract Maintenance Total:						3,241.11
0	06/26/2013	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	3,888.52
Federal Income Tax Total:						7,129.63
70309	06/13/2013	Recreation Fund	Fee Program Revenue	Stephen Anderson	Key Deposit Refund	25.00
70313	06/13/2013	Recreation Fund	Fee Program Revenue	Julie Barker	Key Deposit Refund	25.00
70332	06/13/2013	Recreation Fund	Fee Program Revenue	Shirley Friberg	Key Deposit Refund	25.00
70337	06/13/2013	Recreation Fund	Fee Program Revenue	Vang Her	Junior Tennis Refund	70.00
70337	06/13/2013	Recreation Fund	Fee Program Revenue	Vang Her	Junior Tennis Refund	8.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70450	06/20/2013	Recreation Fund	Fee Program Revenue	Robert Johnson	Damage Deposit Refund	143.75
70345	06/13/2013	Recreation Fund	Fee Program Revenue	Meg Layese	Key Deposit Refund	25.00
70475	06/20/2013	Recreation Fund	Fee Program Revenue	Nicole Reichow	Damage Deposit Refund	106.25
70364	06/13/2013	Recreation Fund	Fee Program Revenue	Teresa Renneke	Key Deposit Refund	25.00
70566	06/27/2013	Recreation Fund	Fee Program Revenue	Roseville Area High School	Key Deposit Refund	25.00
70368	06/13/2013	Recreation Fund	Fee Program Revenue	Don Ross	Key Deposit Refund	25.00
70378	06/13/2013	Recreation Fund	Fee Program Revenue	Cassie Thompson	Key Deposit Refund	25.00
70379	06/13/2013	Recreation Fund	Fee Program Revenue	Alec Timmerman	Key Deposit Refund	25.00
70492	06/20/2013	Recreation Fund	Fee Program Revenue	Sue Vandenheuvel	Key Deposit Refund	25.00
70386	06/13/2013	Recreation Fund	Fee Program Revenue	VFW Post #7555	Adult Kickball Refund	10.00
70386	06/13/2013	Recreation Fund	Fee Program Revenue	VFW Post #7555	Adult Kickball Refund	20.00
70386	06/13/2013	Recreation Fund	Fee Program Revenue	VFW Post #7555	Adult Kickball Refund	40.00
70386	06/13/2013	Recreation Fund	Fee Program Revenue	VFW Post #7555	Adult Kickball Refund	57.15
Fee Program Revenue Total:						7,834.78
0	06/26/2013	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	687.07
0	06/26/2013	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	2,937.78
FICA Employee Ded. Total:						11,459.63
0	06/26/2013	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	687.07
0	06/26/2013	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	2,937.78
FICA Employers Share Total:						15,084.48
70441	06/20/2013	Recreation Fund	Figure Skate School	Kimberly Foley	Skating Registration Fee Refund	68.00
Figure Skate School Total:						15,152.48
70375	06/13/2013	Recreation Fund	Financial Support	Stewart, Zlimen & Jungers, LTD	PR Batch 00001.06.2013 Financial St	396.77
Financial Support Total:						15,549.25
70341	06/13/2013	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	978.00
HRA Employer Total:						16,527.25
70363	06/13/2013	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Empl	192.70
70556	06/27/2013	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Empl	192.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
HSA Employee Total:						16,912.65
70363	06/13/2013	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Emplo	495.00
HSA Employer Total:						17,407.65
0	06/13/2013	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	525.00
0	06/27/2013	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	525.00
ICMA Def Comp Total:						18,457.65
70373	06/13/2013	Recreation Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	95.39
Life Ins. Employee Total:						18,553.04
70373	06/13/2013	Recreation Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	88.88
Life Ins. Employer Total:						18,641.92
70373	06/13/2013	Recreation Fund	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	193.03
Long Term Disability Total:						18,834.95
70359	06/13/2013	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	848.60
Medical Ins Employee Total:						19,683.55
70359	06/13/2013	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	5,429.46
Medical Ins Employer Total:						25,113.01
0	06/27/2013	Recreation Fund	Memberships & Subscriptions	DMX Music, Inc.	Skating Center Music	151.38
0	06/19/2013	Recreation Fund	Memberships & Subscriptions	Mn Dept of Labor-ACH	Annual Elevator Permit	100.00
0	06/20/2013	Recreation Fund	Memberships & Subscriptions	MRPA	registrations	1,309.00
0	06/20/2013	Recreation Fund	Memberships & Subscriptions	MRPA	registrations	1,220.00
0	06/19/2013	Recreation Fund	Memberships & Subscriptions	PayPal-CC	Pickelball Membership	25.00
Memberships & Subscriptions Total:						27,918.39
0	06/27/2013	Recreation Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2013 Minnesota I	318.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Minnesota Benefit Ded Total:						28,236.46
0	06/19/2013	Recreation Fund	Miscellaneous	Harbor Freight Tools-CC	No Receipt-Bartholomew	9.84
Miscellaneous Total:						28,246.30
0	06/19/2013	Recreation Fund	Miscellaneous Expense	Twin Cities Reptile-ACH	No Receipt-Cash	11.51
Miscellaneous Expense Total:						28,257.81
0	06/26/2013	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	351.49
MN State Retirement Total:						28,609.30
0	06/26/2013	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	1,270.00
MNDCP Def Comp Total:						29,879.30
70516	06/27/2013	Recreation Fund	Non Fee Program Revenue	Tom Cruz	Parade Vendor Fee Refund	200.00
Non Fee Program Revenue Total:						30,079.30
0	06/19/2013	Recreation Fund	Office Supplies	Office Depot- CC	Dance Recital Tickets	62.11
0	06/19/2013	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies-Paper	109.16
0	06/19/2013	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	85.59
0	06/19/2013	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	150.72
0	06/27/2013	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	187.13
0	06/19/2013	Recreation Fund	Office Supplies	Staples-ACH	Ice Show Supplies	237.56
0	06/19/2013	Recreation Fund	Office Supplies	Staples-ACH	Office Supplies	26.78
Office Supplies Total:						30,938.35
0	06/27/2013	Recreation Fund	Operating Supplies	911HotDeals-CC	Android Tablet, Cover	143.71
0	06/13/2013	Recreation Fund	Operating Supplies	Jill Anfang	Staff Training Supplies Reimburseme	543.33
0	06/27/2013	Recreation Fund	Operating Supplies	BSN Sports-CC	Soccer Goals	1,300.44
0	06/19/2013	Recreation Fund	Operating Supplies	Byerly's- CC	Postage	1.60
0	06/19/2013	Recreation Fund	Operating Supplies	Cub Foods- CC	Bowling Get Together Supplies	28.08
0	06/27/2013	Recreation Fund	Operating Supplies	Cub Foods- CC	AARP Driving Class Supplies	19.98
0	06/19/2013	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Keys	43.91
0	06/27/2013	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Keys	43.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/19/2013	Recreation Fund	Operating Supplies	Dege Garden Center-CC	Earth Day Supplies	27.50
0	06/27/2013	Recreation Fund	Operating Supplies	Mark Emme	Volleyball State Tournament Entry Fe	170.00
0	06/27/2013	Recreation Fund	Operating Supplies	Engraving Etc. Inc-CC	Staff Lanyards	354.13
0	06/20/2013	Recreation Fund	Operating Supplies	Fastenal Company Inc.	Parks	56.86
0	06/27/2013	Recreation Fund	Operating Supplies	Fikes, Inc.	Bathroom Supplies	446.84
70333	06/13/2013	Recreation Fund	Operating Supplies	Friends of the Parks	Trees for Resale	2,465.00
0	06/19/2013	Recreation Fund	Operating Supplies	Gopher Sport- CC	Sports Supplies	180.06
0	06/27/2013	Recreation Fund	Operating Supplies	Grainger Inc	Ballast	23.19
70528	06/27/2013	Recreation Fund	Operating Supplies	Tricia Haynes	Rosefest Entertainment	400.00
0	06/19/2013	Recreation Fund	Operating Supplies	Home Depot- CC	Duct Tape, Zip Ties	45.11
0	06/19/2013	Recreation Fund	Operating Supplies	Home Depot- CC	Ice Show Carpet-Prop	77.04
0	06/19/2013	Recreation Fund	Operating Supplies	Home Depot- CC	Plumbing Supplies	32.59
0	06/27/2013	Recreation Fund	Operating Supplies	Home Depot- CC	Skate Park Supplies	79.69
0	06/27/2013	Recreation Fund	Operating Supplies	Home Depot- CC	Skate Park Repair Supplies	216.69
0	06/27/2013	Recreation Fund	Operating Supplies	Home Depot- CC	Screws	37.68
70534	06/27/2013	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	5.84
0	06/27/2013	Recreation Fund	Operating Supplies	Ice Skating Institute-CC	Badges	41.68
0	06/19/2013	Recreation Fund	Operating Supplies	Linder's Garden Ctr-CC	Ice Show Flowers	251.00
70544	06/27/2013	Recreation Fund	Operating Supplies	Midwest Industrial Components	Scot Pump Seal Kit	145.88
70545	06/27/2013	Recreation Fund	Operating Supplies	Mikes Pro Shop	Marching Band Trophies	304.23
0	06/19/2013	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	180.00
0	06/19/2013	Recreation Fund	Operating Supplies	Party City-ACH	HANC Program Supplies	8.01
70468	06/20/2013	Recreation Fund	Operating Supplies	Picklebal Stuff, LLC	Polyballs	45.80
70469	06/20/2013	Recreation Fund	Operating Supplies	Pioneer Press	Camps, Sports, Golf, Art at the Oval /	355.00
70469	06/20/2013	Recreation Fund	Operating Supplies	Pioneer Press	Camps, Sports, Golf, Art at the Oval /	355.00
70362	06/13/2013	Recreation Fund	Operating Supplies	Precision Forms	Rosefest Flyer Printing	144.28
70473	06/20/2013	Recreation Fund	Operating Supplies	RAHS/Raider Grafix	Tee Shirts	456.00
70473	06/20/2013	Recreation Fund	Operating Supplies	RAHS/Raider Grafix	Tee Shirts	120.00
70560	06/27/2013	Recreation Fund	Operating Supplies	RAHS/Raider Grafix	Tee Shirts	492.00
0	06/19/2013	Recreation Fund	Operating Supplies	Restaurant Depot- ACH	Skating Center Supplies	175.95
0	06/19/2013	Recreation Fund	Operating Supplies	Roseville Bakery-ACH	Earth Day Cake	63.99
0	06/19/2013	Recreation Fund	Operating Supplies	Roseville Bakery-ACH	Ice Show Supplies	14.25
70476	06/20/2013	Recreation Fund	Operating Supplies	John Rusterholz	Pizza and pop for CTV volunteers wh	35.00
0	06/27/2013	Recreation Fund	Operating Supplies	Sports Authority-ACH	Paint	59.97
0	06/20/2013	Recreation Fund	Operating Supplies	Stitchin Post	Tee Shirts	303.40
0	06/20/2013	Recreation Fund	Operating Supplies	Stitchin Post	Tee Shirts	2,041.92
0	06/27/2013	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	177.00
0	06/19/2013	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Thread Repair	30.31
0	06/19/2013	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Carpet Tape, Zip Ties	34.24
0	06/19/2013	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Ammonia	5.35
0	06/27/2013	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Socket	5.88
0	06/19/2013	Recreation Fund	Operating Supplies	Subway-ACH	Bowling Get Together Supplies	112.48
0	06/27/2013	Recreation Fund	Operating Supplies	Twin Cities Reptile-ACH	Crickets	2.15
0	06/27/2013	Recreation Fund	Operating Supplies	Uberprints.Com-ACH	Dance Shirts	559.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70491	06/20/2013	Recreation Fund	Operating Supplies	US Bank	Run for the Rosese Change	150.00
70587	06/27/2013	Recreation Fund	Operating Supplies	US Bank	Change for July 4	400.00
70385	06/13/2013	Recreation Fund	Operating Supplies	The Vernon Company	Rosefest Buttons	591.33
0	06/27/2013	Recreation Fund	Operating Supplies	Water Park of America-ACH	Field Trip Deposit	154.00
0	06/27/2013	Recreation Fund	Operating Supplies	West System-ACH	Epoxy Repair Kit	30.64
Operating Supplies Total:						45,528.25
0	06/26/2013	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	2,466.32
PERA Employee Ded Total:						47,994.57
0	06/26/2013	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	394.63
0	06/26/2013	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	2,466.32
PERA Employer Share Total:						50,855.52
70502	06/27/2013	Recreation Fund	Printing	Mark Armstead	Rosefest Gardening Presentation	50.00
Printing Total:						50,905.52
70390	06/19/2013	Recreation Fund	Professional Services	728 Cadets	Parade Band Travel Expenses	225.00
70497	06/27/2013	Recreation Fund	Professional Services	728 Cadets	Class AAA 2nd Place Rose Parade Ba	800.00
70498	06/27/2013	Recreation Fund	Professional Services	Amy Jo E. Adams-Westin	Summer Entertainment	400.00
70391	06/19/2013	Recreation Fund	Professional Services	Alexandria Marching Band	Parade Band Travel Expenses	325.00
70500	06/27/2013	Recreation Fund	Professional Services	Alexandria Marching Band	Class AA 2nd Place Rose Parade Ban	800.00
70416	06/20/2013	Recreation Fund	Professional Services	Allison Axness	Volleyball Camp Coach	525.00
70392	06/19/2013	Recreation Fund	Professional Services	Buffalo High School Marching Ban	Parade Band Travel Expenses	325.00
70507	06/27/2013	Recreation Fund	Professional Services	William Cagley	Summer Entertainment	300.00
70393	06/19/2013	Recreation Fund	Professional Services	Champlin Park HS Marching Band	Parade Band Travel Expenses	200.00
70512	06/27/2013	Recreation Fund	Professional Services	Champlin Park HS Marching Band	Class AA 3rd Place Rose Parade Banc	500.00
70432	06/20/2013	Recreation Fund	Professional Services	Tom Critchley	Basketball Camp Coordinator	2,016.00
70432	06/20/2013	Recreation Fund	Professional Services	Tom Critchley	Basketball Camp Coordinator	3,843.00
70433	06/20/2013	Recreation Fund	Professional Services	Jeff Crosby	Little Hoopers Basketball Camp Coor	900.00
70515	06/27/2013	Recreation Fund	Professional Services	Jeff Crosby	Basketball Camp Coordinator	3,860.00
70515	06/27/2013	Recreation Fund	Professional Services	Jeff Crosby	Basketball Camp Coordinator	2,176.00
70521	06/27/2013	Recreation Fund	Professional Services	Sharon Eaton	Preschool Contract	95.00
0	06/20/2013	Recreation Fund	Professional Services	Mark Emme	Sand Volleyball Officiating	444.00
70522	06/27/2013	Recreation Fund	Professional Services	Robert K. Everest	Summer Entertainment	400.00
70394	06/19/2013	Recreation Fund	Professional Services	John Greene	Parade Band Judge	220.00
70527	06/27/2013	Recreation Fund	Professional Services	David Hart	Summer Entertainment	400.00
70395	06/19/2013	Recreation Fund	Professional Services	Lola Haugen	Parade Band Tabulator	130.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70396	06/19/2013	Recreation Fund	Professional Services	Tom Haugen	Parade Band Judge	350.00
70397	06/19/2013	Recreation Fund	Professional Services	Henry Sibley Marching Band	Parade Band Travel Expenses	200.00
70529	06/27/2013	Recreation Fund	Professional Services	Henry Sibley Marching Band	Class A 2nd Place Rose Parade Band	800.00
70532	06/27/2013	Recreation Fund	Professional Services	Chris Hinding	Summer Entertainment	400.00
0	06/27/2013	Recreation Fund	Professional Services	Jimmys Johnnys, Inc	Regular Service	45.42
70398	06/19/2013	Recreation Fund	Professional Services	Johmar Farms	Rose Parade Unit	450.00
70452	06/20/2013	Recreation Fund	Professional Services	Meghan Koop	VB Camp Coach	280.00
70453	06/20/2013	Recreation Fund	Professional Services	Melissa Koop	VB Camp Coach	280.00
70538	06/27/2013	Recreation Fund	Professional Services	LeRoy Larson	Summer Entertainment	200.00
70349	06/13/2013	Recreation Fund	Professional Services	Lillie Suburban Newspaper Inc	Garage Sale & Market Place Ad	60.00
70399	06/19/2013	Recreation Fund	Professional Services	Litchfield H. S. Marching Band	Parade Band Travel Expenses	325.00
70540	06/27/2013	Recreation Fund	Professional Services	Litchfield H. S. Marching Band	Class A 1st Place Rose Parade Band V	1,000.00
70400	06/19/2013	Recreation Fund	Professional Services	Mankato 77 Lancers	Parade Band Expenses	250.00
70541	06/27/2013	Recreation Fund	Professional Services	Mankato 77 Lancers	Class AAA 1st Place Rose Parade Bai	1,100.00
70543	06/27/2013	Recreation Fund	Professional Services	Merry Bobb Music	Summer Entertainment	625.00
70401	06/19/2013	Recreation Fund	Professional Services	MinneBrass	Rose Parade Unit	1,000.00
70461	06/20/2013	Recreation Fund	Professional Services	Mn Dept of Labor & Industry	Elevator Annual Operation	100.00
70402	06/19/2013	Recreation Fund	Professional Services	MN State Fire Svc. Mem. Pipe Ban	Rose Parade Unit	500.00
70548	06/27/2013	Recreation Fund	Professional Services	Corey Charles Mohan	Summer Entertainment	150.00
70464	06/20/2013	Recreation Fund	Professional Services	Bob Nielsen	Drive van and supervise	80.00
0	06/19/2013	Recreation Fund	Professional Services	Office Depot- CC	Office Supplies	34.77
70403	06/19/2013	Recreation Fund	Professional Services	Park Center HS Marching Band	Parade Band Travel Expenses	200.00
70552	06/27/2013	Recreation Fund	Professional Services	Park Center HS Marching Band	Class AAA 3rd Place Rose Parade Ba	500.00
70404	06/19/2013	Recreation Fund	Professional Services	Patriots Marching Band	Parade Band Travel Expenses	325.00
70467	06/20/2013	Recreation Fund	Professional Services	Jennifer Pauletti	Volleyball Coach, June 10-14th Camp	525.00
0	06/27/2013	Recreation Fund	Professional Services	Pioneer Press-ACH	Garage Sale Advertising	36.10
70555	06/27/2013	Recreation Fund	Professional Services	Juan Plascencia	Summer Entertainment	800.00
70405	06/19/2013	Recreation Fund	Professional Services	Powder Puff Clown Club	Rose Parade Unit	300.00
70559	06/27/2013	Recreation Fund	Professional Services	Pyrotechnic Display Inc.	July 4th Fireworks Display	12,000.00
70562	06/27/2013	Recreation Fund	Professional Services	Richard Alan Productions, Inc.	Summer Entertainment	780.00
70406	06/19/2013	Recreation Fund	Professional Services	Richfield H.S. Marching Band	Parade Band Travel Expenses	200.00
70563	06/27/2013	Recreation Fund	Professional Services	Richfield H.S. Marching Band	Class A 3rd Place Rose Parade Band V	500.00
70407	06/19/2013	Recreation Fund	Professional Services	Leon Sieve	Parade Band Judge	220.00
0	06/20/2013	Recreation Fund	Professional Services	John Simso	Tennis Camp Coordinator	4,067.00
70572	06/27/2013	Recreation Fund	Professional Services	Myra Smisek	Single Day Program	39.00
70574	06/27/2013	Recreation Fund	Professional Services	Shirley Betti Smith	Summer Entertainment	800.00
70575	06/27/2013	Recreation Fund	Professional Services	Sounds of Hope LTD	Summer Entertainment	550.00
70479	06/20/2013	Recreation Fund	Professional Services	Sports Unlimited, Corp.	LaCrosse Camp	637.50
70408	06/19/2013	Recreation Fund	Professional Services	St. Michael-Albertville Marching B	Parade Band Travel Expenses	200.00
70409	06/19/2013	Recreation Fund	Professional Services	St. Paul Clown Club	Rose Parade Unit	200.00
70580	06/27/2013	Recreation Fund	Professional Services	Michael T. Sturm	Summer Entertainment	200.00
0	06/19/2013	Recreation Fund	Professional Services	Three Rivers Park- ACH	Field Trip	92.27
70410	06/19/2013	Recreation Fund	Professional Services	Tri State Band Judges	Membership Tapes, Misc. Supplies	330.00
70411	06/19/2013	Recreation Fund	Professional Services	Twin Cities Unicycle Club	Rose Parade Unit	450.00

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70486	06/20/2013	Recreation Fund	Professional Services	Greg Ueland	Volleyball Camp Coordinator	3,614.00
70490	06/20/2013	Recreation Fund	Professional Services	Kathie Urbaniak	Sand Volleyball Officiating	322.00
70412	06/19/2013	Recreation Fund	Professional Services	Waconia H.S. Marching Band	Parade Band Travel Expenses	325.00
70590	06/27/2013	Recreation Fund	Professional Services	Waconia H.S. Marching Band	Class AA 1st Place Rose Parade Band	1,000.00
Professional Services Total:						107,232.58
70524	06/27/2013	Recreation Fund	Professional Svcs	Fun2Raise Marketing & Events	Community Resource Book Advertisi	329.00
Professional Svcs Total:						107,561.58
70444	06/20/2013	Recreation Fund	Rental	Fun Jumps Entertainment, Inc.	July 4 Rental	884.58
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	102.75
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	79.92
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	79.92
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	79.92
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	90.84
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/20/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Toilet Rental	45.42
0	06/27/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Regular Service	45.42
0	06/27/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Regular Service	45.42
0	06/27/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Regular Service	90.84
0	06/27/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Regular Service	45.42
0	06/27/2013	Recreation Fund	Rental	Jimmys Johnnys, Inc	Regular Service	45.42
Rental Total:						109,333.71
70386	06/13/2013	Recreation Fund	Sales Tax Payable	VFW Post #7555	Adult Kickball Refund	2.85
Sales Tax Payable Total:						109,336.56
0	06/26/2013	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	1,679.12
State Income Tax Total:						111,015.68
70581	06/27/2013	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	225.58
Telephone Total:						111,241.26
0	06/13/2013	Recreation Fund	Transportation	Alyssa Kruzel	Mileage Reimbursement	49.72

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0	06/13/2013	Recreation Fund	Transportation	Alyssa Kruzel	Mileage Reimbursement	33.90
Transportation Total:						111,324.88
70353	06/13/2013	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.06.2013 IOUE Union	97.50
Union Dues Deduction Total:						111,422.38
0	06/27/2013	Recreation Fund	Use Tax Payable	911HotDeals-CC	Sales/Use Tax	-9.24
0	06/27/2013	Recreation Fund	Use Tax Payable	Engraving Etc. Inc-CC	Sales/Use Tax	-22.78
70534	06/27/2013	Recreation Fund	Use Tax Payable	Ice Skating Institute	Sales/Use Tax	-0.38
0	06/27/2013	Recreation Fund	Use Tax Payable	Ice Skating Institute-CC	Sales/Use Tax	-2.68
70544	06/27/2013	Recreation Fund	Use Tax Payable	Midwest Industrial Components	Sales/Use Tax	-9.38
70468	06/20/2013	Recreation Fund	Use Tax Payable	Picklebal Stuff, LLC	Sales/Use Tax	-2.95
0	06/27/2013	Recreation Fund	Use Tax Payable	West System-ACH	Sales/Use Tax	-1.97
Use Tax Payable Total:						111,373.00
0	06/20/2013	Recreation Fund	Utilities	Xcel Energy	Nature Center	454.99
Utilities Total:						111,827.99
Fund Total:						111,827.99
0	06/13/2013	Recreation Improvements	Arboretum Drainage Issues	Brock White Co	Gravelpave, Pins & Washers	400.34
70336	06/13/2013	Recreation Improvements	Arboretum Drainage Issues	Hedberg Aggregates, Inc.	Arboretum Supplies	575.14
Arboretum Drainage Issues Total:						975.48
0	06/13/2013	Recreation Improvements	Central Park Storage	Linder's Garden Ctr	Garden Supplies	1,841.49
Central Park Storage Total:						2,816.97
0	06/13/2013	Recreation Improvements	Repair Oasis Rink Lights	Linder's Garden Ctr	Garden Supplies	554.84
Repair Oasis Rink Lights Total:						3,371.81
Fund Total:						3,371.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/13/2013	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium for May 2013	7,314.63
					Employer Insurance Total:	7,314.63
70346	06/13/2013	Risk Management	Fire Department Claims	League of MN Cities Ins Trust	Claim: C0022367	500.00
					Fire Department Claims Total:	7,814.63
70346	06/13/2013	Risk Management	Insurance	League of MN Cities Ins Trust	Quarterly Premium	31,589.75
					Insurance Total:	39,404.38
70334	06/13/2013	Risk Management	Police Patrol Claims	Hamline Auto Body	Vehicle Repair	2,326.50
70457	06/20/2013	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	City Squad was in Pursuit and struck vehicle	472.29
					Police Patrol Claims Total:	42,203.17
70457	06/20/2013	Risk Management	Street Department Claims	League of MN Cities Ins Trust	Plow Truck and Car collided	9,600.39
					Street Department Claims Total:	51,803.56
					Fund Total:	51,803.56
70369	06/13/2013	Sanitary Sewer	Accounts Payable	EDWARD ROSS	Refund Check	1.05
					Accounts Payable Total:	1.05
70307	06/13/2013	Sanitary Sewer	Cleanup Assistance	24Restore	Water Damage Mitigation-2482 N Park Ave	1,474.42
					Cleanup Assistance Total:	1,475.47
0	06/13/2013	Sanitary Sewer	Clothing	North Image Apparel, Inc.	T-Shirts	50.95
					Clothing Total:	1,526.42
70421	06/20/2013	Sanitary Sewer	Contract Maintenance	David Carlson	Sanitary Sewer Costs Related to 09-01	943.00
70579	06/27/2013	Sanitary Sewer	Contract Maintenance	Sheila Stowell	PWET Meeting Minutes	201.25
70579	06/27/2013	Sanitary Sewer	Contract Maintenance	Sheila Stowell	Mileage Reimbursement	4.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						2,675.59
0	06/26/2013	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	1,443.70
Federal Income Tax Total:						4,119.29
0	06/26/2013	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	178.55
0	06/26/2013	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	763.41
FICA Employee Ded. Total:						5,061.25
0	06/26/2013	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	178.55
0	06/26/2013	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	763.41
FICA Employers Share Total:						6,003.21
70341	06/13/2013	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	383.99
HRA Employer Total:						6,387.20
0	06/13/2013	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	34.99
0	06/27/2013	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	34.99
ICMA Def Comp Total:						6,457.18
70373	06/13/2013	Sanitary Sewer	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	22.98
Life Ins. Employee Total:						6,480.16
70373	06/13/2013	Sanitary Sewer	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	41.06
Life Ins. Employer Total:						6,521.22
70373	06/13/2013	Sanitary Sewer	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	70.80
Long Term Disability Total:						6,592.02
70359	06/13/2013	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	653.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	7,245.98
70359	06/13/2013	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	1,665.35
					Medical Ins Employer Total:	8,911.33
0	06/27/2013	Sanitary Sewer	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2013 Minnesota I	6.52
					Minnesota Benefit Ded Total:	8,917.85
0	06/26/2013	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	115.10
					MN State Retirement Total:	9,032.95
0	06/26/2013	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	219.96
					MNDCP Def Comp Total:	9,252.91
0	06/19/2013	Sanitary Sewer	Operating Supplies	Batteries Plus-CC	Batteries	24.59
0	06/20/2013	Sanitary Sewer	Operating Supplies	Fastenal Company Inc.	UTL	167.82
0	06/27/2013	Sanitary Sewer	Operating Supplies	Sprint-ACH	Holster	34.26
0	06/27/2013	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Plug	4.81
					Operating Supplies Total:	9,484.39
70530	06/27/2013	Sanitary Sewer	Other Improvements	Hewlett-Packard Company	Dock Station	137.87
					Other Improvements Total:	9,622.26
0	06/26/2013	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	719.43
					PERA Employee Ded Total:	10,341.69
0	06/26/2013	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	115.10
0	06/26/2013	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	719.43
					PERA Employer Share Total:	11,176.22
0	06/13/2013	Sanitary Sewer	Printing	Ecoenvelopes, LLC	Utility Billing-May 2013	465.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Printing Total:						11,641.98
0	06/13/2013	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Utility Billing-May 2013	121.26
0	06/27/2013	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	May Utility Bills	175.52
70463	06/20/2013	Sanitary Sewer	Professional Services	Networkfleet, Inc.	June Monthly Service	51.90
Professional Services Total:						11,990.66
70569	06/27/2013	Sanitary Sewer	Sanitary Sewer Lining	SAK Construction, LLC	Sanitary Sewer Lining Project	499,684.09
Sanitary Sewer Lining Total:						511,674.75
0	06/26/2013	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	562.18
State Income Tax Total:						512,236.93
0	06/27/2013	Sanitary Sewer	Telephone	Sprint-ACH	Cell Phones	50.00
Telephone Total:						512,286.93
70353	06/13/2013	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.06.2013 IOUE Unio	123.53
Union Dues Deduction Total:						512,410.46
Fund Total:						512,410.46
70518	06/27/2013	Singles Program	Operating Supplies	Shirley Detmer	Singles Supplies Reimbursement	14.50
Operating Supplies Total:						14.50
Fund Total:						14.50
0	06/26/2013	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	75.28
Federal Income Tax Total:						75.28
0	06/26/2013	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	14.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/26/2013	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	61.09
					FICA Employee Ded. Total:	150.66
0	06/26/2013	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	14.29
0	06/26/2013	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	61.09
					FICA Employers Share Total:	226.04
70341	06/13/2013	Solid Waste Recycle	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	29.06
					HRA Employer Total:	255.10
70373	06/13/2013	Solid Waste Recycle	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	14.08
					Life Ins. Employee Total:	269.18
70373	06/13/2013	Solid Waste Recycle	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	2.83
					Life Ins. Employer Total:	272.01
70373	06/13/2013	Solid Waste Recycle	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	6.64
					Long Term Disability Total:	278.65
70359	06/13/2013	Solid Waste Recycle	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	181.58
					Medical Ins Employer Total:	460.23
70558	06/27/2013	Solid Waste Recycle	Memberships	Product Stewardship Institute	Individual Partnership	50.00
					Memberships Total:	510.23
0	06/26/2013	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	10.25
					MN State Retirement Total:	520.48
0	06/26/2013	Solid Waste Recycle	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	17.50
					MNDCP Def Comp Total:	537.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/26/2013	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	64.05
PERA Employee Ded Total:						602.03
0	06/26/2013	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	10.25
0	06/26/2013	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	64.05
PERA Employer Share Total:						676.33
0	06/13/2013	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	40,959.80
Professional Services Total:						41,636.13
0	06/26/2013	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	34.85
State Income Tax Total:						41,670.98
Fund Total:						41,670.98
0	06/13/2013	Special "10" Fund	Professional Service	No Suburban Community Foundati	Remit Proceeds	17,000.00
Professional Service Total:						17,000.00
Fund Total:						17,000.00
70465	06/20/2013	Storm Drainage	Contract Maintenance	O'Malley Construction, Inc.	Misc. concrete work; Constuct ADA I	2,086.59
70365	06/13/2013	Storm Drainage	Contract Maintenance	Rick Johnson's Deer & Beaver Inc.	Deer Call	115.00
Contract Maintenance Total:						2,201.59
0	06/26/2013	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	760.54
Federal Income Tax Total:						2,962.13
0	06/26/2013	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	135.03
0	06/26/2013	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	577.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						3,674.52
0	06/26/2013	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	135.03
0	06/26/2013	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	577.36
FICA Employers Share Total:						4,386.91
70373	06/13/2013	Storm Drainage	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	13.50
Life Ins. Employee Total:						4,400.41
70373	06/13/2013	Storm Drainage	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	33.66
Life Ins. Employer Total:						4,434.07
70373	06/13/2013	Storm Drainage	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	51.29
Long Term Disability Total:						4,485.36
0	06/26/2013	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	82.03
MN State Retirement Total:						4,567.39
0	06/26/2013	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	10.00
MNDCP Def Comp Total:						4,577.39
0	06/13/2013	Storm Drainage	Office Supplies	North Image Apparel, Inc.	T-Shirts	82.75
Office Supplies Total:						4,660.14
0	06/20/2013	Storm Drainage	Operating Supplies	Fastenal Company Inc.	UTL	167.82
0	06/19/2013	Storm Drainage	Operating Supplies	Menards-CC	Sawblade	36.54
70463	06/20/2013	Storm Drainage	Operating Supplies	Networkfleet, Inc.	June Monthly Service	25.91
Operating Supplies Total:						4,890.41
0	06/26/2013	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	512.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						5,403.09
0	06/26/2013	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	82.03
0	06/26/2013	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	512.68
PERA Employer Share Total:						5,997.80
0	06/13/2013	Storm Drainage	Printing	Ecoenvelopes, LLC	Utility Billing-May 2013	465.76
Printing Total:						6,463.56
0	06/13/2013	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Utility Billing-May 2013	121.28
0	06/27/2013	Storm Drainage	Professional Services	Ecoenvelopes, LLC	May Utility Bills	175.53
0	06/13/2013	Storm Drainage	Professional Services	Foth Infrastructure & Environment	St. Croix Storm Lift Station Elec. Stu	1,470.00
70579	06/27/2013	Storm Drainage	Professional Services	Sheila Stowell	PWET Meeting Minutes	195.50
70579	06/27/2013	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
Professional Services Total:						8,430.79
0	06/26/2013	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	351.64
State Income Tax Total:						8,782.43
0	06/27/2013	Storm Drainage	Telephone	Sprint-ACH	Cell Phones	54.25
Telephone Total:						8,836.68
70353	06/13/2013	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.06.2013 IOUE Unioi	130.00
Union Dues Deduction Total:						8,966.68
0	06/19/2013	Storm Drainage	Vehicle Supplies	Tri State Bobcat-ACH	Bearing, Collar	181.47
Vehicle Supplies Total:						9,148.15
Fund Total:						9,148.15
70547	06/27/2013	Street Construction	2013 PMP	MN Dept of Transportation	Material Testing & Inspection	497.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
2013 PMP Total:						497.48
70546	06/27/2013	Street Construction	3040 Hamline Utility Const	Mn Dept of Health	Hamline Ave Utility Construction Per	150.00
70549	06/27/2013	Street Construction	3040 Hamline Utility Const	MPCA	Hamline Ave Utility Construction MP	310.00
3040 Hamline Utility Const Total:						957.48
70593	06/27/2013	Street Construction	P-SW-W-09-11 Rice Street	Xcel Energy	Reissue of Check 61265-Underground	97,179.50
P-SW-W-09-11 Rice Street Total:						98,136.98
Fund Total:						98,136.98
0	06/26/2013	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	302.78
Federal Income Tax Total:						302.78
0	06/26/2013	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	65.54
0	06/26/2013	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	280.24
FICA Employee Ded. Total:						648.56
0	06/26/2013	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	65.54
0	06/26/2013	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	280.24
FICA Employers Share Total:						994.34
70312	06/13/2013	Telecommunications	Furniture and Fixtures	AVI Systems, Inc.	Council Chambers Audio Upgrade	2,601.39
Furniture and Fixtures Total:						3,595.73
70341	06/13/2013	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	215.44
HRA Employer Total:						3,811.17
70373	06/13/2013	Telecommunications	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	26.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	3,837.33
70373	06/13/2013	Telecommunications	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	12.93
					Life Ins. Employer Total:	3,850.26
70373	06/13/2013	Telecommunications	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	30.33
					Long Term Disability Total:	3,880.59
70359	06/13/2013	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	267.24
					Medical Ins Employee Total:	4,147.83
70359	06/13/2013	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	964.22
					Medical Ins Employer Total:	5,112.05
70317	06/13/2013	Telecommunications	Memberships & Subscriptions	Broadcasting & Cable	Subscription	249.00
					Memberships & Subscriptions Total:	5,361.05
0	06/26/2013	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	46.84
					MN State Retirement Total:	5,407.89
0	06/26/2013	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	341.24
					MNDCP Def Comp Total:	5,749.13
0	06/26/2013	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	292.79
					PERA Employee Ded Total:	6,041.92
0	06/26/2013	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	46.84
0	06/26/2013	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	292.79
					PERA Employer Share Total:	6,381.55
70470	06/20/2013	Telecommunications	Postage	Postmaster	Newletter Postage, Acct. 2437	2,779.47

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Postage Total:						9,161.02
0	06/26/2013	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	143.42
State Income Tax Total:						9,304.44
70581	06/27/2013	Telecommunications	Telephone	T Mobile	Cell Phones-Acct: 876644423	37.46
Telephone Total:						9,341.90
Fund Total:						9,341.90
70511	06/27/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink QCC	Telephone	9.99
70323	06/13/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	326.50
70323	06/13/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	172.11
70323	06/13/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
70423	06/20/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Monthly Services	93.20
70423	06/20/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Monthly Services	56.67
70423	06/20/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Monthly Services	204.12
70423	06/20/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Monthly Services	39.66
70423	06/20/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Monthly Services	103.90
70510	06/27/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	84.15
0	06/13/2013	Telephone	PSTN-PRI Access/DID Allocation	FSH Communications-LLC	Payphone Advantage Service	64.13
70536	06/27/2013	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Telephone	348.86
PSTN-PRI Access/DID Allocation Total:						1,589.35
Fund Total:						1,589.35
70420	06/20/2013	Water Fund	Accounts Payable	WELDON BROBERG	Refund Check	121.53
70327	06/13/2013	Water Fund	Accounts Payable	MARGARET VOTH & DANNY B	Refund Check	3.99
70435	06/20/2013	Water Fund	Accounts Payable	THOMAS DAVIS	Refund Check	4.43
70330	06/13/2013	Water Fund	Accounts Payable	MICHAEL ENMAN	Refund Check	4.11
70331	06/13/2013	Water Fund	Accounts Payable	ANDREW & KATE FRERICH	Refund Check	34.61
70526	06/27/2013	Water Fund	Accounts Payable	DAVID & TONYA GRANDSTAFF	Refund Check	43.88
70342	06/13/2013	Water Fund	Accounts Payable	HALEY JANSEN	Refund Check	38.13
70537	06/27/2013	Water Fund	Accounts Payable	SUSAN JOYCE	Refund Check	49.19
70350	06/13/2013	Water Fund	Accounts Payable	MIGUEL LINDGREN	Refund Check	75.00
70355	06/13/2013	Water Fund	Accounts Payable	KERRY MCKELVEY	Refund Check	13.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
70472	06/20/2013	Water Fund	Accounts Payable	PULTE HOMES LLC	Refund Check	122.91
70369	06/13/2013	Water Fund	Accounts Payable	EDWARD ROSS	Refund Check	36.51
70478	06/20/2013	Water Fund	Accounts Payable	JOHN SCHELLER	Refund Check	23.14
70573	06/27/2013	Water Fund	Accounts Payable	F SMITH	Refund Check	66.36
70495	06/20/2013	Water Fund	Accounts Payable	LINDA WINTER	Refund Check	89.02
Accounts Payable Total:						726.04
70465	06/20/2013	Water Fund	Contract Maintenance	O'Malley Construction, Inc.	Misc. concrete work; Constuct ADA I	5,669.10
Contract Maintenance Total:						6,395.14
0	06/26/2013	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Federal Incc	1,580.51
Federal Income Tax Total:						7,975.65
0	06/26/2013	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	235.62
0	06/26/2013	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,007.40
FICA Employee Ded. Total:						9,218.67
0	06/26/2013	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 Medicare E	235.62
0	06/26/2013	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2013 FICA Empl	1,007.40
FICA Employers Share Total:						10,461.69
70341	06/13/2013	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.06.2013 HRA Empl	681.01
HRA Employer Total:						11,142.70
70363	06/13/2013	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.06.2013 HSA Empl	28.84
70556	06/27/2013	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2013 HSA Empl	28.84
HSA Employee Total:						11,200.38
70363	06/13/2013	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.06.2013 HSA Empl	31.24
HSA Employer Total:						11,231.62
0	06/13/2013	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.06.2013 ICMA Defe	65.01
0	06/27/2013	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2013 ICMA Defe	65.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
ICMA Def Comp Total:						11,361.64
70373	06/13/2013	Water Fund	Life Ins. Employee	Standard Insurance Company	Life Insurance-June Policy 00 134766	47.62
Life Ins. Employee Total:						11,409.26
70373	06/13/2013	Water Fund	Life Ins. Employer	Standard Insurance Company	Life Insurance-June Policy 00 134766	53.44
Life Ins. Employer Total:						11,462.70
70373	06/13/2013	Water Fund	Long Term Disability	Standard Insurance Company	Life Insurance-June Policy 00 134766	82.69
Long Term Disability Total:						11,545.39
70359	06/13/2013	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2013	408.06
Medical Ins Employee Total:						11,953.45
70359	06/13/2013	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-June 2013	2,204.67
Medical Ins Employer Total:						14,158.12
0	06/27/2013	Water Fund	Miscellaneous Expense	Suburban Ace Hardware-ACH	Missing Reciept-Norby	3.20
Miscellaneous Expense Total:						14,161.32
0	06/26/2013	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2013 Post Emplo	145.66
MN State Retirement Total:						14,306.98
0	06/26/2013	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2013 MNDCP De	211.25
MNDCP Def Comp Total:						14,518.23
0	06/20/2013	Water Fund	Operating Supplies	Fastenal Company Inc.	UTL	167.81
0	06/13/2013	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,041.12
Operating Supplies Total:						15,727.16
0	06/26/2013	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	910.37

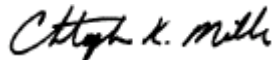
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						16,637.53
0	06/26/2013	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera additio	145.66
0	06/26/2013	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2013 Pera Emplo	910.37
PERA Employer Share Total:						17,693.56
0	06/13/2013	Water Fund	Printing	Ecoenvelopes, LLC	Utility Billing-May 2013	465.76
Printing Total:						18,159.32
0	06/13/2013	Water Fund	Professional Services	Ecoenvelopes, LLC	Utility Billing-May 2013	121.26
0	06/27/2013	Water Fund	Professional Services	Ecoenvelopes, LLC	May Utility Bills	175.52
0	06/13/2013	Water Fund	Professional Services	Foth Infrastructure & Environment	St. Paul Trunk Water System Study	2,000.00
Professional Services Total:						20,456.10
0	06/26/2013	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2013 State Incom	672.72
State Income Tax Total:						21,128.82
0	06/27/2013	Water Fund	Telephone	Sprint-ACH	Cell Phones	155.06
Telephone Total:						21,283.88
70353	06/13/2013	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.06.2013 IOUE Unio	168.97
Union Dues Deduction Total:						21,452.85
0	06/20/2013	Water Fund	Utilities	Xcel Energy	Water Tower	346.37
Utilities Total:						21,799.22
0	06/19/2013	Water Fund	Water Meters	Grainger-CC	Water Meter Supplies	77.22
0	06/19/2013	Water Fund	Water Meters	Suburban Ace Hardware-ACH	Batteries	16.06
0	06/27/2013	Water Fund	Water Meters	Suburban Ace Hardware-ACH	Meter Van Supplies	36.93
Water Meters Total:						21,929.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						21,929.43
0	06/13/2013	Workers Compensation	Professional Services	SFM Risk Solutions	Work Comp Administration	305.00
Professional Services Total:						305.00
Fund Total:						305.00
Report Total:						2,141,692.00

REQUEST FOR COUNCIL ACTION

Date: 7/8/2013
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approve 2013 Business and Other Licenses and Permits

BACKGROUND

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

Massage Therapist License

Robert Tessman & Stephanie Shelton at Roseville Acupuncture & Massage
2201 Lexington Ave, Suite 103
Roseville, MN 55113

Crystal Lenzen, Julie Scott & Brandon Palmer at Serene Body Therapy
2780 Snelling Ave N, Suite 304
Roseville, MN 55113

Erica Pointer Kobett at HeartSpark!
2201 Lexington Ave N, Suite 101
Roseville, MN 55113

Bobbi Pajari at Massage Xcape
1767 Lexington Ave N
Roseville, MN 55113

Kristen Bloomgren, Josh Bruyning, Mark Burns, Jessica Butler, Amy Christiansen, Gemar Duo, Hayley Espelien, Deb Harrison, Rebecca Hill, Zach Howe, Courtney Johnson, Lori Jorgenson, Stephanie Lankfard, Chee Ly, Heather Marnell, Saowalak Mortenson, Catherine Nixon, Barbara North, Lorena Perez, Lindsey Pille, Teresa Williams, Matt Williamson at Massage Envy Roseville
2480 Fairview Ave, Suite 120
Roseville, MN 55113

Vonnie Hoschette at VMH Therapies
3101 Old Highway 8, #202
Roseville, MN 55113

Junting He at Tui-Na Massage
1595 Hwy 36 W, Suite T51
Roseville, MN 55113

36 Xiaoshan Yuan & Changxing Liu at New Dragon Acupressure
37 320 Rosedale Center
38 Roseville, MN 55113
39
40 **Massage Therapy Establishment License**
41 Serene Body Therapy
42 2780 Snelling Ave N, Suite 304
43 Roseville, MN 55113
44
45 Colleen & Company
46 3092 Lexington Ave
47 Roseville, MN 55113
48
49 HeartSpark!
50 2201 Lexington Ave N, Suite 101
51 Roseville, MN 55113
52
53 Massage Envy Roseville
54 2480 Fairview Ave, Suite 120
55 Roseville, MN 55113
56
57 VMH Therapies
58 3101 Old Highway 8, #202
59 Roseville, MN 55113
60
61 Rocco Altobelli
62 10 Rosedale Center, Suite 945
63 Roseville, MN 55113
64
65 Massage Rejuvenation
66 2218 County Road D
67 Roseville, MN 55112
68
69 Tui-Na Massage
70 1595 Hwy 36 W, Suite T51
71 Roseville, MN 55113
72
73 **Cigarette/Tobacco Products License**
74 Discount 7 Store
75 1110 Roselawn Ave
76 Roseville, MN 55113
77
78 Cub Foods
79 2100 N Snelling Ave
80 Roseville, MN 55113
81
82 Smokeless Smoking, Inc
83 10 Rosedale Center
84 Roseville, MN 55113
85
86 Tower Glen Liquor

87 2216-R W County Rd D
88 Roseville, MN 55113

89
90 **Veterinarian Examination & Inoculation Center License**

91 Petco
92 2575 N Fairview Ave
93 Roseville, MN 55113

94
95 **Pool/Billiards License**

96 Al's Billiards
97 1319 W Larpenteur Ave
98 Roseville, MN 55113

99
100 **Amusement Device License**

101 Al's Billiards
102 1319 W Larpenteur Ave
103 Roseville, MN 55113

104
105 **Theater License**

106 AMC Theatres Rosedale 14
107 850 Rosedale Center
108 Roseville, MN 55113

109
110 **POLICY OBJECTIVE**
111 Required by City Code

112 **FINANCIAL IMPACTS**

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

114 **STAFF RECOMMENDATION**

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

117 **REQUESTED COUNCIL ACTION**

118
119 Motion to approve the business and other license application(s) as submitted.

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



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2013 2014

1. Legal Name Robert B. Tessman
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Roseville Acupuncture & Massage 2201 Lexington Ave. N. Suite 103

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Cigarette/Tobacco Products License Application

Business Name DISCOUNT 7 STORE
Business Address 1110 W ROSELAWN AVE.
Business Phone (651) 251-8705
Email Address RHUSSAIN@CEYETA.COM

Person to Contact in Regard to Business License:

Name RIAZ HUSSAIN
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Riaz Hussain
Date 7/2/2013

If completed license should be mailed somewhere other than the business address, please advise.



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

Cigarette/Tobacco Products License Application

Business Name Diamond Lake 1994 LLC DBA Cub Foods 6686

Business Address 2100 N Snelling Roseville, MN 55113

Business Phone 6516339740

Email Address licensegroup@supervalu.com

Person to Contact in Regard to Business License:

Name Julie Loftus

Address _____

Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00 ✓

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Julie Loftus

Date 06/19/2013

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapy Establishment License Application

Business Name Serene Body Therapy LLC
Business Address 2780 Snelling Ave N Suite 304 Roseville MN 55113
Business Phone 651-636-1344
Email Address serenebodytherapy@gmail.com

Person to Contact in Regard to Business License:

Legal Name Branden Palmer

Address

Phone

Date of Birth

Drivers License Number

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature

Date

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Crystal Lenzen
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Serene Body Therapy 2780 Snelling Ave N Suite 304 Roseville MN 55113

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2019

1. Legal Name Brandon Palmer
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Serene Body Therapy 2780 Snelling Ave N Suite 304 Roseville MN
9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page. SS113

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Julie Scott
2. Home Address 2660 Civic Center Drive
3. Home Telephone
4. Date of Birth
5. Drivers License Number
6. Email Address
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Serene Body Therapy 2780 Snelling Ave N Suite 304

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapy Establishment License Application

Business Name Colleen and Company
Business Address 3092 Lexington Ave
Business Phone 651-483-4966
Email Address colleen.com @ mnsn.com

Person to Contact in Regard to Business License:

Legal Name Colleen Connor Natterstad
Address 1000 1st Ave N
Phone 651-483-4966 Date of Birth 1/1/12
Drivers License Number 1000

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature Colleen Connor Natterstad

Date 5/25/13

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapy Establishment License Application

Business Name HeartSpark! Bodywork for the Mind and Spirit
Business Address # 2201 LEXINGTON AVE NORTH suite 101
Business Phone 651-402-9365
Email Address ame-no-ki-8@yahoo.com

Person to Contact in Regard to Business License:

Legal Name ERICA CARLENE POINTER ROBERT

Address _____

Phone _____ Date of Birth _____

Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

~~\$150.00~~ Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature Erica S. Robert

Date July 2, 2013

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name ERICA CARLENE POINTER ROBERT

2. Home Address _____

3. Home Telephone _____

4. Date of Birth 7 _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

HEART SPARK! Body work for the Mind and Spirit

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30, 2014

1. Legal Name Stephanie Lynn Shelton
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Roseville Acupuncture and Massage, 2201 Lexington Ave N. Ste 103.
Roseville, MN 55113-4314
9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30, 2014

1. Legal Name Bobbi Lyn Pajari
2. Home Address 2660 Civic Center Drive
3. Home Telephone 792-7036
4. Date of Birth 11/11/1980
5. Drivers License Number 11111111
6. Email Address bobbi.pajari@gmail.com
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Xscape

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Theater License Application

Business Name AMC Theatres Rosedale 14
Business Address 850 Rosedale Ctr., Roseville, MN 55113
Business Phone 651-604-9344
Email Address 0651@amc-theatres.com

Person to Contact in Regard to Business License:

Name Jannie Somphone
Address 11111 Highway 1, Kansas City, MO 64116
Phone

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Theater	\$70.00 (per screen)	<u>14</u>	<u>980.00</u>

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 6/10/13

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.

American Multi-Cinema, Inc.
Attn: Licenses & Permits
920 Main Street
Kansas City, MO 64105



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

Massage Therapy Establishment License Application

Business Name Massage Envy
Business Address 2980 Fairview Ave
Business Phone 651 636-4020
Email Address clinic0698@massageenvy.com

Person to Contact in Regard to Business License:

Legal Name Gary W Meyers
Address 2980 Fairview Ave
Phone 651 636-4020 Date of Birth 1-1-1972
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature [Signature]
Date 6-13-13

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License _____ Renewal X

For License year ending June 30 2014

1. Legal Name Kristen Bloomgren
2. Home Address 2400 Fairview Suite 120 Roseville MN 55113
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes _____ No X If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy Roseville 2400 Fairview Suite 120 Roseville MN 55113

9. Attach a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, massage Therapy Establishments.

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes _____ No X If yes explain in detail.

License fee is 100.00

Make checks payable to City of Roseville



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

Massage Therapist License

-
- New License _____ Renewal X
- For License year ending June 30 2014
1. Legal Name Joshua L Brunning
 2. Home Address _____
 3. Home Telephone _____
 4. Date of Birth _____
 5. Drivers License Number _____
 6. Email Address _____
 7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes _____ No _____ If yes, list each name along with dates and places where used.

 8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by
Massage Envy Roseville 2400 Fairview Ave N Suite 120 Roseville MN 55113
 9. Attach a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, massage Therapy Establishments.
 10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes _____ No X If yes explain in detail.

-

License fee is 100.00
Make checks payable to City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name MARK BURNS
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
MASSAGE ENVY ROSEVILLE

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Butler, Jessica Lynne
2. Home Address [illegible]
3. Home Telephone [illegible]
4. Date of Birth [illegible]
5. Drivers License Number [illegible]
6. Email Address [illegible]
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy, Roseville

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License _____ Renewal ☒

For License year ending June 30 2014

1. Legal Name AMY ELEN CHRISTIANSEN

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
MASSAGE ENVY OF ROSEVILLE

9. Attach a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, massage Therapy Establishments.

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes _____ No ☒ If yes explain in detail.

License fee is 100.00

Make checks payable to City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Gemar Duo

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name HAYLEY ELIZABETH ESPELLEN
2. Home Address 1144 11th Avenue NE
3. Home Telephone 763-434-1111
4. Date of Birth 11-11-11
5. Drivers License Number 1111111111
6. Email Address hayley.espeleen@gmail.com
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Massage only Roseville

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Debra Harrison-Streff
2. Home Address 1001 Lovell Rd Lexington, MN
3. ^{Cell} Home Telephone 507-281-1111
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☒ No ☐ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy
9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

Debra Harrison-Streff
License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Rebecca Hill

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Massage Envy

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name ZACHARY JAMES HOWE

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
ME ROSEVILLE

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Courtney Lynn Johnson
2. Home Address 10000 Highway 100, Suite 100
3. Home Telephone 651-412-1129
4. Date of Birth 01/01/1980
5. Drivers License Number 123456789
6. Email Address johnsonc@10000highway100.com
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by. Massage Envy 2480 Fairview Ave Suite 12
Roseville MN
56113
9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Lori Jean Jorgenson
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number 14
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☒ No ☐ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy, Roseville, Mn

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Stephanie Irene Laneford

2. Home Address 1000 1st St NW, Roseville, MN 55113

3. Home Telephone 763-413-1111

4. Date of Birth 01/01/1980

5. Drivers License Number 123456789

6. Email Address stephanie@laneford.com

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
2480 Fairview Ave, STE 120, Roseville, MN, 55113
Phone # 651-636-4020

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville

Massage
Entry



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Chee Ea Ong Yang Ly

2. Home Address _____

3. Home Telephone _____

4. Date of Birth 7-1-1988

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Heather Lynn Marne
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

massage Envy

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License _____ Renewal ☒

For License year ending June 30 2014

1. Legal Name Saowalak Mortenson

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy of Roseville

9. Attach a certified copy of a diploma or certificate of graduation from a school of massage therapy including a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, massage Therapy Establishments.

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes _____ No ☒ If yes explain in detail.

License fee is 100.00
Make checks payable to City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Ayana Catherine Nixon

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Massage Envy Roseville

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name BARBARA A. NORTH
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☒ No ☐ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Roseville
9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
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Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Lorena Perez
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage envy 2480 Fairview Ave Suite 120 Roseville, MN 55113

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Lindsey Jane Pille
2. Home Address _____
3. Home Telephone 736
4. Date of Birth 11/11/88
5. Drivers License Number _____
6. Email Address lpille@rooseville.com
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy Roseville

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Teresa Williams
2. Home Address 11111 11111 11111
3. Home Telephone 111 111 1111
4. Date of Birth 0000000000000000
5. Drivers License Number 1111111111111111
6. Email Address 1111111111111111
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by: Massage Envy 2480 Fairview Ave Suite 20 Roseville, MN 55113

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Matthew D Williamson

2. Home Address 1000 1st St N Roseville MN 55113

3. Home Telephone

4. Date of Birth 11/1/77

5. Drivers License Number

6. Email Address

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Massage Envy

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Massage Therapy Establishment License Application

Business Name VMH Therapies
Business Address 3101 Old Highway 8 #202 Roseville 55113
Business Phone 651.485.5741
Email Address vmhtherapies@gmail.com

Person to Contact in Regard to Business License:

Legal Name Vonnie Hoschette
Address 3101 Old Highway 8 Roseville 55113
Phone 651.485.5741 Date of Birth
Drivers License Number

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending ~~June~~ 31, 2013, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00
\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature Vonnie Hoschette

Date June 24, 2013

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Vonnie Marie Hoschette

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

3101 Old Highway 8 #202 Roseville MN 55113

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



2013 - 2014

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

Massage Therapy Establishment License Application

Business Name

ROCCO ALTO BELLI INC.

10 Roseville Ctr
Suite 945

Business Address

14301 BURNVILLE PARKWAY N. BURNVILLE MN
55306

Business Phone

952-707-1900

Email Address

KWICK@roccoaltobelli.com

Person to Contact in Regard to Business License:

Legal Name

KRISTEN A WICK

Address

! BUR

Phone

...

Date of Birth

...

Drivers License Number

...

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature

[Signature]

Date

6.7.2013

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapy Establishment License Application

Business Name MASSAGE REJUVENATION
Business Address 2218 COUNTY ROAD D ROSEVILLE, MN 55112
Business Phone 651-468-1567
Email Address galeser@hotmail.com

Person to Contact in Regard to Business License:

Legal Name GARY SARPPPO
Address _____
Phone _____ Date of Birth _____
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Massage Therapy Establishment	\$300.00
	\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature [Signature]
Date 6/12/13

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapy Establishment License Application

Business Name Mille's Fashion LLC DBA Tui Na Massage
Business Address 1595 Highway 36 W. Ste T51
Business Phone 626-818-3535
Email Address julia.wang36@yahoo.com
Person to Contact in Regard to Business License:
Legal Name Julia Wang
Address _____
Phone _____ Date of Birth 7/1/77
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 31, 2014, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature Julia Wang
Date 6/19/2013

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2014

1. Legal Name Jun ting He

2. Home Address _____ 4

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Tui Na Massage 1595 Highway 36 W. Ste T51

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Cigarette/Tobacco Products License Application

Business Name Smokeless Smoking, INC
Business Address ~~10~~ 10 Rosedale Center Roseville MN 55113 - 3243
Business Phone 612 - 217 - 4550
Email Address ~~info~~ info@smokelessmn.com

Person to Contact in Regard to Business License:

Name Angela GRIFFITH
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature 

Date 6/10/13

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30, 2013-2014

1. Legal Name Xiaoshan Yuan
2. Home Address 10111 1st Ave S, Roseville, MN 55113
3. Home Telephone
4. Date of Birth
5. Drivers License Number
6. Email Address
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Name: New Dragon Add: 320 Rosedale Center Roseville, MN.

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed? 55113
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30, 2014

1. Legal Name ChangXing Liu
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes ☐ No ☒ If yes, list each name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Rosedale Mall - New Dragon

9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00

Make checks payable to: City of Roseville



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

Pool/Billiards License Application

Business Name ALS BILLIARDS
Business Address 1319 W. LARPEUR AVE.
Business Phone 651-646-9508
Email Address ALS BILLIARDS@GMAIL.COM

Person to Contact in Regard to Business License:

Name AL WELSH
Address 1319 W. LARPEUR AVE.
Phone 651-646-9508

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Pool/Billiards	\$70.00 (first table)	<u>1</u>	<u>70.00</u>
	\$20.00 (each additional table)	<u>13</u>	<u>260.00</u>

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Al Welsh
Date 6/12/13

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Amusement Device License Application

Business Name AL'S BILLIARDS
Business Address 1319 W. LARPEUR AVE
Business Phone 651-646-9508
Email Address ALSBILLIARDS@gmail.com

Person to Contact in Regard to Business License:

Name AL WELSH
Address 1319 W. LARPEUR AVE,
Phone 651-646-9508

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Amusement Device	\$15.00 (per machine)	<u>6</u>	<u>90.00</u>

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature AL Welsh

Date 6/12/13

A fire Inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Veterinarian Examination & Inoculation Center License Application

Business Name Petco #602
Business Address 2575 N. Fairview Ave Roseville MN 55113
Business Phone 651 636 8808
Email Address 602s@Petco.com

Person to Contact in Regard to Business License:

Name Jamie Castellanos
Address 2575 N. Fairview Ave Roseville MN 55113
Phone 651 636 8808

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Veterinarian Examination & Inoculation Center	\$80.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Jamie Castellanos
Date 6-10-2013

If completed license should be mailed somewhere other than the business address, please advise.

Petco
654 Richland Hills
San Antonio TX 78245



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

Cigarette/Tobacco Products License Application

Business Name TOWER GLEN LIQUOR
Business Address 2216 - R WEST COUNTRY RD A, ROSEVILLE
Business Phone 651-639-0122 MN 55112
Email Address —

Person to Contact in Regard to Business License:

Name MIKE PATEL
Address 2216 - R WEST COUNTRY RD A, ROSEVILLE
Phone 651-639-0122 MN 55112

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2013, and ending June 30, 2014, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Maya Patel
Date 5-17-13

If completed license should be mailed somewhere other than the business address, please advise.

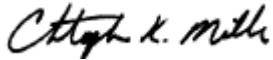
REQUEST FOR COUNCIL ACTION

Date: 7/08/2013

Item No.: 7.c

Revised

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	Budget / CIP
IT	Datalink	Router and switch replacement (a)	\$58,901.48	CIP
Sewer	Ess Brothers	Manhole sealing (b)	30,000.00	CIP
Police	Data911	Service warranties on squad laptops (c)	5,643.00	CIP

Comments/Description:

- a) Internet access routers and switches to be purchased off the State Bid Contract. This is necessary to ensure internet connectivity and redundancy.
- b) This work will create a water tight seal over the manhole rings to prevent inflow into the sanitary sewer system.
- c) This will renew the service warranties on all squad car laptops (19).

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
Streets	1995 Ford CF8000 Cab-Over Distributor *
Streets	1996 Caterpillar Roller *
Streets	1993 Ethyre Chip Spreader (1/2 owned by Ramsey County – they have agreed to sell) *

*Sale of Sealcoating equipment; expected to raise \$10,000 or more per piece.

POLICY OBJECTIVE

Required under City Code 103.05.

23 **FINANCIAL IMPACTS**

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

25 **STAFF RECOMMENDATION**

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

28 **REQUESTED COUNCIL ACTION**

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

31

32

Prepared by: Chris Miller, Finance Director

Attachments: A: None

33

REQUEST FOR COUNCIL ACTION

Date: July 8, 2013
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Approve Special Council Meeting for Budget Discussion on July 18

BACKGROUND

Staff is requesting the addition of a special Council meeting for purposes of discussing department budget needs and priorities. After a review of Council and staff calendars the addition of a July 18 meeting could work with Police, Fire, Community Development, and Administration Departments presenting. The remaining departments plan to present at the regularly scheduled Council meeting earlier in the week on Monday, July 15.

POLICY OBJECTIVE

Provide ample time for departments to present 2014/15 budget needs and priorities.

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends the Council approve a special Council meeting for departmental budget discussions on July 18.

REQUESTED COUNCIL ACTION

Motion to approve special Council meeting for departmental budget discussions on July 18.

Prepared by: Patrick Trugeon, Interim City Manager (651) 792-7021
Attachments: None

REQUEST FOR COUNCIL ACTION

Date: July 8, 2013
Item No.: 7.e

Department Approval

City Manager Approval

P. Trudgen

Item Description: Appoint Youth to Human Rights Commission

BACKGROUND

At their June 19, 2013 meeting, the Human Rights Commission (HRC) unanimously approved a motion to recommend that the City Council appoint Sungmoon Lim to be a youth commissioner on the HRC for a term that begins August 1, 2013.

Two current youth commissioners' terms are completed this summer. The Council previously appointed Joan Dao and Sarah Thomas to one year terms. The HRC wants to continue having three youth representatives.

Youth commissioners have taken an increasingly active role on the HRC, and it is in the commission's best interest to appoint someone before the school year begins.

Several members of the HRC interviewed three candidates for the position, and although all three students were of the highest caliber, they ultimately recommended appointing Sungmoon Lim.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Appoint Sungmoon Lim to serve as HRC Youth Commissioner for a term from August 1, 2013 to July 31, 2014.

REQUESTED COUNCIL ACTION

Appoint Sungmoon Lim to serve as HRC Youth Commissioner for a term from August 1, 2013 to July 31, 2014.

Prepared by: Carolyn Curti, Communications Specialist

Attachments: A: Sungmoon Lim's application

Carolyn Curti

Full Name: Sungmoon Lim
Last Name: Lim
First Name: Sungmoon

Home Address:
Roseville, MN 55113

Home:

E-mail:
E-mail Display As:

Hi Carolyn!
Sorry about that, my address is

Roseville, MN 55113

Sent from my iPhone

The following form was submitted via your website: Commission Application

Please check commission applying for: Human Rights Commission

If Other, please list name:

How did you learn about this Commission position?: Contacted by Council or Commission member

If Other, please describe:

This application is for:: Student Term

If this is a student application, please list your grade: 11

Name:: Sungmoon

Address:: Lim
City, State, Zip: Roseville, MN 55113
Phone Number::
Email address::

How many years have you lived in Roseville?: 6

Work Experience (especially as it relates to the Commission/Board for which you are applying): Intern at the Walker Art Museum Teen Marketing Board at the MacPhail Center for Music Seasonal Job at the Minnesota State Fair (Food services - Cashier) Owner of S. Lim Photography Lifeguard Soon to Intern at a Law Firm (Summer Job; haven't started yet!)

Education:: Brimhall Elementary
Roseville Area High School

Civic and Volunteer Activities (Past and Present):: National Honor Society (President) STAND Student-Led Anti-Genocide Group (Co-Founder, Co-President) Student Council (Class Representative) Art Tutor for Elementary Children Tutor at School in Academic Subjects Volunteer with Minnesota United for All Families Applying to Volunteer with Twin Cities Pride, Summer 2013

Please state your reasons for wanting to serve on the Commission/Board:: I've always had a huge passion for human rights. I'm a strict believer in the idea that every human deserves equal rights, and while many kids my age (high school) pursue extracurriculars in their said interest such as science, music, or math, I have found that there aren't as many opportunities for human rights advocates at my age. Serving on this board would allow me to be a branch and a voice for high school students, making sure that our thoughts and opinions would be heard by our community. Additionally, I would act as the liaison between high school students and the rest of Roseville, addressing any concerns or comments between the two groups, ultimately helping to create a positive bond between Roseville as a community and those at Roseville Area High School.

What is your view of the role of this Commission/ Board?: I believe that my role as a student representative of Roseville's Human Rights Commission is to act as a liaison between Roseville and its students. I would help voice and bring to light the concerns, ideas, and opinions of high school students, as well as collaborating with other students and board members to help push Roseville towards being a more accepting, equal community.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.:

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Preferred Email Address

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 5/9/2013 5:06:24 PM

REQUEST FOR COUNCIL ACTION

Date: 7/8/13
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Approve 2288 County Road C (NuStar) Encroachment Agreement

BACKGROUND

NuStar Energy own the tank farm located at 2288 County Road C, south of County Road C and west of Long Lake Road. Along their east property line, in the Long Lake Road right- of- way, there is a concrete retaining wall that was constructed by the property owner in the 1970s. This wall is need of replacement.

The owner is seeking approval to reconstruct the retaining wall in the City right- of- way. We have worked with them on the design of the replacement wall. It will be constructed of segmental block and located 5 feet behind the curb so that it will not interfere with the operation and maintenance of the public right- of- way.

We have drafted an encroachment agreement with the property owner for a “private facility” encroaching on the city right- of- way.

POLICY OBJECTIVE

The agreement indemnifies the City from any damages to the property owner’s property due to the regular use of the public right- of- way. It also requires the property owners to assume responsibility for the cost of reconstruction of the wall should the City need to work in the right- of- way or use the full width of the Long Lake Road right- of- way.

FINANCIAL IMPACTS

There is no public financial participation requested.

REQUESTED COUNCIL ACTION

Motion approving 2288 County Road C (NuStar) Encroachment Agreement.

Prepared by: Debra Bloom, City Engineer
Attachments: A: Encroachment Agreement
B: Location map

ENCROACHMENT AGREEMENT

THIS AGREEMENT IS MADE this _____ day of _____, 2013, by and between, NuStar Pipeline Operating Partnership, L.P. a Delaware limited partnership, ("Owner"), and the City of Roseville, a municipal corporation ("City");

WITNESSETH THAT:

WHEREAS, the Owner is the owner of real property located in Roseville, Minnesota, legally described as follows, to wit:

Need to Insert Legal Description Here (not just reference to Deed)

WHEREAS, the City is the owner of a the Long Lake Road right- of- way, a portion of which lies within an area legally described as follows, to wit:

The South 650 feet of the North 1370 feet of the West 10 feet of the East 798.5 feet of the Northwest Quarter of the Northeast Quarter of Section 8, Township 29, Range 23 in Ramsey County, Minnesota (the "Encroachment Area"), and

WHEREAS, the Owner desires to construct and maintain the retaining wall shown in Exhibit A attached hereto ("Wall") on the Encroachment Area for the benefit of the Owner's Property;

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the parties agree as follows:

1. The Owner shall have the right to use the Encroachment Area to construct, maintain and repair the Wall, subject to the terms and conditions of this Agreement. If, at any time, whether before or after completion of construction of the Wall, City determines the Wall interferes with City's use or development of the Encroachment Area, City shall give Owner written notice, which notice shall designate an alternate location on City property for the Wall. Owner shall, at Owner's sole cost and expense, relocate the Wall within sixty (60) calendar days after receipt of such notice to such location. In such case, City and Owner shall amend this Agreement as necessary to properly describe the new Encroachment Area.

2. The Wall shall be constructed, maintained and repaired by the Owner at the Owner's sole cost and expense holding the City free and clear of same. The Owner shall maintain the Wall in a neat, clean and safe condition.

3. The Owner shall be responsible for obtaining and paying for all permits, variances, approvals, costs, fees and other expenses necessary to construct, maintain and repair the Wall. The Owner shall construct, maintain and repair the Wall in compliance with all applicable laws, rules, regulations, codes and ordinances imposed by all governmental authorities which have jurisdiction over the Encroachment Area.

4. The Owner hereby covenants and agrees to indemnify, defend and hold the City, and its mayor, council, officers, employees and agents, harmless from and against any and all claims, losses, liabilities, demands, actions, judgments, damages, penalties, fines, costs and expenses (including attorney's fees incurred by the City) arising out of or related to (a) the construction, maintenance and repair of the Wall, (b) the existence of the Wall on the Encroachment Area, and (c) the Owner's use of the Wall on the Encroachment Area. The Owner further agrees to release and discharge the City and its employees, contractors and agents from all damages, liabilities, claims and actions resulting from damages to or destruction of the Wall caused by the City, its employees, contractors or agents, unless caused by the gross negligence or intentional misconduct of the City, its employees, contractors or agents. The Owner shall be responsible to repair, replace or restore the Wall in case of such damage or destruction.

5. In the event that the Wall is substantially damaged or totally destroyed, is removed from the Encroachment Area, or the Owners fail to materially comply with any of the Owner's obligations under this Agreement, the Owners shall remove any remaining portions of the Wall which are located within the Encroachment Area and the Owners right to construct, maintain and repair the Encroachment Area shall terminate. The Owners agree to complete such removal at their own cost and

in accordance with all applicable laws, codes and regulations pertaining thereto within thirty (30) days of written notice from the City. In the event that the Wall is not removed within the aforementioned time period, the City shall have the right, upon giving the Owner ten (10) days prior written notice, to remove the Wall in which case the Owner shall be responsible for the costs thereof. Any amounts due hereunder shall be fully paid within ten (10) days following the delivery of written demand therefor upon the Owner.

6. The rights, covenants and obligations created under this Agreement shall run with the Owner's Property and the Encroachment Area shall be binding on and shall inure to the benefit of the parties to this Agreement, and their successors and assigns, and shall be binding upon the present and future owners of any interest in the Owner's Property.

7. Except for the Owners right to construct, maintain and repair the Wall as provided herein, the City shall continue to have all of the rights and privileges which have been granted to the City by the dedication of the street right- of- way referenced above.

8. Any notice to be given by either party upon the other under this Agreement shall be properly given if mailed to the other by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other addressed as follows:

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

If to the Owner:	NuStar Pipeline Operating Partnership L.P. 190003 IH 10 West San Antonio, Texas 78257 Attn: Real Estate and Right of Way Department
------------------	--

[signature page to follow]

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

City: CITY OF ROSEVILLE, a
municipal corporation

By: _____
Mayor

By: _____
City Manager

NUSTAR PIPELINE OPERATING PARTNERSHIP
L.P., by its general partner, NuStar Pipeline Company,
LLC

By: _____

Printed Name _____

Title: _____

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by _____ and _____, the _____ and _____ of a _____, on behalf of said _____.

Notary Public

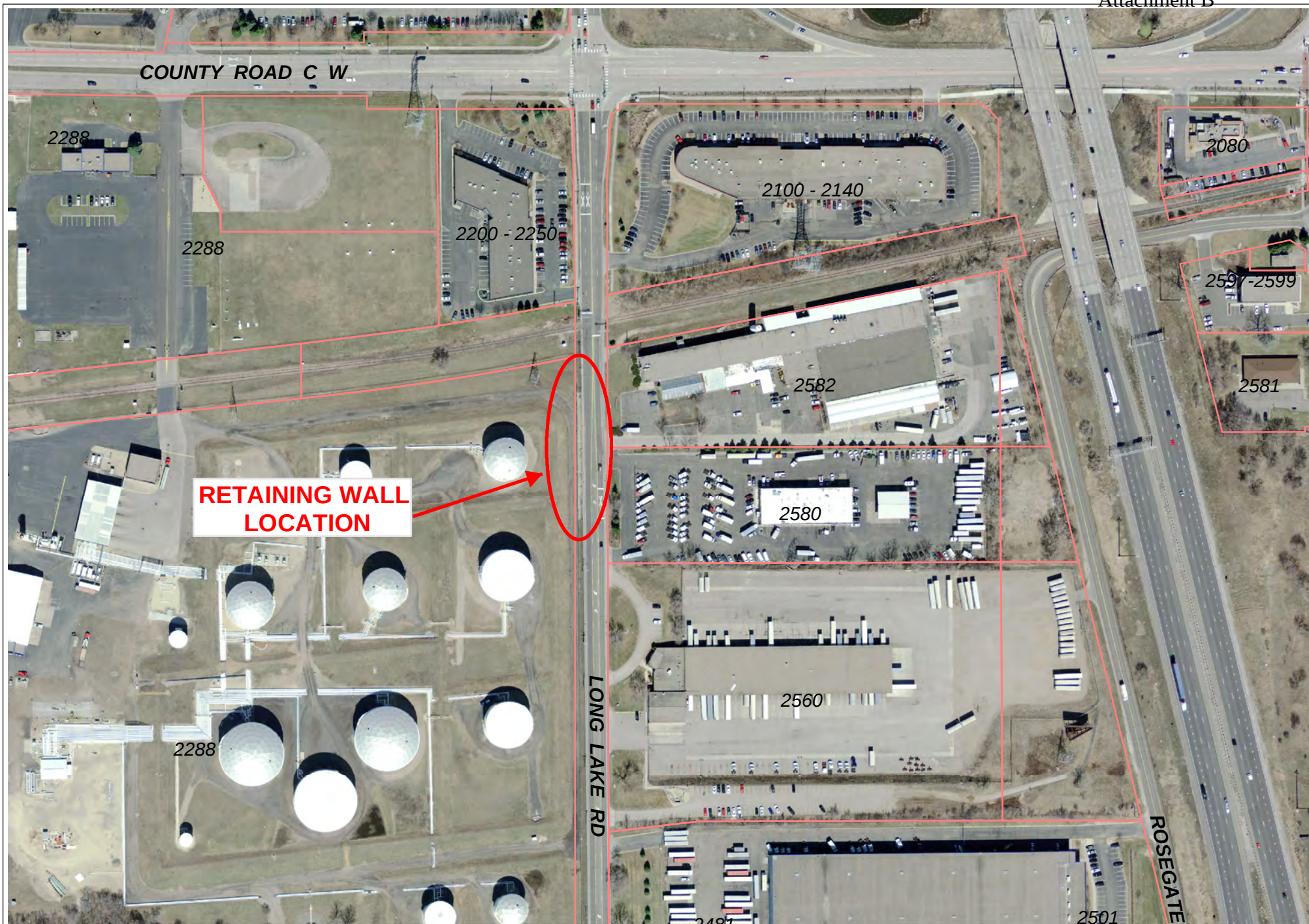
STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by _____ and _____ the Mayor and City Manager of the City of Roseville, a municipal corporation, on behalf of said municipal corporation.

Notary Public

This Document Was Drafted By:

Erickson, Bell, Beckman & Quinn, P.A.
Attorneys-at-Law 1700 West Highway 36
Suite 100
Roseville, MN 55113
Telephone: 651-223-4999



Prepared by:
Engineering Department
July 02, 2013

NuStar Encroachment Agreement

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 in its preparation is accurate, complete, or current. The City does not warrant that the City does not and shall not be responsible for any errors or omissions in the data or for any damages or losses resulting from the use of this map. The City does not warrant that the City does not and shall not be responsible for any errors or omissions in the data or for any damages or losses resulting from the use of this map. The City does not warrant that the City does not and shall not be responsible for any errors or omissions in the data or for any damages or losses resulting from the use of this map.



0 100 200 300 400 Feet

mapdoc: EncroachmentNuStar.mxd
map: EncroachmentNuStar.pdf

REQUEST FOR COUNCIL ACTION

Date: July 8, 2013
Item No.: 7.g

Department Approval



City Manager Approval



Item Description: Authorize Accepting Minnesota Department of Commerce Grant Award

BACKGROUND

According to the FBI's average valuation of \$6,152 per stolen vehicle, Roseville residents and visitors incurred an estimated \$1,230,400 in losses associated with auto theft during the years of 2011 and 2012. Due to the negative economic impact, the associated trauma of victimization, and a perception of decreased safety in the community, the Roseville Police Department sought auto theft prevention grant funding through the Minnesota Department of Commerce, Insurance Fraud Division.

Recognizing the negative impacts of auto theft and sharing a mission to reduce motor vehicle theft throughout the Roseville community and the State of Minnesota, the Minnesota Department of Commerce awarded the Roseville Police Department \$22,052 in March 2012 to outfit a bait car (1999 Honda Civic) and to provide training for two Roseville officers to aid in the successful implementation of Roseville's first bait car program.

The plan of the Department is to expand in-house auto theft prevention knowledge by becoming expert users of the bait car equipment through training of additional officers and coordinated crime impact details. In an effort to support coordinated bait car details, the Department applied for additional personnel funding through the Minnesota Department of Commerce and recently received notification of being awarded an Auto Theft Prevention Grant in the amount of \$40,000.

PROPOSED ACTION

Allow the Roseville Police Department to accept the \$40,000 in grant funds to be used as requested for additional personnel funding to execute bait car crime impact details. Per the terms of the grant, \$20,000 will be available from July 1, 2013 to June 30, 2014 and \$20,000 in funds will be available July 1, 2014 to June 30, 2015. By receiving additional personnel funding to support elevated auto theft prevention details, our department will fully employ a multi-prong approach to reducing automobile theft, a crime that is not just a nuisance; it is a deterrent to public safety, security and quality of life.

BUDGET IMPLICATIONS

There is no match required by this grant; therefore, no cost to the City of Roseville.

STAFF RECOMMENDATION

Allow the Roseville Police Department to accept the Minnesota Department of Commerce grant funding thereby commencing auto theft focused crime impact details deploying the newly outfitted bait vehicle also paid for through Minnesota Department of Commerce grant funding.

REQUESTED COUNCIL ACTION

Authorize the Mayor and City Manager to sign the attached two copies of the State of Minnesota Grant Contract (Attachment A) thereby allowing the City of Roseville to accept the grant funding and proceed with initiating bait car crime impact details.

Prepared by: Sarah Mahmud, Police Services Manager
Attachments: A: State of Minnesota Grant Contract
B: Award Letter

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Commerce ("State") and City of Roseville Police Department, 2660 Civic Center Dr, Roseville MN 55113 ("Grantee").

Recitals

1. Under Minn. Stat. § 299A.01 and § 65B.84, the State is empowered to enter into this grant.
2. The State is in need of projects to reduce the incidence of automobile theft, and has made grant awards pursuant to its Request for Proposals.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** July 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

- 1.2 **Expiration date:** June 30, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

- 2.1 **Activities.** The Grantee, who is not a state employee, will perform project activities in accordance with the specified tasks and line-item budget approved by the State, which is attached and incorporated into this contract as Exhibit A.
- 2.2 **Reporting Requirements.** Grantee shall report to the State as specified in the Grant Manual of the Office of Justice Program, which is posted online at https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf and is incorporated by reference into this grant contract.
 - (1) **Financial Reporting.** Grantee shall submit a financial reporting form to the State's Authorized Representative utilizing the format identified by the State within 30 days after the end of the reporting period.
 - (2) **Progress Reporting.** Grantee shall use forms prescribed by the State to submit a quarterly progress detailing progress achieved towards the accomplishment of the program goals and objectives within 30 days after the end of the reporting period.
 - (3) **Other Requirements.** Grantee shall submit such other reports and attend meetings and training as State shall reasonably request.
 - (4) **Evaluation.** The State shall have the authority, during the course of this grant period, to conduct evaluations of the performance of the Grantee.
 - (5) **Requirement Changes.** The State may modify or change all reporting forms at its discretion during the grant period.
 - (6) **Special Requirements.** The State reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the Grantee's successful implementation of the program. The State will notify the Grantee in writing of any special administrative requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration. The State will pay for all services performed by the Grantee under this grant contract as follows:

(a)Compensation. The Grantee will be reimbursed for activities and budget amounts according to the line-item budget approved by the state in Exhibit A:

(1) \$20,000.00 is available for fiscal year 2014

(2) \$20,000.00 is available for fiscal year 2015

Grant funds available for one fiscal year cannot be carried forward into another fiscal year.

(b)Line-item Changes. Expenditures specified in Exhibit A may not be moved from one line-item to another unless in accordance with the requirements listed below:

(1) Any changes to the line-item budget must advance the purpose of the Automobile Theft Prevention Grant Program and must remain within the total dollar amount available for each fiscal year.

(2) Any fund transfers which exceed an annual amount of \$10,000 must be approved in advance by the State's Authorized Representative, and will not be effective until an amendment to this Agreement has been executed.

(3) Total annual transfers of more than ten (10) percent of the amount from one line-item to another line-item must be approved in advance by the State's Authorized Representative, and will not be effective until an amendment to this Agreement has been executed.

(4) Total annual transfers of ten (10) percent or less of the amount from one line-item to another line-item, and which do not exceed an annual amount of \$10,000, are permitted without the approval of the State's Authorized Representative. Transfers to a newly created line-item are not permitted. At least ten business days prior to any transfer made under this clause, the Grantee must inform the State's Authorized Representative in writing of the specific changes to be made.

(5) The State may refer approval requests for line-item transfer(s) to the Automobile Theft Prevention Advisory Board to review for reasonableness.

(c)Travel Expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed the amount identified and approved for travel in Exhibit A; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(d)Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$40,000.00.

4.2. Payment

(a) Invoices. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely upon completion of services, and according to the following schedule:

i. Itemized invoices must be submitted at least quarterly, but not more often than monthly, and within 30 days of the period covered by the invoice for services satisfactorily performed.

ii. Expenditures for each state fiscal year of this grant contract must be for services performed within the applicable state fiscal year. Every state fiscal year begins on July 1 and ends on June 30.

iii. The final invoice pertaining to each state fiscal year of this grant contract must be received the close of each fiscal year (July 31 of that calendar year). Any expenditure not properly invoiced by the Grantee and submitted to the State by the close of each fiscal year will not be reimbursed by the State. All unused grant funds for each fiscal year shall be credited to the State at the close of

each fiscal year.

(b) Federal funds. (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through Title _____ CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Brandon Johnson, Grant Manager, 85-7th Place E, St. Paul, MN, 651-297-7058, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sarah Mahmoud, Police Services Manager, 2660 Civic Center Dr, Roseville MN 651-792-7205. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments. Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver. If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete. This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property

10.1. Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant

contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. Intellectual Property Rights. Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys' fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee's or the State's opinion is likely to arise, Grantee shall, at the State's discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State. The State may immediately terminate this grant contract with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds

already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this grant contract if:

- a) It does not obtain funding from the Minnesota Legislature; or
- b) If funding cannot be continued at a level sufficient to allow for the payment of the services covered here.
- c) Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Jennifer Huston

Date: 6/10/13

SWIFT Contract/PO No(s): 63438

** Future Fiscal Year Obligation*

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative - Photo Copy

EXHIBIT A

ROSEVILLE PD			
	Approved 2014	Approved 2015	Total Approved
Personnel			
Officer OT (\$50 x 960 hours)	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
Total			\$ 40,000.00



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June 7, 2013

Ms. Sarah Mahmud
Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113

Dear Ms. Mahmud:

On behalf of the Minnesota Department of Commerce, I am pleased to inform you that the Roseville Police Department has been awarded an Auto Theft Prevention Grant in the amount of \$40,000. Your grant agreement will expire on June 30, 2015, and all activities covered by this grant must be completed by June 30, 2015.

Please see the enclosure(s) for items in your original proposal that were either not approved or the amounts were reduced, referred to as EXHIBIT A.

Please note the new contract language in Part 4.2b addressing changes to line items, and Part 4.2a requiring the expenditure of funds allocated within each fiscal year.

As you know, auto theft affects not just victims who lose their cars but also consumers because of higher insurance costs. The mission of the Auto Theft Prevention Program is to reduce motor vehicle theft in Minnesota, collaborate with law enforcement agencies, educate Minnesotans about auto theft, and help lower insurance costs for Minnesota. For this biennium, there were more than \$7.1 million dollars in requests and only \$3.5 million to award.

Enclosed are two copies of the grant contract. Please sign, date and return both copies of the amendment. **Please note that no work or purchases related to items covered by this amendment are authorized to commence until this amendment is fully executed. Work may begin and purchases made once a fully executed copy of the amendment is returned to you.**

If you have any questions please contact Supervisory Special Agent Brandon Johnson by email at brandon.johnson@state.mn.us, or by phone at (651) 297-7058.

The Minnesota Department of Commerce values our partnership with your agency in our common efforts to combat auto theft in Minnesota.

Sincerely,

A handwritten signature in black ink that reads 'Mike Rothman' in a cursive script.

Mike Rothman
Commissioner

REQUEST FOR COUNCIL ACTION

Date: July 8, 2013
Item No.: 7.h

Department Approval

City Manager Approval



Item Description: Approve Roseville Fire Relief Association Benefit Increase

BACKGROUND

The Roseville Fire Relief Association has requested that the City consider raising the monthly benefit its members currently receive from \$30 to \$32 per month for each year of service. At the July 1st Special City Council meeting, staff presented the City Council with background on the Fire Relief Association.

POLICY OBJECTIVE

To provide financial oversight of the Fire Relief Association retirement benefit in order to allocate a fiscally responsible amount of City investment to the fund while providing appropriate retirement benefits to fire fighters and their families.

BUDGET IMPLICATIONS

Providing the Fire Relief Association pension is an on-going cost to the City. The amount of contribution varies from year- to- year dependent on market condition. The \$2 monthly increase will add about \$577,764 liability to the fund. Below is a table showing existing and future contributions:

	2013	2014 with benefit increase	2014 without benefit increase
City of Roseville Contribution	\$152,500	\$72,817	\$25,342
State 2% Insurance Funding	\$145,733	\$147,750 (est.)	\$147,750 (est.)
Total	\$298,233	\$220,571	\$172,096

STAFF RECOMMENDATION

In consideration of past practices and the condition of the fund, staff is supportive of increasing the monthly benefit by \$2 per month for each year of service. However, staff would make this approval conditioned on the several items. They include:

- Directing the Relief Association Board to coordinate all future actuarial requests with City Staff, and with the approval of City Council.
- Prior to requesting a future benefit increase, the Relief Association Board should:

- o Research and present to the City other fire relief retirement plans and present plan comparisons.
- o Research and present to the City possibilities of transitioning to an annuity plan.
- o Research and present plan options to the City with comparisons to the Social Security retirement structure.
- o Research and present plan options to the City that establishes future plan caps as the association moves toward sunset.

REQUESTED COUNCIL ACTION

Motion to APPROVE the Roseville Fire Relief Association monthly benefit from \$30 to \$32 per month subject to the following conditions:

- 1) The Roseville Fire Relief Association Board shall coordinate all future actuarial requests with City Staff, and with the approval of City Council.
- 2) Prior to requesting a future benefit increase, the Relief Association Board shall:
 - a. Research and present to the City other fire relief retirement plans and present plan comparisons.
 - b. Research and present to the City possibilities of transitioning to an annuity plan.
 - c. Research and present plan options to the City with comparisons to the Social Security retirement structure.
 - d. Research and present plan options to the City that establishes future plan caps as the association moves toward sunset.

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

Attachments: A: Relief Association Actuarial Valuation Presentation



ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

*January 1, 2013
Actuarial Valuation*

February 25, 2013

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2013 Actuarial Valuation and Benefit Study

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ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2013 Actuarial Valuation and Benefit Study

1

Introduction and Actuarial Certification

Purposes of the valuation

This report presents the results of the January 1, 2013 valuation for the Roseville Firefighter's Relief Association. Its primary purposes are:

- to determine the annual municipal obligation to the plan, and
- to determine the plan's pension benefit obligation under General Accounting Standards Board Statement No. 25 (GASB 25) and GASB 27 (as amended by GASB 50) as of January 1, 2013.

Sources of data

The Relief Association supplied the January 1, 2013 data for all active and retired members, and asset data for the special fund. We have relied on that data in preparing this report.

Changes from the previous valuation

The prior actuarial valuation of the plan was prepared as of January 1, 2012. Although not required, the Relief Association requested that this January 1, 2013 valuation be prepared. All actuarial assumptions and methods used to prepare this report are the same as those used in the previous report.

Summary of valuation results

The actuarial accrued liability used for determining the minimum required contribution decreased from \$8,750,652 as of January 1, 2012 to \$8,666,462 as of January 1, 2013. Special Fund assets increased from \$7,402,826 as of January 1, 2012 to \$8,173,150 as of December 31, 2012. The fund has reduced its unfunded accrued liability from \$1,347,826 to \$493,312 due to asset gains.

The municipal contribution based on the results of this report before any offset for State Aid is \$173,096, down from \$298,233 determined by the 2012 valuation. Because of the continuing deficit, there will be a required amortization payment.

The State Aid amount is not yet known, but if the amount stays at the level paid in 2012 (\$147,754), the remaining municipal obligation would be \$25,342 annually for fiscal years ending 2014 and 2015.

Introduction and Actuarial Certification (continued)

Actuarial certification

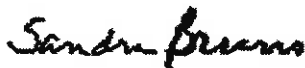
This valuation has been conducted in accordance with our understanding of Minnesota Statutes governing this plan.

Chapter 356.216 of Minnesota Statutes requires that an actuarial valuation of the fund be conducted periodically. The State Auditor has determined that a valuation must be conducted at least every two years. An actuarial valuation is a calculation to determine the normal cost and accrued liability of the fund and includes a determination of the payment necessary to amortize the unfunded liability over the stated period and a determination of the payment necessary to keep the unfunded liability from increasing.

Any tax advice included in this report is not intended to be used, and cannot be used, to avoid any tax penalties.

We are available to answer any questions on the material contained in this report or to provide explanations or further details as may be appropriate. The undersigned credentialed actuary is a consulting actuary for Van Iwaarden Associates and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report. In addition, the undersigned actuary meets the requirements of an "approved actuary" under Minnesota statutes, Section 356.215, Subdivision 1, Paragraph (c). We are not aware of any direct or material indirect financial interest or relationship that could create a conflict of interest or impair the objectivity of our work.

Respectfully submitted,



Sandra L. Bruns, EA, FSA
Consulting Actuary

February 25, 2013

L/D/C/R: 4/ek/sb/bh

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

3

January 1, 2013 Actuarial Valuation and Benefit Study

Valuation of the Current Plan

	2012	2013
<u>A. Actuarial accrued liability (AAL)</u>		
1. Active members	\$ 2,658,791	\$ 2,174,343
2. Vested terminated members	287,923	192,535
3. Retired members	5,055,981	5,571,934
4. Spouses receiving benefits	747,957	727,650
5. Disabled members receiving benefits	0	0
6. Total actuarial accrued liability	\$ 8,750,652	\$ 8,666,462
<u>B. Special fund assets</u>	\$ 7,402,826	\$ 8,173,150
<u>C. Unfunded actuarial accrued liability</u>	\$ 1,347,826	\$ 493,312
<u>D. Credit for surplus</u>	\$ 0	\$ 0
<u>E. Amortization payment</u>		
1. Amortization period	9	8
2. Payment	\$ 180,596	\$ 72,692
<u>F. Normal cost</u>	\$ 95,624	\$ 76,149
<u>G. Annual contribution payable:</u>		
	2013	2014, 2015
1. Preliminary contribution (D. + E. + F.)	\$ 276,220	\$ 148,841
2. Administrative expense (previous year x 1.035)	22,013	24,255
3. Annual contribution (1. + 2.)	\$ 298,233	\$ 173,096
4. Estimated State Aid	(145,733)	(147,754)
5. Estimated municipal contribution (3. + 4., not less than zero)	\$ 152,500	\$ 25,342
<u>H. Funded status</u>	84.60%	94.31%

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2013 Actuarial Valuation and Benefit Study

4

Reconciliation of Plan Assets

	<u>2011</u>	<u>2012</u>
1. Value of assets on January 1	\$ 7,524,091	\$ 7,402,826
2. Contributions for the year		
a. Municipal contributions	166,284	205,630
b. State contributions	145,733	147,754
c. Supplemental benefits	1,000	2,000
d. Total contributions	<u>313,017</u>	<u>355,384</u>
3. Benefits paid during the year	(510,608)	(508,840)
4. Expenses (non-investment) paid from plan assets	(21,269)	(23,435)
5. Investment earnings for the year	<u>97,595</u>	<u>947,215</u>
6. Asset value on December 31 (sum of 1. thru 5.)	\$ 7,402,826	\$ 8,173,150
7. Approximate rate of return		
a. By year	1.3%	13.0%
b. Two year period		6.9%

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

5

January 1, 2013 Actuarial Valuation and Benefit Study

Changes in the Unfunded Actuarial Accrued Liability**A. Liability gain or loss**

1. Expected actuarial accrued liability (AAL)	
a. AAL as of January 1, 2012	\$ 8,750,652
b. Normal cost 2012	95,624
e. Benefit payments 2012	(508,840)
f. Interest to December 31, 2012 on a. through e.	429,748
g. Expected AAL on December 31, 2012 (sum of a. through f.)	<u>8,767,184</u>
2. Actual AAL on January 1, 2013	
a. Before any assumption, method or plan changes	8,666,462
b. After assumption and method changes, but before plan changes	8,666,462
c. After assumption, method and plan changes	8,666,462
3. Difference from the expected AAL	
a. (Gain) or loss due to plan experience diff from that expected (2.a. - 1.g.)	(100,722)
b. Due to changes in actuarial assumptions and methods (2.b. - 2.a.)	0
c. Due to plan changes (2.c. - 2.b.)	0
d. Total (a. + b. + c.)	<u>(100,722)</u>

B. Asset gain or loss

1. Expected value of assets	
a. Value of assets on January 1, 2012	7,402,826
b. Benefit payments	(508,840)
c. Contributions	355,384
d. Interest to December 31, 2012 on a., b. and c.	366,369
e. Expected assets on December 31, 2012 (sum of a. through d.)	<u>7,615,739</u>
2. Actual assets as of December 31, 2012	
a. Before any assumption or method changes	8,173,150
b. After assumption and method changes	8,173,150
3. Difference from the expected assets	
a. (Gain) or loss due to plan exp diff from expected (1e. - 2a.)	(557,411)
b. Due to changes in actuarial assumptions & methods (2a. - 2b.)	0
c. Total (a. + b.)	<u>(557,411)</u>

C. Changes in the unfunded actuarial accrued liability

1. Unfunded AAL on January 1, 2012 (A.1.a. - B.1.a.)	1,347,826
2. Expected unfunded AAL on December 31, 2012 (A.1.g. - B.1.e.)	1,151,445
3. Changes	
a. Actuarial (gain) or loss (A.3.a. + B.3.a.)	(658,133)
b. Changes in actuarial methods and assumptions (A.3.b. + B.3.b.)	0
c. Changes in plan provisions (A.3.c.)	0
d. Total change (a. + b. + c.)	<u>(658,133)</u>
4. Unfunded AAL on December 31, 2012	493,312

Determination of Amortization Period

The amortization periods shown are required by Minnesota Statutes §69.773 Subd 4. Per Subd 4.(d)(3)(i) actuarial losses are amortized over 10 years. Per Subd 4.(d)(3)(v) increases in the UAL due to plan changes are amortized over 20 years.

A. Amortization of prior UAL

1. UAL before any change (not less than zero)	493,312
2. Prior amortization years (updated to valuation date)	8
3. Payment to amortize UAL over prior period	(72,692)

B. Amortization of actuarial losses

1. Unfunded AAL due to actuarial losses	0
2. Payment to amortize loss over 10 years	0

C. Amortization of plan change

1. Unfunded AAL due to plan changes	0
2. Payment to amortize over 20 years	0

D. Total amortization payments (72,692)**E. Period to amortize UAL based on payments in D.** 8

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

7

January 1, 2013 Actuarial Valuation and Benefit Study

Average Available Financing

	<u>State Aid</u>	<u>City Contrib</u>	<u>Credit for Surplus</u>	<u>Total</u>	<u>Active Members</u>	<u>Average Financing</u>
2010	\$ 148,002	\$ 216,500	\$ 0	\$ 364,502	64	\$ 5,695
2011	145,733	166,284	0	312,017	51	6,118
2012	147,754	205,630	0	353,384	41	8,619
Average available financing for 2013:						\$ 6,811
Minimum required for \$30 monthly benefit:						2,430
Maximum monthly benefit permitted:						84

Notes:

- The State Aid and City Contributions shown are those made during the calendar year indicated.
- The number of active members is from the State Reporting Form for the year indicated, that is, the number as of December 31
- The average available financing for 2013 is the average for the three years preceeding 2013 (2010 to 2012). See Minnesota Statutes §424A.02.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

8

January 1, 2013 Actuarial Valuation and Benefit Study

GASB 25 Schedule of Funding Progress

Actuarial Valuation Date	(a) Actuarial Value of Assets	(b) Actuarial Accrued Liability AAL	(c) Annual Covered Payroll	(a) - (b) Surplus (Unfunded AAL)	(a) / (b) Funded Ratio	((b) - (a)) / (c) AAL as a Percentage of Covered Payroll
1/1/1991	\$ 2,542,697	\$ 3,096,565	N/A	\$ 553,868	82.11%	N/A
1/1/1993	2,730,527	3,918,060	N/A	1,187,533	69.69%	N/A
1/1/1996	3,781,566	4,764,709	N/A	983,143	79.37%	N/A
1/1/1998	5,113,397	5,854,255	N/A	740,858	87.34%	N/A
1/1/1999	5,956,146	6,029,019	N/A	72,873	98.79%	N/A
1/1/2000	6,741,180	6,200,077	N/A	(541,103)	108.73%	N/A
1/1/2001	6,263,506	6,787,519	N/A	524,013	92.28%	N/A
1/1/2002	5,743,650	7,372,974	N/A	1,629,324	77.90%	N/A
1/1/2003	5,127,888	7,489,194	N/A	2,361,306	68.47%	N/A
1/1/2004	6,195,089	7,760,496	N/A	1,565,407	79.83%	N/A
1/1/2005	6,812,594	7,873,859	N/A	1,061,265	86.52%	N/A
1/1/2006	7,165,225	8,099,640	N/A	934,415	88.46%	N/A
1/1/2007	8,007,935	9,197,703	N/A	1,189,768	87.06%	N/A
1/1/2008	8,328,320	8,336,812	N/A	8,492	99.90%	N/A
1/1/2009	5,749,103	8,568,192	N/A	2,819,089	67.10%	N/A
1/1/2010	6,784,350	8,651,694	N/A	1,867,344	78.42%	N/A
1/1/2011	7,524,091	8,798,831	N/A	1,274,740	85.51%	N/A
1/1/2012	7,402,826	8,750,652	N/A	1,347,826	84.60%	N/A
1/1/2013	8,173,150	8,666,462	N/A	493,312	94.31%	N/A

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

9

January 1, 2013 Actuarial Valuation and Benefit Study

GASB 25 Schedule of Employer Contributions

<u>Year Ended</u>	<u>Annual Required Contribution</u>	<u>Employer Contribution</u>	<u>Percentage Contributed</u>
12/31/1991	\$ 147,057	\$ 119,392	81.2%
12/31/1992	172,677	116,397	67.4%
12/31/1993	239,860	213,463	89.0%
12/31/1994	327,928	268,724	81.9%
12/31/1995	333,051	339,117	101.8%
12/31/1996	268,911	336,162	125.0%
12/31/1997	225,286	260,447	115.6%
12/31/1998	245,312	290,816	118.5%
12/31/1999	185,775	252,393	135.9%
12/31/2000	92,349	232,626	251.9%
12/31/2001	196,116	232,220	118.4%
12/31/2002	330,341	330,341	100.0%
12/31/2003	462,392	484,893	104.9%
12/31/2004	336,351	448,670	133.4%
12/31/2005	311,749	348,670	111.8%
12/31/2006	265,246	348,670	131.5%
12/31/2007	247,883	250,000	100.9%
12/31/2008	128,137	300,000	234.1%
12/31/2009	498,607	207,228	41.6%
12/31/2010	353,384	364,502	103.1%
12/31/2011	312,017	312,017	100.0%
12/31/2012	298,233	353,384	118.5%
12/31/2013	173,096		

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2013 Actuarial Valuation and Benefit Study

GASB 27 Information

Plan Year Beg Jan 1	(a) Annual Required Contribution (ARC)	(b) Amount Contributed	(c) Interest on Net Pension Obligation (NPO)	(d) ARC Adjustment (i)ly/(f)	(e) ARSL	(f) Amort Factor	(g) Pension Cost (a)+(c)-(d)	(h) Change In NPO (g)-(b)	(i) NPO Balance (i)ly+(h)
1992	172,677	116,397	1,383	2,289	19	12.0853	171,771	55,374	83,039
1993	239,860	213,463	4,152	7,104	18	11.6896	236,908	23,445	106,484
1994	327,928	268,724	5,324	9,445	17	11.2741	323,807	55,083	161,567
1995	333,051	339,117	8,078	14,908	16	10.8378	326,221	(12,896)	148,671
1996	268,911	336,162	7,434	14,323	15	10.3797	262,022	(74,140)	74,531
1997	225,286	260,447	3,727	7,529	14	9.8986	221,484	(38,963)	35,568
1998	245,312	290,816	1,778	3,786	13	9.3936	243,304	(47,512)	(11,944)
1999	185,775	252,393	(597)	(1,348)	12	8.8633	186,526	(65,867)	(77,811)
2000	92,349	232,626	(3,891)	(9,368)	11	8.3064	97,826	(134,800)	(212,611)
2001	196,116	232,220	(10,631)	(27,534)	10	7.7217	213,019	(19,201)	(231,812)
2002	330,341	330,341	(11,591)	(32,614)	9	7.1078	351,364	21,023	(210,789)
2003	462,392	484,893	(10,539)	(32,614)	8	6.4632	484,467	(426)	(211,215)
2004	336,351	448,670	(10,561)	(22,485)	13	9.3936	348,275	(100,395)	(311,610)
2005	311,749	348,670	(15,581)	(35,158)	12	8.8633	331,326	(17,344)	(328,954)
2006	265,246	348,670	(16,448)	(37,114)	12	8.8633	285,912	(62,758)	(391,712)
2007	265,246	250,000	(19,586)	(47,158)	11	8.3064	292,818	42,818	(348,894)
2008	128,137	300,000	(17,445)	(27,996)	20	12.4622	138,688	(161,312)	(510,206)
2009	498,607	207,228	(25,510)	(66,074)	10	7.7217	539,171	331,943	(178,263)
2010	353,384	364,502	(8,913)	(21,461)	11	8.3064	365,932	1,430	(176,833)
2011	312,017	312,017	(8,842)	(22,901)	10	7.7217	326,076	14,059	(162,774)
2012	298,233	353,384	(8,139)	(22,901)	9	7.1078	312,995	(40,389)	(203,163)
2013	173,096		(10,158)	(31,434)	8	6.4632	194,372		

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2013 Actuarial Valuation and Benefit Study

11

Summary of Changes in Membership

	Active	Terminated Vested	Retired	Beneficiaries	Disabled	Total
A. <u>Members on January 1, 2012</u>	51	11	47	8	0	117
B. <u>Changes in the member group</u>						
1. New active members						0
2. Retirements	(3)	(1)	4			0
3. Separation, deferred lump sum	(1)	1				0
4. Separation, not vested	(6)					(6)
5. Separation, disability benefit						0
6. Deaths						0
7. Lump sum distributions						0
8. Rehire						0
9. Total changes	(10)	0	4	0	0	(6)
C. <u>Members on January 1, 2013</u>	41	11	51	8	0	111

Summary of Plan Provisions

A. Plan provisions as of January 1, 2013

1. **Eligibility:** Members in good standing of the Roseville Firefighter's Relief Association.
2. **Normal retirement:** The later of age 50 or after completion of 20 years of service.
3. **Pension Amounts:**
 - (a) **Monthly Service Pension:** \$30 per month of service effective January 1, 2009. A member may choose to receive a lump sum benefit equal to \$3,000 multiplied by years of service.
 - (b) **Deferred Service Pension:** Members who terminate prior to age 50 with at least 10 but less than 20 years of service receive a deferred lump sum payment payable at age 50. The amount is the monthly service pension reduced 4% for each year of service less than 20. Members who terminate with 20 years service but before age 50 may elect to receive a deferred lump sum or annuity payment payable at age 50.
4. **Death and Survivor Benefits:** If an active, deferred, or retired member dies, the following benefits are available:
 - (a) **Survivor Benefits:** If a member dies before retirement, the survivor's benefit payable to the spouse equals \$30 multiplied by years of service. If there is no surviving spouse, any surviving children under age 18 will share the benefit. On the death of a member after retirement, and after having chosen a monthly annuity form of benefit, the surviving spouse benefit equals the benefit amount paid to the member.
 - (b) **Disability Benefits:** A member who is unable to perform the duties of employment due to accident or sickness incurred while actually engaged in performing the duties of a Roseville firefighter is eligible to receive a benefit equal to 1/30th of the monthly 20-year pension, per day, for up to 26 weeks. A member who suffers total permanent disability is eligible to receive the monthly pension without regard to vesting.

B. Plan provisions effective after January 1, 2013

No future plan improvements beyond December 31, 2012 were recognized in determining the cash contributions to the plan.

C. Changes in plan provisions since prior year

None.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2013 Actuarial Valuation and Benefit Study

13

Actuarial Methods and Assumptions

A. Economic Assumptions

Interest rate 5.00%

B. Demographic Assumptions

Mortality 1983 Group Annuity Mortality Table

Termination 6% rate from age 20 to 30 grading down to no terminations after age 50. In addition, 20% of employees are assumed to terminate during each of the first three years of their employment.

Retirement Later of age 55 or 20 years service.

Disability 75% of the Railroad Retirement Board Disability Rates

Spouse assumptions 85% of active members are assumed to be married with husbands three years older than wives

C. Actuarial Methods

Funding basis

Normal Cost and Actuarial
Accrued Liability

The Entry Age Normal actuarial cost method. This actuarial funding method is one of the projected benefit cost methods. The normal cost for each active member is the annual amount required from the member's entry date to retirement date so that the accumulated contributions at termination or retirement will equal the liability at that time. This cost is expressed as a level annual amount.

Actuarial Value of Assets

The actuarial value of assets is equal to the market value of assets.

Benefits Valued

All benefits summarized in the plan provisions section of this report.

Changes since prior valuation

None.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

14

January 1, 2013 Actuarial Valuation and Benefit Study

Projected Cost of Benefit Increases

Benefit increase percentage:	Current		
Monthly benefit for active members:	\$30.00	\$31.00	\$32.00
Benefit effective January 1:	2013	2013	2013
A. <u>Actuarial accrued liability (AAL)</u>			
1. Active members	\$2,174,343	\$2,246,821	\$2,319,299
2. Vested terminated members	192,535	198,953	205,371
3. Retired members	5,571,934	5,757,665	5,943,396
4. Spouses receiving benefits	727,650	751,905	776,160
5. Disabled members receiving benefits	0	0	0
6. Total actuarial accrued liability	<u>8,666,462</u>	<u>8,955,344</u>	<u>9,244,226</u>
B. <u>Special fund assets</u>	8,173,150	8,173,150	8,173,150
C. <u>Unfunded actuarial accrued liability</u>	493,312	782,194	1,071,076
D. <u>Credit for surplus</u>	0	0	0
E. <u>Amortization payment</u>			
1. Amortization period	8	10	12
2. Payment	72,692	96,474	115,090
F. <u>Normal cost</u>	76,149	78,687	81,226
G. <u>Annual contribution payable:</u>	2014, 2015	2014, 2015	2014, 2015
1. Preliminary contribution (D. + E. + F.)	\$148,841	\$175,161	\$196,316
2. Admin expense (previous year x 1.035)	<u>24,255</u>	<u>24,255</u>	<u>24,255</u>
3. Annual contribution (1.+ 2.)	173,096	199,417	220,571
4. Estimated State Aid	<u>(147,754)</u>	<u>(147,754)</u>	<u>(147,754)</u>
5. Estimated City contribution (3. + 4.)	25,342	51,663	72,817
H. <u>Funded ratio</u>	94%	91%	88%

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

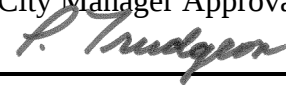
DATE: 7/08/2013

ITEM NO: 9.a

Department Approval:



City Manager Approval:

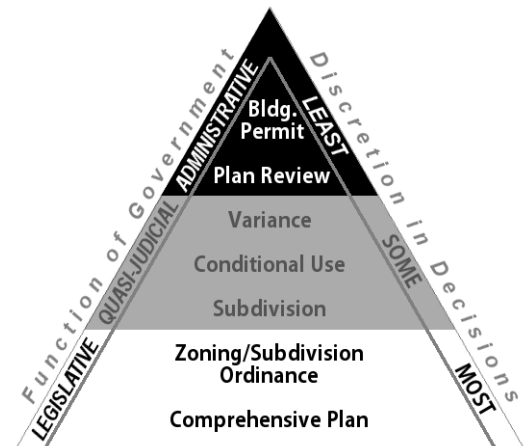


Item Description: Adopt an Ordinance that Rezones Two Areas in Roseville from Regional Business to the Newly Created Regional Business-2 District (RB-2) and Allows Limited Production/Processing as a Permitted Use in the RB-2 district: the Ordinance also Modifies and Creates Definitions for Limited Production/Processing as Principal and Accessory Use

Application Review Details

- RPCA prepared: May 30, 2013
- Public hearing: June 5, 2013
- City Council action: July 8, 2013
- Statutory action deadline: not applicable

Action taken on a zoning ordinance (text) request is **legislative** in nature; the City's role is to determine, through testimony and information provided by staff, whether such a change is appropriate.



1.0 REQUESTED ACTION

The Roseville Planning Division seeks the creation of an additional Regional Business District (RB-2); modifications to the definition of Limited production/processing in Section 1010.10; and amending Table 1005-1 to identify Limited production/processing as a permitted use in RB-2 District.

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff concurs with the recommendation of the Planning Commission to approve the proposed ZONING MAP AND TEXT CHANGES; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt an Ordinance creating the new Regional Business-2 District (RB-2), modifying the definition of Limited production/processing, and identifying Limited production/processing as a permitted use in the RB-2 District; see Section 8 of this report for detailed action.

4.0 BACKGROUND

As an outcome of many months of review and discussion, the City Council directed the Planning Division to create an additional Regional Business District in order to accommodate production and processing of materials and products on a limited basis.

The proposal brought forward created the Regional Business-2 District (RB-2) in two specific locations: the first is west of Rosedale, along County Road B2 and Prior, and the second is adjacent to Long Lake Road, south of County Road C2 (see attachment A).

As Council Members may be aware, the request by the Planning Division seeks to clarify when production of goods as a principal use on a limited basis is permissible within the Regional Business District, which provides some certainty for pre-existing non-conformities. Roseville is full of nondescript businesses that have production and processing as a component of their “use,” which has added to the challenge of providing clarity.

As the City Planner delved deeper into his research and potential solutions, similarities kept popping up. Take, for instance, Edible Arrangements, where there is processing and production of edible fruit arrangements that are packaged and mailed, delivered, or picked-up at their Lexington/Larpenteur store. Or Byerly’s, with the catering business that produces cakes and other food items and then delivers the mass-produced goods via a small fleet of vehicles. Or an unnamed tailor shop that offers shirts, jackets, and/or sweatshirts mass-produced and/or processed on-site for pick-up or delivery. These three businesses and their production/processing uses are not much different (on the surface) than Fastenal or Sarah Lee or Fantasy Flight or UV Color, except where the production and/or processing component can be determined to be principal or primary versus accessory or ancillary; making such determinations is not always an easy task.

Therefore, clearly understanding these differences and developing definitions to effectively separate the ancillary/accessory from the primary/principal is necessary to properly address that which the City Council seeks and to limit or minimize further expansion of the primary/principal use into unintended areas of Roseville.

5.0 PROPOSAL

Based on discussions with the City Council it was determined that the former light industrial area/parcels west of Fairview Avenue along portions of County Road B2 and Prior Avenue would be appropriate for the new RB-2 District. The Planning Division also identified the area south of County Road C2 and west of Long Lake Road as another area that could support limited production and processing as a primary/principal use (see attached mapped areas).

Further, working with the City Attorney, the City Planner has developed the following definitions for consideration, which will amend Section 1001.10 Definitions of the Zoning Ordinance:

Limited production/processing - accessory use: Light manufacturing, fabrication, assembly, processing, packaging, research, development, or similar ancillary or accessory uses which are predominately conducted indoors and which would not be disruptive of or incompatible with other office, retail, or service uses that may be in the same building or complex. Limited production/processing as an accessory/ancillary use generally does not include industrial processing from raw materials.

Limited production/processing - principal use: Light manufacturing, fabrication, assembly, processing, packaging, research, development, or similar principal or primary uses which are predominately conducted indoors and which would not be disruptive of or incompatible with other office, retail, or service uses that may be in the same building or complex. Limited production/processing as a principal/primary use generally does not include industrial processing from raw materials.

Lastly, Table 1005-1 of the Roseville Zoning Ordinance must be amended to include the new RB-2 District and account for limited production and processing as a principal and accessory use.

Table 1005-1	NB	CB	RB-1	<u>RB-2</u>	CMU	Standards
Commercial Uses						
Learning studio (martial arts, visual/preforming arts)	C	P	P	P	P	
<u>Limited production and processing - principal</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	
Liquor store	C	P	p	P	P	

Table 1005-1	NB	CB	RB-1	<u>RB-2</u>	CMU	Standards
Accessory Uses, Buildings, and Structures						
Home occupation	P	NP	NP	NP	P	
<u>Limited production and processing – accessory</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Renewable energy system	P	P	P	P	P	

77 **6.0 PUBLIC COMMENT**

78 Prior to the public open house held on June 12, 2013, the City Planner received
79 two emails and three telephone calls from notified property owners seeking
80 information/clarification on the proposal. None indicated concerns with the map
81 change. At the open house one property owner did attend seeking clarification
82 regarding the request and indicated no concerns with the proposed map changes
83 or addition of the limited production/processing use.

84 **7.0 RECOMMENDATION.**

85 Based on the comments and findings outlined in Sections 4 and 5 of this report,
86 the Planning Division recommends approval of the ZONING MAP AND TEXT
87 CHANGE.

88 The duly-noticed public hearing for this application was held by the Planning
89 Commission on June 5, 2013; draft minutes attached. No citizens addressed the
90 Planning Commission and Commissioners had no significant questions or
91 concerns regarding the proposed text amendment. The Planning Commission
92 voted (6-0) to approve the request as presented by the City Planner.

93 **8.0 SUGGESTED ACTION**

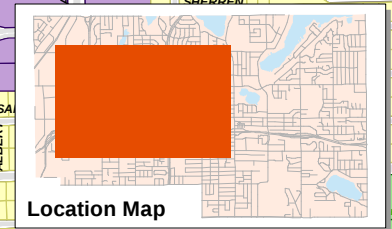
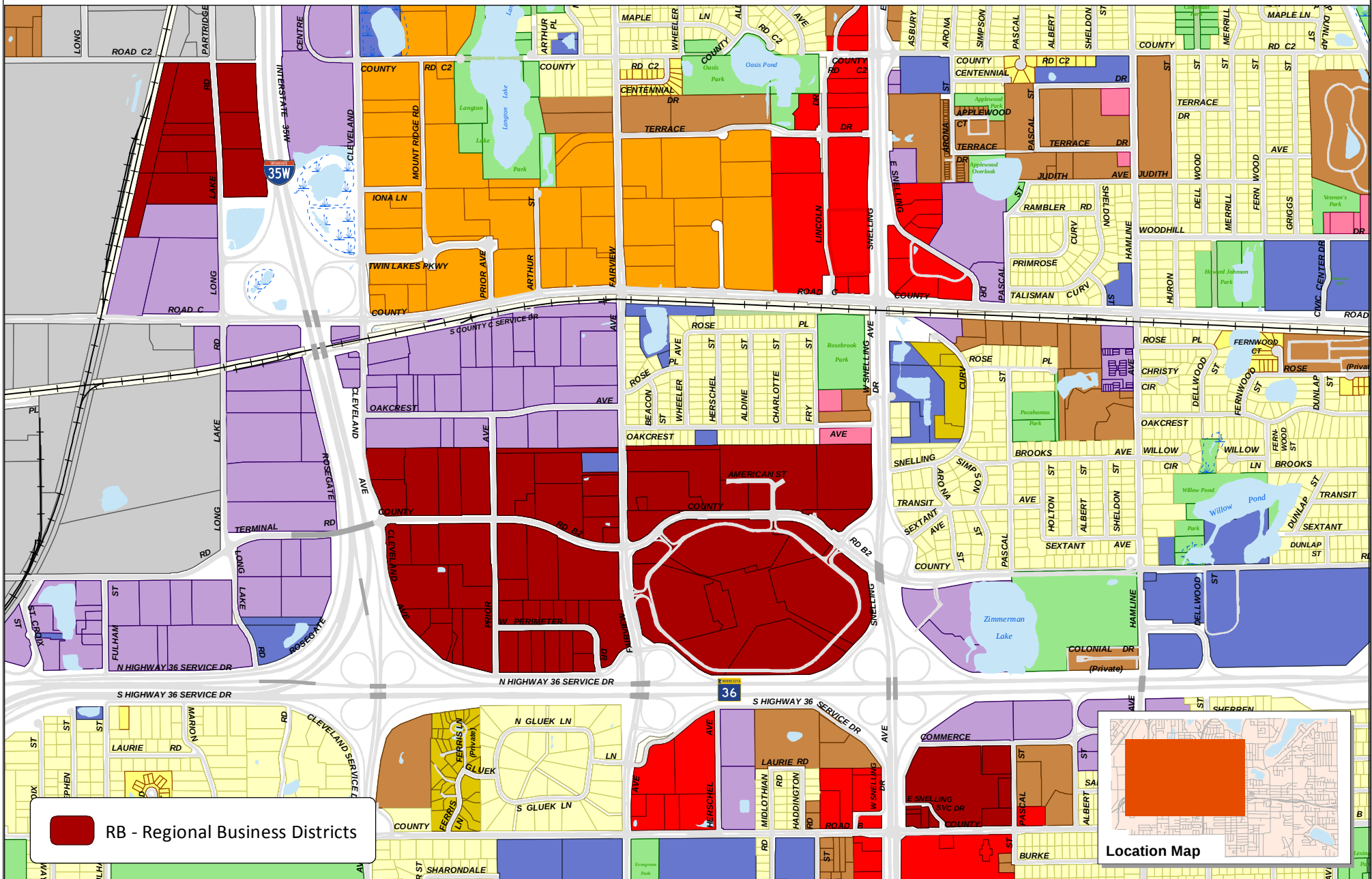
94 **Adopt an ordinance** creating the Regional Business-2 District (RB-2); amending
95 Section 1001.10, Definitions of the Zoning Ordinance to modify the definition of
96 Limited production/processing to be both a principal and accessory use; and
97 amending Table 1005-1 to reflect how the uses will be permitted in the Regional
98 Business and Regional Business-2 Districts based on the comments and findings
99 of Sections 4 and 5 and the recommendation of Section 7 of this staff report.

100 **Prepared by: City Planner, Thomas Paschke (651-792-7074) thomas.paschke@ci.roseville.mn.us**

Attachments A. Zoning District Map
 B. Draft Ordinance
 C. Summary Ordinance
 D. Draft PC Minutes

PROJ 0017: Zoning Text Amendment

Attachment A



Location Map

RB - Regional Business Districts



Prepared by:
Community Development Department
Printed: October 10, 2012



Site Location

Comp Plan / Zoning
Designations
LR / LDR-1

Data Sources

* Ramsey County GIS Base Map (10/1/2012)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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

0 500 1,000 Feet



mapdoc: planning_commission_location.mxd

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended as to create a new Regional Business District, revise/create definitions for Limited production/processing, and to amend Table 1005-1 allowing Limited production/processing, principal use, as a permitted use within the Regional Business-2 District and as an accessory use in all other Commercial and Mixed-Use Districts.

SECTION 2. Section 1001.10, Definitions of the Zoning Ordinance is hereby amended as follows:

Limited production/processing - accessory use: Light manufacturing, fabrication, assembly, processing, packaging, research, development, or similar ancillary or accessory uses which are predominately conducted indoors and which would not be disruptive of or incompatible with other office, retail, or service uses that may be in the same building or complex. Limited production/processing as an accessory/ancillary use generally does not include industrial processing from raw materials.

Limited production/processing - principal use: Light manufacturing, fabrication, assembly, processing, packaging, research, development, or similar principal or primary uses which are predominately conducted indoors and which would not be disruptive of or incompatible with other office, retail, or service uses that may be in the same building or complex. Limited production/processing as a principal/primary use generally does not include industrial processing from raw materials.

SECTION 3. Table 1005-1 regarding Commercial Uses is hereby amended as follows:

24

Table 1005-1	NB	CB	RB-1	<u>RB-2</u>	CMU	Standards
Commercial Uses						26
Learning studio (martial arts, visual/preforming arts)	C	P	P	P	P	27 28
<u>Limited production and processing - principal</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	29
Liquor store	C	P	p	P	P	30

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SECTION 4. Table 1005-1 regarding Accessory use, Buildings, and Structures is hereby amended as follows:

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Accessory Uses, Buildings, and Structures						
Home occupation	P	NP	NP	NP	P	
<u>Limited production and processing – accessory</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Renewable energy system	P	P	P	P	P	

SECTION 5. **Effective Date.** This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 8th day of July, 2013.

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING TABLE 1005-1 OF TITLE 10, ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on 8th day of July, 2013:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to create a new zoning district, Regional Business-2 District (RB-2); amend the definition of Limited production/processing in Section 1001.10, Definitions of the Zoning Ordinance, to account for the accessory and principal uses; and to amend Table 1005-1 and 1006-1 allowing Limited production/processing as an accessory use in all Commercial and Mixed-use Districts and allow Limited production/processing as a permitted use in the RB-2 District.

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

Attest: _____
Patrick Trudgeon, Interim City Manager

EXTRACT OF THE JUNE 5, 2013 ROSEVILLE PLANNING COMMISSION MINUTES

a. PROJECT FILE 13-0017

Request by Roseville Planning Division for consideration of a ZONING TEXT CHANGE AND ZONING MAP CHANGE creating a regional Business-2 District (RB-2), specific to Limited Production/Processing; to amend the permitted uses chart of 1005-1 to include Limited Production/Processing as a permitted and accessory use within the RB-1 and RB-2 Districts; and to modify the definition of Limited Production/Processing for an accessory and principal use

Chair Gisselquist opened the Public Hearing for Project File 13-0017 at approximately 7:17 p.m.

City Planner Paschke reviewed this requested ZONING TEXT AMENDMENT as detailed in the staff report dated June 5, 2013. Mr. Paschke noted that this item had come before the Planning Commission at a previous public hearing in October of 2012; with subsequent City Council recommendations on March 25, 2013 for further review of a possible map amendment to support inclusion of Limited Production and Processing in the Regional District instead of the proposed text amendment originally sought. Mr. Paschke displayed a map of existing uses in place, and concerns raised by business and property owners, and those areas deemed appropriate; and clarified that the request would require a Comprehensive Plan Amendment.

Member Daire arrived at this time; approximately 7:23 p.m.

Various examples were discussed (e.g. Edible Arrangements; CPI; Fastenal; take-out pizza shops; banks) and definitions or distinctions for commercial versus manufacturing uses and processing and/or production uses, as well as retail versus manufacturing as the primary business or use.

Mr. Paschke clarified the intent for quiet, clean types of manufacturing uses defined as Limited Production under the principle use

Member Cunningham opined that she would be an advocate for allowing this type of business in all Zoning Districts; and would simply clarify pre-existing uses in the community.

Chair Gisselquist opined that another distinction could be made between those uses with more employee versus customer traffic, such as would be found in with a retail component.

Chair Gisselquist closed the Public Hearing at approximately 7:28 p.m.; with no one appearing for or against.

MOTION

Cunningham/Olsen

Member Cunningham moved, seconded by Member Olsen to recommend to the City Council APPROVAL of the proposed ZONING TEXT CHANGE to Section 1001.10, Definitions of the Zoning Ordinance, the ZONING TEXT CHANGE to Table 1005-1, and the creation of the RB-2 Zoning District to allow the permitted and conditional use of Limited Production and Processing; based on the comments and findings of Sections 4 and 5 and the recommendation of Section 7 of the staff report dated June 5, 2013.

Ayes: 6

Nays: 0
Motion carried.

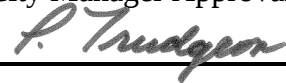
ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: 07/08/2013
ITEM NO: 9.b

Department Approval:



City Manager Approval:

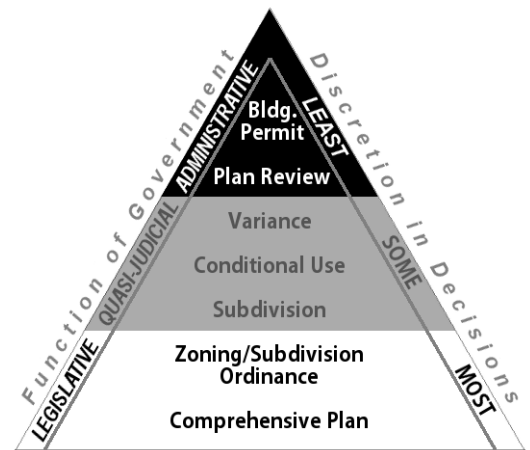


Item Description: Adopt an Ordinance that Creates a Definition for Limited Warehousing and Distribution Allowing It as a Permitted and Conditional Use within the Regional Business and Office/Business Park Districts

Application Review Details

- RCA prepared: October 22, 2012
- Public hearing: October 3, 2012
- City Council action: July 8, 2013
- Statutory action deadline: not applicable

Action taken on a zoning ordinance (text) request is **legislative** in nature; the City's role is to determine, through testimony and information provided by staff, whether such a change is appropriate.



1.0 REQUESTED ACTION

The Roseville Planning Division seeks a text amendment to the Zoning Ordinance to create the definition Limited Warehousing and Distribution and to allow this use as a permitted and conditional use in the Regional Business and Office/Business Park Districts.

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff concur with the Planning Commission's recommendation (6-0 vote) to approve the proposed text amendment; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt an ordinance approving the zoning text amendment to create a new definition in Section 1001.10 (Definitions) for Limited Warehousing and Distribution and to allow as a permitted and conditional use Limited Warehousing and Distribution within the Regional Business and Office/Business Park Districts.

4.0 BACKGROUND

As the City Council is aware, the Planning Division has been monitoring the many different nuances of the Zoning Ordinances for areas that would be better served by change. In early 2012, it became evident that certain clarifications in the Regional Business and Office /Business Park Districts were necessary in order for the Planning Division to continue supporting certain uses and/or to allow new uses to occur in these districts.

Unlike the previous case regarding limited processing/production, this request is predicated on language absent from the Code. Specifically, the Zoning Ordinance makes no mention of warehousing and/or distribution as a permitted or conditional use in the Office/Business Park District. This creates conflict and ambiguity when limited production and processing is a permitted use and its success relies heavily on the distribution and often warehousing of the goods produced. The same clarification is necessary in the Regional Business District assuming the City Council approves the Regional Business-2 District (RB-2).

As a way to understand the situation (for amendment purposes) the Planning Division observed the Oakcrest Avenue area, generally from Fairview Avenue to Cleveland Avenue along both sides of the street (although not specifically observed/monitored, the same area along County Road C which has very similar uses, was also considered). The Oakcrest Avenue properties (except for Roseville Office Plaza, Radisson and Days Inn) have traditionally been used for light industrial, manufacturing, production, processing, warehousing and distribution. To gain a better perspective of what is occurring in the Oakcrest Avenue area, the Planning Division visited different sites multiple times. This area consists of eight multi-tenant office/warehouse buildings, all with dock doors; the newest building, 1975 Oakcrest, was constructed in 2006. Our "inspections" confirmed that many uses within these structures included varying degrees of production, processing, manufacturing and warehousing, and nearly all had some form of distribution.

Fastenal, which bills itself as America's largest industrial supply store, at 1920 Oakcrest, is a good example of such a use. They occupy 6,000 sq. ft. of the 30,000 sq. ft. building and have approximately 10 to 16 pick-up trucks that are used for distribution. Although one might consider that number of vehicles to be high, the Planning Division never witnessed more than two vehicles entering or leaving the site in a one-hour time frame. This is not to say that the frequency is not greater at other times, but rather that such an ancillary use does not appear to come and go frequently as other distribution uses or services. The Planning Division would deem the distribution at Fastenal as clean and non-impactful to the area with trucks either parked in the lot awaiting orders or parked indoors awaiting loading.

Another unique property/situation lies at 1995 Oakcrest at the former Arthur Schuster building. Here, a building (initially designed and constructed to be used as an office, showroom and warehouse) was modified years ago to house an interior design firm consisting mainly of offices with limited warehouse. The building, which the Planning Division was allowed to tour, has a modest office component, but is largely a warehouse that boasts two rear dock doors (previously

there were three, but one was converted for office use). The complexity here is that the initial/former use cannot be brought back since it is now non-conforming, even though the building is better suited for a light industrial/manufacturing with distribution use rather than the use that is currently allowed in the Office/Business Park District.

Lastly, consider Pepperidge Farms at 1975 County Road B2, which is zoned Regional Business. Pepperidge Farms occupies 10,000 sq. ft. of an 82,000 sq. ft. building and has approximately 6 to 8 cargo/cube vans that are used for distribution. Such a use within such a large office/warehouse building and vast parking lot has very little impact on the site or the area, and most likely is a use that few knew existed in Roseville.

5.0 STAFF RECOMMENDATION

Since one of the overarching reasons for the comprehensive update to the zoning ordinance was to clarify, it goes without saying that where an aspect of a permitted use is not addressed, there is ambiguity and confusion over whether such ancillary use is permitted or prohibited. That said, without a definition regarding warehousing and distribution in the Office/Business Park and Regional Business Districts, the Planning Division has no alternative but to deny or prohibit such uses. The other reason is tied to non-conformity: property owners are typically reluctant to reinvest and/or redevelop when a use or uses are deemed non-conforming.

Specific to the proposal, it is the Planning Division's position that any allowance of distribution in either the Office/Business Park District or the Regional Business District shall be limited in both number and type of trucks, since these two items or aspects of a business/use can create impacts detrimental to a site and/or area.

From the Planning Division's perspective, pick-up, panel, and/or cargo van type trucks (generally less than 38 feet in length) are appropriate for these uses. The number of such vehicles allowed would be upwards of eight vehicles. When the distribution component, which we would view as ancillary or accessory to the primary use, gets to nine or more vehicles, the Planning Division believes that the Conditional Use needs to be triggered in order for staff to consider the use, number and type of trucks, and other factors and impacts that may be too great for the site and/or area.

In review of the Oakcrest Avenue "phenomenon," it is our determination that the existing warehousing/office mix will likely be present for many years, and as such, the Zoning Ordinance should be modified to rectify the absence of distribution within the definition of Limited Production and Processing, since distribution is a critical component of these businesses and uses.

In consideration of the text amendment to create the Regional Business-2 District (RB-2) and permit Limited production/processing within the new District as well as the Planning Division's determination that a distinction needs to be made regarding the distribution of goods that are directly tied to Limited production/processing specifically in the RB-2 District and the Office Business

Park District, the Planning Division recommends that a new permitted use titled Limited warehousing and distribution be approved.

The Planning Division further recommends that the definition read as follows:

Limited warehousing and distribution: An establishment providing storage and distribution of merchandise and bulk goods, including those associated with a limited production and processing use, and which use shall involve pick-up, cargo, and/or cube variety trucks to distribute goods.

The Planning Division also recommends that the permitted use aspect of this new use be limited to 8 or fewer pick-up, cargo, and/or cube variety fleet trucks. However, for uses with greater than 8 such vehicles, a conditional use shall be required, which requires the “Standards” box in Table 1005-1 and 1006-1 to include a “Y.”

The Planning Division is not currently seeking or recommending any specific conditions for the conditional use; those listed within Section 1009.02 will suffice to consider a use, number and type of fleet truck, and other factors, and which impacts may be too great to the site and/or area.

The proposed amendments to Table 1005-1 and 1006-1 are as follows:

Table 1005-1	NB	CB	RB	RB-2	CMU	Standards
Commercial Uses						
Learning studio (martial arts, visual/preforming arts)	C	P	P	P	P	
Limited production and processing	NP	NP	P	P	NP	
<u>Limited warehousing and distribution</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P/C</u>	<u>NP</u>	<u>Y</u>
Liquor store	C	P	P	P	P	

Table 1006-1	O/BP	I	Standards
Manufacturing, Research, and Wholesale Uses			
Leather and fur tanning, curing, finishing, and dying	NP	NP	
Limited production and processing	P	P	
<u>Limited warehousing and distribution</u>	<u>P/C</u>	<u>P</u>	<u>Y</u>
Manufacturing and processing, no outdoor activity/storage	NP	P	
Manufacturing and processing, outdoor activity/storage	NP	C	Y

124 The proposed amendment to Section 1009.02 would create the following:

125 35. **Limited Warehousing and Distribution: 9 or greater pick-up, cargo, and/or**
126 **cube variety fleet delivery/distribution trucks. There are no specific**
127 **standards for this use.**

128 **6.0 PLANNING COMMISSION ACTION**

129 At the duly noticed public hearing, one property owner spoke in favor of the
130 subject amendments. Mr. Mark Rancone, Roseville Properties, indicated to the
131 Planning Commission that clarifying such an auxiliary/accessory use is essential
132 to the existing limited production and processing uses and that the number of
133 trucks proposed under permitted and conditional use made sense. He noted that a
134 number of his sites/uses are limited by the number of parking spaces they can
135 utilize. He added that similar to the previous amendment (limited
136 production/processing), having the cloud of non-conformity hanging over a
137 site/use makes investment/reinvestment difficult.

138 The Planning Commission voted (6-0) to recommend approval of the suggested
139 text amendment to create a new definition for Limited warehousing and
140 distribution (as recommended by the Planning Division) and to allow as a
141 permitted and conditional use within the Regional Business and Office/Business
142 Park Districts, by amending Table 1005-1 and 1006-1.

143 **7.0 SUGGESTED CITY COUNCIL ACTION**

144 Adopt an ordinance creating the definition for Limited warehousing and
145 distribution as proposed by the Planning Division (above and attached); add
146 limited warehousing and distribution as a permitted and conditional use to Table
147 1005-2 in the RB-2 District and Table 1006-1 in the O/BP and I Districts (8 or
148 fewer pick-up, cargo, and/or cube variety fleet trucks permitted and greater than 9
149 pick-up, cargo, and/or cube variety fleet trucks conditional use); and amend
150 Section 1009.02 by adding “35” the number of vehicles that triggers a
151 Conditional Use.

152 **Prepared by: City Planner Thomas Paschke (651-792-7072)**

Attachments: A. Draft PC Minutes
B. Draft Ordinance
C. Summary Ordinance

**EXTRACTION OF THE OCTOBER 3, 2012
ROSEVILLE PLANNING COMMISSION MEETING MINUTES**

b. PLANNING FILE 0017

Request by the Planning Division to add to the definition of Limited Warehousing and Distribution to Section 1002 of the Roseville Zoning Ordinance and to amend the uses chart for both the Regional Business District and Office/Business Park to allow Limited Warehousing and Distribution as a permitted and conditional use.

Vice Chair Gisselquist opened the Public Hearing for File 0017 at approximately 7:03 p.m.

City Planner Thomas Paschke summarized the request for amendment to the Zoning Ordinance, based on actual use of the updated Zoning Ordinance, and issues during its actual application related to non-conforming uses that are being found to create limitations on use and reinvestment for existing structures and their potential re-use.

Mr. Paschke advised that this unique area included several different sites in the Oakcrest Avenue area, basically between Fairview and Cleveland Avenues. Mr. Paschke advised that staff had visited the sites multiple times to review and obtain information (1975 Oakcrest constructed in 2006; 1920 Oakcrest; 1995 Oakcrest). Mr. Paschke noted that inspection revealed a number of uses within structures, including varying production, processing, manufacturing and warehousing, distribution, office, and limited warehousing.

Mr. Paschke reviewed the definition in the Zoning Ordinance for "Warehouse" and permitted uses for Warehousing and Distribution currently only permitted in Industrial and Office/Business Park zoning district designations.

Staff's analysis was detailed in the Request for Planning Commission Action dated October 3, 2012; and several examples for pre-existing, non-conforming uses were provided, with Mr. Paschke noting that this limited future tenants and potential re-uses beyond those historical functions.

In reviewing the Oakcrest Avenue situations, Mr. Paschke advised that staff had determined that existing warehousing/office mix would probably be present for many years, and the Zoning Ordinance should be modified to clarify the absence of distribution within the definition of Limited Production and Processing since distribution was a critical component of permitted uses. Mr. Paschke clarified the intent to limit permitted uses based on a limit of eight (8) or fewer pick-up trucks, panel or cargo van type trucks. Mr. Paschke referenced Section 2.3 of the staff report and the trigger for a Conditional Use.

Discussion included definition of trucks and semi's; number of trucks on site at any one time; site-specific nature of Conditional Uses; understanding the function of specific businesses under this application; and their proximity to residential areas.

Public Comments

Mark Rancone, Roseville Properties

Mr. Rancone again spoke in support of allowing for more flexibility in leasing buildings in this area; opining that limited warehousing was a natural extension to make those buildings functional given their age. Mr. Rancone again noted that today's requirements included a thirty-two foot (32') height clearance in buildings, and these buildings were not applicable for that type of use that would allow for a more intense use.

Vice Chair Gisselquist closed the Public Hearing for File 0017 at approximately 7:15 p.m.; with no one appearing for or against.

MOTION

Member Olsen moved, seconded by Member Cunningham to recommend to the City Council APPROVAL of the text amendments as outlined in Sections 3.1 – 3.4 of the staff report dated October 3, 2012.

Ayes: 6

Nays: 0

Motion carried.

Staff advised that anticipated City Council action is anticipated for October 22, 2012.

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended as follows to create a new definition clarifying the warehousing and distribution of goods within select districts as permitted or conditional and to add as a permitted and conditional use limited warehousing and distribution to the Regional Business and Office/Business Park Districts.

SECTION 2. Section 1001.10 – Definitions, is hereby amended as follows:

Limited warehousing and distribution: An establishment providing storage and distribution of merchandise and bulk goods, including those associated with a limited production and processing use, and which use shall involve pick-up, cargo, and/or cube variety trucks to distribute goods.

SECTION 3. Table 1005-1 is hereby amended as follows:

Table 1005-1	NB	CB	RB	CMU	Standards
Commercial Uses					
Learning studio (martial arts, visual/preforming arts)	C	P	P	P	
Limited production and processing	NP	NP	P	NP	
<u>Limited warehousing and distribution</u>	<u>NP</u>	<u>NP</u>	<u>P/C</u>	<u>NP</u>	<u>Y</u>
Liquor store	C	P	P	P	

SECTION 4. Table 1006-1 is hereby amended as follows:

Table 1006-1	O/BP	I	Standards
Manufacturing, Research, and Wholesale Uses			
Leather and fur tanning, curing, finishing, and dying	NP	NP	
Limited production and processing	P	P	
<u>Limited warehousing and distribution</u>	<u>P/C</u>	<u>P</u>	<u>Y</u>
Manufacturing and processing, no outdoor activity/storage	NP	P	
Manufacturing and processing, outdoor activity/storage	NP	C	Y

SECTION 5. Section 1009.03D is hereby amended as follows:

35. **Limited Warehousing and Distribution: 9 or greater pick-up, cargo, and/or cube variety fleet delivery/distribution trucks. There are no specific standards for this use.**

SECTION 6. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 8th day of July, 2013

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING SECTION 1002.10, DEFINITIONS, TABLE 1005-1
AND 1006-1 OF TITLE 10, ZONING ORDINANCE OF THE ROSEVILLE CITY CODE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on July 8, 2013:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to create a new definition for warehousing and distribution, include warehousing and distribution as a permitted and conditional use in the Regional Business District, and adding warehousing and distribution as a permitted and conditional use in the Office/Business Park District and a permitted use in the Industrial District.

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

Attest: _____
Patrick Trudgeon, Interim City Manager

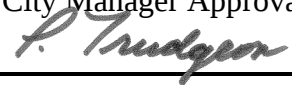
ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: 7/08/2013

ITEM NO: 9.c

Department Approval

City Manager Approval

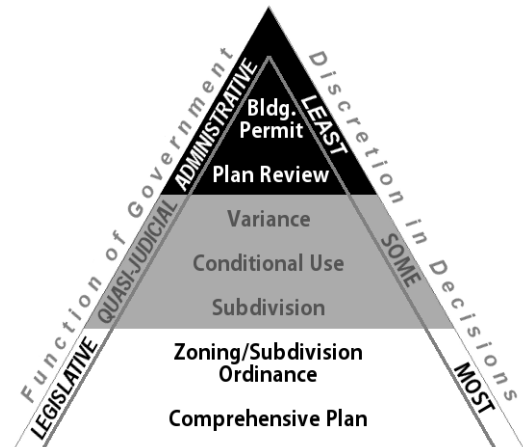


Item Description: Adopt an Ordinance Creating Standards for Accessory Buildings in the Commercial and Mixed-Use and Employment Districts

Application Review Details

- RPCA prepared: May 29, 2013
- Public hearing: June 5, 2013
- City Council action: July 8, 2013
- Statutory action deadline: n/a

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



1.0 REQUESTED ACTION

Planning Division staff is requesting a ZONING TEXT CHANGES to Table 1005-1, Table 1006-1, Section 1011.12E, and Section 1011.12F.

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff recommends approval of the proposed ZONING TEXT CHANGES; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt an Ordinance creating accessory building standards for the Commercial and Mixed-Use and Employment Districts; see Section 8 of this report for the detailed action.

4.0 BACKGROUND

Since this request is initiated by the City rather than by an outside applicant, the State-mandated 60-day timeline does not apply; this is noted merely to explain the n/a (not applicable) notation in the Application Review Details section above.

The proposed zoning text changes are included with this report as Attachment A; proposed insertions will be represented in **bold** text, and proposed deletions will be shown in ~~striketrough~~ text. A brief discussion of the proposed changes can be found in the paragraphs below.

5.0 PROPOSED ZONING TEXT CHANGES

After reviewing the options for creating regulations or standards for accessory buildings in the Commercial and Mixed-Use and Employment Districts, the Planning Division determined that the best approach was to amend the Performance Standards section of the Zoning Ordinance and to modify the tables in both the Commercial and Mixed-Use and Employment Districts. Specifically, each table (1005-1 and 1006-1) lists the accessory uses allowed within each zoning district. It is here that the Planning Division would recommend that the words “domestic or” be stricken from the table since, in a mixed-use scenario, garages can be covered by the allowance that follows in the table. Within Table 1005-1, the Division would also suggest that “NP” (not permitted) be added to the Community Mixed-Use District, as we believe that there has never been a desire to have such structures proliferate the Twin Lakes Redevelopment Area. Table 1006-1 would include a “Y” in the Standards box, which refers to the Property Performance section of the Code where the requirements for such structures will be located. Lastly, the Planning Division is suggesting that Section 1011.12 E and F be amended to include the language spelling out the requirements of accessory buildings in these districts.

Following are the proposed Table and Performance Standards proposed text amendments:

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Accessory Uses, Buildings, and Structures						
Accessory buildings for storage of domestic or business supplies and equipment	p	P	P	P	P NP	Y
Accessible Ramps and other accommodations	P	P	P	P	P	
Detached garages and off-street parking spaces	C	P	p	P	P	Y

Table 1006-1	O/BP	I	Standards
Accessory Uses, Buildings, and Structures			
Accessory buildings for storage of domestic or business supplies and equipment	P	P	<u>Y</u>
Accessible Ramps and other accommodations	P	P	
Caretaker's dwellings	C	C	

Amendment to Section 1011.12E "7" would read as follows:

7. Accessory Buildings: shall be limited to a single structure/building of no greater than 500 square feet in size with a maximum height of 15 feet. Setbacks for accessory structures/buildings are as regulated under Tables 1005.02, 1005.03, and 1005.04, except that accessory structures or buildings shall not be permitted in a front yard.

Amendment to Section 1011.12F "6" read as follows:

6. Accessory Buildings: shall be limited to a single structure/building of no greater than 500 square feet in size with a maximum height of 15 feet. Setbacks for accessory structures/buildings are as regulated under Tables 1006.02 and 1006.03, except that accessory structures or buildings shall not be permitted in a front yard.

6.0 PUBLIC COMMENT

As of the time this report was prepared, Planning Division staff has not received any communications from the public.

7.0 RECOMMENDATION

Based on the comments and findings outlined in Sections 4 and 5 of this report, the Planning Division recommends approval of the ZONING TEXT CHANGE.

The duly-noticed public hearing for this application was held by the Planning Commission on June 5, 2013; draft minutes of the public hearing are attached. No citizens addressed the Planning Commission and Commissioners had no significant questions or concerns regarding the proposed text amendment. The Planning Commission voted (6-0) to approve the request as presented by the City Planner.

8.0 SUGGESTED ACTION

Adopt an ordinance amending the requirements for Accessory Uses, Buildings, and Structures located in Tables 1005-1 and 1006-1, and articulating the requirements for accessory buildings in Section 1011.12.E "7" and F "6" of the Property Performance Standards.

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

Attachment A. Draft Ordinance
B. Draft PC minutes

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to create regulations regarding accessory buildings/structures in Section 1005, Commercial and Mixed-Use Districts, and Section 1006, Employment Districts.

SECTION 2. Table 1005-1, Accessory Use, Buildings, and Structures, is hereby amended as follows:

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Accessory Uses, Buildings, and Structures						
Accessory buildings for storage of domestic or business supplies and equipment	p	P	P	P	P NP	Y
Accessible Ramps and other accommodations	P	P	P	P	P	
Detached garages and off-street parking spaces	C	P	p	P	P	Y

SECTION 3. Table 1006-1, Accessory Use, Buildings, and Structures, is hereby amended as follows:

Table 1006-1	O/BP	I	Standards
Accessory Uses, Buildings, and Structures			
Accessory buildings for storage of domestic or business supplies and equipment	P	P	<u>Y</u>
Accessible Ramps and other accommodations	P	P	
Caretaker's dwellings	C	C	

SECTION 4. Section 1011.12.E.7 is hereby amended to read as follows:

7. Accessory Buildings: shall be limited to a single structure/building of no greater than 500 square feet in size with a maximum height of 15 feet. Setbacks for accessory structures/buildings are as regulated under Tables 1005.02, 1005.03, and 1005.04, except that accessory structures or buildings shall not be permitted in a front yard.

SECTION 4. Section 1011.12.F.6 is hereby amended to read as follows:

6. Accessory Buildings: shall be limited to a single structure/building of no greater than 500 square feet in size with a maximum height of 15 feet. Setbacks for accessory structures/buildings are as regulated under Tables 1006.02 and 1006.03, except that accessory structures or buildings shall not be permitted in a front yard.

SECTION 5. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 8th day of July, 2013

EXTRACT OF THE JUNE 5, 2013 ROSEVILLE PLANNING COMMISSION MINUTES

g. PROJECT FILE 13-0017

Request by Roseville Planning Division for consideration of ZONING TEXT CHANGES to multiple sections regarding building height and performance standards for accessory buildings on commercial properties

Chair Gisselquist opened the Public Hearing for Project File 13-0017 at approximately 7:30 p.m.

City Planner Paschke reviewed this requested ZONING TEXT AMENDMENT as detailed in the staff report dated June 5, 2013. Mr. Paschke reviewed how staff had arrived at the lack of any scientific approach for proposing 500 square feet, other than to provide a fairly good size for typical storage shed, approximately twice that of a residential shed, based on the types of items that may be stored (e.g. snow plows or snow blowers, lawn mowers, or landscaping or maintenance equipment).

Member Daire questioned if the proposed size would be sufficient to accommodate a small forklift for transporting goods from the accessory building, even though the intent was for storage in a Commercial District versus storing things intended for sale within the principle structure but temporarily stored in the accessory building.

Mr. Paschke opined that a forklift should fit within the square footage and height limitations, as well as lifts for changing light bulbs, etc.). Mr. Paschke advised that staff had not given any grandiose thought to how the storage buildings could be utilized other than for storage, and had been more concerned in providing storage for maintenance equipment for office and commercial buildings using their own staff for lawn and snow maintenance versus that of hiring a commercial vendor, and would therefore need somewhere to store that equipment to avoid transporting it from off-site. While there was nothing that excluded using the accessory building for storage of product, Mr. Paschke clarified that there was only one (1) accessory structure allowed, so in multi-tenant buildings (e.g. strip malls) there would be very limited storage for tenants; and suggested a more common use would be by the building's owner for storage of maintenance equipment.

In the case of a restaurant, Member Daire questioned if the accessory building would be separate from or include dumpster storage.

Mr. Paschke responded that, if a new restaurant wanted an accessory structure and refuse/recycling areas in separate locations, staff would work with them; but clarified that City Code would allow for only one (1) building with one (1) door. Mr. Paschke advised that the building may include dumpster storage, but was also an allowable use.

At the request of Member Boguszewski, Mr. Paschke advised that if a building owner required more storage square footage or height for the building, they would need to seek that through the Variance Board as a Conditional Use; and that should only be for a rare or unique situation or need.

Member Boguszewski suggested the possibility of surveying other municipalities for their rationale on accessory building square footage if that was feasible or even necessary; however, he advised that he was not advocating for that, as long as there was a process in place to accommodate any variances, even though agreeing they should be rare.

Mr. Paschke advised that staff had arrived at the 500 square feet as a minimal allowance above and beyond that of the residential, two-store garage square footage of 480 square feet for a

structure approximately 20' x 24'. While hoping that square footage allowance was reasonable and not arbitrary, Mr. Paschke noted that in the past the structures had not been allowed, and staff's rationale was to start small, and if it appeared there were many issues coming forward, and larger storage buildings were needed and the variance recourse was frequently sought, further review and amendment could be considered. However, Mr. Paschke noted that this would avoid any extremely large accessory structures on a site.

Member Boguszewski spoke in support of staff's rationale, opining that it seemed reasonable.

Member Daire noted that the height allowance was close to two (2) storied; with Mr. Paschke concurring that it was similar to that for accessory structures in residential areas, or 15' in height to the peak.

Chair Gisselquist suggested that if multiple variances were being requested, at that time other cities could be surveyed or other models sought out.

Mr. Paschke advised that there were not many people seeking accessory structures for this type of application, but noted that staff had fielded a few requests, and this may serve to benefit those not hiring outside maintenance contractors but using their own staff and needing to accommodate those items on-site versus hauling them around.

Chair Gisselquist closed the Public Hearing at approximately 7:44 p.m.; with no one appearing for or against.

MOTION

Member Gisselquist moved, seconded by Member Daire to recommend to the City Council APPROVAL of the proposed TEXT AMENDMENTS to the Accessory Uses, Buildings, and Structures section of Table 1005-1 and 1006-1, and the inclusion of the requirements for accessory buildings in Section 1011.12E and F of the Property Performance Standards; based on the comments and findings of Sections 4-6, and recommendation of Section 7 of the staff report dated June 5, 2013.

Ayes: 6

Nays: 0

Motion carried.

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: 7/08/2013

ITEM NO: 9.d

Department Approval



City Manager Approval

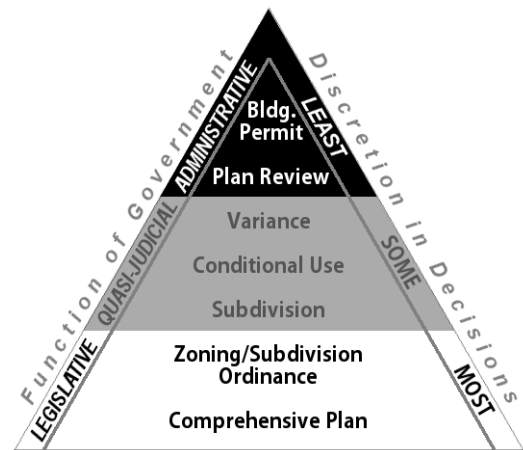


Item Description: Adopt an Ordinance that Amends the Exterior Building Materials Regulations in Chapters 1005, 1006, 1007, and 1008 of the City Code to Clarify and Refine the Restriction of Corrugated Metal as Found on Typical Pole Buildings

Application Review Details

- RCA prepared: June 26, 2013
- Public hearing: June 5, 2013
- City Council action: July 8, 2013
- Statutory action deadline: n/a

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



1.0 REQUESTED ACTION

Planning Division staff is requesting a ZONING TEXT CHANGE to provide greater clarification related to the prohibition of “corrugated metal” as a siding material on commercial buildings.

2.0 SUMMARY OF RECOMMENDATION

Approve a ZONING TEXT CHANGE to the Materials section of chapters 1005, 1006, 1007, and 1008 of the Zoning Ordinance; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt an Ordinance amending Materials section in §1005.02F (Commercial and Mixed-Use Districts Design Standards), §1006.02C (Employment Districts Design Standards), §1007.02F (Institutional District Design Standards, and §1008.02C (Park and Recreation District Design Standards); see Section 8 of this report for the detailed action.

4.0 BACKGROUND

Each of the city code chapters pertaining to non-residential zoning districts, namely Commercial and Mixed-Use Districts (i.e., Neighborhood Business, Community Business, Regional Business, and Community Mixed-Use), Employment Districts (i.e., Office/Business Park and Industrial), the Institutional District, and the Parks and Recreation District, contains a Design Standards section which establishes the following:

“All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, textured pre-cast concrete panels, textured concrete block, stucco, glass, pre-finished metal, fiberglass or similar materials, or cor-ten steel (other than unpainted galvanized metal or corrugated materials). Other new materials of equal quality to those listed may be approved by the Community Development Department.”

The exclusion of “corrugated” metal has long been in the code, likely as a simple way to prohibit agricultural “pole barn” type buildings, and the amendment proposed and discussed in May sought to maintain this prohibition but better distinguish “pole-barn”-type corrugated metal from more acceptable metal materials. The proposed amendment was, admittedly, a crude one; rather than accept such an amendment, the Planning Commission tabled the item, requesting (and offering) some additional effort to create a worthwhile amendment.

In the end, Planning Division staff has been unable to draft an objective distinction between acceptable and unacceptable metal finishes for building exteriors and now proposes a solution based on the design requirements in the City of Wayzata in which metal of any kind is excluded from the list of allowable exterior materials and allowed only as an accent material. In this proposal, distinguishing between different kinds of metal materials is no longer important since it will be limited in its usage.

5.0 PROPOSED ZONING TEXT CHANGES

Given the above discussion (and that from the Planning Commission on June 5, 2013), the Planning Division’s present suggestion is to amend the above-quoted Materials section in §1005.02F (Commercial and Mixed-Use Districts Design Standards), §1006.02C (Employment Districts Design Standards), §1007.02F (Institutional District Design Standards, and §1008.02C (Park and Recreation District Design Standards) as follows:

All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, pre-colored or factory stained or stained on site textured precast concrete panels, textured concrete block, stucco, glass, ~~prefinished metal, fiberglass, or similar materials. or cor-ten steel (other than unpainted galvanized metal or corrugated materials).~~ **In addition to the above materials, accent materials, not exceeding 10% of any exterior building elevation, may include pre-finished metal, cor-ten steel, copper, premium grade wood with mitered outside corners (e.g., cedar, redwood, and fir), or fiber cement board.** Other materials of equal quality to those listed, **including the use of commercial grade lap-siding in the Neighborhood Business District,** may be approved by the Community Development Department.

6.0 PUBLIC COMMENT

This topic was first discussed by the Planning Commission on May 1, 2013 and then again on June 5, 2013; draft minutes of those discussions are included with this report as Attachments A and B.

7.0 PLANNING COMMISSION ACTION

At the duly noticed public hearing, no citizens addressed the Planning Commission regarding the proposed modification to the types of allowable materials in the noted districts. Planning Commissioners did have a couple of questions of the Planning Staff. Specifically, there was some concern raised about limitations on the use of commercial lap-siding in the Neighborhood Business District and how the proposal may or may not impact such a use. The City Planner indicated that such a use was not specifically clear, but offered that the current and proposed versions allow for the Community Development Department to support other materials. The City Planner indicated that staff can look into and adjust the proposed text to include language that clarifies the support of such materials in the Neighborhood Business District, since these districts are most commonly found/located adjacent to residentially zoned property, and the use of material such as lap-siding might, in certain instances, may be appropriate.

The Planning Commission voted (6-0) to recommend approval of the recommended text amendment to the Materials section in §1005.02F (Commercial and Mixed-Use Districts Design Standards), §1006.02C (Employment Districts Design Standards), §1007.02F (Institutional District Design Standards, and §1008.02C (Park and Recreation District Design Standards); based on the comments and findings outlined in Sections 4 – 6 of this report.

8.0 SUGGESTED ACTION

Adopt an Ordinance amending the text in the Materials section in §1005.02F (Commercial and Mixed-Use Districts Design Standards), §1006.02C (Employment Districts Design Standards), §1007.02F (Institutional District Design Standards, and §1008.02C (Park and Recreation District Design Standards).

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

Attachments:

- A. May 1, 2013 PC minutes
- B. June 5, 2013 PC minutes
- C. Draft ordinance

EXTRACT OF THE JUNE 5, 2013 ROSEVILLE PLANNING COMMISSION MEETING

PROJECT FILE 0017

Request by Roseville Planning Division for ZONING TEXT CHANGES to the exterior building materials regulations in Chapters 1005, 1006, 1007, and 1008 of the City Code to clarify and refine the restriction of corrugated metal as found on typical pole buildings (PROJ-0017)

Chair Gisselquist opened the Public Hearing for Project File 0017 at 9:13 p.m.

Associate Planner Bryan Lloyd reviewed this requested ZONING TEXT AMENDMENT as detailed in the staff report dated May 1, 2013, specifically in Section 5.4 of the report.

Discussion included how other municipalities addressed this material category; when and how corrugated type metal materials were appropriate and when similar "pole barn" type materials were not permitted; review by staff of five (5) municipal codes in an attempt to find useful language to model; and how this language revision could impact and limit cost-effective exterior materials used for public park structures, even though they fell into the recently-developed Institutional Zoning District that included churches, schools and municipal buildings and having all of the same design requirements.

Further discussion ensued among staff and members as to how and if this definition accomplished the desired goal; weight and construction qualities of industrial ribbed versus corrugated exterior materials; rationale for not specifically identifying materials now available on the market to not limit less desirable materials that may be or are presently being developed with new technologies, but currently without differentiation or definition; and suggested language that would better accomplish the overall goal.

Consensus of the body was that more research was indicated; with staff requesting more specific direction on how to proceed and what additional information would assist them best. Further consensus was that individual members should forward any language suggestions to staff within the next two (2) weeks for staff review and consideration by the full body at a future meeting.

Discussion ensued regarding wording, including architectural metal panels of a higher standard than ribbed or corrugated; random ribbed panels; examples of various materials and their applicability for the building materials section.

Member Cunningham expressed confidence that some Planning Code somewhere, even outside MN, had a better summary of this material, but noted that it may require more research.

Associate Planner Lloyd questioned if this material was simply a legacy regulation from its past role, and perhaps was no longer a necessary prohibition.

Member Cunningham wasn't comfortable in not having some way to address such material.

Further discussion included whether there was any situation to-date where an agricultural pole building or industrial pole building application had been received, with staff responding that they were not aware of any such request to-date; instances where in the future some industrial projects could come forward seeking to use a less expensive grade of corrugated metal siding, which staff had so far indicated as inappropriate in the City of Roseville; and clarifying whether the issue was with the pole framing or siding itself, with staff clarifying that the siding itself by defacto was called out as pole or barn siding, and definitely not a product wanted in any commercial, industrial, office or residential area in Roseville, with the attempt to define what the exemption should be and what materials were actually allowable, with current City Code offering no guidance.

Mr. Lloyd advised that the intent was to promote high quality design and aesthetic considerations, not storage other than land use classifications currently allow.

Additional discussion included the variety of names in the current metal panel industry for very similar products based on their specification sheets, and future products as well; whether there was a performance standard that would be applicable (e.g. percentage of metal siding allowed, or weight tolerance of that siding based on thickness and strength); and wind standards dictating structural performance standards, but not necessarily all providing aesthetically pleasing buildings.

Chair Gisselquist closed the Public Hearing at 9:34 p.m.; no one appeared for or against.

MOTION

Member Daire moved, seconded by Member Boguszewski, to TABLE consideration of this TEXT CHANGE to the June 2013 Planning Commission meeting.

Ayes: 7

Nays: 0

Motion carried.

EXTRACT OF THE JUNE 5, 2013, ROSEVILLE PLANNING COMMISSION MEETING

PROJECT FILE 13-0017

Request by Roseville Planning Division for approval of ZONING TEXT CHANGES to the exterior building materials regulations in Chapters 1005, 1006, 1007, and 1008 of the City Code to clarify and refine the restriction of corrugated metal as found on typical pole buildings

Chair Gisselquist opened the Public Hearing for Project File 13-0017 at approximately 8:00 p.m.

City Planner Paschke reviewed this requested ZONING TEXT AMENDMENT as detailed in the staff report dated June 5, 2013. While not confident that it was a simple solution, Mr. Paschke advised that staff had determined to not even identify corrugated metal in the definition after reviewing different models from other municipalities. Mr. Paschke advised that those models, many with similar language to current Roseville code, did not provide any good clarity; and even though several models had been found without that particular reference as well, but got to the heart of what was being attempted as the preferred accomplishments. Mr. Paschke referenced Section 5.3 of the report and the proposed broadened material based, while offering some limitations for accent materials as well.

At the request of Chair Gisselquist, Mr. Paschke confirmed that various plans reviewed by staff did include requests for corrugated siding; and when staff requested the specification sheet, if it says anything about corrugated metal, it can't be used. While it may be splitting hairs for products currently available, Mr. Paschke noted staff's desire to make sure there was enough specificity to address architectural metal siding of a thicker mill and different design, but still ribbed, versus corrugated metal. Mr. Paschke opined that this provided protection to prevent the major portion of a building or accessory structure having that type of material and clarified the attempts of staff to address building elevations.

Considerable discussion ensued related to the definition of standard "aluminum siding," preferences for commercial buildings to look different than residential buildings for aesthetic purposes and distinctions; and rationale for seeking this clarification and refinement.

Member Cunningham opined that the City was being too narrow in its focus, and if a commercial building owner wanted aluminum siding, it should be allowed while at the same time restricting corrugated metal applications. Member Cunningham questioned what she was missing to make aluminum siding undesirable.

Member Daire questioned if staff responsible for reviewing building plans or elevations for compliance might agree with an architect that they proposed application may be acceptable; and questioned if there was a variance process in place allowing their proposal to move forward even though not specifically addressed here.

Mr. Paschke stated that, from his perspective, this focus was not being too narrow, and questioned if it was the community's preference to have metal sided commercial or office buildings; and clarified that he was only envisioning types of metal panels found of an industrial nature and frequently used for distribution or warehouse facilities. Mr. Paschke confirmed that a variance process was in place, as previously noted for appeal of administrative decisions to the City Council. Mr. Paschke clarified that he was only aware of a few situations where metal siding or other siding materials had been used for pre-existing buildings all located in the Industrial Districts; and opined that he thought staff was already being consistent, but preferred to have the requested specificity for future application and enforcement. Mr. Paschke also recognized that this language allowed for a review of materials and technologies not currently available but available in the future, and allowed staff to make determinations in those circumstances.

Member Boguszewski referenced the last line of Section 5.3 of the staff report, providing consideration of new materials by staff without requiring a formal variance process, opining that it was a significant protection for all parties.

Mr. Paschke concurred, using the recent FedEx building of County Road B-2 and Transit Avenue as a classic example of that last sentence to support their metal panels with stucco finished, of a higher quality than their original proposal for corrugated metal. While this raised the construction cost for them, Mr. Paschke spoke in support of the material and design achieved to enhance overall aesthetics in the community.

At the request of Member Cunningham, Mr. Paschke clarified that this would apply to all Commercial, Mixed Use, Employment (Industrial and Office Park), Institutional, and Park Districts city-wide. For those businesses in Neighborhood or Community Business designated districts, similar to the funeral home application heard earlier tonight, Mr. Paschke clarified for Member Cunningham that they would not be allowed to use aluminum siding either.

To address Member Cunningham's concerns in why aluminum siding was not allowed, Mr. Paschke reviewed the difference in typical residential applications versus that in commercial or industrial applications and their differences in design. Mr. Paschke noted that most communities looked at those commercial areas as requiring a higher level of design and materials that would exclude residentially designed exterior materials.

Regarding a commercial business desiring to blend in with a neighborhood through use of residential type materials, Mr. Paschke staff would still be able to review each case, and depending on the actual location, a co-mingling of materials may be appropriate and could be approved; and opined that this recommended revision would not necessarily preclude that from happening.

Member Boguszewski provided an example if an existing funeral home was demolished by an Act of God, and their preference was to rebuilt looking like a large home to provide comfort to families; and that they wanted to use aluminum siding, shingles, etc.; and suggested that this was Member Cunningham's concern that this clause may preclude that happening. However, Member Boguszewski noted that the owners could bring their design to the Community Development Department explaining their rationale in preferring a residential look, and whether there was a process for them to accomplish that desired look.

Mr. Paschke opined that this clause didn't necessarily preclude that happening and actually could allow for a broader or more flexible interpretation. Mr. Paschke questioned whether the previous definition would have allowed aluminum siding for a new funeral home; however, opined that hairs were being split again. Mr. Paschke further opined that in his opinion, it was better to provide for better direction and greater clarification for the intent of the previous ordinance language by eliminating those things not found desirable, while allowing flexibility for staff to work with them for similar products and new materials.

If the Commission remained uncomfortable with the proposed language, Mr. Paschke noted that there was no rush to move this forward, and suggested more review and tweaking by staff. Mr. Paschke opined that he was quite confident that residential type lap siding was not desired in a Regional Business District, where the potential would then be for it to be wrapped all the way around a strip mall, as an example. Mr. Paschke expressed his preference for other design components closer to a street, but noted that there were many nuances in code, and he was not sure how best to cross that bridge. Mr. Paschke advised that he understood the concerns expressed by Member Cunningham. However, unless restricting it to a specific District, such as the Neighborhood Business section where materials could be slightly different and may allow for a commercial grade metal siding, Mr. Paschke advised that staff could reconsider that; however, he could not advocate for it in other Districts.

Member Daire opined that, from his perspective, staff's choice of words was close to genius, by including "may be" as that indicated that some things may be permitted or encouraged, while allowing for flexibility.

Mr. Paschke concurred with staff's intent with that wording, noting that they had attempted a potentially broad selection of materials.

Member Cunningham advised that her concern was less with the 10% portion of Section 5.3 as in excluding the core materials on the main portion of a building. However, if she was assured that staff would take into consideration commercial uses and potentially using metal siding in Neighborhood Business Districts when they were attempting to blend into the neighborhood, she could support the request without further revision.

Member Olsen opined that staff is not often given the credit they deserve, and concurred with Member Daire's interpretation of staff's genius in this language.

Mr. Paschke recognized and duly noted that points raised; and noted that practical application would prove whether or not those concerns and points had been sufficiently addressed with this language. Mr. Paschke opined that there was something to be said for making language too rigid or contradicting other language. Mr. Paschke advised that staff would give further consideration to separating out Neighborhood Business Districts due to their closer proximity to residential areas and the desire for achieving that blend. Mr. Paschke reiterated that there was no urgency in proceeding, and if the Commission preferred that it be further refined and brought back, he was amenable to doing so.

Member Boguszewski questioned if there was anything in code to address the intent of this, since the intent seemed to be to avoid or prevent incongruity along a neighborhood or street and the character of other buildings.

Mr. Paschke stated that he was not sure if the Purpose Statement was that specific for material and design standard and was broader; however, he noted that the purpose of design standards was to achieve those goals within various Zoning Districts.

Member Boguszewski opined that he could envision a restaurant or funeral home looking out of place if it looked like a residents; and questioned if it may be helpful to add a line about the intent of standards for these applications as well.

Chair Gisselquist closed the Public Hearing at approximately 8:24 p.m.; with no one appearing for or against.

MOTION

Member Boguszewski moved, seconded by Member Daire to recommend to the City Council APPROVAL of the proposed TEXT AMENDMENT to the exterior building materials regulations in Chapters 1005, 1006, 1007, and 1008 of the City Code to clarify and refine the restriction of corrugated metal as found on typical pole buildings; based on the comments and findings of Sections 4-6, and the recommendations of Section 7 of the staff report dated June 5, 2013.

Member Boguszewski asked staff to review the potential intent line, and consider an amendment to clarify the intent, based on his review of previous meeting minutes and Member Cunningham's request for more detail.

While recognizing their sizable difference, Member Cunningham suggested a review of the City of St. Paul's provisions along Grand Avenue and many businesses relocating in older homes with siding; and expressed her curiosity in how their ordinance addressed that, and if it could provide a model for Roseville.

Mr. Paschke clarified that the Roseville City Code did not allow a business to revert to a home; however, he offered to review the City of St. Paul code and bring this item back before the Commission if necessary or indicated.

Ayes: 6

Nays: 0

Motion carried

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to clarify the Materials section in §1005.02F (Commercial and Mixed-Use Districts Design Standards), §1006.02C (Employment Districts Design Standards), §1007.02F (Institutional District Design Standards, and §1008.02C (Parks and Recreation District Design Standard.

SECTION 2. Section 1005.02.F, 1006.02.C, 1007.02.F, and 1008.02.C, Materials, are hereby amended as follows:

All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, pre-colored or factory stained or stained on site textured precast concrete panels, textured concrete block, stucco, glass, ~~prefinished metal~~, fiberglass, or similar materials, ~~or cor-ten steel (other than unpainted galvanized metal or corrugated materials).~~ In addition to the above materials, accent materials, not exceeding 10% of any exterior building elevation, may include pre-finished metal, cor-ten steel, copper, premium grade wood with mitered outside corners (e.g., cedar, redwood, and fir), or fiber cement board. Other materials of equal quality to those listed, including the use of commercial grade lap-siding in the Neighborhood Business District, may be approved by the Community Development Department.

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

Passed this 8th day of July, 2013

ROSEVILLE
REQUEST FOR COUNCIL ACTION

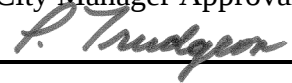
DATE: 7/8/2013

ITEM NO: 9.e

Department Approval



City Manager Approval

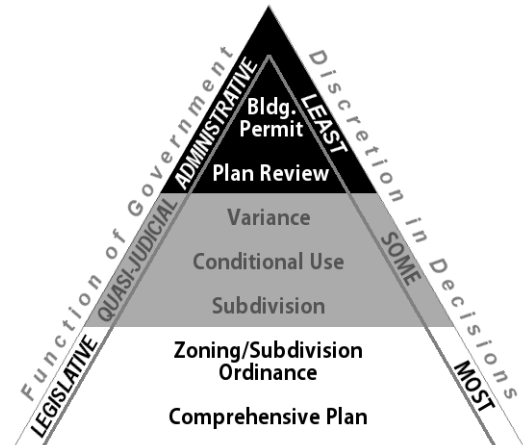


Item Description: Request by the Planning Division for Consideration of Zoning Text Changes to Multiple Sections to Revise how Outdoor Storage is Defined and Regulated and Where Outdoor Storage is Allowed

Application Review Details

- Public hearing: June 5, 2013
- RCA prepared: July 1, 2013
- City Council action: July 8, 2013
- Statutory action deadline: n/a

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



1.0 REQUESTED ACTION

Planning Division staff is requesting approval of ZONING TEXT CHANGES to improve outdoor storage regulations by amending the definition and revising how and where outdoor storage is allowed.

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff with the recommendation of the Planning Commission to approve the proposed ZONING TEXT CHANGES; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Pass an ordinance approving the proposed ZONING TEXT CHANGES; see Section 8 of this report for the detailed action.

4.0 BACKGROUND

On March 6, 2013, the Planning Commission discussed outdoor storage regulations, in general, and suggested ways for Planning Division staff to proceed in revising the existing Code requirements. Pictures of existing examples of outdoor storage and display requested during the March 6th discussion are included with this report as Attachment A. Because this request is initiated by the City rather than by an outside applicant, the State-mandated 60-day timeline does not apply in this case; this is noted merely to explain the “n/a” (i.e., not applicable) notation in the Application Review Details section above.

5.0 PROPOSED ZONING TEXT CHANGES

The proposed zoning text changes are shown in a draft ordinance, included with this report as Attachment B; proposed insertions will be represented in **bold** text, and proposed deletions will be shown in ~~striketrough~~ text. A brief discussion of the proposed changes can be found in the paragraphs below.

- 5.1 Definitions: Rather than having a single definition covering all kinds of outdoor storage, the activity has been divided into four segments: equipment and goods, fleet vehicles, inoperative/out-of-service vehicles and equipment, and materials. The new definitions are believed to be adequate as proposed, but are certainly open to suggestions for fine-tuning.
- 5.2 Zoning district tables of allowed uses: The tables showing the land uses that are permitted, conditional, or not permitted across the Commercial and Mixed-Use Districts and Employment Districts have been amended to include the new segments of outdoor storage. Here again, the proposed designation of the segments of outdoor storage as conditional, permitted, or not permitted in a given zoning district should be viewed as a start to the discussion rather than the final word. Note that the Commercial and Mixed-Use Districts table includes the RB-2 district; at the moment, this is a speculative part of the amendment, anticipating the eventual creation of such a zoning district. This public hearing can appropriately be the venue in which outdoor storage issues are identified and addressed, and this amendment can then be laid over until a proper amendment proposing the creation of the RB-2 District is acted upon, at which point the present amendment can be stripped of the RB-2 reference or approved as-is, as may be appropriate.
- 5.3 Conditional use standards and criteria: The next section of the proposed amendment establishes the additional requirements and considerations for evaluating outdoor storage where it is a conditional use, recognizing that the appearance of an outdoor storage facility may be more or less appropriate (or may warrant enhanced screening treatment) based on the existing character of the surrounding properties.
- 5.4 Additional standards for specific uses: Where segments of outdoor storage are permitted uses, this section of the zoning code establishes the additional requirements that apply. Planning Division staff has attempted to strike a balance between allowing for a predictable, transparent, and reasonable process for regulating outdoor storage and maintaining high aesthetic standards; suggestions for improving this balance are welcome.

6.0 PUBLIC COMMENT

The duly-noticed public hearing for this application was held by the Planning Commission on June 5, 2013; draft minutes of the public hearing are included with this report as Attachment C. As of the time this report was prepared, Planning Division staff

has been aware of the general need to revise outdoor storage regulations, but has not received any specific communications from the public.

7.0 RECOMMENDATION

Based on the comments and findings outlined in Sections 4 – 6 of this report, the Planning Division concurs with the recommendation of the Planning Commission to approve the ZONING TEXT CHANGE.

8.0 SUGGESTED ACTION

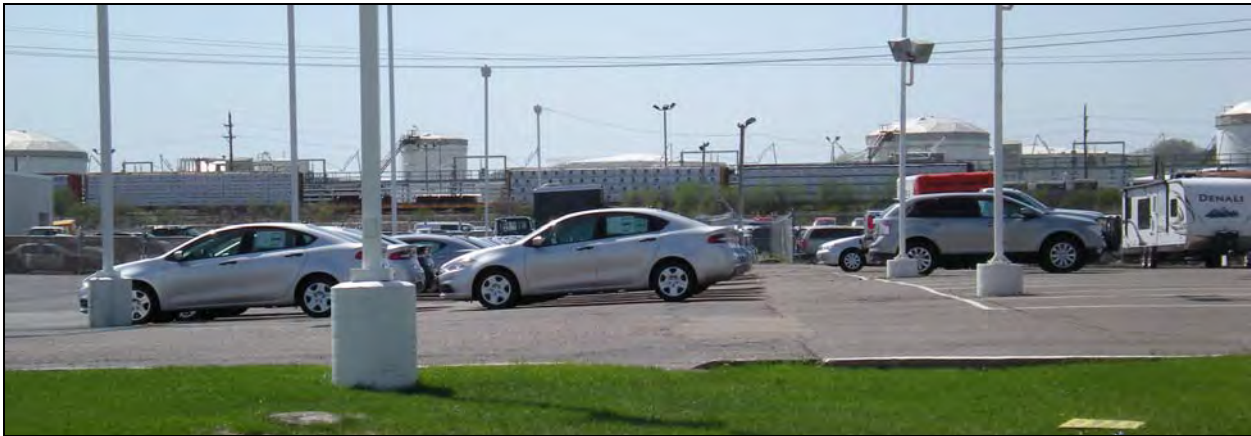
8.1 **Pass an ordinance approving the ZONING TEXT CHANGE**, based on the comments and findings of Sections 4 – 6 and the recommendation of Section 7 of this staff report.

8.2 **By motion, approve the draft ordinance summary for publication.**

Prepared by: Associate Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments: A: Pictures of outdoor display/storage C: Draft 6/5/2013 public hearing minutes
B: Draft ordinance D: Draft ordinance summary

Outdoor display





Active fleet vehicles



Out-of-season fleet vehicles



Equipment/goods, poorly screened







Equipment/goods, well screened



City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT PERTAINING TO OUTDOOR STORAGE
IN CHAPTERS 1001 (INTRODUCTION), 1005 (COMMERCIAL AND MIXED-USE
DISTRICTS), 1006 (EMPLOYMENT DISTRICTS), 1009 (PROCEDURES), AND 1011
(PROPERTY PERFORMANCE STANDARDS) OF TITLE 10 "ZONING CODE" OF THE
ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to improve outdoor storage regulations by amending the definition and revising how and where outdoor storage is allowed.

SECTION 2. Chapter 1001 is hereby amended as follows:**City Code §1001.10 (Definitions)**

Outdoor storage, **equipment and goods:** Permanent storage of goods, materials, equipment (e.g., household lawn/garden implements, larger construction equipment, trailers, etc.); or fleet or service vehicles **finished goods on pallets, bundles, or other packaging ready for sale or distribution** outside of an enclosed building. Off-street parking of customer or employee vehicles is not considered "outdoor storage."

Outdoor storage, fleet vehicles: Permanent storage outside of an enclosed building of motor vehicles ranging in size from passenger cars to commercial trucks, fleet vehicles are defined as being in active use by a rental agency, dispatch service, or other similar transportation service. Inoperable vehicles in need of repair or vehicles which are stored for seasonal use (e.g., snow plows in summer months) are defined and regulated as inoperable/out of service vehicles or equipment.

Outdoor storage, inoperable/out of service vehicles or equipment: Permanent storage outside of an enclosed building of vehicles or equipment which are inoperable or unused for more than 72 hours.

Outdoor storage, materials: Permanent storage outside of an enclosed building gravel, rock, mulch, sand, salt, or other loose material stored in piles or bins.

SECTION 3. Chapter 1005 is hereby amended as follows:

City Code §1005.03 (Table of Allowed Uses in the Commercial and Mixed-Use Districts)

Table 1005-1	NB	CB	RB-1	RB-2	CMU	Standards
Commercial Uses						
Outdoor display	P	P	P	P	P	Y
Outdoor storage, equipment and goods	NP	NP	C	C	NP	Y
Outdoor storage, fleet vehicles	NP	P	P	P	NP	Y
Outdoor storage, inoperable/out of service vehicles or equipment	NP	C	P	P	C	Y
Outdoor storage, materials	NP	NP	NP	NP	NP	

SECTION 4. Chapter 1006 is hereby amended as follows:

City Code §1006.03 (Table of Allowed Uses in the Employment Districts)

Table 1006-1	Office/ Business Park	Industrial	Standards
Manufacturing, Research, and Wholesale Uses			
Manufacturing and processing, no outdoor activities/storage	NP	P	Y
Manufacturing and processing, outdoor activities/storage	NP	C	Y
Outdoor display	P	P	Y
Outdoor storage, equipment and goods	C	P	Y
Outdoor storage, fleet vehicles	P	P	Y
Outdoor storage, inoperable/out of service vehicles or equipment	C	P	Y
Outdoor storage, materials	C	C	Y

SECTION 5. Chapter 1009 is hereby amended as follows:

1009.02: Conditional Uses

D. Specific Standards and Criteria: When approving the conditional uses identified below, all of the additional, specific standards and criteria shall apply.

30. Outdoor storage: All outdoor storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district except that no outdoor storage shall be allowed between a principal building and the front property line. Areas of outdoor storage shall not obstruct required drive aisles or parking stalls. Due consideration shall be given to the aesthetic impacts of the nature of outdoor storage and necessary screening on the surrounding properties.

Equipment and goods: Greater setbacks shall be considered for pressurized canisters or potentially explosive goods. Equipment and goods shall be screened by screen wall or fence at least 6 feet in height and at least 95% opaque. Equipment available for rent may be displayed without screening in an area not exceeding 10% of the screened outdoor storage area.

Inoperable/out of service vehicles or equipment: All vehicles or equipment which are inoperable or unused for more than 72 hours shall be screened by screen wall or fence at least 6 feet in height and at least 95% opaque.

Materials: All materials shall be screened by screen wall or fence at least 6 feet in height and at least 95% opaque. Special attention shall be given to the need to control erosion and prevent pollution. Small amounts of materials stored outdoors and available for sale may be displayed in an area without screening.

31. Park and Ride Facility: There are no specific standards for this use.

32. Pawn Shop: There are no specific standards for this use.

33. Place of Assembly: A facility established after the effective date of this ordinance within a predominantly residential or mixed-use area shall have vehicular access to a collector or higher classification street.

34. Renewable Energy Systems: There are no specific standards for this use.

35. Transit Center: There are no specific standards for this use.

SECTION 6. Chapter 1011 is hereby amended as follows:

1011.12: Additional Standards for Specific Uses in All Districts

E. Business and Commercial Uses:

8. Outdoor display: All outdoor display shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district. Display shall not obstruct required drive aisles or parking stalls.

9. Outdoor storage, fleet vehicles: All outdoor storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district. Fleet vehicles in active use need not be screened, but inoperable or otherwise out-of-service vehicles (e.g., snow plows in the summer, or “retired” vehicles) shall adhere to the requirements for outdoor storage of inoperable/out of service vehicles or equipment.

10. Outdoor storage, inoperable/out of service vehicles or equipment: All outdoor storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district except that no outdoor storage shall be allowed between a principal building and the front property line. All such vehicles or equipment which are inoperable or unused for more than 72 hours shall be screened by screen wall or fence 6-8 feet in height and at least 95% opaque, and an outdoor storage area shall not obstruct required drive aisles or parking stalls.

F. Employment Uses:

4. Manufacturing and Processing, Outdoor Activities/Storage:

a. Outdoor servicing, processing, or manufacturing, or storage of the materials used in these operations shall be no closer than 300 feet to a property occupied by a residential use.

b. All outdoor servicing, processing, or manufacturing shall be conducted, operated and maintained in accordance with any necessary permits of the Minnesota Pollution Control Agency, Ramsey County, and the City.

c. The applicant shall provide a site plan showing the location of buildings, areas of outdoor storage, servicing, processing or manufacturing, and fences and walls. A narrative shall accompany the plan stating the measures the applicant will take to comply with the environmental regulations established in Section 1011.02.

7. Outdoor display: All outdoor display shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district. Display shall not obstruct required drive aisles or parking stalls.

8. Outdoor storage, equipment and goods: All outdoor storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district except that no outdoor storage shall be allowed between a principal building and the front property line. Areas of outdoor storage shall not obstruct required drive aisles or parking stalls. Greater setbacks shall be considered for pressurized canisters or potentially explosive goods. Equipment and goods shall be screened by screen wall or fence at least 6 feet in height and at least 95% opaque. Equipment available for rent may be displayed without screening in an area not exceeding 10% of the screened outdoor storage area.

9. Outdoor storage, fleet vehicles: All outdoor storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district. Fleet vehicles in active use need not be screened, but inoperable or otherwise out-of-service vehicles (e.g., snow plows in the summer, or “retired” vehicles) shall adhere to the requirements for outdoor storage of inoperable/out of service vehicles or equipment.

10. Outdoor storage, inoperable/out of service vehicles or equipment: All outdoor storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district except that no outdoor storage shall be allowed between a principal building and the front property line. All such vehicles or equipment which are inoperable or unused for more than 72 hours shall be screened by screen wall or fence at least 6 feet in height and at least 95% opaque, and an outdoor storage area shall not obstruct required drive aisles or parking stalls.

SECTION 7. Effective Date: This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 8th day of July 2013

PROJECT FILE 13-0017**Request by Roseville Planning Division for consideration of ZONING TEXT CHANGES to multiple sections to revise how outdoor storage is defined and regulated and where outdoor storage is allowed**

Chair Gisselquist opened the Public Hearing for Project File 13-0017 at about 7:45 p.m.

City Planner Paschke reviewed this requested ZONING TEXT AMENDMENT, based on a previous discussion by the Commission at their March 6, 2013 meeting; and asking the Planning Division to provide examples of outdoor storage and display, and revise current code specific to outdoor storage regulations. Mr. Paschke credited Associate Planner Bryan Lloyd with the majority of preparation and specifics outlined in the report and in Attachment C.

Member Daire noted that the main focus in text and table revisions seemed to be related to protecting appearances to passersby; and questioned to what extent security or surveillance entered into considerations.

Mr. Paschke concurred that, since City Code allowed for privacy fencing in Industrial or Commercial Districts, the Police Department was often not able to visually observe the interior of those parcels, even though security and safety were obvious concerns. From a staff perspective, Mr. Paschke advised that while the Police Department's input had not been solicited, most businesses of this type had security fences in those place due to their preference not to have people see onto the site, and providing their own security or surveillance; at which time their monitoring or alarm systems would alert the Police Department or their private Security provider(s) of any trespassing and vandalism attempts. Mr. Paschke agreed that it was a trade-off in trying to keep the sites tidy and protect passersby from that view; it did make it difficult for the Police Department to observe activity on a site from outside.

At the request of Member Daire, Mr. Paschke stated that he would not go so far to say that the assumption was that any business with a screened area was responsible for providing their own surveillance; he noted that this provided greater clarification of current Code allowances or requirements by actually stepped back in a number of areas for certain types of storage items and whether they needed to be screened or not.

Chair Gisselquist noted that the point was to make neighborhoods more aesthetically pleasing for the public.

Mr. Paschke stated that the intent also protected the rights of private property owners while protecting the public from visual eyesores.

Chair Gisselquist closed the Public Hearing at 7:56 p.m.; no one spoke for or against.

MOTION

Member Boguszewski moved, seconded by Member Stellmach to recommend to the City Council APPROVAL of the proposed ZONING TEXT AMENDMENT to multiple sections to revise how outdoor storage is defined and regulated and where outdoor storage is allowed; based on the comments and findings of Sections 4-6, and the recommendation of Section 7 of the staff report dated June 5, 2013.

Member Boguszewski advised that his key concern had been addressed through this further refinement; designating and separating retail businesses displaying finished product; and he could support the request.

Chair Gisselquist opined that a nice compromise had been achieved.

Mr. Paschke noted that some displays (e.g. Praxair) pre-existed current code, and would remain a legal, non-conforming use.

Member Daire commended staff for their excellent photos and examples provided in the packet; providing his consideration of some businesses that he had previously been unaware of specific to their storage situations.

Ayes: 6

Nays: 0

Motion carried.

City of Roseville

ORDINANCE SUMMARY NO. ____

AN ORDINANCE AMENDING SELECTED TEXT PERTAINING TO OUTDOOR STORAGE IN CHAPTERS 1001 (INTRODUCTION), 1005 (COMMERCIAL AND MIXED-USE DISTRICTS), 1006 (EMPLOYMENT DISTRICTS), 1009 (PROCEDURES), AND 1011 (PROPERTY PERFORMANCE STANDARDS) OF TITLE 10 "ZONING CODE" OF THE ROSEVILLE CITY CODE

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on July 8, 2013:

The Roseville City Code, Title 10, Zoning Code, has been amended to improve outdoor storage regulations by amending the definition and revising how and where outdoor storage is allowed.

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

Attest: _____
Patrick Trudgeon, Interim City Manager

REQUEST FOR COUNCIL ACTION

Date: 7/8/13
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Request to Extend Working Hours for the 2013 Sanitary Sewer Lining Project

BACKGROUND

SAK Construction, LLC, is the City's Contractor for the 2013 Sanitary Sewer Lining Project. This project is currently underway and includes the lining of sanitary sewer segments that collect and convey significant amounts of wastewater. We have received a variance request from the contractor to allow night work to complete the segments located in commercial areas on heavily traveled roads that require closure of traffic lanes to complete the work. The variance is intended to reduce property owner inconvenience by completing the lining during low-flow time periods and also result in fewer traffic disruptions. Night work is proposed at the following locations:

- Intersection of Fairview Avenue and County Road B-2;
- County Road B-2, from Fairview Avenue to American Street
- Easement between Rosedale Commons and Crossroads of Roseville
- Central Park, north of Transit Avenue, west of Dale Street

The requested variance is to City Code Section 405.03 HOURLY RESTRICTIONS OF CERTAIN OPERATIONS which permits construction activities to occur between the hours of seven o'clock (7:00) a.m. and ten o'clock (10:00) p.m. on any weekday, or between the hours of nine o'clock (9:00) a.m. and nine o'clock (9:00) p.m. on any weekend or legal holidays. The Contractor is seeking a variance to complete the work between July 9 and July 18, 2013. In the case of inclement weather, the work will be completed by July 31.

A variance to this section of code requires a Public Hearing before the City Council, per code section 405.04. We have mailed out Public Hearing notices to all properties within 350 feet of the corridor. Any comments that we receive will be shared with the City Council as a part of the Public Hearing.

POLICY OBJECTIVE

The Contractor is working to limit the sanitary sewer service interruption and traffic disruption necessary to complete this project. They are asking for the variance so that they can reduce the inconvenience for the public.

FINANCIAL IMPACTS

There is no direct financial impact to the City of Roseville. However, completing these segments during normal working hours may impact area businesses, the travelling public, and the Contractor.

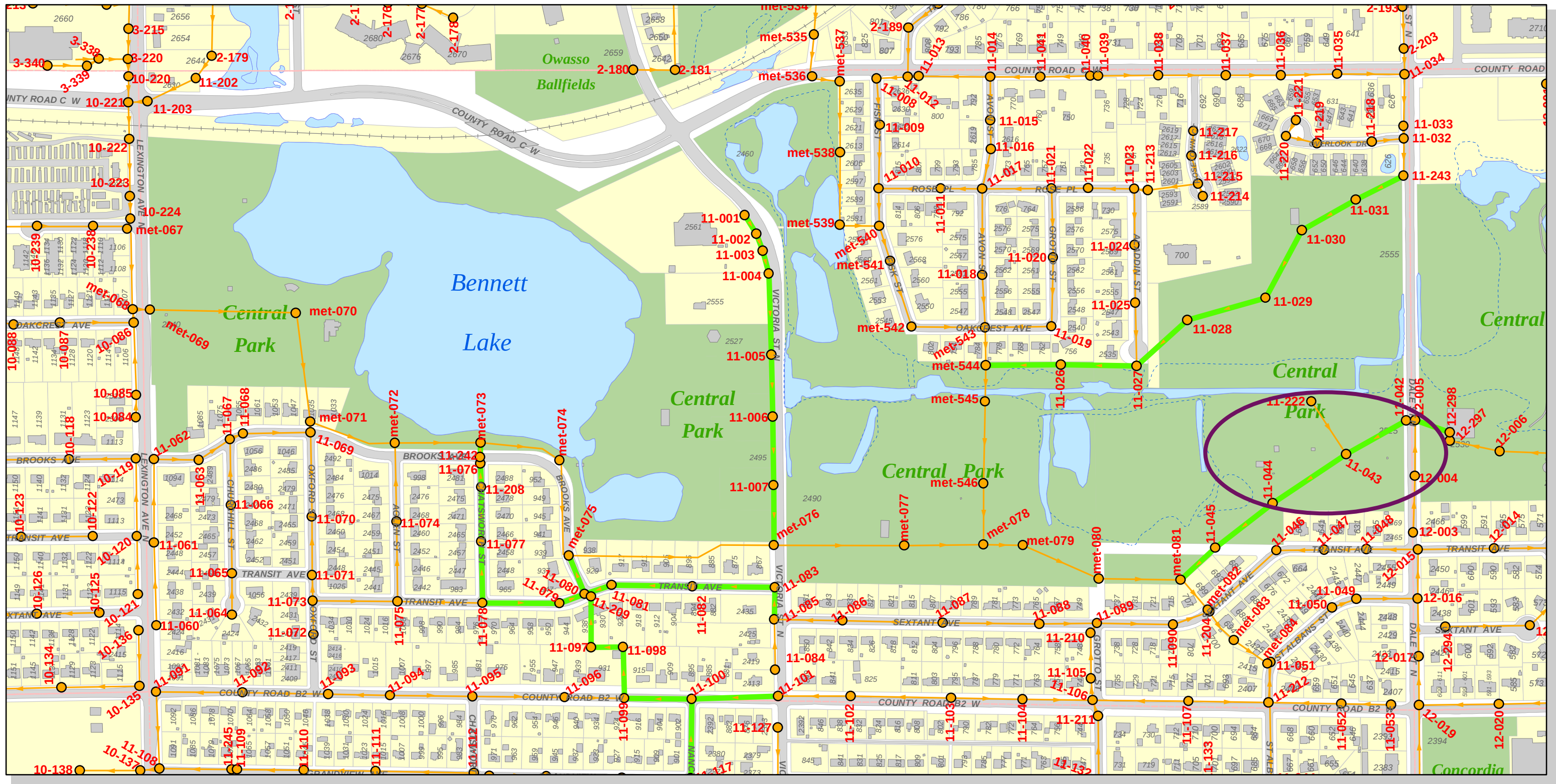
STAFF RECOMMENDATION

Approve the variance as requested.

REQUESTED COUNCIL ACTION

Approve the variance to extend the working hours for the 2013 Sanitary Sewer Lining Project.

Prepared by: Kristine Giga, Civil Engineer
Attachment A: Location map showing proposed night work



2013 Sanitary Sewer Lining

North Half Section 11, Township 29, Range 23



Prepared by:
Engineering Department
Nov 28, 2012

Data Sources and Contacts:

* Ramsey County GIS Base Map (10/29/12)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN 55113 USA
ArcIMS online mapping for City of Roseville at:
<http://maps.metro-net.us>

Limit on Liability

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 651-792-7044. The preceding disclaimer is provided pursuant to Minnesota Statutes §464.03, 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.



LOCATION OF PROPOSED NIGHT WORK



Sanitary Pipe Lining Segment 1 (2.04 miles)



Sanitary Pipe Lining Segment 2 (4.97 miles)



Sanitary Pipe Lining Segment 3 (0.43 miles)

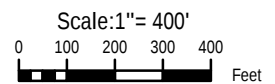
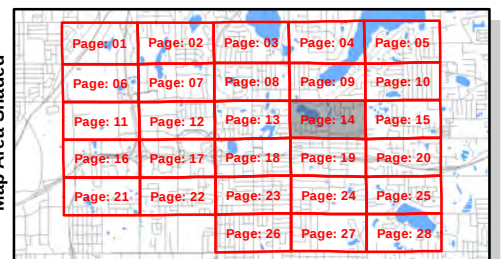


All Sanitary Sewer Pipe



Sanitary Sewer Manhole (with ID#)

Location Map:
Map Area Shaded



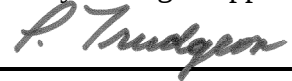
REQUEST FOR COUNCIL ACTION

Date: July 8, 2013

Item No.: 13.a

Department Approval

City Manager Approval



Item Description: **City Manager Search Progress Report & Award Contract for Search Firm Services**

BACKGROUND

As directed by City Council on June 3rd staff updated the RFP for recruitment and selection consultants. The RFP was then sent by email to 13 firms nationally for consideration. Seven bids were received by the due date of noon on June 19th. The approved Stakeholder Group reviewed each bid and evaluated services based on criteria such as firm and assigned personnel qualifications, services provided, timeline, service flexibility, stakeholder involvement, and cost. The stakeholder group consisting of Council sub-committee and staff then met on Thursday June 27th and came to consensus on the top two firms. The finalists' proposals are included as Attachment A & B for your consideration. The totals of the evaluation process are shown below for your review.

NAME	TOTAL SCORE
Springsted Inc.	940
Brimeyer Fursman	908
Waters	812
Slavin	807
Affion	750
Voorhees	741
PDI	692

At the June 3rd meeting Council also reviewed the enclosed process timeline:

City Manager Interview & Selection Timeline

Job Description & Profile Review & Updates	7/9 – 7/14
Job Profile Review, Updates, & Approval	7/15
Post City Manager Position/Recruitment	7/16 – 8/6
Consultant Reviews Applications	8/6 – 8/12
Consultant Conducts Initial Screening	8/13 – 8/25

Consultant presents (5-7) candidates (with reasoning profiles) for interviews with City stakeholders	8/26
City Interviews recommended (5-7)	9/2 – 9/6
City/Consultant Presents 3 Finalists to Council	9/16
Finalist Backgrounding, references, Testing & Council Interviews	9/17 – 9/27
City Council/Attorney Negotiates Contract	9/27 – 10/4,
Announcements	10/5 – 10/14
New City Manager Begins Employment	By 11/4

- Please note that this timeline is very aggressive and does not include any public involvement unless they are part of the interview panels.
- This timeline is also subject to City Attorney review for legal requirements.

STAFF RECOMMENDATION

The stakeholder group recommends awarding this contract to _____ based on the criteria and scoring of the bids, as well as flexibility and cost. Staff also recommends implementing the timeline as outlined above subject to unforeseen or Council driven changes.

POLICY OBJECTIVE

Award the contract for search firm services and proceed with the recruitment and selection of the next City Manager.

BUDGET IMPLICATIONS

Springsted included a not to exceed budget of \$16,000 and Brimeyer Fursman included a not to exceed budget of \$18,000. However, the final budget implications will be based on Council directives with regard to what will be included in the process and what steps will be conducted in house or through the consultant. It should be noted that expenses such as candidate travel costs, public socials, and finalist's psychological evaluations have not been included here.

REQUESTED COUNCIL ACTION

Motion to award the contract for search firm services in the City Manager hiring process to _____ with a total process budget not to exceed \$20,000 utilizing the timeline as outlined above subject to City Attorney approval and unforeseen or Council driven changes.

Prepared by: Eldona Bacon, SPHR Human Resources Manager
A: Springsted, Inc. Proposal (please see item 2.a)
B: Brimeyer Fursman, LLC Proposal (please see item 2.b)

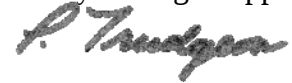
REQUEST FOR COUNCIL ACTION

Date: July 8, 2013

Item No.: 13.b

Department Approval

Interim City Manager Approval



Item Description: Classification & Compensation Study Policy Recommendations and Implementation

1 **BACKGROUND**

2 At the June 17th meeting, the City Council instructed staff to bring back a compensation policy
3 for consideration. Staff recommends updating the policy to state that the compensation policy of
4 the City would be to provide wages equal to 100% of the average of peer communities.

5 The current compensation plan is based on meeting 97% of Roseville's peer community's
6 average for wages of benchmark positions. This policy was designed and implemented as a
7 result of the last compensation study conducted in 2002. The current compensation plan also has
8 a merit pay component that allows for the top 20% of performers to earn up to 115% of top pay
9 based on achievements and overall performance. At time of implementation, it was expected
10 that the entire compensation plan including the merit pay component would be fully funded over
11 the years to reward staff based on achievements and performance.

12 Since that time, the current compensation plan has not worked according to its design. The 97%
13 pay plan component has slipped to closer to 95% over time. In addition, the merit pay program
14 has never been appropriately funded to reward achievement, nor has it been applied equally
15 across the city. If the City were fully funding the current compensation program as policy
16 indicates, we would need to allocate an additional \$121,755 (of which \$67,846 would be levy
17 funds) just to get back in conformance with the 97% of the average compensation level.
18 Additionally, if you factor in budgeting for merit to comply with the policy then another
19 \$200,000 will need to be allocated annually just to maintain and continue the current
20 compensation plans and policy. This is a total cost of \$321,755.

21 **POLICY OBJECTIVE**

22 To deliver a wage system and structure that is fair and equitable while allowing Roseville to
23 attract and retain quality staff in the marketplace.

24
25 **BUDGET IMPLICATIONS**

26 To a service organization especially, staff is an asset much the same as the equipment used to
27 provide services. Without a focus to maintain the organizations assets they decline in value and
28 production output. Thus, a balance of funding for all asset classes needs to be achieved.
29

The 2012 classification and compensation study results indicate that Roseville is 4.6% under the market on average. During the June 17th meeting Council was provided the tax supported cost of implementation shown below provided by Finance Director, Chris Miller. **For each 1% adjustment \$42,404 would come from the property tax-supported functions.** A more detailed breakdown of the funding sources is as follows:

Source	Each 1% adjustment	Implementation of 4.6%
Tax Levy	\$ 42,404	\$ 195,058
Cable Franchise Fees	\$ 1,348	\$ 6,201
IT Revenues	\$ 9,434	\$ 43,396
License Center Fees	\$ 8,760	\$ 40,296
Building Permit and Plan Review Fees	\$ 7,749	\$ 35,645
Water and Sewer Fees	\$ 4,043	\$ 18,598
Recycling Fees	\$ 337	\$ 1,550
Golf Course fees	\$ 2,022	\$ 9,301
Total	\$ 76,097	\$ 350,046

As shown in the above table, to recalibrate the current pay plans for the non-union, exempt and non-exempt groups and achieve 100% of Roseville's market average will cost \$350,046.20, of which \$195,058.40 would be funded by property taxes. Additionally, the cost to reclassify those identified in the study as more than 6% under the market average after pay plan updates have occurred is no more than \$20,000. (Once again, please note that this does not include the paid on-call fire staff).

There are several options that can be considered to provide for the appropriate level of compensation. As discussed in prior meetings, adjustments could be phased in over a certain period of time. However, the longer the compensation plan takes to implement the longer the disparity with our peer communities will continue and elevated costs will occur due to compounding.

Another option to consider is to utilize existing funds to fully implement the compensation plan immediately and spread the levy increase over several years. This approach would allow for the levy to gradually absorb the cost of implementing the 100% of the peer cities average compensation plans. Existing reserves and fund balances could be utilized to implement the adjustment this year. Given the existing level of compensation disparity with the peer cities and the funding mechanisms available staff is recommending this option be used.

In any case, to stay current, the Council will need to provide ongoing funding for future years to maintain the pay plans at 100% of the market average by providing a cost of living adjustment that meets the market's average.

STAFF RECOMMENDATION

1. Establish the policy for the pay plans for non-union, exempt and non-exempt, at 100% of the

10 peer City average as was shown by the study, resulting in a 4.6% increase to the pay plans (eliminating the merit pay component).

2. Positions found to be more than 6% under the market average after plan adjustments are completed would be reviewed and potentially reclassified to the next higher grade at the step just above their current rate of pay. It is expected there will not be more than 8 positions with a total levy and non-levy cost not to exceed \$20,000.
3. Implement the 100% of peer city average pay plans beginning August 1st for non-union, exempt and non-exempt, by utilizing existing merit pay budgets and drawing down reserves and fund balances. Future levy increases will need to occur to properly fund the levy supported positions.

(It should be noted that all of these actions should be considered together and not separately as all will need to occur in order to implement the 100% of the peer City average pay plans).

REQUESTED COUNCIL ACTION

Motion to set policy and implement as staff has recommended above.

Prepared by: Eldona Bacon, Human Resources Manager (651) 792-7025
Patrick Trudgeon, Interim City Manager (651) 792-7021

REQUEST FOR COUNCIL ACTION

Date: 07-08-2013

Item No.: 14.a

Department Approval

City Manager Approval



Item Description: **Discuss and seek Council direction regarding possible changes to boat and trailer parking regulations in Chapter 407 (Nuisances) of the City Code.**

BACKGROUND

- In response to concerns from citizens, Council has identified the need to review city code public nuisance regulations regarding the parking and storage of trailers and boats on residential property.

ROSEVILLE CITY CODE

- Roseville's City Code contains the following regulations (in Chapter 407 Nuisances) regarding the parking and storage of trailers and boats on residential property:
 - o Section 407.03: Nuisances Affecting Peace and Safety:
 - Item Q: Storing of Boats, Trailers and Inoperative Motor Vehicles In Front Yards:
 - ✓ The storing of the following things for a period longer than 72 hours in the front yard of any residential zoned area (would qualify as a public nuisance):
 - a. Trailers of any kind, unless supporting a boat of 20 feet or less.
 - b. Boats or watercraft of any kind in excess of 20 feet.
 - c. Inoperative motor vehicles of any type.
 - d. Campers and camper buses.
 - ✓ 2. For the purpose of this Section, "front yard" means any area between any public street and a line parallel to the public street at the building line. (Ord. 522, 1-9-1967; 1995 Code)
- Note: There are no regulations in the city code that prohibit or limit the parking of boats or small trailers on city streets, provided they are properly licensed and do not create a hazard.

REQUESTED COUNCIL ACTION

- Provide direction to staff regarding: research to conduct, information to provide, or, any type of changes necessary, regarding trailer and boat parking regulations within Chapter 407 of Roseville's City Code.

Prepared by: Don Munson, Codes Coordinator