City of
ROSEVILLE
Minnesota, USA

City Council Agenda

Monday, December 5, 2016
City Council Chambers

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

6:00 p.m. **1. Roll Call**

Voting & Seating Order: Willmus, Etten McGehee, Laliberte and Roe

6:02 p.m. **2. Pledge of Allegiance**

6:05 p.m. **3. Approve Agenda**

6:07 p.m. **4. Public Comment**

6:12 p.m. **5. Council and City Manager Communications, Reports and Announcements**

6. Recognitions, Donations and Communications

6:17 p.m. **7. Approve Minutes**

a. Approve November 28 City Council Meeting Minutes

b. Approve November 28 REDA Meeting Minutes

6:22 p.m. **8. Approve Consent Agenda**

a. Approve Payments

b. Approve Business and Other Licenses

c. Approve General Purchases and Sale of Surplus Items in Excess of $5,000

d. Consider Not Waiving Statutory Liability Limits for 2017

e. Confirm Citizen Advisory Commission Reappointment/Appointment Schedule

f. Authorize Contract for Consultant Services to Rewrite Subdivision Code

g. Consider the Issuance of a Premises Permit for Amvets Post 1 to Conduct Lawful Gambling Activities at 2480 Fairview Avenue (Lucky's 13 restaurant)

6:32 p.m. **9. Consider Items Removed from Consent**

10. General Ordinances for Adoption

6:35 p.m.		a. Request by City of Roseville to amend City Code Chapter 1004 (Residential Districts) to revise regulations pertaining to the quantity of built improvements allowed on properties in the LDR-2 zoning district (PROJ0017)
6:45 p.m.		b. Consider Changes to City Code Chapter 314.05: the 2017 Fee Schedule
7:00 p.m.		c. Request to Amend City Code Chapter 304: Lawful Gambling
	11.	**Presentations**
	12.	**Public Hearing and Action Consideration**
7:10 p.m.		a. Public Hearing to Consider Approving the 2017 Liquor License Renewals
	13.	**Budget Items**
7:20 p.m		a. Adopt a Final 2017 Tax Levy and Budget
	14.	**Business Items (Action Items)**
7:50 p.m.		a. Adopt the 2017 Final EDA Tax Levy
8:00 p.m.		b. Consider Adopting the 2017 Utility Rate Adjustments
8:15 p.m.		c. Approve New Positions
8:25 p.m.		d. Authorize Cooperative Service Agreement with the United States Department of Agriculture for the Purpose of Deer Reduction
	15.	**Business Items – Presentations/Discussions**
8:55 p.m.		a. Pet Store Licensing
9:15 p.m.		b. City Facility Needs Discussion
9:30 p.m.	**16.**	**City Manager Future Agenda Review**
9:35 p.m.	**17.**	**Councilmember Initiated Items for Future Meetings**
9:40 p.m.	**18.**	**Adjourn Meeting**

Some Upcoming Public Meetings………
All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

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*

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/2016

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	$894,074.62
83870-83939	$465,801.63
Total	$1,359,876.25

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: 11/30/2016 - 8:34 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Boulevard Landscaping	Operating Supplies	North Hgts Hardware Hank-CC	Wood	11.77
0	11/23/2016	Boulevard Landscaping	Operating Supplies	Walmart-CC	Hefty Bowls	6.36
					Operating Supplies Total:	18.13
					Fund Total:	18.13
83908	11/23/2016	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Waste Toner Box	145.55
					Rental - Office Machines Total:	145.55
					Fund Total:	145.55
0	11/23/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	7.17
					Federal Income Tax Total:	7.17
0	11/23/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	6.88
0	11/23/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	1.61
					FICA Employee Ded. Total:	8.49
0	11/23/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	6.88
0	11/23/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	1.61
					FICA Employers Share Total:	8.49
0	11/23/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	1.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MN State Retirement Total:	1.03
0	11/23/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	6.66
					PERA Employee Ded Total:	6.66
0	11/23/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	1.03
0	11/23/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	6.66
					PERA Employer Share Total:	7.69
83928	11/23/2016	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	Reissue of Check 83748. Check Stoc	2,517.48
					Professional Services Total:	2,517.48
0	11/23/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	3.83
					State Income Tax Total:	3.83
					Fund Total:	2,560.84
83920	11/23/2016	Community Development	Building Permits	Patrick Miller Construction	Building Permit Refund-2115 Draper	215.90
					Building Permits Total:	215.90
83901	11/23/2016	Community Development	Building Surcharge	Kath HVAC	Mechanical Permit Refund-1170 Sum	1.00
					Building Surcharge Total:	1.00
0	11/23/2016	Community Development	Conferences	Olive Garden-CC	Lunch	103.00
					Conferences Total:	103.00
0	11/23/2016	Community Development	Credit Card Fees	US Bank-Non Bank	September Terminal Charges	2,434.17
					Credit Card Fees Total:	2,434.17
0	11/23/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	4,358.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	4,358.59
0	11/23/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	506.77
0	11/23/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	2,166.73
					FICA Employee Ded. Total:	2,673.50
0	11/23/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	2,166.73
0	11/23/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	506.77
					FICA Employers Share Total:	2,673.50
83901	11/23/2016	Community Development	Heating Permits	Kath HVAC	Mechanical Permit Refund-1170 Sum	61.00
					Heating Permits Total:	61.00
83922	11/23/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	250.00
					HSA Employee Total:	250.00
0	11/23/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.11.2016 ICMA Defe	1,717.96
					ICMA Def Comp Total:	1,717.96
83916	11/23/2016	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	487.72
					Medical Ins Employee Total:	487.72
83916	11/23/2016	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	4,042.25
					Medical Ins Employer Total:	4,042.25
0	11/23/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	317.61
					MN State Retirement Total:	317.61
0	11/23/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	450.00
					MNDCP Def Comp Total:	450.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	2,272.84
					PERA Employee Ded Total:	2,272.84
0	11/23/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	349.67
0	11/23/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	2,272.84
					PERA Employer Share Total:	2,622.51
0	11/23/2016	Community Development	Professional Services	FormSite.com-CC	Rental Registration	49.95
83939	11/23/2016	Community Development	Professional Services	ZedIT Solutions Inc,	Accela Implementation	1,736.00
83939	11/23/2016	Community Development	Professional Services	ZedIT Solutions Inc,	Accela Implementation	1,736.00
					Professional Services Total:	3,521.95
0	11/23/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	1,691.32
					State Income Tax Total:	1,691.32
					Fund Total:	29,894.82
83929	11/23/2016	Contracted Engineering Svcs	Deposits	Trisha Stefanski	Escrow Return-1204 Brooks Ave	3,000.00
					Deposits Total:	3,000.00
0	11/23/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	584.94
					Federal Income Tax Total:	584.94
0	11/23/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	361.49
0	11/23/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	84.54
					FICA Employee Ded. Total:	446.03
0	11/23/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	361.49
0	11/23/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	84.54
					FICA Employers Share Total:	446.03
83922	11/23/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	115.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	115.38
83916	11/23/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	38.24
					Medical Ins Employee Total:	38.24
83916	11/23/2016	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	1,134.12
					Medical Ins Employer Total:	1,134.12
0	11/23/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	59.39
					MN State Retirement Total:	59.39
0	11/23/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	100.00
					MNDCP Def Comp Total:	100.00
0	11/23/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	385.99
					PERA Employee Ded Total:	385.99
0	11/23/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	385.99
0	11/23/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	59.39
					PERA Employer Share Total:	445.38
0	11/23/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	260.31
					State Income Tax Total:	260.31
					Fund Total:	7,015.81
0	11/23/2016	East Metro SWAT	Training	Brickyard Grill-CC	Training Expenses	38.47
0	11/23/2016	East Metro SWAT	Training	Main Gate Grill-CC	Training Expenses Reimbursement	221.25
0	11/23/2016	East Metro SWAT	Training	Main Gate Grill-CC	Training Expenses Reimbursement	18.50
0	11/23/2016	East Metro SWAT	Training	Ripley 1 Stop-CC	Training Expenses Reimbursement	15.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Training Total:	293.22
					Fund Total:	293.22
0	11/23/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	26.36
0	11/23/2016	General Fund	211402 - Flex Spending Health	[redacted]	Flexible Benefit Reimbursement	287.45
					211402 - Flex Spending Health Total:	313.81
0	11/23/2016	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	375.00
0	11/23/2016	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimburssement	386.79
					211403 - Flex Spend Day Care Total:	761.79
83906	11/23/2016	General Fund	Business Licenses	Li Li	Massage License Fee Refund	75.00
					Business Licenses Total:	75.00
0	11/30/2016	General Fund	Clothing	Schuler Shoes-CC	CSO Uniform Supplies	229.95
					Clothing Total:	229.95
0	11/23/2016	General Fund	Conferences	Arrowwood Resort-CC	MN Finance Conference Lodging-Mi	370.83
0	11/23/2016	General Fund	Conferences	Arrowwood Resort-CC	MN Finance Conference Lodging-Scl	1,112.58
0	11/23/2016	General Fund	Conferences	BCA-CC	Investigators Conference	60.00
0	11/23/2016	General Fund	Conferences	Burger King-CC	Conference Meal	6.28
0	11/23/2016	General Fund	Conferences	Dairy Queen-CC	Conference Meal	7.28
0	11/23/2016	General Fund	Conferences	d'Bronx-CC	Conference Meal	9.51
0	11/23/2016	General Fund	Conferences	Delta Air-CC	Baggage Fees	50.00
0	11/23/2016	General Fund	Conferences	Grand View Lodge Nisswa-CC	Conference Lodging	452.02
0	11/23/2016	General Fund	Conferences	Parking Ramp-CC	Conference Parking	106.00
0	11/23/2016	General Fund	Conferences	Spin Pizza-CC	Conference Meal	14.19
0	11/23/2016	General Fund	Conferences	SuperShuttle-CC	Conference Shuttle	43.20
					Conferences Total:	2,231.89
0	11/23/2016	General Fund	Contract Maint. - City Hall	Menards-CC	Paint	64.66
0	11/23/2016	General Fund	Contract Maint. - City Hall	S.O.S. Drain & Sewer Cleaning	High Pressure Water Jetting	343.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maint. - City Hall Total:	408.41
0	11/30/2016	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
					Contract Maint. - City Garage Total:	339.66
0	11/23/2016	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Service	100.00
0	11/30/2016	General Fund	Contract Maintenance	MAVA-CC	MN Volunteers Association Dues	72.00
0	11/30/2016	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98
0	11/30/2016	General Fund	Contract Maintenance	Volgistics-CC	Volunteer Tracking Software	510.00
					Contract Maintenance Total:	782.98
83891	11/23/2016	General Fund	Contract Maintnenace	Embedded Systems, Inc.	Tornado Siren Repair	125.00
83891	11/23/2016	General Fund	Contract Maintnenace	Embedded Systems, Inc.	Tornado Siren Repair	125.00
					Contract Maintnenace Total:	250.00
0	11/30/2016	General Fund	Employee Recognition	Byerly's- CC	Sheet Cake	40.99
0	11/30/2016	General Fund	Employee Recognition	Michaels-CC	Frames	53.46
0	11/30/2016	General Fund	Employee Recognition	UPS Store- CC	Mailing Supplies	26.07
					Employee Recognition Total:	120.52
0	11/23/2016	General Fund	Employee Recruit & Re-Location	Employtest-CC	Employee Testing	100.00
					Employee Recruit & Re-Location Total:	100.00
83916	11/23/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Nov 2016	974.30
83916	11/23/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Nov 2016	736.42
					Employer Insurance Total:	1,710.72
0	11/23/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	35,757.31
					Federal Income Tax Total:	35,757.31
0	11/23/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	4,342.85
0	11/23/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	6,129.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	10,472.56
0	11/23/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare E	4,342.85
0	11/23/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Empl	6,129.71
					FICA Employers Share Total:	10,472.56
83914	11/23/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
					Financial Support Total:	354.43
83922	11/23/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Empl	2,698.35
					HSA Employee Total:	2,698.35
0	11/23/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.11.2016 ICMA Defe	1,972.54
					ICMA Def Comp Total:	1,972.54
83916	11/23/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	6,377.99
83916	11/23/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	9,148.52
					Medical Ins Employee Total:	15,526.51
83916	11/23/2016	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	46,108.94
					Medical Ins Employer Total:	46,108.94
0	11/23/2016	General Fund	Memberships & Subscriptions	MN Fire Svc Cert Board-CC	Bulk Certification	1,550.00
					Memberships & Subscriptions Total:	1,550.00
0	11/23/2016	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.11.2016 Minnesota I	79.58
					Minnesota Benefit Ded Total:	79.58
0	11/30/2016	General Fund	Miscellaneous	D'Amico & Sons-CC	Lunch Meeting	16.17
0	11/30/2016	General Fund	Miscellaneous	St. Paul Stamp Works-CC	Notary Stamp	47.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Miscellaneous Total:	63.79
0	11/23/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	3,012.86
					MN State Retirement Total:	3,012.86
0	11/23/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	7,263.10
					MNDCP Def Comp Total:	7,263.10
0	11/23/2016	General Fund	Motor Fuel	Ripley 1 Stop-CC	Gasoline	49.65
					Motor Fuel Total:	49.65
0	11/23/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	70.19
0	11/30/2016	General Fund	Office Supplies	Vista Print-CC	Office Supplies	157.43
0	11/30/2016	General Fund	Office Supplies	Zerbee-CC	Office Supplies	87.33
					Office Supplies Total:	314.95
0	11/23/2016	General Fund	Op Supplies - City Hall	Ferguson Enterprises Inc.-CC	Meter Supplies	339.84
0	11/23/2016	General Fund	Op Supplies - City Hall	Suburban Ace Hardware	Lube, Glue	15.98
					Op Supplies - City Hall Total:	355.82
0	11/30/2016	General Fund	Operating Supplies	Amazon.com- CC	Lavalier Microphone	71.87
0	11/30/2016	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	79.58
0	11/30/2016	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	100.32
0	11/30/2016	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	78.92
0	11/30/2016	General Fund	Operating Supplies	Blick Art Materials-CC	Foamboard, Spray Adhesive	71.75
0	11/23/2016	General Fund	Operating Supplies	Bon Ton, Inc-CC	Fraud. Reimbursed on Next Statemer	1,501.94
0	11/30/2016	General Fund	Operating Supplies	Caribou Coffee- CC	Coffee With A Cop	29.97
0	11/30/2016	General Fund	Operating Supplies	Caribou Coffee- CC	Coffee With A Cop	16.99
83880	11/23/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
83884	11/23/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	2,375.25
0	11/30/2016	General Fund	Operating Supplies	Costco-CC	Station Supplies	194.15
0	11/23/2016	General Fund	Operating Supplies	Diamond Vogel Paints-CC	Paint Supplies	105.05
0	11/30/2016	General Fund	Operating Supplies	Dollar Tree-CC	Station Supplies	20.35
0	11/23/2016	General Fund	Operating Supplies	EMP-CC	Rescue Shoulder Strap	42.40
0	11/30/2016	General Fund	Operating Supplies	EMP-CC	Glucose Test Strips	179.90
0	11/23/2016	General Fund	Operating Supplies	Evident Inc-CC	Property Room Supplies	269.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	General Fund	Operating Supplies	Home Depot- CC	Knee Pads, Tool Tote	89.39
0	11/23/2016	General Fund	Operating Supplies	Home Depot- CC	Paint, Tools	71.20
0	11/30/2016	General Fund	Operating Supplies	Home Depot- CC	Drill	149.00
0	11/23/2016	General Fund	Operating Supplies	IKECA-CC	Grease Gauge	42.00
0	11/30/2016	General Fund	Operating Supplies	Mac Tools-CC	Tools	159.99
0	11/30/2016	General Fund	Operating Supplies	MIDC Enterprises- CC	Pipe Elbow	11.25
0	11/23/2016	General Fund	Operating Supplies	Mikes LP Gas, Inc-CC	Supplies	46.01
0	11/23/2016	General Fund	Operating Supplies	NAPA Auto Parts-CC	Operation Supplies	28.05
83917	11/23/2016	General Fund	Operating Supplies	Northwest Lasers and Instruments,	Water Flags	240.00
0	11/30/2016	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	6.83
0	11/30/2016	General Fund	Operating Supplies	Parking Ramp-CC	Parking	9.00
0	11/23/2016	General Fund	Operating Supplies	Sherwin Williams - CC	Paint Supplies	21.59
0	11/23/2016	General Fund	Operating Supplies	St. Croix Cleaners-CC	Cleaning Service	205.57
0	11/23/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Chain Sharpening	60.00
0	11/23/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Extension Cord	74.99
0	11/30/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Mounting Tape, Stamp Set	18.98
0	11/30/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	PVC Pipe, Tape	44.33
0	11/23/2016	General Fund	Operating Supplies	Survey Monkey.com-CC	Monthly Subscription	26.00
0	11/30/2016	General Fund	Operating Supplies	Target- CC	Command Strip	3.31
0	11/23/2016	General Fund	Operating Supplies	Uline-CC	Property Room Supplies	97.01
0	11/23/2016	General Fund	Operating Supplies	Walmart-CC	Apt. Manager Training Refreshments.	69.70
0	11/30/2016	General Fund	Operating Supplies	Walmart-CC	Lemonade Stand Supplies	44.91
0	11/30/2016	General Fund	Operating Supplies	Walmart-CC	No Receipt-Angell	21.41
0	11/23/2016	General Fund	Operating Supplies	Zerbee-CC	Paper Cups	139.21
					Operating Supplies Total:	6,843.08
0	11/23/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	13,072.38
0	11/23/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	28,133.66
					PERA Employee Ded Total:	41,206.04
0	11/23/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	963.86
0	11/23/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	39,034.02
					PERA Employer Share Total:	39,997.88
0	11/23/2016	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.11.2016 PERA Life	32.00
					PERA Life Ins. Ded. Total:	32.00
0	11/23/2016	General Fund	Professional Services	Collins Brothers-CC	No Receipt-J. Adams	325.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	General Fund	Professional Services	Fed Ex Kinko's-CC	Shipping Cost	15.60
0	11/30/2016	General Fund	Professional Services	Intoximeters- CC	Intoximeter Repair	153.00
83930	11/23/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	400.00
83930	11/23/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
				Professional Services Total:		898.30
83921	11/23/2016	General Fund	Salaries - Regular	Peak Staffing, Inc.	Temporary Employment	720.00
				Salaries - Regular Total:		720.00
0	11/23/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	13,782.54
				State Income Tax Total:		13,782.54
0	11/30/2016	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
0	11/23/2016	General Fund	Telephone	Suburban Ace Hardware-CC	Surge Protector	21.99
				Telephone Total:		76.24
0	11/23/2016	General Fund	Training	American Fire Sprinkler-CC	Training	300.00
0	11/30/2016	General Fund	Training	Best Western- CC	Lodging During Training	264.38
0	11/23/2016	General Fund	Training	Blue Line Travel Center-CC	Lunch During Training	15.23
0	11/23/2016	General Fund	Training	BP Oil-CC	Gasoline	24.41
0	11/30/2016	General Fund	Training	Budget Rent-a-Car -CC	Rental Car During Training	165.83
0	11/23/2016	General Fund	Training	Chick Fil A-CC	Conference Meal	10.54
0	11/30/2016	General Fund	Training	Cub Foods- CC	Sheet Cake	26.99
0	11/30/2016	General Fund	Training	MN Chiefs of Police-CC	Leadership Development Training	90.00
0	11/23/2016	General Fund	Training	Office Depot- CC	Office Supplies	64.26
0	11/23/2016	General Fund	Training	Phillips 66-CC	Fuel	7.85
0	11/23/2016	General Fund	Training	Ramada Inn-CC	Training Lodging	279.00
0	11/23/2016	General Fund	Training	Shack BBQ-CC	Conference Meal	20.55
0	11/30/2016	General Fund	Training	Springsted-CC	Symposium	150.00
0	11/23/2016	General Fund	Training	Taco Villa-CC	Conference Meal	15.63
				Training Total:		1,434.67
0	11/23/2016	General Fund	Utilities	Xcel Energy	Civil Defense	75.87
0	11/23/2016	General Fund	Utilities	Xcel Energy	Civil Defense	1,750.87
0	11/23/2016	General Fund	Utilities	Xcel Energy	Street Lights	12,861.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Utilities Total:	14,688.12
0	11/23/2016	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,270.41
					Utilities - City Garage Total:	2,270.41
0	11/23/2016	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	5,854.27
					Utilities - City Hall Total:	5,854.27
0	11/23/2016	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station	331.10
					Utilities - Old City Hall Total:	331.10
83880	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaning	79.00
0	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	173.80
83900	11/23/2016	General Fund	Vehicle Supplies & Maintenance	John Deere Financial	Parts	465.01
83902	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Krain Creek Fabrication, Inc.	Vehicle Supplies	3,319.85
83907	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Liberty Tire Services, LLC	Tire Recycling	164.41
0	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Liftgate Parts-CC	Torsion Spring	108.57
0	11/30/2016	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Scraper	15.74
0	11/23/2016	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Fuel Cap	33.31
0	11/23/2016	General Fund	Vehicle Supplies & Maintenance	R & B Supply-CC	Tools	161.15
83925	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Vehicle Supplies	209.76
83925	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Vehicle Supplies	40.96
0	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Ace Hardware-CC	Spray Paint	17.97
83933	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Latch Kit, Coolant	63.95
83933	11/23/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Boot Plung Kit	43.89
					Vehicle Supplies & Maintenance Total:	4,897.37
					Fund Total:	276,409.70
0	11/23/2016	General Fund Donations	K-9 - Supplies	Flying Pig Grooming-CC	Stainless Steel Grooming Tub	1,678.99
0	11/23/2016	General Fund Donations	K-9 - Supplies	Whistle-CC	K9 Supplies	9.95
					K-9 - Supplies Total:	1,688.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	1,688.94
0	11/30/2016	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
83919	11/23/2016	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Toilet Rental	50.00
					Contract Maintenance Total:	129.56
0	11/23/2016	Golf Course	Credit Card Fees	US Bank-Non Bank	September Terminal Charges	664.46
					Credit Card Fees Total:	664.46
0	11/23/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	598.94
					Federal Income Tax Total:	598.94
0	11/23/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	92.01
0	11/23/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	393.41
					FICA Employee Ded. Total:	485.42
0	11/23/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	92.01
0	11/23/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	393.41
					FICA Employers Share Total:	485.42
83916	11/23/2016	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	519.84
					Medical Ins Employee Total:	519.84
83916	11/23/2016	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	1,374.12
					Medical Ins Employer Total:	1,374.12
0	11/23/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	52.40
					MN State Retirement Total:	52.40
0	11/23/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MNDCP Def Comp Total:	50.00
0	11/23/2016	Golf Course	Operating Supplies	All Seasons Rental- CC	Shelter Cement	193.37
0	11/23/2016	Golf Course	Operating Supplies	Bearings-CC	No Receipt-Bartholomew	286.07
0	11/30/2016	Golf Course	Operating Supplies	Beisswenger's Hardware-CC	Weed Control Supplies	21.42
0	11/23/2016	Golf Course	Operating Supplies	Cub Foods- CC	Golftoberfest Food	142.69
0	11/30/2016	Golf Course	Operating Supplies	Cub Foods- CC	Buns, Trash Bags	19.92
0	11/23/2016	Golf Course	Operating Supplies	Fastenal-CC	Bolts	39.98
0	11/23/2016	Golf Course	Operating Supplies	Gary Carlson Equip-CC	Shelter Supplies	65.00
0	11/23/2016	Golf Course	Operating Supplies	Grundhofers Meats-CC	Golftoberfest Food	69.56
0	11/23/2016	Golf Course	Operating Supplies	Home Depot- CC	Golf Course Supplies	153.71
0	11/30/2016	Golf Course	Operating Supplies	Home Depot- CC	Mouse Control	29.00
0	11/23/2016	Golf Course	Operating Supplies	Joe Sensers-CC	Golftoberfest Gift Card	25.00
0	11/23/2016	Golf Course	Operating Supplies	Mudslingers-CC	Golftoberfest Prize	25.00
0	11/30/2016	Golf Course	Operating Supplies	Office Depot- CC	Printer Ink	272.08
0	11/23/2016	Golf Course	Operating Supplies	Party City-CC	Golftoberfest Decor	61.19
0	11/23/2016	Golf Course	Operating Supplies	Party City-CC	Golftoberfest Supplies	92.17
0	11/23/2016	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Bolts	1.50
0	11/30/2016	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Mouse Traps, Batteries	43.97
0	11/30/2016	Golf Course	Operating Supplies	Target- CC	Concession Supplies	58.90
0	11/23/2016	Golf Course	Operating Supplies	Total Wine-CC	Golftoberfest Prize	100.00
					Operating Supplies Total:	1,700.53
0	11/23/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	340.60
					PERA Employee Ded Total:	340.60
0	11/23/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	52.40
0	11/23/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	340.60
					PERA Employer Share Total:	393.00
0	11/23/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	284.70
					State Income Tax Total:	284.70
0	11/23/2016	Golf Course	Use Tax Payable	Xcel Energy	Golf Course-Sales/Use Tax	-33.72
					Use Tax Payable Total:	-33.72

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Golf Course	Utilities	Xcel Energy	Golf Course	524.10
				Utilities Total:		524.10
				Fund Total:		7,569.37
83889	11/23/2016	Housing & Redevelopment Agency	Professional Services	Ehlers & Associates, Inc.	Acquisition Consulting Service	1,935.00
				Professional Services Total:		1,935.00
				Fund Total:		1,935.00
83887	11/23/2016	Information Technology	Computer Equipment	Data Q Internet Equip. Corp.	Computer Supplies	2,150.00
83887	11/23/2016	Information Technology	Computer Equipment	Data Q Internet Equip. Corp.	Computer Supplies	3,105.00
83887	11/23/2016	Information Technology	Computer Equipment	Data Q Internet Equip. Corp.	Computer Supplies	1,065.00
				Computer Equipment Total:		6,320.00
0	11/23/2016	Information Technology	Contract Maintenance	CleverBridge-CC	Gold Software Maintenance	2,827.03
0	11/30/2016	Information Technology	Contract Maintenance	HP Direct-CC	SAN Monthly Maintenance	130.40
0	11/30/2016	Information Technology	Contract Maintenance	HP Direct-CC	Monthly Support Contract Charge	246.40
0	11/23/2016	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly Spam Filtering Service	880.00
0	11/30/2016	Information Technology	Contract Maintenance	Microsoft-CC	Online Licenses	334.66
0	11/23/2016	Information Technology	Contract Maintenance	Network Solutions- CC	Domain Registration-EMPSTF.Org	219.47
0	11/23/2016	Information Technology	Contract Maintenance	Network Solutions- CC	Domain Registration-EMPSTF.Org	352.34
0	11/23/2016	Information Technology	Contract Maintenance	Network Solutions- CC	Credit	-219.47
0	11/23/2016	Information Technology	Contract Maintenance	SHI International Corp	Software Licenses	188.00
0	11/30/2016	Information Technology	Contract Maintenance	Solarwinds-CC	Monthly Maintenance	682.00
				Contract Maintenance Total:		5,640.83
0	11/23/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	6,468.47
				Federal Income Tax Total:		6,468.47
0	11/23/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	3,315.25
0	11/23/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	775.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	4,090.56
0	11/23/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	775.31
0	11/23/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	3,315.25
					FICA Employers Share Total:	4,090.56
83922	11/23/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	455.84
					HSA Employee Total:	455.84
0	11/23/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.11.2016 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
83881	11/23/2016	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
83881	11/23/2016	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,845.00
					Internet Total:	5,445.00
83916	11/23/2016	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	1,279.22
					Medical Ins Employee Total:	1,279.22
83916	11/23/2016	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	10,538.25
					Medical Ins Employer Total:	10,538.25
0	11/23/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	548.45
					MN State Retirement Total:	548.45
0	11/23/2016	Information Technology	Operating Supplies	Amazon.com- CC	Laptop Cables	29.98
0	11/23/2016	Information Technology	Operating Supplies	Amazon.com- CC	Battery	16.28
0	11/30/2016	Information Technology	Operating Supplies	Amazon.com- CC	Wireless Headset	59.97
0	11/30/2016	Information Technology	Operating Supplies	Monoprice.Com-CC	HDMI to VGA Kit for Notebooks	52.18
					Operating Supplies Total:	158.41
0	11/23/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	3,564.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	3,564.74
0	11/23/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	3,564.74
0	11/23/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	548.45
					PERA Employer Share Total:	4,113.19
0	11/23/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	2,371.60
					State Income Tax Total:	2,371.60
0	11/30/2016	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
					Telephone Total:	26.00
0	11/30/2016	Information Technology	Training	Event Group-CC	Cyber Security Summit	1,954.80
0	11/23/2016	Information Technology	Training	Vue IT Certification-CC	MCP Test	165.00
					Training Total:	2,119.80
					Fund Total:	57,455.92
83876	11/23/2016	License Center	Conferences	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
					Conferences Total:	29.00
0	11/23/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	3,351.57
					Federal Income Tax Total:	3,351.57
0	11/23/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	2,134.16
0	11/23/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	499.11
					FICA Employee Ded. Total:	2,633.27
0	11/23/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	499.11
0	11/23/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	2,134.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	2,633.27
83922	11/23/2016	License Center	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	213.06
					HSA Employee Total:	213.06
83916	11/23/2016	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	1,704.30
					Medical Ins Employee Total:	1,704.30
83916	11/23/2016	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	6,974.25
					Medical Ins Employer Total:	6,974.25
83924	11/23/2016	License Center	Memberships & Subscriptions	Ramsey County Public Health	Notary Renewal-Bazac	20.00
83924	11/23/2016	License Center	Memberships & Subscriptions	Ramsey County Public Health	Notary Renewal-Theisen	20.00
83936	11/23/2016	License Center	Memberships & Subscriptions	Washington County	Notary-Koeckeritz	20.00
					Memberships & Subscriptions Total:	60.00
0	11/23/2016	License Center	Merchandise for Sale	Mydriversmanuals-CC	Drivers Manuals for Resale	267.01
					Merchandise for Sale Total:	267.01
0	11/23/2016	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.11.2016 Minnesota B	123.84
					Minnesota Benefit Ded Total:	123.84
0	11/23/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	349.11
					MN State Retirement Total:	349.11
0	11/23/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	550.00
0	11/23/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	519.43
					MNDCP Def Comp Total:	1,069.43
0	11/30/2016	License Center	Office Supplies	Target- CC	Office Supplies	16.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Office Supplies Total:	16.62
0	11/23/2016	License Center	Operating Supplies	Pakor-CC	Passport Supplies	279.58
0	11/30/2016	License Center	Operating Supplies	Pakor-CC	Passport Paper	279.50
0	11/23/2016	License Center	Operating Supplies	Staples-CC	Paper Shredder	29.50
					Operating Supplies Total:	588.58
0	11/23/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	2,119.04
					PERA Employee Ded Total:	2,119.04
0	11/23/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	2,119.04
0	11/23/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	325.99
					PERA Employer Share Total:	2,445.03
0	11/23/2016	License Center	Postage	USPS-CC	Postage	270.90
0	11/30/2016	License Center	Postage	USPS-CC	Postage	335.40
					Postage Total:	606.30
0	11/23/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	184.94
					Professional Services Total:	184.94
0	11/23/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	1,428.49
					State Income Tax Total:	1,428.49
0	11/23/2016	License Center	Transportation	Parking Ramp-CC	Conference Parking	14.00
					Transportation Total:	14.00
					Fund Total:	26,811.11
83880	11/23/2016	P & R Contract Mantenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
83880	11/23/2016	P & R Contract Mantenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
83880	11/23/2016	P & R Contract Mantenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Clothing Total:	3.66
0	11/30/2016	P & R Contract Mantenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	661.64
					Contract Maintenance Total:	661.64
0	11/23/2016	P & R Contract Mantenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	2,303.85
					Federal Income Tax Total:	2,303.85
0	11/23/2016	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	292.60
0	11/23/2016	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	1,251.12
					FICA Employee Ded. Total:	1,543.72
0	11/23/2016	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	292.60
0	11/23/2016	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	1,251.12
					FICA Employers Share Total:	1,543.72
83922	11/23/2016	P & R Contract Mantenance	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	384.62
					HSA Employee Total:	384.62
83916	11/23/2016	P & R Contract Mantenance	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	496.47
					Medical Ins Employee Total:	496.47
83916	11/23/2016	P & R Contract Mantenance	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	4,789.60
					Medical Ins Employer Total:	4,789.60
0	11/23/2016	P & R Contract Mantenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	205.73
					MN State Retirement Total:	205.73
0	11/23/2016	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	405.00
					MNDCP Def Comp Total:	405.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	Fastenal-CC	Wrap Glasses	9.02
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	Fastenal-CC	Supplies	78.40
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Gary Carlson Equip-CC	Yellow Safety Tape	29.84
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	Hirshfields-CC	Arboretum Supplies	40.07
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	Lowes-CC	Arboretum Supplies	144.90
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Menards-CC	Retaining Wall Supplies	151.95
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Menards-CC	Filters	44.86
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Menards-CC	Arboretum Supplies	156.50
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Arboretum Supplies	10.98
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Drain Snake	53.56
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Graffitti Removal	28.44
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Antifreeze	46.05
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Now & Later-CC	Gas for Grill	21.41
83918	11/23/2016	P & R Contract Mantenance	Operating Supplies	Oakdale Rental Center	Concrete	194.00
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	O'Reilly Automotive- CC	Bit Sets	32.27
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Party City-CC	Volunteer Dinner Supplies	106.37
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	Sherwin Williams - CC	Paint Supplies	125.90
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Cabinet Hardware	10.48
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Clasps	14.98
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Batteries	10.70
0	11/30/2016	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Shop Supplies	32.45
83934	11/23/2016	P & R Contract Mantenance	Operating Supplies	Trio Supply Company	Restroom Supplies	327.75
0	11/23/2016	P & R Contract Mantenance	Operating Supplies	Vac That Thing Up-CC	Arboretum Supplies	17.98
83935	11/23/2016	P & R Contract Mantenance	Operating Supplies	Vacker Inc.	Seed Garden Pedestal	347.00
					Operating Supplies Total:	2,035.86
0	11/23/2016	P & R Contract Mantenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	1,337.40
					PERA Employee Ded Total:	1,337.40
0	11/23/2016	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	205.73
0	11/23/2016	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	1,337.40
					PERA Employer Share Total:	1,543.13
83909	11/23/2016	P & R Contract Mantenance	Professional Services	McCaren Designs, Inc.	Exterior Landscape Maintenance	457.65
83915	11/23/2016	P & R Contract Mantenance	Professional Services	Mn Dept of Agriculture	Tree Care Registry Renewal	25.00
					Professional Services Total:	482.65
83919	11/23/2016	P & R Contract Mantenance	Rental	On Site Sanitation, Inc.	Toilet Rental	276.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Rental Total:		276.79
0	11/23/2016	P & R Contract Mantenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	920.31
				State Income Tax Total:		920.31
0	11/30/2016	P & R Contract Mantenance	Telephone	Sprint- CC	Cell Phones	26.00
				Telephone Total:		26.00
0	11/23/2016	P & R Contract Mantenance	Utilities	Xcel Energy	P&R	2,947.34
				Utilities Total:		2,947.34
				Fund Total:		21,907.49
0	11/23/2016	Park Renewal 2011	Capital Outlay	Stantec Consulting Services Inc.	Park Renewal Program	399.00
				Capital Outlay Total:		399.00
0	11/23/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	2,619.97
0	11/23/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	196.81
0	11/23/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	202.35
0	11/23/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	225.90
0	11/23/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	336.02
				Contractor Payments Total:		3,581.05
0	11/23/2016	Park Renewal 2011	Professional Services	LHB Inc	Parks Renewal Landscape Architecht	292.50
83923	11/23/2016	Park Renewal 2011	Professional Services	Ramsey County Prop Rec & Rev	Real Estate Tax PIN: 16.29.23.22.00	676.08
83923	11/23/2016	Park Renewal 2011	Professional Services	Ramsey County Prop Rec & Rev	Real Estate Tax PIN: 16.29.23.22.00	579.96
83923	11/23/2016	Park Renewal 2011	Professional Services	Ramsey County Prop Rec & Rev	Real Estate Tax PIN: 13.29.23.24.00	137.16
83931	11/23/2016	Park Renewal 2011	Professional Services	Terracon Consultants, Inc.	Project Manager, Field Scientist Servi	837.80
				Professional Services Total:		2,523.50
				Fund Total:		6,503.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83871	11/23/2016	Pathway Maintenance Fund	Operating Supplies	Alta Falls & Pond Supplies	Cypress, Redwood Rubber Chips, Bir	1,869.96
0	11/23/2016	Pathway Maintenance Fund	Operating Supplies	Brock White -CC	Supplies	35.90
83893	11/23/2016	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	790.00
0	11/23/2016	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware-CC	Tank Sprayer	39.63
0	11/23/2016	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware-CC	Paint Thinner	9.99
					Operating Supplies Total:	2,745.48
					Fund Total:	2,745.48
0	11/23/2016	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	95.38
					Federal Income Tax Total:	95.38
0	11/23/2016	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	10.03
					FICA Employee Ded. Total:	10.03
0	11/23/2016	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	10.03
					FICA Employers Share Total:	10.03
83922	11/23/2016	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	3.44
					HSA Employee Total:	3.44
83916	11/23/2016	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	74.17
					Medical Ins Employer Total:	74.17
0	11/23/2016	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	7.02
					MN State Retirement Total:	7.02
0	11/23/2016	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	12.39
					MNDCP Def Comp Total:	12.39
0	11/23/2016	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	75.82

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	75.82
0	11/23/2016	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	113.73
					PERA Employer Share Total:	113.73
0	11/23/2016	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	33.31
					State Income Tax Total:	33.31
					Fund Total:	435.32
83888	11/23/2016	Recreation Donations	Operating Supplies	E&T Plastics	Clear Polycarbonate	160.00
0	11/23/2016	Recreation Donations	Operating Supplies	My Whiteboards.com-CC	Locker Room White Boards	748.75
					Operating Supplies Total:	908.75
					Fund Total:	908.75
83894	11/23/2016	Recreation Fund	Collected Insurance Fee	Rebecca Galkiewicz	Park Building Refund	10.00
					Collected Insurance Fee Total:	10.00
83885	11/23/2016	Recreation Fund	Contract Maintenance	Cool Air Mechanical, Inc.	Oval Brine System Repairs	9,268.00
0	11/30/2016	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
0	11/23/2016	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	60.00
					Contract Maintenance Total:	9,575.86
0	11/23/2016	Recreation Fund	Credit Card Fees	US Bank-Non Bank	September Terminal Charges	140.91
					Credit Card Fees Total:	140.91
0	11/23/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	4,752.47
					Federal Income Tax Total:	4,752.47

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83894	11/23/2016	Recreation Fund	Fee Program Revenue	Rebecca Galkiewicz	Park Building Refund	144.69
					Fee Program Revenue Total:	144.69
0	11/23/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	815.86
0	11/23/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	3,488.44
					FICA Employee Ded. Total:	4,304.30
0	11/23/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	3,488.44
0	11/23/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	815.86
					FICA Employers Share Total:	4,304.30
0	11/23/2016	Recreation Fund	Financial Support	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 MN DOR W	600.29
					Financial Support Total:	600.29
83922	11/23/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	200.39
					HSA Employee Total:	200.39
0	11/23/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.11.2016 ICMA Defe	550.00
					ICMA Def Comp Total:	550.00
83916	11/23/2016	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	1,157.26
					Medical Ins Employee Total:	1,157.26
83916	11/23/2016	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	7,596.63
					Medical Ins Employer Total:	7,596.63
0	11/23/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	403.84
					MN State Retirement Total:	403.84
0	11/23/2016	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	1,308.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					MNDCP Def Comp Total:	1,308.41
0	11/23/2016	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	92.04
					Office Supplies Total:	92.04
83870	11/23/2016	Recreation Fund	Operating Supplies	AIA Services, LLC	T-Shirts	697.75
83870	11/23/2016	Recreation Fund	Operating Supplies	AIA Services, LLC	T-Shirts	247.50
0	11/23/2016	Recreation Fund	Operating Supplies	Amazon.com- CC	Computer Cord	18.49
0	11/30/2016	Recreation Fund	Operating Supplies	Amazon.com- CC	Microphone Windscreens	10.95
0	11/30/2016	Recreation Fund	Operating Supplies	Amazon.com- CC	iPads, Register Drawers	3,209.84
0	11/30/2016	Recreation Fund	Operating Supplies	Amazon.com- CC	Printer	194.97
0	11/23/2016	Recreation Fund	Operating Supplies	Brock White Co	Poly Foam	295.68
0	11/30/2016	Recreation Fund	Operating Supplies	Byerly's- CC	HANC Supplies	12.67
0	11/30/2016	Recreation Fund	Operating Supplies	Byerly's- CC	Volunteer Dinner Supplies	49.85
83886	11/23/2016	Recreation Fund	Operating Supplies	Crown Plastics, Inc	Acrylic Sheet	137.70
0	11/23/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	40.66
0	11/23/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	-18.04
0	11/23/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	21.05
0	11/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Ice Cubes	13.47
0	11/30/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Ice Cubes	44.90
0	11/23/2016	Recreation Fund	Operating Supplies	Fed Ex Kinko's-CC	Poster Lamination	44.42
0	11/30/2016	Recreation Fund	Operating Supplies	Fire Mountain Beads-CC	Tool Magnifying Boxes	91.10
0	11/23/2016	Recreation Fund	Operating Supplies	Flow System-CC	Water Miser Safety Vent Cap	178.11
0	11/23/2016	Recreation Fund	Operating Supplies	Gertens Greenhouses-CC	HANC Supplies	23.55
0	11/30/2016	Recreation Fund	Operating Supplies	Goodwill-CC	Halloween Supplies	7.64
0	11/30/2016	Recreation Fund	Operating Supplies	Hanks Specialties-CC	Paint Supplies	62.43
83895	11/23/2016	Recreation Fund	Operating Supplies	Hawk Performance Specialties, LL(	Lumin Ice Pro	2,280.00
83896	11/23/2016	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Supplies	902.43
83896	11/23/2016	Recreation Fund	Operating Supplies	Hermel Foodservice	Coffee Bowl	10.00
83896	11/23/2016	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Supplies-Credit	-39.86
0	11/23/2016	Recreation Fund	Operating Supplies	Hobby Lobby-CC	Craft Supplies	56.21
0	11/23/2016	Recreation Fund	Operating Supplies	Hobby Lobby-CC	Craft Supplies	-18.83
0	11/23/2016	Recreation Fund	Operating Supplies	Hudson Hardware-CC	Hooks	16.16
0	11/30/2016	Recreation Fund	Operating Supplies	Macones Chocolate-CC	Volunteer Dinner Supplies	95.00
0	11/23/2016	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	25.47
0	11/23/2016	Recreation Fund	Operating Supplies	Office Depot- CC	Craft Supplies	17.14
0	11/30/2016	Recreation Fund	Operating Supplies	OTC Brands-CC	Halloween Supplies	314.63
0	11/23/2016	Recreation Fund	Operating Supplies	Party City-CC	WRF Decorations	30.97
0	11/30/2016	Recreation Fund	Operating Supplies	Party City-CC	Halloween Supplies	25.62
0	11/30/2016	Recreation Fund	Operating Supplies	Party City-CC	Halloween Supplies	32.03
0	11/23/2016	Recreation Fund	Operating Supplies	Petco-CC	Animal Food	38.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Food	66.70
0	11/23/2016	Recreation Fund	Operating Supplies	Restaurant Depot- CC	No Receipt-Elm	227.95
0	11/30/2016	Recreation Fund	Operating Supplies	S & S Worldwide-CC	Program Supplies	396.94
0	11/30/2016	Recreation Fund	Operating Supplies	Seller Mike-CC	Skate Sharpener Switch	29.23
0	11/23/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Hasp, Fasteners	11.31
0	11/30/2016	Recreation Fund	Operating Supplies	SupplyHouse.com-CC	Floor Drain Gate	23.90
0	11/23/2016	Recreation Fund	Operating Supplies	Target- CC	AARP Driving Class Supplies	3.27
0	11/23/2016	Recreation Fund	Operating Supplies	Target- CC	Gym Supplies	6.88
0	11/30/2016	Recreation Fund	Operating Supplies	Target- CC	Storage Supplies	77.28
0	11/30/2016	Recreation Fund	Operating Supplies	Target- CC	Program Supplies	17.81
0	11/30/2016	Recreation Fund	Operating Supplies	Target- CC	Credit	-7.49
0	11/30/2016	Recreation Fund	Operating Supplies	Target- CC	Dance Supplies	17.12
0	11/30/2016	Recreation Fund	Operating Supplies	Target- CC	Dance Supplies	21.35
0	11/23/2016	Recreation Fund	Operating Supplies	Uline-CC	Recycling Supplies	421.61
0	11/30/2016	Recreation Fund	Operating Supplies	Walgreens-CC	Halloween Supplies	19.26
0	11/23/2016	Recreation Fund	Operating Supplies	Walmart-CC	Dance Recital Supplies	87.03
0	11/23/2016	Recreation Fund	Operating Supplies	Walmart-CC	Cleaning Supplies	44.36
0	11/23/2016	Recreation Fund	Operating Supplies	Walmart-CC	Dance Recital Supplies	83.41
0	11/23/2016	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec. Supplies	76.01
0	11/30/2016	Recreation Fund	Operating Supplies	Walmart-CC	Dance Supplies	188.72
0	11/30/2016	Recreation Fund	Operating Supplies	When I Work-CC	Monthly Fee	49.00
					Operating Supplies Total:	11,031.79
0	11/23/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	3,123.57
					PERA Employee Ded Total:	3,123.57
0	11/23/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	480.59
0	11/23/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	3,123.57
					PERA Employer Share Total:	3,604.16
0	11/23/2016	Recreation Fund	Professional Services	Craigslist-CC	Gymnastics Job Ad	35.00
0	11/23/2016	Recreation Fund	Professional Services	Employtest-CC	Employee Testing	100.00
0	11/23/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,311.00
0	11/23/2016	Recreation Fund	Professional Services	Midtown Global Market-CC	Summer Field Trip	50.00
0	11/30/2016	Recreation Fund	Professional Services	MN Transportation Museum-CC	Adult Trip	754.00
83932	11/23/2016	Recreation Fund	Professional Services	The Cleaning Authority	Cleaning Service	3,855.60
					Professional Services Total:	6,105.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Recreation Fund	Rental	MN State Fair-CC	Skate Park Storage	1,836.00
83919	11/23/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Toilet Rental	223.93
				Rental Total:		2,059.93
83894	11/23/2016	Recreation Fund	Sales Tax Payable	Rebecca Galkiewicz	Park Building Refund	10.31
				Sales Tax Payable Total:		10.31
0	11/23/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	1,964.97
				State Income Tax Total:		1,964.97
83885	11/23/2016	Recreation Fund	Training	Cool Air Mechanical, Inc.	Hazwoper Refresher Course	590.00
				Training Total:		590.00
83883	11/23/2016	Recreation Fund	Utilities	Comcast	Business Services	240.06
83883	11/23/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
83883	11/23/2016	Recreation Fund	Utilities	Comcast	Business Service	252.77
0	11/23/2016	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	563.07
0	11/23/2016	Recreation Fund	Utilities	Xcel Energy	Nature Center	469.12
0	11/23/2016	Recreation Fund	Utilities	Xcel Energy	Skating Center	13,491.51
				Utilities Total:		15,251.59
				Fund Total:		78,883.31
0	11/23/2016	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	5,194.46
				Employer Insurance Total:		5,194.46
83882	11/23/2016	Risk Management	Insurance	CNA Surety Direct Bill	City Manager Performance Bond	100.00
				Insurance Total:		100.00
83927	11/23/2016	Risk Management	Parks & Recreation Claims	SFM	Work Comp. Administration-Reissue	8.86
				Parks & Recreation Claims Total:		8.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83904	11/23/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: 21081	1,982.54
83927	11/23/2016	Risk Management	Police Patrol Claims	SFM	Work Comp. Administration-Reissue	716.99
83927	11/23/2016	Risk Management	Police Patrol Claims	SFM	Work Comp. Administration-Reissue	365.50
				Police Patrol Claims Total:		3,065.03
83927	11/23/2016	Risk Management	Professional Services	SFM	Work Comp. Administration-Reissue	30.00
				Professional Services Total:		30.00
83927	11/23/2016	Risk Management	Public Works Admin. Claims	SFM	Work Comp. Administration-Reissue	18.73
83927	11/23/2016	Risk Management	Public Works Admin. Claims	SFM	Work Comp. Administration-Reissue	178.00
				Public Works Admin. Claims Total:		196.73
				Fund Total:		8,595.08
83897	11/23/2016	Sanitary Sewer	Contractor Payments	Insituform Technologies USA, Inc	Sewer Lining	47,473.85
				Contractor Payments Total:		47,473.85
0	11/23/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	1,251.47
				Federal Income Tax Total:		1,251.47
0	11/23/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	793.21
0	11/23/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	185.52
				FICA Employee Ded. Total:		978.73
0	11/23/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	793.21
0	11/23/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	185.52
				FICA Employers Share Total:		978.73
83922	11/23/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	47.13
				HSA Employee Total:		47.13
0	11/23/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.11.2016 ICMA Defe	26.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					ICMA Def Comp Total:	26.25
83916	11/23/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	1,021.82
					Medical Ins Employee Total:	1,021.82
83916	11/23/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	2,707.09
					Medical Ins Employer Total:	2,707.09
83911	11/23/2016	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	222,011.54
					Metro Waste Control Board Total:	222,011.54
0	11/23/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	133.04
					MN State Retirement Total:	133.04
0	11/23/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	86.24
					MNDCP Def Comp Total:	86.24
0	11/23/2016	Sanitary Sewer	Operating Supplies	Menards-CC	Cleaning Supplies	6.14
0	11/30/2016	Sanitary Sewer	Operating Supplies	Menards-CC	Paint Supplies	84.38
0	11/23/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Hook Tool	8.99
0	11/30/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Silicone, Putty Knife	17.98
0	11/23/2016	Sanitary Sewer	Operating Supplies	Viking Industrial Center-CC	Hip Boots	322.74
					Operating Supplies Total:	440.23
0	11/23/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	864.74
					PERA Employee Ded Total:	864.74
0	11/23/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	864.74
0	11/23/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	133.04
					PERA Employer Share Total:	997.78
0	11/23/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	537.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	537.54
0	11/30/2016	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	52.00
					Telephone Total:	52.00
0	11/23/2016	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	870.87
					Utilities Total:	870.87
83873	11/23/2016	Sanitary Sewer	Wagner Lift Station	Bolton & Menk, Inc.	Wagner Sanitary Sewer Lift	190.00
					Wagner Lift Station Total:	190.00
					Fund Total:	280,669.05
0	11/23/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	108.82
					Federal Income Tax Total:	108.82
0	11/23/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	59.15
0	11/23/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	13.84
					FICA Employee Ded. Total:	72.99
0	11/23/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	59.15
0	11/23/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Em	13.84
					FICA Employers Share Total:	72.99
0	11/23/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	8.99
					MN State Retirement Total:	8.99
0	11/23/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	58.45
					PERA Employee Ded Total:	58.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	58.45
0	11/23/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	8.99
					PERA Employer Share Total:	67.44
0	11/23/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	48.95
					State Income Tax Total:	48.95
					Fund Total:	438.63
83913	11/23/2016	Storm Drainage	Contractor Payments	Minnesota Utilities & Excavating	Rain Garden Dig	1,712.00
					Contractor Payments Total:	1,712.00
0	11/23/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	1,093.21
					Federal Income Tax Total:	1,093.21
0	11/23/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	147.48
0	11/23/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	630.61
					FICA Employee Ded. Total:	778.09
0	11/23/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	147.48
0	11/23/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	630.61
					FICA Employers Share Total:	778.09
83922	11/23/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	53.84
					HSA Employee Total:	53.84
0	11/23/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.11.2016 ICMA Defe	52.50
					ICMA Def Comp Total:	52.50
83916	11/23/2016	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	227.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	227.17
83916	11/23/2016	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	1,599.15
					Medical Ins Employer Total:	1,599.15
0	11/23/2016	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.11.2016 Minnesota E	42.86
					Minnesota Benefit Ded Total:	42.86
0	11/23/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	100.11
					MN State Retirement Total:	100.11
0	11/23/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	63.51
					MNDCP Def Comp Total:	63.51
0	11/23/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	650.67
					PERA Employee Ded Total:	650.67
0	11/23/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	650.67
0	11/23/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	100.11
					PERA Employer Share Total:	750.78
0	11/23/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	446.18
					State Income Tax Total:	446.18
					Fund Total:	8,348.16
0	11/23/2016	Street Construction	Contractor Payments	American Engineering Testing, Inc.	Material Testing	4,088.90
					Contractor Payments Total:	4,088.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	4,088.90
0	11/23/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	554.97
					Federal Income Tax Total:	554.97
0	11/23/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	435.36
0	11/23/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	101.81
					FICA Employee Ded. Total:	537.17
0	11/23/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	101.81
0	11/23/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	435.36
					FICA Employers Share Total:	537.17
83922	11/23/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	9.13
					HSA Employee Total:	9.13
83916	11/23/2016	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	283.44
					Medical Ins Employee Total:	283.44
83916	11/23/2016	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	801.53
					Medical Ins Employer Total:	801.53
0	11/23/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	70.37
					MN State Retirement Total:	70.37
0	11/23/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	390.00
					MNDCP Def Comp Total:	390.00
0	11/23/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Employ	457.42

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	457.42
0	11/23/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	457.42
0	11/23/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	70.37
					PERA Employer Share Total:	527.79
0	11/23/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	246.18
					State Income Tax Total:	246.18
					Fund Total:	4,415.17
83878	11/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink Communications	Telephone	29.32
83877	11/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.50
83877	11/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.30
83898	11/23/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	354.54
					PSTN-PRI Access/DID Allocation Total:	534.66
					Fund Total:	534.66
83875	11/23/2016	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Twin Lakes Pkwy-Phase III	10,112.00
0	11/23/2016	TIF District #17-Twin Lakes	Contractor Payments	Forest Lake Contracting, Inc.	Twin Lakes Parkway Phase 3	500,214.56
					Contractor Payments Total:	510,326.56
					Fund Total:	510,326.56
83872	11/23/2016	Water Fund	Accounts Payable	MELISSA & WILLIAM BEAR	Refund Check	77.82
83874	11/23/2016	Water Fund	Accounts Payable	ERICK & CARA BOTHUN	Refund Check	456.35
83879	11/23/2016	Water Fund	Accounts Payable	PATRICIA CONNELLY & CHRIST	Refund Check	95.43
83890	11/23/2016	Water Fund	Accounts Payable	B.L. ELERT	Refund Check	137.44
83892	11/23/2016	Water Fund	Accounts Payable	ENTERPRISE RENT-A-CAR	Refund Check	73.94
83899	11/23/2016	Water Fund	Accounts Payable	DAVID & RACHEL JAHR	Refund Check	17.69
83903	11/23/2016	Water Fund	Accounts Payable	MATT LAW	Refund Check	69.01
83905	11/23/2016	Water Fund	Accounts Payable	CAROL LEBORIOUS	Refund Check	11.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83910	11/23/2016	Water Fund	Accounts Payable	CARLA MEINEKE	Refund Check	104.77
83912	11/23/2016	Water Fund	Accounts Payable	MARIANNE MICCO	Refund Check	160.50
83926	11/23/2016	Water Fund	Accounts Payable	JOE SCHEUNEMANN	Refund Check	69.35
83938	11/23/2016	Water Fund	Accounts Payable	WELLS FARGO HOME MORTGA	Refund Check	18.83
					Accounts Payable Total:	1,292.28
0	11/23/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Federal Inco	1,696.33
					Federal Income Tax Total:	1,696.33
0	11/23/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	271.90
0	11/23/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	1,162.75
					FICA Employee Ded. Total:	1,434.65
0	11/23/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 FICA Emplo	1,162.75
0	11/23/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.11.2016 Medicare Er	271.90
					FICA Employers Share Total:	1,434.65
83922	11/23/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.11.2016 HSA Emplo	109.13
					HSA Employee Total:	109.13
0	11/23/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.11.2016 ICMA Defe	48.75
					ICMA Def Comp Total:	48.75
83916	11/23/2016	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Nov 2016	751.11
					Medical Ins Employee Total:	751.11
83916	11/23/2016	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Nov 2016	3,305.92
					Medical Ins Employer Total:	3,305.92
0	11/23/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.11.2016 Post Employ	186.44
					MN State Retirement Total:	186.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/23/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.11.2016 MNDCP De	238.76
					MNDCP Def Comp Total:	238.76
83893	11/23/2016	Water Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	200.00
0	11/23/2016	Water Fund	Operating Supplies	USA Blue Book-CC	Fire Hydrant Gauge	218.99
					Operating Supplies Total:	418.99
0	11/23/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	1,211.95
					PERA Employee Ded Total:	1,211.95
0	11/23/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera Emplo	1,211.95
0	11/23/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.11.2016 Pera additio	186.44
					PERA Employer Share Total:	1,398.39
83937	11/23/2016	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Locating Service	252.70
					Professional Services Total:	252.70
0	11/23/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.11.2016 State Incom	726.91
					State Income Tax Total:	726.91
0	11/23/2016	Water Fund	Utilities	Xcel Energy	Water Tower	4,704.39
					Utilities Total:	4,704.39
0	11/23/2016	Water Fund	Water Meters	Harbor Freight Tools-CC	Click Torque	47.12
0	11/23/2016	Water Fund	Water Meters	Menards-CC	No Receipt-Ross	19.26
					Water Meters Total:	66.38
					Fund Total:	19,277.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Report Total:	1,359,876.25

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/2016
Item No.:8.b

Department Approval | City Manager Approval

Item Description: Approval of 2017 Business Licenses

BACKGROUND

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

Recycling Hauler License

Aspen Waste Systems
2951 Weeks Avenue SE
Minneapolis, MN 55414

Gene's Disposal Service, Inc.
5661 152nd Street N
Hugo, MN 55038

International Paper
2425 Terminal Road
Roseville, MN 55113

Keith Krupenny & Son Disposal Service, Inc.
1214 Hall Avenue
West St. Paul, MN 55118

Walter's Recycling and Refuse
2830 101st Ave
Blaine, MN 55449

Waste Management of Minnesota, LLC
DBA Waste Management
10050 Naples St NE
Blaine, MN 55449

Solid Waste Hauler License

Ace Solid Waste, Inc.
6601 McKinley Street NW
Ramsey, MN 55303

Aspen Waste Systems
2951 Weeks Avenue SE
Minneapolis, MN 55414

Gene's Disposal Service, Inc.
5661 152nd Street N
Hugo, MN 55038

Randy's Sanitation Inc.
DBA Randy's Environmental Services
PO BOX 169
4351 US HWY 12 SE
Delano, MN 55328

Ray Anderson & Son's Co, Inc
DBA Dumpster Box Services
930 Duluth St
St. Paul, MN 55106

Walter's Recycling and Refuse
2830 101st Ave
Blaine, MN 55449

Waste Management of Minnesota, LLC
DBA Waste Management
10050 Naples St NE
Blaine, MN 55449

Pawn Shop and Precious Metals Dealer License

Pawn America Minnesota, LLC
DBA Pawn America
1715 N Rice Street
Roseville, MN 55113

Massage Therapist License

Nancy Xiong
Massage Envy
2480 Fairview Ave N #120
Roseville, MN 55113

Gambling Exempt Permit
Church of St. Odilia
3495 Victoria St N
Shoreview, MN 55126

The Church of St. Odilia is hosting an event at Axel's (Radisson Hotel) located at 2450 Cleveland Ave N on February 13th. The church is a non-profit organization which will have Bingo and a Raffle.

The following businesses have not returned all of their application materials as of the writing of this RCA. However, we anticipate their return in the coming week. Staff recommends the Council approve the licenses subject to the remittance of all remaining application materials.

Recycling Hauler License
Lightning Disposal
1725 Meadow View Rd
Eagan, MN 55121

Neighborhood Recycling Corp
DBA Eureka Recycling
2828 Kennedy St NE
Minneapolis, MN 55413

Advanced Disposal Services
DBA Advanced Disposal
309 Como Ave
St. Paul, MN 55103

Highland Sanitation & Recycling Services
PO Box 10
Vermillion, MN 55085

Republic Services
DBA Allied Waste Services of the Twin Cities
4325 E 66th St
Inver Grove Heights, MN 55076

Solid Waste Hauler License
Advanced Disposal Services
DBA Advanced Disposal
309 Como Ave
St. Paul, MN 55103

Highland Sanitation & Recycling Services
PO Box 10

Vermillion, MN 55085

Republic Services
DBA Allied Waste Services of the Twin Cities
4325 E 66th St
Inver Grove Heights, MN 55076

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 applications and has determined that the applicant(s) meet all City requirements, with the exceptions noted above. Staff recommends approval of the licenses upon receipt of all outstanding application~~s~~ materials and payments.

REQUESTED COUNCIL ACTION

Motion to approve the business licenses upon receipt of all outstanding application~~s~~ materials and payments.

Prepared by:	Chris Miller, Finance Director	
Attachments:	A:	Applications – Waste & Recycling
	B:	City Code Chapter 309

Attachment A

ROSEVILLE

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

Solid Waste Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Ray Anderson & Sons Co. Inc

Business Address 930 Duluth St St Paul MN 55106

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

Business Phone 651-774-2550

Contact Person (Business Matters) Alicia DiCosimo

Email Address dumpsterboxservice@earthlink.net

Contact Person (Operational Matters) Alicia DiCosimo

Email Address dumpsterboxservice@earthlink.net

Emergency Contact Information
Contact Name: Ray Anderson Jr
Cell Phone: 651-308-4263

Alternate Contact Information: ______

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? X Yes ____ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

X Residential (single family, duplex, triplex, fourplex)

____ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

X Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 2

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

RAM - Wash - Energy Board

Construction/Demolition Debris

SKB Landfill

Yard Waste/Brush

compost

Organics

N/A

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
32 Gallon Service*	____ (per month)
64 Gallon Service*	____ (per month)
96 Gallon Service*	____ (per month)
Walk-up Service*	____ (per month)
Additional Garbage*	dumpster boxes only
Yard Waste*	____

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of $125.00, and a copy of the disposal facility disclosure form.

[signature]
Applicant's Signature

president
Title

Nov 10 - 2016
Date

ROSEVILLE

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

Solid Waste Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name ACE Solid Waste, Inc

Business Address 6601 McKinley St. NW, Ramsey MN 55303
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone 763-427-3110

Contact Person (Business Matters) Randall Triplett

Email Address RandallT@wasteconnections.com

Contact Person (Operational Matters) Randy Triplett

Email Address —

Emergency Contact Information
Contact Name: Randy Triplett
Cell Phone: 763-398-1824

Alternate Contact Information: ______

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? X Yes ____ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

✓ Residential (single family, duplex, triplex, fourplex)

✓ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

✓ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste ______

(over)

ACE
SOLID WASTE, INC.

Keeping It Clean

6601 McKinley Street NW, Ramsey, MN 55303

November 2016

Service Rates

Citizens highly value open competition for the privilege of serving their garbage collection needs. Freedom of choice and having the ability to switch service providers without government regulation are very important to residents.

Since 1955 we have been giving personalized service to individual homeowners based on their requests and demands. We have found customers make their buying decision on more than just price including type of company, company operations and personalized service. Our service is not a utility. Everyday, we work on the value proposition with our customers, trying to give them the personal service they demand at the best possible price.

Consequently in your community our fees are various and subject to customer demands and the competitive marketplace. Rates quoted for license purposes are available to residents but do not necessarily reflect the actual rates charged in the community due to the personalized nature of the service we provide. As with any business, the range of rates we provide have both a cap and a floor.

We work hard in every community we serve to educate our competition's customers through introductory rates and special offers in an effort to convert them to ACE. We then work equally hard to show them the ACE difference through a competitive price and personalized service.

Sincerely,

Randy Triplett
Sales Manager
763-398-1824
randy@acesolidwaste.com

Introductory Rates:

Base Service 32 gallons:	$12.49 per month
Base Service 63 gallons:	$12.99 per month
Base Service 96 gallons:	$14.99 per month
Walk Up Service:	$6.00 per month
Additional Garbage:	$5.00 per bag
Yard Waste:	$88.00 Annually

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

Great River Energy - Elk River
Elk River Landfill - Elk River
Blaine Transfer Station

Construction/Demolition Debris

RRT Processing Solutions

Yard Waste/Brush

RRT Processing Solutions

Organics

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
32 Gallon Service*	________ (per month)
64 Gallon Service*	________ (per month)
96 Gallon Service*	________ (per month)
Walk-up Service*	________ (per month)
Additional Garbage*	________
Yard Waste*	________

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of $125.00, and a copy of the disposal facility disclosure form.

Randy Triplett
Applicant's Signature

Sales
Title

11/21/16
Date

ROSEVILLE

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

Solid Waste Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Gene's Disposal Service Inc

Business Address 5661 152ND ST N Hugo, MN 55038

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

Business Phone 651-426-1224

Contact Person (Business Matters) LISA WEGLEITNER

Email Address genesdisposal@qwestoffice.net

Contact Person (Operational Matters) 612-414-4921 OR Gene 612-414-3925

Email Address ______

Emergency Contact Information

Contact Name: Gene OR LISA

Cell Phone: 612-414-3925 / 612-414-4921

Alternate Contact Information: 651-426-1224

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? X Yes ____ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

X Residential (single family, duplex, triplex, fourplex)

X Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

X Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 2

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

Newport MN

Construction/Demolition Debris

SKB
10304 Naples St NE
Blaine, MN 55444

Yard Waste/Brush

SKB

Organics

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
32 Gallon Service*	17.00 (per month)
64 Gallon Service*	18.99 (per month)
96 Gallon Service*	21.00 (per month)
Walk-up Service*	5.00 (per month)
Additional Garbage*	2.07
Yard Waste*	1.75

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of $125.00, and a copy of the disposal facility disclosure form.

Applicant's Signature

Owner
Title

11-11-16
Date

ROSEVILLE

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

Recycling Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Gene's Disposal Service Inc

Business Address 5661 152ND St N Hugo, MN 55038

Business Phone 651-426-1224

Contact Person LISA Wegleitner Email Address genesdisposal@qwestoffice.net

Emergency Contact Information 612-414-4921 OR Gene 612-414-3925

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☒ Residential ☒ Commercial ☒ Multifamily ☒ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables 2

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**	*Glass**	*Cans/Plastic**
Eureka Recycling	" "	" "
2828 Kenndy St NE		
Mpls, MN 55413		

*Office paper/Boxboard**	*Corrugated Cardboard**	*Other(please specify)*
" "	" "	

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of $125.00.

11-11-15	[signature]	Owner
Date	Applicant's Signature	Title

ROSEVILLE

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

Recycling Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Keith Klupenny & Son Disposal Service, INC

Business Address 1214 Mark Avenue, West St. Paul, MN. 55118

Business Phone 651-457-3680

Contact Person Keith or Kay Email Address kkdsinc@msn.com

Emergency Contact Information Keith # 612-749-1995 Michael # 651-755-6501

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☐Residential ☐Commercial ☐Multifamily ☐Industrial Rolloffs only 98% Demo Construction

Number of vehicles the applicant proposes to use in the collection of recyclables 3

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**	*Glass**	*Cans/Plastic**

*Office paper/Boxboard**	*Corrugated Cardboard**	*Other(please specify)*
	CardBoard - WestRock	Concrete - Rock - Danuel Inc.
		Metal - Northern Metal
		Wood - District Energy

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of $125.00.

10-31-16	Kay M. Klupenny	owner - Vice Pres.
Date	Applicant's Signature	Title

KEITH KRUPENNY & SON
DISPOSAL SERVICE, INC.
1214 Hall Avenue • West St. Paul, MN 55118
(651) 457-3680 • Fax (651) 457-1673
kkdsinc@msn.com • www.keithkrupennyrolloff.com
Family Owned & Operated

January 1, 2017

TO: ALL KKDS CUSTOMERS

In 1993 A Waste Management Act, Minnesota Statute 115A.9302 went into effect where we, the hauler, are to disclose to our customers where your waste is being disposed of from January 1, 2017 thru December 31, 2017.

You may be responsible for any liability that results from contamination at a facility where your waste has been deposited. Minnesota believes that its waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota may minimize your potential liability.

DEMOLITION
SKB Environmental, Inc.
13425 Courthouse Blvd
Rosemount, MN 55068
(651)438-1500
Permit#: SW-343

MIXED MUNICIPAL SOLID WASTE
RRT Newport
Refuse Derived Fuel Plant
100 Red Rock Road
Newport, MN 55055
(651)768-6600 / Permit#: SW-286

This MN.STATUTE 115A.9302 can be found at www.revisor.mn.gov/statutes

Please feel free to call if you have any questions.

Sincerely,

Kay M. Krupenny

Kay M. Krupenny
Keith Krupenny & Son Disposal Service, Inc.
651-457-3680
kkdsinc@msn.com

UPDATED 11-23-15

Keith Krupenny & Son Disposal Service, Inc.
1214 Hall Avenue, West St. Paul, MN 55118

Truck #2	97 Ford Louisville LT9513 VIN#: 1FDZS96DXVVA42536 Plate#: YAD0432 4 AXEL
Truck #6	04 Sterling LT9513 VIN#: 2FZHAZCG04AM99750 Plate#: YAR4635 4 AXEL
Truck #10	99 Ford Sterling LT9522 VIN#2FWYFSEB9XAF06645 Plate #YAY4847 3 AXEL

98% CONSTRUCTION/DEMOLITION - ROLL-OFFS ONLY

4YD	$ 172.00
6YD	$ 204.00
10YD	$ 258.00
15YD	$ 316.00
20YD	$ 374.00
30YD	$ 470.00
40YD	$ 580.00

NO - Routes
CALL - IN - Service only

ROSEVILLE

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

Solid Waste Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Walters Recycling & Refuse

Business Address 2830 101st Ave NE, Blaine, MN 55449
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone 763. 780. 8464

Contact Person (Business Matters) Mike Moroz

Email Address MikeM@waltersrecycling.com

Contact Person (Operational Matters) Matt Holland

Email Address matth@waltersrecycling.com

Emergency Contact Information
Contact Name: Matt Holland

Cell Phone: 763. 438. 6371

Alternate Contact Information: ______

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? X Yes ____ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

✓ Residential (single family, duplex, triplex, fourplex)

✓ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

✓ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 3

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

Walter's Recycling + Refuse
10191 Xylite St NE
Blaine Mn.

Construction/Demolition Debris

Dem Con (Blaine)
3280 99th Court NE
Blaine Mn.

Yard Waste/Brush

Walter's Recycling + Refuse
10191 Xylite St. NE
Blaine Mn.

Organics

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
32 Gallon Service*	19.15 (per month)
64 Gallon Service*	20.10 (per month)
96 Gallon Service*	21.10 (per month)
Walk-up Service*	N/C to SR's (per month)
Additional Garbage*	9.50 per extra cart
Yard Waste*	2017 Rate TBD

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of $125.00, and a copy of the disposal facility disclosure form.

Applicant's Signature

Director of Operations
Title

11. 17. 16
Date

ROSEVILLE

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

Recycling Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Walters Recycling & Refuse

Business Address 2830 101st Ave NE, Blaine, MN 55449

Business Phone 763. 780. 8464

Contact Person Matt Holland Email Address matth@waltersrecycling.com

Emergency Contact Information ↑ 763. 438. 6371

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☐ Residential ☑ Commercial ☑ Multifamily ☑ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables 1

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**	*Glass**	*Cans/Plastic**
Recycle America		
1800 Broadway ST N.E.	SAME	SAME
Minneapolis Mn.		

*Office paper/Boxboard**	*Corrugated Cardboard**	*Other(please specify)*
SAME	SAME	

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of $125.00.

11.17.16	[signature]	Director of Operations
Date	Applicant's Signature	Title

ROSEVILLE

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

Solid Waste Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Randy's Sanitation, Inc. DBA: Randy's Environmental Services

Business Address PO Box 169 4351 U.S. Hwy 12 SE Delano, Mn. 55328
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone (763) 972-3335

Contact Person (Business Matters) Rhonda Saler, Operations Coordinator

Email Address rsaler@randyssanitation.com

Contact Person (Operational Matters) same

Email Address "

Emergency Contact Information
Contact Name: Ben Roskowiak, Operations Manager

Cell Phone: (612) 919-0535

Alternate Contact Information: ______

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? ____ Yes X No Routes would continue in weekly order as situation Allowed.

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

N/A Residential (single family, duplex, triplex, fourplex)

✓ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

✓ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 8

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

see attached disclosure

Construction/Demolition Debris

see attached disclosure

Yard Waste/Brush

Organics Technology
3750 Washington Ave N.
Minneapolis

Organics

Brooklyn Park Transfer Station
and
S.E.T., Minnetrista, Mn.

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

N/A

Service	Cost
32 Gallon Service*	(per month)
64 Gallon Service*	(per month)
96 Gallon Service*	(per month)
Walk-up Service*	(per month)
Additional Garbage*	
Yard Waste*	

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of $125.00, and a copy of the disposal facility disclosure form.

Rhonda Saler
Applicant's Signature

Operations Coordinator
Title

11-15-16
Date

February 2016

Solid Waste Disclosure Form

Dear Customer:

The Waste Management Act, as amended in 1993, requires that a person who collects construction debris, industrial waste, or mixed municipal solid waste for transportation to a waste facility shall disclose annually to each waste generator from whom waste is collected the name, location, type of, and the number of the permit issued by the Minnesota Pollution Control Agency, or it's counterpart in another state, for the processing or disposal facility or facilities at which the waste will be deposited. The collector shall note both the primary facility at which the collector most often deposits waste and any alternative facilities regularly used by the collector. Pursuant to Minnesota Statute 115A.9302, Randy's Environmental Services hereby discloses that mixed municipal solid waste collected will be delivered to one of the following facilities during the time period January through December. If an additional facility becomes either a primary facility or an alternate facility during this period, the hauler is required to provide you with updated information within 30 days. In addition the Minnesota Legislature requires Minnesota waste haulers make the following disclosure to their customers:

"You may be responsible for any liability that results from contamination at the facility where your waste has been deposited. Minnesota believes that it's waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota may minimize your potential liability."

Hennepin (except Bloomington and Richfield), and Wright County Waste (for City Contracts see below)

*Primary - Spruce Ridge, 12755 137th St, Glencoe, MN 55336 Sanitary Landfill #SW6
*Primary - Hennepin Energy Resource Company, 505 6th Ave N, Minneapolis, MN 55405 Sanitary Landfill #SW396
*Secondary - Burnsville Sanitary Landfill Inc, 2650 W Cliff Rd, Burnsville, MN 55337 Sanitary Landfill #SW56
*Secondary - Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305

Carver County, Dakota County, Scott County, Bloomington and Richfield Waste

*Primary - Burnsville Sanitary Landfill Inc, 2650 W Cliff Rd, Burnsville, MN 55337 Sanitary Landfill #SW56
*Primary - Spruce Ridge, 12755 137th St, Glencoe, MN 55336 Sanitary Landfill #SW6
*Secondary - Hennepin Energy Resource Company, 505 6th Ave N, Minneapolis, MN 55405 Sanitary Landfill #SW396
*Secondary - Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305

Anoka and Sherburne County Waste

*Primary - Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305
*Secondary - Elk River Landfill. 22460 Highway 169 NW, Elk River, MN 55330 Sanitary Landfill #SW74

Ramsey, Washington County Waste

*Primary - Elk River Landfill. 22460 Highway 169 NW, Elk River, MN 55330 Sanitary Landfill #SW74
*Primary - Burnsville Sanitary Landfill Inc, 2650 W Cliff Rd, Burnsville, MN 55337 Sanitary Landfill #SW56
*Secondary - Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305

Randy's Environmental Services uses only properly licensed and permitted facilities which either meet or exceed all federal and state environmental regulations.

Disclaimer: Customers with other disposal needs will receive a disclosure under separate cover. All city contract disclosures are submitted to the City.

February 2016

Solid Waste Disclosure Form

Dear Customer:

The Waste Management Act, as amended in 1993, requires that a person who collects construction debris, industrial waste, or mixed municipal solid waste for transportation to a waste facility shall disclose annually to each waste generator from whom waste is collected the name, location, type of, and the number of the permit issued by the Minnesota Pollution Control Agency, or it's counterpart in another state, for the processing or disposal facility or facilities at which the waste will be deposited. The collector shall note both the primary facility at which the collector most often deposits waste and any alternative facilities regularly used by the collector. Pursuant to Minnesota Statute 115A.9302, Randy's Environmental Services hereby discloses that mixed municipal solid waste collected will be delivered to one of the following facilities during the time period January through December. If an additional facility becomes either a primary facility or an alternate facility during this period, the hauler is required to provide you with updated information within 30 days. In addition the Minnesota Legislature requires Minnesota waste haulers make the following disclosure to their customers:

"You may be responsible for any liability that results from contamination at the facility where your waste has been deposited. Minnesota believes that it's waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota may minimize your potential liability."

Rolloff Service Disposal:
****

Carver, Dakota, Hennepin, Ramsey, Scott, Washington and Wright County Waste
Burnsville Sanitary Landfill Inc., 2650 W Cliff Rd, Burnsville, MN 55337 Sanitary Landfill #SW-56
Elk River Landfill, 22460 Highway 169 NW, Elk River, MN 55330 Sanitary Landfill #SW-74
Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305
Hennepin Energy Resource Company, 505 6th Ave N, Minneapolis, MN 55405 Sanitary Landfill #SW-396
Spruce Ridge, 12755 137th St, Glencoe, MN 55336 Sanitary Landfill #SW-6

Anoka and Sherburne County Waste
Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305
Elk River Landfill, 22460 Highway 169 NW, Elk River, MN 55330 Sanitary Landfill #SW-74

Construction
Burnsville Sanitary Landfill, Inc. 2650 W Cliff Rd., Burnsville, MN 55337 Sanitary Landfill #SW-56
Dem-Con Landfill, Inc., 3601 W 130th Street, Shakopee, MN 55379 Sanitary Landfill #SW-290
Elk River Landfill, 22460 Highway 169 NW, Elk River, MN 55330 Sanitary Landfill #SW-74
Spruce Ridge, 12755 137th St, Glencoe, MN 55336 Sanitary Landfill #SW-6
Advanced Disposal Services Rolling Hills Landfill, Inc., 175 Co. Rd. 37 NE, Buffalo, MN 55313 Sanitary Landfill #SW-60
Vonco II LLC, 15000 140th Ave SE, Becker, MN 55308 Sanitary Landfill #SW-580

Randy's Environmental Services uses only properly licensed and permitted facilities which either meet or exceed all federal and state environmental regulations.

ROSEVILLE

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

Recycling Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name INTERNATIONAL PAPER

Business Address 2425 TERMINAL ROAD

Business Phone

Contact Person NICHOLAS JENSEN Email Address NICHOLAS.JENSEN@IPAPER.COM

Emergency Contact Information 651-635-1405 JEANEEN.POZNIAK@IPAPER.COM

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☐ Residential ☑ Commercial ☐ Multifamily ☑ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables 5

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**	*Glass**	*Cans/Plastic**

*Office paper/Boxboard**	*Corrugated Cardboard**	*Other(please specify)*

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of $125.00.

11/10/2016	11/10/16	GENERAL MANAGER
Date	Applicant's Signature	Title

ROSEVILLE

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

Recycling Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Aspen Waste Systems, Inc.

Business Address 2951 Weeks Avenue S.E Minneapolis, MN 55414

Business Phone 612-884-8000

Contact Person Thor Nelson Email Address

Emergency Contact Information Thor Nelson 612-884-8000

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☐ Residential ☑ Commercial ☑ Multifamily ☑ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**	*Glass*	*Cans/Plastic**
Pioneer Paper	Waste Management	Waste Management

*Office paper/Boxboard**	*Corrugated Cardboard**	*Other(please specify)*
Pioneer Paper	Pioneer Paper	Single sort - Eureka

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of $125.00.

11-15-16 Date

[signature] Applicant's Signature

COO Title

ROSEVILLE

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

Solid Waste Hauler License Application

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Aspen Waste Systems, Inc.

Business Address 2951 Weeks Avenue SE. Minneapolis, MN 55414
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone 612-884-8000

Contact Person (Business Matters) Thor Nelson

Email Address

Contact Person (Operational Matters) Tracy Bottas

Email Address

Emergency Contact Information
Contact Name: Thor Nelson

Cell Phone: 612-884-8000 (commercial dispatch)

Alternate Contact Information: Alex Fang

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? ✓ Yes ____ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

✓ Residential (single family, duplex, triplex, fourplex)

✓ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

✓ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 6

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

HERC

SKB-Malcolm

Newport

Construction/Demolition Debris

SKB-Malcolm

Yard Waste/Brush

SKB-Malcolm

Organics

Brooklyn Park-Transfer

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
~~32~~ 35 Gallon Service*	20.91 (per month)
~~64~~ 65 Gallon Service*	24.15 (per month)
~~96~~ 95 Gallon Service*	27.37 (per month)
Walk-up Service*	4.90 + tax (per month)
Additional Garbage*	\$2-\$6 + fee depending on size
Yard Waste*	\$3.25/bag + fsc or \$79.95 + fsc for unlimited for season

*These services are required to be offered in Roseville.

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of \$125.00, and a copy of the disposal facility disclosure form.

[signature]
Applicant's Signature

COO
Title

11-15-16
Date

ROSEVILLE

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

Solid Waste Hauler License Application

JR 10 31

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Waste Management of Minnesota, Inc

Business Address 10050 Naples St NE Blaine MN 55449
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone 952-890-1100

Contact Person (Business Matters) Greg Revering 763-783-5438

Email Address greverin@wm.com

Contact Person (Operational Matters) Greg Revering

Email Address greverin@wm.com

Emergency Contact Information
Contact Name: Greg Revering

Cell Phone: 763-783-5438

Alternate Contact Information: ____

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? X Yes ____ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

X Residential (single family, duplex, triplex, fourplex)

X Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

X Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 8

(over)

Name and address of each transfer station, disposal facility and composting facility used for each of the following: (attach additional pages if needed)

Garbage

Newport - RRT
2901 Maxwell Ave
Newport MN 55055

Construction/Demolition Debris

Advanced Disposal
309 Como Ave
St Paul MN 55103

Yard Waste/Brush

Malcolm - SKB
630 Malcolm Ave SE
Mpls MN 55414

Organics

Include a copy of the disclosure form used to inform customers of the disposal facilities used by the applicant.

Residential Customer Rates

Please include all relevant taxes and fees including surcharges.
These will be published and otherwise made available to residents.

Service	Cost
32 Gallon Service*	12.00 (per month)
64 Gallon Service*	13.00 (per month)
96 Gallon Service*	14.00 (per month)
Walk-up Service*	12.00 (per month)
Additional Garbage*	Varies
Yard Waste*	7.00 mth.

*These services are required to be offered in Roseville.

* prices are subject to change

I have been provided with a copy of the City of Roseville Solid Waste Collection Ordinance and understand that violation of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, the fee of $125.00, and a copy of the disposal facility disclosure form.

Applicant's Signature

Sr. Dist Manager
Title

11/17/16
Date

ROSEVILLE

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

Recycling Hauler License Application

10-31

Fee Due: $125.00 Year 2017 (License will be for January 1 to December 31.)

Business Name Waste Management of Minnesota, Inc.

Business Address 10050 Naples St NE Blaine MN 55449

Business Phone 952-890-1100

Contact Person Greg Revering Email Address greverin@wm.com

Emergency Contact Information Same

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☑ Residential ☑ Commercial ☑ Multifamily ☑ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables 1

Name and address of companies or materials recovery facility where recyclables will be delivered:

*Newsprint**	*Glass**	*Cans/Plastic**
WM - Twin Cities MRF	Same	Same
1800 Broadway Ave NE		
Mpls Mn 55416		

*Office paper/Boxboard**	*Corrugated Cardboard**	*Other(please specify)*
Same	Same	Same

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of $125.00.

11/17/16 — Date

[signature] — Applicant's Signature

Sr. Dist. Manager — Title

WASTE MANAGEMENT

Waste Disclosure Notice

Waste Management of MN only disposes of waste at facilities that are fully permitted and licensed. These facilities are fully compliant with all Local, State and Federal regulations governing financial and environmental protection.

Waste Management of Minnesota complies with specific disposal requirements found in our Service Agreements and County Waste Delivery Agreements.

The disposal facilities used for the Twin Cities area are:

Hennepin County
H.E.R.C.
505-6th Ave N
Minneapolis, MN 55406
SW-396

Central Disposal Landfill
21265-430th St
Lake Mills, IA 50450
95-SDP-172P

Burnsville Landfill
2650 West Cliff Rd
Burnsville, MN 55337
SW-056

Elk River Landfill
22406 Highway 169 NW
Elk River, MN 55330
SW-074

GRE - Elk River
10700-165th Ave NW
Elk River, MN 55330
SW-305

RRT - Newport
2901 Maxwell Ave
Newport, MN 55055
SW-286

RRT - Empire
16454 Blaine Ave
Rosemount, MN 55068
SW-601

Spruce Ridge Landfill
12755-137th St
Glencoe, MN 55336
SW-006

Minnesota State Statute 115A.9302 requires that we provide you with the following statement verbatim:

"You may be responsible for any liability that results from contamination at a facility where your waste has been deposited. The State of Minnesota believes that its waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota may minimize your potential liability. Some of the landfills to which your waste may be sent during the current calendar year are not Minnesota landfills."

Printed on recycled paper

CITY OF ROSEVILLE
FINANCE DEPARTMENT, LICENSE DIVISION
APPLICATION FOR
PAWN SHOP AND PRECIOUS METALS DEALER

Part I – General Information

For license year January 1, 2017 through December 31, 2017

NEW ________ RENEWAL X

Directions: Please complete the application with a typewriter or by printing in ink. If the application is by a natural person, by such person; if by a corporation, by an officer thereof; if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer thereof.

1. Name of Applicant: Pawn America Minnesota LLC
(Name of individual/partnership/corporation/association)

2. Name under which applicant will be doing business, business address, and telephone number:

Full Name: Pawn America
Last First Middle

Business Address: 1715 N Rice St, Roseville, MN 55113
Street City State ZIP

Business Telephone: 651 487-1595

3. Type of Applicant:

____Individual ____Partnership ____Corporation ____Association

X Other (Please explain): Limited Liability Company

4. Type of License Applicant Seeks:

Pawn Shop	$10,000 per year
Precious Metal Dealer	$10,000 per year
* Pawn Shop & Precious Metal Dealer	$13,000 per year

5. Please provide the following information of the manager, proprietor, or other agent in charge of the individual's, corporation's or association's premises to be licensed:

Name: Rixmann Bradley K.
Last First Middle

Date of Birth:

Personal Address:

Personal Telephone:

6. If applicant is an individual (If not, skip to next section):

Name: ______
Last First Middle

Date of Birth: ______

Personal Address: ______
Street City State ZIP

Personal Telephone: ______

Business Address: ______
Street City State ZIP

Business Telephone: ______

7. If applicant is a partnership, list information for each member with an interest in the partnership and indicate who will be the managing partner (If not, skip to next section):

The managing partner will be: ______

A. Name: ______
Last First Middle

Date of Birth: ______ Interest______%

Personal Address: ______
Street City State ZIP

Personal Telephone: ______

Business Address: ______
Street City State ZIP

Business Telephone: ______

LLC - List Attached

8. If the applicant is a corporation or association, give the following information (If not, skip to next section):

   A. Name of Corporation/Association: ______

      State of Incorporation or Association: ______

      Branch Address: ______
      Street City State ZIP

      Branch Telephone Number: ______

      Home Office Address: ______
      Street City State ZIP

      Home Office Telephone Number: ______

   B. Please provide the following information for all officers of the corporation or association:

      President:
      Name: ______
      Last First Middle

      Date of Birth: ______

      Personal Address: ______
      Street City State ZIP

      Personal Telephone: ______

      Vice President
      Name: ______
      Last First Middle

      Date of Birth: ______

      Personal Address: ______
      Street City State ZIP

      Personal Telephone: ______

      Secretary
      Name: ______
      Last First Middle

      Date of Birth: ______

      Personal Address: ______
      Street City State ZIP

      Personal Telephone: ______

Treasurer

Name: ______________________________
Last First Middle

Date of Birth: ______________________________

Personal Address: ______________________________
Street City State ZIP

Personal Telephone: ______________________________

C. Please provide the following information for all persons who singly or together with their spouse and his or her parents, brothers, sisters, or children, own or control an interest in said corporation or association in excess of five (5) percent:

1. Name: List Attached
   Last First Middle

   Date of Birth: ______________ Interest ________%

   Personal Address: ______________________________
   Street City State ZIP

   Personal Telephone: ______________________________

2. Name: ______________________________
   Last First Middle

   Date of Birth: ______________ Interest ________%

   Personal Address: ______________________________
   Street City State ZIP

   Personal Telephone: ______________________________

3. Name: ______________________________
   Last First Middle

   Date of Birth: ______________ Interest ________%

   Personal Address: ______________________________
   Street City State ZIP

   Personal Telephone: ______________________________

4. Name: ______________________________
   Last First Middle

   Date of Birth: ______________ Interest ________%

   Personal Address: ______________________________
   Street City State ZIP

   Personal Telephone: ______________________________

10. Address(es) at which you have lived during the preceding five years (begin with present or last address, and work back):

Number and Street	City, State, Zip	Dates

11. Kind, name, and location of every business or occupation you have been engaged in during the preceding five years. (Begin with present business and work back).

Business or Occupation	Business Address	Nature of Work

owned and operated Pawn America Minnesota LLC since 1991. List of Pawn America locations attached.

12. Names and addresses of your employers and partners, if any, for the preceding five years. (Begin with the present or most recent and work back).

Employers or Partners	Business Address	Dates
See #11		

13. Have you ever been convicted of any felony, crime or violation of any ordinance other than traffic? If **yes**, give information as to the time, place and offense for which convictions were had. If **no**, please indicate so. Do not leave this section blank.

NO

14. Have you ever been engaged as an employee, or in operating a pawn shop or precious metal dealer, or other business of a similar nature? If yes, give information as to the time, place and length of time:

Pawn America 1991 to present.

List of locations attached.

15. Have you ever been in military service? Yes______ No X
If yes, was discharge(s) ever other than honorable? Yes_____ No______
(Upon request, you may be required to exhibit all discharges)

16. Are you directly or indirectly interested in other establishments in the City of Roseville to which a license of the same kind has been issued? Yes______ No X

17. What is the amount of investment that you will have in the business, building, premises, fixtures, furniture, stock in trade, etc., and what was the source of such money? (You must be prepared to furnish proof of the source of such money).

$ 1.1 M

Pawn America

18. Have you had any interest in any previous pawn shop or precious metal dealer license that was revoked, suspended, or not renewed? Yes______ No X
If yes, explain in detail:

19. Have you ever individually or with others made application for a pawn shop or precious metal dealer license, and had such application denied? Yes______ No X
If yes, explain in detail:

I, Bradley K. Rixmann; being duly sworn, depose and confirm that the preceding statements are true and correct, and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested is sufficient cause for denial or revocation of a license; that I am voluntarily submitting this application with full knowledge that Minnesota law provides that any person making false oath shall be guilty of perjury.

Signature

Chief Manager
Title

Subscribed and sworn to before me this 14 day of NOV in the year 2016.

ROBIN FRANKE
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2021

(Please Stamp Here)

Robin Franke
Notary Public

County of Hennepin

My Commission expires Jan 31, 2021

ROSEVILLE

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

Massage Therapist License

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

1. Full Legal Name (Please Print) Xiong (Last) Nancy (First) (Middle)

2. Home Address

3. Telephone (

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

5. Email Address

6. Driver's License Number

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.

10. **Name** and **address** of the licensed Massage Therapy Establishment at which you expect to be employed:
2480 Fairview Ave N #120, Roseville, MN, 55113
Massage Envy

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
Xyes plymouth MN

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? **If yes, explain in detail on the back of this page.**

☒ Yes ☐ No ☐ N/A

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.

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. (Note: Background checks may take up to 30 days to complete.)

Signature Nancy Xiong Date 11/30/2016

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 (prorated quarterly)
Make checks payable to: City of Roseville

I stopped working for massage envey in plymouth so i didnt feel the need to renew my License .

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: Church of St. Odilia

Previous Gambling Permit Number: X-62107

Minnesota Tax ID Number, if any: 24942

Federal Employer ID Number (FEIN), if any: 41-0837655

Mailing Address: 3495 Victoria St. N

City: Shoreview State: MN Zip: 55126 County: Ramsey

Name of Chief Executive Officer (CEO): Fr. Phillip J. Rask

Daytime Phone: 651-484-6681 Email: rask@stodilia.org

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): Axels Roseville

Address (do not use P.O. box): 2450 Cleveland Ave North

City or Township: Roseville Zip: 55113 County: Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing): February 13, 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: $________)**

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number 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: ______________________

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: __________
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Phillip J. Rask, Vice President, Pastor

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: 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.

ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS

OFFICE OF THE CHANCELLOR FOR CIVIL AFFAIRS

May 20, 2014

Reverend Phillip Rask, Pastor
Church of St. Odilia
3495 Victoria Street North
Shoreview, MN 55126-3813

Dear Father Rask:

The Church of St. Odilia, of Shoreview, Minnesota, a Minnesota religious parish corporation, is a tax exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code by reason of a Group Ruling issued to the United States Conference of Catholic Bishops by the Internal Revenue Service on June 12, 2013, which is the latest annual update in a series that began with the original determination of March 25, 1946. A copy of the 2013 Group Ruling is enclosed. The Group Exemption Number is 0928.

The Group Ruling provides that any organizations listed in the *Official Catholic Directory* for 2013 as being an agency, instrumentality and educational, charitable and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, are tax exempt.

The Church of St. Odilia, of Shoreview, Minnesota is listed in the *Official Catholic Directory* for 2013. A copy of the page from the directory showing that listing is enclosed.

If you have any questions about the tax exempt status, please contact me.

Thank you.

Best regards,

Joseph F. Kueppers
Chancellor for Civil Affairs

Enclosures

226 Summit Avenue | Saint Paul, MN 55102-2197 | T: 651.291.4405 | F: 651.290.1629 | www.archspm.org | kueppersj@archspm.org

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: June 12, 2013

Person to Contact:
Roger Meyer ID# 0110429
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
53-0196617
Group Exemption Number:
0928

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your June 5, 2013, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2013*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2013* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. *See* IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Cindy Thomas

Cindy Thomas
Manager, Exempt Organizations
Determinations

·ALABAMA·COLORADO·ARIZONA·MAINE·TEXAS·UTAH·ALASKA·
·IOWA·LOUISIANA·WISCONSIN·TENNESSEE·IDAHO·

CALIFORNIA·MICHIGAN·MINNESOTA·MISSISSIPPI·MISSOURI·WEST VIRGINIA·NEW YORK·NEVADA
NORTH DAKOTA·PENNSYLVANIA·SOUTH CAROLINA·SOUTH DAKOTA·MARYLAND·ARKANSAS

1817 2014

The Official Catholic Directory

Anno Domini

2014

Published Annually by
P. J. Kenedy & Sons

GEORGIA·DELAWARE·ILLINOIS·KANSAS·NORTH CAROLINA·OREGON·NEBRASKA·KENTUCKY
NEW HAMPSHIRE·NEW JERSEY·NEW MEXICO·CONNECTICUT·FLORIDA·MASSACHUSETTS

·INDIANA·OKLAHOMA·RHODE ISLAND·MONTANA·
·HAWAII·WASHINGTON·VIRGINIA·VERMONT·WYOMING·OHIO·

Archdiocese of St. Paul and Minneapolis

(Archidioecesis Paulopolitana et Minneapolitana)

Most Reverend

HARRY J. FLYNN, D.D.

Archbishop Emeritus of Saint Paul and Minneapolis; ordained May 28, 1960; appointed Coadjutor of Lafayette April 19, 1986; episcopal ordination June 24, 1986; appointed Bishop of Lafayette May 13, 1989; appointed Coadjutor Archbishop of Saint Paul and Minneapolis February 22, 1994; succeeded to the See September 8, 1995; retired May 2, 2008. *Office: 226 Summit Ave., St. Paul, MN 55102.* Tel: 651-291-4420; Fax: 651-291-4549.

Most Reverend

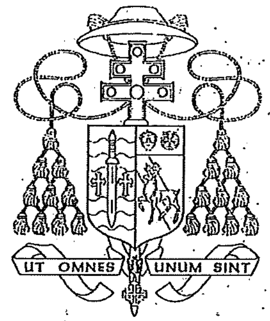
ANDREW H. COZZENS

Auxiliary Bishop of Saint Paul and Minneapolis ordained May 31, 1997; appointed Auxiliary Bishop of Saint Paul and Minneapolis and Titular Bishop of Bisica October 11, 2013; episcopal ordination December 9, 2013. *Office: 226 Summit Ave., St. Paul, MN 55102.* Tel: 651-291-4521; Fax: 651-290-1637. Email: bishopcozzens@archspm.org.

Most Reverend

JOHN C. NIENSTEDT, S.T.D., D.D.

Archbishop of Saint Paul and Minneapolis; ordained July 27, 1974; appointed Auxiliary Bishop of Detroit June 12, 1996; episcopal ordination July 9, 1996; appointed Bishop of New Ulm June 12, 2001; installed August 6, 2001; appointed Coadjutor Archbishop of Saint Paul and Minneapolis April 24, 2007; succeeded to the See May 2, 2008. *Office: 226 Summit Ave., St. Paul, MN 55102.* Tel: 651-291-4511; Fax: 651-291-4549.



Chancery: 226 Summit Ave., St. Paul, MN 55102. Tel: 651-291-4400; Fax: 651-290-1629.

Web: www.archspm.org

Email: chancery@archspm.org

Most Reverend

LEE ANTHONY PICHÉ

Auxiliary Bishop of Saint Paul and Minneapolis; ordained May 26, 1984; appointed Auxiliary Bishop of Saint Paul and Minneapolis and Titular Bishop of Tamata May 27, 2009; episcopal ordination June 29, 2009. *Office: 226 Summit Ave., St. Paul, MN 55102.* Tel: 651-291-4521; Fax: 651-290-1637. Email: bishoppiche@archspm.org.

Square Miles 6,187.

Diocese Established, July 19, 1850. Archdiocese Established, May 4, 1888.

Comprises the following twelve Counties of the State of Minnesota: Ramsey, Hennepin, Anoka, Carver, Chisago, Dakota, Goodhue, Le Sueur, Rice, Scott, Washington and Wright.

Corporate Title: The Archdiocese of Saint Paul and Minneapolis.

For legal titles of parishes and archdiocesan institutions, consult the Chancery.

STATISTICAL OVERVIEW

Personnel	
Archbishops	1
Retired Archbishops	1
Auxiliary Bishops	2
Priests: Diocesan Active in Diocese	269
Priests: Diocesan Active Outside Diocese	14
Priests: Diocesan in Foreign Missions	2
Priests: Retired, Sick or Absent	109
Number of Diocesan Priests	394
Religious Priests in Diocese	73
Total Priests in Diocese	467
Extern Priests in Diocese	23
Ordinations:	
Diocesan Priests	10
Transitional Deacons	5
Permanent Deacons in Diocese	182
Total Brothers	48
Total Sisters	580
Parishes	
Parishes	188
With Resident Pastor:	
Resident Diocesan Priests	163
Resident Religious Priests	20
Without Resident Pastor:	
Administered by Priests	5
Missions	2
Closed Parishes	7
Professional Ministry Personnel:	
Brothers	11
Sisters	42
Lay Ministers	1,881
Welfare	
Catholic Hospitals	4
Total Assisted	192,216
Health Care Centers	2
Total Assisted	34,773
Homes for the Aged	7
Total Assisted	1,238
Day Care Centers	1
Total Assisted	74
Educational	
Seminaries, Diocesan	2
Students from This Diocese	169
Students from Other Diocese	68
Diocesan Students in Other Seminaries	3
Seminaries, Religious	1
Students Religious	20
Total Seminarians	192
Colleges and Universities	2
Total Students	15,244
High Schools, Diocesan and Parish	2
Total Students	759
High Schools, Private	10
Total Students	7,559
Elementary Schools, Diocesan and Parish	79
Total Students	22,575
Elementary Schools, Private	2
Total Students	189
Catechesis/Religious Education:	
High School Students	11,672
Elementary Students	33,796
Total Students under Catholic Instruction	91,986
Teachers in the Diocese:	
Priests	5
Brothers	4
Sisters	46
Lay Teachers	2,075
Vital Statistics	
Receptions into the Church:	
Infant Baptism Totals	7,679
Minor Baptism Totals	304
Adult Baptism Totals	269
First Communions	8,342
Confirmations	7,746
Marriages:	
Catholic	1,150
Interfaith	638
Total Marriages	1,788
Deaths	4,295
Total Catholic Population	825,000
Total Population	3,238,832

Former Bishops—Rt. Rev. JOSEPH CRETIN, D.D., cons. Jan. 26, 1851; died Feb. 22, 1857; Most Revs. THOMAS L. GRACE, O.P., D.D., cons. July 24, 1859; resigned July 31, 1884; named Titular Bishop of Menith, and later, Titular Archbishop of Siunia; died Feb. 22, 1897; JOHN IRELAND, D.D., cons. Dec. 21, 1861; Bishop of Maronea, and Coadjutor to; died Sept. 25, 1918; THOMAS L. GRACE, O.P., D.D., succeeded to the See of St. Paul, July 31, 1884; appt. Archbishop, May 15, 1888; died Sept. 25, 1918; AUSTIN DOWLING, D.D., Archbishop of St. Paul; ord. June 24, 1891; appt. Bishop of Des Moines, Iowa, Jan. 31, 1912; cons. April 25, 1912; Nominated Archbishop of St. Paul, Feb. 1, 1919; died Nov. 29, 1930; JOHN GREGORY MURRAY, S.T.D., ord. April 14, 1900; appt. Titular Bishop of Flavias, Auxiliary to the Bishop of Hartford, Nov. 15, 1919; cons. April 28, 1920; transferred to the Diocese of Portland, May 29, 1925; appt. Archbishop of St. Paul, Oct. 29, 1931; died Oct. 11, 1956; WILLIAM O. BRADY, D.D., Archbishop of St. Paul; ord. Dec. 21, 1923; appt. Bishop of Sioux Falls, June 10, 1939; cons. Aug. 24, 1939; appt. Titular Archbishop of Selymbria and Coadjutor "cum jure successionis" of St. Paul, June 16, 1956; succeeded to See, Oct. 11, 1956; died Oct. 1, 1961; LEO C. BYRNE, D.D. Coadjutor Archbishop "cum jure successionis" of Saint Paul and Minneapolis ord. June 10, 1933; appt. titular Bishop of Sabidia and Auxiliary of St. Louis, May 21, 1954; cons. June 29, 1954; transferred to Wichita, "cum jure successionis" 1961; appt. Apostolic Administrator of Wichita, Feb. 25, 1963; promoted to St. Paul and Minneapolis, Aug. 2, 1967; died Oct. 21, 1974; LEO BINZ, D.D., ord. March 15, 1924; appt. Titular Bishop of Pinara and Coadjutor Bishop of Winona, Nov. 21, 1942; cons. Dec. 21, 1942; Titular Archbishop of Silyum and Coadjutor to the Archbishop of Dubuque "cum jure successionis," Oct. 15, 1949; Archbishop of Dubuque, Dec. 2, 1954; appt. Archbishop of Saint Paul, Dec. 16, 1961; resigned May 21, 1975; died Oct. 9, 1979; JOHN R. ROACH, D.D., Archbishop of St. Paul and Minneapolis; ord. June 8, 1946; appt. Titular Bishop of Cenae and Auxiliary Bishop of St. Paul and Minneapolis, July 12, 1971; cons. Sept. 8, 1971; appt. Archbishop of St. Paul and Minneapolis, May 21, 1975; resigned Sept. 8, 1995; died July 11, 2003; HARRY J. FLYNN, D.D., ord. May 28, 1960; appt. Coadjutor of Lafayette April 19, 1986; cons. June 24, 1986; appt. Bishop of Lafayette May 13, 1989; appt. Coadjutor Archbishop of Saint Paul and Minneapolis Feb. 22, 1994; appt. Archbishop of Saint Paul and Minneapolis Sept. 8, 1995; retired May 2, 2008.

Chancery—226 Summit Ave., St. Paul, 55102. Tel: 651-291-4400; Fax: 651-290-1629.

Office of the Archbishop—Most Rev. JOHN C. NIENSTEDT; Rev. MICHAEL J. KRENIK, Asst. to the Archbishop; Ms. DEB THIELEN, Administrative Asst. to the Archbishop. Tel: 651-291-4511; Fax: 651-291-4549. Email: thielend@archspm.org.

Office of the Auxiliary Bishop and Vicar General—

Blessed Sacrament, St. Paul.
—St. Vincent de Paul (1888) [CEM] Merged with Cathedral of Saint Paul.

OUTSIDE METROPOLITAN ST. PAUL

Cottage Grove, Washington Co., Church of St. Rita (1966) Rev. Richard A. Banker; Deacons John Nicklay; Steve Koop.
8694 80th St. S., 55016. Tel: 651-459-4596; Fax: 651-459-5364. Email: stritas@saintritas.org. Web: www.saintritas.org.
Catechesis/Religious Program—Students 374.

Little Canada, Ramsey Co., St. John of Little Canada (1851) [CEM] Rev. Thomas J. Balluff.
Office: 380 Little Canada Rd., 55117. Tel: 651-484-2708; Fax: 651-484-0567. Email: info@stjohnoflc.org. Web: www.stjohnsoflc.org.
School—Saint John's School of Little Canada, (Grades PreK-8), 2621 McMenemy St., 55117. Tel: 651-484-3038; Fax: 651-481-1355. Mary Kay Rowan, Prin.; Jan Truhler, Librarian. Lay Teachers 16; Students 214.
Catechesis/Religious Program—Tel: 651-484-0048; Fax: 651-288-3233. Students 118.

Mahtomedi, Washington Co., St. Jude of the Lake (1939) Rev. Cory J. Rohlfing.
Office: 700 Mathomedi Ave., 55115. Tel: 651-426-3245; Fax: 651-653-3554. Web: www.stjudeofthelake.org.
School—(Grades K-8), 600 Mahtomedi Ave., 55115. Tel: 651-426-2562; Fax: 651-653-3662. Mrs. Cressy Epperly, Prin. Lay Teachers 12; Students 128.
Catechesis/Religious Program—Students 349.

Maplewood, Ramsey Co.
1—Holy Redeemer (1880), (Italian), Merged See St. Peter, North St. Paul.
2—St. Jerome (1940) Rev. Cletus Basekela.
Church & Office: 380 Roselawn Ave. E., 55117. Tel: 651-771-1209; Fax: 651-771-3466. Email: secretary@stjerome-church.org. Web: www.stjerome-church.org.
School—(Grades PreK-8), 384 E. Roselawn Ave., 55117. Tel: 651-771-8494; Fax: 651-771-3466. Laurie Sherman, Prin. Sisters 1; Lay Teachers 8; Students 153.
Catechesis/Religious Program—Students 49.
3—Presentation of the Blessed Virgin Mary (1946) Most Rev. Lee Piche, Parochial Admin.; Deacon Michael Martin Jr.
Mailing Address: 1725 Kennard St., 55109. Tel: 651-777-8116; Fax: 651-777-8743. Web: www.presentationofmary.org.
School—(Grades K-8), 1695 Kennard St., 55109. Tel: 651-777-5877; Fax: 651-777-8283. Email: pipector@presentationofmary.org. Michael Rogers, Prin.; Kerrie Bahr, Librarian. Lay Teachers 10; Students 210.
Catechesis/Religious Program—Fax: 651-777-8743. Students 111.

Mendota, Dakota Co., St. Peter (1840) [CEM] Rev. Joseph G. Gallatin.
1405 Hwy. 13, P.O. Box 50679, 55150. Tel: 651-452-4550; Fax: 651-456-0646. Email: church@stpetersmendota.org. Web: www.stpetersmendota.org.
See Faithful Shepherd Catholic School, Eagan under Elementary Schools, Consolidated, Parochial located in the Institution section.
Catechesis/Religious Program—Students 137.

New Brighton, Ramsey Co., St. John the Baptist (1906) [CEM] Revs. Michael C. Skluzacek; Nicholas VanDenBroeke; Deacons Gary Schneider; Rodney Palmer; Peter D'Heilly.
Office: 835 2nd Ave., N.W., 55112. Tel: 651-633-8333; Fax: 651-633-7404. Email: stjohnsnb@pclink.com. Web: www.stjohnnb.com.
School—(Grades K-8), 845 2nd Ave., N.W., 55112. Tel: 651-633-1522. Ann Laird, Prin.; Michelle Gloer, Librarian. Lay Teachers 22; Students 408.
Catechesis/Religious Program—Tel: 651-633-1640; Fax: 651-633-7404. Students 248.

North St. Paul, Ramsey Co., St. Peter (1888), (Italian), [CEM] Rev. William Deziel, O.S.C.; Deacons Robert Anthony Bisciglia; Gregg Sroder.
2600 N. Margaret St., North Saint Paul, 55109. Tel: 651-777-8304; Fax: 651-777-0497.
School—(Grades PreK-8), 2620 Margaret St., N., North Saint Paul, 55109. Alison Frank, Prin. Lay Teachers 16; Students 226.
Catechesis/Religious Program—Tel: 651-777-1231. Students 190.

Oakdale, Washington Co.
1—Guardian Angels (1885) [CEM] Rev. Rodger Bauman; Deacon Mick Humbert.
Mailing Address: 8260 4th St. N., 55128. Tel: 651-738-2223; Fax: 651-738-2453. Web: www.guardian-angels.org.
Preschool—Lay Teachers 8; Students 120.
Catechesis/Religious Program—Students 443.
2—Transfiguration (1939) Rev. William J. Baer.
Office: 6133 15th St. N., 55128. Tel: 651-738-2646; Fax: 651-501-2230. Web: www.transfigurationmn.org.
School—(Grades K-8), 6135 15th St. N., 55128. Tel: 651-501-2220; Fax: 651-501-2268. Jan Heuman, Prin. Lay Teachers 22; Students 333.
Catechesis/Religious Program—Students 168.

Roseville, Ramsey Co.
1—Corpus Christi (1939) Rev. Robert J. Fitzpatrick; Deacon Glenn Skuta.
Mailing Address: 2131 Fairview Ave., N., 55113-5499. Tel: 651-639-8888; Fax: 651-639-8288. Email: office@churchofcorpuschristi.org. Web: www.churchofcorpuschristi.org.
Catechesis/Religious Program—Students 133.
2—St. Rose of Lima (1939) Rev. Robert J. Fitzpatrick.
Office: 2048 N. Hamline Ave., 55113. Tel: 651-645-9389; Fax: 651-646-4187. Web: saintroseoflima.net.
School—(Grades PreSchool-8), 2072 Hamline Ave. N., 55113. Tel: 651-646-3832; Fax: 651-647-6437. Tina Monosmith, Prin. Lay Teachers 13; Students 173.
Catechesis/Religious Program—Tel: 651-646-8029; Fax: 651-646-4187. Students 123.

Shoreview, Ramsey Co., St. Odilia (1960) Revs. Phillip J. Rask; James E. Peterson, Parochial Vicar.
3495 N. Victoria St., 55126. Tel: 651-484-6681; Fax: 651-484-0780. Web: www.stodilia.org.
School—(Grades K-8) Tel: 651-484-3364; Fax: 651-415-3395. Brian Ragatz, Prin.; Molly Conway, Librarian. Lay Teachers 29; Students 548.
Catechesis/Religious Program—Students 723.

West St. Paul, Dakota Co.
1—St. Joseph (1942) Revs. Michael Creagan; Leonard Andrie, Parochial Vicar; Deacon Jerry Scherkenbach.
Mailing Address: 1154 Seminole Ave., 55118. Tel: 651-457-2781; Fax: 651-451-1272. Web: www.churchofstjoseph.org. Email: jeri.nulty@churchofstjoseph.org.
School—(Grades PreSchool-8), 1138 Seminole Ave., 55118. Tel: 651-457-8550; Fax: 651-457-0780. Web: www.stjosephwsp.org. Jane Nordin, Prin.; Sally McNamera, Librarian. Lay Teachers 35; Students 480.
Catechesis/Religious Program—Tel: 651-457-8841. Students 359.
2—St. Michael (1868) Rev. Michael L. Rudolph.
Church & Office: 337 E. Hurley St., 55118. Tel: 651-457-2334; Fax: 651-451-1668.
Catechesis/Religious Program—Tel: 651-457-0172. Students 4.

White Bear Lake, Ramsey Co.
1—St. Mary of the Lake (1881) [CEM] Rev. Ralph W. Talbot Jr.
Office: 4690 Bald Eagle Ave., 55110. Tel: 651-429-7771; Fax: 651-429-9539. Email: contactus@stmarys-wbl.org. Web: www.stmarys-wbl.org.
School—(Grades PreK-8), 4690 Bald Eagle Ave., 55110. Patrick Gallivan, Prin. Lay Teachers 12; Students 249.
Catechesis/Religious Program—Tel: 651-429-8001. Students 461.
2—St. Pius X (1954) Rev. Joseph Jerome Bambenek; Deacon Thomas L. Semlak.
Mailing Address: 3878 Highland Ave., 55110. Tel: 651-429-5337; Fax: 651-429-5339. Email: parish@stpiusx-wbl.org. Web: www.stpiusx-wbl.org.
School—(Grades PreSchool-8) Tel: 651-429-5338; Fax: 651-429-9359. Email: kgroettum@spxhf-wbl.org. Web: www.spxhf-wbl.org. Danny Kieffer, Prin. Lay Teachers 12; Students 111.
Catechesis/Religious Program—Tel: 651-762-3634. Email: sgutowski@stpiusx-wbl.org. Students 128.

Woodbury, Washington Co., Saint Ambrose of Woodbury (1998) Revs. Thomas J. Walker; Mark J. Joppa.
Office: 4125 Woodbury Dr., 55129-9627. Tel: 651-768-3030; Fax: 651-714-9257.
School—(Grades K-8) Tel: 651-768-3000. Cheri Gardner, Prin.; Tim Demco, Librarian. Lay Teachers 36; Students 735.
Catechesis/Religious Program—Tel: 651-768-3011. Students 1,739.

METROPOLITAN MINNEAPOLIS

(Hennepin County)

1—St. Albert the Great (1935) Rev. Joseph P. Gillespie, O.P. In Res., Revs. Cornelius A. Kilroy, O.P.; James A. Spahn, O.P.; Paul J. Johnson, O.P.; Bro. William E. (Kevin) Carroll, O.P.
Office: 2836-33rd Ave. S., 55406. Tel: 612-724-3643; Fax: 612-722-9726. Email: info@saintalberthegreat.org. Web: www.saintalbertthegreat.org.
Res.: 2833 32nd Ave. S., 55406. Tel: 612-724-3644; Fax: 612-724-5057.
See Risen Christ Catholic School, Minneapolis under Elementary Schools, Consolidated, Parochial located in the Institution section.
Catechesis/Religious Program—Students 50.
2—All Saints (1916), (Polish), Revs. Peter Bauknecht, F.S.S.P.; Simon Harkins, F.S.S.P., Parochial Vicar.
435 4th St., N.E., 55413. Tel: 612-379-4996. Web: www.fsspminneapolis.org.
See Pope John Paul II Catholic School, Minneapolis under Elementary Schools, Consolidated, Parochial located in the Institution section.
Catechesis/Religious Program—See St. Boniface, Minneapolis for details., Tel: 612-379-2761; Fax: 612-676-1532.
3—St. Anne (1884) Merged See Church of St. Anne-St. Joseph Hien.
4—Annunciation (1922) Rev. James R. Himmelsbach; Deacons Joseph Damiani; Sean Curtan.
Mailing Address: 509 W. 54th St., 55419. Tel: 612-824-9993; Fax: 612-824-9915. Web: www.annunciation.org.
Worship Site: Visitation—4530 Lyndale Ave. S., 55419.
School—(Grades K-8), 525 W. 54th St., 55419-1818. Tel: 612-823-4394; Fax: 612-824-0998. Mary Ann Pearson, Pres.; Sandra Nesvig, Prin. Lay Teachers 27; Students 426.
Catechesis/Religious Program—Tel: 612-824-9993, Ext. 260. Students 92.
5—St. Anthony of Padua (1849) Merged into Holy Cross, Minneapolis on 7/1/2013.
6—Ascension (1890) Rev. Michael O'Connell.
Mailing Address: 1723 Bryant Ave. N., 55411. Tel: 612-529-9684; Fax: 612-529-7618.
School—(Grades K-8), 1726 Dupont Ave. N., 55411. Tel: 612-521-3600; Fax: 612-522-3862. Dorwatha Woods, Prin. Lay Teachers 21; Students 297.
Catechesis/Religious Program—Tel: 612-521-7454; Fax: 612-529-3343. Students 127.
7—St. Austin (1937) Merged with St. Bridget, Minneapolis.
8—The Basilica of St. Mary Co-Cathedral (1907) Rev. John M. Bauer; Deacon Roger Carlson.
Mailing Address: P.O. Box 50010, 55405-0010. Office: 88 N. 17th St., 55403-1295. Tel: 612-333-1381; Fax: 612-333-7230. Email: bsm@mary.org. Web: www.mary.org.
Catechesis/Religious Program—Tel: 612-317-3473. Students 278.
9—St. Boniface (1858), (German), Revs. Mark H. Wehmann; Jules Omba Omalanga.
629 Second St., N.E., 55413. Tel: 612-379-2761; Fax: 612-676-1532. Email: boniface1858@usfamily.net. Web: www.stbonifaceminneapolis.org.
See Pope John Paul II Catholic School, Minneapolis under Elementary Schools, Consolidated, Parochial located in the Institution section.
Catechesis/Religious Program—This is a shared program with Holy Cross, Minneapolis., Tel: 612-379-2451. Students 50.
10—St. Bridget (1915) Very Rev. Anthony M. Criscitelli, T.O.R.; Deacon Richard Heineman.
3811 Emerson Ave. N., 55412. Tel: 612-529-7779; Fax: 612-529-8451. Email: info@stbridgetnorthside.org.
Additional Worship Site: Church of St. Austin—4050 Upton Ave. N., 55412.
Catechesis/Religious Program—Students 49.
11—St. Charles Borromeo (1938) Revs. Paul A. LaFontaine; Brian J. Park, Parochial Vicar; Deacon Stephen Najarian. In Res., Rev. Mark B. Dosh (Retired).
Office & Res.: 2739 Stinson Blvd., N.E., St. Anthony, 55418-3124. Tel: 612-781-6529; Fax: 612-787-1170.
School—(Grades K-8), 2727 Stinson Blvd., St. Anthony, 55418-3124. Tel: 612-781-2643; Fax: 612-787-1110. Email: stcbschool@gmail.com. John Hartnett, Prin.; Terry McDonald, Librarian. Lay Teachers 19; Students 290.
Catechesis/Religious Program—Students 148.
12—Christ the King (1938) [JC] Rev. Dale J. Korogi.
Church & Office: 5029 Zenith Ave. S., 55410. Tel: 612-920-5030; Fax: 612-926-0283. Web: www.ctk-mpls.org.
See Carondelet Catholic School under Elementary Schools, Consolidated, Parochial located in the Institution section
Catechesis/Religious Program—Students 208.
13—Church of Gichitwaa Kateri (2008), (Native American), (Quasi-Parish Native American) Rev. Michael Tegeder, Chap.; Deacon Joseph Damiani.
Church & Office: 3045 Park Ave. S., 55407-1517. Tel: 612-824-7606; Fax: 612-824-7616. Web: katericommunity.org.
Catechesis/Religious Program—Students 19.
14—Church of St. Anne - St. Joseph Hien (1884/1987), (Vietnamese), Revs. Ignatius Nguyen Dai Kinh, C.M.C.; Hilary M. Nhuan Tran, C.M.C.

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: 12/05/2016
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
Information Tech.	Software House Int'l	Email threat protection services	(a)	$ 14,000.00	$ 40,392.00	Budget
Fire	Motorola Solutions	800mz radio replacements		80,000.00	79,691.00	CIP
Parks	Precision Landscape	EAB Program	(b)	25,000.00	10,000.00	Budget

Comments/Description:

a) Roseville's share of the cost is approximately $7,400. The remainder is paid for by Metro I-Net partnering agencies.
b) Includes treatment and removal of EAB-infested trees on public property.

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

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

Attachment A

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

Updated October 31, 2016

2016 Summary of Scheduled CIP Items

	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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/5/2016
Item No.: 8.d

Department Approval	City Manager Approval

Item Description: Consider Not Waiving Statutory Liability Limits for 2017

BACKGROUND

Minnesota Statute 466.04 states that liability of any municipality on any one claimant shall not exceed $500,000 when the claim is for death, wrongful act, or omission; and shall not pay more than $1,500,000 for claims arising out of a single occurrence.

State Statute provides municipalities the opportunity to waive the individual statutory limit to better accommodate claimants that may have been harmed by the City's actions or negligence. However, by waiving the statutory limit there is no limit on the settlement a claimant(s) may receive, and the waiver would apply to all claims. The City's Liability Insurance provider requires a formal action by the City Council designating its intentions.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Waiving the statutory limits would create greater risk and carry the potential for higher insurance payouts on claims brought against the City.

STAFF RECOMMENDATION

Staff recommends the Council NOT waive the Statutory Liability Limits for 2017.

REQUESTED COUNCIL ACTION

Motion to NOT waive the Statutory Liability Limits for 2017.

Prepared by: Chris Miller, Finance Director
Attachments: A: N/A

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: December 5, 2016 Item No.: 8.e

Department Approval

City Manager Approval

Item Description: Confirm Citizen Advisory Commission Reappointment/Appointment Schedule

BACKGROUND

The City has seven standing commissions. Commissions advise the City Council on specific actions and offer citizens a way to provide input on issues of importance. The Council annually appoints citizens to the commissions.

The City Council requests interviews, re-appoints Commissioners and/or declares vacancies on the standing Commissions. At the December 6, 2004 City Council meeting, the Council passed a resolution limiting Commissioners to two consecutive, three-year terms and requiring Commissioners to reapply for reappointment to a second term. The resolution states that "A. No later than sixty days….the Council will consider whether to interview the commissioner; if two council members request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council. B. Should the Council determine that the individual merits reappointment, that person will be reappointed."

The commission application process has been refined over the years to recruit the best candidates for commissions. To ensure availability for interviews, staff includes the interview dates in the Requests for Council Actions and in news releases and website postings. By including the interview date in the notices, candidates can plan to be available that day.

Once the application deadline closes, staff determines the number of applicants and sets interview times. Candidates are notified by email and a follow up phone call. If we do not receive confirmation, staff sends a letter confirming the interview date and time.

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2017:

<u>Community Engagement</u>

Chelsea Holub – eligible and requests reappointment
Michelle Manke – eligible and requests reappointment
Amber Sattler – not interested in reappointment

In addition, Theresa Gardella and Scott Becker are resigning from the Community Engagement Commission. Ms. Gardella's term runs through March 31, 2019. Mr. Becker's term runs through March 31, 2019.

Finance Commission

Matt Harold - eligible and requests reappointment
Edwin Hodder - eligible and requests reappointment
John Murray – eligible and requests reappointment

In addition, Rao Konidena is resigning from the Finance Commission. His term runs through March 31, 2018.

Human Rights Commission

Edward Johnson - eligible and requests reappointment:
Molli Slade – not interested in reappointment

Parks and Recreation Commission

Lee Diedrick – not eligible for reappointment
Terrance Newby – eligible and requests reappointment

Planning Commission

Michael Bogusewski – not eligible for reappointment
James Daire – eligible and requests reappointment

Police Civil Service Commission

Zoe Jenkins – not eligible for reappointment

Public Works, Environment and Transportation Commission

Sarah Brodt-Lenz – not interested in reappointment
Brian Cihacek – eligible and requests reappointment

Applications for commissioners who wish to be reappointed will be available at the January 9 Council meeting.

Staff will contact commission chairs to get recommendations of reappointments. Staff will also get commissioners' attendance records for the previous 12 months.

REQUESTED COUNCIL ACTION

Confirm Citizen Advisory Commission Reappointment/Appointment Process – two options: with interviewing commissioners requesting reappointment and without interviewing commissioner requesting reappointment.

Schedule if commissioners are interviewed for reappointment

- January 9 – Applications from commissioners seeking reappointment will be included in Council packet. Council may reappoint and/or determine which commissioners to interview. If no commissioners are to be interviewed, staff will begin advertising the vacancies using the deadlines below.
- January 23 – Interview returning commissioners (if applicable).
- January 30 – Consider applications of commissioners who were re-interviewed, and reappoint and/or declare vacancies. Authorize staff to advertise for commission vacancies with a March 7 deadline for applications.
- March 13 – Interview commission applicants before regular meeting. Start time depends upon how many applicants to be interviewed.
- March 20 – Appoint applicants to fill vacancies.

Schedule if commissioners are not interviewed for reappointment

- January 9 – Applications from commissioners seeking reappointment will be included in Council packet. Consider applications of commissioners who were re-interviewed, and reappoint and/or declare vacancies. Authorize staff to advertise for commission vacancies with a February 20 deadline for applications.
- February 27 – Interview commission applicants before regular meeting. Start time depends upon how many applicants to be interviewed.
- March 13 – Appoint applicants to fill vacancies.

Prepared by: **Carolyn Curti, Communications Specialist**
Attachments: A: Resolution 10782

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 25th day of January, 2010, at 6:00 p.m.

The following members were present: Pust, Roe, Johnson, Ihlan and Klausing,

and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

Resolution No. 10782

(supersedes Resolution 10266)

Reappointment Process and Term Limits Policy
Roseville Citizen Advisory Commissions

WHEREAS, the City of Roseville has six standing Advisory Commissions: Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville's quality of life;

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council hereby adopts a Reappointment and Term Limit Policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Pust, Roe, Johnson, Ihlan and Klausing,

and the following voted against the same: none.

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 25th day of January, 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25th day of January, 2010.

____
William J. Malinen, City Manager

(Seal)

RESOLUTION ADOPTED: 1/25/2010

CITY OF ROSEVILLE

REAPPOINTMENT PROCESS AND TERM LIMITS POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has six standing Advisory Commissions:, Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT:

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

PROCEDURE STATEMENT:

I.

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc., on any standing Advisory Commission, the following procedure will be used.

A. When a Commission vacancy occurs the City Council, at a regular meeting, will establish a deadline for receiving applications and the date of the Council Meeting to interview the applicants. The time between the application deadline and the interviews shall be no more 30 days.

B. Commission vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review at least two times before the application deadline. Vacancies will also be advertised on Cable Television and posted on the City Hall Bulletin Board.

C. Applications received after the deadline will not be accepted.

D. Names of applicants and applications will be provided to the City Council and the public after the application deadline.

E. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council Meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in "B": above.

F. Applicants will be interviewed by the City Council. The Chair or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.

G. If a new vacancy occurs after an application deadline and before an appointment is made, a new application process will be used as described in this procedure.

H. The City Council will make the appointments at the first Council meeting following interviews.

I. Advisory Commission Applications shall be kept on file for one year. If during that year a vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.

II.

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring shall be contacted in writing and directed to complete a written application for reappointment if they desire to be reappointed. For persons seeking reappointment, the Council shall be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. At that time, the Council will consider whether to interview the commissioner; if two councilmembers request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council

B. Should the Council determine that the individual merits reappointment, that person will be reappointed.

C. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies ad described in I. above.

APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Sections I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

TERM LIMITS

Members of all Advisory Commissions may serve a maximum of two full consecutive three-year terms. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote determines that reappointment is in the best interest of such Commission and the City.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Agenda Date: 12/5/2016
Agenda Item: 8.f

Department Approval

City Manager Approval

Item Description: Authorize staff to enter into a professional services contract with Kimley-Horn to lead an update of the subdivision code **(PROJ-0042)**

BACKGROUND

On September 19, 2016, the City Council enacted an interim ordinance (i.e., a moratorium) prohibiting creation of parcels for new residential development through the "minor subdivision" process defined in the Subdivision Code. The interim ordinance was adopted with the understanding that the Subdivision Code, and Minor Subdivision section, was due for updating. The moratorium is set to expire on March 18, 2017, or upon the adoption of revised minor subdivision regulations addressing the reasons for enacting the interim ordinance; if necessary, the moratorium may be extended up to an additional six months beyond March 18, 2017, to allow more time to appropriately update the minor subdivision ordinance.

PLANNING DIVISION COMMENTS

The Subdivision Code as a whole has been in need of update, at least since the adoption of the 2030 Comprehensive Plan; an update is still required to ensure that the subdivision regulations are in line with the goals and policies of the comprehensive plan, much like the zoning code update that was completed in 2010. The Planning Division believes, however, that the bulk of the existing subdivision regulations, which were adopted in 1956 to provide for the orderly physical development of a community that was substantially undeveloped, are less appropriate for a community that has become almost completely built-out in the intervening 60 years. Subdivision regulations that were suitable for platting large tracts of open or agricultural land with many lots and new street rights-of-way are less well suited to guiding current applications, which predominantly involve further subdivision of individual parcels, transferring small parcels of land from one lot to an abutting neighbor, or aggregating groups of smaller parcels into larger lots for redevelopment. Beginning in early 2014, Planning Division staff made attempts to research current best practices and draft appropriate updates to subdivision code regulations, but due to workload and capacity constraints, the Planning Division has only been able to respond with text amendments to the code in reaction to applications received.

The Planning Division budgeted to hire a consultant to lead this process, with the intent to begin the update in 2017. Staff has requested proposals from consultants to lead a process of updating the whole subdivision code, including the minor subdivision regulations, at once, ideally completing the update before the moratorium expires.

Staff received five proposals, with a wide range of scopes and an average price of $21,675, and found that the proposal from Kimley-Horn and Associates, Inc. (Kimley-Horn) identified the most appropriate work plan at a cost of $19,500, which falls within the Community Development Department's budget of approximately $20,000 for updating the Subdivision Code in 2017. Generally, the proposal involves the following steps which can be completed by mid-March:

- creating a detailed outline describing how and why a new subdivision code would resemble or differ from the existing regulations; staff would present this outline to the Planning Commission and City Council for feedback and guidance
- drafting the revised subdivision code based on the intermediate feedback to the proposed outline
- presenting the draft subdivision code at a public hearing and revising the draft according to the Planning Commission's recommendation after the public hearing
- presenting the final draft ordinance to City Council for final action
- making any required changes specified by City Council action on the ordinance

A detailed, draft scope of work has been provided in the consultant's proposal, and this information is the basis for the Standard Agreement for Professional Services. The proposal references Kimley-Horn's professional services agreement, but Kimley-Horn and the City Attorney have agreed on the terms of Roseville's Standard Agreement for Professional Services. Therefore, the standard agreement, supported by Kimley-Horn's detailed scope of work and cost, is included with this RCA for Council approval.

REQUESTED ACTION

Authorize staff to enter into a Standard Agreement for Professional Services with Kimley-Horn to lead an update of the subdivision code based on the detailed scope of services.

Attachment: A. Standard Agreement for Professional Services, with scope of work and costs as Exhibits to the agreement

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

BLloyd

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the 8th day of December, 2016, between the City of Roseville, a municipal corporation (hereinafter "City"), and Kimley-Horn and Associates, Inc., a domestic corporation (hereinafter "Consultant").

Preliminary Statement

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

The City and Consultant agree as follows:

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

2. ***Term.*** The term of this Agreement shall be from December 8, 2016, through June, 6, 2017, 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 under 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 Michael Lamb ("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 Cont~~r~~acts 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. The Consultant shall have the right to terminate this Agreement upon seven (7) days notice to the City upon breach by the City of any of its obligations under this Agreement. 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.*** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, Councilmembers, officers, agents, employees, and

representatives harmless from and against all liability, claims, damages, costs, judgments, losses, and expenses, including but not limited to reasonable attorney's fees, to the extent caused by the negligent acts of the Consultant, its officers, agents, employees, contractors, and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. ***Insurance.***

A. General Liability. Prior to starting the Work, 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 a negligent act, error, or omission of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of $19,500.00.

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: __________________________________

Exhibit A

Scope of Services

Task 1 – Kick-off Meeting

We will meet with city staff to discuss the project and to clarify/confirm the scope of work as well as needs and issues that should be addressed. This first meeting will include time to interview staff to get a better understanding of the desired revisions and depth of the technical changes to be made and to hold a staff department roundtable to review issues and suggestions. These meetings are proposed to occur on the same day, back-to-back.

- Meeting with city staff (1)
- Meeting with department staff (1)

Task 2 – Best Practices and Case Studies

We will research best practices and three to five applicable case studies.These will serve as good examples that may suggest how desired development and design character might be used in the code. We will meet with city staff to review and discuss and rely on GIS mapping support from the city staff to analyze development, subdivision and lot patterns.

- Summary memo of best practices and case studies
- Meeting with city staff (1)

Task 3 – Annotated Outline

We will prepare an annotated outline including definitions, principal subject areas, design standards, administration, and enforcement. The outline will be prepared with discussion and input from staff before presentation to planning commission and city council.

- Meeting with city staff (1)

Task 4 – Draft Code

Based on the interview, feedback, and a single round of comments (compiled and summarized by the client) from city and department staff we will prepare a first draft for review and discussion with city staff. After review, we will incorporate comments and edits into a revised draft for distribution internally for department staff review and comment. City staff will receive department comments and coordinate with Kimley-Horn. Once these comments are incorporated we will prepare a draft for planning commission review.

- Meeting with city staff (2)
- First draft and revised draft (1) of Title 11 document

Task 5 – Planning Commission meeting

Kimley-Horn will attend one (1) Planning Commission meeting and present the draft code for comment and discussion. Based on comments we will make revisions to the draft prior to a presentation to the City Council.

- Meeting with city staff (1)

- Planning Commission meeting (1)

Task 6 – City Council Meeting
Kimley-Horn will attend one (1) City Council meeting and present the draft code for discussion and approval and/or revision.

- Meeting with city staff (1)
- City Council meeting (1)

Task 7 – Final Document Code Title 11
Kimley-Horn will incorporate comments from the planning commission and City Council into a file document that staff will submit to the city council for approval. Document will be delivered as a Word document and in a suitable web-ready format.

- Deliver final document (1)

Additional meetings, as needed and/or requested, will be billed at current hourly rates.

Schedule

We will provide our services with the goal of meeting the following, general schedule:

- November – Selection and notice to proceed
- November – Conduct Task 1, Task 2, and begin Task 3
- December – Begin Task 3
- January – Complete Task 3 begin Task 4
- February – Task 4; present to Planning Commission (Task 5) and City Council (Task 6)
- March – Task 7, deliver final code document in editable format

*Final scope and schedule is subject to review and approval by the City and Kimley-Horn.

Exhibit B

Fee and Expenses

Kimley-Horn will perform the services detailed above on a lump sum basis as detailed below. The total lump sum amount to complete the scope as defined here is $19,500, excluding expenses beyond necessary and customary items (mileage, copies, etc.). Any additional information needed to deliver the scope will be identified and approved by the client prior to incurring the expense. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

Redacted text pertains to Kimley-Horn's professional services agreement, which has been replaced with Roseville's Standard Agreement for Professional Services.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/16
Item No.: 8.g

Department Approval

City Manager Approval

Item Description: Consider the Issuance of a Premises Permit for Amvets Post 1 to Conduct Lawful Gambling Activities at 2480 Fairview Avenue (Lucky's 13 restaurant)

BACKGROUND

Amvets Post 1, a non-profit service organization, has submitted an application to conduct lawful gambling activities at the Lucky's 13 restaurant located at 2480 Fairview Avenue in Roseville.

Permitting requirements are set forth in City Code Section 304, and State Statute, Chapter 349. Lawful gambling is permitted in the City if the organization meets the following criteria:

a) Is licensed by the State Gambling Control Board
b) Is a tax exempt organization pursuant to 501(c) of the internal revenue code
c) Maintains a business address within the city
d) Complies with all other requirements as set forth in City Code and State Statute

The applicant currently meets all local requirements, although licensing by the State is contingent upon local approval.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends approval.

REQUESTED COUNCIL ACTION

Motion to approve the attached resolution granting a premises permit for Amvets Post 1, subject to successful background checks.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution Granting the Premise Permit Application
B: Premise Permit Application

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 5th day of December 2016 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION APPROVING A LAWFUL GAMBLING PREMISE PERMIT TO AMVETS POST 1

WHEREAS, the Amvets Post 1 organization has applied for a lawful gambling premise permit to conduct lawful gambling activities at 2480 Fairview Avenue; and

WHEREAS, Amvets Post 1 has met the local permit requirements as specified in City Code, Section 304.

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

The City of Roseville hereby approves the premise permit application of Amvets Post 1 to conduct lawful gambling activities at 2480 Fairview Avenue.

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a 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)
) SS
County of Ramsey)

I, 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 5th day of December, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of December, 2016.

____

Patrick Trudgeon
City Manager

Seal

Attachment B

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 (Roseville)

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.

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: [signature]	Date: 10-17-16	Signature of Organization Official (Lessee): [signature]	Date: 10/17/16
Print Name and Title of Lessor: Charles Burrows		Print Name and Title of Lessee: 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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Agenda Date: 12/5/2016
Agenda Item: 10.a

Department Approval | City Manager Approval

Item Description:	Request by City of Roseville to amend City Code Chapter 1004 (Residential Districts) to revise regulations pertaining to the quantity of built improvements allowed on properties in the LDR-2 zoning district **(PROJ0017)**

APPLICATION INFORMATION

Applicant:	City of Roseville
Property Owner:	N/A
Open House Meeting:	N/A
Application Submission:	N/A
City Action Deadline:	N/A

PLANNING COMMISSION ACTION

The Planning Commission held the public hearing for this application on November 2, 2016, and voted 7 – 0 to recommend approval of the proposed zoning text amendment.

ZONING AMENDMENT ANALYSIS

In August 2016, the City Council passed an ordinance increasing the amount of impervious surfaces allowed on lots zoned LDR-2 from 30% to 35% and, while the amendment was being considered, the Council directed Planning Division staff to initiate a further amendment of this part of the code to reduce the amount of overall "improvement area' (i.e., development potential, essentially) of LDR-2 lots.

As contemplated in the zoning code, a property's allowed improvement area is the amount of built improvements permitted, regardless of whether those improvements are impervious or otherwise. This is intended to limit the overall intensity of development on a property after it has reached the permitted amount of impervious surfaces; decks, permeable patios or paths, arbors, and so on are subject to the improvement area limit even if they are built in a way that isn't impervious. Planting beds and similar landscaped areas are not constrained by the improvement area limit. The current zoning provision, incorporated with the comprehensive zoning code update in 2010, limits an LDR-2 property to 70% coverage by this kind of built improvements, and the City Council instructed staff to lower that allowance to 50% to match the limit for LDR-1 properties.

The desire to further limit built improvements in the LDR-2 district was primarily discussed in the context of lots for single-family, detached homes because the aesthetic expectations for single-family neighborhoods are generally believed to include more “open” or “green” space than neighborhoods of more-dense housing types. Single-family, detached homes are permitted development types in three zoning districts: LDR-1, LDR-2, and MDR. Minimum lot sizes for single-family, detached homes decrease across these districts, and the size of the homes is generally expected to shrink along with lot sizes. The LDR-1, LDR-2, and MDR zoning districts were intended to allow for an increasing proportion of improvement area in an effort to ensure that the lots remained reasonably developable even as the lot sizes approached the minimum standards in their respective districts.

This intent is reflected in early drafts of the LDR-1 and -2 and MDR district regulations, although these earliest drafts still utilized limits only on impervious surfaces, as had traditionally been the case. The draft of the LDR-1 district carried forward the 30% limit of the former R1 district, the draft LDR-2 district would have allowed 50% impervious coverage on lots for single-family, detached homes, and the draft MDR district would have allowed 60% impervious coverage. Eventually, the draft regulations shifted focus from only limiting impervious surfaces to also limiting the kinds of overall built improvements discussed above, since those other improvements also affect the character of a residential property. This is when the 50% *improvement area* limit was proposed for the LDR-1 district, and the 70% limit was proposed for the LDR-2 district. Staff has been unable to find documentation of why these particular figures were proposed, but they were established some time before the discussion of an improvement area limit for the MDR district. This time differential may help to explain the apparent failure to reconcile the 65% limit later set for the MDR district with the 70% limit in the LDR-2 district when the LDR-2 limit would be expected to be lower than the MDR limit.

The City Council’s initial indication about this amendment was that a 50% improvement area limit was preferred for the LDR-2 district, coinciding with the same limit in the LDR-1 district. Planning Division staff believes that there is good reason to lower the limit in the LDR-2 district, especially since the current limit is greater than that of the MDR district. Because of the perceived value in the diversity of housing choices facilitated by the unique LDR-2 lot sizes, the Planning Commission felt allowing a degree of development on LDR-2 lots between the 50% LDR-1 limit and the 65% MDR limit would be worthwhile. For this reason, given that the minimum lot size in the LDR-2 district (i.e., 6,000 square feet) is quite a bit closer to the 4,800 square-foot minimum MDR lot size than the minimum lot size in the LDR-1 district (i.e., 11,000 square feet), the Planning Commission recommended reducing the LDR-2 improvement area limit to 60% of a parcel area. A draft ordinance is included with this RCA as Exhibit B.

PUBLIC COMMENT

The public hearing for the proposed zoning amendment was held by the Planning Commission on November 2, 2016; draft minutes of the public hearing are included with this RCA as Exhibit A. The draft minutes indicate the inclusion of a diagram prepared by Commissioner Daire, illustrating various residential lot sizes and the portion of their respective parcel areas encompassed within generalized principal-structure setback lines. The diagram seemed helpful to some Commissioners in visualizing how the improvement area limits compared to the area within these setbacks, but the illustrations didn’t prove helpful in visualizing the effects of improvement area (i.e., its contribution to mass and reduction of green space) because improvements are distributed much more widely around a property than the principal structure setback likes would suggest. At the time this report was prepared, Planning Division staff has not received additional communications from the public.

Level of City Discretion in Decision-Making

Action taken on a proposed zoning change is legislative in nature; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community.

Planning Commission Recommendation

Pass an ordinance amending City Code Section 1004.09C (Improvement Area) to reduce the Improvement Area limit in the LDR-2 District, based on the findings and recommendation of the Planning Commission, the content of this RCA, public input, and City Council deliberation.

Alternative Actions

A) **Pass a motion to table the item for future action.** While there’s no required timeline for approving City-initiated proposals such as this, deferring action into the future could have adverse consequences for property owners or potential developers who may be following this process and anticipating its conclusion.

B) **By motion, deny the request.** Denial should be supported by specific findings of fact based on the City Council’s review of the application, applicable City Code regulations, and the public record.

Attachments:	A: 11/2/2016 draft public hearing minutes	B: Draft ordinance

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

a. PROJECT FILE 0017, Amendment 13
Request by the City of Roseville to amend City Code, Chapter 1004 (Residential Districts) to revise regulations pertaining to the quantity of built improvements allowed on properties in the LDR-2 Zoning District

Chair Boguszewski opened the public hearing for Planning File 160928 at approximately 8:09 p.m.

Senior Planner Bryan Lloyd briefly introduced this request for text amendments based on further City Council direction and previous Planning Commission action and staff recommendations. Mr. Lloyd referenced meeting minutes to inform that direction; and reduction in the overall allowable improvement area from the recommended 70% to 50% by the City Council for LDR-2 zoning district designations. Mr. Lloyd reviewed the definition of "improvement area" including all areas built on a property with some counting toward impervious coverage and others not as detailed in the staff report. Mr. Lloyd further reviewed zoning code limitations on the portion of a lot that could be built on and variables between LDR-1 and LDR-2 based on recognizing minimum lot sizes and constraints on the developable portion of those lots and market conditions.

Mr. Lloyd advised that in staff's research, the 2010 adjustments made to the zoning code regulating impervious surfaces and improvement areas were intended to provide some flexibility in calculations, and therefore LDR-1 and LDR-2 districts were respectively defined at 50% and 70% as reasonable. Also, Mr. Lloyd pointed out that later a similar flexible calculation had been applied for MDR designations at 65%, somewhat smaller than the 70% for LDR-2 designations.

Mr. Lloyd clarified that the idea was that as single-family lot sizes got smaller in LDR-2 and MDR-2, the allowance can increase; but if LDR-1 is at that end of the range at 50% and LDR-2 at the middle of that range; keeping the continuum in place, staff then proposed 60% versus 70% for LDR-2 given lot similarities for MDR versus LDR-1. Therefore, Mr. Lloyd referenced the fairly simple amendment proposed by staff in response to the most recent City Council direction, as shown in the draft ordinance (RPCA Attachment B).

Member Bull asked if this would produce any properties in the city now becoming nonconforming.

Mr. Lloyd agreed that it probably would, noting that there are some LDR parcels in the city that have been in existence for a long time; and with the latest zoning code amended in 2010 and now applied to properties meeting those development parameters (e.g. two-family homes or duplexes) or having a density parameter for LDR districts, some of those were nearly 100% imperviously covered based on the development put together when constructed, that were at the time legal. Even at 70% coverage, Mr. Lloyd noted some were or would be nonconforming if a smaller portion of the improvement area was now applied. However, Mr. Lloyd noted it was equally true that the city hadn't received any permits for expansions for any of those properties for many years even with the current LDR-2 district in place. However, Mr. Lloyd advised that no one was going to have a harder time with future proposals with this amendment than they would have under today's city code provisions.

Member Bull stated his concern was with imposing hardships on residents seeking to improve their properties.

Mr. Lloyd clarified that in general, this amendment would apply to new versus existing developments.

Member Daire asked staff to display a sketch he had created based on his interpretation of what this amendment would mean to various zoning designations for LDR-1, LDR-2 and MDR minimum lot sizes and total buildable or impervious areas. Member Daire reviewed various calculations and required setback scenario for each property type based on impervious surfaces and improvement areas, all toward addressing implications for involvement of total lot area.

Using Member Daire's sketch, Mr. Lloyd reviewed the implications from staff's perspective, opining that those setbacks as drawn are mostly correct, but needed to be applied to the principle structure (e.g. house and attached garage) and available parameters within which to build. Mr. Lloyd further clarified that an unenclosed porch, even if encroaching into the front yard setback was fine as it was not considered to be an impervious surface, and similarly a detached storage shed or garage as accessory structures or decks without a roof and not enclosed. Therefore, Mr. Lloyd noted there was no direct relationship between the size of a lot and principle structure's buildable area and the improvement areas as defined in

Attachment B, Item C. At the request of Member Daire, Mr. Lloyd confirmed that included driveways and turnarounds as well.

At the request of Chair Boguszewski, and with a mixture of examples provided for impervious coverage considerations, Mr. Lloyd further clarified that all impervious coverage was subject to the limits of the overall improvement area. Mr. Lloyd noted that while there was no intentional relationship between the total area of all developments on a site with the overall lot size, they could coincide depending on the specific situation.

Chair Boguszewski summarized, with concurrence by Mr. Lloyd, that it was about the improvement area, not the impervious area.

Pm Attachment B, Mr. Lloyd pointed out the proposed standards for LDR properties but further reduced and adjusted for properties within a Wetland Management District.

Mr. Lloyd noted that since applicable setback lines are different for what ended up built on a given property, all of which could be different, there was no real way to capture how development and setback constraints could be affected and therefore addressing how best to set impervious allowances; and also depending on how dense a given development was to be.

Chair Boguszewski led a discussion on City Council direction to staff and request for further review and deliberation by the Planning Commission based on the City Council's most recent discussions. Individual Commissioners addressed potential impervious coverage percentages to accommodate reasonable terms of scale and lot sizes.

Chair Boguszewski opined that he considered 50% coverage for LDR-2 enough and found 60% less desirable.

Member Kimble questioned how, as communities and lifestyles change, how these proposed changes applied with other communities and their best practices for use as bench marks to determine if these percentages are appropriate.

Mr. Lloyd advised that staff had looked at several neighboring communities and their impervious coverage limits for LDR-2, and had also specifically asked questions at the time about raising maximum coverage. However, Mr. Lloyd noted the difficulties in putting together a cohesive picture of those comparisons, as lot sizes tended to be much smaller in other communities as well as how existing construction is regulated. Mr. Lloyd noted that some did have impervious coverage limits, some for the principle structure (e.g. home) but not other impervious surface coverage restrictions, making it difficult to get an across-the-board picture for the total amount of building allowed on a site and how it was regulated.

Member Daire noted his sketches didn't take into consideration turnarounds, now that he understood they were considered improvements, even though sidewalks, driveways and decks may or may not be. Therefore, Member Daire admitted he was now beginning to understand the distinction between setbacks and actual improvement area classification.

Mr. Lloyd noted that, even if the improvement area for a particular development or lot size filled up the space in setback boundaries, it didn't necessarily mean all of those improvements would be located in a block in the middle of the property, but could stretch out on another portion of the site.

Chair Boguszewski cited other examples, using Member Daire's sketch, opining his opinion had been swayed to now consider that 60% for LDR-2 may be enable a reasonable development on a smaller LDR-2 designated site; with these sketches guiding his revised opinion, since he was previously missing out on the mathematical and/or geometric context. Chair Boguszewski thanked Member Daire, as a past City of Minneapolis City Planner for adding this dimension to the discussion, and asked staff to include a copy of Member Daire's diagram as an attachment moving forward to the City Council's deliberation, ***attached hereto and made a part hereof.***

As stated, Chair Boguszewski revised his comfort level to 60%, but no higher; unless it proved contrary to the spirit of overdevelopment and retention of green space.

Member Gitzen agreed that 60% be the maximum, and even though he could define no hard numbers for that rationale between 50% and 60%, all considered subjective to him, he opined that 50% was too low and he thought 560% was more accurate. Member Gitzen opined that this wasn't a math problem that could be solved based on a particular comfort level, but stated that he didn't' want to limit people desiring to build.

Member Murphy echoed the 60% as reasonable and opined that a result of supporting something lower than that might confine some desired improvements, even though he agreed it was a subjective area, but reiterating that he found the 60% to be his sweet spot.

Member Bull referenced earlier action at tonight's meeting where the Commission had chosen to be more restrictive on the Conditional Use process. However, if the Commission sets this at 50% to 60% on an individual basis, Member Bull asked if that would require a property owner to apply for a Variance in some instances.

Mr. Lloyd confirmed that could be the case. However, in the context of Variances versus Conditional Uses, in particular with new development, Mr. Lloyd noted an existing property coming forward for a Variance may be based on something that seemed adequate for development in the 1950's no longer met household needs. Therefore, Mr. Lloyd opined that likewise someone with a new development would be in that same subjective territory of limits that were overly restrictive now and seeking adequate development on site based on today's market conditions and what would work for today's family and lifestyles. Mr. Lloyd opined that may be not different, but within a different context.

Chair Boguszewski opined that this was perfect fodder for Variance Board consideration and if a need or hardship is identified under specific situations.

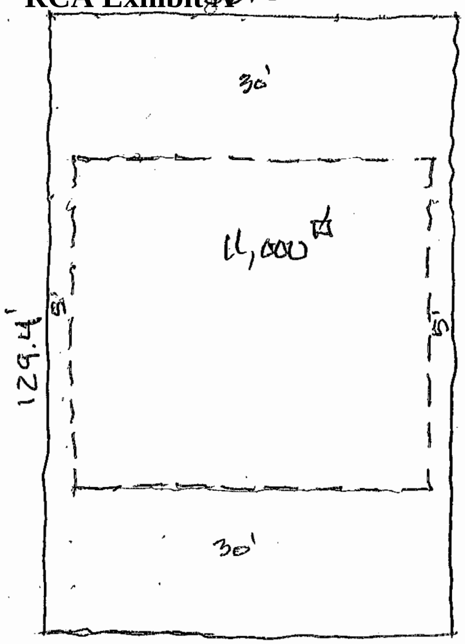
Chair Boguszewski closed the public hearing at 8:30 p.m.; no one spoke for or against.

MOTION
Bull moved, seconded by Member Gitzen to recommend to the City Council APPROVAL of the draft ordinance as presented by staff (RPCA Attachment B) as presented by staff and incorporating the proposed zoning text amendment, based on the comments and findings of the staff report dated November 2, 2016, and based on public comments and Planning Commission input.

Ayes: 7
Nays: 0
Motion carried

RCA Exhibit A

LDR 1 85' x 129.4'

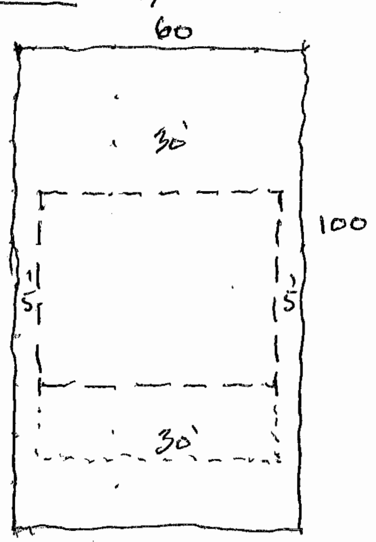


129.4 85.0
- 60.0 - 10.0
69.4 x 75.0

= 5,205 (47.3%)
Code = 50%

= MIN. LOT AREA, MIN. WIDTH, REQ'D SETBACKS, INTERIOR LOTS

LDR 2 6,000 ☐



100 - 60 = 40
60 - 10 = 50
40 x 50 = 2,000 ☐

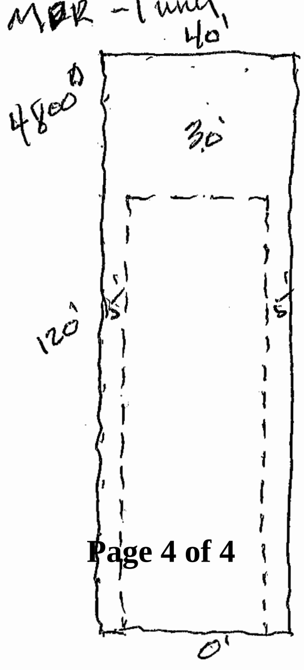
$\frac{2000}{6000}$ = 0.333 or 33.3%

Code =

100 - 45 = 55'
60 - 10 = 50
55' x 50' = 2750

$\frac{2750}{6000}$ = 0.458 = 45.83%

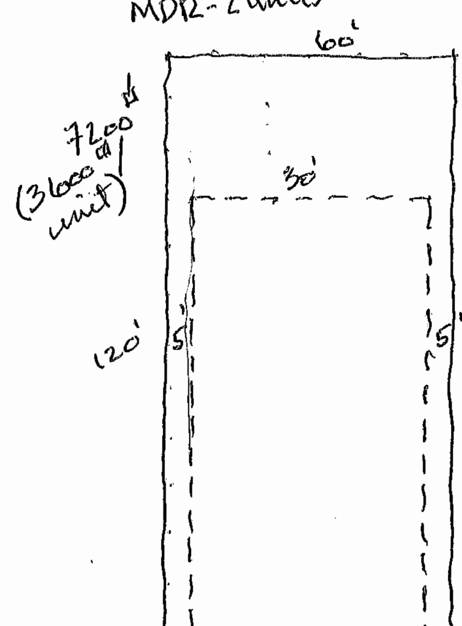
MDR - 1 unit



40 - 10 = 30'
120 - 30 = 90'
30 x 90 = 2700

$\frac{2700}{4800}$ = 56.25%

MDR - 2 units



120 - 30 = 90
60 - 10 = 50
90 x 50 = 4500 ☐

$\frac{4500}{7200}$ = .625 = 62.5%

City of Roseville

ORDINANCE NO. ________

AN ORDINANCE AMENDING IMPROVEMENT AREA REGULATIONS OF CHAPTER 1004 (RESIDENTIAL DISTRICTS) OF TITLE 10 "ZONING CODE" OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to reduce the Improvement Area limit in the LDR-2 District.

SECTION 2. Section 1004.09 (Low-Density Residential-2) is hereby amended as follows:

C. Improvement Area: Improvement area, including paved surfaces, the footprints of principal and accessory buildings, and other structures like decks, pergolas, pools, etc., shall be limited to ~~70%~~ 60% of the parcel area. The purpose of this overall improvement area limit is to allow for rather liberal construction on a residential property while preventing over-building; for parcels within a Shoreland or Wetland Management District, paved surfaces and building footprints shall be further limited to 25% of the parcel area.

SECTION 3 Effective Date: This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 5th day of December 2016.

Attachment B

City of Roseville

ORDINANCE NO. ________

AN ORDINANCE AMENDING IMPROVEMENT AREA REGULATIONS OF CHAPTER 1004 (RESIDENTIAL DISTRICTS) OF TITLE 10 "ZONING CODE" OF THE ROSEVILLE CITY CODE

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SECTION 3 Effective Date: This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 5th day of December 2016.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/16
Item No.: 10.b

Department Approval

City Manager Approval

Item Description: Consider Changes to City Code Chapter 314.05: the 2017 Fee Schedule

BACKGROUND

Each year the City Council is asked to adopt a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the Council the opportunity to review fees for services in a comprehensive manner.

Over the past several months, Staff has reviewed the direct and indirect costs of the City's regulatory functions, to determine whether fee adjustments are necessary or if new fees should be established to better define the cost of specific services.

Based on this analysis, Staff recommends adjustments to the following existing fees:

- General Business Licenses & Permit Fees *(various)*
- Building Permit & Plan Review Fees *(various)*
- Miscellaneous Community Development Fees *(various)*
- Park Dedication Fee

Staff is also recommending the establishment of several new fees. They include:

- Private hydrant inspections: $50-$100+ **(PW Dept.)**
- Stormwater impact fee (non-residential): $22.50/cubic foot **(PW Dept.)**
- Sump pump waiver fee: $50 **(PW Dept.)**
- Sump pump surcharge fee: $50 **(PW Dept.)**
- Curb stop turn on/turn off: $50 **(PW Dept.)**
- Erosion control inspection permit-shore land district: $300 **(PW Dept.)**
- Erosion control inspection permit-residential remodel: $300 **(PW Dept.)**
- Erosion control inspection permit-permit renewal: $150 **(PW Dept.)**
- Erosion control escrow fee-residential remodel: $1,000 **(PW Dept.)**
- Fire plan review fee: varied amount **(Fire Dept.)**
- Rental registration late renewal fee: $35 **(CD Dept.)**
- Vacant building registration fee: $50-75 **(CD Dept.)**
- Residential property improvement fee (driveway/shed): $75 **(CD Dept.)**
- Parking lot repair fee: $250 **(CD Dept.)**

- ☐ Verification fee (electrician license/sewer & water bond): $1-$5 **(CD Dept.)**
- ☐ Landscape improvement permit: $75 **(CD Dept.)**
- ☐ PUD-sketch plan: $350-$800 **(CD Dept.)**
- ☐ PUD-Concept Plan: $800-$4,200 **(CD Dept.)**
- ☐ PUD-Final Plan: $1,200-$1,800 **(CD Dept.)**

Departmental Staff will be on hand at the Council meeting to address the new fees.

All of the Fee Schedule changes are highlighted in yellow on the attached Fee Schedule, and generally reflect the need to recover increased regulatory costs, staff time related to special requests, or development-related impacts on city services.

The attached files contain the draft ordinance and ordinance summary to be considered at the Council meeting.

POLICY OBJECTIVE

Adopting an annual fee schedule is consistent with governmental best practices and ensures that the City's regulatory functions are properly funded.

FINANCIAL IMPACTS

Based on the recommended fee adjustments, it is projected that revised fees will generate revenues sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been incorporated into the 2017 Budget.

STAFF RECOMMENDATION

Staff recommends that the City Council approve an ordinance and ordinance summary amending Chapter 314.05 adopting the 2017 Fee Schedule.

REQUESTED COUNCIL ACTION

Motion #1: Approve the attached ordinance amending Chapter 314.05 adopting the 2017 Fee Schedule.

Motion #2: Approve the attached ordinance summary.

Prepared by: Chris Miller, Finance Director

Attachments:
- A: Ordinance adopting the 2017 Fee Schedule
- B: Ordinance Summary
- C: Proposed 2017 Fee Schedule

Attachment A

CITY OF ROSEVILLE
ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE ADOPTING THE 2017 FEE SCHEDULE

THE CITY OF ROSEVILLE HEREBY ORDAINS:

SECTION 1. Purpose. The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

SECTION 2. Other Fee References
By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

SECTION 3. Authority
The authority to enact the fees identified herein is established by City Code.

SECTION 4. Penalty
Failure to pay the fees identified herein is subject to penalties and interest as established by City Code.

SECTION 5. Fee Schedule
The 2017 Fee Schedule is as shown in *Exhibit A*.

SECTION 6. Effective Date. This ordinance shall be effective upon adoption and publication.

Passed this 5th day of December, 2016.

Ordinance: Adopting the 2017 Fee Schedule

CITY OF ROSEVILLE

BY: __________________________

Daniel J. Roe, Mayor

ATTEST:

____

Patrick Trudgeon, City Manager

Seal

Attachment B

City of Roseville

ORDINANCE SUMMARY NO. ___

AMENDING CHAPTER 314.05, FEE SCHEDULE
ADOPTING THE 2017 FEE SCHEDULE

The following is the official summary of Ordinance NO. ______ approved by the City Council of Roseville on December 5, 2016:

> An Ordinance amending Chapter 314.05 of the Roseville City Code adopting the 2017 Fee Schedule which establishes the fees and charges for service for the City's regulatory functions.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted on the web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: ____________________________________
Patrick Trudgeon, City Manager

Attachment C

City of ROSEVILLE Minnesota, USA

2017 Fee Schedule

Effective January 1, 2017

Prepared by the Department of Finance

Table of Contents

Page

General Business Licenses and Permit Fees

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Amusement device (per machine)	303	$ 15.00	$ 15.00	
Benches in right-of-way	703	50.00	50.00	
Assessment searches:				
Deferred or pending	n/a	-	-	
Historical	n/a	100.00	100.00	
Bowling alley:				
First alley	n/a	70.00	70.00	
Each additional alley	n/a	20.00	20.00	
Burial Permit	401	100.00	100.00	
Cigarettes, sale of	306	200.00	200.00	
Compost/woodchip delivery from Compost Site	n/a	40.00	40.00	
Construction noise variance	405	450.00	450.00	
Conversation parlors	308	10,000.00	10,000.00	
Copy charges per page	n/a	0.25	0.25	
CPR Training charge per student	n/a	80.00	80.00	
Curb stop turn on/off fee	n/a	-	50.00	
Daycare facility inspection fee	n/a	40.00	40.00	
Dog and cat license:				
2 Year: sterilized	501	10.00	10.00	
2 Year: sterilized with micro chip	501	5.00	5.00	
2 Year: non-sterilized	501	35.00	35.00	
2 Year: non-sterilized with micro chip	501	25.00	25.00	
Lifetime: sterilized	501	30.00	30.00	
Lifetime: sterilized with micro chip	501	5.00	5.00	
Lifetime: non-sterilized	501	150.00	150.00	
Lifetime: non-sterilized with micro chip	501	100.00	100.00	
Duplicate or address change	501	5.00	5.00	
Special multiple: 2 Year	501	40.00	40.00	
Dog kennels	501	75.00	75.00	
DVD Copy	n/a	5.00	5.00	
Encroachment agreement application fee	n/a	300.00	300.00	
Erosion control escrow fee (per acre):				
Standard	1017	3,000.00	3,000.00	
Residential remodel (less than 1/4 acre)	1017	-	1,000.00	
Erosion control inspection permit:				
Less than 1 acre	1017	625.00	625.00	
1 to 5 acres	1017	900.00	900.00	
More than 5 acres	1017	1,400.00	1,400.00	
Shoreland district < 5,000 sq. ft.	1017	-	300.00	
Residential remodel (less than 1/4 acre)	1017	-	300.00	
Permit renewal (residential remodel)	1017	-	150.00	

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Erosion control permit renewal:				
Less than 1 acre	1017	$ 220.00	$ 220.00	
1 to 5 acres	1017	320.00	320.00	
More than 5 acres	1017	480.00	480.00	
Excavation, grading, and surfacing	705	n/a	n/a	See separate section below
False alarm fees: Fire:				
Third false alarm	506	300.00	300.00	
Fourth	506	400.00	400.00	
Fifth and all subsequent alarms	506	500.00	500.00	
Construction-related	n/a	150.00	150.00	
False alarm fees: Police:				
Third false alarm	506	100.00	100.00	
Fourth	506	200.00	200.00	
Fifth	506	300.00	300.00	
Sixth	506	400.00	400.00	
Seventh and all subsequent alarms	506	500.00	500.00	
Fertilizer:				
Sale of	408	30.00	30.00	
Applicator	408	100.00	100.00	
Firearms, sale of	310	30.00	30.00	
Fire Inspection: Commercial Vent Hood	902	25.00	93.00	
Fire rescue and extrication fee	n/a	400.00	400.00	
Fire safety training (per hour)	n/a	80.00	80.00	
Fireworks, sale of consumer:				
Existing retail	n/a	100.00	100.00	
Stand-alone, temporary	902	350.00	450.00	
Fuel storage tank removal inspection	902	100.00	170.00	Underground tanks
Game room	303	175.00	175.00	
Gasoline stations	310	130.00	130.00	
Gas pumps (private business)	310	60.00	60.00	
Horse	501	5.00	5.00	
Hospitals-veterinary	310	80.00	80.00	
Lawful gambling:				
One-time event	304	25.00	25.00	
On-going premise permit: gross sales %	304	3%	3%	
On-going premise permit: net profits %	304	10%	10%	

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Liquor Licenses:				
On-sale intoxicating liquor license	302	$ 7,000.00	$ 7,000.00	
On-sale wine license (75 seats or less)	302	750.00	750.00	
On-sale wine license (75+ seats)	302	1,500.00	1,500.00	
Temporary: on-sale (3 days)	302	50.00	50.00	
Temporary: on-sale in Cental Park	302	20.00	20.00	
Sunday on-sale	302	200.00	200.00	
Special club: 51-200 members	302	300.00	300.00	
Special club: 201-500 members	302	500.00	500.00	
Special club: 501-1,000 members	302	650.00	650.00	
Special club: 1,001-2,000 members	302	800.00	800.00	
Special club: 2,001-4,000 members	302	1,000.00	1,000.00	
Special club: 4,001-6,000 members	302	2,000.00	2,000.00	
Special club: more than 6,000 members	302	3,000.00	3,000.00	
On-sale brewery taproom	302	750.00	750.00	
On-sale microdistillery cocktail room	302	750.00	750.00	
Off-sale intoxication liquor license	302	300.00	300.00	
Off-sale intoxication liquor license	302	200.00	200.00	See comment 'A' below
Sale outside of premises	302	25.00	25.00	
Investigation fee	302	300.00	300.00	
Massage therapist	309	100.00	100.00	
Massage therapy business establishment:				
License	309	300.00	300.00	
First-time applicant background check	309	150.00	150.00	
Open burning permit	n/a	90.00	120.00	Plus $0.50 per required notice
Park dedication fee:				
Residential (per unit)	1103	3,500.00	4,000.00	
Non-residential (fair-market value %)	1103	7%	10%	See comment 'B' below
Pathway patching fee:				
Concrete sidewalk (2 panels)	n/a	675.00	675.00	
Bituminous (12' x 8')	n/a	500.00	550.00	
Pawn shop license	311	10,000.00	10,000.00	
Pawn shop + precious meter dealer license	311	13,000.00	13,000.00	
Pawn shop transaction fee (per transaction)	n/a	2.90	2.90	
Pool and billiards:				
First table	303	70.00	70.00	
Each additional table	303	20.00	20.00	
Precious metal dealler	311	10,000.00	10,000.00	
Private hydrant inspections:				
1-10 hydrants	801	$ -	$ 50.00	
11-20 hydrants	801	-	100.00	
> 20 hydrants	801	-	100.00	+ $10 for each > 20 hydrants

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Public improvement contract application fee	n/a	550.00	550.00	See comment 'C' below
Recycling contractor	403	125.00	125.00	
Rental licensing:				
Multi family (per unit)	908	$ 20.00	$ 20.00	+ $102.00 per building
Multi family: reinstatement	908	102.00	102.00	
Reinspection fee (per unit)	908	66.00	66.00	After 1st inspection
Failure to renew within 30 days of exp.	908	500.00	500.00	Fee doubles every two weeks
Failure to submit within 60 days of exp.	908	-	500.00	Fee doubles every two weeks
Fee appeal to City Council	908	50.00	50.00	
Rental registration:				
Housing	907	35.00	35.00	Includes technology fee
Mid-year (Jan 1-Jun 30)	907	17.50	17.50	Includes technology fee
Late renewal fee	907	-	35.00	
Administrative fine (per unit)	907	100.00	100.00	
Right of way permits:				
Hole (per hole)	707	400.00	400.00	
Trench	707	400.00	400.00	+ $0.40 / lineal foot of trench
Boring	707	400.00	400.00	+ $0.40 / lineal foot of boring
Non-excavation (obstruction)	707	50.00	50.00	+ $0.06 / lineal foot
Roll-off container	707	50.00	50.00	
Extension	707	25.00	25.00	+ $25.00 per week of extension
Penalty	707	2 times amount of standard permit		
Curb cut	707	50.00	50.00	
Sewer connection fees	802	n/a	n/a	See separate section below
Sewer usage fees	802	n/a	n/a	Established separately
Soil contamination fee (per cubic yard)	406	1.00	1.00	max $300
Solid waste hauler license	402	125.00	125.00	
Stormwater drainage fees	803	n/a	n/a	Established separately
Stormwater impact fee (per cubic foot)	1017	-	22.50	
Stormwater residential permit:				
Initial	n/a	250.00	250.00	
Renewal (5 year term)	n/a	100.00	100.00	
Street patching fee:				
without curb	n/a	650.00	700.00	
with curb	n/a	1,300.00	1,300.00	
Sump pump waiver fee	802	-	50.00	
Sump pump surcharge fee (per month)	802	-	50.00	
Technology Fee (building)	n/a	-	2% of permit or license fee	
Theaters (per viewing screen)	310	70.00	70.00	
Tree planting and removal	706	n/a	n/a	Established separately
Utility service location fee	n/a	100.00	100.00	

General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Vehicle impound fee (per day)	n/a	20.00	20.00	
Water connection fees	801	n/a	n/a	See separate section below
Water meter deposit	801	n/a	n/a	Established separately
Water tower permit: private use	801	n/a	n/a	Established separately
Water usage fees	801	n/a	n/a	Established separately
Well permit	801	n/a	n/a	Established separately
Wireless tower lease agreement	1205	n/a	n/a	Negotiated

Comments:

(a) If MN Statute 340A.408, subd 3(c) are met

(b) Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.

(c) In addition to the $550 base fee, an escrow fee of 4% of the total improvement cost is also collected

Administrative Fines

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Alcohol and tobacco Sales:				
Purchase, posession: underage	n/a	$ 150.00	$ 150.00	
Lending ID to underage person	n/a	100.00	100.00	
Selling tobacco: underage	n/a	200.00	200.00	
Selling alcohol: underage	n/a	250.00	250.00	
License holder	n/a	300.00	300.00	
Other violation	n/a	100.00	100.00	
Animals:				
Vicious animal	n/a	50.00	50.00	
Barking dog	n/a	50.00	50.00	
Animal at large	n/a	50.00	50.00	
Other violation	n/a	50.00	50.00	
Fires:				
No open fires	n/a	25.00	25.00	
Fire code	n/a	100.00	100.00	
Parking: snowbird	n/a	25.00	25.00	
Miscellaneous:				
City Code	n/a	100.00	75.00	
Consuming alcohol: unauthorized places	n/a	250.00	250.00	
Discharge, display of weapon	n/a	250.00	250.00	
Expired license plates	n/a	35.00	35.00	
Failure to apply for license	n/a	50.00	50.00	
Fill permits	n/a	100.00	100.00	
Fireworks: use, possession, sale	n/a	250.00	250.00	
Golf cart / ATV violation	n/a	50.00	50.00	
Illegal dumping	n/a	150.00	150.00	
Land use	n/a	100.00	100.00	
Licenses (not occurring elsewhere)	n/a	50.00	50.00	
Missing plate/tab	n/a	35.00	35.00	
Noise complaint	n/a	250.00	250.00	
Park ordinance violation	n/a	25.00	25.00	
Peddling	n/a	75.00	75.00	
Property nuisance: Repeat	511	250.00	250.00	See Comment 'A' below
Public nuisance	n/a	100.00	100.00	
Regulated businesses	n/a	100.00	100.00	
Seat belts	n/a	25.00	25.00	
Signs	n/a	50.00	50.00	
Snowmobiles (use on public property)	n/a	50.00	50.00	
Tampering with civil defense system	n/a	250.00	250.00	
Trespassing	n/a	150.00	150.00	
Wetland / Shore land	n/a	100.00	100.00	

Comments:

(a) Beginning with the 3rd call, the cost is $250 plus the costs related to the call up to $2,000

Building Permit and Plan Review Fees

City Code Sections; 307, 801, 802, 901, 1014. ** All permits, licenses, fees, & fines are subject to a technology fee.

Building Permit Fee – Community Development
Permit fee to be based on job cost valuation. The determination of value or valuation shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

Plan Review Fee:
When a building permit is required and a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings shall be sixty five percent (65%) of the building permit fee as set forth in Section 901.06 of this chapter, except as modified in M.S.B.C. Section 1300. (Ord. 1110, 4-13-1992)

The plan review fees specified are separate fees from the permit fees and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged.

Expiration of plan review:
Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official.

The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

Refund Policy
The building official may authorize refunding of any fee paid hereunder pursuant to the established fee policy of the Community Development department.

Investigation Fee: Work without a Permit
Whenever any work for which a permit is required from the city has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this Fee Schedule. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of State and City Code nor from any penalty prescribed by law.

Building Permit and Plan Review Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Building Permit - Community Development:				
$1 - $500 valuation (total valuation)		$ 31.00	$ 31.00	
$501 - $2,000 valuation		31.00	31.00	For the first $500 value;
				plus $4.00 for each add'l $100
				value or fraction thereof
$2,001 - $25,000 valuation		83.50	83.50	For the first $2,000 value;
				plus $16.55 for each add'l $1,000
				value or fraction thereof
$25,001 - $50,000 valuation		464.15	464.15	For the first $25,000 value;
				plus $12.00 for each add'l $1,000
				value or fraction thereof
$50,001 - $100,000 valuation		764.15	764.15	For the first $50,000 value;
				plus $8.45 for each add'l $1,000
				value or fraction thereof
$101,001 - $500,000 valuation		1,186.65	1,186.65	For the first $100,000 value;
				plus $6.75 for each add'l $1,000
				value or fraction thereof
$500,001 - $1,000,000 valuation		3,886.65	3,886.65	For the first $500,000 value;
				plus $5.50 for each add'l $1,000
				value or fraction thereof
$1,000,000 + valuation		6,636.65	6,636.65	For the first $1,000,000 value;
				plus $4.50 for each add'l $1,000
				value or fraction thereof
Inspections outside of normal business hours		68.50	69.50	Hourly rate
Re-inspection fees (hourly)		68.50	69.50	Per State Building Code
Misc. inspection/investigation fees (hourly)		68.50	69.50	
Add'l plan review fee required by revisions		68.50	69.50	Hourly rate
Building Permit - Engineering:				
$1 - $500 valuation		$ 5.00	$ 5.00	
$501 - $2,000 valuation		5.00	5.00	
$2,001 - $25,000 valuation		25.00	25.00	
$25,001 - $50,000 valuation		50.00	50.00	
$50,001 - $100,000 valuation		75.00	75.00	
$100,001 - $500,000 valuation		100.00	100.00	
$500,001 - $1,000,000 valuation		200.00	200.00	
$1,000,000 +		300.00	300.00	
Demolition Permit Fee - Community Development				
Tenant improvement/remodeling		$ 75.00	$ 75.00	Prior to building permit
Structures not connected to utilities		96.00	96.00	
Structures connected to city utilities: residential		163.00	163.00	
Strucutres connected to city utilities: commercial		425.00	425.00	

Building Permit and Plan Review Fees *(continued)*

Electrical Permit Fee:
Set through yearly contract with Contract Electrical Inspector.

Fire Safety Inspection Fee:

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Fire Safety Inspection Fee		8%	8%	% of building permit fee
Fire Plan Review Fee: New Construction (hourly)		-	93.00	
Fire Plan Review Fee: Existing				
** Plan Review Fee will be 65% of the calculation below **				
$1 - $2,000 valuation		-	93.00	Per Hour
$2,001 - $25,000 valuation		-	93.00	For the first $2,000 value;
				plus $21.00 for each add'l $1,000
				value or fraction thereof
$25,001 - $50,000 valuation		-	576.00	For the first $25,000 value;
				plus $15.40 for each add'l $1,000
				value or fraction thereof
$50,001 - $100,000 valuation		-	961.00	For the first $50,000 value;
				plus $10.70 for each add'l $1,000
				value or fraction thereof
$101,001 - $500,000 valuation		-	1,496.00	For the first $100,000 value;
				plus $8.60 for each add'l $1,000
				value or fraction thereof
$500,001 - $1,000,000 valuation		-	4,936.00	For the first $500,000 value;
				plus $7.10 for each add'l $1,000
				value or fraction thereof
$1,000,000 + valuation		-	8,486.00	For the first $1,000,000 value;
				plus $5.70 for each add'l $1,000
				value or fraction thereof

Building Permit and Plan Review Fees *(continued)*

Grading Plan Review & Permit Fees:

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Grading Plan Review Fee - Community Development:				
50 cubic yards or less		$ 80.00	$ 80.00	
51 - 10,000 cubic yards		160.00	160.00	For the first 1,000 cubic yards; plus $10.00 for each add'l 1,000 cubic yards or fraction thereof
10,001 - 100,000 cubic yards		318.00	318.00	For the first 10,000 cubic yards; plus $5.00 for each add'l 10,000 cubic yards or fraction thereof
100,000 + cubic yards		848.00	848.00	For the first 100,000 cubic yards; plus $10.00 for each add'l 10,000 cubic yards or fraction thereof
Grading Plan Review Fee - Engineering:				
50 cubic yards or less		$ 25.00	$ 25.00	
51 - 10,000 cubic yards		25.00	25.00	
10,001 - 100,000 cubic yards		50.00	50.00	
100,000 + cubic yards		75.00	75.00	
Grading Permit Fee - Community Development:				
50 cubic yards or less		$ 80.00	$ 80.00	
51 - 1,000 cubic yards		106.00	106.00	For the first 100 cubic yards; plus $20.00 for each add'l 100 cubic yards or fraction thereof
1,001 - 10,000 cubic yards		318.00	318.00	For the first 1,000 cubic yards; plus $32.00 for each add'l 1,000 cubic yards or fraction thereof
10,001 - 100,000 cubic yards		636.00	636.00	For the first 10,000 cubic yards; plus $104.00 for each add'l 10,000 cu. yards or fraction thereof
100,000 + cubic yards		1,590.00	1,590.00	For the first 100,000 cubic yards; plus $84.00 for each add'l 10,000 cu. yards or fraction thereof
Grading Permit Fee - Engineering:				
50 cubic yards or less		$ 25.00	$ 25.00	
51 - 1,000 cubic yards		25.00	25.00	
1,001 - 10,000 cubic yards		50.00	50.00	
10,001 - 100,000 cubic yards		75.00	75.00	
100,000 + cubic yards		100.00	100.00	

Building Permit and Plan Review Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
House Moving Permit Fee:				
Over private property only		$ 95.00	$ 95.00	
Over public streets		137.00	137.00	
Investigation fee (hourly)		68.50	69.50	
Manufactured Home Permit Fee (new installation)		275.00	275.00	
Mechanical Permit Fee - Residential:				
Air conditioning: new		49.00	49.00	
Air conditioning: replacement		61.00	61.00	
Warm air furnace: new		102.00	102.00	
Warm air furnace: replacement		61.00	61.00	
Hot water boilers: new		102.00	102.00	
Hot water boilers: replacement		61.00	61.00	
Unit heaters		61.00	61.00	
Swimming pool heaters		61.00	61.00	
Misc. work & gas piping		1.28% of job cost		
Minimum fee		61.00	61.00	
Gas fireplace		61.00	61.00	
In floor heat		85.00	85.00	
Mechanical Permit Fee - Commercial (All)		1.28% of job cost		$61.00 minimum fee
Plan Review Fee:		65%	65%	% of building permit fee
Plumbing Permit Fee:				
Minimum fee		61.00	61.00	
Additional for each fixture opening		10.00	10.00	
Backflow prevention device		28.00	10.00	
Miscellaneous work		1.28% of job cost		
Residential Property Improvement Fee:				
Backflow prevention investigation fee		-	75.00	
Driveway permits: residential replacement		55.00	55.00	
Driveway permits: residential expansion		-	75.00	
Fence permits: residential		52.00	52.00	
Fence permits: commercial		Per Building Permit Fee Schedule		
Shed permits (residential < 120 square feet)		52.00	52.00	
Shed permits (residential 121-200 square feet)		-	75.00	
Drain tile		115.00	115.00	
Other		Per Building Permit Fee Schedule		

Building Permit and Plan Review Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Sewer Connection Permit Fee - Community Develop:				
Residential		$ 96.00	$ 96.00	
Commercial		303.00	303.00	
Repair		61.00	61.00	
Disconnect: residential		85.00	85.00	
Disconnect: commercial		169.00	169.00	
Sewer Connection/Inspection Permit Fee - Engineering:				
Connection: residential		25.00	25.00	
Connection: commercial		75.00	75.00	
Connection: repair		25.00	25.00	
Connection: inspection		75.00	75.00	
Disconnect: residential		25.00	25.00	
Disconnect: commercial		75.00	75.00	
Sign Permit Fee - Community Development:				
Permanent sign (minimum fee)		55.00	55.00	
Annual sign		100.00	100.00	
Temporary sign		30.00	30.00	
Attention-getting device		30.00	30.00	
Swimming Pool Permit - Community Development:				
Residential: in-ground		212.00	212.00	
Residential: seasonal		25.00	25.00	
Commercial		Per Building Permit Fee Schedule		
Swimming Pool Permit - Engineering		15.00	15.00	
Water Connection Permit Fee - Community Develop:				
Residential		96.00	96.00	
Commercial		303.00	303.00	
Repair		61.00	61.00	
Disconnect: residential		85.00	85.00	
Disconnect: commercial		169.00	169.00	
Water Connection/Inspection Permit Fee - Engineering:				
Connection: residential		25.00	25.00	
Connection: commercial		75.00	75.00	
Connection: repair		25.00	25.00	
Connection: inspection		75.00	75.00	
Disconnect: residential		25.00	25.00	
Disconnect: commercial		75.00	75.00	
Water Meter Program Fees - Engineering:				
Manual meter read surcharge		40.00	40.00	per quarter
Non-standard water meter no-read fee		50.00	50.00	
Denial of access to water meter		100.00	100.00	per quarter

Building Permit and Plan Review Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Miscellaneous Building Permit Fees:				
Administrative fee for abatement		$ 68.50	$ 125.00	
Administrative fee: other zones		68.50	69.50	
Administrative fee: R1 or R2 zones		68.50	69.50	
Certificate of Occupancy: conditional		102.00	102.00	Special conditions
Certificate of Occupancy: copy		n/a	n/a	
Certificate of Occupancy: full		-	25.00	
City contractor license fee		94.00	94.00	
Construction deposit: commercial		4,000.00	5,000.00	
Construction deposit: residential		800.00	1,000.00	
Footing/foundation permits: commercial		477.00	477.00	
Footing/foundation permits: residential		102.00	102.00	
Garage only		56.00	56.00	
Outdoor sales/display permit: 1-5		50.00	50.00	
Outdoor sales/display permit: 6-10 occurrences		75.00	75.00	
Outdoor sales/display permit: 11 or more		200.00	200.00	
Outdoor storage/display permit: 1-5		50.00	50.00	
Outdoor storage/display permit: 6-10 occurrences		100.00	100.00	
Outdoor storage/display permit: 11 or more		200.00	200.00	
Outdoor temporary event: 1-5 occurrences		50.00	50.00	
Outdoor temporary event: 6-10 occurrences		75.00	75.00	
Outdoor temporary event: 11 or more occurrences		200.00	200.00	
Parking lot repair		-	250.00	See Comment 'A'
Replacement inspection card		21.00	21.00	
Residential siding replacement fee		92.00	92.00	
Residential window replacement (minimum)		92.00	92.00	
Residential wood burning fireplace		92.00	92.00	
Re-stamping job site plan sets		31.00	31.00	
Roofing fee (residential)		102.00	102.00	
SAC administration fee		36.00	36.00	
SAC research fee: hourly Rate		68.50	69.50	
Solar panel/renewable energy equipment install		1.28 % of job cost or		$160 minimum fee
Verification fee: age of structure on property		5.00	5.00	
Verification fee: electrician/plumber state		-	1.00	
Verification fee: lead abatement certificate		5.00	5.00	
Verification fee: sewer/water bond certificate		-	1.00	
Verification fee: state contracting license		5.00	5.00	

Comments:

(a) Fee amount if < 25% of total surface is replaced not exposing base, otherwise add'l fees are imposed

Community Development Department Miscellaneous Fees

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Accessory Dwelling Unit permit	n/a	$ 100.00	$ 100.00	
Administrative deviation	n/a	110.00	110.00	See Comment 'E'
Attorney, consultant review & analysis	n/a	100% of direct cost billed to applicant		
City Address Book (11x17) – existing PDF maps	n/a	100.00	100.00	See Comment 'A'
Comprehensive Plan – amendment	n/a	925.00	1,725.00	See Comment 'B' & 'E'
Comprehensive Plan on CD	n/a	20.00	20.00	See Comment 'A'
Conditional Use:				
Residential	n/a	510.00	510.00	See Comment 'B' & 'E'
Commercial	n/a	775.00	775.00	See Comment 'B' & 'E'
Copying (per sheet)	n/a	0.25	0.25	
Hardscape improvement permit		-	75.00	
Interim Use	n/a	675.00	1,475.00	See Comment 'B' & 'E'
Interim Use extension	n/a	225.00	1,025.00	See Comment 'B' & 'E'
Maps – 8 ½ x 11 (b & w) – existing PDF maps	n/a	No charge		See Comment 'C'
Maps – 8 ½ x 11 (color) – existing PDF maps	n/a	1.00	1.00	See Comment 'A'
Maps – 11 x 17 (color) – existing PDF maps	n/a	2.00	2.00	See Comment 'A'
Maps – 17 x 22 (color) – existing PDF maps	n/a	10.00	10.00	See Comment 'A'
Maps – 22 x 34 (color) – existing PDF maps	n/a	20.00	20.00	See Comment 'A'
Maps – 34 x 44 (color) – existing PDF maps	n/a	40.00	40.00	See Comment 'A'
Master Sign Plan:				
Residential/institutional	n/a	250.00	250.00	
Commercial	n/a	350.00	350.00	
Planned Unit Development:				
Amendment	n/a	$ 410.00	$ 1,210.00	See Comment 'E'
Sketch plan PUD open house application fee	n/a	-	800.00	
Sketch plan PUD application fee	n/a	-	350.00	
PUD Concept Plan: open house application	n/a	-	800.00	
PUD Concept Plan: application fee	n/a	-	2,500.00	
PUD Concept Plan: escrow	n/a	-	4,200.00	
PUD Final Plan: application fee	n/a	-	1,200.00	
PUD Final Plan: escrow fee	n/a	-	1,800.00	
Planning Commission agendas/year (mailed)	n/a	10.00	10.00	See Comment 'A'
Planning Commission minutes/year (mailed)	n/a	15.00	15.00	See Comment 'A'
Public Financing & Business Subsidy:				
Application fee	n/a	-	1,500.00	Nonrefundable
Escrow	n/a	-	15,000.00	
Rezoning of project site or parcel	n/a	1,675.00	1,475.00	
Staff research time (per hour)	n/a	68.50	69.50	

Community Development Department Miscellaneous Fees *(continued)*

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Subdivision:				
Escrow (minimum)	n/a	2,500.00	2,500.00	See Comment 'D'
Minor Subdivision	n/a	675.00	675.00	See Comment 'E'
Escrow data collection, analysis (per hour)	n/a	68.50	69.50	
Preliminary Plat	n/a	575.00	1,375.00	See Comment 'E'
Final Plat	n/a	510.00	510.00	See Comment 'E'
Tree preservation:				
Restoration & Landscape Plan Application	n/a	50.00	50.00	See Comment 'E'
Restoration & Landscape Plan Escrow	n/a	TBD	650.00	
Variance:				
Residential	n/a	360.00	360.00	See Comment 'B' & 'E'
Non Residential	n/a	475.00	475.00	See Comment 'B' & 'E'
Variance appeal fee:				
Residential	n/a	150.00	150.00	
Commercial	n/a	300.00	300.00	
Zoning Code text amendment	n/a	625.00	1,425.00	See Comment 'B' & 'E'
Zoning Code on CD	n/a	20.00	20.00	See Comment 'A'
Zoning compliance letter: data collection & analysis	n/a	68.50	69.50	Per hour (1 hour minimum)

Comments:

(a) Item is free on City website, and available for review at City Hall and Roseville Library.

(b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged

(c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate

(d) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. City Attorney costs shall be paid as part of this escrow.

(e) Technology fee included in amount

Electrical Permit Fees – Community Development

A. Minimum fee for each separate inspection of an installation, replacement, alteration or repair is limited to one inspection only:

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Minimum fee	n/a	$ 40.00	$ 40.00	

B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services shall be computed separately:

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Services, changes for services:				
0 to 300 amp	n/a	$ 50.00	$ 50.00	
301 to 400 amp	n/a	58.00	58.00	
401 to 500 amp	n/a	72.00	72.00	
501 to 600 amp	n/a	86.00	86.00	
601 to 800 amp	n/a	114.00	114.00	
801 to 1,000 amp	n/a	142.00	142.00	
1,001 to 1,100 amp	n/a	156.00	156.00	
1,101 to 1,200 amp	n/a	170.00	170.00	
Add $14 for each additional 100 amps				

C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder shall be computed separately, including circuits fed from sub-feeders and including the equipment served, except as provided for in (D) through (K):

Fee Description	City Code	2016 Amount	2017 Amount	Comments
Circuits, changes for services:				
0 to 30 amp	n/a	$ 8.00	$ 8.00	
31 to 100 amp	n/a	10.00	10.00	
101 to 200 amp	n/a	15.00	15.00	
201 to 300 amp	n/a	20.00	20.00	
301 to 400 amp	n/a	25.00	25.00	
401 to 500 amp	n/a	30.00	30.00	
501 to 600 amp	n/a	35.00	35.00	
601 to 700 amp	n/a	40.00	40.00	
Add $5 for each additional 100 amps				

Electrical Permit Fees: Community Development *(continued)*

Electrical Permit Fee Description	City Code	2016 Amount	2017 Amount	Comments
Residential panel replacement	n/a	$ 100.00	$ 100.00	
Residential sub panel	n/a	40.00	40.00	
Minimum fee:				
Inspection only	n/a	40.00	40.00	Plus $1 State surcharge
Rough-in & final	n/a	80.00	80.00	Plus $1 State surcharge
Single-family dwelling/townhouse < 200 amps *	n/a	175.00	175.00	Plus $1 State surcharge
Apartment buildings (per unit)	n/a	70.00	70.00	Excludes cover svc, unit feeders & house panels
Swimming pool (up to two inspections)	n/a	80.00	80.00	
Additions, remodels, basement additions	n/a	80.00	80.00	Up to 10 circuits & 2 inspections
Accessory structure:				
Panel	n/a	50.00	50.00	
Per circuit	n/a	8.00	8.00	
Inspection	n/a	80.00	80.00	
Traffic signals (per standard)	n/a	7.00	7.00	
Street & parking lot lights (per standard)	n/a	4.00	4.00	
Transformers & Generators:				
Up to 10 KVA	n/a	10.00	10.00	
11-75 KVA	n/a	40.00	40.00	
76-299 KVA	n/a	60.00	60.00	
299+ KVA	n/a	150.00	150.00	
Retro-fit lighting (per fixture)	n/a	0.65	0.65	
Sign transformer (each)	n/a	8.00	8.00	
Remote control & signal circuits (per device)	n/a	0.75	0.75	
Re-inspection fee (in addition to others)	n/a	40.00	40.00	

Comments:

* Fee covers a maximum of three inspections

** Permit fee is doubled if work is started before permit is issued

Note: Minimum fee electrical permits are not refundable

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/2016
Item No.: 10.c

Department Approval | City Manager Approval

Item Description: Request to Amend City Code Chapter 304: Lawful Gambling

BACKGROUND

In a letter dated October 4, 2016 (*Attachment B*), the Roseville Area Youth Hockey Association (RAYHA) issued a formal request for the City to consider amending City Code Chapter 304: Lawful Gambling; to allow local non-profit organizations to have up to three separate locations within city limits to conduct lawful gambling activities. The current Code allows for only two locations.

The City Council held an initial discussion on RAYHA's request on October 24th but did not take any action. The Council did ask Staff to address two general inquiries at a subsequent meeting; whether an establishment (restaurant) could have more than one organization conducting lawful gambling activities, and a more detailed list of advantages and disadvantages of making the change.

Staff has confirmed that multiple organizations can conduct lawful gambling activities at the same establishment. However, there are practical limitations that would likely limit the number of organizations sharing a particular site.

Perhaps the larger issue of enacting the requested change are the potential benefits and impacts to Roseville-based organizations. RAYHA largely addressed the benefits to their organization at the October 24th meeting when they identified the following:

- Greater profit levels and subsequent lower costs for their members
- All profits are spent locally
- Profits at the Bingo Hall are declining, and a third location would help offset this impact

Staff would add that RAYHA is experienced in lawful gambling activities and the regulatory requirements that accompany it. They are also well-organized, which leaves them favorably positioned to replicate their success at a third location.

The General Manager of Joe Senser's also spoke to the advantages to his establishment of having the ordinance change enacted. Specifically, an expected increase in customers that would come from RAYHA as opposed to their current tenant (MN Brass).

The disadvantages to enacting the proposed ordinance change are more conceptual. As noted at the October 24th meeting the original purpose of limiting the number of locations was to ensure that no single organization would receive a disproportionate share of the lawful gambling income that might be derived within the community.

Allowing an organization to have multiple sites could very well limit prospective opportunities for other Roseville-based organizations. Especially considering that the Code further established a maximum of eight lawful gambling locations in the city. However, in the absence of other organizations stepping forward to conduct site-specific lawful gambling activities, the negative impact remains conceptual. Should the Council enact the requested ordinance change, it could mitigate this impact in the future by simply changing the self-imposed limit of allowing only eight locations.

Summary of Lawful Gambling Proceeds

In an effort to provide the Council with a broader perspective on the amount of lawful gambling monies being raised, Staff has prepared the following tables depicting the proceeds (income) from 2015 and 2011 respectively.

Organization	Location	**2015** Proceeds	% of Total
B-Dale Club	B-Dale Club	$ 240,815	1.7%
MN Brass	Joe Senser's	530,854	3.8%
Destination Education	Ol' Mexico	1,046,849	7.5%
VFW	VFW	1,309,777	9.4%
American Legion	American Legion	1,455,712	10.4%
Midway Speedskating	Bingo Hall	3,488,256	24.9%
RAYHA	Bingo Hall, Grumpy's	5,911,963	42.3%
		$ 13,984,226	

Organization	Location	**2011** Proceeds	% of Total
B-Dale Club	B-Dale Club	$ 147,965	1.4%
NSYA	Ol' Mexico	238,512	2.3%
MN Brass	Joe Senser's	412,535	4.0%
VFW	VFW	1,069,502	10.4%
American Legion	American Legion	1,395,851	13.6%
Midway Speedskating	Bingo Hall	3,398,655	33.0%
RAYHA	Bingo Hall	3,638,250	35.3%
		$ 10,301,270	

As shown in the tables, total lawful gambling proceeds rose from $10.3 million in 2011 to $14.0 million in 2015, an increase of 36%. It should be noted that the majority of these proceeds are used to pay for prizes, federal state and local taxes, rent, compensation, etc. On average, only about 6% of all proceeds are retained for organizational programs.

City Staff will be available during the meeting to address any Council inquiries. An ordinance is attached in the event the Council wants to enact the requested change.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

1) Motion to approve or reject the requested ordinance amending City Code Chapter 304
2) If applicable, motion to approve the ordinance summary

Prepared by: Chris Miller, Finance Director

Attachments:
A: Requested Ordinance and Ordinance Summary
B: Letter from RAYHA Requesting an Amendment to Chapter 304: Lawful Gambling
C: City Code Chapter 304: Lawful Gambling

CITY OF ROSEVILLE
ORDINANCE NO._____

AN ORDINANCE AMENDING
TITLE THREE CHAPTER 304

TO ALLOW ROSEVILLE-BASED ORGANIZATIONS TO CONDUCT LAWFUL-GAMBLING ACTIVITIES AT UP TO THREE LOCATIONS WITHIN CITY LIMITS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title Three, Chapter 304 of the Roseville City Code is amended to read as follows:

304.02: NUMBER OF LICENSES AND PERMITS:

A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than ~~two~~ three locations within the city, except any organization that does not conduct bingo and has prior to April 1, 1992, operated lawfully at more than one location, may continue to operate at the locations licensed as of that date. (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this 5th day of December, 2016.

(SEAL)

CITY OF ROSEVILLE

BY: ____
Daniel J. Roe, Mayor

ATTEST

____
Patrick Trudgen, City Manager

CITY OF ROSEVILLE
ORDINANCE SUMMARY NO. ______

A SUMMARY OF AN ORDINANCE AMENDING TITLE THREE, CHAPTER 304

The following is the official summary of Ordinance No. _____ approved by the City Council of the City of Roseville on December 5, 2016.

AN ORDINANCE AMENDING TITLE THREE, CHAPTER 304

304.02 is amended to allow Roseville-based organizations to conduct lawful-gambling activities at up to three locations within City limits.

A printed copy of this ordinance is available for inspection by any person during regular office hours in the office of the City Manager at Roseville City Hall, 2660 Civic Center Drive, Roseville MN 55113. A copy of this ordinance can also be found on the web page of the City of Roseville (www.cityofroseville.com).

____

Attest: Patrick Trudgeon, City Manager

October 4, 2016

The Honorable Dan Roe, Mayor of Roseville
and Members of the Roseville City Council
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

Dear Mayor Roe and Members of the City Council:

We are writing to respectfully request a change to City Code Chapter 304, Section 304.02, Paragraph A. This paragraph currently reads:

No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than two locations within the city, except any organization that does not conduct bingo and has prior to April 1, 1992, operated lawfully at more than one location, may continue to operate at the locations licensed as of that date. (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011)

We would like to request that the number of locations where an organization is allowed to conduct lawful gambling be changed to three.

As you are aware, The City of Roseville Rec department does not offer hockey as a rec sport opportunity for our youth. The Roseville Area Youth Hockey Association (RAYHA) directly benefits the City of Roseville. We are a true Roseville-based charity with the majority of our donations being spent directly in the City of Roseville.

As a result of our gambling operations RAYHA has been able to introduce many outstanding programs including the 1st Skate Program. http://www.rosevillehockey.org/page/show/2047240-1st-skate-program This program is specifically designed for kids & families who are unfamiliar with (or completely new to) hockey, and as we know the demographics of the City have changed dramatically in the past 5 years. In this program, RAYHA covers all the basics, and keeps the focus on FUN! The cost is only $25 and each player is provided a set of equipment to use during the program. We have 60 kids signed up this year.

In addition, RAYHA provides an equipment loaner program to those in need of equipment and also provide scholarships where needed. In addition with the help of Matt Johnson, RAYHA started utilizing the outdoor rinks as a way of containing costs and introducing families to Roseville's great park system.

We feel this change would be a great benefit for all as it would help ensure that any money earned in Roseville would stay in our community and help the people of our community.

Sincerely,

April Borash, Gambling Manager
Roseville Area Youth Hockey Association

CHAPTER 304
LAWFUL GAMBLING

SECTION:

304.01: LAWFUL GAMBLING PERMITTED:

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

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

304.02: NUMBER OF LICENSES AND PERMITS:

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

regulated under Minnesota Statutes Chapter 349. (Ord. 1412, 7-11-2011)

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

304.03: APPROVAL OF LICENSES:

A. Required Documentation: Any organization applying to the Gambling Control Board for a premises permit, bingo hall license or for the renewal of the same to conduct lawful gambling in the city shall, within ten days of making such application, file the following with the City:
1. Application: A duplicate copy of the Gambling Control Board application along with all supporting documents submitted to the Gambling Control Board.
2. Corporate Documents: A copy of the Articles of Incorporation and Bylaws of the organization.
3. Officers and Directors: The names and addresses of all officers and directors of the organization.
4. Written Procedures: A copy of the organization's written procedures and/or criteria for distribution of funds derived from lawful gambling, its standardized application form and its written fiscal control procedures.
5. IRS Exempt Letter: A copy of the Internal Revenue Service's tax exempt letter.
6. Felony Conviction: Confirmation that no employee or principal officer of the organization has been convicted of a felony. No employee or organization whose principal officers or employees have a felony conviction shall be employed or retained in a gambling-related activity by any permitted organization.
7. Investigation Reports: A copy of all records, all testimony or other information submitted to the
State of Minnesota or Federal Government as part of any previous or current investigation or inquiry on any matter related to gambling.

B. Investigation: Upon receipt of the materials required by subsection A of this section, and not later than 60days from receipt of notice from the Gambling Control Board, City staff shall investigate the applicant and based upon said investigation, the City Council shall act on the application.

C. Resolution: The action of the City Council to approve an application for a premises permit or bingo hall license within the city shall be by resolution. Failure to receive a majority affirmative vote of the City Council shall constitute a denial of the application.

D. Additional Documents: Copies of any other reports or documents which are required to be subsequently filed by such organization with the Gambling Control Board, including monthly financial statements, shall be filed with the City within ten days of filing such materials with the Gambling Control Board.

E. Compliance: to assure compliance with this Chapter, the City may require a premises permit holder or bingo hall licensee to provide copies of records as allowed under Minnesota Statutes. (Ord. 1327, 10-10-05)

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

304.04: CONTRIBUTIONS:

A. Each organization conducting lawful gambling within the City shall contribute at least 10% of its net profits derived from lawful gambling in the City to a fund administered and regulated by the City. The City then shall make disbursements to the Roseville Community Fund, administered by the North Suburban Community Foundation, a Minnesota nonprofit corporation. This contribution shall be for the purposes defined in Minnesota Statutes Chapter 349. The City's directive to the Roseville Community Fund, administered by the North Suburban Community Foundation, as to the use of the funds shall be made at the time of the City's adoption of its annual budget or any amendments thereto. (Ord. 1327, 10-10-05) (Ord. 1412, 7-11-2011)
B. Each organization conducting lawful gambling shall expend or contribute a minimum of 75% of its net profits from Roseville gambling sites by the end of each premises permit year. The remaining percentage may be carried over to the subsequent permit or license year. The City Council may grant a variance authorizing the organization to carry over more that 25% of all its net profits for expenditure in the subsequent permit or license year.
C. In the event any organization contributes to the City any sum in excess of the10% as required in subsection A above, said funds will be deposited and allocated to the Roseville Community Fund, as administered by the North Suburban Community Foundation. In the event the Roseville Community Fund, as administered by the North Suburban Community

Foundation is in any way unable to receive the allocated funds as set forth in subsection A above, the funds will be deposited in an interest bearing escrow account in a bank located in the City and allocated to uses by further order of the City Council. (Ord. 1114, 9-24-92) (Ord. 1412, 7-11-2011)

304.05: LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:

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

304.06: GAMBLING EXEMPT FROM STATE LICENSING REQUIREMENTS:

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

304.07: VIDEO GAMES OF CHANCE:

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/2016
Item No.: 12.a

Department Approval

City Manager Approval

Item Description: Public Hearing to Consider Approving the 2017 Liquor License Renewals

BACKGROUND

Under City Code, a public hearing is required to consider approving liquor license renewals for the following calendar year. The City has received the following completed renewal applications for 2017:

- 3 Off Sale Intoxicating liquor licenses (maximum of 10 permitted under City Code)
- 9 On Sale Intoxicating liquor licenses
- 4 On Sale 3.2 Non-Intoxicating Malt Liquor licenses
- 1 Off Sale 3.2 Non-Intoxicating Malt Liquor licenses
- 3 Club liquor licenses
- 4 Wine only liquor licenses
- 1 Brewery Liquor Licenses

A detailed list of all liquor license renewals is included in *Attachment A*.

The following liquor establishments had liquor compliance failures during the previous 5 years:

Date	Establishment
6/2012	B-Dale Club
10/2016	VFW

The Council has discretion to factor in these compliance failures in considering whether to renew a liquor license.

POLICY OBJECTIVE

The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the State and the City.

FINANCIAL IMPACTS

The revenue that is generated from the license fees is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

Staff Recommendation

All liquor license renewal applications have met Statutory and City Code requirements. Staff recommends approval pending background checks.

Requested Council Action

Motion to approve/deny the renewal of the requested liquor licenses for 2017.

Prepared by:	Chris Miller, Finance Director	
Attachments:	A:	Requested liquor license renewals for 2017.

Attachment A

Off-Sale
Hamline Liquors
MGM Wine & Spirits
Tower Glen Liquor

On-Sale & Special Sunday Liquor Sales
Fantasy Flight Game Center
Granite City Food & Brewery
Grumpy's Bar & Grill
Joe's Crab Shack
Lucky's 13 Pub
Ol Mexico
Outback Steakhouse
Pizza Luce
Ruby Tuesday

On-Sale 3.2 Non-Intoxicating
Key's Café & Bakery
Lisu Thai Taste
Szechuan
Wing Stop

Off-Sale 3.2 Non-Intoxicating
Walmart #3404

On-Sale Club & Special Sunday Liquor Sales
B-Dale Club
Roseville VFW
Rosetown Social Club (American Legion)

Wine
Key's Café & Bakery
Lisu Thai Taste
Szechuan
Wing Stop

Micro/Small Brewer Off Sale Malt Liquor
Granite City Food & Brewery

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/2016
Item No.: 13.a

Department Approval

City Manager Approval

Item Description: Adopt a Final 2017 Tax Levy and Budget

BACKGROUND

State Statute requires all cities in excess of 2,500 in population, to adopt a final tax levy and budget by December 30th for the upcoming fiscal year. The final levy amount must not exceed the preliminary levy that was established in September. However, the Council has discretion in modifying the budget at any time.

At the September 12, 2016 City Council meeting, the Council adopted a 2017 preliminary, not-to-exceed tax levy and budget. A summary is presented below.

2017 Tax Levy & Levy Impact

The 2017 preliminary tax levy is $19,991,170, an increase of $1,046,240 or 5.52%. A summary of the increase is shown in the table below.

2016 Tax Levy	$ 18,944,720
2017 Levy Reductions	
Supplies, materials, contractual services	$ (193,855)
Personnel-related costs	(219,935)
Total Levy Reductions	$ (413,790)
2017 Levy Additions	
Supplies, materials, contractual services	$ 289,305
Employee cost-of-living-adjustment	263,000
Employee wage step increases	218,000
Employee position changes/reorg.	331,385
Capital replacements	225,000
Change in non-levy revenue sources (net)	133,550
Total Levy Additions	$ 1,460,240
Net Levy Change	$ 1,046,450
2017 Tax Levy	$ 19,991,170
% Increase	*5.52%*

As shown above, the tax levy is scheduled to increase by 5.52% in 2017. For a median-valued home that experiences a 4.8% valuation increase (citywide average), the tax impact will be $4.22 per month or an increase of 5.9%. This excludes the impact from the City's EDA levy.

A Summary of the 2017 Tax Levy by major category is presented below

2017 Proposed Tax Levy			$ Increase	% Increase
	2016	2017	(Decrease)	(Decrease)
Operations	$ 13,478,720	$ 14,365,170	$ 886,450	6.6%
Capital	2,136,000	2,296,000	160,000	7.5%
Debt	3,330,000	3,330,000	-	0.0%
Total	$ 18,944,720	$ 19,991,170	$ 1,046,450	5.5%

It's worth noting that the State of Minnesota provides a number of property tax relief programs that are designed to offset local tax increases. For 2015, eligibility for homeowners was capped at household incomes of $107,930, while renters were eligible up to an income of $58,490. Depending on household income, residents could potentially receive a partial refund of their increased taxes. This would effectively reduce the tax impacts noted above.

2017 Budget

The 2017 Preliminary Budget as currently amended is $52,035,685. The Budget for the tax-supported programs including capital replacements is $29,342,290, an increase of $596,800 or 2.1%.

Spending increases in the tax-supported programs is detailed below.

2016 Operating Budget	$ 28,745,490
2017 Budget Reductions	
Supplies, materials, contractual services	$ (193,855)
Personnel-related costs	(219,935)
Capital Replacements	(91,100)
Total Budget Reductions	$ (504,890)
2017 Budget Additions	
Supplies, materials, contractual services	$ 289,305
Employee cost-of-living-adjustment	263,000
Employee wage step increases	218,000
Employee position changes/reorg.	331,385
Total Budget Additions	$ 1,101,690
Net Budget Change	$ 596,800
2017 Operating Budget	$ 29,342,290
% Increase	*2.08%*

It should be noted that the 2017 Operating Budget for the tax-supported programs continues to rely on $375,000 in cash reserves from the General Fund.

POLICY OBJECTIVE

Adopting a preliminary budget and tax levy is required under Mn State Statutes.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Staff Recommends the Council adopt the final 2017 Tax Levy and Budget as outlined in this report and in the attached resolutions.

REQUESTED COUNCIL ACTION

The Council is asked to take the following separate actions:

a) Motion to approve the attached Resolution to adopt the 2017 Final Tax Levy
b) Motion to approve the attached Resolution to adopt the 2017 Final Debt Levy
c) Motion to approve the attached Resolution to adopt the 2017 Final Budget

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution to adopt the 2017 Final Tax Levy
B: Resolution to adopt the 2017 Final Debt Levy
C: Resolution to adopt the 2017 Final Budget
D: Memo on Projected 2016 Cash Reserve Levels

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 5th day of December, 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

RESOLUTION SUBMITTING THE FINAL PROPERTY TAX LEVY ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2017

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

The City of Roseville is submitting the following tax levy on real estate within the corporate limits of the City to the County Auditor in compliance with the Minnesota State Statutes.

Purpose		Amount
Programs & Services		$ 16,661,170
Debt Service		3,330,000
	Total	$ 19,991,170

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a 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, 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 5th of December, 2016 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of December, 2016.

____

Patrick Trudgeon
City Manager

Seal

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 5th day of December, 2016 at 6:00 p.m.

The following members were present: , and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION DIRECTING THE COUNTY AUDITOR TO ADJUST THE APPROVED TAX LEVY FOR 2017 BONDED DEBT

WHEREAS, the City will be required to make debt service payments on General Obligation Debt in 2017; and

WHEREAS, there are reserve funds sufficient to partially reduce the originally scheduled levy for General Obligation Series 2009A, 2011A, 2012A, and 2013A; and

WHEREAS, General Obligation Series 2008A requires a slightly higher amount.

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

The Ramsey County Auditor is directed to change the 2017 tax levy for General Improvement Debt by $295,742.08 from that which was originally scheduled upon the issuance of the bonds as follows:

Bond Issue	Originally Scheduled Levy Amount	Additions or Reductions	Certified Debt Levy
GO Equip Certs 2008A	$ 353,364.38	$ 1,635.62	$ 355,000.00
GO Housing Imp 2009A	117,337.50	(117,337.50)	-
GO 2011A	841,532.70	(6,532.70)	835,000.00
GO 2012A	1,433,932.50	(58,932.50)	1,375,000.00
GO 2013A refunding	879,575.00	(114,575.00)	765,000.00
Total	$ 3,625,742.08	$ (295,742.08)	$ 3,330,000.00

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a 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.

I, 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 5th day of December, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of December, 2016.

____

Patrick Trudgeon
City Manager

Seal

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 5th day of December 2016 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION ADOPTING THE FINAL 2017 ANNUAL BUDGET FOR THE CITY OF ROSEVILLE

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

The City of Roseville's Budget for 2017 in the amount of $52,035,685, of which $29,342,290 is designated for the property tax-supported programs, be hereby accepted and approved.

The motion for the adoption of the foregoing resolution was duly seconded by member and upon a 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)
) SS
County of Ramsey)

I, 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 5th day of December, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of December, 2016.

____
Patrick Trudgeon
City Manager

Seal

Attachment D

ROSEVILLE

Memo

To: Roseville City Council

Pat Trudgeon, City Manager

From: Chris Miller, Finance Director

Date: December 5, 2016

Re: Projected 2016 Cash Reserve Levels

Background

In preparation for finalizing the 2017 final budget, the Council has asked to have the most recent projection of the 2016 Budget results to gain a greater understanding of the City's current financial condition and the resources available moving forward.

As noted in previous years there are a number of challenges and pitfalls associated with financial projections – even when done towards the end of the fiscal year. Millions of dollars in transactions take place in the final months including purchases that are delayed throughout the year until it becomes more certain that budget monies would be available. Expenditures in the months of November and December in particular can fluctuate significantly. In addition, we won't know what our final 2016 property tax collections will be until mid-January of 2017.

That being said, we can analyze general year-to-date revenue and expenditure trends and extrapolate that information to arrive at year-end projections. It should be noted that this approach, although generally sound, does carry a certain margin of error. The 2016 budget-to-actual results presented below is based on the most recent trend analysis for the following selected operating funds:

- General Fund
- Parks & Recreation Fund
- License Center Fund
- Communications Fund

Each of these funds are presented separately below.

General Fund

The 2016 General Fund's projected results are as follows:

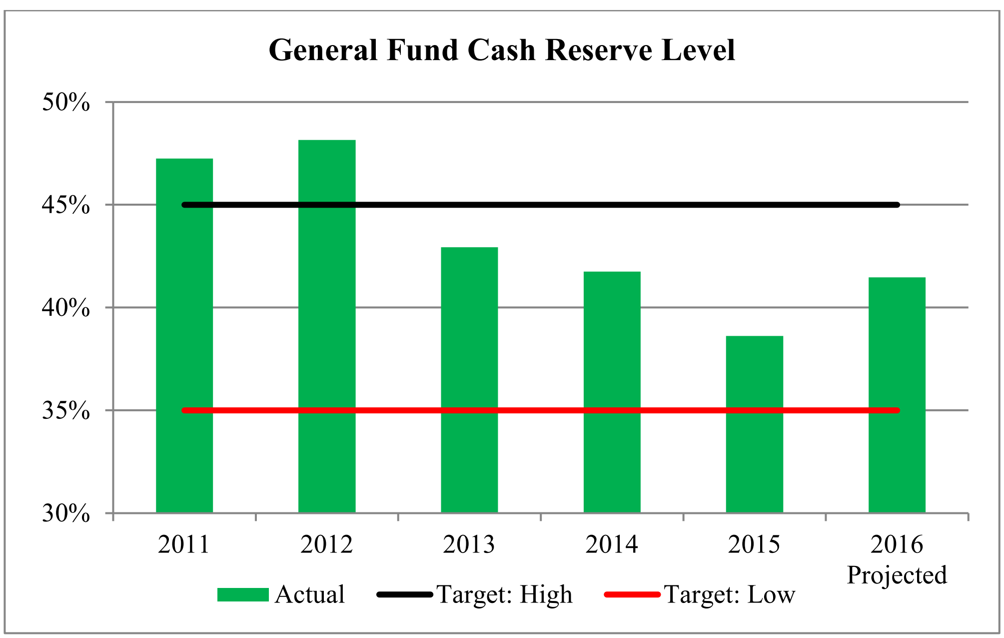
General Fund		2016 Budget		2016 Projected
Revenue	$	13,763,635	$	15,610,960
Expenditures		14,139,135		13,887,010
Surplus (Deficit)	$	(375,500)	$	1,723,951

As shown in the table, the General Fund is projected to realize an operating surplus of approximately $1,723,000 as compared to an originally forecasted deficit.

The significant turnaround is the result of several large one-time occurrences. The most prominent contributor is the one-time collection of $1.1 million in excess tax increment due to the recent closure of a tax increment district. In previous discussions, Staff has recommended that these excess TIF monies be earmarked for Building Replacement Fund and public improvements near the Snelling/Lydia/Lincoln Drive area.

A second prominent factor is the collection of $356,000 in property tax valuation petition reversals filed last year. These monies were withheld from the City's property tax collections in 2015 pending the outcome of the petitions. Additional revenues were also collected from contractual engineering services provided to the City of Falcon Heights as well as right-of-way and erosion control permits.

Based on these results, the General Fund's 12/31/16 unrestricted cash reserve level, excluding the $1.1 million in excess TIF is projected to be as follows:



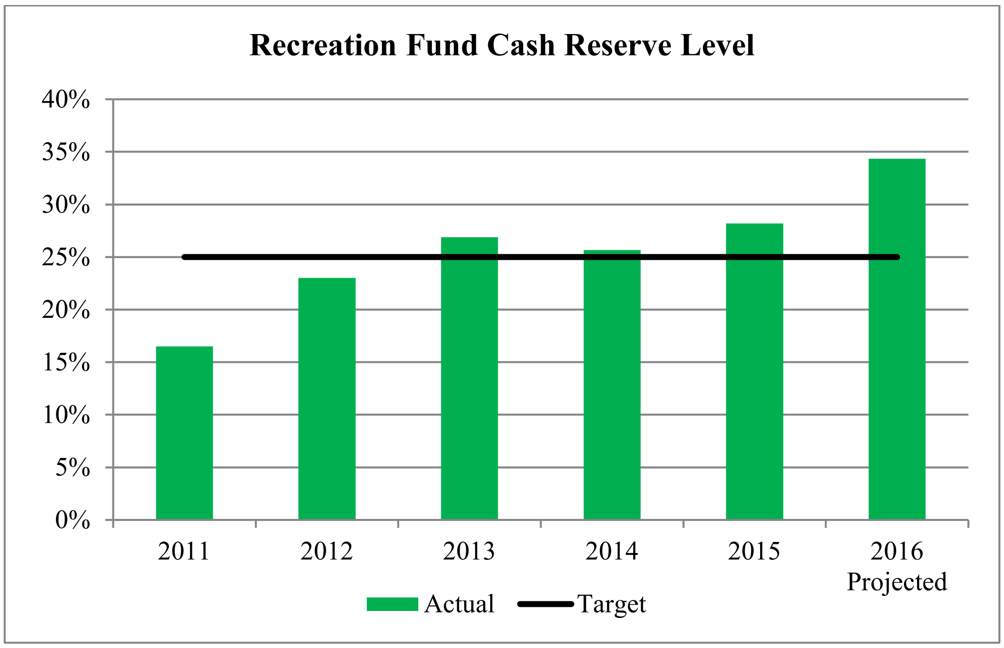
The General Fund's 12/31/16 cash reserve level is projected to be approximately $6.1 million which is within the targeted range. However, the 2017 Recommended Budget calls for the use of $405,000 in cash reserves.

Parks & Recreation Fund

The 2016 Parks & Recreation Fund's projected results are as follows:

Recreation Fund	2016 Budget	2016 Projected
Revenue	$ 4,551,710	$ 4,489,389
Expenditures	4,551,710	4,164,389
Surplus (Deficit)	$ -	$ 325,000

The Parks & Recreation Fund is projected to realize an operating surplus of $325,000. This is primarily due to lower-than expected operating costs across most major program areas. Based on these results, the Recreation Fund's 12/31/16 unrestricted cash reserve level is projected to be as follows:



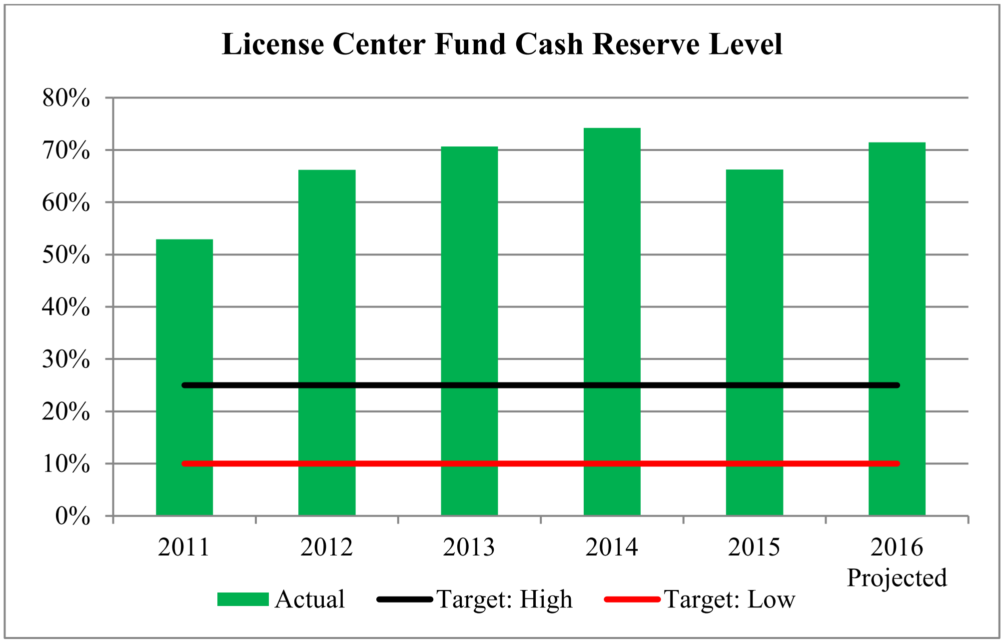
The Parks & Recreation Fund's 12/31/16 cash reserve level is projected to be approximately $1.6 million or 9% above the targeted range.

License Center Fund

The 2016 License Center Fund's projected results are as follows:

License Center Fund	2016 Budget	2016 Projected
Revenue	$ 1,603,500	$ 1,761,332
Expenditures	1,877,625	1,737,425
Surplus (Deficit)	$ (274,125)	$ 23,907

The License Center is projected to realize an operating surplus of $23,907. This results from significantly higher revenues than expected and reduced personnel, supply, and other costs. Based on these results, the License Center's 12/31/16 unrestricted cash reserve level is projected to be as follows:



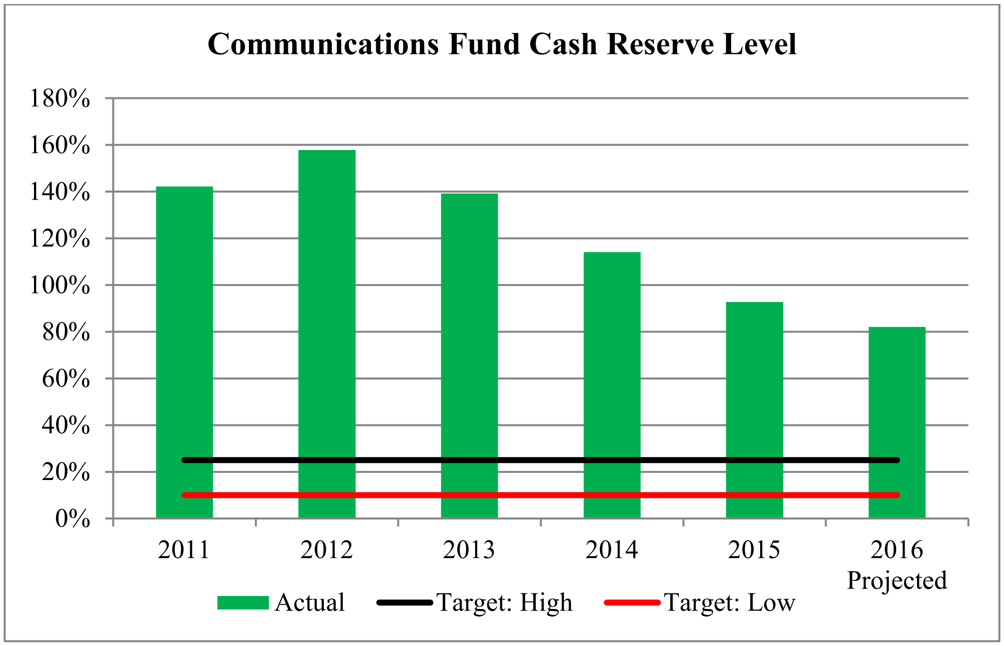
The License Center Fund's 12/31/16 cash reserve level is projected to be approximately $1.3 million which is within the targeted level needed to sustain day-to-day operations. However, a significant portion of this cash is tentatively earmarked for the financing of a new or renovated facility.

Communications Fund

The 2016 Communications Fund's projected results are as follows:

Communications Fund	2016 Budget	2016 Projected
Revenue	$ 480,000	$ 441,536
Expenditures	506,275	481,715
Surplus (Deficit)	$ (26,275)	$ (40,179)

The Communications Fund is projected to realize an operating deficit of $40,179. The deficit was greater than expected primarily due to lower cable franchise fees. Based on these results, the Communications Fund's 12/31/16 unrestricted cash reserve level is projected to be as follows:



The Communications Fund’s 12/31/16 cash reserve level is projected to be approximately $429,000 which is about 82% above the targeted range.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12/05/16
Item No.: 14.a

Department Approval

City Manager Approval

Item Description: Adopt the 2017 Final EDA Tax Levy

BACKGROUND

Under State Statutes, municipalities with an established Housing & Redevelopment Authority (HRA) or Economic Development Authority (EDA) are allowed to establish a separate property tax levy that is designated for housing and economic development purposes. The City of Roseville utilizes an EDA.

On September 12th, the City Council adopted a preliminary, not-to-exceed EDA levy of $356,585. However, the Council must now adopt a final EDA levy to formally authorize it for 2017.

The following table summarizes the estimated tax impact on single-family residential homes, based on the EDA's recommended 2017 tax levy, tax base estimates provided by Ramsey County, and assuming a 4.8% increase in property valuation – the expected amount for a median valued home in Roseville.

Estimated *ANNUAL* Tax Impact - Residential 4.8% Valuation Increase

Value of Home	2016	2017	$ Increase (Decrease)	% Increase (Decrease)
167,680	-	13.36	13.36	n/a
188,640	-	15.03	15.03	n/a
226,800	-	18.07	18.07	n/a
246,280	-	19.63	19.63	n/a
267,240	-	21.30	21.30	n/a
			$ 1.51	Per month

The amounts shown above are independent of the impact that results from the City's regular property tax levy.

POLICY OBJECTIVE

Adopting a final EDA tax levy is required under State Statutes in order to make it effective the following year.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Staff Recommends the Council adopt the attached resolution setting the 2017 Final EDA property tax levy.

REQUESTED COUNCIL ACTION

Motion to adopt the attached resolution establishing the 2017 Final EDA tax levy.

Prepared by: Chris Miller, Finance Director
Attachments: A: Resolution to adopt the 2017 Final EDA Tax Levy

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 held on the 5th day of December, 2016, at 6:00 p.m.

The following members were present

and the following were absent:

Member ___________introduced the following resolution and moved its adoption:

RESOLUTION NO _____

A RESOLUTION APPROVING A SPECIAL PROPERTY TAX LEVY, FOR THE BENEFIT OF THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY, ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2017

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

The request of the Economic Development Authority for a special levy per Minnesota Statutes Section 469.107, is hereby approved in the amount of $356,585 to be collected in 2017 for the purposes of Minnesota Statutes, Sections 469.090 to 469.1081. This amount does not exceed 0.01813 percent of estimated market value of the city as required under Section 469.107.

The motion for the adoption of the forgoing resolution was duly seconded by Council Member ___________________ and upon vote being taken thereon, the following voted in favor:

and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, 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 5th of December, 2016 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of December, 2016.

____

Patrick Trudgeon
City Manager

Seal

![Roseville logo]

REQUEST FOR COUNCIL ACTION

Date: 12/05/16
Item No.: 14.b

Department Approval

City Manager Approval

Item Description: Consider Adopting the 2017 Utility Rate Adjustments

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BACKGROUND

Over the past several months, City Staff has been reviewing the City's utilities operations to determine whether customer rate adjustments are necessary for 2017. The analysis included a review of the City's water, sanitary sewer, storm drainage, and curbside recycling operations.

The information presented below includes an analysis of these operations, some historical water usage information, and a series of rate comparisons with peer communities. Each of these are presented in separate sections.

Operational Review

Staff's analysis of its utility operations included a review of the following:

- *Fixed* costs including personnel, supplies and maintenance, and other costs that are generally independent of the amount of water purchased or wastewater that is generated.
- *Variable* costs including the purchase of water from the City of St. Paul, water treatment costs paid to the Metropolitan Council, and recycling contractor costs paid to Eureka Recycling.
- Capital replacement costs.
- Customer counts and consumption patterns, rate structure, and rates.

Based on an analysis of these costs and customer consumption patterns, Staff is recommending a number of fee adjustments for 2017. The need for these adjustments are presented in greater detail below sections.

Based on Staff's recommendation, the estimated quarterly impact on a typical single-family home is shown in the following table.

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			

For 2017 a typical single-family home will pay an estimated $170.75 per quarter, or $56.92 per month. This is an increase of $2.88 per month from 2016. More detailed information for each operating division can be found below.

Water Operations

The City's water operation provides City customers with safe potable water, as well as on-demand water pressure sufficient to meet the City's fire protection needs. The following table provides a summary of the 2016 and 2017 (proposed) Budget excluding capital:

	2016 Budget	2017 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Customer Charges	$ 7,487,750	$ 7,100,000	$ (387,750)	-5.2%
Interest Earnings	1,000	5,000	4,000	400.0%
Total	$ 7,488,750	$ 7,105,000	$ (383,750)	-5.1%
Expenses				
Personnel Services	$ 642,800	$ 642,500	$ (300)	0.0%
Supplies & Materials	82,100	88,200	6,100	7.4%
Other Services & Charges	5,793,850	5,565,750	(228,100)	-3.9%
Total	$ 6,518,750	$ 6,296,450	$ (222,300)	-3.4%
Net Available for Capital **	$ 970,000	$ 808,550		
** Excludes $592,000 in cash reserves set aside for water-related capital				

For 2017, overall *budgeted* revenues and expenditures are expected to decline significantly after adjusting for revised customer usage estimates. The revision affects both the 'Customer Charges' (revenue) and 'Other Services & Charges' (expenses). Costs associated with assigned personnel are expected to remain steady even after accommodating a 2.75% cost-of-living adjustment.

The single largest operating cost for the water operation is the purchase of wholesale water from the St. Paul Regional Water System (SPRWS). SPRWS Officials have informed us that there will be a 4.67% increase in the cost of purchasing wholesale water in 2017. However, Roseville's current customer usage rates have a sufficient cushion to accommodate this increase.

The revised 20-Year Capital Improvement Plan (CIP) identifies added infrastructure replacement costs in the coming years which will require a 3.0% increase in the water *base* fee.

Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the general public's health and general welfare. The following table provides a summary of the 2016 and 2017 (proposed) Budget excluding capital:

		2016 Budget	2017 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues					
	Customer Charges	$ 5,032,745	$ 5,040,000	$ 7,255	0.1%
	Interest Earnings	5,000	5,000	-	0.0%
	Total	$ 5,037,745	$ 5,045,000	$ 7,255	0.1%
Expenses					
	Personnel Services	$ 469,200	$ 493,100	$ 23,900	5.1%
	Supplies & Materials	50,200	50,400	200	0.4%
	Other Services & Charges	3,374,550	3,505,550	131,000	3.9%
	Total	$ 3,893,950	$ 4,049,050	$ 155,100	4.0%
Net Available for Capital **		$ 1,143,795	$ 995,950		
	** Excludes $205,000 in cash reserves set aside for sanitary sewer-related capital				

For 2017, overall costs are expected to rise 4.0%. Costs associated with assigned personnel are expected to increase 5.1% which includes a 2.75% cost-of-living adjustment.

The single largest operating cost to the sanitary sewer operation is the wastewater treatment costs paid to the Metropolitan Council Environmental Services Division (MCES). The MCES has informed us that we can expect a 5.7% increase in wastewater treatment costs for 2017 despite having lower sewer flows. The increase is attributable to the MCES' higher infrastructure replacement costs which are shared amongst metro area customers. This will require a 19.4% increase in sewer *usage* fees for our sanitary sewer customers.

The revised 20-Year Capital Improvement Plan (CIP) identifies added infrastructure replacement costs in the coming years which will also require a 3.0% increase in the sanitary sewer *base* fee.

Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as the street sweeping program. The following table provides a summary of the 2016 and 2017 (proposed) Budget excluding capital:

	2016 Budget	2017 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Customer Charges	$ 1,645,685	$ 1,775,000	$ 129,315	7.9%
Interest Earnings	35,000	20,000	(15,000)	-42.9%
Total	$ 1,680,685	$ 1,795,000	$ 114,315	6.8%
Expenses				
Personnel Services	$ 397,600	$ 404,700	$ 7,100	1.8%
Supplies & Materials	83,500	86,500	3,000	3.6%
Other Services & Charges	271,200	347,100	75,900	28.0%
Total	$ 752,300	$ 838,300	$ 86,000	11.4%
Net Available for Capital **	$ 928,385	$ 956,700		
** Excludes $1,090,000 in cash reserves set aside for storm sewer-related capital				

For 2017, overall costs are expected to rise 11.4%. Costs associated with assigned personnel are expected to increase 1.8% which includes a 2.75% cost-of-living adjustment. The increase in 'Others Services & Charges' is due to the costs associated with updating the Stormwater Plan, which is required as part of the broader decennial update of the Comprehensive Plan.

The revised 20-Year Capital Improvement Plan (CIP) identifies added infrastructure replacement costs in the coming years which will require a 5.0% increase in the storm sewer fee.

Recycling Operations

The recycling operation provides for the contracted curbside recycling pickup throughout the City and related administrative costs. The primary operating cost is the amounts paid to a contractor to pickup recycling materials.

The following table provides a summary of the 2016 and 2017 (proposed) Budget:

	2016 Budget	2017 Budget	$ Increase (Decrease)	% Increase (Decrease)
Revenues				
Base Fee Revenue	$ 346,000	$ 426,210	$ 80,210	23.2%
Usage Fee Revenue	-	-	-	0.0%
SCORE Grant	89,200	85,000	(4,200)	-4.7%
Revenue Sharing	48,000	-	(48,000)	-100.0%
Interest Earnings	1,000	1,000	-	0.0%
Total	$ 484,200	$ 512,210	$ 28,010	5.8%
Expenses				
Personnel Services	$ 36,800	$ 36,800	$ -	0.0%
Supplies & Materials	2,000	2,000	-	0.0%
Other Services & Charges	453,410	473,410	20,000	4.4%
Total	$ 492,210	$ 512,210	$ 20,000	4.1%
Net From Operations **	$ (8,010)	$ -		
** The Recycling Fund has a cash balance of $90,600				

For 2017, overall costs are expected to rise 4.1% resulting from a new multi-year contract for services (review pending). The increased contractor costs which include the addition of pickups in public areas, coupled with a decline in revenue sharing will require a 16.0% increase in the recycling fee charged to customers.

Recommended Rates for 2016

As noted above, a typical single-family home will pay $170.75 per quarter, or $56.92 per month under the recommended rates. The following tables provide a more detailed breakdown of the proposed rates.

Water Base Rate Category	2016 Rate	2017 Rate	Comments
Single-Family Residential	$ 51.60	$ 53.15	Standard SF rate
Single-Family Residential: Low-Income Discount	33.50	34.55	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	51.60	53.15	Standard SF rate
Non-SF Residential (1.0" Meter)	64.50	66.45	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	103.00	106.10	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	193.50	199.30	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	387.00	398.60	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	774.00	797.20	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,548.00	1,594.45	Standard SF rate x 30.00

Water Usage Rate Category	2016 Rate	2017 Rate	Comments
SF Residential: Up to 30,000 gals./qtr	$ 2.25	$ 2.25	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.50	2.50	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.70	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.95	2.95	Standard SF rate +30%
Non-SF Residential (summer rate)	3.15	3.15	Standard SF rate +40%
Rates are per 1,000 gallons			

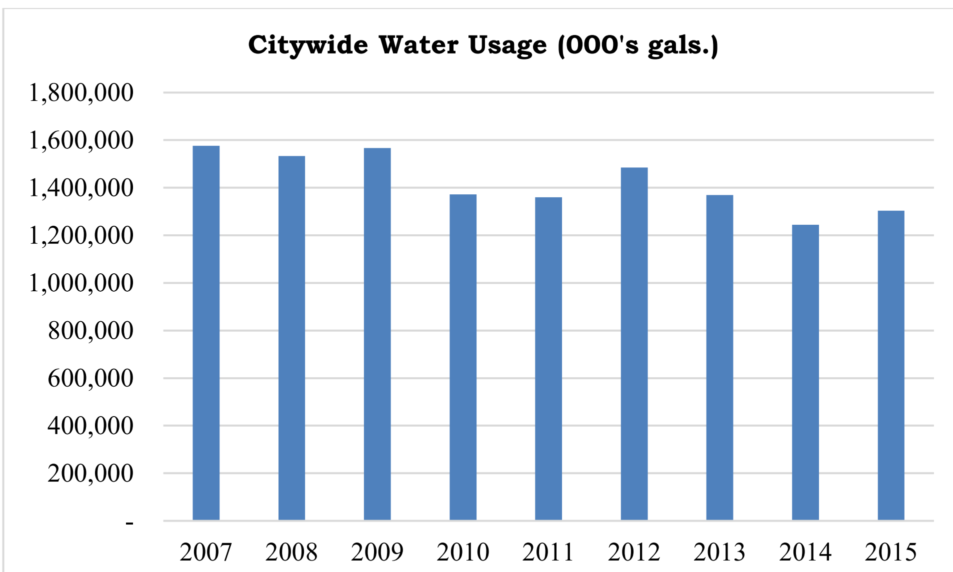
Sewer Base Rate Category	2016 Rate	2017 Rate	Comments
Single-Family Residential	$ 35.40	$ 36.45	Standard SF rate
Single-Family Residential: Low-Income Discount	23.00	23.70	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	35.40	36.45	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	24.90	25.65	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	26.50	27.30	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	53.00	54.60	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	79.50	81.90	Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	124.00	127.70	Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	260.00	267.80	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	515.00	530.45	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,025.00	1,055.75	Standard SF rate x 29.00
Multi-family rate is per housing unit			

Sewer Usage Rate Category	2016 Rate	2017 Rate	Comments
Residential	$ 1.80	$ 2.15	Standard rate
Non-Residential	4.20	5.00	Standard rate x 2.30
Rates are per 1,000 gallons			

Stormwater Base Rate Category	2016 Rate	2017 Rate	Comments
Single-Family Residential & Duplex	$ 12.35	$ 12.95	Standard SF rate
Multi-Family & Churches	95.55	100.35	Standard SF rate x 7.75
Cemeteries & Golf Course	9.30	9.75	Standard SF rate x 0.75
Parks	28.75	30.20	Standard SF rate x 2.35
Schools & Community Centers	46.45	48.80	Standard SF rate x 3.75
Commercial & Industrial	191.00	200.55	Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre			
Recycling Rate Category	**2016 Rate**	**2017 Rate**	**Comments**
Single-Family	$ 5.60	$ 6.50	Standard rate
Multi-Family	5.60	6.50	Standard rate

Water Usage History

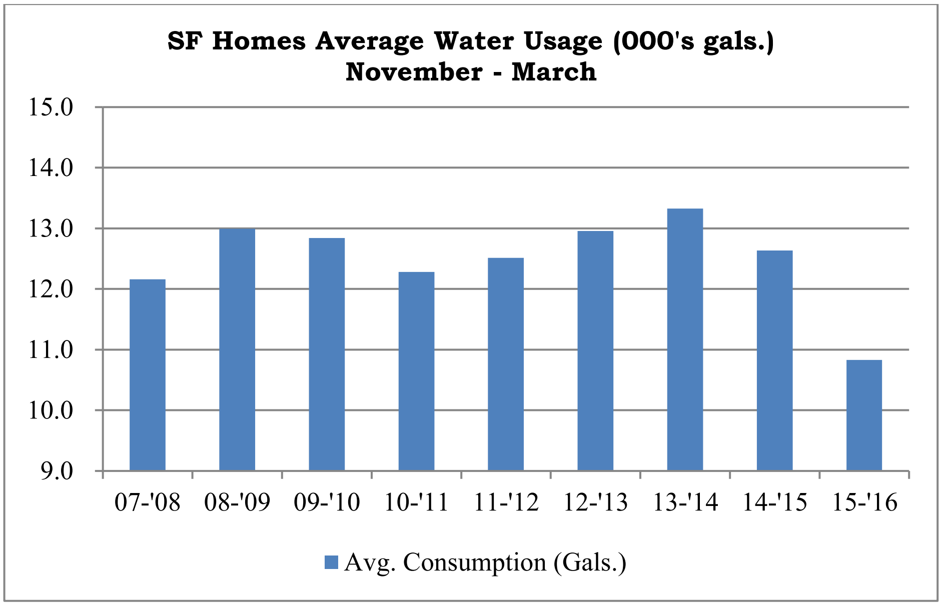
The series of graphs presented below depict water customer consumption patterns over the past 8 years beginning with a depiction of the *citywide* water consumption.



As indicated in the graph, citywide consumption has generally been falling over the past eight years – a 17% reduction since 2007. With aggregate data it’s difficult to conclude whether water customers are truly modifying their behavior or if the volume is decreasing for other reasons such as the loss of high-water users (manufacturing, hotels, apartments, etc.) or higher summertime rainfall totals.

As we’ll discuss further below, the average monthly summertime rainfall totals have increased somewhat since 2009, however during this same period the City has seen growth in housing units, retail establishments, and other commercial uses. The bottom line is that overall consumption has declined, while the City has grown.

The next graph depicts the average quarterly *wintertime* usage for single-family homes. Because it excludes summer lawn & garden irrigation months, the graph is indicative what single-family homes use for ‘normal’ household usage such as laundry, showering/bathing, etc.

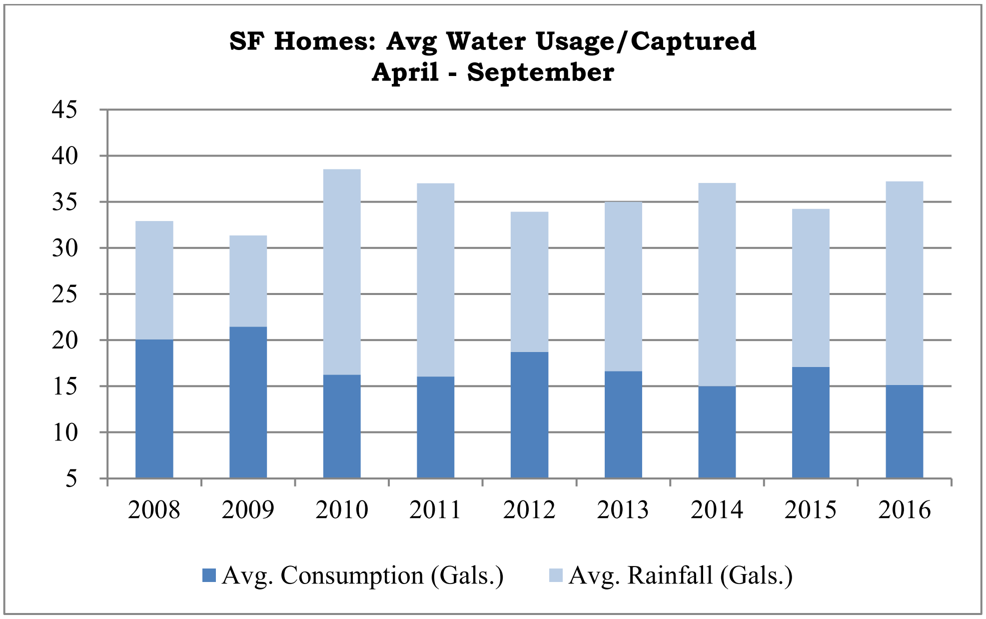


As shown in the graph, the average overall usage for single-family homes in the wintertime has remained relatively stable since 2007 with a variance of only about 2,000 gallons from year to year.

On the surface, the data suggests that customer behavior and consumption patterns were not influenced by changes in the water usage fees in either direction. This may have occurred because the financial incentive or penalty to modify a household’s behavior was simply not large enough. Then again, it could mean that most households simply held to an established standard of cleanliness, while remaining mindful of societal norms associated with water conservation.

This seems to be evidenced when the water usage fee dropped from $2.35 per thousand gallons in 2008 to $1.85 in 2009 as part of an overall rate structure change. This effectively lowered the cost of consumption by 20%. Despite these favorable circumstances, household usage remained unchanged.

Finally, we can look at the average quarterly *summertime* usage for single-family homes to gauge whether water usage behaviors are influenced by seasonal factors such as lawn & garden irrigation. In this instance, we need to also track local rainfall totals because it can influence how much water households use for outdoor purposes.



As the graph indicates, over the past eight years the average overall usage + captured volume of water for single-family homes in the summertime ranged from 31,000 gallons per quarter to 39,000.

What is clearly evidenced by the data, summertime consumption patterns are directly influenced by rainfall amounts. Clearly, customers reduced their summertime consumption during heavier rainfall periods. Changes in water usage fees didn't seem to be a factor on how much water was used. Once again, it appears that customers are making a conscious decision to maintain an established standard – in this case a healthy lawn and garden while remaining mindful of the tenets of water conservation. The bottom line is that single-family *summertime* water consumption has dropped by 29% since 2009.

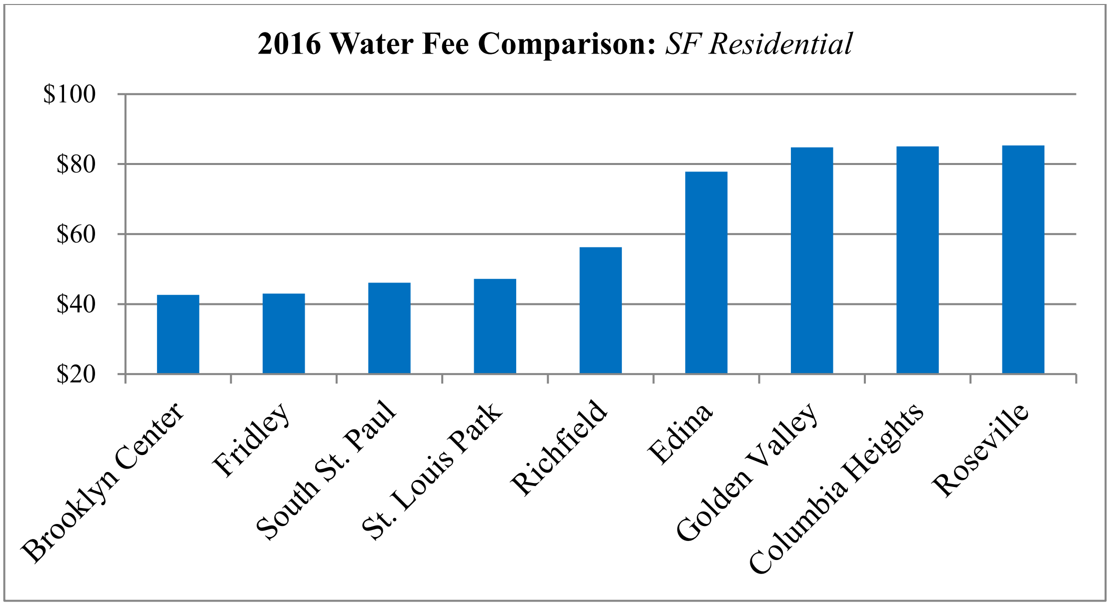
Rate Comparisons

The graphs below depict a number of water and sewer rate comparisons with other peer communities. For this analysis, peer communities include 1st ring suburbs that serve a population between 18,000 and 50,000, and which are not simply an extension of a larger entity's system (e.g. Maplewood is excluded because they're part of St. Paul's system). This group was selected to try and approximate cities with stand-alone systems with similar age of infrastructure which can have a significant influence on the cost of water and sewer services.

It should be noted that broad comparisons only give a cursory look at how one community's rates compares to another. One must also incorporate each City's individual philosophy in funding programs and services.

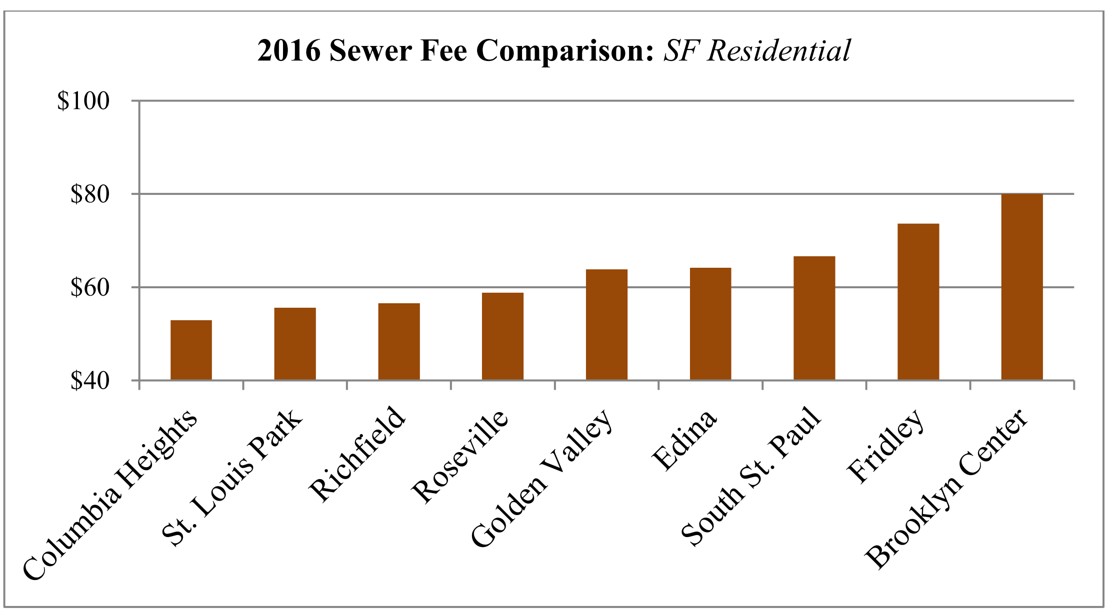
For example, Roseville does NOT utilize assessments to pay for water or sewer infrastructure replacements like many other cities do. Instead we fund infrastructure replacements 100% through the rates. As a result, <u>Roseville's water and sewer rates are inherently higher when compared to a City that uses assessments to pay for improvements</u>. Other influences on the rates include whether or not a community softens its water before sending it on to customers, and the extent in which communities charge higher rates to non-residential customers.

The following chart depicts the peer group comparison for combined *water* base rate and usage rate for a single-family home that uses 15,000 gallons per quarter.



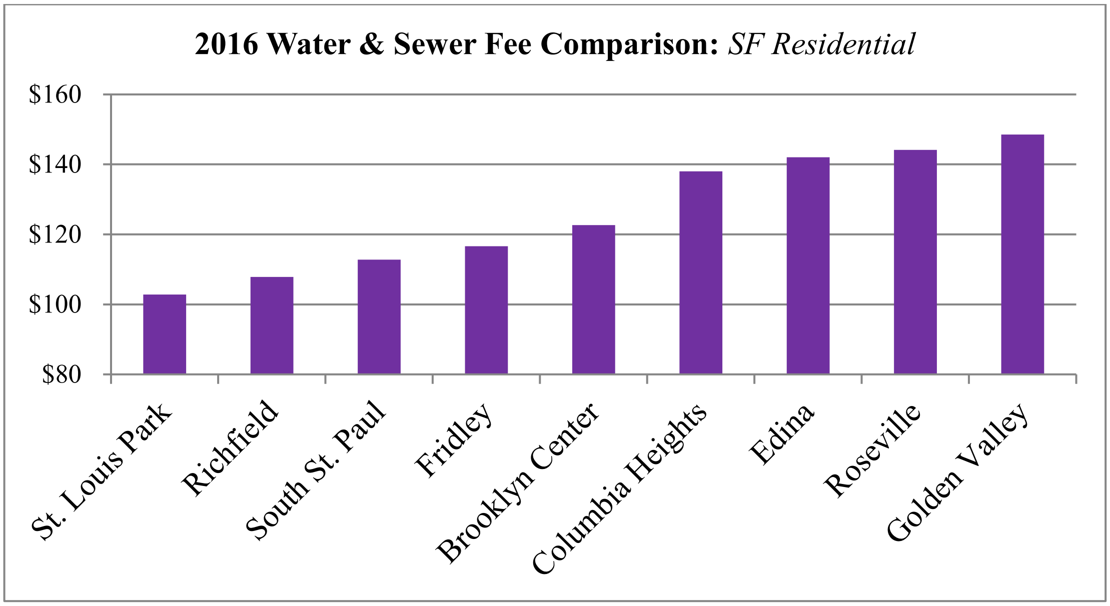
As is shown in the graph, Roseville's total water charge (base + usage) is the highest in the comparison group. One of the primary reasons why Roseville's water rates are higher is due to the significant increase in infrastructure replacements in recent years, which unlike many other cities, are funded solely by the rates.

The following chart depicts the peer group comparison for combined *sewer* base rate and usage rate for a single-family home that uses 13,000 gallons per quarter.



In this comparison, Roseville sewer charges were less than the median.

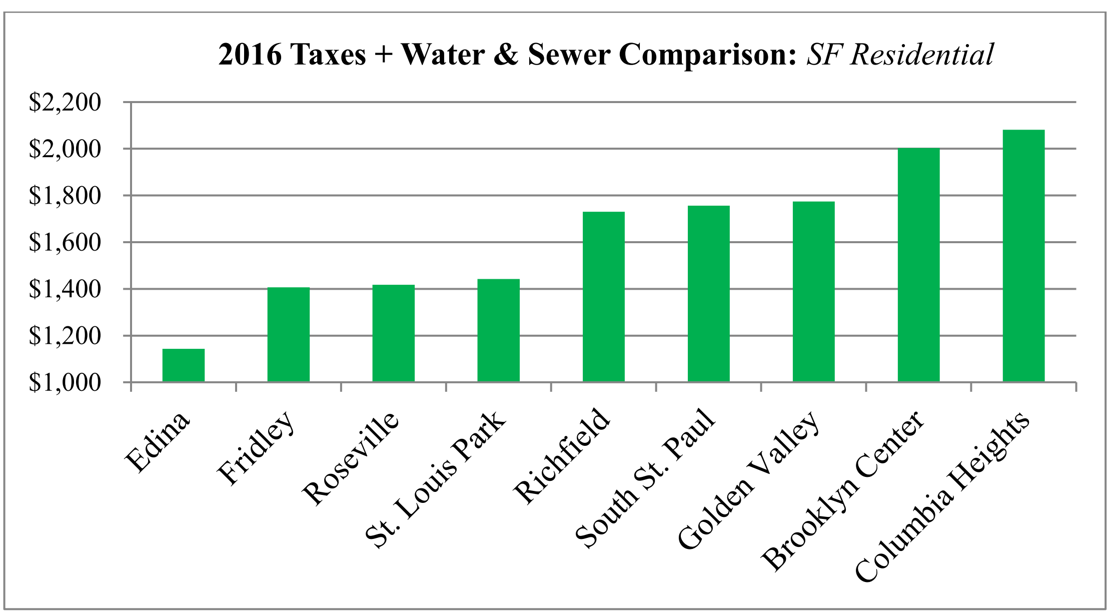
To get a broader perspective, the following chart has been prepared depicting the combined *water and sewer* impact for a typical single-family home for the comparison group.



When combined, Roseville is approximately 14% above the average for the peer group.

It should be noted that most of the cities shown in the chart that have lower water & sewer rates, happen to have much higher property tax rates. This is an important distinction because again, each City employs a different philosophy in how it funds the direct and indirect costs of providing water & sewer services.

Roseville's philosophy is to ensure that all indirect costs are reflected in the water and sewer rates. This results in higher water and sewer rates. This also means that we don't have as many indirect costs being supported by the property tax or assessments. We can adjust for these differences by combining property taxes and water & sewer fees for a typical single-family home.



As is shown in this graph, when looking at more comprehensive comparison that factors in a broader spectrum of needs and funding philosophies, Roseville has one of the lowest financial impacts on residents of the comparison group – approximately 12% below the peer average.

Staff will be available at the Commission meeting to address any inquiries.

POLICY OBJECTIVE

An annual review of the City's utility rate structure is consistent with governmental best practices to ensure that each utility operation is financially sound.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Based on the increasing costs noted above, Staff is recommending rate adjustments as shown in the attached resolution.

REQUESTED COUNCIL ACTION

Motion to approve the attached resolution establishing the 2017 Utility Rates.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution establishing the 2017 Utility Rates

B: Utility rate calculations

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 5th day of December, 2016 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION _______

RESOLUTION ESTABLISHING THE 2017 UTILITY RATES

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, the water, sanitary sewer, storm drainage, and recycling rates are established for 2017 as follows:

Water Base Rate Category	2016 Rate	2017 Rate		Comments
Single-Family Residential	$ 51.60	$ 53.15		Standard SF rate
Single-Family Residential: Low-Income Discount	33.50	34.55		Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	51.60	53.15		Standard SF rate
Non-SF Residential (1.0" Meter)	64.50	66.45		Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	103.00	106.10		Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	193.50	199.30		Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	387.00	398.60		Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	774.00	797.20		Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,548.00	1,594.45		Standard SF rate x 30.00
Water Usage Rate Category	**2016 Rate**	**2017 Rate**		**Comments**
SF Residential: Up to 30,000 gals./qtr	$ 2.25	$ 2.25		Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.50	2.50		Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.70	2.70		Standard SF rate +20%
Non-SF Residential (winter rate)	2.95	2.95		Standard SF rate +30%
Non-SF Residential (summer rate)	3.15	3.15		Standard SF rate +40%
Rates are per 1,000 gallons				

Sewer Base Rate Category	2016 Rate	2017 Rate		Comments
Single-Family Residential	$ 35.40	$ 36.45		Standard SF rate
Single-Family Residential: Low-Income Discount	23.00	23.70		Standard SF rate x 0.65
Multi-Family Residential (townhomes)	35.40	36.45		Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	24.90	25.65		Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	26.50	27.30		Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	53.00	54.60		Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	79.50	81.90		Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	124.00	127.70		Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	260.00	267.80		Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	515.00	530.45		Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,025.00	1,055.75		Standard SF rate x 29.00
Multi-family rate is per housing unit				

Sewer Usage Rate Category	2016 Rate	2017 Rate		Comments
Residential	$ 1.80	$ 2.15		Standard rate
Non-Residential	4.20	5.00		Standard rate x 2.30
Rates are per 1,000 gallons				

Stormwater Base Rate Category	2016 Rate	2017 Rate		Comments
Single-Family Residential & Duplex	$ 12.35	$ 12.95		Standard SF rate
Multi-Family & Churches	95.55	100.35		Standard SF rate x 7.75
Cemeteries & Golf Course	9.30	9.75		Standard SF rate x 0.75
Parks	28.75	30.20		Standard SF rate x 2.35
Schools & Community Centers	46.45	48.80		Standard SF rate x 3.75
Commercial & Industrial	191.00	200.55		Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre				

Recycling Rate Category	2016 Rate	2017 Rate		Comments
Single-Family	$ 5.60	$ 6.50		Standard rate
Multi-Family	5.60	6.50		Standard rate

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon a 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)
) SS
County of Ramsey)

I, 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 5th day of December, 2016 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 5th day of December, 2016.

____
Patrick Trudgeon
City Manager

Seal

City of Roseville
Water Rate Analysis
2017

Attachment B

Total Fixed Costs	2017	
Personal Services	$ 642,800	
Supplies & Maintenance	88,200	
Other Charges (net of water purchase)	915,750	
Less Depreciation	(350,000)	
Capital Outlay	1,209,300	(20-year CIP amortization) ** $1,170,700 in 2016; $39K Increase (3.3%)
Total	$ 2,506,050	= Amount to recover from BASE rates

	# of Customers	Avg. Usage (a)	Current Base Fee	Current Base Fee Revenue	Proposed Base Fee	Proposed % Increase (decrease)	Base Fee Revenue	Rate Multiplier	Actual Calculation	Current Fee per 1,000 gals.	Current Usage Fee Revenue	Proposed Fee per 1,000 gals.	Proposed % Increase (decrease)	Usage Fee Revenue	Rate Multiplier	Actual Calculation
Single-Family Residential (b)	9,497	14	51.60	490,045	53.15	3.00%	504,747	Standard SF rate	n/a	2.25	299,156	2.25	0.00%	299,156	Standard SF rate	n/a
Multi-Family and Non-Residential																
5/8" Meter or 3/4" Meter	70	28	51.60	3,612	53.15	3.00%	3,721	Standard SF rate	1.00	2.95	5,811	2.95	0.00%	5,811	Standard SF rate +30%	31.1%
1.0" Meter	276	137	64.50	17,802	66.45	3.02%	18,340	Standard SF rate x 1.25	1.25	2.95	111,317	2.95	0.00%	111,317		
1.5" Meter	210	146	103.00	21,630	106.10	3.01%	22,281	Standard SF rate x 2.00	2.00	2.95	90,162	2.95	0.00%	90,162		
2.0" Meter	144	178	193.50	27,864	199.30	3.00%	28,699	Standard SF rate x 3.75	3.75	2.95	75,602	2.95	0.00%	75,602		
3.0" Meter	42	420	387.00	16,254	398.60	3.00%	16,741	Standard SF rate x 7.50	7.50	2.95	51,998	2.95	0.00%	51,998		
4.0" Meter	1	7	774.00	774	797.20	3.00%	797	Standard SF rate x 15.00	15.00	2.95	19	2.95	0.00%	19		
6.0" Meter	2	3,798	1,548.00	9,288	1,594.45	3.00%	9,567	Standard SF rate x 30.00	30.00	2.95	22,408	2.95	0.00%	22,408		
Total # of Customers	10,242			587,269			604,893				656,473			656,473		
			Total Annual Revenue	2,349,077			2,419,570				2,625,893			2,625,893		
						Total Costs to Recoup	2,506,050						Total Costs to Recoup	2,456,988		
						Revenue over (under) Costs	(86,480)						Revenue over (under) Costs	168,905		

(a) Usage is in thousands of gallons, based on average YEAR-Round usage
(b) As of 11/14/16; 29 households were receiving the discount

Total Variable Costs 2017 St. Paul Base Rate	St. Paul Cu Ft Rate	Roseville Cu Ft Rate *	Roseville Gal. Rate	Consumption %	Blended Rate	Allowance For Unaccounted Water @ 5%	Estimated Gallons (1000's)	Estimated Cost
Base Rate					0.409	0.429		552,000
Water Rate: Winter	2.640	1.848	1.382	45.0%	0.622	0.653	607,500	839,750
Water Rate: Summer	2.740	1.918	1.435	55.0%	0.789	0.829	742,500	1,065,238
* Per Contract with SPRWS, Roseville pays 70% of the 'inside City rate'					1.820	1.911	1,350,000	2,456,988 = amount to recover from USAGE rates

Total Projected Usage (1,000 gals.) 1,350,000
(Roseville only - excludes Arden Hills)

Attachment B

City of Roseville
Sanitary Sewer Rate Analysis
2017

Total Fixed Costs	2017	
Personal Services	$ 493,100	
Supplies & Maintenance	50,400	
Other Charges (net of sewer treatment)	805,550	
Less Depreciation	(300,000)	
Capital Outlay	1,309,925	(20-year CIP amortization) ** $1,251,450 in 2016; $58K Increase (5%)
Total	$ 2,358,975	= Amount to recover from BASE rates

	# of Customers	Avg. Usage (a)	Current Base Fee	Current Base Fee Revenue	Proposed Base Fee	Proposed % Increase (decrease)	Proposed Base Fee Revenue	Rate Multiplier	Actual Calculation	Current Fee per 1,000 gals.	Current Usage Fee Revenue	Proposed Fee per 1,000 gals.	Proposed % Increase (decrease)	Proposed Usage Fee Revenue	Rate Multiplier	Actual Calculation
Single-Family Residential	9,497	13	35.40	336,194	36.45	2.97%	346,166	Standard SF rate	n/a	1.80	222,230	2.15	19.44%	265,441	Standard SF rate	n/a
Residential - Multi Family (b)	60	10								1.80	1,056	2.15	19.44%	1,262		
Residential - Apts & Condos (c)	189	260								1.80	88,299	2.15	19.44%	105,468		
Residential - Multi Family (b)	239		35.40	8,461	36.45	2.97%	8,712	Standard SF rate x 1.00	1.00							
Residential - Apts & Condos (c)	5,976		24.90	148,802	25.65	3.01%	153,284	Standard SF rate x 0.70	0.70							
Non-residential									-							
5/8" Meter or 3/4" Meter	70	35	26.50	1,855	27.30	3.02%	1,911	Standard SF rate x 0.75	0.75	4.20	10,181	5.00	19.05%	12,121	Standard rate x 2.30	2.33
1.0" Meter	276	47	53.00	14,628	54.60	3.02%	15,070	Standard SF rate x 1.50	1.50	4.20	54,633	5.00	19.05%	65,039		
1.5" Meter	210	73	79.50	16,695	81.90	3.02%	17,199	Standard SF rate x 2.25	2.25	4.20	64,704	5.00	19.05%	77,028		
2.0" Meter	144	167	124.00	17,856	127.70	2.98%	18,389	Standard SF rate x 3.50	3.50	4.20	100,953	5.00	19.05%	120,182		
3.0" Meter	42	274	260.00	10,920	267.80	3.00%	11,248	Standard SF rate x 7.25	7.35	4.20	48,353	5.00	19.05%	57,563		
4.0" Meter	1	11	515.00	515	530.45	3.00%	530	Standard SF rate x 14.50	14.55	4.20	47	5.00	19.05%	56		
6.0" Meter	2	-	1,025.00	6,150	1,055.75	3.00%	6,335	Standard SF rate x 29.00	28.96							
				562,076			578,843				590,456			704,161		
Total Annual Revenue				2,248,303			2,315,370				2,361,825			2,816,642		
						Total Costs to Recoup	2,358,975						Total Costs to Recoup	2,816,218		
						Revenue over (under) Costs	(43,605)						Revenue over (under) Costs	424		

(a) Usage is in thousands of gallons. Residential usage is based on average WINTER usage
(b) Total UB Accounts = 60, total units for base revenue calculation = 239
(c) Total UB Accounts = 189, total units for base revenue calculation = 5,976

Total Variable Costs

Total Wastewater Treatment Cost 2,816,218 ** based on Met Council letter dated 08/17/2016

City of Roseville

Storm Sewer Rate Analysis

2017

Total Costs	2017	
Personal Services	$ 404,700	
Supplies & Maintenance	86,500	
Other Charges	747,100	
Less Depreciation	(400,000)	
Capital Outlay	1,175,500	(20-year CIP amortization) ** $1,084,300 in 2016; $91K Increase (8%)
Total	$2,013,800	= Amount to recover from rates

			Current Rates		Proposed				
	# of Customers	# of Lots / Acreage	Base Fee	Base Fee Revenue	Base Fee	% Increase (decrease)	Base Fee Revenue	Rate Multiplier	Actual Calculation
Single Family & Duplex	9,497	9,497	12.35	$ 117,288	12.95	4.86%	$ 122,986	= Standard SF rate	n/a
Multi-Family & Churches	n/a	350	95.55	33,443	100.35	5.02%	35,123	Standard SF rate x 7.75	7.75
Cemeteries & Golf Course (a)	n/a	79	9.30	735	9.75	4.84%	770	Standard SF rate x 0.75	0.75
Parks (b)	n/a	1	28.75	29	30.20	5.04%	30	Standard SF rate x 2.35	2.33
Schools & Comm. Centers (c)	n/a	153	46.45	7,107	48.80	5.06%	7,466	Standard SF rate x 3.75	3.77
Commercial & Industrial	n/a	1,450	191.00	276,950	200.55	5.00%	290,798	Standard SF rate x 15.50	15.49
				435,551			$ 457,173		
			Total Annual Revenue	$1,742,203			$ 1,828,692		
						Total Costs to Recoup	2,013,800	---> Includes $75K in one-time costs for	
			OK to be Negative: $1.0 M reserves --->			Revenue over (under) Costs	(185,108)	for Stormwater Plan update	

City of Roseville
Solid Waste Recycling Rate Analysis
2017

Attachment B

Total Costs	2017	
Personal Services	$ 36,800	
Supplies & Maintenance	2,000	
Other Charges: Miscellaneous	23,410	
Contractor Costs: Customers	438,120	@ 15,469 units
Contractor Costs: Public Spaces	1,920	@ 64 units
Total	$ 502,250	= Amount to recover from rates

	# of Customers (Units) *	Current Rates: Base Fee	Current Rates: Base Fee Revenue	Proposed Rates: Base Fee	Proposed Rates: % Increase (decrease)	Proposed Rates: Base Fee Revenue
Single Family	9,385	5.60	52,556	6.50	16.07%	61,003
Multi family	6,084	5.60	34,070	6.50	16.07%	39,546
Revenue Sharing from Contractor (quarterly)	15,469		12,000			-
Ramsey Co. SCORE Grant (quarterly)			22,300			21,250
			120,926			121,799
Total Quarterly Revenue						
Total Annual Revenue			483,706			487,194
					Total Costs to Recoup	502,250
					Revenue over (under) Costs	(15,056)

Expenses	2016	2017	% Increase
Contractor base rate per month	2.31	2.36	2.16%
Contractor base rate per quarter	6.93	7.08	
# of customers	15,469	15,469	
Total Contractor Cost per Quarter	107,200	109,521	
Total City Costs per Quarter	15,478	15,553	----> excludes recycling contract costs
Quarterly Costs	$ 122,678	$ 125,073	
Revenues			
Estimated Revenue Sharing from Contractor	12,000	-	
Estimated Ramsey County SCORE grant	22,300	21,250	
Quarterly Non-Customer Revenues	34,300	21,250	
Amount Needed from Customers	88,378	103,823	
# of Customers	15,469	15,469	
Quarterly Base Fee Needed	**$ 5.71**	**$ 6.71**	

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: December 5, 2016
Item No.: 14.c

Department Approval

City Manager Approval

Item Description: Consider Approval of Newly Created Positions in the 2017 City and EDA Budget

The 2017 budget created several new positons; Assistant City Manager, Sr. Office Assistant, Investigative Aide, and three Fulltime Firefighters. Below are the job summaries and salary ranges for each position. Each positon is fulltime with the exception of the Sr. Office Assistant and the Investigative Aide which are half time; and each will include benefits costing approximately 30% beyond the salary.

In addition the Council with the approval of the EDA budget, approved for two new positions to be created that will replace the HRA Executive Director and GIS Technician positions and the current staff will move into the new roles. The newly created Housing & Economic Development Program Manager and the Economic Development & GIS Specialist as well as the other new positions have been incorporated in the 2017 budget.

Assistant City Manager Job Summary:

The Assistant City Manager, under the direction of the City Manager, is responsible for directing organization-wide operations for the City. This position participates as an important member of the City's leadership team. The Assistant City Manager plans, and directs a variety of technical, administrative, and supervisory personnel in planning, organizing, directing, and implementing of the city's administrative division including clerical operations, human resources, communications, volunteer coordination, city clerk functions, and elections as well as acting as a liaison to City commissions, overseeing city operations, and leading special projects

Salary Range: Internally this position falls into grade 18 of the exempt ranges $49.17 – $59.24/Hr. or $102,274 - $123,219 annually.

Housing & Economic Development Program Manager Job Summary:

Under the direction the Community Development Director the Housing & Economic Development Program Manager is responsible for all aspects of the City's housing economic development programs. This position helps the department to define, establish and attain overall goals and objectives of the housing and economic development arena with the goal of business retention, expansion and attraction, job growth, and tax base expansion.

Salary Range: Internally this position falls into grade 13 of the exempt ranges $35.08 – $42.26/Hr. or $72,966 - $87,901 annually.

Economic Development & GIS Specialist Job Summary:

The Economic Development & GIS Specialist performs skilled technical work in the field of economic development and GIS that supports the City goals and strategic vision. This position will coordinate workflows, manage applicable service requirements, and perform diversified economic development and GIS services including planning, coordinating, implementing, and managing the divisions GIS operations and will take the lead on projects to include research as well as mentoring interns as needed.

The Economic Development & GIS Specialist partners with the Community Development Director and Housing and Economic Development Program Manager in the development and implementation of economic development programs for the City of Roseville with the goal of business retention, expansion and attraction, job growth, and tax base expansion. This position is also responsible for the performing and managing of GIS operations within the Community Development Department.

Salary Range: Internally this position falls into grade 10 of the non-exempt ranges $29.17 – $35.14/Hr. or $60,673 - $73,091 annually.

(1/2X) Sr. Office Assistant Job Summary:

The Senior Office Assistant is the front line support for the Administration Department and assists staff, council, and commissioners in accomplishing their responsibilities to meet the City's goals and objectives. This position provides mid-level clerical and customer service support exercising discretion while building relationships with the community, City Council, Commissioners, and staff. Assists the department with meeting scheduling, agendas, analysis, reports, record keeping, communications, departmental notices and publications and serving the general public needs.

Salary Range: Internally this position falls into grade 6 of the non-exempt ranges $21.26 –$25.62/Hr. or $22,110 - $26,645 annually due to its half-time FTE status.

(1/2X) Investigative Aide Job Summary:

The Investigative Aid is a non-sworn position providing technical and clerical support for the Investigations Unit of the Police Department. The position provides entry-level clerical, technical, and customer service support while building relationships with the community, external agencies, and staff. The Investigative Aid assists staff in achieving their goal of providing high quality criminal case investigation and preparation for the City of Roseville.

Salary Range: Internally this position falls into grade 4 of the non-exempt ranges $18.56 –$22.36/Hr. or $19,302 - $23,254 annually due to its half-time FTE status.

Full-time Firefighters Job Summary:

This position protects life and property by performing fire prevention, fire suppression, inspections, public education, hazardous materials incident mitigation, and rescue and emergency medical services. The Firefighter maintains fire equipment, apparatus and facilities, participates in training; and performs intermediate troubleshooting and analysis, makes recommendations, and keeps records as required. This position drives the standards of safety, cleanliness, and high quality of Fire services.

Salary Range: Internally this position falls into the fire union contract (IAFF) with starting wage of $19.75/Hr. or $57,512 annually due to the annual work schedule of 2912 hours for FTE status.

POLICY OBJECTIVE

The 2017 Budget process identified priorities and funding mechanisms for the City to provide needed services and programs. Hiring personnel to fill the newly created positions will assist in implementing these priorities.

FINANCIAL IMPACTS

The proposed City and EDA budget for 2017 will cover the costs of the positions.

STAFF RECOMMENDATION

Based on the passage of the 2017 City Budget, staff recommends approval of the newly created positions and recommends that the City Council authorize staff to begin the process of recruiting and filling the newly created positions.

REQUESTED COUNCIL ACTION

Motion to approve the newly created positions and authorize staff to begin the process of recruiting and filling the newly created positions.

Prepared by: Eldona Bacon, Human Resources Manager (651) 792-7025

Attachments: None

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 12-5-2016
Item No.: 14.d

Department Approval

City Manager Approval

Item Description: Authorize Cooperative Service Agreement with the United States Department of Agriculture for the Purpose of Deer Reduction

BACKGROUND

After much Community, City Council and Parks and Recreation Commission discussion, on October 24, 2016 the City Council authorized a deer reduction effort to be conducted by sharpshooters from the United States Department of Agriculture. The exact dates are yet to be finalized, but it is expected to occur sometime between January and March of 2017.

Attached is a standard Cooperative Service Agreement between the City of Roseville and the United States Department of Agriculture. It has been reviewed and approved by the City Attorney.

The locations that are expected for reduction efforts include; Central Park East, Ladyslipper Park, Owasso Hills Park and the Roseville Leaf Compost Site.

POLICY OBJECTIVE

This effort is consistent with addressing resident's concerns and desires and with the City Wildlife Management Ordinance.

FINANCIAL IMPACTS

The cost for reducing the Roseville deer herd by up to 20 is anticipated to be $6,751.12.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the attached Cooperative Service Agreement with the United States Department of Agriculture and all other necessary documents to perform the Wildlife Management Services in Roseville, all with final City Attorney approval.

COUNCIL ACTION REQUESTED

Motion authorizing the Mayor and City Manager to execute the attached Cooperative Service Agreement with the United States Department of Agriculture and all other necessary documents to perform the deer reduction services in Roseville, with final City Attorney approval.

Prepared by: Lonnie Brokke, Director
Attachments: A: Cooperative Service Agreement

WS-ER (6/14)

Agreement No.: 17 7227 8089 RA
WBS: AP.RA.RX27.72.0117

COOPERATIVE SERVICE AGREEMENT
between
CITY OF ROSEVILLE, MN
and
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) WILDLIFE SERVICES (WS)

ARTICLE 1

The purpose of this Cooperative Service Agreement is to cooperate in a wildlife damage management project as described in the attached Work Plan.

ARTICLE 2

APHIS-WS has statutory authority under the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c), to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3

APHIS-WS and City of Roseville mutually agree:

1. The parties' authorized representatives who shall be responsible for carrying out the provisions of this Agreement shall be:

City of Roseville:	Lonnie Brokke, Parks and Recreation Director City of Roseville, MN 2660 Civic Center Drive Roseville, MN 55113 651-792-7101
APHIS-WS:	Gary Nohrenberg State Director USDA, APHIS, WS 644 Bayfield St., Ste. 215 St. Paul, MN 55107 651-224-6027

2. To meet as determined necessary by either party to discuss mutual program interests, accomplishments, needs, technology, and procedures to maintain or amend the Work Plan (Attachment A). Personnel authorized to attend meetings under this Agreement shall be the City Manager, Police Chief, Parks and Recreation Director or his/her designees, the Ramsey County Sheriff's Department and/or local Law Enforcement, and the WS State Director or his/her designee, and/or those additional persons authorized and approved by the City of Roseville, and the WS State Director.

3. APHIS-WS shall perform services more fully set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this Agreement, to amend, modify, add or delete services from the Work Plan.

ARTICLE 4

City of Roseville agrees:

1. To authorize APHIS-WS to conduct direct control activities to reduce human health and safety risks and property damage associated with white-tailed deer. These activities are defined in the Work Plan (Attachment A). APHIS-WS will be considered an invitee on the lands/property controlled by the City of Roseville. The City will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.

2. To reimburse APHIS-WS for costs of services provided under this Agreement up to but not exceeding the amount specified in the Financial Plan (Attachment B). The City of Roseville will begin processing for payment invoices submitted by APHIS-WS within 30 days of receipt. The City of Roseville ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.

3. To designate to APHIS-WS the City of Roseville authorized individual whose responsibility shall be the coordination and administration of activities conducted pursuant to this Agreement.

4. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.

5. APHIS-WS shall be responsible for administration and supervision of the program.

6. There will be no equipment with a procurement price of $5,000 or more per unit purchased directly with funds from the cooperator for use solely on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

7. To coordinate with APHIS-WS before responding to all media requests.

8. To obtain the appropriate permits for removal activities for white-tailed deer and other nuisance or damaging wildlife species as needed and to list USDA, APHIS, Wildlife Services as subpermitees.

9. To coordinate with Wildlife Services for the removal and/or disposal of wildlife species removed.

ARTICLE 5

APHIS-WS Agrees:

1. To conduct activities for the City of Roseville as described in the Work and Financial Plan of this agreement.

2. To designate to the City of Roseville the authorized APHIS-WS individual who shall be responsible for the joint administration of the activities conducted pursuant to this Cooperative Service Agreement.

3. To bill the City of Roseville quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. APHIS-WS shall keep records and receipts of all reimbursable expenditures hereunder for a period of not less than one year from the date of completion of the services provided under this Agreement and the City of Roseville shall have the right to inspect and audit such records.

4. To coordinate with the City of Roseville before responding to all media requests.

ARTICLE 6

This Agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This Agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7

APHIS-WS assumes no liability for any actions or activities conducted under this Cooperative Service Agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 8

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

ARTICLE 9

Nothing in this Agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 10

The City of Roseville certifies that APHIS-WS has advised the City that there may be private sector service providers available to provide wildlife management services that the City is seeking from APHIS-WS.

ARTICLE 11

The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.

ARTICLE 12

This Cooperative Service Agreement may be amended at any time by mutual agreement of the parties in writing. Also, this Agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 120 days prior to effecting such action. Further, in the event the City of Roseville does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a **Taxpayer Identification Number** for individuals or businesses conducting business with the agency.

Roseville Federal Taxpayer Identification Number (TIN) __________________

CITY OF ROSEVILLE, MN

BY: ________________________ ________________________
____________, Mayor Date
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

BY: ________________________ ________________________
____________, City Manager Date
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

BY: ______________________________________ ________________________
Gary Nohrenberg Date
State Director, MN
USDA, APHIS, WS
644 Bayfield St.
Suite 215
St. Paul, MN 55107

ATTACHMENT A
WORK PLAN

INTRODUCTION

The U.S. Department of Agriculture (USDA) is authorized to protect property, human health and safety, agriculture and natural resources from damage caused by wildlife. The primary authority for Wildlife Services (WS) is the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c). Wildlife Services activities are conducted in cooperation with other Federal, State and local agencies, private organizations, and individuals.

The APHIS WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or "Integrated Pest Management") in which a series of methods may be used or recommended to reduce wildlife damage. IWDM is described in Chapter 1, 1-7 of the Animal Damage Control Program Final Environmental Impact Statement (USDA, 1994). These methods include the alteration of cultural practices as well as habitat and behavioral modification to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

PURPOSE

The City of Roseville, MN has requested assistance from Wildlife Services in managing nuisance and damaging wildlife species within the City of Roseville.

PLANNED WILDLIFE SERVICES ACTIVITIES

WS personnel will remove deer from City-designated control areas and on private property where written permission has been obtained using suppressed firearms equipped with night vision or thermal imaging scopes. Spotlights may also be used while conducting control activities. Safe shooting zones and safe back-drops will be established for all control areas. WS will prioritize public safety during all control operations and utilize a minimum of 2 WS personnel when conducting deer control work. Most deer control activities will be conducted at dusk/night. All control activities will be coordinated with the Parks and Recreation Director Lonnie Brokke, or a designee(s). WS personnel will advise local law enforcement and the appropriate local Minnesota Department of Natural Resources Conservation officer when firearm related wildlife control work is being conducted.

Under this agreement, WS will provide up to 8 scouting/bait site maintenance visits and up to 4 visits to conduct white-tailed deer control activities. The number of site visits provided may be altered to ensure that funding expenditures do not exceed the amount established in the Financial Plan (Attachment B) of this document.

WS will use generally accepted wildlife damage management tools, equipment and techniques to conduct all removal activities under this agreement.

EFFECTIVE DATES

This cooperative agreement shall become effective on December 6, 2016 and shall expire on September 30, 2017.

ATTACHMENT B
FINANCIAL PLAN

City of Roseville, MN 125 white-tailed deer and nuisance wildlife control project

Personnel Costs	$ 4,298.37
Vehicle Fuel	$ 211.20
Supplies	$ 800.00
Sub-Total (Direct Costs)	$ 5,309.57
Pooled Job Costs	$ 584.05
Indirect Costs	$ 857.50
TOTAL	**$ 6,751.12**

The distribution of the budget from this Financial Plan may vary as necessary, but may not exceed $6,751.12.

Financial Point of Contact

City of Roseville: Lonnie Brokke Phone: 651-792-7101

APHIS-WS: Connie Timm Phone: 218-327-3350

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:December 5, 2016
Item No.: 15.a

Department Approval | City Manager Approval

Item Description: Pet Store Regulation Discussion

BACKGROUND

As a result of recent media coverage regarding the condition of animals being sold at the Har Mar Pet Store, the City Council held a discussion on September 19, 2016 (Attachment A) to consider ways to regulate the sale of animals in Roseville. The City Council heard testimony from Christine Coughlin of the Minnesota Chapter of the Humane Society of America as well as Gary Papineau, owner of the Har Mar Pet Shop and two other pet store owners regarding the sales of cats and dogs. Ms. Coughlin suggested that the City Council consider an ordinance that would prohibit the sale of dogs and cats by a pet store but would allow for a collaboration between a pet store and animal shelter or rescue organization to showcase adoptable dogs and cats. The Humane Society of America has drafted a potential ordinance for consideration. (Attachment B). Ms. Coughlin has also provided a letter from The Human Society of America, Animal Folks Minnesota, and the Animal Human Society urging the City Council to consider passing the ordinance. (Attachment C)

Staff has made Mr. Papineau aware that this matter will be discussed by the City Council.

As a way of background, staff has provided the September 19, 2016 RCA and attachments for the City Council to review. (Attachment D).

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff suggests that the City Council review the information and discusses next steps that the City should take, including considering an ordinance regarding the sale of dogs and cats by pet stores.

REQUESTED COUNCIL ACTION

Provide direction on whether to bring forward an ordinance regarding the sale of dogs and cats by pet stores.

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

Attachments:
- A: City Council Minutes dated September 19, 2016
- B: Draft Ordinance regarding the sale of dogs and cats by pet stores provided by the Humane Society of America.
- C: Letter from representatives of the Human Society of America, Animal Folks Minnesota, and the Animal Human Society
- D: September 19, 2016 RCA and Attachments.

b. Pet Store Regulation and Licensing Discussion

As detailed in the RCA, City Manager Trudgeon referenced a recent newspaper article regarding the condition of animals being sold at the Har Mar Pet Store (Attachment A), and considerable community discussion and concern following the article. Mr. Trudgeon advised the intent of tonight's discussion was to provide direction to staff as the City Council considered potential regulation or licensing of pet stores, not currently done.

Mr. Trudgeon noted there were currently four pet stores located in Roseville: PetSmart, PETCO, Chuck and Don's, and Har Mar Pet Store, all having been notified of tonight's discussion. As noted in the RCA, City Manager Trudgeon, in researching other communities, advised that the City of St. Paul was found to license pet stores and provided some level of inspection, but he had not spoken personally their staff as to the logistics of their efforts.

Mr. Trudgeon introduced, and Mayor Roe welcomed representatives of the Minnesota Chapter of the Human Society of America (HSA), having previously met with City Manager Trudgeon to provide information about the operation of pet stores and sharing their thoughts on a possible pet store ordinance for Roseville, including a sample ordinance recently adopted by Eastpointe, Michigan (Attachment B).

Christine Coughlin, Minnesota Chapter HSA

Ms. Coughlin noted this had come to their attention, as it had the city's, specifically after the article and resulting community discontent. Ms. Coughlin encouraged the City Council to consider a systemic and long-term solution rather than a band aid solution as it considered the issue and possible ordinance, as well as it being minimally burdensome for the city and its staff.

Ms. Coughlin recommended a dual effort, providing a systemic approach, but not over-structuring regulations. Ms. Coughlin reviewed realistic and public or media perceived review of animals arriving I pet stores, their conditions, and their possible further health deterioration depending on where they originated from before arriving at the store.

Ms. Coughlin stated the HSA's gravest concern was sourcing of the animals arriving at pet stores. Ms. Coughlin reviewed some of those sources, some responsible animal breeders and other defined as "puppy mills" where commercial mass production breeding is done with the focus on profits versus animal welfare. Ms. Coughlin advised the HSA had documentation available through undercover investigation and research. Ms. Coughlin noted of approximately two million animals produced annually and directly funneled to pet stores, 95% of breed clubs adopted a position where they discouraged or didn't allow their members to sell to pet stores due to the puppy mills issues.

Ms. Coughlin reviewed that regulatory oversight of certified pet stores and inspections by the United States Department of Agriculture (USDA). However, Ms. Coughlin advised that USDA standards were of a legal nature, and are not complied with in a majority of those facilities.

Ms. Coughlin stated the solution recommended by the HAS was growing in popularity around the country, with approximately 176 jurisdictions having adopted it and no longer allowing for commercial bred dogs and cats. Ms. Coughlin recommended that the City of Roseville adopt a similar ordinance, encouraging them to partner with shelters and rescue shelters to co-host adoption events or provide space for those events. Of the four pet stores in Roseville, Ms. Coughlin advised that three of them were already providing this option, and of the larger 24 pet stores in Minnesota, only one remains not doing it, even though it was commercially feasible.

Ms. Coughlin referenced numerous success stories, offering to provide that information to the city at their request; offering the services of the HAS to work with the pet store to make this humane transition, and not requiring a commitment to change their business model. Ms. Coughlin advised that the HAS would provide infrastructure and promotion assistance for this transition.

Mayor Roe noted the article referencing a "USDA Animal Inspector Report," and asked how an inspector would end up at a pet store facility to perform an inspection; whether complaint-driven or if periodically done for pet stores by the USDA.

Ms. Coughlin noted she had questioned the article in that regard as well, noting pet stores are not typically regulated by the USDA, including this particular Har Mar store. However, Ms. Coughlin noted this store has a Class B license, a class under the Animal Welfare Act for brokers and dealers selling some exotic animals, and thus subject to site inspections.

For clarification and at the request of Mayor Roe, Ms. Coughlin stated that the USDA inspector inspected the facility not individual animals.

Mayor Roe referenced the model ordinance, noting certificates of USDA inspection and veterinary records, and in noting multiple violations with breeders from Iowa, he asked how and if those records were readily available or how they could be accessed by the general public or if a formal public information request was required for that access.

Ms. Coughlin responded that the USDA records were readily available via online search, but the CDI's Board of Animal Health at the State level held records as well until legislation for data privacy law restrictions in 2014 making those CDI's no longer available to the public.

Ms. Coughlin advised that the HSA has a spreadsheet available listing 2015 facilities supplying puppies to that particular pet store in Iowa referenced, and offered to provide that information to the City Council at their request.

Councilmember McGehee asked if the HSA had available any model ordinance language for amphibians as well.

Ms. Coughlin clarified that the model ordinance they were recommending to the City would deal only with puppies, dogs and kittens, as did the Eastpointe, Michigan model, even though the City Council could expand it at their discretion. Ms. Coughlin advised that the HSA's rationale in limiting the ordinance to dogs and cats, was based on their research and investigations providing a link and strong grounds for court challenges to-date.

Councilmember McGehee asked if there was similar activity regulating the activity for importation of exotic species of birds and addressing their breeding.

Ms. Coughlin advised that she could provide additional information on that if so desired; however, she noted that this was not her area of expertise, even though their import and longevity was also of grave concern to the HSA.

Public Comment

Kristin Smith, Pet Store Owner in Blaine, MN

Ms. Smith advised that Har Mar Pet Store was her biggest competitor; and stated her reason for speaking tonight was that any decision made by the Roseville City Council could not only affect its community facilities, but also the three other stores in the State of MN that were selling puppies, hers included.

Ms. Smith provided her perception of the situation at the Har Mar Pet Store, addressing various ailments observed by the USDA inspector addressed in the news article. Ms. Smith noted these were typical ailments and could result even if and when dogs – or other similar animals – were being well-cared for. Ms. Smith noted that when a USDA inspector comes in, they did a snapshot inspection on that particular day, and was always an unannounced visit

Vanessa Rojas, St. Paul Petland Store Owner

Ms. Rojas noted some ailments could also be a result of stress for the pet.

Ms. Smith and Ms. Rojas provided their perspective on pet store operations and situations, and answered questions of the City Council as applicable.

At the request of Councilmember Willmus, Ms. Smith advised that not all USDA inspectors were veterinarians.

Ms. Rojas stated she welcomed access and transparency in her store, and reviewed her history from being in opposition to Petland to now owning the store, which had encouraged her to work to provide a bridge for both sides in working cooperatively whether as an animal rights activist or as a breeder. Ms. Rojas noted this had resulted in her business growing over the last two years from 7 employees to 34.

Ms. Smith agreed, noting that all pet stores were unique and personalities of their owners also unique, but all facing the same daily challenges. Ms. Smith cautioned that, while not familiar with Mr. Papineau of Har Mar Pet Store, the decisions made by the Roseville City Council were far reaching for these small business owners, their employees, customers and their very livelihoods. Ms. Smith opined that the USDA standards were very minimal and every breeder should be able to comply with them and ensure customers that animals are being well cared for.

Ms. Rojas noted that it was a full-time job caring for animals in this environment, and while the USDA wasn't perfect, opined that the alternative with no checks and balances in place was not a good solution either.

Ms. Smith and Ms. Rojas provided further comments on the longevity of pet stores; impact of internet trade for national and international sales of pets; improvements to the breeding and inspection process; and changes in the industry to address breeding practices for physical and mental health of animals. Further comment included defining the actual goal of the model ordinance, differences in pet stores and rescue organizations and assurances to purchases of an animal's breeding depending on their source; and many variables of pets based on their personalities, temperaments and breeding.

With the number of pet stores in the United States still selling puppies identified as fewer than 1,000, Ms. Rojas advised that there were 4,000 pet rescue organizations. Ms. Rojas noted this was the only business of which she was aware that provided you could operate a legal business within the letter of the law, yet still you're your ethics questioned if someone found fault with your business. Ms. Rojas suggested everyone work together – the USDA and pet store owners – to update the current Animal Welfare Act.

Ms. Smith and Ms. Rojas addressed additional comments related to other cities having initially passed an ordinance similar to the model provided, and subsequently rejecting them (e.g. Phoenix, AZ); USDA inspections related to "puppy mills;" unlicensed or unregulated breeders as an alternative to USDA self-reporting; and relations of pet store owners and level of trust with their pet breeders.

Mayor Roe thanked Ms. Smith and Ms. Rojas for the considerable information they provided.

Councilmember McGehee asked additional questions related to breeding requirements for pet store facilities and their licensing; with Ms. Smith and Ms. Rojas clarifying it was more important to consider animal care based on the number of available staff versus the number of breeding pets.

Ms. Smith provided several handouts for future reference.

Gary Papineau, Owner of Har Mar Pet Shop
Mr. Papineau stated his pride in Har Mar Pet Shop, having worked there starting at age 19, and owned the facility for twenty-seven years. Ms. Papineau advised that he had carried a USDA license for approximately 12 – 15 years; and reviewed past violations that he considered insignificant (e.g. expired medications missed).

Mr. Papineau reviewed the news article and violations cited in the article by this new USDA inspector, not only new to the job but also not a veterinarian. Ms. Papineau suggested if this inspector had used common sense, the majority of the violations would not have occurred. Mr. Papineau noted that, when pets arrive on site, it was often a "wait and see" situation to observe the pets and their health situations as to what if any treatment was required.

Mr. Papineau noted the English bulldog with cherry eye was his personal pet that he used for breeding, and advised this was a recurring health issue, but was certainly not contagious and frequently happened when a pet was neutered or spayed. Immediately after the inspection, Mr. Papineau advised he had taken his pet to the veterinarian, as he had done in the past for this condition, with the veterinarian advising that the situation could be taken care of now or delayed until the other eye was addressed.

Specific to rodents cited as having eye problems, Mr. Papineau advised that the particular hamster was blind, but still active, and such animals were often of interest to children seeking such a pet, and noted he frequently "gifted" such pets to those children. Mr. Papineau stated this pet wasn't in need of medical assistance that would be evident with a loss of hair, losing weight or other medical concerns, and therefore not in distress.

Mr. Papineau advised that, if a dog has a "kennel cough," which was a highly contagious issue, the animal would be isolated until it burned itself out, similar to a cold.

Specific to the deceased baby hedgehog, having died two weeks prior that was still inside with an adult hedgehog, Mr. Papineau advised that the mother had abandoned her litter causing their demise, and while he had cleaned out the kennels, this baby hedgehog, about the size of a nickel, had been unfortunately missed by him.

Mr. Papineau stated that he inspected all kennels from whom he purchased, and had found no health concerns to-date. Mr. Papineau noted it was not unusual for him to take animals from his store to the veterinarian 4-5 times per day; and noted that his store was staffed by 3 full-time and 7 part-time employees. Mr. Papineau opined that as a taxpayer of various taxing agencies, his business also provided a benefit to the city, as well as bringing customers from around the metropolitan area, not just Roseville.

While the other three stores mentioned performed pet rescues, Mr. Papineau opined everyone should choose their option, further opining that the industry market would weed out those pet stores not performing well. Mr. Papineau stated he loved the animals at his store, and asked that the City Council not single out a pet shop, but adopt any legislation or ordinance equally, and also address rescue pets as well. Mr. Papineau stated he was not opposed to inspection of his business, but asked that he not be required to change his business model.

Council Positions / Direction to Staff

Councilmember Willmus stated he remained interested in looking at some controls and noted the interesting perspective provided by Owen Bachhuber. While needing to look at this situation more closely, Councilmember Willmus expressed interest in continuing the conversation; stating his personal preference to move away from the sale of kittens and puppies in pet shops and consider a nationwide model for pet adoption.

Councilmember Laliberte noted the considerable amount of information provided tonight that will helpful going forward in assessing the issue. Councilmember Laliberte stated she was also looking at more controls, from various perspectives, including whether the city considered the USDA criteria was adequate or met objectives, or if state regulations were sufficient. Councilmember Laliberte noted the city was not set up to provide pet store inspections, causing her to struggle going down that road. Councilmember Laliberte spoke in support of the adoption model at this point.

Councilmember McGehee stated she came in to tonight’s meeting strongly leaning in the direction of the adoption model, but noted the education she’d received about USDA rules and pet housing environments. Councilmember McGehee stated she understood being a breeder of exotic animals was an improvement over purchasing pets on the Internet or having them poached and brought in illegally, but agreed it was a complicated decision. Having heard Mr. Papineau’s testimony on some of the perceived violations, Councilmember McGehee stated she’d like more time to consider this issue. Councilmember McGehee agreed with her colleagues that the city didn't have the expertise to become pet store inspectors, and stated she wasn't interested in going that route. However, Councilmember McGehee stated she was unsure how to proceed at this point and based on the information just provided.

Mayor Roe noted Councilmember Etten may wish to weigh in on this issue at future discussions as well.

At the request of Mayor Roe, Ms. Smith, Ms. Rojas, and Mr. Papineau responded to the procedure for animals at stores 24/7 and their care overnight; with mall security monitoring the pets overnight and alerting pet store owners of any observed issues and that pet then typically taken home with the store owner for closer observation overnight.

From his layperson background research, Mayor Roe reviewed his interpretation of the USDA review of breeders with three or more female dogs and licensing for stores selling certain exotic species and regulation of sales not person to person or pet store transactions, or on the Internet.

Ms. Rojas advised that her store was inspected by St. Paul Animal Control and American Kennel Club (AKC) to retain her certification with them. Ms. Rojas stated her store was an open book, and reiterated her invitation for Councilmembers to personally tour her facility.

At the request of Mayor Roe, Ms. Rojas provided a review of the AKC Certification inspection process.

Ms. Smith noted unofficial "inspections" were also continual in her case by consumers, mall staff, and others observing her operation and facility.

While recognizing the passion for their work of Ms. Smith and Ms. Rojas and her respect for the pride they had for their small businesses, Councilmember Laliberte opined that the city couldn't fully consider how their action may impact another city. Specifically, with the referenced inspection at Har Mar Pet Store and resulting community rage, as well as someone frequenting Har Mar Mall observing the facility and as a resident in that vicinity, Councilmember Laliberte advised that she had heard concerns for many years about that operation. Councilmember Laliberte stated her concern was what the City of Roseville expected from its businesses and the animals within the city.

As direction to staff, and without objection, Mayor Roe noted council members wanted to give more thought to the information received to-date, seek additional research; and suggested staff may consider this as a topic for public comment on Speak Up! Roseville, as well as other communication sources with the goal of receiving feedback.

Roseville Pet Store Ordinance

The problem: An alarming situation exists in the city of Roseville pertaining to a pet store:

- An April 21, 2016 inspection report conducted by the United States Department of Agriculture (USDA) of the Har Mar Pet Shop revealed various animals inside the pet store suffering from a variety of distressing conditions as a result of inadequate care.
- For years, complaints have been filed by citizens against the Har Mar Pet Shop in regard to conditions for animals and law enforcement and humane agents have made repeated visits to the store.
- The Har Mar Pet Shop has purchased puppies from various dog breeders and brokers that have been cited for violations of the Animal Welfare Act including lack of veterinary care, lack of cleaning, sanitization, pest control, housekeeping, and broken, hazardous enclosures.

The above actions are out of step with Roseville community values.

What is needed: Enact a pet store ordinance in the city of Roseville that prohibits pet stores from selling dogs and cats acquired from mass breeding facilities while allowing the stores to host adoption events with animal shelters and rescues.

How it works: This ordinance is not designed to put pet stores out of business. Instead it provides them with the opportunity to transition to a humane business model consistent with Roseville community values. The model does not impose a costly burden on the city and is business-friendly, allowing pet stores to sell quality products and services and host pet adoption events at their store in conjunction with area shelters and rescues. These adoption events not only help decrease pet overpopulation and homelessness, they also encourage those who adopt to purchase the products and services they need from the pet store.

Why it is needed: Passing the pet store ordinance is a preventative measure that will:

- protect animals from neglect and cruelty — in pet stores and in mass breeding facilities where dogs and cats are acquired;
- protect consumers from economic and emotional harm when a sickly animal is purchased or when they unknowingly support a cruel industry;
- encourage the public to adopt homeless animals or seek out reputable breeders who take excellent care of their dogs and cats;
- lessen the burden on law enforcement and other authorities who must repeatedly respond to cruelty complaints and noncompliant conditions; and
- uphold the values of Roseville residents and promote Roseville as a humane community.

BACKGROUND AND CONTEXT

Multiple cities throughout the nation have recognized the need to address the problem of selling dogs and cats through pet stores that have been obtained from puppy and kitten mills. Pet shop ordinances have been passed in over 180 localities across the U.S., including Los Angeles, Chicago, and Boston.

Puppy and kitten mills: Puppy and kitten mills are inhumane commercial breeding facilities that disregard the health and well-being of the animals to maintain a low overhead and increase profits. The focus of such facilities is the mass production of animals for re-sale to pet stores. Pet stores buy from both licensed and unlicensed pet breeders and brokers. Federal licensing does not ensure healthy and safe conditions for the animals. USDA requirements are known as "survival standards," allowing dogs to be kept in cramped, stacked, wire cages for their entire lives, often in extreme temperatures, denied basic veterinary care, and bred continuously.

Mass breeding-pet store link: There is a well-documented and indisputable link between puppy and kitten mills (mass breeding facilities) and pet stores. Puppy and kitten mills thrive on pet store sales because pet stores, as the distribution outlet, allow cruelty to remain hidden from the public. Investigations consistently reveal that pet stores mislead consumers by claiming they obtain puppies from small-scale humane breeders. In reality that option does not exist, because ***responsible breeders do not sell to pet stores***. A review of the Codes of Ethics for the National Breed Clubs representing all 178 dog breeds recognized by the American Kennel Club found that 96% of those National Clubs include statements that their breeders should not and/or do not sell to pet stores.

Sick and behaviorally challenged puppies: Not only are pet store consumers *unknowingly* supporting puppy and kitten mills, they often end up dealing with the financial and emotional burden of having a sick or difficult pet. Pet store puppies are often sick because they are born into deplorable conditions, taken from their mothers very early, exposed to a wide range of diseases, and are susceptible to genetic disorders. In addition, a study from the Journal of Veterinary Medicine concluded that puppies should not be obtained from pet stores because dogs are more likely to exhibit many undesirable behavioral characteristics, including aggression and biting.

Humane model: An alternative humane model has been adopted by numerous pet stores in Minnesota and throughout the nation, where, instead of acquiring and selling dogs and cats obtained from puppy and kitten mills, the pet store hosts adoption events by working with local animal rescues and shelters. These events help decrease pet overpopulation and homelessness, and encourage those who adopt to use the products and services offered at the store. Pet stores that convert to such a model have proven success as well as a better reputation in the community. For instance, PetSmart and Petco both host dog and cat adoption events at their store and they are the two most successful pet store chains in the country. There is a great community of shelters, rescues, and truly responsible breeders in the Twin Cities, providing numerous options for a consumer to obtain the dog or cat of his or her choice.

CITY OF ROSEVILLE

COUNTY OF RAMSEY, MINNESOTA

ORDINANCE NO. _________

AN ORDINANCE AMENDING TITLE 5 OF THE CITY CODE

The City of Roseville ordains:

SECTION 1. Background:

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

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

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

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

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

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

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

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

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

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

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

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

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

<u>CAT: A mammal that is wholly or in part of the species Felis domesticus.</u>

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

<u>DOG: A mammal that is wholly or in part of the species Canis familiaris.</u>

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

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

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

501.25 PET STORES

A. No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of cats or dogs.

B. Nothing in this section shall prohibit pet stores from collaborating with animal shelters, animal rescue organizations, and animal control authorities to offer space for such entities to showcase adoptable dogs and cats inside pet stores. Such animals shall not be younger than 8 weeks old.

C. A pet store shall post and maintain a Certificate of Source in a conspicuous place on or within three feet of each dog's or cat's kennel, cage, or enclosure.
   1. A Certificate of Source shall be provided to the purchaser or transferee of any dog or cat.
   2. Certificate of Source records for each dog or cat shall be maintained by a pet store for at least one year from the last date that a dog or cat appeared in the store.
   3. Pet stores shall make Certificates of Source immediately available for review upon the request of a peace officer or animal control authority, or a humane agent pursuant to Minnesota Statutes section 343.06.
   4. Falsification of a Certificate of Source shall be deemed a violation of this section.

D. A violation of this section shall be a misdemeanor, and upon conviction thereof, shall be punished pursuant to Minn. Stat. 609.02, subd. 3, or as subsequently amended, plus costs of prosecution. Each day of violation shall constitute a separate offense.

SECTION 4. Effective Date: This amendment to the Roseville City Code shall take effect 90 days after passage and publication.

Attachment C

November 28, 2016

Roseville City Council Members

City Hall, 2660 Civic Center Drive

Roseville, MN 55113

To members of the Roseville City Council,

Thank you for your interest in examining the issue of pet stores and animal welfare in Roseville. Like many community members, our organizations and our members have long-standing concerns. We appreciate the opportunity to share our recommendations for an ordinance that addresses the systemic nature of the problem, and that also benefits business, protects animals, and is minimally burdensome for the city.

You are likely aware of an April 21, 2016, inspection report conducted by the United States Department of Agriculture of the Har Mar Pet Shop that revealed various animals inside the pet store suffering from a variety of distressing conditions as a result of inadequate care. For years, complaints have been filed by citizens against the Har Mar Pet Shop in regard to conditions for animals, and law enforcement and humane agents have made repeated visits to the store. Additionally, The Har Mar Pet Shop has purchased puppies from various dog breeders and brokers that have been cited for violations of the Animal Welfare Act including lack of veterinary care, lack of cleaning, sanitization, pest control, housekeeping, and broken, hazardous enclosures.

In light of this, we are supporting a pet store ordinance drafted specifically for the City of Roseville that prohibits pet stores from selling dogs and cats acquired from commercial breeding facilities while allowing the stores to host adoption events with animal shelters and rescues. Similar pet shop ordinances have been passed in 205 localities across the U.S., including Los Angeles, Chicago, and Boston, and we encourage you to adopt this ordinance.

This ordinance provides pet stores with the opportunity to transition to a humane business model consistent with Roseville community values. The model does not impose a costly burden to the city and is business-friendly, allowing pet stores to sell quality products and services and host pet adoption events at their store in conjunction with area shelters and rescues. These adoption events not only help decrease pet overpopulation and homelessness, they also encourage those who adopt to purchase the products and services they need from the pet store.

We hope you will consider passage of this ordinance in Roseville, and are available to answer questions and gather any more information that might be helpful. Please consider us a resource.

Thank you for your time and we look forward to being in touch.

Sincerely,

Christine Coughlin, MN state director, The Humane Society of the United States
ccoughlin@humanesociety.org; 612-219-4805

Kathy Mock, Chief Government Affairs and Community Engagement Officer, Animal Humane Society
kmock@animalhumanesociety.org; 763-489-1585

Ann Olson, Executive Director, Animal Folks Minnesota-Legislative Action
ann@animalfolks.org; 651-222-2821

Animal Folks Minnesota (AFMN) is an animal protection organization, focused on the prevention of cruelty and protection of animals through legislative action, education and advocacy. Working with citizens, authorities and elected officials, the purpose of our actions is to increase awareness of animal issues and promote state and local laws that lay a legal foundation for the humane treatment of animals. Our efforts support the values of communities throughout Minnesota. www.animalfolksmn.org

Animal Humane Society Every year Animal Humane Society (AHS) cares for more than 23,000 companion animals in need and helps thousands more through programs for people and pets. As the leading animal welfare organization in the Upper Midwest, AHS is transforming the way shelters care for animals and engage their communities. From innovative medical and behavior programs to investments in outreach and advocacy, we're advancing animal welfare and creating a more humane world for animals everywhere. www.animalhumanesociety.org

The Humane Society of the United States is the nation's largest animal protection organization, rated *most effective* by its peers. For 60 years, HSUS has celebrated the protection of all animals and confronted all forms of cruelty. HSUS is the nation's largest provider of *hand-on services* for animals, caring for more than 100,000 animals each year, and preventing cruelty to millions more through *advocacy campaigns*. www.humanesociety.org

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:September 19, 2016
Item No.: 15.b

Department Approval | City Manager Approval

Item Description: Pet Store Regulation and Licensing Discussion

BACKGROUND

Due to recent newspaper article regarding the condition of animals being sold at the Har Mar Pet Store (Attachment A), there has been interest in looking at ways the City can better regulate the sale of animals. There are currently four pet stores located in Roseville, PetSmart, PETCO, Chuck and Don's, and Har Mar Pet Store. The City does not currently regulate or license pet stores.

While federal regulations do regulate breeders, it specifically exempts brick and mortar retail pet stores from regulation. The State of Minnesota does not require the licensing of pet stores. There are a couple of existing laws that do impact the operation of pet stores in Minnesota. One is consumer protection laws covering the purchases of animals in pet stores and the process of returning them for a refund. Another one is animal cruelty laws that apply to everyone, including pet stores.

Based on the newspaper article regarding the Har Mar Pet Store, a representative of Minnesota Chapter of the Humane Society of America (HAS) met with the City Manager to provide information about the operation of pet stores and shared their thought on a possible pet store ordinance for Roseville, including an ordinance adopted by Eastpointe, Michigan. (Attachment B). The basic premise of HSA's ordinance is to prohibit the sale of animals unless the animals is sold on the property where the animal was bred and reared, or from a public or private animal shelter. Under the proposed ordinance, pet store may sell animals that come from an animal shelter or humane society. The Eastpointe ordinance allowed for the existing pet stores to continue the sale of animals for a short time before they had to comply with the new ordinance. A representative of the Humane Society of America will be in attendance at the meeting to share additional information and answer questions that the City Council may have.

The City of St. Paul does require pet shop licenses. A pet shop is defined as a business kept or maintained for the care, exhibition for sale, sale, or purchase of live dogs, cats, rabbits, other small animals, any birds, reptiles, or fish. It does not include veterinary hospitals, or persons or places selling only frogs, fish, worms, or reptiles for use as live bait for fishing. This license includes pet grooming. St. Paul's pet shop license must be reviewed annually and requires inspections from the Fire

Department, Environmental Health, and Zoning. The annual license fee is $183.00. Included as Attachment C is St. Paul's Pet Shop License ordinance.

Policy Objective

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

Financial Impacts

Cannot be determined at this time. City costs will depend on the action taken.

Staff Recommendation

Staff suggests that the City Council reviews the information and discusses next steps that the City should take regarding the regulation and licensing of pet stores

Requested Council Action

Provide direction on the regulation and licensing of pet stores in Roseville.

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

Attachments:
A: City Pages Article dated June 7, 2016
B: Information from the Humane Society of America regarding pet stores
C: City of St. Paul's Pet Shop Ordinance

Attachment B

Sick dogs, hamsters missing eyes, and a decomposing hedgehog at Har Mar Pet

Tuesday, June 7, 2016 by
Cory Zurowski
in
News

This cage shared by a handful of kittens is probably the most spacious accommodations at Har Mar Pet Store.

Puppy-dog eyes and customer-service smiles prettify

Har Mar Pet Store

(http://harmarpets.com/)

in Roseville on a weekday June evening. Among the dozens of furry residents for sale currently are $249 kittens, $60 rabbits, and $1,400 Pomeranian pups.

The store belongs to Gerald Papineau.

But Papineau's high prices couldn't hide what a USDA official came upon recently. The Roseville animal retailer was a little pet shop of horrors about six weeks ago, according to federal inspection (https://acissearch.aphis.usda.gov/LPASearch/faces/CustomerSearch.jspx) paperwork.

On April 21 USDA Animal Care Inspector Kevin Wilken discovered various creatures inside the pet store suffering from a variety of distressing maladies. A reddish sore bulged from the eye of "Poppy," a four-month-old English bulldog. Staff knew about the dog's condition, Wilken wrote, "but had not contacted" the veterinarian.

Three dwarf hamsters fared worse. Two of the animals had an eye missing while "the third was missing both eyes," according to the report.

"None of them looked like they had been injured recently," noted Wilken, who added that the store had again failed to contact a vet.

Other creatures in rough shape were a gerbil "with what appeared to be a bloody discharge surrounding the eye" and a Bichon pup with a suspected respiratory condition.

In yet another enclosure, Wilken found "a deceased baby hedgehog" that had died two weeks prior still inside "with an adult hedgehog."

"It was apparent," the report reads, "that the deceased baby hedgehog had been sitting there for some time as the body had deteriorated and it was difficult to recognize it as a baby hedgehog."

Wilken and Dr. Debra Sime revisited the store in early May. Their one-page report noted "all previous" vet care issues had been "corrected."

Repeated messages left for Papineau at his store went unreturned.

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Roseville Pet Store Ordinance

Roseville's PETCO, PetSmart, and Chuck and Don's are very successful pet stores that work with local rescue groups, hosting adoption events instead of purchasing and selling puppies from puppy mills. Har Mar Pet Shop is the only Roseville store selling commercially-bred puppies and kittens.

Recent media coverage (June 7, 2016, City Pages: *Sick dogs, hamsters missing eyes, and a decomposing hedgehog at Har Mar Pet*) reveals disturbing details:

- On April 21, USDA Animal Care Inspector Kevin Wilken discovered various animals inside the pet store suffering from a variety of distressing maladies. A red, sore, bulge from the eye of "Poppy," a four-month-old English bulldog.
- Three dwarf hamsters fared worse. Two of the animals had an eye missing while "the third was missing both eyes," according to the report.
- Other animals in very bad condition were a gerbil "with what appeared to be a bloody discharge surrounding the eye" and a Bichon pup with a suspected respiratory condition.
- In yet another enclosure, Wilken found "a deceased baby hedgehog" that had died two weeks prior still inside "with an adult hedgehog."

Certificates of Veterinary Inspection (CVIs) and United States Department of Agriculture (USDA) inspection records indicate Har Mar Pet Shop has purchased puppies in 2014-2015 from breeders in Iowa that have multiple violations of the Animal Welfare Act, including: medical condition violations; violations for overdue vet site visits; primary enclosure violations; cleaning, sanitization, housekeeping and pest control violations; and no-access violations.

Puppies from these sources are out of step with Roseville community values.

It is impossible to know the exact source of all puppies and kittens shipped to Har Mar Pet Shop, as in-state breeders are not required to file CVIs before they ship to stores in Minnesota and also because the Board of Animal Health has recently refused to allow previously public information (CVIs) to be released, interpreting the new Commercial Dog and Cat Breeder Regulation law's data privacy clause to mean that CVIs are private, not public, data, and therefore will not be shared.

An ordinance that prohibits the sale of commercially bred dogs and cats but continues to allow pet stores to co-host adoption events with shelters and rescues is responsible and business-friendly. This ordinance will not affect a consumer's ability to obtain the dog of his or her choice. There is a great community of shelters, rescues, and truly responsible breeders in the Twin Cities Metro area.

THE HUMANE SOCIETY
OF THE UNITED STATES

Roseville Pet Store Ordinance

What: A pet store ordinance in Roseville to prohibit the sale of dogs and cats acquired from commercial breeders. Pet shop ordinances have been passed in 166 localities across the US, including Los Angeles, Philadelphia, Chicago and Boston.

Why: Eliminating puppy and kitten mill puppies and kittens from our local market protects consumers and animals while encouraging the public to adopt homeless animals or seek out reputable breeders who take excellent care of their dogs and cats.

<u>Puppy mills</u>: A puppy mill is an inhumane commercial breeding facility that disregards the health and wellbeing of the animals to maintain a low overhead and increase profits. Pet stores source from both licensed and unlicensed pet breeders. They often claim that a United States Department of Agriculture (USDA)-licensed breeder is not a puppy mill, but this is false. USDA standards allow dogs to be kept in cramped, stacked, wire cages for their entire lives, often in extreme temperatures, denied basic veterinary care, and bred continuously. ***USDA standards allow for immense cruelty.***

<u>Puppy mills-pet store link</u>: There is a well-documented and indisputable link between puppy mills and pet stores. Puppy mills thrive on pet store sales because pet stores allow puppy mill cruelty to remain hidden from the public. Humane Society of the United States (HSUS) investigations consistently reveal that pet stores mislead consumers by claiming they obtain puppies from small-scale humane breeders. In reality that option does not exist, because responsible breeders do not sell to pet stores. The HSUS reviewed Codes of Ethics for the National Breed Clubs recognized by the AKC and found that 96% of those National Clubs include statements that their breeders should not and/or do not sell to pet stores.

<u>Sick and behaviorally challenged puppies</u>: Not only are pet store consumers *unknowingly* supporting a very cruel industry, but they often end up dealing with the financial and emotional burden of having a sick or difficult pet. Pet store puppies are often sick because they are born into deplorable conditions, taken from their mothers very early, exposed to a wide range of diseases, and are susceptible to genetic disorders. In addition, a study from the Journal of Veterinary Medicine concluded that puppies should not be obtained from pet stores because dogs are more likely to exhibit many undesirable behavioral characteristics, including aggression and biting.

How: This ordinance is designed to require pet shops to switch to a humane model, not put them out of business. It is business-friendly, allowing pet stores to host pet adoption events at their store in conjunction with area shelters and rescues and sell quality products and services (grooming, training, vet care, boarding, etc.). Adoption events not only help decrease pet overpopulation and homelessness, they encourage those who adopt to use the products and services offered at the store. Pet stores that convert to such a model have proven success as well as a better reputation in the community. For instance, PetSmart and PetCo both host adoption events at their store and they are the two most successful pet store chains in the country. Of the top 25 retailers in the nation, only one sells puppies; the other chains sell products and offer quality services.

— Sample — Attachment B

CITY OF EASTPOINTE
COUNTY OF MACOMB
STATE OF MICHIGAN

ORDINANCE NO. 1126

AN ORDINANCE TO AMEND CHAPTER 8, ANIMALS, BY CREATING A NEW ARTICLE IV, HUMANE PET ACQUISITION, OF THE CODIFIED ORDINANCES OF THE CITY OF EASTPOINTE

The City of Eastpointe hereby ordains that Chapter 8 of the Codified Ordinances of the City of Eastpointe shall be amended and that a new Article IV, providing for the regulation of humane pet acquisition, shall be implemented as follows:

Sec. 8-50. Definitions.

A. *Animal Control Shelter* means a facility operated by a municipality for the impoundment and care of animals that are found in the streets or at large, animals that are otherwise held due to violations of a municipal ordinance or state law, or animals that are surrendered to the Animal Control Shelter.

B. *Animal Protection Shelter* means a facility operated by a person, humane society, a society for the prevention of cruelty to animals, or another nonprofit organization for the care of homeless animals.

C. *Cat* means an animal of the Felidae family or the order Carnivora.

D. *Certificate of Origin* means a Document declaring the source of the animal sold or transferred by the retail seller. The certificate shall include the name and premise address of the source of the animal.

E. *Dog* means an animal of the Canidae family of the order Carnivora.

F. *Existing Pet Store* means any pet store or pet store operator that displayed, sold, delivered, offered for sale, offered for adoption, bartered, auctioned, gave away, or otherwise transferred live animals in the City of Eastpointe on the effective date of this ordinance and complied with all applicable provision of the Code of Ordinance, City of Eastpointe.

G. *Ferret* means a domesticated animal of any age of the species Mustela furo.

H. *Large Reptiles* mean members of the class reptilian including, but not limited to, monitor lizards, alligators, pythons, boa constrictors, venomous reptiles and constrictor snakes that grow to more than 72 inches long.

I. *Long-Lived Birds* mean any bird whose life expectancy is expected to exceed 25 years, including but not limited to cockatoos, macaws and amazons.

J. *Off-Site Retail Store* means the exchange of consideration for an animal, regardless of age of the animal at a location other then where the animal was bred.

K. *Pet Store* means a place where animals are sold or offered for sale, exchanged, or transferred.

L. *Pet Store Operator* means a person who owns or operates a pet store, or both.

M. *Rabbit* means a long-eared short-tailed lagomorph mammal with long hind legs of the Leporidae family.

N. *Retail Store* means an offer for sale, offer for adoption, barter, auction, give away, display for commercial purposes of otherwise transfer any animal that is not bred on the premises.

O. *Zoological Park* means any facility, other than a pet shop or kennel, displaying or exhibiting one or more species of non-domesticated animal operated by a person, partnership, corporation, and other business entity or government agency and certified by the Association of Zoos and Aquariums.

Sec. 8-51. Prohibitions.

A. No pet store shall offer for sale, offer for adoption trade, barter, auction, give away, or otherwise transfer dogs, cats, ferrets, rabbits, long-lived birds, or large reptiles.

B. No person or business entity shall offer for sale, offer for adoption trade, barter, auction, give away, or otherwise transfer dogs, cats, ferrets, rabbits, long-lived birds, or large reptiles on a roadside, public right-of-way, commercial parking lot, outdoor special sale, swap meet, flea market, or other similar event.

C. No person or business entity shall hold off-site retails sales of animals at a location other than where the animal was bred.

D. A pet store shall not sell or transfer any live animal without providing disclosure through a Certificate of Origin prior to the sale or transfer.

Sec. 8-52. Exemptions.

This article shall not apply to the following:

A. A person or business entity that sells, offers for sale, offers for adoption, barters, gives away, delivers or otherwise transfers or disposes of dogs, cats, ferrets, rabbits, long-lived birds, or large reptiles that were bred and reared on the premises of the person or business entity.

B. A publicly operated animal control shelter, animal protection shelter or zoological park.

C. A private, charitable, nonprofit humane society or animal rescue organization.

D. A publicly operated animal control agency, nonprofit humane society, or nonprofit animal rescue organization that operates out of or in connection with a pet store.

Sec. 8-53. Existing Pet Store.

An existing pet store may continue to display, offer for sale, offer for adoption, barter, auction, give away or otherwise transfer dogs, cats, ferrets, rabbits, long-lived birds, or large reptiles until January 1, 2016.

Sec. 8-54. Adoption of Shelter and Rescue Animals.

Nothing in this article shall prevent a pet store or its owner, operator or employees from providing space and appropriate care for animals owned by an Animal Control Shelter, Animal Protection Shelter, nonprofit humane society, or nonprofit animal rescue agency and maintained at the pet store for the purpose of adopting those animals to the public.

Sec. 8-55. Severability.

If any section, subsection, clause, phrase or portion of this article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this article, and such holding shall not affect the validity of the remaining portions of this ordinance.

Sec. 8-56. Enforcement.

The violation of any provision of this article by any person shall be guilty of a misdemeanor which, upon conviction, shall be punished by a fine not to exceed five hundred dollars ($500.00) or imprisonment for a term not to exceed ninety (90) days in jail, or both, plus costs and other sanctions for each violation.

CERTIFICATION

We, Suzanne L. Pixley, Mayor, and Steve M. Duchane, City Clerk for the City of Eastpointe, Macomb County, Michigan, do hereby certify that the foregoing Ordinance 1126 was duly adopted by the City Council after a second reading thereof at a regular meeting of said Council held on Tuesday, September 1, 2015, in the City Hall.

Suzanne L. Pixley, Mayor

Steve M. Duchane, City Clerk

Attachment D

Chapter 347. - Pet Shops/Animal Facility[19]

Footnotes:

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Cross reference— *For various provisions pertaining to animals, see Title XX of this Code.*

Sec. 347.01. - License required.

No person shall keep or maintain a pet shop in Saint Paul without a license.

(Code 1956, § 325.02; C.F. No. 94-410, § 1, 4-27-94; C.F. No. 98-1118, § 1, 1-13-99)

Sec. 347.02. - Definitions.

Pet shop means and includes every place kept or maintained for the care, exhibition for sale, sale or purchase of live dogs, cats, rabbits or other small animals, or any birds, reptiles or fish, but shall not include veterinary hospitals or persons or places selling only frogs, fish, worms or reptiles for use as live bait for fishing. Pet shop licensees shall be exempt from obtaining a dog and cat grooming license pursuant to Chapter 382 of the Legislative Code. In addition, such dog and cat grooming facilities shall be exempt from obtaining a pet shop license.

Pet shop facility means any facility engaged in the operation of pet shops.

Animal facility includes every place which is engaged in the operation of a pet shop but not a retail pet shop or veterinary hospital.

(Code 1956, §§ 325.01, 325.08; C.F. No. 94-410, § 2, 4-27-94; C.F. No. 98-1118, § 1, 1-13-99; C.F. No. 99-230, § 1, 4-14-99)

Sec. 347.03. - Fee.

The fee required for each license shall be established by ordinance as specified in section 310.09(b) of the Legislative Code.

(Code 1956, § 325.04; C.F. No. 94-410, § 3, 4-27-94; C.F. No. 98-1118, § 1, 1-13-99)

Sec. 347.04. - Application.

Attachment D

Application. Every applicant for a pet shop license shall file an application with the department of safety and inspections. The application shall be on a form prescribed by the department of safety and inspections containing such information as the director of such department may require including, but not limited to, the applicant's name, address and telephone number and the name, address and telephone number of the pet shop. Each pet shop facility shall be separately licensed. An applicant may also elect to apply for permission to act as a deputy dog license vendor as part of its license and as such is entitled to retain one hundred (100) percent of the license fee for each animal initially licensed.

(Code 1956, § 325.05; C.F. No. 94-410, § 4, 4-27-94; C.F. No. 98-1118, § 1, 1-13-99; C.F. No. 07-149, § 94, 3-28-07)

Sec. 347.05. - Regulations.

(a) *Premises.* Every person keeping or maintaining a pet shop shall do so entirely within a closed building, shall not keep or maintain any outside kennel service, and shall be subject to and shall comply with all of the rules and regulations of the department of safety and inspections.

(b) *Exotic animals.* No pet shop shall maintain, keep or harbor any skunk, whether captured in the wild or raised domestically, descented or not descented, vaccinated against rabies or not vaccinated against rabies. No pet shop shall maintain, keep, harbor or sell any red-eared turtle (Pseudemys scriptaelegans) with a shell length of less than four (4) inches.

(c) *Permit required.* Every licensee shall affix in a prominent position to the exterior of the cage, pen, enclosure, or tank housing of any animal requiring a permit to keep within the city, a tag or notice with the words "Saint Paul permit required."

(d) *Rules and regulations.* The director of the department of safety and inspections may upon notice and hearing promulgate such rules as he or she deems necessary to carry out the provisions and purposes of this chapter, to provide for the proper care of animals and to provide for the cleanliness and proper sanitation in such facilities. Notice of the promulgation of such rules and the hearing date shall be given to all licensees, and notice of the hearing date published once in the legal newspaper. The notice shall advise that at the hearing written or oral comments on proposed rules will be received, and how a copy of the proposed rules can be obtained. Such rules shall be effective after such hearing when filed in the office of the city clerk. Violations of such rules shall be sufficient grounds for adverse action against licenses issued under this chapter.

(e)

Records. Every licensee shall keep a book in which shall clearly be entered, in ink, at the time of each purchase or sale, an accurate account in the English language of any such live animal so purchased or sold, including the name and address of the person by or to whom such purchase or sale is made.

(f) *Reporting.* Every licensee shall inform the person by or to whom such purchase or sale is made for any animal requiring a permit in order to keep it within the city of the guidelines for obtaining a keeping-of-animal permit.

(g) *Inspection.* The record herein required to be kept, as well as the premises of each licensee, shall at all reasonable times be open to inspection and examination by the license and health inspectors of the City of Saint Paul.

(Code 1956, §§ 325.01, 325.03, 325.06—325.08; Ord. No. 17215, 2-19-85; C.F. No. 94-410, § 5, 4-27-94; C.F. No. 97-288, § 1, 4-16-97; C.F. No. 98-1118, § 1, 1-13-99; C.F. No. 99-230, § 1, 4-14-99; C.F. No. 07-149, § 95, 3-28-07)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:December 5, 2016
Item No.: 15.b

Department Approval | City Manager Approval

Item Description: City Facility Needs Discussion

BACKGROUND

As a result of a discussion about long-term facility options for the Roseville License Center at the November 14th City Council meeting, the City Council directed staff to bring back additional information about other city facility needs. As mentioned at the November meeting the land area and building size of the maintenance facility is smaller than is needed thus leading to inefficient operations and the need to have off-site storage for equipment and materials from the Public Works and Parks and Recreation Departments.

Specifically, the License Center needs about 6,000 square feet and staff recommends adding another 6,000 square feet for city office needs. The maintenance facility currently has approximately 57,000 square feet of building space located on approximately three and a half acres. Ideally, for the City's operations we would have 93,000 sq. ft. on about 6 acres. To deal with the lack of space, we currently use about 3,300 square feet at the Fairview Fire Station for storage and the City leases an additional 5,000 square feet for storage in the western part of Roseville.

As has been previously identified, it is advantageous for the License Center and other office space to be located near the City Hall Campus. As part of this analysis, staff has looked at properties nearby the campus and have estimated costs for acquisition and development of those sites. Appraisals have been ordered for two properties, but they will not be completed for a couple of more weeks. Therefore, the costs listed for acquisition are based off the current assessed value plus a premium factored in given the nature of the acquisition. Staff has also looked at the possibility of repurposing the existing maintenance facility for the license center.

Below is an analysis of the different options regarding the relocations of the Roseville License Center for consideration and discussion. Both Options A and B take a similar approach of purchasing a property (known as property #1 and property #2, respectively), tearing down the existing building, and developing the site with a new building to house the License Center and other city office uses. Option C would repurpose the existing Maintenance Facility for the License Center and other City office needs and relocate the Maintenance Facility to a different site in Roseville. With this option, the City would be able to consolidate the existing off-site storage into the new Maintenance Facility. Option D would utilize land in Veterans Park for new License Center Facility. Under Options A, B, and D, the City would still need to have off-site storage given the inadequacy of the existing Maintenance Facility.

Assuming the City Council would still want to consolidate the off-site storage into one facility, we have estimated the costs for this structure for Options 1, 2, and 4.

In the analysis, staff presents some potential funding methods for the different options. These funding methods include using existing cash balances and a License Center revenue bond. However, in each option there still is a large gap that would need to be covered by additional bonding or other funds and fees. At this time, staff has not factored in the sale of the Fairview Fire Station as it is unknown how much the City would be able to get for it, but that projected revenue can be factored in at a later date.

	Option A	**Option B**	**Option C**	**Option D**
			Maintenance	Veteran's
Estimated Project Costs	Parcel #1	Parcel #2	Facility	Park
License Center: Site Acquisition	$ 1,835,400	$ 920,460	$ -	$ -
License Center: Construction/Renovation/Other	2,778,700	2,578,100	1,412,600	2,453,200
Maintenance Facility: Acquisition/Construction	-	-	13,000,000	-
Seasonal Storage: Acquisition/Construction	2,500,000	2,500,000	-	2,500,000
Total	$ 7,114,100	$ 5,998,560	$ 14,412,600	$ 4,953,200
Potential Funding Sources				
Cash: License Center Fund	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000
Cash: Information Technology Fund	250,000	250,000	250,000	250,000
Bond: License Center Revenue	1,223,200	1,223,200	162,600	1,223,200
TBD	4,640,900	3,525,360	13,000,000	2,480,000
Total	$ 7,114,100	$ 5,998,560	$ 14,412,600	$ 4,953,200

In regards to extending the lease for the License Center at its current location, staff is in discussion with the property owner for a short-term lease and expect to bring the proposed lease to the City Council in the beginning of 2017.

POLICY OBJECTIVE

To determine City building facility needs

FINANCIAL IMPACTS

Costs for each of the options are listed in the chart above.

STAFF RECOMMENDATION

Staff suggests that the City Council review the information and discusses next steps that the City should take regarding the license center and other facility needs.

REQUESTED COUNCIL ACTION

Provide direction on next steps that the City should take regarding the license center and other facility needs.

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

Attachments: None