City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, November 28, 2016
City Council Chambers
Council Meeting will be immediately following EDA Meeting.
(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

6:15 p.m.	**1.**	**Roll Call** Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, Roe
6:17 p.m.	**2.**	**Pledge of Allegiance**
6:19 p.m.	**3.**	**Approve Agenda**
6:24 p.m.	**4.**	**Public Comment**
6:30 p.m.	**5.**	**Council and City Manager Communications, Reports and Announcements**
6:35 p.m.	**6.**	**Recognitions, Donations and Communications** a. HRC Award Presentation
6:45 p.m.	**7.**	**Approve Minutes** a. Approve November 7 City Council Meeting Minutes b. Approve November 14 City Council Meeting Minutes
6:50 p.m.	**8.**	**Approve Consent Agenda** a. Approve Payments b. Approve Business Licenses c. Approve General Purchases and Sale of Surplus items in Excess of $5,000 d. Approve City Council 2017 Calendar e. Approve Resolution Awarding Bid for South Lake Owasso Drainage Improvement Project f. Approve Resolution Awarding Bid for 2017 Sanitary Sewer Main Lining g. Approve Resolution Awarding Contract for the Cleveland Ave Sanitary Sewer Lift Station Project h. Approve Rail Road Agreement with Minnesota

		Commercial
		i. 2017 SCORE Grant Agreement
		j. Accepting Donation from the Roseville Police Foundation
		k. Enter into Contract with WSB
7:00 p.m.	**9.**	**Consider Items Removed from Consent**
	10.	**General Ordinances for Adoption**
	11.	**Presentations**
7:10 p.m.		a. CHAT Presentation
	12.	**Public Hearing and Action Consideration**
7:30 p.m.		a. Consider Modifying the Tax Increment Financing (TIF) Plan for Redevelopment TIF District #12 to Aide in the Revitalization of Rice St. and Larpenteur Ave.
	13.	**Budget Items**
7:50 p.m.		a. Hearing to Solicit Public Comment on the 2017 Budget & Tax Levy
	14.	**Business Items (Action Items)**
8:20 p.m.		a. Review and Discuss Draft City of Roseville and Economic Development Authority (EDA) Acquisition Framework
	15.	**Business Items – Presentations/Discussions**
8:40 p.m.		a. Park Capital Funding Policy Discussion
8:45 p.m.	**16.**	**City Manager Future Agenda Review**
8:50 p.m.	**17.**	**Councilmember Initiated Items for Future Meetings**
8:55 p.m.	**18.**	**Adjourn Meeting**

Some Upcoming Public Meetings………

December			
Monday	Dec 5	6:00 p.m.	City Council Meeting
Tuesday	Dec 6	6:30 p.m.	Parks & Recreation Commission
Wednesday	Dec 7	5:30 p.m.	Variance Board
Wednesday	Dec 7	6:30 p.m.	Planning Commission
Thursday	Dec 8	6:30 p.m.	Community Engagement Commission
Tuesday	Dec 13	6:30 p.m.	Finance Commission
Friday Monday	*Dec 23-26*		*City Offices Closed – Christmas Eve & Christmas Day*
Tuesday	Dec 27	6:30 p.m.	Public Works, Environment, and Transportation Commission

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: November 28, 2016
Item No.: 6.a

Department Approval

City Manager Approval

Item Description: Recognize Human Rights Award Recipients

BACKGROUND

The Human Rights Commission (HRC) created a recognition program last year that provides our community the opportunity to nominate individuals, groups and organizations for meritorious service in the pursuit and advocacy of human rights. Nominees must have performed services on behalf of Roseville residents or for Roseville residents. The HRC received two nominations and a sub-committee was formed to review the nominees. The HRC determined that ranking each nominee this year was unnecessary and both were worthy of recognition.

HRC Award Recipients this year include:

- Angie McGaster-Woods, Roseville Area High School
- Sherry Sanders

BUDGET IMPLICATIONS

No budget impact.

STAFF RECOMMENDATION

Recognize the Human Rights Commission Award recipients.

REQUESTED COUNCIL ACTION

Recognize the Human Rights Commission Award recipients.

Prepared by: Carolyn Curti, Staff Liaison
Attachments: Nominations

Attachment A

Human Rights Commission Award

Nominations will be accepted throughout the year. The application deadline for a given year will be the first Monday of April. Nominations for 2015 are closed. Submissions for 2016 are being accepted.

Nominator Information

First Name	Jenny
Last Name	Loeck
Phone Number	[redacted]
Email	[redacted]

Nominee Information
Nominees must have performed services on behalf of Roseville residents or for Roseville residents

Name or Business	Ms. Angie McGaster-Woods (Roseville Area High School)
Address1	[redacted]
Address2	*Field not completed.*
City	Roseville
State	MN
Zip	55113
Phone Number	[redacted]
Email	[redacted]

This recognition program provides our community the opportunity to nominate individuals, groups and organizations for meritorious service in the pursuit and advocacy of human rights. It encompasses Roseville residents and anyone working on behalf of Roseville residents.

Describe briefly the nominee's activity or accomplishment	Ms. Angie Woods is currently an Assistant Principal at Roseville Area High School (RAHS). As Principal, I've had the privilege of working alongside Angie for the past five years. She began her career as an African American Cultural Liaison, where she built

	deep trusting relationships with our students, families, and staff. Angie's dedication to family outreach and improving the lives and educational experience of our families of color is the reason I'm nominating her for the City of Roseville Human Rights Award. Angie has earned multiple promotions at RAHS due to her hard work, dedication, caring touch, listening ear, creative ability to problem solve, and her steadfast commitment to being a champion for our students and families of color. After serving as a cultural liaison, Angie moved into a supervisory position and lead the transformation of our Restorative Justice and ReStart program at RAHS. Students and families go to Angie for constant support and assistance. Due to her significant positive impact, last year, Angie was again promoted to an Interim Dean of Students position at RAHS. Once again, she took her leadership to a new level, working with teachers on their cultural relevant classroom instruction practices. Working closely with student discipline, Angie remained a champion for all RAHS students. Students understood that they could trust and confide in Angie, regardless of the circumstance. Finally, this fall, Angie has been promoted for a fourth time to the position of Assistant Principal. RAHS would not be the safe, welcoming, and all-inclusive school community we are today without the leadership impact of Ms. Angie Woods.
Describe the impact on individuals or groups in the Roseville Community. Consider the number of people affected and the longevity or level of change created.	A major significant contribution that Angie has made to the RAHS Community is her steadfast dedication to supporting all RAHS Families, with an eye on equity and specifically supporting our RAHS Families of Color. Having worked at RAHS for the past five years with Angie, I can say with conviction that she has helped hundreds, if not thousands, of students and families. Angie supports families through listening to their needs and then responding consistently with care. Angie is resourceful and through her generous energy, she is able to provide for and advocate for families.......everyday. The level of change created within the culture of RAHS is immeasurable.
Elaborate on any special qualities (i.e. creativity, resourcefulness, stamina, diplomacy) that the nominee demonstrated in achieving this accomplishment.	Truly, it would be an impossible task for me to describe all of the special qualities of Ms. Angie Woods. She is a very special leader who takes the time to ask all the right questions at all the right times. Angie builds trust with all stakeholders - this trust creates an environment for safety, learning, and achievement. Angie understands the importance of listening to student and family voice. She brings this voice into our leadership decision-making on a daily basis. Angie is courageous to the core and always willing to challenge the status quo in a way that move our community forward.
Did the nominee need to overcome any obstacles or exhibit moral courage in order	When Angie began her work at RAHS just five years ago, she was the only African-American staff member. Each and every day Angie demonstrates strength and resiliency in her advocacy work at RAHS. While working full time at RAHS, Angie earned

to pursue his or her goal?	her Master's Degree in Educational Leadership with a principal's and teaching license. Angie's moral courage and wisdom is a model for all Roseville community members to follow.
Provide the names, telephone numbers and e-mail addresses of 3 individuals who can speak to the nominee’s efforts. This may include the person completing this form.	Jenny Loeck - Principal at Roseville Area High School (RAHS) [redacted] Eric Singer - Associate Principal at RAHS [redacted] Jeff Whisler - Activities Director at RAHS [redacted]

Human Rights Commission Award

Nominations will be accepted throughout the year. The application deadline for a given year will be the first Monday of April. Nominations for 2015 are closed. Submissions for 2016 are being accepted.

Nominator Information

First Name	Tammy
Last Name	McGehee
Phone Number	[redacted]
Email	[redacted]

Nominee Information
Nominees must have performed services on behalf of Roseville residents or for Roseville residents

Name or Business	Ms. Sherry Sanders
Address1	[redacted]
Address2	*Field not completed.*
City	Roseville
State	MN
Zip	55113
Phone Number	[redacted]
Email	[redacted]

This recognition program provides our community the opportunity to nominate individuals, groups and organizations for meritorious service in the pursuit and advocacy of human rights. It encompasses Roseville residents and anyone working on behalf of Roseville residents.

Describe briefly the nominee's activity or accomplishment	It is difficult to briefly describe all the significant accomplishments of Sherry Sanders since she arrived in Roseville some 8 years ago. She has participated on several task force groups working on various city issues. She has been appointed to a Roseville

	Commission by the City Council. She has been elected as Co-Chair (with her husband) of the Lake McCarrons' Neighborhood Association. She has worked with others to write and receive a grant to facilitate positive interactions between a refugee group and her neighborhood. She has stood courageously and publicly to face bullying and abuse of power by members of the community. Concurrently, she has been a wife, mother, and grandmother supplying material aid and emotional support to her family.
Describe the impact on individuals or groups in the Roseville Community. Consider the number of people affected and the longevity or level of change created.	Ms. Sanders has been instrumental in bringing focus to issues in southeast Roseville that need to be addressed. Her hard work and vision have brought together an existing neighborhood and the new refugees, the Karen, in dialogue, friendship, and community planning. Ms. Sanders' grant funded dialogues have met with much success and brought together agencies, as well as leadership from St. Paul, Roseville, and Maplewood for problem solving. She has made connections with Galilee Lutheran Church resulting in the church providing a meeting location for many neighborhood conversations. In her work with the Karen Organization of Minnesota (KOM), Ms. Sanders recognized the benefit for this agrarian immigrant community to have a place to garden. Ms. Sanders secured land just a short distance from the apartment complex where the Karen live and arranged for water from an adjacent business. Together with Ms. Kathy Ramundt, Ms. Sanders founded "Do Good Roseville." This group selects projects they feel are important and can be done without City assistance. Last fall they collected mittens and winter clothing for children in need. This fall they are planning a Roseville Area Community Volunteer Fair to form a bridge between those groups working to improve our community and the many volunteers looking for meaningful ways in which to serve. Ms. Sanders' leadership in encouraging positive relationships between neighborhood residents and the immigrants living on the edge of the neighborhood has been unparalleled in my 35 years in Roseville. Her intolerance of bullying and outspoken courage on the topic is an outstanding example and model for all who struggle with bullying in public, private, and employment aspects of their lives. The benefit to our entire community and beyond from any one of these accomplishments would be significant and lasting. The depth and extent of her modeling of service and hard work to better her community is without measure. The benefits are many and lasting; their reach is broad and deep.
Elaborate on any special qualities (i.e. creativity, resourcefulness, stamina, diplomacy) that the nominee	Ms. Sanders' has many qualities that have allowed her to be so uniquely successful. She is creative, courageous, visionary, resourceful, and diplomatic—to name but a few. It was her vision, stamina, and resourcefulness that bore fruit in the community garden project. It was her intellectual, leadership and diplomatic skills that brought together three municipalities in a local church

demonstrated in achieving this accomplishment.	to discuss community problems and potential solutions. It was her courage that allowed her to stand up publicly to a bully and to engage regularly in public speaking, something that causes her anxiety and discomfort. Roseville is so fortunate to have someone in its community of the intelligence and stamina of Ms. Sanders to show others what can be done through hard work, diplomacy, vision, and leadership. And what cannot and should not be overlooked or understated is that this work is not done for public recognition or personal gain. Ms. Sanders' shies away from these, always giving praise and credit to others. Ms. Sanders works tirelessly because she believes in the causes she champions; she seeks only the personal satisfaction of achieving positive benefits for her community.
Did the nominee need to overcome any obstacles or exhibit moral courage in order to pursue his or her goal?	Ms. Sanders is by nature not a public person. She is uncomfortable speaking in public. Many of her activities have caused her to have to appear before the City Council, a side effect of her work she does not relish or seek. She, like many in our community, is not young and shoulders some child care for her grandchildren. All of this makes Ms. Sanders' achievements more remarkable and unexpected. The City just received "Point of Light" certification for our volunteerism. Ms. Sanders is more than a point of light, she is a community beacon!
Provide the names, telephone numbers and e-mail addresses of 3 individuals who can speak to the nominee's efforts. This may include the person completing this form.	Diane Hilden, [redacted] Kathy Ramundt, [redacted] Kari Collins, [redacted] Pastor Dana, [redacted]

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 11/28/2016

Item No.: 8.a

Department Approval

City Manager Approval

Item Description: Approve Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	$989,490.80
83646-83869	$1,016,608.04
Total	2,006,098.84

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: 11/22/2016 - 8:26 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83745	11/10/2016	Boulevard Landscaping	Contract Maintenance	Sandstrom Land Management, LLC	MOWING, WEEDING, MULCHINC	7,008.00
				Contract Maintenance Total:		7,008.00
0	11/14/2016	Boulevard Landscaping	Operating Supplies	Hamline Univ-CC	Training Expenses	349.35
83754	11/10/2016	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	1980 Brenner Ave	63.00
				Operating Supplies Total:		412.35
				Fund Total:		7,420.35
83819	11/17/2016	Building Improvements	Other Improvements	Montgomery Brinkman, LLC	QTY 1: PARTITIONS	4,269.00
83819	11/17/2016	Building Improvements	Other Improvements	Montgomery Brinkman, LLC	QTY 1: PARTITIONS	1,535.00
83742	11/10/2016	Building Improvements	Other Improvements	Oakley Interiors	QTY 1: TILE AND COUNTERTOPS	4,811.04
83742	11/10/2016	Building Improvements	Other Improvements	Oakley Interiors	Furnish and Install Solid Surface Top	1,980.00
0	11/02/2016	Building Improvements	Other Improvements	Sherwin Williams	Paint Supplies	48.03
				Other Improvements Total:		12,643.07
				Fund Total:		12,643.07
83863	11/17/2016	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copier Rental	2,722.09
				Rental - Copier Machines Total:		2,722.09
83808	11/17/2016	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Copier Rental	4,429.14
				Rental - Office Machines Total:		4,429.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	7,151.23
0	11/09/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	7.17
					Federal Income Tax Total:	7.17
0	11/09/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	6.89
0	11/09/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	1.61
					FICA Employee Ded. Total:	8.50
0	11/09/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	6.89
0	11/09/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	1.61
					FICA Employers Share Total:	8.50
0	11/09/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	1.03
					MN State Retirement Total:	1.03
0	11/09/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	6.66
					PERA Employee Ded Total:	6.66
0	11/09/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	6.66
0	11/09/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	1.03
					PERA Employer Share Total:	7.69
83748	11/10/2016	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	October Bingo billing	2,517.48
					Professional Services Total:	2,517.48
0	11/09/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	3.83
					State Income Tax Total:	3.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	2,560.86
83817	11/17/2016	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	3,575.08
					Building Surcharge Total:	3,575.08
83654	11/02/2016	Community Development	Clothing	Avenue Shirt Works	Uniform Supplies	101.55
					Clothing Total:	101.55
83766	11/17/2016	Community Development	Deposits	Bauer Design Build	Construction Deposit Refund-2565 W	4,000.00
83792	11/17/2016	Community Development	Deposits	Hanson Builders	Construction Deposit Refund-3020 S.	800.00
83840	11/17/2016	Community Development	Deposits	R.J. Ryan Construction	Construction Deposit Refund-2280 W	4,000.00
83869	11/17/2016	Community Development	Deposits	Zeman Construction	Construction Deposit Refund-2851 Sı	4,000.00
					Deposits Total:	12,800.00
83845	11/17/2016	Community Development	Development Escrow	S & S Tree & Horticultural Speciali	Forestry Service	360.00
					Development Escrow Total:	360.00
0	11/17/2016	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-Oct.	6,040.00
					Electrical Inspections Total:	6,040.00
0	11/09/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	4,322.81
					Federal Income Tax Total:	4,322.81
0	11/09/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	2,157.23
0	11/09/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Eı	504.54
					FICA Employee Ded. Total:	2,661.77
0	11/09/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	2,157.23
0	11/09/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Eı	504.54
					FICA Employers Share Total:	2,661.77
83730	11/10/2016	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	370.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HRA Employer Total:	370.00
83744	11/10/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	250.00
					HSA Employee Total:	250.00
83744	11/10/2016	Community Development	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	533.00
					HSA Employer Total:	533.00
0	11/10/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2016 ICMA Defe	1,717.94
					ICMA Def Comp Total:	1,717.94
83695	11/02/2016	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	164.50
					Medical Ins Employee Total:	164.50
83695	11/02/2016	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	3,844.50
					Medical Ins Employer Total:	3,844.50
83817	11/17/2016	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-71.41
					Miscellaneous Revenue Total:	-71.41
0	11/09/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	316.05
					MN State Retirement Total:	316.05
0	11/09/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	450.00
					MNDCP Def Comp Total:	450.00
0	11/17/2016	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	370.35
					Office Supplies Total:	370.35
0	11/09/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	2,262.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	2,262.79
0	11/09/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	2,262.79
0	11/09/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	348.11
					PERA Employer Share Total:	2,610.90
83845	11/17/2016	Community Development	Professional Services	S & S Tree & Horticultural Speciali	Forestry Service	90.00
83853	11/17/2016	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83853	11/17/2016	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	325.00
83864	11/17/2016	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
					Professional Services Total:	454.71
0	11/09/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	1,681.23
					State Income Tax Total:	1,681.23
83717	11/02/2016	Community Development	Telephone	T Mobile	Cell Phones Acct: 876644423	113.75
					Telephone Total:	113.75
0	11/14/2016	Community Development	Training	Mn Bookstore-CC	MN Code Books	163.00
					Training Total:	163.00
					Fund Total:	47,754.29
83758	11/17/2016	Contracted Engineering Svcs	Deposits	American Land & Capital, LLC	Escrow Return-1933 Gluek Lane	3,000.00
83672	11/02/2016	Contracted Engineering Svcs	Deposits	Hanson Builders	Escrow Return-3020 South Owasso B	3,000.00
83795	11/17/2016	Contracted Engineering Svcs	Deposits	Holiday Inn Express Roseville	Escrow Return-2715 Long Lake Roac	3,000.00
83690	11/02/2016	Contracted Engineering Svcs	Deposits	MN Roadways Co.	Escrow Return-1965-1981 County Rc	3,000.00
83846	11/17/2016	Contracted Engineering Svcs	Deposits	Sary Day Partnership	Escrow Return-2717 Lincoln Drive	3,000.00
83711	11/02/2016	Contracted Engineering Svcs	Deposits	Scheiber Inc.	Escrow Return-2201 Acorn Road	3,000.00
					Deposits Total:	18,000.00
0	11/09/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Incc	584.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	584.94
0	11/09/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	84.54
0	11/09/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	361.49
					FICA Employee Ded. Total:	446.03
0	11/09/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	361.49
0	11/09/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	84.54
					FICA Employers Share Total:	446.03
83744	11/10/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	115.38
					HSA Employee Total:	115.38
83744	11/10/2016	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	370.00
					HSA Employer Total:	370.00
83695	11/02/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	201.15
					Medical Ins Employee Total:	201.15
83695	11/02/2016	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	2,670.57
					Medical Ins Employer Total:	2,670.57
0	11/09/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	59.39
					MN State Retirement Total:	59.39
0	11/09/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	100.00
					MNDCP Def Comp Total:	100.00
0	11/09/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	385.99
					PERA Employee Ded Total:	385.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/09/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	59.39
0	11/09/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	385.99
					PERA Employer Share Total:	445.38
0	11/09/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	260.31
					State Income Tax Total:	260.31
					Fund Total:	24,085.17
83679	11/02/2016	East Metro SWAT	Operating Supplies	JFMN-CRC-O Camp Ripley	SWAT Supplies	495.00
					Operating Supplies Total:	495.00
					Fund Total:	495.00
0	10/31/2016	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	22.89
					209000 - Sales Tax Payable Total:	22.89
0	11/17/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	1,980.55
0	11/02/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefits Reimbursement	435.00
0	11/02/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	2,076.69
0	11/02/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	109.33
0	11/17/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	1,382.06
					211402 - Flex Spending Health Total:	5,983.63
0	11/17/2016	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	370.00
0	11/02/2016	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	1,000.00
0	11/02/2016	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	340.00
0	11/17/2016	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	384.62
					211403 - Flex Spend Day Care Total:	2,094.62
83761	11/17/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	59.30
83761	11/17/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	22.00
83761	11/17/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	114.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83761	11/17/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	75.40
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	136.45
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	507.20
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	2,002.00
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	53.50
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	52.95
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	233.50
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	68.50
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	354.00
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	46.00
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	519.80
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	11.40
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	471.00
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	33.00
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	105.90
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	22.00
83651	11/02/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	175.85
83763	11/17/2016	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	50.00
83763	11/17/2016	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	50.00
83654	11/02/2016	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	53.69
83799	11/17/2016	General Fund	Clothing	Keeprs Inc	Uniform Supplies	83.79
83680	11/02/2016	General Fund	Clothing	Keeprs Inc	Uniform Supplies	1,187.50
83861	11/17/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	120.97
83861	11/17/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies-Credit	-53.99
83720	11/02/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	91.98
83720	11/02/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	126.98
83720	11/02/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	59.98
83720	11/02/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	17.49
83720	11/02/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	40.00
0	11/14/2016	General Fund	Clothing	Weyco Grp Shoes-CC	Uniform Supplies	110.00
					Clothing Total:	7,002.39
83683	11/02/2016	General Fund	Conferences	League of MN Cities	Conference Registration	135.00
83683	11/02/2016	General Fund	Conferences	League of MN Cities	Conference Registration	45.00
0	11/14/2016	General Fund	Conferences	MN Fall Expo-CC	Conference Registration	100.00
0	11/10/2016	General Fund	Conferences	Neil Sjostrom	Chief's Conference	31.95
0	11/10/2016	General Fund	Conferences	Jolinda Stapleton	GIS/LIS Conference	168.02
					Conferences Total:	479.97
83698	11/02/2016	General Fund	Const. Operating Supplies	Northwest Lasers and Instruments,	Marking Paint	420.00

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				Const. Operating Supplies Total:		420.00
83793	11/17/2016	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Siren Repair	85.64
83674	11/02/2016	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Equipment Removal	85.64
83674	11/02/2016	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	337.64
83674	11/02/2016	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	106.28
0	11/17/2016	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	99.58
83704	11/02/2016	General Fund	Contract Maint - Vehicles	Ramsey County	Fleet Support Fee	43.68
				Contract Maint - Vehicles Total:		758.46
83806	11/17/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	Restroom Cleaning	450.00
83811	11/17/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Work Orders	572.50
83745	11/10/2016	General Fund	Contract Maint. - City Hall	Sandstrom Land Management, LLC	Mowing and Weeding City Hall Grou	1,000.00
				Contract Maint. - City Hall Total:		2,022.50
0	11/14/2016	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Garbage Service	339.66
				Contract Maint. - City Garage Total:		339.66
83663	11/02/2016	General Fund	Contract Maint. H.V.A.C.	CL Bensen Company, Inc.	Pleated Filters	56.16
				Contract Maint. H.V.A.C. Total:		56.16
0	11/17/2016	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
				Contract Maint.- Old City Hall Total:		79.00
83653	11/02/2016	General Fund	Contract Maintenance	Atlas Business Solutions, Inc.	Schedule Anywhere Licenses	684.00
83770	11/17/2016	General Fund	Contract Maintenance	Brothers Fire & Security	Annual Sprinkler Inspection	175.00
0	11/17/2016	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance	758.00
0	11/17/2016	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance	1,781.83
83778	11/17/2016	General Fund	Contract Maintenance	Comcast	Business Services-Acct: 529 012370:	108.86
83797	11/17/2016	General Fund	Contract Maintenance	Image Trend Inc.	Annual Site License	400.00
0	11/17/2016	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	18.29
83818	11/17/2016	General Fund	Contract Maintenance	Mn Dept of Labor & Industry	Fire Station Boiler	10.00
0	11/14/2016	General Fund	Contract Maintenance	Nitti Sanitation-CC	Garbage Service	100.98
83838	11/17/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	Tree Pruning	189.00
83704	11/02/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	224.64
83704	11/02/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	393.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83722	11/02/2016	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	299.56
					Contract Maintenance Total:	5,143.28
83704	11/02/2016	General Fund	Dispatching Services	Ramsey County	CAD Service	5,589.07
83704	11/02/2016	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,114.96
					Dispatching Services Total:	34,704.03
0	11/14/2016	General Fund	Employee Recognition	EngravingAwardsgifts.com-CC	Laser Engraving Service	811.00
0	11/14/2016	General Fund	Employee Recognition	Recognition Worx-CC	Plaque	219.60
					Employee Recognition Total:	1,030.60
83695	11/02/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium for Octobe	974.30
83695	11/02/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium for Octobe	736.42
					Employer Insurance Total:	1,710.72
0	11/09/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	34,828.17
					Federal Income Tax Total:	34,828.17
0	11/09/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	5,918.34
0	11/09/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	4,221.73
					FICA Employee Ded. Total:	10,140.07
0	11/09/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	5,918.34
0	11/09/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	4,221.73
					FICA Employers Share Total:	10,140.07
83738	11/10/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID 0015005038	354.43
					Financial Support Total:	354.43
0	11/10/2016	General Fund	Flex Spending Day Care	Nick Picha	Dependent Care Spending Reimburse	192.31
					Flex Spending Day Care Total:	192.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/10/2016	General Fund	Flex Spending Health	Gail Hanson	Flex Reimbursement	423.31
0	11/10/2016	General Fund	Flex Spending Health	Sherry Moomey	Flex Reimbursement	260.00
0	11/10/2016	General Fund	Flex Spending Health	Dorothy Wrzos	Flex Reimbursement	91.91
				Flex Spending Health Total:		775.22
83730	11/10/2016	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	3,867.29
				HRA Employer Total:		3,867.29
83744	11/10/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	2,665.60
				HSA Employee Total:		2,665.60
83744	11/10/2016	General Fund	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	6,999.65
				HSA Employer Total:		6,999.65
0	11/10/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2016 ICMA Defe	1,972.56
				ICMA Def Comp Total:		1,972.56
0	10/31/2016	General Fund	Land Purchase	Land Title, Inc-Non Bank	1716 MCarron Street Land	60,328.30
				Land Purchase Total:		60,328.30
83695	11/02/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	9,148.52
83695	11/02/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	6,154.17
				Medical Ins Employee Total:		15,302.69
83695	11/02/2016	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	46,633.81
				Medical Ins Employer Total:		46,633.81
83785	11/17/2016	General Fund	Medical Services	FirstLab	Urine Drug Screen	42.75
				Medical Services Total:		42.75
83862	11/17/2016	General Fund	Miscellaneous	US Bank	Petty Cash Reimbursement	35.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Miscellaneous Total:	35.95
0	11/09/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	2,964.07
					MN State Retirement Total:	2,964.07
0	11/09/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	7,133.50
					MNDCP Def Comp Total:	7,133.50
0	11/17/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - ST	2,066.96
0	11/17/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - ST	4,826.65
0	11/17/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - ST	7,507.33
0	10/31/2016	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	September Fuel Tax	240.83
					Motor Fuel Total:	14,641.77
83661	11/02/2016	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,344.60
					Non Business Licenses - Pawn Total:	1,344.60
0	11/10/2016	General Fund	Office Supplies	Carolyn Curti	Election Treats	20.79
0	11/17/2016	General Fund	Office Supplies	Greenhaven Printing	Business Cards	169.00
0	11/17/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	260.06
0	11/17/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	8.16
0	11/17/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	139.64
0	11/17/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	21.35
0	11/17/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	51.18
					Office Supplies Total:	670.18
83787	11/17/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	69.20
0	11/17/2016	General Fund	Op Supplies - City Hall	Innovative Office Solutions	Office Supplies	288.62
83857	11/17/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	369.27
					Op Supplies - City Hall Total:	727.09
0	11/14/2016	General Fund	Operating Supplies	4Imprint-CC	Outreach Materials	301.81
0	11/14/2016	General Fund	Operating Supplies	Advanced Disposal-CC	Appliance Disposal	90.00
0	11/14/2016	General Fund	Operating Supplies	Amazon.com- CC	Adapter	16.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/14/2016	General Fund	Operating Supplies	Avenue Shirts-CC	Uniform Supplies	73.10
0	11/14/2016	General Fund	Operating Supplies	Best Buy- CC	ITunes	15.00
83776	11/17/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
83660	11/02/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
83779	11/17/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	418.45
0	11/14/2016	General Fund	Operating Supplies	Costco-CC	Cleaning Supplies	57.70
83780	11/17/2016	General Fund	Operating Supplies	Deluxe Corp.	End of Year Tax Forms	281.90
0	11/14/2016	General Fund	Operating Supplies	Frattallones-CC	Patrol Supplies	17.12
0	11/17/2016	General Fund	Operating Supplies	Grainger Inc	Vehicle Supplies	24.75
0	11/17/2016	General Fund	Operating Supplies	Grainger Inc	GFCI Receptacle	20.44
0	11/17/2016	General Fund	Operating Supplies	Grainger Inc	Ba;;asts	109.50
0	11/17/2016	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	80.33
0	11/14/2016	General Fund	Operating Supplies	Menards-CC	Hex Bolts	68.83
0	11/14/2016	General Fund	Operating Supplies	MN County Attorneys-CC	Criminal Code/Elements Book	440.00
83833	11/17/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	57.11
83833	11/17/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	19.41
83837	11/17/2016	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly NAF Software	476.61
83704	11/02/2016	General Fund	Operating Supplies	Ramsey County	Brine Solution	2,453.78
0	11/02/2016	General Fund	Operating Supplies	Rapit Printing	Patient Report Forms	194.57
83847	11/17/2016	General Fund	Operating Supplies	Save Our Sons	Surviving Police Stops with Dignity	100.00
83851	11/17/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	240.22
83713	11/02/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Office Supplies	394.68
83713	11/02/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Office Supplies	160.50
0	11/14/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Caulk Gun	13.92
0	11/14/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Paint Supplies	50.92
0	11/14/2016	General Fund	Operating Supplies	Superamerica- CC	Outlet Box	6.42
0	11/14/2016	General Fund	Operating Supplies	Target- CC	Sandisk	13.92
0	11/14/2016	General Fund	Operating Supplies	Target- CC	Patrol Supplies	16.36
					Operating Supplies Total:	6,263.28
83787	11/17/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	69.20
0	11/17/2016	General Fund	Operating Supplies City Garage	Innovative Office Solutions	Office Supplies	72.16
0	11/14/2016	General Fund	Operating Supplies City Garage	Menards-CC	Appliance Cord	7.48
					Operating Supplies City Garage Total:	148.84
0	11/09/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	27,536.02
					PERA Employee Ded Total:	27,536.02
0	11/09/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	947.21
0	11/09/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	38,225.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	39,172.92
83799	11/17/2016	General Fund	Police Reserve Program	Keeprs Inc	Guard Vest	82.00
83861	11/17/2016	General Fund	Police Reserve Program	Uniforms Unlimited, Inc.	Uniform Supplies	384.78
83861	11/17/2016	General Fund	Police Reserve Program	Uniforms Unlimited, Inc.	Uniform Supplies	5.00
					Police Reserve Program Total:	471.78
0	10/31/2016	General Fund	Postage	Pitney Bowes - Non Bank	August Postage	3,000.00
					Postage Total:	3,000.00
83757	11/17/2016	General Fund	Professional Services	Alzheimer's Speaks	Dementia Training	500.00
0	11/10/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Professional Services through Octobe	15,560.00
0	11/10/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Professional Services through Octobe	12,893.00
83670	11/02/2016	General Fund	Professional Services	GPS International Technologies, Inc	Annual Service Plan	1,188.00
83794	11/17/2016	General Fund	Professional Services	Hillcrest Animal Hospital	Impound Fees	403.00
83801	11/17/2016	General Fund	Professional Services	Language Line Services	Interpreter Service	12.16
83682	11/02/2016	General Fund	Professional Services	Language Line Services	Interpreter Services	26.09
83804	11/17/2016	General Fund	Professional Services	LexisNexis Risk Solutions	People Searches	60.50
83687	11/02/2016	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	714.00
83687	11/02/2016	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	716.00
83818	11/17/2016	General Fund	Professional Services	Mn Dept of Labor & Industry	Pressure Vessels	40.00
83821	11/17/2016	General Fund	Professional Services	Multicare Associates	Medical Service-Acct: 64904	81.00
83821	11/17/2016	General Fund	Professional Services	Multicare Associates	Medical Service-Acct: 93381	90.00
83691	11/02/2016	General Fund	Professional Services	Multicare Associates	Vaccinations-Acct: 64904	81.00
83702	11/02/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	1,200.00
83832	11/17/2016	General Fund	Professional Services	Performance Plus LLC	Medical Examinations	6,721.00
83714	11/02/2016	General Fund	Professional Services	Marquita Stephens	Imagine Roseville Event-Final Report	1,000.00
83752	11/10/2016	General Fund	Professional Services	Sheila Stowell	Community Engegement Commissior	275.00
83752	11/10/2016	General Fund	Professional Services	Sheila Stowell	Mileage	4.70
83853	11/17/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83853	11/17/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	300.00
83853	11/17/2016	General Fund	Professional Services	Sheila Stowell	CEC Meeting Minutes-Reissue of Ch	275.00
83853	11/17/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83715	11/02/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	425.00
83715	11/02/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83715	11/02/2016	General Fund	Professional Services	Sheila Stowell	Community Engagement Meeting Mi	275.00
83715	11/02/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83856	11/17/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	203.00
83856	11/17/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting I	169.50
83719	11/02/2016	General Fund	Professional Services	TransUnion Risk and Alternative	People Searches	57.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83862	11/17/2016	General Fund	Professional Services	US Bank	Petty Cash Reimbursement	20.86
					Professional Services Total:	43,309.61
83743	11/10/2016	General Fund	Salaries - Regular	Peak Staffing, Inc.	HR Assistant and Overtime	1,605.00
83831	11/17/2016	General Fund	Salaries - Regular	Peak Staffing, Inc.	Temporary Employment	975.00
					Salaries - Regular Total:	2,580.00
0	11/09/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	13,415.30
					State Income Tax Total:	13,415.30
0	11/14/2016	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
83717	11/02/2016	General Fund	Telephone	T Mobile	Cell Phones Acct: 771707201	76.89
83717	11/02/2016	General Fund	Telephone	T Mobile	Cell Phones Acct: 876644423	16.00
83717	11/02/2016	General Fund	Telephone	T Mobile	Cell Phones Acct: 876644423	616.07
83717	11/02/2016	General Fund	Telephone	T Mobile	Cell Phones Acct: 876644423	245.02
83717	11/02/2016	General Fund	Telephone	T Mobile	Cell Phones Acct: 876644423	241.00
83864	11/17/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	542.37
83864	11/17/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	70.45
83864	11/17/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	1,006.82
83864	11/17/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
					Telephone Total:	2,903.88
0	11/14/2016	General Fund	Training	American Airlines-CC	Training Transportation	640.20
0	11/14/2016	General Fund	Training	Atom Training-CC	Patrol Training	150.00
0	11/14/2016	General Fund	Training	BCA-CC	Patrol Training	1,120.00
0	11/14/2016	General Fund	Training	Caribou Coffee- CC	Use of Force Training Supplies	13.99
0	11/17/2016	General Fund	Training	Century College	Police Training Books	70.00
0	11/02/2016	General Fund	Training	Century College	Training Materials	35.00
0	11/14/2016	General Fund	Training	Cossetta-CC	Use of Force Training Supplies	53.65
0	11/14/2016	General Fund	Training	Five Guys-CC	Use of Force Training Supplies	38.71
0	11/17/2016	General Fund	Training	Jason Gehrman	Training Expenses Reimbursement	7.00
0	11/02/2016	General Fund	Training	Jason Gehrman	Training Supplies Reimbursement	59.95
0	11/14/2016	General Fund	Training	Hamline Univ-CC	Training Expenses	349.35
83677	11/02/2016	General Fund	Training	Instructor John Dixon	Firefighter Training	500.00
0	11/17/2016	General Fund	Training	Kevin Johnson	Training Supplies Reimbursement	57.57
0	11/14/2016	General Fund	Training	Keys Cafe & Bakery-CC	Use of Force Training Supplies	63.54
0	11/02/2016	General Fund	Training	Greg Peterson	Training Expenses Reimbursement	241.80
0	11/14/2016	General Fund	Training	Sawatdee-CC	Use of Force Training Supplies	121.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/17/2016	General Fund	Training	Marc Schultz	Training Expenses Reimbursement	7.00
0	11/14/2016	General Fund	Training	Superamerica- CC	Use of Force Training Supplies	35.86
					Training Total:	3,565.34
0	11/02/2016	General Fund	Tuition Reimbursement	Brady Martin	Tuition Reimbursement	1,500.00
					Tuition Reimbursement Total:	1,500.00
0	11/10/2016	General Fund	Union Dues Deduction	LELS	PR Batch 00001.11.2016 Lels Union	1,805.39
83735	11/10/2016	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2016 IOUE Unio	255.74
0	11/10/2016	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.11.2016 Local 320 U	479.00
0	11/10/2016	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.11.2016 IAFF Union	585.00
					Union Dues Deduction Total:	3,125.13
0	11/10/2016	General Fund	Utilities	Xcel Energy	Street Lights	48.91
0	11/10/2016	General Fund	Utilities	Xcel Energy	Street Lights(Twin Lake P2)	46.35
					Utilities Total:	95.26
83652	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Astleford International Trucks	Belt	47.39
83765	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Joshua Batalden	Tires for Bait Car	450.00
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	City of St. Paul	Radio Maintenance	394.51
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	-34.52
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	190.59
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	56.43
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	-109.89
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	154.82
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	44.83
0	11/14/2016	General Fund	Vehicle Supplies & Maintenance	Fastenal-CC	Supplies	22.16
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	180.76
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	117.88
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	105.24
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	330.23
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	241.10
0	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Force America, Inc.	Weatherpacks	489.29
0	11/14/2016	General Fund	Vehicle Supplies & Maintenance	General Industrial Supply-CC	Grab Weldon Hook	28.80
83789	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Goodyear Commercial Tire	Tires	5,999.74
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Station Supplies	73.60
0	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Vehicle Supplies	68.51
0	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Vehicle Supplies	114.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83674	11/02/2016	General Fund	Vehicle Supplies & Maintenance	HealthEast Vehicle Services	Vehicle Repair/Updating	292.67
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	178.93
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	98.77
83807	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Little Falls Machine, Inc	Buffer Valve	315.08
0	11/14/2016	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Vehicle Supplies	40.93
83809	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	116.63
83686	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Goggles	94.01
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	179.77
0	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	62.60
83697	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Norm's Tire Sales, Inc.	Tire Repair	64.00
83706	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm Stock Report, Dept. Procurem	761.52
83843	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	8.72
83843	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	34.88
0	11/14/2016	General Fund	Vehicle Supplies & Maintenance	Sherwin Williams - CC	Paint Supplies	58.53
0	11/14/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Ace Hardware-CC	PVC	12.84
83716	11/02/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	2016 BLANKET PO FOR VEHICLE	214.22
83858	11/17/2016	General Fund	Vehicle Supplies & Maintenance	Truck Utilities, Inc.	Cable Set	105.00
					Vehicle Supplies & Maintenance Total:	11,605.23
0	11/17/2016	General Fund	Work Session Expenses	Innovative Office Solutions	Office Supplies	5.61
					Work Session Expenses Total:	5.61
					Fund Total:	442,306.19
83784	11/17/2016	General Fund Donations	Explorers - Supplies	First Book National Office	Shop With a Cop Supplies	30.80
0	11/02/2016	General Fund Donations	Explorers - Supplies	Crystal Jones	Conference Lodging Reimbursement	1,084.08
83826	11/17/2016	General Fund Donations	Explorers - Supplies	Northern Star Council	Exploring Post Invoice-2016	508.00
					Explorers - Supplies Total:	1,622.88
					Fund Total:	1,622.88
83825	11/17/2016	Golf Course	Building Rental	North Suburban New Neighbor Clu	Clubhouse Rental Fee Refund	267.81
					Building Rental Total:	267.81
83684	11/02/2016	Golf Course	Contract Maintenance	Lincoln Door, Inc.	Garage Door Repair	90.00
0	11/14/2016	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Garbage Service	79.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maintenance Total:	169.56
0	11/09/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	630.28
					Federal Income Tax Total:	630.28
0	11/09/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	437.81
0	11/09/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	102.40
					FICA Employee Ded. Total:	540.21
0	11/09/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	102.40
0	11/09/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	437.81
					FICA Employers Share Total:	540.21
83730	11/10/2016	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	70.00
					HRA Employer Total:	70.00
83744	11/10/2016	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	200.00
					HSA Employer Total:	200.00
83695	11/02/2016	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	519.84
					Medical Ins Employee Total:	519.84
83695	11/02/2016	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	1,374.12
					Medical Ins Employer Total:	1,374.12
0	11/14/2016	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Supplies	146.34
0	11/14/2016	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Supplies	8.84
					Merchandise For Sale Total:	155.18
0	11/09/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	52.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	52.15
0	11/09/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
0	11/14/2016	Golf Course	Operating Supplies	Gertens Greenhouses-CC	Flowers	51.04
0	11/14/2016	Golf Course	Operating Supplies	Home Depot- CC	Shelter Repair	22.09
0	11/14/2016	Golf Course	Operating Supplies	Menards-CC	Batteries	12.80
0	11/14/2016	Golf Course	Operating Supplies	Menards-CC	Shelter Repair Lumber	169.56
0	11/14/2016	Golf Course	Operating Supplies	Rapids Restaurant Equip-CC	Microwave	280.27
0	11/14/2016	Golf Course	Operating Supplies	Restaurant Depot- CC	Concession Supplies	207.29
0	11/14/2016	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Shop Air Hose	9.48
83867	11/17/2016	Golf Course	Operating Supplies	Winfield Solutions, LLC	Golf Course Supplies	633.71
					Operating Supplies Total:	1,386.24
0	11/09/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	338.96
					PERA Employee Ded Total:	338.96
0	11/09/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	338.96
0	11/09/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	52.15
					PERA Employer Share Total:	391.11
0	11/09/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	300.82
					State Income Tax Total:	300.82
0	10/31/2016	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,168.40
					State Sales Tax Payable Total:	2,168.40
83717	11/02/2016	Golf Course	Telephone	T Mobile	Cell Phones Acct: 876644423	52.00
					Telephone Total:	52.00
0	10/31/2016	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	97.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Use Tax Payable Total:	97.85
					Fund Total:	9,304.74
83681	11/02/2016	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	Legal Services	285.00
					Attorney Fees Total:	285.00
83764	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Candace Baker	Energy Audit Reimbursement	60.00
83769	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	April Brandt Cox	Energy Audit Reimbursement	60.00
83781	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Vaughn Ekbom	Energy Audit Reimbursement	60.00
83791	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	James Hand	Energy Audit Reimbursement	60.00
83800	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Robert Klaiber	Energy Audit Reimbursement	60.00
83810	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Sandy McGiffin	Energy Audit Reimbursement	60.00
83813	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Karon Meyer	Energy Audit Reimbursement	60.00
83820	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Nancy Morgan	Energy Audit Reimbursement	60.00
83824	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Jonathan Neal	Energy Audit Reimbursement	60.00
83827	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Nicholas Novak	Energy Audit Reimbursement	60.00
83844	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Robert Rouda	Energy Audit Reimbursement	60.00
83854	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Polly Szatrowski	Energy Audit Reimbursement	60.00
83859	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Kraig Tuominen	Energy Audit Reimbursement	60.00
83865	11/17/2016	Housing & Redevelopment Agency	Payment to Owners	Tyson Vervoort	Energy Audit Reimbursement	60.00
					Payment to Owners Total:	840.00
83823	11/17/2016	Housing & Redevelopment Agency	Printing	Murphy Creative Design, LLC	HRA Creative Services	2,366.50
					Printing Total:	2,366.50
					Fund Total:	3,491.50
0	10/31/2016	Housing Rep Program/Single Fam	196 So. McCarrons Land Purchas	Kennedy & Graven-Non Bank	Ernest Money for 196 S McCarrons E	1,000.00
					196 So. McCarrons Land Purchas Total:	1,000.00
83759	11/17/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Angstrom Analytical, Inc.	Asbestos Demolition Survey	650.00
83732	11/10/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Kennedy & Graven, Chartered	Legal Matters	83.25
83681	11/02/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Kennedy & Graven, Chartered	Legal Services	841.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					196 So. McCarrons Prof. Servic Total:	1,574.75
					Fund Total:	2,574.75
83675	11/02/2016	Information Technology	Computer Equipment	HP INC.	Computer Supplies	210.00
83685	11/02/2016	Information Technology	Computer Equipment	Marco Technologies, LLC	Network Camera	717.83
0	11/02/2016	Information Technology	Computer Equipment	Newegg Business, Inc.	Computer Supplies	1,002.04
0	11/02/2016	Information Technology	Computer Equipment	Newegg Business, Inc.	Computer Supplies	178.62
0	11/14/2016	Information Technology	Computer Equipment	Office Depot- CC	Fax Machine	160.68
0	11/02/2016	Information Technology	Computer Equipment	SHI International Corp	Network Adapter	798.00
					Computer Equipment Total:	3,067.17
0	11/02/2016	Information Technology	Contract Maintenance	Aercor Wireless, Inc	NetMotion Mobility Device Licenses	1,687.86
83808	11/17/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	XProtect Device Channel License	1,945.44
0	11/14/2016	Information Technology	Contract Maintenance	Microsoft-CC	Online Licenses	334.66
0	11/17/2016	Information Technology	Contract Maintenance	SHI International Corp	ESD Software	1,386.00
83868	11/17/2016	Information Technology	Contract Maintenance	Zayo Group LLC	Fiber Locate Services-Acct: 011277	2,750.81
					Contract Maintenance Total:	8,104.77
0	11/09/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	5,336.02
					Federal Income Tax Total:	5,336.02
0	11/09/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	2,913.21
0	11/09/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	681.29
					FICA Employee Ded. Total:	3,594.50
0	11/09/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	2,913.21
0	11/09/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	681.29
					FICA Employers Share Total:	3,594.50
83730	11/10/2016	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	698.00
					HRA Employer Total:	698.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83744	11/10/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	455.84
					HSA Employee Total:	455.84
83744	11/10/2016	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	1,518.75
					HSA Employer Total:	1,518.75
0	11/10/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2016 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
83760	11/17/2016	Information Technology	Internet	Anoka County Treasury	Broadband	75.00
0	11/02/2016	Information Technology	Internet	Cologix, Inc	Cross Connect Fiber	500.00
83778	11/17/2016	Information Technology	Internet	Comcast	Business Services	92.08
83676	11/02/2016	Information Technology	Internet	Hurricane Electric	Internet	500.00
83803	11/17/2016	Information Technology	Internet	Level 3 Communications	Internet	1,183.17
83724	11/02/2016	Information Technology	Internet	XO Communications Inc.	Internet	1,590.52
					Internet Total:	3,940.77
83695	11/02/2016	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	1,279.21
					Medical Ins Employee Total:	1,279.21
83695	11/02/2016	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	9,750.01
					Medical Ins Employer Total:	9,750.01
0	11/09/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	482.95
					MN State Retirement Total:	482.95
0	11/14/2016	Information Technology	Office Supplies	Menards-CC	Concrete Bolts	3.52
					Office Supplies Total:	3.52
83808	11/17/2016	Information Technology	Operating Supplies	Marco Technologies, LLC	Network Cameras	2,266.48
0	11/14/2016	Information Technology	Operating Supplies	Monoprice.Com-CC	Video Cables, Adapters	251.12
0	11/17/2016	Information Technology	Operating Supplies	SHI International Corp	Visio License	630.00
0	11/17/2016	Information Technology	Operating Supplies	SHI International Corp	Visio Licenses	489.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83713	11/02/2016	Information Technology	Operating Supplies	Staples Business Advantage, Inc.	Office Supplies	25.56
					Operating Supplies Total:	3,662.16
0	11/09/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	3,138.99
					PERA Employee Ded Total:	3,138.99
0	11/09/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	3,138.99
0	11/09/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	482.95
					PERA Employer Share Total:	3,621.94
0	11/09/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	1,971.86
					State Income Tax Total:	1,971.86
0	11/14/2016	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
83717	11/02/2016	Information Technology	Telephone	T Mobile	Cell Phones Acct: 876644423	99.96
83864	11/17/2016	Information Technology	Telephone	Verizon Wireless	Cell Phones	722.60
					Telephone Total:	848.56
0	11/10/2016	Information Technology	Transportation	Jake Manders	Mileage 9/21/16-11/2/16	106.38
					Transportation Total:	106.38
					Fund Total:	55,400.90
83657	11/02/2016	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
83787	11/17/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
83787	11/17/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
					Contract Maintenance Total:	76.20
0	11/09/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	3,511.37
					Federal Income Tax Total:	3,511.37
0	11/09/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Empl	2,202.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/09/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	515.15
					FICA Employee Ded. Total:	2,717.82
0	11/09/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	515.15
0	11/09/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	2,202.67
					FICA Employers Share Total:	2,717.82
83730	11/10/2016	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	630.00
					HRA Employer Total:	630.00
83744	11/10/2016	License Center	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	213.06
					HSA Employee Total:	213.06
83744	11/10/2016	License Center	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	670.00
					HSA Employer Total:	670.00
83695	11/02/2016	License Center	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	1,704.30
					Medical Ins Employee Total:	1,704.30
83695	11/02/2016	License Center	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	6,974.25
					Medical Ins Employer Total:	6,974.25
0	11/09/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	360.28
					MN State Retirement Total:	360.28
0	11/09/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	519.43
0	11/09/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	550.00
					MNDCP Def Comp Total:	1,069.43
0	11/17/2016	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	181.90
0	11/14/2016	License Center	Office Supplies	Pakor-CC	Passport Supplies	43.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Office Supplies Total:	225.40
83763	11/17/2016	License Center	Operating Supplies	Avenue Shirt Works	Uniform Supplies	98.77
					Operating Supplies Total:	98.77
0	11/09/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	2,194.51
					PERA Employee Ded Total:	2,194.51
0	11/09/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	337.60
0	11/09/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	2,194.51
					PERA Employer Share Total:	2,532.11
0	11/14/2016	License Center	Postage	USPS-CC	Postage	258.00
					Postage Total:	258.00
0	11/10/2016	License Center	Professional Services	Quicksilver Express Courier	Deliver to MN Dept of Public Safety	204.85
					Professional Services Total:	204.85
0	11/17/2016	License Center	Rental	Gaughan Properties	License Center Rent-Dec 2016	5,315.93
					Rental Total:	5,315.93
0	10/31/2016	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	984.07
					Sales Tax Payable Total:	984.07
0	11/09/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	1,486.43
					State Income Tax Total:	1,486.43
0	11/17/2016	License Center	Transportation	Mary Dracy	Mileage Reimbursement	169.08
0	11/14/2016	License Center	Transportation	Parking Ramp-CC	Parking	7.00
0	11/02/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	260.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Transportation Total:	436.36
0	11/10/2016	License Center	Utilities	Xcel Energy	Motor Vehicle	467.04
					Utilities Total:	467.04
					Fund Total:	34,848.00
0	11/02/2016	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director	250.00
					Professional Services Total:	250.00
					Fund Total:	250.00
0	11/17/2016	P & R Contract Mantenance	Clothing	Mark Bartholomew	Boots Reimbursement	229.98
0	11/17/2016	P & R Contract Mantenance	Clothing	Jim Tschida	Boots Reimbursement	204.00
					Clothing Total:	433.98
0	11/14/2016	P & R Contract Mantenance	Contract Maintenance	Nitti Sanitation-CC	Garbage Service	902.14
					Contract Maintenance Total:	902.14
0	11/09/2016	P & R Contract Mantenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	2,098.11
					Federal Income Tax Total:	2,098.11
0	11/09/2016	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	256.51
0	11/09/2016	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	1,096.86
					FICA Employee Ded. Total:	1,353.37
0	11/09/2016	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	1,096.86
0	11/09/2016	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	256.51
					FICA Employers Share Total:	1,353.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83730	11/10/2016	P & R Contract Mantenance	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplc	370.00
					HRA Employer Total:	370.00
83744	11/10/2016	P & R Contract Mantenance	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplc	384.62
					HSA Employee Total:	384.62
83744	11/10/2016	P & R Contract Mantenance	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	1,152.50
					HSA Employer Total:	1,152.50
83695	11/02/2016	P & R Contract Mantenance	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	496.50
					Medical Ins Employee Total:	496.50
83695	11/02/2016	P & R Contract Mantenance	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	4,789.61
					Medical Ins Employer Total:	4,789.61
0	11/09/2016	P & R Contract Mantenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	183.01
					MN State Retirement Total:	183.01
0	11/09/2016	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	175.00
					MNDCP Def Comp Total:	175.00
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	Bearings-CC	Ball Bearings and cloth roll	74.71
83660	11/02/2016	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	1.22
83660	11/02/2016	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	1.22
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	Dollar Tree-CC	Cleaning Supplies	8.57
83788	11/17/2016	P & R Contract Mantenance	Operating Supplies	Gary Carlson Equipment, Corp.	Safety Tape	29.84
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	Home Depot- CC	Sawzall	373.87
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises- CC	Irrigation Supplies	16.40
0	11/02/2016	P & R Contract Mantenance	Operating Supplies	MTI Distributing, Inc.	Mobile Service Visit	193.75
83693	11/02/2016	P & R Contract Mantenance	Operating Supplies	Newman Traffic Signs, Inc.	Adopt-A-Park Signs	206.14
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Shelter Supplies	78.07
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	Sherwin Williams - CC	Paint Supplies	51.58
0	11/14/2016	P & R Contract Mantenance	Operating Supplies	Walmart-CC	Arboretum Supplies	32.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	1,067.60
0	11/09/2016	P & R Contract Mantenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	1,195.86
					PERA Employee Ded Total:	1,195.86
0	11/09/2016	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	183.96
0	11/09/2016	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	1,195.86
					PERA Employer Share Total:	1,379.82
83646	11/02/2016	P & R Contract Mantenance	Professional Services	Ramsey County	County Declaration of Public Propert	46.00
83845	11/17/2016	P & R Contract Mantenance	Professional Services	S & S Tree & Horticultural Speciali	Consultation	85.00
					Professional Services Total:	131.00
83828	11/17/2016	P & R Contract Mantenance	Rental	On Site Sanitation, Inc.	Portable Restroom	19.64
					Rental Total:	19.64
0	11/09/2016	P & R Contract Mantenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	827.13
					State Income Tax Total:	827.13
0	11/14/2016	P & R Contract Mantenance	Telephone	Sprint- CC	Cell Phones	26.00
83717	11/02/2016	P & R Contract Mantenance	Telephone	T Mobile	Cell Phones Acct: 876644423	73.32
83864	11/17/2016	P & R Contract Mantenance	Telephone	Verizon Wireless	Cell Phones	350.20
83864	11/17/2016	P & R Contract Mantenance	Telephone	Verizon Wireless	Cell Phones	35.01
					Telephone Total:	484.53
83735	11/10/2016	P & R Contract Mantenance	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2016 IOUE Unio	272.00
					Union Dues Deduction Total:	272.00
0	11/10/2016	P & R Contract Mantenance	Utilities	Xcel Energy	Parks & Rec	560.04
					Utilities Total:	560.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	19,629.83
83648	11/02/2016	Park Renewal 2011	Contractor Payments	ACS Advanced Coating Systems	Merry-Go-Round Painting	1,200.00
					Contractor Payments Total:	1,200.00
83733	11/10/2016	Park Renewal 2011	Lighting Fixtures	Killmer Electric Co., Inc.	Site Lighting-Various Parks	45,680.75
					Lighting Fixtures Total:	45,680.75
83783	11/17/2016	Park Renewal 2011	Professional Services	Field Environmental Instuments, In	U-52 Rental	128.55
0	11/02/2016	Park Renewal 2011	Professional Services	LHB Inc	Documentation of Construction & De	325.00
83855	11/17/2016	Park Renewal 2011	Professional Services	Terracon Consultants, Inc.	Project Management	1,506.88
					Professional Services Total:	1,960.43
					Fund Total:	48,841.18
83779	11/17/2016	Pathway Maintenance Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	496.04
83729	11/10/2016	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Operating supplies	220.00
0	11/14/2016	Pathway Maintenance Fund	Operating Supplies	Hamline Univ-CC	Training Expenses	349.35
83836	11/17/2016	Pathway Maintenance Fund	Operating Supplies	Plaisted Co	Pulverized Black Dirt	2,723.00
0	11/17/2016	Pathway Maintenance Fund	Operating Supplies	Ziegler Inc	Equipment Rental	950.00
0	11/02/2016	Pathway Maintenance Fund	Operating Supplies	Ziegler Inc	Equipment Rental	2,322.50
					Operating Supplies Total:	7,060.89
					Fund Total:	7,060.89
83862	11/17/2016	Police - DWI Enforcement	Operating Supplies	US Bank	Petty Cash Reimbursement	20.75
					Operating Supplies Total:	20.75
0	11/17/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Squad DVD Copying	2,083.33
0	11/17/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture Service	840.00
					Professional Services Total:	2,923.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	2,944.08
0	11/09/2016	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	93.31
					Federal Income Tax Total:	93.31
0	11/09/2016	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	8.52
					FICA Employee Ded. Total:	8.52
0	11/09/2016	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	8.52
					FICA Employers Share Total:	8.52
83730	11/10/2016	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	17.46
					HRA Employer Total:	17.46
83744	11/10/2016	Police Grants	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	1.57
					HSA Employee Total:	1.57
83744	11/10/2016	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	13.61
					HSA Employer Total:	13.61
0	11/09/2016	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	5.95
					MN State Retirement Total:	5.95
0	11/09/2016	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	17.01
					MNDCP Def Comp Total:	17.01
0	11/09/2016	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	64.33
					PERA Employee Ded Total:	64.33
0	11/09/2016	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	96.51

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	96.51
0	11/14/2016	Police Grants	State Grants	4Imprint-CC	Outreach Materials	2,244.77
0	11/14/2016	Police Grants	State Grants	4Imprint-CC	Outreach Materials	2,546.57
					State Grants Total:	4,791.34
0	11/09/2016	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	31.09
					State Income Tax Total:	31.09
0	11/10/2016	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.11.2016 Lels Union	7.61
					Union Dues Deduction Total:	7.61
					Fund Total:	5,156.83
83718	11/02/2016	Police Forfeiture Fund	Professional Services	Taser International, Inc.	Ultimate Evidence Annual Payment	2,115.00
83864	11/17/2016	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02
					Professional Services Total:	2,185.02
					Fund Total:	2,185.02
83665	11/02/2016	Police Vehicle Revolving	Capital Outlay	CovertTrack Group, Inc.	GPS Devices	1,610.00
83811	11/17/2016	Police Vehicle Revolving	Capital Outlay	McGough Facility Management, LI	Work Orders	880.00
83699	11/02/2016	Police Vehicle Revolving	Capital Outlay	O'Keefe, Inc.	Fingerprinting Office Installation	5,514.24
0	11/17/2016	Police Vehicle Revolving	Capital Outlay	Sirchie Finger Print Laboratories	Finger Print Supplies	760.00
					Capital Outlay Total:	8,764.24
83862	11/17/2016	Police Vehicle Revolving	Vehicle Supplies & Maintenance	US Bank	Petty Cash Reimbursement	111.75
					Vehicle Supplies & Maintenance Total:	111.75
83674	11/02/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Repair/Updating	674.02
83674	11/02/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Repair/Updating	1,934.09
83674	11/02/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Repair/Updating	11,819.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Vehicles & Equipment Total:	14,427.68
					Fund Total:	23,303.67
83862	11/17/2016	Public Works Vehicle Revolving	Vehicle Supplies & Maintenance	US Bank	Petty Cash Reimbursement	11.00
					Vehicle Supplies & Maintenance Total:	11.00
					Fund Total:	11.00
0	11/14/2016	Recreation Donations	Operating Supplies	Bachman's-CC	Arboretum Supplies	252.32
83848	11/17/2016	Recreation Donations	Operating Supplies	Sherwin Williams Co.	Paint Supplies	143.07
83848	11/17/2016	Recreation Donations	Operating Supplies	Sherwin Williams Co.	Paint Supplies	190.94
83848	11/17/2016	Recreation Donations	Operating Supplies	Sherwin Williams Co.	Paint Supplies	16.50
					Operating Supplies Total:	602.83
					Fund Total:	602.83
83773	11/17/2016	Recreation Fund	Advertising	Centennial Boys Hockey Blueline (	Media Guide	200.00
83805	11/17/2016	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	Wild Rice Festival Advertising	132.00
83841	11/17/2016	Recreation Fund	Advertising	RGH Booster Club	Half Page Ad-Girls Hockey Yearbook	175.00
0	11/17/2016	Recreation Fund	Advertising	Star Tribune	HANC Advertising	104.00
					Advertising Total:	611.00
83700	11/02/2016	Recreation Fund	Building Rental	Sylvia Ortiz-Lopez	Event Deposit Refund	400.00
					Building Rental Total:	400.00
0	11/17/2016	Recreation Fund	Computer/Software Replacement	SHI International Corp	ESD Software	122.00
					Computer/Software Replacement Total:	122.00
0	11/14/2016	Recreation Fund	Conferences	MRPA-CC	Conference Registratioin	99.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Conferences Total:	99.00
0	11/14/2016	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Garbage Service	247.86
					Contract Maintenance Total:	247.86
0	11/09/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	4,831.19
					Federal Income Tax Total:	4,831.19
0	11/09/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Ei	826.14
0	11/09/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	3,532.41
					FICA Employee Ded. Total:	4,358.55
0	11/09/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	3,532.41
0	11/09/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Ei	826.14
					FICA Employers Share Total:	4,358.55
83730	11/10/2016	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	1,378.00
					HRA Employer Total:	1,378.00
83744	11/10/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	200.39
					HSA Employee Total:	200.39
83744	11/10/2016	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	895.00
					HSA Employer Total:	895.00
0	11/10/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.11.2016 ICMA Defe	550.00
					ICMA Def Comp Total:	550.00
83695	11/02/2016	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	1,157.26
					Medical Ins Employee Total:	1,157.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83695	11/02/2016	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	7,596.63
					Medical Ins Employer Total:	7,596.63
0	11/17/2016	Recreation Fund	Memberships & Subscriptions	DMX, Inc.	Skating Center Music	165.69
					Memberships & Subscriptions Total:	165.69
0	11/09/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	419.54
					MN State Retirement Total:	419.54
0	11/09/2016	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	1,308.41
					MNDCP Def Comp Total:	1,308.41
83829	11/17/2016	Recreation Fund	Non Fee Program Revenue	Erika Osterbur	Holiday Craft Fair Refund	85.00
83850	11/17/2016	Recreation Fund	Non Fee Program Revenue	Spiritgrove Art Photography	Holiday Craft Fair Refund	75.00
					Non Fee Program Revenue Total:	160.00
0	11/14/2016	Recreation Fund	Operating Supplies	Dick's Sporting Goods-CC	Lucke Gerlinger-Missing Receipt	192.79
83782	11/17/2016	Recreation Fund	Operating Supplies	Emergency Medical Products, Inc.	Athletic Tape, Cold Packs	67.50
83782	11/17/2016	Recreation Fund	Operating Supplies	Emergency Medical Products, Inc.	Athletic Tape, Cold Packs	58.15
83782	11/17/2016	Recreation Fund	Operating Supplies	Emergency Medical Products, Inc.	Athletic Tape, Cold Packs	41.75
0	11/17/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	428.40
0	11/02/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	85.00
0	11/02/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	523.40
0	11/17/2016	Recreation Fund	Operating Supplies	Grainger Inc	Filters	29.28
0	11/17/2016	Recreation Fund	Operating Supplies	Grainger Inc	Cleaning Supplies	11.64
83790	11/17/2016	Recreation Fund	Operating Supplies	Great Lakes Indian Fish & Wildlife	HANC Supplies	75.25
83671	11/02/2016	Recreation Fund	Operating Supplies	Groth Music	Big Band Supplies	150.05
0	11/14/2016	Recreation Fund	Operating Supplies	Hudson Hardware-CC	Repair Supplies	34.42
83796	11/17/2016	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	7.97
83798	11/17/2016	Recreation Fund	Operating Supplies	Ed Kanis	Honey Bottles Reimbursement	159.00
0	11/14/2016	Recreation Fund	Operating Supplies	Michaels-CC	Sharpie	1.60
0	11/14/2016	Recreation Fund	Operating Supplies	Michaels-CC	Craft Supplies	64.89
83814	11/17/2016	Recreation Fund	Operating Supplies	Mikes Pro Shop	Posters	100.00
0	11/14/2016	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-CC	Fasteners/Anchors	6.90
0	11/14/2016	Recreation Fund	Operating Supplies	Patina-CC	Puzzle	16.09
0	11/17/2016	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Paint	64.55
0	11/17/2016	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Paint	64.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83705	11/02/2016	Recreation Fund	Operating Supplies	Ramsey County	2017 Food Establishment License	550.00
0	11/17/2016	Recreation Fund	Operating Supplies	Roseville Area Schools	School Flyer	120.48
83849	11/17/2016	Recreation Fund	Operating Supplies	Smith Engineering	Eye Bolt Assembly	184.04
0	11/14/2016	Recreation Fund	Operating Supplies	Target- CC	HANC Supplies	28.90
0	11/14/2016	Recreation Fund	Operating Supplies	Target- CC	Roll In Movie Supplies	17.97
0	11/14/2016	Recreation Fund	Operating Supplies	Target- CC	Dance Supplies	19.26
0	11/14/2016	Recreation Fund	Operating Supplies	Walmart-CC	Silicone	17.89
0	11/14/2016	Recreation Fund	Operating Supplies	When I Work-CC	Monthly Plan	49.00
					Operating Supplies Total:	3,170.72
83717	11/02/2016	Recreation Fund	Other services	T Mobile	Cell Phones Acct: 876644423	16.65
					Other services Total:	16.65
0	11/09/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	3,165.52
					PERA Employee Ded Total:	3,165.52
0	11/09/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	3,165.52
0	11/09/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	487.03
					PERA Employer Share Total:	3,652.55
0	11/17/2016	Recreation Fund	Printing	Greenhaven Printing	Business Cards	47.00
0	11/17/2016	Recreation Fund	Printing	Roseville Area Schools	Preschool Spook Flyer	56.64
0	11/17/2016	Recreation Fund	Printing	Roseville Area Schools	Spook Flyer	191.14
					Printing Total:	294.78
83647	11/02/2016	Recreation Fund	Professional Services	AARP	AARP Driving Class 10/25/16	160.00
83650	11/02/2016	Recreation Fund	Professional Services	Art Spark	Art Camps	2,178.00
83650	11/02/2016	Recreation Fund	Professional Services	Art Spark	Art Camps	2,178.00
83762	11/17/2016	Recreation Fund	Professional Services	Audubon Center for the North Woo	All Day Booth Event	648.46
83655	11/02/2016	Recreation Fund	Professional Services	Angela Benes	Tap Instruction	400.00
83771	11/17/2016	Recreation Fund	Professional Services	Bill Cagley	Spooktacular Performance	200.00
83772	11/17/2016	Recreation Fund	Professional Services	Karen Carrier	Tai Chi Instructor	210.00
0	11/14/2016	Recreation Fund	Professional Services	Craigslist-CC	Gymnastic Instructor Job Posting	35.00
83666	11/02/2016	Recreation Fund	Professional Services	Jordan Danielson	Youth Tennis Instructor	119.25
0	11/10/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball-Fall	1,311.00
0	11/17/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,282.50
0	11/02/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	1,311.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83694	11/02/2016	Recreation Fund	Professional Services	Bob Nielsen	Big Band Driver	80.00
83696	11/02/2016	Recreation Fund	Professional Services	No Quit Fit, LLC	Fit Camp for Kids	302.40
83741	11/10/2016	Recreation Fund	Professional Services	North Suburban Chorus	Club 5 Entertainment Dec 1st	150.00
0	11/02/2016	Recreation Fund	Professional Services	Susan Perry	Yoga Instruction	267.12
83842	11/17/2016	Recreation Fund	Professional Services	Nancy Robbins	Website Fees Reimbursement	37.26
0	11/02/2016	Recreation Fund	Professional Services	Joe Tricola	CPR Class 10/20/16	50.00
0	11/10/2016	Recreation Fund	Professional Services	V & M Refereeing Service	Adult Soccer	2,844.00
83721	11/02/2016	Recreation Fund	Professional Services	Anne Vasterline	Youth Tennis Instructor	61.25
					Professional Services Total:	13,825.24
0	10/31/2016	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,223.52
					Sales Tax Payable Total:	2,223.52
0	11/09/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	1,999.21
					State Income Tax Total:	1,999.21
83717	11/02/2016	Recreation Fund	Telephone	T Mobile	Cell Phones Acct: 876644423	401.24
83864	11/17/2016	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	116.36
					Telephone Total:	517.60
0	11/02/2016	Recreation Fund	Transportation	Kali Norton	Mileage Reimbursement	32.40
0	11/02/2016	Recreation Fund	Transportation	Rick Schultz	Mileage Reimbursement	95.58
0	11/02/2016	Recreation Fund	Transportation	Rick Schultz	Mileage Reimbursement	97.74
					Transportation Total:	225.72
83735	11/10/2016	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2016 IOUE Unio	102.00
					Union Dues Deduction Total:	102.00
83664	11/02/2016	Recreation Fund	Utilities	Comcast	Business Services	240.06
83664	11/02/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
83664	11/02/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
					Utilities Total:	710.18

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	58,762.76
83802	11/17/2016	Risk Management	Parks & Recreation Claims	League of MN Cities Ins Trust	LMCIT Claim: 21689	500.00
83747	11/10/2016	Risk Management	Parks & Recreation Claims	SFM	P & R Claims	8.86
					Parks & Recreation Claims Total:	508.86
83747	11/10/2016	Risk Management	Police Patrol Claims	SFM	Police Claims	716.99
83747	11/10/2016	Risk Management	Police Patrol Claims	SFM	Police Patrol Claims	365.50
					Police Patrol Claims Total:	1,082.49
83747	11/10/2016	Risk Management	Professional Services	SFM	Professional Services	30.00
					Professional Services Total:	30.00
83747	11/10/2016	Risk Management	Public Works Admin. Claims	SFM	Public Works Admin Claims	18.73
83747	11/10/2016	Risk Management	Public Works Admin. Claims	SFM	Public Works Admin Claims	178.00
					Public Works Admin. Claims Total:	196.73
					Fund Total:	1,818.08
0	11/02/2016	Sanitary Sewer	Contract Maintenance	MacQueen Equipment	Hose Mender	161.84
					Contract Maintenance Total:	161.84
0	10/31/2016	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	Sept UP Payments.com Charges	3,798.66
					Credit Card Fees Total:	3,798.66
0	11/09/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	1,312.86
					Federal Income Tax Total:	1,312.86
0	11/09/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	183.55
0	11/09/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	784.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	968.33
0	11/09/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	784.78
0	11/09/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	183.55
					FICA Employers Share Total:	968.33
83730	11/10/2016	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	324.51
					HRA Employer Total:	324.51
83744	11/10/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	47.11
					HSA Employee Total:	47.11
83744	11/10/2016	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	119.07
					HSA Employer Total:	119.07
0	11/10/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2016 ICMA Defe	26.24
					ICMA Def Comp Total:	26.24
83695	11/02/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	1,021.79
					Medical Ins Employee Total:	1,021.79
83695	11/02/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	2,707.08
					Medical Ins Employer Total:	2,707.08
0	11/09/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	131.63
					MN State Retirement Total:	131.63
0	11/09/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	86.25
					MNDCP Def Comp Total:	86.25
0	11/17/2016	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Bull Dog Repair	1,334.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/14/2016	Sanitary Sewer	Operating Supplies	Menards-CC	Spray Bottles	23.44
0	11/14/2016	Sanitary Sewer	Operating Supplies	Micro Center-CC	USB	96.54
0	11/14/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Pipe	60.51
					Operating Supplies Total:	1,515.21
0	11/09/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	855.84
					PERA Employee Ded Total:	855.84
0	11/09/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	855.84
0	11/09/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	131.63
					PERA Employer Share Total:	987.47
83756	11/17/2016	Sanitary Sewer	Professional Services	Advanced Engineering & Environm	I&C System Services	688.20
0	11/17/2016	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Utility Billing Sort & Mail	281.05
0	11/17/2016	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	209.25
83703	11/02/2016	Sanitary Sewer	Professional Services	Pipe Services Inc	Sanitary Sewer TV Inspection	6,225.76
					Professional Services Total:	7,404.26
83839	11/17/2016	Sanitary Sewer	Rental	Q3 Contracting, Inc.	Sign Rental	198.40
					Rental Total:	198.40
83812	11/17/2016	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	October 2016 SAC Charges	27,061.65
83815	11/17/2016	Sanitary Sewer	Sewer SAC Charges	Miniapple Montessori Child Care C	SAC Credits	4,920.30
					Sewer SAC Charges Total:	31,981.95
0	11/09/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	556.88
					State Income Tax Total:	556.88
0	11/14/2016	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	52.00
83717	11/02/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones Acct: 771707201	79.98
					Telephone Total:	131.98
83735	11/10/2016	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2016 IOUE Unio	117.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Union Dues Deduction Total:	117.32
0	11/10/2016	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	906.49
					Utilities Total:	906.49
					Fund Total:	56,329.50
83668	11/02/2016	Singles Program	Operating Supplies	Shirley Detmer	Singles Supplies Reimbursement	10.00
83709	11/02/2016	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
					Operating Supplies Total:	25.00
					Fund Total:	25.00
0	11/09/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	108.82
					Federal Income Tax Total:	108.82
0	11/09/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	13.84
0	11/09/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	59.15
					FICA Employee Ded. Total:	72.99
0	11/09/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	59.15
0	11/09/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	13.84
					FICA Employers Share Total:	72.99
0	11/09/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	8.99
					MN State Retirement Total:	8.99
83775	11/17/2016	Solid Waste Recycle	Operating Supplies	Chinook Book	12 Month Subscription	110.00
					Operating Supplies Total:	110.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/09/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	58.45
					PERA Employee Ded Total:	58.45
0	11/09/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	58.45
0	11/09/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	8.99
					PERA Employer Share Total:	67.44
0	11/17/2016	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recyling	35,731.08
					Professional Services Total:	35,731.08
0	11/09/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	48.95
					State Income Tax Total:	48.95
					Fund Total:	36,279.71
83708	11/02/2016	Storm Drainage	Contract Maintenance	Rick Johnson's Deer & Beaver Inc.	Deer Call	115.00
83745	11/10/2016	Storm Drainage	Contract Maintenance	Sandstrom Land Management, LLC	Prairie & Storm Water Basin Manager	250.00
					Contract Maintenance Total:	365.00
83777	11/17/2016	Storm Drainage	Contractor Payments	Civil Methods, Inc.	Sherren-Fernwood Trunk Sewer Analy	2,970.00
83777	11/17/2016	Storm Drainage	Contractor Payments	Civil Methods, Inc.	Sherren-Fernwood Trunk Sewer Analy	360.00
83662	11/02/2016	Storm Drainage	Contractor Payments	Civil Methods, Inc.	Sherren-Fernwood Drainage Investiga	2,925.00
83816	11/17/2016	Storm Drainage	Contractor Payments	Minnesota Native Landscapes Inc.	Weed Control, Mowing	900.00
83830	11/17/2016	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Wheeler Raingarden Service	4,415.00
83701	11/02/2016	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Temporary Erosion Control	7,574.50
83710	11/02/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Lot Mowing on County Road B2	65.00
83710	11/02/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Rain Garden Work	4,324.00
					Contractor Payments Total:	23,533.50
0	11/09/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	1,086.50
					Federal Income Tax Total:	1,086.50
0	11/09/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	635.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/09/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	148.56
					FICA Employee Ded. Total:	783.67
0	11/09/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	635.11
0	11/09/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Er	148.56
					FICA Employers Share Total:	783.67
83730	11/10/2016	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	113.75
					HRA Employer Total:	113.75
83744	11/10/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	53.84
					HSA Employee Total:	53.84
83744	11/10/2016	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	147.08
					HSA Employer Total:	147.08
0	11/10/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.11.2016 ICMA Defe	52.50
					ICMA Def Comp Total:	52.50
83695	11/02/2016	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	227.16
					Medical Ins Employee Total:	227.16
83695	11/02/2016	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	1,599.16
					Medical Ins Employer Total:	1,599.16
0	11/09/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	98.26
					MN State Retirement Total:	98.26
0	11/09/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	63.50
					MNDCP Def Comp Total:	63.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83767	11/17/2016	Storm Drainage	Operating Supplies	Biff's, Inc.	Regular Unit	62.79
					Operating Supplies Total:	62.79
0	11/09/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	638.67
					PERA Employee Ded Total:	638.67
0	11/09/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Employ	638.67
0	11/09/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	98.26
					PERA Employer Share Total:	736.93
83756	11/17/2016	Storm Drainage	Professional Services	Advanced Engineering & Environm	I&C System Services	688.19
0	11/17/2016	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Utility Billing Sort & Mail	281.06
0	11/17/2016	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	209.25
83853	11/17/2016	Storm Drainage	Professional Services	Sheila Stowell	PWET Meeting Minutes	218.75
83853	11/17/2016	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
					Professional Services Total:	1,401.95
0	11/09/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	449.91
					State Income Tax Total:	449.91
83735	11/10/2016	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2016 IOUE Union	84.26
					Union Dues Deduction Total:	84.26
83836	11/17/2016	Storm Drainage	Upper Villa Stormwater Improv	Plaisted Co	Pulverized Black Dirt	2,705.00
83710	11/02/2016	Storm Drainage	Upper Villa Stormwater Improv	Sandstrom Land Management, LLC	Upper Villa Sod Project	4,270.00
					Upper Villa Stormwater Improv Total:	6,975.00
					Fund Total:	39,257.10
83673	11/02/2016	Street Construction	Contractor Payments	Brian & Sharon Hayes	Pavement Management Project Reiml	137.63
83689	11/02/2016	Street Construction	Contractor Payments	MN Dept of Transportation	Materials Testing & Inspection	186.44
83830	11/17/2016	Street Construction	Contractor Payments	Outdoor Lab Landscape Design, Inc	Landscaping Service	600.00
0	11/10/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	MSA	82,603.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/10/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Infastructure	355,534.89
					Contractor Payments Total:	439,062.37
					Fund Total:	439,062.37
0	11/09/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	554.98
					Federal Income Tax Total:	554.98
0	11/09/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare En	101.82
0	11/09/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	435.36
					FICA Employee Ded. Total:	537.18
0	11/09/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	435.36
0	11/09/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare En	101.82
					FICA Employers Share Total:	537.18
83730	11/10/2016	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	161.50
					HRA Employer Total:	161.50
83744	11/10/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	9.13
					HSA Employee Total:	9.13
83744	11/10/2016	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	50.00
					HSA Employer Total:	50.00
83695	11/02/2016	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	283.45
					Medical Ins Employee Total:	283.45
83695	11/02/2016	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	801.52

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	801.52
0	11/09/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Emplo	70.37
					MN State Retirement Total:	70.37
0	11/09/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	389.99
					MNDCP Def Comp Total:	389.99
0	11/09/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	457.42
					PERA Employee Ded Total:	457.42
0	11/09/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	70.37
0	11/09/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	457.42
					PERA Employer Share Total:	527.79
83768	11/17/2016	Telecommunications	Printing	Bolger Inc.	Nov/Dec City News	4,403.92
					Printing Total:	4,403.92
0	11/17/2016	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services-Oct	1,433.19
					Professional Services Total:	1,433.19
0	11/09/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	246.19
					State Income Tax Total:	246.19
					Fund Total:	10,463.81
83667	11/02/2016	Telephone	CAP - Capital Equip Recovery	Datalink	Telephones	3,658.92
83667	11/02/2016	Telephone	CAP - Capital Equip Recovery	Datalink	Telephones	4,875.00
83667	11/02/2016	Telephone	CAP - Capital Equip Recovery	Datalink	Telephones	4,317.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					CAP - Capital Equip Recovery Total:	12,851.52
83659	11/02/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink Communications	Telephone	14.66
83774	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.72
83774	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.36
83774	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	206.02
83774	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
83774	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
83658	11/02/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	100.89
83678	11/02/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	354.54
83678	11/02/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	3,317.65
83864	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	105.03
83864	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	384.00
83864	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	70.02
83864	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	35.05
83864	11/17/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	35.01
					PSTN-PRI Access/DID Allocation Total:	5,022.05
					Fund Total:	17,873.57
83656	11/02/2016	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Twin Lakes Parkway Action Plan	3,472.50
0	11/02/2016	TIF District #17-Twin Lakes	Contractor Payments	SRF Consulting Group, Inc.	Twin Lakes Parkway Phase III-Const	26,618.72
					Contractor Payments Total:	30,091.22
					Fund Total:	30,091.22
83649	11/02/2016	Water Fund	Accounts Payable	VERN MICHAEL ANDERSON	Refund Check	177.97
83725	11/10/2016	Water Fund	Accounts Payable	BRUCE BOLON	Refund Check	10.67
83726	11/10/2016	Water Fund	Accounts Payable	TIM & JENNIFER CLARK	Refund Check	83.60
83727	11/10/2016	Water Fund	Accounts Payable	CATALINA DON	Refund Check	92.95
83728	11/10/2016	Water Fund	Accounts Payable	MARK ERICKSON	Refund Check	53.66
83786	11/17/2016	Water Fund	Accounts Payable	SEAN FLEISCHHACKER	Refund Check	119.29
83731	11/10/2016	Water Fund	Accounts Payable	NELLIE JOHNSON COONEY	Refund Check	277.82
83734	11/10/2016	Water Fund	Accounts Payable	DIANA KOREN	Refund Check	5.10
83736	11/10/2016	Water Fund	Accounts Payable	MAR GEN PROPERTIES	Refund Check	77.86
83737	11/10/2016	Water Fund	Accounts Payable	MICHAEL & MARGARET MITCH	Refund Check	184.36
83739	11/10/2016	Water Fund	Accounts Payable	JAMES MULDER	Refund Check	28.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83740	11/10/2016	Water Fund	Accounts Payable	KRISTINE NELSON	Refund Check	96.42
83835	11/17/2016	Water Fund	Accounts Payable	MELVIN PETERSON	Refund Check	113.72
83834	11/17/2016	Water Fund	Accounts Payable	AARON & BETHANY PETERSON	Refund Check	107.93
83707	11/02/2016	Water Fund	Accounts Payable	BRUCE RICE	Refund Check	169.32
83746	11/10/2016	Water Fund	Accounts Payable	CARL SCHULTZ	Refund Check	81.18
83712	11/02/2016	Water Fund	Accounts Payable	STEVE SCOTT	Refund Check	80.19
83749	11/10/2016	Water Fund	Accounts Payable	Q SMITH	Refund Check	30.97
83750	11/10/2016	Water Fund	Accounts Payable	CHARLES SPEER	Refund Check	73.61
83852	11/17/2016	Water Fund	Accounts Payable	BARRY STAR	Refund Check	80.97
83753	11/10/2016	Water Fund	Accounts Payable	TYLER SVEHTER	Refund Check	176.34
83866	11/17/2016	Water Fund	Accounts Payable	WELLINGTON MANAGEMENT	Refund Check	8.53
83755	11/10/2016	Water Fund	Accounts Payable	ROBERT ZAKARAS	Refund Check	36.29
					Accounts Payable Total:	2,166.82
83669	11/02/2016	Water Fund	Construction Contracts	FER-PAL Construction USA LLC	Heinel Watermain Lining	174,684.15
0	11/02/2016	Water Fund	Construction Contracts	SEH	Water Main Rehab	8,788.37
					Construction Contracts Total:	183,472.52
83723	11/02/2016	Water Fund	Contract Maintenance	Water Conservation Service, Inc.	Leak Location Service	260.80
					Contract Maintenance Total:	260.80
0	11/09/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Federal Inco	1,932.70
					Federal Income Tax Total:	1,932.70
0	11/09/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	1,201.19
0	11/09/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	280.91
					FICA Employee Ded. Total:	1,482.10
0	11/09/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 Medicare Em	280.91
0	11/09/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.11.2016 FICA Emplo	1,201.19
					FICA Employers Share Total:	1,482.10
83730	11/10/2016	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.11.2016 HRA Emplo	365.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HRA Employer Total:	365.49
83744	11/10/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	109.15
					HSA Employee Total:	109.15
83744	11/10/2016	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.11.2016 HSA Emplo	401.34
					HSA Employer Total:	401.34
83688	11/02/2016	Water Fund	Hydrant Meter Deposits	Minnesota Utilities & Excavating	Hydrant Meter Refund	1,100.00
					Hydrant Meter Deposits Total:	1,100.00
0	11/10/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.11.2016 ICMA Defe	48.76
					ICMA Def Comp Total:	48.76
83695	11/02/2016	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium for Octobe	751.10
					Medical Ins Employee Total:	751.10
83695	11/02/2016	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium for Octobe	3,305.93
					Medical Ins Employer Total:	3,305.93
83688	11/02/2016	Water Fund	Miscellaneous Revenue	Minnesota Utilities & Excavating	Hydrant Meter Refund	-40.00
					Miscellaneous Revenue Total:	-40.00
0	11/09/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.11.2016 Post Employ	192.74
					MN State Retirement Total:	192.74
0	11/09/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.11.2016 MNDCP De	238.75
					MNDCP Def Comp Total:	238.75
0	11/02/2016	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Backfill Material for Water Breaks	1,339.48
83779	11/17/2016	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	911.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83822	11/17/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break-Dump Fee	107.84
83822	11/17/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break-Dump Fees	142.32
83692	11/02/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Breaks Dump Fees	518.96
0	11/10/2016	Water Fund	Operating Supplies	Napa Auto Parts	Universal Joint	21.20
					Operating Supplies Total:	3,041.60
0	11/09/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	1,252.63
					PERA Employee Ded Total:	1,252.63
0	11/09/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera Emplo	1,252.63
0	11/09/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.11.2016 Pera additio	192.74
					PERA Employer Share Total:	1,445.37
83756	11/17/2016	Water Fund	Professional Services	Advanced Engineering & Environm	I&C System Services	688.20
0	11/17/2016	Water Fund	Professional Services	Ecoenvelopes, LLC	Utility Billing Sort & Mail	281.06
0	11/17/2016	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	209.25
0	11/17/2016	Water Fund	Professional Services	SEH	CSWMP Update	2,104.21
83860	11/17/2016	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-October Samples	480.00
					Professional Services Total:	3,762.72
83751	11/10/2016	Water Fund	St. Paul Water	St. Paul Regional Water Services	Acct 0709535	335,056.74
					St. Paul Water Total:	335,056.74
0	11/09/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.11.2016 State Incom	819.87
					State Income Tax Total:	819.87
83688	11/02/2016	Water Fund	State Sales Tax Payable	Minnesota Utilities & Excavating	Hydrant Meter Refund	-0.69
0	10/31/2016	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	6,275.29
					State Sales Tax Payable Total:	6,274.60
83717	11/02/2016	Water Fund	Telephone	T Mobile	Cell Phones Acct: 876644423	348.63
83864	11/17/2016	Water Fund	Telephone	Verizon Wireless	Cell Phones	86.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Telephone Total:	435.01
83735	11/10/2016	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.11.2016 IOUE Unioı	188.68
					Union Dues Deduction Total:	188.68
0	11/10/2016	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	16.90
					Utilities Total:	16.90
0	10/31/2016	Water Fund	Water - Roseville	City of Roseville- Non Bank	September City Water Bills-Paid Oct.	1,411.15
83688	11/02/2016	Water Fund	Water - Roseville	Minnesota Utilities & Excavating	Hydrant Meter Refund	-9.72
0	10/31/2016	Water Fund	Water - Roseville	MN Dept of Revenue-Non Bank	Sales/Use Tax	40.98
					Water - Roseville Total:	1,442.41
0	11/10/2016	Water Fund	Water Meters	Ferguson Waterworks #2516	LF 3 MTR FLG RND	906.70
0	11/10/2016	Water Fund	Water Meters	Ferguson Waterworks #2516	1-1/2 T10 MTR ECDR USG L/T/P	2,577.93
					Water Meters Total:	3,484.63
					Fund Total:	554,491.46
					Report Total:	2,006,098.84

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 11/28/2016
Item No.: 8.b

Department Approval

City Manager Approval

Item Description: Consideration to approve or deny a new Gambling Premise Permit, Gambling Exempt Permit, Massage Therapist License, Massage Therapy Establishment License and an addition of a 3.2 On-Sale Non Intoxicating Liquor License.

BACKGROUND

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

Gambling Premise Permit

Amvets Post 1
1323 Sibley Memorial Hwy
Mendota, MN 55150

Amvets Post 1 is requesting approval to conduct gambling activities at Lucky's 13 Pub located at 2480 Fairview Ave N in Roseville. Lucky's 13 is a new restaurant in Roseville which does not currently have a non-profit at the location conducting gambling activities.

Gambling Exempt Permit

New Brighton / Mounds View Rotary
3555 Willow Lake Blvd, #200
Vadnais Heights, MN 55110

The Rotary will be conducting a raffle on March 31, 2017 at the Radisson Hotel located at 2540 Cleveland Ave N. The total value of the raffle prizes will be $5,000.

Massage Therapist License

Tushanthia Dava-Denise Tensley
Grace Healed Me
1721 County Road B2 W
Roseville, MN 55113

Massage Therapy Establishment

Grace Healed Me
1721 County Road B2 W
Roseville, MN 55113

Massage Jazz
2499 Rice Street, #75
Roseville, MN 55113

3.2 On-Sale Non-Intoxicating Liquor License

MIAMSP BEV LLC dba Painting with a Twist
2100 Snelling Ave N #72C
Roseville, MN 55113

Painting with a Twist holds a current On-Sale Wine License and is looking to add a 3.2 Non-Intoxicating Liquor License to be able to sell strong beer.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the Permits and Licenses pending successful background checks for the massage licenses.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications
B: City Code 309 – Massage Therapy Code

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Amvets Post 1 License Number: 19091

Chief Executive Officer (CEO) Ken Beale Daytime Phone: 612-747-1059

Gambling Manager: James Grob Daytime Phone: 651-587-3581

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Lucky 13 (Rosevile)

List any previous names for this location:

None

Street address where premises is located: 2480 Fairview Avenue N
(Do not use a P.O. box number or mailing address.)

City: **OR** Township:	County:	Zip Code:
Roseville	Ramsey	55113

Does your organization own the building where the gambling will be conducted?

☐ **Yes** ☑ **No** **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☑ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☑ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Deerwood Bank Bank Account Number:

Bank Street Address: 1060 Dakota Drive City: Mendota Heights State: **MN** Zip Code: 55118

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
2415 Pilot Knob Rd	Mendota Heights	**MN**	55120
		MN	
		MN	

LG214 Premises Permit Application

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL
for a gambling premises
located within city limits

City Name: ______________________

Date Approved by City Council: ______________________

Resolution Number: ______________________
(If none, attach meeting minutes.)

Signature of City Personnel:

____

Title: ______________________ Date Signed: __________

Local unit of government must sign.

COUNTY APPROVAL
for a gambling premises
located in a township

County Name: ______________________

Date Approved by County Board: ______________________

Resolution Number: ______________________
(If none, attach meeting minutes.)

Signature of County Personnel:

____

Title: ______________________ Date Signed: __________

TOWNSHIP NAME: ______________________

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________________ Date Signed: __________

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

______________________ ______________________
Signature of Chief Executive Officer (designee may not sign) Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An Equal Opportunity Employer

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: Amvets Post 1	License/Site Number: 19091	Daytime Phone: 651-587-3581
Address: 1323 Sibley Memorial Hwy	City: Mendota	State: MN Zip: 55150
Name of Leased Premises: Lucky 13 (Roseville)	Street Address: 2480 Fairview Avenue North	
City: Roseville	State: MN Zip: 55113	Daytime Phone:
Name of Legal Owner: Lucky U	Business/Street Address: 1351 Sibley Memorial Hwy	
City: Mendota	State: MN Zip: 55150	Daytime Phone: 651-366-6420
Name of Lessor **(if same as legal owner, write "SAME")**: Same	Address: Same	
City: Same	State: Same Zip: Same	Daytime Phone: Same

Check applicable item:

☑ **New or amended lease.** Effective date: 12-1-16. Submit changes at least ten days **before** the effective date of the change.

☐ **New owner.** Effective date: ______________. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

☐ Pull-Tabs (paper)

☒ Pull-Tabs (paper) with dispensing device

☒ Bar Bingo ☐ Bingo

☐ Tipboards

☐ Paddlewheel ☐ Paddlewheel with table

☒ Electronic Pull-Tabs

☒ Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: NA%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed $1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 15 %, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: 0 %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
  - OR -
- Rate to be paid: $ 0 per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
[signature]	10-17-16	[signature]	10/17/16

Print Name and Title of Lessor:	Print Name and Title of Lessee:
Charles Burrows	Kenneth L Beale Jr. CMDR

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: New Brighton / Mounds View Rotary

Previous Gambling Permit Number: x-03724-08-001

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-1489156

Mailing Address: 3555 Willow Lake Blvd #200

City: Vadnais Heights State: MN Zip: 55110 County: Ramsey

Name of Chief Executive Officer (CEO): John Risdall

Daytime Phone: 651-631-1098 Email: john@risdall.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

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

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

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

Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

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

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

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

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

If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Radisson Hotel

Address (do not use P.O. box): 2540 Cleveland Ave. N

City or Township: Roseville Zip: 55113 County: Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing): March 31, 2017

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☑ Raffle **(total value of raffle prizes awarded for the calendar year: $**5,000.00)

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

____ The application is acknowledged with no waiting period.

____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

____ The application is denied.

Print City Name: Roseville

Signature of City Personnel: ____________________

Title: ____________________ Date: ____________

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

COUNTY APPROVAL for a gambling premises located in a township

____ The application is acknowledged with no waiting period.

____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

____ The application is denied.

Print County Name: ____________________

Signature of County Personnel: ____________________

Title: ____________________ Date: ____________

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

Print Township Name: ____________________

Signature of Township Officer: ____________________

Title: ____________________ Date: ____________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: ____________________ Date: 11/1/2019
(Signature must be CEO's signature; designee may not sign)

Print Name: John Risdall

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status, and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Business Record Details »

Minnesota Business Name

New Brighton/Mounds View Rotary Club

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
1B-307

Home Jurisdiction
Minnesota

Filing Date
08/14/1987

Status
Active / In Good Standing

Renewal Due Date
12/31/2017

Registered Office Address
3555 Willow Lake Blvd #200
Vadnais Heights, MN 55110
USA

Registered Agent(s)
(Optional) None provided

President
Dana Rebelein
1346 32nd Ave NW
New Brighton, MN 55112-6384
USA

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

☐	Filing Date	Filing	Effective Date
☐	08/14/1987	Original Filing - Nonprofit Corporation (Domestic)	
	08/14/1987	Nonprofit Corporation (Domestic) Business Name (Business Name: New Brighton Rotary Club)	

☐	Filing Date	Filing	Effective Date
☐	04/03/1992	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	04/27/1999	Nonprofit Corporation (Domestic) Business Name (Business Name: New Brighton/Mounds View Rotary Club)	
☐	02/14/2002	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	04/14/2006	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

ROSEVILLE

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

Massage Therapy Establishment License Application

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 2017

Business Name Grace Healed ME

Business Address 1721 County Road B2 West

Business Phone (651) 387-2378

Email Address herhandsblessed@gmail.com

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Tensley (Last) Tushonthia (First) Dava-Denise (Middle)

Home Address

Telephone

Date of Birth (mm/dd/yyyy)

Driver's License Number

Ethnicity:

Sex:

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

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?

☐ Yes ________________ ☒ No

The undersigned applicant makes this application pursuant to all 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.

By signing below, the applicant certifies that the above information is correct and authorizes the City of Roseville Police Department to run his/her information for the required background checks.

Signature T T Tensley Date 11/11/16

License Fee is $300.00
Additional $150 background check fee for all first-time applicants
Make checks payable to: City of Roseville

ROSEVILLE

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

Massage Therapist License

(Please Print Clearly)

☒ New License ☐ Renewal

For License Year Ending June 30, 17

1. Full Legal Name (Please Print) Tensley (Last) Tushantha (First) Dara Danshe (Middle)

2. Home Addres

3. Telephone

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

5. Driver's License Numbe State of Issuanc

6. Ethnicity:

7. Sex:

8. Email Address

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

10. **Name** and **address** of the licensed Massage Therapy Establishment at which you expect to be employed:
Grace Healed me. 1721 County Rd B2 W. Roseville MN 55113

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

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed?
☐ Yes ☒ No ☐ N/A
If yes, explain in detail on a separate page.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks.

Signature T. Tensley Date 11/14/16

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

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

ROSEVILLE

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

Massage Therapy Establishment License Application

☒ New License ☐ Renewal For License Year Ending June 30, 2017

Business Name MASSAGE JAZZ ~~LLC~~

Business Address 2499 RICE STREET #75

Business Phone (219) 789-6079

Email Address MLUVZINVESTING@GMAIL.COM

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) ANDERSON III (Last) MARION (First) GUY (Middle)

Home Address (Street) (City) (State) (Zip)

Telephone (

Date of Birth (mm/dd/yyyy)

Driver's License Number State of Issuance

Ethnicity:

Sex:

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

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?

☐ Yes ☒ No

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

The undersigned applicant makes this application pursuant to all 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. <u>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.</u>

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

Signature Marion III Date 11/4/16

License Fee is $300.00
Additional $150 background check fee for all first-time applicants
Make checks payable to: City of Roseville

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: 12/1/16 To: 12/31/17

Circle One: New License License Transfer ______ (former licensee name) Suspension Revocation Cancel ______ (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee:$ ______ Sunday License fee: $ ______ 3.2% On Sale fee: $100.00 3.2% Off Sale fee: $

Licensee Name: MIAMSP BEV LLC (corporation, partnership, LLC, or Individual) DOB 2/28/84 Social Security #

Business Trade Name Painting With A Twist Business Address 2100 Snelling Ave N #72C City Roseville

Zip Code 55113 County Ramsey Business Phone 954-295-1117 Home Phone 954-295-1117

Home Address City ______ Licensee's MN Tax ID # 4514423 (To Apply call 651-296-6181)

Licensee's Federal Tax ID # 81-1816089 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Danielle P. Rubin			

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:
1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Liberty Mutual Policy # XWS(17)57210200

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature ______ (title) Date ______

On Sale Intoxicating liquor licensees must also purchase a $20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

(Form 9011-12/09)

CHAPTER 309
MASSAGE THERAPY ESTABLISHMENTS

SECTION:

309.01: DEFINITIONS:

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

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

MASSAGE THERAPIST: A person who practices massage therapy.

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

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

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

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

309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

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

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

309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

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

(Ord. 1283, 6-16-03)

309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

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

(3) Hygiene.

B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)

C. Review of Application: License applications shall be reviewed by the Police Department.

D. Denial of Application: The license application may be denied for any of the following reasons:

1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.

2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, pandering, indecent conduct or keeping of a disorderly house.

3. Noncompliance: The applicant has not complied with a provision of this Chapter.

4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6-13-94)

309.05: REVOCATION OR SUSPENSION OF LICENSE:

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

A. Application Fraud: Fraud, deception or misrepresentation in connection with the registration application.

B. Violation of Chapter: A violation of any provision of this Chapter.

C. Criminal Conviction: Conviction of a criminal sexual conduct, prostitution, pandering, indecent conduct or keeping a disorderly house.

D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.

E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS:

A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.

B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce correct identification, identifying himself/herself by his/her true legal name and correct address.

C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.

D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.

E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.

F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.

G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

H. Locks on Doors: There shall be no locks on doors of massage rooms.

I. Appropriate Covering Required:

1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)

2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)

J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

309.07: VIOLATIONS, PENALTY:

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 11/28/2016
Item No.: 8.c

Department Approval

City Manager Approval

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

BACKGROUND

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

General Purchases or Contracts

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

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Engineering	Gary Carlson Equipment	Trench Box	(a)	$ 30,000.00	$ 9,398.00	CIP
Engineering	Ranger GM	Chev Equinox	(b)	-	20,800.00	

Comments/Description:

a) Replaces an existing trench box that will be traded in.
b) Replaces an existing vehicle that was totaled in an accident. Funding will come from insurance.

Sale of Surplus Vehicles or Equipment

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

Department	Item / Description
Engineering	Trench box (est. value = $1,500)

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

Staff Recommendation

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

Requested Council Action

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

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

City of Roseville

Updated October 31, 2016

2016 Summary of Scheduled CIP Items

	Council Approval	P.O. Amount	Budget Amount	YTD Actual	Difference
Administration					
Voting Equipment		$ -	$ 9,000	$ 70,280	$ (61,280)
Office Furniture		-	5,000	-	5,000
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	88,713	(10,873)
Police					
Marked Squad Car Replacements	1/11/2016	78,495	132,000	139,640	(7,640)
Unmarked Vehicle Replacement	1/11/2016	52,112	24,000	51,150	(27,150)
Park Patrol Vehicle Replacement	7/11/2016	7,940	10,500	7,977	2,523
Vehicle Tools & Equipment		-	11,855	4,300	7,555
Vehicle Computers & Printers		-	19,760	-	19,760
K9		-	16,000	-	16,000
Sidearms, Long-Guns, Non-Lethal Equip.	4/11/2016	25,340	18,080	38,392	(20,312)
Tactical Gear	1/11/2016	10,800	11,330	11,463	(133)
Crime Scene Equipment		-	4,000	-	4,000
Radio Equipment	9/12/2016	10,786	15,500	10,786	4,714
Office Equipment	2/8/2016	5,390	9,225	-	9,225
Office Furniture	9/12/2016	5,514	8,400	525	7,875
Kitchen Items		-	4,635	3,463	1,172
Fire					
SCBA's		-	350,000	264,770	85,230
Training Equipment		-	3,000	-	3,000
Air Monitoring Equipment		-	5,000	-	5,000
Other Equipment		-	-	9,134	(9,134)
Rescue Equipment		-	15,000	7,943	7,057
Public Works					
Vehicle Replacement: Engineering	1/25/2016	20,800	25,000	-	25,000
Vehicle Replacement: 1-ton		-	33,000	-	33,000
Vehicle Replacement: 3/4-ton	1/25/2016	25,539	27,500	27,238	262
Vehicle Replacement: Wheel Loader	1/25/2016	126,918	205,000	96,131	108,869
Vehicle Replacement: Bobcat		-	22,000	-	22,000
Vehicle Replacement: Sign Truck	7/25/2016	-	50,000	-	50,000
Office Furniture		-	5,000	-	5,000
Parks & Recreation					
Grader		-	45,000	-	45,000
Trailer		-	5,000	-	5,000
Sweeper		-	8,000	-	8,000
Mower Blade Sharpener		-	10,000	-	10,000
Prior Year CIP Items (pushed to '16)	3/28/2016	141,447	-	142,116	(142,116)

City of Roseville

2016 Summary of Scheduled CIP Items

Updated October 31, 2016

	Council Approval	P.O. Amount	Budget Amount	YTD Actual	Difference
General Facility Improvements					
Replace Rooftop Heat/AC		-	20,000	-	20,000
Replace garage Co Ra Vac Heaters		-	60,000	-	60,000
Door Card Reader		-	10,000	-	10,000
Update Flooring CH/PD	5/9/2016	81,660	75,000	54,278	20,722
City Hall Entrance Walkway Improvements		-	15,000	-	15,000
Card Access System Replacement		-	40,000	36,907	3,093
Brimhall Gymnasium		-	5,000	-	5,000
Central Park Gymnasium		-	5,000	-	5,000
Commons: Electronic Lock System		-	50,000	-	50,000
Arena: Mezzanine Glass System		-	15,000	-	15,000
OVAL: Cooling Tower		-	85,000	-	85,000
OVAL: Micro Processors		-	50,000	-	50,000
OVAL: Bathroom Partitions		-	7,500	-	7,500
OVAL: Zamboni		-	115,000	-	115,000
Information Technology					
Computer Replacements		-	91,750	56,649	35,101
Printers & Copiers		-	19,800	-	19,800
Network Equipment	Various	63,501	87,995	73,137	14,858
Server Room Cooling	6/20/2016	-	18,000	-	18,000
Surveillance Cameras (40)		-	11,250	-	11,250
Telephone Handsets (283)		-	40,000	-	40,000
Office Furniture		-	25,000	23,122	1,878
Park Improvements					
Tennis & Basketball Courts		-	10,000	19,380	(9,380)
Shelters & Structures		-	51,500	-	51,500
Volleyball & Bocce Ball Courts		-	15,000	-	15,000
Pathway Lighting		-	25,000	-	25,000
PIP Items		-	200,000	179,804	20,196
Natural Resources		-	50,000	-	50,000
Street Improvements					
Improvements	Various	180,000	2,100,000	1,888,837	211,163
Street Lighting					
Improvements		-	25,000	-	25,000
Pathways (Existing)					
Improvements		-	180,000	159,650	20,350
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	1,000	6,581	(5,581)
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
Community Development					
Computer Replacements		-	4,300	1,622	2,678
Permit Database Conversion		-	3,000	-	3,000
Online Permit/Scheduling Software		-	20,000	-	20,000
Office Furniture		-	1,000	1,296	(296)

City of Roseville

2016 Summary of Scheduled CIP Items

Updated October 31, 2016

	Council Approval	P.O. Amount	Budget Amount	YTD Actual	Difference
Water					
Trench Box Replacement		-	30,000	-	30,000
Watermain Replacement	2/8/2016	94,017	900,000	698,551	201,449
Other Equipment		-	-	57,048	(57,048)
Sanitary Sewer					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	16,139	383,861
Sewer Main Repairs		-	1,000,000	1,262,089	(262,089)
I & I Reduction		-	100,000	-	100,000
Storm Sewer					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	371,783	(71,783)
Storm Sewer Replacement/Rehabilitation	3/14/2016	44,000	400,000	891,647	(491,647)
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Greens Mower		-	30,000	-	30,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
Clubhouse Roof Replace		-	33,000	-	33,000
Clubhouse / Carpeting / Flooring		-	12,000	-	12,000
Sidewalk/Exterior repairs		-	8,000	-	8,000
Irrigation System Upgrades		-	24,000	-	24,000
Total - All Items			$8,257,720	$6,772,538	$1,485,182

Date: 11/28/16
Item: 8.d

ROSEVILLE

2017 City Council Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January
9 *Org Meeting*
23
30

February
13
27

March
13
20 *Work Session*
27

Note: RAHS Spring Break March 6-10 & Mounds View Spring Break March 20-24

April
10
17 *Work Session*
24

May
8
15 *Work Session*
22

June
12
19

Note: Rosefest Parade Monday, June 26

July
10
17 *Work Session*
24

August
14
21 *Work Session*
28

September
11
18 *Work Session*
25

October
9
16 *Work Session*
23

November
6
13 *Work Session*
27

December
4

Patrick Trudgeon, City Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: November 28, 2016
Item No.: 8.e

Department Approval

City Manager Approval

Item Description: Approve Resolution Awarding Bid for South Lake Owasso Drainage Improvement Project

BACKGROUND

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

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

CONTRACTOR	BID TOTAL
Ramsey Excavating, Inc.	$346,324.00
Veit & Company, Inc.	$357,200.10
Meyer Contracting, Inc.	$364,234.30
New Look Contracting, Inc.	$384,105.50
Urban Companies	$384,307.50
Park Construction Co.	$417,100.41
Northdale Construction Co.	$419,363.34
Engineers Estimate	*$310,263.00*

The low bid is higher than the engineers estimate. As detailed in the feasibility report, appraisals were done to determine maximum assessments. The feasibility report already capped the assessments so although the cost is higher, the assessments will not increase. Increased cost will be paid using the storm water fund.

POLICY OBJECTIVE

It is City policy to keep utility infrastructure in good operating condition, utilizing current construction technologies that keep service disruption during construction to a minimum. Based on past practice, the City Council has awarded contracts to the lowest responsible bidder. In this bid solicitation the lowest bidder is Ramsey Excavating, Inc.

FINANCIAL IMPACTS

We received seven bids for the South Lake Owasso Drainage Improvement Project. The low bid submitted by Ramsey Excavating, Inc, $346,324.00, is slightly above engineer's estimate. Based on the amount of bids received the price appears to be a fair price for the work involved. Staff would recommend approval of the low bid for this project. This work is funded by assessments, a Ramsey-Washington Metro Watershed District grant, and the storm water utility fund.

REQUESTED COUNCIL ACTION

Motion approving a resolution awarding the South Lake Owasso Drainage Improvement Project in the amount of $346,324.00 to Ramsey Excavating, Inc.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution
B: Location Map

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

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 28th day of November, 2016, at 6:00 p.m.

The following members were present: ; and and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION AWARDING BIDS
FOR SOUTH LAKE OWASSO DRAINAGE IMPROVEMENT PROJECT

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Wednesday, November 9, 2016, at 11:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

CONTRACTOR	BID TOTAL
Ramsey Excavating, Inc.	$346,324.00
Veit & Company, Inc.	$357,200.10
Meyer Contracting, Inc.	$364,234.30
New Look Contracting, Inc.	$384,105.50
Urban Companies	$384,307.50
Park Construction Co.	$417,100.41
Northdale Construction Co.	$419,363.34
Engineers Estimate	$310,263.00

WHEREAS, it appears that Ramsey Excavating, Inc. is the lowest responsible bidder at the tabulated price of $346,324.00 and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Ramsey Excavating, Inc. for $346,324.00 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the

next lowest bidder shall be retained until contracts have been signed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon vote being taken thereon, the following voted in favor thereof: ; and and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

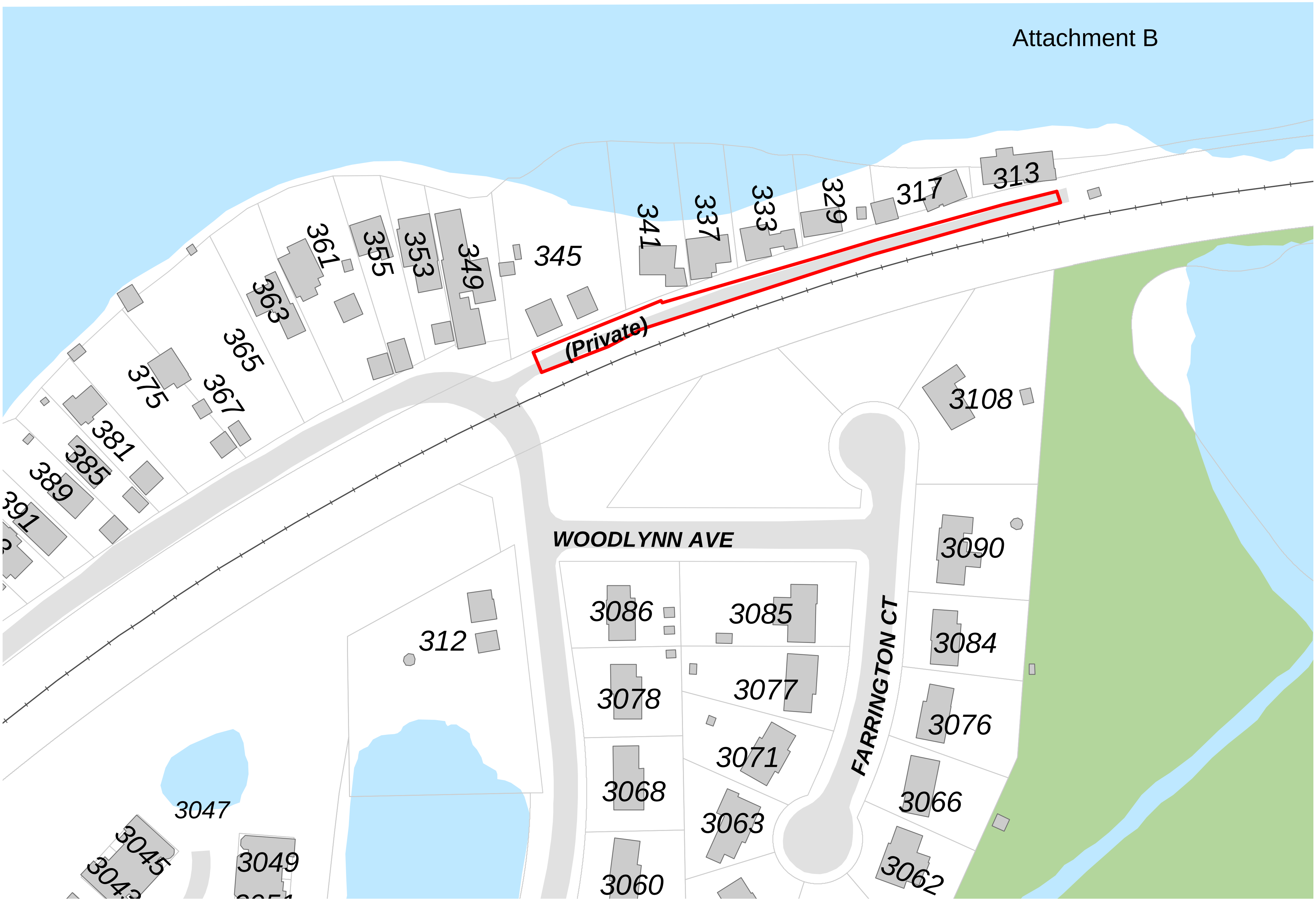
I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 28th day of November 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28th day of November, 2016.

____
Patrick Trudgeon, City Manager

(SEAL)

Attachment B



South Lake Owasso Drainage Improvement Project

ROSEVILLE

Prepared by:
Engineering Department
September 07, 2016

Storm Project Area

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

0 30 60 90 120 Feet

mapdoc: PrivateDrive_StormArea.mxd
map: PrivateDrive_StormArea.pdf

N

REQUEST FOR COUNCIL ACTION

Date: November 28, 2016
Item No.: 8.f

Department Approval | City Manager Approval

Item Description: Approve Resolution Awarding Bid for 2017 Sanitary Sewer Main Lining

BACKGROUND

The majority of the city's sanitary sewer mains were constructed in the late 1950's and early 1960's, utilizing clay tile and reinforced concrete pipe. Over time the joints have failed allowing root intrusion. The pipe material is also susceptible to cracking and construction damage. The City began the sewer lining program in 2006 to rehabilitate the sewer mains and extend the life of our sanitary sewers by 50 years or more. Lining technology essentially installs a new resin pipe inside the original clay tile sewer main without digging up city streets, which results in minimal disruption to residents during construction. The liner pipe is inserted into the main through existing manholes and cured in place with a heat process. Each segment is typically completed in one working day. Service line connections are reopened using a robotic cutter and remote cameras. During the process, existing flows are bypassed using pumps. This technology also prevents infiltration of groundwater into the main system and can be credited toward a Metropolitan Council Environmental services inflow/ infiltration surcharge.

The 2017 Sanitary Sewer Main Lining Project includes lining for approximately 29,611 lineal feet (5.6 miles) in areas identified as having root intrusion or infiltration problems. Two bid alternates were also bid with the project. The first bid alternate added an additional 3,113 lineal feet (0.59 miles) of sanitary sewer pipe to the project. The second bid alternate added approximately 200 feet of storm sewer pipe that has shown signs of corrosion in an area where trenching is difficult and more expensive. The following six bids were opened on November 17, 2016:

CONTRACTOR	BID TOTAL A (Base Bid)	BID TOTAL B (Base Bid + Alternate 1+Alternate 2)
Insituform Technologies USA, LLC	$727,386.20	$759,641.00
Veit & Company, Inc.	$779,784.00	$797,616.00
SAK Construction, LLC	$788,721.50	$817,494.50
Michels Corporation	$833,420.00	$858,986.00
Lametti and Sons, Inc.	$848,677.00	$871,270.00
Visu-sewer, Inc	$935,301.00	$990,356.00
Engineers Estimate	*$748,360.00*	*$768,910.00*

POLICY OBJECTIVE

It is City policy to keep utility infrastructure in good operating condition, utilizing current construction technologies that keep service disruption during construction to a minimum. Based on past practice, the City Council has awarded contracts to the lowest responsible bidder. In this bid solicitation the lowest bidder is Insituform Technologies USA, LLC.

FINANCIAL IMPACTS

We received six bids for the 2017 Sanitary Sewer Main Lining Project. The low bid submitted by Insituform Technologies USA, LLC, $727,386.20, is within the budgeted amount for this project. Two bid alternates were included in the event bid prices were favorable, allowing for an increase in the project without a change order. The low bid including the two alternates totaled $759,641.00. Because the bids are favorable and the total including the two alternates is within budget, staff recommends including the two alternates. The work completed in the Base Bid and Alternate 1 will be funded by Sanitary Sewer Infrastructure Funds. The work completed in Alternate 2 will be funded by the Storm Water Utility Fund.

REQUESTED COUNCIL ACTION

Motion approving a resolution awarding Bid Total B for the 2017 Sanitary Sewer Main Lining Project in the amount of $759,641.00 to Insituform Technologies USA, LLC.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution

Attachment A

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

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 28th day of November, 2016, at 6:00 p.m.

The following members were present: ; and and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION AWARDING BIDS FOR 2017 SANITARY SEWER MAIN LINING

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Thursday, November 17, 2016, at 11:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

CONTRACTOR	BID TOTAL A (Base Bid)	BID TOTAL B (Base Bid + Alternate 1+Alternate 2)
Insituform Technologies USA, LLC	$727,386.20	$759,641.00
Veit & Company, Inc.	$779,784.00	$797,616.00
SAK Construction, LLC	$788,721.50	$817,494.50
Michels Corporation	$833,420.00	$858,986.00
Lametti and Sons, Inc.	$848,677.00	$871,270.00
Visu-sewer, Inc	$935,301.00	$990,356.00
Engineers Estimate	$748,360.00	$768,910.00

WHEREAS, it appears that Insituform Technologies USA, LLC, of Chesterfield, Missouri is the lowest responsible bidder at the tabulated price of $759,641.00 and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Insituform Technologies USA, LLC for $759,641.00 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all bidders

the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon vote being taken thereon, the following voted in favor thereof: ; and and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 28th day of November, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28th day of November, 2016.

____
Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:November 28, 2016
Item No.: 8.g

Department Approval

City Manager Approval

Item Description: Approve Resolution Awarding Contract for the Cleveland Ave Sanitary Sewer Lift Station Project

BACKGROUND

Staff has identified a need to replace the Cleveland Ave sanitary sewer lift station with an updated facility. This lift station was originally constructed in the 1980's and is in our capital replacement plan for reconstruction.

The City retained Bolton & Menk, Inc. to develop plans and specifications needed to reconstruct this lift station. Bids were received on November 10, 2016. Overall Best Value procurement was used for this project. We received three proposals for this work and have reviewed and scored them utilizing the best value format. The formula used in the contractor selection process to determine the proposer's adjusted price was the base bid divided by the aggregate average technical score as a percentage based on a high score of 100. The following are the firms who submitted proposals, their best value technical scores and the adjusted score:

Technical Score Breakdown			
	Average Scores		
	Minger	Veit	Meyer
Past performance surveys	8.45	9.0	9.2
Experience/Performance in similar projects	35.5	31.5	38.0
Superintendent and foreman experience	35.5	31.75	34.0
Availability of major equipment	9.0	9.125	9.0
Total	**88.5**	**81.4**	**90.2**

Final Cost Breakdown			
Company	**Technical Score**	**Bid Price**	**Adjusted Price (Bid Price/Technical Score %)**
Minger Construction, Inc.	88.5	$515,000.00	$581,920.90
Veit & Company, Inc.	81.4	$556,651.00	$683,846.43
Meyer Contracting, Inc.	90.2	$945,635.00	$1,048,375.83

Engineers Estimate		*$514,800.00*	

Staff has checked references and is recommending award of contract to the apparent best value contractor, Minger Construction, Inc.

POLICY OBJECTIVE

Staff plans and recommends the timely replacement of infrastructure to provide continuous uninterrupted sanitary sewer service to all properties in Roseville. Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and operational objectives.

FINANCIAL DISCUSSION

This project was included in the 2016 capital improvement plan. The original engineers estimated cost for this project was $514,800.00.

At this time based on the proposals received, the cost of this project, including construction and engineering, is $571,880.00.

This project will be funded by the Sanitary Sewer Utility fund.

STAFF RECOMMENDATION

Staff recommends approval of a resolution awarding a contract for the Cleveland Ave Sanitary Sewer Lift Station Project in the amount of $515,000.00 to Minger Construction, Inc.

REQUESTED COUNCIL ACTION

Approve resolution awarding a contract for the Cleveland Ave Sanitary Sewer Lift Station Project in the amount of $515,000.00 to Minger Construction, Inc.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution
B: Letter of Recommendation to Award Contract

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

* * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 28th day of November, 2016, at 6:00 p.m.

The following members were present: ; and and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION AWARDING BEST VALUE PROPOSAL
FOR PROJECT 16-14
CLEVELAND AVE SANITARY SEWER LIFT STATION PROJECT

WHEREAS, pursuant to advertisement for proposals for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said proposals were received on Thursday, November 10, 2016, at 1:00 p.m., opened and evaluated for best value according to law and the following proposals were received complying with the advertisement:

Contractor	Proposed Contract Amount
Meyer Contracting, Inc.	$945,635.00
Minger Construction, Inc.	$515,000.00
Veit & Company, Inc.	$556,651.00

WHEREAS, it appears that Minger Construction, Inc., is the best valued proposer at the proposed contract amount of $515,000.00, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Minger Construction, Inc. for $515,000.00 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all proposers the deposits made with their proposals except the deposits of the successful proposer and the next best valued proposer shall be retained until contracts have been signed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon vote being taken thereon, the following voted in favor thereof: ; and and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 28th day of November, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 28th day of November, 2016.

____
Patrick Trudgeon, City Manager

(SEAL)

BOLTON & MENK
Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

November 14, 2016

Mr. Luke Sandstrom, Civil Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Bid Results
Cleveland Lift Station
City Project No. SS-15-12
BMI Project No. T21.111756

Dear Mr. Sandstrom:

Three proposals were submitted for the Cleveland Lift Station project on November 10, 2016. This project utilized best value process for selecting the contractor for this project. The technical proposals were evaluated immediately after the bid opening on November 10, 2016 and the technical score for each evaluator was averaged for each proposer. The three bids for the project ranged from $515,000 to $945,635. The Engineer's Estimate was $514,800. The bid price was divided by the Average Technical Score to determine the adjusted score. The low bid price and low adjusted score is from Minger Construction Co., Inc.

The following is a table listing the bidders, bid price, average technical score and the adjusted price.

Contractor	**Minger Construction**	**Veit & Company**	**Meyer Contracting**
Bid Price	$515,000	$556,651	$945,635
Average Technical Score	88.5	81.4	90.2
Adjusted Price (Bid Price/Avg. Tech. Score)	$581,920.90	$683,846.43	$1,048,375.83

Based on the summary above, if the City Council wishes to award the Project to the lowest adjusted price, then Minger Construction Co., Inc. should be awarded the Project on the Total Project Base Bid Price of **$515,000.**

Sincerely,

Bolton & Menk, Inc.

Seth A. Peterson, P.E.
Principal Engineer

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: November 28, 2016
Item No.: 8.h

Department Approval	City Manager Approval

Item Description: Approve entering into Agreements with Minnesota Commercial Railway

BACKGROUND

There are ten rail road crossings on City of Roseville roads that Minnesota Commercial Railway (MCR) maintains. There are currently five crossings at three locations in western Roseville that need replacement due to their poor condition. The five crossings have very rough rides when vehicles cross and are becoming maintenance issues. The pedestrian portion of the trail crossings adjacent to the roadway on the north side of Terminal road are also in very poor condition creating a safety hazard to pedestrians and bicyclists due to the large gaps next to the rails. The location of the crossings are as follows:

- Terminal Street, just west of St. Croix St (2 tracks will be reduced to one)
- Terminal Road, just east of Walnut St (2 tracks)
- Walnut St, north of Rose Place (1 track)

As part of the replacement MCR will eliminate one of the two tracks at the rail crossings on Terminal Road near St. Croix St by moving a switch to the south. This will result in a savings of approximately $48,000.

Under the terms of the agreements, MCR will install the new crossings. The estimated cost shown in the agreements are based on MCR's policy of paying for half of the labor, and the City paying for the other half and all of the materials necessary for the work. MCR will maintain the crossings at their expense for normal maintenance in the future. The City will be responsible for setting up detours and completing the associated roadway work. The City Attorney has reviewed the agreements.

Construction will likely take place sometime next summer. The road will likely need to be closed for two to three days for each rail crossing to be replaced. Detours will be installed at the time of the closures. Further, the City will have a separate contractor perform related street repair associated with the railroad work.

Staff tentatively has plans to upgrade two other railroad crossings that are in poor condition in 2018 and will provide similar agreements at a later date.

POLICY OBJECTIVE

It is City policy to keep utility infrastructure in good operating condition and to keep systems operating in a safe condition.

Financial Impacts

The estimated cost of the work provided by MCR in the three Crossing Surface Installation Agreements is $148,406.39. Additionally, the City will have a separate contractor perform related street repair associated with the railroad work. This work is estimated to be approximately $50,000. Staff will bring back bids for Council to consider likely sometime in February of 2017. The City will use Municipal State Aid dollars to pay for the work. To offset the use of State Aid funds for this project, staff will be slightly reducing the amount of State Aid roads being resurfaced in the 2017 Pavement Management Project.

Staff Recommendation

Staff is requesting that Council approve three Crossing Surface Installation Agreements with Minnesota Commercial Railroad to replace the railroad crossings at three locations within Roseville.

Requested Council Action

Approve three Crossing Surface Installation Agreements with Minnesota Commercial Railroad to replace the railroad crossings at three locations within Roseville.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Terminal Road near St. Croix St Agreement
B: Terminal Road near Walnut St Agreement
C: Walnut Street Agreement
D: Railroad Crossing Location Map

Attachment A

CROSSING SURFACE INSTALLATION AGREEMENT

Minnesota Commercial Railway RIGHT-OF-WAY
Terminal Road near St. Croix
DOT NO.
463568P

This Crossing Surface Installation Agreement (hereinafter called, this "Agreement") is entered into effective as of January 1, 2017, by and between City of Roseville (hereinafter called, "Agency") and Minnesota Commercial Railway (hereinafter called, the "Company").

WHEREAS, Company operates a freight transportation system by rail with operations throughout the state of Minnesota; and

WHEREAS, Agency and Company desire to replace the existing crossing surface located on Terminal Road, approximately 130 feet west of the intersection of St. Croix St. with a new concrete surface;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Company Work.** The Company will install a new concrete and rubber crossing surface for a width of 80 feet from the edge of the pavement on the east side of the street to the edge of the pavement on the side of the street. The new crossing surface will adequately cover all vehicular driving lanes on Terminal Road as well as the pathway on the north side of the road. The Company will perform all necessary track upgrades to accommodate the new crossing surface.

2. **Payment; Invoicing.** Upon execution of this Agreement by both parties hereto, Company will send Agency an invoice detailing the total amount owed by Agency for the new crossing surface. Company shall send to Agency a final invoice upon completion and Agency shall pay the final invoice within 30 days of receipt

Agency agrees to pay Company "Forty-Eight Thousand, Three Hundred Eighteen Dollars and 18/100 Dollars **$48,318.18** for the new crossing surface.

3. **Maintenance of the Crossing Surface.** After installation of the new crossing surface is completed, the Company will maintain, at its own cost and expense, the crossing surface, against normal wear and tear, in a satisfactory manner for the expected life of the crossing surface. Notwithstanding the preceding sentence, the Company shall be entitled to receive any contribution toward the cost of such maintenance made available by reason of any existing or future laws, ordinances, regulations, orders, grants, or other means or sources directly applicable to the crossing surface.

4. **Vehicular Traffic during Installation.** The Agency shall provide, at its own cost and expense, all necessary barricades, lights or traffic control devices for detouring vehicular traffic at the Terminal Road crossing during installation of the new crossing surface.

5. **Roadway Surfacing Work.** The Agency agrees to provide, at its sole cost and expense, enough asphalt to cover the distance between the existing roadway surface Terminal Road and the new crossing surface on both sides of the track as well as the area between the tracks.

6. **Term.** This Agreement begins on the effective date set forth above and remains in effect

until completion of all work contemplated in this Agreement and Agency's payment of the amounts set forth in Section 2 above.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by its duly qualified and authorized officials as of the day and year first written above.

COMPANY:

Minnesota Commercial Railway:

By: ______________________________
John S Walsh
Chief Mechanical Officer Cars/Signals

Date: ______________________________

AGENCY:

City of Roseville
A municipal corporation of the
State of Minnesota

By: ______________________________
Dan Roe, Mayor

Date: ______________________________

By: ______________________________
Pat Trudgeon, City Manager

Date: ______________________________

Attachment B

CROSSING SURFACE INSTALLATION AGREEMENT

Minnesota Commercial Railway RIGHT-OF-WAY
Terminal Road near Walnut St
DOT NO.
463560K

This Crossing Surface Installation Agreement (hereinafter called, this "Agreement") is entered into effective as of January 1, 2017, by and between City of Roseville (hereinafter called, "Agency") and Minnesota Commercial Railway (hereinafter called, the "Company").

WHEREAS, Company operates a freight transportation system by rail with operations throughout the state of Minnesota; and

WHEREAS, Agency and Company desire to replace the existing crossing surface located on Terminal Road, approximately 380 feet east of the intersection of Walnut St. with a new concrete surface;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Company Work.** The Company will install a new concrete and rubber crossing surface for a width of 120 feet (Two 60 foot Crossings) from the edge of the pavement on the south side of the street to the edge of the pavement on the north side of the street. The new crossing surface will adequately cover all vehicular driving lanes on Terminal Road as well as the pathway on the north side of the road. The Company will perform all necessary track upgrades to accommodate the new crossing surface.

2. **Payment; Invoicing.** Upon execution of this Agreement by both parties hereto, Company will send Agency an invoice detailing the total amount owed by Agency for the new crossing surface. Company shall send to Agency a final invoice upon completion and Agency shall pay the final invoice within 30 days of receipt

Agency agrees to pay Company "Sixty-Seven Thousand, One Hundred Ninety-Eight Dollars and 03/100 Dollars **$67,198.03** for the new crossing surface.

3. **Maintenance of the Crossing Surface.** After installation of the new crossing surface is completed, the Company will maintain, at its own cost and expense, the crossing surface, against normal wear and tear, in a satisfactory manner for the expected life of the crossing surface. Notwithstanding the preceding sentence, the Company shall be entitled to receive any contribution toward the cost of such maintenance made available by reason of any existing or future laws, ordinances, regulations, orders, grants, or other means or sources directly applicable to the crossing surface.

4. **Vehicular Traffic during Installation.** The Agency shall provide, at its own cost and expense, all necessary barricades, lights or traffic control devices for detouring vehicular traffic at the Terminal Road crossing during installation of the new crossing surface.

5. **Roadway Surfacing Work.** The Agency agrees to provide, at its sole cost and expense, enough asphalt to cover the distance between the existing roadway surface at Terminal Road and the new crossing surface on both sides of the track as well as the area between the tracks.

6. **Term.** This Agreement begins on the effective date set forth above and remains in effect

until completion of all work contemplated in this Agreement and Agency's payment of the amounts set forth in Section 2 above.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by its duly qualified and authorized officials as of the day and year first written above.

COMPANY:

Minnesota Commercial Railway:

By: ______________________________
John S Walsh
Chief Mechanical Officer Cars/Signals

Date: ______________________________

AGENCY:

City of Roseville
A municipal corporation of the
State of Minnesota

By: ______________________________
Dan Roe, Mayor

Date: ______________________________

By: ______________________________
Pat Trudgeon, City Manager

Date: ______________________________

Attachment C

CROSSING SURFACE INSTALLATION AGREEMENT

Minnesota Commercial Railway RIGHT-OF-WAY
Walnut Street
DOT NO.
061338C

This Crossing Surface Installation Agreement (hereinafter called, this "Agreement") is entered into effective as of January 1, 2017, by and between City of Roseville (hereinafter called, "Agency") and Minnesota Commercial Railway (hereinafter called, the "Company").

WHEREAS, Company operates a freight transportation system by rail with operations throughout the state of Minnesota; and

WHEREAS, Agency and Company desire to replace the existing crossing surface at Walnut Street with a new concrete surface;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Company Work.** The Company will install a new concrete and rubber crossing surface for a width of 56 feet from the edge of the pavement on the east side of the street to the edge of the pavement on the side of the street. The new crossing surface will adequately cover all vehicular driving lanes at Walnut Street. The Company will perform all necessary track upgrades to accommodate the new crossing surface.

2. **Payment; Invoicing.** Upon execution of this Agreement by both parties hereto, Company will send Agency an invoice detailing the total amount owed by Agency for the new crossing surface. Company shall send to Agency a final invoice upon completion and Agency shall pay the final invoice within 30 days of receipt

Agency agrees to pay Company "Thirty-Two Thousand, Eight Hundred Ninety Dollars and 18/100 Dollars **$32,890.18** for the new crossing surface.

3. **Maintenance of the Crossing Surface.** After installation of the new crossing surface is completed, the Company will maintain, at its own cost and expense, the crossing surface, against normal wear and tear, in a satisfactory manner for the expected life of the crossing surface. Notwithstanding the preceding sentence, the Company shall be entitled to receive any contribution toward the cost of such maintenance made available by reason of any existing or future laws, ordinances, regulations, orders, grants, or other means or sources directly applicable to the crossing surface.

4. **Vehicular Traffic during Installation.** The Agency shall provide, at its own cost and expense, all necessary barricades, lights or traffic control devices for detouring vehicular traffic at the Walnut Street crossing during installation of the new crossing surface.

5. **Roadway Surfacing Work.** The Agency agrees to provide, at its sole cost and expense, enough asphalt to cover the distance between the existing roadway surface at Walnut Street and the new crossing surface on both sides of the track as well as the area between the tracks.

6. **Term.** This Agreement begins on the effective date set forth above and remains in effect

until completion of all work contemplated in this Agreement and Agency's payment of the amounts set forth in Section 2 above.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by its duly qualified and authorized officials as of the day and year first written above.

COMPANY:

Minnesota Commercial Railway:

By: ________________________________
John S Walsh
Chief Mechanical Officer Cars/Signals

Date: ________________________________

AGENCY:

City of Roseville
A municipal corporation of the
State of Minnesota

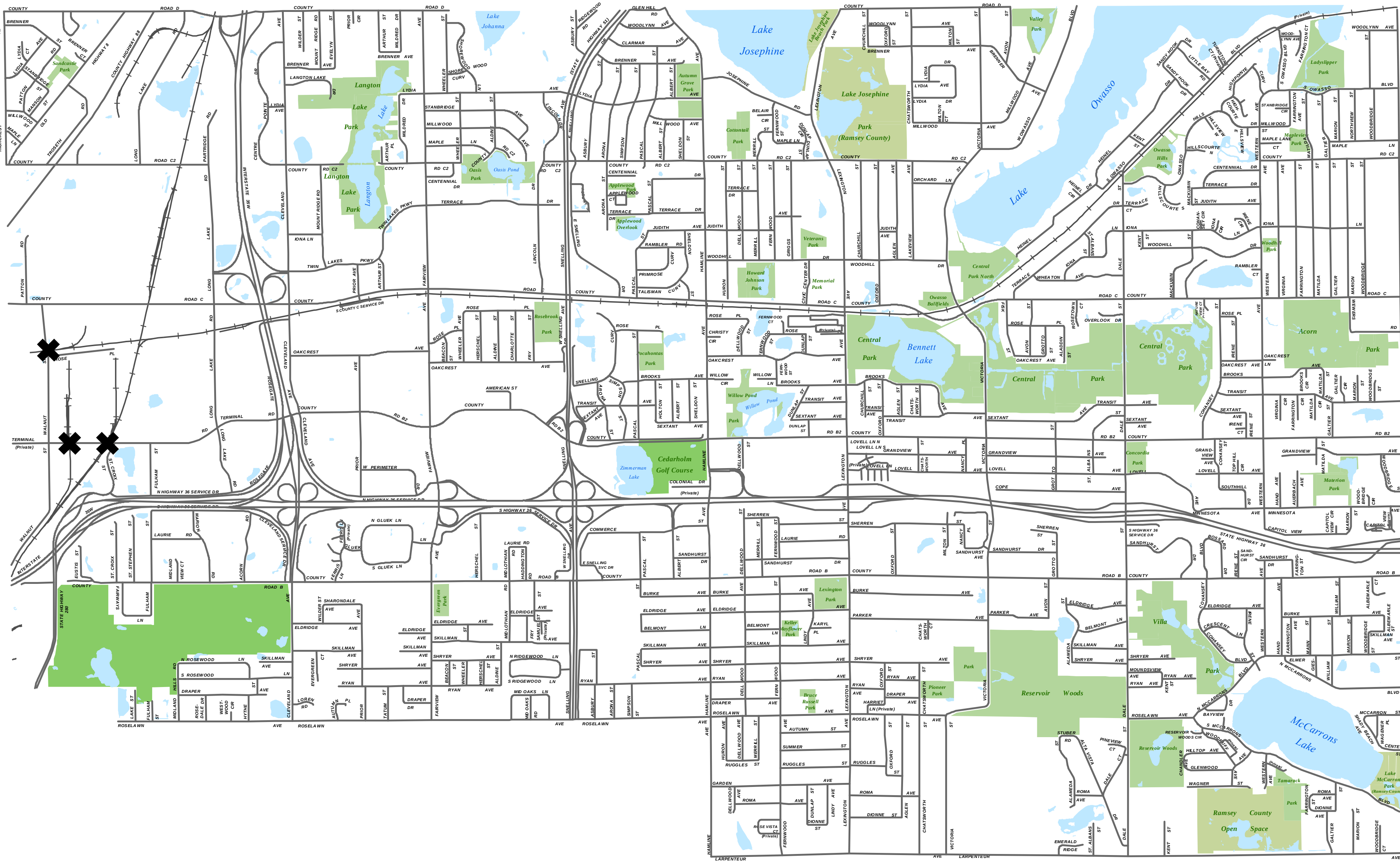
By: ________________________________
Dan Roe, Mayor

Date: ________________________________

By: ________________________________
Pat Trudgeon, City Manager

Date: ________________________________

Attachment D



2017 Railroad Crossing Projects

ROSEVILLE

Prepared by:
Engineering Department
November 17, 2016

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/02/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

0 500 1000 1500 2000 Feet

mapdoc: Proposed2017RailroadCrossings.mxd
map: Proposed2017RailroadCrossings.pdf

N

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: November 28, 2016
Item No.: 8.i

Department Approval

City Manager Approval

Item Description: 2017 SCORE Grant Agreement

BACKGROUND

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

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

Ramsey County has announced that cities may apply for SCORE funds for 2017. Grant amounts are based on the amount of funds received from the State and the city's population. In 2017 Roseville is eligible for $87,478.

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

At the September 26, 2016 meeting, Council passed a resolution authorizing the City Manager to apply for SCORE Funding. The application was approved and staff met with Ramsey County Staff to discuss the 2017 recycling work plan. The grant agreement (Attachment A) is the standard agreement that the County has used in the past. The 2017 SCORE Grant allocation of $87,478 is $3,163 more than 2016.

FINANCIAL IMPLICATIONS

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

STAFF RECOMMENDATION

It is recommended the Council authorize the City Manager, Mayor, and Attorney to sign the SCORE Grant Agreement with Ramey County (in triplicate).

REQUESTED COUNCIL ACTION

Motion authorizing the City to sign the 2017 SCORE Grant Agreement in the amount of $87,478.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A: 2017 SCORE Grant Agreement

RAMSEY COUNTY
Saint Paul – Ramsey County Public Health

FROM: Terese Bordeau, Environmental Health Division

DATE: November 15, 2016

RE: 2017 SCORE Agreement

This package contains three copies of your 2017 SCORE Agreement (with the Recycling Performance Work Plan attached as Exhibit 1) and a W-9. Please have these signed by the appropriate officials. Please leave the signature flags on the documents.

Return all three copies of the Agreements (with Work Plans attached) and the W-9 to:

James Redmond, Contract Manager
Saint Paul – Ramsey County Public Health
555 Cedar Street • Saint Paul, MN 55101

Grant agreements must be signed and returned to the address above no later than December 9, 2016.

After all remaining county signatures have been obtained, one copy will be returned to you for your files.

Please contact me with questions at 651.266.1162 or terese.bordeau@co.ramsey.mn.us.

Thank you.

Healthy people, communities and environments in Ramsey County.

Environmental Health Divisic
2785 White Bear Ave. North
Suite 350
Maplewood, MN 55109
Phone: (651) 266-1199
Fax: (651) 266-1177
www.co.ramsey.mn.us

AGREEMENT BETWEEN
RAMSEY COUNTY AND THE CITY OF ROSEVILLE
FOR A SCORE FUNDING RECYCLING GRANT

This Agreement is between Ramsey County (the "County") and the City of Roseville (the "Municipality").

BACKGROUND: *In 1989, the Minnesota Legislature adopted comprehensive waste reduction and recycling legislation based on the recommendations of the Governor's Select Committee on Recycling and the Environment (SCORE). SCORE is part of Minnesota's Waste Management Act and provides counties with a funding source to develop waste reduction, recycling and solid waste management programs. Ambitious goals for recycling and waste reduction were set for Minnesota counties and have typically been met, if not exceeded.**

*Minnesota Pollution Control Agency. "Recycling in Minnesota: The SCORE Report." https://www.pca.state.mn.us/waste/recycling-minnesota-score-report.

1. OBLIGATIONS

a. Collection

1. The Municipality shall provide for curbside recycling weekly or every other week for at least the following materials:
   a. Mixed paper (e.g., mail, office and school papers).
   b. Newspaper, inserts and phonebooks.
   c. Glossy paper (e.g., magazines and catalogs).
   d. Corrugated cardboard (e.g., mailing boxes, pizza boxes and moving boxes).
   e. Paper board or boxboard (e.g., cereal boxes, shoe boxes, and boxes from toothpaste, medications and other toiletries).
   f. Metal food and beverage cans.
   g. Plastic bottles and containers (such as those for beverages, shampoo, yogurt and berries).
   h. Glass food and beverage containers.

2. The Municipality shall add additional recyclable materials as reliable markets become available (for example, expanded plastics, textiles/clothing/shoes, scrap metals, and mattresses, carpet and other bulky items).

3. The Municipality shall ensure residential recycling service is available weekly or every other week to residents at their place of residence, including all multi-unit dwellings and manufactured home parks.

4. The Municipality shall maintain a long-term funding mechanism for its residential recycling programs.

b. Recycling Performance Work Plan

During 2017, the Municipality shall implement the strategies on the Recycling Performance Work Plan, specific to the Municipality, attached as Exhibit 1, to measure its progress towards achieving recycling goals. Work plans may be updated if agreed to by both parties in writing.

that portion of the grant amount equivalent to the proportion of households not provided recycling collection service.

e. Program and Performance Reports

1. The Municipality shall submit a report to the County through ReTRAC, the County's recycling and solid waste data management tool, by February 9, 2018. The report is to include information on recycling at all residential units, including multi-unit dwellings and manufactured home parks, even if the Municipality does not provide collection services to those units. The Municipality is responsible for providing complete and accurate information for all applicable screens in the ReTRAC database.

2. The municipality shall report progress towards achieving recycling goals as laid out in the Recycling Performance Work Plan.

f. Financial Reports

1. The Municipality shall submit, if requested by the County in its sole discretion, an audited financial report that shows how funds received from the County pursuant to this Agreement were disbursed.

2. Financial reports shall be in a form to be determined by the County, in its sole discretion.

2. TERM

The term of this Agreement shall be from January 1, 2017 through December 31, 2017.

3. CANCELLATION

Either party may cancel this Agreement at any time upon thirty (30) days written notice to the other party. In the event of termination, the Municipality shall be entitled to reimbursement for those eligible expenses incurred up to the termination date, provided the expenses have been incurred according to the budget shown in Attachment A and the Municipality is not otherwise in default of any terms and conditions in this Agreement.

4. DEFAULT

Any of the following shall constitute default on the part of the Municipality:

a. The failure of the Municipality to use funds in a manner consistent with this Agreement and Attachment A.

b. The failure of the Municipality or its (sub)contractor(s) to use their best efforts to ensure the maximum collection and marketing of recyclable materials from all residential units.

c. The failure of the Municipality to provide information satisfactory to the County as required in this Agreement, including information for the report required under section 1-e.

d. The failure of the Municipality to meet any terms and conditions of this Agreement.

must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

i. All equipment purchased using funds provided in this Agreement shall remain the property of the Municipality.

j. Any amendments to this Agreement shall be in writing and signed by both parties.

6. WASTE REDUCTION

The Municipality shall comply with Minnesota Statues §115A.151 regarding recycling in local government facilities. The Municipality and its (sub)contractor(s) shall participate in a recycling program for at least four broad types of recyclable materials and shall favor the purchase of recycled products in its procurement processes. All reports, publications and documents produced as a result of this Agreement shall be printed on both sides of the paper, where commonly accepted publishing practices allow, on recycled and recyclable paper using soy-based inks, and shall be bound in a manner that does not use glue.

7. PUBLIC ENTITIES MANAGEMENT OF WASTE

The Municipality shall comply with Minnesota Statutes §115A.46 and §115A.471 when arranging for the management of mixed municipal solid waste and assure delivery of such waste to a waste processing facility for resource recovery.

RAMSEY COUNTY

____
Julie Kleinschmidt, County Manager

Date: ________________________

Approval Recommended:

____
Marina McManus, Public Health Director

Approved as to form and insurance:

____
Assistant County Attorney

CITY OF ROSEVILLE

By____________________________
Title:

Date: ________________________

Approved as to Form:

By____________________________
Municipality Attorney

By____________________________
Clerk-Treasurer

ATTACHMENT A

CITY OF ROSEVILLE
2017 SCORE FUNDING BUDGET

ADMINISTRATION Total Describe activities and expenses:	$0.00
PROMOTION ACTIVITIES Total Describe activities and expenses:	$0.00
EQUIPMENT Total Describe activities and expenses:	$0.00
COLLECTION OF RECYCLABLES Total Describe activities and expenses: Citywide curbside and multi-unit collection of recyclables.	$87,478.00
ORGANICS COLLECTION Total Describe activities and expenses:	$0.00
TOTAL SCORE FUNDING	$87,478.00

ATTACHMENT B
COMMUNICATION REQUIREMENTS

As a condition of receiving SCORE funds, municipalities are responsible for providing information specific to their recycling and waste management program to all of their residents. Cities must use elements of Ramsey County's outreach, education and promotional materials. Specifically, outreach materials must include contact information for:

- Ramsey County's Recycling and Disposal Hotline
  - 651.633.EASY (3279), answered 24/7; and
- Ramsey County's online resident guide for recycling and disposal
  - RamseyRecycles.com

The following programs shall be included on websites with current links to the Ramsey County pages and may be included on written outreach materials:

- County yard waste program
  - https://www.ramseycounty.us/yardwaste
- Household hazardous waste program
  - https://www.ramseycounty.us/householdhazardouswaste
- Source separated organics drop-off program
  - https://www.ramseycounty.us/organicwaste
- Event container lending program
  - https://www.ramseycounty.us/residents/recycling-waste/recycling-trash-collection/recycling-containers-events
- Medicine collection
  - https://www.ramseycounty.us/medicinecollection
- Biz Recycling
  - http://lesstrash.com/
- Fix-it Clinics
  - https://www.ramseycounty.us/residents/recycling-waste/education/fix-it-clinics

Municipalities are required to complete the specific tasks laid out in their Recycling Performance Work Plan related to communications.

***All SCORE-related educational and promotional materials not previously reviewed must be submitted to the County for review PRIOR to distribution.

***Municipalities must submit copies of **ALL** SCORE-related educational materials used in 2017 to Ramsey County by **December 31, 2017.** Paper or electronic copies may be sent to:

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

Please contact Terese Bordeau at 651.266.1162 with questions.

CITY OF ROSEVILLE 2017 RECYCLING PERFORMANCE WORK PLAN

ACTION ITEMS:

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

REQUEST FOR COUNCIL ACTION

Date: 11/28/2016
Item No.: 8.j

Department Approval

City Manager Approval

Item Description: Accepting Donation from the Roseville Police Foundation

BACKGROUND

The Roseville Police Foundation's mission is to advance public safety by supporting and providing additional resources to strengthen the Roseville Police Department's ties to the community. This will be achieved by enhancing RPD's capacity to provide quality services through safety outreach initiatives and the pursuit of innovative training and technology.

The Roseville Police Foundation donated $2,000 to the Roseville Police Department's Overtime Fund to allow officers to interact and play with students during their recess and activity breaks during the school days at Central Park Elementary School. This will expand the Department's positive connections with the community.

OBJECTIVE

The donations fit within the City of Roseville donation policy.

FINANCIAL IMPACTS

There is no cost to the city.

STAFF RECOMMENDATION

Allow the police department to accept the donation of the Roseville Police Foundation.

REQUESTED COUNCIL ACTION

Request Council approval to accept the donation of the Roseville Police Foundation

Prepared by: Rick Mathwig, Chief of Police

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Agenda Date: 11/28/2016
Agenda Item: 8.k

Department Approval

City Manager Approval

Item Description:	Authorize staff to enter into a professional services contract with WSB & Associates to lead an update of the 2040 Comprehensive Plan **(PROJ-0037)**

BACKGROUND

In June and July 2016, the City Council determined that the intent of the comprehensive plan update was to meet Metropolitan Council's technical requirements for a 2040 Comprehensive Plan, to review and recalibrate (if necessary) the community's goals, and to identify policies and action steps toward reaching those goals. On July 25, 2016, the City Council approved a draft Request for Proposal (RFP), which was issued on July 29. When the RFP expired at the end of August, proposals had been submitted by seven consulting firms, and the City Council interviewed two finalists on October 17, 2016. The City Council passed a motion on November 7 to select WSB & Associates to be the consulting firm that leads Roseville's 2040 Comprehensive Plan update process.

CONTRACT AND SCOPE OF WORK

A detailed, draft scope of work and description of community engagement tools has been provided by the consultants for approval, and this information is the basis for the Standard Agreement for Professional Services. The standard agreement, supported by the detailed scope of work and cost, is included with this RCA as Exhibit A.

The scope of work and the fee schedule is consistent with WSB's proposal as reviewed and selected by the City Council. The first order of business following execution of the contract is to work with advisory commission members and the City Council to refine the proposed public engagement plan. Because this refinement might expand upon the proposed engagement plan, the fee schedule identifies up to about $20,000 of contingency costs for additional engagement.

Leading up to the selection of WSB to update Roseville's comprehensive plan, members of the community and City staff expressed an interest in a particular component of the other finalist's proposal: creation of a variety of formats for the final plan documents that could make the plan more meaningful for a greater number of community members. WSB took notice of that interest, and included in the contingency the costs of providing the final plan deliverables in varying formats, if the City so wishes.

REQUESTED ACTION

Authorize staff to enter into a Standard Agreement for Professional Services with WSB & Associates based on the detailed scope of services.

Exhibits:	A: Standard Agreement for Professional Services with scope of work and cost exhibits

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

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the 28th day of November 2016, between the City of Roseville, a municipal corporation (hereinafter "City"), and WSB & Associates, Inc. (hereinafter "Consultant").

Preliminary Statement

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

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.

2. ***Term.*** The term of this Agreement shall be from November 28, 2016, through December 31, 2018, the date of signature by the parties notwithstanding.

3. ***Compensation for Services.*** The City agrees to pay the Consultant the compensation described in Exhibit B attached hereto for the Work, subject to the following:

   A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.

   B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

4. ***City Assistance.*** The City agrees to provide the Consultant with the following assistance concerning the Work to be performed hereunder:

A. Depending on the nature of the Work, Consultant may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City shall provide access to and make provisions to enable the Consultant to enter upon public and private land and property as required for the Consultant to perform and complete the Work.

B. The City shall furnish the Consultant with a copy of any special standards or criteria promulgated by the City relating to the Work, including but not limited to design and construction standards, that is needed by the Consultant in order to prepare for the performance of the Work.

C. A person shall be appointed to act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement.

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

A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. The Consultant shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the Agreement, current billing, past payments and unexpended balance due uner the Agreement.

B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

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

A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon Consultant of written notice from the City of such suspension.

B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

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

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

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

9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If however, the City terminates the Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another consultant to undertake or complete the Work to be performed hereunder.

10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.

11. ***Independent Consultant.*** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.

12. ***Non-Discrimination.*** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

13. ***Assignment***. The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.

14. ***Services Not Provided For***. No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.

15. ***Compliance with Laws and Regulations.*** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

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

17. ***Indemnification.*** The Consultant agrees to defend, indemnify and hold the City, its Council, officers, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional

errors or omissions) of the Consultant, its agents, employees, and/or subcontractors pertaining to the performance of the Work provided pursuant to this Agreement and against all losses by reason of the failure of said Consultant to fully perform, in any respect, all of the Consultant's obligations under this Agreement.

18. ***Insurance.***

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

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

Worker's Compensation:	Statutory Limits
Employer's Liability (Not needed for Minnesota based Consultant):	$500,000 each accident $500,000 disease policy limit $500,000 disease each employee
Commercial General Liability:	$1,000,000 per occurrence $2,000,000 general aggregate $2,000,000 Products – Completed Operations Aggregate $100,000 fire legal liability each occurrence $5,000 medical expense
Comprehensive Automobile Liability:	$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owed vehicles.

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

a. Personal injury with Employment Exclusion (if any) deleted;

b. Broad Form Contractual Liability coverage; and

c. Broad Form Property Damage coverage, including Completed Operations.

D. Professional Liability Insurance. The Consultant agrees to provide to the City a certificate evidencing that it has in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of $_______________. Said policy shall not name the City as an additional insured.

E. Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:

a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);

b. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville";

c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Roseville" as an additional insured;

d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and

e. All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

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

F. If Consultant fails to provide the insurance coverage specified herein, the Consultant will defend, indemnify and hold harmless the City, the City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its contractors, subcontractors, agents, employees or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or

b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

20. ***Dispute Resolution/Mediation.*** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. ***Annual Review.*** Prior to each anniversary of the date of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.

22. ***Conflicts.*** No salaried officer or employee of the City and no member of the Board of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

23. ***Governing Law.*** This Agreement shall be controlled by the laws of the State of Minnesota.

24. ***Counterparts.*** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

25. ***Severability***. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

26. ***Entire Agreement.*** Unless stated otherwise in this Provision 26, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: None ____________________.

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

CITY OF ROSEVILLE

____
Mayor

____
City Manager

(CONSULTANT)

By: __________________________________

Its: __________________________________

ATTACHMENT A
City of Roseville 2040 Comprehensive Plan
Scope of Services

The WSB Team will provide the following services related to the City of Roseville 2040 Comprehensive Plan as described in the attached Professional Services Agreement. All documents will meet the minimum standards for comprehensive plans as required by the Metropolitan Council. For each deliverable requiring review and revision by City staff, policy makers, or other stakeholders, the City will provide WSB/LHB with a single "redlined" document consolidating all comments and giving direction for the preferred response. One round of review and revision is assumed at each major milestone/task.

Task 1: Vision, Goals and Objectives

Overview:

- Kick-off meetings with staff and commissions
- Public Engagement Plan
- Public kick-off and visioning session
- Data collection and analysis
- Analysis of growth projections
- Baseline mapping
- Review and summary of existing plans and studies
- Develop and deploy online public engagement site

Task Detail:
During this initial task, WSB will kick off the project, perform background data gathering and analysis, and review of existing City plans, policies and documents. The initial vision will build on the foundation set out in the Imagine Roseville 2025, Parks Master Plan, and other community processes in addition to incorporating new energy and ideas from the public. Our process will begin with some basic homework for staff and Planning Commissioners to review and categorize the existing goals and objectives as to whether they should be kept, revised, removed, or have already been implemented. That feedback will be used in conjunction with public input to create a first draft of revised vision and goals.

WSB planners will work with City staff to update the Community Context chapter to reflect physical development and demographic changes since the last Comprehensive Plan. Current demographics, housing, and economic data will be provided, along with population projections to help inform other chapters of the plan.

Deliverables:
- Approved public engagement plan
- Updated Community Context chapter
- Draft vision statement and goals

<u>Task 2: Public Engagement</u>

Overview:

- Implementation of approved Public Engagement Plan
- A variety of meetings, outreach and surveys scheduled throughout the planning process
- Work with City staff, Planning Commission, Community Engagement Commission and other community resources to engage residents

Task Detail:
Our collaborative approach to public processes will help build consensus and momentum for progress, leading to long-term relationships that support ongoing efforts. Our team of community engagement specialists will work with Roseville to ensure that meetings and other engagement tools are customized to the community's needs.

For this process, staff will act as a steering committee, along with the City Planning Commission. Several tools are outlined below and on the following page that we think will work well for this project, but we will refi ne this approach based on early conversations with the City, as well as make ongoing adjustments to the plan through the project process.

- Public workshops (up to 2): We will use an initial workshop to introduce the Comprehensive Planning process, review opportunities and challenges, envision future scenarios, and confirm or refi ne Roseville's shared vision. We will also use workshops to foster a discussion between project stakeholders at various stages in a design or planning process. This may include introducing the process, reviewing opportunities and challenges, envisioning future scenarios, developing a shared vision, reviewing proposals and designs, and so forth. Based on our goals for the workshop, we will develop an agenda, presentations, discussion questions, boards, exercises, comment cards, etc. Workshop materials will also be posted online for those unable to attend in person.

- Intercepts (up to 6): These are an especially powerful tool for efficiently getting information to and from a community because we meet them where they are. We take simple exercises out to pre- existing events or popular places (fairs, farmer's markets, churches, malls, parks, busy intersections, etc.) and receive live feedback. We will provide boards and simple instructions, which can be deployed by others or even allowed to stand unattended in certain cases, making this a very cost effective tool. The specific schedule for intercepts will be developed with City staff, but may include:

    - Events at the Fairview Community Center
    - Attendance at the Tuesday Farmer's Market
    - Rosefest in late June
    - Nature Center Open House in late January
    - Arts at the Oval in late March
    - Wild Rice Festival in September

- Online Forum: We will utilize a tool called, "mySidewalk" to provide an online resource and forum for discussion. The mySidewalk application allows individuals to provide their opinions and insight on their smartphones, tablets, or laptops at any time. mySidewalk can be easily incorporated into existing social media platforms. It provides options for polling, survey, and two-way postings for individuals to comment or share ideas about what they want for Roseville. We will also provide an online community survey to supplement our other engagement events.

In addition to the project website, we will utilize social media to get the word out on engagement events and to solicit input on project milestones. Specific social media “boosts” will also be used to target typically underrepresented groups in Roseville. Those groups can be selected based on age, language, location, and other factors to increase the reach of our social media campaign

- Stakeholder Interviews (up to 6): In key subject areas, we find that targeted one-on-one or small group interviews are the most effective way to explore topics in more depth. Our team will work with Roseville to determine what subjects and persons will most logically be approached with this method.

  Specific stakeholder groups may include (among others):
  - Neighborhood meetings in the planning districts
  - A developer roundtable to discuss future land use and economic development with local developers
  - Participants in the Early Childhood and Family Education (ECFE) program
  - The City’s Human Right’s Commission
  - Police and Community Service Officers
  - Residents of large rental communities
  - Roseville Business Council
  - Consultation with the Roseville Area School’s Office of Equity and Integration
  - Events at the Adult Learning Center at the Roseville

- Listening Sessions (up to 2): These events are a great way to develop trust with certain communities because they focus on listening to concerns and ideas, rather than presenting or delivering information - though of course there’s some room for both. We provide a series of questions about the topic and can either lead the meeting or support the City in doing so.
- Meetings in a Box: MIBs are useful for many of the same reasons that intercepts are: we provide fairly self-explanatory materials that nearly anyone can use. We will provide a box with presentation materials, discussion questions, and other project information that can be presented by anyone with an interest in the project. We also provide forms for facilitators to record their findings and observations. The MIBs are usually taken to meetings that already are taking place (rotary clubs, neighborhood events, board meetings, etc.) so that information about the project can be disseminated and interest can be generated in providing feedback via other tools, such as online surveys.

Deliverables:
- Meeting materials and agendas

- Report of public engagement results
- Monthly debriefings on Community Engagement with staff and Planning Commissioners

Task 3: Land Use and Resilience

Overview:

- Evaluation of MetCouncil forecasts
- Identification of vacant and underutilized sites
- Assessment of planning districts
- Development of future land use scenarios
- Land Use goals and policie
- Future land use plan

Task Detail:
Based on the goals developed during the Vision task, we will evaluate properties that are available for development including vacant and underutilized sites that may be ripe for transitioning to other uses. This task will include identification of parcels with inappropriate land use designations in the existing comprehensive plan, as well as an evaluation of land use category descriptions in general to determine if new categories are needed.

Next, WSB will prepare a land use scenario to meet both the MetCouncil projections for growth and density, as well as the City's desires for community character. The scenario can be used to evaluate transportation and infrastructure impacts, thereby informing other chapters of the plan update. The land use plan will be vetted with the public to garner comments from residents, land owners and developers. The land use mix and land use locations can be adjusted at each point in the process to ensure that the plan can, and will be constructed by developers, the cost of development is efficient and cost-effective, and that it achieves the goals of the community.

The land use scenarios will also be developed with an eye on design that promotes walkability, access, and potential form-based approaches. When discussing the scenarios with the public, we will also gather input on potential community gathering spaces throughout the City.

We will reassess existing "Planning Districts" to determine if a new structure would be appropriate. During that process, we will also identify neighborhoods or small areas that may need more intensive planning and public investment. Such areas may include Southwest Roseville, areas for infill, and areas with an aging building stock.

The Resilience chapter will include metrics, policies, and practices to help the City adapt to climate change, as well as resilience strategies that emphasize flexibility in adapting to unknowns of climate change. Resiliency strategies will address not only environmental impacts, but social and economic impacts as well. To complement the best practices, the team will also collect seven years of city-specific data for energy, water, travel, waste, and greenhouse gas emissions. These metrics will provide a baseline for goal-setting, inform the prioritization of policies and programs, and support future climate action planning. This data collection will support Step 4 recognition through GreenStep Cities.

Deliverables:

- Land Use Chapter
- Future Land Use Map
- Resilience Chapter

Task 4: Housing and Neighborhoods:

Task Overview:

- Land Use districts and tools to meet MetCouncil affordable housing allocation
- Assessment of housing and demographic data to identify "gaps" in housing stock
- Strategies to provide for life-cycle housing

Task Detail: We will coordinate with the newly formed EDA and City staff to develop a housing element that meeting the Metropolitan Council requirements for growth and affordable housing. This element will also emphasize life-cycle housing: housing options for a diverse mix of family types, ages, and economic status so that people can make Roseville their home at any stage of their life.

To begin this process, we will work with staff to conduct a robust analysis of the existing housing stock in the City and compare it with demographic trends. This will illustrate potential gaps in the City's current housing inventory from a physical and cost standpoint. Based on what gaps are identified, we will provide strategies to:

- Ensure a continuum of care available for residents as they age in the community.
- Create flexible options within the zoning ordinance to encourage additions to small homes/small lots to make them more accommodating to families.
- Develop flexible zoning for property redevelopment, as well as design guidelines to support new or renovated housing that contributes to neighborhood character and sustainability.
- Enact tools that can facilitate the development of affordable housing options in an appropriate mix based on identified need.

Task 5: Economic Development

Task Overview:

- Review EDA strategies
- Mapping of potential development and redevelopment areas
- EDA and stakeholder meeting
- SWOT analysis
- Meeting with City staff
- Economic Development Strategic Plan including funding analysis

Task Detail: Our team will coordinate with the newly formed EDA and City staff to create an economic development element that provides realistic tools for growth and redevelopment. This element will be guided by the EDAs recently developed strategies including their recent work for the business assistance policy and the discussions for the continuation of the business retention and expansion program.

We further understand that Roseville's primary focus will be on redevelopment of existing sites. As such, economic development strategies will identify the resources available (to the City and to businesses) to assist with the higher costs associated with redeveloping those types of sites.

In order to assist staff with the Economic Development element of the Comprehensive Plan, the WSB Team proposes the following sub-tasks:

- Facilitating a meeting with the EDA and other stakeholders to develop a Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis for the community focused on development and redevelopment issues.
- Holding a meeting with City staff to create a strategic Economic Development Vision.
- Creation of a location map for areas that will be high priority redevelopment areas as the city continues to grow. This will map will be integrated with the future land use map.
- Goals and objectives integrated into the Implementation element of the Comprehensive Plan

We will also develop an Economic Development Strategic Plan that will be based upon the Economic Development Vision from the SWOT analysis and will include assigned tasks and timelines for their completion. Implementation strategies will include specific funding sources for potential new programs and projects utilizing WSB's Grants and Funding Program. The newly formed Economic Development Administration will be able to take the Strategic Plan and use it as a work plan to guide economic growth and development in the City.

Deliverables:

- Report of SWOT analysis results
- Economic development chapter
- Stand-alone Economic Development Strategic Plan

Task 6: Parks, Open Space and Recreation:

Task Overview: Roseville has already expressed its commitment to its Parks and Recreation System through the Master Planning process and the Parks and Recreation Renewal Program (PRRP). We anticipate that this chapter will directly reference that work and primarily reflect recent developments as needed. However, we may also want to consider necessary updates, including ADA-related policies or other topics.

Deliverables:

- Parks, Open Space and Recreation Chapter

Task 7: Implementation

Task Overview:

- Development of an implementation matrix
- Funding opportunities associated with implementation action

During this task, we will develop a concise and easy-to-use implementation matrix built on the goals developed earlier in the planning process. The matrix will identify specific actions related to the goals so that the City can see what needs to be done. The matrix will also include responsible parties, the timeframe for completion, and measurable outcomes to gauge the City's progress.

We will also include funding opportunities within the implementation chapter of the Plan. Roseville may be eligible for Livable Communities, Brownfield and other grants to assist with the implementation of the Plan. Potential funding sources may include: MnDNR Trail Grants, Legacy Partnerships, SRTS Funding, MnDOT HSIP, LRIP, BSWR Clean Water Funds, Watershed District Grants, MDH Funding, Public Facilities Authority (PFA) Loans, DEED, CIMS Grants, AAA Funding for Pedestrian Safety Improvements, USDA Rural Development Grants and Loans, and State Revolving Loans.

Deliverables:

- Implementation chapter with implementation matrix and analysis of potential funding opportunities

Fee Schedule has been relocated to the end of this draft document and labled "Exhibit B" to conform to the labeling prescribed in the preceding Standard Agreement for Professional Services.

Roseville Comprehensive Plan
Community Engagement Tool Descriptions

DATE: November 15, 2016

TO: Roseville City Staff

FROM: Erin Perdu, WSB, and Lydia Major, LHB

A carefully crafted community engagement process provides the foundation for developing understanding and open communication between the wide variety of stakeholders interested in the future of their community. Our collaborative approach to public processes will help build consensus and momentum for progress, leading to long-term relationships that support ongoing efforts. Our team of community engagement specialists will work with you to ensure that meetings and other engagement tools are customized to your community's needs to ensure they are efficient, effective, and build momentum for the project.

Below is a list of tools that we frequently use to engage stakeholders in design processes. No single element works well for every community, nor do most processes require the use of every tool. Instead, we work with you to understand what tools meet your goals for both who should be included and what needs to be communicated. We also recommend that everyone anticipate flexibility and change during the process—sometimes it is necessary to make a mid-flight correction if we reach a point in the process where we recognize that we aren't reaching our goals. This process is dynamic and flexible—it should also be fun as we work together to find new ways to communicate about our shared future.

- **Community Engagement Plan**
    - *What we do*: The LHB team works with you to establish project schedule, budget, communication methods, and most importantly, set goals for the engagement process. We discuss who we want to reach, what we want to tell them, and what we want to learn from them. We also discuss what has worked well in the past and what tools have or haven't been tried before. And we try to tailor our process to work well with other outreach efforts you or others may be conducting in your community.
    - *Why we do it*: This step ensures that we have a shared vision for the engagement process and that we have a framework against which to measure our progress at various stages of the project.
    - *How we do it*: This is usually conducted at an in-person kick-off meeting or conference call, followed by a written memo shared and revised by email.
    - *How often/when we do it:* We recommend that every process start with this step.

- *What you do:* Attend the meeting and send timely comments on our memo
- *What you get*: A narrative describing our project goals and proposed tools
- *What it costs*: $1854

- **Public Open House**
  - *What we do*: We foster a discussion between project stakeholders at various stages in a design or planning process. This may include introducing the process, reviewing opportunities and challenges, envisioning future scenarios, developing a shared vision, reviewing proposals and designs, and so forth. The most important consideration is how to develop positive communication that supports the project's success.
  - *Why we do it*: Open houses are a good way to provide a transparent, public forum for discussing a project at conception and reviewing project progress at key intervals. They can also foster dialogue between stakeholders.
  - *How we do it*: Based on our goals for the Open House, the LHB team develops an agenda, presentations, discussion questions, boards, exercises, comment cards, etc. We usually conduct the meeting, although some clients prefer to conduct the meetings themselves with our support.
  - *How often/when we do it:* Most processes include one to three open houses, depending on the project scope and schedule.
  - *What you do:* Most clients provide us with a preferred location for the event, send out notifications either to key publications or through mailings/flyers (which we can provide if needed), provide refreshments, and attend the meetings.
  - *What you get*: All meeting materials and a summary of findings
  - *What it costs*: approximately $4000 each (we included two in Roseville's process)

- **Charrettes and workshops**
  - *What we do*: Charrettes and workshops provide an opportunity for the design team and community members to plan and design together. They build a shared understanding of opportunities and constraints and foster focused, creative thinking.
  - *Why we do it*: By focusing on a project in an intensive way, we can often jump start a project and provide a lot of excitement and momentum. It is often a very efficient way to get through the very iterative early steps of design and review.
  - *How we do it:* Based on our goals for the charrette, the LHB team develops an agenda, presentations, base maps, exercises, etc. We also provide direction during the meeting, but it is a very collaborative and flexible format. Charrettes can last several hours or several days, depending on the needs of the project.
  - *How often/when we do it:* Most charrettes and workshops are conducted once during a process, usually after existing conditions have been well established but before design and planning has progressed very far.
  - *What you do:* Most clients provide us with a preferred location for the event, send out notifications either to key publications or through mailings/flyers (which we can provide if needed), provide refreshments, and attend the workshops.
  - *What you get*: All meeting materials and a summary of findings. Often this is followed by a presentation or report that encapsulates the workshop progress.
  - W*hat it costs*: This is not currently included in your process proposal, but might be way to approach integrating Urban Design for specific areas of interest. The cost can vary widely depending on what level of detail is needed, but generally starts at $4000.
- **Panel discussions**

- *What we do*: A team of experts on various aspects of the project can present and discuss important aspects of a project in a public forum, as well as answer questions.
- *Why we do it*: This can be a very fun and efficient way to educate a community on many aspects of a project.
- *How we do it:* We work with you to determine what experts can be invited and then develop some leading questions.
- *How often/when we do it:* Usually only occurs once at the early stages of a project, but can be used for different reasons at different stages.
- *What you do:* Most clients provide us with a preferred location for the event, assist us in inviting experts, send out notifications either to key publications or through mailings/flyers (which we can provide if needed), provide refreshments, and attend the panel. Some clients also have an in-house expert on the panel.
- *What you get*: All meeting materials and a summary of findings.
- W*hat it costs*: This is not currently included in Roseville's proposal, but could be added if desired. For LHB, the cost is usually $500-1500, depending on our level of involvement. Costs for experts vary widely.

- **Focus Groups**
  - *What we do*: Based on our goals for the project, we plan a series of meetings on discreet topics and then invite stakeholders with a particular interest in those topics to join us for a meeting.
  - *Why we do it*: Focus groups are a very useful way to take a close look at discreet topics. They also can generate interest in certain portions of the community and help us reach deeper into difficult to reach demographics by building a dialogue and relationships.
  - *How we do it:* We provide a series of questions about the topic and can either lead the meeting or support you in doing so.
  - *How often/when we do it:* Usually focus groups are most useful early in the process since we use them as a way to begin discussions.
  - *What you do:* Most clients provide us with a preferred location for the meetings, assist us in inviting stakeholders, send out notifications, and some attend the meetings.
  - *What you get*: All meeting materials and a summary of findings.
  - W*hat it costs*: This is not currently included in Roseville's proposal, but could be added if desired at about $1000-2000 per meeting, depending on the number and type of invitees.
- **Stakeholder interviews**
  - *What we do*: Based on our goals for the project, we plan a series of interviews with certain experts or stakeholders whom we feel have a particular interest or perspective on the process.
  - *Why we do it*: Interviews are another way to build important relationships and can be particularly useful in making certain stakeholders feel they are receiving careful attention.
  - *How we do it:* We provide a series of questions about the topic and can either lead the meeting or support you in doing so.
  - *How often/when we do it:* Usually stakeholder interviews are most useful early in the process since we use them as a way to begin discussions.
  - *What you do:* Most clients provide us with a preferred location for the meetings, assist us in inviting stakeholders, and some attend the meetings.
  - *What you get*: All meeting materials and a summary of findings.
  - W*hat it costs*: Six of these are included in the proposal at about $1000 per meeting.

- **Listening Sessions**
  - *What we do*: Based on our goals for the project, we plan a series of meetings with certain community groups or geographic areas and then invite stakeholders with a particular interest in those topics to join us for a session.
  - *Why we do it*: Listening sessions are a great way to develop trust with certain communities because they focus on listening to concerns and ideas, rather than presenting or delivering information—though of course there's some room for both. They differ from focus groups in that we are not directing the topic too directly and we can be more flexible with the direction of the conversation.
  - *How we do it:* We provide a series of questions about the topic and can either lead the meeting or support you in doing so.
  - *How often/when we do it:* Usually listening sessions are most useful early in the process since we use them as a way to begin discussions.
  - *What you do:* Most clients provide us with a preferred location for the meetings, assist us in inviting stakeholders, send out notifications, and some attend the meetings. Sometimes we recommend translators be available for the sessions and we can either recommend a service or work with yours. We also recommend that refreshments be provided.
  - *What you get*: All meeting materials and a summary of findings.
  - W*hat it costs*: Two of these are currently included at about $1800 per meeting
- **Intercepts**
  - *What we do*: Intercepts are an especially powerful tool for efficiently getting information to and from a community because we meet them where they are. We take simple exercises out to pre-existing events or popular places (fairs, farmer's markets, malls, parks, busy intersections, etc.) and get live feedback.
  - *Why we do it*: Many people simply will not attend public meetings for a variety of reasons. Often these are exactly the people we hope to reach: minorities, young people, disadvantaged populations, working parents, etc.
  - *How we do it:* LHB provides three to four boards with a series of questions, images, maps, diagrams, or other materials that can be easily answered by passers-by with limited guidance from a facilitator. We also provide forms for facilitators to record their findings and observations.
  - *How often/when we do it:* Intercepts are usually deployed early and continuously. They may be revised to meet needs at different points in the process.
  - *What you do:* Provide feedback on the content of the boards. Most clients deploy the boards themselves or even have committee members deploy the boards, since virtually no training is needed to use them (in some cases we have even had success setting the boards up and leaving them unattended).
  - *What you get*: Boards, forms for data entry, summary of findings.
  - W*hat it costs*: We've included six of these at $3000 each.
- **Meetings in a Box**
  - *What we do*: Meetings-in-a-Box (MIB) are useful for many of the same reasons that intercepts are: we provide fairly self-explanatory materials that nearly anyone can use. The MIBs are usually taken to meetings that already are taking place (rotary clubs, neighborhood events, board meetings, etc.) so that information about the project can be disseminated and interest can be generated in providing feedback via other tools, such as online surveys.

  - *Why we do it*: We can efficiently provide project information and increase participation in other feedback tools.
  - *How we do it:* LHB provides a box with presentation materials, discussion questions, and other project information that can be presented by anyone with an interest in the project. We also provide forms for facilitators to record their findings and observations.
  - *How often/when we do it:* MIBs are usually deployed early and continuously. They may be revised to meet needs at different points in the process.
  - *What you do:* Provide feedback on the content of the MIB. Most clients deploy the MIBs themselves or even have committee members deploy the MIBs.
  - *What you get*: MIB materials, forms for data entry, summary of findings.
  - W*hat it costs*: We've included this at $4650.
- **Online surveys**
  - *What we do*: Working with you, we develop a series of questions that can be easily understood and analyzed online. The questions often focus on frequency of use, discreet qualities, satisfaction, ranking of needs, and other more quantifiable areas of inquiry. We provide options for more open-ended feedback, but that is much more difficult to analyze, so we focus on the quantifiable. Online tools can also have a mapping format to get geographic data.
  - *Why we do it*: This is a very cost effective tool to develop a large data set about existing and proposed conditions. We can reach large numbers and diverse populations, though it is important to remember that literacy and computer access limits this tool.
  - *How we do it:* We develop questions, review them with you, deploy the survey, and provide a variety of tools to raise awareness of the survey.
  - *How often/when we do it:* This tool can be deployed at any point in the process for any length of time, depending on what information is needed.
  - *What you do:* Review the survey questions and assist in spreading the word.
  - *What you get*: All survey materials and a summary of findings.
  - W*hat it costs*: We've included one of these at $5,500.
- **Written questionnaires**
  - *What we do*: We create a short, written document that provides a small amount of base project information and then asks a series of written or graphic/mapping questions.
  - *Why we do it*: This is a less efficient way to gather quantifiable, survey-type data, but it can reach populations who don't have computer access.
  - *How we do it:* We develop the questionnaire, review it with you, and provide a variety of tools to raise awareness of the survey.
  - *How often/when we do it:* This tool can be deployed at any point in the process for any length of time, depending on what information is needed.
  - *What you do:* Review the survey questions and assist in spreading the word.
  - *What you get*: All survey materials and a summary of findings.
  - W*hat it costs*: We have not included this in your proposal but could add it for $8,000-10,000 depending on the complexity of the questionnaire, its duration, and the number of questionnaires that have to be manually recorded and analyzed.

Please keep in mind that these are very general categories of tool and each must be adjusted to meet the specific needs of your community and project. Costs are also very approximate and are only intended to provide a base understanding and comparison between tools. It is sometimes possible to reduce costs by having staff or volunteers conduct larger portions of the work of running the processes, recording results, etc. This also helps create lasting relationships and embodied knowledge that has a value all its own, but it is a large commitment and often requires some training, in addition to the time spent actually doing the work. Regardless of the cost, it is very rare that we use every tool, and we have occasionally developed new tools that met a specific project need.

c: LHB File

Exhibit B

Redacted text became redundant of the text on Page 7, Exhibit A, by replication of the page containing the Fee Schedule as Exhibit B.

Fee Schedule:

The fee schedule for the scope described in Attachment A includes the following not-to-exceed amounts:

	Roseville Comprehensive Plan	
Category	**Task**	Total
Public Participation	Community Engagement Plan	$1,900
	Public Open House/Workshop (2)	$8,200
	Intercepts (6)	$17,700
	Stakeholder Interviews (6)	$6,000
	Listening Sessions (2)	$3,600
	Online forum and survey (2)	$5,500
	ECFE Sessions (3)	$1,600
	Meeting in a box (1)	$4,700
	subtotal	$49,200
Planning Services	Update of Existing Plans and Exhibits	$13,300
	Analysis of Future Issues and Exhibits	$62,300
	Implementation and Exhibits	$5,800
	subtotal	$86,400
	Grand Total Fee	**$135,600**

ATTACHMENT B: CONTINGENCY

A maximum contingency of **$30,000** shall be included in the Consultant's overall Not-To-Exceed amount and will be used to cover additional expenses in the following areas:

- Additional public engagement materials or meetings as requested by the City. The attached menu describes the potential public engagement tools and provides cost estimates for each.
- An interactive web-based plan deliverable - estimated cost $5,000-$10,000
- Plan Executive Summary poster deliverable – estimated cost $1,500
- Additional illustrations in the final plan document – estimated cost dependent on the extent of the visuals requested – estimated cost $1,800-$2,000

Any use of the contingency budget will be scoped in more detail when additional services are requested and will require pre-approval of City Staff.

Date: November 28,2016
Item: 11.a
CHAT Presentation

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: Nov. 28, 2016
Item No.: 12.a

Department Approval	City Manager Approval

Item Description:	Consider Modifying the Tax Increment Financing (TIF) Plan for Redevelopment TIF District #12 to Aide in the Revitalization of Rice St. and Larpenteur Ave.

BACKGROUND

In 1990, the City established Tax Increment Financing (TIF) District #12 for the redevelopment of the former Ralph Reader School site. The purpose of this District was to redevelop the site, increase employment and otherwise foster other public purposes as determined by the City. TIF district #12 was amended at various times using excess funds to assist with City objectives. The last time the District was modified was March 3, 2014 to assist with the redevelopment of the Fire Station located on Dale Street.

TIF #12 funds can only be used when redevelopment is occurring, as it was originally created as a redevelopment district. After discussions and a review of areas that would qualify for these funds, it was determined by our TIF attorneys that Southeast (SE) Roseville would qualify due to the area being deemed a “Priority Area” in the Policy Priority Plan. Additionally, the funds would aide in the regional interest to revitalize Rice and Larpenteur and bring investment in an area that currently has a census tract with the highest poverty rate in Roseville. TIF #12 funds would not be able to be used for common areas that serve as public parks, facilities used for social/recreational or conference purposes, or a building to be used primarily and regularly for conducting the business of a municipality.

POLICY OBJECTIVE

Southeast Roseville has been designated a Priority in the 2016 Policy Priority Plan.

BUDGET IMPLICATIONS

The TIF #12 balance is estimated to be $830,000 and if no modification happens, the TIF district will be decertified and the funds will be given back to the three taxing jurisdictions of Ramsey County, Roseville School District and the City of Roseville.

Staff Recommendation

Staff is recommending the City Council adopt a resolution approving a modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 12

Requested Council Action

Motion to Adopt a Resolution approving a modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 12

Prepared by: Kari Collins, Community Development Director
Attachments: A: Memo from TIF Attorney
B: Resolution
C: Amended TIF Plan

BRIGGS
BRIGGS AND MORGAN

W2200 First National Bank Building
332 Minnesota Street
St. Paul MN 55101-1396
tel 651.808.6600
fax 651.808.6450

October 29, 2012

Mary L. Ippel
(651) 808-6620
mippel@briggs.com

VIA E-MAIL

Chris Miller
City Finance Director
City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113-1815

Re: Tax Increment Financing District No. 12

Dear Chris:

You have requested an opinion concerning the pooling authority with respect to Tax Increment Financing District No. 12. TIF District No. 12 was established in 1990 and is not subject to the pooling restrictions contained in Minnesota Statutes, Section 469.1763. Therefore, assuming that there is adequate budget authority for Tax Increment Financing District No. 12 tax increments can be spent from Tax Increment Financing District No. 12 anywhere within the boundaries of Development District No. 1. Tax Increment Financing District No. 12 is subject to the 90% rule contained in Minnesota Statutes, Section 469.176, subdivision 4(j). Subdivision 4(j) provides that at least 90% of the revenues derived from Tax Increment Financing District No. 12 must be used to finance the cost of correcting conditions that allow designation of redevelopment districts under Section 469.174. These costs include, but are not limited to acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of the land, the removal of hazardous substances or remediation necessary to the development of the land and installation of utilities, roads, sidewalks and parking facilities for the site. The allocated administrative expenses of the city including the cost of preparation of a development action response plan may be included in the qualifying costs.

It is my understanding that available increment from Tax Increment Financing District No. 12 may be used to pay for public infrastructure costs so that development may occur within areas of the city where redevelopment is necessary. This use of tax increment would be in compliance with the 90% rule. In the event that the city determines to assist developers with projects to be undertaken on sites that are not redevelopment properties (i.e., raw land) an analysis will have to be made to make sure that such assistance is in compliance with the 90% rule.

In addition there is the prohibition that tax increments cannot be used for a commons area to be used as a public park, a facility used for social, recreational or conference purposes or a building to be used primarily and regularly for conducting the business of a municipality.

In summary, tax increments derived from Tax Increment Financing District No. 12 can be spent within the boundaries of Development District No. 1 provided that the expenditure is in compliance with the budget for Tax Increment Financing District No. 12 and complies with the 90% rule.

If you have any other questions please do not hesitate to contact me.

Very truly yours,

Mary L. Ippel

Mary L. Ippel

MLI/jmc

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY
OF ROSEVILLE, MINNESOTA

HELD: November 28, 2016

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Roseville, Ramsey County, Minnesota, was duly called and held on the 28th day of November, 2016, at 6:00 p.m.

The following members of the Council were present:

and the following were absent:

Member __________ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 12.

A. WHEREAS, the City of Roseville, Minnesota (the "City") has heretofore established Development District No. 1 (the “Development District”) and adopted a Development Program (the “Development Program”) therefor and established Tax Increment Financing District No. 12 (the "TIF District) therein and approved and adopted a Tax Increment Financing Plan for the TIF District (the "TIF Plan") therefor under the provisions of Minnesota Statutes, Sections 469.174 to 469.1794 (the "Act"); and

B. WHEREAS, the City Council has investigated the facts and has caused to be prepared a modification to the TIF Plan for the TIF District (the "Modification"), to increase the budget for eligible uses of tax increments as set forth in the Modification; and

C. WHEREAS, the City has performed all actions required by law to be performed prior to the approval of the Modification, including, but not limited to, notification of Ramsey County and School District No. 623 having taxing jurisdiction over the property included in the TIF Districts and the holding of a public hearing upon published and mailed notice as required by law; and

D. WHEREAS, the City held a public hearing on the Modification on this date following not less than 10 days and not more than 30 days published notice in the local newspaper of general circulation; and

E. WHEREAS, the City is not modifying the boundaries of the Development District or the TIF District; and

F. WHEREAS, the City is not extending the duration of the TIF District.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville as follows:

1. Development District No. 1. The City has heretofore established in the City Development District, the initial boundaries of which are fixed and determined as described in the Development Program.

2. TIF District No. 12. The City has heretofore established the TIF District within the Development District.

3. Modification. The Modification is adopted for the TIF District, and the City Council makes the following findings:

(a) The City Council hereby reaffirms the original findings for the TIF District, namely that when it was established, it was established as a "redevelopment district".

(b) The Modification identifies the increase in the budget for the TIF District.

(c) The Modification conforms to the general plan for development or redevelopment of the City as a whole. The fact supporting this finding is that the Modification will generally complement and serve to implement policies adopted in the City's comprehensive plan.

(d) The Modification will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise. The facts supporting this finding are that the Modification will continue the redevelopment by private enterprise that has been stimulated under the original plan for the TIF District.

4. Public Purpose. The adoption of the Modification conforms in all respects to the requirements of the Act and will help fulfill a need to redevelop an area of the State which is already built up, to provide employment opportunities, to provide housing opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

5. Approval and Adoption of the Modification. The Modification, as presented to the City Council on this date, is hereby approved and shall be placed on file in the office of City Manager.

6. Filing. The City Manager is authorized and directed to file a copy of the Modification with the Ramsey County Auditor. The City Manager is further authorized and directed to file a copy of the Modification with the Commissioner of Revenue and the Office of the State Auditor.

The motion for the adoption of the foregoing resolution was duly seconded by member ____________ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
RAMSEY COUNTY
CITY OF ROSEVILLE

I, the undersigned, being the duly qualified and acting City Manager of the City of Roseville, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the modification to the City's tax increment financing plan for Tax Increment Financing District No. 12.

WITNESS my hand this 28th day of November, 2016.

____
Patrick Trudgeon, City Manager

7995477v1

Attachment C

City of Roseville, Minnesota

Modification to the
Tax Increment Financing Plan

for

Tax Increment Financing (Redevelopment) District No. 12

Within

Development District No. 1

Original Approval: March 26, 1990
Administrative Amendment Approval: March 3, 2014
Modification Approved: August 24, 2015

2nd Modification Draft Dated: November 28, 2016
Scheduled Public Hearing to Consider: November 28, 2016

Prepared by:

SPRINGSTED INCORPORATED
380 Jackson Street, Suite 300
St. Paul, MN 55101-2887
(651) 223-3000
WWW.SPRINGSTED.COM

INTRODUCTION

The City, on March 26, 1990 created Tax Increment Financing District No. 12, within Development District No. 1 (Project Area), and adopted a Tax Increment Financing Plan (the "Plan") in connection therewith. The boundaries of Tax Increment Financing District No. 12 are not being modified due to this amendment.

The City previously administratively amended the Plan for Tax Increment Financing District No. 12 on March 3, 2014 to provide for the financing of certain eligible redevelopment project costs within the Project Area and City of Roseville. Specifically the City intends to use available tax increments from the Tax Increment Financing District No. 12 for financing of eligible redevelopment costs in conjunction with the redevelopment of the former Dale Street Fire Station into owner-occupied housing units. The purpose of the administrative amendment to the Plan is to adjust the existing authorized tax increment revenues and public costs to authorize for 'pooling' of increment to pay for eligible redevelopment project costs related to the new anticipated redevelopment project.

The City further modified the Plan for Tax Increment Financing District No. 12 on August 24, 2015 to allow for the purchase of property identified in this modification using available tax increment revenues from the Tax Increment Financing District No. 12 for the former Dale Street Fire Station redevelopment project. The section of the Plan for Tax Increment Financing District No. 12 as modified included Section F: Parcels to be Acquired and Section G: Estimate of Project Costs. There were no additional changes to other sections of the TIF Plan as a result of the modification.

The City is proposing to modify the Plan for Tax Increment Financing District No. 12 on November 28, 2016 to allow for the expenditures of available tax increments of the District on certain eligible project costs including infrastructure improvements and/or redevelopment assistance in the southeast section of Roseville identified as Census Track 416.02. The section of the Plan for Tax Increment Financing District No. 12 specifically being modified includes Section G: Estimate of Project Costs. There were no additional changes to other sections of the TIF Plan as a result of the modification.

TABLE OF CONTENTS

Tax Increment Financing District No. 12 Finance Plan

Section G Estimated Public Costs

The estimated public costs of the TIF District are listed below. Such costs are eligible for reimbursement from tax increments of the TIF District.

Estimated Project Cost	Estimated Amount June 20, 2005 Modification	Estimated Amount March 3, 2014 Amendment	Estimated Amount August 24, 2015 Modification	Estimated Amount November 28, 2016 Modification
Land/building Acquisition	1,200,000	1,750,000	2,710,000	2,710,000
Site improvements/preparation costs	200,000	900,000	600,000	600,000
Utilities	600,000	350,000	350,000	350,000
Other qualifying improvements	200,000	200,000	270,000	1,220,000
Construction of affordable housing	0	0	0	0
Administrative Costs	370,000	100,000	100,000	100,000
Subtotal	2,570,000	3,300,000	4,030,000	4,980,000
Interest	770,000	40,000	40,000	40,000
Total	3,340,000	3,340,000	4,070,000	5,020,000

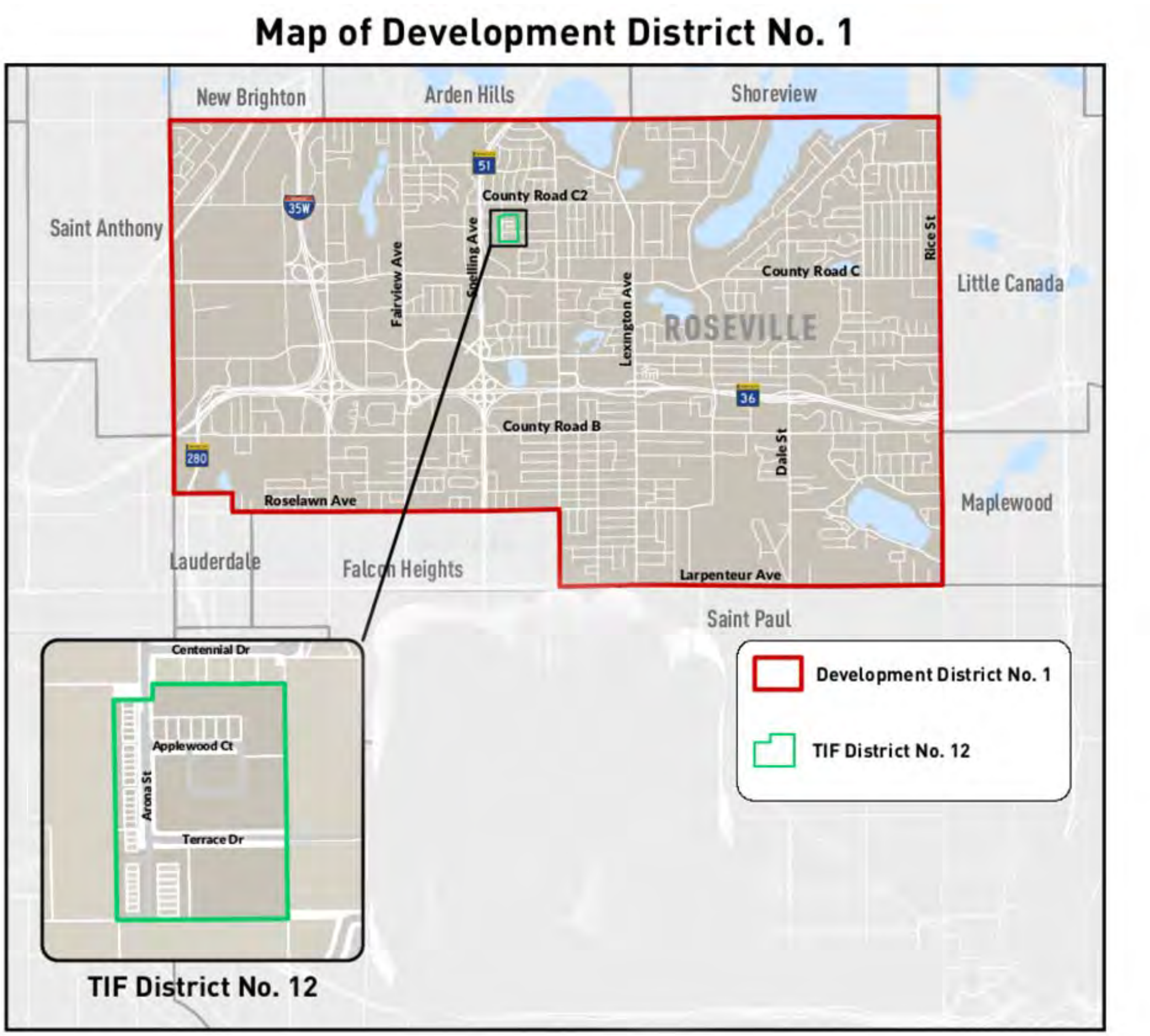
The City reserves the right to administratively adjust the amount of any of the items listed above or to incorporate additional eligible items, so long as the total estimated public cost is not increased.

<u>Under this Plan as amended, the City estimates additional eligible costs associated with infrastructure improvements and redevelopment opportunities within the City (and Development District) focusing on the southeast section of the City identified as Census Track 416.02. The total estimated project cost amount is being increased to reflect the estimated available balance of tax increment revenues of the TIF District through the maximum term.</u>

Section I Sources of Revenue

The only source of revenue to be used to finance capital and administration costs associated with the development projects set forth in this Tax Increment Financing District No. 12 within Development District No. 1, is tax increment generated as a result of the taxation of land and improvements within Development District No. 1. Tax increment revenues estimated public costs of the TIF District are listed below. Such costs are eligible for reimbursement from tax increments of the TIF District. Tax increment financing refers to a funding technique that utilizes increases in valuation and the property taxes attributable to new development to finance, or assist in the financing of capital and administration costs. The improvements as a result of future development are expected to generate an annual tax increment of $172,000 based upon assumptions of a total build out value of $7,500,000. <u>The projected sources of revenue are increasing with the modification to be equal to the estimated project costs of $5,020,000.</u>

Map of Tax Increment Financing District No. 12
Within Development District No. 1



REQUEST FOR COUNCIL ACTION

Date: 11/28/16
Item No.: 13.a

Department Approval | City Manager Approval

Item Description: Hearing to Solicit Public Comment on the 2017 Budget & Tax Levy

BACKGROUND

Earlier this year, the City Council established a 2017 Budget Calendar which outlined a series of steps to establish an eventual budget. The calendar is as follows:

2017 Budget Calendar

Presentation of Organizational Priorities........ May 16, 2016
Review a Variety of Budget Information Packages .... June 20, 2016
Presentation of the City Manager Recommended Budget........ July 18, 2016
Review 2017-2036 Capital Improvement Plan........ August 15, 2016
Receive Budget Recommendations from the Finance Commission........ August 15, 2016
Preliminary Budget Hearing........ August 22, 2016
Adopt the Preliminary Budget........ September 12, 2016
Review Proposed Utility Rates........ November 14, 2016

-------- Pending Dates -------

Final Budget Hearing........ November 28, 2016
Adopt the 2017 Water & Sewer Rates........ December 5, 2016
Adopt the 2017 Final Budget........ December 5, 2016

The next step in the Budget Calendar is to hold a final hearing to solicit comment on the 2016 budget and tax levy. The purpose of the hearing is to provide citizens with an opportunity to provide input on City programs and the budget and to gauge their willingness to pay higher property taxes and fees in order to maintain programs at current service levels. The City Council can then use this input to help guide the setting of a final tax levy and budget.

For reference purposes, the 2017 Recommended Budget (as amended) calls for a City tax levy increase of $1,046,450 or 5.5%. With this increase, homeowners will pay approximately $904 annually or $75 per month for core services including; 24*x*7*x*365 police and fire protection, well-maintained streets and parks, street lighting, and other services.

In addition to the proposed City levy, the 2017 Recommended EDA levy is $356,585. Currently there is not an EDA levy. With this increase, homeowners will pay approximately $18 annually for on-going economic & housing development programs.

The 2017 taxpayer impacts from the Recommended Budget is summarized in the table below:

2017 Impact Items	Monthly Impact	Annual Impact
New Initiatives	$ 0.76	$ 9.12
Existing Programs & Services	2.79	33.48
CIP Funding Deficit	0.67	8.04
Utility Operations	2.88	34.56
EDA Programs	1.51	18.12
Total	$ 8.61	$ 103.32
% Increase	6.9%	

A PowerPoint summary outlining the recommended 2017 Budget & Tax Levy will be presented at the Council meeting and is included in *Attachment A*.

POLICY OBJECTIVE

Establishing long-term financial plans and planning processes is consistent with municipal best practices as well as the goals and objectives established by the City Council.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

For information purposes only. No formal Council action is required.

Prepared by: Chris Miller, Finance Director
Attachments: A: 2017 Budget & Tax Levy Presentation

City of Roseville

Proposed 2017 Budget, Tax Levy & Utility Rates

City of Roseville

2017 Budget Hearing

Attachment A

Presented November 28, 2016

Discussion Topics:

- ❑ Purpose of the Hearing
- ❑ Snapshot of the Budget Impact
- ❑ Budget & Tax Levy Summary
- ❑ Tax Levy Comparisons *(historical and peer city comparisons)*
- ❑ Utility Rate Overview

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #1 of 5: Purpose of the Budget Hearing

1. To provide information on the upcoming year's budget, tax levy, and utility rate impact
2. To provide citizens an opportunity to express their views on those impacts

Note: Tonight's presentation will focus on the City portion of the property tax bill as well as your utility bill

City of Roseville

Attachment A

2017 Budget Hearing

Presented November 28, 2016

Topic #2 of 5: Budget Impact Snapshot for a Single-Family Home*

Impact Item	2016	2017	$ Chg.	% Chg.
City Property Tax (monthly)	$71.13	$ 75.35	$4.21	5.9%
EDA Property Tax (monthly)	-	1.51	1.51	n/a
Utility Bill (monthly)	54.03	56.92	2.88	5.3%
Total	$125.16	$133.78	$8.61	6.9%

* For a median-valued home of $226,800 that uses an average of 5,000 gallons of water per month

City of Roseville

2017 Budget Hearing

Attachment A

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary (City only)

Tax Levy	2016	2017	$ Chg.	% Chg.
Operations	$13,298,720	$14,185,170	$886,450	6.7%
Capital	2,316,000	2,476,000	160,000	6.9%
Debt	3,330,000	3,330,000	-	0.0%
Total	$18,944,720	$19,991,170	$1,046,450	5.5%

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

$160,000 increase in *New* Capital Tax Levy Due to:

- ❑ $160,000 for on-going street replacements **

** $9.5 million funding gap over the next 20 years

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

$886,450 increase in *New* Operational Tax Levy Due to:

- ❑ $263,000 for employee cost-of-living-adjustments
- ❑ $218,000 for employee wage steps
- ❑ $148,795 for new positions/new initiatives
- ❑ $50,325 for ~~employer insurance~~ new initiatives
- ❑ $206,330 for supplies, utilities, contractual services, professional services, & decline in non-tax revenues

** Note - all amounts depict net impact

City of Roseville
2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

New Initiatives (based on organizational priorities):

- ❑ Crime Reduction / Safety Items
- ❑ Infrastructure Sustainability
- ❑ Human Capital
- ❑ Strategic Technology Initiative
- ❑ Addressing Demographic Change

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

$199,120 increase for New Initiatives:

- ❑ $30,000 for 0.50 FTE for administrative/HR support
- ❑ $11,000 (net) for 3.0 Full-time firefighters
- ❑ $30,000 for 0.50 FTE for PD admin support for body cams
- ❑ $20,000 Police crisis intervention training
- ❑ $17,720 youth outreach in SE Roseville
- ❑ $8,350 employee tuition & training
- ❑ $12,450 Safety & loss control program
- ❑ $4,600 volunteer recognition
- ❑ $65,000 for pathway maintenance

City of Roseville

Attachment A

2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

Budget	2016	2017	$ Chg.	% Chg.
Tax-Supported *	$28,745,490	$29,342,290	$596,800	2.1%
Fee-Supported	23,367,130	22,693,395	(673,735)	(2.9)%
Total	$52,112,620	$52,035,685	($76,935)	(0.1)%

* Programs & Services funded in part, or in whole, by property taxes

City of Roseville
2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

RECAP: In 2017 Residents will Pay approximately $134 per month for City services. In exchange for:

24x7x365 police, fire, & emergency medical services protection

Well maintained city streets

Full offering of park amenities

Sidewalk and pathway connections

Street lighting, nuisance code enforcement, and other services

Safe, potable water

Sanitary sewer collection & treatment

Storm sewer runoff protection

Professionally-managed administrative, financial, and legal functions

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #3 of 5: Budget & Tax Levy Summary

State of Minnesota Property Tax Rebate Programs:

- For 2015, eligibility for homeowners capped at household incomes of $107,930
- Renter incomes capped at $58,490
- For more information visit the MN Department of Revenue's website: http://www.revenue.state.mn.us/individuals/prop_tax_refund/Pages/File-and-Pay.aspx

Topic #4 of 5: Tax Levy Comparisons

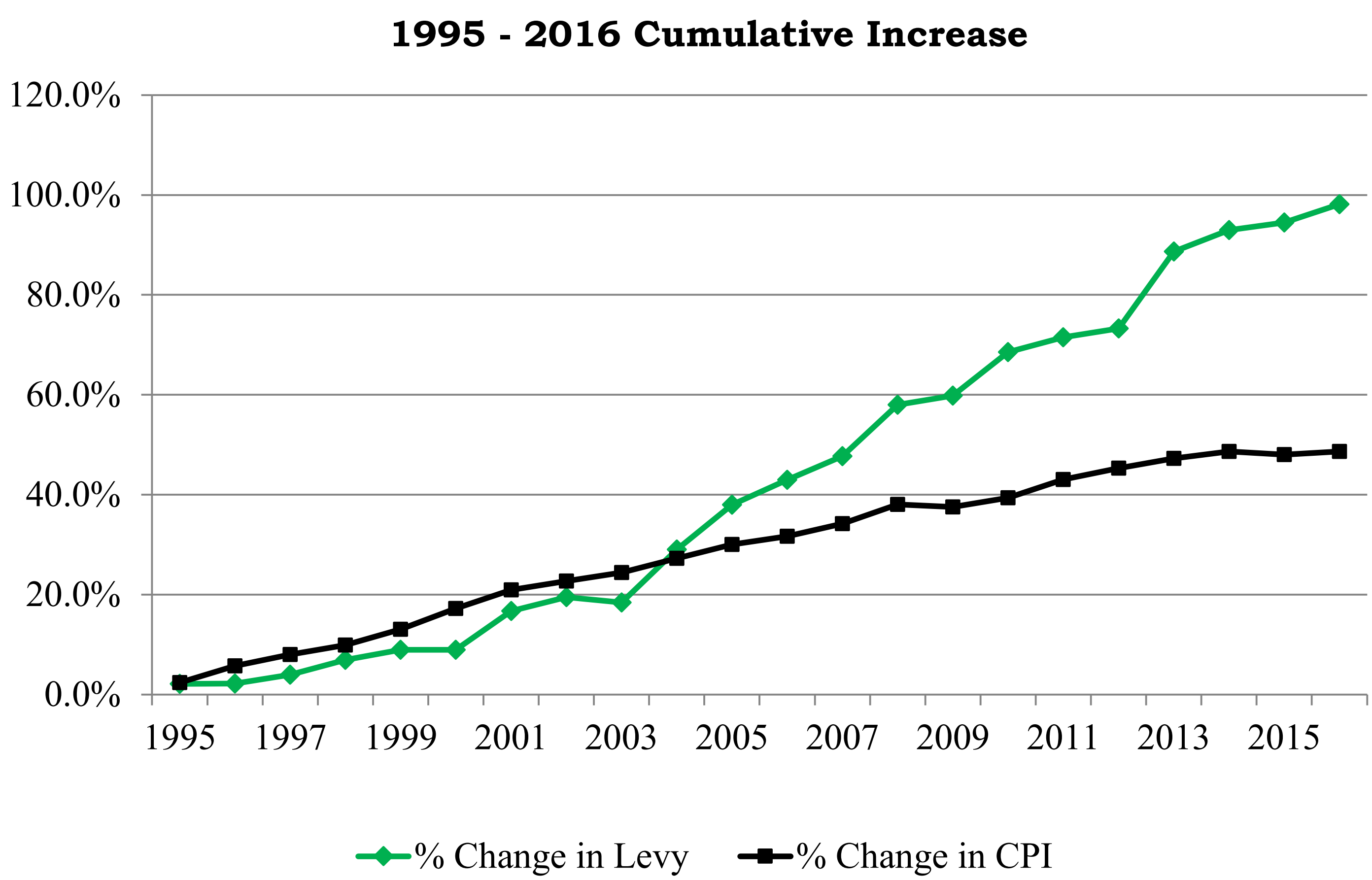
- 1995-2004: This era preceded by a period of significant street replacement and park facility construction programs . . . allowing for lower capital investments from 1995-2004.
- 2006-2009: Recessionary period that resulted in stagnant or declining non-tax revenues.
- 2008-2016: Reinvestment period of additional capital replacement.

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #4 of 5: Tax Levy Comparisons



City of Roseville

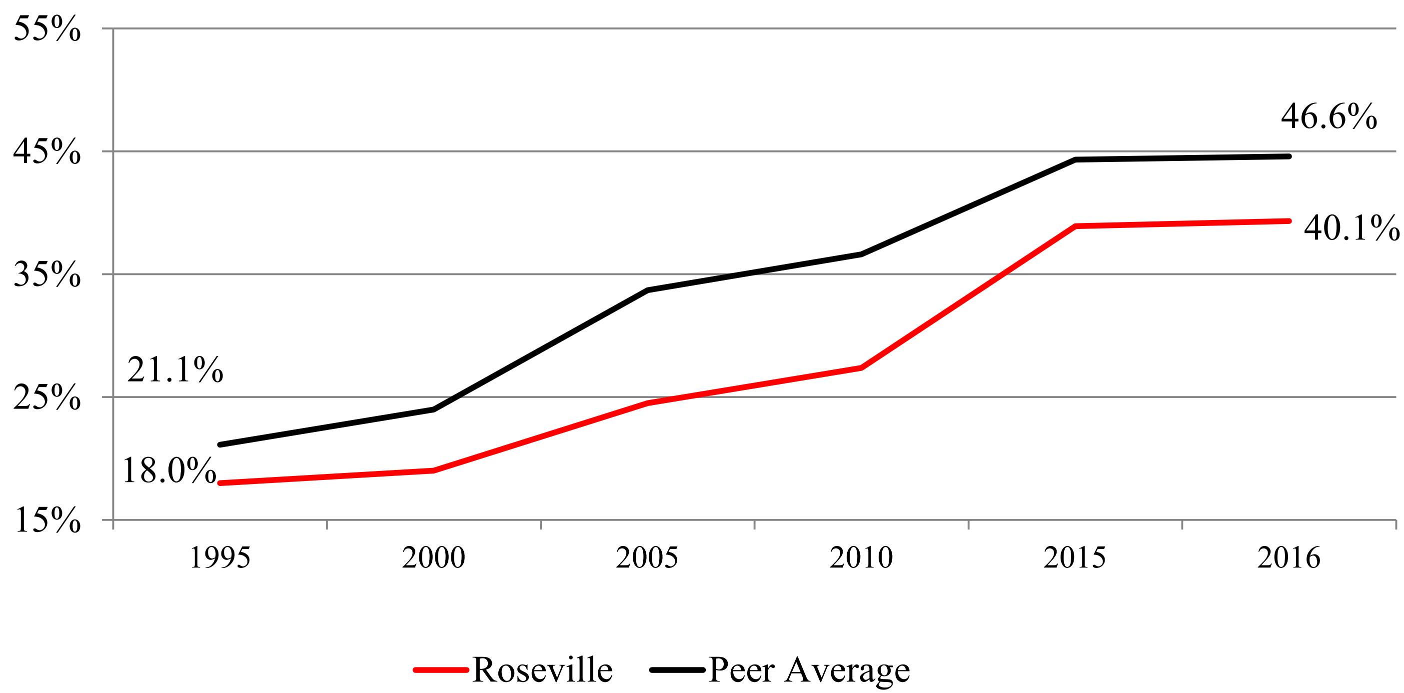
Attachment A

2017 Budget Hearing

Presented November 28, 2016

Topic #4 of 5: Tax Levy Comparisons

City Tax Rate Comparison *
1995-2016



** For Metro area cities with a population greater than 10,000

Topic #5 of 5: Utility Rate Overview

Utility Rate Impact

- ❑ 2017 Utility Bill = $56.92 per month
- ❑ An increase of $2.88 per month, or 5.3%

* For a typical single-family home that uses 5,000 gallons of water per month

Topic #5 of 5: Utility Rate Overview

Utility Rate Impact Items

- ❑ 20-Year Capital Improvement Plan – 5.4% increase
- ❑ Rate Increase from St. Paul Water = 4.7%
- ❑ Rate Increase from Met Council = 5.7%
- ❑ $48K Decline in Revenue Sharing from Recycling Contractor

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #5 of 5: Utility Rate Overview

- In exchange for $57 per month, residents receive:

Safe, potable & softened water

Sanitary sewer collection & treatment

Storm sewer runoff protection

Bi-weekly curbside recycling pickup service

No assessments for water & sewer mainline replacements

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #5 of 5: Utility Rate Overview

Quarterly Utility Rate Impact: Single Family Home						
Service		2016	2017		$ Increase	% Increase
Water - base fee		51.60	53.15		1.55	
Water - usage fee		33.75	33.75		-	
Sanitary Sewer - base fee		35.40	36.45		1.05	
Sanitary Sewer - usage fee		23.40	27.95		4.55	
Storm Sewer		12.35	12.95		0.60	
Recycling		5.60	6.50		0.90	
Total per Quarter		$ 162.10	$ 170.75		$ 8.65	5.33%
Avg. Water consumption (1,000 gals.)		15				
Avg. Sewer consumption (1,000 gals.)		13				

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #5 of 5: Utility Rate Overview

Utility Discount Eligibility – *SF Homeowners Only*

- Based on household income @ maximum of 165% of the federal poverty guidelines
- Applies to income only . . . savings and other assets are excluded
- 1-Person household: $19,602
- 2-Person household: $26,433
- 4-Person household; $40,095
- Discount = $10.45 per month ($31.35 per quarter)

Topic #5 of 5: Utility Rate Overview

Peer City Comparisons

- Peer Cities include:
  a) 1st ring suburbs
  b) Population 18,000-50,000
  c) Stand-alone systems
- Rate Comparison Notables:
  a) Local priorities and funding philosophies can create wide disparities in rates
  b) Use of Special Assessments can vary

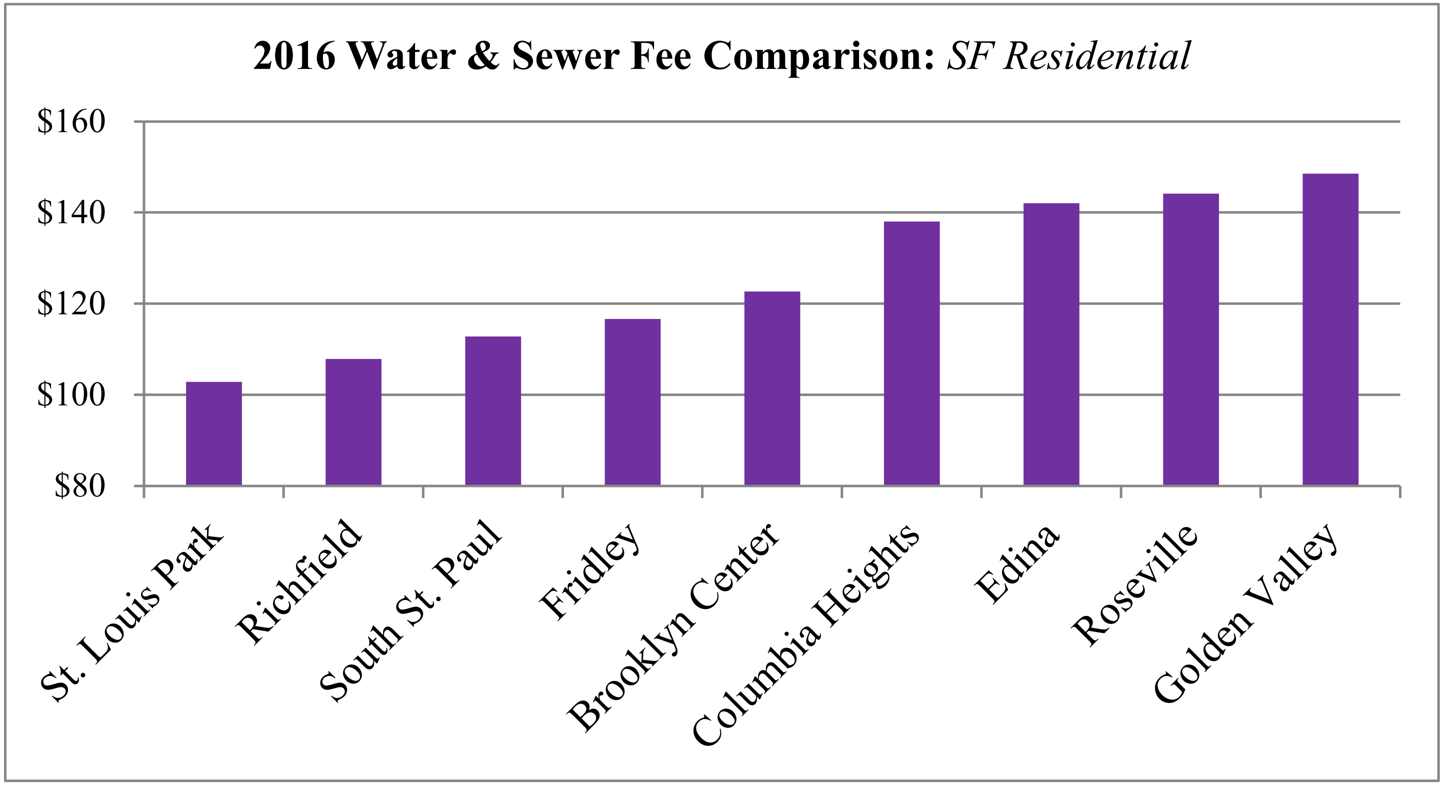
City of Roseville

2017 Budget Hearing

Attachment A

Presented November 28, 2016

Topic #5 of 5: Utility Rate Overview



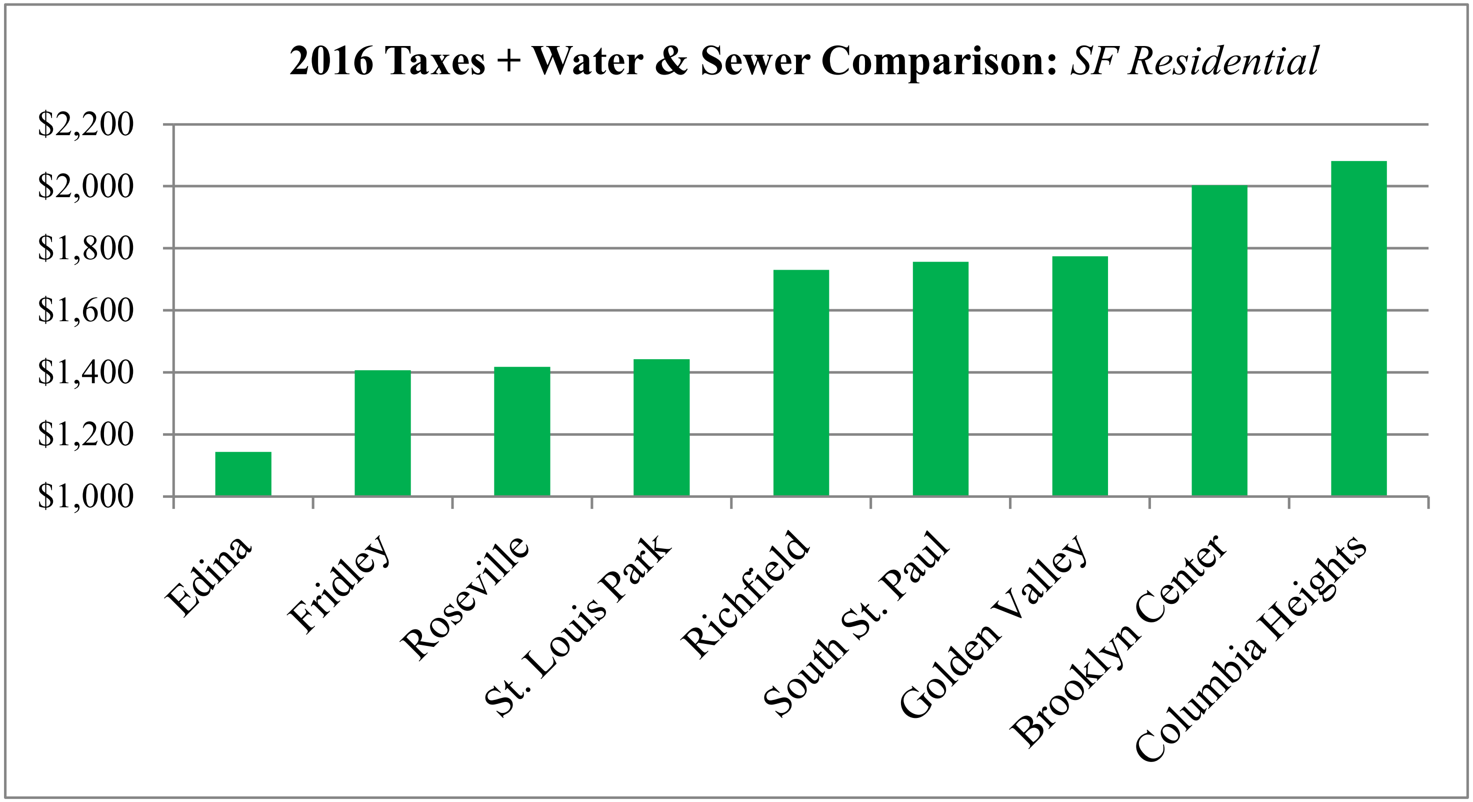
** Note – Roseville's rates are higher partially due to; 1) Water & sewer improvements are funded through rates rather than assessments, and 2) Roseville remains in an infrastructure replacement cycle.

City of Roseville

2017 Budget Hearing

Presented November 28, 2016

Topic #5 of 5: Utility Rate Overview



Questions?

** Final Step - Budget Adoption on December 5, 2016

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: Nov. 28, 2016
Item No.: 14.a

Department Approval | City Manager Approval

Item Description: Review and Discuss Draft City of Roseville and Economic Development Authority (EDA) Acquisition Framework

BACKGROUND

In 2016, the City Council/Economic Development Authority (EDA) articulated an active interest in land purchases. The City Council/EDA considered four different properties for land acquisition in 2016. On June 21 the EDA agreed to repurpose dollars to develop both a public financing policy and an acquisition framework. The City/EDA recently adopted a public financing policy, and are now switching focus to property acquisition. On November 7 the City Council received a presentation from Ehlers representatives, Jason Aarsvold and James Lehnhoff outlining criteria consideration for an acquisition framework. Attachment A of this staff report includes a draft acquisition framework that incorporated the feedback received from the City Council. Formal adoption of the framework will need to be considered by both the City Council and Economic Development Authority.

On November 7 the City Council asked for Ehlers and Staff to develop a mock acquisition consideration that incporates the desired information outlined in the framework. A copy of this example will be available at the dais for review.

POLICY OBJECTIVE

The policy objective would be to better develop a property acquisition framework to focus where, why, and when sites should be considered for acquisition. This objective came out of a priority setting discussion with the EDA in June of this year.

BUDGET IMPLICATIONS

No budget implications at this time.

STAFF RECOMMENDATION

Review draft acquisition framework and provide any feedback or suggestions.

REQUESTED COUNCIL ACTION

Review draft acquisition framework and provide any feedback or suggestions.

Prepared by: Kari Collins, Community Development Director

Attachments: A: Draft Acquisition Framework
B: November 7 Council Meeting Minutes

City of Roseville and
Roseville Economic Development Authority
DRAFT - Acquisition Framework
November 2016

INTRODUCTION AND PURPOSE:

The City of Roseville (the "City") and the Roseville Economic Development Authority ("REDA") desire to promote effective and fiscally responsible development and redevelopment within the community. Facilitating this development activity may from time to time require the City and REDA to consider participating in the acquisition of real property. In an effort to ensure any involvement in a real estate transaction for development purposes is carefully considered, the City and REDA established this Acquisition Framework (the "Framework").

The purpose of the Framework is to provide guidance and best practices as the City and REDA consider the potential acquisition of property. There is no one formula that can decide on behalf of the community whether or not an acquisition should occur. Each decision will vary from property to property depending on prior planning, community goals, location, and resources. The Framework is a tool to ensure the City and REDA are considering some key questions before acquiring property, such as:

- Would a public acquisition align with community development and redevelopment goals?
- Who should acquire property for development and redevelopment purposes?
- What are the projected costs, benefits, and outcomes?
- What are the potential risks and mitigation measures?

The intent is to ensure that policy-makers, staff and community members receive the information they need to make informed and transparent decisions about the acquisition of property to achieve Roseville's development goals.

Note: This Framework is not intended to replace Roseville's Lot/Sale Replacement Program

1. PROPERTY ACQUISITION OBJECTIVES

A. Participation by the City and EDA in the acquisition of property will occur only when there is a clear and demonstrable community benefit. Acquisition of property should further the following objectives:

1. Advance an established goal or priority in the Comprehensive Plan or other adopted community plan.
2. Provide site control beyond zoning to help achieve desired community outcomes.
3. Assemble parcels for a larger redevelopment project.
4. Expand and diversify the local economy and tax base.
5. Encourage additional private development in the adjacent area, either directly or through secondary "spin-off" development.
6. Remove blight to facilitate development and redevelopment.
7. Facilitate the development process and promote investment in sites that could not be developed without assistance.

B. Priority will be given to potential projects that accomplish multiple City and REDA's stated objectives.

2. ACQUIRING ENTITY

A. The City and REDA will first strive to work with a private development partner to directly acquire property for identified development and redevelopment opportunities. The City and REDA's participation in this case may involve financial assistance consistent with the adopted Public Assistance Criteria and Business Subsidy Policy.

B. When acquisition and development opportunities cannot be feasibly carried out by the private market, the City and REDA may acquire property directly. This direct acquisition must clearly meet identified objectives, provide significant community benefit, and adhere to provisions of the Framework.

3. IDENTIFICATION OF COSTS AND RISKS

A. Information about the costs and potential risks shall be assembled prior to any decision to participate in the acquisition of property. This information shall include, but not be limited to:

1. Estimated acquisition cost, including sale price as well as due diligence costs, consultant fees, and any other transaction costs.

2. An independent opinion of value, which shall in most cases include an appraisal. Depending on the size and scope of the project, other sources such as assessed value, broker price opinion, or comparable sales may be used.

3. Identification of other costs necessary for development or redevelopment of the property, such as: Relocation, demolition, environmental remediation, infrastructure needs, etc.

4. An estimate of holding costs that must be funded during ownership (e.g. maintenance, insurance).

5. Sources of funding to pay for acquisition, redevelopment, and holding expenses, including: Existing City or REDA funds, grants, etc.

6. An assessment of the site's marketability for development. This does not require a market study in all cases but may include outreach to the development community and brokers to understand the potential of the site and determine if reuse of the property in the near term is likely.

7. Identification of any other costs or risks specific to the particular property under consideration.

4. IDENTIFICATION OF POTENTIAL BENEFITS AND COST RECOVERY:

A. City staff and consultants shall estimate the potential benefits, or cost recovery potential, associated with the acquisition of any property for development purposes. These are likely to include:

1. The anticipated land resale price to the private market.

2. Tax increment financing or tax abatement potential for a given proposed reuse of the site.

3. Outside grant funding.

4. Estimate of change in market value and tax collections.

5. GAP ANALYSIS AND ESTIMATE OF PERMANENT INVESTMENT:

A. City staff and consultants shall prepare a "Gap" Analysis whenever the City or REDA purchase property directly. This analysis will compare all of the costs identified in Section 3 of the Framework against the potential opportunities for cost recovery identified in Section 4 of the Framework.

B. If the anticipated costs exceed the estimated cost recovery, the project has a gap. If a gap exists, the project is not feasible without additional funding from other existing City or REDA sources.

C. The City and REDA may choose to make a permanent investment and proceed with projects that have an estimated gap if they are of a high enough priority and will meet important community objectives. In these instances, the following must be identified:

1. The existing City or REDA source of funding that will provide the permanent (non-recoverable) investment the project needs.

2. A long-term plan to replenish the City or REDA funding used for this project. This may include a tax levy, fees, or some other source.

6. COMMUNITY ENGAGEMENT

A. The City and REDA believe that proactive community engagement and public involvement are the cornerstone of successful development that meets community needs. The potential variety in scale and scope of each project makes a one-size-fits-all approach to community engagement difficult; however, the City and REDA commit to undertaking a community engagement process appropriate for each individual project.

B. Prior to requesting Council Action for property acquisition, City staff will prepare a Community Engagement Plan for the proposed project. The Plan will be flexible and provide the ability to be responsive to projects of differing size and complexity. Each Plan will, at minimum, include:

1. The communications strategy to be employed related to the project (e.g. social media, website, direct mail, City newsletter, etc.)

2. Number and frequency of neighborhood meetings or open houses. Smaller projects may not necessitate such a meeting

3. Mechanisms for collection and dissemination of community member feedback.

7. TIMELINE

A. Facilitating development and returning properties to the tax rolls are primary drivers of City and EDA involvement in property acquisition. Consideration shall be given to the estimated timeframe in accomplishing this goal. Using the information gathered through the Framework process, staff should provide for Council and REDA consideration:

1. The potential closing date for the acquisition of property

2. The anticipated start date and completion date for any proposed development project related to the acquisition

3. A contingency plan in the event the primary development strategy is not successful

B. The City and REDA will not generally purchase property with the sole intent of land banking.

8. GENERAL PROPERTY INFORMATION

A. City staff will assemble general information related to any properties considered for acquisition by the City or REDA. This information will provide basic background as the foundation for further investigation. This information will include:

1. Property location, size and current zoning
2. Current asking price, if known
3. Existing property use
    i. Number of housing units or building square footage
    ii. Businesses located on the premises
    iii. Other improvements
4. Comprehensive plan designation and current land use
5. Surrounding land uses
6. Proximity to transit and other amenities
7. Proximity to existing public property
8. Proximity to transit and other amenities
9. Other information as appropriate

b. Receive Presentation from Ehlers, Inc. and Discuss Criteria for Acquisition Framework

Mayor Roe welcomed Jason Aarsvold from Ehlers, Inc., who in turn introduced his colleague James Lehnhoff, who had just recently joined their firm and was also available at tonight's meeting.

Given the City Council's and Economic Development Authority's active interest in land purchases, including their consideration of four different properties for acquisition just this year, Mr. Aarsvold noted that they had agreed to repurpose dollars to develop both a public financing policy and an acquisition framework going forward. Mr. Aarsvold referenced Attachment A to the RCA of today's date to lead the discussion for criteria for such an acquisition framework, and to guide general feedback from the City Council for its development.

Mr. Aarsvold suggested the city consider four key questions as outlined in the preamble of the attachment. Subset questions for consideration in evaluation, even if varying from one property to another, were listed in Attachment A, with each category receiving feedback as outlined below.

Who should acquire property for development and redevelopment purposes?

Councilmember McGehee stated she favored both private developers and the city, seeing the city much more specifically involved if there was a community interest in the outcome; and whether there was specific direction from the community for financial participation or if there was insufficient control available through zoning to get the desired outcome for a city asset, or to assemble sites to move a development project forward.

Councilmember Willmus concurred with Councilmember McGehee on a combination of both depending on the desired outcome and community goals and risks involved.

Generally speaking, Mayor Roe stated he would default to the private developer; with concurrence by Councilmember Etten.

Mayor Roe stated he could agree to city or EDA involvement to meet city objectives or if involving a challenging site with benefits available if the city assembled the site if it wasn't organically developing, as long as those costs fell in line with the city's ability to acquire the property. However, Mayor Roe stated his preference by and large is that private developers do their own acquisition for a variety of reasons. Mayor Roe further stated his lack of interest in acquiring large sites and holding them for a long time, since those carrying costs could become a financial drain on the city unless that risk ~~aversion~~ and its mitigation was identified ahead of time.

Mr. Aarsvold referenced the city's recent adoption of the Business Subsidy Policy that would serve to inform this additional feedback.

<u>What is the purpose of acquiring the property</u>? (e.g. Would a public acquisition align with community development and redevelopment goals)?
Similar to the Business Subsidy Policy, Councilmember Etten suggested a check-off list. For example, while the city didn't like blighted properties, it couldn't acquire every blighted property in Roseville. But if it acquired a blighted property (e.g. SE Roseville), Councilmember Etten stated he would look for a policy without one single item as the magic bullet, but consisting of a few things checked off on a particular site before it became amenable to the city to acquire or assemble parcels, such as meeting redevelopment goals or by providing controls beyond existing zoning designation and uses.

Councilmember Laliberte agreed with Councilmember Etten, opining that was well stated.

Mayor Roe also agreed with Councilmember Etten's statement, referencing the criteria listed on Attachment A (Item 2) as a sensible first look at achieving the goal, with others available for potential assembly under that list of criteria. Specific to public uses, Mayor Roe opined that it was outside the purpose of this policy unless a public use is associated with a larger ~~project~~ <u>goal</u> and acquired as part of that. Mayor Roe further opined that park dedication was another way to acquire those properties (public uses as suggested in the "other" category).

Councilmember Etten suggested a bonus item on the bottom of the check-off list it could show criteria if a project met a public use as well as any other goals it achieved. However, Councilmember Etten stated he was not agreeable to purchasing parcels simply for that means alone.

Councilmember McGehee suggested moving "site control" above "blight" on the list.

From his perspective, Mayor Roe suggested "blight" could move far down on the list.

Councilmember McGehee suggested the goals need to be revisited by each sitting City Council.

Mayor Roe noted that the goal was to achieve one or more of these purposes, but suggested that while one priority may be less important than another priority, it could serve to inform future City Councils. Mayor Roe further suggested trying to achieve the <u>City's</u> goals, but not specifying what ~~they~~ <u>those City goals</u> are in this policy.

<u>Identification of costs and risks (Best Practices)</u>

Mr. Aarsvold highlighted "appraised value," "acquisition sources," and "marketability."

Councilmember Willmus opined that he didn't know if any one of these criteria should be set aside, and that he found them all to be quite important. For instance, Councilmember Willmus stated that he'd advocate for appraisals on the front end to provide a better indication of other related costs of a project. Councilmember Willmus stated he felt strongly about appraisals before acquisition, as well as determining what projected holding costs might be.

Councilmember Etten agreed with Councilmember Willmus for appraisals prior to acquisition, noting they had proven helpful in past decision-making. However, Councilmember Etten stated he would have a low willingness to purchase a parcel exceeding its appraised value. Specific to holding costs, and long-term maintenance, Councilmember Etten stated it depended on whether it was a vacant parcel or if existing buildings were on the site and what long-term maintenances costs would involve unless the city was confident of an immediate sale without added maintenance costs. Regarding demand for future use, Councilmember Etten opined it was important to look at the market prior to any acquisition.

Councilmember Laliberte stated her agreement with Councilmembers Willmus and Etten: that appraised value should be found upfront, as well as other potential costs, providing a representation of the entire city investment. Specific to demand for future use, Councilmember Laliberte stated the importance of how the city foresaw the future use versus what the public or developer saw for that particular acquisition.

Councilmember McGehee suggested the holding costs take into consideration the costs of holding the property off the tax rolls for the duration. While not being a big believer in market studies, Councilmember McGehee suggested instead using the considerable development acumen around the community, depending on the size of the project, but if small to rely on the city's and public's judgment versus the cost of an appraisal and/or market study.

Mayor Roe stated his agreement Councilmember McGehee's comments. However, on the market study side, Mayor Roe noted the city may have already commissioned a study (e.g. housing market study) on the broader demand, but not a project-specific study that could also help inform a project, and serve as a reliable source of information. On the other hand, Mayor Roe stated he'd seen other communities holding land for a long time because their goal was for a specific use, even though the market was not agreeing with that initial goal. Mayor Roe stated he wasn't willing to risk such a venture just for the desire of the community at a given time, while note being a realistic goal for the community. Mayor Roe stated he wasn't sure he was willing to acquire parcels without a good understanding of turning it around quickly. However, Mayor Roe noted that made market studies even more informative and important in those types of situations.

Identification of potential benefits

In this category, Mr. Aarsvold highlighted "resale potential of land for development" and "change in market value and tax collection" criteria.

Councilmember McGehee stated she wasn't a strong proponent of changing a project, design or goal simply to achieve grant eligibility. Councilmember McGehee stated grants by their very nature are not guaranteed, and their requirements may not fit the goal, making structuring a project not worth if the idea and market are already in place.

Mayor Roe clarified unless the grant already aligns with a goal the city is seeking.

Councilmember McGehee agreed if it met other desired benefits or satisfied some need or goal in the community.

Councilmember Laliberte agreed with Councilmember McGehee in that the project itself should be the driver of what's marketable versus trying to make the project fit the grant.

Referencing the earlier County Assessor presentation tonight, Mayor Roe suggested criteria when looking at impacts (e.g. TIF) valuation changes outside the borders of the project itself and how that might impact the ability to collect taxes to pay for services during the TIF District timeframe. Mayor Roe stated the reason this came to mind even before tonight was based on the Chapter 429 assessment process and appraisal of the increased value was to justify the assessment. Mayor Roe suggested a similar concept in analyzing impacts toward the goal of redevelopment and value on a site as well as for adjacent sites, especially trade-offs in considering the use of TIF and whether or not that tool can be used or would prove beneficial for the bigger picture from a neighborhood and/or regional impact.

Gap analysis and estimate of permanent investment

Councilmember Etten noted that the former HRA and new REDA had acquisition funds available, and suggested they be considered in future levies, but not in 2017 due to other levy increases in play. However, Councilmember Etten suggested money be available to allow the city the flexibility to take action if and when appropriate, as well as other funding sources or in addition to them, if the city intended to have a role in redevelopment sites.

Councilmember McGehee agreed with Councilmember Etten, but suggested other ways were needed to build that fund other than the levy, unless a highly specific need was identified and willingness to leave some funds available. Councilmember McGehee clarified that, from her perspective, this meant more than simply getting its initial investment back from an acquisition.

Specific to the last part of Councilmember McGehee's comment, Councilmember Etten suggested including as part of the check-off boxes when acquiring property whether or not the city was willing to take a loss to meet a specific goal depending on the community benefit or if making a profit was a goal.

Councilmember McGehee opined the city had already agreed on that in their commitment to keeping EDA funds solvent. However, Councilmember McGehee opined there were other ways to fund the EDA beyond levy support.

Mayor Roe noted one possibility may be revenue supported bonds depending on a particular project.

As a point of clarification, Mr. Aarsvold sought a response to a philosophical question he had heard for projects with a high degree of need, and spending down funds. However, Mr. Aarsvold asked if that included a strategy for the city to replenish those funds through increasing the EDA levy or by another means if/as identified.

~~The response from the body was "yes."~~The council concurred in that understanding.

Mayor Roe suggested if the gap couldn't be filled, a legitimate outcome of the project review would include whether or not ~~other funds were available~~to proceed with the project at all.

Community engagement and planning

Mr. Aarsvold highlighted engaging the community as a City Council priority similar to that expressed in the Business Subsidy Policy discussion. However, Mr. Aarsvold asked their preferred timing for that engagement, whether prior to acquisition, once the development is proposed, or not required at all. Mr. Aarsvold noted this would address City Council expectations for the framework and provide direction to city staff.

Mayor Roe opined that, if acquisition was for a single-family property, he wouldn't anticipate as much community engagement. But beyond that, Mayor Roe stated that if acquiring parcels for a project, he'd want public input early on and often. Mayor Roe referenced the Dale Street Fire Station project as an example of early involvement made the project more successful for the neighborhood.

Councilmember Willmus agreed with Mayor Roe on "early on and often."

Councilmember Laliberte agreed with the criteria in general, but asked that the city be mindful that when previous planning efforts had happened prior to acquisition (e.g. Parks Master Plan), new community engagement should not supersede that prior work and priorities, but could serve to enhance it.

Mayor Roe agreed that recognition of ~~vintage~~ previous engagement was important.

Councilmember McGehee also agreed with comments thus far, while noting that things and neighborhoods changed; and while it was nice to have that old planning, it may not represent those now having a role to play. Councilmember McGehee agreed with Mayor Roe that community engagement was relevant to the size or type of project, whether single-family or a larger project. Councilmember McGehee opined this included other criteria such as tax implications city wide, not just for the immediate neighbors, and if a larger project would require more community engagement to the greatest extent possible, and beyond the 500' notice area for land use items, but to allow a broader slice of the public to be aware of it and provide feedback.

Mayor Roe suggested the City Council provide direction and use its discretion in determining the engagement process upfront, not in the middle of a project.

Councilmember Etten stated he would double down on that with it being a citywide issue, not only local, and to allow time to step back and gather that feedback on the bigger picture. Councilmember Etten questioned whether the Dale Street project and HRA acquiring land to assemble served the community well in engaging them in that part of the process. In that case, however, Councilmember Etten opined that once the development was proposed, the community was engaged and perhaps that was more appropriate rather than prior to acquisition. Councilmember Etten suggested that may be part of the City Council's decision-making and discretion as a development is put together with the goal to include the community upfront, while also being mindful of the guidance of the comprehensive plan, redevelopment goals and other city goal documents as adopted versus making those decisions at the community level.

In the case of the Dale Street project, Mayor Roe noted the ~~significant~~ ownership of a significant portion of that land by the city and not requiring all parcels to be acquired.

Specific to apartment construction and deciding on a location and amenities to entice a younger segment in the community, with a defined area close to transit, Councilmember McGehee suggested that could be a specific goal as well.

Mayor Roe suggested that the bigger the plan, the earlier community engagement.

<u>**Timeline**</u>
Mr. Aarsvold highlighted "when future use would be implemented;" and "what was a realistic timeline."

Consensus was that this would be determined to the best of staff's ability; and re-iterating that the larger the investment the shorter the timeframe.

<u>**General property information assembled for potential acquisition**</u>**? (Best Practices)**
Mayor Roe opined that the entire list made sense, and suggested adding under "other," the "adjacency to current or future transit and pedestrian amenities," ~~currently not covered in the comprehensive plan guidance~~.

Councilmember Laliberte stated it was important from her perspective to realize what was currently on the property and any demolition or other costs related to or subsequent to the acquisition (also noted under Item #3).

<u>**Next Steps**</u>
Mr. Aarsvold thanked the City Council for this informative feedback, advising that it would be incorporated into the next draft iteration and to reflect any remaining questions for further review and consideration at a future meeting. Mr. Aarsvold noted this next discussion was scheduled for the November 28, 2016 City Council meeting to address any remaining questions and to finalize the document prior to adoption.

As part of that next presentation, Councilmember McGehee asked staff to put together a fake first pass or example of a fictitious or past project that the criteria could be applied to as part of the review process and to determine if anything was missing in the initial analysis of a property's acquisition.

~~Without objection,~~ Community Development Director Collins duly noted that request for additional information.

Recess
Mayor Roe recessed the meeting at approximately 8:16 p.m., and reconvened at approximately 8:23 p.m.

12. Public Hearings and Action Consideration

a. Request for Approval of a Minor Subdivision of Commercial Property (PF16-030)
Senior Planner Bryan Lloyd briefly summarized the RCA of today's date and a sketch plan of existing and proposed easement perimeters identified in accordance with current subdivision code language. Mr. Lloyd advised that staff recommended approval subject to those conditions as listed in lines 68 – 79 of the RCA.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 11-28-16
Item No.: 15.a

Department Approval

City Manager Approval

Item Description: Park Capital Funding Policy Discussion

BACKGROUND

In the summer of 2015, the City Council suggested that the Finance Commission and the Parks and Recreation Commission review and provide a recommendation on a Park Capital Funding Policy.

Mayor Roe prepared and suggested a draft policy for the Commissions and staff to consider. The draft policy is included in your packet.

At their July 2015 meeting, the Finance Commission reviewed and discussed the draft policy that Mayor Roe prepared to consider. Their suggested adjustments to that policy are included in your packet.

In September of 2015, the Parks and Recreation Commission reviewed and discussed the draft policy that Mayor Roe prepared to consider. Their suggested adjustments are included in your packet.

In September of 2015, representatives of the Finance Commission and Parks and Recreation Commission met to discuss the draft policy. That meeting resulted in representatives of both commissions generally feeling pretty comfortable with the proposed policy with the understanding that a minimum balance (amount yet to be identified) would always be held for potential acquisition. As outlined in each Commission recommendation, the minimum balances are different.

In September 2016, the Cedarholm Golf Course Clubhouse Replacement Advisory Team provided their overall recommendations and suggested that the Park Dedication Fund be used as a source of revenue to replace the clubhouse. Included in your packet is the Executive Summary of that report.

Park Dedication Funds can only be used for parkland acquisition or capital improvements and cannot be used for ongoing maintenance.

Over time, the City has experienced wide fluctuations in the collections of Park Dedication fees. This is summarized in the chart below.

Year	Collected	Expended
2005	$ 216,112	$ -
2006	131,500	-
2007	53,738	-
2008	6,000	-
2009	1,000	43,928
2010	-	56,003
2011	512,000	12,218
2012	3,000	-
2013	634,345	5,175
2014	-	256,281
2015	188,986	52,500
2016 (YTD)	256,300	127,536
	$ 2,002,981	$ 553,640

The Park Dedication Fund has a current fund balance of approximately $1,384,765 million. Just prior to 2004, the Fund had a negative cash balance due to the acquisition of parkland adjacent to Twin Lakes which was eventually financed by Park Dedication fees.

POLICY OBJECTIVE

It is the policy of the City to plan for infrastructure sustainability.

FINANCIAL IMPACTS

This discussion does not have any direct financial impacts. Park Dedication Funds can only be used for capital improvmenet projects and land acquisitioin.

STAFF RECOMMENDATION

City Council Discussion

REQUESTED COUNCIL ACTION

City Council Discussion

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Chris Miller, Finance Director

Attachments: A: Mayor Roe Suggested Park Capital Funding Draft Policy
B. Finance Commission Recommended Park Capital Funding Draft Policy
C. Parks and Recreation Commission Recommended Park Capital Funding Draft Policy
D. Cedarholm Golf Course Resident Advisory Team Final Report Executive Summary

Park Capital Funding Policy – DRAFT
Mayor Roe Suggested Draft Policy

Purpose

To assure adequate funding for long-term Park System capital replacement and rehabilitation funding.

Policy

- The City will use two sources of funds for Park System capital expenditures:
  - A tax levy supported Park Improvement Fund
  - A Park Improvement sub-fund of the Park Dedication Fund

  For purposes of this policy, in accordance with State Statutes, the City Council finds that a nexus exists between citywide park improvements and land subdivisions because such subdivisions result in increased demand on citywide park system assets, requiring their timely replacement or rehabilitation.

- Total annual expenditures for Park System capital purposes will be funded from both funds in proportion to each fund's portion of their sum at the end of the previous year

- The annual tax levy for the Park Improvement Fund will be set by the City Council based on projected expenditures in accordance with the Capital Investment Policy, net of projected funding provided by the Park Improvement sub-fund of the Park Dedication Fund.

- Initially, the Park Improvement sub-fund of the Park Dedication Fund shall be established at [$400,000], with the balance of the Park Dedication Fund at that time established as a Park Acquisition sub-fund.

- The City Council may transfer funds between the sub-funds of the Park Dedication Fund as appropriate for projected capital spending and acquisition needs.

- Once the Park Improvement and Park Acquisition sub-funds of the Park Dedication Fund have been established, all subsequent Park Dedication receipts shall be allocated [2/3] to the Park Improvement sub-fund and [1/3] to the Park Acquisition sub-fund. The City Council may amend the allocation of receipts between the sub-funds of the Park Dedication fund as appropriate for projected capital spending and acquisition needs, with amended allocations recorded here:

Date Adopted	Portion to Park Improvement	Portion to Park Acquisition
Initial	[2/3]	[1/3]

Park Capital Funding Policy – DRAFT

Parks and Recreation Commission Recommended Draft Policy

Purpose

To assure adequate funding for long-term Park System capital replacement and rehabilitation funding.

Policy

- The City will use two sources of funds for Park System capital expenditures:
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- Total annual expenditures for Park System capital purposes will be funded from both funds in proportion to each fund's portion of their sum at the end of the previous year

- The annual tax levy for the Park Improvement Fund will be set by the City Council based on projected expenditures in accordance with the Capital Investment Policy, net of projected funding provided by the Park Improvement sub-fund of the Park Dedication Fund.

- ~~Initially, the Park Improvement sub-fund of the Park Dedication Fund shall be established at [$400,000], with the balance of the Park Dedication Fund at that time established as a Park Acquisition sub-fund.~~

- The City Council may transfer funds between the sub-funds of the Park Dedication Fund as appropriate for projected capital spending and acquisition needs after a minimum balance of $1,000,000 is met for acquisition.

- Once the Park Improvement and Park Acquisition sub-funds of the Park Dedication Fund have been established and after the $1.000,000 minimum acquisition balance has been met, all subsequent Park Dedication receipts shall be allocated [2/3] to the Park Improvement sub-fund and [1/3] to the Park Acquisition sub-fund. The City Council may amend the allocation of receipts between the sub-funds of the Park Dedication fund as appropriate for projected capital spending and acquisition needs, with amended allocations recorded here:

Date Adopted	Portion to Park Improvement	Portion to Park Acquisition
Initial	[2/3]	[1/3]

~~Park Capital Funding Policy – DRAFT~~

~~Purpose~~

~~To assure adequate funding for long term Park System capital replacement and rehabilitation funding.~~

~~Policy~~

- ~~The City will use two sources of funds for Park System capital expenditures:~~
    - ~~A tax levy supported Park Improvement Fund~~
    - ~~A Park Improvement sub-fund of the Park Dedication Fund~~

  ~~For purposes of this policy, in accordance with State Statutes, the City Council finds that a nexus exists between citywide park improvements and land subdivisions because such subdivisions result in increased demand on citywide park system assets, requiring their timely replacement or rehabilitation.~~

- ~~Total annual expenditures for Park System capital purposes will be funded from both funds in proportion to each fund's portion of their sum at the end of the previous year~~

- ~~The annual tax levy for the Park Improvement Fund will be set by the City Council based on projected expenditures in accordance with the Capital Investment Policy, net of projected funding provided by the Park Improvement sub-fund of the Park Dedication Fund.~~

- ~~Initially, the Park Improvement sub-fund of the Park Dedication Fund shall be established at [$400,000], with the balance of the Park Dedication Fund at that time established as a Park Acquisition sub-fund.~~

- ~~The City Council may transfer funds between the sub-funds of the Park Dedication Fund as appropriate for projected capital spending and acquisition needs.~~

- ~~Once the Park Improvement and Park Acquisition sub-funds of the Park Dedication Fund have been established, all subsequent Park Dedication receipts shall be allocated [2/3] to the Park Improvement sub-fund and [1/3] to the Park Acquisition sub-fund. The City Council may amend the allocation of receipts between the sub-funds of the Park Dedication as appropriate for projected capital spending and acquisition needs, with amended allocations recorded here:~~

~~Date Adopted~~	~~Portion to Park Improvement~~	~~Portion to Park Acquisition~~
~~Initial~~	~~[2/3]~~	~~[1/3]~~

Park Capital Funding Policy – DRAFT

Finance Commission Recommended Draft Policy

Purpose

To assure adequate funding for long-term Park System capital replacement and rehabilitation funding.

Policy

- The City will use two sources of funds for Park System capital expenditures:
  - A tax levy supported Park Improvement Fund
  - A Park Improvement sub-fund of the Park Dedication Fund

  For purposes of this policy, in accordance with State Statutes, the City Council finds that a nexus exists between citywide park improvements and land subdivisions because such subdivisions result in increased demand on citywide park system assets, requiring their timely replacement or rehabilitation.

- Eligible improvements for park system capital improvements will be funded first from the Park Improvement sub-fund of the Park Dedication Fund as long as there is an available balance.
- ~~Total annual expenditures for Park System capital purposes will be funded from both funds in proportion to each fund's portion of their sum at the end of the previous year~~

- The annual tax levy for the Park Improvement Fund will be set by the City Council based on projected expenditures in accordance with the Capital Investment Policy, net of projected funding provided by the Park Improvement sub-fund of the Park Dedication Fund.

- Initially, the Park Improvement sub-fund of the Park Dedication Fund shall be established at ~~[~~$400,000~~]~~, with the remaining balance of the Park Dedication Fund at that time established as a Park Acquisition sub-fund.

- ~~The City Council may transfer funds between the sub-funds of the Park Dedication Fund as appropriate for projected capital spending and acquisition needs.~~

- Once the Park Improvement and Park Acquisition sub-funds of the Park Dedication Fund have been established, all subsequent Park Dedication receipts shall be allocated ~~[~~2/3~~]~~ to the Park Improvement sub-fund and ~~[~~1/3~~]~~ to the Park Acquisition sub-fund.

- The City Council may transfer funds or amend the allocation of receipts between the sub-funds of the Park Dedication Fund as appropriate for projected capital spending and acquisition needs.
- ~~The City Council may amend the allocation of receipts between the sub-funds of the Park Dedication as appropriate for projected capital spending and acquisition needs, with amended allocations recorded here:~~

<Chart removed>