



City Council Agenda - Updated

**Commencing Immediately Following
Economic Development Authority Meeting
Monday, July 10, 2017
City Council Chambers**

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

- | | |
|-----------|--|
| 6:10 p.m. | 1. Roll Call
Voting & Seating Order: Willmus, Etten, McGehee,
Laliberte and Roe |
| 6:11 p.m. | 2. Pledge of Allegiance |
| 6:12 p.m. | 3. Approve Agenda |
| 6:15 p.m. | 4. Public Comment |
| 6:20 p.m. | 5. Recognitions, Donations and Communications |
| 6:25 p.m. | 6. Items Removed from Consent Agenda |
| | 7. Business Items |
| 6:30 p.m. | a. Public Works, Environment, and Transportation
Commission Joint Meeting with the City Council |
| 7:00 p.m. | b. Approve Resolution approving the vacation of right-of-
way of the Wagner Return |
| 7:10 p.m. | c. Consider Advertising for Bids for the Cedarholm
Community Building |
| 7:25 p.m. | d. Consider Authorizing the Reorganization of the
Recreation Division within the Parks and Recreation
Department |
| 7:40 p.m. | e. Consider the Community Development & Fire
Department's Request for Approval of Proposed Text
Amendments of Roseville's City Code, Chapter 901
Building Code, including section 901.01; Adoption of
Code: which includes adoption of Chapter 1306, Subp
2 |
| 7:55 p.m. | f. Provide Information Regarding Residential Fire
Sprinklers |

- 8:05 p.m. g. Request by the City of Roseville to approve a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) and revision of the lot size standards established in City Code Chapter 1004 (Residential Districts) (PROJ-0042)
- 8:25 p.m. h. Consider Community Development – Code Enforcement, Permits, and Inspections Division Staff Restructuring
- 8:30 p.m. i. Review 2017-2018 Policy Priority Planning Document
- 9:00 p.m. **8. Approve Minutes**
a. Approve City Council Minutes from June 19
- 9:05 p.m. **9. Approve Consent Agenda**
a. Approve Payments
b. Consideration to approve or deny 1 Massage Therapy Establishment License
c. Issuance of a 1-4 Day Temporary On-Sale Liquor License
d. Approve General Purchases and Sale of Surplus items in excess of \$5,000
e. Request for Approval of a Recombination Minor Subdivision at Westwood Village Townhomes I and III (PF17-015)
f. Approve County Road B2 & Snelling Intersection Improvements – Authorization for Approval of Minnesota Department of Transportation Agreement
g. Approve Agreement for Facilities Management
h. Acceptance of the Roseville Area High School Police Liaison Officer Agreement for the 2017-2018 School Year
- 9:10 p.m. **10. Council and City Manager Communications, Reports and Announcements**
- 9:15 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**
- 9:20 p.m. **12. Adjourn**

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Some Upcoming Public Meetings.....

Tuesday	Jul 11	6:30 p.m.	Finance Commission
Wednesday	Jul 12	5:30 p.m.	Variance Board
Wednesday	Jul 12	6:30 p.m.	Planning Commission
Monday	Jul 17	6:00 p.m.	City Council Meeting
Tuesday	Jul 18	6:00 p.m.	Economic Development Authority
Wednesday	Jul 19	6:30 p.m.	Human Rights, Inclusion, and Engagement Commission
Monday	Jul 24	6:00 p.m.	City Council Meeting
Tuesday	Jul 25	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Jul 26	6:30 p.m.	Comp Plan 2040 Update
August			
Wednesday	Aug 2	5:30 p.m.	Variance Board
Wednesday	Aug 2	6:30 p.m.	Planning Commission
Thursday	Aug 3	6:30 p.m.	Parks & Recreation Commission
Tuesday	Aug 8	6:30 p.m.	Finance Commission

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Public Works, Environment, and Transportation Commission Joint Meeting with the City Council

BACKGROUND

Each year, the Public Works, Environment, and Transportation Commission meets with the City Council to review activities and accomplishments and to discuss the upcoming year's work plan and issues that may be considered. The following are activities of the past year and issues the Commission would like to take up in the next year:

Activities and accomplishments:

- ☐ Ordinance changes/clarifications
 - Sump pumps
 - Private hydrants
 - Parking lot stormwater mitigation standards
- ☐ Recycling RFP final recommendation
- ☐ Recommendation for City Campus solar installation
- ☐ Comprehensive Surface Water Management Plan

Work Plan items for the upcoming year:

- ☐ Transportation Plan and Pathway Master Plan updates
- ☐ Organics Recycling
- ☐ Smart irrigation controllers and other water conservation efforts

Questions or Concerns for the City Council:

- ☐ What is the Council's desire for conditions for the installation of solar on the City Campus?
- ☐ Do you have any additional guidance on how the City should help residents manage sanitary sewer services? Or water services?
- ☐ Are there any other topics the Council would like the PWET Commission to address over the next year?

Prepared by: Marc Culver, Public Works Director
Attachments: A: Meeting topic summary

Roseville Public Works, Environment and Transportation Commission

2016/2017 Review

Below is a list of topics discussed at the PWET Commission Meetings from June 2016 – June 2017.

2016

June:

Stormwater Impact Fund

Recycling Services Proposals Review and Recommendations

July:

City Campus Solar

Asset Management System Review

City Council Joint Meeting Review

August:

Comprehensive Surface Water Management Plan Update

35W Managed Lane Project Information

Wheeler Street Traffic Management Program

September:

Water Supply Plan

Sanitary Sewer Services Discussion

October:

Proposed 2017 Utility Rates

Comprehensive Surface Water Management Plan Update

November:

Eureka Recycling 2015 Annual Report and 2017 Work Plan

2017 Public Works Work Plan

Maintenance Facility Tour

2017

January:

Snelling Ave Project

Transportation Plan Update RFP

February:

Approve Comprehensive Surface Water Management Plan

Stormwater Management for Parking Lots

Stormwater Management Standards Policy Updates

March:

Metro Transit Update
Eureka 2016 Year End Report
Engineering Design Standards

April:

Organics Recycling Potential Locations
Stormwater Mitigation Requirements Review

May:

Right-of-Way Vegetation Cost/Benefit Analysis
Annual Stormwater Meeting and Public Hearing (MS4 Requirement)

June:

Overview of Tax Increment Financing
Transportation Plan Update

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approve Resolution approving the vacation of right-of-way of the Wagner Return

BACKGROUND

The Wagner Return is a segment of road right-of-way that was dedicated to the City of Roseville in the Rolling Green plat. This right-of-way is undeveloped by the City and has no utilities located within it. Another portion of the Wagner Return was vacated in 1958 and is now part of Tamarack Park.

Three property owners on South McCarrons Boulevard have petitioned to vacate another segment of the Wagner Return to the south of their property as shown in attachments C and D. If the vacation is approved, the right of way would be split up and each adjacent property owner would acquire half of the road right-of-way. The City has one parcel, Lot A, that would acquire half of the right-of-way. This parcel is part of Tamarack Park.

The City has no need for this right-of-way. A road would be difficult to construct and would have little benefit. Utilities currently serve all parcels in the area and there is no need to construct future utilities in this right-of-way. Parcels west of the proposed vacated right-of-way still have rear access to their lots though the platted alley out to Western Avenue.

If approved, the vacation will not be official until such time the City Manager executes and records a Notice of Completion of this vacation.

FINANCIAL IMPACTS

There is no financial impact to the City of Roseville.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the attached resolution approving the vacation of the Wagner Return right-of-way within the Rolling Green Plat.

REQUESTED COUNCIL ACTION

Conduct a public hearing receiving any public comments related to the proposed right-of-way vacation.
Approval of resolution approving the vacation of unused right-of-way of the Wagner Return within the Rolling Green Plat.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director
Attachments: A: Resolution
B: Public Hearing Agenda
C: Map of Right of Way Vacation
D: Aerial Map of Right of Way Vacation

**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 10th day of July, 2017, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION NO.
APPROVING THE VACATION OF A PORTION OF UNUSED RIGHT OF WAY OF
THE WAGNER RETURN WITHIN THE ROLLING GREEN PLAT**

WHEREAS, right of way was dedicated to the City of Roseville in the Rolling Green plat; and

WHEREAS, a petition from adjacent property owners has been filed with the City of Roseville requesting the vacation of said right of way, which lie within the following described real property:

All that part of the Wagner Return as dedicated in the plat of Rolling Green, Ramsey County, Minnesota, lying southerly and westerly adjacent to Lots 2, 25, 26, and 27 all of Block 1.

WHEREAS, after two weeks published and posted notice have been given as well as notice having been mailed to all affected property owners according to Minnesota Statutes, a public hearing was held on July 10, 2017 at which all persons interested in said vacation were given an opportunity to be heard; and

WHEREAS, the Roseville City Council has determined that the vacation would be in the public interest;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA:

1. That the City of Roseville hereby vacates the right of way dedicated to the City in the plat of Rolling Green, Ramsey County, Minnesota, which lies within the following described real property:

1 All that part of the Wagner Return as dedicated in the plat of Rolling Green,
2 Ramsey County, Minnesota, lying southerly and westerly adjacent to Lots 2,
3 25, 26, and 27 all of Block 1.

- 4
5 2. The vacation applies only to the right of way described in Provision 1 and not to: (a) the
6 rights of existing utilities, if any, and (b) any other easements running to or benefiting the
7 City of Roseville, if any.

- 8
9 3. The City Manager is directed to execute and record a Notice of Completion of this vacation
10 proceeding pursuant to Minnesota Statutes §412.851. The vacation authorized by this
11 Resolution shall not be effective until the Notice of Completion is recorded in the office of
12 the Ramsey County Recorder.

13
14 The motion was duly seconded by Councilmember and upon vote being taken thereon, the
15 following voted in favor thereof: ; and and the following voted against:

16
17 WHEREUPON said resolution was declared duly passed and adopted.

Resolution –Right of Way Vacation Wagner Return

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 10th day of July, 2017, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 10th day of July, 2017.

Patrick Trudgeon, City Manager

(SEAL)

**AGENDA FOR PUBLIC IMPROVEMENT HEARING
Wagner Return Right-of-Way Vacation**

- A. Mayor calls the meeting to order and announces the purpose of the meeting and format for the hearing.

"This is a public hearing to consider whether to vacate public right-of-way."

"This vacation request was initiated as a result of a petition from adjacent property owners. The Council will consider a resolution to approve vacating the right-of-way as described in the resolution."

THE FOLLOWING AGENDA CAN BE USED AS THE FORMAT FOR THE PUBLIC HEARING:

- B. City Manager comments including, brief description of proposed vacated right-of-way, published and mailed notices, and written objections to the proposed vacation.

It is suggested that the City Manager should make a general comment regarding the published and mailed notices. This should include the following language:

"Published and legal mailed notices have been provided for this public hearing. Legal notices appeared in the city's legal newspaper, *The Roseville Review*, on June 12 and June 19, 2017. Mailed notices were sent on June 29, 2017. Affidavits of mailing are available in the office of the City Engineer."

Prior to the hearing proceeding, the City Manager should read all written objections for the project.

- C. City Engineer by this time has provided specific information for project including existing conditions, proposed construction, special conditions, schedule, cost estimate, and financing.

- D. Mayor opens hearing to public. It is suggested that the following comments be made by the Mayor:

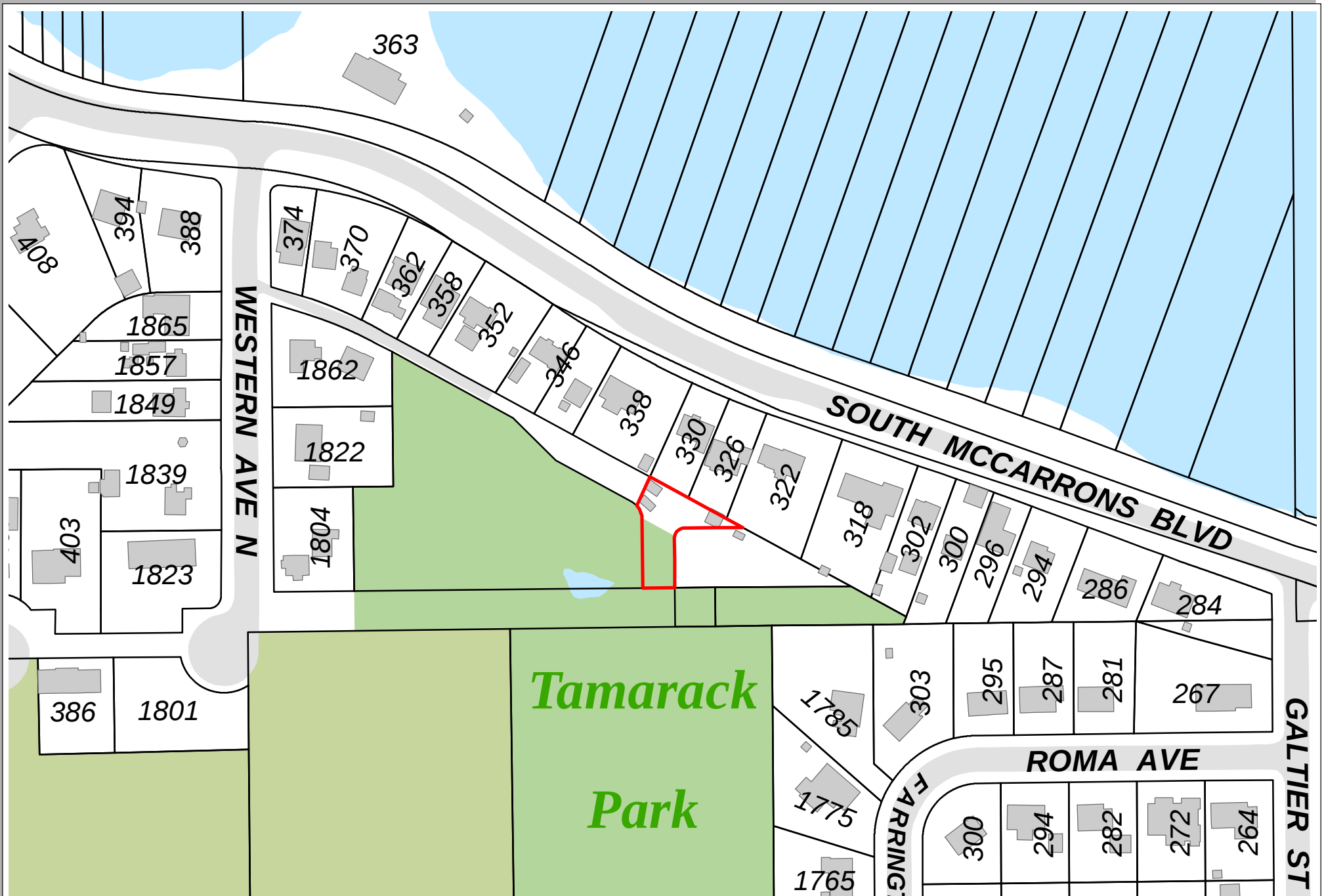
"In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Each speaker should limit questions and comments to five minutes.
3. No person will be heard for a second time until all interested persons who wish to speak have had an opportunity to do so.
4. Be courteous. No comments from audience or applause during question/ comment period.

- E. Mayor closes hearing.

After all citizen comments have been completed, the Mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

- F. Council action on proposed vacation: Resolution approving vacation of unused right-of-way of the Wagner Return within the Rolling Green Plat. (Resolution provided by City Engineer.)



Proposed Right-of-Way Vacation



Prepared by:
Engineering Department
June 29, 2017

 Vacation Location

Data Sources and Contacts:

* Ramsey County GIS Base Map (3/10/17)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

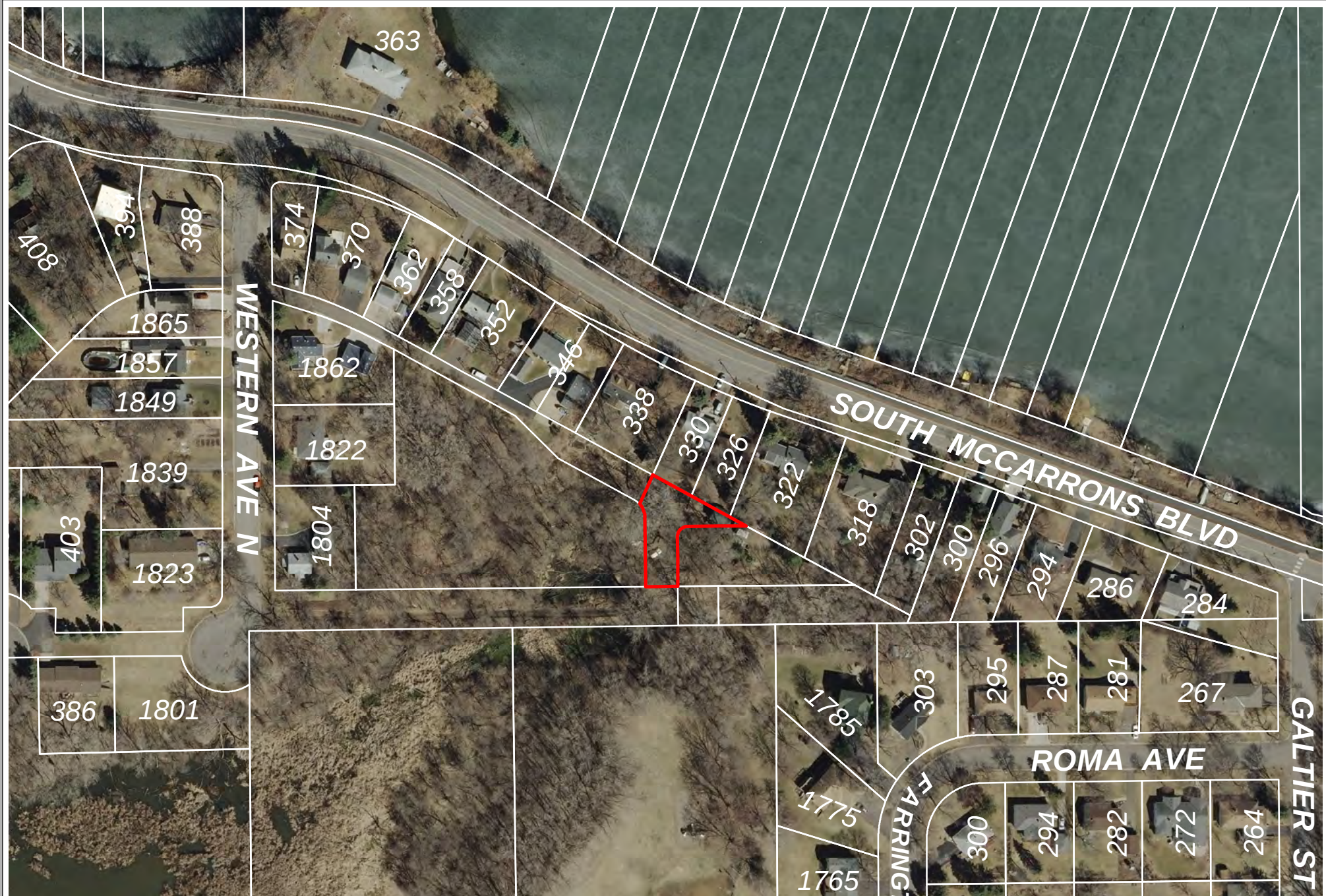
DISCLAIMER:

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information Systems (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651.780.7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly releases all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

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mapinfo: TamarackParkAreaEasement.mxd
map: TamarackParkAreaEasement.pdf





Proposed Right-of-Way Vacation



Prepared by:
Engineering Department
June 30, 2017



Vacation Location

Data Sources and Contacts:

* Ramsey County GIS Base Map (3/10/17)

* City of Roseville Engineering Department

For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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mapinfo: TamarackParkAreaAssessment.mxd
map: TamarackParkAreaAssessment.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/10/2017
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Consider Advertising for Bids for the Cedarholm Community Building

BACKGROUND

After more than a yearlong community input process and final report, on January 9, 2017, the City entered into an agreement with Hagen, Christensen & McIlwain (HCM) Architects for preliminary design services to replace the Cedarholm Community Building.

At the March 20, 2017 City Council Work Session, further direction was provided to: 1) pursue a larger community building with seating up to one hundred 2) establish clearer costs to better determine funding sources 3) no longer consider the Historical Society as part of this project but rather that it would be a better fit in the City Hall Campus area, and 4) seek a proposal to complete final building plans and specifications.

On April 10, 2017 the City Council authorized an agreement with Hagen, Christensen & McIlwain (HCM) Architects for further design services that included Design Development (Task One) and Construction Documents (Task Two) for the replacement of the Cedarholm Community Building with progress check in.

On April 24, 2017 HCM Architects provided a progress report on the Design Development phase and sought input on the site plan, floor plan and building image options #1, #2A and #2B. There was general consensus that it was moving in the right direction with image option #2B preferred by the City Council. Direction to the architects was to focus on option #2B and proceed.

On June 5, 2017, a final Design Development (Task One) review was provided to the City Council and input was received. The highlights included an aerial site plan, architectural site plan, building image rendition, building elevation plan, building floor plan and cart storage area plan. Comments were received and direction to the architects was to proceed with Construction Documents (Task Two).

Tonight is a final review after the Construction Documents (Task Two) and consideration to advertise for bids for the project. In your packet is a specifications table of contents, architectural construction document set, draft request for bids, memo from HCM on sustainable features and a memo from staff on the basement consideration. A complete bid set will be available in the Parks and Recreation Office. Staff and HCM Architects will be at your meeting to review.

The history of refining cost estimates as a part of the work so far includes the following:

	3/20/17	6/5/17	7/10/17
Cedarholm Community Building (includes site work, parking lot, cart storage and green relocation)	\$ 2,350,000	\$ 2,029,000	\$2,029,000
Furniture and equipment (kitchen and other)	\$ TBD	\$ TBD	\$ 200,000
Technology/security	\$ TBD	\$ TBD	\$ 40,000
Planning and Management	\$ 285,000	\$ 285,000	\$ 285,000
Temporary Quarters	n/a	n/a	\$ 30,000
Contingency (5% of construction)	<u>\$ TBD</u>	<u>\$ TBD</u>	<u>\$ 101,450</u>
Total Community Building and Cart Storage	\$ 2,635,000	\$ 2,314,000	\$2,685,450

Soils have been tested, surveys have been conducted, and estimates for furnishings including kitchen equipment, tables/chairs and technology/security requirements are being refined.

Other topics of discussion and consideration include the following:

- 1) Basement
The possibility of adding a basement to the Cedarholm Community Building was discussed. Staff and architects looked into it further. The cost of adding it as an alternate to the Construction Documents was \$24,000. At this point, it is no longer being considered and not included in the Plans and Specifications. Please see attached previous memo to the City Council and City Manager from staff.
- 2) Sustainable Design Features
Based upon previous City Council discussions, the Cedarholm Community Building has many sustainable design features. Please see attached summary memo from HCM Architects.

Bird friendly glass was suggested several times and will be included as a bid alternate in the plan set. Preliminary information suggests that this special type of glass could be as much as 2 times the cost.
- 3) Temporary Operating Quarters during Construction
Temporary operating quarters will be needed for approximately 7 months (September – November of 2017 and March through June of 2018) while the new Cedarholm Community Building is being constructed. Following are cost estimates at this time including:

Trailer and temporary electrical hook up	\$ 15,000
Portable restrooms and washing stations	\$ 3,000
Temporary communications/safety	<u>\$ TBD</u>
Total	\$ 18,000
- 4) Annual Maintenance and Operation Budget Projections

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Personal Services	\$185,990	\$191,970	\$196,625
Supplies and Materials	\$ 23,600	\$ 32,770	\$ 33,600
Other Services and Charges	<u>\$ 43,675</u>	<u>\$ 62,350</u>	<u>\$ 63,575</u>
Total Community Building Operations	\$253,265	\$287,090	\$293,800
Total Grounds Maintenance	<u>\$145,000</u>	<u>\$206,000</u>	<u>\$208,000</u>
Total Operations and Maintenance	\$398,265	\$493,090	\$501,800
Total Revenue Projections	<u>\$366,450</u>	<u>\$429,675</u>	<u>\$445,000</u>
Difference of Expense and Revenue	(\$31,815)	(\$63,415)	(\$56,800)
*Administrative and Depreciation	<u>\$36,500</u>	<u>\$36,500</u>	<u>\$ 36,500</u>
Total w/o Administrative and Depreciation	\$ 4,685	(\$26,915)	(\$20,300)

Notes:

- o Currently, there are 1.75 FTE employees at Cedarholm Golf Course. Anticipating the year round and increased use of the Community Building, the projections include the necessity to increase FTE staffing to 2.0. Specifically the existing ³/₄ time position is suggested to be increased to full time. This was a full time position until 2009. The need is anticipated as soon as the replaced facility becomes operational.
- o * Because a decision has not been made on the Enterprise Status, the expense budget includes Administrative charges of \$20,000 and Depreciation charges of \$16,500 for a total of \$36,500. These funds are paid to city accounts. The forecast above shows the budget with and without these charges.
- o Budget projections are realistic, conservative, include community use features and custodial services and are consistent with other Roseville facility and use rates.

5) Finalize Funding Mechanism

The final funding mechanism for the construction related expenses has not yet been finalized by the City Council. It is important that this be considered as part of your discussion either July 10 or at a future date. However, at the consideration of a project in August, a funding source should also be identified.

Status Summary and Next Steps

Design Development (Task One) and Construction Documents (Task Two) are more than 95%

129 complete and are ready to advertise for bids. It is expected that in August, bids will have been received
130 and a project will be brought back to you for consideration at which time a final funding source should
131 also be identified.

132

133 **Timeframe**

134 The following is a review of the overall timeframe:

- 135 • June 5, 2017 – Design Development (Task One) update
- 136 • July 10, 2017 – Construction Documents (Task Two) update
- 137 • July 10, 2017 – Request for City Council Action to advertise for proposals
- 138 • July 11, 2017 – Begin process for advertising for Bids
- 139 • August 14 or August 28, 2017 - Consider authorizing project and finalize funding
140 mechanism. Timing is a challenge here because the City Council does not meet on
141 August 21, 2017. Ideally consideration for a project award would occur in mid August
142 with a start date late August. Although time will be needed to sort through the proposals
143 to be comfortable with a recommendation.

144 **POLICY OBJECTIVE**

145 The process for involving community members and City Council as necessary to review public facility
146 improvements is consistent with past City efforts.

147 **FINANCIAL IMPACTS**

148 Costs related to progress check in is professional consultant time. A final funding source for the project
149 is yet to be finalized and should be done at the time or prior to the City Council consideration for a
150 project in August of 2017.

151

152 **STAFF RECOMMENDATION**

153 As a result of the community process and work completed to date, staff recommends the advertisement for
154 bids for the Cedarholm Community Building replacement project.

155 **REQUESTED COUNCIL ACTION**

156 A motion to authorize advertising for bids to construct a Cedarholm Community Building and a Golf Cart
157 Storage area as presented.

158

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Jill Anfang, Assistant Director of Parks and Recreation

Attachment: A. Specifications Table of Contents
B. Architectural Bid Set
C. Draft Request for Bids
D. Memo from HCM on Sustainable Features
E. Memo from Staff on Basement Consideration

Roseville Parks
Cedarholm Community Building
Specifications

SECTION 00 0110

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	General Requirements
	Contract Form
	Storm Water Pollution Prevention Plan
00 3132	Geotechnical Data

DIVISION 01 - GENERAL REQUIREMENTS

01 1000	Summary
01 2300	Alternates
01 2501	Substitution Request Form
01 2600	Contract Modification Procedures
01 2900	Payment Procedures
01 3100	Project Management and Coordination
01 3200	Construction Progress Documentation
01 3300	Submittal Procedures
01 4000	Quality Requirements
01 4200	References
01 4530	Structural Tests and Special Inspections
	- Structural Tests and Special Inspections Schedule
	- Acknowledgements
01 5000	Temporary Facilities and Controls
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01 7300	Execution
01 7419	Construction Waste Management and Disposal
01 7700	Closeout Procedures
01 7823	Operation and Maintenance Data
01 7839	Project Record Documents
01 7900	Demonstration and Training

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03 3000	Cast-In-Place Concrete
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DIVISION 04 – MASONRY

04 2000	Unit Masonry
04 4200	Stone Masonry

DIVISION 05 – METALS

05 1200	Structural Steel Framing
05 5000	Metal Fabrication

**Roseville Parks
Cedarholm Community Building
Specifications**

DIVISION 06 – WOOD, PLASTICS AND COMPOSITES

06 1000	Rough Carpentry
06 1600	Sheathing
06 1753	Shop-Fabricated Wood Trusses
06 2013	Exterior Finish Carpentry
06 2023	Interior Finish Carpentry
06 4116	Plastic-Laminate-Faced Architectural Cabinets

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07 2100	Thermal Insulation
07 2500	Weather Barriers
07 3113	Asphalt Shingles
074600	Rain Screen Siding System
07 4646	Fiber-Cement Siding
07 5323	Ethylene-Propylene-Diene-Monomer (EDPM) Roofing
07 6200	Sheet Metal Flashing and Trim
07 9200	Joint Sealants

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08 1113	Hollow Metal Doors and Frames
08 1433	Stile and Rail Wood Doors
08 3113	Access Doors and Frames
084100	Aluminum Entrances and Framing
084226	All Glass Entrances
08 5200	Clad Wood Windows
08 7100	Door Hardware
088000	Glazing

DIVISION 09 - FINISHES

09 2000	Gypsum Board
09 3000	Tile
095446	Fabric Wrapped Panels
09 6513	Resilient Base and Accessories
09 6519	Resilient Tile Flooring
09 6813	Tile Carpeting
09 7750	Fiberglass Reinforced Panels
09 9100	Painting
09 9300	Wood Stains and Transparent Finishes

DIVISION 10 – SPECIALTIES

10 1423	Signage
10 2113.19	Plastic Toilet Compartments
10 2800	Toilet, Bath, and Laundry Accessories
10 3050	Gas-Fired Fireplace
10 4416	Fire Extinguishers

DIVISION 11 – EQUIPMENT - NOT USED

DIVISION 12 – FURNISHINGS

12 3623.13	Plastic-Laminate-Clad Countertops
12 3661	Simulated Stone Countertops

Roseville Parks
Cedarholm Community Building
Specifications

DIVISION 13 – SPECIAL CONSTRUCTION - NOT USED

DIVISION 14 – CONVEYING SYSTEMS - NOT USED

DIVISION 22 – MECHANICAL

22 0500	Common Work Results For Plumbing
22 0519	Meters and Gages for Plumbing Piping
22 0523	General-Duty Valves for Plumbing Piping
22 0529	Hangers and Supports for Plumbing Piping and Equipment
22 0553	Identification for Plumbing Piping and Equipment
22 0700	Plumbing Insulation
22 1116	Domestic Water Piping
22 1119	Domestic Water Piping Specialties
22 1316	Sanitary Waste and Vent Piping
22 1319	Sanitary Waste Piping Specialties
22 3300	Electric, Domestic-Water Heaters
22 4000	Plumbing Fixtures

DIVISION 23 – HEATING, VENTILATING AND AIR CONDITIONING

23 0500	Common Work Results for HVAC
23 0513	Common Motor Requirements for HVAC Equipment
23 0553	Identification for HVAC Piping and Equipment
23 0593	Testing, Adjusting, and Balancing For HVAC
23 0700	HVAC Insulation
23 0900	Instrumentation and Control for HVAC
23 0993	Sequence of Operations for HVAC Controls
23 1123	Facility Natural-Gas Piping
23 3113	Metal Ducts
23 3300	Air Duct Accessories
23 3423	HVAC Power Ventilators
23 3713	Diffusers, Registers, and Grilles
23 3724	Louvers
23 5400	Furnaces
23 8239	Electric Heaters

DIVISION 26 – ELECTRICAL

26 0500	General Requirements
26 0519	Low-Voltage Electrical Power Conductors and Cables
26 0526	Grounding and Bonding for Electrical Systems
26 0529	Hangers and Supports for Electrical Systems
26 0533	Raceway and Boxes for Electrical Systems
26 0565	Supplemental Equipment
26 0570	Electrical Service Entrance
26 0575	Electrical Related Work
26 0636	Manual Dimming Controls
26 2200	Low Voltage Transformers
26 2416	Panelboards
26 2726	Wiring Devices
26 2813	Fuses
26 2915	Circuit and Motor Disconnects

Roseville Parks
Cedarholm Community Building
Specifications

26 5100	Lighting
26 5200	Emergency Lighting
26 5300	Exit Signs

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

28 3111	Digital Addressable Fire Alarm System
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END OF SECTION

Roseville Parks and Recreation

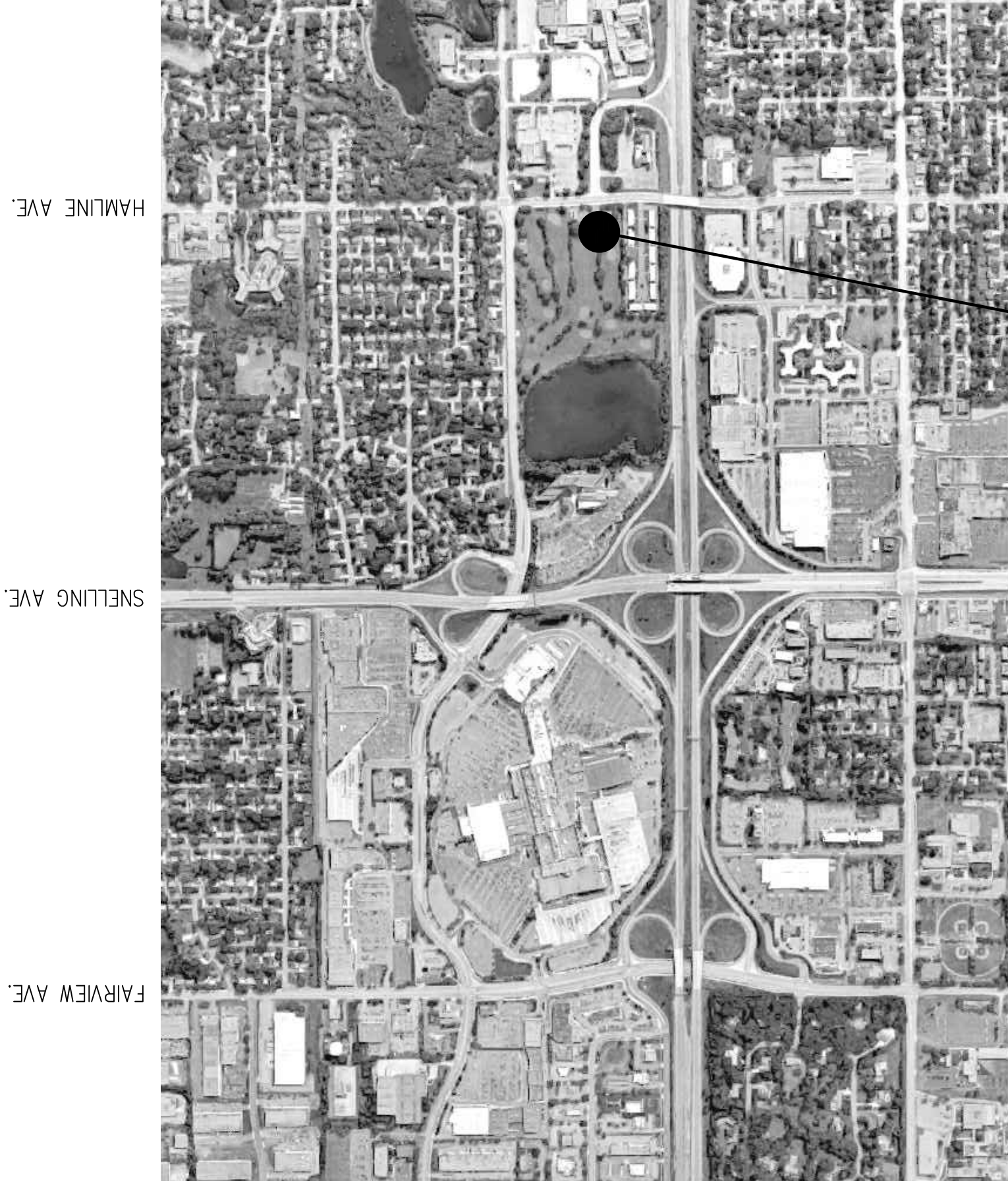
CEDARHOLM COMMUNITY BUILDING

2323 Hamline Avenue N.
Roseville, Minnesota 55113

BID SET - July 10, 2017



1 CONCEPT RENDERING – NORTH ELEVATION
NOT TO SCALE



2 SITE LOCATION MAP
NOT TO SCALE



3 CODE REVIEW PLAN
1/16" = 1'-0"



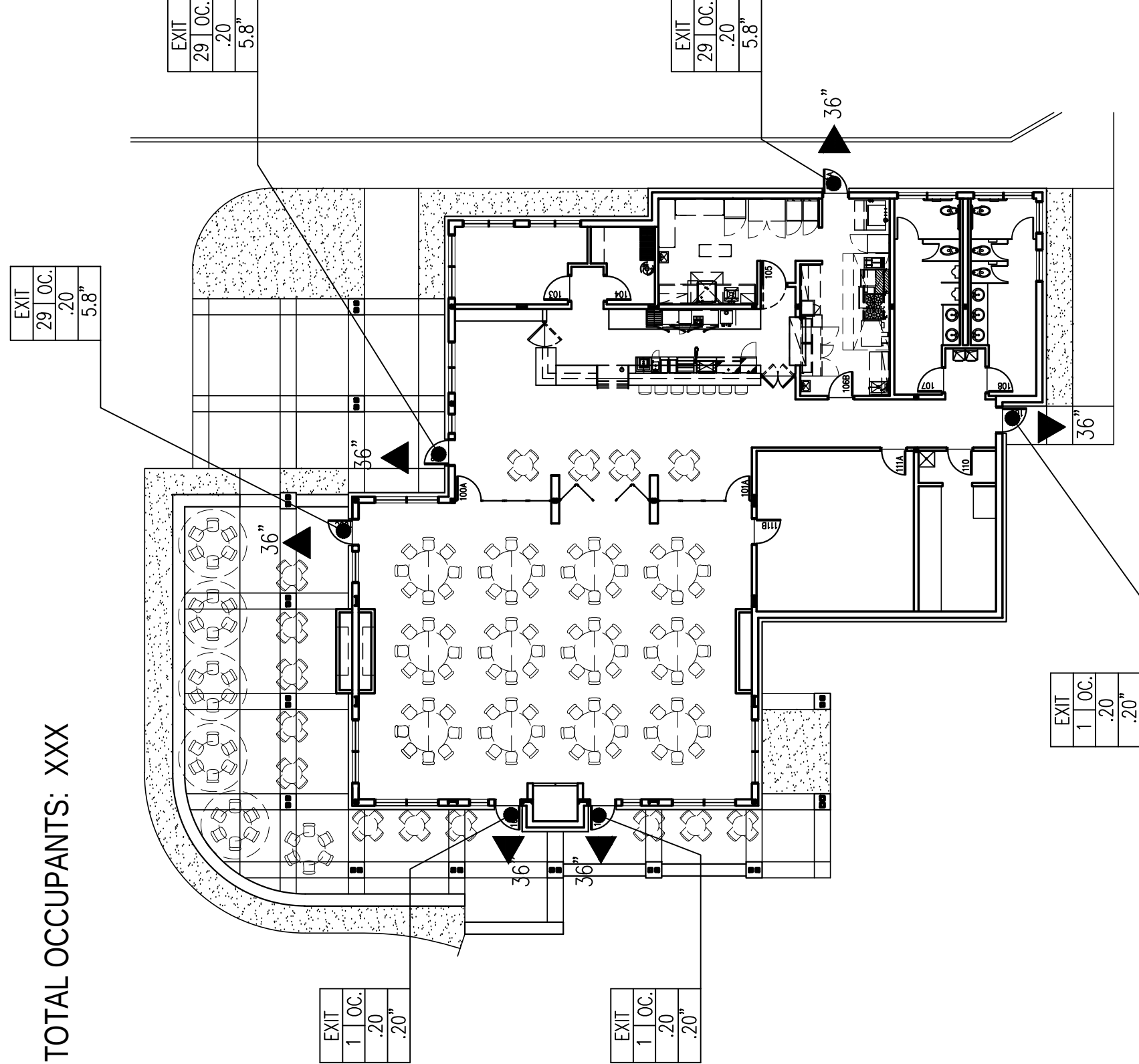
SPACES LEGEND

3-STORY LAB	BUILDING LOCATION
B T100	GENERAL AREA
1148	OCCUPANCY TYPE
11.5	GROSS SQUARE FEET PER OCCUPANT
	SPACE GROSS SQUARE FEET
	NUMBER OF OCCUPANTS

EGRESS LEGEND

EXIT 1000 OC .2	OCCUPANT LOAD
.20	MULTIPLIER PER TABLE 1005.1
	REQUIRED INCHES OF EGRESS WIDTH

TOTAL OCCUPANTS: XXX



Attachment B

CODE REVIEW

DRAWING INDEX

GENERAL

a0.0 TITLE SHEET

CIVIL

- c1.0 EXISTING CONDITIONS/REMOVALS PLAN
- c2.0 OVERALL LAYOUT PLAN
- c2.0(3) OVERALL LAYOUT PLAN
- c3.0 OVERALL GRADING & UTILITIES PLAN
- c4.0 OVERALL LAYOUT PLAN
- c5.0 MISCELLANEOUS DETAILS
- c5.1 MISCELLANEOUS DETAILS

ARCHITECTURAL

- d2.0 DEMOLITION PLAN
- a2.0 CART STORAGE BUILDING
- a2.1 FLOOR PLAN
- a2.1i FINISH FLOOR PLAN
- a2.1fe FURNITURE FLOOR PLAN
- a2.2 ROOF PLAN
- a3.1 EXTERIOR ELEVATIONS
- a4.1 BUILDING SECTIONS
- a4.2 BUILDING SECTIONS
- a4.2 WALL SECTIONS
- a4.3 WALL SECTIONS
- a5.1 EXTERIOR DETAILS
- a5.2 EXTERIOR DETAILS
- a7.1 ENLARGED PLANS, ELEVATIONS, DETAILS
- a7.2 INTERIOR ELEVATIONS AND DETAILS
- a7.3 INTERIOR ELEVATIONS AND DETAILS
- a8.1 DOOR AND WINDOW SCHEDULE, TYPES
- a8.2 INTERIOR DETAILS
- a9.1 REFLECTED CEILING PLAN

STRUCTURAL

- s1.1 STRUCTURAL NOTES & SPECIAL INSPECTIONS
- s2.1 FOOTING & FOUNDATION PLAN
- s2.2 LOW ROOF PLAN
- s2.3 HIGH ROOF PLAN
- s3.1 FOUNDATION SECTIONS & DETAILS
- s4.1 ROOF FRAMING SECTIONS & DETAILS

MECHANICAL

- m0.0 MECHANICAL TITLE SHEET
- m0.1 MECHANICAL SITE PLAN
- m1.0 PLUMBING PLAN
- m2.0 HVAC PLAN
- m3.0 MECHANICAL DETAILS
- m4.0 MECHANICAL SCHEDULES

ELECTRICAL

- e0.0 ELECTRICAL TITLE SHEET
- e0.1 ELECTRICAL SITE PLAN
- e1.0 LIGHTING PLAN
- e2.0 POWER & SIGNAL PLAN
- e2.1 ENLARGED KITCHEN ELECTRICAL PLAN
- e3.0 SINGLE LINE DIAGRAM & SCHEDULES
- e4.0 ELECTRICAL SCHEDULES

FOOD SERVICE

- fs1.0 FOODSERVICE FIXTURE PLAN

Comm. No.
1758

DATE
06/06/2017 – DESIGN DEVELOPMENT SET
07/10/2017 – BID SET

Foodservice Designer



Mechanical and Electrical Engineers



Structural Engineer



Civil Engineer & Landscape Architect



Owner



Owner
City of Roseville

Project
Cedarholm Community Building

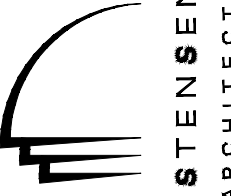
Title
Title Sheet

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota.

By: _____
Title: Architect Date: _____
Registration Number: _____

Drawing No.

a0.0



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

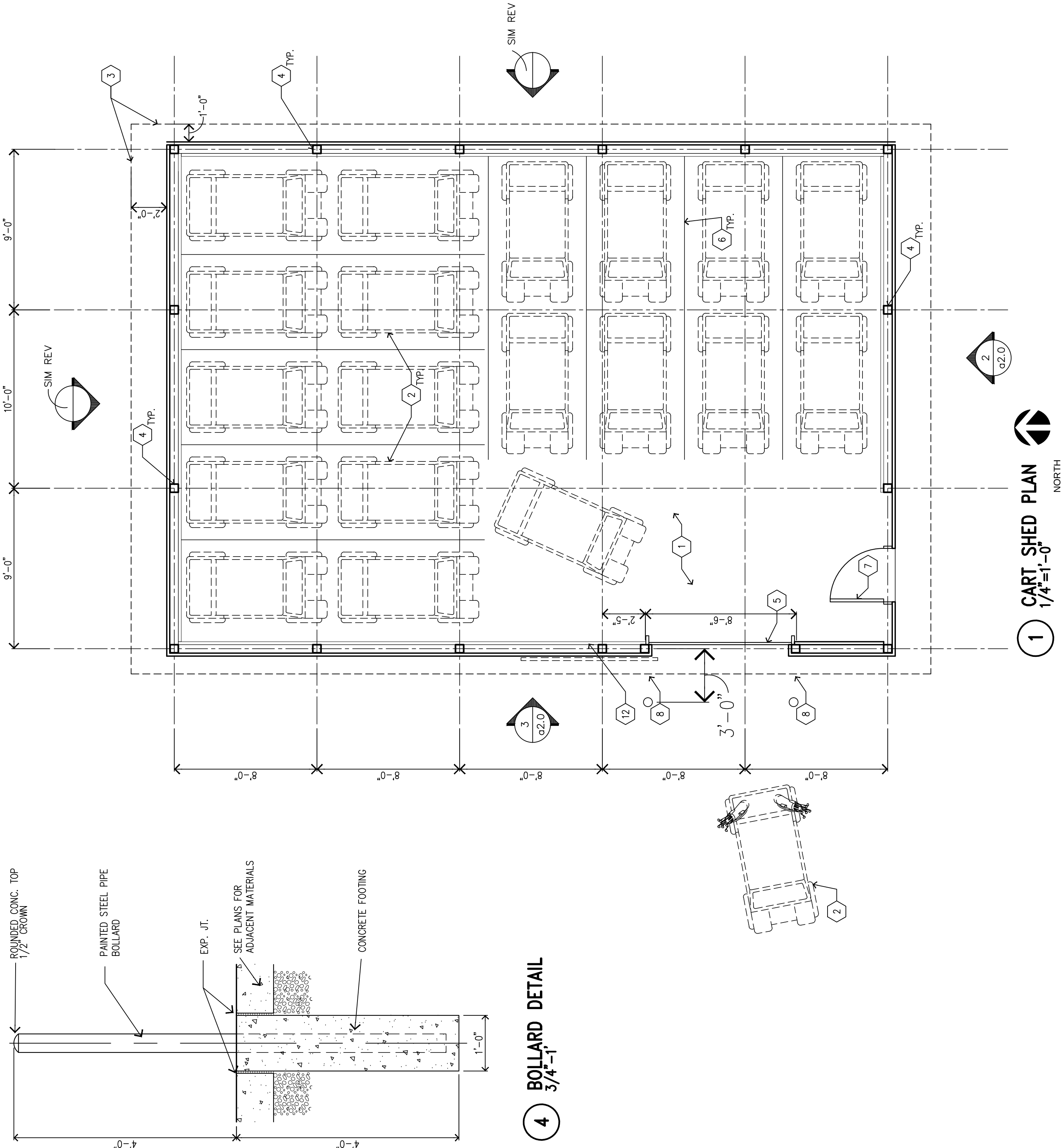
425 OSHP AVENUE SE • MINNEAPOLIS, MN 55407
TEL: (612) 944-1332 • FAX: (612) 944-7148

CART SHED GENERAL NOTES

1. ALL DIMENSIONS TO CENTER OF COLUMN U.N.O.
2. PAINT ALL H.M. DOOR FRAMES
3. SEE CIVIL, STRUCT., MECH., & ELEC. DRAWINGS FOR FURTHER INFORMATION

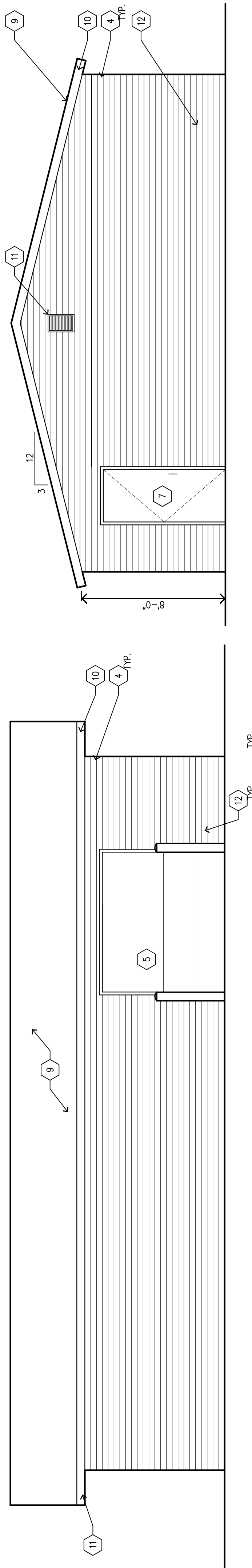
CART SHED KEY NOTES

- | | |
|----|---|
| 1 | CONCRETE FLOOR SLAB, 4" THICK, TYP. SEE STRUCTURAL |
| 2 | GOLF CART PROVIDED BY OWNER |
| 3 | LINE OF ROOF OVERHANG ABOVE |
| 4 | WOOD COLUMN |
| 5 | 8'-0" WIDE X 7'-0" HIGH OVERHEAD DOOR (UNINSULATED) |
| 6 | PAINTED PARKING LINES BY OTHERS |
| 7 | H.M. PASSAGE DOOR (3'-0" X 7'-0" W/ PAINTED H.M. DOOR FRAME |
| 8 | 6" DIA. PIPE BOLLARDS (42" HIGH ABOVE GRADE) |
| 9 | ASPHALT SINGLE ASSEMBLY |
| 10 | PRE PAINTED RIBER CEMENT FASCO ASSEMBLY |
| 11 | 12" X 18" PREFINISHED WALL LOWER (EACH CABLE) |
| 12 | 2"x12" WOOD BUMPER @ PERIMETER (2'-2" HIGH TO TOP) |

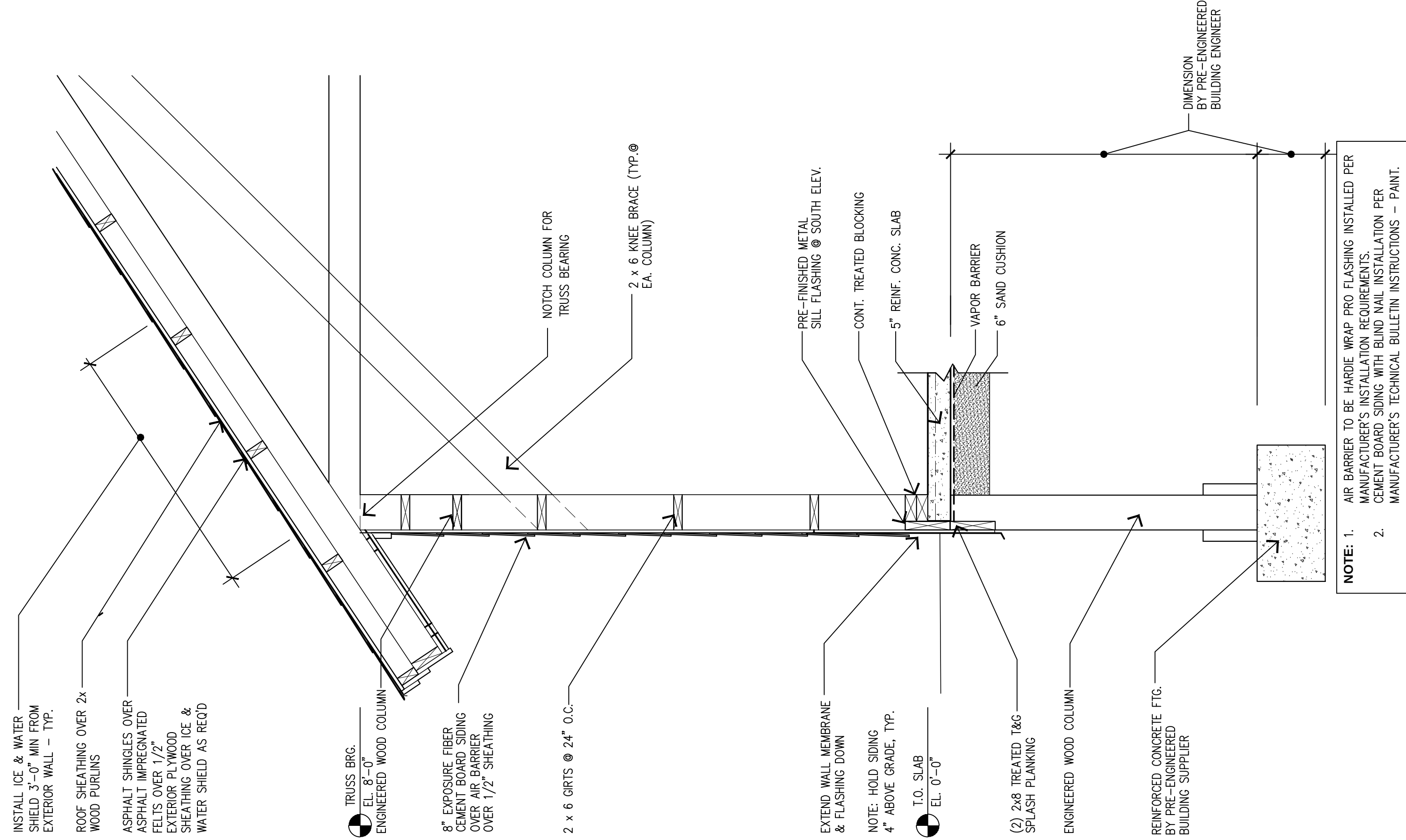


1 CART SHED PLAN
1/4"=1'-0"

3 CART SHED WEST ELEVATION
1/4"=1'-0"



5 TYP. WALL SECTION
3/4" - 1' - 0"



NOTE:

1. AIR BARRIER TO BE HARDIE WRAP PRO FLASHING INSTALLED PER MANUFACTURER'S INSTALLATION REQUIREMENTS.
2. CEMENT BOARD SIDING WITH BLIND NAIL INSTALLATION PER MANUFACTURER'S TECHNICAL BULLETIN INSTRUCTIONS – PAINT.

Comm. No. 1758	Foodservice Designer  premier DESIGN GROUP 10000 Woodmont Minneapolis, MN 55543 phone: 952-343-0950 fax: 952-930-0777 www.epinc.net	Mechanical and Electrical Engineers  emanuelson-podas consulting engineers 10400 Woodmont Minneapolis, MN 55543 phone: 952-343-0950 fax: 952-930-0777 www.epinc.net	Structural Engineer  Matson and Young structural engineers Bassett Creek Business Center 10000 Bassett Creek Road Minneapolis, MN 55401 612-827-7825 voice 612-821-6803 fax	Civil Engineer & Landscape Architect  SRH Consulting Group, Inc.	Owner  Rockwell Seaville	Owner City of Roseville Project Cedarholm Community Building Title Carl Shed Plan, Elevations, & Details	Drawing No. a2.0	 HABEN, CHRISTENSEN & MOLLWAIN ARCHITECTS
		I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota. By: _____ Title: Architect Date: _____ Registration Number: _____						

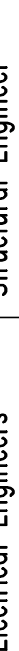
4527 CHAD AVENUE SE - MINNEAPOLIS, MN 55407 TEL: (612) 864-1332 - FAX: (612) 864-7388
--

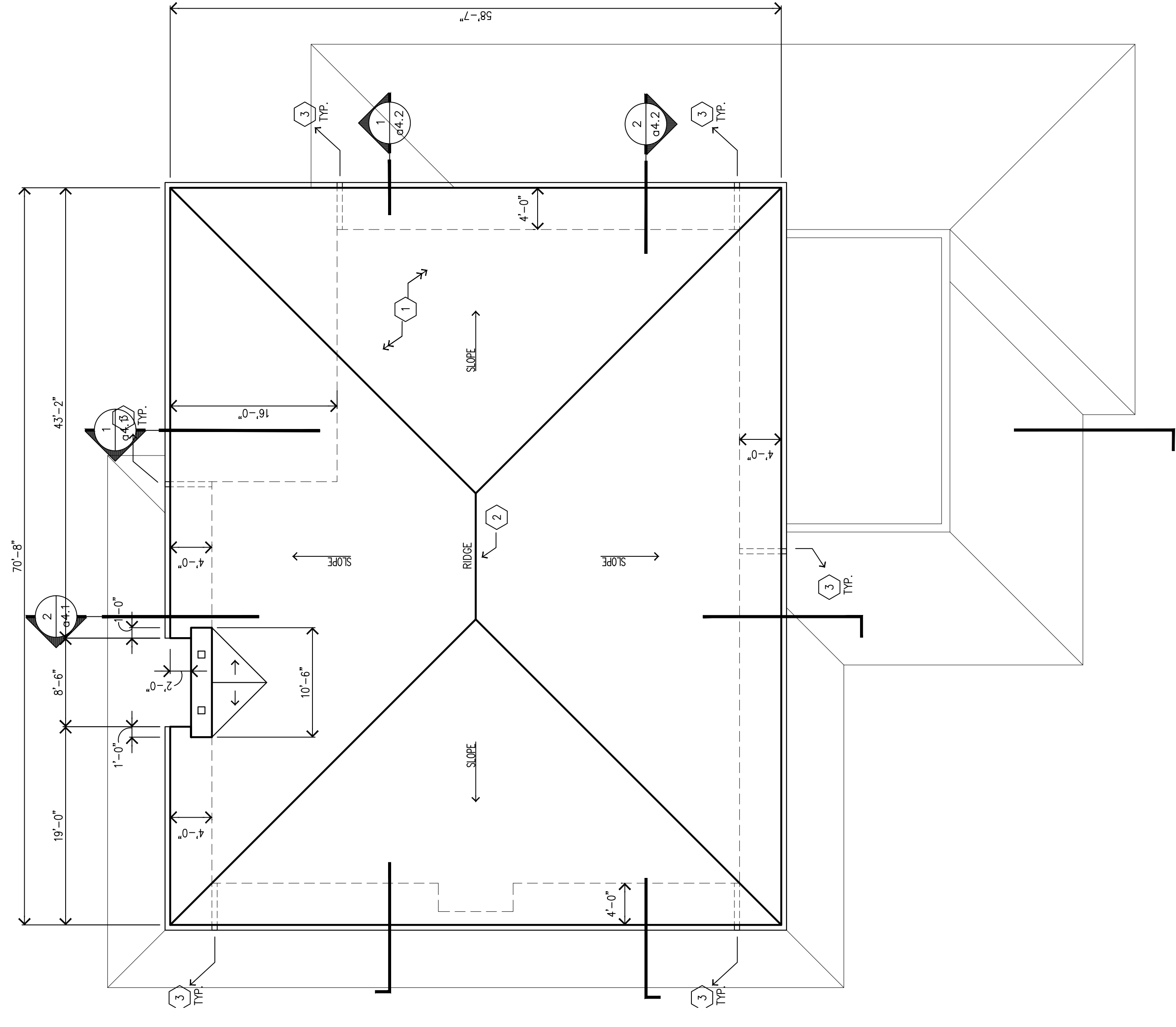
1. ALL DIMENSIONS TO OUTSIDE OF FOUNDATION U.N.O.
2. FOR FINISHES, SEE SHEET I2.1
3. SEE CIVIL, STRUCT., MECH., & ELEC. & FOOD SERVICE FURTHER INFORMATION

PARTITION TYPES

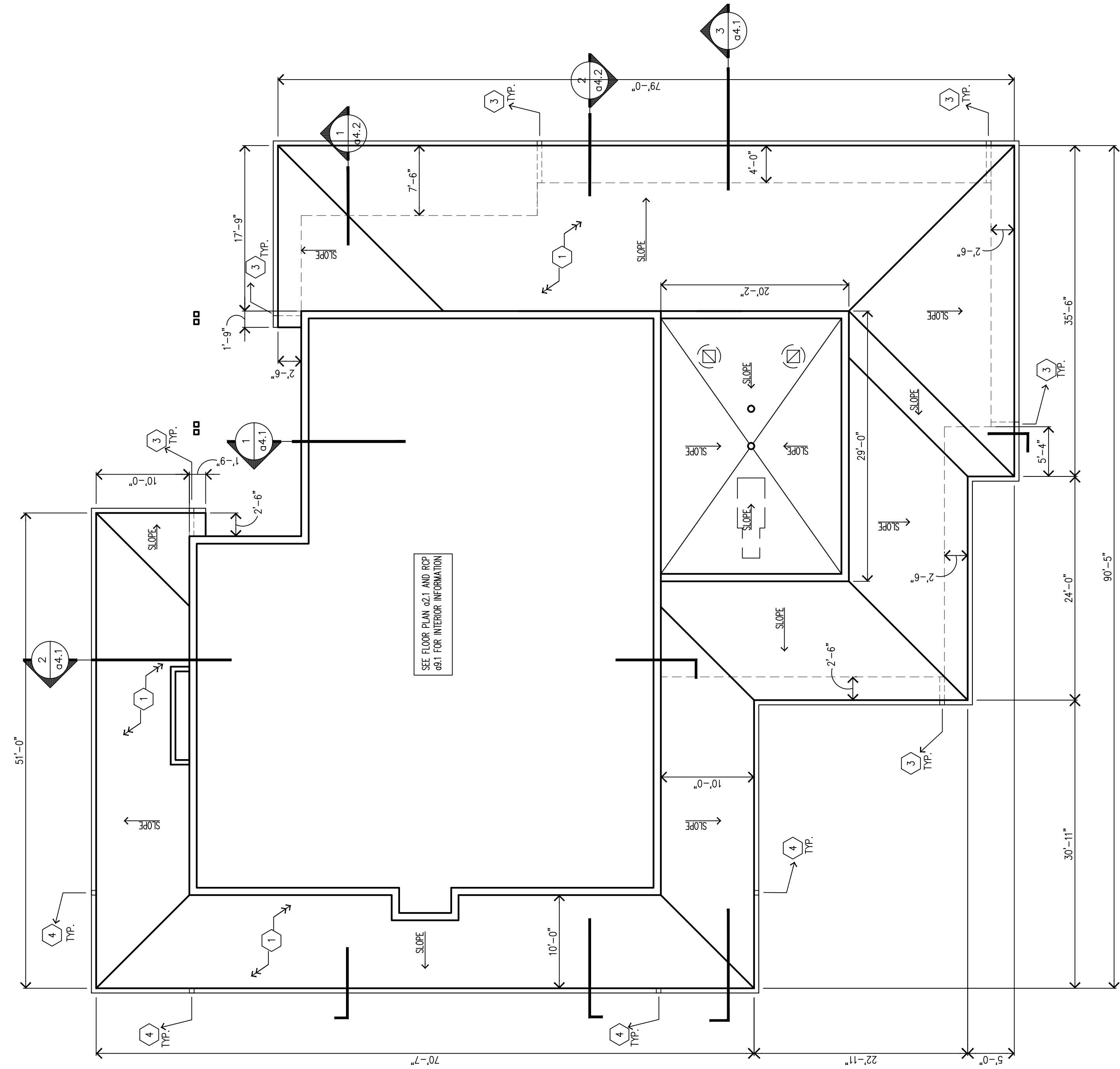


- | | |
|----|--|
| 1 | 42" WIDE GAS FIREPLACE ASSEMBLY, EXTERIOR RATED W/ SST TRIM |
| 2 | 42" WIDE GAS FIREPLACE ASSEMBLY |
| 3 | LINE OF ROOF OVERHANG ABOVE |
| 4 | NOT USED |
| 5 | SITE WALL--SEE CIVIL |
| 6 | CONC. WALK--SEE CIVIL |
| 7 | BITUMINOUS CART PATH -- SEE CIVIL |
| 8 | 2" THICK STONE HEARTH |
| 9 | STONE VENEER CHIMNEY BREAST |
| 10 | 1 1/4" THICK QUARTZ COUNTERTOP (TOP FACE @ 42" HIGH) |
| 11 | STEEL STUD DE WALL FULL LENGTH OF BAR |
| 12 | DOUBLE-ACTING WOOD BAY GATE |
| 13 | 3" THICK FOLDABLE PARTITION WALL--BASIS OF DESIGN, HUFCOR SERIES 631 (APPROX. 18'-0"H X 36'-0"L) |
| 14 | FOLDABLE GLASS PARTITION WALL--BASIS OF DESIGN, HUFCOR SERIES 631 INDIVIDUAL (APPROX 8'-5"H X 12'-0"L) |
| 15 | HORIZONTAL MECHANICAL CHASE --SEE BUILDING SECTIONS ON SHEET 04-1 |
| 16 | RETAIL BEVERAGE/SNACK COOLER B.O. |
| 17 | SEE FOOD SERVICE DRAWINGS FOR KITCHEN EQUIPMENT |
| 18 | MOP SINK --SEE MECH. |
| 19 | STEEL COLUMN (X2) ON STONE BASE --SEE STRUCT. |
| 20 | POCKET FOR FOLDABLE PARTITION WALL |
| 21 | CONCRETE HOUSEKEEPING PAD (4" THICK) |

Comm. No. 1758	Foodservice Designer 	Mechanical and Electrical Engineers  enr.construction-potas.com 10400 Parkview East Minneapolis, MN 55426 phone: 952-343-0050 fax: 952-930-0777 www.ppsinc.net	Structural Engineer  Malcolm MacDonald Young structural engineers Bancroft Creek Business Center 10000 Highway 100 Minneapolis, MN 55440 612-827-7825 voice 612-827-6805 fax	Civil Engineer & Landscape Architect  Consulting Group, Inc.	Owner  City of Roseville Project Cedarholm Community Building Title Floor Plan	I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota. By: _____ Title: Architect Date: _____ Registration Number: _____	Drawing No. a2.1	 HAGENSEN & MOILWAIN ARCHITECTS 4251 CHASE AVENUE, S.E. • MINNEAPOLIS, MN 55407 TEL: (612) 884-1332 • FAX: (612) 884-7288
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2 ROOF PLAN – HIGH
1/8"=1'-0"



1 ROOF PLAN – LOW
1/8"=1'-0"



- ROOF PLAN GENERAL NOTES**
1. PROVIDE EQUIPMENT CURBS AS REQUIRED
 2. PROVIDE PITCH POCKETS AS REQUIRED
 3. SEE MECH & ELEC. DRAWINGS FOR SCOPE OF ROOF EQUIPMENT & PENETRATIONS
 4. PREFINISHED METAL GUTTERS & DOWNSPOUTS @ ALL ROOFS

- ROOF PLAN KEY NOTES:**
- | | |
|----|---|
| 1 | ASPHALT SHINGLE ASSEMBLY |
| 2 | 1/4" FT SLOPE "FLAT" ROOF W/ 90 MIL 30 YR FULLY ADHERED EPDM MEMBRANE |
| 3 | PREFINISHED METAL PARAPET CAP |
| 4 | PRIMARY ROOF DRAIN |
| 5 | OVERFLOW ROOF DRAIN |
| 6 | CONCRETE CHIMNEY CAP |
| 7 | FLUE VENT |
| 8 | CRICKET |
| 9 | MAKE UP AIR UNIT – SEE MECH. |
| 10 | EXHAUST – SEE MECH. |

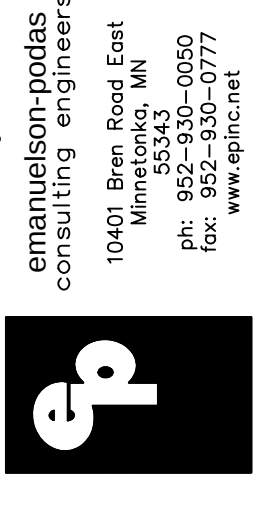
Comm. No.
1758

DATE
06/06/2017 – DESIGN DEVELOPMENT SET
07/10/2017 – BID SET

Foodservice Designer



Mechanical and Electrical Engineers



Structural Engineer



Civil Engineer & Landscape Architect



Owner



Owner
City of Roseville

Project
Cedarholm Community Building

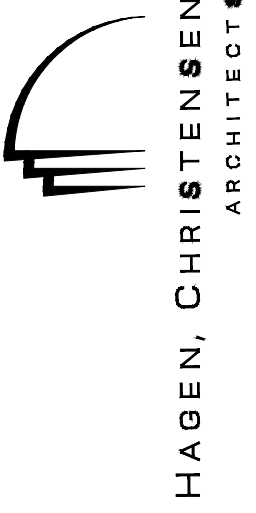
Title
Roof Plan

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By: _____
Title: Architect Date: _____
Registration Number: _____

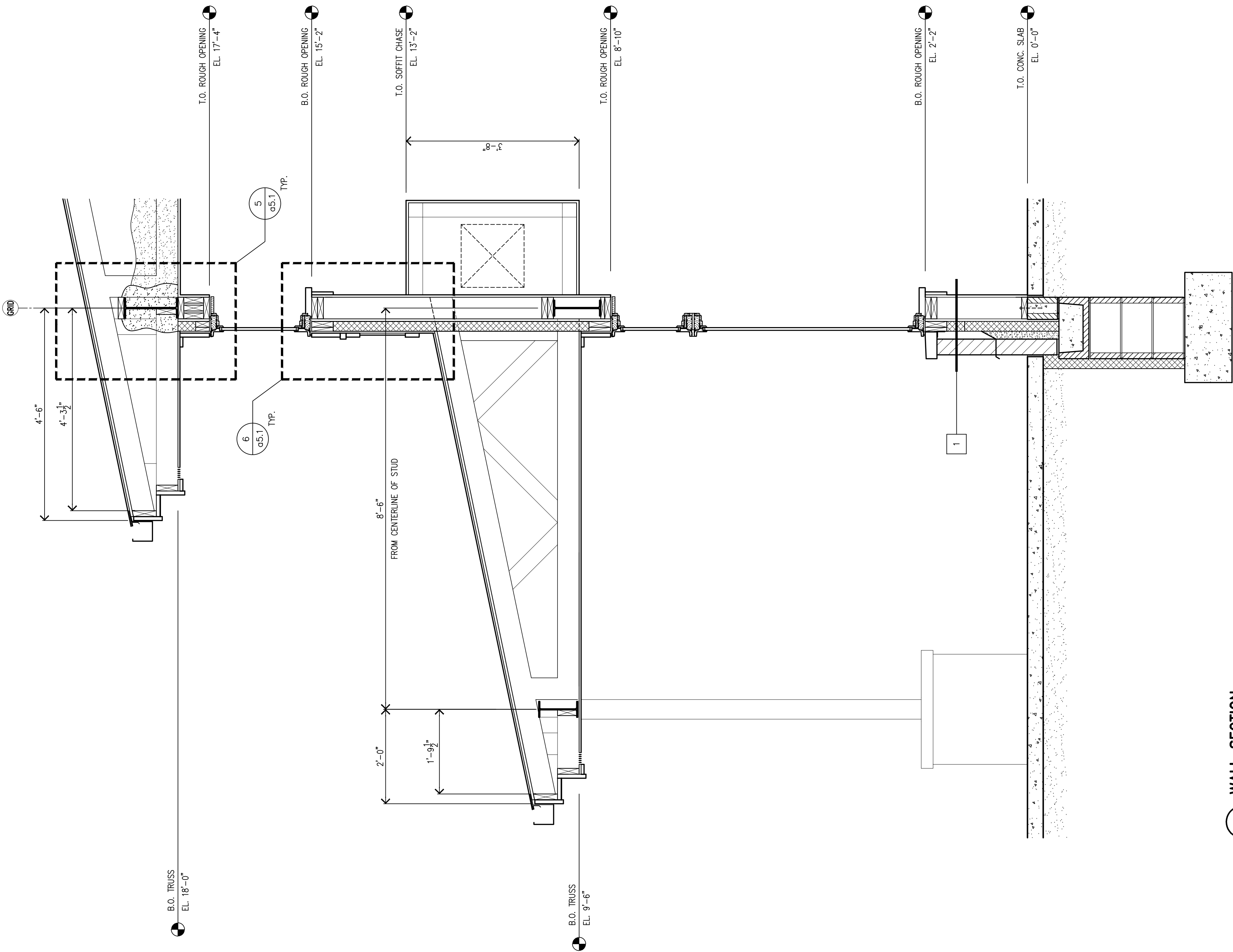
Drawing No.

a2.2



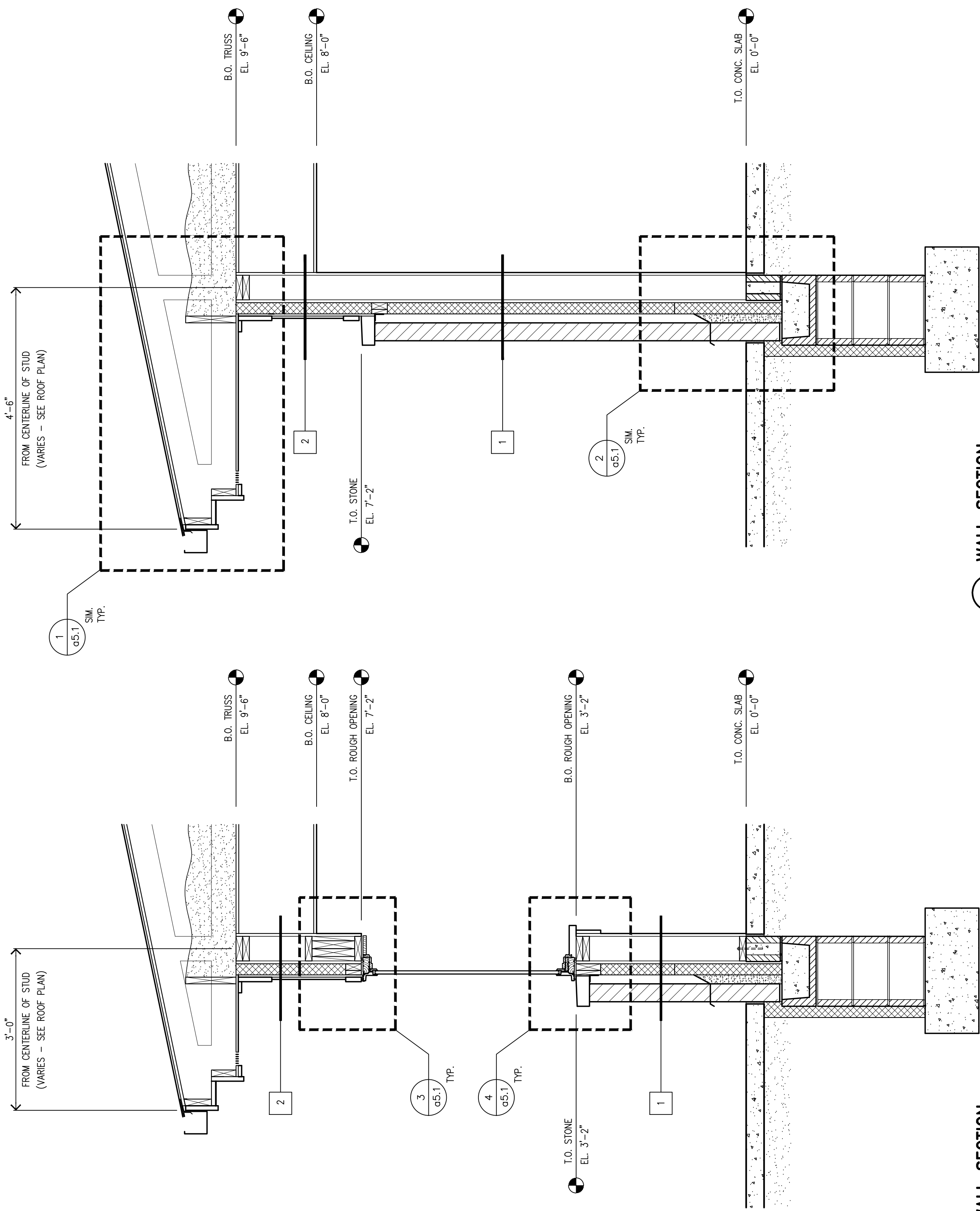
HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 CEDAR AVENUE SU. • MINNEAPOLIS, MN 55407
TEL: (612) 941-1332 • FAX: (612) 941-7248



1 EXTERIOR WALL TYPES
1-1/2"=1'-0"

2



4 WALL SECTION
3/4"=1'-0"

3 WALL SECTION
3/4"=1'-0"

2 WALL SECTION
3/4"=1'-0"

Comm. No.
1758

DATE
06/06/2017 - DESIGN DEVELOPMENT SET
07/10/2017 - BID SET

Foodservice Designer



Mechanical and Electrical Engineers



Structural Engineer



Civil Engineer & Landscape Architect



Owner



Owner
City of Roseville

Project
Cedarholm Community Building

Title
Wall Sections

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota.

By:

Title:

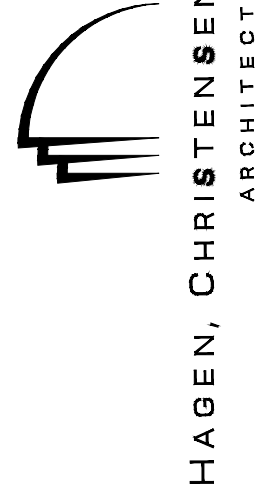
Architect

Date:

Registration Number:

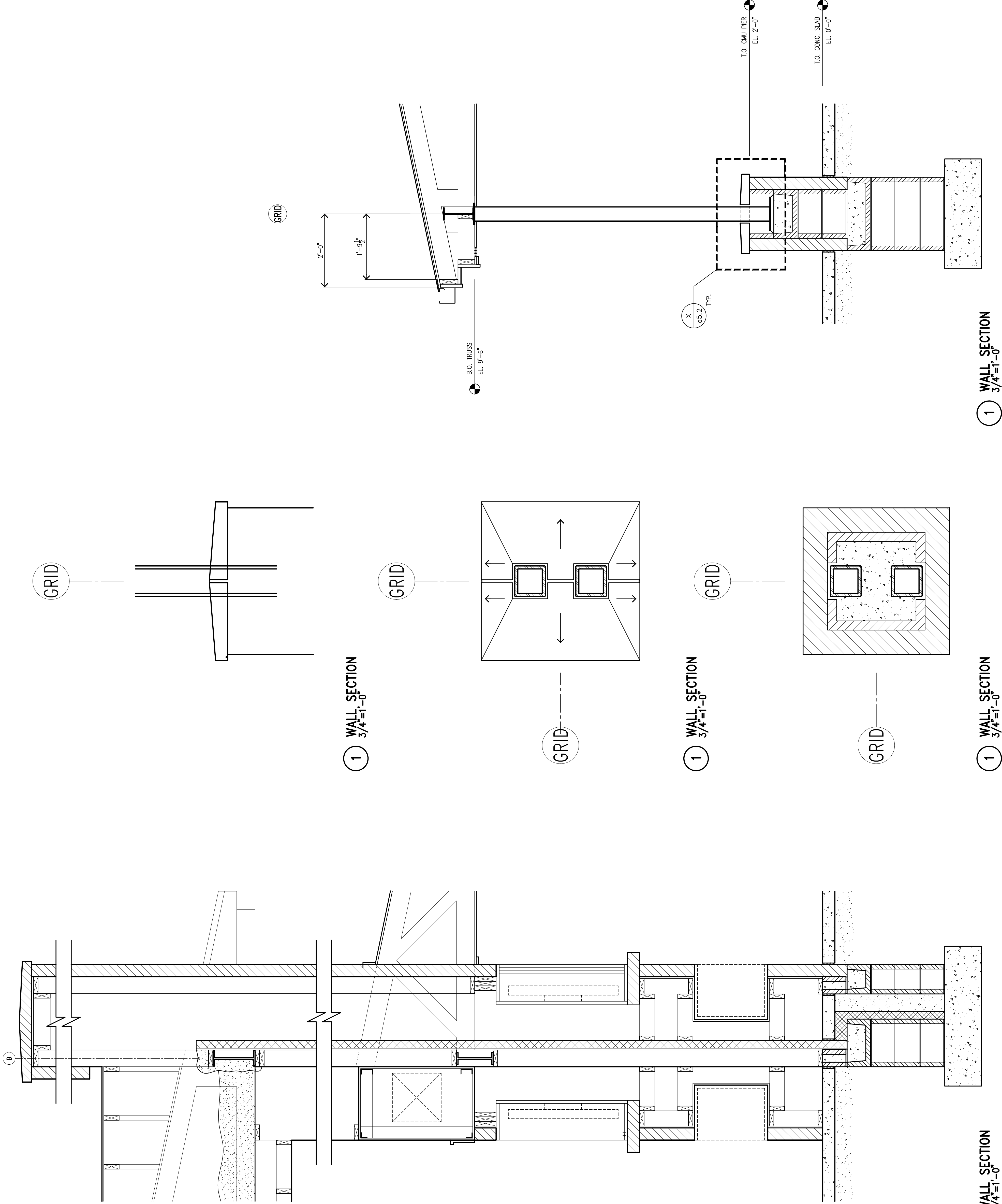
Drawing No.

a4.3



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1758

ISSUE DATE
06/06/2017 - DESIGN DEVELOPMENT SET
07/10/2017 - BID SET

Foodservice Designer

premier
Premier Foodservice Design
10000 1st Avenue S. Suite 100
Minneapolis, MN 55425
TEL: 612-837-8855 FAX: 612-837-8856

Mechanical and Electrical Engineers

ep
emanuelson-podas
consulting engineers
10401 Bren Road East
Minneapolis, MN 55425
PH: 952-930-0950
FAX: 952-930-0777
www.ep-inc.net

Structural Engineer

EM
Mattison
Macdonald
Young Structural Engineers
300 North 3rd Street, Suite 100
Minneapolis, MN 55401
TEL: 612-837-8855 FAX: 612-837-8856

Civil Engineer & Landscape Architect

SRI
Consulting Group, Inc.

Owner

City of Roseville
Project
Cedarholm Community Building
Title
Wall Sections

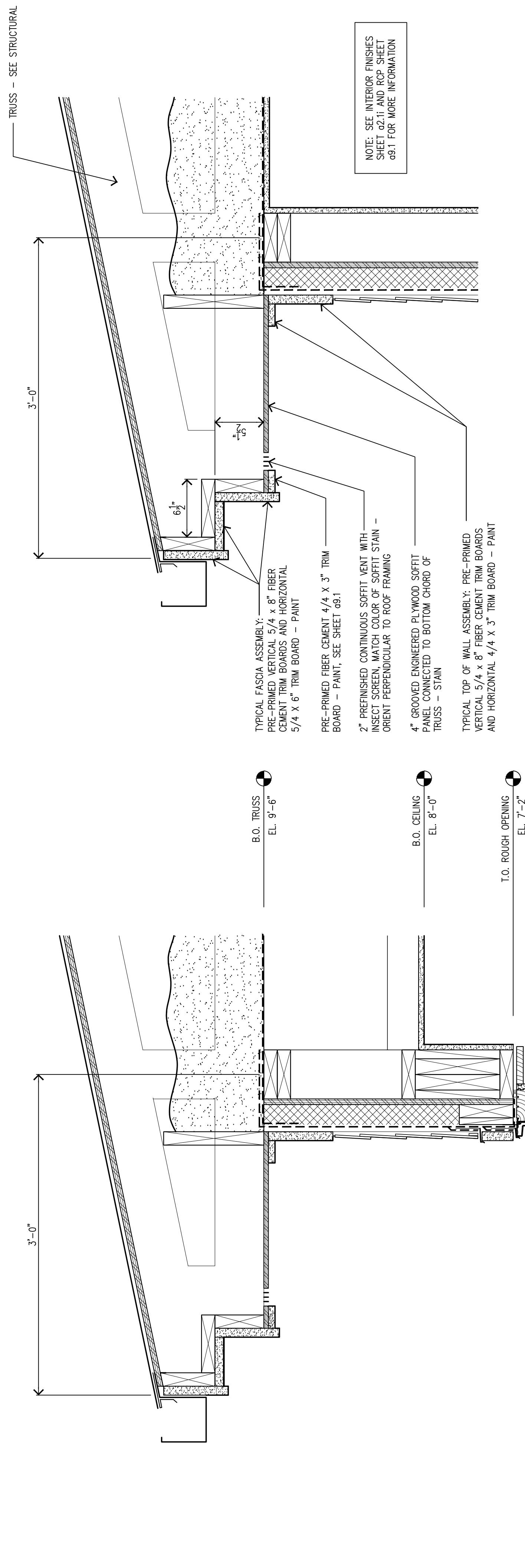
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By: _____ Title: Architect Date: _____

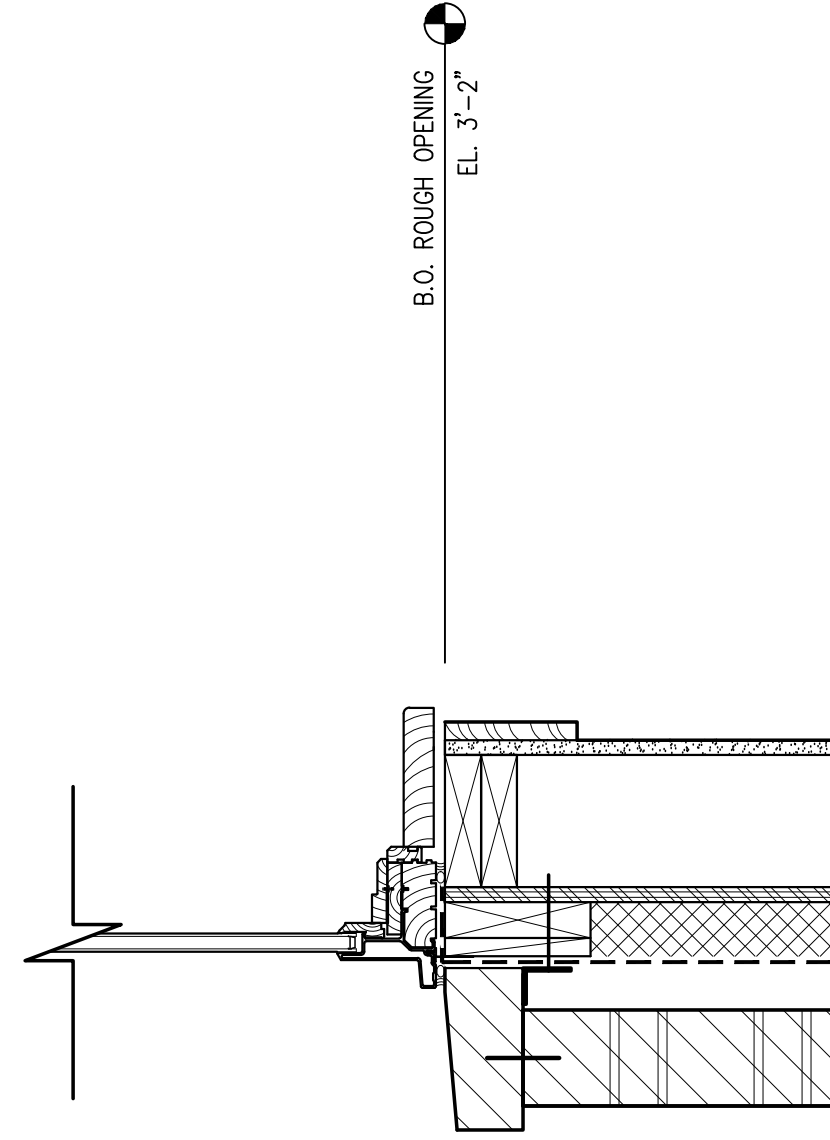
Registration Number: _____

a4.4

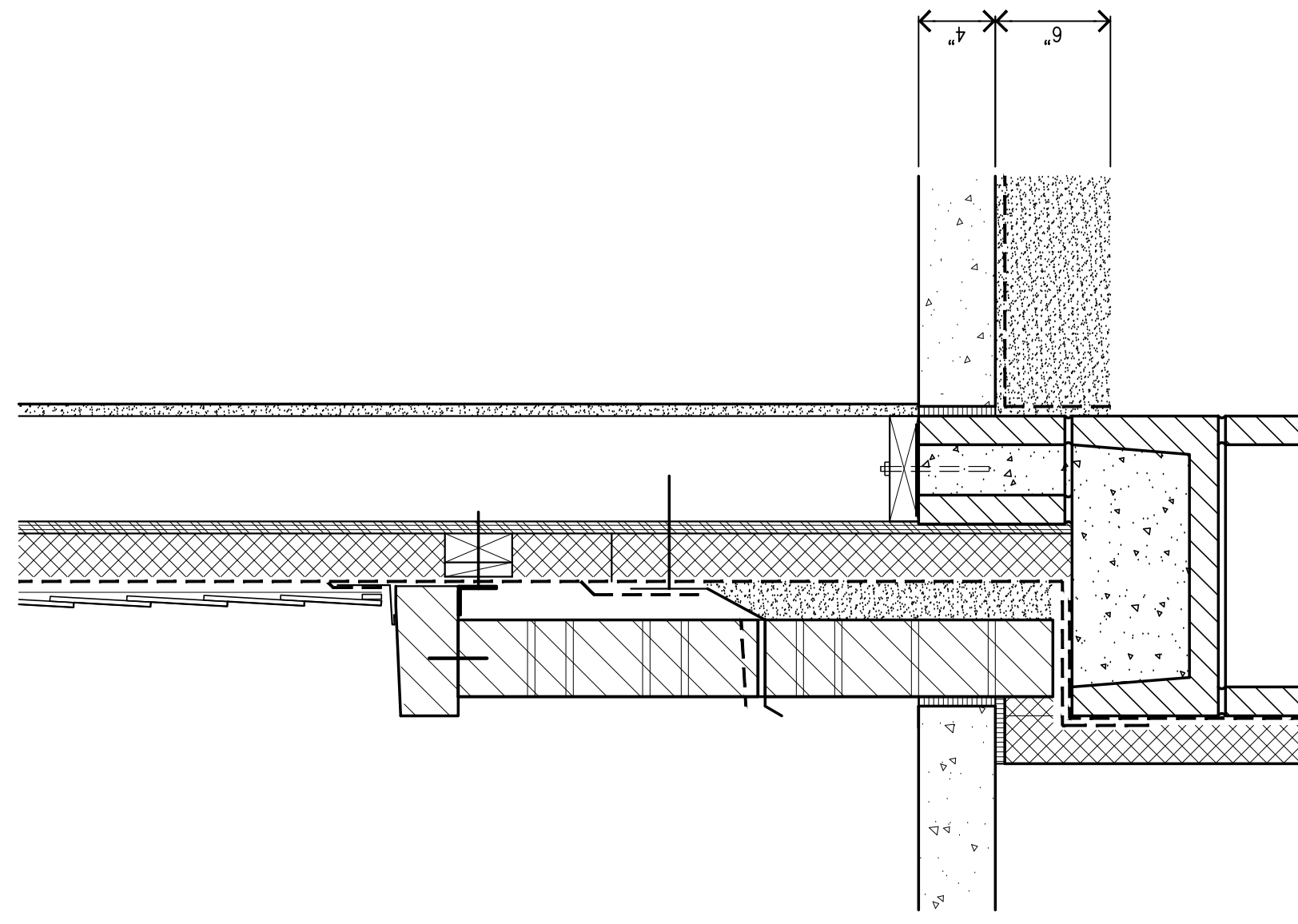
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ARCHITECT
4201 CHAD AVENUE SE • MINNEAPOLIS, MN 55407
TEL: (612) 804-1822 • FAX: (612) 804-7388



3 DETAIL - TYPICAL WINDOW HEAD
1 1/2"=1'-0"



4 DETAIL - TYPICAL WINDOW SILL
1 1/2"=1'-0"



5 DETAIL - TYPICAL WINDOW JAMB
1 1/2" x 1'-0"

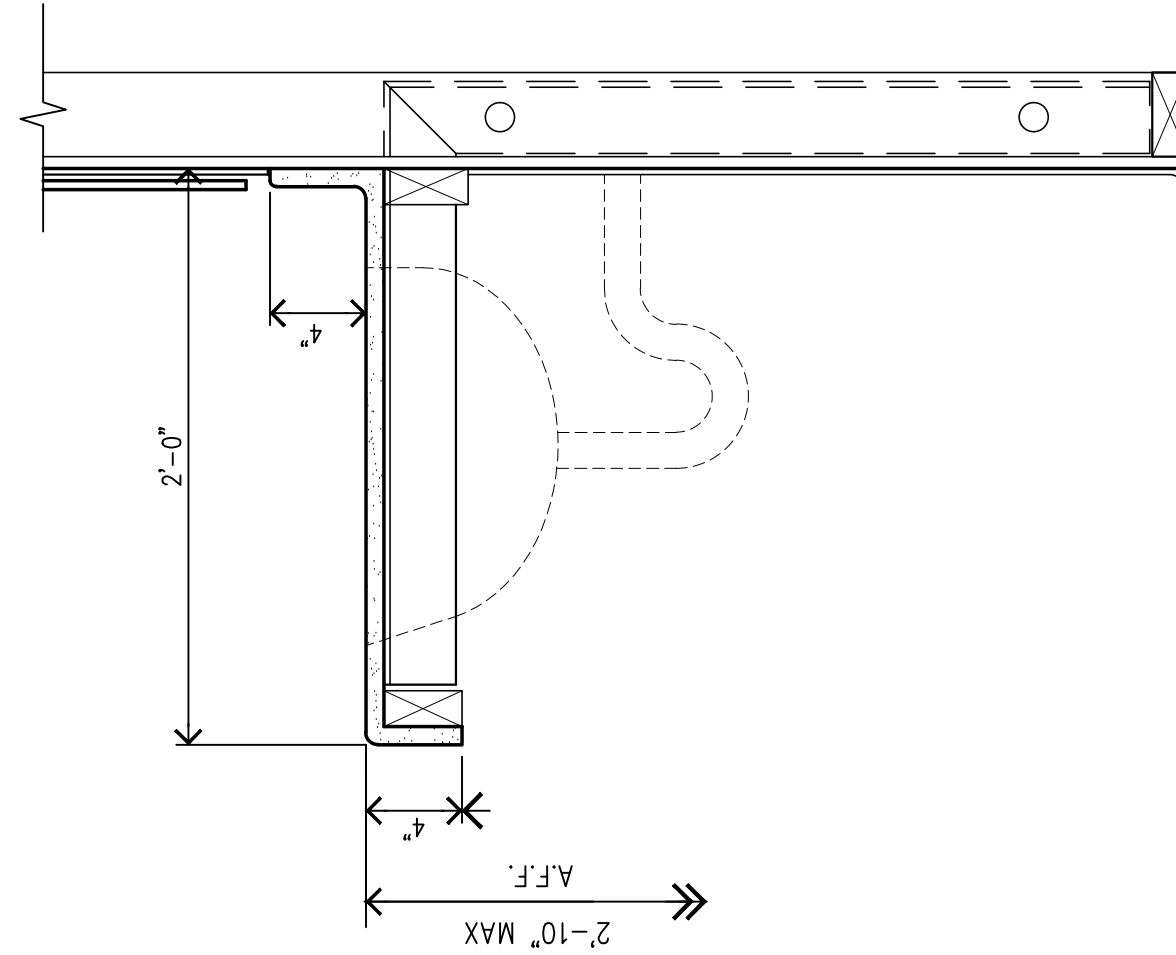
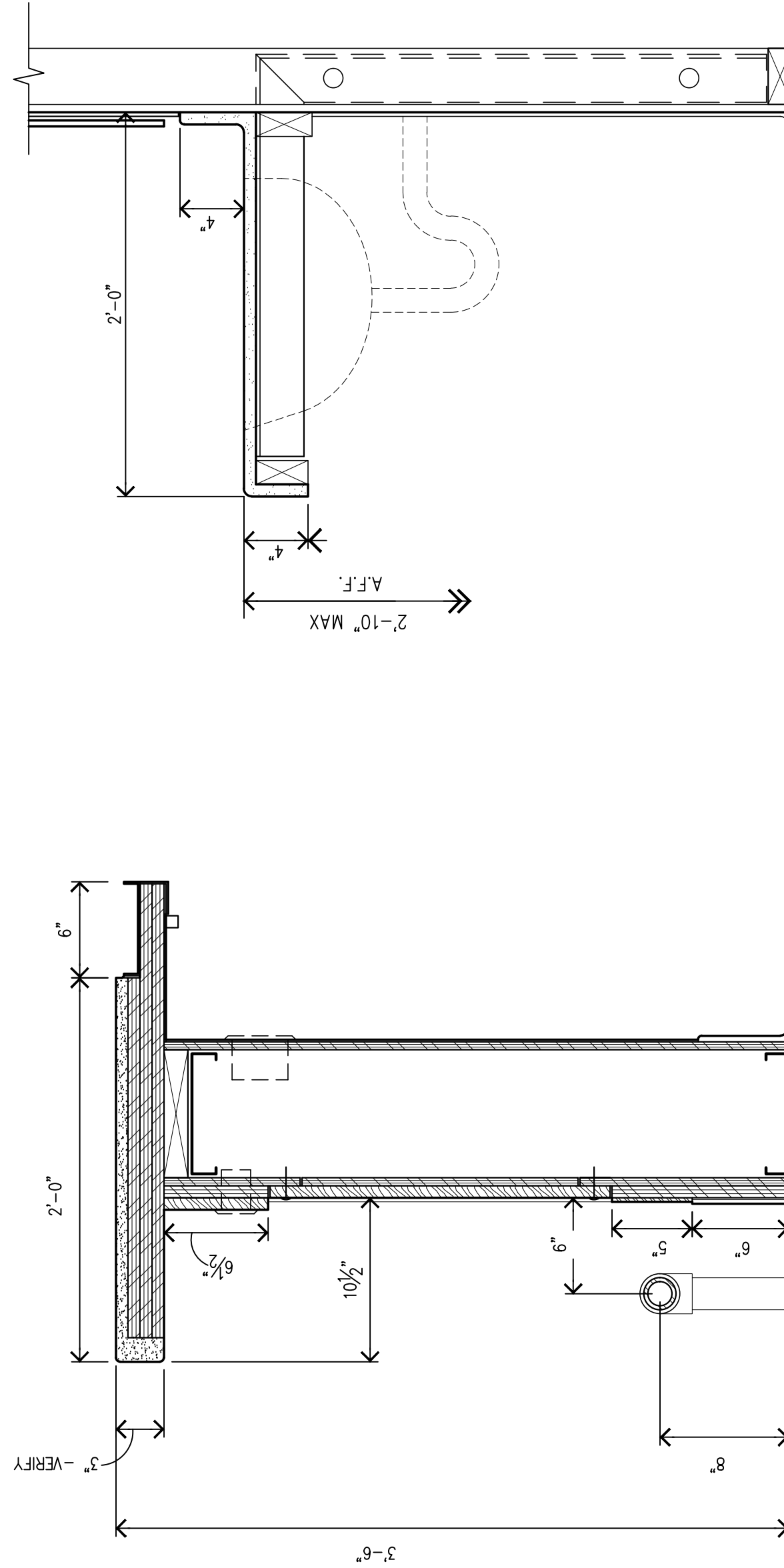
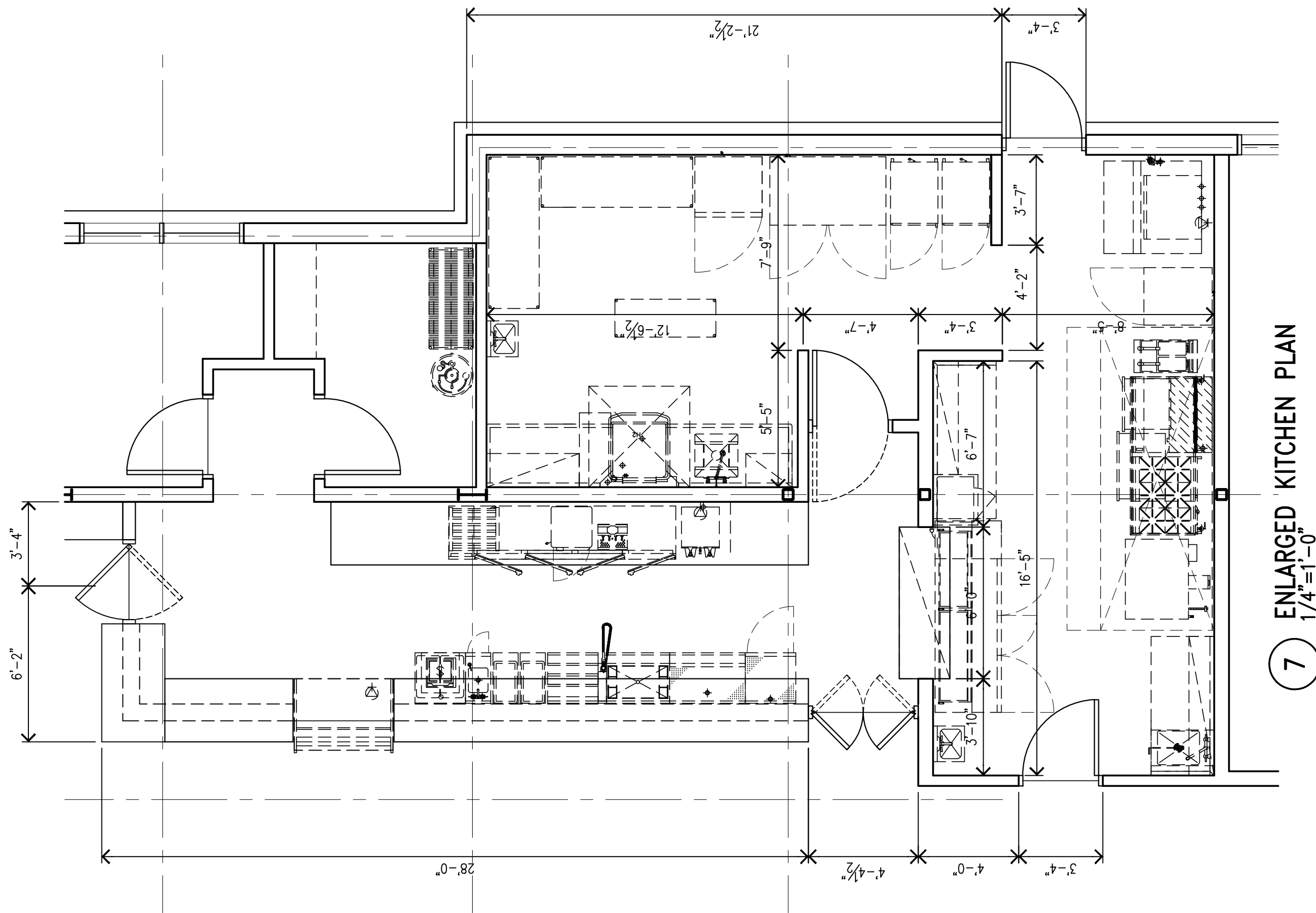
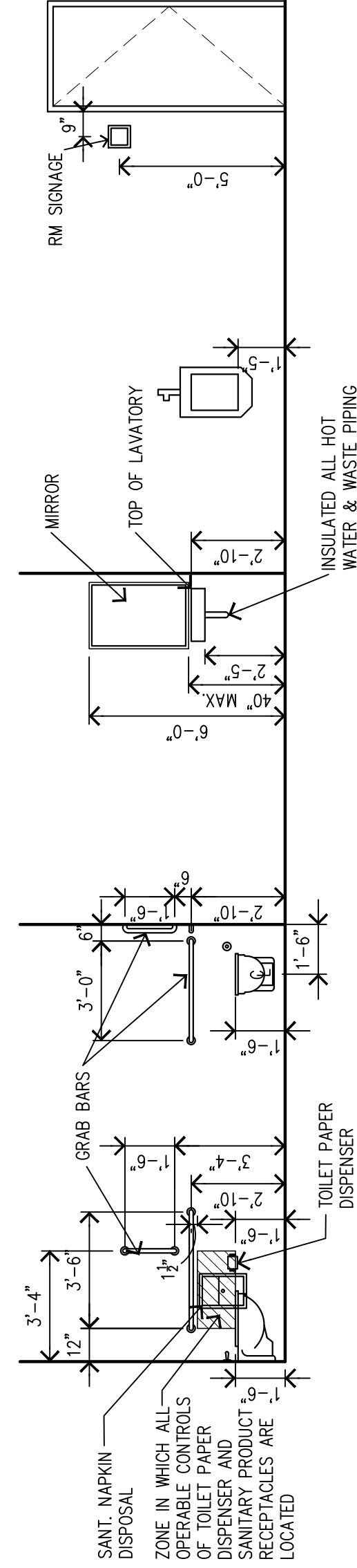
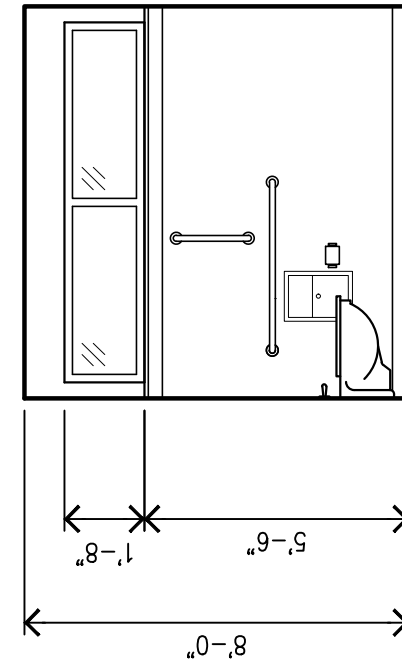
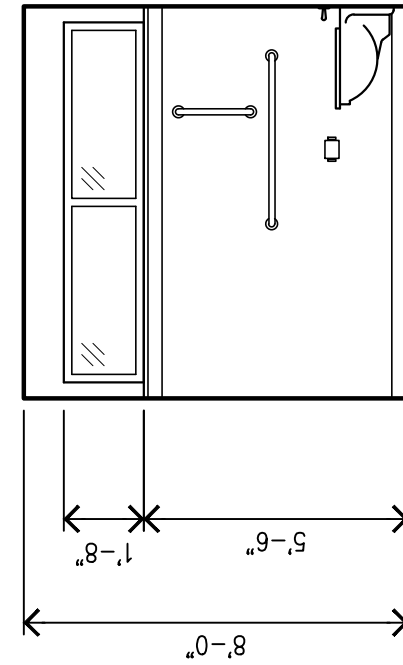
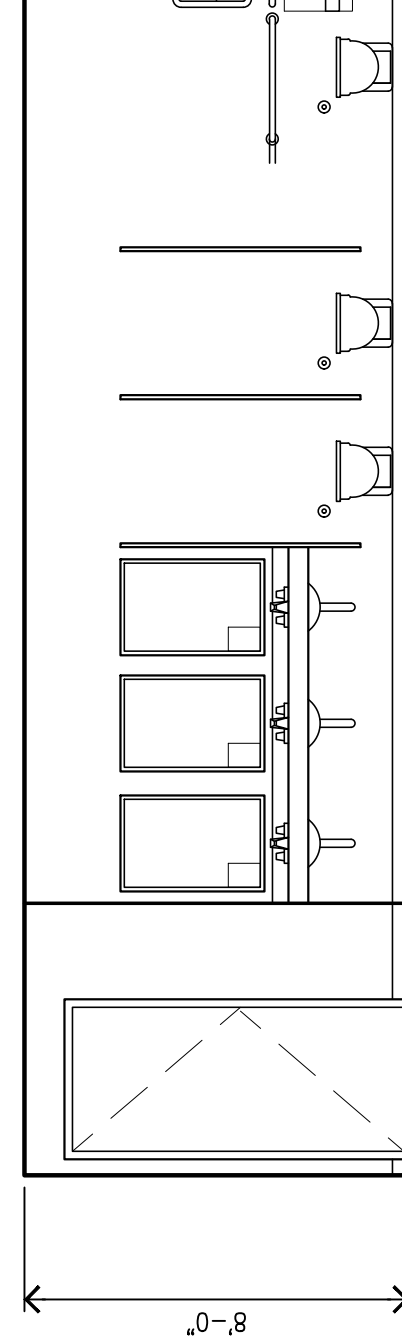
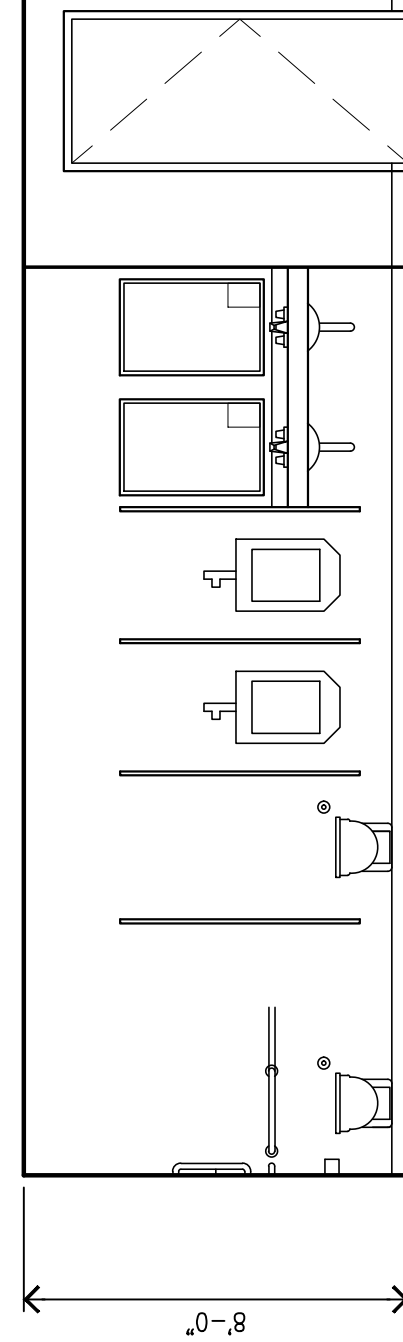
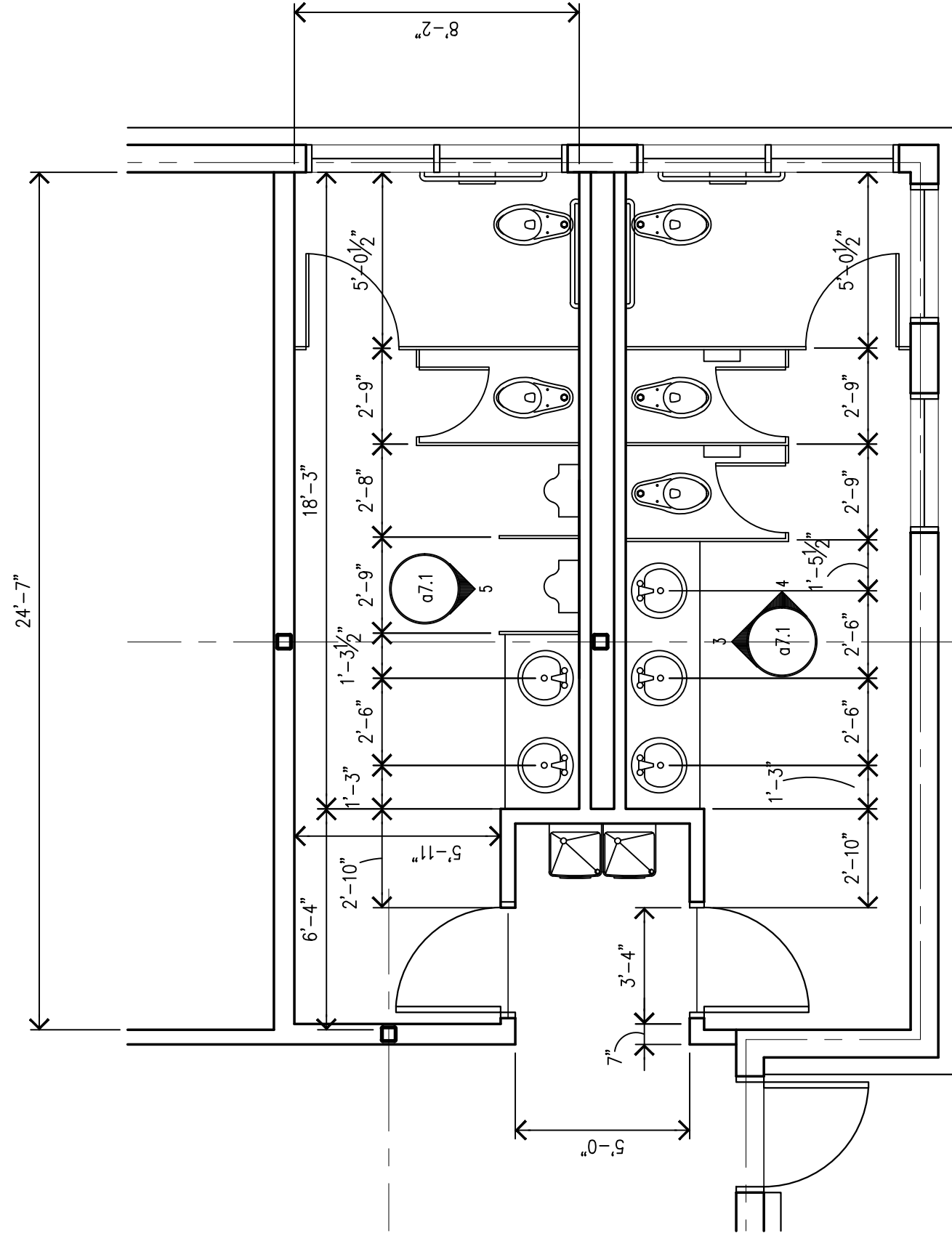


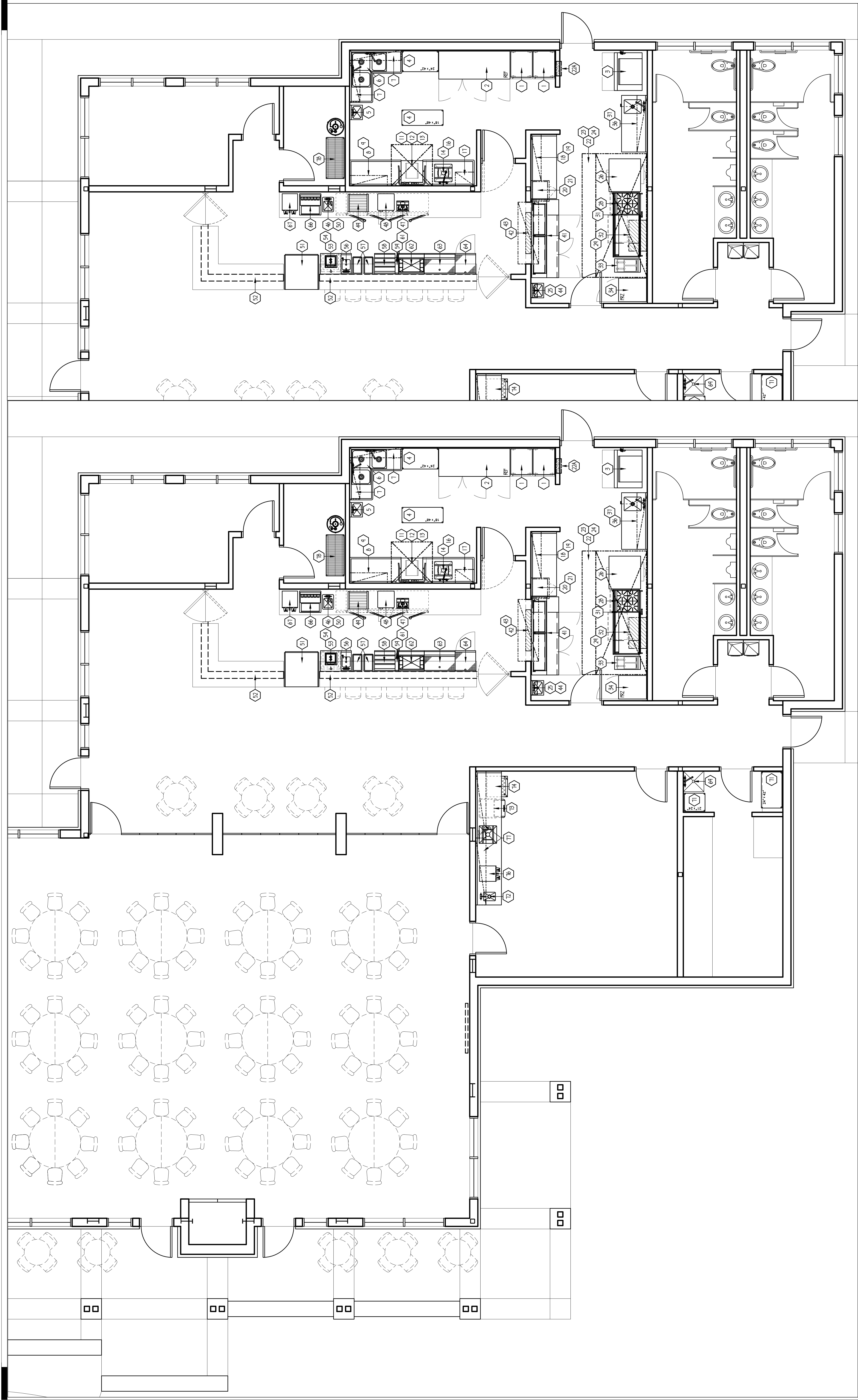
2 DETAIL - TYPICAL WALL BASE
1 1/2"=1'-0"

INTERIOR ELEVATION GENERAL NOTES:

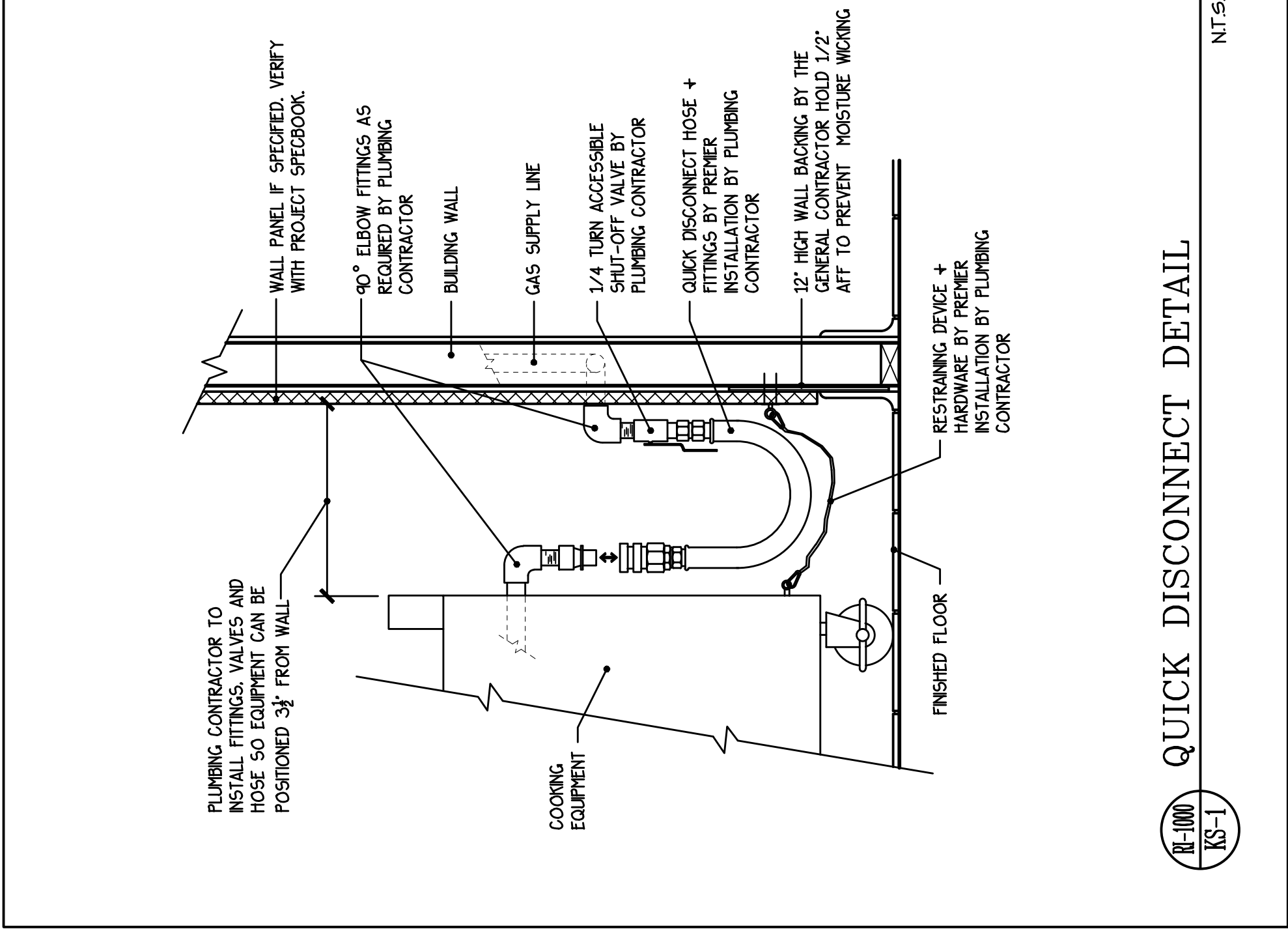
1. SEE PROJECT MANUAL FOR FINISH SPECIFICATIONS AND INSTALLATION INSTRUCTIONS.
2. ALL PAINTED METAL SCROLLS, DOWNERS, DIFFUSERS ETC. TO BE FINISHED TO MATCH THE MATERIAL ON WHICH THEY APPEAR.
3. CEILING HEIGHTS ARE SHOWN ON REFLECTED CEILING PLANS.
4. SEE REFLECTED CEILING PLAN SHEET 09.1 FOR CEILING FINISH INFORMATION.
5. REFER TO THE INTERIOR FINISH SCHEDULE FOR ALL FINISHES IN THE TOILET ROOMS.
6. REFER TO THE DIVISION 10 SPECIFICATIONS FOR ALL TOILET ROOM ACCESSORY PRODUCT INFORMATION.
7. TRASH RECEPTACLE PROVIDED BY OWNER - N.I.C.
8. ALL TOILETS TO BE MOUNTED WITH RIM 15" AFF., 18" AFF. @ ACCESSIBLE STALL.
9. URINALS TO BE MOUNTED WITH 17" AFF. @ ACCESSIBLE URINALS.
10. REFER TO SHEETS 02.1 FOR PARTITION TYPE KEY.

INTERIOR ELEVATION KEY NOTES: (NOT ALL NOTES USED)



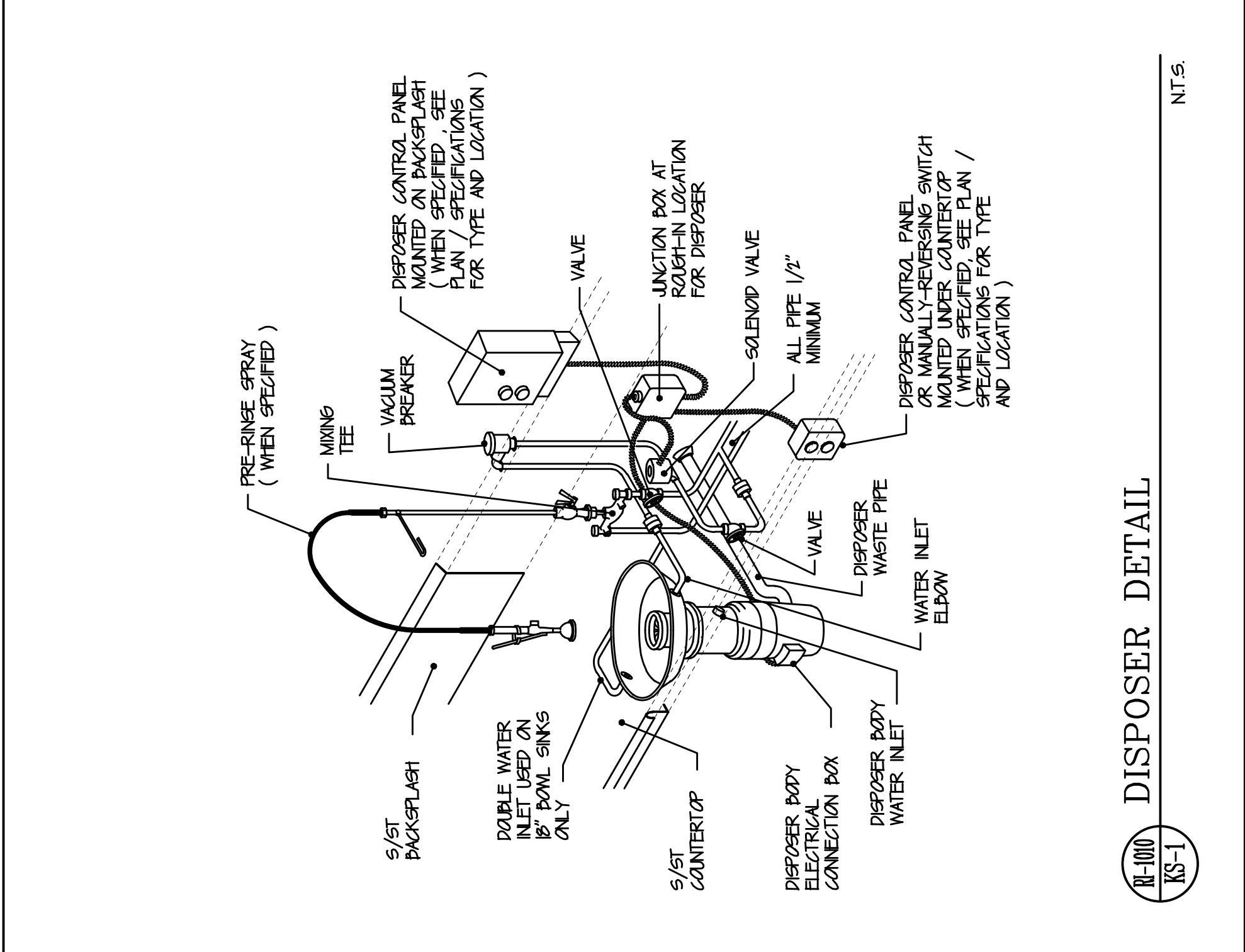


Comm. No. 1758 REVISED 05/31/2017 -- DESIGN DEVELOPMENT SET 07/10/2017 -- BID SET	Civil Engineer & Landscape Architect SRE Consulting Group, Inc.	Structural Engineer Mattson Macdonald Young structural engineers 901 North 3rd Street, Suite 100 Minneapolis, MN 55401 612-527-7821 612-527-0805 fax	Mechanical and Electrical Engineers enmanuelson-podas consulting engineers 10401 Bryn Road East Minnetonka, MN ph: 952-853-4343 fax: 952-853-0550 www.epinc.net	Foodservice Designer premier Exceptional Design • Legendary Results 400 Cedar Avenue SE • Minneapolis, MN 55407 ph: 773-544-8800 • fax: 773-544-7949 premiered.com	Owner City of Roseville Project Cedarholm Community Building Title Foodservice Fixture Plan	Drawing No. fs1.0		HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS 400 CEDAR AVENUE SE • MINNEAPOLIS, MN 55407 TEL: 612-334-1222 • FAX: 612-334-2386



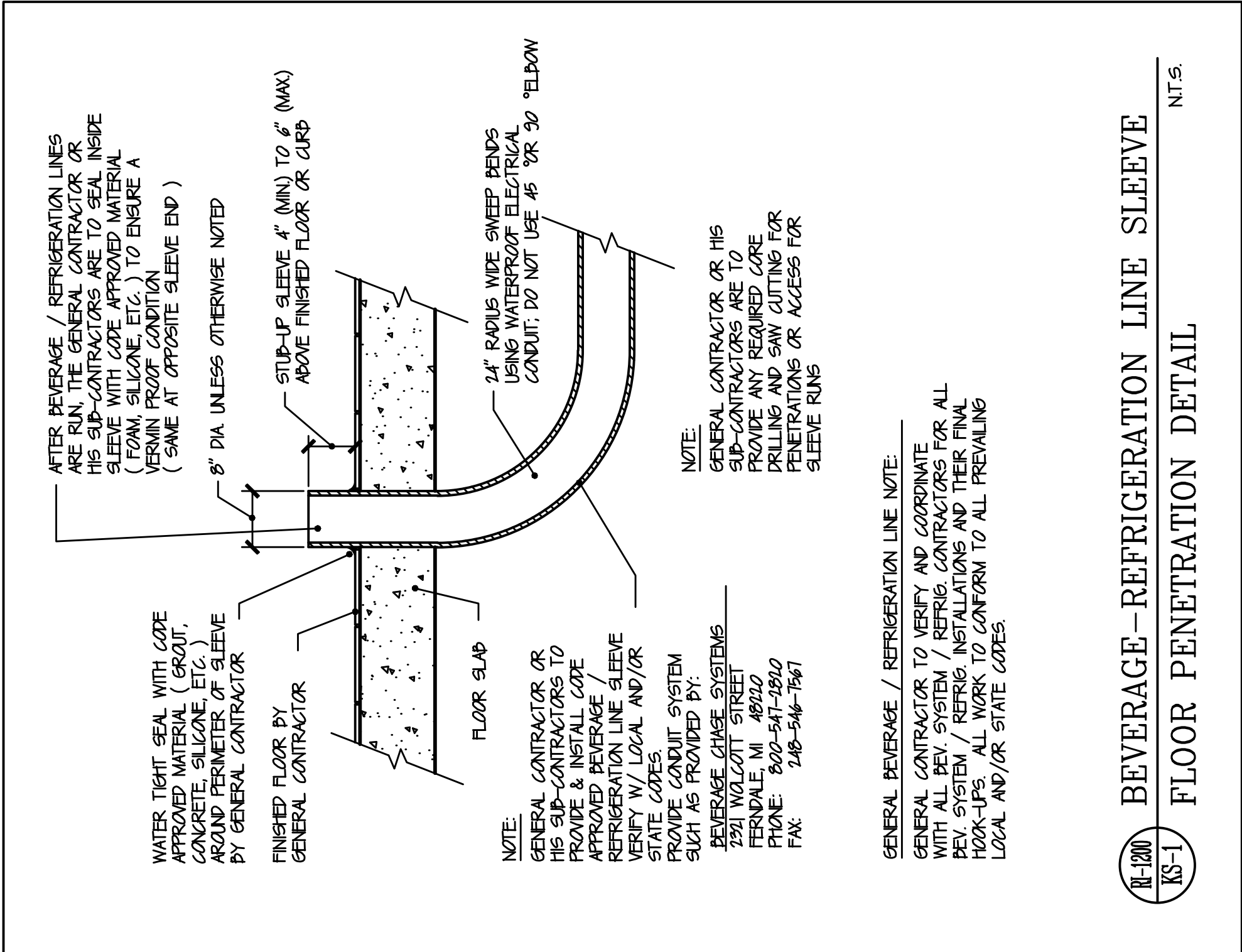
QUICK DISCONNECT DETAIL

NT's.



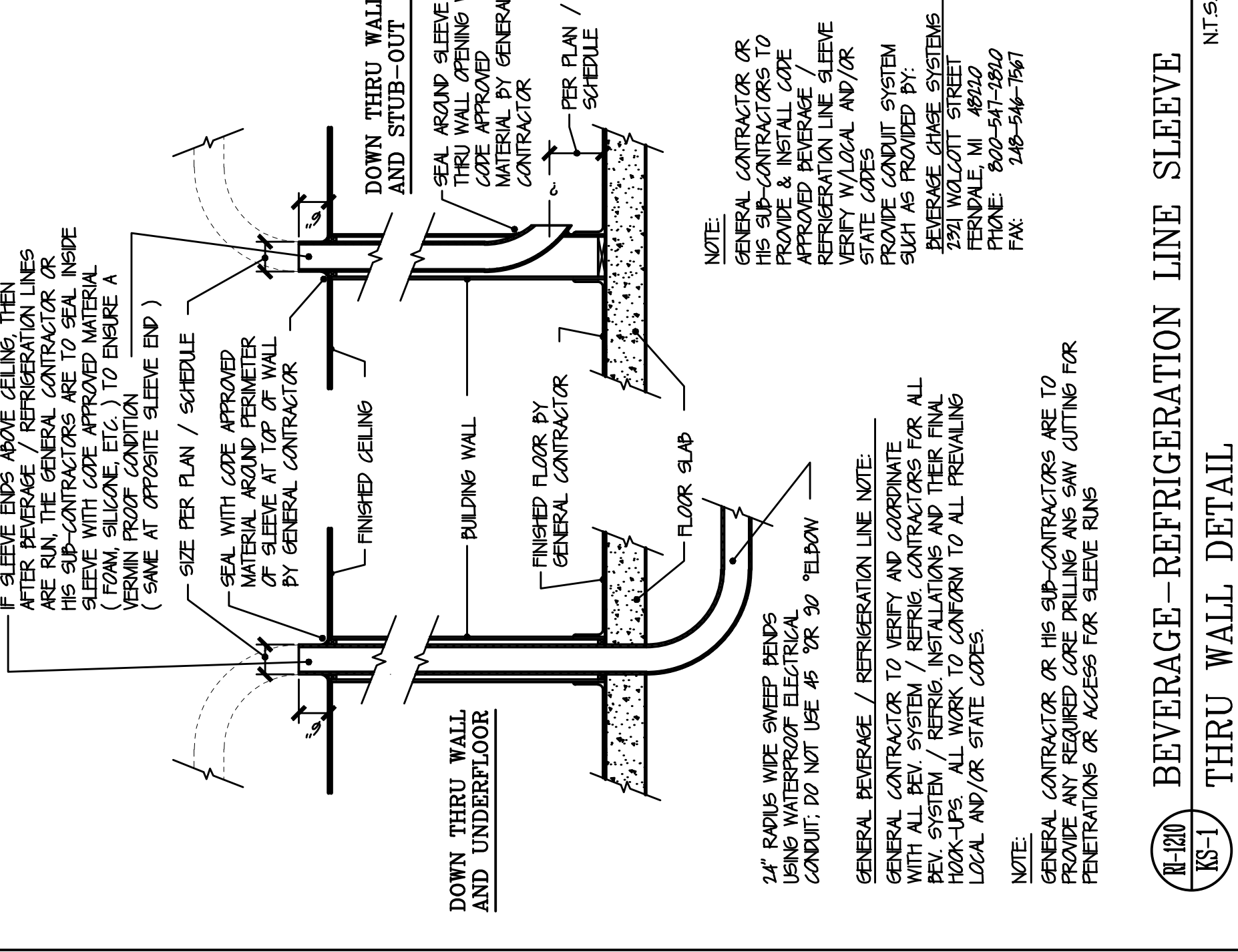
DISPOSER DETAIL

NT's.



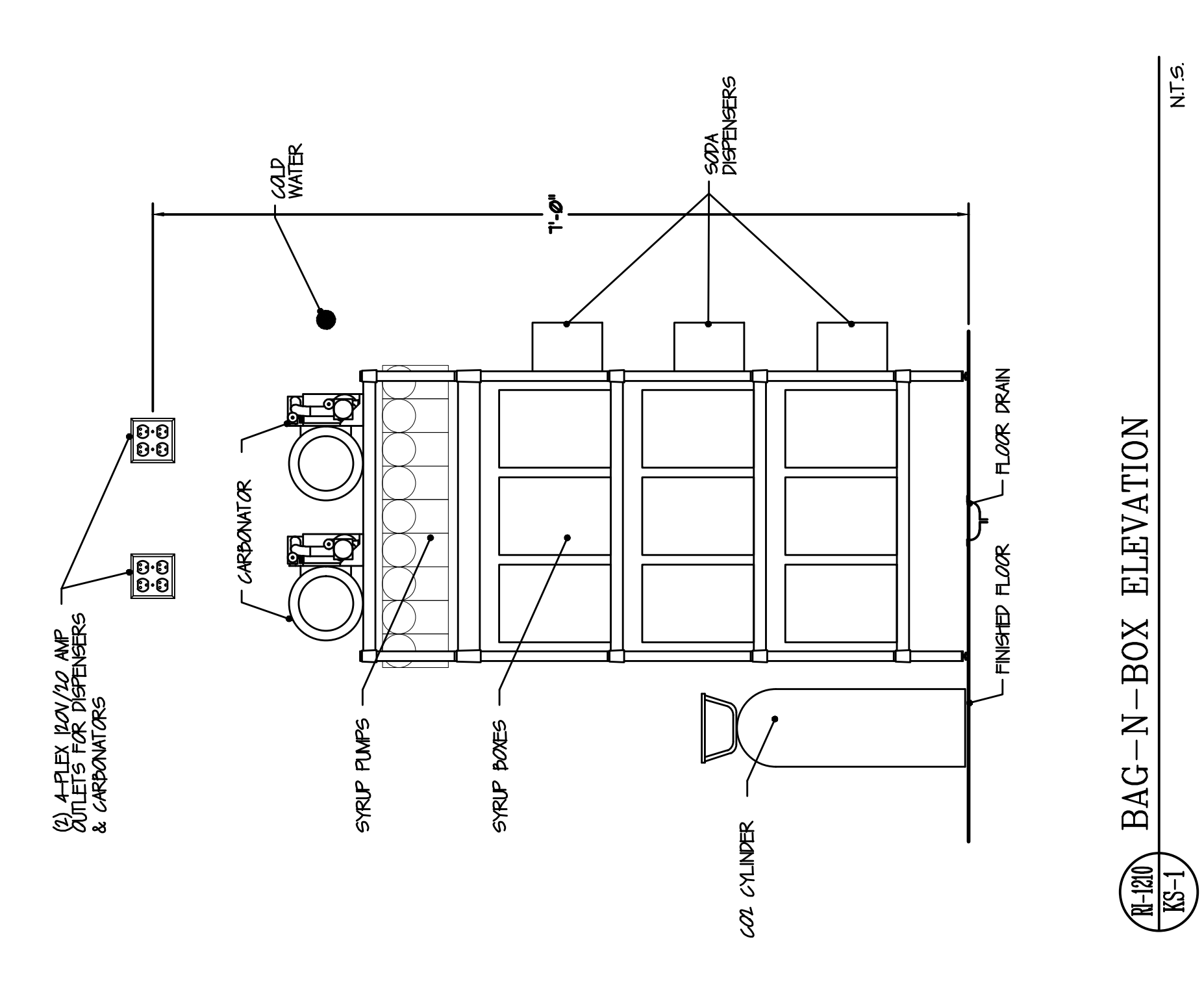
BEVERAGE-REFRIGERATION LINE SLEEVE FLOOR PENETRATION DETAIL

NT's.



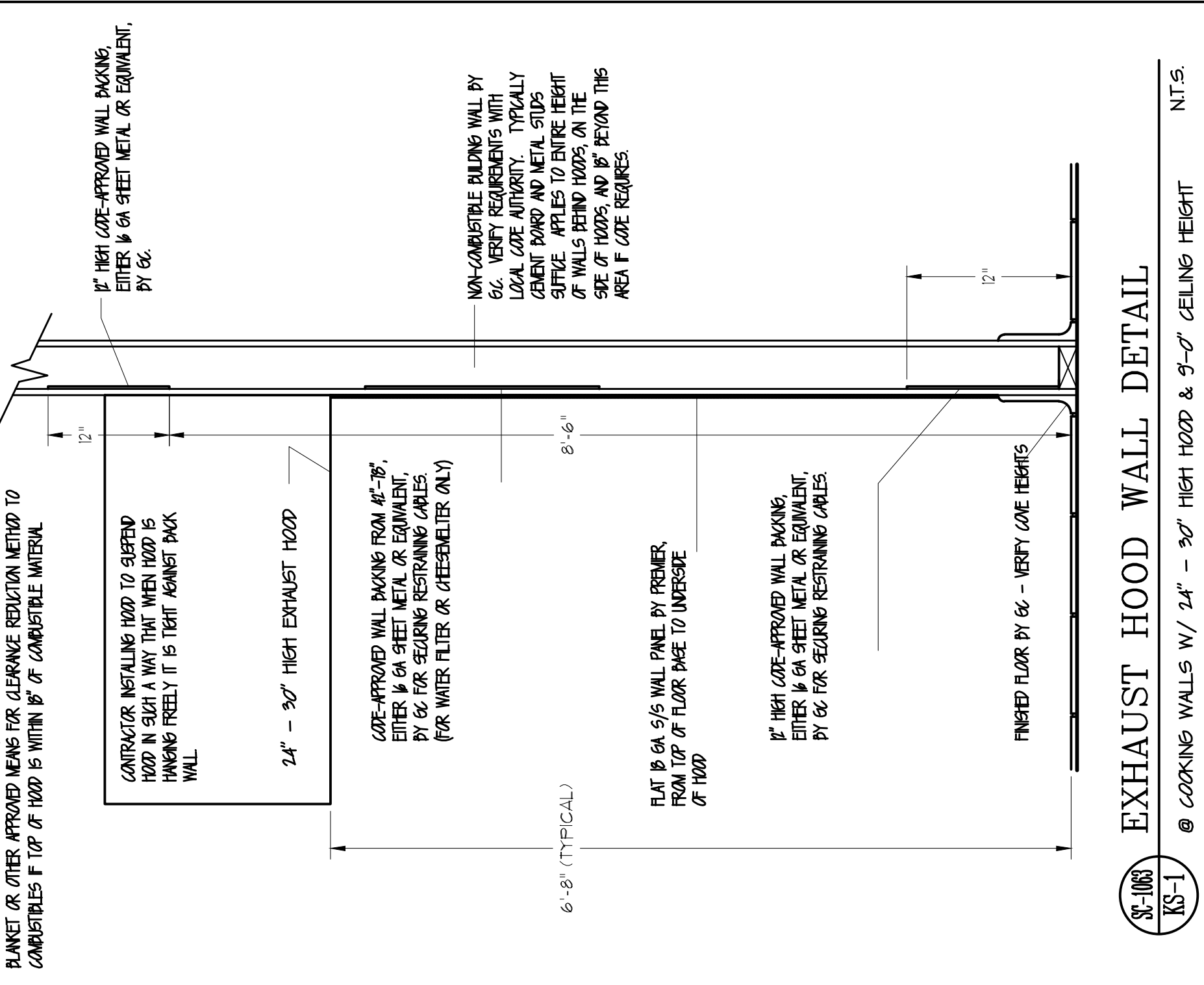
BEVERAGE-REFRIGERATION LINE SLEEVE THRU WALL DETAIL

NT's.



BAG-N-BOX ELEVATION

NT's.



EXHAUST HOOD WALL DETAIL

NT's.



REQUEST FOR BIDS

Cederholm Community Building

City of Roseville

Roseville Project Number:

eBid Doc#:

July 11, 2017

2.2 DETAILED SCOPE OF WORK

The anticipated scope of work for the Cederholm Community Building includes, generally:

- construction of one Community Building;
- construction of one golf Cart Storage Building;
- site improvements related to building construction;
- other constructed site improvements;
- demolition and removal of existing clubhouse building;
- construction of new parking facilities
- restoration of disturbed areas.

As a part of this proposal, the following general description of work shall be accomplished:

- Cederholm Community Building *remove existing clubhouse facility; relocate, construct, or upgrade site utilities; construct community building; construct parking area; construct site improvements related to the community building; restore disturbed areas*
- Cart Storage Building *Construct new cart storage building*

Respondents shall complete Attachment L (Schedule of Unit Price Values) as a part of their proposal. The Schedule of Unit Price Values will address modifications necessitated by conditions identified in the field during the progress of the work. It is expected that this schedule will be directed to modifications beyond the work described in the plans and identified in any lump sum item in Attachment D (Cost Proposal Form). In addition, the proposer shall accomplish the following tasks as a part of the work of this proposal package:

- Highlight, as a part of the proposal, potential modifications that result in more efficient, enduring, and cost-effective construction or constructed result, providing that the core program requirements, to the degree they are evident in the drawings, are maintained;
- Prepare and maintain a detailed schedule of construction activities and milestones demonstrating completion of projects by dates defined in this request for proposals; identify all activities of the City of Roseville necessary to maintain adherence to the proposer's schedule; identify points where risks may impact project schedule;
- Identify and construct all improvements that result in a complete and ready-to-occupy Community Building and Cart Building;
- Provide temporary facilities, particularly electrical service (for lighting systems) and water service (for irrigation systems), if those systems exist at the site;
- Accommodate, to the greatest degree possible, golf events and programs planned to occur at the golf course (per ATTACHMENT ?); if interruption of programs must occur, the contractor shall identify anticipated interruption dates in a detailed schedule provided to the City of Roseville during the contract clarification stage;
- Provide all necessary protections for the public in the course when undergoing construction including, but not limited to, fencing, barricades, notices and warnings, and other methods of securing the construction site from public access and instructing the public in use of the course during construction activities;
- Provide any necessary traffic control during construction activities, including activities that might require a closure of a public street or right-of-way;

- Maintain sufficient supervisory personnel to maintain progress on all portions of this proposal package toward milestone and completion dates identified in the proposer's project schedule;
- Obtain all necessary permits and approvals necessary to construct the improvements;
- Provide training to City of Roseville staff in the operation of equipment and systems and provide operations and equipment manuals for all building and site systems, including all as-built documents; and
- Perform other tasks typical to this type of construction project and necessary for satisfactory completion and acceptance of the constructed result.
- The City has budgeted \$?,???,??? for the work anticipated in this RFP.

2.3 ALTERNATES AND CONSIDERATION OF OTHER MATERIALS AND METHODS

In this Request for Bids, the City has identified a series of alternate price quotes that will be considered in the evaluation of proposals submitted. Those alternate quotes are listed in the Proposal Form (Attachment D/Quest CDN) and are more fully described in the project specifications and indicated in the drawings.

2.4 DELIVERABLES

The vendor/s is expected to deliver fully operational "turnkey" park improvements per standards and schedule as outlined above and in the project documents. The contractor will also provide the following upon completion of the project

1. 3 project manuals
2. Electronic "As Built" drawings
3. Warranty and contact information for all improvements
4. Training of City staff regarding proper inspection, maintenance and repair standards for all improvements

Project Schedule

Once the contractor has been selected, the actual construction schedule will be solidified. Contractor shall provide a detailed work plan that addresses all major tasks, risks and milestones to be accomplished throughout the process.

Task Timeframe

It is expected that upon a contract award the Contractor will begin work immediately in a manner that is consistent with the final work plan developed in cooperation with and approved by the City of Roseville. The final work plan will include detailed methods and milestones, incorporate expectations described in the RFP, potential risk mitigation methods, and the scope of work. The City of Roseville would like the improvements included in this Proposal completed as soon as possible and will give special consideration to firms with the ability to complete this project within a compressed time schedule. All work must be completed no later than ???, 2018 other than contractor furnished maintenance activities. Construction schedule must be coordinated with attached schedule of existing Parks and Recreation activities.

It is in the best interest of the City of Roseville to complete the work of this RFP in the most expeditious manner possible that allows the improvements to be completed for the greatest benefit to the Community

3. BID PROPOSAL AND BID PROPOSAL FORM

3.1 The total of all prices will be determined as the sum of the products of the estimated quantity of each item and the unit price Bid for the item. If the bid form is separated into different sections and/or "add alternates", the Bidder must show a unit price for all bid items in all sections and "add alternates."

3.2 Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of words.

3.3 All blanks on the Bid Proposal Form must be completed.

3.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown.

3.5 The address, telephone number and fax number, if any, for communications regarding the Bid must be shown.

4. SUBMITTAL OF BIDS

4.1 Bids shall be submitted at the time and place indicated in the Advertisement to Bid.

4.2 Each Bid must be submitted electronically through BidVAULT. Hard copies of bids shall not be accepted.

4.3 If you are unfamiliar with electronic bidding or you have questions about the process, reference the City of Roseville's website at <http://www.cityofroseville.com/2950/Construction-Bidding>. There you will find information about setting up an online account, submitting a bid, and more.

4.4 Bidding documents that must be completed and submitted as part of the bid are: Job References, Non-Collusion Declaration, Notice to Bidders form, and the Responsible Contractor Certificate. These documents must be completed electronically through BidVAULT in order to submit a bid.

5. MODIFICATION AND WITHDRAWAL OF BIDS

5.1 Bids may be modified or withdrawn on BidVAULT at any time prior to the opening of Bids.

5.2 If, by the next working day at the same time of bid opening after Bids are opened, any Bidder files a duly signed, written notice with the Owner and promptly thereafter demonstrates to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

5.3 Bids received prior to the time of opening will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no Bid received thereafter will be considered.

6. OPENING OF BIDS

Bids will be opened and (unless obviously non-responsive) read aloud. An abstract of the amounts of the base Bids and major alternates (if any) will be made available to Bidders after the opening of Bids.

7. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All bids will remain subject to acceptance for ninety (90) days after the day of the Bid opening, but the Owner may, in its sole discretion, release any Bid and return the Bid security prior to that date.

8. SUPPLEMENTAL INFORMATION REQUEST

After the bids are open and prior to Notice of Award, in addition to information required by the supplementary conditions the Owner may request from any Bidder such information as Owner may deem necessary to evaluate the responsibility, qualifications and financial ability of the Bidder to perform the Work. Bidder shall, within seven days of receipt of request from Owner, provide the requested information in a form acceptable to Owner.

9. AWARD OF CONTRACT

9.1 The Owner reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time or changes in the Work and to negotiate contract terms with the successful Bidder, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Bids. Also, the Owner reserves the right to reject the Bid of any Bidder if the Owner believes that it would not be in the best interest of the project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Owner. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

9.2 In evaluating Bids, the Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the bid form or prior to the Notice of Award.

9.3 The Owner may consider the qualifications and experience of Subcontractors, suppliers, and other persons and organizations proposed for those portions of the work as to which the identity of Subcontractors, suppliers, and other persons and organizations must be submitted as provided in the General Conditions. The Owner also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work when such data is required to be submitted prior to the Notice of Award.

9.4 The Owner may conduct such investigations as the Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Contract Documents to the Owner's satisfaction within the prescribed time.

9.5 If the Contract is to be awarded, it will be awarded to the lowest qualified, responsible, and responsive Bidder whose evaluation by the Owner indicates to the Owner that the award will be in the best interest of the project.

9.6 If the contract is to be awarded, the Owner will give the successful Bidder a Notice of Award within one hundred five (105) days after the day of the Bid opening.

9.7 The Owner reserves the right to cancel the award of any Contract at any time before the execution of said Contract by all parties without any liability against the Owner or its agents, officials, employees or consultants.

9.8 The Roseville City Council will consider award of bids for this project at their regular meeting on?? or as soon thereafter as possible.

10. CONTRACT SECURITY

The General Conditions and the Special Conditions set forth the Owner's requirements as to performance and payment bonds. When the successful Bidder delivers the executed Agreement to the Owner, it must be accompanied by the required performance and payment bonds.

11. SIGNING OF AGREEMENT

When the Owner gives a Notice of Award to the successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within fifteen (15) days thereafter the Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to the Owner with the required bonds and insurance certificates. Within fifteen (15) days thereafter the Owner shall deliver one (1) fully signed counterpart to the Contractor

DRAFT



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To:	Roseville PRC	From:	Tim McIlwain
		Date:	06/26/2017
		Comm. No:	1758
Subject:	Roseville Parks	Copies To:	File
	Cedarholm Community Building – Sustainable Design Features		

The design for the Cedarholm Community Building has the following sustainable design features and systems:

a. Civil / Site Design:

1. Best practices for storm water treatment & management.
2. Use of native plant species where practical.
3. Use of low water consumption plants where practical.

b. Architectural Design:

1. Use of regionally harvested / manufactured exterior materials (wood trim, stone veneer).
2. Use of durable exterior materials (stone and cement siding).
3. Use of Certified Sustainable Wood for framing and structure.
4. Required recycling of demolition materials
5. Required separation and recycling of construction waste
6. Building is prepped for solar array installation.
7. Window units are locally manufactured and maintain a Forestry Stewardship Certification (FSC), SCS Recycled Content Certification.
8. Materials such as wood substrates, paints and stains, finishes and fabrics will be low-emitting materials containing no volatile organic compounds.
9. Strategies will include utilizing local fabricators for millwork, signage, window systems, furniture fixtures and equipment and specifying construction materials that are manufactured within 250 miles of the site such as quartz countertops, wood veneer and trim, flooring, etc.
10. There will be an emphasis to specify materials with a high percentage of recycled content as well as bio-based materials for such elements as steel structure, ceramic tile, carpet, table tops and fixtures.
11. The Project will have acoustic materials to maintain background noise less than 70 DbA and reverberation times within acceptable ranges.
12. Specify Bird -Friendly Glass panels as a Project Alternate.

c. Mechanical Design:

1. Low flow plumbing fixtures
2. High-efficiency Furnaces – 95% efficient
3. ECM Fan Motors on furnaces
4. New mechanical equipment including make-up air units, exhaust fans and VAV units will meet MN 2030 Energy Efficiency Guidelines and the hot water heaters and kitchen equipment will be Energy-Star, EPEA or Water Sense certified whenever possible. Cooling systems will have ozone safe refrigerants.
5. Heating and cooling systems will be controlled with a Building Automated System (B.A.S.) for better control, efficiency and monitoring.

d. Electrical Design:

1. The lighting for all general illumination will be color balanced LED fixtures on a programmable lighting control system that will provide for any daylight harvesting opportunities.
2. Access to natural light will be provided whenever possible.
3. Motion sensors and vacancy sensors for lighting auto-off
4. Electrical distribution system layout and the building's structure are prepared for future solar array installation.



To: Roseville City Council and City Manager Pat Trudgeon
From: Lonnie Brokke, Parks and Recreation Director
Subject: June 5, 2017, City Council Meeting Follow-up - Cedarholm Community Building
Date: June 9, 2017

At your Monday, June 5, 2017 City Council meeting, a question was raised about the consideration for a basement at the Cedarholm Community Building. As mentioned at the meeting; this was identified, explored and studied early in the process but ruled out due to the limited site access, practicality, usefulness, logistics, impact to the operations and cost.

The analysis included the following main points:

- The site access, building access, congestion and impact on the area would be a significant challenge because of the overall space in the area.
- If used for anything other than storage (public use) an elevator would be required at a significant cost.
- The projected cost was \$75.00 to \$125.00 per square foot, not including a human or freight elevator. Using the average of \$100.00 per square foot, the estimated cost with a basement under the entire 5000 square feet would be \$500,000.
- If the basement were smaller and under only a portion of the building, it is projected to increase in cost per square foot as it gets smaller.

The analysis by staff, architects and others concluded that it was more cost effective, practical and useful to have a standalone 700 sq. ft. cart storage area for 20 carts. The estimated cost for an enclosed siding and door structure for 20 carts is \$67,000 vs. a fence and gate structure at \$62,000. This area would be used for equipment storage in the off season, i.e. patio furniture, benches and equipment.

Thank you and if you have any further questions, please let me know.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Consider Authorizing the Reorganization of the Recreation Division within the Parks and Recreation Department

BACKGROUND

Anticipating retirements and other potential personnel changes over the next few years, the Parks and Recreation Department is requesting a change to the Recreation Division organizational structure to most effectively and efficiently achieve service needs now and into the future.

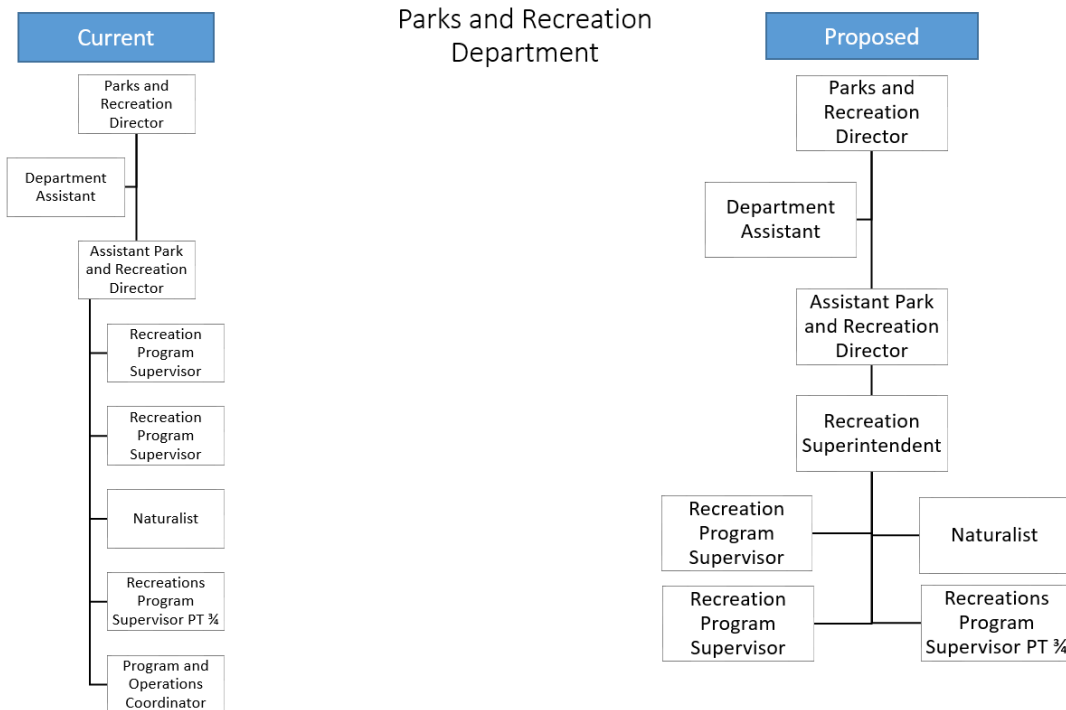
The Recreation Program Coordinator who is an Exempt Grade 11 employee is retiring. Staff is requesting that this position be upgraded to a Recreation Superintendent at Exempt Grade 13. The Recreation Superintendent was a position that existed until 2009 but was downgraded as part of budget cuts. This change left a greater burden for the Recreation Division on the Assistant Parks and Recreation Director.

The Customer Services Representative position at the Skating Center, which is budgeted as full time but only staffed ¾ time, will result in sufficient savings to cover the additional costs for the Recreation Superintendent position. Therefore, this organizational change is cost neutral.

Approval of the Recreation Superintendent position to be reinstated will allow this position to take a more responsible leadership role of managing the Recreation Division, similar to the key structural divisions of Park Superintendent, Skating Center Superintendent and Golf Course Superintendent. This will free the Assistant Director to focus on efficient and effective day to day operations and supervision in all divisions which now is the burden of the Director. This would then allow the Director to focus on higher level department planning and administrative needs.

With the complexity of the department growing and the need for the Assistant Director and Director to focus on the overall department day to day operations and other important areas, staff is requesting that the City Council authorize the reorganization of the Parks and Recreation Recreation Division. The current and requested organizational charts are below for your review.

Below is the job summary and salary range for the position being requested. This position is fulltime and will include benefits costing approximately 30% beyond the salary listed. It is felt to be the most cost effective and sustainable means to most effectively and efficiently meet service and program needs.



Recreation Superintendent Job Summary:

This position works to define, establish and attain overall goals and objectives of the Recreation Division and performs specialized duties as assigned. The Superintendent is responsible for recreation division staff, leadership, and administration including programs, events and facilities to assure efficient and effective operation and safe conditions. This position takes an active leadership and participatory role in department and citywide programs and events, public relations, planning, and operations. The Superintendent provides comprehensive management and supervision of the assigned functions and programs within the recreation division, including; planning, day to day operations, supervision, personnel development training, budgeting, analysis, troubleshooting, and administrative and managerial duties including reporting and recordkeeping.

Salary Range: Internally this position falls into grade 13 of the exempt ranges \$35.78 –\$43.11/Hr. or \$74,422 - \$89,669 annually.

POLICY OBJECTIVE

The Parks and Recreation department has identified priorities and funding mechanisms for a succession plan believed to be the most effectively and efficiently means provide services and programs today.

FINANCIAL IMPACTS

The current 2017 departmental budget will cover the costs of the change to this position with no additional cost to the City.

STAFF RECOMMENDATION

Staff recommends approval of the Parks and Recreation Department Recreation Division reorganization.

REQUESTED COUNCIL ACTION

Motion to approve the Parks and Recreation Department Recreation Division reorganization.

Prepared by: Eldona Bacon, Human Resources Manager (651) 792-7025

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/10/2017

Item No.: 7.e

Department Approval



Timothy O'Neill, Fire Chief

City Manager Approval



Item Description: Consider the Community Development & Fire Department's Request for Approval of Proposed Text Amendments of Roseville's City Code, Chapter 901 Building Code, including section 901.01; Adoption of Code: which includes adoption of Chapter 1306, Subp 2.

BACKGROUND

On March 20, 2017 The Community Development & Fire Department conducted a presentation to City Council regarding Chapter 1306, Subp.2 of the Minnesota State Building Code.

Chapter 1306, Special Fire Protection Systems, is an optional code section that each municipality may adopt. Chapter 1306 authorizes optional provisions for the installation of on-premises fire suppression systems. Per Chapter 1306, if the City adopts the chapter, the chapter must be adopted with the selection of either subpart 2 or 3, without amendment. The complete text of Chapter 1306 is attached to this RCA.

Both departments sought approval of amendment to Section 901.01 of current City Code, which would include adoption of Chapter 1306, Subp.2 of the Minnesota State Building Code. During City Council discussion on the proposed amendment, it was determined that the Fire Department seek input from the business community regarding any concerns they might have concerning the proposed amendment.

The Fire Department took a multi-pronged approach in contacting and seeking feedback from local businesses. We first attended the April, Roseville Business Council meeting where we made a presentation to the group of about thirty-five attendees summarizing chapter 1306, and asked for the groups comments or concerns. Next, with the assistance of the St. Paul Chamber of Commerce staff utilized their email contact list of more than 13,000 business contacts provided information on Chapter 1306, and requested they contact us with questions, comments, or concerns. Lastly, we posted information about Chapter 1306 on the City's web site, again asking for input on the proposed amendment.

After utilizing these communication paths we only heard from one Roseville business owner who voiced concerns about potential costs related to possible retrofitting of sprinklers. This business owner owns multiple buildings in Roseville and understood and agreed with the overall safety related concerns involving non-sprinkled buildings, but did want to convey their concern regarding cost, and what triggers occupancy type change.

Staff is assuming that the almost non-existent feedback from the business community is the result of the overwhelming prevalence of this building code within the metro cities, and it has become the standard and accepted as normal practice.

Therefore, The Community Development and Fire Departments again seek approval to amend City Code to include Chapter 1306, Subp.2 of the Minnesota State Building Code.

PURPOSE

The proposed adoption of this optional chapter comes as a joint request between the Roseville Fire Department and the Community Development Department. The adoption and implementation of the State Building Code falls under the responsibility of Community Development, however this optional section will greatly benefit the Fire Department and the City of Roseville. The potential improvement of fire protection and safety to the occupants, visitors, owners and first responders is the greatest benefit. In addition, the protection of property that this code provision allows can be extremely beneficial to property owners. Attachment D details the status of adoption of 1306 in 50 nearby municipalities to Roseville. Of the 50 municipalities surveyed, 36 have adopted either Subpart 2 or 3. Attachment E provides several examples of when and where this optional chapter might be utilized.

Within the State of Minnesota, under normal circumstances, there has been no loss of life due to a fire incident in a building with a fully operational and functional sprinkler system. Sprinkler protection assists in making the building safer for staff, guests, and first responders.

While it is understandable that the addition of a sprinkler system will have a one-time added cost to the building and/or property owner, a functioning sprinkler system may result in reduced insurance costs going forward and will also assist with less damage in instances of fire. Decreased damage will alleviate some of the economic impact on the owner and the community due to fire.

Staff recommends adoption of Chapter 1306.0020. Subp. 2 of the Minnesota State Building Code. Subp. 2 includes both new and existing buildings. Existing buildings will only be impacted when change of occupancy occurs.

The recommended changes and additions to the following sections would be as follows:

901.01: ADOPTION OF CODE:

The most current Minnesota State Building Code (MSBC), one copy of which is on file in the office of the designated building official, has been adopted by Minnesota Statutes as a uniform building code applicable throughout the state. The most recent revisions, and subsequent amendments to such code are hereby adopted as the building code of the city and incorporated in this chapter as completely as if set out in full. (Ord. 1488, 11/20, 2015)

Adoption includes the following listed optional provisions of the MSBC which are hereby adopted as follows:

A. Chapter 1306 with 1306.0020, Subp. 2 of the MSBC relating to Special Fire Protection Systems.

75 **POLICY OBJECTIVE**

76 Staff periodically updates City Code and Zoning Ordinance language to provide clarification to
77 existing language that matches current process and procedure.

78 **FINANCIAL IMPACTS**

79 There are no financial impacts.
80

81 **STAFF RECOMMENDATION**

82 Based on the comments provided in this report, staff recommends approval of the proposed text
83 amendments to Roseville's City Code, Chapter 901: including section 901.01: Adoption of Code
84 (which includes the adoption of optional chapter 1306, Subp. 2).
85

86 **REQUESTED COUNCIL ACTION**

87 Adopt an Ordinance amending selected text of Roseville's City Code, Chapter 901; including
88 section 901.01: Adoption of Code: including adoption of Chapter 1306, Subp 2.
89

90 Prepared by: David Englund, Codes Coordinator
91

92 Attachments: A: Ordinance Amendment
93 B: Ordinance Summary
94 C: Chapter 1306 MSBC
95 D: Municipal adoption of 1306 Special Fire Protection Systems
96 E: 1306 Example Diagrams
97 F: Occupancy Groups

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
SECTION 901.01, ADOPTION OF CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Section 901.01, Adoption of Code.

SECTION 2. Section 901.01 is hereby amended as follows:

901.01: ADOPTION OF CODE:

The most current Minnesota State Building Code (MSBC), one copy of which is on file in the office of the designated building official, has been adopted by Minnesota Statutes as a uniform building code applicable throughout the state. The most recent revisions, and subsequent amendments to such code are hereby adopted as the building code of the city and incorporated in this chapter as completely as if set out in full. (Ord. 1488, 11/20, 2015)

Adoption includes the following listed optional provisions of the MSBC which are hereby adopted as follows:

A. Chapter 1306 with 1306.0020, Subp. 2 of the MSBC relating to Special Fire Protection Systems.

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

Passed this th day of , 2017.

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville

ORDINANCE SUMMARY NO. _____

**AN ORDINANCE AMENDING SELECTED-TEXT OF THE ROSEVILLE CITY
CODE, SECTIONS 901.01, ADOPTION OF CODE; WHICH INCLUDES
ADOPTION OF
CHAPTER 1306, SUBP 2.**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on July 10, 2017:

The Roseville City Code is hereby amended to modify/clarify and adopt specific requirements within the Roseville City Code, Sections 901.01, Adoption of Code which includes Adoption of Chapter 1306, Subp 2.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.ci.roseville.mn.us).

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

CHAPTER 1306
DEPARTMENT OF LABOR AND INDUSTRY
SPECIAL FIRE PROTECTION SYSTEMS

1306.0010 GENERAL.
1306.0020 MUNICIPAL OPTION.
1306.0030 REQUIREMENTS.
1306.0040 STANDARD.
1306.0050 SUBSTITUTE CONSTRUCTION.
1306.0060 EXEMPTION.
1306.0070 REPORTING.

1306.0010 GENERAL.

This chapter authorizes optional provisions for the installation of on premises fire suppression systems that may be adopted by a municipality in addition to the State Building Code. If the municipality adopts them, the sprinkler system requirements of this chapter become part of the State Building Code and are applicable throughout the municipality. This chapter, if adopted, must be adopted without amendment.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

1306.0020 MUNICIPAL OPTION.

Subpart 1. **Requirement.** The sprinkler system requirements of this chapter, if adopted, must be adopted with the selection of either subpart 2 or 3, without amendment.

Subp. 2. Existing and new buildings. Automatic sprinkler systems for new buildings, buildings increased in total floor area (including the existing building), or buildings in which the occupancy classification has changed, must be installed and maintained in operational condition within the structure. The requirements of this subpart apply to structures that fall within the occupancy classifications established in part 1306.0030, items A to D.

Exception: The floor area of minor additions that do not increase the occupant load does not have to be figured into the square footage for occupancy classifications established in part 1306.0030, items A to D.

Subp. 3. **New buildings.** Automatic sprinkler systems for new buildings, additions to existing buildings, or buildings in which the occupancy classification has changed must be installed and maintained in operational condition within the structure. The requirements of this subpart apply to structures that fall within the occupancy classifications established in part 1306.0030, items A to D.

Exception: The floor area of minor additions that do not increase the occupant load does not have to be figured into the square footage for occupancy classifications established in part 1306.0030, items A to D.

1306.0050 SPECIAL FIRE PROTECTION SYSTEMS

2

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; 32 SR 6; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

1306.0030 REQUIREMENTS.

For purposes of this chapter, area separation, fire barriers, or fire walls do not establish separate buildings. Gross square footage (gsf) means the floor area as defined in the International Building Code. The floor area requirements established in items A to D are based on the gross square footage of the entire building and establish thresholds for these requirements. The following occupancy groups must comply with sprinkler requirements of this chapter, unless specified otherwise:

A. Group A-1, A-2, A-3, and A-4 occupancies;

Exception: air inflated structures, and open picnic shelters.

B. Group B, F, M, and S occupancies with 2,000 or more gross square feet of floor area or with three or more stories in height;

Exception: S-2 open parking garages, aircraft hangars, salt storage sheds, and group "M" detached canopies.

C. Group E occupancies with 2,000 or more gross square feet of floor area or with two or more stories in height;

D. Group E day care occupancies with an occupant load of 30 or more.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; 32 SR 6; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

1306.0040 STANDARD.

Automatic sprinkler systems must comply with the applicable standard referenced in the State Building Code. If a public water supply is not available, the building official and fire chief shall approve the use of an alternate on-site source of water if the alternate source provides protection that is comparable to that provided by a public water supply. If an adequate alternate water supply sufficient for hose stream requirements is provided or available, the building official and fire chief may permit the water supply requirements for the hose stream demands to be modified.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

1306.0050 SUBSTITUTE CONSTRUCTION.

The installation of an automatic sprinkler system, as required by this chapter, would still allow the substitution of one-hour fire-resistive construction as permitted by the International Building Code, Table 601, footnote d.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

1306.0060 EXEMPTION.

The building official, with the concurrence of the fire official, may waive the requirements of this chapter if the application of water has been demonstrated to constitute a serious life, fire, or environmental hazard, or if the building does not have an adequate water supply and the building is surrounded by public ways or yards more than 60 feet wide on all sides.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

1306.0070 REPORTING.

A municipality must submit a copy of the ordinance adopting this chapter to the Department of Labor and Industry, Construction Codes and Licensing Division. The ordinance does not go into effect until:

A. a signed electronic, faxed, or paper copy of the ordinance has been received by the division;
and

B. The ordinance has been approved by the division.

An ordinance is deemed automatically approved by the division if the municipality has not been informed that the ordinance has not been approved within ten working days of the division's receipt of the ordinance.

Statutory Authority: *MS s 16B.59; 16B.61; 16B.64; 326B.101; 326B.106; 326B.13*

History: *27 SR 1479; 32 SR 6; L 2007 c 140 art 4 s 61; art 13 s 4*

Published Electronically: *July 11, 2007*

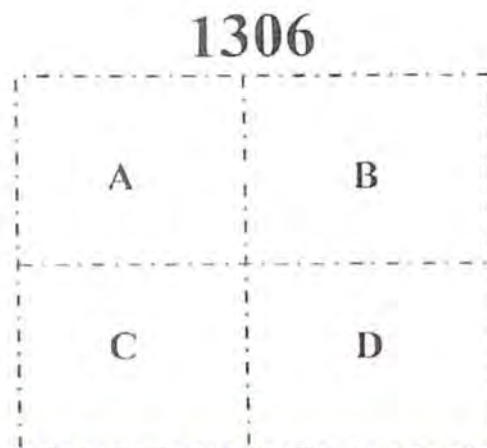
1306.0100 [Repealed, 27 SR 1479]

Published Electronically: *July 11, 2007*

ATTACHMENT D

Municipal adoption of 1306 Special Fire Protection Systems				
Municipality	YES	SUBP. 2	SUBP.3	NO
Afton				No
Andover	YES		X	
Anoka				NO
Apple Valley	YES		X	
Arden Hills	YES	X		
Bayport	YES	X		
Blaine	YES	X		
Bloomington	YES	X		
Brooklyn Center				No
Brooklyn Park	YES	X		
Burnsville				NO
Cambridge				NO
Chanhassen	YES	X		
Chaska	YES	X		
Circle Pines				No
Columbia Heights	YES	X		
Coon Rapids	YES	X		
Cottage Grove				NO
Crystal	YES	X		
Eagan				NO
Eden Prairie				NO
Edina	YES	X		
Excelsior				NO
Falcon Heights	YES	X		
Farmington	YES		X	
Forest Lake	YES	X		
Fridley	YES		X	
Golden Valley	YES	X		
Hastings				NO
Hopkins	YES	X		
Hugo				NO
Inver Grove Heights				NO
Lino Lakes	YES	X		
Little Canada	YES	X		
Maple Grove	YES		X	
Maplewood	YES		X	
Mendota Heights	YES	X		
Minnetonka	YES	X		
New Brighton	YES	X		
New Hope	YES	X		
North St. Paul	YES		X	
Oakdale	YES	X		
Plymouth	YES		X	
Richfield	YES	X		
Shoreview	YES	X		
St. Louis Park	YES	X		
Stillwater	YES	X		
West St. Paul	YES	X		
White Bear Lake	YES		X	
Woodbury				NO
Total	36	27	9	14

ATTACHMENT E

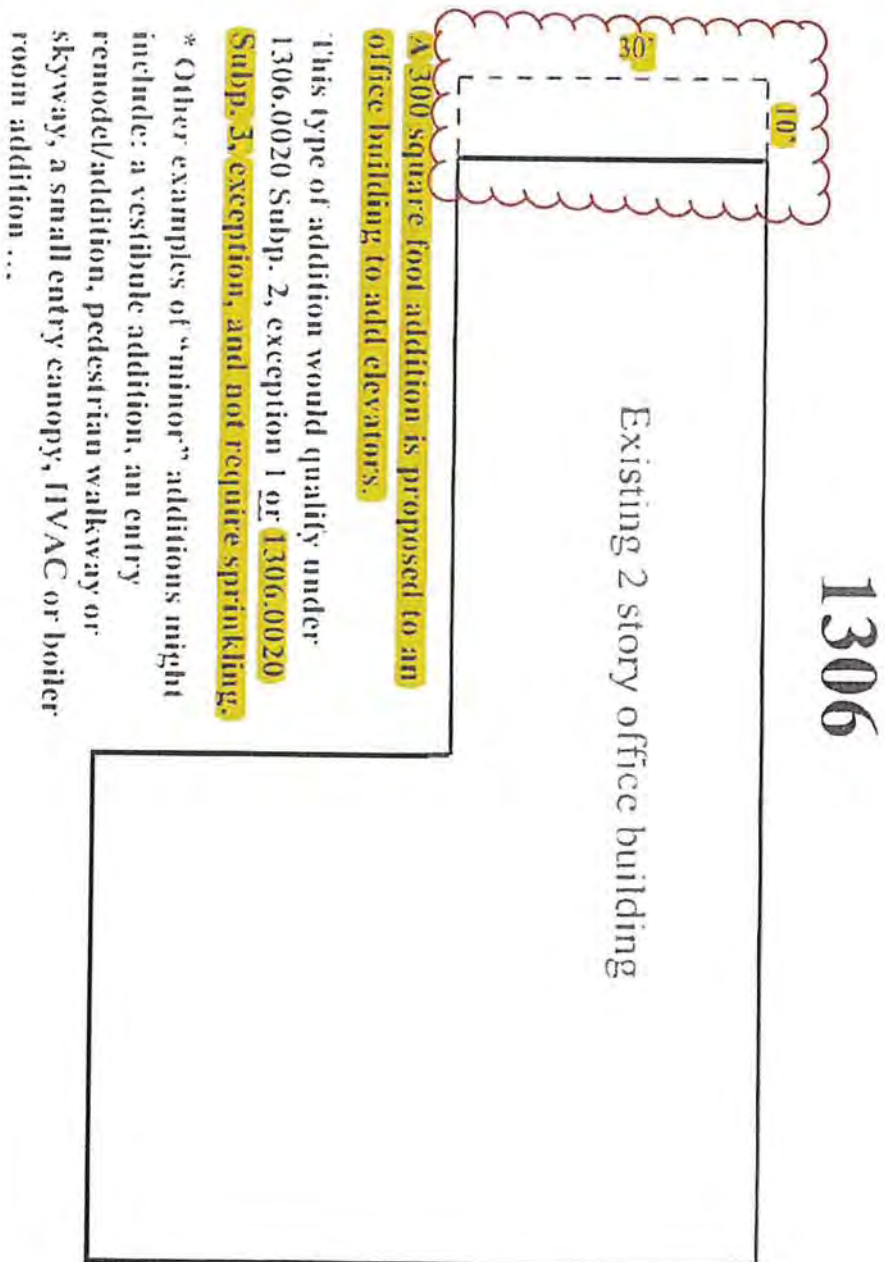


This city block is divided by property lines, the four existing buildings have different owners.

If building "A" changes its use and meets the thresholds in 1306, building "A" would be required to be sprinklered, buildings "B", "C", and "D" would not.

If building "A" were demolished and a new structure built meeting the thresholds of 1306, only building "A" would be required to be sprinklered, buildings "B", "C", and "D" would not.

ATTACHMENT E



1306

Proposed classroom/office addition 12,000 sq. ft.	Existing church 15,000 sq. ft.
--	---

If 1306.0020 Subp. 2 (existing and new) is adopted, both the proposed and existing building would be required to be sprinklered.

If 1306.0020 Subp. 3 (new buildings only) is adopted, only the proposed building would be required to be sprinklered.

1306

A	B	C	D	E
---	---	---	---	---

Existing strip mall

Spaces "D & E" are retail spaces (M-occupancies) which are remodeled into an A-1 restaurant. (Change in Occupancies) (M-Mercantile to A-3-Assembly)

If 1306.0020, Subp. 2 (existing and new buildings) is adopted, the entire building would be required to be sprinklered.

If 1306.0020, Subp. 3 (new buildings) is adopted, only the remodeled space would be required to be sprinklered.

Occupancies Group Examples:

Assembly group- A-1 through A-4

- Theaters- A-1
- Night clubs A-2
- Restaurants A-2
- Bowling alleys A-3
- Libraries A-3
- Places of worship A-3
- Arenas A-4
- Skating rinks A-4

Business group- B

- Banks
- Ambulatory care facilities
- Clinics
- Professional services (attorneys- dentists)

Factory Industrial group- F

- Manufacturing
- Repair
- Fabricating
- Packaging
- Processing

Mercantile group- M

- Department stores
- Markets
- Retail stores
- Fuel stations

Storage group-S

- Building use for storage

Educational group- E

- Educational purposes for grades up to 12th grade
- Day care

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/10/2017
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Provide Information Regarding Residential Fire Sprinklers

BACKGROUND

On March 20, 2017 the Fire Department made a presentation to City Council regarding a staffing update, and adoption of Building Code 1306. As part of that presentation and subsequent City Council discussion the Fire Department was asked to provide City Council information at a future meeting about residential sprinklers and the possibility of adding sprinkler requirements to R-2 (multifamily residential buildings).

The Fire Department has spent the past several months researching this topic and having discussions with the State Fire Marshal's office about the possibilities regarding sprinklers in R-2 occupancies.

Below is the information obtained directly from the State Fire Marshal's Office:

Minnesota Statute 326B.121 Subd 2(c) prohibits municipalities from adopting language that is different than the state building code. Chapter 1306 was developed to get around this provision for fire protection in certain types of occupancies and residential occupancies were excluded from this chapter.

(c) A municipality must not by ordinance, or through development agreement, require building code provisions regulating components or systems of any structure that are different from any provision of the State Building Code. This subdivision does not prohibit a municipality from enacting or enforcing an ordinance requiring existing components or systems of any structure to be maintained in a safe and sanitary condition or in good repair, but not exceeding the standards under which the structure was built, reconstructed, or altered, or the component or system was installed, unless specific retroactive provisions for existing buildings have been adopted as part of the State Building Code. A municipality may, with the approval of the state building official, adopt an ordinance that is more restrictive than the State Building Code where geological conditions warrant a more restrictive ordinance. A municipality may appeal the disapproval of a more restrictive ordinance to the commissioner. An appeal under this subdivision is subject to the schedule, fee, procedures, cost provisions, and appeal rights set out in section 326B.139.

The requirements for sprinklers in new Group R-2 occupancies (Section 903.2.8) require sprinklers in buildings larger than 4500sq.ft. Staff has not seen many new apartment buildings being constructed under 4,500 sf to avoid sprinklers as the smaller size doesn't work economically. Minneapolis and St

33 Paul may be seeing a four-plex constructed on an existing lot that might be below this threshold. If
34 Roseville is seeing new apartments going up with an average unit size of 900 sf, five units would
35 require a sprinkler system per the state building code.

36

37 **903.2.8 Group R.** *An automatic sprinkler system installed in accordance with Section 903.3 shall be*
38 *provided throughout all buildings with a Group R fire area. For the purposes of this provision, fire*
39 *walls, party walls, or attached multiple fire resistive exterior walls shall only create separate buildings*
40 *where providing separation from occupancies other than Group R.*

41 *Exceptions:*

42 *1. A Group R-1 or R-2 fire area or combined fire areas less than 4,500 square feet of building area.*

43

44 **POLICY OBJECTIVE**

45 Update City Council on residential fire sprinklers

46 **FINANCIAL IMPACTS**

47 There are no financial impacts at this time.

48 **STAFF RECOMMENDATION**

49 No action is needed at this time. Item is only for informational purposes at this time.

50 **REQUESTED COUNCIL ACTION**

51 No action is needed at this time. Item is for informational purposes.

52

Prepared by: Timothy O'Neill, Fire Chief (651) 792-7305

Attachments: none

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 7/10/2017

Agenda Item: 7.g

Department Approval



City Manager Approval



Item Description: Request by the City of Roseville to approve a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) and revision of the lot size standards established in City Code Chapter 1004 (Residential Districts) (PROJ-0042)

APPLICATION INFORMATION

Applicant: City of Roseville

Location: N/A

Property Owner: N/A

Open House Meeting: none required

Application Submission: N/A

City Action Deadline: N/A

PLANNING COMMISSION ACTION

The Planning Commission held the public hearing for this application on June 7, 2017, and voted 6 – 0 to recommend approval of the requested text amendments.

1 **BACKGROUND**

2 Since March, the Planning Commission, Parks and Recreation Commission, and City
3 Council have been reviewing and commenting on iterations of updated subdivision code
4 content, including an annotated outline of general suggestions, a detailed side-by-side
5 presentation of existing-and-proposed language, and a more conventional presentation with
6 all proposed content consolidated into a single document. The duly-noticed public hearing for
7 the proposed code update was held by the Planning Commission on June 7, 2017. When the
8 City Council reviewed the recommended update on June 19, 2017, the Council generally
9 supported the proposal and, by consensus, requested several edits. The draft minutes of the
10 City Council's June 19 discussion are included with this RCA as Exhibit A. The revised draft
11 of the proposed update is included as Exhibit B; the *track changes* typography in the
12 subdivision code update presented for review and adoption reflects the final edits that were
13 discussed and requested by the City Council.

PLANNING DIVISION COMMENT

The only changes called out in the current draft of the updates that may not explicitly relate to the City Council's discussion are as follows:

- Assorted edits to insert serial commas, where necessary, or to better clarify how similar conjunctions are intended to function.
- Section 1102.04.D, beginning on line 290 of Exhibit B: the changes in this section represent a relocation and reorganization of the roadway standards in Section 1103.02.G, beginning on line 408. The Council requested a reorganization of 1103.02.G, which are regulations for physical improvements that have been situated within regulations for rights-of-way, in order to obviate the introductory phrase: "While not strictly pertinent to rights-of-way, per se...". The suggested reorganization was to elevate the provision in the outline structure of the ordinance by labeling it as Section 1103.021 so that it is no longer technically within regulations for rights-of-way, thereby allowing the introductory phrase to be deleted. While this would achieve the goal of deleting that phrase, it would leave the provision about roadway improvements situated among rights-of-way regulations. Given the additional time to work on the requested change, Planning Division staff has come to believe that a more proper solution is to incorporate these provisions of 1103.02.G into an earlier code section (i.e., 1102.04.D) that pertains to roadway improvements. This is how the requested change is incorporated in to the proposed draft.
- Section 1102.05.D, beginning on line 356 of Exhibit B: Planning Division staff had been aware of the possibility of clarifying the language in this section prior to the June 19 discussion. While clarification may not be necessary, the additional time to work with the code update allowed staff to suggest an improvement.

RECOMMENDED ACTIONS

- A) Pass an ordinance adopting a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) and revision of the lot size standards established in City Code Chapter 1004 (Residential Districts),** based on the findings and recommendation of the Planning Commission, the content of this RCA, public input, and City Council deliberation. The proposed draft ordinance is included with this report as Exhibit C.
- B) Pass a motion approving the proposed ordinance summary.** The proposed draft ordinance summary is included with this report as Exhibit D.

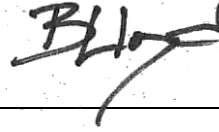
ALTERNATIVE ACTIONS

- 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) Pass a motion to deny the request.** Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable zoning or subdivision regulations, and the public record.

Exhibits: A: Excerpt of 6/19 City Council
 draft minutes
 B: Draft subdivision code update

C: Draft ordinance
D: Draft ordinance summary

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

A handwritten signature in black ink, appearing to read 'B. Lloyd', is located to the right of the prepared by text.

RCA Exhibit A

b. Request by the City of Roseville to Approve a Comprehensive Technical Update to the Requirements and Procedures for Processing Subdivision Proposals as Regulated in City Code, Title 11 (Subdivisions) and Revision of Lot Size Standards Established in City Code, Chapter 1004 (Residential Districts (PROJ-0042))

Senior Planner Bryan Lloyd briefly summarized the latest revisions of this final draft and highlighted various areas of an amended Subdivision Ordinance, with final vetting having been done by the Planning Commission and now the City Council.

Title 11 (Subdivisions), Chapter 1101 (RCA Exhibit A)

Page 1, line 30-32 (Owner)

Mr. Lloyd noted Lloyd questioned the use of “owner” and how it should be described in this sense or what other kinds of owners may be indicated.

Mayor Roe pointed out the use of “owner as applicant” (page 4, line 133) under the Minor Plat process, stating the “owner shall file an application.”

City Attorney Gaughan suggested not getting into that much detail as to the extent of ownership, but let them self-identify since the intent was to refer to the measure of ownership over a subject property or duration of ownership, with any further detail creating more doors to open than necessary. At the request of Mayor Roe, Mr. Gaughan stated his agreement with that definition in the ordinance.

Page 1, line 30

Councilmember McGehee questioned the use of “natural person.”

City Attorney Gaughan stated that, while this term is seen in numerous documents, it was no legal obligation to use that term.

Councilmember Willmus recalled that previous discussions were to strike “natural” go with “person.” Without objection, staff was directed to use proceed accordingly by striking “natural.”

Page 2, lines 52 and 53

Without objection, language was revised in line 52 as “Acceptance of Roadways” rather than “streets;” and in line 53 to strike “land” from “Required Improvements,” since that section included infrastructure and grading improvements as well.

Page 6, Line 222

A typographical correction was noted to strike the hyphen between “”final” and “approval.”

Page 7, line 254 (specific grounds for variances)

Mr. Lloyd noted other areas of code that cover specific grounds for variances negating a prior City Council suggestion for more language in that section.

RCA Exhibit A

Councilmember McGehee questioned the vagueness of “essential character” and “unusual hardship,” and if they were sufficient to invoke if needed.

Mayor Roe noted, with confirmation by City Attorney Gaughan, that the city retained the latitude to invoke them as they came forward, with the city defining those specific grounds as pointedly or vaguely as it chose to do so. Mayor Roe expressed his preference for having more vague language allowing the City Council to exercise more flexibility depending on the specific case and situation.

Page 7, lines 261 – 268 and Page 12, line 457

Mr. Lloyd noted language variables bouncing from “streets” to “roadways” in the document, and in an effort to be consistent and eliminate any sense of redundancy, sought the City Council’s preference to use “roadway” in place of “streets.”

Without objection, staff was directed to do so if interchangeable in definitions.

Page 9, line 356

Item C (Bond), language was revised to strike “or owner” and change it to “or applicant.”

Page 9, line 365 (Title – Chapter 1103.021)

City Attorney Gaughan noted that this section had previously been stricken in its entirety.

Page 11, Line 408 (Section G: Roadway Standards)

Mr. Lloyd noted previous City Council discussion for the provision about dimensional standards and how they applied to new and existing streets being rebuilt, found confusion. Therefore, Mr. Lloyd suggested deleting “existing” in this case to apply to all roadways.

Mayor Roe recalled this discussion and concern about references to standards applying to roadways, expressing his hope that the subdivision code was not the only place “roadways” were referred to and conclusions from those previous discussions to refer to meeting standards if existing roadways had to be reconstructed as part of the subdivision process. Therefore, Mayor Roe suggested in line 410 after “reconstructed,” adding additional language “... as a result of a subdivision.”

City Attorney Gaughan concurred with Mayor Roe’s recollection of that discussion, noting that he would support that since specificity was good in provisions when drawing more clarity to them.

Further, City Attorney Gaughan questioned the need for the preface in line 408 “While not strictly pertinent to rights-of-way...” since this section was not strictly pertinent to rights-of-way.

Mayor Roe agreed that the section seemed to be about the width of the road itself and not pertinent to rights-of-way.

RCA Exhibit A

Mr. Lloyd reviewed staff's intent in that section with horizontal lines that may not necessarily related to rights-of-way, but also advised that this section was the only part of the subdivision code that addressed it with the earlier section (line 307) referring to roadway improvements for construction versus width and whether parking is allowed at a given width and whether permitted on one, both or neither side of the street. Mr. Lloyd noted that there was an anomaly in the structure of this part of the right-of-way code and lot design and therefore was preserved in code and not relegated to the Public Works Design Standards Manual as many construction and development requirements had been. Mr. Lloyd opined that this information may prove helpful for a subdivision in planning ahead for what facilities are permitted in a right-of-way and provide guidance about its width accordingly, but not specifically speaking to the right-of-way standard itself.

Mayor Roe asked if it was not specified in another part of code when approving plats, but not necessarily road widths.

Mr. Lloyd provided several examples, such as with a recent City Council approval of a street width for a private road in a subdivision serving four lots and based on there being no other on-street parking for some distance outside that plat.

Mayor Roe asked what constituted a plat and whether road width was part of that or how they were otherwise linked and standards applied; questioning if there was a link between a plat and a roadway width requirement.

Mr. Lloyd responded that if there was some perceived value in assessment of street width and parking it may be better to locate that language earlier in the section of roadway improvements (e.g. lines 308-316) in keeping it in the subdivision code versus in the Design Standards document.

Mayor Roe suggested if it is retained in the subdivision code, he wasn't sure if it needed to be rearranged tonight at the bench unless and until it was clear that a roadway standards section was indicated.

City Attorney Gaughan opined that the first clause struck him as not the typical clause seen in code, and suggested the additional of a new section (e.g. 1103.02.5: Roadway Standards) so as not to link the rights-of-way and standalone design standards. Therefore, Mr. Gaughan reiterated his suggestion that preface language in line 408 be struck "While not strictly pertinent to rights-of-way..." and instead of Section G (in Chapter 1103.02.5) to reinstate Chapter 1103.02.1 (Roadway Standards).

Without objection, Mayor Roe also noted the need to strike "existing" from line 409.

Page 12, lines 449 and 468

Direction was provided to correct typographical errors, to remove the comma in line 449 and to remove the hyphen in line 467.

RCA Exhibit A

Page 13, line 496

Mr. Lloyd addressed a staff discussion with the city attorney addressing when plans that were not amended for this to provide a standard way of accounting for proposed changes, and to further clarify it with the additional language, "...as applicable at the time a plan is in effect at the time of application,"

While that was a staff discussion, City Attorney Gaughan opined that this may put too fine of a point on it, and by acknowledging that comprehensive plans and other master plans were periodically amended or updated, suggested leaving the door open for a more lengthy comprehensive process rather than adding that clarification.

Without objection, Mayor Roe directed staff to retain that ambiguity as suggested by City Attorney Gaughan; using an example from the asphalt plant as a permitted use under a Conditional Use, and as a result of that application the City Council changed zoning code requirements for industrial properties.

Page 13, line 508

City Attorney Gaughan noted that the internal cross-reference should be Chapter 1102.05 rather than 1102.07.

As noted in the staff report detail, Mr. Lloyd noted ensuing discussion on whether there was a better way to write this section related to park dedication amounts for residential and other uses, opining that this rewrite failed to address all development possibilities, since there could be a mix of commercial and residential uses. Mr. Lloyd suggested it may be prudent to begin to address this by the Parks & Recreation Commission and department staff work through issues identified in previous conversations as to amounts of land and/or fees, as well as if and when to pro-rate park dedication fees for commercial and residential uses and treat each development appropriately toward the city's park system.

Mayor Roe recalled previous discussions to leave language as is until that bigger discussion process was completed.

At the request of Councilmember McGehee, Mr. Lloyd advised that CMU districts had not been addressed during initial discussions and previous code amendments.

Councilmember Etten asked Parks & Recreation Director Brokke to address staff and commission discussions and where they were currently aligned as well as those areas still up in the air at this point, stating that he wasn't aware of a problem in this area.

Parks & Recreation Director Brokke stated that as of the last City Council discussion the thought was to make residential and non-residential at 10% and change the fee schedule accordingly for cash in lieu of land dedications. However, given questions and/or comments of the Planning Commission, Mr. Brokke advised that a number of questions remained yet to be answered, and therefore until then, the

RCA Exhibit A

1 recommendation had been to retain the language as currently written until that
2 bigger issue could be dealt with from a broader perspective. Mr. Brokke reported
3 that the Parks & Recreation Commission was only in the initial stages of that dis-
4 cussion and process at this time.

5
6 Councilmember Etten agreed with that given his notes for 10%; and offered his
7 ongoing support of it as long as the discussion ensued sooner rather than later.

8
9 Mr. Brokke agreed with the timing, advising that the initial discussion was related
10 to the cash versus land portion when this came up, with 10% seeming more con-
11 sistent if both were addressed.

12
13 Mayor Roe referenced the LMC information included in the packet (Exhibit E ap-
14 pendix) and suggested the Commission and staff consider that step by step meth-
15 odology which he had found very helpful.

16
17 Councilmember Etten agreed wholeheartedly, specifically Step 6 of that attach-
18 ment that he found to connect things, while duly noting other ways for calcula-
19 tions in other steps, but providing a great process for the commission to review.

20
21 Mayor Roe noted the City Attorney's recommendation for the Park Department's
22 review of this area and to address other areas that may not be in line with state
23 statute.

24
25 Without objection, Mayor Roe directed staff to retain park dedication language as
26 currently provided in the subdivision code until those recommendations come
27 forward.

28 29 Page 14, Chapter 1004: Residential Districts (Title 10 – Zoning)

30 Mr. Lloyd reviewed minimum rear lot line length parameters and removal of di-
31 mension areas, with the last one moved to the Zoning Code table related to single-
32 family properties for this calculation.

33
34 Councilmember McGehee stated her concern that 30' was too narrow for the rear
35 lot line given the front yard requirements, indicating her preference for that rear
36 lot line length to exceed 30'.

37
38 Councilmember Laliberte noted her previous suggestion for it being half but not
39 less than the front footage.

40
41 Discussion ensued with staff providing numerous examples of materially different
42 dimensions and those preferred to be regulated out versus conventional scenarios
43 with street curvatures for radial properties. By concurrence, the City Council
44 agreed with Mr. Lloyd's interpretation of the minimum width calculated at the
45 front setback line and minimum rear width then at a minimum lot depth line or
46 setback line at the rear.

RCA Exhibit A

Specific to pie-shaped lots, Councilmember Willmus suggested that minimum lot widths at the rear setback line may not preclude pie-shaped lots, but assured reasonable width with situating a home on the lot.

Mayor Roe sought consensus for allotting half of the front yard setback; with Councilmember Etten opinion that half of the front could be too much and instead suggested half the minimum width, with Councilmember Willmus concurring if the result was based upon the minimum at the rear setback at half of the minimum front width at that rear setback.

Mayor Roe suggested that 43' may be easier for staff and developers to interpret.

Councilmember McGehee suggested 50' instead of 43' as the minimum setback no matter the size of the front, providing a 50' x 110' lot allowing for a descent building pad.

Without objection, the table was revised to allow 45' for the minimum rear lot line length.

With further discussion, and concern expressed by Mr. Lloyd that measuring at the rear setback line could have significant impact; with Mayor Roe noting that the rationale could also be used to build to the rear setback and still meet side yard setbacks, with an actual buildable width of 75'.

Without objection, staff direction was confirmed at a minimum 45' rear setback; with the caveat that if implementation proved this wrong, it could be revised again at that time.

Mayor Roe offered an opportunity for public comment at this time, with no one appearing for or against.

Page 13, Section 1103.06: Park Dedication

Councilmember Etten sought a refresher on why plans and city policies excluded references to the pathway master plan and striking "including, but not limited to, those..." (line 494).

Mayor Roe recalled past discussion to revert to previous code language with staff's challenge being that there was no actual language to define that authority in the paragraph with the heading stating "as a condition of approval."

Mr. Lloyd advised that in working with the City Attorney on this section, while recognizing the direction to revert back to current subdivision code language, it was important to remain consistent with statutory language in identify plans referenced in taking advantage of that language for park dedication authorization and how it was determined by the city, thus the language had been retained.

RCA Exhibit A

Mayor Roe also noted that in the previous subdivision code reference was made at the beginning to those three planning documents: Parks & Recreation System Master Plan, Pathway Master Plan and the Comprehensive Plan.

City Attorney Gaughan advised that state law mandates that before city can even collect any park dedication, it must have a park and open space plan in place, with the parks and trails component outlined in the comprehensive plan inclusive of that and therefore, his advice to have a more specific reference to the plans the city has available in its comprehensive plan on which to base its park dedication. Therefore, Mr. Gaughan advised that it was his suggestion to removed that “including, but not limited to, those...” language to avoid unlimited plans playing in-to it and allowing more specificity to what plans are already in place on which to base that park dedication structure.

From his personal perspective, Mayor Roe stated that he had no problem referencing the Pathway Master Plan since the park dedication was still a City Council decision based on recommendations of the Parks & Recreation Commission, and could still be referenced in code whether it was abided by or not since the state statute refers to a trail plan.

Pages 3 – 4, lines 116 – 157 (Minor Plat) / Pages 4-5, lines 159 –229 (Major Plat)

Councilmember Etten noted some things not meeting requirements of a major plat, referencing the criteria identified in line 116 and on for a minor plat. Specific to the example of the previous Gluek Lane lot split that triggered the park dedication piece, and need for a new source for water and sewer even though it didn’t constitute a major plat, Councilmember Etten asked what happens in a similar situation with this revised language.

Mr. Lloyd advised that the Minor Plat option was for residents to work with when all criteria were present in an application; while for a Major Plat an applicant could address any criteria present from that list, even though there could be gaps but with the intent to avoid such gaps.

At the request of Councilmember Etten, Mr. Lloyd confirmed that an open house was set up for situations creating four or more lots; and noted an open house would be required under zoning rules if associated with development of a plat or any change to the comprehensive plan, as addressed in lined 165-167. Councilmember Etten suggested they be listed elsewhere under the developer open house meeting section; with Mr. Lloyd advising that they may be elsewhere in the subdivision code, but were also related to the zoning process itself.

Councilmember Willmus asked that this document be brought forward as a clean and final copy based on tonight’s changes and discussion prior to its adoption.

Without objection, Mayor Roe directed staff to return with a final draft of the subdivision ordinance at the July 10, 2017 City Council meeting for consideration and subsequent approval.

Title 11 - Subdivisions

CHAPTER 1101: GENERAL PROVISIONS

1101.01: Purpose and Jurisdiction

1101.02: Definitions

1101.01: Purpose and Jurisdiction

A. Purpose: Each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the community and is one component of the City as a whole, as guided by the Comprehensive Plan. All subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.

B. Jurisdiction: Roseville has the authority to make certain regulations and requirements for the subdivision of land within the City pursuant to the enabling legislation contained in Minnesota Statutes chapters 412, 429, 462, 471, 505, and 508, which the City Council deems necessary for the health, safety, general welfare, convenience, and good order of this community.

1101.02: Definitions

For the purpose of this Title, certain words and terms are defined as follows.

Boulevard: The property between the back of a curb (or the edge of the street, if there is no curb) and the adjacent right-of-way line.

Consolidation: The platting or replatting of two or more lots resulting in fewer lots of record, for the transfer of ownership or building development. Where it is appropriate to the context, the term relates either to the process of consolidating or to the land consolidated.

Easement: The grant of one or more of the property rights by the owner to, or for the use by, the public, public utility, corporation, or another person or entity.

Emergency Vehicle: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville.

Lot: A tract of land of record, designated by metes and bounds, land survey, minor land division, or plat, which is on file at the office of Ramsey County Recorder or Registrar of Titles.

Median: The property between the backs of curbs of separated travel lanes.

Owner: A ~~natural~~ person, partnership, association, public or quasi-public corporation, private corporation, other lawful business entity, or a combination of any of the same, whether plural or singular.

Parcel: All or part of a lot or multiple lots.

Pathway: A public or private trail, footpath, pedestrian path, bike lane, or similar facility, across a block or providing access within a block to be used by pedestrians, or cyclists, or both.

Plat: A drawing or map of a subdivision prepared for filing of record pursuant to Minnesota Statutes Chapter 505 and containing all elements and requirements set forth in this Title.

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Right-Of-Way (R.O.W.): Land dedicated to the public or preserved for public use as roadways, sewers, electric, gas, and water facilities, storm water drainage and holding areas or ponds, and similar utilities and improvements.

Roadway: A paved public or private street, avenue, highway, road, boulevard, lane, or similar facility, which affords primary access to abutting properties.

Street: See “Roadway”.

Subdivision: A described tract of land which is to be or has been divided into two or more lots, any of which resultant lots is less than five acres in area, for the transfer of ownership, or building development, or if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.

CHAPTER 1102: PROCEDURES

1102.01: Plats

1102.02: Variances

1102.03: Acceptance of ~~Streets~~ Roadways

1102.04: Required ~~Land~~ Improvements

1102.05: Arrangements for Improvements

1102.01: Plats:

Any subdivision or consolidation of land shall adhere to the platting procedures established herein.

A. Requirements Governing Approval of a Subdivision or Consolidation

1. Due regard shall be shown for all natural features such as tree growth, water courses, historic locations, or similar conditions.
2. Conditions of Approval: The City may require such changes or revisions to any proposal as deemed necessary for the health, safety, general welfare, and convenience of the City. For Major Plats, the Planning Commission may also recommend to the City Council such changes or revisions.
3. Flooding: No application will be approved for a site that is subject to periodic flooding, or which contains inadequate drainage facilities, unless the owner agrees to make improvements which meet the City’s storm water and drainage requirements.
4. Building Permit: No building permit shall be issued for the construction of any building, structure, or improvement to the land or any lot within an approved subdivision or consolidation until all requirements of this Title have been complied with fully.
5. Occupancy Permit: No occupancy permit shall be granted for the use of any structure within an approved subdivision or consolidation until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction.

B. Platting Alternatives

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1. The following processes are alternatives to the plat procedures established in this Chapter.

- a. Common Wall Duplex Subdivision: This type of platting alternative shall be limited to a common wall duplex minor subdivision of a parcel in any zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line.
- b. Recombination: This type of platting alternative transfers a parcel of land from one lot of record to an abutting lot. This type of platting alternative creates no new lots or streets. The proposed recombination shall not cause any portion of the existing lots, parcels, or improvements thereon, to be in violation of this Title or Title 10 (Zoning) of this Code.
- c. Corrections: This type of platting alternative is intended to correct a survey or legal description of a parcel or lot that has been found to be inadequate to describe the actual boundaries. This type of platting alternative creates no new lots or streets. The proposed correction shall not cause any portion of the existing lots, parcels, or improvements thereon, to be in violation of this Title or Title 10 (Zoning) of this Code.

2. Applications: The owner of property on which a platting alternative is proposed shall file an application for approval of the platting alternative by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed and acted upon by the Development Review Committee, as established in Section 1002.06 of this Code.

3. Validation and Expiration: A platting alternative approval shall be validated by the applicant through the filing of the approved platting alternative at the office of the Ramsey County recorder or Registrar of Titles, as may be appropriate, within one year of the date of the approval. Notwithstanding this time limitation, extensions of the time allowed for validation of the approval may be granted; extension requests shall be submitted in writing to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the approval. A platting alternative approval shall automatically expire if the approval is not validated as described herein.

C. Minor Plat

1. Purpose: The Minor Plat process may be used when all of the following criteria are present. All other subdivision proposals that do not fall within the regulations listed herein shall be submitted for the review by the Planning Commission and the approval of the City Council in accordance with the Major Plat process established in this Chapter.
 - a. The proposal subdivides or consolidates existing lots of record resulting in three or fewer lots.
 - b. The subject property is adequately served by public utilities and right-of-way, and no further utility or right-of-way is necessary.

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- c. The anticipated development on the lot or lots resulting from the proposed subdivision or consolidation is supported by the Comprehensive Plan land use designation applicable to the subject property.
 - d. The existing or anticipated development on the lot or lots resulting from the proposed subdivision or consolidation conforms, or is made to conform, to the zoning regulations applicable to the subject property.
 - e. The proposed subdivision does not qualify for park dedication under the requirements established in Section 1103.06 of this Title.
2. Applications: The owner of property on which a Minor Plat is proposed shall file an application for approval of the plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Required supporting documentation may include, but is not limited to, a boundary survey, topographic survey, grading plan, storm water management plan, and tree preservation plan. Complete applications shall be reviewed in a public hearing before, and acted upon by, the City Council according to the process set forth in Chapter 108 of this Code. Notwithstanding other restrictions, an application for Minor Plat approval shall not be accepted if it represents the further subdivision or consolidation of a lot which, itself, is the result of any subdivision or consolidation approved within five years preceding said application.
 3. Validation and Expiration: Adhering to Ramsey County's Manual of Guidelines for Subdivision Plats, a Minor Plat approval shall be validated by the owner through the filing of the approved plat at the office of the Ramsey County Recorder within one year of the date of the approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the Minor Plat approval if requested in writing; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the Minor Plat approval. A Minor Plat approval shall automatically expire if the approval is not validated as described herein.

D. Major Plat

1. Purpose: The Major Plat process shall apply when any of the following criteria are present:
 - a. The proposal subdivides or consolidates existing lots of record resulting in four or more lots.
 - b. The subject property is not adequately served by public utilities or right-of-way, and further utility or street right-of-way is necessary.
 - c. The anticipated development on the lot or lots resulting from the proposed subdivision or consolidation would require an amendment to the Comprehensive Plan land use designation applicable to the subject property.
 - d. The existing or anticipated development on the lot or lots resulting from the proposed subdivision or consolidation would require an amendment to the zoning designation applicable to the subject property.
 - e. The proposed subdivision qualifies for park dedication under the requirements established in Section 1103.06 of this Title.

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2. Developer Open House Meeting

- a. Purpose: Prior to submitting an application for a preliminary plat of 4 or more lots/parcels, an applicant/owner shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- b. Applicant/Owner Responsibility: The owner shall be responsible for the following items:
 - i. Completed Open House Form (application)
 - ii. Payment of application fee and escrow deposit set forth in Chapter 314 of this Code
 - iii. Provision of applicable information regarding the project/request
 - iv. Determined the open house location, date, and time
 - v. Required submittal of open house summary upon conclusion of meeting
- c. General: Applicant/Owner shall refer to the Open House Meeting Policy that is a component of the Open House Form (application) or contact the Community Development Department for additional information regarding the process.

3. Applications for Preliminary Approval: The owner of property on which a Major Plat is proposed shall file an application for preliminary approval of the plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Required supporting documentation may include, but is not limited to, a boundary survey, topographic survey, grading plan, storm water management plan, and tree preservation plan. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108 of this Code, except that City Council action shall occur within 120 days of the submission of a completed application.

4. Validation and Expiration of Preliminary Approval: Preliminary approval of a Major Plat shall be validated by the owner through application for final approval of the plat of the proposed subdivision within six months of the date of said preliminary approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the preliminary approval if requested in writing; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the preliminary approval. Preliminary approval of a Major Plat shall automatically expire if the approval is not validated as described herein.

5. Application for Final Approval

- a. Applications: The owner of property on which final approval of a Major Plat is requested shall file an application by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set

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forth on the application form. Required supporting documentation may include, but is not limited to, a Development Agreement as described in Section 1102.05 of this Chapter. The City Council shall act upon an application for final approval of a Major Plat within 60 days of the submission of a completed application.

- b. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council in the preliminary approval of the Major Plat and shall otherwise be substantially the same as said plat.

- 6. Validation and Expiration of Final Approval: Adhering to Ramsey County's Manual of Guidelines for Subdivision Plats, final approval of a Major Plat shall be validated by the owner through the filing of the approved plat at the office of the Ramsey County Recorder within one year of the date of said final approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the final approval if requested in writing; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the final approval. Final approval of a Major Plat shall automatically expire if the approval is not validated as described herein.

E. Refusal to Approve

The refusal to approve a plat or platting alternative shall be set forth in the proceedings of the City Council and reported to the owner. If approval of a proposal is so denied, an application for approval of substantially the same plat or platting alternative on the same property shall not be accepted within one year of the date of said denial.

1102:02: Variances

- A. Purpose: Regulations pertaining to the process of subdividing or consolidating land and to the characteristics of the resulting lots are established in Title 11 (Subdivisions) and Title 10 (Zoning) of this Code. There are occasions, however, where it may be appropriate to vary the regulations as they apply to specific properties where an unusual hardship on the land exists, pursuant to Minnesota Statute 462.358 Subd. 6.
- B. Applications: The owner of property on which a variance is proposed shall file an application for approval of the variance by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing according to the process set forth in Chapter 108 of this Code. If a proposed variance is denied, an application for substantially the same variance on the same property shall not be accepted within one year of the date of the denial.
- C. Approval: The City may impose conditions in the granting of variances. A condition must be directly related to, and must bear a rough proportionality to, the impact created by the variance. In order to approve a requested variance, the Planning Commission may recommend, and the City Council shall adopt, findings pertaining to the following specific grounds:
 - 1. The proposal is consistent with the Comprehensive Plan.
 - 2. The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances.

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241 3. An unusual hardship on the land exists.

242 4. The variance, if granted, will not alter the essential character of the locality.

243 1102.03: Acceptance of Roadways

244 A. Approval of Plat or Annexation into City Not Considered Acceptance: If any plat or
245 subdivision contains public roadways which are dedicated as such, whether located within
246 the corporate limits of the City or outside the corporate limits or contains existing ~~streets~~
247 roadways outside of said corporate limits, the approval of the plat by the City Council or the
248 subsequent annexation of the property to the City shall not constitute an acceptance by the
249 City of such roadways, nor the improvements constructed or installed in such subdivision,
250 irrespective of any act or acts by an officer, agent, or employee of the City with respect to
251 such ~~streets~~ roadways or improvements.

252 B. Acceptance by Resolution of City Council: The acceptance of such roadways shall be made
253 only by the approval of a resolution by the City Council after there has been filed, with the
254 City Manager, a certificate by the Public Works Director. The certificate shall indicate that
255 all improvements required to be constructed or installed in or upon such roadways in
256 connection with the approval of the plat of subdivision by the City Council have been fully
257 completed and approved by the Public Works Director, or a cash deposit or bond is on file to
258 ensure the installation of such required improvements. However, if it appears to the City
259 Council that a public local improvement will be constructed in any such roadway within a
260 reasonable foreseeable time, the City Council, upon the recommendation of the Public Works
261 Director may, by resolution, temporarily accept such roadway for maintenance by the City,
262 and defer the completion of the roadway by the owner until such local improvement has been
263 constructed.

264 1102.04: Required Improvements

265 No final approval of a plat shall be granted by the City Council without first receiving a report
266 signed by the Public Works Director certifying that the following improvements described in the
267 owner's preliminary plans and specifications meet the minimum requirements of all ordinances
268 in the City, and that they comply with the requirements of the Public Works Design Standards
269 manual;

270 A. Sewers

271 1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the
272 subdivision where a connection to the City sanitary sewer system is available or where
273 detailed plans and specifications for sanitary sewers to serve the subdivision are
274 available.

275 2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision
276 where a connection to the City storm sewer system is available or where detailed plans
277 and specifications for storm sewers to serve the subdivision are available. Where
278 drainage swales are necessary, the soil therein shall be stabilized in accordance with
279 applicable standards.

280 3. Development Area Grading and Drainage Plan: The developer shall submit a grading and
281 drainage plan for the entire area of anticipated development within the plat, indicating the
282 elevation of proposed houses, surrounding ground, and the direction of flow. The

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283 developer shall not deviate from this plan without first obtaining written acceptance from
284 the Public Works Director of such changes.

285 B. Water Supply: Where a connection to the City water system is presently available, water
286 distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve
287 all properties within the subdivision.

288 C. Right-Of-Way Grading: The full width of the right-of-way shall be graded, including the
289 subgrade of the areas to be paved.

290 D. Roadway Improvements: The following standards shall apply to all City and private
291 roadways, when newly constructed or reconstructed, as a result of plat approval. All local
292 residential roadways shall be constructed in conformance with the Public Works Design
293 Standards manual.

294 1. All roadways shall be paved, with curb and gutter, in conformance with standards for the
295 applicable functional classification.

296 2. Pathways shall be constructed in accordance with the Pathways Master Plan and the
297 applicable standards of the Public Works Department along the width of a development
298 site abutting any roadway of functional classification Collector or greater.

299 3. Storm water inlets and necessary culverts shall be provided within the roadway
300 improvement at points specified by the Public Works Department.

301 4. All unpaved portions of boulevards and medians within the dedicated right-of-way area
302 shall be graded and the soil therein stabilized in accordance with applicable standards.

303 5. Roadway Width

304 a. To ensure adequate access for emergency vehicles, no roadway shall be
305 constructed to a width less than 24 feet.

306 b. Parking Restrictions: For roadways with functional classification of Collector or
307 greater, on-street parking shall be reviewed by the Public Works Department.
308 For Local and Marginal Access roadways, "No Parking" signs shall be installed
309 in accordance to the following:

310 ≥ 24 feet and < 26 feet No parking on both sides of the street (signs on both
311 sides).

312 ≥ 26 feet and < 32 feet No parking on one side of the street (signs on one side).

313 ≥ 32 feet Parking permitted on both sides of the street (no signs
314 needed).

315 In cases where the specified width is impractical, however, the City Council may
316 reduce this dimension, as outlined in the City street width policy.

317 F. Public Utilities

318 1. All new electric distribution lines (excluding main line feeders and high voltage
319 transmission lines), telephone service lines and services constructed within the confines
320 of and providing service to customers in a newly platted residential area shall be buried
321 underground. Such lines, conduits, or cables shall be placed within easements or

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dedicated public ways. The placement of transformer boxes and other above ground facilities shall be reviewed and approved by the City Engineer.

2. The City Council may waive the requirements of underground services as set forth in subsection 1 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development, or unusual topography, soil, or other physical conditions make underground installation unreasonable or impractical.

1102.05: Arrangements for Improvements

- A. Development Agreement: Prior to the acceptance of the final plat, the owner shall enter into a development agreement with the City.

1. In conjunction with this contract, the owner shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an amount equal to one and one-half (1 1/2) times the Public Works Director's estimated cost of said improvements. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.

2. Where park dedication is required pursuant to Section 1103.06 of this Title, the development agreement will identify the amount of land, or cash contribution, or combination of land and cash contribution determined necessary to satisfy the park dedication requirement. The development agreement will also specify the time and manner such required dedication is to be made.

- B. Improvements: All such improvements shall be made in accordance with the plans and specifications prepared by a Minnesota licensed engineer and approved by the Public Works Director, and in accordance with applicable City standards and requirements.

- C. Bond: The owner shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees, and other incidental expenses in connection with the making of said improvements listed in Section 1102.04. In the event of a cash deposit, any balance remaining shall be refunded to the owner or ~~owner~~ applicant after payment of all costs and expenses to the City have been paid.

- D. ~~Street Roadway~~ Access to Improved Lots Required: It is not the intent of this Section to require the owner to develop the entire plat, ~~at the same time making and to make~~ all the required improvements, ~~at the same time, but~~ However, building permits will not be granted ~~for development of lots without except as to lots having~~ access to streets roadways on which the required improvements have been made or arranged for by cash deposit or bond as herein provided.

CHAPTER 1103: DESIGN STANDARDS

1103.01: Transportation Plan

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1103.02: Rights-of-Way

~~1103.021: Minimum Roadway Standards~~

1103.03: Easements

1103.04: Block Standards

1103.05: Lot Standards

1103.06: Park Dedication

1103.01: Transportation Plan

New roadways and related pathways shall comply to a master street plan that is based on the City's Comprehensive Plan and Pathways Master Plan to promote a safe, efficient, sustainable, and connected network for all users and modes.

1103.02: Rights of Way

A. Width: All rights-of-way shall conform to the following minimum dimensions corresponding to the functional classifications of the roadways therein.

Principal Arterial: as determined by the applicable jurisdiction governing the roadway

Minor Arterial: as determined by the applicable jurisdiction governing the roadway

Collector: 66 feet

Local: 60 feet

Marginal Access: 50 feet

B. Horizontal Lines: Where horizontal right-of-way lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Center line horizontal curvatures shall conform to the following minimum radii corresponding to the functional classifications of the roadways therein.

Principal Arterial: as determined by the applicable jurisdiction governing the roadway

Minor Arterial: as determined by the applicable jurisdiction governing the roadway

Collector: 300 feet

Local: 150 feet

Marginal Access: 150 feet

C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on Collector rights-of-way.

D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed the following gradients corresponding to the functional classifications of the roadways therein.

Principal Arterial: as determined by the applicable jurisdiction governing the roadway

Minor Arterial: as determined by the applicable jurisdiction governing the roadway

Collector: 4%

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Local: 6%

Marginal Access: 6%

E. Jogs: Right-of-way jogs with center line offsets of less than 125 feet shall be prohibited.

F. Cul-De-Sacs: If there is not a looped road system provided and a proposed right-of-way is greater than 200 feet in length, an approved turnaround shall be constructed.

1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.

2. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 120 feet.

~~G. Roadway Standards: While not strictly pertinent to rights-of-way, per se, the following minimum dimensional standards shall apply to all existing City and private roadways when newly constructed or reconstructed. All local residential roadways shall be constructed in conformance with the Public Works Design Standards manual. In cases where the specified width is impractical, the City Council may reduce this dimension, as outlined in the City street width policy. However, for purposes of emergency vehicle access, no roadway shall be constructed to a width less than 24 feet.~~

~~1. Parking Prohibition by Roadway Width: For roadways with functional classification of Collector or greater, on-street parking shall be reviewed by the Public Works Department. For Local and Marginal Access roadways, "No Parking" signs shall be installed in accordance to the following:~~

~~≥ 32 feet ————— Parking permitted on both sides of the street (no signs needed).~~

~~≥ 26 feet and < 32 feet — No parking on one side of the street (signs on one side).~~

~~≥ 24 feet and < 26 feet — No parking on both sides of the street (signs on both sides).~~

1103.03: Easements

A. Easements at least a total of 10 feet wide, centered on interior lot lines, and abutting rights-of-way or roadway easements, shall be provided for drainage and utilities, where the City Engineer determines they are necessary.

B. Where a subdivision is traversed by a water course, drainage way, channel, or stream, drainage and utility easements shall be provided that conform substantially with the lines of such water courses, together with such further width, or construction, or both as will be adequate for the storm water drainage of the area.

C. All drainage easements shall be so identified on the plat and soils therein shall be graded and stabilized in accordance with applicable standards.

D. Pathways: Pathway easements shall be at least 20 feet wide

1103.04: Block Standards

A. Blocks over ~~nine hundred (900)~~ feet long shall require pathway easements at their approximate centers. The use of additional pathway easements connecting to schools, parks, or other destinations may be required by the City Council.

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- 437 B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision, the
438 neighborhood, and the City, and must consider lot planning, traffic flow, and public open
439 space areas.
- 440 C. Blocks intended for commercial, institutional, and industrial use must be designated as such
441 and the plat must show adequate off-street areas to provide for parking, loading docks, and
442 such other facilities that may be required to accommodate motor vehicles.
- 443 D. Where a subdivision abuts a railroad or limited access highway right-of-way, a Marginal
444 Access right-of-way may be required to provide access to abutting properties and to allow for
445 appropriate screening of the highway or railway.

446 1103.05: Lot Standards

- 447 A. The minimum lot dimensions in all subdivisions shall be those of the applicable zoning
448 standards as established in Title 10 of this Code, or of the intended zoning district if the
449 subdivision is in conjunction with a zoning change, in addition to any requirements herein
450 defined.
- 451 B. Additional Standards for Lots for Single-Family Detached Residences: The shapes of new
452 lots shall be appropriate for their location and suitable for residential development. Lots with
453 simple, regular shapes are considered most appropriate and suitable for residential
454 development.
- 455 1. Lots which are appropriate for their location and suitable for residential development
456 often have:
- 457 a. Side lot lines that are approximately perpendicular or radial to the front lot line(s)
458 of the parcel(s) being subdivided, or
- 459 b. Side lot lines that are approximately parallel to the side lot line(s) of the parcel(s)
460 being subdivided, or
- 461 c. Side lot lines that are both approximately perpendicular or radial to the front lot
462 lines(s) and approximately parallel to the side lot line(s) of the parcel(s) being
463 subdivided.
- 464 2. It is acknowledged; however, that property boundaries represent the limits of property
465 ownership, and existing boundaries that have complex or unusual alignments are not
466 easily changed. Subdivisions of such irregularly-shaped parcels may be considered, but
467 the shapes of proposed new lots might be found to be too irregular, and consequently,
468 applications can be denied for failing to conform adequately to the purposes for which
469 simple, regular parcel shapes are considered most appropriate and suitable for
470 residential development.
- 471 3. Flag lots are not permitted. A flag lot is a lot with two distinct parts:
- 472 a. The “flag pole” is the part of a flag lot that abuts a street with a relatively narrow
473 strip of land, which fails to conform to the minimum required lot width, as defined
474 in Section 1001.10 of this Code, and which passes beside a neighboring parcel.
- 475 b. The “flag” is the buildable part of a flag lot, which is connected to the street by the
476 flag pole, and which is located behind the neighboring parcel.

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4. Through Lots: Where lots abut rights-of-way at the front and back, vehicular and pedestrian access to the lots shall be gained from the roadway of lower functional classification.
5. Where new principal structures are constructed on lots contiguous to roadways with functional classification of Minor Arterial or greater, driveways servicing such lots shall be designed and constructed to provide a vehicle turnaround facility within the lot.
6. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street.

1103.06: Park Dedication

- A. Authority: Minnesota Statutes 462.358, subdivisions 2b and 2c permits the City to require dedication of park land, or cash in lieu of land, as part of the subdivision process in order to fulfill its plans for recreational facilities and open spaces. The City Council, at its discretion, will determine whether park dedication is required in the form of land, cash contribution, or a combination of cash and land. To properly use this authority, the City will base its determination on existing development, the need created by the proposed development, and the plans and policies of the City embodied by the Parks and Recreation System Master Plan, Pathways Master Plan, and Comprehensive Plan.
- B. Condition to Approval: Park dedication will be required as a condition to the approval of any subdivision of land involving one acre or more and resulting in a net increase of development sites. The Parks and Recreation Commission shall recommend, in accordance with Statute and after consulting the approved plans and policies noted herein, either a portion of land to be dedicated to the public, or in lieu thereof, a cash deposit given to the City to be used for park purposes, or a combination of land and cash deposit.
- C. Park Dedication Amount: The portion of land to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas. Park dedication fees shall be reviewed and determined annually by City Council resolution and established in the fee schedule in Chapter 314 of this Code, and the fee shall be paid as part of the Development Agreement required in Section 1102.07-05 of this Title.
- D. Utility Dedications Not Qualified: Land dedicated for required street right-of-way or utilities, including drainage, does not qualify as park dedication.

Title 10 - Zoning

CHAPTER 1004: RESIDENTIAL DISTRICTS

1004.08: Low-Density Residential-1 (LDR-1) District

B. Dimensional Standards

Table 1004-3	LDR-1
Minimum Lot Area	
Interior	11,000 square feet
Corner	12,500 square feet
Minimum Lot Width	
Interior	85 feet
Corner	100 feet
<u>Minimum Rear Lot Width^d</u>	<u>45 feet</u>
Minimum Lot Depth	
Interior	110 feet
Corner	100 feet
Maximum Building Height	30 feet
Minimum Front Yard Building Setback	30 feet ^{a, b}
Minimum Side Yard Building Setbacks	
Interior	5 feet
Corner	10 feet ^c
Reverse Corner	Equal to existing front yard of adj. lot but not greater than 30 feet
Minimum Rear Yard Building Setback	30 feet

a See Section 1004.04, Existing Setbacks.

b Covered entries and porches sheltering (but not enclosing) front doors are encouraged and may extend into the required front yard to a setback of 22 feet from the front property line.

c The corner side yard setback requirement applies where a parcel is adjacent to a side street or right-of-way. The required setback from an unimproved right-of-way may be reduced to the required interior side yard setback by the Community Development Department upon the determination by the Public Works Director that the right-of-way is likely to remain undeveloped.

d The horizontal distance between side lines of a lot, measured at right angles to its depth at the minimum required rear yard building setback line.

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 11, SUBDIVISIONS, OF THE CITY CODE
ELIMINATING AND/OR REPLACING IN THEIR ENTIRETY SECTIONS 1101 (GENERAL
PROVISIONS), 1102 (PLAT PROCEDURES), 1103 (DESIGN STANDARDS), AND 1104
(ADMINISTRATION AND ENFORCEMENT), AND AMENDING TITLE 10, ZONING, OF
THE CITY CODE, TO UPDATE A DIMENSIONAL STANDARD FOR RESIDENTIAL LOTS

The City Council of the City of Roseville does ordain:

Section 1. Subdivision Ordinance Amended. The Roseville City Code, Title 11
(Subdivisions), 1101 (General Provisions), 1102 (Plat Procedures), 1103 (Design Standards), and 1104
(Administration and Enforcement) are hereby amended by eliminating, clarifying, revising, and
relocating requirements to new Chapters in the Subdivision Ordinance. The purpose of these
amendments is to effect a comprehensive technical update to the requirements and procedures for
processing subdivision proposals. After Planning Commission and City Council consideration of
Project File 0042, the following Subdivision Ordinance Chapters are established: 1101 (General
Provisions), 1102 (Procedures), and 1103 (Design Standards):

CHAPTER 1101

GENERAL PROVISIONS

SECTION:

~~1101.01: Purpose and Jurisdiction~~

~~1101.02: Definitions~~

~~1101.01: PURPOSE AND JURISDICTION:~~

~~A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.~~

~~B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)~~

~~1101.02: DEFINITIONS:~~

~~For the purpose of this Title, certain words and terms are defined as follows:~~

~~ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)~~

~~BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)~~

~~BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.~~

~~COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.~~

~~COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.~~

~~CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.~~

~~DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.~~

~~EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)~~

44 ~~EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health,~~
RCA Exhibit C ~~safety, and welfare of the residents, property owners, visitors, workers, and property of~~
46 ~~Roseville. (Ord. 1167, 7-8-1996)~~
47 ~~FINAL PLAT: A map or plan of a subdivision and any accompanying material as described~~
48 ~~in Section 1102.04.~~
49 ~~LOT: A portion of a subdivision or other parcel of land intended for building development~~
50 ~~or for transfer of ownership.~~
51 ~~MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a~~
52 ~~thoroughfare and which provides access to abutting properties and protection to local traffic~~
53 ~~from fast, through moving traffic on the adjoining thoroughfare.~~
54 ~~MINOR STREET: A street other than a thoroughfare or collector street which affords local~~
55 ~~access to abutting properties.~~
56 ~~OWNER: Includes the plural as well as the singular, and includes any person.~~
57 ~~PEDESTRIANWAY: A public or private right of way across a block or providing access~~
58 ~~within a block to be used by pedestrians and for the installment of utility lines.~~
59 ~~PLANNING COMMISSION: The Planning Commission of the City.~~
60 ~~PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in~~
61 ~~Section 1102.02.~~
62 ~~PROTECTIVE COVENANTS: Contracts made between private parties and constituting an~~
63 ~~agreement between these parties as to the manner in which land may be used with the view~~
64 ~~to protecting and preserving the physical, social and economic integrity of any given area.~~
65 ~~(Ord. 216, 7-5-1956; amd. 1995 Code)~~
66 ~~ROADWAY: A driving surface made for vehicular traffic, including public and private~~
67 ~~roads and drive aisles. (Ord. 1167, 7-8-1996)~~
68 ~~STREET: A public or private right of way which affords primary access by pedestrians and~~
69 ~~vehicles to abutting properties whether designated as a street, avenue, highway, road,~~
70 ~~boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)~~
71 ~~STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and~~
72 ~~utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-~~
73 ~~1996)~~
74 ~~STREET WIDTH: The shortest distance between curb lines or edge of pavement.~~
75 ~~SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or~~
76 ~~more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the~~
77 ~~purpose of transfer of ownership or building development or, if a new street is involved, any~~
78 ~~division of a parcel of land. The term includes resubdivision and where it is appropriate to~~
79 ~~the context, relates either to the process of subdividing or to the land subdivided.~~
80 ~~THOROUGHFARE: A public right of way with a high degree of traffic continuity and~~
81 ~~serving as an arterial traffic way between the various districts of the Roseville area, as~~
82 ~~shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)~~

CHAPTER 1102 PLAT PROCEDURES

SECTION:

~~1102.01: Procedure~~

~~1102.02: Necessary Data for Preliminary Plat~~

~~1102.03: Requirements Governing Approval of Preliminary Plat~~

~~1102.04: Necessary Data for Final Plat~~

~~1102.05: Acceptance of Streets~~

~~1102.06: Required Land Improvements~~

~~1102.07: Arrangements for Improvements~~

1102.01: PROCEDURE:

Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:

~~A. Sketch Plan:~~

~~1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.~~

~~2. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.~~

~~3. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)~~

~~B. Developer Open House Meeting~~

~~1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.~~

~~2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.~~

~~3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a~~

128 ~~meeting space is not available the applicant shall arrange for the meeting to be held~~
129 ~~at the City Hall Campus.~~

130 ~~4. Invitations: The applicant shall prepare a printed invitation identifying the date, time,~~
131 ~~place, and purpose of the open house and shall mail the invitation to the recipients in~~
132 ~~a list prepared and provided in electronic format by Community Development~~
133 ~~Department staff. The recipients will include property owners within the public~~
134 ~~hearing notification area established in Chapter 108 of the City Code, members of~~
135 ~~the Planning Commission and City Council, and other community members who~~
136 ~~have registered to receive the invitations. The invitation shall clearly identify the~~
137 ~~name, phone number, and email address of the host of the open house to be contacted~~
138 ~~by invitees who have questions but are unable to attend the open house. The~~
139 ~~invitations shall also include a sentence that is substantially the same as the~~
140 ~~following:~~

141 ~~This open house meeting is an important source of feedback from nearby property~~
142 ~~owners and is a required step in the process of seeking City approval for the~~
143 ~~proposed preliminary plat. A summary of the comments and questions raised at the~~
144 ~~open house meeting will be submitted to the City as part of the formal application.~~

145 ~~5. Summary: A written summary of the open house shall be submitted as a necessary~~
146 ~~component of a preliminary plat. The summary shall include a list of potential~~
147 ~~issues/concerns and any possible mitigations or resolutions for resolving the issue(s)~~
148 ~~and/or concern(s). Citizens are also encouraged to submit their own summary of the~~
149 ~~meeting highlighting concerns/issues and any mitigations and resolutions. It is~~
150 ~~encouraged that a list (name and address) of attendees be kept and submitted with~~
151 ~~open house summary.~~

152 ~~C. Submission; Filing: Four copies of the preliminary plat shall be filed with the~~
153 ~~Community Development Director prior to the regular Planning Commission meeting~~
154 ~~at which the plat is to be considered, together with the filing fee and an abstractor's~~
155 ~~certified property certificate showing the property owners within 500 feet of the outer~~
156 ~~boundary of proposed subdivision. (Ord. 1357, 1-14-2008)~~

157 ~~D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the~~
158 ~~preliminary plat is to be considered, the Community Development Director and Public~~
159 ~~Works Director shall examine the plat for compliance with this and other ordinances of~~
160 ~~the City, and submit a written report to the Commission. (1990 Code; 1995 Code)~~

161 ~~E. Hearing by Planning Commission:~~

162 ~~1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public~~
163 ~~hearing on the preliminary plat in accordance with the procedure set forth in Chapter~~
164 ~~108 of this Code.~~

165 ~~2. Report of The Planning Commission: Within ten days after the completion of the~~
166 ~~hearing, the Planning Commission shall make a report concerning the preliminary plat~~
167 ~~unless the Planning Commission requests additional time as set forth in Chapter 108 of~~
168 ~~this Code.~~

169 ~~F. Action By The City Council: (on preliminary plats)~~

170 ~~1. The recommendation of the Planning Commission on the preliminary plat shall be~~
171 ~~considered by the City Council, and the City Council shall approve or disapprove the~~
172 ~~plan within 120 days after the application was accepted as complete or such date as~~
173 ~~extended by the applicant or City Council. If the City Council shall disapprove said~~
174 ~~preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of~~
175 ~~the City Council and reported to the person or persons applying for such approval. (Ord.~~

176 ~~1176, 11-25-1996)~~
177 **PCA Exhibit C** ~~2. Approval of the preliminary plat shall not be construed to be approval of the final~~
178 ~~plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)~~
179 ~~G. Final Plat:~~
180 ~~1. Final Plat Submission: The owner or subdivider shall submit the final plat of a~~
181 ~~proposed subdivision not later than six months after the date of approval of the~~
182 ~~preliminary plat; otherwise, the preliminary plat will be considered void unless an~~
183 ~~extension is requested in writing by the subdivider and granted by the City Council. The~~
184 ~~owner or subdivider shall also submit with the final plat an up to date certified abstract~~
185 ~~of title or registered property report and such other evidence as the City Attorney may~~
186 ~~require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296,~~
187 ~~10-20-2003) (Ord. 1363, 3-24-2008)~~
188 ~~2. Required Changes Incorporated: The final plat shall have incorporated all changes or~~
189 ~~modifications required by the City Council; in all other respects it shall conform to the~~
190 ~~preliminary plat. It may constitute only that portion of the approved preliminary plat~~
191 ~~which the subdivider proposes to record and develop at the time, provided that such~~
192 ~~portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord.~~
193 ~~1296, 10-20-2003)~~
194 ~~H. Approval and Recording: The City Council shall act upon a final plat application~~
195 ~~within 60 days of the submission of a completed application. The refusal to approve the~~
196 ~~plat shall be set forth in the proceedings of the City Council and reported to the person~~
197 ~~or persons applying for such approval. If the final plat is approved, the subdivider shall~~
198 ~~record said plat with the County Recorder within one year after the date of approval and~~
199 ~~prior to the issuance of any building permit; otherwise, the approval of the final plat~~
200 ~~shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003) (Ord.~~
201 ~~1363, 3-24-2008)~~

202 **~~1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:~~**

203 ~~In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan~~
204 ~~shall include the following data:~~

205 ~~A. Identification and Description:~~

- 206 ~~1. Proposed name of subdivision, which name shall not duplicate the name of any plat~~
207 ~~previously recorded in the County.~~
- 208 ~~2. Location by township, section, town or range or by other legal description.~~
- 209 ~~3. Names and addresses of the owner or subdivider having control of the lands included~~
210 ~~in said plan, the designer of the plan and the surveyor.~~
- 211 ~~4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.~~
- 212 ~~5. North point (designated as true north).~~
- 213 ~~6. Date of preparation.~~

214 ~~B. Existing Conditions:~~

- 215 ~~1. Boundary line of proposed subdivision clearly indicated.~~
- 216 ~~2. Existing zoning classification.~~
- 217 ~~3. Total approximate acreage in said plan.~~
- 218 ~~4. Location, widths and names of all existing or previously platted streets or other~~
219 ~~public ways showing type of improvement, if any, railroad and utility rights of way,~~
220 ~~parks and other public open spaces, permanent buildings and structures, easements and~~
221 ~~section and corporate lines within the tract and to a distance of one hundred (100) feet~~
222 ~~beyond the tract.~~
- 223 ~~5. Location and size of existing sewers, water mains, culverts or other underground~~
224 ~~facilities within the tract and to a distance of one hundred (100) feet beyond the tract.~~
225 ~~Such data as grades, invert elevations and location of catch basins, manholes and~~

226 hydrants shall also be shown.
227 ~~202.03: REQUIREMENTS GOVERNING APPROVAL OF~~
228 ~~6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred~~
229 ~~(100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)~~
230 ~~7. Topographic data including contours at vertical intervals of not more than two (2)-~~
231 ~~feet, except that contour lines shall be no more than one hundred (100) feet apart. Water~~
232 ~~courses, marshes, rock outcrops and other significant features also shall be shown.~~
233 ~~Topography maps shall be clearly indicated with dotted lines.~~
234 ~~C. Subdivision Design Features:~~
235 ~~1. Layout of streets showing right-of-way widths and names of streets. The name of any~~
236 ~~street previously used in the City or its environs shall not be used, unless the proposed~~
237 ~~street is an extension of an already named street in which event the name shall be used.~~
238 ~~2. Location and widths of alleys, pedestrian ways and utility easements.~~
239 ~~3. Typical cross-sections of streets and alleys, together with an indication of the~~
240 ~~proposed storm water runoff.~~
241 ~~4. Approximate center line gradients of streets and alleys, if any.~~
242 ~~5. Location, size and approximate gradient of sewer lines.~~
243 ~~6. Layout, numbers and typical dimensions of lots to the nearest foot.~~
244 ~~7. Minimum front and side street building setback lines indicating dimensions of same.~~
245 ~~8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be~~
246 ~~dedicated or reserved for public use including the size of such area or areas in acres.~~
~~(Ord. 216, 7-5-1956)~~

1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:

- 249 ~~A. Recommendations by Planning Commission: The Planning Commission may~~
250 ~~recommend and the City Council may require such changes or revisions as the City~~
251 ~~Council deems necessary for the health, safety, general welfare and convenience of the~~
252 ~~City.~~
253 ~~B. Tentative Approval: The approval of a preliminary plat by the Planning Commission~~
254 ~~and the City Council is tentative only involving merely the general acceptability of the~~
255 ~~layout as submitted.~~
256 ~~C. Subsequent Approval: Subsequent approval will be required of the engineering~~
257 ~~proposals pertaining to water supply, storm drainage, sewerage and sewage disposal,~~
258 ~~gas and electric service, grading, gradients and roadway widths and the surfacing of~~
259 ~~streets by the Public Works Director and other public officials having jurisdiction prior~~
260 ~~to the approval of the final plat by the City.~~
261 ~~D. Flooding; Poor Drainage: No plat will be approved for a subdivision which is subject to~~
262 ~~periodic flooding, or which contains poor drainage facilities and which would make~~
263 ~~adequate drainage of the streets and lots impossible. However, if the subdivider agrees~~
264 ~~to make improvements which will, in the opinion of the Public Works Director, make~~
265 ~~the area completely safe for residential occupancy and provide adequate street and lot~~
266 ~~drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)~~

1102.04: NECESSARY DATA FOR FINAL PLAT:

- 268 ~~A. General: All information, except topographic data and zoning classification required on~~
269 ~~the preliminary plat shall be accurately shown.~~
270 ~~B. Additional Delineation:~~
271 ~~1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to~~
272 ~~describe boundaries, streets, alleys, easements, areas to be reserved for public use and~~
273 ~~other important features. Lot lines to show dimensions in feet and hundredths.~~

274 ~~2. An identification system for all lots and blocks.~~
PCA Exhibit C 275 ~~3. True angles and distances to the nearest established street lines or official monuments~~
276 ~~(not less than 3), which shall be accurately described in the plat.~~
277 ~~4. Municipal, township, county or section lines accurately tied to the lines of the~~
278 ~~subdivision by distances and angles.~~
279 ~~5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.~~
280 ~~6. Accurate location of all monuments, which shall be concrete six inches by six inches~~
281 ~~by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or~~
282 ~~concrete monuments shall be set at each corner or angle on the outside boundary. Pipes~~
283 ~~or steel rods shall be placed at the corners of each lot and at each intersection of street~~
284 ~~center lines. All U.S., State, County or other official benchmarks, monuments or~~
285 ~~triangulation stations in or adjacent to the property shall be preserved in precise~~
286 ~~position.~~
287 ~~7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for~~
288 ~~public use or for the exclusive use of property owners within the subdivision with the~~
289 ~~purpose indicated therein.~~
290 ~~8. Certification by a registered land surveyor to the effect that the plat represents a~~
291 ~~survey made by such surveyor and that monuments and markers shown thereon exist as~~
292 ~~located and that all dimensional and geodetic details are correct.~~
293 ~~9. Notarized certification by owner and by any mortgage holder of record of the~~
294 ~~adoption of the plat and the dedication of streets and other public areas.~~
295 ~~10. Certifications showing that all taxes and special assessments due on the property to~~
296 ~~be subdivided have been paid in full.~~
297 ~~11. Approval by signature of City, County and State officials concerned with the~~
298 ~~specifications of utility installations. (Ord. 216, 7-5-56)~~
299 ~~13. Form for approval by County authorities as required. (Ord. 245, 5-10-58)~~

300 **~~1102.05: ACCEPTANCE OF STREETS:~~**

- 301 ~~A.— Approval of Plat or Annexation into City not Considered Acceptance: If any plat or~~
302 ~~subdivision contains public streets or thoroughfares which are dedicated as such,~~
303 ~~whether located within the corporate limits of the City or outside the corporate limits or~~
304 ~~contains existing streets outside of said corporate limits, the approval of the plat by the~~
305 ~~City Council or the subsequent annexation of the property to the City shall not~~
306 ~~constitute an acceptance by the City of such streets or thoroughfares, nor the~~
307 ~~improvements constructed or installed in such subdivision, irrespective of any act or~~
308 ~~acts by an officer, agent or employee of the City with respect to such streets or~~
309 ~~improvements.~~
310 ~~B.— Acceptance by Resolution of City Council: The acceptance of such streets or~~
311 ~~thoroughfares shall be made only by the approval of a resolution by the City Council~~
312 ~~after there has been filed, with the City Manager, a certificate by the Public Works~~
313 ~~Director. The certificate shall indicate that all improvements required to be constructed~~
314 ~~or installed in or upon such streets or thoroughfares in connection with the approval of~~
315 ~~the plat of subdivision by the City Council have been fully completed and approved by~~
316 ~~the Public Works Director, or a cash deposit or bond is on file to ensure the installation~~
317 ~~of such required improvements. However, if it appears to the City Council that a public~~
318 ~~local improvement will be constructed in any such street or thoroughfare within a~~
319 ~~reasonable foreseeable time, the City Council, upon the recommendation of the Public~~
320 ~~Works Director may, by resolution, temporarily accept such street or thoroughfare for~~
321 ~~the purpose of maintenance by the City, and defer the completion of the street or~~
322 ~~thoroughfare by the developer until such local improvement has been constructed. (Ord.~~
323 ~~280, 8-4-59; amd. 1995 Code)~~

~~1102.06: REQUIRED LAND IMPROVEMENTS:~~

~~RCA Exhibit C~~

~~No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)~~

~~A. Sewers:~~

~~1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.~~

~~2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.~~

~~3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.~~

~~4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.~~

~~B. Water Supply: Where a connection to the City water system is presently available, water distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.~~

~~C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)~~

~~Street Improvements¹:~~

~~1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)~~

~~2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.~~

~~3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in accordance with applicable requirements of the City.~~

~~4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.~~

~~5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.~~

~~6. All curb corners shall have a radii of not less than 15 feet, except at collector and~~

¹~~See also Chapters 703 and 704 of this Code.~~

- 374 ~~marginal access streets where they shall be not less than 25 feet.~~
375 ~~7. All parkways within the dedicated street area shall be graded and sodded in an~~
376 ~~approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord. 1358, 1-28-2008)~~
377 ~~E. Off-Street Improvements:~~
378 ~~1. One tree having a trunk diameter (measured 12 inches above ground) of not less than~~
379 ~~2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the~~
380 ~~subdivision, except that corner lots shall have 2 trees. They shall be accepted by the~~
381 ~~City only after one growing season as a live and healthy plant. Trees shall not be~~
382 ~~allowed to be planted in the boulevard area.~~
383 ~~2. Driveways must be constructed of pavement approved by the Public Works Director.~~
384 ~~Each driveway shall be graded within the dedicated area to fit the boulevard section,~~
385 ~~and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The~~
386 ~~construction shall conform to City requirements, and the grade of the driveway shall~~
387 ~~conform to the requirements of the State Building Code.~~
388 ~~3. The entire boulevard area, except driveways, shall be sodded with a good quality~~
389 ~~weed free sod.~~
390 ~~4. All drainage swales shall be graded and sodded with a good quality weed free sod.~~
391 ~~(1990 Code; amd. 1995 Code)~~
392 ~~F. Pedestrianways¹: Pedestrianways installed or required by the City Council, shall be~~
393 ~~constructed according to specifications approved by the Public Works Director. (1995~~
394 ~~Code)~~
395 ~~G. Public Utilities:~~
396 ~~1. All new electric distribution lines (excluding main line feeders and high voltage~~
397 ~~transmission lines), telephone service lines and services constructed within the confines~~
398 ~~of and providing service to customers in a newly platted residential area shall be buried~~
399 ~~underground. Such lines, conduits or cables shall be placed within easements or~~
400 ~~dedicated public ways in a manner which will not conflict with other underground~~
401 ~~services. Transformer boxes shall be located so as not to be hazardous to the public.~~
402 ~~2. The City Council may waive the requirements of underground services as set forth in~~
403 ~~subsections 1 and 2 above if, after study and recommendation by the Planning~~
404 ~~Commission, the City Council establishes that such underground utilities would not be~~
405 ~~compatible with the planned development or unusual topography, soil or other physical~~
406 ~~conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26-~~
407 ~~69)~~

408 **1102.07: ARRANGEMENTS FOR IMPROVEMENTS:**

- 409 ~~A. Contract for Development: Prior to the acceptance of the final plat, the owner or~~
410 ~~subdivider shall enter into a contract for development of new subdivisions with the~~
411 ~~City. In conjunction with this contract, the owner or subdivider shall deposit with the~~
412 ~~Public Works Director either a cash deposit or a corporate surety performance bond,~~
413 ~~approved as to form by the City Attorney, in an amount equal to one and one half (1-~~
414 ~~1/2) times the Public Works Director's estimated cost of said improvements or one and~~
415 ~~one fourth (1-1/4) times the actual bid. This bond shall also have a clause which~~
416 ~~guarantees said improvements for a period of one year after acceptance by the City of~~
417 ~~said improvements. In lieu of this clause, a separate one year maintenance bond~~
418 ~~approved as to form by the City Attorney, shall be submitted to the Public Works~~
419 ~~Director upon acceptance of said improvements by the City Council. Upon receipt of~~
420 ~~this maintenance bond the performance bond may be released.~~
421
422

423 ¹~~See also Chapter 704 of this Code.~~

424 ~~B.—Improvements: All such improvements shall be made in accordance with the plans and~~
425 ~~426 specifications prepared by a registered professional engineer and approved by the~~
427 ~~Public Works Director and in accordance with applicable City standards and~~
428 ~~requirements.~~
429 ~~C.—Bond: The owner or subdivider shall deposit with the Public Works Director cash or an~~
430 ~~approved indemnity bond to cover all expenses incurred by the City for engineering,~~
431 ~~legal fees and other incidental expenses in connection with the making of said~~
432 ~~improvements listed in Section 1102.06. In the event of a cash deposit, any balance~~
433 ~~remaining shall be refunded to the owner or subdivider after payment of all costs and~~
434 ~~expenses to the City have been paid.~~
435 ~~D.—Street Access to Improved Lots Required: It is not the intent of this Section to require~~
436 ~~the owner or subdivider to develop the entire plat at the same time making all the~~
437 ~~required improvements, but building permits will not be granted except as to lots having~~
438 ~~access to streets on which the required improvements have been made or arranged for~~
~~by cash deposit or bond as herein provided. (1990 Code)~~

CHAPTER 1103 DESIGN STANDARDS

SECTION:

- ~~1103.01: Street Plan~~
- ~~1103.02: Streets~~
- ~~1103.021: Minimum Roadway Standards~~
- ~~1103.03: Alleys and Pedestrianways~~
- ~~1103.04: Easements~~
- ~~1103.05: Block Standards~~
- ~~1103.06: Lot Standards~~
- ~~1103.07: Park Dedication~~

~~1103.01: STREET PLAN:~~

~~The arrangement, character, extent, width, grade and location of all streets shall conform to the Comprehensive Plan, the approved standard street sections, and plates of applicable chapters, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to runoff of storm water, to public convenience and safety and in their appropriate relation to the proposed uses of the area to be served. (Ord. 216, 7-5-1956)~~

~~1103.02: STREETS:~~

~~A. Right of Way: All rights of way shall conform to the following minimum dimensions:~~

~~Collector streets ————— 66 feet~~

~~Local streets ————— 60 feet~~

~~Marginal access streets ————— 50 feet~~

~~(1995 Code)~~

~~B. Horizontal Street Lines: Where horizontal street lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Minimum center line horizontal curvatures shall be:~~

~~Collector streets ————— 300 feet~~

~~Minor streets ————— 150 feet~~

~~C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on collector streets.~~

~~D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed on:~~

~~Collector streets ————— 4 %~~

~~Minor streets ————— 6 %~~

~~E. Connecting Street Gradients: Different connecting street gradients shall be connected with vertical parabolic curves. Minimum length, in feet, of these curves, shall be 15 times the algebraic difference in the percent of grade of the two adjacent slopes. For minor streets, the minimum length shall be 7 ½ times the algebraic difference in the percent of grade of the two adjacent slopes.~~

~~F. Minor Streets: Minor streets shall be so aligned that their use by through traffic will be discouraged.~~

~~G. Street Jogs: Street jogs with center line offsets of less than 125 feet shall be prohibited.~~

- 484 H. ~~Intersections: It must be evidenced that all street intersections and confluences~~
485 ~~encourage safe and efficient traffic flow.~~
486 I. ~~Alleys: Alleys are not permitted in residential areas unless deemed necessary by the City~~
487 ~~Council.~~
488 J. ~~Half Streets: Half streets shall be prohibited. Wherever a half street is adjacent to a tract~~
489 ~~to be subdivided, the other half of the street shall be platted within such tract. In cases~~
490 ~~where the entire right of way has been dedicated to the public but the property of the~~
491 ~~owner and subdivider is located on one side of such street, the owner and subdivider~~
492 ~~shall be required to grade the entire street in accordance with the plans to be approved by~~
493 ~~the Public Works Director under the provisions of Section 1102.07, but the owner and~~
494 ~~subdivider shall only be required to deposit payment for one half of the Public Works~~
495 ~~Director's estimated costs of the improvements required under this Title. Building~~
496 ~~permits shall be denied for lots on the side of the street where the property is owned by~~
497 ~~persons who have not entered into an agreement with the City for the installation of the~~
498 ~~improvements required under this Chapter.~~
499 K. ~~Reserved Strips: Reserved strips controlling access to streets are prohibited. (Ord. 216,~~
500 ~~7-5-1956; amd. 1995 Code) (Ord. 1358, 1-28-2008)~~

501 **~~1103.021: MINIMUM ROADWAY STANDARDS:~~**

502 ~~The following minimum dimensional standards shall apply to all existing City and private~~
503 ~~roadways when newly constructed or reconstructed. All local residential streets must be~~
504 ~~constructed to a width of 32 feet from the face of curb to face of curb. In cases where this~~
505 ~~width is impractical, the City Council may reduce this dimension, as outlined in the City~~
506 ~~street width policy. However, for purposes of emergency vehicle access, no street shall be~~
507 ~~constructed to a width less than 24 feet. In order to preserve the minimum clear width,~~
508 ~~parking must be restricted according to subsection A of this Section.~~

509 A. ~~Signage Requirements: "No parking" signs shall be installed in accordance to the~~
510 ~~following:~~

511 32 feet ————— Parking permitted on both sides of the street (no signs needed).

512 26-32 feet ————— No parking on one side of the street (signs on one side).

513 24-26 feet ————— No parking on both sides of the street (signs on both sides).

514 B. ~~Right Of Way Width: For City streets, the right of way shall be in accordance with~~
515 ~~Section 1103.02 of this Chapter. County Roads must comply with the Ramsey County~~
516 ~~right of way plan.~~

517 State highways must comply with the Minnesota State Highway Department right-of-
518 way plans.

519 C. ~~Cul De Sacs: If there is not a looped road system provided and the street is greater than~~
520 ~~200 feet in length, an approved turnaround shall be constructed.~~

521 1. ~~Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the~~
522 ~~center line from the intersection of origin to the end of right of way.~~

523 2. ~~Right Of Way: Cul-de-sac right of way shall extend at least 10 feet outside of the~~
524 ~~proposed back of curb.~~

525 3. ~~Standard Design: The standard cul-de-sac shall have a terminus of nearly circular~~
526 ~~shape with a standard diameter of 100 feet.~~

527 4. ~~Alternatives to the Standard Design: An alternative to the standard design, to~~
528 ~~accommodate unusual conditions, may be considered by the Public Works Director and~~
529 ~~shall be brought to the City Council for approval based on the Public Works Director's~~
530 ~~recommendation.~~

531 5. ~~Islands: As an option, a landscaped island may be constructed in a cul-de-sac~~
532 ~~terminus. A minimum clear distance of 24 feet shall be required between the island and~~
533 ~~the outer curb. No physical barriers which would impede the movement of emergency~~

534 ~~vehicles shall be allowed within the island. No parking shall be allowed in a cul-de-~~
535 ~~sac terminus with a landscaped island unless reviewed and recommended for~~
536 ~~approval by the Fire Marshal. (Ord. 1358, 1-28-2008)~~

537 **~~1103.03: ALLEYS AND PEDESTRIANWAYS:~~**

- 538 ~~A.—Alleys: Where permitted by the City Council, alley rights of way shall be at least~~
539 ~~twenty~~
540 ~~(20) feet wide in residential areas and at least twenty four (24) feet wide in~~
541 ~~commercial areas. The City Council may require alleys in commercial areas where~~
542 ~~adequate off-street loading space is not available.~~
543 ~~B.—Pedestrianways: Pedestrian rights of way shall be at least twenty (20) feet wide.~~
544 ~~(Ord. 216, 7-5-1956; amd. 1995 Code)~~

545 **~~1103.04: EASEMENTS:~~**

- 546 ~~A.—Easements at least a total of twelve (12) feet wide, centered on rear and side yard lot~~
547 ~~lines, shall be provided for drainage and utilities where necessary. They shall have~~
548 ~~continuity of alignment from block to block, and at deflection points easements for~~
549 ~~pole line anchors shall be provided.~~
550 ~~B.—Where a subdivision is traversed by a water course, drainage way, channel or stream,~~
551 ~~there shall be provided a storm water easement or drainage right of way conforming~~
552 ~~substantially with the lines of such water courses, together with such further width or~~
553 ~~construction or both as will be adequate for the storm water drainage of the area.~~
554 ~~(Ord. 216, 7-5-1956)~~
555 ~~C.—All drainage easements shall be so identified on the plat and shall be graded and~~
556 ~~sodded in accordance with Section 1102.06. (1990 Code)~~

557 **~~1103.05: BLOCK STANDARDS:~~**

- 558 ~~A.—The maximum length of blocks shall be one thousand eight hundred (1,800)-~~
559 ~~feet. Blocks over nine hundred (900) feet long may require pedestrianways at~~
560 ~~their approximate centers. The use of additional access ways to schools, parks~~
561 ~~or other destinations may be required by the City Council.~~
562 ~~B.—Blocks shall be shaped so that all blocks fit readily into the overall plan of the~~
563 ~~subdivision and their design must evidence consideration of lot planning, traffic~~
564 ~~flow and public open space areas.~~
565 ~~C.—Blocks intended for commercial, institutional and industrial use must be designated~~
566 ~~as such and the plan must show adequate off-street areas to provide for parking,~~
567 ~~loading docks and such other facilities that may be required to accommodate motor~~
568 ~~vehicles.~~
569 ~~D.—Where a subdivision borders upon a railroad or limited access highway right of way, a~~
570 ~~street may be required approximately parallel to, and at a distance suitable for, the~~
571 ~~appropriate use of the intervening land as for park purposes in residential districts or~~
572 ~~for parking, commercial or industrial purposes in appropriate districts. Such distances~~
573 ~~shall be determined with due regard for the requirements of approach grades and~~
574 ~~possible features grade separations. (Ord. 216, 7-5-1956)~~

575 **~~1103.06: LOT STANDARDS:~~**

- 576 ~~A.—The minimum lot dimensions in subdivisions designed for single-family~~
577 ~~detached dwelling developments shall be those of the underlying zoning district~~
578 ~~as defined in Title 10 of this Code, or of the intended zoning district if the~~
579 ~~subdivision is in conjunction with a zoning change, in addition to any~~
580 ~~requirements herein defined.~~
581 ~~B.—The minimum dimensions at the rear lot line of any lot shall be thirty (30) feet.~~

582 C.—~~Butt lots shall be platted at least five (5) feet wider than the average interior lots in~~
583 ~~the block.~~
584 D.—~~Streets.~~
585 1. ~~Public Streets: See Section 1103.021.~~
586 2. ~~Private Streets: Private streets may be allowed by the Council in its~~
587 ~~discretion provided they meet the following conditions:~~
588 a. ~~Are not gated or otherwise restrict the flow of traffic;~~
589 b. ~~Demonstrate a legal mechanism will be in place to fund seasonal and~~
590 ~~ongoing maintenance; and~~
591 c. ~~Meet the minimum design standards for private roadways as set forward in~~
592 ~~Section 1103.021.~~
593 ~~(Ord. 1359, 1-282-2008)~~
594 E.—~~The shapes of new lots shall be appropriate for their location and suitable for~~
595 ~~residential development. Lots with simple, regular shapes are considered most~~
596 ~~appropriate and suitable for residential development because the locations of the~~
597 ~~boundaries of such lots are easier to understand than the boundaries of lots with~~
598 ~~complex, irregular shapes, and because they ensure greater flexibility in situating~~
599 ~~and designing homes for the new lots.~~
600 1. ~~— Lots which are appropriate for their location and suitable for residential~~
601 ~~development often have:~~
602 a. ~~side lot lines that are approximately perpendicular or radial to front the lot~~
603 ~~line(s) of the parcel(s) being subdivided, or~~
604 b. ~~side lot lines that are approximately parallel to the side lot line(s) of the~~
605 ~~parcel(s) being subdivided, or~~
606 c. ~~side lot lines that are both approximately perpendicular or radial to the front lot~~
607 ~~line(s) and approximately parallel to the side lot line(s) of the parcel(s) being~~
608 ~~subdivided.~~
609 2. ~~It is acknowledged, however, that property boundaries represent the limits of~~
610 ~~property ownership, and subdivision applicants often cannot change those~~
611 ~~boundaries to make them more regular if the boundaries have complex or unusual~~
612 ~~alignments. Subdivisions of such irregularly shaped parcels may be considered,~~
613 ~~but the shapes of proposed new lots might be found to be too irregular, and~~
614 ~~consequently, applications can be denied for failing to conform adequately to the~~
615 ~~purposes for which simple, regular parcel shapes are considered most appropriate~~
616 ~~and suitable for residential development.~~
617 3. ~~Flag lots, which abut a street with a relatively narrow strip of land (i.e., the~~
618 ~~“flag pole”) that passes beside a neighboring parcel and have the bulk of land area~~
619 ~~(i.e., the “flag”) located behind that neighboring parcel, are not permitted, because~~
620 ~~the flag pole does not meet the required minimum lot width according to the~~
621 ~~standard measurement procedure~~
622 F.—~~Double frontage lots shall not be permitted, except:~~
623 1. ~~Where lots back upon a thoroughfare, in which case vehicular and pedestrian~~
624 ~~access between the lots and the thoroughfare shall be prohibited, and (Ord. 216, 7-5-~~
625 ~~1956)~~
626 2. ~~Where topographic or other conditions render subdividing otherwise unreasonable.~~
627 ~~Such double frontage lots shall have an additional depth of at least twenty (20) feet~~
628 ~~greater than the minimum in order to allow space for a protective screen planting~~
629 ~~along the back lot line and also in such instances vehicular and pedestrian access~~
630 ~~between lots and the thoroughfare shall be prohibited. (Ord. 245, 5-10-1958)~~
631 G.—~~Lots abutting upon a water course, drainage way, channel or stream shall have~~
632 ~~an additional depth or width as required to assure house sites that meet~~
633 ~~shoreland ordinance requirements and that are not subject to flooding.~~
634 H.—~~In the subdividing of any land, due regard shall be shown for all natural features such~~
635 ~~as tree growth, water courses, historic spots or similar conditions which, if preserved,~~

636 will add attractiveness and value to the proposed development. (Ord. 216, 7-5-1956;
637 ~~and. 1995 Code~~)
638 ~~I. Where new principal structures are constructed on lots contiguous to roadways~~
639 ~~designed as major thoroughfares in the City's Comprehensive Plan, driveways~~
640 ~~serving~~
641 ~~such lots shall be designed and constructed so as to provide a vehicle turnaround~~
642 ~~facility within the lot. (Ord. 993, 2-10-1986)~~
643 ~~J. Where new single family residential lots are created on a new street, the driveway~~
644 ~~cut for the new lot must be placed within the new street. (Ord. 1359, 1-28-2008)~~
645
646 **1103.07: PARK DEDICATION:**
647
648 ~~A. Condition to Approval: As a condition to the approval of any subdivision of land in~~
649 ~~any zone, including the granting of a variance pursuant to Section 1104.04 of this~~
650 ~~Title, when a new building site is created in excess of one acre, by either platting or~~
651 ~~minor subdivision, and including redevelopment and approval of planned unit~~
652 ~~developments, the subdivision shall be reviewed by the Park and Recreation~~
653 ~~Commission. The Commission shall recommend either a portion of land to be~~
654 ~~dedicated to the public for use as a park as provided by Minnesota Statutes 462.358,~~
655 ~~subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for~~
656 ~~park purposes; or a combination of land and cash deposit, all as hereafter set forth.~~
657 ~~B. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas~~
658 ~~shall be 10% and 5% in all other areas.~~
659 ~~C. Utility Dedications Not Qualified: Land dedicated for required street right of way or~~
660 ~~utilities, including drainage, does not qualify as park dedication.~~
661 ~~D. Payment in lieu of dedication in all zones in the city where park dedication is deemed~~
662 ~~inappropriate by the City, the owner and the City shall agree to have the owner deposit~~
663 ~~a sum of money in lieu of a dedication. The sum shall be reviewed and determined~~
664 ~~annually by the City Council by resolution. (Ord. 1061, 6-26-1989)~~
665 ~~E. Park Dedication Fees may, in the City Council's sole discretion, be reduced for~~
666 ~~affordable housing units as recommended by the Housing and Redevelopment~~
667 ~~Authority for the City of Roseville.~~
668 ~~(Ord. 1278, 02/24/03)~~

CHAPTER 1104

ADMINISTRATION AND ENFORCEMENT

SECTION:

~~1104.01: Inspection at Subdivider's Expense~~

~~1104.02: Building Permit~~

~~1104.03: Occupancy Permit~~

~~1104.04: Platting Alternatives (Ord. 1395, 9-13-2010)~~

~~1104.05: Variances~~

~~1104.06: Record of Plats~~

~~1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:~~

~~All required land improvements to be installed under the provisions of this Title shall be inspected during the course of construction by the Public Works Director. Salaries and all costs pursuant to such inspection shall be paid by the owner or subdivider in the manner provided in Section 1102.07 of this Title. (Ord. 216, 7-5-1956; 1990 Code)~~

~~1104.02: BUILDING PERMIT:~~

~~No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision as defined herein which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)~~

~~1104.03: OCCUPANCY PERMIT:~~

~~No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction and are suitable for car traffic. (Ord. 216, 7-5-1956; 1990 Code)~~

~~1104.04: PLATTING ALTERNATIVES:~~

~~The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):~~

~~A. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify~~

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the approval of the subdivision.

~~B. Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.~~

~~C. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.~~

~~D. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.~~

~~E. Three Parcel Minor Subdivision: When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008)~~

762 (Ord. 1395, 9-13-2010)

RCA Exhibit C

763 **~~1104.05: VARIANCES:~~**

764 ~~A.— Hardship: Where there is undue hardship in carrying out the strict letter of the~~
765 ~~provisions of this Code, the City Council shall have the power, in a specific case and~~
766 ~~after notice and public hearings, to vary any such provision in harmony with the general~~
767 ~~purpose and intent thereof and may impose such additional conditions as it considers~~
768 ~~necessary so that the public health, safety and general welfare may be secured and~~
769 ~~substantial justice done.~~

770 ~~B.— Procedure For Variances: Any owner of land may file an application for a variance by~~
771 ~~paying the fee set forth in section 1015.03 of this title, providing a completed~~
772 ~~application and supporting documents as set forth in the standard community~~
773 ~~development department application form, and by providing the city with an abstractor's~~
774 ~~certified property certificate showing the property owners within three hundred fifty~~
775 ~~feet (350') of the outer boundaries of the parcel of land on which the variance is~~
776 ~~requested. The application shall then be heard by the variance board or planning~~
777 ~~commission upon the same published notice, mailing notice and hearing procedure as~~
778 ~~set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)~~

779 **~~1104.06: RECORD OF PLATS:~~**

780 ~~All such plats of subdivisions after the same have been submitted and approved as provided~~
781 ~~in this Title shall be filed and kept by the City Manager among the records of the City. (Ord.~~
782 ~~216, 7-5-1956)~~

RCA Exhibit C

16 **Section 2. Zoning Ordinance Amended.** The Roseville City Code, Title 10 (Zoning), is
17 hereby amended by inserting a provision, formerly established in the Subdivision Ordinance, into Table
18 1004-3 (LDR-1 District Dimensional Standards):

Title 11 - Subdivisions

CHAPTER 1101: GENERAL PROVISIONS

1101.01: Purpose and Jurisdiction

1101.02: Definitions

1101.01: Purpose and Jurisdiction

A. Purpose: Each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the community and is one component of the City as a whole, as guided by the Comprehensive Plan. All subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.

B. Jurisdiction: Roseville has the authority to make certain regulations and requirements for the subdivision of land within the City pursuant to the enabling legislation contained in Minnesota Statutes chapters 412, 429, 462, 471, 505, and 508, which the City Council deems necessary for the health, safety, general welfare, convenience, and good order of this community.

1101.02: Definitions

For the purpose of this Title, certain words and terms are defined as follows.

Boulevard: The property between the back of a curb (or the edge of the street, if there is no curb) and the adjacent right-of-way line.

Consolidation: The platting or replatting of two or more lots resulting in fewer lots of record, for the transfer of ownership or building development. Where it is appropriate to the context, the term relates either to the process of consolidating or to the land consolidated.

Easement: The grant of one or more of the property rights by the owner to, or for the use by, the public, public utility, corporation, or another person or entity.

Emergency Vehicle: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville.

Lot: A tract of land of record, designated by metes and bounds, land survey, minor land division, or plat, which is on file at the office of Ramsey County Recorder or Registrar of Titles.

Median: The property between the backs of curbs of separated travel lanes.

Owner: A person, partnership, association, public or quasi-public corporation, private corporation, other lawful business entity, or a combination of any of the same, whether plural or singular.

Parcel: All or part of a lot or multiple lots.

Pathway: A public or private trail, footpath, pedestrian path, bike lane, or similar facility, across a block or providing access within a block to be used by pedestrians, or cyclists, or both.

Plat: A drawing or map of a subdivision prepared for filing of record pursuant to Minnesota Statutes Chapter 505 and containing all elements and requirements set forth in this Title.

RCA Exhibit C

Right-Of-Way (R.O.W.): Land dedicated to the public or preserved for public use as roadways, sewers, electric, gas, and water facilities, storm water drainage and holding areas or ponds, and similar utilities and improvements.

Roadway: A paved public or private street, avenue, highway, road, boulevard, lane, or similar facility, which affords primary access to abutting properties.

Street: See “Roadway”.

Subdivision: A described tract of land which is to be or has been divided into two or more lots, any of which resultant lots is less than five acres in area, for the transfer of ownership, or building development, or if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.

CHAPTER 1102: PROCEDURES

1102.01: Plats

1102.02: Variances

1102.03: Acceptance of Roadways

1102.04: Required Improvements

1102.05: Arrangements for Improvements

1102.01: Plats:

Any subdivision or consolidation of land shall adhere to the platting procedures established herein.

A. Requirements Governing Approval of a Subdivision or Consolidation

1. Due regard shall be shown for all natural features such as tree growth, water courses, historic locations, or similar conditions.
2. Conditions of Approval: The City may require such changes or revisions to any proposal as deemed necessary for the health, safety, general welfare, and convenience of the City. For Major Plats, the Planning Commission may also recommend to the City Council such changes or revisions.
3. Flooding: No application will be approved for a site that is subject to periodic flooding, or which contains inadequate drainage facilities, unless the owner agrees to make improvements which meet the City’s storm water and drainage requirements.
4. Building Permit: No building permit shall be issued for the construction of any building, structure, or improvement to the land or any lot within an approved subdivision or consolidation until all requirements of this Title have been complied with fully.
5. Occupancy Permit: No occupancy permit shall be granted for the use of any structure within an approved subdivision or consolidation until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction.

B. Platting Alternatives

1. The following processes are alternatives to the plat procedures established in this Chapter.

- a. Common Wall Duplex Subdivision: This type of platting alternative shall be limited to a common wall duplex minor subdivision of a parcel in any zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line.
- b. Recombination: This type of platting alternative transfers a parcel of land from one lot of record to an abutting lot. This type of platting alternative creates no new lots or streets. The proposed recombination shall not cause any portion of the existing lots, parcels, or improvements thereon, to be in violation of this Title or Title 10 (Zoning) of this Code.
- c. Corrections: This type of platting alternative is intended to correct a survey or legal description of a parcel or lot that has been found to be inadequate to describe the actual boundaries. This type of platting alternative creates no new lots or streets. The proposed correction shall not cause any portion of the existing lots, parcels, or improvements thereon, to be in violation of this Title or Title 10 (Zoning) of this Code.

2. Applications: The owner of property on which a platting alternative is proposed shall file an application for approval of the platting alternative by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed and acted upon by the Development Review Committee, as established in Section 1002.06 of this Code.

3. Validation and Expiration: A platting alternative approval shall be validated by the applicant through the filing of the approved platting alternative at the office of the Ramsey County recorder or Registrar of Titles, as may be appropriate, within one year of the date of the approval. Notwithstanding this time limitation, extensions of the time allowed for validation of the approval may be granted; extension requests shall be submitted in writing to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the approval. A platting alternative approval shall automatically expire if the approval is not validated as described herein.

C. Minor Plat

1. Purpose: The Minor Plat process may be used when all of the following criteria are present. All other subdivision proposals that do not fall within the regulations listed herein shall be submitted for the review by the Planning Commission and the approval of the City Council in accordance with the Major Plat process established in this Chapter.

- a. The proposal subdivides or consolidates existing lots of record resulting in three or fewer lots.
- b. The subject property is adequately served by public utilities and right-of-way, and no further utility or right-of-way is necessary.

- c. The anticipated development on the lot or lots resulting from the proposed subdivision or consolidation is supported by the Comprehensive Plan land use designation applicable to the subject property.
 - d. The existing or anticipated development on the lot or lots resulting from the proposed subdivision or consolidation conforms, or is made to conform, to the zoning regulations applicable to the subject property.
 - e. The proposed subdivision does not qualify for park dedication under the requirements established in Section 1103.06 of this Title.
2. Applications: The owner of property on which a Minor Plat is proposed shall file an application for approval of the plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Required supporting documentation may include, but is not limited to, a boundary survey, topographic survey, grading plan, storm water management plan, and tree preservation plan. Complete applications shall be reviewed in a public hearing before, and acted upon by, the City Council according to the process set forth in Chapter 108 of this Code. Notwithstanding other restrictions, an application for Minor Plat approval shall not be accepted if it represents the further subdivision or consolidation of a lot which, itself, is the result of any subdivision or consolidation approved within five years preceding said application.
3. Validation and Expiration: Adhering to Ramsey County's Manual of Guidelines for Subdivision Plats, a Minor Plat approval shall be validated by the owner through the filing of the approved plat at the office of the Ramsey County Recorder within one year of the date of the approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the Minor Plat approval if requested in writing; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the Minor Plat approval. A Minor Plat approval shall automatically expire if the approval is not validated as described herein.

D. Major Plat

1. Purpose: The Major Plat process shall apply when any of the following criteria are present:
- a. The proposal subdivides or consolidates existing lots of record resulting in four or more lots.
 - b. The subject property is not adequately served by public utilities or right-of-way, and further utility or street right-of-way is necessary.
 - c. The anticipated development on the lot or lots resulting from the proposed subdivision or consolidation would require an amendment to the Comprehensive Plan land use designation applicable to the subject property.
 - d. The existing or anticipated development on the lot or lots resulting from the proposed subdivision or consolidation would require an amendment to the zoning designation applicable to the subject property.
 - e. The proposed subdivision qualifies for park dedication under the requirements established in Section 1103.06 of this Title.

2. Developer Open House Meeting

- a. Purpose: Prior to submitting an application for a preliminary plat of 4 or more lots/parcels, an applicant/owner shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- b. Applicant/Owner Responsibility: The owner shall be responsible for the following items:
 - i. Completed Open House Form (application)
 - ii. Payment of application fee and escrow deposit set forth in Chapter 314 of this Code
 - iii. Provision of applicable information regarding the project/request
 - iv. Determined the open house location, date, and time
 - v. Required submittal of open house summary upon conclusion of meeting
- c. General: Applicant/Owner shall refer to the Open House Meeting Policy that is a component of the Open House Form (application) or contact the Community Development Department for additional information regarding the process.

3. Applications for Preliminary Approval: The owner of property on which a Major Plat is proposed shall file an application for preliminary approval of the plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Required supporting documentation may include, but is not limited to, a boundary survey, topographic survey, grading plan, storm water management plan, and tree preservation plan. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108 of this Code, except that City Council action shall occur within 120 days of the submission of a completed application.

4. Validation and Expiration of Preliminary Approval: Preliminary approval of a Major Plat shall be validated by the owner through application for final approval of the plat of the proposed subdivision within six months of the date of said preliminary approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the preliminary approval if requested in writing; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the preliminary approval. Preliminary approval of a Major Plat shall automatically expire if the approval is not validated as described herein.

5. Application for Final Approval

- a. Applications: The owner of property on which final approval of a Major Plat is requested shall file an application by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set

forth on the application form. Required supporting documentation may include, but is not limited to, a Development Agreement as described in Section 1102.05 of this Chapter. The City Council shall act upon an application for final approval of a Major Plat within 60 days of the submission of a completed application.

- b. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council in the preliminary approval of the Major Plat and shall otherwise be substantially the same as said plat.

- 6. Validation and Expiration of Final Approval: Adhering to Ramsey County's Manual of Guidelines for Subdivision Plats, final approval of a Major Plat shall be validated by the owner through the filing of the approved plat at the office of the Ramsey County Recorder within one year of the date of said final approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the final approval if requested in writing; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the final approval. Final approval of a Major Plat shall automatically expire if the approval is not validated as described herein.

E. Refusal to Approve

The refusal to approve a plat or platting alternative shall be set forth in the proceedings of the City Council and reported to the owner. If approval of a proposal is so denied, an application for approval of substantially the same plat or platting alternative on the same property shall not be accepted within one year of the date of said denial.

1102:02: Variances

- A. Purpose: Regulations pertaining to the process of subdividing or consolidating land and to the characteristics of the resulting lots are established in Title 11 (Subdivisions) and Title 10 (Zoning) of this Code. There are occasions, however, where it may be appropriate to vary the regulations as they apply to specific properties where an unusual hardship on the land exists, pursuant to Minnesota Statute 462.358 Subd. 6.
- B. Applications: The owner of property on which a variance is proposed shall file an application for approval of the variance by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing according to the process set forth in Chapter 108 of this Code. If a proposed variance is denied, an application for substantially the same variance on the same property shall not be accepted within one year of the date of the denial.
- C. Approval: The City may impose conditions in the granting of variances. A condition must be directly related to, and must bear a rough proportionality to, the impact created by the variance. In order to approve a requested variance, the Planning Commission may recommend, and the City Council shall adopt, findings pertaining to the following specific grounds:
 - 1. The proposal is consistent with the Comprehensive Plan.
 - 2. The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances.

3. An unusual hardship on the land exists.

4. The variance, if granted, will not alter the essential character of the locality.

1102.03: Acceptance of Roadways

- A. Approval of Plat or Annexation into City Not Considered Acceptance: If any plat or subdivision contains public roadways which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing roadways outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such roadways, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent, or employee of the City with respect to such roadways or improvements.
- B. Acceptance by Resolution of City Council: The acceptance of such roadways shall be made only by the approval of a resolution by the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such roadways in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such roadway within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such roadway for maintenance by the City, and defer the completion of the roadway by the owner until such local improvement has been constructed.

1102.04: Required Improvements

No final approval of a plat shall be granted by the City Council without first receiving a report signed by the Public Works Director certifying that the following improvements described in the owner's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the requirements of the Public Works Design Standards manual;

A. Sewers

1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.
2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, the soil therein shall be stabilized in accordance with applicable standards.
3. Development Area Grading and Drainage Plan: The developer shall submit a grading and drainage plan for the entire area of anticipated development within the plat, indicating the elevation of proposed houses, surrounding ground, and the direction of flow. The

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283 developer shall not deviate from this plan without first obtaining written acceptance from
284 the Public Works Director of such changes.

285 B. Water Supply: Where a connection to the City water system is presently available, water
286 distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve
287 all properties within the subdivision.

288 C. Right-of-Way Grading: The full width of the right-of-way shall be graded, including the
289 subgrade of the areas to be paved.

290 D. Roadway Improvements: The following standards shall apply to all City and private
291 roadways, when newly constructed or reconstructed as a result of plat approval. All local
292 residential roadways shall be constructed in conformance with the Public Works Design
293 Standards manual.

294 1. All roadways shall be paved, with curb and gutter, in conformance with standards for the
295 applicable functional classification.

296 2. Pathways shall be constructed in accordance with the Pathways Master Plan and the
297 applicable standards of the Public Works Department along the width of a development
298 site abutting any roadway of functional classification Collector or greater.

299 3. Storm water inlets and necessary culverts shall be provided within the roadway
300 improvement at points specified by the Public Works Department.

301 4. All unpaved portions of boulevards and medians within the dedicated right-of-way area
302 shall be graded and the soil therein stabilized in accordance with applicable standards.

303 5. Roadway Width

304 a. To ensure adequate access for emergency vehicles, no roadway shall be
305 constructed to a width less than 24 feet.

306 b. Parking Restrictions: For roadways with functional classification of Collector or
307 greater, on-street parking shall be reviewed by the Public Works Department.
308 For Local and Marginal Access roadways, "No Parking" signs shall be installed
309 in accordance to the following:

310 ≥ 24 feet and < 26 feet No parking on both sides of the street (signs on both
311 sides).

312 ≥ 26 feet and < 32 feet No parking on one side of the street (signs on one side).

313 ≥ 32 feet Parking permitted on both sides of the street (no signs
314 needed).

315 In cases where the specified width is impractical, however, the City Council may
316 reduce this dimension, as outlined in the City street width policy.

317 F. Public Utilities

318 1. All new electric distribution lines (excluding main line feeders and high voltage
319 transmission lines), telephone service lines and services constructed within the confines
320 of and providing service to customers in a newly platted residential area shall be buried
321 underground. Such lines, conduits, or cables shall be placed within easements or

dedicated public ways. The placement of transformer boxes and other above ground facilities shall be reviewed and approved by the City Engineer.

2. The City Council may waive the requirements of underground services as set forth in subsection 1 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development, or unusual topography, soil, or other physical conditions make underground installation unreasonable or impractical.

1102.05: Arrangements for Improvements

- A. Development Agreement: Prior to the acceptance of the final plat, the owner shall enter into a development agreement with the City.

1. In conjunction with this contract, the owner shall deposit with the Public Works Director either a cash deposit or a corporate surety performance bond, approved as to form by the City Attorney, in an amount equal to one and one-half (1 1/2) times the Public Works Director's estimated cost of said improvements. This bond shall also have a clause which guarantees said improvements for a period of one year after acceptance by the City of said improvements. In lieu of this clause, a separate one year maintenance bond approved as to form by the City Attorney, shall be submitted to the Public Works Director upon acceptance of said improvements by the City Council. Upon receipt of this maintenance bond the performance bond may be released.

2. Where park dedication is required pursuant to Section 1103.06 of this Title, the development agreement will identify the amount of land, or cash contribution, or combination of land and cash contribution determined necessary to satisfy the park dedication requirement. The development agreement will also specify the time and manner such required dedication is to be made.

- B. Improvements: All such improvements shall be made in accordance with the plans and specifications prepared by a Minnesota licensed engineer and approved by the Public Works Director, and in accordance with applicable City standards and requirements.

- C. Bond: The owner shall deposit with the Public Works Director cash or an approved indemnity bond to cover all expenses incurred by the City for engineering, legal fees, and other incidental expenses in connection with the making of said improvements listed in Section 1102.04. In the event of a cash deposit, any balance remaining shall be refunded to the owner or applicant after payment of all costs and expenses to the City have been paid.

- D. Roadway Access to Improved Lots Required: It is not the intent of this Section to require the owner to develop the entire plat, and to make all the required improvements, at the same time. However, building permits will not be granted for development of lots without access to roadways on which the required improvements have been made or arranged for by cash deposit or bond as herein provided.

CHAPTER 1103: DESIGN STANDARDS

1103.01: Transportation Plan

1103.02: Rights-of-Way

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1103.03: Easements

1103.04: Block Standards

1103.05: Lot Standards

1103.06: Park Dedication

1103.01: Transportation Plan

New roadways and related pathways shall comply to a master street plan that is based on the City's Comprehensive Plan and Pathways Master Plan to promote a safe, efficient, sustainable, and connected network for all users and modes.

1103.02: Rights of Way

A. Width: All rights-of-way shall conform to the following minimum dimensions corresponding to the functional classifications of the roadways therein.

Principal Arterial: as determined by the applicable jurisdiction governing the roadway

Minor Arterial: as determined by the applicable jurisdiction governing the roadway

Collector: 66 feet

Local: 60 feet

Marginal Access: 50 feet

B. Horizontal Lines: Where horizontal right-of-way lines within a block deflect from each other at any one point more than 10° there shall be a connecting curve. Center line horizontal curvatures shall conform to the following minimum radii corresponding to the functional classifications of the roadways therein.

Principal Arterial: as determined by the applicable jurisdiction governing the roadway

Minor Arterial: as determined by the applicable jurisdiction governing the roadway

Collector: 300 feet

Local: 150 feet

Marginal Access: 150 feet

C. Tangents: Tangents at least 50 feet long shall be introduced between reverse curves on Collector rights-of-way.

D. Center Line Gradients: All center line gradients shall be at least 0.5% and shall not exceed the following gradients corresponding to the functional classifications of the roadways therein.

Principal Arterial: as determined by the applicable jurisdiction governing the roadway

Minor Arterial: as determined by the applicable jurisdiction governing the roadway

Collector: 4%

Local: 6%

Marginal Access: 6%

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- E. Jogs: Right-of-way jogs with center line offsets of less than 125 feet shall be prohibited.
- F. Cul-De-Sacs: If there is not a looped road system provided and a proposed right-of-way is greater than 200 feet in length, an approved turnaround shall be constructed.
 - 1. Length: Cul-de-sacs shall be a maximum length of 500 feet, measured along the center line from the intersection of origin to the end of right-of-way.
 - 2. Standard Design: The standard cul-de-sac shall have a terminus of nearly circular shape with a standard diameter of 120 feet.

1103.03: Easements

- A. Easements at least a total of 10 feet wide, centered on interior lot lines, and abutting rights-of-way or roadway easements, shall be provided for drainage and utilities, where the City Engineer determines they are necessary.
- B. Where a subdivision is traversed by a water course, drainage way, channel, or stream, drainage and utility easements shall be provided that conform substantially with the lines of such water courses, together with such further width, or construction, or both as will be adequate for the storm water drainage of the area.
- C. All drainage easements shall be so identified on the plat and soils therein shall be graded and stabilized in accordance with applicable standards.
- D. Pathways: Pathway easements shall be at least 20 feet wide

1103.04: Block Standards

- A. Blocks over 900 feet long shall require pathway easements at their approximate centers. The use of additional pathway easements connecting to schools, parks, or other destinations may be required by the City Council.
- B. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision, the neighborhood, and the City, and must consider lot planning, traffic flow, and public open space areas.
- C. Blocks intended for commercial, institutional, and industrial use must be designated as such and the plat must show adequate off-street areas to provide for parking, loading docks, and such other facilities that may be required to accommodate motor vehicles.
- D. Where a subdivision abuts a railroad or limited access highway right-of-way, a Marginal Access right-of-way may be required to provide access to abutting properties and to allow for appropriate screening of the highway or railway.

1103.05: Lot Standards

- A. The minimum lot dimensions in all subdivisions shall be those of the applicable zoning standards as established in Title 10 of this Code, or of the intended zoning district if the subdivision is in conjunction with a zoning change, in addition to any requirements herein defined.
- B. Additional Standards for Lots for Single-Family Detached Residences: The shapes of new lots shall be appropriate for their location and suitable for residential development. Lots with simple, regular shapes are considered most appropriate and suitable for residential development.

1. Lots which are appropriate for their location and suitable for residential development often have:
 - a. Side lot lines that are approximately perpendicular or radial to the front lot line(s) of the parcel(s) being subdivided, or
 - b. Side lot lines that are approximately parallel to the side lot line(s) of the parcel(s) being subdivided, or
 - c. Side lot lines that are both approximately perpendicular or radial to the front lot lines(s) and approximately parallel to the side lot line(s) of the parcel(s) being subdivided.
2. It is acknowledged; however, that property boundaries represent the limits of property ownership, and existing boundaries that have complex or unusual alignments are not easily changed. Subdivisions of such irregularly shaped parcels may be considered, but the shapes of proposed new lots might be found to be too irregular, and consequently, applications can be denied for failing to conform adequately to the purposes for which simple, regular parcel shapes are considered most appropriate and suitable for residential development.
3. Flag lots are not permitted. A flag lot is a lot with two distinct parts:
 - a. The “flag pole” is the part of a flag lot that abuts a street with a relatively narrow strip of land, which fails to conform to the minimum required lot width, as defined in Section 1001.10 of this Code, and which passes beside a neighboring parcel.
 - b. The “flag” is the buildable part of a flag lot, which is connected to the street by the flag pole, and which is located behind the neighboring parcel.
4. Through Lots: Where lots abut rights-of-way at the front and back, vehicular and pedestrian access to the lots shall be gained from the roadway of lower functional classification.
5. Where new principal structures are constructed on lots contiguous to roadways with functional classification of Minor Arterial or greater, driveways servicing such lots shall be designed and constructed to provide a vehicle turnaround facility within the lot.
6. Where new single-family residential lots are created on a new street, the driveway cut for the new lot must be placed within the new street.

1103.06: Park Dedication

- A. Authority: Minnesota Statutes 462.358, subdivisions 2b and 2c permits the City to require dedication of park land, or cash in lieu of land, as part of the subdivision process in order to fulfill its plans for recreational facilities and open spaces. The City Council, at its discretion, will determine whether park dedication is required in the form of land, cash contribution, or a combination of cash and land. To properly use this authority, the City will base its determination on existing development, the need created by the proposed development, and the plans and policies of the City embodied by the Parks and Recreation System Master Plan, Pathways Master Plan, and Comprehensive Plan.
- B. Condition to Approval: Park dedication will be required as a condition to the approval of any subdivision of land involving one acre or more and resulting in a net increase of

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development sites. The Parks and Recreation Commission shall recommend, in accordance with Statute and after consulting the approved plans and policies noted herein, either a portion of land to be dedicated to the public, or in lieu thereof, a cash deposit given to the City to be used for park purposes, or a combination of land and cash deposit.

C. Park Dedication Amount: The portion of land to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas. Park dedication fees shall be reviewed and determined annually by City Council resolution and established in the fee schedule in Chapter 314 of this Code, and the fee shall be paid as part of the Development Agreement required in Section 1102.05 of this Title.

D. Utility Dedications Not Qualified: Land dedicated for required street right-of-way or utilities, including drainage, does not qualify as park dedication.

Title 10 - Zoning

CHAPTER 1004: RESIDENTIAL DISTRICTS

1004.08: Low-Density Residential-1 (LDR-1) District

B. Dimensional Standards

Table 1004-3	LDR-1
Minimum Lot Area	
Interior	11,000 square feet
Corner	12,500 square feet
Minimum Lot Width	
Interior	85 feet
Corner	100 feet
Minimum Rear Lot Width ^d	45 feet
Minimum Lot Depth	
Interior	110 feet
Corner	100 feet
Maximum Building Height	30 feet
Minimum Front Yard Building Setback	30 feet ^{a, b}
Minimum Side Yard Building Setbacks	
Interior	5 feet
Corner	10 feet ^c
Reverse Corner	Equal to existing front yard of adj. lot but not greater than 30 feet
Minimum Rear Yard Building Setback	30 feet

a See Section 1004.04, Existing Setbacks.

b Covered entries and porches sheltering (but not enclosing) front doors are encouraged and may extend into the required front yard to a setback of 22 feet from the front property line.

c The corner side yard setback requirement applies where a parcel is adjacent to a side street or right-of-way. The required setback from an unimproved right-of-way may be reduced to the required interior side yard setback by the Community Development Department upon the determination by the Public Works Director that the right-of-way is likely to remain undeveloped.

d The horizontal distance between side lines of a lot, measured at right angles to its depth at the minimum required rear yard building setback line.

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19 **Section 3. Effective Date.** This ordinance amendment to the City Code shall take effect upon
20 the passage and publication of this ordinance.

21 Passed this 10th day of July, 2017.

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING TITLE 11, SUBDIVISIONS, OF THE CITY CODE
ELIMINATING AND/OR REPLACING IN THEIR ENTIRETY SECTIONS 1101 (GENERAL
PROVISIONS), 1102 (PLAT PROCEDURES), 1103 (DESIGN STANDARDS), AND 1104
(ADMINISTRATION AND ENFORCEMENT), AND AMENDING TITLE 10, ZONING, OF
THE CITY CODE, TO UPDATE A DIMENSIONAL STANDARD FOR RESIDENTIAL LOTS**

The following is the official summary of Ordinance No. ____ approved by the City Council of the
City of Roseville on July 10, 2017:

The Roseville City Code, Title 11 (Subdivisions), 1101 (General Provisions), 1102 (Plat
Procedures), 1103 (Design Standards), and 1104 (Administration and Enforcement) has been amended
by eliminating, clarifying, revising, and relocating requirements to new Chapters in the Subdivision
Ordinance. The purpose of these amendments is to effect a comprehensive technical update to the
requirements and procedures for processing subdivision proposals. After Planning Commission and
City Council consideration of Project File 0042, the following Subdivision Ordinance Chapters are
established: 1101 (General Provisions), 1102 (Procedures), and 1103 (Design Standards).

The Roseville City Code, Title 10 (Zoning), has been amended by inserting a provision,
formerly established in the Subdivision Ordinance, into Table 1004-3 (LDR-1 District Dimensional
Standards).

A printed copy of the ordinance is available for inspection by any person during regular office
hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville,
Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the
Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web
page of the City of Roseville (www.cityofroseville.com).

Attest: _____
Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: July 10, 2017
Item No.: 7.h

Department Approval

City Manager Approval



Item Description: Consider Community Development – Code Enforcement, Permits, and
Inspections Division Staff Restructuring

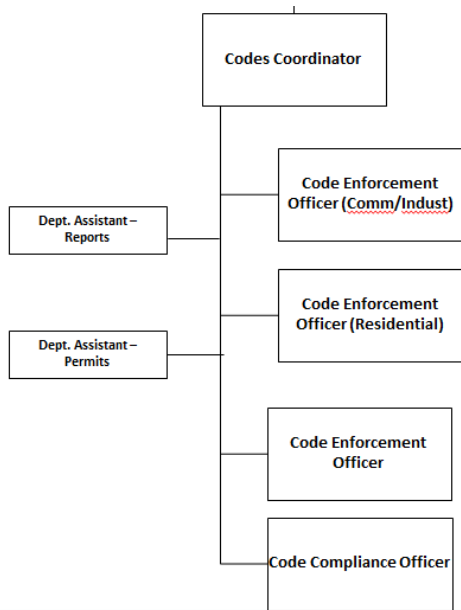
BACKGROUND

The Community Development Department has experienced a significant increase in requests for inspections for both commercial and residential properties and has had greater volume in residential and commercial plan review. The Community Development Department will also be experiencing a retirement of a 16-year Code Enforcement Officer at the end of July. The Department advertised for a Code Enforcement Officer in May and received 12 applications. No applicants met the minimum requirements for a Code Enforcement Officer however some applicants may have met the minimum requirements for a Code Compliance Officer. As a result, the Department has explored restructuring staff to create a path to succession in an effort to retain staff and, ultimately increase institutional knowledge.

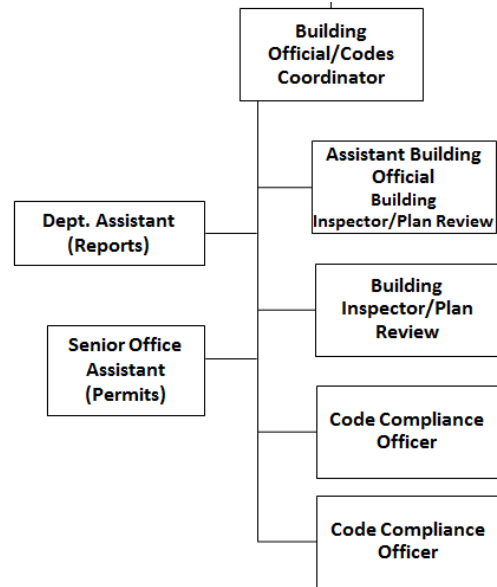
As a part of the restructuring, it was found that several job titles were antiquated in the marketplace and need to be updated as shown in the flow chart below. Also, a new senior level position will be created with the title of Assistant Building Official by modifying the job description on an existing position. This position will be a high level advanced Code Enforcement Officer and will provide back-up to the Building Official/Codes Coordinator (Building Official). This position will also provide training and mentoring for other Building Code/Code Enforcement staff. The training identified within this role will make the City and division more attractive to those entering the field. The Assistant Building Official must have substantial experience and training in the field. The Code Enforcement Officer (Building Inspector) position being vacated by the retiring employee that was previously advertised will now be advertised as a Code Compliance Officer due to the limited qualifications that were identified in the pool of applicants for a Code Enforcement Officer allowing for field training and a career path in the division.

A flow chart identifying past and future positions in the Code Enforcement, Permits and Inspections Division can be found below. It should be noted that no additional FTEs will be added as part of this request. The existing 4 FTEs will be reorganized into slightly different roles and responsibilities.

EXISTING STRUCTURE



PROPOSED STRUCTURE



Below are the job summaries and salary ranges for each position that is being restructured in this request. Each position is fulltime and each will include benefits costing approximately 30% beyond the salary listed. This is felt to be the most cost effective means to most effectively and efficiently meet service needs now and into the foreseeable future.

Assistant Building Official:

Under the general direction of the Codes Coordinator/Building Official, the Assistant Building Official performs the highest technical level and most difficult residential and commercial building, mechanical and plumbing inspections, along with detailed and exhaustive plan review of the same. This position is also fully responsible for mentoring other division staff and develops and implements all training programs for inspection division staff as well as identifies and recommends off site training opportunities to ensure and maintain required State of Minnesota certifications for division staff. This position develops inspection standards and provides training for the Neighborhood Enhancement Program seasonal inspector. The Assistant Building Official will maintain detailed and accurate records listing all certifications each inspector currently holds along with all necessary requirements for maintaining certifications.

Salary Range: Internally this position falls into grade 13 of the exempt ranges \$35.78 –\$43.11/Hr. or \$74,422 - \$89,669 annually.

Building Inspector:

The Building Inspector/Plan Reviewer position works under the direction of the Building Official performing difficult, technically skilled residential and commercial building, mechanical and plumbing inspections, along with detailed and exhaustive plan review of the same. This position is also responsible for maintaining detailed records related to daily activity including inspections and plan reviews.

66
67 **Salary Range:** Internally this position falls into grade 11 of the non-exempt ranges \$31.55 -
68 \$38.02/Hr. or \$65,624 - \$79,082 annually.

69 **FINANCIAL IMPACTS**

70 The Financial Impact of the Division restructuring results in a cost savings of approximately
71 \$14,000. Despite increases to two positions, the bulk of the savings is due to attrition from the
72 pending retirement and the reduction of one Code Enforcement Officer (Building Inspector) to
73 a Code Compliance Officer.

74 **STAFF RECOMMENDATION**

75 Staff recommends approval of the Assistant Building Official newly created position and
76 recommends that the City Council authorize staff to restructure the Division with the
77 identified positions as outlined in the report.

78 **REQUESTED COUNCIL ACTION**

79 Motion to approve the Assistant Building Official newly created position and authorize staff
80 to restructure the Division with the identified positions as outlined in the report.

Prepared by: Eldona Bacon, Human Resources Manager (651) 792-7025

Attachments: None

81

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017
Item No.: 7.i

Department Approval

City Manager Approval



Item Description: Review of 2017-2018 Policy Priority Planning Document

BACKGROUND

On February 13 and April 10, 2017, the City Council reviewed the 2016 Policy Priority Planning (PPP) document and discussed new priorities for 2017. Minutes from both meetings are included as Attachments A and B. As a result of those conversations, the City Manager organized the identified thoughts into three strategic priorities; *Economic Development; Inclusive Community and Governance; and Capital Improvements*. Under each strategic priority, strategic initiatives are listed. Most of the strategic initiatives are new, but there are several that have been carried over from 2016. The draft strategic priorities and initiatives are as follows:

Economic Development Strategic Initiatives

- Foster Twin Lakes Redevelopment
- Facilitate City-wide Economic Development
- Implement Southeast Revitalization Goals

Inclusive Community and Governance

- Continue Southeast Roseville Working Group Activities with Stakeholders
- Continue Imagine Roseville Efforts and Follow Through with Outcomes
- Review and Consider Inclusive City Policies and Procedures Through Possible Participation in the Government Alliance on Race and Equity (GARE) Program

Capital Improvements

- Increase Pedestrian Connectivity
- Ensure Sustainable Capital Improvement Funding
- Provide Timely and Transparent Capital Improvement Budget Information

It should be noted that the City Manager combined the initiative of possible participation in the GARE program with the review and consideration of inclusive policies and procedures. Participation in the GARE program will provide for a framework for the City to better review its policies and procedures through an equity lens and thus ensure more inclusive City policies and procedures.

The City Manager also suggests that the Policy Priority Plan be considered a two-year plan covering 2017-2018.

31 Attachment C is the draft 2017-2018 PPP document that lists the Strategic Priorities Initiatives as well
32 as details on goals, responsible staff and commissions, and timelines to conduct the work of the plan.

33 **POLICY OBJECTIVE**

34 Adopting strategic priorities will provide the City Council and staff direction in providing City services
35 and programs in a planned and targeted way.

36 **FINANCIAL IMPACTS**

37 There are not any costs for further discussion of the Policy Priority Planning document. As the
38 priorities are executed, any new costs will need be included in future budgets.

39 **STAFF RECOMMENDATION**

40 Staff recommends that the City Council review the draft 2017-18 PPP and discuss any modifications
41 that should be made. To the extent the document captures the City Council's priorities, the document
42 can be considered for approval.

43 **REQUESTED COUNCIL ACTION**

44 The City Council should review and provide direction about the draft 2017-18 City Priority Plan. To
45 the extent the document captures the City Council's priorities, the document can be considered for
46 approval.

47

Prepared by: Patrick Trudgeon, City Manager; (651) 792-7021

Attachments: A: City Council Minutes dated February 13, 2017
B: City Council Minutes dated April 10, 2017
C: Draft 2017-18 City Priority Plan

Mayor Roe opined that this had proven a good process for meeting outside City Council chambers and off line; and allowed for frank discussions for the benefit of all parties and the community. Mayor Roe assured the public that less than a quorum of the City Council and the commissions attended those meetings so no violations of Open Meeting Laws occurred.

d. 2017 Policy Priority Plan Discussion

At the request of Mayor Roe, City Manager Trudgeon referenced Attachments A and B to the staff report, respectively entitled, "Adopted 2016 City Priority Plan" and "2016 4th Quarter Policy Priority Plan Update." Mr. Trudgeon noted the two main priorities were "Housing and Economic Development" and "Infrastructure Sustainability" with specific initiatives for each detailed in the Attachments.

Discussions were initiated by individual Councilmembers sharing their personal proposals for updating, revising the current document moving forward into 2017.

Councilmember McGehee

Councilmember McGehee stated her interest in a "General Connectivity" strategy as a new proposal, especially in light of the transportation plan being undertaken as part of the comprehensive plan update. Councilmember McGehee opined that the plan should include benches along pathway connections to make them more user-friendly. She opined that it was an important priority to have connections to schools and to businesses. Councilmember McGehee also noted the need to improve pedestrian connectivity around larger malls and smaller satellite malls in the community; opining that the traffic problem was significant now and would not get any better.

Also, Councilmember McGehee referenced the three years that the Rental Registration and Licensing Program had been operating in the city, with some of those properties coming up for their six-month renewal later on tonight's agenda (Consent Item 9.f). Councilmember McGehee advised that she had spoken with staff earlier urging them to bring forward their ideas and suggestions on the policy, after the first three years of its implementation, and how to make the program better for the city and for those property owners.

Councilmember Etten

Based on tonight's previous discussion and action for guidance and purpose for a newly-combined CEC and HRC, and review by the City Council Subcommittee for potential additions or adjustments, Councilmember Etten stated his interest in creating a more robust review and check-in process for all advisory commissions beyond once per year if and as needed.

Councilmember Etten suggested a new priority entitled "Inclusive City and Civic Life, Activities and Governance." Councilmember Etten suggested that category could include taking action steps on the recent Imagine Roseville community dis-

cussion process; wrapping up some of the work in SE Roseville beyond that of the existing working group; equity work with the League of Minnesota Cities as they delve into more human rights and community engagement efforts and best practices along those areas; recruitment and hiring of a diverse staff and community leaders; and a review of policies and actions taken by the city that may be inhibiting full inclusion for those of diverse backgrounds. Councilmember Etten opined that this was an important priority for the city in its leadership role moving forward.

Councilmember Willmus

Councilmember Willmus stated his interest in prioritizing capital needs of the city and a more frequent and ongoing proactive review and analysis of how capital improvement program (CIP) dollars are allocated.

Mayor Roe asked if Councilmember Willmus intended that to cover all CIP spending or only that related to infrastructure.

Councilmember Willmus clarified that while the heading now specified infrastructure, he broaden the heading across the board for any and all CIP needs.

Councilmember Laliberte

Councilmember Laliberte stated that her thoughts were similar to those of Councilmember Willmus, with her interest in getting a good handle on other 2016 priorities and those carrying over. While supportive of a regular check-in on the 20-year CIP outlook, Councilmember Laliberte stated her interest in a more realistic, closer-in look (e.g. five years) of what could be deferred and take that beyond staff's review up to the City Council's review.

Councilmember Laliberte suggested refinement of "tasks" versus "priorities." Councilmember Laliberte reviewed several of those task-related items that had been discussed but had yet to be implemented (e.g. continuum of engagement by having visuals at certain types of meetings) for the purpose of showing those engaged about their involvement, how their expectations were or were not met and the city's response. While the city continues to seek community feedback, Councilmember Laliberte noted that various iterations had been discussed but the initiative continued to fall off the table. Councilmember Laliberte stated her interest in adding it back on to allow citizens to understand where a project or area of interest was at in the process.

Councilmember Laliberte stated her interest in a "cost benefit analysis" for all decisions made by the City Council, as well as Councilmember McGehee's often stated request for that analysis for projects the city is investing in, Councilmember Laliberte noted that was another idea discussed but not yet taken hold.

Mayor Roe

To tie into the CIP priority, Mayor Roe stated that a missing link is receiving a report on what has changed from year to year and rationale from staff's perspective for those annual changes.

Mayor Roe stated his interest in looking at the city's overall infrastructure, including pedestrian connectivity as part of the community's quality of life; an issue he found becoming more and more important for the marketplace and where people consider living.

Councilmember McGehee stated that she would also like to consider sustainability as part of that CIP review, opining that sustainability as a goal was a long way from done. While stated in the PPP document, Councilmember McGehee opined that "a more robust or inclusive view and listing of our assets" was still not together. Councilmember McGehee noted that one area of concern she had was in not having all city building or facilities listed together, but currently listed separately, along with programs, opining that there needed to be a top level listing available to track all city assets under one umbrella.

Specific to a deeper look at CIP assets, Councilmember Etten suggested a better explanation or understanding for the City Council without the City Council attempting to micromanage departments and their respective managers. Councilmember Etten sought clarification as to what level the City Council was looking for with its CIP and how the City Council should review each piece.

Mayor Roe spoke in support of more detail on streets and water/sewer assets. While talking about them briefly at preliminary budget discussions about information desired by the City Council for the 2018 budget, Mayor Roe suggested that instead of a one-line item the actual streets or projects be identified so the City Council would know from year to year how and why the CIP is changing and steps where they may be in agreement or at least made aware.

Councilmember Willmus agreed with Mayor Roe's observation; clarifying that he wasn't interested in the City Council directing dollars, but was seeking a more thorough review by staff to the City Council of where needs were or where funds may be over-allocated in one area for repurposing to another. Councilmember Willmus opined that this came into play if the City Council could then shift those dollars to alleviate needs elsewhere, but noted the need for that view and allocation level. If staff is aware of areas where the city is falling short or exceeding, Councilmember Willmus noted that the City Council needed to be made aware of that as well.

As an example over the last few years when the water tower rehabilitation project was moved up due to a number of factors, Mayor Roe noted that the process for making those determinations isn't always known or completely understood by the

City Council until closer to year-end with CIP review and when funds don't add up. Mayor Roe stated his agreement with his colleagues for the City Council's need to know the how and why as soon as known by staff to help them and the public. However, Mayor Roe also agreed that no further involvement than that was being sought by the City Council.

In response, Councilmember McGehee stated that in order for her to concur with her colleagues, she needed to be assured that everything in the CIP is being adequately addressed and not simply eliminated or left unaddressed; thus her desire for a more overarching picture of facilities versus a view by program.

City Manager Trudgeon responded that this discussion aligned itself well with internal staff discussions related to budget information and how to present it. Mr. Trudgeon agreed that the basic information should include awareness for the City Council and public to know and for staff to comprehensively say how and why changes are coming about. While some unexpected thing occur from year to year, Mr. Trudgeon stated they were usually few; and agreed with the importance for everyone to be on the same page and have a general understanding. If the City Council chose to make this a priority, Mr. Trudgeon voiced his and staff's wholehearted support.

While agreeing it was important to look at the CIP on an annual and five-year basis, Mayor Roe opined that it remained important to continue that long-term view over twenty years (e.g. fire engines) and change the CIP accordingly as needed and as part of annual discussions. By having shorter-term reviews in addition to the twenty-year CIP review, Mayor Roe noted it added one more layer to the available information and planning process.

Mayor Roe stated his support for Councilmember Etten's new "Inclusive" priority, especially coming off the Imagine Roseville process, possibly creating a number of different recommendations in different areas, including but not limited to: leadership in city government and staffing diversity and recommendations about city policies in other areas. While agreeing that this would be a good category to add, Mayor Roe suggested some items currently included under "Economic Development" could be moved into that category.

Mayor Roe also suggested removing "move up housing" from the current list.

General Discussion

If removing "move up housing" from the list, Councilmember Willmus suggested replacing it with a housing style currently lacking in the community, one-level living.

Councilmember McGehee agreed with that comment, adding that housing was needed on small lots.

Councilmember Etten stated his agreement in retaining the Economic Development goal and revising it, but asked if “housing” was an actual priority of the City Council or simply happened in the background.

Councilmember Etten stated his agreement with Councilmember Willmus on the need for single-level housing; but questioned if that was a City Council priority, was the city in turn willing to fund it as a policy priority for funding or to support developers undertaking that housing style. Councilmember Etten stated those were different discussions for him; and noted that “move up housing” had been desired by the city, but the market took over and the city wasn’t called upon to subsidize it. However, Councilmember Etten stated his interest in having more discussion around that idea.

Councilmember McGehee questioned the priority to “increase the value of existing homes,” recognizing that the city didn’t need to do anything when the market increases, and since there were few factors the Council could control, questioned its retention as a goal.

As an afterthought, Councilmember McGehee revised her suggestion to consider the review of the multi-family housing licensing program as a part of priority planning since it was actually a task. Specific to cost benefit analyses, Councilmember McGehee spoke in support of using them anywhere possible.

Mayor Roe opined that “cost benefit analysis” fell into the task versus priority area as well. Mayor Roe also questioned if other areas (e.g. rental licensing and increased housing values) also fell under ongoing activities that could be acknowledged but didn’t necessarily need to be shown as a priority. However, Mayor Roe stated the importance of not losing sight of those areas either; suggesting that they be considered as part of the continuing review of programs.

Councilmember McGehee opined that “cost benefit analysis” should be a policy not a task. It was a policy defining the City Council evaluated some items.

Mayor Roe noted that, since the 2016 PPP, that analysis had already been added to several city policy revisions in the interim.

Councilmember Willmus recognized Councilmember Etten’s comments on housing, while at the same time and depending on the type of development and its location, stated that all of those considerations should remain on the table. Whether or not it should remain a goal as currently identified, Councilmember Willmus agreed probably not; but noted that over the last year or so, some tools had been implemented by the city to help facilitate desired development (e.g. resurrection of the PUD process) that could help spur that type of development in the future.

Specific to cost benefit analysis, Councilmember Willmus opined that something the City Council needed to be cognizant of was that if the group didn't define the purpose or what constitutes benefits and costs, it could become cumbersome and could become complicated rather quickly unless some clearly-defined parameters were agreed upon by the City Council, community and staff.

Councilmember Laliberte agreed with that statement; and specific to housing as a priority, stated that she would go on record that she'd rather help fund housing stock not currently available in Roseville versus funding housing stock already available in the community. Councilmember Laliberte opined that if there was some other hierarchy in or for the community, it needed further conversation.

In addition to the continuum of available housing stock, Councilmember McGehee stated her support for any changes that would make any and all housing accessible.

Mayor Roe noted that a lot of these policies fell into the realm of the city's current housing goals; and stated his interest in not putting too many priorities in place to avoid it becoming a "to do" list with too many areas of focus.

In response, Councilmember Etten stated that he was a huge fan of connectivity, something he considered very important to the community's viability and quality of life. However, since the city was paying a consultant to review the transportation and pathway plans as part of the broader comprehensive plan review, Councilmember Etten asked if it was needed as a priority on the PPP, since it would happen due to those steps already in place.

While that could be the case, Councilmember McGehee opined that some areas that she had discussed with Public Works Director Culver didn't fall into the general pathway scheme, opining that some areas had more difficult issues in achieving connectivity and providing pedestrian safety. She used her side of town as an example.

Specific to connectivity, Councilmember Willmus noted the importance of retaining that in the PPP. While having had pathway task forces and committees and comprehensive plans in place for decades, Councilmember Willmus noted that while some progress had been made, it wasn't enough. Given that, Councilmember Willmus opined that it needed continued focus to receive more attention that it had over the last decade or so; and by bringing it to the forefront it served to repeatedly remind the City Council, staff and the community of its importance.

Mayor Roe concluded that two items appeared to be rising to the level of additions to the PPP: pedestrian connectivity and access, and Councilmember Etten's

suggested “Inclusive City and Civic Life, Activities and Governance.” Mayor Roe also noted the additional engagement piece as a task for the CEC and HRC process currently being undertaken; and refinement of the CIP as discussed. Mayor Roe noted tonight’s discussion identifying a lot of other priorities moving to “tasks.”

With Councilmember McGehee noting that pathway connectivity was also tied to the CIP; Mayor Roe added that with larger retail properties, just getting from the car to a store was sometimes difficult. However, with the focus on that type of issue and as noted by Councilmember Willmus, Mayor Roe suggested the need to consider whether something rose to the level to warrant being a priority for the City Council going forward.

City Manager Trudgeon thanked the City Council for recognizing the need to refine the priority list, affirming that many of the things mentioned tonight were in the works in the background. For his benefit, Mr. Trudgeon reviewed those items addressed by the City Council during tonight’s discussion and for refinement of the PPP by staff, including but not limited to:

- Connectivity
- Inclusive Governance
- CIP refinement

City Manager Trudgeon listed some of the other ideas identified tonight, including:

- Review of the multi-family rental licensing program is a task and would not be included in the PPP
- No comment on Councilmember Etten’s more frequent review of advisory commissions
- Interest in single-level housing stock and the broader housing issues would not be included in the PPP
- SE Roseville remaining as an important priority but as a subheading under the new “inclusive” priority
- Creation of a policy for inclusivity of everything citywide whether involving economic development or focusing on results when combined with other areas
- Remove “increase residential housing values” as that was achieved by the market
- Remove “move-up housing”

City Manager Trudgeon advised that he would combine this information, create different categories, and prepare a draft for review by the City Council.

Specific to establishing a measure of effectiveness for each infrastructure component, Mayor Roe asked if that had been accomplished or could be checked off.

In response, Public Works Director Culver advised that with establishment of the condition rating criteria to measure effectiveness, it would be reviewed annually and infrastructure prioritized accordingly and therefore, could be removed as a priority.

Without objection, City Manager Trudgeon was directed to remove that priority.

Without objection, Mayor Roe directed staff to provide any other areas they thought needed to be combined or removed on the next iteration.

8. **Approve Minutes**

Comments and corrections to draft minutes had been submitted by the City Council prior to tonight's meeting and those revisions were incorporated into the draft presented in the Council packet.

a. **Approve City Council Minutes – January 23**

McGehee moved, Etten seconded, approval of the January 23, 2017 City Council Meeting Minutes as amended.

Corrections:

▪ **Page 10 (Laliberte)**

Lines 22 – 26

Correct to read “*City News*” rather than “*Roseville Review*” in all instances
Strike the last sentence (lines 25-26) as repetitive

▪ **Lines 28 - 30**

Correct to read: “Depending on the timing of the *City News* editions related to this process, Mayor Roe agreed it was the vehicle that could be used for feature articles as well.”

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

b. **Approve City Council Minutes – January 30**

McGehee moved, Etten seconded, approval of the January 30, 2017 City Council Meeting Minutes as presented.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

9. **Approve Consent Agenda**

At the request of Mayor Roe, City Manager Trudgeon briefly highlighted those items being considered under the Consent Agenda as displayed for the benefit of the viewing pub-

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particular code violation, not just the section number versus the City Council re-searching related code sections.

g. Consider Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2749 Churchill Street N

As previously noted, this item was removed from action in lieu of resolution prior to the meeting.

h. Discussion of 2017 Policy Priority Planning (PPP) Document

City Manager Trudgeon briefly noted the updated Policy Priority Plan (PPP) as provided in the staff report and attachments (Attachment B redlined and Attachment C new). Mr. Trudgeon noted one new addition entitled, "Inclusive Community and Governance" with four focus areas. Mr. Trudgeon noted that tonight's revisions were intended as a broad picture for City Council review and approval, with the next step then being for staff to develop measures of accountability and responsible parties for additional approval.

For the "Capital Improvement" priority, Councilmember McGehee suggested adding the word "adequate" to the second bullet point "Ensure Capital Improvement Funding."

Mayor Roe suggested the word "sustainable" instead of "adequate."

While pleased with the economic development priority strategies underway and staff's proposed next steps (e.g. visiting businesses, creation of the database, etc.), Councilmember McGehee suggested including options for small businesses to look to the city for support.

With the inclusive community and governance priority, Councilmember McGehee advised that she needed more information on the League of Minnesota Cities (LMC) "Government Alliance on Race and Equity (GARE) Program." In the third bullet point of the "Inclusive Community and Governance" priority, Councilmember McGehee questioned what "enact" meant with city policies and procedures, opining that the city couldn't do much more than to enforce state and federal law. With the last update of the PPP, Councilmember McGehee noted improvements and accomplishments, including recruiting from the diverse community for advisory commission vacancies, positive benefits of the community garden project, and the focus on SE Roseville; and applauded the city's fire and police departments for their significant steps in helping to achieve those goals. Specific to the "Capital Improvement" priority, Councilmember McGehee reiterated her advocacy for sustainability of the CIP, having the cost benefit analysis as part of that priority, and being able to support the things needed by the community whether they be a program, a policy, or an inspection.

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Councilmember Laliberte stated her concern in moving the focus on SE Roseville out of the “Economic Development Strategic Initiatives” priority, opining that it had been included for a reason; While understanding the rationale in relocating it in the second inclusive priority, and even with the work underway, Councilmember Laliberte stated that she wasn’t sure if it should be checked off the list, and therefore, suggested moving it back under the economic development priority. Under the second priority, Councilmember Laliberte stated her need for additional information on the second and fourth bullet points. Councilmember Laliberte sat-ed her agreement with the “sustainability” wording for the CIP in the second bullet point for that priority.

Mayor Roe referenced the SE Roseville priority in the past PPP in two places recognizing the efforts of the working group as well as the economic development focus. From his perspective, Mayor Roe stated that was a natural dividing point, and even though one dealt more with the inclusivity and the other with economic development issues, he supported having it in both priorities. As noted in the meeting minutes (Attachment A), Mayor Roe noted that was also addressed by Councilmember Etten during that previous discussion.

Councilmember Etten agreed with the points made by Mayor Roe and Councilmember Laliberte in leaving SE Roseville in both priorities. While it may seem redundant, Councilmember Etten stated that it also recognized that the priority would be viewed from two difference lenses.

Noting the good points made regarding the focus on SE Roseville, City Manager Trudgeon referenced and reviewed the categories as they were listed in the last iteration and under two categories.

Councilmember Laliberte spoke in support of retaining that placement in both categories with updated language to more clearly understand the intent of the particular focus.

On the second priority, last bullet point for the LMC program in 2018, Mayor Roe suggested revising the language to: “Prepare for possible participation in the GARE program”. Also in the second priority, Mayor Roe suggested adding the word “consider” to replace “enact” for inclusive city policies and procedures.

Specific to the GARE Program, Councilmember Etten stated that he had suggested this in the past as a result of his attendance at an LMC conference. Councilmember Etten reported that this is a year-long program; and advised that he had some of the materials being used in the City of Shoreview as they also participate in the program. Councilmember Etten briefly reviewed some of those materials, including measurement tools for exacting change for operations and working with coalitions during the year to use those tools to enact changes.

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Based on his understanding of the GARE program, City Manager Trudgeon reported that it was primarily staff-focused with diverse implementers, both at the management level and through the ranks to identify methods to provide the best service possible. Mr. Trudgeon stated that it was his understanding that the program was a self-reflection process to guide you through the process.

Councilmember Etten noted that in the LMC session he had attended, the program included how a service or program was delivered, and how unintended consequences may result from something not working as well as intended (e.g. rental registration program, or immigrant population and new owners and city code language). Councilmember Etten advised that the intent was to provide a more holistic way to review city policies and procedures, and day-to-day operations, by pausing to see if the process was going to create a new problem before implementation or to review existing services/programs for any adjustments that may be indicated.

In the second inclusive priority, third bullet point, Councilmember Laliberte suggested instead of “enact” that the language read: “review city policies and procedures for inclusivity.” As an example, Councilmember Laliberte reported that this had been worked on to some degree in discussions with the new CEC/HRC combined advisory commission, and may not be adequately incorporated in these policies until those recommendations come forward.

With the GARE process, Mayor Roe noted this was also an effort to enact city policies and procedures to get at equity and inclusivity.

Specific to the GARE program, Councilmember Laliberte stated that she would want to know how much staff time would be required as a factor to consider.

City Manager Trudgeon estimated that the GARE program would consist of a two-day session and perhaps one meeting/month for the identified staff group.

Specific to Councilmember Laliberte’s suggestion with the third bullet point under the inclusive priority, Councilmember Etten defended the intentional addition of “enact” to move the city from continuing to just talk about it versus actually doing something about it. Councilmember Etten stated that he was fine with continuing to receive updates or reviews, but emphasized the need to act. As an example with taking action on inclusive policies and procedures, Councilmember Etten noted this would be further emphasized with the GARE program and now the combined CEC/HRC commission under consideration. While the community may have been discussing it, Councilmember Etten opined that the City Council needed to discuss it and take action as well.

Regular City Council Meeting
Monday, April 10, 2017
Page 23

Further discussion ensued regarding language for the inclusive priority, with wording suggestions about city policies and procedures of “review and consider” (Etten) and “review and update” (Roe).

Councilmember Etten opined that the goal needed to be new items versus only reviewing existing efforts.

Specific to the inclusive priority, second bullet point “Continue Imagine Roseville Efforts,” Mayor Roe suggested additional language “...and follow-through on outcomes.” Mayor Roe opined that this would ensure that not just conversations continued, but that recommendations result in decision-points for the city response; and possibly even have a separate bullet point to ensure focus.

The consensus was to leave the wordsmithing to City Manager Trudgeon based on tonight’s discussion.

Councilmember Laliberte noted that School District No. 623 would be coming forward with a referendum in the near future for their member area communities. With the city having its own CIP to fund and sustain going forward, Councilmember Laliberte stated her concern that the city take a business-as-usual look at operations as part of the upcoming budget process, whether through this PPP or the budget process itself.

Mayor Roe opined that it would be part of the city’s ongoing budget process.

Councilmember McGehee suggested adding some thought to the city partnering with the school district as they move their capital initiatives forward to take the opportunity to fill any voids in the city’s programming, and at the same time help the school district and community-at-large in achieving more amenities.

While very interested in hearing from the school district, Councilmember Willmus clarified that the City of Roseville is only one of the many communities in School District No. 623. Therefore, Councilmember Willmus suggested approaching the topic from that perspective with potential capital needs; noting they were not entirely on the shoulders of this community, but brought forth a broader question that needed time to work through.

Since this PPP is specific to the city, Mayor Roe opined that until more conversations come forward, he didn’t see any need to include the school district’s future planning in this document, especially until more was known. Mayor Roe stated that he was not personally comfortable that the city should cut back on its activities or plan due to the school district’s planned referendum.



City Priority Plan 2017-2018

Approved _____

Strategic Priorities – The city Council has determined that there will be three strategic priorities that the City will focus on in 2017 and 2018:

Economic Development Inclusive Community and Governance Capital Improvements

In order to implement these priorities, the City Council has identified strategic initiatives under each Strategic Priority.

Economic Development Strategic Initiatives

- Foster Twin Lakes Redevelopment
- Facilitate City-wide Economic Development
- Implement Southeast Roseville Revitalization Goals

Inclusive Community and Governance

- Continue Southeast Roseville Working Group Activities with Stakeholders
- Continue Imagine Roseville Efforts and follow through with outcomes
- Review and Consider Inclusive City Policies and Procedures Through Possible Participation in Government Alliance on Race and Equity Program

Capital Improvements

- Increase Pedestrian Connectivity
- Ensure Sustainable Capital Improvement Funding
- Provide Timely and Transparent Capital Improvement Budget Information

Roseville City Priority Plan 2017-2018

Strategic Priority: Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

Desired Outcomes: Create 50 living wage jobs
Attraction of businesses

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Encourage businesses to locate in Twin Lakes	Staff Lead: Community Development Supporting Staff: City Manager, Public Works Department Commissions: EDA, Others: Consultants, Twin Lakes property owners	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Implement Golden Shovel Marketing Website 4th Quarter, 2017 - Track progress 2018 and Beyond - Track progress and adjust policies as needed	

Measures of Success: # of businesses contacted; # of businesses locating in Twin Lakes; # of jobs created
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Roseville City Priority Plan 2017-2018

Strategic Priority: Housing and Economic Development

Strategic Initiative: Facilitate City-wide Economic Development

Desired Outcomes: Attract new businesses
 Retain and expand existing businesses

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Explore Economic Development programing to assist new and existing businesses	Staff Lead: Community Development Supporting Staff: City Manager, Public Works Department Commissions: EDA Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Implement Golden Shovel Marketing Website 4th Quarter, 2017 - Track progress 2018 and Beyond Track progress and adjust policies as needed	

Measures of Success: # of new businesses in city; \$ amount of investment into existing businesses

Roseville City Priority Plan 2017-2018

Strategic Priority: Economic Development

Strategic Initiative: Implement Southeast Roseville Revitalization Goals

Desired Outcomes: Economic investment in SE Roseville
Improvement of Quality of Life in SE Roseville
Increased Public Safety in SE Roseville
Increased connectivity/transportation options in SE Roseville

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
SE Roseville Revitalization (Rice/Larpenteur Gateway Visioning Plan)	Staff Lead: Community Development Department Supporting Staff: Fire Department, Parks and Recreation Department, Police Department, Public Works Department, City Manager. Commissions: Human Rights, Inclusion, and Engagement Commission; Parks and Recreation Commission, and Public Works, Environment, and Transportation Commission. Others: Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Landlords Roseville School District, Ramsey County, Area Businesses, SE Roseville Interagency Group, and adjacent municipalities	1st Quarter, 2017 2nd Quarter, 2017 - Participate in Gateway Visioning Plan 3rd Quarter, 2017 - Participate in Gateway Visioning Plan 4th Quarter, 2017 - Complete Gateway Visioning Plan 2018 and Beyond - Implement Gateway Visioning Plan	

Measure of Success Increase in residential and commercial market value; decrease in criminal activity

Roseville City Priority Plan 2017

Strategic Priority: Inclusive Community and Governance

Strategic Initiative: Continue Southeast Roseville Working Group Activities with Stakeholders

Desired Outcomes: Increased connections among and between stakeholders in SE Roseville
Development of partnerships of stakeholders in SE Roseville to improve the quality of life in the area

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Formalize Southeast Roseville Interagency Working Group	Staff Lead: City Manager/Asst. City Manager - Administration Department Supporting Staff: Community Development Dept., Fire Dept., Parks and Recreation Dept., Police Dept., Public Works Dept. Commissions: Human Rights, Inclusion, and Engagement Commission; Parks and Recreation Commission, and Public Works, Environment, and Transportation Commission. Others: Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Landlords Roseville School District, Ramsey County, Area Businesses, and adjacent municipalities	1st Quarter, 2017 2nd Quarter, 2017 • Reconvene SE Working Group • Identify issues to address 3rd Quarter, 2017 • Formalize Action Plan 4th Quarter, 2017 • Report to City Council on work completed and new initiatives planned. • Implement SE Roseville Working Group Action Plan 2018 and Beyond • Continue to meet as group and implement SE Roseville Working Group Action Plan	

Measures of Success: Review of activities of completed

Roseville City Priority Plan 2017-2018

Strategic Priority: Inclusive Community and Governance

Strategic Initiative: Continue Imagine Roseville Efforts and Follow Through with Outcomes

Desired Outcomes: Provide opportunity for community members to have conversations that make connections and foster positive relationships

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Continue series of Imagine Roseville community events that foster positive relationships amongst community members	Staff Lead: City Manager Supporting Staff: Asst. City Manager, other staff as needed Commissions: Human Rights, Inclusion, and Engagement Commission Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Receive information and feedback from participants attending the Imagine Roseville events about immigration 4th Quarter, 2017 - Conduct Imagine Roseville event discussing police data and transparency 2018 and Beyond - Continue Imagine Roseville events on subjects determined by the City Council	

Measures of Success: Receive evaluation feedback from participants of Imagine Roseville events

Roseville City Priority Plan 2017-2018

Strategic Priority: Inclusive Community and Governance

Strategic Initiative: Review and Consider Inclusive City Policies and Procedures through Possible Participation in the Government Alliance on Race and Equity (GARE) Program

Desired Outcomes: Implementation of inclusive City policies and procedures

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Review and consider inclusive city policies and procedures	Staff Lead: Assistant City Manager Supporting Staff: City Manager, All City Staff Commissions: Human Rights, Inclusion, and Engagement Commission Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 4th Quarter, 2017 - Consider participation in GARE program in 2018 2018 and Beyond - Review City policies and procedures for inclusiveness (potentially in conjunction with the GARE program)	

Measures of Success: Adoption of inclusive City policies and procedures

Roseville City Priority Plan 2017-2018

Strategic Priority: Capital Improvements

Strategic Initiative: Increase Pedestrian Connectivity

Desired Outcomes: Implementation of Updated Pathway Master Plan

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Development of Updated Pathway Master Plan	Staff Lead: Public Works Department Supporting Staff: Parks and Recreation Department, City Manager, Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2016 - Begin Work on Updating Pathway Master Plan 4th Quarter, 2017 - Provide Update/Draft of Pathway Plan to City Council 2018 and Beyond - Complete Update to Pathway Master Plan and bring forward for approval and implementation	

Measures of Success: Amount of additional lineal feet of pathways constructed; # of pathways constructed that make key connections as identified in the plan

Roseville City Priority Plan 2017-2018

Strategic Priority: Capital Improvements

Strategic Initiative: Ensure Sustainable Capital Improvement Funding

Desired Outcomes: Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Comprehensively review future capital needs and adjust funding strategy as needed	Staff Lead: Finance Department Supporting Staff: City Manager, All Departments Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission, Finance Commission Others:	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Consider creating working group to review the future capital improvement funding plan and make recommendations for adjustment to funding plan as necessary 4th Quarter, 2017 - Working group begins on review of capital improvement needs and funding strategies 2018 and Beyond - Working group completes review and makes recommendations to City Council to incorporate into the 2019 budget	

Measure of Success: Completion of review of future capital needs and implementation of funding strategies
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Roseville City Priority Plan 2017-2018

Strategic Priority: Capital Improvements

Strategic Initiative: Provide Timely and Transparent Capital Improvement Budget Information

Desired Outcomes: Easily accessible and clear information about the Capital Improvement Budget

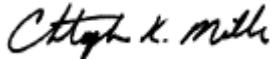
Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Creation of documents that provide timely and clear information about the Capital Improvement Budget for the City Council and the public.	Staff Lead: Finance Department Supporting Staff: City Manager, All Departments Commissions: Finance Commission Others:	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Provide 2018-2037 Capital Improvement Budget documents that provide the level and depth of information desired 4th Quarter, 2017 - City Council check-in about the value of documents provided as part of the CIP process 2018 and Beyond - Continue to utilize Capital Improvement Budget documents subject to future tweaking	

Measure of Success: Satisfaction of Capital Improvement Budget documents by City Council and general public

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/10/2017
Item No.: 9.a

Department Approval



City Manager Approval



Item Description: Approve Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$576,620.29
85680-85941	\$805,138.82
Total	\$1,381,759.11

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 7/5/2017 - 10:05 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86068	06/21/2017	Boulevard Landscaping	Operating Supplies	LTG Power Equipment	Vehicle Supplies	61.40
86068	06/21/2017	Boulevard Landscaping	Operating Supplies	LTG Power Equipment	Vehicle Supplies	127.68
0	06/20/2017	Boulevard Landscaping	Operating Supplies	Mills Fleet Farm-CC	Dehumidifier	320.30
0	06/27/2017	Boulevard Landscaping	Operating Supplies	Sprinkler Warehouse-CC	Smart Sprinkler Controller	435.96
86123	06/21/2017	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Lawn Supplies	648.90
Operating Supplies Total:						1,594.24
Fund Total:						1,594.24
86060	06/21/2017	Building Improvements	Repairs & Maintenance	Killmer Electric Co., Inc.	Conduit Repair	163.75
Repairs & Maintenance Total:						163.75
Fund Total:						163.75
86070	06/21/2017	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies	Copier Charges	7,714.90
Rental - Office Machines Total:						7,714.90
Fund Total:						7,714.90
0	06/27/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	7.37
Federal Income Tax Total:						7.37
0	06/27/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	7.01
0	06/27/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	1.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	8.65
0	06/27/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	1.64
0	06/27/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	7.01
					FICA Employers Share Total:	8.65
0	06/27/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	1.05
					MN State Retirement Total:	1.05
0	06/27/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	6.79
					PERA Employee Ded Total:	6.79
0	06/27/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	1.05
0	06/27/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	6.79
					PERA Employer Share Total:	7.84
0	06/27/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	3.91
					State Income Tax Total:	3.91
					Fund Total:	44.26
86152	06/27/2017	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices, Ordinances-Acct: 000262	81.65
					Advertising Total:	81.65
86027	06/21/2017	Community Development	Building Surcharge	D Bassing Electric	Electrical Permit Refund-3069 W Ow	1.00
86039	06/21/2017	Community Development	Building Surcharge	Kariann Fleck	Void Permits Refund	3.00
86080	06/21/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	2,953.23
					Building Surcharge Total:	2,957.23
0	06/20/2017	Community Development	Conferences	Cub Foods- CC	Conference Supplies	55.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Conferences Total:						55.32
86031	06/21/2017	Community Development	Deposits	Dream Homes, Inc.	Construction Deposit Refund-718 Lo	1,000.00
86086	06/21/2017	Community Development	Deposits	My Home Source	Construction Deposit Refund-667 Co	800.00
86086	06/21/2017	Community Development	Deposits	My Home Source	Construction Deposit Refund-663 Co	800.00
86107	06/21/2017	Community Development	Deposits	Shingobee Construction	Construction Deposit Refund-2005 Tv	4,000.00
Deposits Total:						6,600.00
0	06/21/2017	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-May	6,031.92
Electrical Inspections Total:						6,031.92
0	06/21/2017	Community Development	Electrical Permits	Collins Electrical Construction Co.	Electrical Permit Refund-2501 Snellir	60.80
86027	06/21/2017	Community Development	Electrical Permits	D Bassing Electric	Electrical Permit Refund-3069 W Ow	100.00
86039	06/21/2017	Community Development	Electrical Permits	Kariann Fleck	Void Permits Refund	82.00
Electrical Permits Total:						242.80
0	06/27/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	4,453.07
Federal Income Tax Total:						4,453.07
0	06/27/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare Ei	526.42
0	06/27/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	2,250.94
FICA Employee Ded. Total:						2,777.36
0	06/27/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	2,250.94
0	06/27/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare Ei	526.42
FICA Employers Share Total:						2,777.36
86027	06/21/2017	Community Development	General Miscellaneous	D Bassing Electric	Electrical Permit Refund-3069 W Ow	1.00
General Miscellaneous Total:						1.00
86039	06/21/2017	Community Development	Heating Permits	Kariann Fleck	Void Permits Refund	61.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Heating Permits Total:	61.00
86156	06/27/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	383.68
					HSA Employee Total:	383.68
0	06/27/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.06.2017 ICMA Defe	2,090.49
					ICMA Def Comp Total:	2,090.49
86066	06/21/2017	Community Development	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	218.20
					Life Ins. Employee Total:	218.20
86066	06/21/2017	Community Development	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	57.13
					Life Ins. Employer Total:	57.13
86066	06/21/2017	Community Development	Long Term Disability	LINA	Life Insurance Premium-June 2017	176.73
					Long Term Disability Total:	176.73
86089	06/21/2017	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	701.15
					Medical Ins Employee Total:	701.15
86089	06/21/2017	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	4,659.98
					Medical Ins Employer Total:	4,659.98
86080	06/21/2017	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-58.85
					Miscellaneous Revenue Total:	-58.85
0	06/27/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	354.40
					MN State Retirement Total:	354.40
0	06/27/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	564.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						564.63
0	06/21/2017	Community Development	Office Supplies	Greenhaven Printing	Business Cards-A. Bahe	78.00
0	06/21/2017	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	164.74
86105	06/21/2017	Community Development	Office Supplies	Schwaab Inc	Rubber Stamp Ink	11.75
Office Supplies Total:						254.49
0	06/27/2017	Community Development	Operating Supplies	Grateful Table-CC	Lunch Meeting-K. Collins, R. Olsen	20.20
0	06/21/2017	Community Development	Operating Supplies	Greenhaven Printing	Business Cards	39.00
86153	06/27/2017	Community Development	Operating Supplies	National Awards & Fine Gifts	Badges	18.70
Operating Supplies Total:						77.90
0	06/27/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	2,414.10
PERA Employee Ded Total:						2,414.10
0	06/27/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	371.40
0	06/27/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	2,414.10
PERA Employer Share Total:						2,785.50
86039	06/21/2017	Community Development	Plumbing Permits	Kariann Fleck	Void Permits Refund	91.00
Plumbing Permits Total:						91.00
86017	06/21/2017	Community Development	Professional Services	Mike Bunnell	Von Maur Department Store Plan Rev	3,045.00
0	06/20/2017	Community Development	Professional Services	Byerly's- CC	Comp. Plan Focus Group Supplies	99.60
0	06/20/2017	Community Development	Professional Services	FormSite.com-CC	Monthly Charge	49.95
0	06/27/2017	Community Development	Professional Services	Jimmy John's Sandwiches- CC	No Receipt-Paschke	53.42
0	06/20/2017	Community Development	Professional Services	Panera Bread-CC	Supplies	294.43
86111	06/21/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
86111	06/21/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	218.75
86117	06/21/2017	Community Development	Professional Services	Time Saver Off Site Secretarial, Inc	Planning Commission Meeting Minut	207.00
0	06/21/2017	Community Development	Professional Services	WSB & Associates, Inc.	Comprehensive Plan-Project Manage	4,738.00
Professional Services Total:						8,715.45
86034	06/21/2017	Community Development	Sands Company (SCI Associates)	Ehlers & Associates, Inc.	Prepare for and Attend EDA Meeting	293.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Sands Company (SCI Associates) Total:						293.75
0	06/27/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	1,724.89
State Income Tax Total:						1,724.89
86039	06/21/2017	Community Development	Technology Fee	Kariann Fleck	Void Permits Refund	4.08
Technology Fee Total:						4.08
0	06/27/2017	Community Development	Training	MN Assoc of Plumbing-CC	Training	45.00
0	06/27/2017	Community Development	Training	National Fire Sprinkler-CC	AHJ Plan Review	50.00
Training Total:						95.00
0	06/21/2017	Community Development	Vehicles/Equipment	Bob Proulx	Mileage Reimbursement	85.07
Vehicles/Equipment Total:						85.07
Fund Total:						51,727.48
86064	06/21/2017	Contracted Engineering Svcs	Deposits	Lance Lenarz	Escrow Return-2179 Marion Road	3,000.00
86090	06/21/2017	Contracted Engineering Svcs	Deposits	Northern Asphalt	Escrow Return-1500 County Road B2	9,000.00
86103	06/21/2017	Contracted Engineering Svcs	Deposits	Gregory Sampson	Escrow Return-3005 Woodbridge St.	3,000.00
Deposits Total:						15,000.00
0	06/27/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	639.88
Federal Income Tax Total:						639.88
0	06/27/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	87.26
0	06/27/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	373.09
FICA Employee Ded. Total:						460.35
0	06/27/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	373.09
0	06/27/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	87.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	460.35
86156	06/27/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	117.86
					HSA Employee Total:	117.86
86066	06/21/2017	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	16.10
					Life Ins. Employee Total:	16.10
86066	06/21/2017	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	9.60
					Life Ins. Employer Total:	9.60
86066	06/21/2017	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium-June 2017	32.81
					Long Term Disability Total:	32.81
86089	06/21/2017	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	13.04
					Medical Ins Employee Total:	13.04
86089	06/21/2017	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	1,120.36
					Medical Ins Employer Total:	1,120.36
0	06/27/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	61.18
					MN State Retirement Total:	61.18
0	06/27/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	100.00
					MNDCP Def Comp Total:	100.00
0	06/27/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	397.70
					PERA Employee Ded Total:	397.70
0	06/27/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	61.18
0	06/27/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	397.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						458.88
0	06/27/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	286.36
State Income Tax Total:						286.36
86129	06/21/2017	Contracted Engineering Svcs	Telephone	Verizon Wireless	Cell Phones	972.49
Telephone Total:						972.49
Fund Total:						20,146.96
86111	06/21/2017	EDA Operating Fund (HRA)	Professional Services	Sheila Stowell	Economic Development Meeting Min	262.50
Professional Services Total:						262.50
86109	06/21/2017	EDA Operating Fund (HRA)	Training	St. Paul Area Chamber of Commere	Small Business Series Ticket	180.00
Training Total:						180.00
Fund Total:						442.50
0	06/27/2017	Fire Vehicles Revolving	Fire Department Vehicles	Advanced Graphix, Inc.	Custom Wrap Graphics	3,842.50
86050	06/21/2017	Fire Vehicles Revolving	Fire Department Vehicles	HealthEast Vehicle Services	Vehicle Updating	9,171.75
0	06/20/2017	Fire Vehicles Revolving	Fire Department Vehicles	Ram Mounts-CC	Command Car	71.65
Fire Department Vehicles Total:						13,085.90
Fund Total:						13,085.90
86152	06/27/2017	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices, Ordinances-Acct: 000262	109.55
Advertising Total:						109.55
0	06/21/2017	General Fund	Career Development Training	Scott Wendel	Tuition Reimbursement	1,455.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Career Development Training Total:						1,455.84
86010	06/21/2017	General Fund	Clothing	Aspen Mills Inc.	Boots	114.35
86010	06/21/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	71.55
86012	06/21/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	223.05
86012	06/21/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	142.76
86046	06/21/2017	General Fund	Clothing	Galls Incorporated	CSO Uniform Supplies	39.98
86046	06/21/2017	General Fund	Clothing	Galls Incorporated	CSO Uniform Supplies	119.99
86046	06/21/2017	General Fund	Clothing	Galls Incorporated	CSO Uniform Supplies	13.18
86046	06/21/2017	General Fund	Clothing	Galls Incorporated	CSO Uniform Supplies	-13.18
86058	06/21/2017	General Fund	Clothing	Keeps Inc	Uniform Supplies	58.28
86058	06/21/2017	General Fund	Clothing	Keeps Inc	Uniform Supplies	62.70
Clothing Total:						832.66
0	06/27/2017	General Fund	Community Grants	Volgistics-CC	Volunteer Tracking	519.00
Community Grants Total:						519.00
0	06/20/2017	General Fund	Conferences	American Airlines-CC	Conference Transportation	370.91
0	06/20/2017	General Fund	Conferences	Courtyard by Marriot-CC	Conference Lodging	549.54
0	06/20/2017	General Fund	Conferences	Craguns Lodge - CC	PLEAA Conference Lodging	200.00
0	06/20/2017	General Fund	Conferences	Green Mill- CC	Conference Meal	52.00
0	06/20/2017	General Fund	Conferences	MNGTS.Org-CC	Volunteer Conference Registration-O'	300.00
86083	06/21/2017	General Fund	Conferences	MPERLA Conference Registration	Conference Registration-Bacon	250.00
0	06/20/2017	General Fund	Conferences	Twin Cities Retail Crime Training-C	Investigators Conference	150.00
Conferences Total:						1,872.45
86091	06/21/2017	General Fund	Const. Operating Supplies	Northwest Lasers and Instruments, Inc.	Paint, Nails	62.34
Const. Operating Supplies Total:						62.34
0	06/21/2017	General Fund	Contract Maint - Vehicles	Advanced Graphix, Inc.	License Plate Decals	222.00
86050	06/21/2017	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Updating	509.58
86050	06/21/2017	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Updating	1,314.60
0	06/21/2017	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	100.80
Contract Maint - Vehicles Total:						2,146.98
86045	06/21/2017	General Fund	Contract Maint. - City Hall	G & K Services	Mats	76.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86067	06/21/2017	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning-June 2017	3,633.15
Contract Maint. - City Hall Total:						3,709.95
0	06/21/2017	General Fund	Contract Maint. - City Garage	Adam's Pest Control Inc	Quarterly Service	106.00
86045	06/21/2017	General Fund	Contract Maint. - City Garage	G & K Services	Mats	76.80
86067	06/21/2017	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning-June 2017	1,150.00
0	06/27/2017	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
Contract Maint. - City Garage Total:						1,672.46
0	06/21/2017	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
Contract Maint.- Old City Hall Total:						79.00
0	06/21/2017	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Service	100.00
86134	06/27/2017	General Fund	Contract Maintenance	Barnum Gate Services, Inc.	Gate Repair	347.50
86025	06/21/2017	General Fund	Contract Maintenance	Comcast	Business Services	108.33
0	06/21/2017	General Fund	Contract Maintenance	Criterion, Inc.	Quarterly Subscription Services	4,657.50
86067	06/21/2017	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-June 2017	642.85
0	06/27/2017	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98
86096	06/21/2017	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	Reissue of Lost Check 84030	1,890.00
86096	06/21/2017	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	2016 DISEASED AND HAZARD TF	207.00
86098	06/21/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	368.16
0	06/27/2017	General Fund	Contract Maintenance	Yale Mechanical, LLC	RPZ Testing	175.00
Contract Maintenance Total:						8,597.32
86098	06/21/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Services	29,120.70
86098	06/21/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Services-CAD Services	5,685.98
Dispatching Services Total:						34,806.68
0	06/27/2017	General Fund	Employee Recognition	Byerly's- CC	Employee Recognition Supplies	103.86
0	06/27/2017	General Fund	Employee Recognition	Target- CC	Employee Recognition Supplies	13.47
Employee Recognition Total:						117.33
86089	06/21/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-June 2017	980.00
86089	06/21/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-June 2017	740.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Employer Insurance Total:						1,720.00
0	06/27/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	37,748.36
Federal Income Tax Total:						37,748.36
0	06/27/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	4,676.54
0	06/27/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	7,791.80
FICA Employee Ded. Total:						12,468.34
0	06/27/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	4,676.54
0	06/27/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	7,791.80
FICA Employers Share Total:						12,468.34
86078	06/21/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
0	06/27/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	2,000.00
0	06/21/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	578.00
0	06/21/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	384.62
0	06/27/2017	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	1,488.00
Flex Spending Day Care Total:						4,450.62
0	06/21/2017	General Fund	Flex Spending Health		Flexible Benefits Reimbursement	40.00
0	06/27/2017	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	33.67
0	06/27/2017	General Fund	Flex Spending Health		Flexible Benefits Reimbursement	112.49
Flex Spending Health Total:						186.16
86156	06/27/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	3,462.69
HSA Employee Total:						3,462.69
0	06/27/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2017 ICMA Defe	400.00
0	06/27/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2017 ICMA Defe	2,294.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
ICMA Def Comp Total:						2,694.53
86066	06/21/2017	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	9.61
86066	06/21/2017	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	1,865.60
Life Ins. Employee Total:						1,875.21
86066	06/21/2017	General Fund	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	479.26
Life Ins. Employer Total:						479.26
86066	06/21/2017	General Fund	Long Term Disability	LINA	Life Insurance Premium-June 2017	1,544.14
Long Term Disability Total:						1,544.14
86089	06/21/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	5,898.82
86089	06/21/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	6,567.58
Medical Ins Employee Total:						12,466.40
86089	06/21/2017	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	51,362.60
Medical Ins Employer Total:						51,362.60
0	06/27/2017	General Fund	Memberships & Subscriptions	Finance & Commerce-CC	Subscription Renewal	279.00
0	06/27/2017	General Fund	Memberships & Subscriptions	Firefighter Licensing-CC	Membership Dues	150.00
0	06/27/2017	General Fund	Memberships & Subscriptions	Firefighter Licensing-CC	Membership Dues	75.00
0	06/20/2017	General Fund	Memberships & Subscriptions	Firenuggets-CC	Membership/License Dues	150.00
0	06/27/2017	General Fund	Memberships & Subscriptions	Intl Society of Fire Instructors-CC	Membership Dues	125.00
86081	06/21/2017	General Fund	Memberships & Subscriptions	MN Emergency Medical Services E	EMR Program Fee	100.00
0	06/20/2017	General Fund	Memberships & Subscriptions	MN GFOA-CC	Membership Dues-Weix	60.00
0	06/27/2017	General Fund	Memberships & Subscriptions	MN GFOA-CC	Membership Renewal	60.00
0	06/27/2017	General Fund	Memberships & Subscriptions	WSJ.com-CC	Subscription Renewal	395.88
Memberships & Subscriptions Total:						1,394.88
0	06/27/2017	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2017 Minnesota I	66.55
Minnesota Benefit Ded Total:						66.55

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	General Fund	Miscellaneous	Jimmy John's Sandwiches- CC	Imagine Roseville Meeting Supplies	72.08
0	06/27/2017	General Fund	Miscellaneous	Mariannes Kitchen-CC	Lunch Meeting w/CD Director-Trudg	23.24
0	06/27/2017	General Fund	Miscellaneous	Tavern Grill-CC	Lunch Meeting w/Mayor Roe-Trudge	18.21
0	06/20/2017	General Fund	Miscellaneous	TLF Flowers-CC	Flowers for James Andre Funeral	69.53
0	06/20/2017	General Fund	Miscellaneous	Walmart-CC	Council Chambers Supplies	31.88
Miscellaneous Total:						214.94
0	06/27/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	3,133.21
MN State Retirement Total:						3,133.21
0	06/27/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	9,634.29
MNDCP Def Comp Total:						9,634.29
0	06/21/2017	General Fund	Motor Fuel	Mansfield Oil Company	2017 BLANKET PO FOR FUEL. ST.	8,615.70
0	06/21/2017	General Fund	Motor Fuel	Mansfield Oil Company	2017 BLANKET PO FOR FUEL. ST.	7,957.70
86132	06/21/2017	General Fund	Motor Fuel	Zahl Petroleum Maintenance Co	Fuel	472.73
Motor Fuel Total:						17,046.13
0	06/27/2017	General Fund	Office Supplies	Amazon.com- CC	Office Supplies	35.99
0	06/27/2017	General Fund	Office Supplies	Amazon.com- CC	Office Supplies	199.99
0	06/21/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	27.62
0	06/21/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	35.75
0	06/21/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	1,732.53
0	06/20/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	73.14
0	06/27/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	5.56
Office Supplies Total:						2,110.58
86122	06/21/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	150.75
86122	06/21/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	199.85
86122	06/21/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies-Credit	-331.65
86122	06/21/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies-Credit	-347.58
0	06/27/2017	General Fund	Op Supplies - City Hall	Walmart-CC	Table	16.05
Op Supplies - City Hall Total:						-312.58
0	06/20/2017	General Fund	Operating Supplies	Amazon.com- CC	Notebook	38.43
0	06/20/2017	General Fund	Operating Supplies	Amazon.com- CC	Cleaning Supplies	132.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/20/2017	General Fund	Operating Supplies	Amazon.com- CC	Street Supplies	284.42
0	06/20/2017	General Fund	Operating Supplies	Amazon.com- CC	Cleaning Supplies	119.29
0	06/27/2017	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	194.97
0	06/27/2017	General Fund	Operating Supplies	Amazon.com- CC	Investigation, Office Supplies	238.70
0	06/27/2017	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	29.98
0	06/27/2017	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	73.98
0	06/27/2017	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	30.83
0	06/21/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	500.44
0	06/21/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	119.08
0	06/27/2017	General Fund	Operating Supplies	Best Buy- CC	Portable Hard Drive	79.99
86021	06/21/2017	General Fund	Operating Supplies	CES Imaging	Ink	11.58
0	06/21/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products	422.50
0	06/21/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products	229.50
0	06/21/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products	211.25
86026	06/21/2017	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	4,980.06
86030	06/21/2017	General Fund	Operating Supplies	Diamond Vogel Paints, Inc.	Paint Supplies	522.20
0	06/20/2017	General Fund	Operating Supplies	Dollar Tree-CC	Investigatioin Supplies	1.07
86032	06/21/2017	General Fund	Operating Supplies	Dresser Trap Rock, Inc.	Road Supplies	1,036.97
86032	06/21/2017	General Fund	Operating Supplies	Dresser Trap Rock, Inc.	Road Supplies	1,029.69
0	06/20/2017	General Fund	Operating Supplies	Dunn Bros Coffee-CC	Coffee With a Cop	18.06
0	06/27/2017	General Fund	Operating Supplies	EMP-CC	Medical Supplies	110.30
0	06/20/2017	General Fund	Operating Supplies	Evident Inc-CC	Sharps Container	32.24
0	06/20/2017	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Animal Control Forms	57.58
0	06/27/2017	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Foam Laptop Kit	16.07
0	06/27/2017	General Fund	Operating Supplies	Fire Hose Direct-CC	Station Supplies	136.67
86041	06/21/2017	General Fund	Operating Supplies	Forest Lake Floral	Memorial Wreath	98.00
0	06/21/2017	General Fund	Operating Supplies	Thomas Gray	K9 Supplies Reimbursement	127.78
0	06/21/2017	General Fund	Operating Supplies	Greenhaven Printing	Invoice Sheets	198.00
0	06/27/2017	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	248.00
0	06/21/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	84.02
0	06/27/2017	General Fund	Operating Supplies	Jake the Plumber-CC	Plumbing Service	242.75
0	06/20/2017	General Fund	Operating Supplies	Menards-CC	Skate Park Supplies	50.41
0	06/20/2017	General Fund	Operating Supplies	Menards-CC	Plywood	54.12
0	06/27/2017	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	64.26
0	06/20/2017	General Fund	Operating Supplies	Panera Bread-CC	Interview Supplies	57.77
86100	06/21/2017	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	701.25
86100	06/21/2017	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	720.50
86106	06/21/2017	General Fund	Operating Supplies	Sherwin Williams Co.	Paint Supplies	229.35
86160	06/27/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	122.99
86160	06/27/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	122.99
0	06/20/2017	General Fund	Operating Supplies	Staples-CC	Credit	-3.48
0	06/20/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Extension Cord	22.99
0	06/20/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Street Supplies	155.73
0	06/27/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Spray Patcher	10.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Glass Scraper	5.99
0	06/27/2017	General Fund	Operating Supplies	Target- CC	Electronic Supplies	10.71
0	06/27/2017	General Fund	Operating Supplies	Target- CC	Storage Drawer	38.54
0	06/20/2017	General Fund	Operating Supplies	Traffic Data-CC	Nylon Loop	44.97
Operating Supplies Total:						14,066.58
86122	06/21/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	33.71
86122	06/21/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies-Credit	-110.55
86122	06/21/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies-Credit	-86.90
Operating Supplies City Garage Total:						-163.74
0	06/27/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	29,033.46
PERA Employee Ded Total:						29,033.46
0	06/27/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	1,064.67
0	06/27/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	40,055.76
PERA Employer Share Total:						41,120.43
0	06/27/2017	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.06.2017 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
86009	06/21/2017	General Fund	Professional Services	Ammunition Disposal of MN	Ammunition Pick-Up	50.00
0	06/21/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	16,357.00
0	06/21/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Grievance Arbritration	740.00
0	06/21/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Services	13,050.75
0	06/27/2017	General Fund	Professional Services	Facebook-CC	Advertising	20.00
86144	06/27/2017	General Fund	Professional Services	Group Health Inc.	Safety Meeting Consulting	517.50
86051	06/21/2017	General Fund	Professional Services	Hillcrest Animal Hospital	Animal Control Boarding	73.00
86061	06/21/2017	General Fund	Professional Services	Kodet Architectural Group Ltd.	Architectural Services	345.00
86065	06/21/2017	General Fund	Professional Services	LexisNexis CopLogic Solutions, In	Minimum Commitment Balance	50.00
86072	06/21/2017	General Fund	Professional Services	Martin McAllister, Inc.	Public Safety Assessment-Pham	500.00
86111	06/21/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
86111	06/21/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	137.50
0	06/27/2017	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Charge	26.00
86120	06/21/2017	General Fund	Professional Services	TransUnion Risk and Alternative	Person Searches Acct: 212095	24.50
0	06/20/2017	General Fund	Professional Services	Twitter-CC	Outreach	10.00
0	06/27/2017	General Fund	Professional Services	UPS Store- CC	Shipping Charges	15.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						31,926.01
0	06/27/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	14,579.67
State Income Tax Total:						14,579.67
0	06/27/2017	General Fund	Telephone	Sprint- CC	Cell Phones	76.60
86129	06/21/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
86129	06/21/2017	General Fund	Telephone	Verizon Wireless	Cell Phones-Credit	-299.94
86129	06/21/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	805.35
0	06/27/2017	General Fund	Telephone	Walmart-CC	Phone Case	18.21
Telephone Total:						635.23
0	06/20/2017	General Fund	Training	Brueggers Bagels- CC	Training Supplies	96.36
0	06/20/2017	General Fund	Training	Cossetta-CC	Lunch During Training	10.63
0	06/20/2017	General Fund	Training	Cossetta-CC	Lunch During Training	14.42
0	06/20/2017	General Fund	Training	Cub Foods- CC	Training Supplies	18.46
0	06/20/2017	General Fund	Training	Cub Foods- CC	Training Supplies	31.45
86028	06/21/2017	General Fund	Training	Dakota County Technical College	Patrol Training	600.00
0	06/27/2017	General Fund	Training	Davanni's -CC	Training Supplies	272.10
0	06/27/2017	General Fund	Training	Dunkin Donuts-CC	Taining Supplies	96.35
0	06/20/2017	General Fund	Training	Impark-CC	Parking	5.00
86082	06/21/2017	General Fund	Training	Mn National Latino Police Officer /	Training	75.00
0	06/27/2017	General Fund	Training	National Fire Sprinkler-CC	AHJ Plan Review	50.00
0	06/20/2017	General Fund	Training	Office Depot- CC	Training Supplies	32.13
0	06/20/2017	General Fund	Training	Parking Ramp-CC	Patrol Training Parking	5.00
0	06/20/2017	General Fund	Training	Parking Ramp-CC	Parking	8.00
0	06/20/2017	General Fund	Training	Parking Ramp-CC	Parking	8.00
0	06/20/2017	General Fund	Training	Staples-CC	Training Supplies	98.51
0	06/20/2017	General Fund	Training	Target- CC	Training Supplies	49.10
Training Total:						1,470.51
0	06/21/2017	General Fund	Tuition Reimbursement	Crystal Jones	Tuition Reimbursement	1,500.00
0	06/21/2017	General Fund	Tuition Reimbursement	Ku Tee	Tuition Reimbursement	1,500.00
Tuition Reimbursement Total:						3,000.00
0	06/21/2017	General Fund	Utilities	Xcel Energy	Street Lights	8.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Utilities Total:						8.76
0	06/21/2017	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,182.84
Utilities - City Garage Total:						2,182.84
0	06/21/2017	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	5,593.21
Utilities - City Hall Total:						5,593.21
0	06/20/2017	General Fund	Vehicle Supplies & Maintenance	Amazon.com- CC	Vehicle Supplies	35.85
86023	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaining	33.88
86023	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation #470	Uniform Cleaining	33.88
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	6.38
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	230.26
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	56.34
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	58.86
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	243.80
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	33.24
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	39.79
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	28.73
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	16.04
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	34.02
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	9.35
86036	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Felling Trailers	Fender	138.50
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	41.96
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	103.77
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	103.77
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	32.07
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Absorbent	49.07
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Mach Screw	14.92
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Coupler	42.35
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Splice Connectors	40.34
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Car Wash Supplies	87.60
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Gauges	36.40
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Gauges	29.60
0	06/20/2017	General Fund	Vehicle Supplies & Maintenance	Harbor Freight Tools-CC	Credit	-21.42
0	06/20/2017	General Fund	Vehicle Supplies & Maintenance	Harbor Freight Tools-CC	Vehicle Supplies	29.98
0	06/20/2017	General Fund	Vehicle Supplies & Maintenance	Home Depot- CC	Vehicle Supplies	64.06
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Kath Fuel Oil Service, Inc.	Oil	384.00
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Kath Fuel Oil Service, Inc.	Oil	89.70
0	06/20/2017	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Vehicle Supplies	90.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Tools	134.99
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Vehicle Supplies	447.38
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	248.15
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	12.12
0	06/20/2017	General Fund	Vehicle Supplies & Maintenance	Menards-CC	Squad Car Supplies	233.08
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	115.08
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	24.24
0	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	66.17
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	60.27
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	26.30
86154	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Overhead Door Co of the Northland	Transmitter Repair	261.00
86093	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Pirtek Midway	Couplings	97.21
86157	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm Stock Report, Procurement Ex	370.73
86157	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	CPAP Masks	278.64
86102	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Vehicle Supplies	88.50
86102	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	Vehicle Supplies	19.96
86112	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Tire Supplies	945.04
86112	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Tire Supplies	153.96
86161	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	188.00
86161	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Vehicle Supplies	211.38
0	06/27/2017	General Fund	Vehicle Supplies & Maintenance	Sun Control Of MN- CC	Window Film Installation	259.00
86113	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Target Supplies	Diesel Fuel Additive	250.00
86121	06/21/2017	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Vehicle Supplies	48.01
Vehicle Supplies & Maintenance Total:						6,756.38
0	06/20/2017	General Fund	Volunteer Recognition	Good Earth-CC	Recognition Lunch W/Lead Volunteer	35.46
0	06/20/2017	General Fund	Volunteer Recognition	Ihop-CC	Conference Planning Meeting Supplies	18.52
0	06/27/2017	General Fund	Volunteer Recognition	Jimmy John's Sandwiches- CC	Volunteer Supplies	26.90
0	06/20/2017	General Fund	Volunteer Recognition	Survey Monkey.com-CC	Volunteer Recognition Supplies	300.00
0	06/20/2017	General Fund	Volunteer Recognition	Walgreens-CC	Volunteer Supplies	13.49
Volunteer Recognition Total:						394.37
0	06/21/2017	General Fund	Work Session Expenses	Innovative Office Solutions	Office Supplies	15.95
Work Session Expenses Total:						15.95
Fund Total:						383,202.30
0	06/20/2017	General Fund Donations	Explorers - Supplies	Discount Mugs-CC	Glasses	359.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Explorers - Supplies Total:	359.88
0	06/20/2017	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Charge	9.95
					K-9 - Supplies Total:	9.95
0	06/27/2017	General Fund Donations	Operating Supplies	4Imprint-CC	Magnet Clips	603.56
0	06/20/2017	General Fund Donations	Operating Supplies	Twin Cities Inflatables-CC	Inflatables	295.00
					Operating Supplies Total:	898.56
					Fund Total:	1,268.39
86114	06/21/2017	Golf Course	Advertising	Tee Times Press	Kid Friendly Courses Advertising	250.00
					Advertising Total:	250.00
86130	06/21/2017	Golf Course	Clothing	The Vernon Company	Uniform Supplies	967.57
86130	06/21/2017	Golf Course	Clothing	The Vernon Company	Uniform Supplies	76.56
86130	06/21/2017	Golf Course	Clothing	The Vernon Company	Uniform Supplies	467.78
86130	06/21/2017	Golf Course	Clothing	The Vernon Company	Uniform Supplies	330.06
					Clothing Total:	1,841.97
0	06/27/2017	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
					Contract Maintenance Total:	79.56
0	06/27/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	766.87
					Federal Income Tax Total:	766.87
0	06/27/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	127.17
0	06/27/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	543.76
					FICA Employee Ded. Total:	670.93
0	06/27/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	543.76
0	06/27/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	127.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	670.93
86066	06/21/2017	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	73.48
					Life Ins. Employee Total:	73.48
86066	06/21/2017	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	4.80
					Life Ins. Employer Total:	4.80
86066	06/21/2017	Golf Course	Long Term Disability	LINA	Life Insurance Premium-June 2017	18.67
					Long Term Disability Total:	18.67
86089	06/21/2017	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	471.38
					Medical Ins Employee Total:	471.38
86089	06/21/2017	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	1,360.36
					Medical Ins Employer Total:	1,360.36
86079	06/21/2017	Golf Course	Memberships & Subscriptions	Mn Dept of Health	2017 Statewide Hospitality Fee	35.00
					Memberships & Subscriptions Total:	35.00
0	06/21/2017	Golf Course	Merchandise For Sale	Hornungs Pro Golf Sales, Inc.	Golf Supplies For Resale	235.41
0	06/27/2017	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Items for Resale	43.90
0	06/20/2017	Golf Course	Merchandise For Sale	Sam's Club-CC	Concession Items for Resale	184.15
					Merchandise For Sale Total:	463.46
0	06/27/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	54.05
					MN State Retirement Total:	54.05
0	06/27/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	Golf Course	Operating Supplies	AutoZone-CC	Shop Supplies	3.82
86013	06/21/2017	Golf Course	Operating Supplies	Batteries Plus Bulbs	12V Flooded	106.95
0	06/20/2017	Golf Course	Operating Supplies	Batteries Plus-CC	Exit Light Battery	13.95
0	06/20/2017	Golf Course	Operating Supplies	Central Irrigation-CC	Irrigation Supplies	40.93
0	06/20/2017	Golf Course	Operating Supplies	Factory Motor Parts-CC	Solar Booster Pack	159.99
0	06/27/2017	Golf Course	Operating Supplies	Gertens Greenhouses-CC	Flower Supplies	369.10
0	06/20/2017	Golf Course	Operating Supplies	Menards-CC	Garage Door Parts	8.35
0	06/20/2017	Golf Course	Operating Supplies	Mills Fleet Farm-CC	Grease Gun Supplies	80.88
0	06/27/2017	Golf Course	Operating Supplies	Office Depot- CC	Office Supplies	129.61
0	06/20/2017	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Plumbing Supplies	7.67
0	06/20/2017	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Torch Gas	4.27
0	06/20/2017	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Hose Clamps	7.96
0	06/27/2017	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Paint Supplies	25.23
0	06/21/2017	Golf Course	Operating Supplies	Sysco Mn	Concession Supplies	436.05
Operating Supplies Total:						1,394.76
0	06/27/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	351.34
PERA Employee Ded Total:						351.34
0	06/27/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	351.34
0	06/27/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	54.05
PERA Employer Share Total:						405.39
0	06/27/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	360.24
State Income Tax Total:						360.24
0	06/20/2017	Golf Course	Training	Serve Alcohol-CC	Alcohol Serving Training	38.12
Training Total:						38.12
0	06/27/2017	Golf Course	Vehicle Supplies & Maintenance	Mills Fleet Farm-CC	Tubes	47.11
0	06/27/2017	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Atomic Blade	150.04
0	06/27/2017	Golf Course	Vehicle Supplies & Maintenance	North Hgts Hardware Hank-CC	Weed Whip Repair	34.80
0	06/27/2017	Golf Course	Vehicle Supplies & Maintenance	Suburban Ace Hardware-CC	Shop Supplies	27.99
Vehicle Supplies & Maintenance Total:						259.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						9,621.25
86099	06/21/2017	Housing Rep Program/Single Fam	196 So. McCarrons Land Purchas	Ramsey County Prop Rec & Rev	First Half Taxes-13.29.23.44.0002-19	1,168.56
196 So. McCarrons Land Purchas Total:						1,168.56
86007	06/21/2017	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Alex's Lawn & Turf	Trim & Cut Grass	221.75
86059	06/21/2017	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Kennedy & Graven, Chartered	Purchase of 196 S. McCarrons Blvd	666.00
196 So. McCarrons Prof. Servic Total:						887.75
0	06/21/2017	Housing Rep Program/Single Fam	Utilities	Xcel Energy	Roseville EDA	2.99
0	06/21/2017	Housing Rep Program/Single Fam	Utilities	Xcel Energy	Roseville EDA	24.85
Utilities Total:						27.84
Fund Total:						2,084.15
0	06/20/2017	Information Technology	Computer/Software Replacement	Amazon.com- CC	Computer Supplies	1,777.02
Computer/Software Replacement Total:						1,777.02
86033	06/21/2017	Information Technology	Contract Maintenance	Duo Security, Inc.	Duo Software Subscription	4,500.00
0	06/27/2017	Information Technology	Contract Maintenance	Microsoft-CC	Online Services	334.66
86087	06/21/2017	Information Technology	Contract Maintenance	Nardini Fire Equipment Co, Inc	Inspection System	209.00
0	06/27/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Web Forwarding Service	1.99
0	06/27/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Web Forwarding Service	1.99
86094	06/21/2017	Information Technology	Contract Maintenance	Pivotalogic, Inc.	Disaster Recovery Review	4,975.00
0	06/21/2017	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Standard	10.12
86127	06/21/2017	Information Technology	Contract Maintenance	US Internet	DNS Hosting	9.92
0	06/21/2017	Information Technology	Contract Maintenance	Zoho Corp	Manage Engine Annual Subscription	4,900.00
Contract Maintenance Total:						14,942.68
0	06/27/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	6,509.32
Federal Income Tax Total:						6,509.32
86133	06/21/2017	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Locating Service-Acct: 011277	2,750.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fiber Maintenance & Locates Total:						2,750.81
0	06/27/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	792.14
0	06/27/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	3,387.13
FICA Employee Ded. Total:						4,179.27
0	06/27/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	792.14
0	06/27/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	3,387.13
FICA Employers Share Total:						4,179.27
86156	06/27/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	642.10
HSA Employee Total:						642.10
0	06/27/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2017 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
86024	06/21/2017	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,845.00
86024	06/21/2017	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
Internet Total:						5,445.00
86066	06/21/2017	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	181.61
Life Ins. Employee Total:						181.61
86066	06/21/2017	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	75.60
Life Ins. Employer Total:						75.60
86066	06/21/2017	Information Technology	Long Term Disability	LINA	Life Insurance Premium-June 2017	256.07
Long Term Disability Total:						256.07
86089	06/21/2017	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	512.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Medical Ins Employee Total:						512.69
86089	06/21/2017	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	10,019.12
Medical Ins Employer Total:						10,019.12
0	06/27/2017	Information Technology	Minor Equipment	Best Buy- CC	TV Displays	674.87
86029	06/21/2017	Information Technology	Minor Equipment	Dell Marketing, L.P.	Computer Supplies	5,416.85
86053	06/21/2017	Information Technology	Minor Equipment	HP INC.	Computer Supplies	968.86
86053	06/21/2017	Information Technology	Minor Equipment	HP INC.	Computer Supplies	968.86
86071	06/21/2017	Information Technology	Minor Equipment	Marco Technologies, LLC	Fixed Dome Network Camera	616.18
Minor Equipment Total:						8,645.62
0	06/27/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	545.70
MN State Retirement Total:						545.70
0	06/27/2017	Information Technology	Operating Supplies	Amazon.com- CC	Computer Supplies	452.12
86035	06/21/2017	Information Technology	Operating Supplies	Fed Ex	Shipping Charges	37.31
0	06/27/2017	Information Technology	Operating Supplies	Monoprice.Com-CC	Wall Mounts	81.96
0	06/27/2017	Information Technology	Operating Supplies	Monoprice.Com-CC	Patch Cables & Display Adapters	272.58
0	06/27/2017	Information Technology	Operating Supplies	Nelsons Cheese & Deli-CC	Interview Supplies	62.75
Operating Supplies Total:						906.72
0	06/27/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	3,473.23
PERA Employee Ded Total:						3,473.23
0	06/27/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	534.34
0	06/27/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	3,473.23
PERA Employer Share Total:						4,007.57
0	06/27/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	2,442.58
State Income Tax Total:						2,442.58

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						71,716.98
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.50
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.24
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.33
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.66
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	411.80
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	322.08
86020	06/21/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
PSTN-PRI Access/DID Allocation Total:						1,122.67
Fund Total:						1,122.67
86143	06/27/2017	License Center	Contract Maintenance	G & K Services	Mats	3.60
86143	06/27/2017	License Center	Contract Maintenance	G & K Services	Mats	19.60
86067	06/21/2017	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning-June 2017	755.00
Contract Maintenance Total:						778.20
0	06/27/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	3,664.20
Federal Income Tax Total:						3,664.20
0	06/27/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	533.08
0	06/27/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	2,279.41
FICA Employee Ded. Total:						2,812.49
0	06/27/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	2,279.41
0	06/27/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	533.08
FICA Employers Share Total:						2,812.49
86156	06/27/2017	License Center	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	309.54
HSA Employee Total:						309.54
86066	06/21/2017	License Center	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	127.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	127.49
86066	06/21/2017	License Center	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	48.00
					Life Ins. Employer Total:	48.00
86066	06/21/2017	License Center	Long Term Disability	LINA	Life Insurance Premium-June 2017	130.15
					Long Term Disability Total:	130.15
86089	06/21/2017	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	1,503.43
					Medical Ins Employee Total:	1,503.43
86089	06/21/2017	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	6,875.98
					Medical Ins Employer Total:	6,875.98
0	06/27/2017	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2017 Minnesota E	123.84
					Minnesota Benefit Ded Total:	123.84
0	06/27/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	373.22
					MN State Retirement Total:	373.22
0	06/27/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	1,621.51
					MNDCP Def Comp Total:	1,621.51
0	06/21/2017	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	143.80
0	06/27/2017	License Center	Office Supplies	Office Depot- CC	Office Supplies	114.06
0	06/27/2017	License Center	Office Supplies	Target- CC	Office Supplies	45.94
					Office Supplies Total:	303.80
0	06/20/2017	License Center	Operating Supplies	Pakor-CC	Passport Supplies	553.40
86122	06/21/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	7.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						560.62
0	06/27/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	2,275.40
PERA Employee Ded Total:						2,275.40
0	06/27/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	350.09
0	06/27/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	2,275.40
PERA Employer Share Total:						2,625.49
0	06/20/2017	License Center	Postage	USPS-CC	Postage	465.50
0	06/27/2017	License Center	Postage	USPS-CC	Postage	272.65
0	06/27/2017	License Center	Postage	USPS-CC	Postage	179.55
Postage Total:						917.70
86075	06/21/2017	License Center	Professional Services	McGough Facility Management, LI	Facility Management	53.80
0	06/21/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	206.78
Professional Services Total:						260.58
0	06/27/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	1,534.38
State Income Tax Total:						1,534.38
0	06/20/2017	License Center	Transportation	Parking Ramp-CC	Parking	9.00
Transportation Total:						9.00
0	06/21/2017	License Center	Utilities	Xcel Energy	License Center	521.98
Utilities Total:						521.98
Fund Total:						30,189.49
86023	06/21/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaining	1.78
86023	06/21/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaining	1.78
86023	06/21/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaining	1.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/21/2017	P & R Contract Maintenance	Clothing	Fastenal Company Inc.	Uniform Supplies	584.99
					Clothing Total:	590.33
0	06/27/2017	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	531.22
					Contract Maintenance Total:	531.22
0	06/27/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	3,139.67
					Federal Income Tax Total:	3,139.67
0	06/27/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	431.85
0	06/27/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	1,846.46
					FICA Employee Ded. Total:	2,278.31
0	06/27/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	1,846.46
0	06/27/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	431.85
					FICA Employers Share Total:	2,278.31
86156	06/27/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	250.00
					HSA Employee Total:	250.00
86066	06/21/2017	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	62.55
					Life Ins. Employee Total:	62.55
86066	06/21/2017	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	39.59
					Life Ins. Employer Total:	39.59
86066	06/21/2017	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium-June 2017	106.26
					Long Term Disability Total:	106.26
86089	06/21/2017	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	400.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	400.66
86089	06/21/2017	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	4,520.70
					Medical Ins Employer Total:	4,520.70
0	06/27/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	222.16
					MN State Retirement Total:	222.16
0	06/27/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	605.00
					MNDCP Def Comp Total:	605.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Bachmans Inc	Arboretum Supplies	1,628.65
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Bachman's-CC	Arboretum Supplies	49.97
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Beacon Athletics-CC	No Receipt-J. Taylor	201.78
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.	Polypro Funnel	33.99
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Shop Supplies	119.89
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Gloves	19.27
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Soccer Net Supplies	31.24
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Soccer Net Supplies	38.37
86043	06/21/2017	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	787.50
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Harbor Freight Tools-CC	Shelter Supplies	72.82
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Shelter Supplies	37.18
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Shelter Supplies	10.69
86052	06/21/2017	P & R Contract Maintenance	Operating Supplies	Horizon Commercial Pool Supply	Pool Supplies	526.91
86052	06/21/2017	P & R Contract Maintenance	Operating Supplies	Horizon Commercial Pool Supply	No Lifeguard on Duty Sign	201.90
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	HTC Brooklyn Pk Tuition-CC	Flowers	548.88
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Jet.com-CC	No Receipt-J. Taylor	166.62
86068	06/21/2017	P & R Contract Maintenance	Operating Supplies	LTG Power Equipment	Supplies	549.00
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Shelter Repair Supplies	168.77
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Arboretum Supplies	74.42
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Shelter Supplies	92.57
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises- CC	Irrigation Supplies	77.85
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Spherical Bearing	75.56
86088	06/21/2017	P & R Contract Maintenance	Operating Supplies	Newman Traffic Signs, Inc.	Digital Print Sign	40.45
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Arboretum Supplies	2.97
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	No Receipts-M. Schlosser	95.31
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	No Receipt-Schlosser	36.14
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Fountain Supplies	41.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Northern Tool & Equip- CC	Sandblaster, Graffiti Removal	92.46
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Office Depot- CC	Shelter Supplies	30.75
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	Pond Master Store-CC	Fountain Pump Bags	62.24
86095	06/21/2017	P & R Contract Maintenance	Operating Supplies	Poolside	Pool Supplies	56.11
86095	06/21/2017	P & R Contract Maintenance	Operating Supplies	Poolside	Pool Supplies	40.51
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Sherwin Williams - CC	Paint Supplies	48.17
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	Sherwin Williams - CC	Paint Supplies	43.42
0	06/20/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Lawn Mower Supplies	47.95
0	06/27/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Foundation Setter	7.99
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Roundup QuikPro	170.00
86122	06/21/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	484.60
86122	06/21/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	331.00
86122	06/21/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	392.08
86122	06/21/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	146.70
86122	06/21/2017	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	457.65
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Uline	Trash Can Supplies	1,536.36
86125	06/21/2017	P & R Contract Maintenance	Operating Supplies	Universal Athletic Service, Inc.	Field Drying Material	459.50
86163	06/27/2017	P & R Contract Maintenance	Operating Supplies	Wagners Greenhouses, Inc.	Flowers	953.04
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	350.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	350.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
0	06/21/2017	P & R Contract Maintenance	Operating Supplies	Yale Mechanical, LLC	Mechanical Service	175.00
Operating Supplies Total:						12,841.19
0	06/27/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	1,489.07
PERA Employee Ded Total:						1,489.07
0	06/27/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	229.05
0	06/27/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	1,489.07
PERA Employer Share Total:						1,718.12
0	06/21/2017	P & R Contract Maintenance	Professional Services	Jeff's S.O.S. Drain & Sewer Cleanir	Sewer Line Optic Inspection	185.00
86073	06/21/2017	P & R Contract Maintenance	Professional Services	McCaren Designs, Inc.	Exterior Landscape Maintenance	373.76
0	06/27/2017	P & R Contract Maintenance	Professional Services	Site One Landscapes-CC	Irrigation	52.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						611.26
0	06/27/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	1,285.32
State Income Tax Total:						1,285.32
0	06/27/2017	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	79.98
86129	06/21/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	105.03
Telephone Total:						185.01
0	06/20/2017	P & R Contract Maintenance	Training	Mn Dept of Labor-CC	License Fee	48.00
Training Total:						48.00
Fund Total:						33,202.73
86062	06/21/2017	Park Renewal 2011	Contractor Payments	Landscape Structures Inc.	Tamarack Park Supplies	37,692.96
Contractor Payments Total:						37,692.96
Fund Total:						37,692.96
0	06/21/2017	Pathway Maintenance Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Road Base, Sand	1,874.12
86026	06/21/2017	Pathway Maintenance Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	732.15
86097	06/21/2017	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	353.40
Operating Supplies Total:						2,959.67
Fund Total:						2,959.67
0	06/27/2017	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	257.17
Federal Income Tax Total:						257.17
0	06/27/2017	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare Ei	25.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded Total:	25.69
0	06/27/2017	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	25.69
					FICA Employer Share Total:	25.69
86089	06/21/2017	Police - DWI Enforcement	HCMA Insurance Ded	NJPA	Health Insurance Premium-June 2017	25.94
					HCMA Insurance Ded Total:	25.94
86156	06/27/2017	Police - DWI Enforcement	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	12.07
					HSA Employee Total:	12.07
86066	06/21/2017	Police - DWI Enforcement	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	3.03
					Life Ins. Employee Total:	3.03
86066	06/21/2017	Police - DWI Enforcement	Life Insurance	LINA	Life Insurance Premium-June 2017	0.33
					Life Insurance Total:	0.33
86066	06/21/2017	Police - DWI Enforcement	Long Term Disability	LINA	Life Insurance Premium-June 2017	1.11
					Long Term Disability Total:	1.11
86089	06/21/2017	Police - DWI Enforcement	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	51.63
					Medical Ins Employer Total:	51.63
0	06/27/2017	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	18.46
					MN State Retirement Total:	18.46
0	06/27/2017	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	24.10
					MNDCP Def Comp Total:	24.10
0	06/27/2017	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	199.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Total:						199.25
0	06/27/2017	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	298.88
PERA Employer Share Total:						298.88
0	06/21/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	962.50
0	06/21/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Squad DVD Copying	2,083.33
Professional Services Total:						3,045.83
0	06/27/2017	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	91.20
State Income Tax Total:						91.20
Fund Total:						4,080.38
0	06/27/2017	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	251.72
Federal Income Tax Total:						251.72
0	06/27/2017	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	22.94
FICA Employee Ded. Total:						22.94
0	06/27/2017	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	22.94
FICA Employers Share Total:						22.94
86156	06/27/2017	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	5.06
HSA Employee Total:						5.06
86066	06/21/2017	Police Grants	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	1.81
Life Ins. Employee Total:						1.81
86066	06/21/2017	Police Grants	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	0.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	0.91
86066	06/21/2017	Police Grants	Long Term Disability	LINA	Life Insurance Premium-June 2017	2.98
					Long Term Disability Total:	2.98
86089	06/21/2017	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	71.45
					Medical Ins Employer Total:	71.45
86118	06/21/2017	Police Grants	Minor Equipment	TNVC Inc.	Tactical Supplies	20,453.10
					Minor Equipment Total:	20,453.10
0	06/27/2017	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	16.02
					MN State Retirement Total:	16.02
0	06/27/2017	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	50.82
					MNDCP Def Comp Total:	50.82
0	06/27/2017	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	173.07
					PERA Employee Ded Total:	173.07
0	06/27/2017	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	259.60
					PERA Employer Share Total:	259.60
0	06/27/2017	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	83.57
					State Income Tax Total:	83.57
					Fund Total:	21,415.99
0	06/27/2017	Police Forfeiture Fund	Professional Services	Exxonmobile-CC	Fraudulent Purchase	82.00
86129	06/21/2017	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						152.02
Fund Total:						152.02
86008	06/21/2017	Police Vehicle Revolving	Minor Equipment	All Traffic Solutions, Inc.	CIP Equipment	3,190.00
86008	06/21/2017	Police Vehicle Revolving	Minor Equipment	All Traffic Solutions, Inc.	CIP Equipment	610.00
0	06/20/2017	Police Vehicle Revolving	Minor Equipment	Edgeworks-CC	Tactical Gear	377.45
0	06/20/2017	Police Vehicle Revolving	Minor Equipment	LA Police Gear, Inc.-CC	Tactical Gear	194.76
Minor Equipment Total:						4,372.21
0	06/20/2017	Police Vehicle Revolving	Operating Supplies	AED Superstore-CC	AED Supplies	1,695.00
Operating Supplies Total:						1,695.00
0	06/27/2017	Police Vehicle Revolving	Vehicle Supplies & Maintenance	Amazon.com- CC	Wireless Mouse	45.95
Vehicle Supplies & Maintenance Total:						45.95
Fund Total:						6,113.16
86042	06/21/2017	Recreation Fund	Collected Insurance Fee	Mary Fowler	Federal Reserve Tour Refund	2.00
Collected Insurance Fee Total:						2.00
86158	06/27/2017	Recreation Fund	Concession Sales	Roseville Figure Skating Club	RFSC Revenue Sold During Competi	151.76
86158	06/27/2017	Recreation Fund	Concession Sales	Roseville Figure Skating Club	RFSC Revenue for Pizza Sales Durin	347.17
Concession Sales Total:						498.93
86067	06/21/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-June 2017	1,164.00
0	06/27/2017	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
0	06/27/2017	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	60.00
Contract Maintenance Total:						1,471.86
86067	06/21/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-June 2017	944.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						944.00
0	06/27/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	4,863.84
Federal Income Tax Total:						4,863.84
86011	06/21/2017	Recreation Fund	Fee Program Revenue	Ann Aurelius	Garden Plot Rental Refund	28.00
86037	06/21/2017	Recreation Fund	Fee Program Revenue	Filipino Community Organization	Key Deposit Refund	25.00
86042	06/21/2017	Recreation Fund	Fee Program Revenue	Mary Fowler	Federal Reserve Tour Refund	4.00
86042	06/21/2017	Recreation Fund	Fee Program Revenue	Mary Fowler	Federal Reserve Tour Refund	130.00
86119	06/21/2017	Recreation Fund	Fee Program Revenue	Jill Torrez	Key Deposit Refund	25.00
Fee Program Revenue Total:						212.00
0	06/27/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	3,345.19
0	06/27/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	782.38
FICA Employee Ded. Total:						4,127.57
0	06/27/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	3,345.19
0	06/27/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	782.38
FICA Employers Share Total:						4,127.57
86156	06/27/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	244.60
HSA Employee Total:						244.60
0	06/27/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.06.2017 ICMA Defe	665.47
ICMA Def Comp Total:						665.47
86066	06/21/2017	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	87.68
Life Ins. Employee Total:						87.68
86066	06/21/2017	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	57.60
Life Ins. Employer Total:						57.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86066	06/21/2017	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium-June 2017	190.21
					Long Term Disability Total:	190.21
86089	06/21/2017	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	1,051.84
					Medical Ins Employee Total:	1,051.84
86089	06/21/2017	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	7,526.85
					Medical Ins Employer Total:	7,526.85
0	06/27/2017	Recreation Fund	Memberships & Subscriptions	When I Work-CC	Monthly Fee	49.00
					Memberships & Subscriptions Total:	49.00
0	06/27/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	431.45
					MN State Retirement Total:	431.45
0	06/27/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	1,620.70
					MNDCP Def Comp Total:	1,620.70
0	06/20/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	31.03
0	06/20/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	92.64
0	06/20/2017	Recreation Fund	Office Supplies	Office Depot- CC	Credit	-15.00
0	06/27/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	224.49
					Office Supplies Total:	333.16
0	06/27/2017	Recreation Fund	Operating Supplies	Able Hose & Rubber Inc	Arena Supplies	78.94
0	06/20/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Banquet Room Screen	125.52
0	06/20/2017	Recreation Fund	Operating Supplies	Byerly's- CC	Earth Day Supplies	94.99
0	06/20/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Bowling Group Get Together Supplie	29.31
0	06/20/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Supplies	10.78
0	06/20/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Ice Show Volunteer Supplies	8.99
0	06/27/2017	Recreation Fund	Operating Supplies	Fastenal-CC	Parts	54.21
0	06/21/2017	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	467.60
0	06/20/2017	Recreation Fund	Operating Supplies	Fikes-CC	Restroom Supplies	10.00
0	06/27/2017	Recreation Fund	Operating Supplies	Flowerama-CC	Ice Show Flowers	110.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	Recreation Fund	Operating Supplies	Frattallones-CC	Sand Volleyball Supplies	54.41
0	06/21/2017	Recreation Fund	Operating Supplies	Goodin Corp.	Pilot Burner	61.23
0	06/27/2017	Recreation Fund	Operating Supplies	Grainger Inc	Braided Sleeving	31.46
86048	06/21/2017	Recreation Fund	Operating Supplies	Groth Music	Big Band Supplies	50.02
0	06/27/2017	Recreation Fund	Operating Supplies	Hobby Lobby-CC	Program Supplies	48.20
0	06/20/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Skate Park Supplies	290.22
0	06/20/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Cable Ties	63.88
86148	06/27/2017	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	10.46
86056	06/21/2017	Recreation Fund	Operating Supplies	Impression Signs and Graphics, Co	Parade Signage	222.60
0	06/20/2017	Recreation Fund	Operating Supplies	Little Caesars-CC	Staff Training Supplies	16.07
0	06/20/2017	Recreation Fund	Operating Supplies	Michaels-CC	Earth Day Supplies	25.68
0	06/20/2017	Recreation Fund	Operating Supplies	Michaels-CC	Earth Day Supplies	36.99
0	06/20/2017	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-CC	Fasteners	3.07
0	06/20/2017	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	82.40
0	06/20/2017	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	85.18
0	06/20/2017	Recreation Fund	Operating Supplies	Online Sports-CC	Referee Stands	2,437.16
0	06/27/2017	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Master Cylinder	103.64
0	06/27/2017	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Concession Items	67.94
86108	06/21/2017	Recreation Fund	Operating Supplies	St. Croix Screen Printing, Inc.	55 - RUN FOR ROSES YOUTH SHI	264.00
86108	06/21/2017	Recreation Fund	Operating Supplies	St. Croix Screen Printing, Inc.	20 - RUN FOR ROSES ADULT XXL	126.00
86108	06/21/2017	Recreation Fund	Operating Supplies	St. Croix Screen Printing, Inc.	575 - RUN FOR ROSES ADULT SHI	2,760.00
0	06/27/2017	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	149.94
0	06/27/2017	Recreation Fund	Operating Supplies	Stitchin Post	Summer Staff Supplies	152.00
0	06/27/2017	Recreation Fund	Operating Supplies	Stitchin Post	Summer Staff Supplies	100.00
0	06/27/2017	Recreation Fund	Operating Supplies	Stitchin Post	Summer Staff Supplies	150.00
0	06/27/2017	Recreation Fund	Operating Supplies	Stitchin Post	Summer Staff Supplies	154.00
0	06/27/2017	Recreation Fund	Operating Supplies	Stitchin Post	Summer Staff Supplies	152.00
0	06/27/2017	Recreation Fund	Operating Supplies	Stitchin Post	Summer Staff Supplies	150.00
0	06/20/2017	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Ice Show Supplies	31.97
0	06/20/2017	Recreation Fund	Operating Supplies	Subway-CC	Bowling Group Get Together Supplie	102.00
0	06/20/2017	Recreation Fund	Operating Supplies	Target- CC	Picture Night Supplies	14.11
0	06/20/2017	Recreation Fund	Operating Supplies	Target- CC	Cleaning Supplies	17.96
0	06/20/2017	Recreation Fund	Operating Supplies	Target- CC	First Aid Supplies	30.02
0	06/27/2017	Recreation Fund	Operating Supplies	Target- CC	Program Supplies	10.23
0	06/27/2017	Recreation Fund	Operating Supplies	Target- CC	Program Supplies	15.87
86126	06/21/2017	Recreation Fund	Operating Supplies	US Bank	July 4th Change	500.00
0	06/20/2017	Recreation Fund	Operating Supplies	Walmart-CC	Cleaning Supplies	7.66
0	06/27/2017	Recreation Fund	Operating Supplies	Walmart-CC	Distilled Water	8.80
0	06/20/2017	Recreation Fund	Operating Supplies	Wurtec-CC	Microphone	23.35
0	06/20/2017	Recreation Fund	Operating Supplies	Zoro Tools-CC	Duct Tape, Impeller, Gaskets	146.10
Operating Supplies Total:						9,747.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	3,029.66
PERA Employee Ded Total:						3,029.66
0	06/27/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	3,029.66
0	06/27/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	466.11
PERA Employer Share Total:						3,495.77
0	06/21/2017	Recreation Fund	Printing	Roseville Area Schools	Youth Fall Soccer Flyer to Schools	104.60
0	06/27/2017	Recreation Fund	Printing	Roseville Area Schools	Printing Services	256.80
0	06/27/2017	Recreation Fund	Printing	Roseville Area Schools	Printing Services	115.20
0	06/27/2017	Recreation Fund	Printing	Roseville Area Schools	Printing Services	115.20
Printing Total:						591.80
85965	06/21/2017	Recreation Fund	Professional Services	728 Cadets	Rosefest Parade	200.00
85966	06/21/2017	Recreation Fund	Professional Services	Alexandria Marching Band	Rosefest Parade	300.00
85942	06/15/2017	Recreation Fund	Professional Services	Asian Media Access, Inc.	Summer Entertainment-Colorful Asia	1,000.00
86014	06/21/2017	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	192.00
85967	06/21/2017	Recreation Fund	Professional Services	Bemidji HS Marching Band	Rosefest Parade	300.00
85968	06/21/2017	Recreation Fund	Professional Services	Theodore Bridenstine	Summer Entertainment	150.00
85943	06/15/2017	Recreation Fund	Professional Services	Brooklyn Community Band	Summer Entertainment	150.00
85969	06/21/2017	Recreation Fund	Professional Services	Buffalo High School Marching Ban	Rosefest Parade	250.00
86018	06/21/2017	Recreation Fund	Professional Services	Breanna Burmester	Volleyball Officiating	96.00
85944	06/15/2017	Recreation Fund	Professional Services	Bill Cagley	Summer Entertainment	400.00
86022	06/21/2017	Recreation Fund	Professional Services	Champion Youth	Safety Awareenss Instruction	1,590.00
85970	06/21/2017	Recreation Fund	Professional Services	Champlin Park HS Marching Band	Rosefest Parads	175.00
0	06/21/2017	Recreation Fund	Professional Services	Chad Charboneau	Volleyball Officiating	144.00
0	06/27/2017	Recreation Fund	Professional Services	Jeff Crosby	Girls Basketball Coaches Camp Direc	1,768.00
0	06/27/2017	Recreation Fund	Professional Services	Jeff Crosby	Girls Basketball Coaches Camp Direc	3,944.00
0	06/27/2017	Recreation Fund	Professional Services	Jeff Crosby	Little Hoopers Coaches Camp Direct	1,026.00
85972	06/21/2017	Recreation Fund	Professional Services	Dixieland Pick-Up Band	Rosefest Parade	700.00
0	06/21/2017	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	312.00
85973	06/21/2017	Recreation Fund	Professional Services	Robert K. Everest	Summer Entertainment	1,500.00
85945	06/15/2017	Recreation Fund	Professional Services	Dave Fruehauf	Summer Entertainment	200.00
85946	06/15/2017	Recreation Fund	Professional Services	Funtime Funktions	Summer Entertainment-Congo Comrr	900.00
85964	06/15/2017	Recreation Fund	Professional Services	Funtime Funktions	Summer Entertainment-Global Game:	325.00
85994	06/15/2017	Recreation Fund	Professional Services	Funtime Funktions	Summer Entertainment-Kid Power w/	400.00
85993	06/15/2017	Recreation Fund	Professional Services	Funtime Funktions	Summer Entertainment-Sounds from	900.00
0	06/20/2017	Recreation Fund	Professional Services	Gymnasticscoach-CC	Website Listing	29.99
85947	06/15/2017	Recreation Fund	Professional Services	Glen Helgeson	Summer Entertainment-Gypsie Maniz	450.00
86054	06/21/2017	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	192.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86055	06/21/2017	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	48.00
86149	06/27/2017	Recreation Fund	Professional Services	Ingina, LLC	Automotive Engineering	200.00
85948	06/15/2017	Recreation Fund	Professional Services	Aaron Jenkins	Summer Entertainment	750.00
85976	06/21/2017	Recreation Fund	Professional Services	Johmar Farms	Parade Entertainment	450.00
85978	06/21/2017	Recreation Fund	Professional Services	Lake City Marching Band	Rosefest Parade	200.00
85979	06/21/2017	Recreation Fund	Professional Services	Litchfield H. S. Marching Band	Rosefest Parads	300.00
86069	06/21/2017	Recreation Fund	Professional Services	Mary Ann Luey	Ice Show Program Director	500.00
85980	06/21/2017	Recreation Fund	Professional Services	Mankato 77 Lancers	Rosefest Parade	200.00
86074	06/21/2017	Recreation Fund	Professional Services	Kelli McClellan	Ice Show Music Director	636.00
0	06/21/2017	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,668.00
0	06/27/2017	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,152.00
85949	06/15/2017	Recreation Fund	Professional Services	Merry Bobb Music, Inc.	Summer Entertainment	625.00
85981	06/21/2017	Recreation Fund	Professional Services	MN Scottish Celtic Dance Assn.	Summer Entertainment	1,000.00
85982	06/21/2017	Recreation Fund	Professional Services	Philip Nusbaum	Summer Entertainment	200.00
85950	06/15/2017	Recreation Fund	Professional Services	Pan Handlers Steel Drum Band	Summer Entertainment	500.00
85985	06/21/2017	Recreation Fund	Professional Services	Patriots Marching Band	Rosefest Parade	250.00
86155	06/27/2017	Recreation Fund	Professional Services	Pioneer Press	Advertising	100.00
0	06/27/2017	Recreation Fund	Professional Services	Pioneer Press-CC	Garage Sale Ad	37.05
85986	06/21/2017	Recreation Fund	Professional Services	Powder Puff Clown Club	Parade Entertainment	285.00
85988	06/21/2017	Recreation Fund	Professional Services	Pyrotechnic Display Inc.	July 4th Fireworks Display	14,000.00
85951	06/15/2017	Recreation Fund	Professional Services	Richard Alan Productions, Inc.	Summer Entertainment-Teddy Bear B	800.00
85989	06/21/2017	Recreation Fund	Professional Services	Richfield H.S. Marching Band	Rosefest Parade	150.00
85952	06/15/2017	Recreation Fund	Professional Services	Roe Family Singers	Summer Entertainment	900.00
85953	06/15/2017	Recreation Fund	Professional Services	Vincent Rose	Summer Entertainment	550.00
86158	06/27/2017	Recreation Fund	Professional Services	Roseville Figure Skating Club	Open Competitioin Concession Staff	612.00
86158	06/27/2017	Recreation Fund	Professional Services	Roseville Figure Skating Club	Ice Show Concession Staff Hours	272.00
85954	06/15/2017	Recreation Fund	Professional Services	Skipping Stones	Summer Entertainment	400.00
85955	06/15/2017	Recreation Fund	Professional Services	David Smith	Summer Entertainment-Blue Groove	500.00
85991	06/21/2017	Recreation Fund	Professional Services	Solar Sound Marching Band	Rosefest Parade	150.00
85956	06/15/2017	Recreation Fund	Professional Services	Sound Exchange, LLC	Summer Entertainment	1,000.00
85957	06/15/2017	Recreation Fund	Professional Services	Sounds of Hope LTD	Summer Entertainment	550.00
85992	06/21/2017	Recreation Fund	Professional Services	St. Michael-Albertville Marching B	Rosefest Parade	175.00
85995	06/21/2017	Recreation Fund	Professional Services	St. Paul Clown Club	Parade Entertainment	200.00
85958	06/15/2017	Recreation Fund	Professional Services	Stevie Ray Theatre Company	Summer Entertainment	300.00
85959	06/15/2017	Recreation Fund	Professional Services	Kim Sueoka	Summer Entertainment-Lau Hawaiiar	300.00
86116	06/21/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	May Cleaning	3,855.60
85960	06/15/2017	Recreation Fund	Professional Services	Priscilla Thomas	Summer Entertainment-Sweet Rhubar	300.00
85997	06/21/2017	Recreation Fund	Professional Services	Twin Cities Unicycle Club	Rosefest Parade	450.00
0	06/20/2017	Recreation Fund	Professional Services	UPS Store- CC	Run for the Roses Supplies	9.92
0	06/21/2017	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	248.00
86000	06/21/2017	Recreation Fund	Professional Services	Waconia H.S. Marching Band	Rosefest Parade	300.00
85961	06/15/2017	Recreation Fund	Professional Services	Dennis Warner	Summer Entertainment	600.00
85962	06/15/2017	Recreation Fund	Professional Services	Wild Goose Chase Cloggers	Summer Entertainment	600.00
85963	06/15/2017	Recreation Fund	Professional Services	Wild Honey & The Locusts	Summer Entertainment	400.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/21/2017	Recreation Fund	Professional Services	JoAnne Wilson	Volleyball Officiating	144.00
0	06/21/2017	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Lego Class	855.00
86003	06/21/2017	Recreation Fund	Professional Services	Zuhrah Shrine Antique Cars Unit	Parade Entertainment	650.00
86004	06/21/2017	Recreation Fund	Professional Services	Zuhrah Shrine Horse Patrol	Parade Entertainment	1,000.00
Professional Services Total:						60,966.56
86044	06/21/2017	Recreation Fund	Rental	Fun Jumps Entertainment, Inc.	July 4th Rental-Final Payment	1,280.00
86092	06/21/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	57.14
86092	06/21/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	50.36
86101	06/21/2017	Recreation Fund	Rental	Roseville Area Schools	Cafeteria Rental	665.00
86101	06/21/2017	Recreation Fund	Rental	Roseville Area Schools	Dance Recital	37.50
Rental Total:						2,090.00
0	06/27/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	1,994.12
State Income Tax Total:						1,994.12
86025	06/21/2017	Recreation Fund	Utilities	Comcast	Business Services	235.03
86138	06/27/2017	Recreation Fund	Utilities	Comcast	Business Services	265.52
Utilities Total:						500.55
Fund Total:						110,922.42
86038	06/21/2017	Recreation Improvements	Repairs & Maintenance	Flagship Recreation	Wood Fiber	4,000.00
Repairs & Maintenance Total:						4,000.00
Fund Total:						4,000.00
0	06/21/2017	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	6,281.45
Employer Insurance Total:						6,281.45
86063	06/21/2017	Risk Management	Insurance	League of MN Cities Ins Trust	Policy: CMC 1000712-1 Acct: 1000	43,339.00
86063	06/21/2017	Risk Management	Insurance	League of MN Cities Ins Trust	Policy: LLC 1000713-1 Acct: 10002	140.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Insurance Total:						43,479.00
86063	06/21/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0022397	6,974.58
86063	06/21/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0031486	1,000.00
Police Patrol Claims Total:						7,974.58
86110	06/21/2017	Risk Management	Professional Services	Stericycle, Inc.	Steri-Safe	212.56
Professional Services Total:						212.56
Fund Total:						57,947.59
86057	06/21/2017	Sanitary Sewer	2017 Sanitary Sewer Lining	Jim Jensen	Sewer Backup Reimbursement	473.50
2017 Sanitary Sewer Lining Total:						473.50
86015	06/21/2017	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Serew	1,763.75
Cleveland Lift Station Repl Total:						1,763.75
86012	06/21/2017	Sanitary Sewer	Clothing	Avenue Shirt Works	Uniform Supplies	151.67
Clothing Total:						151.67
0	06/27/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	1,376.47
Federal Income Tax Total:						1,376.47
0	06/27/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	834.10
0	06/27/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	195.05
FICA Employee Ded. Total:						1,029.15
0	06/27/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	834.10
0	06/27/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	195.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	1,029.15
86156	06/27/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	58.38
					HSA Employee Total:	58.38
0	06/27/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.06.2017 ICMA Defe	26.24
					ICMA Def Comp Total:	26.24
86066	06/21/2017	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	100.83
					Life Ins. Employee Total:	100.83
86066	06/21/2017	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	25.05
					Life Ins. Employer Total:	25.05
86066	06/21/2017	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium-June 2017	72.40
					Long Term Disability Total:	72.40
86089	06/21/2017	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	998.00
					Medical Ins Employee Total:	998.00
86089	06/21/2017	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	2,836.40
					Medical Ins Employer Total:	2,836.40
86076	06/21/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Services	234,684.83
					Metro Waste Control Board Total:	234,684.83
0	06/27/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	139.36
					MN State Retirement Total:	139.36
0	06/27/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	126.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						126.63
0	06/20/2017	Sanitary Sewer	Operating Supplies	Airgas-CC	Supplies	61.50
0	06/21/2017	Sanitary Sewer	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	407.55
86040	06/21/2017	Sanitary Sewer	Operating Supplies	Flexible Pipe Co.	Hose Repair Labor	230.00
86040	06/21/2017	Sanitary Sewer	Operating Supplies	Flexible Pipe Co.	Wire Nozzle Extension	170.35
0	06/20/2017	Sanitary Sewer	Operating Supplies	Frattallones-CC	Locks	27.84
0	06/21/2017	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Silver Mirror	22.80
0	06/21/2017	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Vehicle Supplies	447.38
0	06/20/2017	Sanitary Sewer	Operating Supplies	Menards-CC	Flex Handle	16.06
0	06/27/2017	Sanitary Sewer	Operating Supplies	Mills Fleet Farm-CC	Rake	42.83
0	06/27/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Flashlight, Batteries	64.94
0	06/27/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Lift Station Supplies	48.74
Operating Supplies Total:						1,539.99
0	06/27/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	905.57
PERA Employee Ded Total:						905.57
0	06/27/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	139.36
0	06/27/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	905.57
PERA Employer Share Total:						1,044.93
0	06/21/2017	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	April Utility Bills	391.39
86159	06/27/2017	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	Vehicle Storage	694.44
Professional Services Total:						1,085.83
86076	06/21/2017	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Chages-May 2017	22,141.35
Sewer SAC Charges Total:						22,141.35
0	06/27/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	584.75
State Income Tax Total:						584.75
0	06/27/2017	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	77.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Telephone Total:	77.98
0	06/21/2017	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	72.47
					Utilities Total:	72.47
					Fund Total:	272,344.68
0	06/27/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	113.86
					Federal Income Tax Total:	113.86
0	06/27/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	61.46
0	06/27/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	14.37
					FICA Employee Ded. Total:	75.83
0	06/27/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	14.37
0	06/27/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	61.46
					FICA Employers Share Total:	75.83
86066	06/21/2017	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	1.45
					Life Ins. Employer Total:	1.45
86066	06/21/2017	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium-June 2017	5.08
					Long Term Disability Total:	5.08
0	06/27/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	9.37
					MN State Retirement Total:	9.37
0	06/27/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	60.93
					PERA Employee Ded Total:	60.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	9.37
0	06/27/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	60.93
PERA Employer Share Total:						70.30
86019	06/21/2017	Solid Waste Recycle	Professional Services	Business Data Record Services	Shredding Day Services	5,056.90
0	06/21/2017	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	36,506.84
0	06/21/2017	Solid Waste Recycle	Professional Services	The Retrofit Companies Inc	Clean Up Day Supplies	2,868.00
Professional Services Total:						44,431.74
0	06/27/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	51.28
State Income Tax Total:						51.28
Fund Total:						44,895.67
86104	06/21/2017	Storm Drainage	BMP Miantenance-2017	Sandstrom Land Management, LLC	Inlet Cleanout, Mulching, Planting	4,727.00
BMP Miantenance-2017 Total:						4,727.00
86012	06/21/2017	Storm Drainage	Clothing	Avenue Shirt Works	Uniform Supplies	223.05
Clothing Total:						223.05
0	06/21/2017	Storm Drainage	Contract Maintenance	American Engineering Testing, Inc.	Soil/Sediment Management	2,770.65
86131	06/21/2017	Storm Drainage	Contract Maintenance	Waste Management of WI-MN	Waste Services	3,125.92
Contract Maintenance Total:						5,896.57
86049	06/21/2017	Storm Drainage	Contractor Payments	Hamline University	Adapt a Drain Program Development	3,500.00
Contractor Payments Total:						3,500.00
86016	06/21/2017	Storm Drainage	Cty Rd C2 Ditch	Braun Intertec Corporation	Ditch Sampling C2 at I35W	636.60
Cty Rd C2 Ditch Total:						636.60
0	06/27/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	1,174.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						1,174.02
0	06/27/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	155.72
0	06/27/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	665.80
FICA Employee Ded. Total:						821.52
0	06/27/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	665.80
0	06/27/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	155.72
FICA Employers Share Total:						821.52
86156	06/27/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	65.11
HSA Employee Total:						65.11
0	06/27/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2017 ICMA Defe	48.23
ICMA Def Comp Total:						48.23
86066	06/21/2017	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	61.10
Life Ins. Employee Total:						61.10
86066	06/21/2017	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	19.51
Life Ins. Employer Total:						19.51
86066	06/21/2017	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium-June 2017	56.11
Long Term Disability Total:						56.11
86089	06/21/2017	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	165.63
Medical Ins Employee Total:						165.63
86089	06/21/2017	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	1,602.49
Medical Ins Employer Total:						1,602.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/27/2017	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2017 Minnesota I	35.83
					Minnesota Benefit Ded Total:	35.83
0	06/27/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	102.86
					MN State Retirement Total:	102.86
0	06/27/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	61.75
					MNDCP Def Comp Total:	61.75
0	06/21/2017	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	63.32
					Office Supplies Total:	63.32
86077	06/21/2017	Storm Drainage	Operating Supplies	MIDC Enterprises	Shovel	49.38
0	06/20/2017	Storm Drainage	Operating Supplies	Mills Fleet Farm-CC	Blades, Waders, Hip Boots	358.83
0	06/27/2017	Storm Drainage	Operating Supplies	Walmart-CC	Spray Paint	30.34
					Operating Supplies Total:	438.55
0	06/27/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	668.27
					PERA Employee Ded Total:	668.27
0	06/27/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	668.27
0	06/27/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	102.86
					PERA Employer Share Total:	771.13
0	06/21/2017	Storm Drainage	Professional Services	Ecoenvelopes, LLC	April Utility Bills	391.40
86159	06/27/2017	Storm Drainage	Professional Services	SanRon Properties, Inc.	Vehicle Storage	694.44
86111	06/21/2017	Storm Drainage	Professional Services	Sheila Stowell	PWETC Meeting Minutes	162.50
86111	06/21/2017	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
					Professional Services Total:	1,257.64
0	06/27/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	471.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	471.40
0	06/21/2017	Storm Drainage	Walsh Lake Lift St Repl	SEH	Walsh Lift Station	2,579.46
					Walsh Lake Lift St Repl Total:	2,579.46
					Fund Total:	26,268.67
0	06/27/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	575.59
					Federal Income Tax Total:	575.59
0	06/27/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	104.26
0	06/27/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	445.88
					FICA Employee Ded. Total:	550.14
0	06/27/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	104.26
0	06/27/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	445.88
					FICA Employers Share Total:	550.14
86156	06/27/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	9.00
					HSA Employee Total:	9.00
86066	06/21/2017	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	48.30
					Life Ins. Employee Total:	48.30
86066	06/21/2017	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	10.55
					Life Ins. Employer Total:	10.55
86066	06/21/2017	Telecommunications	Long Term Disability	LINA	Life Insurance Premium-June 2017	38.27
					Long Term Disability Total:	38.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86089	06/21/2017	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	245.97
					Medical Ins Employee Total:	245.97
86089	06/21/2017	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	798.08
					Medical Ins Employer Total:	798.08
0	06/27/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	71.88
					MN State Retirement Total:	71.88
0	06/27/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	523.79
					MNDCP Def Comp Total:	523.79
0	06/27/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	467.21
					PERA Employee Ded Total:	467.21
0	06/27/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	467.21
0	06/27/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	71.88
					PERA Employer Share Total:	539.09
86085	06/21/2017	Telecommunications	Printing	Murphy Creative Design, LLC	Newsletter Creative Services	1,050.00
					Printing Total:	1,050.00
0	06/21/2017	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services-May 20	1,433.19
					Professional Services Total:	1,433.19
0	06/27/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	251.30
					State Income Tax Total:	251.30
					Fund Total:	7,162.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86115	06/21/2017	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Terracon Consultants, Inc.	Professional Services	2,000.00
General Twin Lakes HSS Expense Total:						2,000.00
0	06/27/2017	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Forest Lake Contracting, Inc.	35W/Cleveland Ave Interchange	864.00
Twin Lakes I-35W Ramp Total:						864.00
Fund Total:						2,864.00
86135	06/27/2017	Water Fund	Accounts Payable	ANTHONY CAMPAGNA	Refund Check	37.55
86136	06/27/2017	Water Fund	Accounts Payable	ARLENE & EDWARD CARNEY	Refund Check	41.03
86137	06/27/2017	Water Fund	Accounts Payable	CLAYTON COLBERT	Refund Check	0.66
86139	06/27/2017	Water Fund	Accounts Payable	NIAL DONNELLY	Refund Check	170.28
86140	06/27/2017	Water Fund	Accounts Payable	FARRINGTON ESTATES LLC	Refund Check	223.91
86141	06/27/2017	Water Fund	Accounts Payable	CAROL FOGARTY	Refund Check	65.58
86142	06/27/2017	Water Fund	Accounts Payable	DICK FOWLER	Refund Check	180.87
85974	06/21/2017	Water Fund	Accounts Payable	THEODORE GOLBERG	Refund Check	50.00
86145	06/27/2017	Water Fund	Accounts Payable	HAPPY HAVEN LLC	Refund Check	188.43
86146	06/27/2017	Water Fund	Accounts Payable	OLGA HENDERSON	Refund Check	50.34
85975	06/21/2017	Water Fund	Accounts Payable	ROBERTA HOLSTEN	Refund Check	79.32
86147	06/27/2017	Water Fund	Accounts Payable	KAREN HORBUL	Refund Check	52.25
85977	06/21/2017	Water Fund	Accounts Payable	BETTY JUDY	Refund Check	49.42
86150	06/27/2017	Water Fund	Accounts Payable	TERRY & DEBRA KNUDSON	Refund Check	33.61
86151	06/27/2017	Water Fund	Accounts Payable	STEVE LEBENS	Refund Check	96.59
85983	06/21/2017	Water Fund	Accounts Payable	PATRICIA NZIOKA	Refund Check	51.44
85984	06/21/2017	Water Fund	Accounts Payable	LISA PALLO	Refund Check	68.98
85987	06/21/2017	Water Fund	Accounts Payable	PROPERTY BUYERS LLC	Refund Check	20.20
85990	06/21/2017	Water Fund	Accounts Payable	PAUL SCHULZ	Refund Check	34.72
86162	06/27/2017	Water Fund	Accounts Payable	MARSHALL TITUS	Refund Check	77.25
85996	06/21/2017	Water Fund	Accounts Payable	KEVIN TUCKER	Refund Check	73.75
85998	06/21/2017	Water Fund	Accounts Payable	DONALD ULBRICHT	Refund Check	77.22
85999	06/21/2017	Water Fund	Accounts Payable	VERITAS TECHNOLOGY	Refund Check	268.05
86164	06/27/2017	Water Fund	Accounts Payable	JOSPEH WEINMANN	Refund Check	193.33
86165	06/27/2017	Water Fund	Accounts Payable	STEVE WEISMANN	Refund Check	92.34
86001	06/21/2017	Water Fund	Accounts Payable	DAVID WETHERILL	Refund Check	6.28
86002	06/21/2017	Water Fund	Accounts Payable	KENNETH WHITMAN	Refund Check	53.88
86166	06/27/2017	Water Fund	Accounts Payable	CINDY WILCOX	Refund Check	161.32
Accounts Payable Total:						2,498.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86012	06/21/2017	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	151.67
Clothing Total:						151.67
86005	06/21/2017	Water Fund	Contract Maintenance	Action Fence, Inc.	Fence Repair	795.00
86047	06/21/2017	Water Fund	Contract Maintenance	Gary Carlson Equipment, Corp.	2017 BOMAG BMP 8500 TRENCH	31,305.00
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	1,199.25
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	441.75
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	173.25
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	123.10
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	371.40
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	266.40
86097	06/21/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Barrels, Arrows, Sign Rentals	147.80
86128	06/21/2017	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Equipment Rental	14,672.60
Contract Maintenance Total:						49,495.55
0	06/27/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Federal Incc	1,921.50
Federal Income Tax Total:						1,921.50
0	06/27/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	1,195.53
0	06/27/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	279.62
FICA Employee Ded. Total:						1,475.15
0	06/27/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 Medicare E	279.62
0	06/27/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2017 FICA Empl	1,195.53
FICA Employers Share Total:						1,475.15
86156	06/27/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2017 HSA Empl	131.94
HSA Employee Total:						131.94
86006	06/21/2017	Water Fund	I/I Study	Advanced Engineering & Environm	Water Booster Station Improvements	16,332.78
0	06/21/2017	Water Fund	I/I Study	SEH	I/I Investigation	54,430.19
I/I Study Total:						70,762.97
0	06/27/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.06.2017 ICMA Defe	48.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					ICMA Def Comp Total:	48.76
86066	06/21/2017	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium-June 2017	164.86
					Life Ins. Employee Total:	164.86
86066	06/21/2017	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium-June 2017	34.62
					Life Ins. Employer Total:	34.62
86066	06/21/2017	Water Fund	Long Term Disability	LINA	Life Insurance Premium-June 2017	87.40
					Long Term Disability Total:	87.40
86089	06/21/2017	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-June 2017	606.31
					Medical Ins Employee Total:	606.31
86089	06/21/2017	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-June 2017	2,776.59
					Medical Ins Employer Total:	2,776.59
0	06/27/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2017 Post Emplo	175.12
					MN State Retirement Total:	175.12
0	06/27/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2017 MNDCP De	202.11
					MNDCP Def Comp Total:	202.11
0	06/21/2017	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Road Base, Sand	1,820.16
0	06/21/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Grease	309.45
0	06/21/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	407.55
0	06/21/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	4,205.16
86043	06/21/2017	Water Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	548.00
0	06/27/2017	Water Fund	Operating Supplies	Jimmy John's Sandwiches- CC	Meeting Supplies	72.91
0	06/20/2017	Water Fund	Operating Supplies	Menards-CC	Valve	51.36
0	06/27/2017	Water Fund	Operating Supplies	Menards-CC	Lathe Drill	6.40
0	06/20/2017	Water Fund	Operating Supplies	Mills Fleet Farm-CC	Pick	13.70
86084	06/21/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	247.90

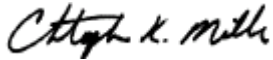
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
86084	06/21/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	1,164.60
86084	06/21/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	773.50
0	06/27/2017	Water Fund	Operating Supplies	Office Depot- CC	Printer	85.69
0	06/20/2017	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Hose Supplies	82.51
0	06/20/2017	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Glue, Nipples	54.89
0	06/27/2017	Water Fund	Operating Supplies	USA Blue Book-CC	Blue Book	41.71
0	06/21/2017	Water Fund	Operating Supplies	Viking Industrial Center	Iron Top Beam Clamp	7.28
Operating Supplies Total:						9,892.77
0	06/27/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	1,138.50
PERA Employee Ded Total:						1,138.50
0	06/27/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera additio	175.12
0	06/27/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2017 Pera Emplo	1,138.50
PERA Employer Share Total:						1,313.62
0	06/21/2017	Water Fund	Professional Services	Ecoenvelopes, LLC	April Utility Bills	391.40
86159	06/27/2017	Water Fund	Professional Services	SanRon Properties, Inc.	Vehicle Storage	694.45
0	06/21/2017	Water Fund	Professional Services	Total Tool	Annual Crain & Hoist Inspection	180.00
86124	06/21/2017	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-May Samples	600.00
Professional Services Total:						1,865.85
0	06/27/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2017 State Incom	809.58
State Income Tax Total:						809.58
0	06/21/2017	Water Fund	Utilities	Xcel Energy	Water Tower	4,779.48
Utilities Total:						4,779.48
Fund Total:						151,808.10
0	06/21/2017	Workers Compensation	Insurance	WCRA	Installment Payment	3,803.35
Insurance Total:						3,803.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						3,803.35
Report Total:						1,381,759.11

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/10/2017
Item No.: 9.b

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 1 Massage Therapy Establishment License.

BACKGROUND

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

Massage Therapy Establishment License

Oriental Health Center LLC
dba Knead a Massage
1961 Rice Street
Roseville, MN 55113

There has been a change in ownership of the Knead a Massage establishment. Sailian Zhu will now be the owner of the establishment under a new LLC but the same trade name.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

The correct fees were paid to the City at the time the application was made.

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the Massage Therapy Establishment License.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications
B: Applications Redacted
C: City Code 309



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

Massage Therapy Establishment License Application

☒ New License ☐ Renewal For License Year Ending June 30, 2018

Business Name Oriental Health Center LLC (Knead Massage)

Business Address 1961 Rice St. Roseville, MN 55113

Business Phone 651-399-8131

Email Address _____

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Zhu Sailian

Home Address _____

Telephone _____

Date of Birth (mm/dd/yyyy) _____

Driver's License Number _____

Ethnicity: _____

Sex: _____

Have you ever used or been known by any name other than the legal name given above?

☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

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

☐ Yes _____ ☒ No **NOTE: Failure to disclose previous licenses will result in an automatic denial of your application.**

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

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

By signing below 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 and application processing may take up to 60 days to complete).

Signature Sailian Zhu

Date 6/28/2017

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

CHAPTER 309

MASSAGE THERAPY ESTABLISHMENTS

SECTION:

- 309.01: Definitions
- 309.02: License for Massage Therapy Establishment
- 309.03: Granting, Denying or Rescinding of Licenses
- 309.04: Practice of Massage Therapy Only by Licensed Persons
- 309.05: Revocation or Suspension of License
- 309.06: Restrictions and Regulations
- 309.07: Violations, Penalty

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)

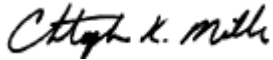
309.07: VIOLATIONS, PENALTY:

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 07/10/2017
Item No.: 9.c

Department Approval



City Manager Approval



Item Description: Issuance of a 1-4 Day Temporary On-Sale Liquor License.

BACKGROUND

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

1-4 Day Temporary On-Sale Liquor License

Friends of Roseville Parks
2660 Civic Center Drive
Roseville, MN 55113

The Friends Roseville Parks will be hosting their Annual Tapped and Uncorked event at the Roseville Oval on 9/29/2017. Temporary Licenses have been approved by the City the past 3 years and there have been no issues at the event.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

The correct fees were paid to the City at the time the application was made.

STAFF RECOMMENDATION

Staff has reviewed the application and has determined that the applicant meets all City requirements. Staff recommends approval of the license.

REQUESTED COUNCIL ACTION

Motion to approve the Temporary Liquor License application.

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



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Friends of Roseville Parks		Date organized 02/19/09	Tax exempt number 41-1312380
Address 2660 Civic Center Dr		City Roseville	State Minnesota
		Zip Code 55113	
Name of person making application Sharon Brown		Business phone 612-590-3299	Home phone
Date(s) of event 9-29-17 6-10pm		Type of organization ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit 501(c)3	
Organization officer's name Mary Holt		City Roseville	State Minnesota
		Zip Code 55113	
Organization officer's name Sharon Brown		City Roseville	State Minnesota
		Zip Code 55113	
Organization officer's name Julie Overbye		City Roseville	State Minnesota
		Zip Code 55113	
Organization officer's name 		City 	State Minnesota
		Zip Code 	

Location where permit will be used. If an outdoor area, describe.

**2661 Civic Center Dr. Roseville MN 55113
 (the oval) OUTDOOR ICE ARENA**

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**Blakeslad Insurance 1,000,000 personal
 West Bend Insurance 2,000,000 general**

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

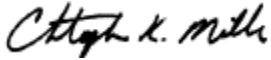
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/10/2017
Item No.: 9.d

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Parks & Rec	Rainbow Tree Care	EAB: Insecticide Treatment	(a)	\$ 75,000.00	\$ 20,000.00	Budget
Parks & Rec	Precision Landscape	Diseased & Hazardous Tree Removal	(b)	75,000.00	15,000.00	Budget

Comments/Description:

- a) The amount budgeted represents the total 2017 Budget for diseased & hazardous tree removal in the parks. Additional Funds are available from a previous Council appropriation.
- b) The amount budgeted represents the total 2017 Budget for diseased & hazardous tree removal in the parks.

Sale of Surplus Vehicles or Equipment

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

<u>Department</u>	<u>Item / Description</u>

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

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.

27 **REQUESTED COUNCIL ACTION**

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

30

31

Prepared by: Chris Miller, Finance Director

Attachments: A: 2017 CIP Purchase Summary

32

City of Roseville

Updated June 30, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	27,758	50,082
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	64,231	100,769
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	91,892	(67,892)
CSO Vehicle	1/23/2017	30,032	33,950	30,032	3,918
Vehicle Tools & Equipment		-	69,395	4,314	65,081
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	2,564	15,516
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	24,253	(8,753)
Office Equipment		-	20,025	567	19,458
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	43,608	1,392
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	13,643	66,357
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
SCBA Equipment		-	-	34,446	(34,446)
Rescue Equipment	1/23/2017	34,144	30,000	4,954	25,046
Public Works					
#111 - Bobcat, snow blower		-	20,000	-	20,000
#123 Patch Hook Body		-	75,000	-	75,000
#125 5-ton Dump (tandem)	1/9/2017	177,218	230,000	167,816	62,184
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
#166 Cimline Melter	1/23/2017	49,175	50,000	-	50,000
#108 Hydro Seeder	3/27/2017	30,436	60,000	30,436	29,564
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs	5/22/2017	36,780	50,000	-	50,000
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
Parks & Recreation					
Puppet Wagon		-	14,000	-	14,000
#519 Lee-boy grader		-	150,000	-	150,000
#520 Single axle trailer		-	5,000	-	5,000
#546 Toro groundmaster	3/13/2017	40,237	35,000	40,231	(5,231)
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine	3/13/2017	118,304	145,000	133,304	11,696

City of Roseville

Updated June 30, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Police & PW garage Co2/No2 detectors	3/13/2017	9,500	9,200	9,500	(300)
Update Flooring CH/PD		-	75,000	-	75,000
Overhead door replacement		-	20,000	-	20,000
Tables and chairs City Hall		-	30,000	-	30,000
Central Park gymnasium		-	20,000	-	20,000
Variable speed pump-skating center		-	15,000	-	15,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	30,400	7,244	23,156
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	6,697	8,024
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	4,720	21,280
Network Switches/Routers (Shared)		-	18,509	-	18,509
Servers - Roseville Standalone (5)		-	5,000	-	5,000
Servers - Host - Shared (5)		-	17,500	-	17,500
Storage Area Network Nodes- Shared (8)	1/23/2017	31,250	27,500	31,303	(3,803)
Power/UPS - Closets (11)		-	1,320	-	1,320
Surveillance Cameras (53)		-	9,180	-	9,180
Telephone Handsets (283)		-	8,190	-	8,190
Wireless Access Points (38)		-	3,000	-	3,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	11,285	188,715
Natural Resources		-	-	-	-
Street Improvements					
Improvements		-	2,100,000	308,430	1,791,570
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements	4/24/2017	180,000	180,000	23,815	156,185
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	17,900	-	17,900
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
Community Development					
Inspections Vehicle	3/13/2017	17,120	18,000	-	18,000
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

City of Roseville

Updated June 30, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup	4/10/2017	30,193	25,000	-	25,000
#230 Ford 1/2-ton	6/5/2017	30,193	20,000	-	20,000
#237 Wacker Compacter	5/22/2017	31,305	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	113,243	886,757
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Cleveland LS upgrade		-	550,000	5,834	544,166
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	289,302	410,698
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel	2/13/2017	218,189	225,000	218,189	6,811
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	12,256	(256)
Walsh Storm station Upgrades		-	60,000	2,579	57,421
Pond improvements/Infiltration		-	300,000	66,549	233,451
Storm Sewer Replacement/Rehabilitation		-	400,000	50,660	349,340
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$1,896,379	\$6,334,766

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 7/10/2017

Agenda Item: 9.e

Department Approval



City Manager Approval



Item Description: Request for approval of a recombination minor subdivision at Westwood Village Townhomes I and III (PF17-015)

APPLICATION INFORMATION

Applicants: Westwood Village I Assoc. and Westwood Village III Assoc.

Location: northeast of County Road C and Mackubin Street
Planning District 5

Property Owners: Westwood Village I Assoc. and Westwood Village III Assoc.

Application Submission: submitted and considered complete June 2, 2017

City Action Deadline: September 30, 2017, per Minn. Stat. §462.358 subd. 3b

GENERAL SITE INFORMATION

Land Use Context

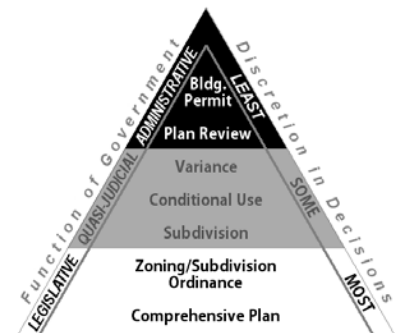
	Existing Land Use	Guiding	Zoning
Site	One-family residential, attached	MR	MDR
North	One-family residential, detached	LR	LDR-1
West	One-family residential, attached Multi-family residential	MR HR	MDR HDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached One-family residential, attached	LR	LDR-1 LDR-2

Notable Natural Features: substantial mature tree cover and adjacent storm water pond

Planning File History: **1968** (PF429-68) Approval of a parking setback variance for Westwood Village I
1968 (PF430-68) Approval of the Westwood Village Townhouses Plat 1
1970 (PF581-70) Approval of the Westwood Village Townhouses Plat 3

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on subdivision requests is **quasi-judicial**; the



City's role is to determine the facts associated with the request and weigh those facts against the legal standards contained in State Statute and City Code.

PROPOSAL

The Westwood Village I development was approved and constructed beginning in 1968 in the northeast corner of County Road C and Mackubin Street. The Westwood Village III development was approved and constructed beginning in 1970, immediately east of Westwood Village I along County Road C, and the development approval required that the accompanying pool be situated in the northwest corner of the plat instead of at the eastern end, as it was originally proposed. Part of the facility surrounding the pool itself was built—presumably inadvertently—on the Westwood Village I property, across the common lot line. The proposed recombination would transfer small parcel of land surrounding the western end of the pool facility from Westwood Village I to Westwood Village III, in order to eliminate the encroachment.

When exercising the “quasi-judicial” authority on a subdivision request, the role of the City is to determine the facts associated with a particular request and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to a subdivision approval to ensure that potential impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

SUBDIVISION ANALYSIS

In this case, a recombination minor subdivision application has been submitted instead of preliminary plat and final plat applications because City Code §1104.04.B (Recombination) provides a Recombination process to simplify subdivisions that modify the shared boundaries of existing parcels without creating new development sites. The text of this provision is as follows:

Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code.

As illustrated in Exhibit A, the proposed recombination would transfer approximately 400 square feet of land, in a roughly semi-circular shape from the common area outlot of Westwood Village I Association to the Westwood Village III Association. The donor parcel would still exceed the applicable minimum dimension and area requirements, and its impervious surfaces would remain well below the maximum allowance. The pool on the receiving property would then no longer cross the shared property boundary

Roseville's Development Review Committee (DRC) met on June 8, 2017, to discuss this application. Beyond the above comments pertaining to the zoning and subdivision codes, the DRC did not raise any additional comments or concerns.

It may be worth noting that this kind of application, a recombination of existing lots to adjust shared property boundaries by transferring a parcel of land from one existing lot to an abutting lot, would become a “platting alternative” in the updated subdivision code. As such, it would be reviewed and acted on by City staff, rather than a City Council action item that doesn’t require any hearing or public notice.

PUBLIC COMMENT

At the time this report was prepared, Planning Division staff has not received any comments or questions from the public.

RECOMMENDED ACTION

Pass a motion approving a recombination minor subdivision to transfer the identified parcel of land from Westwood Village I to the abutting Westwood Village III property, based on the comments and findings of this report, subject to the condition that the relocated boundary common to the two subject parcels shall be essentially the same as illustrated in the survey reviewed for this application and shall otherwise meet all applicable zoning and subdivision standards.

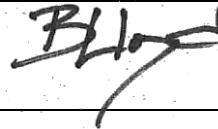
ALTERNATIVE ACTIONS

A. **Pass a motion to table the request for future action.** Tabling beyond September 30, 2017, may require extension of the 120-day action deadline established in Minn. Stat. §462.358 subd. 3b to avoid statutory approval.

B. **Pass a motion to deny the request.** Denial should be supported by specific findings of fact based on the City Council’s review of the application, applicable zoning or subdivision regulations, and the public record.

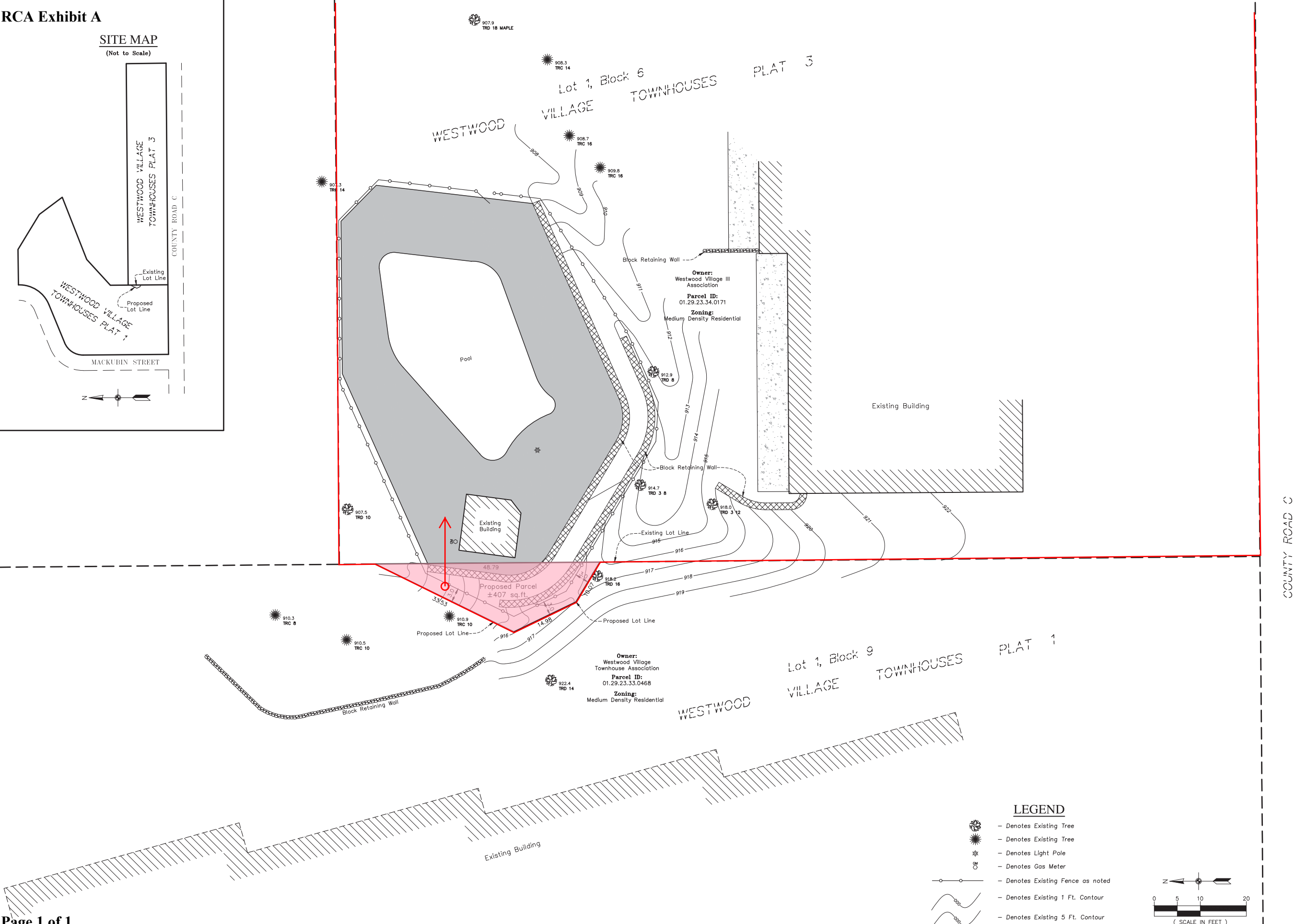
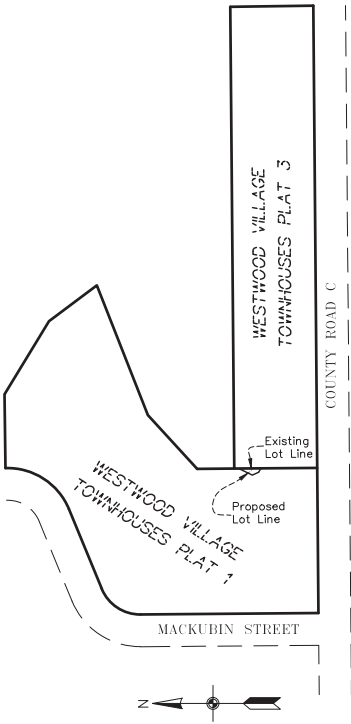
Attachments: A: Subdivision survey

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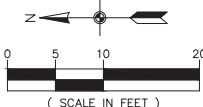
RCA Exhibit A

SITE MAP
(Not to Scale)



LEGEND

- Denotes Existing Tree
- Denotes Existing Tree
- Denotes Light Pole
- Denotes Gas Meter
- Denotes Existing Fence as noted
- Denotes Existing 1 Ft. Contour
- Denotes Existing 5 Ft. Contour



Carlson McCain
ENVIRONMENTAL - ENGINEERING - SURVEYING
3890 Pheasant Ridge Drive NE,
Suite 100, Blaine, MN 55449
Phone: 763-489-7900 Fax: 763-489-7959

PROPOSED LOT LINE EXHIBIT

WESTWOOD VILLAGE TOWNHOUSE PLAT 3
Roseville, Minnesota

Westwood Village III Townhome Association
475 County Road West
Roseville, MN, 55113

REVISIONS	
1.	
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	JAB
ISSUE DATE:	2/2/2017
FILE NO:	1253

1 of 1

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017

Item No.: 9.f

Department Approval



City Manager Approval



Item Description: County Road B2 & Snelling Intersection Improvements – Authorization for Approval of Minnesota Department of Transportation Agreement

BACKGROUND

On November 16, 2015 the Roseville City Council approved a Planned Unit Development (PUD) amendment to Agreement 3608, Rosedale Center. The Council also approved the Final Plat of Rosedale Center Fifth Addition. Both were approved subject to the terms of the plat and PUD amendment.

One of the requirements of the PUD approval was for the developer to enter into a Public Improvement Contract (PIC) for the City to install a second left turn lane for westbound traffic at the County Road B2 at southbound Snelling Avenue access. This improvement was identified in a traffic study conducted by the Developer's engineer as operating at an unacceptable condition. The improvements at this intersection include the following;

- o Installation of a second left turn lane for westbound County Road B2.
- o Relocation of the eastbound County Road B2 turn lanes and thru lanes to accommodate additional westbound left turn lane.
- o Reconfiguration of existing northbound free right turn lane into a conventional signal controlled right turn lane.
- o Replacement of the signal system.

On December 7, 2015 the City Council approved a Public Improvement Contract addressing these improvements and requiring the developer to reimburse the City for said improvements.

The City hired Kimley-Horn and Associates for the Rosedale Public Improvements Engineering Services for \$125,850. Kimley-Horn and Associates has completed the plans and specifications. The final construction cost estimate on the project is \$775,483.

Since the Snelling ramp legs of the intersection are owned by the Minnesota Department of Transportation (State), the State has some financial responsibility for the replacement of the signal system. Staff has worked with State staff to determine the amount of money the State will contribute to the project. After working with the State, they have determined that the State's responsibility for signal replacement would be capped at \$91,000. The State will also be supplying materials for the signal cabinet with a value of \$19,315.20 which will be subtracted from the \$91,000 lump sum payment from MnDOT, resulting in a total payment from MnDOT in the amount of \$71,684.80.

28 Staff is currently working on an agreement with Ramsey County to determine their share of the signal
29 costs related to their legs on County Road B2. Ramsey County's costs will include \$12,876.80 of the
30 signal costs (\$19,315.20) identified above. This agreement will be presented at a later date.

31 **FINANCIAL IMPACTS**

32 The total estimated construction cost of the project is \$775,483.00. The proposed agreement from the State
33 would pay for \$71,684.80. It is estimated that Ramsey County will pay approximately \$100,000. Based
34 on the Public Improvement Contract, the remaining costs, \$603,798.20 will be paid by Rosedale.
35 Additionally the engineering costs of \$125,850.00 will also be paid by Rosedale.

36 **STAFF RECOMMENDATION**

37 Staff recommends the Council approve the resolution approving the Cooperative Construction Agreement
38 with the Minnesota Department of Transportation for the County Road B2 & Snelling Intersection
39 Improvement project

40 **REQUESTED COUNCIL ACTION**

41 Motion to approve the resolution approving the Cooperative Construction Agreement MnDOT Contract
42 No: 1027708 with the Minnesota Department of Transportation for the County Road B2 & Snelling
43 Intersection Improvement project.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director
Attachments: A: Resolution
B: State of Minnesota Department of Transportation Cooperative Construction Agreement
C: Project Location Map

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 10th day of July 2017, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE COOPERATIVE CONSTRUCTION
AGREEMENT MnDOT CONTRACT NO: 1027708 WITH THE STATE OF
MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE COUNTY
ROAD B2 & SNELLING SIGNAL PROJECT**

WHEREAS, the City of Roseville is working on behalf of a developer to construct additional turn lanes and replace the signal system at County Road B2 and the southbound Snelling Avenue (TH 51) ramps; and,

WHEREAS, the ramps to Snelling Avenue (TH 51) at this intersection are owned by the State of Minnesota Department of Transportation; and,

WHEREAS, it is necessary to establish project cost participation for both parties and to establish authority and rights for the City of Roseville to administer and construct the project; and,

WHEREAS, the City and the State of Minnesota have drafted an agreement to establish said terms for the project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Roseville approve the Cooperative Construction Agreement MnDOT Contract No: 1027708 drafted by the State of Minnesota Department of Transportation and entered into with the City of Roseville.

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

WHEREUPON said resolution was declared duly passed and adopted.

MnDOT Contract No: 1027708

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF ROSEVILLE
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.):	<u>6216-140</u>	FY 2018 Amount
Trunk Highway Number (T.H.):	<u>51=125</u>	To Be Encumbered
State Aid Number (S.A.P.):	<u>160-020-029</u>	<u>\$71,684.80</u>
State Aid Number (S.A.P.):	<u>062-678-017</u>	
City Project No.:	<u>17-16</u>	
Signal System I.D.:	<u>1935918</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of Roseville acting through its City Council ("City").

Recitals

1. The City will perform bituminous surfacing, turn lanes, traffic signal, ADA improvement construction, and other associated construction upon, along and adjacent to Trunk Highway No. 51 at Hennepin County Road B2 according to City-prepared plans, specifications and special provisions designated by the City as City Project No. 17-16, State Aid Project No. 160-020-029, and State Aid Project No. 062-678-017 and by the State as State Project No. 6216-140 (T.H. 51=125) ("Project"); and
2. The City requests the State participate in the costs of the traffic control signal and ADA improvement construction and the State is willing to participate in the costs of said construction and associated construction engineering; and
3. The State can only pay the City for the State participation construction after funds have been encumbered, which encumbrance must be preceded by the appropriation of such funds by the Minnesota Legislature; and
4. This construction is currently part of the State's 2018 fiscal year road construction program, and the State will seek the appropriation of funds, and encumber the funds, if available; and
5. Agreement No. 1028248 between the State, City of Roseville, and Ramsey County will address the traffic control signal operation and maintenance terms; and
6. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 5. Maintenance by the City; 9. Liability; Worker Compensation Claims; Insurance; 11. State Audits; 12. Government Data Practices; 13. Governing Law; Jurisdiction; Venue; and 15. Force Majeure.

1.4. Plans, Specifications, Special Provisions. State-approved City plans, specifications and special provisions designated by the City as City Project No. 17-16, State Aid Project No. 160-020-029, and State Aid Project No. 062-678-017 and by the State as State Project No. 6216-140 (T.H. 51=125) are on file in the office of the City's Engineer and incorporated into this Agreement by reference ("Project Plans").

2. Right-of-Way Use

- 2.1. Limited Right to Occupy.** The State grants to the City (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the City (or its contractors or consultants) for revoking this right of occupancy.
- 2.2. State Access; Suspension of Work; Remedial Measures.** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the City or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may direct the City (and its contractor) to take such remedial measures as the State deems necessary. The State may require the City (and its contractors and consultants) to suspend their operations until suitable remedial action plans are approved and implemented. The State will have no liability to the City (or its contractors or consultants) for exercising its rights under this provision.
- 2.3. Traffic Control; Worker Safety.** While the City (and its contractors and consultants) are occupying the State right-of-way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.
- 2.4. State Ownership of Improvements.** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the City's contractor with respect to such improvements (if any) will flow to the State. The City will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the City's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the City will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the City's consultants and contractors.

3. Contract Award and Construction

- 3.1. Bids and Award.** The City will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.
- 3.2. Bid Documents Furnished by the City.** The City will, within 7 days of opening bids for the construction contract, submit to the State's State Aid Agreements Engineer a copy of the low bid and an abstract of all bids together with the City's request for concurrence by the State in the award of the construction contract. The City will not award the construction contract until the State advises the City in writing of its concurrence.

- 3.3. *Rejection of Bids.*** The City may reject and the State may require the City to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the City will repeat the bidding process in a reasonable period of time, without cost or expense to the State.
- 3.4. *Direction, Supervision and Inspection of Construction.***
- A.** The contract construction will be under the direction of the City and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The City will give the State Aid Agreements Engineer at Roseville five days notice of its intention to start the contract construction.
 - B.** Responsibility for the control of materials for the contract construction will be on the City and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction".
- 3.5. *Completion of Construction.*** The City will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate City official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.
- 3.6. *Plan Changes.*** All changes in the Project Plans and all addenda, change orders, supplemental agreements and work orders entered into by the City and its contractor for contract construction must be approved in writing by the State District Engineer's authorized representative.
- 3.7. *Compliance with Laws, Ordinances, Regulations.*** The City will comply and cause its contractor to comply with all Federal, State and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the City will not require the contractor to follow local ordinances or to obtain local permits.
- 3.8. *Construction Documents Furnished by the City.*** The City will keep records and accounts that enable it to provide the State, when requested, with the following:
- A.** Copies of the City contractor's invoice(s) covering all contract construction.
 - B.** Copies of the endorsed and canceled City warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate City official that final construction contract payment has been made.
 - C.** Copies of all construction contract change orders, supplemental agreements and work orders.
 - D.** A certification form, provided by the State, signed by the City's Engineer in charge of the contract construction attesting to the following:
 - i.** Satisfactory performance and completion of all contract construction according to the Project Plans.
 - ii.** Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current "Standard Specifications for Construction".
 - iii.** Full payment by the City to its contractor for all contract construction.
 - E.** Copies, certified by the City's Engineer, of material sampling reports and of material testing results for the materials furnished for the contract construction.
 - F.** A copy of the "as built" plan sent to the State Aid Agreements Engineer.

4. Right-of-Way; Easements; Permits

- 4.1. The City will obtain all rights-of-way, easements, construction permits and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the City will furnish the State with certified copies of the documents for rights-of-way and easements, construction permits and other permits and sanctions required for State participation construction covered under this Agreement.
- 4.2. The City will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 4.3. The City will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings and depiction of utilities affected by the contract construction.
- 4.4. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City of Roseville to be constructed upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application for Utility Permit on Trunk Highway Right-of-Way" (Form 2525).

5. Maintenance by the City

Upon completion of the Project, the City will provide the following without cost or expense to the State:

- 5.1. **Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any) and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.
- 5.2. **Retaining Walls.** Maintenance of any retaining wall construction. Maintenance includes graffiti removal and any other maintenance activities necessary to perpetuate the walls in a safe, usable and aesthetically acceptable condition.
- 5.3. **Related Agreements.** Agreement No. 1028248 between the State, City of Roseville, and Ramsey County will address the traffic control signal operation and maintenance terms.

6. State Cost and Payment by the State

- 6.1. **State Cost.** \$71,684.80 is the State's full and complete lump sum cost for traffic signal and ADA improvement construction less State Furnished Materials cost (\$19,315.20) and associated construction engineering.
- 6.2. **State Furnished Materials.** The State will furnish a Type "R" Cabinet and Master Controller ("State Furnished Materials"), according to the Project Plans, to operate the traffic control signal system covered under this Agreement. The City's lump sum share for State Furnished Materials is \$19,315.20. The State's lump sum share for State Furnished Materials is \$12,876.80 and is considered a part of the State's total lump sum cost. The City and State's cost shares for State Furnished Materials will be deducted from the State's total lump sum construction cost share.
- 6.3. **Conditions of Payment.** The State will pay the City the full and complete lump sum amount or the total cost of the contract construction as shown in the awarded contract bid document which includes an 8 percent construction engineering cost share and less City cost for State Furnished Materials, whichever amount is smaller, after the following conditions have been met:
 - A. Encumbrance by the State of the State's full and complete State funded lump sum cost share.
 - B. Approval by the State's Land Management Director at St. Paul of certified documentation, submitted by the City, for all right-of-way and easement acquisitions required for the contract construction.

- C. Execution of this Agreement and transmittal to the City, including a letter advising of the State's concurrence in the award of the construction contract.
- D. Legislative appropriation of funds for the State's road construction program. It is anticipated that payment by the State that depends on Legislative appropriation of funds will be made after July 1, 2017 and before June 30, 2018 for Fiscal Year 2018.
- E. Encumbrance by the State of the State's full and complete State funded lump sum cost share, no earlier than July 1, 2017.
- F. The State's receipt of a written request from the City for the advancement of funds. The request will include certification by the City that all necessary parties have executed the construction contract.

6.4. Limitations of State Payment; No State Payment to Contractor. The State's participation in the contract construction is limited to the lump sum amount shown in Article 6.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the City. The City's contractor is not intended to be and will not be deemed to be a third party beneficiary of this Agreement. The City's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the City by the City's contractor.

7. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

7.1. The State's Authorized Representative will be:

Name/Title: Maryanne Kelly-Sonnek, Municipal Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: maryanne.kellysonnek@state.mn.us

7.2. The City's Authorized Representative will be:

Name/Title: Jesse Freihammer, Roseville City Engineer (or successor)
 Address: 2660 Civic Center Drive, Roseville, MN 55113
 Telephone: (651) 792-7041
 E-Mail: jesse.freihammer@cityofroseville.com

8. Assignment; Amendments; Waiver; Contract Complete

- 8.1. Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 8.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 8.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 8.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

9. Liability; Worker Compensation Claims; Insurance

- 9.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).
- 9.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
- 9.3. The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

10. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

11. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

12. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

13. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. **By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 14.2. **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.
- 14.3. **Suspension.** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work

performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

15. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: _____

CITY OF ROSEVILLE

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____

(District Engineer)

Date: _____

Approved:

By: _____

(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

(With Delegated Authority)

Date: _____

MK-S

ROSEVILLE

Data Sources and Contacts:
 * Ramsey County GIS Base Map (2/1/16)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 3660 Civic Center Drive, Roseville, MN.

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, and the data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. This City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigation, trading, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. Persons or companies who rely on this GIS Data for any purpose, including but not limited to navigation, trading, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features, assume the risk of inaccuracy and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by a user, its employees or agents, or third parties who

0 50 100 150 200 Feet

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017

Item No.: 9.g

Department Approval



City Manager Approval



Item Description: Approve Agreement for Facilities Management

BACKGROUND

In 2015, the City Council approved a reorganization of the Public Works department which also resulted in the use of a third party Facility Management firm for the general management of City Hall (including the Police wing), the Maintenance Facility, and the License and Passport Center.

It is necessary to renew this agreement with McGough Facility Management, LLC. This new and updated agreement maintains the original terms and responsibilities from the previous agreement and makes the following changes:

- The Agreement is effective for three years unless otherwise terminated as provided in the Agreement (24 hour notice if in breach of contract terms, or 30 day notice for any reason).
- The Compensation to McGough will increase by 3% annually.

This Agreement provides the following Duties by McGough:

- Assist with any special project management that may occur to the buildings from time to time.
- Meet and coordinate any additional subcontractor work that may be required to maintain buildings.
- Review all monthly invoices for correctness.
- Perform regular and routine general building assessments, noting items that require repair.
- From time to time, meet with McGough Service Technicians to review equipment operations.
- On a monthly basis, or as required, meet with an assigned representative to review building operations.
- Provide “best value” in pricing out required subcontracting work.
- Use of its Internet based work order system and will provide work order updates via email. Any Corrective Maintenance to be completed by one of Manager’s qualified Service Technicians or one of Manager’s subcontractor partners on a “Time and Materials” basis.
- Preventive Maintenance (PM) and maintain PM database using its Internet based PM work order system. PM to be completed in a timely fashion by one of Manager’s qualified Service Technicians or one of McGough’s subcontractor partners on a “Time and Materials” basis.
- 24/7 on-call support services. After-hour service to be charged on a “Time and Materials” basis.

The fixed fee of \$44,448 for City Hall and the Maintenance Facility and \$1,236 for the License and Passport Center include the following items:

1. Account Manager time for all regular contract requirements (special projects not covered)
2. Manager's Liability insurance
3. Accounting services required by this agreement
4. Use of Internet-based work order system
5. All Manager's I.T. costs including personal computer, servers, I.T. support, software, and phone service to support Owner
6. Purchasing support of Premise related to purchases and services such as belts, filters, rental rugs, janitorial services, etc.
7. Account Manager's mileage
8. Manager's profit and other overhead related costs

Additional services, including after-hours response for support, will be billed on a per hour rate as addressed in Schedule B1 of the Agreement.

The City's experience with McGough over the past two years has been very good. They have saved the City time and money in managing special projects such as the Admin/Finance Service Counter installation and the carpeting and flooring of City Hall. They have also assisted with the retrofit of LED lighting and other tasks.

FINANCIAL IMPACTS

Staff has budgeted for the third party management fees for the past two years and will address the cost increase in the 2018 budget. The proposed annual cost increase is \$2,544 (\$45,684 vs. \$43,140), an increase of about 9.4%. This cost will increase by 3% annually.

STAFF RECOMMENDATION

Staff recommends the Council approve the Facility Management Agreement with McGough Facility Management, LLC.

REQUESTED COUNCIL ACTION

Motion to approve the Facility Management Agreement with McGough Facility Management, LLC.

Prepared by: Marc Culver, Public Works Director
Attachments: A: Agreement

**FACILITY MANAGEMENT AGREEMENT
(Limited Services)**

This Agreement is entered into this 30th day of June, 2017 (the "Effective Date") by and between City of Roseville ("Owner") and McGough Facility Management, LLC, a Minnesota limited liability company ("Manager"). The Owner and Manager are sometimes referred to individually as a "Party" and collectively as the "Parties" herein.

WHEREAS, Owner desires to engage Manager to manage Owner's building located at [INSERT STREET ADDRESS], Roseville, Minnesota ("Premises") and to perform such management services as are needed by Owner as the Premises; and

WHEREAS, Manager has experience in providing the types of services required by the Owner and is willing to provide such services to the Owner for reasonable consideration;

The Parties agree as follows:

1. Term. This Agreement is effective as of the Effective Date and shall terminate three years from the Effective Date unless otherwise terminated as provided in this agreement.

2. Insurance.

A. Owner's Insurance: Owner will maintain (a) commercial general liability insurance in the minimum amount of Three Million and No/100 Dollars (\$3,000,000) for any single occurrence of bodily injury or property damage and naming Manager as an additional insured and (b) property insurance for the full replacement cost of the Premises. Owner shall provide to Manager evidence of such insurance upon request from Manager. The commercial general liability and property insurance policies shall carry a waiver of subrogation in favor of Manager.

B. Manager's Insurance:

a. General Liability. During the full term of this Agreement, Manager 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 Manager or by any subcontractor of the Manager, 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 coverage's and limits of liability specified herein or such greater coverage's and amounts as are required by law. Except as otherwise stated below, the policies shall name Owner as an additional insured for the duties provided under this Agreement.

b. Coverage/Limits. Manager shall procure the following insurance and minimum limits of liability with respect to the duties provided under this Agreement:

- | | |
|---|---|
| i. Worker's Compensation: | Statutory Limits |
| ii. Comprehensive Automobile Liability: | \$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles). |
| iii. Commercial General Liability: | \$1,000,000 per occurrence |

\$1,500,000 general aggregate
 \$1,000,000 products
 completed ops aggregate
 \$5,000 medical expense

c. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG00001, and shall include the following:

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

3. Manager's Authority. This Agreement is not one of employment by the Manager for Owner but one with the Manager engaged independently in the business of managing properties on its own behalf as an independent contractor. Nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the Parties to this Agreement except that of Owner and Manager, or as requiring Manager to bear any portion of losses arising out of or connected with the Premises.
4. Manager's Duties. Manager, acting on behalf of Owner, will perform the duties set forth on Schedule A (attached hereto) in a diligent and efficient manner. Notwithstanding anything to the contrary set forth herein, Manager's duties and responsibilities shall be limited to the duties and responsibilities specifically described herein and no additional duties shall be implied.
5. Hold Harmless; Waiver of Subrogation. To the fullest extent permitted by law, Manager agrees to defend and indemnify Owner, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Manager, Manager's subcontractor(s), or anyone directly or indirectly employed or hired by Manager, or anyone for whose acts Manager may be liable. Likewise, to the fullest extent permitted by law, Owner agrees to defend and indemnify Manager, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses including attorney fees, arising out of or resulting from the ownership, management operation or maintenance of the Premises or the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of the Owner. These indemnity obligations shall survive the completion or termination of this Agreement. Notwithstanding the foregoing, Owner and Manager each waive, release and discharge the other, but only to the extent of available insurance proceeds, from all claims or demands which each may have or acquire against the other, or against each other's subsidiaries, affiliates, directors, officers, agents, employees, independent contractors or partners, with respect to any claims for any losses, damages liabilities or expenses (including attorney's fees) incurred or sustained by either of them on account of injury to persons or damage to property or business arising out of the ownership, management, operation and maintenance of the Premises, regardless whether any such claim or demand may arise because of the fault or negligence of the other Party or its subsidiaries, affiliates, officers, employees, directors, agents or independent contractors. Each policy of insurance maintained in accordance with this Agreement shall contain a specific waiver of subrogation reflecting the above.

Notwithstanding any of the foregoing, nothing in this Agreement constitutes a waiver by the Owner of any statutory or common law liability immunity or limitation including, but not limited to, those governed by Minnesota Statutes Chapter 466.

6. Restriction on Manager's Duties. Manager's duties are subject to the following restrictions:
 - a. Except as stated in this Agreement, the Manager has no right to incur any liability on Owner's behalf or to bind Owner by any contract or obligation.
 - b. Manager will not contract for any repairs or other work without first obtaining Owner's consent, except for repairs or other work of an emergency nature, in which case no such consent shall be required.
 - c. All condemnation and casualty loss matters are exclusively within the control and direction of Owner.
7. Termination. This Agreement may be terminated by either Party upon twenty-four (24) hours' written notice in the event Manager or Owner defaults under the provisions of this Agreement, unless the defaulting Party begins and completes a cure within that period. In addition, this Agreement may be terminated by either Owner or Manager for any reason upon thirty (30) days' written notice to the other.
8. Termination on Sale. If there is a sale of the Premises, this Agreement will terminate upon the earlier of (i) the effective date of the closing of any such sale or (ii) thirty (30) days' written notice from one Party to the other. Owner shall provide to Manager no less than thirty (30) days' prior written notice of the anticipated closing date of a sale of the Premises.
9. Management Compensation. As consideration for the services to be provided by Manager, Owner will compensate Manager as set forth in Schedule B attached hereto. All payments, reimbursements, fees or other amounts owed to Manager from Owner, including, without limitation, any amounts which become owed pursuant to Section 10 below, shall be paid promptly to Manager within thirty (30) days of invoice, and such payment shall be without off-set, counter claim or reduction of any nature whatsoever. Notwithstanding the foregoing, if Manager deposits or otherwise accepts payment in amount less than an invoice, such acceptance shall be construed only as acceptance of partial payment and shall not be deemed an accord and satisfaction in the amount received. Any unpaid balance not paid within the time provided for in this Section 9 shall accrue interest at a rate of eight percent (8%) per annum.
10. Expense Reimbursement. In addition to the fees payable to Manager for its services in connection with the management of the Premises as set forth in Schedule B, Owner shall reimburse Manager within thirty (30) days after receipt of an invoice for the following costs and expenses:

- a. Manager's costs and expenses relating to the performance of the duties described in Schedule A.
 - b. Utility, maintenance, legal, and other expenses relating to the performance of the duties described in Schedule A.
 - c. Any license fees relating to the performance of the duties described in Schedule A, provided, however, that such fees shall not include any license fees Manager is required to pay to any governmental entity to engage as a facility or property manager.
 - d. Manager's costs and expenses relating to any repairs or improvements to the Premises performed in accordance with this Agreement.
11. Fidelity Bond. Manager's employees who handle Owner's funds shall be covered by a fidelity bond to the extent required by applicable law in form and amount reasonably approved by Owner.
 12. Purchasing Agent. The Parties agree to execute the letter attached as Schedule C, which is hereby made a part of this Agreement.
 13. Assignment. This Agreement or any rights hereunder shall not be assigned by Manager without Owner's prior written consent. If Manager seeks Owner's consent for assignment, Owner shall have the option to either consent or to immediately terminate this Agreement with immediate effect. This shall not, however, limit the right granted to Manager to employ contractors, subcontractors, employees, and agents to perform the services described in the Agreement. Upon prior written notice to Manager, Owner may assign its rights and obligations to any successor in title to the Premises, and upon such assignment, shall be relieved of all liability hereunder accruing after the effective date of such assignment.
 14. Notice. Any notice required by this Agreement shall be delivered in person or by certified or regular mail to the Parties at and addressed as follows:

Owner	City of Roseville 2660 Civic Center Dr. Roseville, MN 55113
Manager	McGough Facility Management, LLC 2711 Fairview Avenue North Saint Paul, MN 55113
 15. Successors and Assigns. This Agreement shall be binding upon the successors and assigns of the undersigned, subject to the restrictions and conditions set forth in this Agreement.

16. Entire Agreement. This Agreement constitutes the entire Agreement between the Parties, and no modification thereof will be effective unless made by supplemental agreement in writing and executed by the Parties.
17. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota.
18. Schedules. The following Schedule(s) is/are a part of this Agreement:
 - Schedule A - Managers Duties.
 - Schedule B1- Management Fees
 - Schedule B2 – Annual Management Fees
 - Schedule B3 – Monthly Management Fees
 - Schedule C—Purchasing Agent Letter
19. Audit. Owner reserves the right for Owner's employees, or others appointed by Owner, to conduct examinations, with reasonable advance notice, of the books and records maintained for Owner by Manager no matter where books and records are located. Any and all such audits conducted either by Owner's employees or appointees will be at the sole expense of the Owner.
20. Final Accounting. Upon termination of this Agreement for any reason, Manager shall deliver to Owner the following with respect to the Premises:
 - a. A final accounting of Manager's services for the Premises as of the date of termination, which final accounting shall be delivered within sixty (60) days after such termination.
 - b. Any balance or monies of Owner or tenant security deposits, or both, held by Manager with respect to the Premises, which shall be delivered within a reasonable period of time upon such termination.
 - c. Upon request from Owner, a copy of all records, contracts, receipts for deposits, unpaid bills and other papers or documents which pertain to the Premises, which shall be delivered within a reasonable period of time after Manager's receipt of such request. Upon such termination, Manager shall have no further obligations hereunder, except as set forth in this Section 20, and Owner will assume all responsibilities of Manager hereunder, including, without limitation, payment of all unpaid bills.

Owner and Manager have executed and delivered this Agreement as of the Effective Date.

OWNER:
City of Roseville

Daniel J. Roe
Its: Mayor

Accepted: _____

MANAGER:
McGough Facility Management, LLC

Jim D. Murphy
Its: General Manager

Accepted: _____

Patrick J. Trudgeon
Its: City Manager

Accepted: _____

SCHEDULE "A"

Schedule of Manager Duties

Manager shall provide the following services:

- Assist with any special project management that may occur to the buildings from time to time.
- Meet and coordinate any additional subcontractor work that may be required to maintain buildings.
- Review all monthly invoices for correctness.
- Perform regular and routine general building assessments, noting items that require repair.
- From time to time, meet with McGough Service Technicians to review equipment operations.
- On a monthly basis, or as required, meet with an assigned representative to review building operations.
- Provide “best value” in pricing out required subcontracting work.
- Use of its Internet based work order system and will provide work order updates via email. Any Corrective Maintenance to be completed by one of Manager’s qualified Service Technicians or one of Manager’s subcontractor partners on a “Time and Materials” basis.
- Preventive Maintenance (PM) and maintain PM database using its Internet based PM work order system. PM to be completed in a timely fashion by one of Manager’s qualified Service Technicians or one of McGough’s subcontractor partners on a “Time and Materials” basis.
- 24/7 on-call support services. After-hour service to be charged on a “Time and Materials” basis.

SCHEDULE "B1"

Schedule of Management Fees

Management Compensation shall be paid as follows:

1. Payment of the full fee shall commence on 1st of June. Manager shall have the right, without notice, to a 3% annual increase in the Management fee from the prior year.

The Fixed Fee includes the following:

- a. Account Manager time for all regular contract requirements (special projects not covered)
 - b. Manager's Liability insurance
 - c. Accounting services required by this agreement
 - d. Use of Internet-based work order system
 - e. All Manager's I.T. costs including personal computer, servers, I.T. support, software, and phone service to support Owner
 - f. Purchasing support of Premise related to purchases and services such as belts, filters, rental rugs, janitorial services, etc.
 - g. Account Manager's mileage
 - h. Manager's profit and other overhead related costs
2. Hourly Services for Preventive Maintenance, Repairs and all other services:
 - a. Service Technicians - \$75.00 per hour, 7 a.m. to 3:30 p.m. Monday through Friday.
 - b. HVAC Technicians - \$90.00 per hour, 7 a.m. to 3:30 p.m. Monday through Friday
 - c. Scheduled overtime - Time and a half
 - d. On-call support (after hours) – Shall be billed at double time per hour (2-hour minimum)
 - e. Standard hourly rate subject to change each calendar year.
 3. Materials:
 - a. All supplies and materials required to perform Manager's duties as outlined in Schedule "A" and in providing preventive maintenance work, purchased by Manager will be charged at a pass-through rate with no mark-up.

4. TIMING OF PAYMENT AND INTEREST CHARGE FOR LATE PAYMENTS.

Payment terms are Net 30. 8% interest to be charged on any outstanding balance after thirty-days (30).

SCHEDULE "B2"

Schedule of ANNUAL Management Fees

1. Roseville City Hall & Public Works Building	\$44,448
1a. License and Passport Center	\$ 1,236

SCHEDULE "B3"

Schedule of MONTHLY Management Fees

Management Compensation shall be paid as follows:

1. Roseville City Hall & Public Works Building

A fixed monthly fee in the amount of \$3,704.00. The monthly fee shall be increased by (3%) on each anniversary of the Effective Date.

ACCEPTED _____ DATE _____

1a. License and Passport Center

A fixed monthly fee in the amount of \$103.00. The monthly fee shall be increased by (3%) on each anniversary of the Effective Date.

ACCEPTED _____ DATE _____

SCHEDULE “C” PURCHASING AGENT AGREEMENT

1. The **CITY OF ROSEVILLE** appoints and designates MCGOUGH FACILITY MANAGEMENT as the **CITY OF ROSEVILLE** purchasing agent for the purchase of all goods and services acquired under the Facility Management Agreement (“Agreement”) between MCGOUGH FACILITY MANAGEMENT and CITY OF ROSEVILLE, by MCGOUGH FACILITY MANAGEMENT for the benefit of the **CITY OF ROSEVILLE** that would be subject to sales and use taxation if purchased by a non-exempt entity but that would qualify for exemption from such taxation if purchased by a local government as defined in Minn. Stat. § 297A.70, subd. 2.. References to “Agency Items” in this Agreement are to the goods and services purchased through MCGOUGH FACILITY MANAGEMENT pursuant to this agency appointment. The **CITY OF ROSEVILLE**, not MCGOUGH FACILITY MANAGEMENT, shall be responsible for payment for Agency Items. MCGOUGH FACILITY MANAGEMENT, as purchasing agent, shall purchase Agency items in the name of the **CITY OF ROSEVILLE**. All right, title and interest to Agency Items shall vest immediately in the **CITY OF ROSEVILLE**, not MCGOUGH FACILITY MANAGEMENT, at the point of delivery, and all incidents of ownership shall remain in the **CITY OF ROSEVILLE** at all times. The risk of loss with respect to Agency Items is that of the **CITY OF ROSEVILLE**, not MCGOUGH FACILITY MANAGEMENT. The **CITY OF ROSEVILLE**, not MCGOUGH FACILITY MANAGEMENT, is responsible for all defective Agency Items. However, to the extent the **CITY OF ROSEVILLE** is prejudiced by the lack of timely notice as provided in paragraph 2.1 below, MCGOUGH FACILITY MANAGEMENT shall be responsible for any resulting damages to the **CITY OF ROSEVILLE**. Warranties against inherent defects in Agency Items run from the vendors, not MCGOUGH FACILITY MANAGEMENT, to the **CITY OF ROSEVILLE**.

2. MCGOUGH FACILITY MANAGEMENT has and shall perform the following duties:

2.1 Except to the extent that the **CITY OF ROSEVILLE** otherwise requires the use of a specific supplier or vendor, MCGOUGH FACILITY MANAGEMENT shall be responsible for the selection of suppliers and vendors of Agency Items. MCGOUGH FACILITY MANAGEMENT shall use its best skill and judgment in inspecting Agency Items and shall promptly notify the **CITY OF ROSEVILLE** of any and all defects as MCGOUGH FACILITY MANAGEMENT becomes or reasonable should become aware of them. As agent for the **CITY OF ROSEVILLE**, MCGOUGH FACILITY MANAGEMENT shall contact the manufacturer or supplier for immediate replacement or correction of defective Agency Items and to obtain all other remedial action for breaches of warranty.

2.2 MCGOUGH FACILITY MANAGEMENT shall notify all vendors and suppliers of Agency Items that MCGOUGH FACILITY MANAGEMENT is the **CITY OF ROSEVILLE** purchasing agent and that obligation for payment is that of the **CITY OF ROSEVILLE** and not MCGOUGH FACILITY MANAGEMENT. All contracts, purchase orders and other documents executed by MCGOUGH FACILITY MANAGEMENT in the course of its duties as the **CITY OF ROSEVILLE** purchasing agent, including those furnished to vendors, suppliers and other parties shall clearly reflect the agency relationship and shall include or be accompanied by the following statement:

This purchase is made by McGough Facility Management, LLC (“MCGOUGH FACILITY MANAGEMENT”) as purchasing agent for the **CITY OF ROSEVILLE**. Title to the purchased goods or services shall pass directly from seller to the **CITY OF ROSEVILLE**. The obligation to pay for the purchased goods or services is solely that of the **CITY OF ROSEVILLE**, but invoices may be submitted for payment to MCGOUGH

FACILITY MANAGEMENT as agent for the **CITY OF ROSEVILLE**. The **CITY OF ROSEVILLE** is exempt from Minnesota sales and use taxation on this purchase. A copy of its Certificate of Exempt Status is attached. Accordingly, no sales or use tax should be imposed on the transaction.

2.3 Prior to issuing any purchase order or other agreement as the **CITY OF ROSEVILLE** purchasing agent; MCGOUGH FACILITY MANAGEMENT shall review the proposed purchase order or other agreement with the **CITY OF ROSEVILLE** for approval. MCGOUGH FACILITY MANAGEMENT shall not issue any such purchase order or agreement without the **CITY OF ROSEVILLE**.

2.4 On behalf of the **CITY OF ROSEVILLE**, MCGOUGH FACILITY MANAGEMENT shall review invoices for Agency Items to reasonably ensure that such invoices are valid, that items on such invoices have not been previously billed, and that sales or use tax is not charged on such invoices. If MCGOUGH FACILITY MANAGEMENT determines that an invoice is proper, it shall forward a copy to the **CITY OF ROSEVILLE**, shall pay the invoice on behalf of the **CITY OF ROSEVILLE**, and shall be promptly reimbursed by the **CITY OF ROSEVILLE**.

3. The **CITY OF ROSEVILLE** shall indemnify, defend, and hold harmless MCGOUGH FACILITY MANAGEMENT from and against all claims for sales or use tax, penalty, or interest payable by MCGOUGH FACILITY MANAGEMENT related to, in connection with, or arising out of the purchase of Agency Items. To be indemnified, MCGOUGH FACILITY MANAGEMENT must give the **CITY OF ROSEVILLE** prompt notice of any challenge to the exemption from tax and opportunity to fully defend against the challenge at the **CITY OF ROSEVILLE** expense to a final determination (including appeals).

City of Roseville

McGough Facility Management, LLC

By: _____
Its: _____

By: _____
Its: _____

MAYOR:
Daniel J. Roe

CITY MANAGER:
Patrick J. Trudgeon

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 10, 2017
Item No.: 9.h

Department Approval



City Manager Approval



Item Description: Acceptance of the Roseville Area High School Police Liaison Officer Agreement for the 2017-2018 School Year.

BACKGROUND

The Roseville Police Department is currently budgeted for one full-time school liaison officer and has a full-time Roseville Police Officer deployed as a Police Liaison Officer in the District 623 high school. During summer months, when school is not in session, this same full-time officer is temporarily assigned to the patrol or investigations unit.

POLICY OBJECTIVE

The Roseville Police Department Police Liaison Officer assumes the following duties:

- Follows up on referrals made by the police department and administrative staff
- Counsels and advises students on legal offenses or other related matters as requested
- Serves as a member of the administrative team and student support team
- Visits with and gets acquainted with students during lunch periods, between classes, at school activities and fields trips whenever possible
- Intervenes with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents
- Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime
- Educates and advises parents regarding student behavior that could lead or has led to law infractions or other matters, as requested
- Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds
- Makes presentations on relevant topics to students as requested by teachers or administrators; helps arrange field trips and speakers in his or her area of expertise
- Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and serves as part of a team effort to provide role models
- Assists, as assigned, with petitions to juvenile court and works with social and welfare agencies, probation personnel, and makes referrals for family counseling, for chemical health evaluation, and for other student needs
- Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases

- 29 • Performs other duties as assigned by the school principal
30 • During the summer months, performs duties as assigned by the Lieutenant in charge of Patrol or
31 Investigations.
32

33 The Police Liaison Officer is expected to be on duty 173 student days and additional staff days as
34 determined by the Roseville Area High School. The Roseville Police Department has been provided
35 with the Roseville Area High School Police Liaison Officer Agreement for the 2017-2018 school year.
36

37 The attached agreement has been reviewed and approved by the City Attorney.

38 **FINANCIAL IMPACTS**

39 School District 623 agrees to assume 67 percent of the total costs associated with the payment of salary,
40 benefits and cell phone charges for the Roseville Police Liaison Officer, not to exceed \$73,324.97. The
41 School District shall provide office space for the Police Liaison Officer and contribute utilities as well
42 as maintenance costs at no cost to the City.

43 **STAFF RECOMMENDATION**

44 Staff recommends Council approval to accept the 2017-2018 Roseville Area School Police Liaison
45 Officer Agreement as set forth by School District 623 and authorize the signing of the Agreement by the
46 mayor and city manager.

47 **REQUESTED COUNCIL ACTION**

48 The police department is seeking Council approval of the 2017-2018 Roseville Area School Police
49 Liaison Officer Agreement allowing for the required City of Roseville signatures, specifically the City
50 of Roseville Mayor and City of Roseville Manager.
51
52
53

Prepared by: Chief Rick Mathwig

Attachments: A: RAHS & RVPD 2017-2018 School Liaison Officer Agreement

**Roseville Area Schools
and
Roseville Police Department**

**ROSEVILLE AREA HIGH SCHOOL POLICE LIAISON OFFICER AGREEMENT
2017-18 School Year**

THIS AGREEMENT, made and entered into by and between the City of Roseville (hereinafter "City") and the Roseville Area School District, Independent School District No. 623 (hereinafter "School District").

WHEREAS, the City and School District intend to cooperate in the joint use of a Police Liaison Officer to assist in the establishment and coordination of a cooperative community approach between the School District, its parents, the City, and other community members to meet the special needs and problems of School District students and City residents; and

WHEREAS, the City and School District desire to have a Police Liaison Officer assigned to Roseville Area High School as a liaison between the School District and the City; and

WHEREAS, by this Agreement the parties desire to establish a framework of cooperating to work jointly to develop rapport among the youth of the School District and the law enforcement community, and the site of this City/School District community partnership will be at the Roseville Area High School. And, whereby the City and the School District will both contribute to the costs associated with this cooperative Police Liaison Officer venture, both the City and the School District will be granted certain rights pertaining to the Roseville Area High School Police Liaison Officer program;

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Contributions to the Police Liaison Officer Program by the City:
 - A. The City will contract with the Police Liaison Officer and the City will be the employing party. The City will be responsible for any claims and other liability as would normally apply to a City employee. This Agreement in no way constitutes a

waiver or alteration by the City of relevant liability limits established under Minnesota Statutes Chapter 466. The City expressly declares that it no way intends to be subject to any measure of liability beyond the limits of Minnesota Statutes Chapter 466 by way of entering into this Agreement.

- B. The City will provide overall supervision and the Police Liaison Officer shall be responsible to the Roseville Chief of Police or his/her designee.
 - C. The Police Liaison Officer shall perform the duties and responsibilities identified on the position responsibility write-up attached to the Agreement as **Exhibit A**. The position responsibility write-up will be reviewed and updated periodically by the Roseville Police Chief and the Roseville Area High School Principal. Attached also as **Exhibit B** is the **Student and Teacher Calendar for 2017-18**.
2. Contribution to the Police Liaison Officer Program by the School District:
- A. The School District will pay the City 67 percent of the total costs associated with the payment of salary and benefits of the Police Liaison Officer and cell phone expenses, not to exceed **\$73,324.97**. The position will be filled by a police officer paid according to the current police officer union contract. The Police Liaison Officer is expected to be on duty **173** student days and additional staff days as determined by the RAHS principal or his/her designee. When there is a need for the Police Liaison Officer to be absent for more than five (5) consecutive student days, the Principal and the Chief of Police will arrange for a substitute Officer or arrange for the City to reimburse the School District for missed time.
 - B. The School District will provide office space for the Police Liaison Officer at Roseville Area High School and contribute the utilities (heating, electricity, and water), insurance (property), security, and routine maintenance costs at no cost to the City, and in a manner consistent with the policies and practices of the School District.
 - C. The School District will provide a reserved parking space in the proximity of the Police Liaison Officer's office. The School District will assume the full cost of snowplowing, maintenance, and repairs to the parking space for the term of the joint venture.
 - D. The School District will provide basic custodial service, consistent with the policies and practices of the School District.

E. The Roseville Area High School Principal or his/her designee will provide regular onsite supervisory support, consistent with the policies and practices of the School District, while being fully aware that the Police Liaison Officer is an employee of the City.

3. Selection and Duties:

A. The Principal of Roseville Area High School or his/her designee shall be involved in the interviews and selection of the Police Liaison Officer. Duties assigned the Police Liaison Officer shall be mutually agreed to by the High School Principal and the Police Chief, or their respective designees.

B. Duties

- On Site Duty Day: 7:45 a.m. - 3:15 p.m.;
- Occasionally the Principal may request of the Chief of Police that the Police Liaison Officer attend a school event outside normal duty hours.
- The Police Liaison Officer will notify the High School Principal's Secretary when he/she will be absent.
- Duties: hall supervision and overall supervision of safety/security, parking lot supervision, annually review practices to create a safe environment and recommend improvements prior to October 1, meet weekly with RAHS Administrative Team, participate in RAHS Safety Committee meetings, assist Principal, Associate Principals and Deans with lunchroom supervision, serious discipline issues, investigation of incidents, and other duties as specified in Exhibit A.

4. Term of Agreement:

The City and the School District shall have the right to terminate this Agreement by giving the other party sixty (60) days written notice of its intent to cancel the entire Agreement. In the event of cancellation, the parties will be mutually relieved of any further obligation as set forth in this Agreement. This Agreement shall remain in effect until **June 30, 2018**. Thereafter, the Agreement may be renewed for 12-month periods commencing with July 1 and ending June 30 of the following year. Annually, by May 1, the School District will

notify the Chief of Police for the Roseville Police Department of the School District's intent regarding renewal of this Agreement.

5. Yearly Review:

Annually before June 1, the School District and the City shall meet to review this Agreement. Adjustments and addendums to this Agreement may be made by mutual agreement.

6. Notice:

All notices and demands by or from either party shall be in writing and shall be validly given or made if served either personally or if deposited in the United States Mail, certified or registered, postage prepaid, return receipt requested. If such notice is served personally, service shall be conclusively deemed made at the time of such personal service. If such notice or demand is made by registered or certified mail in the manner herein provided, service shall be conclusively deemed made forty-eight (48) hours after the deposit thereof in the United States Mail addressed to the party whom such notice is to be given.

Any notice or demand to the City shall be addressed to the City at:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113-1899

Any notice or demand to the School District shall be addressed to the School District at:

Independent School District No. 623
1251 West County Road B-2
Roseville, MN 55113

7. Entire Agreement:

This Agreement represents the entire understanding and agreement between the parties hereto and this Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

INDEPENDENT SCHOOL DISTRICT NO. 623

By: Mark Traynor
Mark Traynor, Chair

By: Aldo Sicoli
Aldo Sicoli, Superintendent

Date: 6/13/17

CITY OF ROSEVILLE

By: _____
Dan Roe, Mayor

By: _____
Pat Trudgeon, City Manager

Date: _____

POSITION RESPONSIBILITY WRITE-UP

Position Title: Police Liaison Officer **Date:** August, 2012
Department: Student Services **Location:** Roseville Area High School
Accountable To: City of Roseville Chief of Police or Designee

Primary Objectives of Position

To assist in the coordination of a cooperative community approach between schools, parents, police, and other resources to meet the special needs and problems of students.

MAJOR AREAS OF RESPONSIBILITY

- | | |
|---|----|
| Follows up on referrals made by the Police Department and administrative staff. | 1 |
| Counsels and advises students on legal offenses or other related matters as requested. | 2 |
| Serves as a member of the administrative team and student support team. | 3 |
| Visits with and gets acquainted with students during lunch periods, between classes, at school activities and on field trips when possible. | 4 |
| Intervenes with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents. | 5 |
| Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime. | 6 |
| Educates and advises parents regarding student behavior that could lead or has led to law infractions or other matters as requested. | 7 |
| Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds. | 8 |
| Makes presentations on relevant topics to students as requested by teachers or administrators; helps arrange field trips and speakers in his or her area of expertise. | 9 |
| Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and services as part of a team effort to provide role models. | 10 |
| Assists, as assigned, with petitions to Juvenile Court and works with social and welfare agencies, probation personnel, and makes referrals for family counseling, for chemical health evaluation, and for other student needs. | 11 |

Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases.	12
Performs other duties as assigned by the School Principal.	13
During the summer months, performs duties as assigned by the Case Coordinator.	14

Knowledge and Skills Required

Knowledge of and ability to follow School District policies, regulations and procedures.

Ability to work with other law enforcement and outside agencies where jurisdictional requirements prevail.

Ability to relate to and work with students of various cultural and economic backgrounds.

Ability to establish and maintain good working relationships with school administrators, teachers and staff.

Supervision

Supervised by the City of Roseville Police Department. Works directly with and under the guidance of the Roseville Area High School Principal.

Supervision of Others

None.

Responsibility for Public Contact

Continuous, requiring tact, courtesy, and good judgement.

Clothing to be Worn

Because the officer assigned to the Police Liaison Program is working in a very visible position, the normal dress will be casual professional or law enforcement uniform.

Roseville Area Schools 2017-18

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
T 28	T 29	T 30	T 31	

September				
M	T	W	T	F
				1
Labor Day 4	First Day Grades 1-9 5	First Day K and 10-12 6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	18	Fall Recess 19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	ED 22	Thanksgiving 23	24
27	28	29	End Tri 1 30	

December				
M	T	W	T	F
				T 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	T	W	T	F
Winter Break 1	2	3	4	5
8	9	10	11	12
M Luther King Day 15	16	17	18	19
22	23	24	25	T K-8 26
29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	8	T 9
12	13	14	15	16
Pres Day 19	20	21	22	23
26	27	28		

March				
M	T	W	T	F
			End Tri 2 1	T 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
T 30				

May				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	T 25
Memorial Day 28	29	30	31	

June				
M	T	W	T	F
				1
4	5	6	7	Last Day of School/ED 8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Trimesters: Tri 1 = 58 days, Tri 2 = 54 days, Tri 3 = 61 days
 T = Teacher Workshop (no School) Shaded Days = No School

District 623 Roseville Area Schools 2017-2018 School Calendar

DATE	DAY	EVENT
8/28/17 8/29/17 8/30/17 8/31/17	Monday Tuesday Wednesday Thursday	Teacher Workshop K-12 Teacher Workshop K-12 Teacher Workshop K-12 Teacher Workshop K-12
9/4/17 9/5/17 9/6/17	Monday Tuesday Wednesday	Labor Day Holiday First Day –Grades 1-8, 9 th Grade All Day Orientation First Day Kindergarten, Grades 10-12
10/2/17 10/19/17 10/20/17	Monday Thursday Friday	Teacher Workshop K-12 No School No School (Fall Recess) No School (Fall Recess)
11/22/17 11/23/17 11/24/17 11/30/17	Wednesday Thursday Friday Thursday	K-12 Early Dismissal Thanksgiving Holiday No School Holiday No School End of First Trimester (58 days)
12/1/17 12/22/17	Friday Friday	Teacher Workshop K-12 No School Beginning of Winter Break
1/2/18 1/15/18 1/26/18	Tuesday Monday Friday	School resumes K-12 Martin Luther King Jr Holiday No School Teacher Workshop K-8 No School (School in Session for 9-12 grade)
2/9/18 2/19/18	Friday Monday	Teacher Workshop K-12 Presidents Day Holiday No School
3/1/18 3/2/18 3/5/18 3/12/18 3/30/18	Thursday Friday Monday Monday Friday	End of Second Trimester (54 days) Teacher Workshop K-12 No School Beginning of Spring Break School resumes K-12 Holiday No School K-12
4/30/18	Monday	Teacher Workshop K-12 No School
5/25/18 5/28/18	Friday Monday	Teacher Workshop K-12 No School Memorial Day Holiday No School
6/8/18	Friday	Last Student Day (AM) Teacher Workshop (PM), End of Third Trimester (61 days)