



## City Council Agenda

Monday, May 14, 2012

6:00 p.m.

City Council Chambers

*(Times are Approximate)*

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:00 p.m. | <b>1. Roll Call</b><br>Voting & Seating Order for May: Pust, Willmus, McGehee, Johnson, Roe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6:02 p.m. | <b>2. Approve Agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6:05 p.m. | <b>3. Public Comment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6:10 p.m. | <b>4. Council Communications, Reports and Announcements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6:15 p.m. | <b>5. Recognitions, Donations and Communications</b><br>a. Proclaim May Older Americans Month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6:20 p.m. | <b>6. Approve Minutes</b><br>a. Approve Minutes of April 23, 2012 Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6:25 p.m. | <b>7. Approve Consent Agenda</b><br>a. Approve Payments<br>b. Approve Business Licenses<br>c. Approve General Purchases and Sale of Surplus items in excess of \$5000<br>d. Award Bid For Josephine Lift Station<br>e. Certify Unpaid Utility and Other Charges to the Property Tax Rolls<br>f. Approve a Resolution Awarding Bid for 2012 Sealcoat Contract<br>g. Approve Strategic Directives<br>h. Approve A Resolution to Accept the Work Completed, Authorize Final Payment, and Commence the One Year Warranty Period on the Rosewood Wetland and Midland Hills Road Drainage Improvements<br>i. Designate Municipal Representatives to Roseville Firefighter Relief Association |

- 6:35 p.m.      **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**
- 6:40 p.m.      a. Amend Rental Registration Ordinance
- 10. Presentations**
- 6:50 p.m.      a. Joint Meeting with Planning Commission
- 11. Public Hearings**
- 7:30 p.m.      a. Consider Minor Subdivision at 1937 Gluek Lane
- 7:50 p.m.      b. Consider Extending Working Hours for the 2012  
Pavement Management Project
- 8:10 p.m.      c. Consider Byerly's On-Site Liquor License
- 12. Business Items (Action Items)**
- 8:30 p.m.      a. Approve Minor Subdivision at 1937 Gluek Lane
- 8:35 p.m.      b. Consider Extending Working Hours for the 2012  
Pavement Management Project
- 8:40 p.m.      c. Approve Byerly's On-Site Liquor License
- 8:45 p.m.      d. Adopt a Comprehensive Performance Management  
Program
- 9:00 p.m.      e. Award Contracts for Fire Station Construction Contract  
for Bid Package #1
- 13. Business Items – Presentations/Discussions**
- 9:15 p.m.      a. Discuss Sign Ordinance Amendments
- 9:30 p.m.      b. Receive Status Update on Nextdoor.com
- 9:40 p.m.      **14. City Manager Future Agenda Review**
- 9:45 p.m.      **15. Councilmember Initiated Items for Future Meetings**
- 10:00 p.m.      **16. Adjourn**

*Some Upcoming Public Meetings.....*

|           |        |           |                                                          |
|-----------|--------|-----------|----------------------------------------------------------|
| Tuesday   | May 15 | 6:00 p.m. | Housing & Redevelopment Authority                        |
| Wednesday | May 16 | 6:30 p.m. | Human Rights Commission                                  |
| Thursday  | May 17 | 4:00 p.m. | Grass Lake Water Management Organization                 |
| Monday    | May 21 | 6:00 p.m. | City Council Meeting                                     |
| Tuesday   | May 22 | 6:30 p.m. | Public Works, Environment & Transportation<br>Commission |
| Monday    | May 28 | -         | City Offices Closed - Observation of Memorial Day        |
| Wednesday | Jun 6  | 6:30 p.m. | Planning Commission                                      |
| Monday    | Jun 11 | 6:00 p.m. | City Council Meeting                                     |

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



## **Older Americans Month May 2012**

**Whereas:** Roseville is home to many residents aged 60 years and older; and

**Whereas:** Older adults in Roseville are the roots from which our community grows, who bestow gifts of wisdom and insight upon younger generations and strengthen the bonds between neighbors to create a better place to live; and

**Whereas:** Society can be enhanced by older adults aging peacefully in their communities; and

**Whereas:** Older adults in Roseville should be commended for their role in creating and bolstering the fiber of our community and our nation; and

**Whereas** Our community can provide that recognition and respect by enriching the quality of life for older Americans by:

- o Increasing opportunities to remain in their communities as active and engaged citizens;
- o Providing services, technologies and support systems that allow seniors to foster and maintain connections within the community;
- o Emphasizing the value of elders by publically recognizing their contributions to the diversity, strength and unity of our community

**Now, Therefore Be It Resolved,** that the City Council hereby declare May 2012 to be Older Americans Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

**Be it Further Resolved** that we urge every citizen honor our older adults and the professionals, family members and volunteers who care for them. Our recognition of older Americans and their involvement in our lives can help us achieve stronger and more meaningful connections with each other and enrich our community's quality of life.

**In Witness Whereof,** I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this fourteenth day of May 2012.

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Mayor Daniel J. Roe

Date: May 14, 2012

Item: 6.a

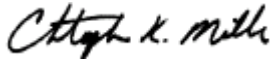
Approve April 23, 2012

Council Minutes

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/2012  
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Approval of Payments

**BACKGROUND**

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

| Check Series # | Amount         |
|----------------|----------------|
| ACH Payments   | \$903,403.82   |
| 66057-66228    | \$814,099.85   |
| Total          | \$1,717,503.67 |

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: 5/8/2012 - 12:11 PM

| Check Number | Check Date | Fund Name                   | Account Name                  | Vendor Name                      | Invoice Desc.                        | Amount   |
|--------------|------------|-----------------------------|-------------------------------|----------------------------------|--------------------------------------|----------|
| 0            | 04/19/2012 | Recreation Fund             | Transportation                | Rick Schultz                     | Mileage Reimbursement                | 91.02    |
| 0            | 04/19/2012 | Internal Service - Interest | Investment Income             | M&I Marshall & Ilsley Bank       | Safekeeping Charges                  | 50.50    |
| 0            | 04/19/2012 | TIF District #17-Twin Lakes | Professional Services         | Ratwik, Roszak & Maloney, PA     | Twin Lakes Pkwy Condemnation         | 682.00   |
| 0            | 04/19/2012 | General Fund                | Transportation                | Steve Zweber                     | Mileage Reimbursement                | 137.09   |
| 0            | 04/19/2012 | General Fund                | Operating Supplies            | Steve Zweber                     | Winter Weather Internet Service Reim | 159.51   |
| 0            | 04/19/2012 | Community Development       | Training                      | Jan Rosemeyer                    | Mileage Reimbursement                | 17.20    |
| 0            | 04/19/2012 | General Fund                | 211403 - Flex Spend Day Care  |                                  | Dependent Care Reimbursement         | 192.31   |
| 0            | 04/19/2012 | Recreation Fund             | Operating Supplies            | Jill Anfang                      | Brochure Cover Framing Reimbursen    | 32.88    |
| 0            | 04/19/2012 | General Fund                | 211403 - Flex Spend Day Care  |                                  | Dependent Care Reimbursement         | 880.00   |
| 0            | 04/19/2012 | General Fund                | 211402 - Flex Spending Health |                                  | Flexible Benefir Reimbursement       | 475.35   |
| 0            | 04/19/2012 | General Fund                | 211402 - Flex Spending Health |                                  | Flexible Benefir Reimbursement       | 2,817.27 |
| 0            | 04/19/2012 | General Fund                | 211000 - Deferered Comp.      | ICMA Retirement Trust 457-300227 | Payroll Deduction for 4/17 Payroll   | 4,804.03 |
| 0            | 04/19/2012 | General Fund                | PERA Life Ins. Ded.           | NCPERS Life Ins#7258500          | Payroll Deduction for 4/17 Payroll   | 32.00    |
| 0            | 04/19/2012 | License Center              | Transportation                | Bridget Koeckeritz               | Mileage Reimbursement                | 36.08    |
| 0            | 04/19/2012 | General Fund                | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 843.23   |
| 0            | 04/19/2012 | General Fund                | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 250.91   |
| 0            | 04/19/2012 | Recreation Fund             | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 142.01   |
| 0            | 04/19/2012 | Recreation Fund             | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 12.00    |
| 0            | 04/19/2012 | License Center              | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 82.43    |
| 0            | 04/19/2012 | Sanitary Sewer              | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 3.63     |
| 0            | 04/19/2012 | Sanitary Sewer              | Minnesota Benefit Ded         | MN Benefit Association           | Payroll Deduction for 4/17 Payroll   | 0.51     |
| 0            | 04/19/2012 | License Center              | Transportation                | Bridget Koeckeritz               | Mileage Reimbursement                | 93.80    |
| 0            | 04/19/2012 | License Center              | Rental                        | Gaughan Properties               | Motor Vehicle Rent-May 2012          | 4,723.13 |
| 0            | 04/19/2012 | License Center              | Rental                        | Gaughan Properties               | Motor Vehicle Rent-Missed Increase 1 | 137.57   |
| 0            | 04/19/2012 | Storm Drainage              | Professional Services         | SEH, Inc                         | Consulting Services                  | 240.00   |
| 0            | 04/19/2012 | Water Fund                  | Professional Services         | SEH, Inc                         | Consulting Services                  | 540.00   |
| 0            | 04/19/2012 | General Fund                | Operating Supplies            | Rapit Printing                   | EMT Patient Report Forms             | 246.33   |
| 0            | 04/19/2012 | General Fund                | Contract Maintenance          | City of St. Paul                 | Radio Services & Maintenance-Marcl   | 373.11   |
| 0            | 04/19/2012 | General Fund                | Vehicle Supplies              | Rigid Hitch Incorporated         | 2012 Blanket PO for Vehicle Repairs  | 81.66    |
| 0            | 04/19/2012 | General Fund                | Vehicle Supplies              | Factory Motor Parts, Co.         | 2012 Blanket PO For Vehicle Repairs  | 72.66    |
| 0            | 04/19/2012 | License Center              | Professional Services         | Electro Watchman, Inc.           | License Center Security System       | 192.38   |
| 0            | 04/19/2012 | General Fund                | Vehicle Supplies              | McMaster-Carr Supply Co          | 2012 Blanket PO for Vehicle Repairs  | 107.07   |
| 0            | 04/19/2012 | General Fund                | 209001 - Use Tax Payable      | McMaster-Carr Supply Co          | Sales/Use Tax                        | -6.89    |
| 0            | 04/19/2012 | General Fund                | Vehicle Supplies              | Napa Auto Parts                  | 2012 Blanket PO for Vehicle Repairs  | 107.47   |

| Check Number | Check Date | Fund Name                  | Account Name             | Vendor Name                          | Invoice Desc.                        | Amount    |
|--------------|------------|----------------------------|--------------------------|--------------------------------------|--------------------------------------|-----------|
| 0            | 04/19/2012 | General Fund               | 209001 - Use Tax Payable | Napa Auto Parts                      | Sales/Use Tax                        | -6.91     |
| 0            | 04/19/2012 | General Fund               | Professional Services    | Erickson, Bell, Beckman & Quinn P.A. | Legal Services-Prosecution           | 11,924.00 |
| 0            | 04/19/2012 | General Fund               | Utilities - City Hall    | Xcel Energy                          | City Hall Building                   | 5,611.53  |
| 0            | 04/19/2012 | General Fund               | Utilities - City Garage  | Xcel Energy                          | Garage/PW Building                   | 2,958.38  |
| 0            | 04/19/2012 | General Fund               | Vehicle Supplies         | Grainger Inc                         | 2012 Blanket PO for Vehicle Repairs  | 18.48     |
| 0            | 04/19/2012 | General Fund               | Vehicle Supplies         | Larson Companies                     | 2012 Blanket PO for Vehicle Repairs  | 61.05     |
| 0            | 04/19/2012 | Storm Drainage             | Operating Supplies       | North Image Apparel, Inc.            | T-Shirts                             | 62.75     |
| 0            | 04/19/2012 | General Fund               | Clothing                 | North Image Apparel, Inc.            | T-Shirts                             | 62.75     |
| 0            | 04/19/2012 | Sanitary Sewer             | Clothing                 | North Image Apparel, Inc.            | T-Shirts                             | 62.75     |
| 0            | 04/19/2012 | Water Fund                 | Clothing                 | North Image Apparel, Inc.            | T-Shirts                             | 62.75     |
| 0            | 04/19/2012 | General Fund               | Operating Supplies       | Ramy Turf Products                   | Landscape Supplies                   | 196.67    |
| 0            | 04/19/2012 | Boulevard Landscaping      | Operating Supplies       | Ramy Turf Products                   | Landscape Supplies                   | 196.68    |
| Check Total: |            |                            |                          |                                      |                                      | 39,861.13 |
| 0            | 04/25/2012 | General Fund               | Operating Supplies       | Suburban Ace Hardware-ACH            | Chain Sharpening                     | 70.00     |
| 0            | 04/25/2012 | General Fund               | Training                 | Street Cop-ACH                       | Video Series                         | 207.34    |
| 0            | 04/25/2012 | General Fund               | 209001 - Use Tax Payable | Street Cop-ACH                       | Sales/Use Tax                        | -13.34    |
| 0            | 04/25/2012 | General Fund               | Operating Supplies       | Lab Safety Supply-ACH                | Station Supplies                     | 75.53     |
| 0            | 04/25/2012 | General Fund               | Operating Supplies       | S & T Office Products-ACH            | Office Supplies                      | 66.78     |
| 0            | 04/25/2012 | General Fund               | Operating Supplies       | Suburban Ace Hardware-ACH            | Station Supplies                     | 161.10    |
| 0            | 04/25/2012 | Recreation Fund            | Operating Supplies       | Vertical Endeavors-ACH               | Rock Climbing                        | 142.07    |
| 0            | 04/25/2012 | General Fund               | Vehicle Supplies         | Amazon.com- ACH                      | Wireless Router                      | 79.45     |
| 0            | 04/25/2012 | General Fund               | 209001 - Use Tax Payable | Amazon.com- ACH                      | Sales/Use Tax                        | -5.11     |
| 0            | 04/25/2012 | General Fund               | Conferences              | PayPal-ACH                           | EMS Educators Conference-Peterson    | 50.00     |
| 0            | 04/25/2012 | Sanitary Sewer             | Operating Supplies       | Suburban Ace Hardware-ACH            | Supplies                             | 20.31     |
| 0            | 04/25/2012 | P & R Contract Maintenance | Operating Supplies       | North Hgts Hardware Hank-ACH         | Shop Supplies                        | 29.73     |
| 0            | 04/25/2012 | P & R Contract Maintenance | Operating Supplies       | Walmart-ACH                          | Space Heater                         | 68.56     |
| 0            | 04/25/2012 | General Fund               | Miscellaneous            | Cafe Zia-ACH                         | Essay Winners Dinner                 | 220.19    |
| 0            | 04/25/2012 | Recreation Fund            | Operating Supplies       | Energize, Inc.-ACH                   | Volunteers e-Book                    | 14.96     |
| 0            | 04/25/2012 | Recreation Fund            | Use Tax Payable          | Energize, Inc.-ACH                   | Sales/Use Tax                        | -0.96     |
| 0            | 04/25/2012 | Community Development      | Computer Equipment       | SHI-ACH                              | Qty - 12 - 79P-03586 OfficeProPlus 2 | 4,552.28  |
| 0            | 04/25/2012 | Community Development      | Computer Equipment       | SHI-ACH                              | Sales Tax                            | 265.65    |
| 0            | 04/25/2012 | Recreation Fund            | Operating Supplies       | Outback Steakhouse - ACH             | Volunteer Appreciation Supplies      | 20.00     |
| 0            | 04/25/2012 | Recreation Fund            | Operating Supplies       | Buffalo Wild Wings-ACH               | Volunteer Appreciation Supplies      | 20.00     |
| 0            | 04/25/2012 | License Center             | Office Supplies          | S & T Office Products-ACH            | Office Supplies                      | 39.90     |
| 0            | 04/25/2012 | General Fund               | Police Explorer Program  | Boy Scouts of America-ACH            | Explorers Conference-Dattilo         | 26.30     |
| 0            | 04/25/2012 | Recreation Fund            | Operating Supplies       | Joe's Sporting Goods-ACH             | Animal Food-Live Bait                | 6.41      |
| 0            | 04/25/2012 | General Fund               | Operating Supplies       | Grainger-ACH                         | Station Supplies                     | 92.39     |
| 0            | 04/25/2012 | General Fund               | Operating Supplies       | Menards-ACH                          | Sign Shop Supplies                   | 63.87     |
| 0            | 04/25/2012 | Storm Drainage             | Operating Supplies       | Menards-ACH                          | Shelving                             | 297.55    |
| 0            | 04/25/2012 | Information Technology     | Computer Equipment       | Buy.com- ACH                         | Storage Area Network                 | 24,203.97 |
| 0            | 04/25/2012 | Information Technology     | Use Tax Payable          | Buy.com- ACH                         | Sales/Use Tax                        | -1,556.98 |
| 0            | 04/25/2012 | Recreation Fund            | Operating Supplies       | Olive Garden-ACH                     | Volunteer Appreciation Supplies      | 40.00     |

| Check Number | Check Date | Fund Name                      | Account Name                  | Vendor Name                  | Invoice Desc.                     | Amount   |
|--------------|------------|--------------------------------|-------------------------------|------------------------------|-----------------------------------|----------|
| 0            | 04/25/2012 | Recreation Fund                | Office Supplies               | North Hgts Hardware Hank-ACH | Office Supplies                   | 61.06    |
| 0            | 04/25/2012 | P & R Contract Maintenance     | Operating Supplies            | Home Depot- ACH              | Credit                            | -53.53   |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Cub Foods- ACH               | Animal Supplies                   | 15.97    |
| 0            | 04/25/2012 | License Center                 | Office Supplies               | Target- ACH                  | Office Supplies                   | 51.35    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Cafe Zia-ACH                 | Volunteer Appreciation Supplies   | 20.00    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | PetSmart-ACH                 | Animal Supplies                   | 66.71    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Dunn Bros Coffee-ACH         | Volunteer Appreciation Supplies   | 15.00    |
| 0            | 04/25/2012 | Recreation Fund                | Office Supplies               | Office Depot- ACH            | Office Supplies                   | 91.54    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Medco Supply-ACH             | First Aid Supplies                | 160.00   |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Medco Supply-ACH             | First Aid Supplies                | 112.10   |
| 0            | 04/25/2012 | Housing & Redevelopment Agency | Professional Services         | Vroman Systems-ACH           | Living Smarter Fair Registration  | 19.95    |
| 0            | 04/25/2012 | Recreation Fund                | Professional Services         | Water Park of America-ACH    | Field Trip Deposit                | 120.00   |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Alfax Furniture-ACH          | Chairs                            | 79.80    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Northern Battery-ACH         | Edger Battery                     | 105.35   |
| 0            | 04/25/2012 | General Fund                   | Police Explorer Program       | Mn Law Enforcement-ACH       | Explorer Conference               | 1,450.00 |
| 0            | 04/25/2012 | General Fund                   | Contract Maint. - City Garage | Nitti Sanitation-ACH         | Regular Service                   | 40.00    |
| 0            | 04/25/2012 | P & R Contract Maintenance     | Contract Maintenance          | Nitti Sanitation-ACH         | Regular Service                   | 516.80   |
| 0            | 04/25/2012 | General Fund                   | Contract Maint. - City Hall   | Nitti Sanitation-ACH         | Regular Service                   | 153.00   |
| 0            | 04/25/2012 | General Fund                   | Contract Maint. - City Garage | Nitti Sanitation-ACH         | Regular Service                   | 224.40   |
| 0            | 04/25/2012 | General Fund                   | Contract Maintenance          | Nitti Sanitation-ACH         | Regular Service                   | 142.80   |
| 0            | 04/25/2012 | Golf Course                    | Contract Maintenance          | Nitti Sanitation-ACH         | Regular Service                   | 88.40    |
| 0            | 04/25/2012 | Recreation Fund                | Contract Maintenance          | Nitti Sanitation-ACH         | Regular Service                   | 275.40   |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Suburban Ace Hardware-ACH    | Drill Bits                        | 73.80    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Office Depot- ACH            | Office Supplies                   | 93.47    |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | Home Depot- ACH              | Station Supplies                  | 97.26    |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | B-Dale BP-ACH                | Station Supplies                  | 21.77    |
| 0            | 04/25/2012 | Water Fund                     | Operating Supplies            | Harbor Freight Tools-ACH     | Booster                           | 10.70    |
| 0            | 04/25/2012 | Solid Waste Recycle            | Conferences                   | Sustainable Business-ACH     | Sustainable Business Forum-Pratt  | 48.47    |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | Peavey Corporation - ACH     | Tamper Proof Ties                 | 74.49    |
| 0            | 04/25/2012 | General Fund                   | 209001 - Use Tax Payable      | Peavey Corporation - ACH     | Sales/Use Tax                     | -4.79    |
| 0            | 04/25/2012 | Information Technology         | Operating Supplies            | Monoprice.Com-ACH            | Network Cables                    | 97.58    |
| 0            | 04/25/2012 | Information Technology         | Use Tax Payable               | Monoprice.Com-ACH            | Sales/Use Tax                     | -6.28    |
| 0            | 04/25/2012 | Telecommunications             | Professional Services         | Survey Monkey.com-ACH        | Monthly Billing                   | 24.00    |
| 0            | 04/25/2012 | Water Fund                     | Water Meters                  | Grainger-ACH                 | Meter Supplies                    | 62.67    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Amazon.com- ACH              | Books                             | 6.27     |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Amazon.com- ACH              | Books                             | 10.37    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Amazon.com- ACH              | Books                             | 20.14    |
| 0            | 04/25/2012 | Recreation Fund                | Use Tax Payable               | Amazon.com- ACH              | Sales/Use Tax                     | -2.37    |
| 0            | 04/25/2012 | Golf Course                    | Vehicle Supplies              | Home Depot- ACH              | Club House Tile                   | 115.19   |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | Target- ACH                  | Station Supplies                  | 50.20    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Party Cheap-ACH              | Dance Recital Background Supplies | 86.40    |
| 0            | 04/25/2012 | Recreation Fund                | Use Tax Payable               | Party Cheap-ACH              | Sales/Use Tax                     | -5.56    |
| 0            | 04/25/2012 | General Fund                   | Office Supplies               | S & T Office Products-ACH    | Office Supplies                   | 63.45    |
| 0            | 04/25/2012 | Recreation Fund                | Operating Supplies            | Best Buy- ACH                | Memory Card                       | 28.37    |



| Check Number | Check Date | Fund Name                      | Account Name                  | Vendor Name                           | Invoice Desc.                     | Amount     |
|--------------|------------|--------------------------------|-------------------------------|---------------------------------------|-----------------------------------|------------|
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | Macys-ACH                             | Coffee Pot                        | 32.13      |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | S & T Office Products-ACH             | Office Supplies                   | 74.93      |
| 0            | 04/25/2012 | Water Fund                     | Water Meters                  | Dick's Sporting Goods - ACH           | Meter Supplies                    | 40.66      |
| 0            | 04/25/2012 | General Fund                   | Vehicle Supplies              | Suburban Ace Hardware-ACH             | Generator                         | 99.74      |
| 0            | 04/25/2012 | General Fund                   | Vehicle Supplies              | PTS Tool Supply-ACH                   | Tools                             | 54.16      |
| 0            | 04/25/2012 | P & R Contract Maintenance     | Operating Supplies            | Twin City Saw-ACH                     | Chain Saw Parts                   | 41.94      |
| 0            | 04/25/2012 | Water Fund                     | Memberships & Subscriptions   | American Water Works-ACH              | Membership Renewal                | 1,705.00   |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | Best Buy- ACH                         | Fire Scenes Camera                | 204.57     |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | UPS Store-ACH                         | Shipping Charges                  | 18.70      |
| 0            | 04/25/2012 | General Fund                   | Training                      | Lifeline Training-ACH                 | Lifeline Training-Chang           | 179.00     |
| 0            | 04/25/2012 | Golf Course                    | Vehicle Supplies              | Auto Plus-ACH                         | Parts                             | 23.07      |
| 0            | 04/25/2012 | Information Technology         | Contract Maintenance          | Local Link, Inc.-ACH                  | DNS Hosting                       | 107.50     |
| 0            | 04/25/2012 | Storm Drainage                 | Training                      | U of M- ACH                           | Stormwater Education              | 165.00     |
| 0            | 04/25/2012 | Water Fund                     | Water Meters                  | McMaster-Carr-ACH                     | Meter Supplies                    | 36.96      |
| 0            | 04/25/2012 | P & R Contract Maintenance     | Operating Supplies            | Menards-ACH                           | Shop Parts                        | 77.01      |
| 0            | 04/25/2012 | General Fund                   | Operating Supplies            | Target- ACH                           | Office Supplies                   | 14.67      |
| Check Total: |            |                                |                               |                                       |                                   | 36,854.69  |
| 0            | 04/26/2012 | Sanitary Sewer                 | Metro Waste Control Board     | Metropolitan Council                  | Waste Water Service               | 216,212.95 |
| 0            | 04/26/2012 | General Fund                   | Operating Supplies            | MES, Inc.                             | Name Patches                      | 49.49      |
| 0            | 04/26/2012 | General Fund                   | 209001 - Use Tax Payable      | MES, Inc.                             | Sales/Use Tax                     | -3.18      |
| 0            | 04/26/2012 | Fire Vehicles Revolving        | SCBA Equipment                | MES, Inc.                             | Xtreme Coat, Pant                 | 1,650.80   |
| 0            | 04/26/2012 | Recreation Fund                | Printing                      | Star Tribune                          | Arts at the Oval Advertising      | 520.00     |
| 0            | 04/26/2012 | Community Development          | Conferences                   | Thomas Paschke                        | Conference Expenses Reimbursement | 98.00      |
| 0            | 04/26/2012 | General Fund                   | Transportation                | Eldona Bacon                          | Mileage Reimbursement             | 135.42     |
| 0            | 04/26/2012 | Housing & Redevelopment Agency | Transportation                | Jan Rosemeyer                         | Mileage Reimbursement             | 20.54      |
| 0            | 04/26/2012 | Municipal Jazz Band            | Operating Supplies            | Glen Newton                           | Website Cost Reimbursement        | 55.00      |
| 0            | 04/26/2012 | General Fund                   | 211402 - Flex Spending Health |                                       | Flexible Benefit Reimbursement    | 203.33     |
| 0            | 04/26/2012 | Housing & Redevelopment Agency | Conferences                   | Jeanne Kelsey                         | Conference Expenses Reimbursement | 215.08     |
| 0            | 04/26/2012 | Housing & Redevelopment Agency | Miscellaneous                 | Jeanne Kelsey                         | Expenses Reimbursement            | 28.97      |
| 0            | 04/26/2012 | Contracted Engineering Svcs    | Deposits                      | SRF Consulting Group, Inc.            | Walmart Traffic Study             | 341.13     |
| 0            | 04/26/2012 | General Fund                   | Operating Supplies            | ARAMARK Services                      | Coffee Supplies                   | 405.46     |
| 0            | 04/26/2012 | Water Fund                     | Contract Maintenance          | Connelly Industrial Electronics, Inc. | Booster Station Repair            | 564.52     |
| 0            | 04/26/2012 | Water Fund                     | Professional Services         | Ecoenvelopes, LLC                     | March Utility Billing-Section 3   | 203.30     |
| 0            | 04/26/2012 | Storm Drainage                 | Professional Services         | Ecoenvelopes, LLC                     | March Utility Billing-Section 3   | 203.30     |
| 0            | 04/26/2012 | Sanitary Sewer                 | Professional Services         | Ecoenvelopes, LLC                     | March Utility Billing-Section 3   | 203.30     |
| 0            | 04/26/2012 | General Fund                   | Operating Supplies            | Brock White Co                        | Sprayer Hose                      | 57.66      |
| 0            | 04/26/2012 | General Fund                   | Contract Maintenance          | City of St. Paul                      | Wireless CAD System Access        | 675.00     |
| 0            | 04/26/2012 | Recreation Fund                | Operating Supplies            | Stitchin Post                         | T-Shirts                          | 589.50     |
| 0            | 04/26/2012 | Recreation Fund                | Operating Supplies            | Stitchin Post                         | T-Shirts                          | 294.75     |
| 0            | 04/26/2012 | Recreation Fund                | Operating Supplies            | Stitchin Post                         | T-Shirts                          | 294.75     |
| 0            | 04/26/2012 | Recreation Fund                | Operating Supplies            | Stitchin Post                         | T-Shirts                          | 279.00     |
| 0            | 04/26/2012 | Recreation Fund                | Operating Supplies            | Stitchin Post                         | T-Shirts                          | 1,000.00   |

| Check Number | Check Date | Fund Name                   | Account Name                   | Vendor Name                          | Invoice Desc.                         | Amount    |
|--------------|------------|-----------------------------|--------------------------------|--------------------------------------|---------------------------------------|-----------|
| 0            | 04/26/2012 | General Fund                | Vehicle Supplies               | Factory Motor Parts, Co.             | 2012 Blanket PO For Vehicle Repairs   | 320.63    |
| 0            | 04/26/2012 | General Fund                | Vehicle Supplies               | Catco Parts & Service Inc            | 2012 Blanket PO For Vehicle Repairs   | 21.55     |
| 0            | 04/26/2012 | Contracted Engineering Svcs | Deposits                       | WSB & Associates, Inc.               | Professional Services Thru Feb2012    | 1,336.50  |
| 0            | 04/26/2012 | Recreation Fund             | Operating Supplies             | Sysco Mn                             | Food, Condiments                      | 44.02     |
| 0            | 04/26/2012 | Recreation Fund             | Operating Supplies             | Sysco Mn                             | Food, Condiments                      | 16.28     |
| 0            | 04/26/2012 | Recreation Fund             | Operating Supplies             | Sysco Mn                             | Food, Condiments                      | 12.17     |
| 0            | 04/26/2012 | Golf Course                 | Merchandise For Sale           | Sysco Mn                             | Food, Condiments                      | 555.67    |
| 0            | 04/26/2012 | Golf Course                 | Operating Supplies             | Sysco Mn                             | Food, Condiments                      | 131.32    |
| 0            | 04/26/2012 | General Fund                | Vehicle Supplies               | Napa Auto Parts                      | 2012 Blanket PO for Vehicle Repairs   | 114.09    |
| 0            | 04/26/2012 | General Fund                | 209001 - Use Tax Payable       | Napa Auto Parts                      | Sales/Use Tax                         | -7.34     |
| 0            | 04/26/2012 | General Fund                | Vehicle Supplies               | Napa Auto Parts                      | 2012 Blanket PO for Vehicle Repairs   | 5.43      |
| 0            | 04/26/2012 | General Fund                | 209001 - Use Tax Payable       | Napa Auto Parts                      | Sales/Use Tax                         | -0.35     |
| 0            | 04/26/2012 | Sanitary Sewer              | Professional Services          | Jeff's S.O.S. Drain Cleaning, Corp.  | Floor Drains Jetting                  | 465.00    |
| 0            | 04/26/2012 | Contracted Engineering Svcs | Deposits                       | WSB & Associates, Inc.               | Professional Services Thru March 201  | 2,326.50  |
| 0            | 04/26/2012 | General Fund                | Vehicle Supplies               | Factory Motor Parts, Co.             | 2012 Blanket PO For Vehicle Repairs   | 14.65     |
| 0            | 04/26/2012 | Recreation Fund             | Professional Services          | Metro Volleyball Officials           | Volleyball Officiating                | 1,017.50  |
| 0            | 04/26/2012 | Recreation Fund             | Professional Services          | Metro Volleyball Officials           | Volleyball Officiating                | 275.00    |
| 0            | 04/26/2012 | Golf Course                 | Clothing                       | Spartan Promotional Group, Inc.      | Shirts                                | 131.01    |
| 0            | 04/26/2012 | Golf Course                 | Clothing                       | Spartan Promotional Group, Inc.      | Shirts                                | 300.00    |
| 0            | 04/26/2012 | Recreation Fund             | Memberships & Subscriptions    | DMX Music, Inc.                      | Skating Center Music                  | 151.38    |
| 0            | 04/26/2012 | General Fund                | Utilities                      | Xcel Energy                          | Civil Defense                         | 63.60     |
| 0            | 04/26/2012 | Golf Course                 | Utilities                      | Xcel Energy                          | Golf                                  | 380.36    |
| 0            | 04/26/2012 | General Fund                | Utilities                      | Xcel Energy                          | Fire Stations                         | 1,407.34  |
| 0            | 04/26/2012 | P & R Contract Maintenance  | Utilities                      | Xcel Energy                          | P&R                                   | 2,231.53  |
| 0            | 04/26/2012 | Recreation Fund             | Utilities                      | Xcel Energy                          | Skating                               | 12,246.42 |
| 0            | 04/26/2012 | General Fund                | Utilities                      | Xcel Energy                          | Traffic Signals & Street Lights       | 3,635.07  |
| 0            | 04/26/2012 | Storm Drainage              | Utilities                      | Xcel Energy                          | Arona Lift Station                    | 15.79     |
| 0            | 04/26/2012 | Water Fund                  | Utilities                      | Xcel Energy                          | Water Tower                           | 4,200.77  |
| 0            | 04/26/2012 | General Fund                | Utilities                      | Xcel Energy                          | Street Light                          | 13,356.69 |
| 0            | 04/26/2012 | Sanitary Sewer              | Operating Supplies             | Certified Laboratories, Inc.         | Cut Thru Aerosol                      | 191.98    |
| 0            | 04/26/2012 | General Fund                | Operating Supplies City Garage | Gopher Bearing. Corp.                | V-Belt                                | 106.66    |
| 0            | 04/26/2012 | General Fund                | 209001 - Use Tax Payable       | Gopher Bearing. Corp.                | Sales/Use Tax                         | -6.86     |
| 0            | 04/26/2012 | General Fund                | Vehicle Supplies               | Catco Parts & Service Inc            | 2012 Blanket PO For Vehicle Repairs   | 1.82      |
| 0            | 04/26/2012 | Sanitary Sewer              | Operating Supplies             | Metal Supermarkets                   | SR304L/112                            | 32.14     |
| 0            | 04/26/2012 | Recreation Fund             | Operating Supplies             | Grainger Inc                         | Box Fan                               | 25.27     |
| 0            | 04/26/2012 | General Fund                | Op Supplies - City Hall        | Grainger Inc                         | Lamps                                 | 303.25    |
| 0            | 04/26/2012 | Recreation Fund             | Contract Maintenance           | Green View Inc.                      | Ice Arena Cleaning                    | 2,391.15  |
| 0            | 04/26/2012 | General Fund                | Professional Services          | Erickson, Bell, Beckman & Quinn P.A. | General Civil Matters Lega Services-l | 13,808.00 |
| 0            | 04/26/2012 | Storm Drainage              | Operating Supplies             | Ramy Turf Products                   | Pond Work Supplies                    | 192.80    |
| 0            | 04/26/2012 | Recreation Fund             | Professional Services          | Mn Volleyball Headquarters, Inc.     | Youth Camp                            | 455.00    |
| 0            | 04/26/2012 | Golf Course                 | Operating Supplies             | Tessman Seed Co - St. Paul           | Grass Seed                            | 284.61    |
| 0            | 04/26/2012 | General Fund                | Office Supplies                | Innovative Office Solutions          | Office Supplies                       | 42.55     |
| 0            | 04/26/2012 | General Fund                | Office Supplies                | Innovative Office Solutions          | Office Supplies                       | 32.47     |
| 0            | 04/26/2012 | Community Development       | Office Supplies                | Innovative Office Solutions          | Office Supplies                       | 30.73     |

| Check Number | Check Date | Fund Name                   | Account Name         | Vendor Name                          | Invoice Desc.                      | Amount     |
|--------------|------------|-----------------------------|----------------------|--------------------------------------|------------------------------------|------------|
| Check Total: |            |                             |                      |                                      |                                    | 286,958.22 |
| 0            | 05/01/2012 | Police Vehicle Revolving    | Vehicles & Equipment | City of Roseville License Center-ACH | 2012 Licensing Fees                | 86.00      |
| 0            | 05/01/2012 | General Fund                | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 11,318.68  |
| 0            | 05/01/2012 | Contracted Engineering Svcs | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 159.02     |
| 0            | 05/01/2012 | Information Technology      | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 1,110.42   |
| 0            | 05/01/2012 | Telecommunications          | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 144.71     |
| 0            | 05/01/2012 | Recreation Fund             | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 1,677.64   |
| 0            | 05/01/2012 | P & R Contract Maintenance  | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 737.51     |
| 0            | 05/01/2012 | Community Development       | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 1,239.85   |
| 0            | 05/01/2012 | License Center              | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 1,079.69   |
| 0            | 05/01/2012 | Charitable Gambling         | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 3.98       |
| 0            | 05/01/2012 | Police Grants               | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 204.17     |
| 0            | 05/01/2012 | Sanitary Sewer              | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 668.78     |
| 0            | 05/01/2012 | Water Fund                  | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 478.19     |
| 0            | 05/01/2012 | Golf Course                 | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 256.06     |
| 0            | 05/01/2012 | Storm Drainage              | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 373.71     |
| 0            | 05/01/2012 | Solid Waste Recycle         | State Income Tax     | MN Dept of Revenue-ACH               | State Tax Deposit for 4/3 Payroll  | 34.51      |
| 0            | 05/01/2012 | General Fund                | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 2,572.00   |
| 0            | 05/01/2012 | Contracted Engineering Svcs | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 30.42      |
| 0            | 05/01/2012 | Information Technology      | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 230.70     |
| 0            | 05/01/2012 | Telecommunications          | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 45.91      |
| 0            | 05/01/2012 | Recreation Fund             | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 370.16     |
| 0            | 05/01/2012 | P & R Contract Maintenance  | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 172.21     |
| 0            | 05/01/2012 | Community Development       | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 258.80     |
| 0            | 05/01/2012 | License Center              | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 259.57     |
| 0            | 05/01/2012 | Charitable Gambling         | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 0.90       |
| 0            | 05/01/2012 | Police Grants               | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 40.63      |
| 0            | 05/01/2012 | Sanitary Sewer              | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 130.43     |
| 0            | 05/01/2012 | Water Fund                  | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 114.09     |
| 0            | 05/01/2012 | Golf Course                 | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 51.88      |
| 0            | 05/01/2012 | Storm Drainage              | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 84.30      |
| 0            | 05/01/2012 | Solid Waste Recycle         | MN State Retirement  | MN State Retirement System-ACH       | Payroll Deductionf For 4/3 Payroll | 10.05      |
| 0            | 05/01/2012 | General Fund                | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 19,598.73  |
| 0            | 05/01/2012 | Contracted Engineering Svcs | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 190.15     |
| 0            | 05/01/2012 | Information Technology      | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 1,505.41   |
| 0            | 05/01/2012 | Telecommunications          | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 287.04     |
| 0            | 05/01/2012 | Recreation Fund             | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 2,711.91   |
| 0            | 05/01/2012 | P & R Contract Maintenance  | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 1,092.22   |
| 0            | 05/01/2012 | Community Development       | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 1,617.40   |
| 0            | 05/01/2012 | License Center              | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 1,622.31   |
| 0            | 05/01/2012 | Charitable Gambling         | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 5.65       |
| 0            | 05/01/2012 | Police Grants               | PERA Employee Ded    | PERA-ACH                             | Payroll Deduction for 4/3 Payroll  | 390.00     |

| Check Number | Check Date | Fund Name                   | Account Name             | Vendor Name     | Invoice Desc.                       | Amount    |
|--------------|------------|-----------------------------|--------------------------|-----------------|-------------------------------------|-----------|
| 0            | 05/01/2012 | Sanitary Sewer              | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 815.12    |
| 0            | 05/01/2012 | Water Fund                  | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 712.95    |
| 0            | 05/01/2012 | Golf Course                 | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 365.72    |
| 0            | 05/01/2012 | Storm Drainage              | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 526.86    |
| 0            | 05/01/2012 | Solid Waste Recycle         | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 62.79     |
| 0            | 05/01/2012 | General Fund                | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 27,637.91 |
| 0            | 05/01/2012 | Contracted Engineering Svcs | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 220.57    |
| 0            | 05/01/2012 | Information Technology      | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 1,746.27  |
| 0            | 05/01/2012 | Telecommunications          | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 332.95    |
| 0            | 05/01/2012 | Recreation Fund             | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 3,145.81  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 1,266.96  |
| 0            | 05/01/2012 | Community Development       | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 1,876.20  |
| 0            | 05/01/2012 | License Center              | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 1,881.88  |
| 0            | 05/01/2012 | Charitable Gambling         | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 6.55      |
| 0            | 05/01/2012 | Police Grants               | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 585.00    |
| 0            | 05/01/2012 | Sanitary Sewer              | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 945.55    |
| 0            | 05/01/2012 | Water Fund                  | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 827.04    |
| 0            | 05/01/2012 | Golf Course                 | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 424.23    |
| 0            | 05/01/2012 | Storm Drainage              | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 611.16    |
| 0            | 05/01/2012 | Solid Waste Recycle         | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/3 Payroll   | 72.84     |
| 0            | 05/01/2012 | General Fund                | 211000 - Deferered Comp. | Great West- ACH | Payroll Deduction for 4/3 Payroll   | 9,259.00  |
| 0            | 05/01/2012 | General Fund                | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 27,136.61 |
| 0            | 05/01/2012 | Contracted Engineering Svcs | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 466.08    |
| 0            | 05/01/2012 | Information Technology      | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 2,899.78  |
| 0            | 05/01/2012 | Telecommunications          | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 305.07    |
| 0            | 05/01/2012 | Recreation Fund             | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 3,911.91  |
| 0            | 05/01/2012 | Community Development       | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 3,222.18  |
| 0            | 05/01/2012 | License Center              | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 2,559.56  |
| 0            | 05/01/2012 | Charitable Gambling         | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 7.37      |
| 0            | 05/01/2012 | Police Grants               | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 561.28    |
| 0            | 05/01/2012 | Sanitary Sewer              | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 1,688.49  |
| 0            | 05/01/2012 | Water Fund                  | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 1,126.66  |
| 0            | 05/01/2012 | Golf Course                 | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 502.10    |
| 0            | 05/01/2012 | Storm Drainage              | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 862.50    |
| 0            | 05/01/2012 | Solid Waste Recycle         | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 74.53     |
| 0            | 05/01/2012 | P & R Contract Maintenance  | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 1,672.02  |
| 0            | 05/01/2012 | General Fund                | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 8,243.51  |
| 0            | 05/01/2012 | Contracted Engineering Svcs | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 171.77    |
| 0            | 05/01/2012 | Information Technology      | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 1,328.90  |
| 0            | 05/01/2012 | Telecommunications          | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 252.82    |
| 0            | 05/01/2012 | Recreation Fund             | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 2,692.68  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 942.13    |
| 0            | 05/01/2012 | Community Development       | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 1,437.46  |
| 0            | 05/01/2012 | License Center              | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/3 Payroll | 1,429.66  |

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|--------------|------------|--------------------------------|--------------------------|--------------------------------------|-------------------------------------|-----------|
| 0            | 05/01/2012 | Charitable Gambling            | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 5.64      |
| 0            | 05/01/2012 | Police Grants                  | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 57.41     |
| 0            | 05/01/2012 | Sanitary Sewer                 | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 746.20    |
| 0            | 05/01/2012 | Water Fund                     | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 633.99    |
| 0            | 05/01/2012 | Golf Course                    | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 330.57    |
| 0            | 05/01/2012 | Storm Drainage                 | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 487.07    |
| 0            | 05/01/2012 | Solid Waste Recycle            | FICA Employee Ded.       | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 54.74     |
| 0            | 05/01/2012 | General Fund                   | Minnesota Benefit Ded    | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 10,425.05 |
| 0            | 05/01/2012 | Contracted Engineering Svcs    | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 232.58    |
| 0            | 05/01/2012 | Information Technology         | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 1,799.33  |
| 0            | 05/01/2012 | Telecommunications             | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 342.32    |
| 0            | 05/01/2012 | Recreation Fund                | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 3,645.79  |
| 0            | 05/01/2012 | P & R Contract Maintenance     | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 1,275.63  |
| 0            | 05/01/2012 | Community Development          | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 1,946.31  |
| 0            | 05/01/2012 | License Center                 | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 1,935.75  |
| 0            | 05/01/2012 | Charitable Gambling            | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 7.64      |
| 0            | 05/01/2012 | Police Grants                  | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 57.41     |
| 0            | 05/01/2012 | Sanitary Sewer                 | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 1,010.36  |
| 0            | 05/01/2012 | Water Fund                     | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 858.43    |
| 0            | 05/01/2012 | Golf Course                    | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 447.61    |
| 0            | 05/01/2012 | Storm Drainage                 | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 659.47    |
| 0            | 05/01/2012 | Solid Waste Recycle            | FICA Employers Share     | IRS EFTPS- ACH                       | Federal Tax Deposit for 4/3 Payroll | 74.12     |
| 0            | 05/01/2012 | General Fund                   | Motor Fuel               | MN Dept of Revenue-ACH               | Fuel Tax-March                      | 198.52    |
| 0            | 05/01/2012 | General Fund                   | Postage                  | Pitney Bowes - Monthly ACH           | April Postage                       | 3,000.00  |
| 0            | 05/01/2012 | Police Vehicle Revolving       | Vehicles & Equipment     | City of Roseville License Center-ACH | 2012 Licensing Fees                 | 2,061.20  |
| 0            | 05/01/2012 | General Fund                   | Operating Supplies       | City of Roseville License Center-ACH | 2012 Licensing Fees                 | 11.00     |
| 0            | 05/01/2012 | Sanitary Sewer                 | Credit Card Service Fees | Applied Merchant Services-ACH        | March UB Payments.com Charges       | 1,293.46  |
| 0            | 05/01/2012 | Recreation Fund                | Credit Card Fees         | US Bank-ACH                          | March Terminal Charges              | 238.65    |
| 0            | 05/01/2012 | Community Development          | Credit Card Service Fees | US Bank-ACH                          | March Terminal Charges              | 599.85    |
| 0            | 05/01/2012 | Golf Course                    | Credit Card Fees         | US Bank-ACH                          | March Terminal Charges              | 290.23    |
| 0            | 05/01/2012 | P & R Contract Maintenance     | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | -29.36    |
| 0            | 05/01/2012 | Community Development          | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 2.47      |
| 0            | 05/01/2012 | License Center                 | Sales Tax Payable        | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 509.65    |
| 0            | 05/01/2012 | Police - DWI Enforcement       | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 287.93    |
| 0            | 05/01/2012 | Sanitary Sewer                 | Sales Tax Payable        | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 7.09      |
| 0            | 05/01/2012 | Water Fund                     | State Sales Tax Payable  | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 5,605.13  |
| 0            | 05/01/2012 | Water Fund                     | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 5.87      |
| 0            | 05/01/2012 | Golf Course                    | State Sales Tax Payable  | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 1,404.02  |
| 0            | 05/01/2012 | Golf Course                    | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 45.38     |
| 0            | 05/01/2012 | Storm Drainage                 | Sales Tax Payable        | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 5.80      |
| 0            | 05/01/2012 | HRA Property Abatement Program | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 5.31      |
| 0            | 05/01/2012 | Recreation Fund                | Use Tax Payable          | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 14.73     |
| 0            | 05/01/2012 | P & R Contract Maintenance     | Sales Tax                | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 18.92     |
| 0            | 05/01/2012 | Recreation Fund                | Sales Tax Payable        | MN Dept of Revenue-ACH               | Sales/Use Tax                       | 3,388.55  |



| Check Number | Check Date | Fund Name                   | Account Name               | Vendor Name                    | Invoice Desc.                       | Amount    |
|--------------|------------|-----------------------------|----------------------------|--------------------------------|-------------------------------------|-----------|
| 0            | 05/01/2012 | General Fund                | 209000 - Sales Tax Payable | MN Dept of Revenue-ACH         | Sales/Use Tax                       | 134.40    |
| 0            | 05/01/2012 | General Fund                | 209001 - Use Tax Payable   | MN Dept of Revenue-ACH         | Sales/Use Tax                       | 462.52    |
| 0            | 05/01/2012 | General Fund Donations      | Use Tax Payable            | MN Dept of Revenue-ACH         | Sales/Use Tax                       | 31.21     |
| 0            | 05/01/2012 | Information Technology      | Use Tax Payable            | MN Dept of Revenue-ACH         | Sales/Use Tax                       | 293.81    |
| 0            | 05/01/2012 | Info Tech/Contract Cities   | Use Tax Payable            | MN Dept of Revenue-ACH         | Sales/Use Tax                       | 24.57     |
| 0            | 05/01/2012 | General Fund                | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 2,602.24  |
| 0            | 05/01/2012 | Contracted Engineering Svcs | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 30.42     |
| 0            | 05/01/2012 | Information Technology      | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 230.70    |
| 0            | 05/01/2012 | Telecommunications          | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 45.92     |
| 0            | 05/01/2012 | Recreation Fund             | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 377.53    |
| 0            | 05/01/2012 | P & R Contract Maintenance  | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 168.97    |
| 0            | 05/01/2012 | Community Development       | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 257.33    |
| 0            | 05/01/2012 | License Center              | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 264.18    |
| 0            | 05/01/2012 | Charitable Gambling         | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 0.90      |
| 0            | 05/01/2012 | Police Grants               | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 22.84     |
| 0            | 05/01/2012 | Sanitary Sewer              | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 127.37    |
| 0            | 05/01/2012 | Water Fund                  | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 116.40    |
| 0            | 05/01/2012 | Golf Course                 | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 54.56     |
| 0            | 05/01/2012 | Storm Drainage              | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 83.90     |
| 0            | 05/01/2012 | Solid Waste Recycle         | MN State Retirement        | MN State Retirement System-ACH | Payroll Deductionf For 4/17 Payroll | 10.05     |
| 0            | 05/01/2012 | General Fund                | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 11,376.35 |
| 0            | 05/01/2012 | Contracted Engineering Svcs | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 159.02    |
| 0            | 05/01/2012 | Information Technology      | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 1,091.50  |
| 0            | 05/01/2012 | Telecommunications          | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 144.71    |
| 0            | 05/01/2012 | Recreation Fund             | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 1,760.78  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 742.33    |
| 0            | 05/01/2012 | Community Development       | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 1,230.24  |
| 0            | 05/01/2012 | License Center              | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 1,103.62  |
| 0            | 05/01/2012 | Charitable Gambling         | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 3.90      |
| 0            | 05/01/2012 | Police Grants               | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 103.94    |
| 0            | 05/01/2012 | Sanitary Sewer              | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 647.65    |
| 0            | 05/01/2012 | Water Fund                  | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 493.33    |
| 0            | 05/01/2012 | Golf Course                 | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 307.75    |
| 0            | 05/01/2012 | Storm Drainage              | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 370.42    |
| 0            | 05/01/2012 | Solid Waste Recycle         | State Income Tax           | MN Dept of Revenue-ACH         | State Tax Deposit for 4/17 Payroll  | 34.51     |
| 0            | 05/01/2012 | General Fund                | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 19,664.45 |
| 0            | 05/01/2012 | Contracted Engineering Svcs | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 190.15    |
| 0            | 05/01/2012 | Information Technology      | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 1,481.83  |
| 0            | 05/01/2012 | Telecommunications          | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 287.03    |
| 0            | 05/01/2012 | Recreation Fund             | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 2,739.99  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 1,096.89  |
| 0            | 05/01/2012 | Community Development       | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 1,608.24  |
| 0            | 05/01/2012 | License Center              | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 1,651.11  |
| 0            | 05/01/2012 | Charitable Gambling         | PERA Employee Ded          | PERA-ACH                       | Payroll Deduction for 4/17 Payroll  | 5.65      |

| Check Number | Check Date | Fund Name                   | Account Name             | Vendor Name     | Invoice Desc.                        | Amount    |
|--------------|------------|-----------------------------|--------------------------|-----------------|--------------------------------------|-----------|
| 0            | 05/01/2012 | Police Grants               | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 219.17    |
| 0            | 05/01/2012 | Sanitary Sewer              | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 796.07    |
| 0            | 05/01/2012 | Water Fund                  | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 727.43    |
| 0            | 05/01/2012 | Golf Course                 | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 410.12    |
| 0            | 05/01/2012 | Storm Drainage              | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 524.32    |
| 0            | 05/01/2012 | Solid Waste Recycle         | PERA Employee Ded        | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 62.79     |
| 0            | 05/01/2012 | General Fund                | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 27,715.62 |
| 0            | 05/01/2012 | Contracted Engineering Svcs | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 220.57    |
| 0            | 05/01/2012 | Information Technology      | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 1,718.92  |
| 0            | 05/01/2012 | Telecommunications          | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 332.95    |
| 0            | 05/01/2012 | Recreation Fund             | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 3,178.41  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 1,272.40  |
| 0            | 05/01/2012 | Community Development       | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 1,865.57  |
| 0            | 05/01/2012 | License Center              | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 1,915.29  |
| 0            | 05/01/2012 | Charitable Gambling         | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 6.55      |
| 0            | 05/01/2012 | Police Grants               | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 328.79    |
| 0            | 05/01/2012 | Sanitary Sewer              | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 923.44    |
| 0            | 05/01/2012 | Water Fund                  | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 843.83    |
| 0            | 05/01/2012 | Golf Course                 | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 475.73    |
| 0            | 05/01/2012 | Storm Drainage              | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 608.22    |
| 0            | 05/01/2012 | Solid Waste Recycle         | PERA Employer Share      | PERA-ACH        | Payroll Deduction for 4/17 Payroll   | 72.84     |
| 0            | 05/01/2012 | General Fund                | 211000 - Deferered Comp. | Great West- ACH | Payroll Deduction for 4/17Payroll    | 9,309.00  |
| 0            | 05/01/2012 | General Fund                | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 27,101.14 |
| 0            | 05/01/2012 | Contracted Engineering Svcs | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 466.08    |
| 0            | 05/01/2012 | Information Technology      | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 2,864.39  |
| 0            | 05/01/2012 | Telecommunications          | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 305.06    |
| 0            | 05/01/2012 | Recreation Fund             | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 4,118.94  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 1,647.77  |
| 0            | 05/01/2012 | Community Development       | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 3,188.15  |
| 0            | 05/01/2012 | License Center              | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 2,614.92  |
| 0            | 05/01/2012 | Charitable Gambling         | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 6.86      |
| 0            | 05/01/2012 | Police Grants               | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 270.04    |
| 0            | 05/01/2012 | Sanitary Sewer              | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 1,567.65  |
| 0            | 05/01/2012 | Water Fund                  | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 1,222.52  |
| 0            | 05/01/2012 | Golf Course                 | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 613.34    |
| 0            | 05/01/2012 | Storm Drainage              | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 841.74    |
| 0            | 05/01/2012 | Solid Waste Recycle         | Federal Income Tax       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 74.53     |
| 0            | 05/01/2012 | General Fund                | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 8,456.78  |
| 0            | 05/01/2012 | Contracted Engineering Svcs | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 171.77    |
| 0            | 05/01/2012 | Information Technology      | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 1,307.58  |
| 0            | 05/01/2012 | Telecommunications          | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 251.41    |
| 0            | 05/01/2012 | Recreation Fund             | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 2,744.75  |
| 0            | 05/01/2012 | P & R Contract Maintenance  | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 961.99    |
| 0            | 05/01/2012 | Community Development       | FICA Employee Ded.       | IRS EFTPS- ACH  | Federal Tax Deposit for 4/17 Payroll | 1,429.26  |

| Check Number | Check Date | Fund Name                   | Account Name                  | Vendor Name                      | Invoice Desc.                        | Amount     |
|--------------|------------|-----------------------------|-------------------------------|----------------------------------|--------------------------------------|------------|
| 0            | 05/01/2012 | License Center              | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 1,455.43   |
| 0            | 05/01/2012 | Charitable Gambling         | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 5.64       |
| 0            | 05/01/2012 | Police Grants               | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 31.71      |
| 0            | 05/01/2012 | Sanitary Sewer              | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 729.14     |
| 0            | 05/01/2012 | Water Fund                  | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 646.98     |
| 0            | 05/01/2012 | Golf Course                 | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 391.77     |
| 0            | 05/01/2012 | Storm Drainage              | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 484.80     |
| 0            | 05/01/2012 | Solid Waste Recycle         | FICA Employee Ded.            | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 54.74      |
| 0            | 05/01/2012 | General Fund                | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 10,709.56  |
| 0            | 05/01/2012 | Contracted Engineering Svcs | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 232.58     |
| 0            | 05/01/2012 | Information Technology      | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 1,770.45   |
| 0            | 05/01/2012 | Telecommunications          | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 340.40     |
| 0            | 05/01/2012 | Recreation Fund             | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 3,716.34   |
| 0            | 05/01/2012 | P & R Contract Maintenance  | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 1,302.52   |
| 0            | 05/01/2012 | Community Development       | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 1,935.18   |
| 0            | 05/01/2012 | License Center              | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 1,970.63   |
| 0            | 05/01/2012 | Charitable Gambling         | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 7.65       |
| 0            | 05/01/2012 | Police Grants               | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 31.71      |
| 0            | 05/01/2012 | Sanitary Sewer              | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 987.25     |
| 0            | 05/01/2012 | Water Fund                  | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 876.00     |
| 0            | 05/01/2012 | Golf Course                 | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 530.44     |
| 0            | 05/01/2012 | Storm Drainage              | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 656.40     |
| 0            | 05/01/2012 | Solid Waste Recycle         | Minnesota Benefit Ded         | IRS EFTPS- ACH                   | Federal Tax Deposit for 4/17 Payroll | 74.12      |
| 0            | 05/01/2012 | Internal Service - Interest | Investment Income             | RVA- ACH                         | March Interest                       | 414.00     |
| 0            | 05/01/2012 | Workers Compensation        | Sewer Department Claims       | SFM-ACH                          | April Work Comp Claims               | 603.91     |
| 0            | 05/01/2012 | Workers Compensation        | Parks & Recreation Claims     | SFM-ACH                          | April Work Comp Claims               | 369.86     |
| 0            | 05/01/2012 | Workers Compensation        | Police Patrol Claims          | SFM-ACH                          | April Work Comp Claims               | 12,424.55  |
| 0            | 05/01/2012 | Workers Compensation        | Street Department Claims      | SFM-ACH                          | April Work Comp Claims               | 35,881.42  |
| 0            | 05/01/2012 | Workers Compensation        | Fire Department Claims        | SFM-ACH                          | April Work Comp Claims               | 695.95     |
| 0            | 05/01/2012 | General Fund                | Salaries - Regular            | SFM-ACH                          | April Work Comp Claims               | 2,047.50   |
| 0            | 05/01/2012 | Recreation Fund             | Salaries - Regular            | SFM-ACH                          | April Work Comp Claims               | 1,421.86   |
| Check Total: |            |                             |                               |                                  |                                      | 467,972.44 |
| 0            | 05/03/2012 | Water Fund                  | Operating Supplies            | Goodin Corp.                     | Red Brass Nipple                     | 29.93      |
| 0            | 05/03/2012 | Water Fund                  | Operating Supplies            | Goodin Corp.                     | Cut Pipe                             | 31.21      |
| 0            | 05/03/2012 | General Fund                | Operating Supplies            | St. Paul Stamp Works, Inc.       | Animal Tags                          | 101.41     |
| 0            | 05/03/2012 | General Fund                | Training                      | Matt Marshall                    | Workshop Parking Reimbursement       | 6.00       |
| 0            | 05/03/2012 | Community Development       | Conferences                   | Thomas Paschke                   | Conference Expenses Reimbursement    | 37.74      |
| 0            | 05/03/2012 | License Center              | Transportation                | Jill Theisen                     | Mileage Reimbursement                | 239.76     |
| 0            | 05/03/2012 | General Fund                | 211403 - Flex Spend Day Care  |                                  | Dependent Care Reimbursement         | 192.31     |
| 0            | 05/03/2012 | General Fund                | 211000 - Deferered Comp.      | ICMA Retirement Trust 457-300227 | Payroll Deduction for 5/1 Payroll    | 4,804.03   |
| 0            | 05/03/2012 | General Fund                | 210600 - Union Dues Deduction | MN Teamsters #320                | Payroll Deduction for May Union Du   | 445.00     |
| 0            | 05/03/2012 | General Fund                | 210600 - Union Dues Deduction | LELS                             | Payroll Deduction for 5/1 Payroll    | 1,554.00   |



| Check Number | Check Date | Fund Name            | Account Name                    | Vendor Name                         | Invoice Desc.                         | Amount    |
|--------------|------------|----------------------|---------------------------------|-------------------------------------|---------------------------------------|-----------|
| 0            | 05/03/2012 | General Fund         | 211403 - Flex Spend Day Care    |                                     | Dependent Care Reimbursement          | 434.78    |
| 0            | 05/03/2012 | General Fund         | 211403 - Flex Spend Day Care    |                                     | Dependent Care Reimbursement          | 384.62    |
| 0            | 05/03/2012 | General Fund         | 211403 - Flex Spend Day Care    |                                     | Dependent Care Reimbursement          | 486.00    |
| 0            | 05/03/2012 | Workers Compensation | Professional Services           | SFM Risk Solutions                  | Work Comp Administration              | 1,740.00  |
| 0            | 05/03/2012 | Workers Compensation | Professional Services           | SFM Risk Solutions                  | Work Comp Administration              | 891.00    |
| 0            | 05/03/2012 | General Fund         | Contract Maint. - Old City Hall | Collins Electrical Construction Co. | Add A/C Outlet                        | 270.82    |
| 0            | 05/03/2012 | General Fund         | Contract Maintenance Vehicles   | Wingfoot Commercial Tire, LLC       | 2012 Blanket PO For Vehicle Repairs   | 4,500.00  |
| 0            | 05/03/2012 | General Fund         | Contract Maintenance Vehicles   | Wingfoot Commercial Tire, LLC       | 2012 Blanket PO for Vehicle Repairs   | 2,894.87  |
| 0            | 05/03/2012 | General Fund         | Operating Supplies              | Forms & Systems of Minnesota        | Thermal Paper                         | 1,412.18  |
| 0            | 05/03/2012 | General Fund         | Contract Maint. - City Garage   | Yale Mechanical, LLC                | Gas Controller Replacement            | 1,532.38  |
| 0            | 05/03/2012 | General Fund         | Contract Maint. - City Hall     | Yale Mechanical, LLC                | Actuator Repair                       | 823.28    |
| 0            | 05/03/2012 | General Fund         | Vehicle Supplies                | Napa Auto Parts                     | Supplies                              | 65.22     |
| 0            | 05/03/2012 | General Fund         | 209001 - Use Tax Payable        | Napa Auto Parts                     | Sales/Use Tax                         | -4.20     |
| 0            | 05/03/2012 | General Fund         | Vehicle Supplies                | Napa Auto Parts                     | 2012 Blanket PO for Vehicle Repairs   | 131.91    |
| 0            | 05/03/2012 | General Fund         | 209001 - Use Tax Payable        | Napa Auto Parts                     | Sales/Use Tax                         | -8.49     |
| 0            | 05/03/2012 | General Fund         | Vehicle Supplies                | Napa Auto Parts                     | 2012 Blanket PO for Vehicle Repairs   | 96.45     |
| 0            | 05/03/2012 | General Fund         | 209001 - Use Tax Payable        | Napa Auto Parts                     | Sales/Use Tax                         | -6.20     |
| 0            | 05/03/2012 | General Fund         | Vehicle Supplies                | Napa Auto Parts                     | 2012 Blanket PO for Vehicle Repairs   | 199.69    |
| 0            | 05/03/2012 | General Fund         | 209001 - Use Tax Payable        | Napa Auto Parts                     | Sales/Use Tax                         | -12.85    |
| 0            | 05/03/2012 | General Fund         | Vehicle Supplies                | Factory Motor Parts, Co.            | 2012 Blanket PO For Vehicle Repairs   | 49.63     |
| 0            | 05/03/2012 | General Fund         | Motor Fuel                      | Yocum Oil                           | 2012 Blanket PO for Fuel - State cont | 11,973.81 |
| 0            | 05/03/2012 | Water Fund           | Operating Supplies              | USA BlueBook                        | Dispenser                             | 54.24     |
| 0            | 05/03/2012 | Water Fund           | Other Improvements              | Dakota Supply Group                 | Water Meter Supplies                  | 637.70    |
| 0            | 05/03/2012 | Water Fund           | Other Improvements              | Dakota Supply Group                 | Water Meter Supplies                  | 808.57    |
| 0            | 05/03/2012 | Water Fund           | Other Improvements              | Dakota Supply Group                 | Water Meter Supplies                  | 686.24    |
| 0            | 05/03/2012 | Water Fund           | Other Improvements              | Dakota Supply Group                 | Water Meter Supplies                  | 2,461.78  |
| 0            | 05/03/2012 | Water Fund           | Other Improvements              | Dakota Supply Group                 | Water Meter Supplies                  | 279.53    |
| 0            | 05/03/2012 | General Fund         | Contract Maint. - City Hall     | Commercial Steam Team Inc           | Carpet Cleaning                       | 3,313.09  |
| 0            | 05/03/2012 | Sanitary Sewer       | Operating Supplies              | General Industrial Supply Co.       | Mesh Vest                             | 14.96     |
| 0            | 05/03/2012 | Water Fund           | Operating Supplies              | General Industrial Supply Co.       | Wrench, Safety Vest                   | 53.65     |
| 0            | 05/03/2012 | Water Fund           | Operating Supplies              | General Industrial Supply Co.       | Wrench                                | 29.93     |
| 0            | 05/03/2012 | General Fund         | Vehicle Supplies                | Grainger Inc                        | 2012 Blanket PO for Vehicle Repairs   | 52.07     |
| 0            | 05/03/2012 | General Fund         | Other Improvements              | Streicher's                         | Replacement Vests                     | 3,153.88  |
| 0            | 05/03/2012 | General Fund         | Other Improvements              | Streicher's                         | Tactical Supplies                     | 3,860.00  |
| 0            | 05/03/2012 | General Fund         | Other Improvements              | Streicher's                         | Protective Gear                       | 4,460.00  |
| 0            | 05/03/2012 | General Fund         | Other Improvements              | Streicher's                         | Tactical Gear                         | 99.00     |
| 0            | 05/03/2012 | General Fund         | Other Improvements              | Streicher's                         | SWAT Tactical Gear                    | 3,284.90  |
| 0            | 05/03/2012 | General Fund         | Other Improvements              | Streicher's                         | Waterproof Parka                      | 140.00    |
| 0            | 05/03/2012 | Sanitary Sewer       | Operating Supplies              | Fastenal Company Inc.               | Supplies                              | 7.23      |
| 0            | 05/03/2012 | Sanitary Sewer       | Operating Supplies              | Fastenal Company Inc.               | Supplies                              | 21.39     |
| 0            | 05/03/2012 | Sanitary Sewer       | Operating Supplies              | ESS Brothers & Sons, Inc.           | Supplies                              | 887.06    |
| 0            | 05/03/2012 | Water Fund           | Operating Supplies              | Ferguson Waterworks                 | Water/Sewer Supplies                  | 204.89    |
| 0            | 05/03/2012 | Water Fund           | Other Improvements              | Ferguson Waterworks                 | Water/Sewer Supplies                  | 8,614.13  |
| 0            | 05/03/2012 | Water Fund           | Operating Supplies              | Ferguson Waterworks                 | Water/Sewer Supplies                  | 355.32    |

| Check Number | Check Date | Fund Name                | Account Name                 | Vendor Name                           | Invoice Desc.                       | Amount     |
|--------------|------------|--------------------------|------------------------------|---------------------------------------|-------------------------------------|------------|
| 0            | 05/03/2012 | Sanitary Sewer           | Operating Supplies           | Ferguson Waterworks                   | Water/Sewer Supplies                | 107.92     |
| 0            | 05/03/2012 | Water Fund               | Operating Supplies           | Ferguson Waterworks                   | Water/Sewer Supplies                | 55.93      |
| 0            | 05/03/2012 | Sanitary Sewer           | Operating Supplies           | Ferguson Waterworks                   | Water/Sewer Supplies                | 429.62     |
| 0            | 05/03/2012 | Water Fund               | Water Meters                 | Ferguson Waterworks                   | Water/Sewer Supplies                | 159.03     |
| 0            | 05/03/2012 | Water Fund               | Water Meters                 | Ferguson Waterworks                   | Water/Sewer Supplies                | 2,197.03   |
| 0            | 05/03/2012 | Water Fund               | Water Meters                 | Ferguson Waterworks                   | Water/Sewer Supplies                | 31.96      |
| Check Total: |            |                          |                              |                                       |                                     | 71,757.34  |
| 66057        | 04/17/2012 | Police Vehicle Revolving | Vehicles & Equipment         | Driver & Vehicle Services             | Replacement POLICE Plates           | 24.00      |
| Check Total: |            |                          |                              |                                       |                                     | 24.00      |
| 66058        | 04/19/2012 | Telecommunications       | Operating Supplies           | AE Sign Systems, Inc.                 | Name Plates                         | 51.30      |
| Check Total: |            |                          |                              |                                       |                                     | 51.30      |
| 66059        | 04/19/2012 | General Fund             | Other Improvements           | Baycom, Inc                           | Qty 5 - ARBTR-KIT-360 Panasonic A   | 20,500.00  |
| 66059        | 04/19/2012 | General Fund             | Other Improvements           | Baycom, Inc                           | Qty 5 - A360-WLSAP-BBK Access P     | 1,445.00   |
| 66059        | 04/19/2012 | General Fund             | Other Improvements           | Baycom, Inc                           | Qty 5 - CN2518IR-P Rear Facing Car  | 650.00     |
| 66059        | 04/19/2012 | General Fund             | Other Improvements           | Baycom, Inc                           | Qty 5 - PAW-CF-SVCARB2AMA5Y         | 2,475.00   |
| 66059        | 04/19/2012 | General Fund             | Other Improvements           | Baycom, Inc                           | Sales Tax                           | 1,723.56   |
| Check Total: |            |                          |                              |                                       |                                     | 26,793.56  |
| 66060        | 04/19/2012 | License Center           | Contract Maintenance         | Brite-Way Window Cleaning Sv          | License Center Window Cleaning      | 29.00      |
| Check Total: |            |                          |                              |                                       |                                     | 29.00      |
| 66061        | 04/19/2012 | Boulevard Landscaping    | Operating Supplies           | Central Landscape Supply              | Landscape Supplies                  | 198.68     |
| Check Total: |            |                          |                              |                                       |                                     | 198.68     |
| 66062        | 04/19/2012 | General Fund             | Non Business Licenses - Pawn | City of Minneapolis Receivables       | Pawn Transaction Fees               | 1,490.40   |
| Check Total: |            |                          |                              |                                       |                                     | 1,490.40   |
| 66063        | 04/19/2012 | Fire Station 2011        | Professional Services        | CNH Architects, Inc.                  | Architectural Service-Fire Station  | 108,261.81 |
| Check Total: |            |                          |                              |                                       |                                     | 108,261.81 |
| 66064        | 04/19/2012 | Information Technology   | Financial Support            | Diversified Collection Services, Inc. |                                     | 210.24     |
| Check Total: |            |                          |                              |                                       |                                     | 210.24     |
| 66065        | 04/19/2012 | Police Vehicle Revolving | Vehicles & Equipment         | Dodge of Burnsville, Inc.             | Police Vehicle                      | 22,654.00  |
| Check Total: |            |                          |                              |                                       |                                     | 22,654.00  |
| 66066        | 04/19/2012 | General Fund             | Training                     | Hennepin Technical College            | Art of Reading Smoke Class-Crofford | 60.00      |

| Check Number | Check Date | Fund Name                      | Account Name                  | Vendor Name                          | Invoice Desc.                        | Amount    |
|--------------|------------|--------------------------------|-------------------------------|--------------------------------------|--------------------------------------|-----------|
| Check Total: |            |                                |                               |                                      |                                      | 60.00     |
| 66067        | 04/19/2012 | General Fund                   | 211600 - PERA Employers Share | ICMA Retirement Trust 401-109956     | Payroll Deduction for 4/17 Payroll   | 542.54    |
| Check Total: |            |                                |                               |                                      |                                      | 542.54    |
| 66068        | 04/19/2012 | General Fund                   | Operating Supplies            | Language Line Services               | Interpreter Services                 | 6.82      |
| Check Total: |            |                                |                               |                                      |                                      | 6.82      |
| 66069        | 04/19/2012 | Risk Management                | Insurance                     | League of MN Cities Ins Trust        | Insurance Premium                    | 35,533.25 |
| Check Total: |            |                                |                               |                                      |                                      | 35,533.25 |
| 66070        | 04/19/2012 | General Fund                   | Medical Services              | LexisNexis Occ. Health Solutions     | Annual Enrollment                    | 800.00    |
| Check Total: |            |                                |                               |                                      |                                      | 800.00    |
| 66071        | 04/19/2012 | Water Fund                     | Accounts Payable              | KEVIN LINDBERG                       | Refund Check                         | 126.70    |
| 66071        | 04/19/2012 | Sanitary Sewer                 | Accounts Payable              | KEVIN LINDBERG                       | Refund Check                         | 39.84     |
| 66071        | 04/19/2012 | Storm Drainage                 | Accounts Payable              | KEVIN LINDBERG                       | Refund Check                         | 13.90     |
| 66071        | 04/19/2012 | Solid Waste Recycle            | Accounts Payable              | KEVIN LINDBERG                       | Refund Check                         | 8.54      |
| Check Total: |            |                                |                               |                                      |                                      | 188.98    |
| 66072        | 04/19/2012 | General Fund                   | Unemployment Insurance        | Mn Dept of Employment & Econ Develop | Unemployment Benefits                | 322.41    |
| 66072        | 04/19/2012 | Recreation Fund                | Unemployment Insurance        | Mn Dept of Employment & Econ Develop | Unemployment Benefits                | 105.90    |
| 66072        | 04/19/2012 | Community Development          | Unemployment Insurance        | Mn Dept of Employment & Econ Develop | Unemployment Benefits                | 4,056.00  |
| 66072        | 04/19/2012 | Sanitary Sewer                 | Unemployment Insurance        | Mn Dept of Employment & Econ Develop | Unemployment Benefits                | 1,374.00  |
| Check Total: |            |                                |                               |                                      |                                      | 5,858.31  |
| 66073        | 04/19/2012 | Community Development          | Building Surcharge            | Mn Dept of Labor & Industry          | Building Permit Surcharges           | 3,807.60  |
| 66073        | 04/19/2012 | Community Development          | Miscellaneous Revenue         | Mn Dept of Labor & Industry          | Building Permit Surcharges-Retentior | -76.15    |
| Check Total: |            |                                |                               |                                      |                                      | 3,731.45  |
| 66074        | 04/19/2012 | HRA Property Abatement Program | Payments to Contractors       | Mr. Handyman, LLC                    | Pool Fence Repair-1770 Stanbridge    | 135.00    |
| Check Total: |            |                                |                               |                                      |                                      | 135.00    |
| 66075        | 04/19/2012 | Water Fund                     | Professional Services         | Multicare Associates                 | Audiograms                           | 40.00     |
| Check Total: |            |                                |                               |                                      |                                      | 40.00     |
| 66076        | 04/19/2012 | General Fund                   | Transportation                | Julie Nordendale                     | Mileage Reimbursement                | 16.37     |
| Check Total: |            |                                |                               |                                      |                                      | 16.37     |
| 66077        | 04/19/2012 | Recreation Fund                | Rental                        | On Site Sanitation, Inc.             | Regular Service                      | 75.35     |
| 66077        | 04/19/2012 | Recreation Fund                | Rental                        | On Site Sanitation, Inc.             | Regular Service                      | 59.89     |

| Check Number | Check Date | Fund Name                   | Account Name                  | Vendor Name                      | Invoice Desc.                      | Amount   |
|--------------|------------|-----------------------------|-------------------------------|----------------------------------|------------------------------------|----------|
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 21.64    |
| 66077        | 04/19/2012 | Recreation Fund             | Professional Services         | On Site Sanitation, Inc.         | Regular Service                    | 74.88    |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 44.89    |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 44.89    |
| 66077        | 04/19/2012 | Recreation Fund             | Professional Services         | On Site Sanitation, Inc.         | Regular Service                    | 30.46    |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 134.67   |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 44.89    |
| 66077        | 04/19/2012 | Recreation Fund             | Professional Services         | On Site Sanitation, Inc.         | Regular Service                    | 120.24   |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 134.67   |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 134.67   |
| 66077        | 04/19/2012 | Recreation Fund             | Professional Services         | On Site Sanitation, Inc.         | Regular Service                    | 120.24   |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 11.22    |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 11.22    |
| 66077        | 04/19/2012 | Recreation Fund             | Rental                        | On Site Sanitation, Inc.         | Regular Service                    | 11.22    |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 1,075.04 |
| 66079        | 04/19/2012 | General Fund                | Vehicle Supplies              | Partsmaster                      | Wheel                              | 170.58   |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 170.58   |
| 66080        | 04/19/2012 | General Fund Donations      | K-9 Supplies                  | Petco Animal Supplies, Inc.      | K9 Supplies                        | 31.57    |
| 66080        | 04/19/2012 | General Fund Donations      | K-9 Supplies                  | Petco Animal Supplies, Inc.      | K9 Supplies                        | 86.74    |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 118.31   |
| 66081        | 04/19/2012 | General Fund                | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 1,373.95 |
| 66081        | 04/19/2012 | Contracted Engineering Svcs | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 20.00    |
| 66081        | 04/19/2012 | Recreation Fund             | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 404.22   |
| 66081        | 04/19/2012 | P & R Contract Maintenance  | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 230.76   |
| 66081        | 04/19/2012 | Community Development       | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 79.61    |
| 66081        | 04/19/2012 | License Center              | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 38.46    |
| 66081        | 04/19/2012 | Police Grants               | HSA Employee                  | Premier Bank                     | Payroll Deduction for 4/17 Payroll | 33.70    |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 2,180.70 |
| 66082        | 04/19/2012 | General Fund                | Contract Maintenance Vehicles | Roseville Chrysler Jeep Dodge    | Vehicle Repair                     | 325.39   |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 325.39   |
| 66083        | 04/19/2012 | P & R Contract Maintenance  | Vehicle Supplies              | Scharber & Sons                  | Shop Supplies                      | 72.09    |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 72.09    |
| 66084        | 04/19/2012 | Recreation Fund             | Operating Supplies            | Sports Supply Group, Inc.        | Tabletop Scoreboard                | 511.93   |
|              |            |                             |                               |                                  |                                    | <hr/>    |
| Check Total: |            |                             |                               |                                  |                                    | 511.93   |
| 66085        | 04/19/2012 | General Fund                | Operating Supplies            | Staples Business Advantage, Inc. | Toner                              | 229.21   |

| Check Number | Check Date | Fund Name                      | Account Name          | Vendor Name                      | Invoice Desc.                      | Amount   |
|--------------|------------|--------------------------------|-----------------------|----------------------------------|------------------------------------|----------|
| 66085        | 04/19/2012 | General Fund                   | Operating Supplies    | Staples Business Advantage, Inc. | Toner                              | 153.30   |
| Check Total: |            |                                |                       |                                  |                                    | 382.51   |
| 66086        | 04/19/2012 | P & R Contract Maintenance     | Financial Support     | Steward, Zlimen & Jungers, LTD   | Case #: 09-06243-0                 | 68.90    |
| Check Total: |            |                                |                       |                                  |                                    | 68.90    |
| 66087        | 04/19/2012 | General Fund                   | Professional Services | Sheila Stowell                   | City Council Meeting Minutes       | 281.75   |
| 66087        | 04/19/2012 | General Fund                   | Professional Services | Sheila Stowell                   | Mileage Reimbursement              | 4.83     |
| 66087        | 04/19/2012 | General Fund                   | Professional Services | Sheila Stowell                   | City Council Meeting Minutes       | 322.00   |
| 66087        | 04/19/2012 | General Fund                   | Professional Services | Sheila Stowell                   | Mileage Reimbursement              | 4.83     |
| 66087        | 04/19/2012 | Housing & Redevelopment Agency | Professional Services | Sheila Stowell                   | HRA Meeting Minutes                | 178.25   |
| 66087        | 04/19/2012 | Housing & Redevelopment Agency | Professional Services | Sheila Stowell                   | Mileage Reimbursement              | 4.83     |
| Check Total: |            |                                |                       |                                  |                                    | 796.49   |
| 66088        | 04/19/2012 | General Fund                   | Operating Supplies    | Bryan Sullivan                   | Station 3 Supplies Reimbursement   | 26.76    |
| Check Total: |            |                                |                       |                                  |                                    | 26.76    |
| 66089        | 04/19/2012 | Police Vehicle Revolving       | Vehicles & Equipment  | Sun Control of Minnesota, Inc    | K9 Squad Sun Control Installation  | 229.00   |
| Check Total: |            |                                |                       |                                  |                                    | 229.00   |
| 66090        | 04/19/2012 | Boulevard Landscaping          | Operating Supplies    | Trugreen L.P.                    | 2012 Blanket PO for Right of Way W | 432.86   |
| 66090        | 04/19/2012 | Boulevard Landscaping          | Operating Supplies    | Trugreen L.P.                    | 2012 Blanket PO for Right of Way W | 154.98   |
| 66090        | 04/19/2012 | Boulevard Landscaping          | Operating Supplies    | Trugreen L.P.                    | 2012 Blanket PO for Right of Way W | 85.50    |
| Check Total: |            |                                |                       |                                  |                                    | 673.34   |
| 66091        | 04/19/2012 | Police - DWI Enforcement       | Professional Services | Twin Cities Transport & Recove   | Towing Service                     | 90.84    |
| Check Total: |            |                                |                       |                                  |                                    | 90.84    |
| 66092        | 04/19/2012 | Boulevard Landscaping          | Operating Supplies    | United Rentals Northwest, Inc.   | Mini Excavater                     | 258.33   |
| 66092        | 04/19/2012 | General Fund                   | Vehicle Supplies      | United Rentals Northwest, Inc.   | Spring, Lever                      | 25.37    |
| Check Total: |            |                                |                       |                                  |                                    | 283.70   |
| 66093        | 04/19/2012 | Water Fund                     | Accounts Payable      | PA VANG-VUE                      | Refund Check                       | 75.00    |
| Check Total: |            |                                |                       |                                  |                                    | 75.00    |
| 66094        | 04/19/2012 | Information Technology         | Operating Supplies    | Wright-Line                      | Work Counter Parts                 | 1,020.55 |
| 66094        | 04/19/2012 | Information Technology         | Use Tax Payable       | Wright-Line                      | Sales/Use Tax                      | -65.65   |
| Check Total: |            |                                |                       |                                  |                                    | 954.90   |
| 66095        | 04/23/2012 | General Fund                   | Training              | MN Board Peace Ofc Stds & Trng   | Peace Office License               | 90.00    |

| Check Number | Check Date | Fund Name                   | Account Name                   | Vendor Name                    | Invoice Desc.                       | Amount   |
|--------------|------------|-----------------------------|--------------------------------|--------------------------------|-------------------------------------|----------|
| 66096        | 04/26/2012 | Recreation Fund             | Professional Services          | AARP                           | Check Total:                        | 90.00    |
|              |            |                             |                                |                                | AARP Driving Class                  | 368.00   |
| 66097        | 04/26/2012 | General Fund                | Vehicle Supplies               | Astleford International Trucks | Check Total:                        | 368.00   |
|              |            |                             |                                |                                | Holder Kit                          | 88.93    |
| 66098        | 04/26/2012 | Water Fund                  | Accounts Payable               | RICHARD AZZOUZI                | Check Total:                        | 88.93    |
|              |            |                             |                                |                                | Refund Check                        | 58.24    |
| 66099        | 04/26/2012 | TIF District #17-Twin Lakes | Professional Services          | Briggs and Morgan, P.A.        | Check Total:                        | 58.24    |
|              |            |                             |                                |                                | Tax Increment Financing Legal Servi | 2,950.00 |
| 66100        | 04/26/2012 | Water Fund                  | Accounts Payable               | CHARLES BUZICKY                | Check Total:                        | 2,950.00 |
|              |            |                             |                                |                                | Refund Check                        | 147.93   |
| 66101        | 04/26/2012 | Recreation Fund             | Professional Services          | Julie Carlson                  | Check Total:                        | 147.93   |
|              |            |                             |                                |                                | Lacrosse Referee                    | 910.00   |
| 66102        | 04/26/2012 | Recreation Fund             | Fee Program Revenue            | Catherine Cassady              | Check Total:                        | 910.00   |
|              |            |                             |                                |                                | Fitness Boot Camp Class Refund      | 12.00    |
| 66103        | 04/26/2012 | Information Technology      | Operating Supplies             | CDW Government, Inc.           | Check Total:                        | 12.00    |
|              |            |                             |                                |                                | Memory Upgrade                      | 1,021.90 |
| 66104        | 04/26/2012 | Pathway Maintenance Fund    | Operating Supplies             | Cemstone Products Co, Inc.     | Check Total:                        | 1,021.90 |
|              |            |                             |                                |                                | Yard Lot Bin                        | 320.63   |
| 66105        | 04/26/2012 | Telephone                   | PSTN-PRI Access/DID Allocation | CenturyLink                    | Check Total:                        | 320.63   |
|              |            |                             |                                |                                | Telephone                           | 91.08    |
|              |            |                             |                                |                                | Telephone                           | 56.23    |
|              |            |                             |                                |                                | Telephone                           | 199.88   |
|              |            |                             |                                |                                | Telephone                           | 39.16    |
|              |            |                             |                                |                                | Telephone                           | 101.92   |
|              |            |                             |                                |                                | Telephone                           | 84.15    |
| 66106        | 04/26/2012 | Telephone                   | PSTN-PRI Access/DID Allocation | CenturyLink                    | Check Total:                        | 572.42   |
|              |            |                             |                                |                                | Telephone                           | 19.13    |
| 66107        | 04/26/2012 | Information Technology      | Telephone                      | City of North St. Paul         | Check Total:                        | 19.13    |
|              |            |                             |                                |                                | Data Center Interconnects           | 600.00   |

| Check Number | Check Date | Fund Name              | Account Name                   | Vendor Name                              | Invoice Desc.                         | Amount   |
|--------------|------------|------------------------|--------------------------------|------------------------------------------|---------------------------------------|----------|
| 66107        | 04/26/2012 | Information Technology | Telephone                      | City of North St. Paul                   | Interconnects                         | 1,900.00 |
|              |            |                        |                                |                                          | Check Total:                          | 2,500.00 |
| 66108        | 04/26/2012 | Golf Course            | Merchandise For Sale           | Coca Cola Refreshments                   | Beverages for Resale                  | 459.36   |
|              |            |                        |                                |                                          | Check Total:                          | 459.36   |
| 66109        | 04/26/2012 | Water Fund             | Operating Supplies             | Commercial Asphalt Co                    | Hot Mix                               | 2,047.72 |
|              |            |                        |                                |                                          | Check Total:                          | 2,047.72 |
| 66110        | 04/26/2012 | Charitable Gambling    | Professional Services - Bingo  | Cornell Kahler Shidell & Mair            | March Bingo-Midway Speedskating       | 2,313.36 |
| 66110        | 04/26/2012 | Charitable Gambling    | Professional Services - Bingo  | Cornell Kahler Shidell & Mair            | Youth Hockey Bingo-March              | 2,143.26 |
|              |            |                        |                                |                                          | Check Total:                          | 4,456.62 |
| 66111        | 04/26/2012 | General Fund           | Op Supplies - City Hall        | Dalco                                    | Roll Towels, Toilet Tissue            | 320.77   |
|              |            |                        |                                |                                          | Check Total:                          | 320.77   |
| 66112        | 04/26/2012 | Recreation Fund        | Advertising                    | Dex Media East LLC                       | Yellow Pages Advertising              | 39.45    |
| 66112        | 04/26/2012 | Golf Course            | Advertising                    | Dex Media East LLC                       | Yellow Pages Advertising              | 39.45    |
|              |            |                        |                                |                                          | Check Total:                          | 78.90    |
| 66113        | 04/26/2012 | Non Motorized Pathways | NESCC-Fairview Pathway         | Foth Infrastructure & Environmental, LLC | Fairview APS Signal                   | 3,500.00 |
| 66113        | 04/26/2012 | Sanitary Sewer         | Josephine Lift Station         | Foth Infrastructure & Environmental, LLC | Professional Services Through April 6 | 460.00   |
|              |            |                        |                                |                                          | Check Total:                          | 3,960.00 |
| 66114        | 04/26/2012 | Information Technology | Contract Maintenance           | FWR Communication Networks               | Optical Cross Connect                 | 200.00   |
|              |            |                        |                                |                                          | Check Total:                          | 200.00   |
| 66115        | 04/26/2012 | Information Technology | Operating Supplies             | Graybar, Inc.                            | Fiber Cable                           | 123.15   |
|              |            |                        |                                |                                          | Check Total:                          | 123.15   |
| 66116        | 04/26/2012 | General Fund           | Operating Supplies City Garage | Green Lights Recycling, Inc.             | Fluorescent Lamp Recycling            | 139.90   |
|              |            |                        |                                |                                          | Check Total:                          | 139.90   |
| 66117        | 04/26/2012 | Recreation Fund        | Operating Supplies             | Groth Music                              | RSVL Big Band Music                   | 153.90   |
|              |            |                        |                                |                                          | Check Total:                          | 153.90   |
| 66118        | 04/26/2012 | Recreation Fund        | Professional Services          | John Halpern                             | Adult Golf Instructor                 | 72.00    |
|              |            |                        |                                |                                          | Check Total:                          | 72.00    |
| 66119        | 04/26/2012 | General Fund           | Other Improvements             | Hewlett-Packard Company                  | Speaker Bar                           | 68.40    |
| 66119        | 04/26/2012 | Community Development  | Computer Equipment             | Hewlett-Packard Company                  | Printer                               | 604.38   |



| Check Number | Check Date | Fund Name                      | Account Name                   | Vendor Name         | Invoice Desc.                   | Amount   |
|--------------|------------|--------------------------------|--------------------------------|---------------------|---------------------------------|----------|
| 66120        | 04/26/2012 | License Center                 | Office Supplies                | Impressive Print    | Check Total:                    | 672.78   |
|              |            |                                |                                |                     | Business Cards                  | 37.41    |
|              |            |                                |                                |                     |                                 |          |
| 66121        | 04/26/2012 | Telephone                      | PSTN-PRI Access/DID Allocation | Integra Telecom     | Check Total:                    | 37.41    |
|              |            |                                |                                |                     | Telephone                       | 312.65   |
|              |            |                                |                                |                     |                                 |          |
| 66122        | 04/26/2012 | Recreation Fund                | Rental                         | Jimmys Johnnys, Inc | Check Total:                    | 312.65   |
|              |            |                                |                                |                     | Regular Service                 | 42.87    |
|              |            |                                |                                |                     |                                 |          |
| 66122        | 04/26/2012 | Recreation Fund                | Rental                         | Jimmys Johnnys, Inc | Regular Service                 | 42.87    |
| 66123        | 04/26/2012 | Water Fund                     | Accounts Payable               | MARY JOHNSON        | Check Total:                    | 85.74    |
|              |            |                                |                                |                     | Refund Check                    | 79.46    |
|              |            |                                |                                |                     |                                 |          |
| 66124        | 04/26/2012 | Recreation Fund                | Professional Services          | Gary Klingler       | Check Total:                    | 79.46    |
|              |            |                                |                                |                     | Ice Fishing Clinic              | 195.00   |
|              |            |                                |                                |                     |                                 |          |
| 66125        | 04/26/2012 | HRA Property Abatement Program | Payments to Contractors        | Land Title, Inc.    | Check Total:                    | 195.00   |
|              |            |                                |                                |                     | Title Search                    | 100.00   |
|              |            |                                |                                |                     |                                 |          |
| 66126        | 04/26/2012 | Water Fund                     | Accounts Payable               | RICHARD LEE         | Check Total:                    | 100.00   |
|              |            |                                |                                |                     | Refund Check                    | 15.72    |
|              |            |                                |                                |                     |                                 |          |
| 66127        | 04/26/2012 | Recreation Fund                | Operating Supplies             | MBSLA               | Check Total:                    | 15.72    |
|              |            |                                |                                |                     | Association Dues, Team Fees     | 830.00   |
|              |            |                                |                                |                     |                                 |          |
| 66128        | 04/26/2012 | Recreation Fund                | Professional Services          | Kelli McClellan     | Check Total:                    | 830.00   |
|              |            |                                |                                |                     | Skating Show Music Editing      | 597.00   |
|              |            |                                |                                |                     |                                 |          |
| 66129        | 04/26/2012 | Water Fund                     | Accounts Payable               | PETRA MEYER         | Check Total:                    | 597.00   |
|              |            |                                |                                |                     | Refund Check                    | 63.67    |
|              |            |                                |                                |                     |                                 |          |
| 66130        | 04/26/2012 | Recreation Fund                | Professional Services          | Michael Miller      | Check Total:                    | 63.67    |
|              |            |                                |                                |                     | Basketball Officiating Services | 4,368.00 |
|              |            |                                |                                |                     |                                 |          |
| 66130        | 04/26/2012 | Recreation Fund                | Professional Services          | Michael Miller      | Basketball Officiating Services | 4,368.00 |
| 66131        | 04/26/2012 | Water Fund                     | Training                       | MN Dept of Health   | Check Total:                    | 8,736.00 |
|              |            |                                |                                |                     | License for Ted Fish            | 23.00    |
|              |            |                                |                                |                     | Check Total:                    | 23.00    |

| Check Number | Check Date | Fund Name                      | Account Name                   | Vendor Name                            | Invoice Desc.                         | Amount   |
|--------------|------------|--------------------------------|--------------------------------|----------------------------------------|---------------------------------------|----------|
| 66132        | 04/26/2012 | Housing & Redevelopment Agency | Conferences                    | MN NAHRO                               | Spring Conference-Kelsey              | 295.00   |
|              |            |                                |                                |                                        | Check Total:                          | 295.00   |
| 66133        | 04/26/2012 | TIF District #17-Twin Lakes    | P-SS-ST-W-10-17 Contractor Pay | MN Pollution Control                   | Response Action Plan Report           | 62.50    |
|              |            |                                |                                |                                        | Check Total:                          | 62.50    |
| 66134        | 04/26/2012 | Sanitary Sewer                 | Training                       | MN Pollution Control Agency            | License Renewal for Bob Luger         | 23.00    |
|              |            |                                |                                |                                        | Check Total:                          | 23.00    |
| 66135        | 04/26/2012 | General Fund                   | 211402 - Flex Spending Health  |                                        | Flexible Benefit Reimbursement        | 484.64   |
|              |            |                                |                                |                                        | Check Total:                          | 484.64   |
| 66136        | 04/26/2012 | Fire Station 2011              | Professional Services          | MTG                                    | Quote to relocate City Hall campus ut | 5,188.00 |
| 66136        | 04/26/2012 | Fire Station 2011              | Professional Services          | MTG                                    | Additional Labor                      | 560.00   |
|              |            |                                |                                |                                        | Check Total:                          | 5,748.00 |
| 66137        | 04/26/2012 | Sanitary Sewer                 | Professional Services          | Networkfleet, Inc.                     | Monthly Service-March                 | 89.85    |
|              |            |                                |                                |                                        | Check Total:                          | 89.85    |
| 66138        | 04/26/2012 | Recreation Fund                | Professional Services          | New Brighton Parks/Recreation          | Senior Trip to Old Log Theater        | 656.89   |
|              |            |                                |                                |                                        | Check Total:                          | 656.89   |
| 66139        | 04/26/2012 | Recreation Fund                | Professional Services          | Northern Star Council-Base Camp Reserv | Field Trip Deposit                    | 150.00   |
|              |            |                                |                                |                                        | Check Total:                          | 150.00   |
| 66140        | 04/26/2012 | Fire Station 2011              | Professional Services          | Northstar Imaging Services, Inc.       | Digital Printing                      | 230.02   |
| 66140        | 04/26/2012 | Fire Station 2011              | Professional Services          | Northstar Imaging Services, Inc.       | Digital Printing                      | 21.29    |
|              |            |                                |                                |                                        | Check Total:                          | 251.31   |
| 66141        | 04/26/2012 | Grass Lake Water Mgmt. Org.    | Professional Services          | Tom Petersen                           | GLWMO Services                        | 2,947.50 |
| 66141        | 04/26/2012 | Grass Lake Water Mgmt. Org.    | Professional Services          | Tom Petersen                           | GLWMO Supplies Reimbursement          | 157.11   |
|              |            |                                |                                |                                        | Check Total:                          | 3,104.61 |
| 66142        | 04/26/2012 | Recreation Fund                | Fee Program Revenue            | Rebecca Phillips                       | Cancelled Arboretum Rental Refund     | 39.22    |
| 66142        | 04/26/2012 | Recreation Fund                | Fee Program Revenue            | Rebecca Phillips                       | Cancelled Arboretum Rental Refund     | 50.00    |
| 66142        | 04/26/2012 | Recreation Fund                | Fee Program Revenue            | Rebecca Phillips                       | Cancelled Arboretum Rental Refund     | 25.00    |
| 66142        | 04/26/2012 | Recreation Fund                | Sales Tax Payable              | Rebecca Phillips                       | Cancelled Arboretum Rental Refund     | 25.78    |
|              |            |                                |                                |                                        | Check Total:                          | 140.00   |
| 66143        | 04/26/2012 | General Fund                   | Vehicle Supplies               | Pioneer Rim and Wheel Co.              | Drum Parts                            | 166.60   |

| Check Number | Check Date | Fund Name                    | Account Name             | Vendor Name                   | Invoice Desc.                         | Amount   |
|--------------|------------|------------------------------|--------------------------|-------------------------------|---------------------------------------|----------|
| Check Total: |            |                              |                          |                               |                                       | 166.60   |
| 66144        | 04/26/2012 | Central Svcs Equip Revolving | Rental - Office Machines | Pitney Bowes                  | Postage Machine Lease                 | 832.62   |
| Check Total: |            |                              |                          |                               |                                       | 832.62   |
| 66145        | 04/26/2012 | Telecommunications           | Postage                  | Postmaster- Cashier Window #5 | Newsletter Postage                    | 2,300.00 |
| Check Total: |            |                              |                          |                               |                                       | 2,300.00 |
| 66146        | 04/26/2012 | General Fund                 | Vehicle Supplies         | PTS Tool Supply, Co.          | Vehicle Parts                         | 1,072.50 |
| 66146        | 04/26/2012 | General Fund                 | Vehicle Supplies         | PTS Tool Supply, Co.          | Vehicle Parts                         | 884.81   |
| Check Total: |            |                              |                          |                               |                                       | 1,957.31 |
| 66147        | 04/26/2012 | Water Fund                   | Accounts Payable         | R P MANAGEMENT                | Refund Check                          | 12.52    |
| Check Total: |            |                              |                          |                               |                                       | 12.52    |
| 66148        | 04/26/2012 | Grass Lake Water Mgmt. Org.  | Professional Services    | Ramsey Conservation District  | 1st Quarter Technical Assistance      | 577.25   |
| Check Total: |            |                              |                          |                               |                                       | 577.25   |
| 66149        | 04/26/2012 | Golf Course                  | Merchandise For Sale     | Donald Rasmussen              | Purchased Golf Balls for Resale       | 52.80    |
| Check Total: |            |                              |                          |                               |                                       | 52.80    |
| 66150        | 04/26/2012 | Water Fund                   | Accounts Payable         | SELECT ASSOICATES REALTY      | Refund Check                          | 356.82   |
| Check Total: |            |                              |                          |                               |                                       | 356.82   |
| 66151        | 04/26/2012 | Sanitary Sewer               | Josephine Lift Station   | SGC Horizon, LLC              | Josephine Lift Station Reconstruction | 260.75   |
| Check Total: |            |                              |                          |                               |                                       | 260.75   |
| 66152        | 04/26/2012 | Storm Drainage               | Operating Supplies       | SKB Environmental, Inc.       | Large Stump Disposal                  | 60.35    |
| Check Total: |            |                              |                          |                               |                                       | 60.35    |
| 66153        | 04/26/2012 | Golf Course                  | Operating Supplies       | Speedpro                      | Tee Sign Decals                       | 47.03    |
| Check Total: |            |                              |                          |                               |                                       | 47.03    |
| 66154        | 04/26/2012 | General Fund                 | Telephone                | Sprint                        | Cell Phones                           | 270.17   |
| 66154        | 04/26/2012 | Storm Drainage               | Telephone                | Sprint                        | Cell Phones                           | 265.21   |
| 66154        | 04/26/2012 | General Fund                 | Telephone                | Sprint                        | Cell Phones                           | 54.86    |
| 66154        | 04/26/2012 | Sanitary Sewer               | Telephone                | Sprint                        | Cell Phones                           | 189.10   |
| 66154        | 04/26/2012 | Recreation Fund              | Telephone                | Sprint                        | Cell Phones                           | 135.47   |
| 66154        | 04/26/2012 | Recreation Fund              | Telephone                | Sprint                        | Cell Phones                           | 27.09    |
| 66154        | 04/26/2012 | P & R Contract Maintenance   | Telephone                | Sprint                        | Cell Phones                           | 245.75   |
| 66154        | 04/26/2012 | Community Development        | Telephone                | Sprint                        | Cell Phones                           | 163.38   |

| Check Number | Check Date | Fund Name                      | Account Name                  | Vendor Name                         | Invoice Desc.                | Amount     |
|--------------|------------|--------------------------------|-------------------------------|-------------------------------------|------------------------------|------------|
| 66154        | 04/26/2012 | General Fund                   | Telephone                     | Sprint                              | Cell Phones                  | 27.09      |
| 66154        | 04/26/2012 | General Fund                   | Telephone                     | Sprint                              | Cell Phones                  | 81.67      |
| 66154        | 04/26/2012 | General Fund                   | Telephone                     | Sprint                              | Cell Phones                  | 535.08     |
| 66154        | 04/26/2012 | General Fund                   | Telephone                     | Sprint                              | Cell Phones                  | 27.09      |
| Check Total: |            |                                |                               |                                     |                              | 2,021.96   |
| 66155        | 04/26/2012 | Recreation Fund                | Professional Services         | St. Anthony-New Brighton Comm. Svcs | Adult Trips                  | 540.00     |
| Check Total: |            |                                |                               |                                     |                              | 540.00     |
| 66156        | 04/26/2012 | Water Fund                     | St. Paul Water                | St. Paul Regional Water Services    | Water                        | 280,858.80 |
| Check Total: |            |                                |                               |                                     |                              | 280,858.80 |
| 66157        | 04/26/2012 | Street Construction            | Dale St btw Cty C & S Owasso  | State of MN-Financial Ops MS 215    | Partnership Billing          | 4,242.56   |
| Check Total: |            |                                |                               |                                     |                              | 4,242.56   |
| 66158        | 04/26/2012 | Grass Lake Water Mgmt. Org.    | Professional Services         | Sheila Stowell                      | GLWMO Meeting Minutes        | 126.50     |
| 66158        | 04/26/2012 | Grass Lake Water Mgmt. Org.    | Professional Services         | Sheila Stowell                      | Mileage Reimbursement        | 4.83       |
| 66158        | 04/26/2012 | General Fund                   | Professional Services         | Sheila Stowell                      | City Council Meeting Minutes | 235.75     |
| 66158        | 04/26/2012 | General Fund                   | Professional Services         | Sheila Stowell                      | Mileage Reimbursement        | 4.83       |
| Check Total: |            |                                |                               |                                     |                              | 371.91     |
| 66159        | 04/26/2012 | Golf Course                    | Operating Supplies            | Superior Tech Products              | Golf Course Supplies         | 585.14     |
| Check Total: |            |                                |                               |                                     |                              | 585.14     |
| 66160        | 04/26/2012 | Water Fund                     | Accounts Payable              | JERRY THOMPSON                      | Refund Check                 | 17.66      |
| Check Total: |            |                                |                               |                                     |                              | 17.66      |
| 66161        | 04/26/2012 | Boulevard Landscaping          | Operating Supplies            | Tri State Bobcat, Inc               | Line Head                    | 90.84      |
| Check Total: |            |                                |                               |                                     |                              | 90.84      |
| 66162        | 04/26/2012 | General Fund                   | Contract Maint. - City Garage | Trugreen L.P.                       | Spring Bed                   | 91.92      |
| 66162        | 04/26/2012 | General Fund                   | Contract Maint. - City Hall   | Trugreen L.P.                       | Spring Bed                   | 253.31     |
| Check Total: |            |                                |                               |                                     |                              | 345.23     |
| 66163        | 04/26/2012 | Sanitary Sewer                 | Contract Maintenance          | Twin City Hardware                  | Door Service & Supplies      | 2,753.98   |
| Check Total: |            |                                |                               |                                     |                              | 2,753.98   |
| 66164        | 04/26/2012 | Water Fund                     | Professional Services         | Twin City Water Clinic, Inc.        | Water Inspection-March       | 360.00     |
| Check Total: |            |                                |                               |                                     |                              | 360.00     |
| 66165        | 04/26/2012 | Public Works Vehicle Revolving | Capital Outlay                | United Rentals Northwest, Inc.      | Plate Tamper                 | 2,222.84   |

| Check Number | Check Date | Fund Name              | Account Name                  | Vendor Name                      | Invoice Desc.                       | Amount   |
|--------------|------------|------------------------|-------------------------------|----------------------------------|-------------------------------------|----------|
| 66166        | 04/26/2012 | General Fund Donations | K-9 Supplies                  | University of Minnesota-VMC      | Check Total:                        | 2,222.84 |
|              |            |                        |                               |                                  | K9 Food                             | 65.33    |
| 66167        | 04/26/2012 | Golf Course            | Operating Supplies            | US Bank                          | Check Total:                        | 65.33    |
|              |            |                        |                               |                                  | League Prize Money                  | 1,000.00 |
| 66168        | 04/26/2012 | Golf Course            | Operating Supplies            | US Foods Culinary E&S            | Check Total:                        | 1,000.00 |
|              |            |                        |                               |                                  | Golf Course Supplies                | 46.69    |
| 66169        | 04/26/2012 | Information Technology | Contract Maintenance          | US Internet                      | Check Total:                        | 46.69    |
|              |            |                        |                               |                                  | DNS Hosting                         | 10.00    |
| 66170        | 04/26/2012 | General Fund           | Contract Maintenance          | Verizon Wireless                 | Check Total:                        | 10.00    |
|              |            |                        |                               |                                  | Cell Phones                         | 245.61   |
| 66171        | 04/26/2012 | General Fund           | Vehicle Supplies              | Vermeer Sales and Service, Corp. | Check Total:                        | 245.61   |
|              |            |                        |                               |                                  | 2012 Blanket PO for Vehicle Repairs | 1,412.73 |
| 66172        | 04/26/2012 | Water Fund             | Contract Maintenance          | Village Plumbing, Inc.           | Check Total:                        | 1,412.73 |
|              |            |                        |                               |                                  | Valve Installation                  | 2,184.00 |
| 66173        | 04/26/2012 | Water Fund             | Professional Services         | Water Conservation Service, Inc. | Check Total:                        | 2,184.00 |
|              |            |                        |                               |                                  | Leak Location                       | 232.24   |
| 66174        | 05/03/2012 | Storm Drainage         | Operating Supplies            | Aggregate Industries-MWR, Inc.   | Check Total:                        | 232.24   |
|              |            |                        |                               |                                  | Compost Bins                        | 605.86   |
| 66175        | 05/03/2012 | East Metro SWAT        | Professional Services         | American Messaging               | Check Total:                        | 605.86   |
|              |            |                        |                               |                                  | Interpreter Service                 | 91.92    |
| 66176        | 05/03/2012 | General Fund           | Vehicle Supplies              | Batteries Plus                   | Check Total:                        | 91.92    |
|              |            |                        |                               |                                  | Alkaline Batteries                  | 14.11    |
| 66176        | 05/03/2012 | General Fund           | Vehicle Supplies              | Batteries Plus                   | 2012 Blanket PO for Vehicle Repairs | 180.08   |
| 66177        | 05/03/2012 | General Fund           | Contract Maintenance Vehicles | Boyer Trucks, Corp.              | Check Total:                        | 194.19   |
|              |            |                        |                               |                                  | 2012 Blanket PO For Vehicle Repairs | 415.72   |
| 66178        | 05/03/2012 | Water Fund             | Accounts Payable              | KATHLEEN CAMERON                 | Check Total:                        | 415.72   |
|              |            |                        |                               |                                  | Refund Check                        | 8.17     |

| Check Number | Check Date | Fund Name                  | Account Name                   | Vendor Name                           | Invoice Desc.                        | Amount   |
|--------------|------------|----------------------------|--------------------------------|---------------------------------------|--------------------------------------|----------|
| Check Total: |            |                            |                                |                                       |                                      | 8.17     |
| 66179        | 05/03/2012 | Info Tech/Contract Cities  | North St. Paul Computer Equip  | City of North St. Paul                | Dexon Computer Refund                | 7,371.00 |
| Check Total: |            |                            |                                |                                       |                                      | 7,371.00 |
| 66180        | 05/03/2012 | General Fund               | Contract Maintenance           | Comcast Cable                         | Cable TV                             | 4.52     |
| Check Total: |            |                            |                                |                                       |                                      | 4.52     |
| 66181        | 05/03/2012 | Water Fund                 | Accounts Payable               | JOHN CRAIG                            | Refund Check                         | 43.57    |
| Check Total: |            |                            |                                |                                       |                                      | 43.57    |
| 66182        | 05/03/2012 | General Fund               | Operating Supplies City Garage | Dalco                                 | Foam Hand Wash                       | 209.13   |
| 66182        | 05/03/2012 | General Fund               | Op Supplies - City Hall        | Dalco                                 | Roll Towels                          | 144.75   |
| Check Total: |            |                            |                                |                                       |                                      | 353.88   |
| 66183        | 05/03/2012 | Information Technology     | Financial Support              | Diversified Collection Services, Inc. |                                      | 210.24   |
| Check Total: |            |                            |                                |                                       |                                      | 210.24   |
| 66184        | 05/03/2012 | Water Fund                 | Other Improvements             | General Repair Service, Corp          | Splitcase Rotating Assembly Repair   | 5,931.59 |
| Check Total: |            |                            |                                |                                       |                                      | 5,931.59 |
| 66185        | 05/03/2012 | Boulevard Landscaping      | Operating Supplies             | Gertens Greenhouses                   | Nursery Supplies                     | 421.36   |
| 66185        | 05/03/2012 | Water Fund                 | Operating Supplies             | Gertens Greenhouses                   | Nursery Supplies                     | 42.74    |
| 66185        | 05/03/2012 | Boulevard Landscaping      | Operating Supplies             | Gertens Greenhouses                   | Nursery Supplies                     | 61.72    |
| Check Total: |            |                            |                                |                                       |                                      | 525.82   |
| 66186        | 05/03/2012 | Sanitary Sewer             | Operating Supplies             | Goldstar Products, Inc.               | FRBG # 19-5 Gallon                   | 556.54   |
| 66186        | 05/03/2012 | Sanitary Sewer             | Use Tax Payable                | Goldstar Products, Inc.               | Sales/Use Tax                        | -35.80   |
| Check Total: |            |                            |                                |                                       |                                      | 520.74   |
| 66187        | 05/03/2012 | General Fund               | Vehicle Supplies               | H & L Mesabi                          | Freight/Freight Tax Payment from Inv | 42.75    |
| Check Total: |            |                            |                                |                                       |                                      | 42.75    |
| 66188        | 05/03/2012 | General Fund               | Const. Operating Supplies      | Hardwood Creek Lumber, Inc.           | Wood                                 | 1,094.30 |
| 66188        | 05/03/2012 | General Fund               | Operating Supplies             | Hardwood Creek Lumber, Inc.           | Wood                                 | 14.90    |
| 66188        | 05/03/2012 | P & R Contract Maintenance | Operating Supplies             | Hardwood Creek Lumber, Inc.           | Wood                                 | 81.20    |
| Check Total: |            |                            |                                |                                       |                                      | 1,190.40 |
| 66189        | 05/03/2012 | General Fund               | 211600 - PERA Employers Share  | ICMA Retirement Trust 401-109956      | Payroll Deduction for 5/1 Payroll    | 542.54   |
| Check Total: |            |                            |                                |                                       |                                      | 542.54   |

| Check Number | Check Date | Fund Name                  | Account Name                  | Vendor Name                   | Invoice Desc.                      | Amount   |
|--------------|------------|----------------------------|-------------------------------|-------------------------------|------------------------------------|----------|
| 66190        | 05/03/2012 | General Fund               | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 4,779.49 |
| 66190        | 05/03/2012 | Information Technology     | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 783.76   |
| 66190        | 05/03/2012 | Telecommunications         | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 215.45   |
| 66190        | 05/03/2012 | Recreation Fund            | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 903.00   |
| 66190        | 05/03/2012 | P & R Contract Maintenance | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 540.00   |
| 66190        | 05/03/2012 | Community Development      | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 170.00   |
| 66190        | 05/03/2012 | License Center             | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 860.00   |
| 66190        | 05/03/2012 | Police Grants              | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 54.01    |
| 66190        | 05/03/2012 | Sanitary Sewer             | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 295.00   |
| 66190        | 05/03/2012 | Water Fund                 | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 801.24   |
| 66190        | 05/03/2012 | Golf Course                | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 70.00    |
| 66190        | 05/03/2012 | Solid Waste Recycle        | HRA Employer                  | ING ReliaStar                 | May Contribution                   | 29.05    |
| Check Total: |            |                            |                               |                               |                                    | 9,501.00 |
| 66191        | 05/03/2012 | Recreation Fund            | Fee Program Revenue           | Oliver Johnson                | Garden Plot Permit Refund          | 16.00    |
| Check Total: |            |                            |                               |                               |                                    | 16.00    |
| 66192        | 05/03/2012 | Water Fund                 | Accounts Payable              | JV INVESTMENTS                | Refund Check                       | 9.84     |
| Check Total: |            |                            |                               |                               |                                    | 9.84     |
| 66193        | 05/03/2012 | General Fund               | Clothing                      | Keeps Inc                     | Ballistic Vest                     | 1,293.99 |
| 66193        | 05/03/2012 | General Fund               | Clothing                      | Keeps Inc                     | Ballistic Vest                     | 1,293.99 |
| Check Total: |            |                            |                               |                               |                                    | 2,587.98 |
| 66194        | 05/03/2012 | Water Fund                 | Accounts Payable              | LEONE KIRCHOFF                | Refund Check                       | 13.71    |
| 66194        | 05/03/2012 | Sanitary Sewer             | Accounts Payable              | LEONE KIRCHOFF                | Refund Check                       | 9.04     |
| Check Total: |            |                            |                               |                               |                                    | 22.75    |
| 66195        | 05/03/2012 | Recreation Fund            | Professional Svcs             | Lillie Suburban Newspaper Inc | Acct No: 005464                    | 75.00    |
| Check Total: |            |                            |                               |                               |                                    | 75.00    |
| 66196        | 05/03/2012 | General Fund               | 210600 - Union Dues Deduction | Local Union 49                | Payroll Deduction for May Union Du | 896.00   |
| Check Total: |            |                            |                               |                               |                                    | 896.00   |
| 66197        | 05/03/2012 | General Fund               | Operating Supplies            | Locators & Supplies, Inc      | Marking Paint                      | 133.96   |
| 66197        | 05/03/2012 | P & R Contract Maintenance | Operating Supplies            | Locators & Supplies, Inc      | Marking Paint                      | 205.61   |
| 66197        | 05/03/2012 | General Fund               | Const. Operating Supplies     | Locators & Supplies, Inc      | Marking Paint                      | 411.23   |
| 66197        | 05/03/2012 | Storm Drainage             | Operating Supplies            | Locators & Supplies, Inc      | Marking Paint                      | 194.19   |
| 66197        | 05/03/2012 | Sanitary Sewer             | Operating Supplies            | Locators & Supplies, Inc      | Marking Paint                      | 194.19   |
| 66197        | 05/03/2012 | Water Fund                 | Operating Supplies            | Locators & Supplies, Inc      | Marking Paint                      | 194.20   |
| Check Total: |            |                            |                               |                               |                                    | 1,333.38 |



| Check Number | Check Date | Fund Name                   | Account Name                  | Vendor Name                         | Invoice Desc.                         | Amount    |
|--------------|------------|-----------------------------|-------------------------------|-------------------------------------|---------------------------------------|-----------|
| 66198        | 05/03/2012 | Water Fund                  | Water Meters                  | Metron-Farnier, LLC                 | Water Meter Supplies                  | 1,627.75  |
| 66198        | 05/03/2012 | Water Fund                  | Use Tax Payable               | Metron-Farnier, LLC                 | Sales/Use Tax                         | -104.71   |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 1,523.04  |
| 66199        | 05/03/2012 | Water Fund                  | Accounts Payable              | MARIANNE MICCO                      | Refund Check                          | 36.14     |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 36.14     |
| 66200        | 05/03/2012 | Boulevard Landscaping       | Operating Supplies            | MIDC Enterprises                    | Bushings, Cement                      | 127.14    |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 127.14    |
| 66201        | 05/03/2012 | General Fund                | Contract Maint. - City Hall   | Minnesota Native Landscapes Inc.    | City Hall Restoration Area Prescribed | 960.00    |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 960.00    |
| 66202        | 05/03/2012 | General Fund                | Employer Insurance            | NJPA                                | Health Insurance Premium for May 20   | 829.04    |
| 66202        | 05/03/2012 | General Fund                | 211501 -Dental Ins Employer   | NJPA                                | Health Insurance Premium for May 20   | 65,206.59 |
| 66202        | 05/03/2012 | General Fund                | 211400 - Medical Ins Employee | NJPA                                | Health Insurance Premium for May 20   | 6,667.96  |
| 66202        | 05/03/2012 | General Fund                | 211400 - Medical Ins Employee | NJPA                                | Health Insurance Premium for May 20   | 16,808.41 |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 89,512.00 |
| 66203        | 05/03/2012 | Special "10" Fund           | Professional Service          | No Suburban Community Foundati      | Remit Proceeds                        | 37,000.00 |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 37,000.00 |
| 66204        | 05/03/2012 | License Center              | Office Supplies               | North Country Business Products Inc | Thermal Paper                         | 245.09    |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 245.09    |
| 66205        | 05/03/2012 | General Fund                | Contract Maint. - City Hall   | Overhead Door Co of the Northland   | Garage Door Repair                    | 285.20    |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 285.20    |
| 66206        | 05/03/2012 | Recreation Fund             | Fee Program Revenue           | Sue Pilon                           | Shelter Rental Refund                 | 136.69    |
| 66206        | 05/03/2012 | Recreation Fund             | Collected Insurance Fee       | Sue Pilon                           | Shelter Rental Refund                 | 10.00     |
| 66206        | 05/03/2012 | Recreation Fund             | Sales Tax Payable             | Sue Pilon                           | Shelter Rental Refund                 | 12.31     |
| 66206        | 05/03/2012 | Recreation Fund             | Fee Program Revenue           | Sue Pilon                           | Shelter Rental Refund                 | 16.00     |
| 66206        | 05/03/2012 | Recreation Fund             | Fee Program Revenue           | Sue Pilon                           | Shelter Rental Refund                 | 25.00     |
|              |            |                             |                               |                                     |                                       | <hr/>     |
| Check Total: |            |                             |                               |                                     |                                       | 200.00    |
| 66207        | 05/03/2012 | General Fund                | HSA Employee                  | Premier Bank                        | HSA                                   | 1,397.33  |
| 66207        | 05/03/2012 | Contracted Engineering Svcs | HSA Employee                  | Premier Bank                        | HSA                                   | 20.00     |
| 66207        | 05/03/2012 | Recreation Fund             | HSA Employee                  | Premier Bank                        | HSA                                   | 404.22    |
| 66207        | 05/03/2012 | P & R Contract Maintenance  | HSA Employee                  | Premier Bank                        | HSA                                   | 230.76    |
| 66207        | 05/03/2012 | Community Development       | HSA Employee                  | Premier Bank                        | HSA                                   | 79.61     |
| 66207        | 05/03/2012 | License Center              | HSA Employee                  | Premier Bank                        | HSA                                   | 38.46     |

| Check Number | Check Date | Fund Name                   | Account Name                  | Vendor Name                  | Invoice Desc.                         | Amount    |
|--------------|------------|-----------------------------|-------------------------------|------------------------------|---------------------------------------|-----------|
| 66207        | 05/03/2012 | Police Grants               | HSA Employee                  | Premier Bank                 | HSA                                   | 10.32     |
| 66207        | 05/03/2012 | General Fund                | HSA Employer                  | Premier Bank                 | HSA                                   | 5,208.50  |
| 66207        | 05/03/2012 | Contracted Engineering Svcs | HSA Employer                  | Premier Bank                 | HSA                                   | 200.00    |
| 66207        | 05/03/2012 | Information Technology      | HSA Employer                  | Premier Bank                 | HSA                                   | 325.00    |
| 66207        | 05/03/2012 | Recreation Fund             | HSA Employer                  | Premier Bank                 | HSA                                   | 745.00    |
| 66207        | 05/03/2012 | P & R Contract Maintenance  | HSA Employer                  | Premier Bank                 | HSA                                   | 620.00    |
| 66207        | 05/03/2012 | Community Development       | HSA Employer                  | Premier Bank                 | HSA                                   | 680.00    |
| 66207        | 05/03/2012 | License Center              | HSA Employer                  | Premier Bank                 | HSA                                   | 420.00    |
| 66207        | 05/03/2012 | Police Grants               | HSA Employer                  | Premier Bank                 | HSA                                   | 31.50     |
| 66207        | 05/03/2012 | Storm Drainage              | HSA Employer                  | Premier Bank                 | HSA                                   | 200.00    |
| Check Total: |            |                             |                               |                              |                                       | 10,610.70 |
| 66208        | 05/03/2012 | Storm Drainage              | Contract Maintenance          | Q3 Contracting, Inc.         | Signs Rental                          | 67.39     |
| Check Total: |            |                             |                               |                              |                                       | 67.39     |
| 66209        | 05/03/2012 | General Fund                | Contract Maintenance          | Ramsey County                | Fleet Support-April                   | 215.28    |
| 66209        | 05/03/2012 | General Fund                | Contract Maintenance          | Ramsey County                | Fleet Support-April                   | 365.04    |
| 66209        | 05/03/2012 | General Fund                | Dispatching Services          | Ramsey County                | 911 Dispatch Services-April           | 23,264.10 |
| Check Total: |            |                             |                               |                              |                                       | 23,844.42 |
| 66210        | 05/03/2012 | General Fund                | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete curb                         | 1,152.00  |
| 66210        | 05/03/2012 | Pathway Maintenance Fund    | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete panels and truncated pedestr | 850.93    |
| 66210        | 05/03/2012 | Water Fund                  | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 1,344.00  |
| 66210        | 05/03/2012 | Storm Drainage              | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 1,872.00  |
| 66210        | 05/03/2012 | Storm Drainage              | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 996.00    |
| 66210        | 05/03/2012 | Pathway Maintenance Fund    | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete panels and truncated pedestr | 869.00    |
| 66210        | 05/03/2012 | General Fund                | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete curb                         | 336.00    |
| 66210        | 05/03/2012 | Storm Drainage              | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 2,395.00  |
| 66210        | 05/03/2012 | Water Fund                  | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 3,061.40  |
| 66210        | 05/03/2012 | Storm Drainage              | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 1,008.00  |
| 66210        | 05/03/2012 | General Fund                | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete curb                         | 1,008.00  |
| 66210        | 05/03/2012 | Pathway Maintenance Fund    | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete panels and truncated pedestr | 2,243.30  |
| 66210        | 05/03/2012 | Sanitary Sewer              | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 264.00    |
| 66210        | 05/03/2012 | Water Fund                  | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 480.00    |
| 66210        | 05/03/2012 | Pathway Maintenance Fund    | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete panels and truncated pedestr | 5,262.50  |
| 66210        | 05/03/2012 | General Fund                | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete curb                         | 504.00    |
| 66210        | 05/03/2012 | Storm Drainage              | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 624.00    |
| 66210        | 05/03/2012 | Water Fund                  | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete Curb                         | 1,729.70  |
| 66210        | 05/03/2012 | Pathway Maintenance Fund    | Contract Maintenance          | Ron Kassa Construction, Inc. | Concrete panels and truncated pedestr | 1,980.00  |
| Check Total: |            |                             |                               |                              |                                       | 27,979.83 |
| 66211        | 05/03/2012 | General Fund                | Contract Maintenance Vehicles | Rosenbauer Minnesota, LLC    | Air Filter                            | 387.06    |
| 66211        | 05/03/2012 | General Fund                | 209001 - Use Tax Payable      | Rosenbauer Minnesota, LLC    | Sales/Use Tax                         | -24.90    |

| Check Number | Check Date | Fund Name                      | Account Name                  | Vendor Name                    | Invoice Desc.                        | Amount    |
|--------------|------------|--------------------------------|-------------------------------|--------------------------------|--------------------------------------|-----------|
| 66212        | 05/03/2012 | General Fund                   | Contract Maintenance Vehicles | Roseville Chrysler Jeep Dodge  | Check Total:                         | 362.16    |
|              |            |                                |                               |                                | Gasket, Filter                       | 169.95    |
| 66213        | 05/03/2012 | General Fund                   | Operating Supplies            | S&T Office Products, Inc.      | Check Total:                         | 169.95    |
|              |            |                                |                               |                                | Notary Stamp                         | 36.23     |
| 66214        | 05/03/2012 | Sanitary Sewer                 | Accounts Payable              | BETTIE JANE SAMPSON            | Check Total:                         | 36.23     |
|              |            |                                |                               |                                | Refund Check                         | 6.50      |
| 66215        | 05/03/2012 | East Metro SWAT                | Professional Services         | SOTA                           | Check Total:                         | 6.50      |
|              |            |                                |                               |                                | Membership Renewal                   | 175.00    |
| 66216        | 05/03/2012 | General Fund                   | 210900 - Long Term Disability | Standard Insurance Company     | Check Total:                         | 175.00    |
|              |            | General Fund                   | 210502 - Life Ins. Employer   | Standard Insurance Company     | May Payment                          | 2,501.87  |
|              |            | General Fund                   | 210500 - Life Ins. Employee   | Standard Insurance Company     | May Payment                          | 1,234.64  |
| 66217        | 05/03/2012 | P & R Contract Maintenance     | Financial Support             | Steward, Zlimen & Jungers, LTD | May Payment                          | 2,287.22  |
|              |            |                                |                               |                                | Check Total:                         | 6,023.73  |
| 66218        | 05/03/2012 | General Fund                   | Other Improvements            | Stop Tech, LTD., Inc.          | Case #: 09-06243-0                   | 68.90     |
|              |            |                                |                               |                                | Check Total:                         | 68.90     |
| 66218        | 05/03/2012 | General Fund                   | 209001 - Use Tax Payable      | Stop Tech, LTD., Inc.          | Transmitter Supplies                 | 935.83    |
|              |            |                                |                               |                                | Sales/Use Tax                        | -60.20    |
| 66219        | 05/03/2012 | General Fund                   | Professional Services         | Sheila Stowell                 | Check Total:                         | 875.63    |
|              |            |                                |                               |                                | City Council Mtg Minutes-Less Over   | 120.75    |
| 66219        | 05/03/2012 | General Fund                   | Professional Services         | Sheila Stowell                 | Mileage Reimbursement                | 9.66      |
|              |            |                                |                               |                                | Check Total:                         | 130.41    |
| 66220        | 05/03/2012 | General Fund                   | Vehicle Supplies              | Suburban Tire Wholesale, Inc.  | 2012 Blanket PO For Vehicle Repairs  | -121.99   |
|              |            |                                |                               |                                | 2012 Blanket PO For Vehicle Repairs  | 140.00    |
| 66221        | 05/03/2012 | Water Fund                     | Accounts Payable              | LISA & KYLE THOMPSON & SMITH   | Check Total:                         | 18.01     |
|              |            |                                |                               |                                | Refund Check                         | 7.26      |
| 66222        | 05/03/2012 | Public Works Vehicle Revolving | Public Works Vehicles         | Truck Utilities Mfg Co.        | Check Total:                         | 7.26      |
|              |            |                                |                               |                                | Dump Box, Hoist, Electric Pump for l | 10,506.00 |
| 66222        | 05/03/2012 | Public Works Vehicle Revolving | Public Works Vehicles         | Truck Utilities Mfg Co.        | Sales Tax                            | 722.29    |
|              |            |                                |                               |                                | Check Total:                         | 11,228.29 |

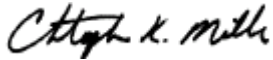
| Check Number | Check Date | Fund Name                      | Account Name          | Vendor Name                    | Invoice Desc.                        | Amount                     |
|--------------|------------|--------------------------------|-----------------------|--------------------------------|--------------------------------------|----------------------------|
| 66223        | 05/03/2012 | Police - DWI Enforcement       | Professional Services | Twin Cities Transport & Recove | Towing Service                       | 90.84                      |
| 66223        | 05/03/2012 | Police - DWI Enforcement       | Professional Services | Twin Cities Transport & Recove | Towing Service                       | 90.84                      |
|              |            |                                |                       |                                |                                      | <hr/>                      |
| 66224        | 05/03/2012 | License Center                 | Operating Supplies    | Twin City Hardware             | Door Repair                          | 85.00                      |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | Check Total: 181.68        |
| 66225        | 05/03/2012 | General Fund Donations         | K-9 Supplies          | University of Minnesota-VMC    | K9 Services                          | 63.54                      |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | Check Total: 63.54         |
| 66226        | 05/03/2012 | General Fund                   | Contract Maintenance  | Verizon Wireless               | Cell Phones                          | 130.10                     |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | Check Total: 130.10        |
| 66227        | 05/03/2012 | Police Forfeiture Fund         | Professional Services | Patrick Wesp                   | Tobacco Compliance                   | 65.00                      |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | Check Total: 65.00         |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty 4 - Graco HSM65B Oil Reels wit   | 1,900.00                   |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty 1 - Graco HSH55B Grease Reel v   | 585.00                     |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty 1 - Graco HSL56B Air Reel with   | 460.00                     |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty 4 - Graco 255350 Electronic SDN  | 1,260.00                   |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty1 - Graco 242056 Grease Gun wit   | 160.00                     |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty 5 - AM Inlet Hose Kit with 1/2 x | 150.00                     |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Qty 1 - AM Inlet Hose Kid with 3/8 x | 40.00                      |
| 66228        | 05/03/2012 | Public Works Vehicle Revolving | Capital Outlay        | Zahl Petroleum Maintenance Co  | Sales Tax                            | 313.16                     |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | Check Total: 4,868.16      |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | Report Total: 1,717,503.67 |
|              |            |                                |                       |                                |                                      | <hr/>                      |
|              |            |                                |                       |                                |                                      | <hr/>                      |

  
**REQUEST FOR COUNCIL ACTION**

Date: 05/14/2012

Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approval of 2012/2013 Business and Other Licenses

**BACKGROUND**

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

**Massage Therapist Establishment**

Red Clover Clinic, Inc.  
2233 N. Hamline Ave, Suite 301  
Roseville, MN 55113

JCPenney Corp, Inc.  
1700 W County Rd B2  
Roseville, MN 55113

**Massage Therapist**

Jenna Tomlinson at Massage Envy Roseville, Suite 120  
2480 Fairview Ave.  
Roseville, MN 55113

Anita Teigen at Red Clover Clinic  
2233 N. Hamline Ave, Suite 301  
Roseville, MN 55113

**Gasoline Station**

Croix Oil Company  
2151 North Dale St.  
Roseville, MN 55113

**Cigarette/Tobacco Products**

Croix Oil Company  
2151 North Dale St.  
Roseville, MN 55113

**POLICY OBJECTIVE**

Required by City Code

34 **FINANCIAL IMPACTS**

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

36 **STAFF RECOMMENDATION**

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

39 **REQUESTED COUNCIL ACTION**

40

41 Motion to approve the business license application(s) as submitted.

42

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



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

### Gasoline Station License Application

Business Name CROIX OIL COMPANY  
Business Address 251 NORTH DALE ST. ROSEVILLE MN 55113  
Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

LOCATION

*Person to Contact in Regard to Business License:*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

MAIN  
OFFICE

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Gasoline Station

\$130.00

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

Signature Dale A. Veen

Date 5/9/12

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

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

\* Would like to OPEN ASAP



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

### Cigarette/Tobacco Products License Application

**LOCATION**

Business Name CROIX OIL COMPANY  
Business Address 2151 NORTH DALE ST. ROSEVILLE MN 55113  
Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

Person to Contact in Regard to Business License:

**MAIN OFFICE**

Name CROIX OIL COMPANY  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

\* WOULD LIKE TO OPEN ASAP





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

## Massage Therapist License

New License X Renewal \_\_\_\_\_

For License year ending June 30 2013

1. Legal Name Diana Tomlinson
2. Home Address \_\_\_\_\_
3. Home Telephone \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Drivers License Number \_\_\_\_\_
6. Email Address \_\_\_\_\_

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

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

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

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

License fee is 100.00  
Make checks payable to City of Roseville



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

## Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2013

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.  
Red Clover Clinic, 2233 N Hamlin Ave, Suite 301, Roseville, MN 55113

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

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

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

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



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

## Massage Therapy Establishment License Application

Business Name Red Clover Clinic, Inc.  
Business Address 2233 N. Hamline Ave, Suite 301, Roseville, MN 55113  
Business Phone 612-308-3597  
Email Address \_\_\_\_\_

Person to Contact in Regard to Business License:

Legal Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Drivers License Number \_\_\_\_\_

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 31, 2013, in the City of Roseville, County of Ramsey, and State of Minnesota.

**License Required**

**Fee**

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

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

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

Signature Keith Rey

Date 5/5/12

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

Current massage therapists: \_\_\_\_\_



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

## Massage Therapy Establishment License Application

Business Name JCPenney Corp Inc #0496-0  
Business Address 1700 W County Rd B-2 Roseville MN 55113  
Business Phone 6516313330  
Email Address \_\_\_\_\_

*Person to Contact in Regard to Business License:*

Legal Name JCPenney Corp Inc  
Address PO Box 45057 Salt Lake City UT 84145  
Phone 8013502376 Date of Birth \_\_\_\_\_  
Drivers License Number \_\_\_\_\_

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 31, 2013, in the City of Roseville, County of Ramsey, and State of Minnesota.

**License Required**

**Fee**

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

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

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

Signature 

Date 05/02/2012

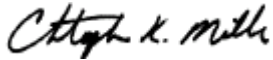
If completed license should be mailed somewhere other than the business address, please advise.

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/2012

Item No.: 7 . c

Department Approval



City Manager Approval



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

**BACKGROUND**

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

General Purchases or Contracts

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

| Department   | Vendor              | Description                              | Amount     |
|--------------|---------------------|------------------------------------------|------------|
| Public Works | Metro Count         | 6 traffic counters (a)                   | \$6,588.42 |
| Utilities    | Ferguson waterworks | Water meter radio equipment (b)          | 29,933.39  |
| Recreation   | Lano Equipment      | Kubota Tractor (c)                       | 28,097.21  |
| Bldg Maint.  | McCaren Design Inc. | City Hall Campus lawn and plant care (d) | 7,019.23   |

**Comments/Description:**

- a) The City's existing traffic counters are 20 years old and have reached the end of their useful life.
- b) These devices attach to existing water meters and are part of the City's transition to an Automated Meter Reading data collection system.
- c) Replaces the 1999 Masey Ferguson tractor. Lano Equipment had the lowest bid.
- d) To maintain the main City Hall campus mowing and weeding.

Sale of Surplus Vehicles or Equipment

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

| Department | Item / Description |
|------------|--------------------|
|            |                    |

**POLICY OBJECTIVE**

Required under City Code 103.05.

**FINANCIAL IMPACTS**

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

25 **STAFF RECOMMENDATION**

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

28 **REQUESTED COUNCIL ACTION**

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

31

32

Prepared by: Chris Miller, Finance Director

Attachments: A: None

33

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/2012

Item No.: 7 . d

Department Approval



City Manager Approval



Item Description: Award Contract for Reconstruction of Josephine Sanitary Sewer Lift Station

**BACKGROUND**

Staff has identified a need to replace the Josephine sanitary sewer lift station due to lack of capacity to accommodate the additional residential homes being constructed as a part of the Josephine Woods Pulte Homes project. This lift station is located at the intersection of Josephine Rd. and Fernwood St. This lift station was originally constructed in the late 1950's and is in our capital replacement plan for reconstruction.

Since this station is in need of replacement and requires increased capacity for the additional new homes, we required participation from Pulte Homes in their Public Improvements Contract.

It states the Developer shall be responsible for a proportionate share of the actual cost to design and reconstruct the Josephine lift station to provide sanitary service to their property. The Developer's proportionate share is based on the following: The lift station currently serves 26 properties. The Josephine Woods development added 23 properties that will rely on this lift station for sanitary sewer service. Therefore the Developer shall be responsible for 47% of the cost of designing and reconstructing the new lift station. If there is a difference between the estimated cost and the actual cost, the actual cost shall control.

The City retained Foth Infrastructure and Engineering to develop plans and specifications needed to reconstruct this lift station. Bids were received on May 2, 2012. Overall Best Value procurement was used for this project. We have received 5 bid proposals for this work and have reviewed and scored them utilizing the best value format. The following are the firms who submitted bids and their best value technical scores:

| Company                          | Score | Bid          |
|----------------------------------|-------|--------------|
| Minger Construction, Inc.        | 92    | \$272,960.70 |
| Geislinger and Sons, Inc.        | 52    | \$278,798.00 |
| Penn Contracting, Inc.           | 84    | \$291,641.00 |
| Lametti and Sons, Inc.           | 85    | \$317,000.00 |
| Northdale Construction Co., Inc. | 0     | \$423,926.63 |

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

The initial bids were significantly higher than the engineer's estimate. After scoring the proposals and identifying an apparent best value contractor, the consultant and staff met with Minger Construction to discuss potential cost saving changes that would bring the project within budget without changing the project scope. Together we were able to identify several changes to the project materials and construction methods that reduced the overall project cost by over \$50,000. These included constructing a concrete structure vs. the fiberglass structure that was originally proposed and keeping the existing lift station on-line during construction to eliminate costly bypass pumping. We also found that the quantity for bituminous paving was over estimated, resulting in cost savings.

Staff is recommending awarding a contract to Minger Construction based on the agreed upon revisions to the proposal resulting in a contract price of \$212,290.75.

#### **POLICY OBJECTIVE**

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

#### **FINANCIAL IMPLICATIONS**

This project was included in the 2012 capital improvement plan. The original estimated cost for this project was \$200,000. At this time based on the bids received, the cost of this project, including construction and engineering, is \$235,000.

47% of the project costs will be billed to Pulte Homes per the Josephine Woods Public Improvement Contract. Based on the contract cost, the Developer's cost share is \$110,450. The full amount of the Developer's cost share shall be due to the City when the contract for the lift station reconstruction work is awarded.

The city's share of the cost for this improvement, \$124,550, will be funded by the Sanitary Sewer Utility fund.

While the initial bids were significantly higher than the engineer's estimate and the project budget, the value engineered proposed contract is recommended for approval.

#### **STAFF RECOMMENDATION**

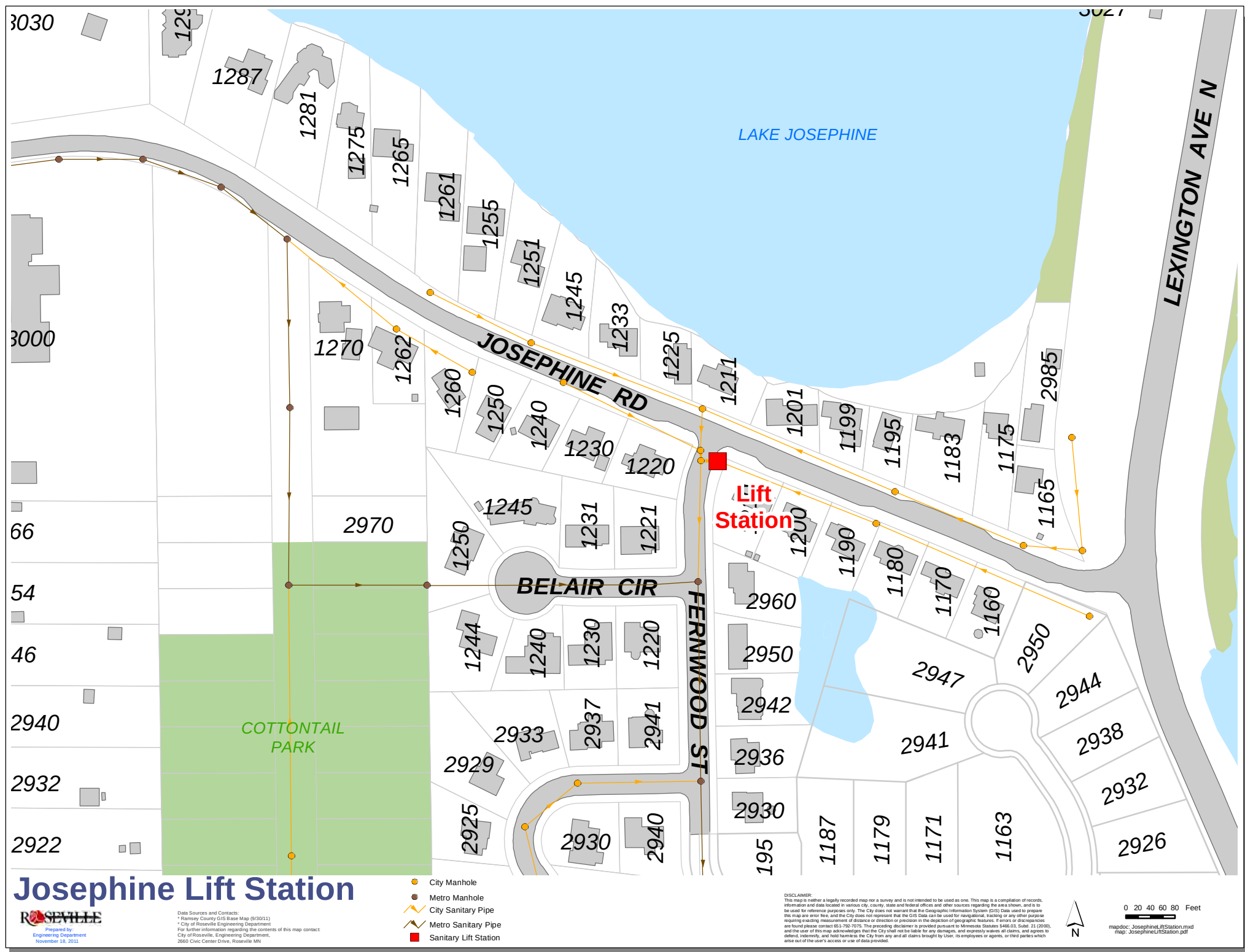
Staff recommends award of a contract to Minger Construction Inc. of Chanhassen, Minnesota. in the amount of \$212,290.75 for reconstruction of the Josephine Sanitary Sewer Lift Station.

#### **REQUESTED COUNCIL ACTION**

Motion awarding a contract to Minger Construction Inc. of Chanhassen, Minnesota in the amount of \$212,290.75 for reconstruction of the Josephine Sanitary Sewer Lift Station.

Prepared by: Duane Schwartz  
Attachments: A: Location Map





# Josephine Lift Station



Data Sources and Contacts:  
\* Ramsey County GIS Base Map (9/2011)  
\* 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

- City Manhole
- Metro Manhole
- City Sanitary Pipe
- Metro Sanitary Pipe
- Sanitary Lift Station

DISCLAIMER:  
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare the map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7975. The preceding disclaimer is provided pursuant to Minnesota Statutes, Public Law 121 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



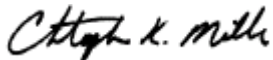
0 20 40 60 80 Feet

mapdoc: JosephineLiftStation.mxd  
map: JosephineLiftStation.pdf

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/12  
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Certify Unpaid Utility and Other Charges to the Property Tax Rolls

**BACKGROUND**

As authorized by City Code, Sections 506, 801, 802, and 906, the City annually certifies to the County Auditor any unpaid false alarm, water, sewer, and other charges that are in excess of 90 days past due, for collection on the following year's property taxes. Affected property owners are provided a hearing to dispute any charges against their property.

Beginning in 2010, the City Council began approving certifications for delinquent utilities on a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new property owners in a more timely fashion. It will also allow the City to record a lien against the property in the event that a property goes into foreclosure and/or is being prepared for sale for other reasons.

Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to December 14th, 2012 will be accepted and not levied on the 2013 property taxes.

**POLICY OBJECTIVE**

Certifying delinquent charges are required under City Code.

**FINANCIAL IMPACTS**

Not applicable.

**STAFF RECOMMENDATION**

Staff recommends approval of the attached resolution levying unpaid utility and other charges for collection on the property taxes.

**REQUESTED COUNCIL ACTION**

Motion adopting the resolution approving the certification of unpaid utility and other charges to the County Auditor for collection on the property taxes.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution approving the certification of unpaid utility and other charges to Ramsey County

B: List of Delinquent Accounts **\*\* Note – this will be coming under separate cover \*\***

**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 14th day of May, 2012 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION \_\_\_\_\_**

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO  
LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2013 or  
BEYOND**

WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be entered as part of the tax levy on said premises:

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

1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid city water, sewer, and other charges as shown on the attached Exhibit "A".

2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in Schedule A.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

67 State of Minnesota)  
68 ) SS  
69 County of Ramsey)  
70

71 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of  
72 Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes  
73 of a regular meeting of said City Council held on the 14th day of May, 2012 with the original thereof on file  
74 in my office.  
75

76 WITNESS MY HAND officially as such Manager this 14th day of May, 2012.  
77  
78

79 \_\_\_\_\_  
80 William J. Malinen  
81 City Manager  
82

83 Seal  
84

Attachment B  
To Be Sent Separately

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/2012  
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Award Bid For 2012 Sealcoat Contract

**BACKGROUND**

As part of Roseville's pavement management program, Public Works Maintenance staff annually sealcoats approximately 15 miles of City streets. In the past, staff has been able to be competitive with private sector pricing self performing this work. Due to our aging sealcoat specific equipment and older equipment technology, we will have difficulty staying competitive going forward. Our 1995 oil distributor truck, 1983 Etenyre chip spreader and 1996 asphalt roller are in need of replacement and listed in the capital equipment replacement program. This equipment is typically used two weeks out of the year. Total replacement cost for these three pieces of equipment is \$500,000. Contracting out portions of sealcoat operations will save the City on the purchase and depreciation of this large equipment expenditure. Staff resources can be redirected to other unmet maintenance needs.

**Discussion of Bids**

Bids for contractual sealcoat services were posted in March 2012. Two types of bids were considered. Alternate Bid A was for a contractor to perform all aspects of sealcoat operation. The results are as follows:

**Alternate Bid A**

|                  |           |
|------------------|-----------|
| Allied Blacktop  | \$289,236 |
| Pearson Brothers | \$261,817 |

Alternate Bid B was for a contractor to perform only oil and FA2 rock application/install. Under this type of bid, City crews would provide and load FA2 to chips into contractor's trucks. The City would perform pre and post sweeping operations because the City has up-to-date street sweeping equipment in our Fleet. The bid results are as follows:

**Alternate Bid B**

|                         |                  |
|-------------------------|------------------|
| Allied Blacktop         | \$200,493        |
| <b>Pearson Brothers</b> | <b>\$185,584</b> |

Alternate Bid B is the most cost efficient option because of the public/private partnership and because the City can purchase FA2 chips with our Joint Powers Agreement with the City of St. Paul at a competitive cost.

29 **POLICY OBJECTIVE**

30 To maintain Roseville city streets with best practice maintenance strategies that provide the best  
31 long term value for the resources expended.

32 **FINANCIAL IMPACTS**

33 Staff recommends contracting certain operations of the sealcoat program, the city will save on the  
34 purchase and depreciation of our sealcoat specific equipment. Replacement cost for this  
35 equipment is estimated at \$500,000. Annual depreciation for this equipment would be \$25,000.  
36 Fuel and overtime savings would amount to \$5,000. The past several years we have contracted  
37 with Ramsey County to provide an extra roller and oil distributor at a cost of approximately  
38 \$10,000. These expenditures can be redirected to purchase of 1,500 ton of FA2 seal coat rock  
39 annually. This program is budgeted in the Street Maintenance budget.

40 **STAFF RECOMMENDATION**

41 Staff recommends contracting 2012 Sealcoat Program choosing Alternate Bid B and awarding the  
42 bid to the low bidder, Pearson Brothers, Inc. for \$185,584. Staff will evaluate the results of the  
43 contracted program and determine whether to dispose of the existing seal coat equipment.

44 **REQUESTED COUNCIL ACTION**

45 Motion approving a resolution awarding a bid for the 2012 Sealcoat Program in the amount of  
46 \$185,584 to Pearson Brothers, Inc..

Prepared by: Steve Zweber, Street Supervisor  
Duane Schwartz, Public Works Director  
Attachments: A: Resolution

**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 14<sup>th</sup> Day of May, 2012, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION AWARDING BIDS  
FOR 2012 SEALCOAT PROGRAM**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Wednesday, April 18th, 2012, at 10:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

| BIDDER                 | AMOUNT    |
|------------------------|-----------|
| Pearson Brothers, Inc. | \$185,584 |
| Allied Blacktop        | \$200,493 |

WHEREAS, it appears that Pearson Brothers, Inc. is the lowest responsible bidder at the tabulated price of \$185,584, and

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Pearson Brothers, Inc. for \$185,584 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

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



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

42

43 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF RAMSEY )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 14<sup>th</sup> day of May, 2012, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14<sup>th</sup> day of May, 2012.

William J. Malinen, City Manager

(SEAL)

  
**REQUEST FOR COUNCIL ACTION**

Date: May 14, 2012  
Item No.:7.g

---

Department Approval

City Manager Approval

*WJ Malinen*

---

Item Description: Approve Strategic Directives

---

**BACKGROUND**

On March 19, 2012 the City Council reviewed a strategic planning summary in an effort to outline City directives. Attachment 'A' is the result of the suggested changes and revisions made by the City Council.

**POLICY OBJECTIVE**

Approve the Strategic Directives outlining the Council work plan.

**BUDGET IMPLICATIONS**

None.

**STAFF RECOMMENDATION**

Approve strategic directives.

**REQUESTED COUNCIL ACTION**

Approve strategic directives.

Prepared by: William J. Malinen, City Manager  
Attachments: A: Strategic Directives

Strategic Directives  
May/2012

Lead Dept

Page 1

|                          |                                                                                                                                                                                 |            |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                          | <div>I. Welcoming, Inclusive, and Respectful</div>                                                                                                                              |            |
| Existing Work Plan Items | 1. Continue and possibly expand the (Police) Department's New American Forums in cooperation with Human Rights Commission and Fire Department                                   | Police     |
| Long Term                | 1. Implement a stake holders group that routinely exchanges information on cultural differences and their interactions with the police and other governmental service providers | Police     |
|                          | <div>II. Safe and Law-Abiding</div>                                                                                                                                             |            |
| Existing Work Plan Items | 1. Support findings of Fire Building Committee                                                                                                                                  | Fire       |
|                          | 2. Develop Neighborhood Traffic Management policy                                                                                                                               | PW         |
| Short Term               | 1. Re-evaluate "nuisance code" language - is a flat tire a nuisance? (Short term process, Long term adoption)                                                                   | Comm Dev   |
|                          | 2. Review current Firefighter (part-time) pay & benefits                                                                                                                        | Admin/Fire |
|                          | 3. Increase the quality of Police Department training, especially in technology-related criminal investigations                                                                 | Fire       |
|                          | 4. Update City of Roseville dispense plan increasing area resident inoculation and vaccinations, and update the Emergency Operating Plan and training                           | Police     |
| Long Term                | 1. Increase ongoing efforts with retail community by adding commercial patrol officers.                                                                                         | Police     |
|                          | 2. Continue to evaluate and improve emergency medical care, services, & training.                                                                                               | Police     |

Strategic Directives  
May/2012

Lead Dept

Page 2

Existing Work Plan  
Items

Long Term

III. Economically Prosperous, With A Stable and Broad Tax Base

- |                                                                                                                                                                                                                                                                      |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Modify and update City Code to be in compliance with Comprehensive Plan and Zoning Code                                                                                                                                                                           | Comm Dev |
| 1. Strategically look at City’s role in fostering the redevelopment of Twin Lakes; Create a Comprehensive economic development policy and mission to support existing businesses within Roseville and that also markets the community and attract(s) new businesses. | Comm Dev |
| 2. Create incentives to foster redevelopment of underutilized properties (not just in housing) and to eradicate areas of high crime concentrations                                                                                                                   | Comm Dev |
| 3. Engage industry experts to identify programs and amenities necessary for future cities to remain vibrant in the future i.e. long-term planners, retail experts, housing and transportation officials                                                              | Comm Dev |
| 4. Increase efforts toward business and economic development: Develop strategies; dedicate staff resources; engage the business & development community; enhance our "tool box"                                                                                      | Comm Dev |
| 5. Support a diversified economy: Variety of employment opportunities; Head of Household wage jobs - Put into Broad Policy                                                                                                                                           | Comm Dev |
| 6. Build effective partnerships with the private sector to actualize new urban design concepts in future redevelopment                                                                                                                                               | Comm Dev |

IV. Secure In Our Diverse and Quality Housing and Neighborhoods

Existing Work Plan  
Items

Short Term

Long Term

- |                                                                                                                                                                                                                                                                                                                                                                                                    |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Aggressively deal with problem multi-family properties increasing HRA's role in issues that may include, but are not limited to, the condition of multi-family properties located in SE Roseville, how the City can apply regulatory measures that will enforce quality (i.e. safe and well maintained) multi-family properties, and whether acquisition of problematic properties is possible. | Comm Dev |
| 1. Expand the Neighborhood Enhancement Program and proactive code enforcement efforts to commercial properties.                                                                                                                                                                                                                                                                                    | Comm Dev |
| 1. Stabilize property tax rates to encourage investment in and improve quality of Roseville housing.                                                                                                                                                                                                                                                                                               | Finance  |

Strategic Directives  
May/2012

Lead Dept

Page 3

|                          |                                                                                                                                                                                                                                         |         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                          | V. Environmentally Responsible, with Well-Maintained Natural Assets                                                                                                                                                                     |         |
| Existing Work Plan Items | 1. Model better environmental stewardship                                                                                                                                                                                               | PW      |
| Short Term               | 1. Explore and implement tiered water and sewer rate structure for Residential and Commercial                                                                                                                                           | PW      |
|                          | 2. Ordinance Updates, Shoreland and Erosion control                                                                                                                                                                                     | PW      |
|                          | 3. Develop Overhead Eelectric Undergrounding Policy                                                                                                                                                                                     | PW      |
|                          | 4. Explore ways to improve sustainability through purchases and practices, and apply sustainable methods to areas where appropriate                                                                                                     | PW      |
| Long Term                | 1. Support and maintain Forestry Program                                                                                                                                                                                                | P&R     |
|                          | VI. Physically and Mentally Active and Healthy                                                                                                                                                                                          |         |
| Existing Work Plan Items | 1. Support implementation of Parks and Recreation Master Plan & Refine the process for 2013-15 Park and Recreation Renewal Program - Support Citizen Organizing and Implementation Teams including identifying other funding mechanisms | P&R     |
| Short Term               | 1. Re-evaluate the Parks Improvement Plan in the context of the CIP (CIP Task Force)                                                                                                                                                    | Finance |
| Long Term                | 1. Develop better strategies and plans for supporting our senior community (Short term-task force) (Long term-strategies)                                                                                                               | Admin   |
|                          | 2. Develop better connections between city government, school districts, and public and private providers of services to those in need in our community                                                                                 | Admin   |

Strategic Directives  
May/2012

Page 4

|                          |                                                                                                                                                                                                                                                                      | Lead Dept         |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                          | <b>VII. Well-Connected Through Transportation and Technology Infrastructure</b>                                                                                                                                                                                      |                   |
| Existing Work Plan Items | 1. Improve Walkability of Neighborhoods b y Continuous Additions of Trails and Sidewalks                                                                                                                                                                             | PW                |
| Short Term               | 1. Continue to lobby for the Northeast Diagonal transportaion corridor                                                                                                                                                                                               | PW                |
|                          | 2. Establish sustainable funding mechanisms for the replacement of city information systems, streets, sidewalks, and parking lots (CIP Task Force)                                                                                                                   | Finance           |
|                          | 3. Develop a build-out plan for existing pathway master plan and parks & rec master plan plathway components, conect multi-family to bus stops and school crossings (on the same side of the street as the complex). (Short term/Long term for Departments and CIP.) | PW                |
| Long Term                | 1. Participate in regional transportation efforts-to ensure adequate regional resources are allocated to transit and transportation infrastructure to serve Roseville needs                                                                                          | Public Works      |
|                          | <b>VIII. Engaged in Our Community's Success As Citizens, Neighbors, Volunteers, Leaders, and Businesspeople</b>                                                                                                                                                      |                   |
| Short Term               | 1. Discuss and implement an ongoing, communtiy, community driven visioning process                                                                                                                                                                                   | Admin             |
|                          | 2. Support Human Rights Commission's efforts on civic engagement and neighborhoods                                                                                                                                                                                   | Admin             |
| Short & Long Term        | 1. Improve Communications with residents (Televised materials; Newsletter; Newspaper; Mailings)                                                                                                                                                                      | Admin             |
|                          | 2. Discuss and evaluate Council goals and directives for existing city commissions and explore the potential of newly created commissions and boards (i.e. Park Board/Park District & Finance Commission)                                                            | Admin             |
| Long Term                | 1. Support initiatives to better communicate with local businesses and 2025 vision to continue to recognize and incent the spirit of "volunteer" within Roseville                                                                                                    | Comm<br>Dev/Admin |
|                          | 2. Routinely seel community input to evaluate and continuously improve city services                                                                                                                                                                                 | Admin             |
|                          | 3. Support city-wide record management system to accurately and electronically create, store and retrieve documents                                                                                                                                                  | Admin             |
|                          | 4. Support Volunteer Management Program                                                                                                                                                                                                                              | Admin             |



Strategic Directives  
May/2012

Page 5

Short Term

IX. Organizational Mission Statement

- 1. Continue to emphasize and refine performance measurement programs
- 2. Actively pursue a local options sales tax.
- 3. Continue implementation of the CIP Program
- 4. Develop budgeting strategies to achieve a more united (even) compensation structure for union and non-union employees (For Discussion)

Long Term

- 1. Create a succession, leadership, career development, training, recruitment and retention management plans to ensure quality service
- 2. Participate in regional and intergovernmental collaborations for shared service opportunities
- 3. Develop, implement, adequately funded long-term capital and infrasturcture management program

Lead Dept

Finance  
  
Admin  
  
Finance  
  
Admin  
  
Admin  
  
All  
  
Finance



  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/2012  
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Approve a Resolution to Accept the Work Completed, Authorize Final Payment, and Commence the One-Year Warranty Period on the Rosewood Wetland and Midland Hills Road Drainage Improvements

**BACKGROUND**

On October 25, 2010, the City Council awarded the Rosewood Wetland and Midland Hills Road Drainage Improvements project to Minnesota Dirt Works, Inc. The work for this contract was finished in January, 2012, and the contractor has requested final payment. This project consisted of the expansion of a wetland located between 2235 and 2211 Rosewood Lane North and the construction of an underground storage chamber along Midland Hills Road.

**POLICY OBJECTIVE**

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

**FINANCIAL IMPACTS**

The final contract amount, \$245,425.87, is \$26,255.97 more than the awarded amount of \$219,169.90. This represents an increase in the contract of 12%. The cost increase is the result of two project change orders. The change orders were due to unforeseen circumstances in the field. Utility conflicts required some modifications to the design. Due to wetter conditions, there was a change in the approach for excavating the wetland, which required the use of additional, special equipment. The depth of the wetland was also increased in working with adjacent property owners, which resulted in additional excavated material, as well as some additional tree removal. Decisions regarding this additional work needed to be made while the work was being completed, not allowing for the processing of a change order prior to the execution of the work.

This project was funded using Storm Sewer Infrastructure Funds, as well as cost-share dollars received from the Ramsey Conservation District and the Rice Creek Watershed District.

**STAFF RECOMMENDATION**

Since all necessary items have been completed in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed as the Rosewood Wetland and Midland Hills Road Drainage Improvements and authorize final payment of \$18,636.29

**REQUESTED COUNCIL ACTION**

Approve the resolution accepting the work completed as Rosewood Wetland and Midland Hills Road Drainage Improvements, starting the one-year warranty and authorizing final payment.

Prepared by: Kristine Giga, Civil Engineer  
Attachments: A: Resolution  
B: City Engineer Certification

**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 14<sup>th</sup> day of May, 2012, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**FINAL CONTRACT ACCEPTANCE  
ROSEWOOD WETLAND AND MIDLAND HILLS ROAD DRAINAGE  
IMPROVEMENTS**

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

WHEREAS, pursuant to a written contract signed with the City on October 25, 2010, for the Rosewood Wetland and Midland Hills Road Drainage Improvements, Minnesota Dirt Works, Inc., of Burnsville, Minnesota, has satisfactorily completed the improvements associated with this contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA, that the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED: That the City Manager is hereby directed to issue a proper order for the final payment of such contract, taking the contractor's receipt in full; and

BE IT FURTHER RESOLVED: That the one year warranty period as specified in the contract shall commence on May 14, 2012.

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

WHEAREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF RAMSEY )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 14<sup>th</sup> day of May, 2012, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14<sup>th</sup> day of May, 2012.

William J. Malinen, City Manager

(SEAL)



May 14, 2012

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: Rosewood Wetland and Midland Hills Road Drainage Improvements Project  
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the Rosewood Wetland and Midland Hills Road Drainage Improvements Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

|                                                         |              |
|---------------------------------------------------------|--------------|
| Original Project amount (based on estimated quantities) | \$219,169.90 |
| Final Contract Amount                                   | \$245,425.87 |
| Previous payments                                       | \$226,789.58 |
| Balance Due                                             | \$18,636.29  |

The construction costs for this project have been funded as follows:

|                                 |               |
|---------------------------------|---------------|
| Storm Sewer Infrastructure Fund | \$ 181,314.62 |
| Ramsey Conservation District    | \$ 14,111.25  |
| Rice Creek Watershed District   | \$ 50,000.00  |

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Debra M. Bloom, P.E.  
City Engineer  
651-792-7042  
deb.bloom@ci.roseville.mn.us

  
**REQUEST FOR COUNCIL ACTION**

Date: May 14, 2012  
Item No.: 7.i

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Department Approval

City Manager Approval

*WJ Malinen*

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Item Description:      Designate Mayor and City Manager as Municipal Representatives to the  
Roseville Firefighter Relief Association

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**BACKGROUND**

Per Minnesota Statute 424A.04 Subdivision 1(a), The three municipal trustees [of a Firefighter Relief Association] must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

**POLICY OBJECTIVE**

Comply with Minnesota Statute 424A.04 Subdivision 1(a).

**BUDGET IMPLICATIONS**

None.

**STAFF RECOMMENDATION**

Designate the Mayor and City Manager as municipal representatives to the Roseville Firefighter Relief Association.

**REQUESTED COUNCIL ACTION**

Approve Resolution designating the Mayor and City Manager as municipal representatives to the Roseville Firefighter Relief Association.

Prepared by: William J. Malinen, City Manager  
Attachments: A: Resolution  
B: MN Statute 424A.04 Subdivision 1(a)

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 14th day of May, 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 \_\_\_\_\_

**RESOLUTION DESIGNATING THE MAYOR AND CITY MANAGER AS  
MUNICIPAL REPRESENTATIVES TO THE FIREFIGHTER RELIEF ASSOCIATION**

WHEREAS, Per Minnesota Statute 424A.04 Subdivision 1 (a), The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Roseville, Minnesota (the "City"), that the Council designate:

1. The Mayor as the elected municipal representative to the Roseville Firefighter Relief Association, and;
2. The City Manager as the municipal representative to the Roseville Firefighter Relief Association.

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

the following voted against the same: \_\_\_\_\_, and the following abstained: \_\_\_\_\_.

WHEREUPON said resolution was declared duly passed and adopted.



**424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.**

Subdivision 1. **Membership.** (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

(b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association, two trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated, and one trustee must be the fire chief serving with the independent nonprofit firefighting corporation. The bylaws of a relief association may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The two municipal trustees must be elected or appointed municipal officials, selected as follows:

(1) if only one municipality contracts with the independent nonprofit firefighting corporation, the municipal trustees must be two officials of the contracting municipality who are designated annually by the governing body of the municipality; or

(2) if two or more municipalities contract with the independent nonprofit corporation, the municipal trustees must be one official from each of the two largest municipalities in population who are designated annually by the governing bodies of the applicable municipalities.

(c) The municipal trustees for a relief association that is directly associated with a fire department operated as or by a joint powers entity must be the fire chief of the fire department and two trustees designated annually by the joint powers board. The municipal trustees for a relief association that is directly associated with a fire department service area township must be the fire chief of the fire department and two trustees designated by the township board.

(d) If a relief association lacks the municipal board members provided for in paragraph (a), (b), or (c) because the fire department is not located in or associated with an organized municipality, joint powers entity, or township, the municipal board members must be the fire chief of the fire department and two board members appointed from the fire department service area by the board of commissioners of the applicable county.

(e) The term of the appointed municipal board members is one year or until the person's successor is qualified, whichever is later.

(f) A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.



  
**REQUEST FOR COUNCIL ACTION**

Date: 05/14/2012  
Item No.: 9.a

Department Approval



City Manager Approval



Item Description: **Adopt Amendments to Rental Registration Ordinance**

**1.0 BACKGROUND**

Staff is requesting that the City Council consider adding Group Homes licensed by the State of Minnesota to Section 907.02.1 - Definitions of the Residential Rental Property Registration Ordinance and providing a modification to Section 907.06.1 - Registration Exemptions of that same Ordinance.

On March 17, 2008, the City Council approved an Ordinance requiring the registration of rental properties of 1 to 4 units. In the Ordinance, Section 907.02.1 - Definitions describes properties that must register as well as those that are exempt. As currently written, the definition does not exempt Group Homes licensed by the State of Minnesota.

When this omission came to the attention of the Community Development Director, an administrative decision was made to exempt Group Homes licensed by the State of Minnesota from the Rental Registration Ordinance.

Following is Section 907.02.1 - Definitions with language that would include state licensed group homes as exempt: The term “residential rental property” means any building, structure, room, enclosure, or mobile home with 1 to 4 units including the real property upon which it is located and which surrounds it, which is rented or offered for rent as living quarters. Residential rental property does not mean on-campus college housing, hospital units, nursing home units, state licensed group homes, multiple rental property over 4 units or hotels or motels with daily rental units, all of which shall be specifically exempt from registration under this Chapter.

With regard to the Section 907.06.1 - Registration Exemptions, staff requests the following change to provide clarity for exemptions:

907.06. Registration Exemptions. 1. The owner of a rental dwelling unit is exempted from the registration requirement of this Chapter if all renters residing in the rental property are related to the owner as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-grandparent, or step-grandchild and the owner files an affidavit with the City stating that each of the renters are one of these relations. ~~The owner must notify the City in writing within 30 days if the exemption described in~~

~~this Chapter is lost because the renters are not related to the owner as one of the above referenced relations.~~

2. In all cases, an owner must notify the City in writing within 30 days if an exemption, as described in this Chapter, is no longer applicable.

## 2.0 STAFF RECOMMENDATION

Staff recommend adding state licensed Group Homes to the definition of exempt properties (Section 907.02.1) and adding clarifying language about exemptions (Section 907.06.1) by adopting the amendments to the Ordinance below.

## 3.0 REQUESTED COUNCIL ACTION

**BY MOTION, ADOPT THE FOLLOWING ORDINANCE AMENDING TITLE 9 OF THE CITY CODE, SPECIFICALLY SECTIONS 907.02 AND 907.06**

**THE CITY OF ROSEVILLE ORDAINS:**

**SECTION 1.** The Roseville City Code, Title 9, Section 907.02 (Definitions) is hereby amended as follows:

907.02: Definitions:

1. The term “residential rental property” means any building, structure, room, enclosure, or mobile home with 1 to 4 units including the real property upon which it is located and which surrounds it, which is rented or offered for rent as living quarters. Residential rental property does not mean on-campus college housing, hospital units, nursing home units, state licensed group homes, multiple rental property over 4 units or hotels or motels with daily rental units, all of which shall be specifically exempt from registration under this Chapter.

**SECTION 2.** The Roseville City Code, Title 9, Section 907.06 (Residential Exemptions) is hereby amended as follows:

907.06. Registration Exemptions:

1. The owner of a rental dwelling unit is exempted from the registration requirement of this Chapter if all renters residing in the rental property are related to the owner as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-grandparent, or step-grandchild and the owner files an affidavit with the City stating that each of the renters are one of these relations. ~~The owner must notify the City in writing within 30 days if the exemption described in this Chapter is lost because the renters are not related to the owner as one of the above-referenced relations.~~

2. In all cases, an owner must notify the City in writing within 30 days if an exemption, as described in this Chapter, is no longer applicable.

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

Passed this 14<sup>th</sup> day of May, 2012

Prepared by: Jane Reilly, Senior Administrative Assistant, Community Development Department

Attachments: A: Rental Registration Ordinance

**ORDINANCE # 1361**  
**AN ORDINANCE AMENDING TITLE 9 BY ADDING CHAPTER 907 TO THE**  
**CITY OF ROSEVILLE CITY CODE REGARDING REGISTRATION OF**  
**RESIDENTIAL RENTAL PROPERTY OF 1 TO 4 UNITS**

**THE CITY COUNCIL OF THE CITY OF ROSEVILLE ORDAINS:**

**Section 1.** Chapter 907, hereby titled RESIDENTIAL RENTAL PROPERTY REGISTRATION is hereby created as follows:

**907.01. Purpose.** The City recognizes a need for an organized registration program of residential rental property with 1 to 4 units within the City in order to identify and quantify small rental units in the City and provide information and a method to enforce minimum standards to meet City and State safety, health, fire and zoning codes within the City and to provide a more efficient system to ensure that the stock of rental property within the City is properly maintained. The City recognizes that the most efficient system to provide information on the rental status of certain residential properties is through the creation of a program requiring the registration of all residential rental property with 1 to 4 units within the City.

**907.02. Definitions.**

1. The term “residential rental property” means any building, structure, room, enclosure, or mobile home with 1 to 4 units including the real property upon which it is located and which surrounds it, which is rented or offered for rent as living quarters. Residential rental property does not mean on-campus college housing, hospital units, nursing home units, multiple rental property over 4 units or hotels or motels with daily rental units, all of which shall be specifically exempt from registration under this Chapter.
2. The term “unit” means all or a portion of a residential rental property that is arranged, designed, used, or intended to be used as separate living quarters and which is leased to an individual or group.
3. The term “person” includes natural persons as well as business entities, whether one or more.
4. The term “City” means the City of Roseville, or the person or entity designated by the City to administer and enforce this Chapter.

**907.03. Registration Requirements.** Except as provided in Sections 907.05(1) and 907.06, it is unlawful for any person to hereafter occupy, allow to be occupied, advertise for occupancy, solicit occupants of, or let to another person for occupancy any residential rental property of 1 to 4 units within the City for which an application for registration has not been properly made and filed with the City or after the time that a registration is suspended or

revoked. Initial registration shall be made upon forms furnished for such purpose and shall specifically require the following minimum information:

1. Name, address and phone number of the property owner and, if owner is not a natural person, the name, address and phone number of a designated agent for the owner.
2. The name, phone number, and address of any person authorized to make or order made repairs or services for the property, if in violation of City or State Codes, if the person is different than the owner.
3. The street address of the rental property.
4. The number and types of units within the rental property (single family, duplex, triplex or fourplex).
5. If the rental unit is occupied by the property owner and rooms are rented to boarders, the number of boarders and bedrooms.
6. Number of bedrooms and bathrooms in the rental dwelling unit.

**907.04. Fees.** There shall be a registration fee. All fees shall be established annually by the City Council. All fees and fines shall be charged to and payable by the property owner.

**907.05. Manner of Registration.**

1. An owner of an existing rental property as defined by this Chapter must apply for registration pursuant to this Chapter no later than 60 days following the effective date of this Chapter.
2. An owner of a non-rental property that after the effective date of this Chapter wishes to convert the property into a rental property, shall apply for and register the property prior to its conversion.
3. If there is a change in the type of occupancy from the type stated on the registration statement, a new registration statement shall be filed within 30 days of the change.
4. When property is sold, the new owner shall register within 30 days of the sale.

**907.06. Registration Exemptions.**

1. The owner of a rental dwelling unit is exempted from the registration requirement of this Chapter if all renters residing in the rental property are related to the owner as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-grandparent, or step-grandchild and the owner files an affidavit with the City stating that each of the renters are one of these relations. The owner must notify the

City in writing within 30 days if the exemption described in this Chapter is lost because the renters are not related to the owner as one of the above-referenced relations.

**907.07. Registration Suspensions and Revocation.** Property registration may be revoked or suspended at any time during the life of said registration for grounds including, but not limited to, the following:

1. False or misleading information given or provided in connection with a registration application.
2. Failure to maintain the rental property in a manner that meets pertinent provisions of City Code including, but not limited to, Code Chapters 407 and 906.
3. Violations committed or permitted by the owner or the owner's agent, or committed or permitted by the tenant or the tenant's guests or agents, of any rules, codes, statutes and ordinances relating to, pertaining to, or governing the premises including, but not limited to, the following:
  - A. Minn. Stat. 609.75 through 609.76, which prohibit gambling;
  - B. Minn. Stat. 609.321 through 609.324, which prohibit prostitution and acts relating thereto;
  - C. Minn. Stat. 152.01 through 152.025 and 152.027, subds. 1 and 2, which prohibit the unlawful sale or possession of controlled substances;
  - D. Minn. Stat. 340A.401, which regulates the unlawful sale of alcoholic beverages;
  - E. Minn. Stat. 609.33, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
  - F. Minn. Stat. 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716 and Chapter 103 of the City Code, which prohibit the unlawful possession, transportation, sale or use of weapon;
  - G. Minn. Stat. 609.72, which prohibits disorderly conduct;
  - H. Roseville City Code Section 407, prohibiting public nuisances, Section 405, noise control, Section 906, property maintenance, Sections 1004 and 1005, land use and Section 1018, parking; and
  - I. Minn. Stat. 609.221, 609.222, 609.223, 609.2231 and 609.224, regarding assaults in the first, second, third, fourth and fifth degree.

A suspended or revoked rental registration may be reinstated when the circumstances leading to the suspension or revocation have been remedied.

**907.08. Violation.** Except as provided in Sections 907.05(1) and 907.06, any person that maintains a rental dwelling unit without having the property registered, or after the registration for the property has been revoked or suspended, or who permits new occupancy in violation of Section 907 is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. In addition to, or in lieu of, charging a misdemeanor, the City may impose administrative fees in an amount set in the City Fee Schedule. Upon the failure to pay an administrative fee, the City may post the dwelling unit as illegal for habitation. Thereafter, the dwelling unit may not be occupied by anyone other than the primary homestead owner and that person's immediate family until (a) the administrative fee has been paid; (b) a rental registration is obtained or the City is satisfied that the dwelling unit will not be used as a rental dwelling unit, and (c) completion of any abatement, written compliance order, legal action from a citation or action per City Code Sections 407.06, 407.07 and 407.08. Each day of each violation constitutes a separate offense.

**907.09. Maintenance of Records.** All records, files and documents pertaining to the Rental Registration Program shall be maintained in the office of the City and made available to the public as allowed or required by applicable laws, rules, codes, statutes or ordinances.

**907.10. Authority.** Nothing in this Chapter shall prevent the City from taking action under any applicable rule, standard, statute or ordinance for violations thereof and to seek either injunctive relief or criminal prosecution for such violations as therein provided. Nothing contained in this Chapter shall prevent the City from seeking injunctive relief against a property owner or designated agent who fails to comply with the terms and conditions of this Chapter on registration including an order prohibiting the occupancy of such rental units until violations of this Chapter have been remedied by the property owner or designated agent.

**907.11. Applicable Laws.** Residential Rental Property shall be subject to all applicable rules, standards, statutes and ordinances governing use, maintenance and occupancy of the dwelling or dwelling unit; and this Chapter shall not be construed or interpreted to supersede any other such applicable rules, standards, statutes or ordinances.

**907.12. Notice to Tenant.** The owner, or its agent, must provide each tenant with a Resident Maintenance Handbook provided by the City and Tenant Rights and Responsibilities Handbook provided by the Attorney General's office.

**907.13. Rules, Policies and Procedures.** The City Council may adopt from time to time, by resolution, rules, policies and procedures for the implementation of this Chapter. Violation of any such rule, policy or procedure by a property owner shall be considered a violation of this Ordinance.

**907.14. No Warranty by the City.** By enacting and undertaking to enforce this Ordinance, neither the City, its designees, the City Council, or its officers, agents or employees warrant or guarantee the safety, fitness or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety and welfare. A warning in substantially the foregoing language shall be printed on the face of the rental registration.

**907.15. Severability.** If any provision of this Chapter or amendment thereto, or the application thereof to any person, entity or circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this Chapter shall remain in full force and effect and the application thereof to other persons, entities or circumstances shall not be affected thereby.

**Section 2. Effective Date.** This Ordinance amendment to the City Code shall take effect on March 17, 2008, after passage and publication.

Passed this 17th day of March, 2008.

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: **05/14/12**

Item No.: **10 . a**

Department Approval



City Manager Approval



Item Description: Planning Commission Meeting with the City Council

**BACKGROUND**

Each year, the Planning 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.

**Activities and accomplishments:**

- Sign Regulation Ordinance Amendment
- Twin Lakes Overlay District
- Twin Lakes Regulating Plan
- Numerous Land Use Applications/Public Hearings

**Work Plan items for the upcoming year:**

- Land Use Application Public Hearings and Recommendations
- Subdivision Ordinance
- Shoreland, Wetland and Storm Water Management Ordinance
- Twin Lakes Alternative Urban Areawide Review (AUAR) Update
- Zoning Code Text Amendments (as needed)

**Question or Concerns for the City Council:**

- Twin Lakes – Over the past 7 years the City completed much analysis and study pertaining to the Twin Lakes Redevelopment Area. Specifically, the City has the Alternative Urban Areawide Review (comprehensive environmental document), the 2030 Comprehensive Plan, the new Zoning Ordinance and last year adopted the Regulating Plan specific to Sub-Area 1. However, we, as a Staff and Commission, continue to be challenged when forwarding development proposals within this area. With that in mind has the Council thought about rethinking the approach to development in Twin Lakes?
- Over the past three years the City has experienced some retail consolidation and repositioning in the market place. However, with this component of the economy picking up and desiring to locate in Roseville, some uses such as Trader Joe's and World Market, have faced our hard cap on off-sale liquor licenses, which limitation is a deal breaker for them. If the Council truly desires economic development and new uses to grace the landscape, is the Council willing to consider raising the cap on liquor licenses or removing it completely and letting the market determine the threshold?

**Prepared by:** Thomas Paschke, City Planner and Staff Liaison to the Planning Commission



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

DATE: 5/14/2012

ITEM NO: 11.a

Department Approval

*P. Trudgen*

City Manager Approval

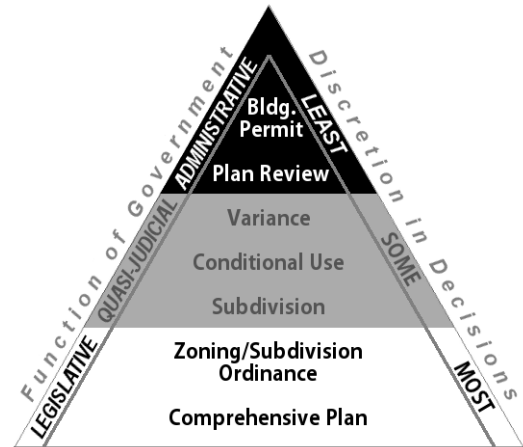
*W. Mahinen*

Item Description: Consider the MINOR SUBDIVISION creating 1 additional residential parcel at 1937 Gluek Lane (PF12-004)

**Application Review Details**

- RCA prepared: May 4, 2012
- Public hearing & City Council action: May 14, 2012
- Sixty-day action deadline: June 4, 2012

Action taken on a minor subdivision request 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.



**1.0 REQUESTED ACTION**

The applicant requests approval of the proposed MINOR SUBDIVISION creating one additional residential parcel out of a single existing parcel.

**2.0 SUMMARY OF RECOMMENDATION**

The Planning Division recommends approval of the proposed MINOR SUBDIVISION; see Section 7 of this report for the detailed recommendation.

**3.0 SUGGESTED ACTION**

By motion, approve the proposed MINOR SUBDIVISION creating a total of two conforming parcels, pursuant to §1104.04 (Minor Subdivisions) of the City Code; see Section 8 of this report for the detailed action.

11 **4.0 BACKGROUND**

12 4.1 The property located in Planning District 13, has a Comprehensive Plan designation of  
13 Low-Density Residential (LR) and a zoning classification of Low-Density Residential  
14 District 1 (LDR-1).

15 4.2 A MINOR SUBDIVISION application has been submitted in lieu of the preliminary plat/final  
16 plat process because §1104.04E (Minor Subdivision) of the City Code establishes the  
17 three-parcel minor subdivision process to simplify those subdivisions “which create a  
18 total of three or fewer parcels, situated in accordance with City codes, and no further  
19 utility or street extensions are necessary, and the new parcels meet or exceed the size  
20 requirements of the zoning code.” The current application meets all of these criteria.

21 **5.0 REVIEW OF PROPOSED MINOR SUBDIVISION**

22 5.1 City Code §1103.06F (Lot Standards) requires that the lines forming the sides of new  
23 parcels to be perpendicular or radial to the front street right-of-way. The North Gluek  
24 Lane right-of-way is neither straight nor regularly curved, however, and most other side  
25 lot lines in the area are several degrees off of perpendicular or radial to the front street  
26 right-of-way. The proposed southern boundary of the new Parcel B (shown in the survey  
27 included with this staff report as Attachment C) is parallel with the southernmost parcel  
28 boundary. While the alignment of the new parcel boundary would be within the same  
29 angular range of nearby lot lines, it would not be exactly radial with the front street right-  
30 of-way; if that particular code requirement is intended to facilitate regular, predictably-  
31 shaped parcels, Planning Division staff believes that the proposal conforms to this intent  
32 by creating a mostly-rectangular Parcel A without creating an over complex Parcel B.

33 5.2 City Code §1004.08 (LDR-1 District Standards) requires corner single-family parcels to  
34 be at least 100 feet wide and 100 feet deep, and to comprise at least 12,500 square feet in  
35 total area. The proposed corner parcel (i.e., Parcel A) would measure 159 feet in width  
36 and an average of about 129 feet in depth, and it would have 20,470 square feet of area.  
37 The existing improvements would remain on this parcel, and the house would stand about  
38 50 feet from the proposed shared parcel boundary. To avoid creating a nonconforming  
39 shed setback as a result of approving the MINOR SUBDIVISION, Planning Division staff  
40 recommends removing or relocating the shed to stay at least 5 feet south of the new  
41 parcel boundary, or shifting the proposed new parcel boundary another few feet farther  
42 north.

43 5.3 City Code §1004.08 (LDR-1 District Standards) requires interior (i.e., non-corner) single-  
44 family parcels to be at least 85 feet wide and 110 feet deep, and to comprise at least  
45 11,000 square feet in total area. The proposed northern parcel (i.e., Parcel B) would  
46 measure about 100 feet in width at its narrowest and an average about 142 feet in depth,  
47 and it would have about 16,442 square feet of area.

48 5.4 In reviewing the application, Roseville’s Development Review Committee (DRC) has  
49 confirmed that adequate sewer and water utilities are present in the North Gluek Lane  
50 right-of-way to serve the proposed parcel. The DRC also noted that a broader 50-foot  
51 easement buffering the pond will be needed in addition to the standard 5-foot and 10-foot

52 wide drainage easements required along the sides and rear of the new parcels,  
53 respectively.

54 5.5 Because the proposed parcel is less than 1 acre in area, it is not subject to the park  
55 dedication requirement established in §1103.07 (Park Dedication) of the City Code.

56 5.6 According to the procedure established in §1104.04E, if a MINOR SUBDIVISION application  
57 is approved, the survey of the approved parcels, the new legal descriptions, and any  
58 necessary Quit Claim or Warranty deeds must be submitted within 30 days for  
59 administrative review to verify consistency with the City Council's approval; then the  
60 approved survey must be recorded by the applicant with the Ramsey County Recorder.

61 5.7 A tree preservation plan will also be required as part of the application for a building  
62 permit for a home on the new Parcel A, pursuant to §1011.04 (Tree Preservation and  
63 Restoration) of the City Code. The trees on proposed Parcel B are already shown on the  
64 survey and, incidentally, the willow tree identified near the proposed new parcel  
65 boundary appears to be the only tree that might be subject to the tree preservation  
66 requirements.

#### 67 **6.0 PUBLIC COMMENT**

68 At the time this report was drafted, Planning Division staff had not received any  
69 comments or questions about the proposal from the neighboring property owners.

#### 70 **7.0 RECOMMENDATION**

71 7.1 Hold the duly-noticed public hearing for this application to solicit and address any  
72 comments and concerns that neighbors or others might have.

73 7.2 Based on the feedback from the public hearing and the comments and findings outlined  
74 in Sections 4-6 of this report, Planning Division staff recommends approval of the  
75 proposed MINOR SUBDIVISION creating a total of two conforming parcels, consistent with  
76 the attached site plan, with the condition that the existing shed on Parcel A shall be  
77 removed or relocated, or the proposed share parcel boundary shall be moved farther  
78 north, to maintain a minimum distance of 5 feet between the shed and the new parcel  
79 boundary.

#### 80 **8.0 SUGGESTED ACTION**

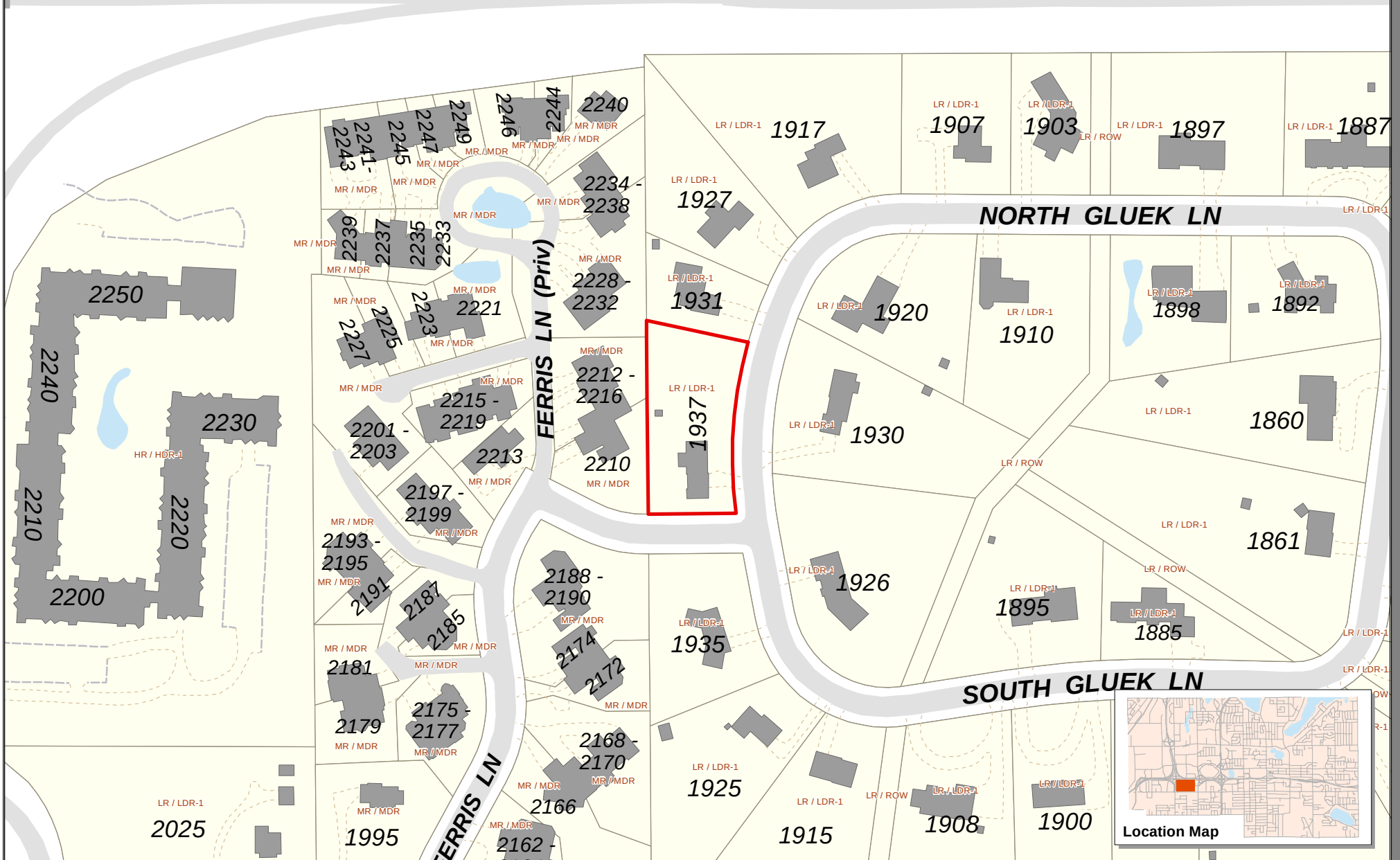
81 8.1 Hold the duly-noticed public hearing for the proposed MINOR SUBDIVISION.

82 8.2 **By motion, approve the proposed MINOR SUBDIVISION at 1937 Gluek Lane** based on  
83 the input received during the public hearing and the comments and findings of Sections  
84 4-6 and the recommendation of Section 7 of this report.

**Prepared by:** Associate Planner Bryan Lloyd  
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments: A: Area map C: Site survey  
B: Aerial photo

# Attachment A for Planning File 12-004



Prepared by:  
Community Development Department  
Printed: April 18, 2012



## Site Location

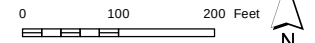
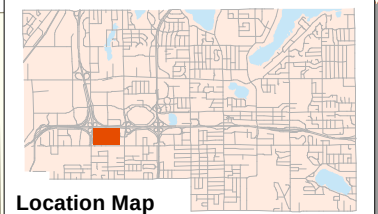
Comp Plan / Zoning  
Designations

## Data Sources

\* Ramsey County GIS Base Map (4/3/2012)  
For further information regarding the contents of this map contact:  
City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

## Disclaimer

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



mapdoc: planning\_commission\_location.mxd



Attachment B for Planning File 12-004



Prepared by:  
Community Development Department  
Printed: April 20, 2012



Site Location

**Data Sources**  
\* Ramsey County GIS Base Map (4/3/2012)  
\* Aerial Data: Pictometry (4/2011)  
For further information regarding the contents of this map contact:  
City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

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MINOR SUBDIVISION

FOR: AUDREY DONNDELINGER  
ADDRESS: 1937 GLUEK LANE, ROSEVILLE

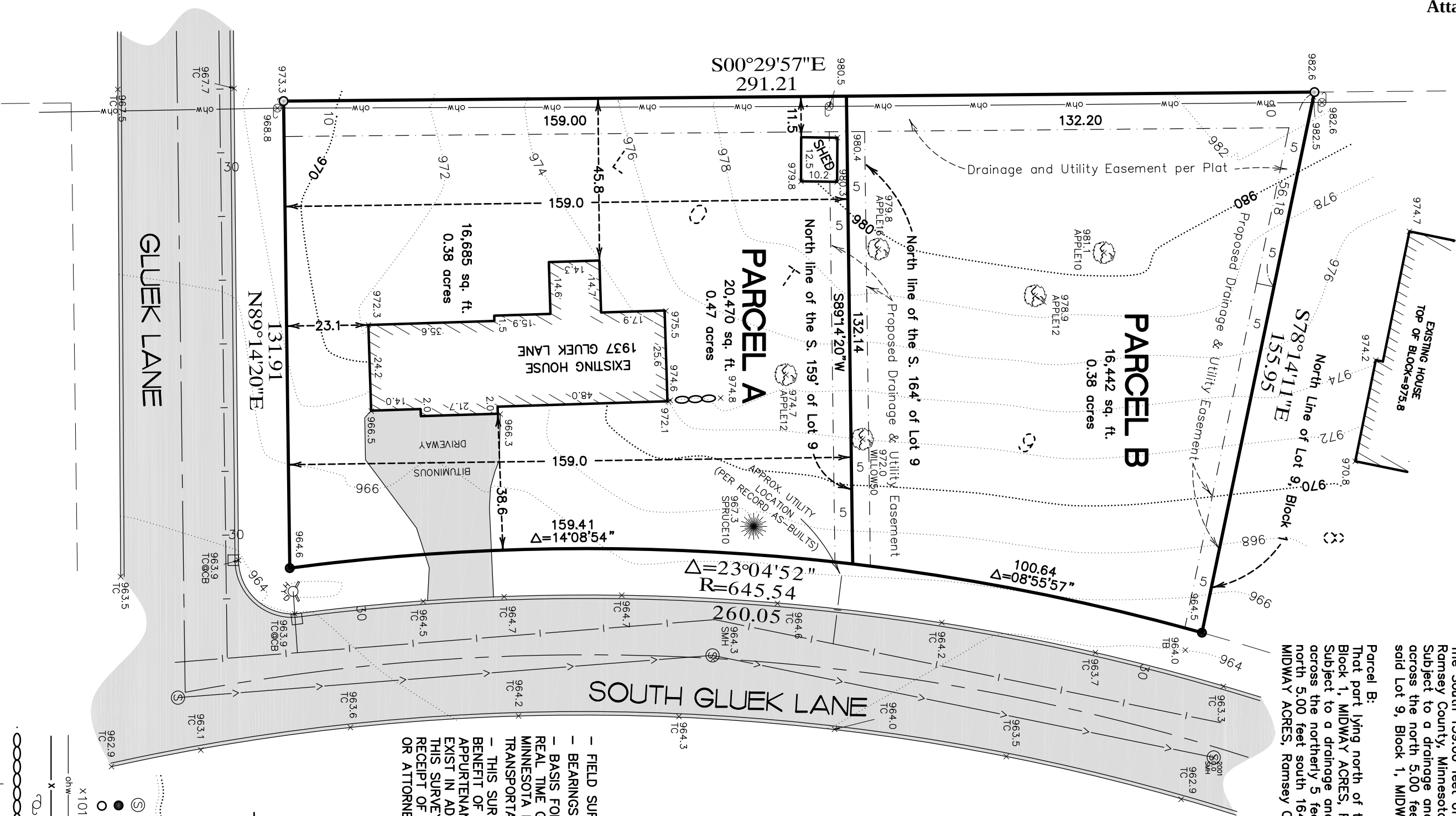
LEGAL DESCRIPTION

Lot 9, Block 1, MIDWAY ACRES, Ramsey County, Minnesota.

PROPOSED LEGAL DESCRIPTIONS

Parcel A:  
The South 159.00 feet of Lot 9, Block 1, MIDWAY ACRES, Ramsey County, Minnesota.  
Subject to a drainage and utility easement over, under and across the north 5.00 feet of the south 159.00 feet of said Lot 9, Block 1, MIDWAY ACRES.

Parcel B:  
That part lying north of the south 159.00 feet of Lot 9, Block 1, MIDWAY ACRES, Ramsey County, Minnesota.  
Subject to a drainage and utility easement over, under and across the northerly 5 feet of said Lot 9, Block 1 and the north 5.00 feet south 164.00 feet of said Lot 9, Block 1, MIDWAY ACRES, Ramsey County, Minnesota.



NOTES

- FIELD SURVEY CONDUCTED ON MARCH 27TH, 2012.
- BEARINGS SHOWN ARE ASSUMED.
- BASIS FOR ELEVATION: NAVD 88 (VIA REAL TIME GPS MEASUREMENTS UTILIZING MINNESOTA DEPARTMENT OF TRANSPORTATION WRS NETWORK)
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF TITLE WORK, EASEMENTS, APPURTENANCES, AND ENCUMBRANCES MAY EXIST IN ADDITION TO THOSE SHOWN HEREON. THIS SURVEY IS SUBJECT TO REVISION UPON RECEIPT OF A TITLE INSURANCE COMMITMENT OR ATTORNEYS TITLE OPINION.

ZONING

- LOW DENSITY RESIDENTIAL

- DENOTES EXISTING CONTOURS
- DENOTES SANITARY SEWER MANHOLE
- DENOTES IRON MONUMENT FOUND
- DENOTES EXISTING ELEVATION.
- DENOTES OVERHEAD WIRE
- DENOTES EXISTING FENCE
- DENOTES UTILITY POLE
- DENOTES RETAINING WALL
- DENOTES WATERMAIN
- DENOTES SANITARY SEWER
- DENOTES BITUMINOUS

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Revised: 4-20-12

JOSHUA P. SCHNEIDER

Date: 4-4-12 Reg. No. 44655

JOB#12122MS

ACRE LAND SURVEYING  
Blaine, MN 55449  
763-238-6278 jsacrelandsurvey@gmail.com

  
**REQUEST FOR COUNCIL ACTION**

Date: 5/14/2012  
Item No.: 11.b

Department Approval



City Manager Approval



Item Description: Consider Extending working hours for the 2012 Pavement Management Project

**BACKGROUND**

Valley Paving is the City's Contractor for the 2012 Pavement Management Project. This project is currently underway and includes the mill and overlay of West Snelling Service Drive between Roselawn Avenue and County Road B. We have received a variance request from the contractor to allow night work to complete this work. W. Snelling Service Drive is a heavily traveled road. It will be difficult to perform the street maintenance work and maintain access to the businesses located between Skillman Avenue and County Road B. The variance is intended to reduce inconvenience for property owners and the travelling public.

The requested variance is to City Code Section 405.03 HOURLY RESTRICTIONS OF CERTAIN OPERATIONS which permits construction activities to occur between the hours of seven o'clock (7:00) a.m. and ten o'clock (10:00) p.m. on any weekday, or between the hours of nine o'clock (9:00) a.m. and nine o'clock (9:00) p.m. on any weekend or legal holidays. The Contractor is seeking a variance to complete the work during the month of May or June over a period up to three nights.

A variance to this section of code requires a Public Hearing before the City Council, per code section 405.04. We have mailed out Public Hearing notices to all properties within 350 feet of the corridor. Any comments that we receive will be shared with the City Council as a part of the Public Hearing.

**POLICY OBJECTIVE**

The Contractor is working to limit the traffic disruption necessary to complete this project. They are asking for the variance so that they can reduce the inconvenience for the public.

**FINANCIAL IMPACTS**

There is no direct financial impact to the City of Roseville. However, completing these segments during normal working hours will impact area businesses, the travelling public, and the finished product.

**STAFF RECOMMENDATION**

Approve the variance as requested.

**REQUESTED COUNCIL ACTION**

Approve the variance to extend the working hours for the 2012 Pavement Management Project

Prepared by: Debra Bloom, City Engineer

Attachment: A: Location map





## Snelling Avenue Mailing Area



Prepared by:  
Engineering Department  
May 09, 2012

Data Sources and Contacts:

- \* Ramsey County GIS Base Map (4/3/12)
- \* City of Roseville Engineering Department

For further information regarding the content of this report, please contact the City of Roseville, Engineering Department, 2650 State Center Drive, Roseville, MN 55113.

For further information regarding the contents of this map contact:  
City of Roseville, Engineering Department,  
2650 China Garden Drive, Roseville, MN

[illegible]

### Properties within 350'

## Project Area



0 100 200 300 400 Feet

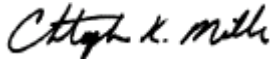
mapdoc: SnellingAvenueMailingArea.mxd  
map: SnellingAvenueMailingArea.pdf



  
**REQUEST FOR COUNCIL ACTION**

Date: 05/14/12  
Item No.: 11.c

Department Approval



City Manager Approval



---

Item Description: Consider Byerly's application to change from 3.2 On Sale and Wine licenses, to an On Sale & Sunday Liquor License

---

**Background**

Byerly's Roseville has applied for an On-Sale and Sunday Intoxicating Liquor License at 1600 W County Rd C. Byerly's Roseville has applied to change from their current 3.2 On Sale and Wine licenses, to the full On-Sale and Sunday Intoxicating Liquor License.

A representative from Byerly's Inc. will attend the hearing to answer any questions the Council may have.

**Financial Implications**

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

**Council Action**

Motion approving/denying Byerly's Inc. application request for On-Sale & Sunday Intoxicating Liquor License located at 1600 W County Rd C.

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

**City of Roseville, Minnesota****Application for On Sale and Sunday Intoxicating Liquor License**

1. Name of Applicant (Name of individual, partnership, corporation or association):

Byerly's, Inc.

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

Full Legal Name Byerly's, Inc.

DBA Name Byerly's Roseville

Business Address 1601 W Cty Rd C, Roseville, MN 55113

Business Telephone ( )

3. Type of Applicant:

Individual Partnership ☒ Corporation

4. Type of license applicant seeks: ☒ On Sale ☒ Sunday

5. State the legal description of the premises to be licensed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How is the property classified under the Roseville Zoning Ordinance?

CB or Community Business

7. Where the building is owned by other than applicant give legal name, business address and phone number of owner(s):

1. Legal Name KPERS Realty Holding#41  
c/o Colliers International  
Business Address 4350 Baker Road, Suite 400; Minnetonka, MN 55343  
Business Telephone \_\_\_\_\_

2. Legal Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Telephone \_\_\_\_\_

8. State the amount of investment the applicant has in the business premise, fixtures, furniture, stocks in trade, etc. and attach supporting proof of the source of such money.

\_\_\_\_\_  
\_\_\_\_\_

9. Provide full name, address, telephone number and the nature of interest of all persons, other than applicant, who have any financial interest in the business, buildings, fixtures, furniture, or stock in trade. (This shall include, but not limited to, any lessees, mortgages, lenders, lien holders or any persons who have loaned, pledged or extended security for any indebtedness of the applicant).

Lund Food Holdings, Inc. owns %100 of Byerly's, Inc.  
\_\_\_\_\_

10. Attach lease agreement. (if applicable)

11. Submit a plat plan of the area showing dimensions, location of building, street access, parking facilities and the locations of and distances to the nearest state institutions including, but not limited to, educational buildings, fair grounds, and correctional buildings. The plan must also show number of persons intended to be served in the dining rooms, and indicate and identify all other rooms and areas where intoxicating liquor is to be sold and consumed.

NA - Already on file with our current on-sale beer and wine application.

12. List all additional permits that have been applied for either on the Federal or State level for this premise:

City: on-sale beer and wine; retail food licenses;  
\_\_\_\_\_

**If applicant is an individual skip to Personal Information Page**

**If applicant is a partnership:**

1. Attach a true copy of the partnership agreement and a copy of the certificate of trade name under provisions of Chapter 333, Minnesota Statutes, certified by the Clerk of District Court.

2. List Legal name and percent of interest for each partner

Full Legal name \_\_\_\_\_ Interest \_\_\_\_\_ %

Full Legal name \_\_\_\_\_ Interest \_\_\_\_\_ %

Full Legal name \_\_\_\_\_ Interest \_\_\_\_\_ %

Full Legal name \_\_\_\_\_ Interest \_\_\_\_\_ %

3. Skip to Personal Information Page.

**If applicant is a corporation or association:**

1. State the Legal name of the corporation or association, corporate office address and telephone number, branch address and telephone number.

Name Byerly's, Inc.

State of Incorporation or Association Minnesota

Corporate Address 4100 W 50th St, Suite 2100, Edina, MN 55424

Corporate Phone Number \_\_\_\_\_

Branch Address NA

Branch phone number NA

2. Attach a true copy of the Articles of Incorporation or Association Agreement.

3. List the legal names, position and percent of interest of all officers of said corporation or association.

Full Legal Name Lund Food Holdings, Inc.

Position \_\_\_\_\_ Interest 100 %

Full Legal Name \_\_\_\_\_

Position \_\_\_\_\_ Interest \_\_\_\_\_ %

Full Legal Name \_\_\_\_\_

Position \_\_\_\_\_ Interest \_\_\_\_\_ %

Full Legal Name \_\_\_\_\_

Position \_\_\_\_\_ Interest \_\_\_\_\_ %

4. Fill out Personal Information Page

Date: May 14, 2012

Item: 12.a

Approve Minor Subdivision at  
1937 Gluek Lane

Please See Item: 11.a

Date: May 14, 2012

Item: 12.b

Consider Extending Working  
Hours for the 2012 Pavement  
Management Project

Please See Item: 11.b

Date: May 14, 2012

Item: 12.c

Approve Byerly's On-Site  
Liquor License

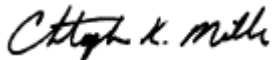
Please See Item: 11.c



  
**REQUEST FOR COUNCIL ACTION**

Date: 05/14/12  
Item No.: 12.d

Department Approval



City Manager Approval



Item Description: Adopt a Comprehensive Performance Management Program

**BACKGROUND**

At the 3/12/12 and 4/9/12 City Council meetings, the Council discussed the merits of adopting a comprehensive Performance Management Program. A Performance Management Program would incorporate the various initiatives the City has undertaken in the past several years that were designed to improve the effectiveness and sustainability of day-to-day operations while ensuring that the City's long-term goals are met.

These initiatives include; a 20-year visioning process, strategic planning, citizen survey, performance measurement, goal-setting, and a number of long-term financial and non-financial planning exercises. The initiatives are consistent with governmental best practices.

At the conclusion of these discussions, the Council iterated its support for formally adopting a Performance Management Program. A copy of the proposed Program is included in *Attachment B*.

**POLICY OBJECTIVE**

Establishing a Performance Management Program demonstrates a commitment to effective decision-making and ensuring that the allocation of resources is aligned with desired outcomes.

**FINANCIAL IMPACTS**

Not applicable.

**STAFF RECOMMENDATION**

Staff recommends that the Council adopt the attached Performance Management Program.

**REQUESTED COUNCIL ACTION**

Motion to approve the attached resolution adopting the Performance Management Program.

Prepared by: Chris Miller, Finance Director  
Attachments: A: Resolution to Adopt a Performance Management Program  
B: Proposed Performance Management Program

**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 14h day of May 2012 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION \_\_\_\_\_**

**RESOLUTION ADOPTING THE  
2012-2013 PERFORMANCE MANAGEMENT PROGRAM**

WHEREAS, the City Council of the City of Roseville, Minnesota desires to make consistent improvement in the delivery of programs and services; and

WHEREAS, the City Council recognizes the importance of having a comprehensive approach to improving results through systematic processes and continuous evaluation; and

WHEREAS, the City Council will commit to effective decision-making by aligning resources with established priorities and desired outcomes; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that the attached Performance Management Program be adopted and remain in effect until such time that a subsequent policy action is taken.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)  
 ) SS  
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 14th day of May, 2012, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14th day of May, 2012.

---

William J. Malinen  
City Manager

Seal



2012 - 2013  
Performance Management  
Program

Adopted May 14, 2012

# Table of Contents

|                                         | <b>Page</b> |
|-----------------------------------------|-------------|
| General Overview .....                  | 2           |
| Program Calendar and Relationships..... | 4           |
| Program Component Descriptions.....     | 10          |

### General Overview

The 2012-2013 Performance Management Program is enclosed. The Program represents a comprehensive approach to improving results through systematic processes and continuous evaluation. It includes an integrated, sequential model that features community input, long-term planning, goal-setting, and performance measurement.

The various components of the Program include initiatives that are customary in most successful local governments. However, the Program is designed to incorporate these initiatives into a formalized setting to ensure that each initiative serves as a foundational step for the next.

Performance management goes beyond the establishment of traditional controls and processes designed to prevent missteps. Instead, it ensures that the public's interest is protected and taxpayer value is optimized through proven results. With performance management we recognize that City Officials are better decision-makers when they have relevant information. Those same Officials are held accountable not just for following a process, but for achieving results.

Performance Management can also be crucial in addressing a number of organizational challenges. It keeps the focus on results that are important to the community, and it engages all employees, not just managers and supervisors, in finding new efficiencies and innovations. It also helps assure the public's trust and confidence through enhanced communication, transparency, and accountability.

In 2010, a joint effort of 11 leading state and local public interest associations led to the formation of the National Performance Management Advisory Commission. The Commission includes industry-leading organizations including the International City/County Management Association, Government Finance Officers Association, National League of Cities, and others. The Commission developed a framework that identified 7 principles of performance management. Those principles are incorporated in the City's Performance Management Program and are shown below.

### 7 Principles of Performance Management

1. A results focus permeates strategies, processes, the organizational culture, and decisions.
2. Information, measures, goals, priorities, and activities are relevant to the priorities and well-being of the government and the community.
3. Information related to performance, decisions, regulations, and processes; is transparent, and easy to access and understand.
4. Goals, programs, activities, and resources are aligned with priorities and desired results.
5. Decisions and processes are driven by timely, accurate, and meaningful data.
6. Practices are sustainable over time and across organizational changes.
7. Performance management transforms the organization, its management, and the policy-making process.

To be successful, this Performance Management Program must be fully-supported by citizens, the City Council, and Staff; and it must be integrated into the City of Roseville's culture. The benefits of this Program will not be fully realized until these performance management principles and practices have been embedded into day-to-day operations over a sustained period of time.

The next section of this Program details the calendar and the relationships between the various Program components. A description of the components can be found on pages 10-11.

## 2012-2013 Performance Management Program

---

### Program Calendar & Relationships

As noted above, the City undertakes a number of initiatives or components as part of its Performance Management Program. The Program has a 2-year cycle, and within each cycle the components are scheduled into a specific sequential order to ensure they complement one another.

The following table and diagrams depict the components of the Program and the approximate timeframe that they will be conducted during the next 2-year cycle.

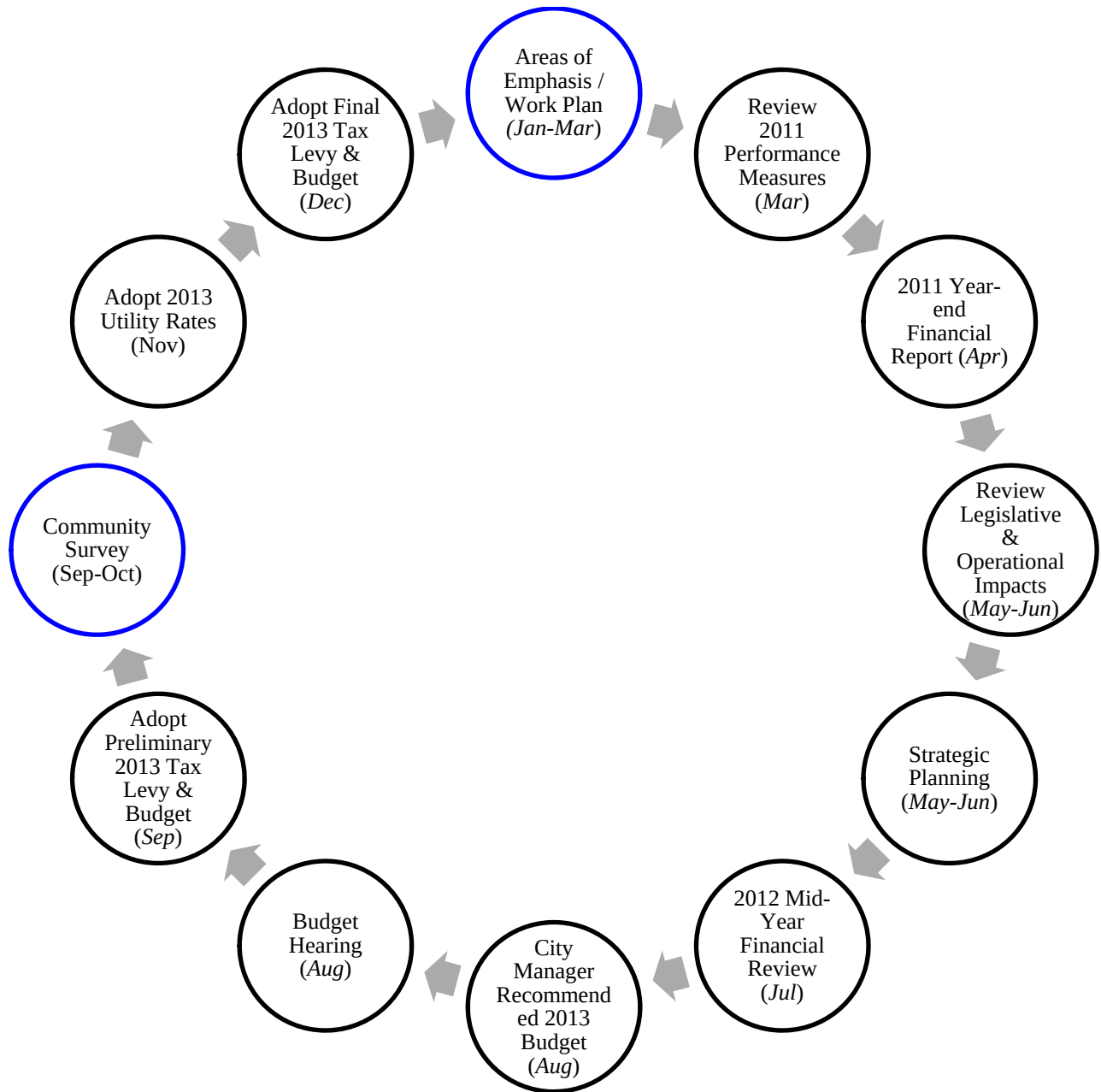
| Program Component         | Program Measure                    | Cycle       | 2012 | 2013 | Timeframe       | Lead         |
|---------------------------|------------------------------------|-------------|------|------|-----------------|--------------|
| Citizen/Stakeholder Input | Community Visioning Process        | 10+ Years   |      |      | TBD             | City Council |
|                           | Community Survey **                | Biennial    | ✓    | ✓    | Sep-Oct, Jan ** | City Council |
| Long-Term Planning        | Budget Hearing                     | Annual      | ✓    | ✓    | Aug             | Staff        |
|                           | City Council Goal-Setting *        | Biennial    | ✓    | ✓    | Feb-Mar *       | City Council |
|                           | Financial Policy Review            | Biennial    | ✓    | ✓    | May             | City Council |
| Operational Planning      | Strategic Plan                     | Biennial    | ✓    |      | May-Jun         | Staff        |
|                           | Budget and Program Priorities      | Biennial    |      | ✓    | Apr             | City Council |
|                           | Capital Improvement Plan           | Biennial    |      | ✓    | Apr-May         | Staff        |
| Short-Term Planning       | Biennial Budgeting                 | Biennial    |      | ✓    | May-Aug         | Staff        |
|                           | Areas of Emphasis / Work Plan *    | Annual      | ✓    | ✓    | Jan-Mar         | City Council |
|                           | Legislative or Operational Impacts | Annual      | ✓    | ✓    | Mar-Jun         | Staff        |
|                           | Budget & Levy Adoption             | Annual      | ✓    | ✓    | Sep, Dec        | Staff        |
| Results Monitoring        | Utility Rate Adjustments           | Annual      | ✓    | ✓    | Nov             | Staff        |
|                           | Performance Measurement            | Annual      | ✓    | ✓    | Mar             | Staff        |
|                           | Financial Reviews                  | Semi-annual | ✓    | ✓    | Apr, Jul        | Staff        |

\* These two processes would take place in alternating years.

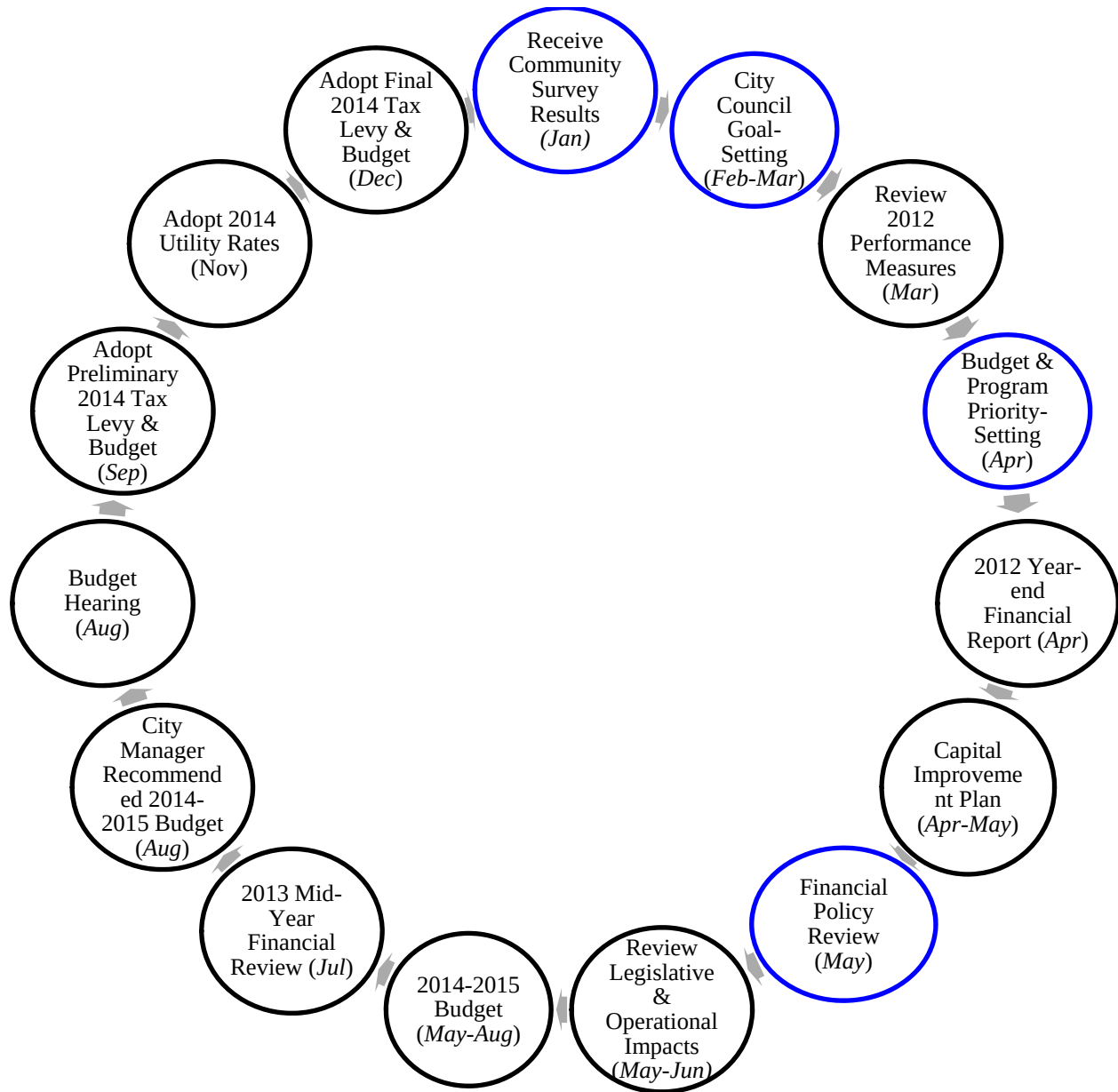
\*\* Community Survey would be conducted Sep-Oct, with the presentation of the results in January.



## 2012 Calendar



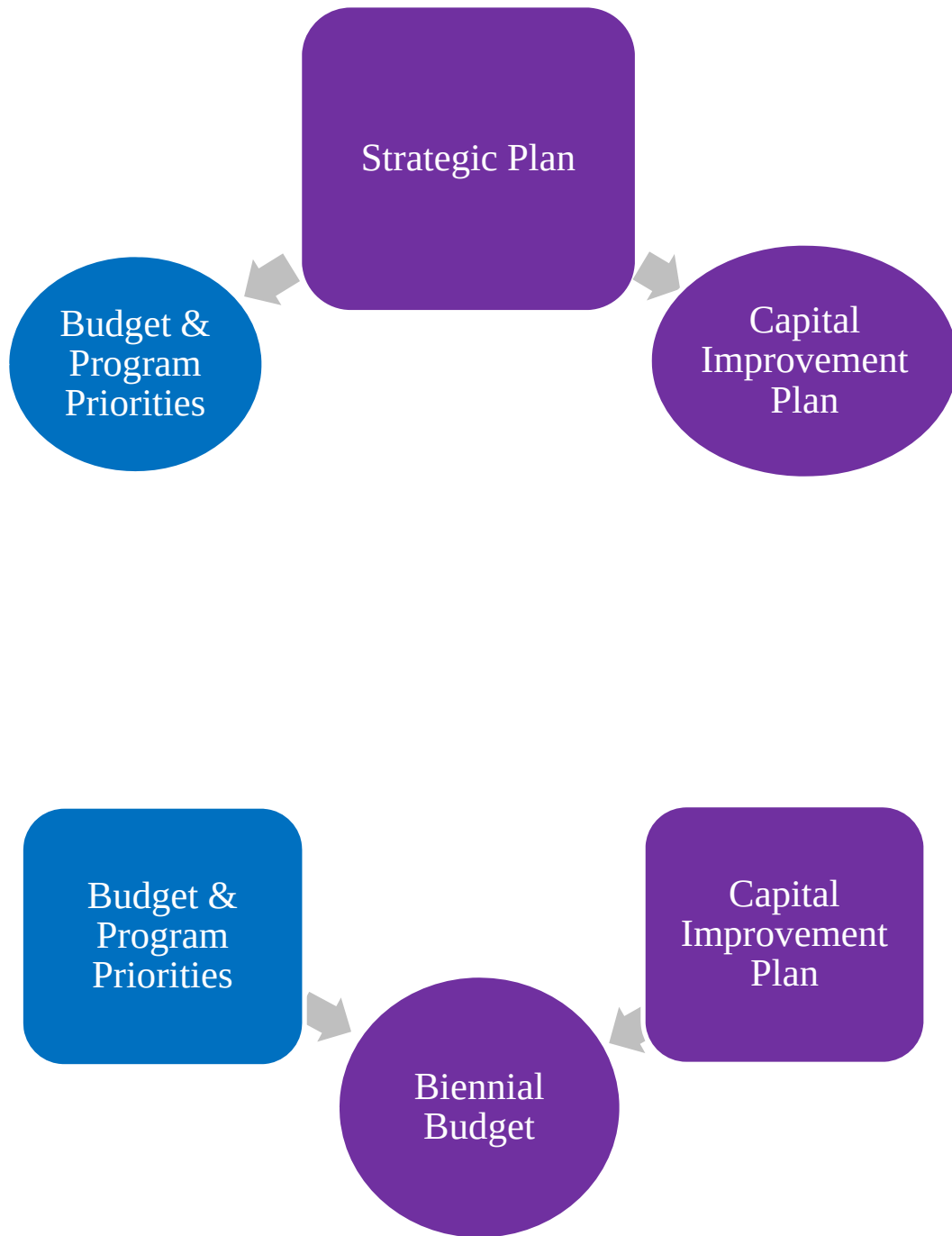
## 2013 Calendar

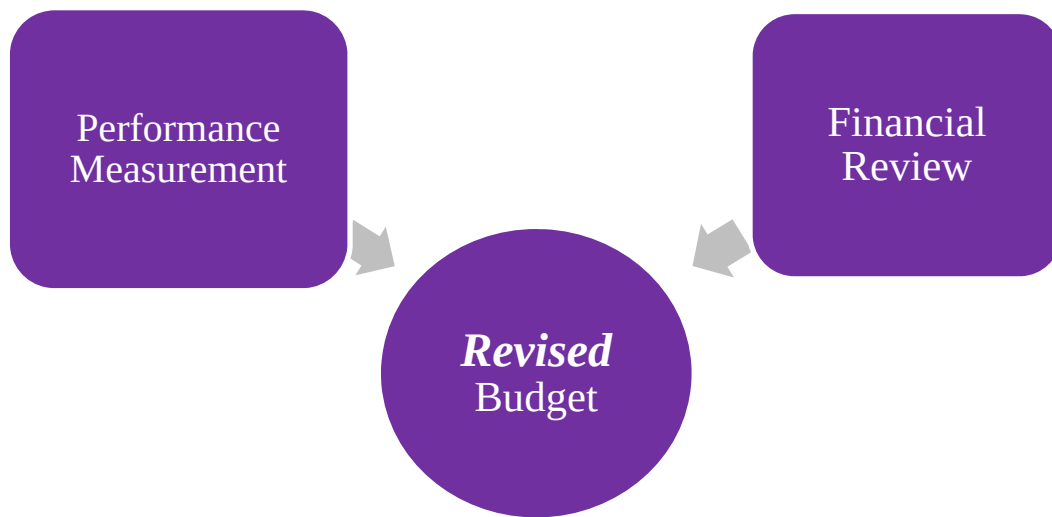


### Program Relationships

The following diagrams depict the relationships between various components of the Program. Program inputs (information) are depicted by rectangles, while the circles represent the results. The components are also color-coded. Green components represent input or results derived primarily from citizen participation, blue from City Councilmembers, and purple from City Staff.







### **Program Component Descriptions**

#### Areas of Emphasis / Work Plan

Similar to Council goal-setting, it is expected that the Council will meet to review the progress made on previously-established goals. Where necessary, the Council will establish new or refined Areas of Emphasis to ensure consistent progress in achieving these goals. These Areas of Emphasis should serve as the basis for making budget adjustments, but should NOT upend the Strategic Plan or Budget Priorities.

The Areas of Emphasis / Work Plan exercise is done on an alternating basis with the broader City Council Goal-Setting process.

#### Biennial Budgeting

The City Council should adopt a Biennial Budget based on the Council's Budget & Program Priorities and the Capital Improvement Plan. The purpose of the Biennial Budget is to give greater emphasis on long-term strategies and goal-setting, rather than short-term desires.

Although the Biennial Budget spans over two years, the City must formally adopt an annual budget and tax levy in accordance with State Statutes. The second year of the Biennial Budget should be generally consistent with the first except in extenuating circumstances; and should require only minimal review.

#### Budget and Program Priorities

The City Council should establish budget and program priorities based on the Strategic Plan. This should include a Council priority-ranking exercise to determine how financial resources are allocated.

#### Budget Hearing

The purpose of the Budget Hearing is to provide citizens with an opportunity to address proposed tax levy and spending plans. The City Council can use this input in determining the preliminary, not-to-exceed levy; and tentative budget.

#### Capital Improvement Plan

The Capital Improvement Plan is developed in accordance with the Strategic Plan and in conjunction with the establishment of Budget and Program Priorities. The CIP should span over a period of 10 years at a minimum. The first two years of the CIP should be reflected in the Biennial Budget.

#### City Council Goal-Setting

Council goal-setting would be conducted based on the information derived from the Community Survey and Vision. Council Goals should serve as the basis for establishing the Strategic Plan and setting financial policies.

### Community Survey

The City's most recent community survey took place in the fall of 2011. It is suggested that the City conduct a survey on a biennial basis at a minimum. The Community Survey, along with the Community Vision, should be the basis for the City Council Goal-Setting and Work Plans.

### Community Visioning Process

Over the past 20 years, the City has conducted two comprehensive citywide visioning exercises; Vista 2000 in 1992, and Imagine Roseville in 2006. It is suggested that the City conduct this type of exercise every 10-15 years to be facilitated by a professional planning consultant.

The Community Vision should lay the foundation for all long-term planning, goal-setting, and city priorities. City Council Goal-Setting and Work Plans should begin with a review of the Community Vision.

### Financial Policy Review

The Council should conduct a biennial review of the budget and financial policies that establish parameters for the adoption of a budget and capital improvement plan.

### Results Monitoring

Both Performance Measurement and Financial Reviews represent look-back features of the Performance Management Program cycle. These processes ensure that emerging trends or unforeseen events are identified and managed. They also provide information that should be used in future planning and budgeting cycles.

### Short-Term Planning

In addition to the annual Areas of Emphasis/Work Plan process, the City should also annually undertake a review of legislative or other operational impacts or trends that can have a significant impact on both day-to-day operations and long-term objectives.

In addition, the City should also annually review its utility rates to ensure that the City's water and sewer revenue sources are sufficient to accommodate operations and capital improvements.

### Strategic Plan

The Strategic Plan is developed by City Staff in accordance with City Council goals. The Strategic Plan provides the framework for the Budget and Program Priorities and the Capital Improvement Plan.



## REQUEST FOR COUNCIL ACTION

Date: May 14, 2012  
Item No.: 12.e

Department Approval

City Manager Approval

Item Description: Award Contracts for Fire Station Construction Contract for Bid Package #1

### BACKGROUND

The City approved the Fire Department to seek competitive bids for the fire station construction bid package #1 on March 19, 2012. Bid package #1 consisted of the following items:

- Site/earth work
- Utilities
- Building foundation
- Paving

On April 16, 2012 the Fire Department presented the bid results to Council, with the base bid coming in 20% under projected budget.

### Litigation impacts:

On April 23, 2012 the City received notice of the Appeal Courts decision favoring the City's position regarding the issuing of bonds for construction of the fire station. As part of the agreement with the bond underwriter, the City is unable to use bond proceeds until litigation appeal time frames have been exhausted. The timeframe for appeal of the Appeals Court decision is thirty days from the date the City received notice, which is May 23, 2012.

The next City Council meeting following the appeals period is not until June 11, 2012, some three weeks beyond the appeals period, therefore the Fire Department would like Council to consider authorizing the awarding of bid package #1 contracts contingent upon no further appeals related to the issuing of the bonds and meeting bond underwriter's requirements.

The Fire Department recommends awarding the following contracts:

| <u>Contract #</u> | <u>Description/Contractor</u>                                                                                                    | <u>Contract Amount</u> |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 0330              | Cast-In-Place Contract Foundations<br>Thompson Construction of Princeton,<br>Inc. 10595 90 <sup>th</sup> St. Princeton, MN 55371 | \$209,763.00           |



33 3100 Earthwork/Utilities \$331,500.00  
34 Frattalone Companies, Inc  
35 3205 Spruce St. Little Canada  
36 MN, 55117

37  
38 3210 Site Paving \$159,289.00  
39 Midwest Asphalt Corporation  
40 PO Box 5477 Hopkins, MN 55343  
41

42 Complete list of bidders attached as "Attachment A"  
43

44 **FINANCIAL IMPACTS**

45 The fire department will be utilizing funding from the sale of bonds for all payments related to  
46 work performed in Bid Package #1.

47 **STAFF RECOMMENDATION**

48 Staff recommends Council authorize the fire department to award contracts as listed below  
49 contingent upon no further appeals related to the issuing of the bonds and meeting bond  
50 underwriter's requirements.  
51

52  
53 Contract # Description/Contractor Contract Amount  
54  
55 0330 Cast-In-Place Contract Foundations \$209,763.00  
56 Thompson Construction of Princeton,  
57 Inc. 10595 90<sup>th</sup> St. Princeton, MN 55371  
58  
59 3100 Earthwork/Utilities \$331,500.00  
60 Frattalone Companies, Inc  
61 3205 Spruce St. Little Canada  
62 MN, 55117  
63  
64 3210 Site Paving \$159,289.00  
65 Midwest Asphalt Corporation  
66 PO Box 5477 Hopkins, MN 55343  
67

68 **REQUESTED COUNCIL ACTION**

69 Motion to authorize the fire department to award contracts as listed below contingent upon no  
70 further appeals related to the issuing of the bonds and meeting bond underwriter's requirements.  
71

72 Contract # Description/Contractor Contract Amount  
73  
74 0330 Cast-In-Place Contract Foundations \$209,763.00  
75 Thompson Construction of Princeton,  
76 Inc. 10595 90<sup>th</sup> St. Princeton, MN 55371  
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78 3100 Earthwork/Utilities \$331,500.00

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Frattalone Companies, Inc  
3205 Spruce St. Little Canada  
MN, 55117

Site Paving  
Midwest Asphalt Corporation  
PO Box 5477 Hopkins, MN 55343

\$159,289.00

**Prepared by: Timothy O’Neill, Fire Chief**

**Attachment(s): A: Bid Tabulation**

# ROSEVILLE FIRE STATION

## "Attachment A"



### Bid Tabulation for Bid Opening April 10, 2012

| Contract # - Description<br>Contractor Name                 | Base Bid         | Alternate #1<br>Training Plaza<br>Changes | Alternate #2<br>Concrete Paving at<br>West Drive | Alternate #3<br>Deduct Apparatus<br>Bay #6 | Total<br>Contract Amt. |
|-------------------------------------------------------------|------------------|-------------------------------------------|--------------------------------------------------|--------------------------------------------|------------------------|
| <b>Contract # 0330 - Cast-In-Place Concrete Foundations</b> |                  |                                           |                                                  |                                            |                        |
| <b>Thompson Construction of Princeton, Inc.</b>             | <b>\$209,793</b> |                                           |                                                  | <b>-\$4,500</b>                            | <b>\$205,293</b>       |
| Kelleher Construction, Inc.                                 | \$224,840        |                                           |                                                  | -\$7,980                                   | \$216,860              |
| Crosstown Masonry, Inc.                                     | \$239,000        |                                           |                                                  | -\$6,000                                   | \$233,000              |
| Hollenback & Nelson, Inc.                                   | \$259,500        |                                           |                                                  | -\$7,700                                   | \$251,800              |
| Northland Concrete and Masonry                              | \$266,700        |                                           |                                                  | -\$8,000                                   | \$258,700              |
| Steenberg-Watrud LLC                                        | \$276,915        |                                           |                                                  | -\$3,400                                   | \$273,515              |
| Gresser                                                     | \$304,170        |                                           |                                                  | -\$13,800                                  | \$290,370              |
| Marcy Construction Company                                  | \$329,900        |                                           |                                                  | -\$15,000                                  | \$314,900              |
| <b>Contract #3100 - Earthwork/Utilities</b>                 |                  |                                           |                                                  |                                            |                        |
| <b>Frattalone Companies, Inc.</b>                           | <b>\$331,500</b> |                                           | <b>-\$1,800</b>                                  |                                            | <b>\$329,700</b>       |
| Max Steininger, Inc.                                        | \$354,600        | \$1,250                                   | -\$1,376                                         | -\$220                                     | \$354,254              |
| Rachel Contracting, Inc.                                    | \$448,963        | \$2,800                                   | \$3,600                                          | -\$3,924                                   | \$451,439              |
| Carl Bolander & Sons Co.                                    | \$479,479        | \$450                                     | \$11,000                                         | -\$400                                     | \$490,529              |
| K. A. Kamish Excavation, Inc.                               | \$533,000        | \$2,500                                   | -\$3,000                                         | -\$3,500                                   | \$529,000              |
| Cobalt Contracting                                          | \$543,882        |                                           | -\$1,000                                         |                                            | \$542,882              |
| Final Grade, Inc. <b>Contractor has pulled their bid</b>    | \$168,600        |                                           |                                                  |                                            | \$168,600              |
| <b>Contract #3210 - Site Paving</b>                         |                  |                                           |                                                  |                                            |                        |
| <b>Midwest Asphalt Corporation</b>                          | <b>\$159,289</b> | <b>\$6,889</b>                            | <b>\$30,946</b>                                  | <b>-\$5,400</b>                            | <b>\$191,724</b>       |
| Bituminous Roadways, Inc.                                   | \$174,900        | \$6,900                                   | \$31,000                                         | -\$2,750                                   | \$210,050              |
| Meisinger Construction Company, Inc.                        | \$176,000        | \$6,000                                   | \$24,500                                         | -\$6,400                                   | \$200,100              |
| Prior Lake Blacktop, Inc.                                   | \$186,842        | \$6,767                                   | \$30,411                                         | -\$4,090                                   | \$219,930              |
| FPI Paving Contractors, Inc.                                | \$192,300        | \$10,475                                  | \$39,585                                         | -\$4,300                                   | \$238,060              |
| T. A. Schifsky & Sons, Inc.                                 | \$200,000        | \$6,500                                   | \$22,000                                         | -\$5,000                                   | \$223,500              |

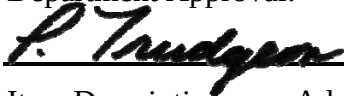
  
**REQUEST FOR CITY COUNCIL ACTION**

DATE: **05/14/12**

ITEM NO: 13. a

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Department Approval:



City Manager Approval:



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Item Description: Adoption of amendments to Chapter 1010, Sign Regulations, of the Roseville Zoning Ordinance (**PROJ0013**).

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**1.0 BACKGROUND**

- 1.1 In 2006/2007 a committee of the Planning Commission was created to work closely with the City Planner on developing new standards for signs and signage throughout Roseville and on May 21, 2007 the City Council adopted new Sign Regulations for Roseville.
- 1.2 Like with all new regulations it took the Planning Division a number of months to become familiar with the updated nuance of the sign regulations code. However, after a few years it became evident to the Planning Division that amendments were necessary.
- 1.3 In 2008 the City Council adopted amendments to Sign Regulations including revised language for temporary signs, real estate signs, and master sign plans.
- 1.4 Over the past two years (2009 – 2011) the Planning Division has been evaluation the Sign Regulations section of the Code and through extensive research specific areas such as enforcement/fines, electronic/dynamic display, and purpose/findings (to name a few) the Division developed a draft amendment for discussion with the Planning Commission.
- 1.5 On May 4, 2011, the Planning Division submitted to the Planning Commission for review and comments a proposal to amend the Sign Regulations chapter of the Zoning Code, which amendments included the elimination, clarification, and/or inclusion of new text throughout the chapter. The Planning Commission provided ample questions, comments and a few concerns regarding the submitted draft, and instructed the Planning Staff to keep working on the amendments proposal.
- 1.6 Since that time, the Division has sought additional information from other municipal codes and has worked with the City Attorney on appropriate code modifications.
- 1.7 On March 7, 2012 the City Planner brought forth a revised amendment document that attempted to address the concerns and questions raise in 2011. The Planning Commission considered the draft amendment to the Sign Regulations and had a few questions and comments to the Planning Division.
- 1.8 On April 4, 2012 the Planning Commission held the public hearing regarding the proposed amendments to Chapter 1010 Sign Regulations of the Zoning Ordinance, voting 5-0 to recommend approval of the text amendment to the City Council.
- 1.9 For the purpose of providing some background/context to what has transpired over the past year, the proposed amendment includes colored highlighting: **black** is the existing regulations; **red** is the proposed language; and **blue** are statements on where

chapter/section have been moved/eliminated, and comments regarding context and/or modified language for consideration. A clean version of the draft ordinance (no strike-out/underlining) has also been provided for City Council consideration.

## 2.0 SECTION 1010.01 - PURPOSE AND FINDINGS

**While there is nothing inherently wrong with this section or the statements under each subsection, the Planning Division, through its research and discussion, has determined that a new purpose statement and findings will better reflect the City's vision and/or values regarding signage in Roseville, and, in turn, provide better clarity.**

### 1010.01: ~~PURPOSE AND FINDINGS~~ **Purpose and Findings**

~~A. Purpose: The purpose of this Chapter is to create a comprehensive and balanced system of signs which will facilitate communication. It is the intent of the Chapter to authorize the use of signs which:~~

- ~~1. Encourage a desirable urban character.~~
- ~~2. Preserve and improve the appearance of the city as a place to live, work and visit.~~
- ~~3. Work to eliminate confusing, distracting, or dangerous sign displays which interfere with vehicular traffic.~~
- ~~4. Promote commerce.~~
- ~~5. Provide for fair and equal treatment of sign users.~~
- ~~6. Promote efficient administration of the sign ordinance through a complete and understandable sign ordinance.~~
- ~~7. Provide for eventual elimination of pre-existing non-conforming signs on a fair and equitable basis.~~

~~B. Findings:~~

- ~~1. Signs are an essential element of any community. Their location, number, size, design and relationship to each other and to other structures have a significant influence upon a community's appearance and welfare, and a resultant effect upon a viewer's perception of the community. Signs serve a useful purpose in communicating a message, whether commercial or otherwise.~~
- ~~2. Where signs are not properly regulated, they contribute to visual clutter, confusion, aesthetic blight, and create an unpleasant impression. They may cause traffic hazards and impede rather than enhance commerce. In such situations, signs may fail to achieve their original objective of communication. Failure to appropriately regulate signs may adversely affect the public health, safety and welfare.~~
- ~~3. Property and facilities located within the public right-of-way, such as utility poles, benches, hydrants, bridges, sidewalks, traffic sign posts, and similar structures are not by tradition or designation a forum for communication by the general public. The city wishes to preserve these structures for their intended purpose, which is the safe, efficient and pleasant movement of vehicular and pedestrian traffic, and the safe operation of utility systems.~~
- ~~4. The regulations and prohibitions of the chapter are necessary to preserve items and structures located within the public right-of-way for their intended purposes, and to prevent the visual clutter, blight, and traffic hazards caused by signs.~~

~~(Ord. 1359, 1-28-2008)~~

A. **Purpose:** The sign ordinance is intended to establish a comprehensive and balanced system of sign control that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. It is the intent of this section to promote the health, safety, general welfare, aesthetics, and image of the community by regulating signs that are intended to communicate to the public, and to use signs that meet the City's goals by authorizing:

1. Permanent signs that establish a high standard of aesthetics;
2. Signs that are compatible with their surroundings;
3. Signs that are designed, constructed, installed, and maintained in a manner that does not adversely impact public safety or unduly distract motorists;
4. Signs that are large enough to convey the intended message and to help citizens find their way to intended destinations;
5. Signs that are proportioned to the scale of, and are architecturally compatible with, principal structures;
6. Permanent signs that give preference to the on-premise owner or occupant; and
7. Temporary commercial signs and advertising displays that provide an opportunity for grand openings and occasional sales events while restricting signs that create continuous visual clutter and hazards at public right-of-way intersections.

B. **Findings:** The City of Roseville finds it is necessary for the promotion and preservation of the public health, safety, welfare, and aesthetics of the community that the construction, location, size, and maintenance of signs be controlled. Further, the City finds that:

1. Permanent and temporary signs have a direct impact on and relationship to the image of the community;
2. The manner of installation, location, and maintenance of signs affects the public health, safety, welfare, and aesthetics of the community;
3. An opportunity for viable identification of community businesses and institutions must be established;
4. The safety of motorists, cyclists, pedestrians, and other users of public streets and property is affected by the number, size, location, and appearance of signs that divert the attention of drivers;
5. Installation of signs suspended from, projecting over, or placed on the tops of buildings, walks, or other structures may constitute a hazard during periods of high winds and an obstacle to effective fire-fighting and other emergency service;
6. Uncontrolled and unlimited signs adversely impact the image and aesthetic attractiveness of the community and thereby undermine economic value and growth;
7. Uncontrolled and unlimited signs, particularly temporary signs that are commonly located within or adjacent to public right-of-way or are located at driveway/street intersections, result in roadside clutter and obstruction of views of oncoming traffic. This creates a hazard to drivers and pedestrians and also adversely impacts a logical flow of information;
8. Commercial signs are generally incompatible with residential uses and should be strictly limited in residential zoning districts; and
9. The right to express noncommercial opinions in any zoning district must be protected, subject to reasonable restrictions on size, height, location, and number.

### 3.0 SECTION 1010.02 – GENERAL PROVISIONS

In review, the General Provisions section was not as much a Provisions section as it was a Definitions section and as such we have proposed this change. The Planning Division also summoned its institutional memory from the past five years to assist in eliminating certain definitions deemed unnecessary, modifying existing definitions, and creating new definitions for greater clarity and for where new items are being proposed such as dynamic display. In discussions with the City Attorney it was also determined that some items need not be defined, especially if they are prohibited. Therefore, the Division has taken a “less is more” approach to this section, which it feels provides clear, concise, and more understandable definition statements. Unless otherwise noted, the strikethrough language has been eliminated.

#### 1010.02: ~~GENERAL PROVISIONS~~ Definitions

- A. Definitions: As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this section:
1. Sign: ~~A sign is a name, identification, description, display, illustration or device which is affixed to, painted or represented directly or indirectly upon the outside of a building or other surface other than a flag as defined in this section and which directs attention to an object, product, place, activity, person, institution, organization or business. A sign shall be considered as a structure or a part of a structure for the purpose of applying yard and height regulations.~~ Any writing, pictorial presentation, number, illustration or decoration, flag, or other device that is used to announce, direct attention to, identify, advertise, or otherwise make anything known. The term “sign” shall not be deemed to include the terms “building” or “landscaping,” or any architectural embellishment of a building not intended to communicate information.
  2. Area Identification Sign: A freestanding sign that identifies the name of, including but not limited to, a residential development, a multiple residential complex, a shopping center or shopping area, a business park, an industrial park, a building complex, or any combination thereof.
  3. ~~Auxiliary canopy: A roof-like structure projecting over, including but not limited to, gasoline pump islands, drive-through banking or any canopy with a drive-through lane. An auxiliary canopy provides weather protection for more than the building entrance or windows. Auxiliary canopies may be attached or detached from the principal building. For sign purposes auxiliary canopies shall be considered a separate structure~~
  3. Balloon: A flexible, nonporous bag inflated with air or a gas lighter than air, such as helium.
  5. ~~Banner: A temporary sign constructed of cloth, paper, plastic, or other material upon which copy is written and supported either between poles or fastened to buildings or other structures.~~
  6. ~~Billboard: A sign that is erected and used for the purpose of selling or leasing advertising space or for the purpose of selling goods/services other than those offered on the premises.~~

4. Building Canopy or Awning: A sign constructed of flexible translucent or fabric-type material that incorporates a written message or logo on the exterior. ~~A roof-like structure projecting from the building over an entrance or window that provides weather protection for the entry or window and may include the immediately adjacent area.~~ Building canopies shall be considered part of the wall area and thus shall not warrant additional sign area.
5. Building Complex: A group of two or more buildings, planned or developed in a joint manner with shared parking facilities, regardless of whether such buildings or uses are located on the same lot or parcel.
6. Commercial Sign: ~~A communicative device~~ Any sign that advertises or identifies a product, business, service, event, or any other matter of a commercial nature, and that seeks to draw attention to or promote a commercial, business, or economic interest or activity in contrast to a noncommercial sign that expresses an opinion or viewpoint of a social or political nature.
7. Construction Sign: Any non-illuminated sign that displays information regarding the construction or development of the site on which it is displayed. ~~announcing the names of architects, engineers, contractors or other individuals or firms involved with the construction, alteration or repair of a building or property or announcing the character of the building enterprise or purpose for which the building is intended but not including the advertisement of any product.~~
8. Directional Sign: A sign that contains no advertising and is intended to facilitate the safe movement of pedestrians and vehicles into, out of, and around the site on which the sign is located.
9. Dynamic Display: Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink," or any other method or technology that allows the sign face to present a series of images or displays.
10. Flags: A piece of cloth or bunting varying in color and design, attached to a pole, used as a symbol, standard, emblem or insignia, or containing text other than that associated with a commercial, business, or economic interest or activity.
- 13 ~~Flashing sign: A sign on which artificial light is not maintained stationary or constant in intensity, form or color at all times including but not limited to video signs, electronic message boards, animated signs, electronic display screens and scrolling signs. Flashing signs shall not include signs where artificial light changes in intensity, form or color three times or less in a 24 hour period.~~
11. Freestanding Sign: Any sign not affixed to a building including but not limited to a ground sign, pole sign, pylon sign, or monument sign.
12. Ground Sign: A sign mounted on the ground attached either to footings or a base with an open space between the ground and the sign face.



13. Height of Freestanding Sign: The actual distance from the grade to the highest point of the sign, including any structure or architectural component of the sign.
- ~~17. Holiday sign: A sign or display which contains or depicts messages pertaining to a national, state or religious holiday and no other matter.~~
14. Home Occupation Sign: A sign located at a residence advertising a business conducted in the residence or by persons residing in the residence.
15. **Illumination, Internal: A light source within the sign.**
16. **Illumination, External: A light source that is not internal to the sign.**
17. Illuminated Sign: A sign on or from which artificial light is directed.
18. **Logo: An identifying graphic that may or may not be a registered trademark.**
19. Master Sign Plan: Written document describing all proposed signs regarding a specific site, development, or complex, submitted by the owner/manager, including all types of signs/signage desired, reviewed, and approved by the City, and shall at a minimum include sign type, location, and size illustrations.
- ~~20. Menu/Order Board Sign: A sign installed in a drive-through facility and intended for drive-through customers advertising the products available at the facility.~~
21. Mobile Sign (also referred to as Portable Sign): A sign designed or intended to be moved or transported. ~~Examples of mobile signs are included, but not limited to, A or T frame signs, sandwich signs and signs designed to be transported by trailer or on wheels.~~ A sign may be a mobile sign even if it has wheels removed, was designed without wheels, or is attached temporarily to the ground, a structure, or other sign. Signs mounted on a vehicle for advertising purposes, when the vehicle is parked and visible from public right-of-way, except signs identifying a business when the vehicle is being used in the normal day-to-day operation of that business.
22. Monument Sign: A freestanding sign located directly at grade.
23. Nameplate Sign: A wall sign that states only the name or address or both of the business or occupant of the lot where such sign is placed. Letters and/or numbers must be at least 4 inches in height, and the maximum sign area shall not exceed 4 square feet.
24. Non-commercial Sign: Communicative devices that express an opinion or viewpoint of a social or political nature in contrast to commercial signs that seek to draw attention to or promote a commercial, business, or economic interest or activity.
25. Non-conforming Sign: A sign that lawfully existed prior to May 21, 2007, but does not conform to this chapter.
26. Off-site Sign: A sign that advertises any business, product, person, event, or service conducted, sold, manufactured, or located off the premises where the sign is located.
27. Painted Sign: A sign painted directly on the outside wall or roof of a building or on a fence, rock, or similar structure or feature in any zoning district.
28. Pennants: Pieces of cloth, paper, or plastic that do not include any written or graphical, or other form of copy and are intended to be individually supported or attached to each other by means of rope, string or other material, and are intended to be hung on buildings or other structures or between poles.

29. Permanent Sign: Any sign that is displayed or intended for display for an indefinite period of time.
30. Pole Sign: A sign that is mounted at or near the top of a single or double pole.
31. Political sign: A sign announcing candidates seeking political office or issues to be voted upon at a political election.
32. Portable Sign: See Mobile Sign
33. Projecting Sign: A wall sign that protrudes horizontally more than 1 foot from the wall to which it is attached.
34. Pylon Sign: A freestanding sign supported by its own structure and not attached to any building.
35. Readerboard Sign: A sign where the message is changeable with letters or numbers.
36. Real Estate Sign: Any sign pertaining to the sale, lease, or rental of land or buildings.
- ~~37. Roof sign: Any sign erected upon or projecting above the roofline of a structure to which it is attached. For purposes of this code, the "roofline" shall be considered the top of the cornice of a flat roof, the eave line of a pitched roof and the bottom edge of any sloping section of a mansard roof.~~
- ~~38. Rotating sign: A rotating sign is a sign or display which rotates on its axis by mechanical means.~~
37. Searchlight: A powerful light or lights equipped with a reflector to produce a bright beam or beams.
38. Special Event Device: Any sign, searchlight, laser display, or other attention-getting device used in conjunction with a special event.
39. Temporary Sign: ~~Any sign designed or intended to be displayed for limited periods of time.~~ A sign that is designed or intended to be displayed for a short period of time and is not permanently installed. This includes A or T - frame signs, sandwich, curb signs, and balloons.
- ~~42. Traffic visibility triangle: The area created by drawing an imaginary line between points 30 feet back (residential) or 40 feet back (commercial) from where the curb lines of the intersection quadrant meet. Found in 1011.06~~
40. Under Canopy Sign: Any sign hanging below a building canopy, awning, or building overhang.
41. Unified Development: A development of three or more principal structures with common characteristics as determined by the City. Common characteristics may include shared access, similar architecture, single ownership, or history of site plan review approval.
42. Wall Sign: A sign constructed on a panel attached to a structure or raised letters or symbols attached to a wall or combination thereof. No part of such a sign is painted on the wall surface.
- ~~45. Whirling device: Any attention-getting device that twirls or spins by control of wind or mechanical means.~~
43. Window Sign: Any sign placed on the interior of a window or painted on a window such that it can be read from the outside of the building.

44. Windsock: A large roughly conical device open at both ends and attached to a stand by a pivot so that the wind blows through it, not including devices used for navigational purposes.
- ~~B. Diagrams: The inclusion of diagrams is for illustrative purposes only. Where a diagram conflicts with text, the text shall control.~~
- ~~C. Prohibited Signs: The following signs are prohibited in all zoning districts:~~  
~~Any sign not specifically allowed by this Ordinance is strictly prohibited in all zoning districts, including off-site, flashing signs, mobile signs, roof signs, rotating signs, painted signs, and billboards. The following signs are permitted in residential districts for non-commercial purposes only: Banners, balloons, pennants, spinners, windsocks, streamers, ribbons, whirling devices, or light bulb strings.~~ **Revised/relocated to 1010.03C**
- ~~D. Signs Conflicting With Traffic Signals: No sign shall be erected that, by reason of position, shape or color, would interfere in any way with the proper functioning or purpose of a traffic sign or signal. All displays shall be shielded to prevent light from being directed at oncoming traffic in such brilliance as to impair the vision of any driver. This includes indoor signs which are visible from public streets (also see Section 1009.02A42).~~
- ~~E. Placement of Signs: Signs are subject to all height and setback requirements listed in Section 1010.05 and 1010.08 (charts) of this Title and in no case shall a building sign extend above the height of a building to which it is attached or be placed on the roof of a structure. Signs shall not be permitted within the public right of way or easements except on benches and shelters which have received permits as per Section 703.05 of this code, and newspaper and cabstands, all of which shall be as governed by Chapter 901 and Section 703 of this code. City, county and state traffic directional signs are permitted. (Ord. 1359, 1-28-2008)~~ **Revised/relocated to 1010.05 and 1010.06.**

#### 4.0 SECTION 1010.03 – PERMITS

**While the current section may, in some manner, function as a section detailing the nuances of the permit process (limited in current form), it more closely resembles or should resemble a General Provisions section that includes specific information on various items. The proposal by the Planning Division has located or relocated information/details regarding permits, prohibited signs, corner and through lots, and non-conforming signs in this section. The following includes the strikeouts of existing section language with new and/or revised language, as well as section relocation references where applicable.**

##### **1010.03 ~~PERMITS~~ General Provisions**

- ~~A. Required: A sign permit is required prior to the improvement, erection, construction, enlargement, alteration or repair of any sign unless exempt by this Chapter.~~
- ~~1. Permanent Sign:~~
- ~~a. Permit Required: A permit is required for all permanent signage, including those approved through the Master Sign Plan process.~~
- ~~2. Governmental Signs: Except for traffic related signage, all permanent city, or other governmental unit signage including flags must be approved by the City Council.~~

- A. Permit Required: The following general provisions are applicable to all signs. It shall be unlawful for any person to erect, alter, replace, or relocate any sign or other advertising structure without first obtaining a permit and paying the required fees, except as herein otherwise provided, including those approved through the Master Sign Plan process.
- B. Exempted Signs: The following signs are exempt from the requirements of this Chapter:
1. Signs erected by a public agency in and/or above or overhanging a public right-of-way.
- C. Prohibited Signs
1. No sign will be attached to trees or utility poles.
  2. No sign will be painted directly on any exterior building surface. Sign letters and symbols may be attached directly to a wall by adhesive or mechanical means.
  3. No sign will overhang the public right-of-way, sidewalk easement, walkway easement, or bicycle path easement except a bus bench or approved trash container at a designated public transportation pick-up location.
  4. No sign will extend above the roof line of a building (roof sign).
  5. Projecting signs must not project further than 30 inches from the wall to which they are anchored.
  6. No sign will be installed that by reason of position, movement, shape, illumination, or color would constitute a traffic hazard by obstructing a driver's vision or by interfering, confusing, or misleading traffic.
  7. No sign will noticeably move either by mechanical means (rotating sign) or as a result of normal wind pressure.
  8. The following specific signs shall be prohibited: off-site, flashing, mobile/portable, roof, rotating, and painted signs, banners, and billboards. The following signs are permitted in residential districts for non-commercial purposes only: banners, balloons, pennants, spinners, windsocks, streamers, ribbons, whirling devices, or light bulb strings.
  9. All other signs not expressly permitted by this Chapter.
- D. Non-Conforming Signs

**1010.07: NONCONFORMING SIGNS:**

All nonconforming signs in existence on ~~May 21, 2007~~ \_\_\_\_, 2012 may continue subject to the provisions of Chapter 1011 of this Title and State Law. (~~Ord. 884, 7-27-1981~~) (~~Ord. 1359, 1-28-2008~~)

- E. Sign Permit Process:
1. Permit Application: An application for a sign permit shall be made on the application provided by, or located in the Community Development Department, and state or have attached thereto the name and address of the applicant or person or company that will be erecting the sign; the address/location of the building, structure, or lot on which the sign is to be erected; the written consent of the property owner of the land on which the sign is to be erected; and any other pertinent information the

Community Development Department considers necessary. These requirements may be waived by the City Planner where they are not applicable.

Permit Review: All sign permits will be reviewed by the Community Development Department to determine completeness. Should a permit be deficient in appropriate/applicable items necessary to process the sign permit, an email and/or letter will be composed to the applicant indicating the deficiencies of the permit. No permit will be acted upon until all requested/required information is submitted/received and/or reviewed.

2. Fees: Every applicant must pay a fee for each sign regulated by this Chapter before being granted a permit.
  - a. The City Council will establish the permit fee by resolution.
  - b. A double fee will be charged if a sign is erected without first obtaining a permit for such sign.
4. Revocation of Permit: The Community Development Department is hereby authorized to revoke a sign permit upon failure of the holder thereof to comply with any provision of this Chapter. Any party aggrieved by such revocation may appeal the action to the Board of Adjustment and Appeals within 10 days after the revocation.
5. Expiration of Permit: A permit expires if the sign is not erected within 180 days after issuance and no permit fees or inspection fees for such sign will be refunded.
6. Inspection: Sign installations for which a permit is required may be subject to inspection by the Community Development Department to ensure that such signs are erected according to the approved permit.

**The sub-sections below have been relocated (1010.03, 07, 08, 09, and 11), modified, and/or eliminated**

~~3. — Temporary Signs: a. Permit Required: Permits for temporary signs, grand opening signs, special event signage and other attention getting devices may be issued for searchlights and/or balloons not exceeding two feet in the largest dimension, tents, laser light shows and similar attention getting devices may be issued. Temporary signs shall be comprised/constructed of durable all-weather materials (such as but not limited to plywood, coreplast (plastic foam core) alumacore, and polycarbonate (Lexan) mounted to the building wall or be freestanding.~~  
~~b. Duration: During any calendar year, temporary signs, grand opening signs, special event signs, and other attention getting devices may be in place no more than 20 days, which duration may be broken into multiple events/days not exceeding a total of 20 days per calendar year~~  
~~c. Size: The surface area of any temporary sign shall not exceed 32 square feet. This area shall be in addition to permanent, window or other signage allowed elsewhere in this Chapter.~~  
~~d. Location: Freestanding temporary signs shall be set back a minimum of 15 feet from a property line.~~

~~B. Not Required: A permit is not required for the following signs:~~

- ~~1. One noncommercial sign no larger than 6 square feet and no higher than 6 feet tall may be displayed on any lot in all zoning districts without obtaining a permit.~~

2. ~~Where this Chapter allows any commercial sign, a noncommercial sign meeting the same size, location, and other standards shall be allowed without obtaining a permit.~~
3. ~~Signs including electronic message devices within the interior of buildings, or signs which are not intended to be visible beyond the premises on which the signs are located are not subject to the regulations set forth in this Chapter. (Ord. 1163, 7-24-1995)~~
4. ~~Nameplate Signs~~
5. ~~Construction Signs: Construction signs shall be confined to the site of construction, alteration or repair and shall be constructed of high-quality material maintained in good repair. No more than one sign is permitted on each street frontage the project abuts. The sign shall be removed within 180 days of the date of the issuance of a building permit for the work. A conditional use permit is required for a contractor sign to remain in place longer than allowed by this subsection. Construction signs are allowed in zoning districts in accordance with the following criteria:~~

| <b>ZONING DISTRICT</b>     | <b>SIZE</b>                           | <b>HEIGHT</b>          | <b>PLACEMENT/SETBACK</b>                                            |
|----------------------------|---------------------------------------|------------------------|---------------------------------------------------------------------|
| <b>R-1 &amp; R-2</b>       | <b>16-sq.-ft.</b>                     | <b>8 foot maximum</b>  | <b>5 feet from property line/zero if attached to security fence</b> |
| <b>All other Districts</b> | <b>32-sq.-ft. per street frontage</b> | <b>12 foot maximum</b> | <b>5 feet from property line/zero if attached to security fence</b> |

6. ~~Directional Signs: Directional signs may be incorporated into a development including information such as traffic directions, house numbers, management office location or other information necessary to direct persons to facilities or areas within the development; provided however, that such signs shall not exceed 4 ½ square feet in size and 6 feet in height and are not closer than 1 foot from a public street right of way. Off site directional signs are prohibited.~~

7. ~~Flags~~

8. ~~Garage/Yard Sale Signs: The sign shall only be displayed during the term of the sale and must be removed when the sale is completed.~~

9. ~~Holiday signs may be displayed over a period not to exceed a total of 60 days per calendar year. The aggregate total area of such signs shall not exceed 50 square feet.~~

10. ~~Political signs to the extent that the following criteria are met:~~

- ~~In years when a state general election is held, political signs may be posted from August 1 until 10 days following the state general election. Any such signs must be removed by those responsible for their being posted.~~
- ~~In years when no state general election is held, if there is a primary for any office, political signs for all offices may be posted no more than 21 days before the primary election. When there is no primary for any office, such signs may be posted not more than 21 days before the general election. All such signs must be removed by those responsible for their being posted within five days following the general election. Said political signs shall not exceed 12 square feet gross area.~~
- ~~Political signs shall be set back at least 15 feet from the outside edge of any street or back of curb of all city and county streets.~~
- ~~Political signs shall not be placed so as to cause a hazard to public safety.~~
- ~~Political signs shall not be placed on any property without permission of the property owner.~~

- ~~f. Political signs shall not be located on any city owned property.~~
- ~~g. Signs in violation of the above provisions may be removed by city staff and stored for two weeks. After two weeks, unclaimed signs will be disposed of by the city.~~
- 11. Real estate signs to the extent that the following criteria are met:
  - a. ~~Single and Two-Family Residential Property: For the purpose of selling, renting or leasing any single or two family residential property, a real estate sign not in excess of ten square feet in gross surface area in single and two family districts may be placed within the front yard or in the public street right of way beyond the front yard. No part of the sign shall be closer than 6 feet from the curb. If there is a sidewalk, no part of the sign shall be closer than two feet from the edge of the sidewalk.~~
  - b. ~~Multiple Family Residential Property: For the purpose of selling or promoting a multiple family residential property of six or more dwelling units, a sign not to exceed 35 square feet and not more than eight feet in height or a combination of a freestanding sign and wall mounted signs not to exceed 70 square feet may be erected upon the site not less than 15 feet from a property line.~~
  - c. ~~Business and Industrial Property: For the purpose of selling, renting, and or leasing business/industrial properties, the following shall apply:~~
    - ~~1. Single tenant buildings shall be allowed a real estate sign not exceeding 32 sq. ft. mounted on the building wall or incorporated into an existing freestanding sign.~~
    - ~~2. Multi-tenant buildings where new signage is requested, said real estate/leasing sign shall be made part of the required Master Sign Plan in Section 1010.03D.~~
    - ~~3. In situations where the selling, renting and/or leasing sign is desired on vacant land/property, a freestanding sign not exceeding 32 sq. ft. shall be allowed.~~
  - ~~(Ord. 1359, 1-28-2008)~~
  - d. ~~Number of Signs: Only one sign is permitted per lot, except double fronted or through lots may be permitted an additional sign on the second frontage and lots with lakeshore frontage may be allowed an additional sign on the lake side of the lot at least 25 feet back from the shoreline of the lake.~~
  - e. ~~Removal of Signs: Real estate signs shall be removed within seven days following the lease or real estate closing.~~
- 12. ~~Security System Signs: Signs identifying the presence of a security or alarm system are allowed not to exceed two square feet.~~
- 13. ~~Window Signs: Signs affixed to or painted on windows or placed within 36 inches of a window to be viewed from the exterior of the building shall not occupy more than 25% of the total window area, nor shall they be placed in a location that would block the view into the building from a public street of the clerk's or cashier's area. Under no circumstances shall the total area of window signage exceed 1/2 the allowable area of wall signage for the affected building.~~
- 14. ~~Signs which are affixed to City owned light poles or standards which contain information advertising the City itself or City events, provided the signs are located in non-residential areas, have been approved by the City Council and City Public Works Director or the Director's designee. (Ord. 1367, 5-12-2008)~~

~~C. Permit Process:~~

- ~~1. Administration: Administration, enforcement, permits, fees and inspections shall be as established for building permits in Title 9 of the City Code. Exception: Written permit applications are not required for no-fee temporary special events.~~
- ~~2. Variance: A sign permit applicant or permit holder may appeal an order or determination by making an application for a variance. A variance request must follow the procedures~~

established in Section 1013.02, and shall be processed in accordance with Minnesota Statutes Section 15.99 and Section 1014.04 of this Code.

~~D. Master Sign Plan:~~

~~1. Purpose. The purpose of the Master Sign Plan is to establish fair and equitable criteria for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.~~

~~2. Effect of Master Sign Plan. Upon approval of a Master Sign Plan, all future signs shall conform to the Master Sign Plan. Modifications to the provisions of the Master Sign Plan may be granted only with the approval of a new Master Sign Plan.~~

~~3. Required. A Master Sign Plan is required for:~~

- ~~a. Building complexes~~
- ~~b. Multi-tenant structures~~
- ~~c. Covered mall buildings, shopping centers or strip malls~~
- ~~d. Planned unit developments~~
- ~~e. Area identification signs~~
- ~~f. Churches/places of worship/institutions/schools~~

~~4. Criteria. The following criteria should be used when developing a Master Sign Plan.~~

~~a. Guideline. If possible, the underlying zoning district regulations (pertaining to signage and listed in Section 1010.10) should be used as a guideline with minimum variations as needed to meet the intent of this Chapter. (Ord. 1359, 1-28-2008)~~

~~b. Location. No freestanding sign shall be located closer than five feet to a property line, roadway easement, or other public easement. No freestanding sign shall be erected that, by reason of position, shape or color, would interfere in any way with the proper functioning or purpose of a traffic sign or signal. No freestanding sign shall be located within the Traffic Visibility Triangle. No freestanding sign shall impede/impair traffic.~~

~~c. Quality. All signage shall improve the aesthetics or functional use of the site. All freestanding signs shall include materials that compliment the architectural design/existing building materials, including but not limited to face brick, natural or cut stone, integrally colored concrete masonry units/rock faced block, glass, pre-finished metal stucco or similar cementation coating, and/or factory finished metal panels. Landscaping may be integrated into any freestanding sign.~~

~~d. Type. All types of signs are permitted except those prohibited by Section 1010.02C. (Ord. 1359, 1-28-2008)~~

~~e. Size. The size of all signage (building wall and free-standing) shall be limited to 1.5 times the maximum allowed under Section 1010.08 (Wall Signage). (Ord. 1359, 1-28-2008)~~

~~f. Height. The height of any free-standing sign shall be limited to a height of 40 feet.~~

~~g. Number. The number of freestanding signs shall be reasonably related to the number of access points to public streets and/or the number of tenants within the multi-tenant structure.~~

~~5. Approval Process: Submittal of a Master Sign Plan application, appropriate/applicable information, and fee (\$250 residential and \$350 commercial/industrial) is required with the Office of Community Development. The Planning Division shall hold an administrative hearing and take appropriate action on requests for Master Sign Plan approvals. The following shall apply:~~

- ~~a. The City Planner shall schedule an administrative hearing before a subset of the Development Review Committee, to include the Community Development Director, Permits Coordinator, City Planner, Associate Planner and/or City Department~~



representatives as determined by the Community Development Director, hereinafter referred to as the Master Sign Plan Committee (MSPC), the time and place for which shall be set by the City Planner, to consider the proposed Master Sign Plan with respect to the criteria in Section 1010.03D4 of this title. (Ord. 1359, 1-28-2008)

b. The applicant and contiguous/effectuated property owners shall be notified by the City Planner of such time and place in writing not less than ten days prior to such hearing. The City Planner may notify additional property owners if a determination is made that such additional notification is merited.

c. The MSPC shall hold the administrative hearing as scheduled by the City Planner.

d. The MSPC shall render and forward a recommendation to the Community Development Director or Designee for approval and the Community Development Director or Designee shall make the final decision.

e. Should the applicant or a contiguous property owner object to the Community Development Director or Designee decision on the Master Sign Plan, an appeal may be filed within 10 days following the administrative decision by the Community Development Director or Designee. The appeal shall be made in writing and shall be addressed to the City Manager. The City Council shall take up the appeal at a regular board meeting within 45 days on the appeal. The Master Sign Plan appeal shall follow notice requirements and other procedures contained in Chapter 108 of the Title. (Ord. 1359, 1-28-2008) (Ord. 1371, 7-28-2008)

## 5.0 SECTION 1010.04 – SIGN AREA COMPUTATION

**The current section with the above title is proposed to be relocated to 1010.06 and has been modified. The new section 1010.04 proposed below is renamed Maintenance and Removal of Signs, since there are limited (very) requirements on the maintenance and removal of signs, as well as good enforcement mechanisms to assist staff in the future with the troublesome businesses and sites.**

### **1010.04 SIGN AREA COMPUTATION Maintenance, Removal of Signs, Fines**

- A. All signs must be maintained by the sign owner in a safe, neat, clean, and attractive condition. A sign must be replaced or refurbished so as to restore the original appearance thereof whenever it begins to fade, chip or discolor, rust, cease to be in good repair, or become unsightly.
- B. Removal of signs will be governed by the following:
  - 1. On-premises signs shall be removed from the building and property by the owner of such property within 14 days after the use is terminated.
  - 2. Off-premises signs shall be removed within 30 days after discontinuation of use of the sign. A sign shall be considered discontinued if the message is removed, the subject of the message no longer exists, or the sign is not maintained.
- C. If the Community Development Department finds that any sign is unsafe, a detriment to the public, not maintained, or constructed, erected, or maintained in violation of the provisions of this Chapter, the sign shall be deemed a public nuisance and abated under Chapter 407.06 of the City Code.

D. Removal of Abandoned Signs, Signs in Disrepair, and Signs Located in Public Right-of-Way.

1. Abandoned signs and signs in disrepair: An abandoned sign or sign in disrepair is prohibited and shall be removed by the owner of the premises within 10 business days after notification. If compliance with this provision is not met, the matter will be abated through the requirements of Chapter 407 of the City Code.
2. Signs on public property or within public right-of-way: The city may at any time and without notice impound signs that have been installed on public property or within public right-of-way or easement. The sign owner may retrieve the signs according to the following:
  - a. A fee must be paid to the city as established in city code section 710. For each subsequent impoundment in a calendar year, the specified fee shall be doubled;
  - b. The sign may be retrieved from a designated impound area during routine business hours and within 15 days from the date of impounding. After 15 days, the city will dispose of the sign; and
  - c. The city may not be held liable for any damage to impounded signs.

E. Fines for Sign without Permit, Illegal /Prohibited Sign, and Perpetual Violation of Code:

1. All signs, including temporary signs, shall have an approved permit prior to installation. Signs installed in any fashion without a permit shall receive a notice to remove within 5 business days of the receipt of a letter from Community Development Department. Should the sign not be removed within the 5 business days, the Community Development Department will issue a fine of \$50.00 and another 5 business days to remove. Should the sign remain a fine of \$100 will be issued and an immediate request sought. Should the sign not be removed and/or the fine fee not paid, the Community Development Department will thereafter seek compliance through the public nuisance chapter 407 of the City Code. The same fines and process shall be applied to situations where illegal/prohibited signs are installed with or without an approved permit.
2. Those property owners and/or business that have signs deemed a perpetual violation shall be deemed a public nuisance and abated through Chapter 407 of the City Code.

**6.0 SECTION 1010.05 – RESIDENTIAL DISTRICT SIGNS AND 1010.08 REGULATIONS FOR B, SC AND I DISTRICTS**

**In an attempt to create what the Planning Division would term as “user friendly,” the Residential District Signs and Regulations for B, SC, and I Districts have been combined into the new section titled On-Premise Signs and said section has been modified, including elimination of certain language/requirements that were deemed unnecessary, confusing, or inappropriate.**

**~~1010.05 RESIDENCE DISTRICT SIGNS and 1010.08 REGULATIONS FOR B, SC AND I DISTRICTS:~~ On-Premise Signs**

~~A. Sign Regulations: The following signs are permitted in residence districts (also refer to chart on next page):~~

~~1. Single Family, Duplex: Exclusive of house numbers, 1 nameplate sign for each single family or duplex dwelling unit which shall not exceed three square feet in area per surface and no sign shall be so constructed as to have more than two display surfaces and must be at least ten feet from the street right-of-way line. Permitted home occupations may have a business sign not to exceed six square feet and such sign shall not be illuminated. (Ord. 723, 4-12-1974; amd. 1995 Code)~~

~~2. Multiple Family Units: Exclusive of house numbers, one nameplate sign for each dwelling group of 6 to 12 units which shall not exceed 6 square feet in area per surface. One nameplate sign for each dwelling group of 12 to 24 units which shall not exceed 24 square feet in area per surface. One nameplate sign for each dwelling unit group above 24 units which shall not exceed 1 square foot per unit in the dwelling group to a maximum of 100 square feet in area per surface. Such nameplate signs may be attached to the wall of a building or may be freestanding. In no case shall more than 1 sign be allowed for each dwelling group. All such signs shall conform to setback requirements of the Code. No sign shall be constructed so as to have more than two display surfaces. Said signs may indicate the names of the buildings, project names, may be a directory for occupants or state any combination of the permitted information. (Ord. 878, 3-23-1981)~~

~~B. Institutional Uses: Churches, schools and other permitted institutional uses in residence districts may have an illuminated nameplate sign not greater than 50 square feet in gross surface area.~~

A. All wall and/or freestanding signs in all districts shall be subject to the following requirements. Placement of Signs: Signs are subject to all height and setback requirements listed in Section 1010.05 and 1010.08 (charts) of this Title and in no case shall a building sign extend above the height of a building to which it is attached or be placed on the roof of a structure. Signs shall not be permitted within the public right-of-way or easements except on benches and shelters that have received permits as per Section 703.05 of this code, and newspaper and cabstands, all of which shall be as governed by Chapter 901 and Section 703 of this code. City, county, state, and federal traffic directional signs are permitted. (Ord. 1359, 1-28-2008)

## SIGNS ALLOWED IN RESIDENCE TIAL DISTRICTS

### R-1 and R-2 Districts

#### LDR-1 and LDR-2 Districts

| <i>Type</i>             | <i>Maximum Number Allowed</i> | <i>Maximum Sign Area Allowed</i> | <i>Placement, Location &amp; Height</i>                                                                      | <i>Restrictions</i>           |
|-------------------------|-------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Home Occupation</b>  | 1                             | 6 sq. ft.                        | On a wall or in front yard <u>w/10 foot minimum setback</u> and 4 foot maximum height for freestanding sign. | Non-illuminated               |
| <b><u>Nameplate</u></b> | <u>1</u>                      | <u>4 sq. ft.</u>                 | <u>On wall or in front yard w/10 foot minimum setback and 4 foot maximum height</u>                          | <u>Internally illuminated</u> |

### ~~R-3, R-3A, R-4, R-5, R-6, R-7, and R-8 Districts~~

#### MDR, HDR-1, and HDR-2 Districts

| <i>Type</i>                                    | <i>Maximum Number Allowed</i>                                                                                  | <i>Maximum Sign Area Allowed</i>                                                         | <i>Placement, Location &amp; Height</i>                                             | <i>Restrictions</i>                                  |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Complex “project” Signage</b>               | 1 per complex or residential development.                                                                      | 50 sq. ft.                                                                               | 15 foot minimum from a property line. 6 foot maximum height.                        | Can be located on building front or be freestanding. |
| <b><u>Nameplate</u></b>                        | <u>1 for each dwelling group</u>                                                                               | <u>24 sq. ft.</u>                                                                        | <u>On wall or in front yard w/10 foot minimum setback and 4 foot maximum height</u> | <u>Internally Illuminated</u>                        |
| <b>Institutional Use Signs (school/church)</b> | 1 per specified use within the structure or campus. EXCEPT on corner lot where a Master Sign Plan is required. | 50-sq. ft. maximum on a single sided sign or 100-sq. ft. maximum on a double sided sign. | 15-foot minimum from a property line. 6-foot maximum height.                        | Illumination allowed.                                |

**~~1010.08: REGULATIONS FOR B, SC AND I DISTRICTS:~~**

- a. ~~Within the Business, Shopping Center and Industrial Districts the following requirements pertaining to wall and freestanding signs shall apply (see chart next page). (Ord. 1359, 1-28-2008)~~

**SIGNS ALLOWED IN BUSINESS, EMPLOYMENT, AND INSTITUTIONAL  
COMMERCIAL and MIXED USE DISTRICTS, EMPLOYMENT DISTRICTS, and  
INSTITUTIONAL DISTRICTS**

**B-1, B-1-B and I Districts**

**NB, I, and INST Districts**

| <i>Type</i>               | <i>Maximum<br/>Number<br/>Allowed</i>                                                            | <i>Maximum Sign<br/>Area Allowed</i>                                                                                                      | <i>Placement,<br/>Location &amp;<br/>Height</i>              | <i>Restrictions</i>                                                                                                |
|---------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Wall Sign</b>          | Multiple                                                                                         | 1 sq. ft. per lineal foot of tenant space or building front (main public entry as per determination by Community Development Department). | Installed on exterior building wall or facade                | Sign area for all sides of building (including fuel canopy) is capped at the Maximum Sign Area Allowed (column 3). |
| <b>Freestanding Signs</b> | 1 on interior lot, 2 on through lot or multiple frontage lot; or as approved w/master sign plan. | 75 sq. ft. maximum for single sided sign or 150 sq. ft. maximum on a double sided sign.                                                   | 15 foot minimum from a property line. 20 foot maximum height |                                                                                                                    |

**~~B-2, B-3, B-4, B-6, and SC Districts~~**  
**CB, RB, O/BP, and CMU Districts**

| <i>Type</i>               | <i>Maximum Number Allowed</i>                                                                    | <i>Maximum Sign Area Allowed</i>                                                                                                            | <i>Placement Location</i>                                    | <i>Restrictions</i>                                                                                           |
|---------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Wall Sign</b>          | Multiple                                                                                         | 1.5 sq. ft. per lineal foot of tenant space or building front (main public entry as per determination by Community Development Department). | Installed on exterior building wall or facade                | Sign area for all sides of building (including fuel canopy) is capped at the Maximum Size Allowed (column 3). |
| <b>Freestanding Signs</b> | 1 on interior lot, 2 on through lot or multiple frontage lot; or as approved w/master sign plan. | 100 sq. ft. maximum on a single sided sign or 200 sq. ft. maximum on a double sided sign.                                                   | 15 foot minimum from a property line. 25 foot maximum height |                                                                                                               |

B. Directional Signs: Directional signs may be incorporated into a development including information such as traffic directions, house numbers, management office location, or other information necessary to direct persons to facilities or areas within the development.

1. Directional signs shall not exceed 8 square feet in size and 8 feet in height and are not closer than 1 foot from a public street right-of-way, unless approved as a component of a Master Sign Plan.
2. Off-site directional signs are prohibited.
3. Where applicable, directional signs are required to be incorporated into an approved Master Sign Plan.

**7.0 SECTION 1010.06 - SIGN AREA COMPUTATIONS**

**This section has been relocated from 1010.04 and not altered. However, the existing section 1010.06 has to be eliminated since it has been relocated and revised.**

**~~1010.06: THROUGH AND CORNER LOTS:~~**

~~In the case of through lots and/or corner lots, the square footage of signs shall be allowed for all wall areas facing said street based on the requirements as outlined in Section 1010.08 of this Chapter, except that one freestanding sign shall be allowed per interior or corner lot, two freestanding signs for through lots or triple-fronted lots and three freestanding signs for lots surrounded on all sides by public street frontage. (Ord. 1116, 10-12-1992) (Ord. 1359, 1-28-2008)~~

#### **1010.06: ~~SIGN AREA COMPUTATION~~ Sign Area Computation**

- A. Computation of Sign Surface Area of Individual Cabinet or Panel Sign: To compute the area for a cabinet or panel sign face: Compute by means of the smallest square, rectangle, circle, triangle, or combination thereof that will encompass the extreme limit of the copy, representation, logo, emblem, or other display, together with any material or color forming an integral part of the background or the display or used to differentiate the sign from the backdrop or structure against which it is attached or affixed, but not including any support framework, bracing, or decorative fence or wall when such fence or wall otherwise meets the pertinent zoning regulations and is clearly incidental to the display itself.
- B. Computation of Sign Surface Area of Individual Signs Mounted Letters or Symbols: When a sign is composed of individual mounted letters or symbols, the sign surface area shall be determined by means of the total or the smallest contiguous square, rectangle, circle, triangle, or combination thereof that will encompass each letter, representation, logo, emblem or other display.
- C. Computation of Sign Surface Area of Awning or Canopy: To compute the area of an awning or canopy sign: compute by means of the smallest square, rectangle, circle, triangle or combination thereof that will encompass the extreme limits of the copy, representation, logo, emblem or other display, together with any material or color forming an integral part of the background or the display or used to differentiate the sign from the backdrop.

#### **8.0 SECTION 1010.07 – NON-CONFORMING SIGNS**

**The section regarding non-conforming signs has been relocated to 1010.03 General Provisions and has also been modified. The new section or reconstituted section that follows is regarding Temporary Signs. Perhaps one of the most misunderstood and/or violated sections of the Code, temporary signs have been a focal point the past few years specifically regarding enforcement, but also with types allowed. The proposed draft, which creates a specific chapter to provide easy access (and hopefully better clarity), has been researched by the Planning Division to determine how others enforce/permit such signs. Staff has made applicable modifications it feels best fit in Roseville.**

#### **1010.07: ~~NON-CONFORMING SIGNS~~ Temporary Signs**

##### **3. ~~Temporary Signs:~~**

- a. ~~Permit Required: Permits for temporary signs, grand opening signs, special event signage and other attention getting devices may be issued for searchlights and/or balloons not exceeding two feet in the largest dimension, tents, laser light shows and similar attention getting devices may be issued. Temporary signs shall be comprised/constructed of durable all-weather materials (such as but not limited to~~

~~plywood, coreaplast (plastic foam-core) alumacore, and polycarbonate (Lexan) mounted to the building wall or be freestanding.~~

~~b. Duration: During any calendar year, temporary signs, grand opening signs, special event signs, and other attention getting devices may be in place no more than 20 days, which duration may be broken into multiple events/days not exceeding a total of 20 days per calendar year~~

~~c. Size: The surface area of any temporary sign shall not exceed 32 square feet. This area shall be in addition to permanent, window or other signage allowed elsewhere in this Chapter.~~

~~d. Location: Freestanding temporary signs shall be set back a minimum of 15 feet from a property line.~~

A. A or T - frame signs, sandwich, curb signs, balloons, searchlights, fabricated and/or manufactured signs on stands or posts, and other approved attention getting devices:

1. The Community Development Department may issue permits for temporary signs in commercial, employment, and institutional districts, including grand opening signs, special event signage, and other attention getting devices such as searchlights and/or balloons.
2. Temporary signs shall be comprised/constructed of durable all-weather materials (such as but not limited to plywood, coreaplast [plastic foam-core] alumacore, and polycarbonate [Lexan]) mounted to the building wall or they may be freestanding.
3. Size: The surface area of any temporary sign shall not exceed 32 square feet. This area shall be in addition to permanent, window, or other signage allowed elsewhere in this Chapter.
4. Duration: During any calendar year, temporary signs, grand opening signs, special event signs, and other attention getting devices may be in place no more than 60 days, which duration may be broken into multiple events/days not exceeding a total of 60 days per calendar year.
5. Number: A use shall be limited to two temporary signs, and the City reserves the right to limit/regulate, through the Temporary Sign Permit, the number of temporary signs on multi-tenant, malls, and/or unified development sites.
6. A business activity may only be issued one permit at any given time. A separate permit is required for each display period.
7. Location: Freestanding temporary signs shall be set back a minimum of 15 feet from a property line.
8. Searchlights must not be directed into residential areas or onto streets and are not to be permitted more than six days per calendar year.
9. Penalty: Twenty days will be subtracted as a penalty from a business activity's allotted number of days when that activity maintains a temporary sign past the expiration date for the permit, irrespective of compliance during the period under the Chapter. If the business activity has fewer than 20 allotted temporary sign days remaining for the calendar year in which the penalty is imposed, the balance



of those penalty days will be subtracted from that activity's allotted temporary sign days in the following calendar year.

## **9.0 1010.08 - REGULATIONS FOR B, SC, AND I DISTRICTS**

The Regulations section covering B, SC, and I Districts (charts) was relocated to Section 1010.05 On-Premises Signs. The section (below) Real Estate Signs that takes its place is similar to the above section Temporary Signs. It is a section that has been in need of thorough review and modifications and easy access. Below are additional clarifications to assist better with these signs.

### **1010.08: ~~REGULATIONS FOR B, C, AND I DISTRICTS~~ Real Estate Signs**

- A. The Community Development Department may issue a sign permit for the sale, rental, and/or leasing of a property in the medium and high density residential, commercial, employment, and institutional districts as listed below:
- B. Within low, medium, and high density residential zoning districts, temporary real estate signs shall comply with the following requirements:
  - 1. 6 square foot maximum area
  - 2. 6 foot maximum height
  - 3. One sign per property
  - 4. Shall be removed within 7 days after execution of rental or lease agreement or the closing of a sale
- C. Within commercial, employment, and institutional zoning districts, temporary real estate signs shall comply with the following requirements:
  - 1. Multi-tenant buildings and unified developments where new signage is requested, said real estate/leasing sign shall be made part of the required Master Sign Plan as require in Section 1010.11 of this chapter.
  - 2. Single tenant buildings shall be allowed a real estate sign not exceeding 32 square feet mounted on the building wall or incorporated into an existing freestanding sign. If it is determined by the Community Development Department that either a wall sign or incorporation into existing freestanding sign is not conducive, the site will be allowed one freestanding real estate not exceeding 32 square feet, limited to 8 feet in height, and setback a minimum of 15 feet from a property line.
  - 3. In situations where the selling, renting, and/or leasing sign is desired on vacant land/property, a freestanding sign not exceeding 32 square feet, limited to 8 feet in height, and setback a minimum of 15 feet from a property line (or as approved by the Community Development Department) shall be allowed.
  - 4. Unless explicitly stated, the number of real estate signs shall be limited to one sign per lot, except multi-fronted or through lots, which may be permitted an additional sign on the second street frontage, or as approved by the Community Development Department.

- D. Leasing signs shall be removed within 7 days after execution of rental or lease agreement or the closing of a sale.

## 10.0 1010.09 – SEVERABILITY

**This section has been eliminated since we have a severability clause for the whole Zoning Ordinance found in section 1001.10. In place of this section, the Planning Division has created a separate section regarding Other Temporary Signs, which is currently located under Section 1010.03 Permits. The section Other Temporary Signs has also been modified to eliminate items no longer necessary/applicable, and some items/statement have been relocated to other sections of the proposal.**

### 1010.09: ~~SEVERABILITY~~: Other Signs

~~Each part of the Section is hereby declared to be independently operative, and if any provisions of the Section is determined to be facially invalid, or invalid as applied to a particular set of circumstances, the remaining parts and the application of such parts to any person or circumstance other than those held invalid, shall not be affected thereby, and it is hereby declared that such parts would have been passed independently of parts known to be invalid.~~

- A. No permit or permit fee shall be required for the following types of other signs, however ,all other provisions of this Chapter shall apply.

B. ~~Not Required:~~ A permit is not required for the following signs:

1. ~~One noncommercial sign no larger than 6 square feet and no higher than 6 feet tall may be displayed on any lot in all zoning districts without obtaining a permit.~~
2. ~~Where this Chapter allows any commercial sign, a noncommercial sign meeting the same size, location, and other standards shall be allowed without obtaining a permit.~~
3. ~~Signs including electronic message devices within the interior of buildings, or signs which are not intended to be visible beyond the premises on which the signs are located are not subject to the regulations set forth in this Chapter. (Ord. 1163, 7-24-1995)~~
4. Nameplate Signs
5. Construction Signs: Construction signs shall be confined to the site of construction, alteration, or repair and shall be constructed of high-quality material maintained in good repair. No more than one sign is permitted on each street frontage the project abuts. The sign shall be removed within 180 days of the date of the issuance of a building permit for the work. A conditional use permit is required for a contractor sign to remain in place longer than allowed by this subsection. Construction signs are allowed in zoning districts in accordance with the following criteria:

| ZONING DISTRICT | SIZE       | HEIGHT | PLACEMENT/SETBACK                          |
|-----------------|------------|--------|--------------------------------------------|
| LDR1 &          | 16 sq. ft. | 8 foot | 5 feet from property line/zero if attached |

|                     |                                |                 |                                                              |
|---------------------|--------------------------------|-----------------|--------------------------------------------------------------|
| LDR2                |                                | maximum         | to security fence                                            |
| All other Districts | 32 sq. ft. per street frontage | 12 foot maximum | 5 feet from property line/zero if attached to security fence |

6. ~~Directional Signs: Directional signs may be incorporated into a development including information such as traffic directions, house numbers, management office location or other information necessary to direct persons to facilities or areas within the development; provided however, that such signs shall not exceed 4 ½ square feet in size and 6 feet in height and are not closer than 1 foot from a public street right of way. Off site directional signs are prohibited.~~
7. Flags
8. Garage/Yard Sale Signs: The sign shall only be displayed during the term of the sale and must be removed when the sale is completed.
9. Holiday signs may be displayed over a period not to exceed a total of 60 days per calendar year. The aggregate total area of such signs shall not exceed 50 square feet.
10. Political signs to the extent that the following criteria are met:
  - a. In years when a state general election is held, political signs may be posted from August 1 until 10 days following the state general election. Any such signs must be removed by those responsible for their being posted.
  - b. In years when no state general election is held, if there is a primary for any office, political signs for all offices may be posted no more than 21 days before the primary election. When there is no primary for any office, such signs may be posted not more than 21 days before the general election. All such signs must be removed by those responsible for their being posted within five days following the general election. Said political signs shall not exceed 12 square feet gross area.
  - c. Political signs shall be set back at least 15 feet from the outside edge of any street or back of curb of all city and county streets.
  - d. Political signs shall not be placed so as to cause a hazard to public safety.
  - e. Political signs shall not be placed on any property without permission of the property owner.
  - f. Political signs shall not be located on any city owned property.
  - g. Signs in violation of the above provisions may be removed by city staff and stored for two weeks. After two weeks, unclaimed signs will be disposed of by the city.
11. Real estate signs to the extent that the following criteria are met:
  - a. ~~Single and Two-Family~~ Low Density Residential 1 and 2 (LDR1, LDR2) Property: For the purpose of selling, renting or leasing any ~~single or two family residential property~~ LDR1 or LDR2 property, a real estate sign not in excess of ten square feet in gross surface area in single and two-family

districts may be placed within the front yard or in the public street right of way beyond the front yard. No part of the sign shall be closer than 6 feet from the curb. If there is a sidewalk, no part of the sign shall be closer than two feet from the edge of the sidewalk.

~~b. Multiple Family Residential Property: For the purpose of selling or promoting a multiple family residential property of six or more dwelling units, a sign not to exceed 35 square feet and not more than eight feet in height or a combination of a freestanding sign and wall mounted signs not to exceed 70 square feet may be erected upon the site not less than 15 feet from a property line.~~

~~c. Business and Industrial Property: For the purpose of selling, renting, and or leasing business/industrial properties, the following shall apply:~~

~~1. Single tenant buildings shall be allowed a real estate sign not exceeding 32 sq. ft. mounted on the building wall or incorporated into an existing freestanding sign.~~

~~2. Multi-tenant buildings where new signage is requested, said real estate/leasing sign shall be made part of the required Master Sign Plan in Section 1010.03D.~~

~~3. In situations where the selling, renting and/or leasing sign is desired on vacant land/property, a freestanding sign not exceeding 32 sq. ft. shall be allowed.~~

~~(Ord. 1359, 1-28-2008)~~

~~d. Number of Signs: Only one sign is permitted per lot, except double fronted or through lots may be permitted an additional sign on the second frontage and lots with lakeshore frontage may be allowed an additional sign on the lake side of the lot at least 25 feet back from the shoreline of the lake.~~

~~e. Removal of Signs: Real estate signs shall be removed within seven days following the lease or real estate closing.~~

12. Security System Signs: Signs identifying the presence of a security or alarm system are allowed not to exceed two square feet.

13. Window Signs: Signs affixed to or painted on windows or placed within 36 inches of a window to be viewed from the exterior of the building shall not occupy more than 25% of the total window area, nor shall they be placed in a location that would block the view into the building from a public street of the clerk's or cashier's area. Under no circumstances shall the total area of window signage exceed ½ the allowable area of wall signage for the affected building.

14. Signs that are affixed to City-owned light poles or standards that contain information advertising the City itself or City events, provided the signs are located in non-residential areas, have been approved by the City Council and City Public Works Director or the Director's designee. (Ord. 1367, 5-12-2008)

#### ~~E. Permit Process:~~

~~3. Administration: Administration, enforcement, permits, fees and inspections shall be as established for building permits in Title 9 of the City Code. Exception: Written permit applications are not required for no fee temporary special events.~~

~~4.Variance: A sign permit applicant or permit holder may appeal an order or determination by making an application for a variance. A variance request must follow the procedures established in Section 1013.02, and shall be processed in accordance with Minnesota Statutes Section 15.99 and Section 1014.04 of this Code.~~

## **11.0 DYNAMIC SIGNS**

**This new section has been created to address/clarify electronic signs and message centers currently referred to as flashing signs under our Code.**

### **1010.10 Dynamic Displays**

- A. Dynamic Display** Any sign using a dynamic display, in whole or in part, must meet the following operational standards:
- 1. Duration:** In all districts, the full sign image or any portion thereof must have a minimum duration of 25 seconds and must be a static display. No portion of the image may flash, scroll, twirl, change color, or in any manner imitate movement.
  - 2. Transition:** In all districts where the full sign image or any portion thereof changes, the change sequence must be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited.
  - 3. Brightness:** The dynamic display sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
  - 4. Dimmer Control:** Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
  - 5. Fluctuating or Flashing Illumination:** No portion of any dynamic display sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden transitory bursts, streams zooms, twinkles, sparkles, or in any manner that creates the illusion of movement.
  - 6. Video Display:** No portion of any dynamic display sign may change its message or background in a manner or by a method of display characterized by motion or pictorial imager, or depict action or a special effect to imitate movement, or the presentation of pictorials or graphics displayed in a progression of frames that give the illusion of motion or the illusion of moving objects, moving patterns, or bands of light or expanding or contracting shapes.
  - 7. Time and Temperature:** A display of time, date, and temperature must remain for at least 60 seconds before changing to a different display. However, individually, the time, date, or temperature information may change no more often than once every 10 seconds.

## **12.0 MASTER SIGN PLANS**

Currently, Master Sign Plan requirements are located within the 1010.03, Permits section. The Planning Division through the years has seen both a need for additional clarity and regulation, as well as an increase in applications. Through our discussions with applicants and knowing what works and what does not, we have proposed the following to assist both land owners and the Division with the continued increase/processing of these signage plans.

### **1010.11 Master Sign Plans**

- A. ~~1.~~ Purpose: The purpose of a Master Sign Plan is to establish a fair and equitable process ~~criteria~~ for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.
- B. ~~2.~~ Effect of Master Sign Plan: Upon approval of a Master Sign Plan, all future signs shall conform to the Master Sign Plan. Modifications to the provisions of the Master Sign Plan may be granted only with the approval of ~~an new~~ amended Master Sign Plan.
- C. ~~3.~~ Required: A Master Sign Plan is required for:
  - 1. Building complexes
  - 2. Multi-tenant structures
  - 3. Covered mall buildings, shopping centers, or strip malls
  - 4. Planned unit developments
  - 5. Area identification signs
  - 6. Churches/places of worship/institutions/schools
  - 7. Unified Development
- D. Guideline: Where applicable the underlying signage requirements of Section 1010.05 shall be used as the minimum base standard for signage in the proposed Master Sign Plan.
- E. ~~4.~~ Criteria: ~~The following criteria should be used when developing a Master Sign Plan.~~ To assist property owners and their tenants with signage needs, the City has established the following criteria that shall be used in developing, reviewing, and approving each Master Sign Plan.
  - ~~a. Guideline. If possible, the underlying zoning district regulations (pertaining to signage and listed in Section 1010.10) should be used as a guideline with minimum variations as needed to meet the intent of this Chapter. (Ord. 1359, 1-28-2008)~~
  - 1. ~~b.~~ Location: No freestanding sign shall be located closer than five feet to a property line, roadway easement, or other public easement. No freestanding sign shall be erected that, by reason of position, shape, or color, would interfere in any way with the proper functioning or purpose of a traffic sign or signal. No freestanding sign shall be located within the Traffic Visibility Triangle. No freestanding sign shall impede/impair traffic.

2. ~~e.~~ Quality: All signage shall improve the aesthetics or functional use of the site. All freestanding signs shall include materials that compliment the architectural design/existing building materials, including but not limited to face brick, natural or cut stone, integrally colored concrete masonry units/rock faced block, glass, pre-finished metal stucco or similar cementation coating, and/or factory finished metal panels. Landscaping may be integrated into any freestanding sign.
3. ~~d.~~ Type: All types of signs are permitted except those prohibited by Section ~~1010.02C. (Ord. 1359, 1-28-2008)~~ 1010.03C of this Chapter.
4. ~~e.~~ Size: The size of all signage (building wall and free standing) shall be limited to ~~1.5~~ 2 times the maximum allowed under Section ~~1010.08 (Wall Signage). (Ord. 1359, 1-28-2008)~~ 1010.05 of this Chapter
5. ~~f.~~ Height: The height of any free standing sign shall be limited to ~~a height of 40 feet.~~
6. ~~g.~~ Number: The number of freestanding signs shall be reasonably related to the number of access points to public streets and/or the number of tenants within the multi-tenant structure.

E. ~~5.~~ Approval Master Sign Plan Process: The following has been established by the City of Roseville for reviewing and approving Master Sign Plans: Submittal of a Master Sign Plan application, appropriate/applicable information, and fee (\$250 residential and \$350 commercial/industrial) is required with the Office of Community Development. The Planning Division shall hold an administrative hearing and take appropriate action on requests for Master Sign Plan approvals. The following shall apply:

1. Application Requirements: The property owner, his/her agent/manager, a design, architectural, or consulting firm, or a sign company, acting on behalf thereof, shall submit a completed Master Sign Plan Application to the Community Development Department. A completed application includes completion of the application form, submittal of all applicable proposed plans and specifications, and the submittal of the required fee as set forth in Chapter 314 of this Code.
2. ~~a.~~ The City Planner shall schedule an administrative hearing before a subset of the Development Review Committee, to include the Community Development Director, Permits Coordinator, City Planner, Associate Planner and/or City Department representatives as determined by the Community Development Director, hereinafter referred to as the Master Sign Plan Committee (MSPC), the time and place for which shall be set by the City Planner, to consider the proposed Master Sign Plan with respect to the criteria in Section ~~1010.03D4~~ \_\_\_\_\_ of this title. (Ord. 1359, 1-28-2008) Submittal Review: Upon submittal of a Master Sign Plan application, the Community Development Department will review the information provided for completeness and determine whether modifications and/or clarification is necessary. Once an application has been determined complete, the Community Development Department will set the administrative hearing before the Master Sign Plan Committee (MSPC).
3. ~~b.~~ Establishment of Administrative Hearing and Notice: The Community Development Department will provide notice (postcard) to ~~the applicant and contiguous/effected property owners shall be notified by the City Planner of such time and place in writing not less than ten days~~ one week prior to such a Master

Sign Plan hearing. The ~~City Planner~~ Community Development Department may notify additional property owners if a determination is made that such additional notification is merited.

~~c. The MSPC shall hold the administrative hearing as scheduled by the City Planner.~~

4. ~~d.~~ Hearing and Approval: The MSPC shall hold an administrative hearing for each Master Sign Plan proposal, take public comment, and render and provide a recommendation forward a recommendation to the Community Development Director or Designee for approval. ~~and t~~ The Community Development Director or Designee shall make the final decision and provide written approval of a Master Sign Plan to the applicant.
5. ~~e.~~ Appeal: Should the applicant or a contiguous property owner object to the Community Development Director or Designee decision on the Master Sign Plan, an appeal may be filed within 10 days following the administrative decision by the Community Development Director or Designee. The appeal shall follow the requirements listed in Section 1009.08 of this Code. ~~be made in writing and shall be addressed to the City Manager. The City Council shall take up the appeal at a regular board meeting within 45 days on the appeal. The Master Sign Plan appeal shall follow notice requirements and other procedures contained in Chapter 108 of the Title. (Ord. 1359, 1-28-2008) (Ord. 1371, 7-28-2008)~~

## **5.0 PLANNING COMMISSION CONSIDERATION**

- 5.1 On April 4, 2012, the Roseville Planning Commission held the duly noticed public hearing regarding the proposed sign regulation modifications, at which hearing no citizens were present to address the Commission.
- 5.2 Commissioners did have questions of the City Planner from which a few minor corrections were made to the proposal (menu board removed from definitions; other temporary signs heading changed to other signs; clarification of exterior illumination in residential districts; and typographical corrections).
- 5.3 The Planning Commission voted 6-0 to recommend approval of the proposed amendments to chapter 1010, Sign Regulations of the Roseville City Code as modified by the Commission.

## **6.0 SUGGESTED ACTION**

Provide the City Planner feedback on the proposed amendment to Chapter 1010, Sign Regulations. However, if the City Council is inclined, a draft clean ordinance has been attached for approval.

**Prepared by: City Planner Thomas Paschke; 651-792-7074**

Attachments: A. PC Minutes  
B. Draft Resolution



**Extract of the Planning Commission Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Draft Minutes - Wednesday, April 04, 2012**

**1. Public Hearing**

**PROJECT FILE 0013**

**Consideration of Comprehensive Amendments to most sections of Chapter 1010 (Sign Regulations) of the Roseville City Code**

Chair Boerigter opened the Public Hearing at approximately 6:41 p.m.

City Planner Paschke reviewed the redlined copy and reformatting, as well as the proposed final formatting, with the new Purpose and Findings (Section 1010.01); all as detailed in the Request for Planning Commission Action dated April 4, 2012.

Member Strohmeier questioned if there was anything in the revised version that addressed signage, such as speed wagons.

Mr. Paschke advised that the sign ordinance did not address those types of signs, as they were considered "public" versus "private" signs; and this ordinance wasn't intended as an enforcement mechanism for right-of-way signs, but only referenced in the code. Mr. Paschke advised that the sign ordinance did not speak to "prohibited" signs either that may be placed in a right-of-way, since those signs and their placement were regulated and enforced by different divisions of the City than the Community Development Department, namely the Police and/or Public Works Departments.

Chair Boerigter expressed his confusion on how residential signs were regulated; or if they were exempted from the sign permit process (e.g. celebratory signs for graduations or other special events in a private residential yard).

Mr. Paschke advised that it depended on what Chair Boerigter meant by a "residential" sign, whether for a home occupation or a sign in the front yard.

Chair Boerigter clarified that one area of concern was related to the proposed ordinance's reference and definition of "name plate" signs.

Mr. Paschke advised that such signage was exempted under the City's Building Code or addressed in other sections of City Code (e.g. street numbers and their sizes); and other standards addressed by the City's Building Code. Mr. Paschke advised that signage, using a protest sign as an example, in a residential front yard was addressed by free speech issues; and the proposed sign ordinance does not speak to those.

Chair Boerigter referenced Section 1010.09 (Other Temporary Signs) as well as Section 1010.03 (General Provisions), with the General Provisions stating that it was unlawful to erect a sign without a permit unless addressed in the ordinance; and asked staff to provide the location in the proposed ordinance that it clearly stated that a permit was not required for a name plate or other examples.

Mr. Paschke advised that the chart shown after line 293 of the proposed ordinance showed allowed signs for residential districts, with both signage for home occupation and name plates addressed.

Chair Boerigter questioned if a name plate was defined as a "temporary sign;" with Mr. Paschke advising that it would be considered "permanent."

Chair Boerigter suggested that Section 1010.09 be renamed to "Other Signs" rather than "Other Temporary Signs;" since not all signs addressed therein were considered temporary.

Mr. Paschke concurred that the Section could be re-titled as "Other Signs," since some were temporary and some not.

By consensus, Members concurred that Lines 406-208 and the title of that section be revised to remove the word, "temporary."

## Regular Planning Commission Meeting

Minutes – Wednesday, April 4, 2012

### Page 2

Chair Boerigter opined that the dimensions for residential signs seemed small; and questioned how the size compared to dimensions for a sign other than for an address; and questioned if a four (4) square foot sign was sufficient.

Mr. Paschke advised that the dimensions were different.

Member Strohmeier provided examples of that size, with consensus of the Commissioners that the size was sufficient for the purpose.

Chair Boerigter questioned the residential district sign restrictions that they be “non-illuminated;” and if that was for external or internal illumination. Chair Boerigter noted the number of existing, and anticipated, nameplates and addresses that were illuminated by a spotlight or other means, and whether this was a preference for emergency response to a residential property.

Mr. Paschke clarified that “illuminated” referenced an internal means of lighting the sign, not external means.

Chair Boerigter noted, however, that the proposed code did not specify external; and questioned if the City Code didn’t require address numbers clearly visible on homes.

Mr. Paschke advised that such regulations would be addressed in the City’s Building Code; and spotlights on sight to highlight them were permitted. To avoid confusion, Mr. Paschke suggested that language in the chart under Section 1010.05 (On-Premise Signs) for LDR-1 and LDR-2 Residential Districts be clarified as “Non-Internal Illumination.”

Member Lester suggested that this change be applied to MDR, HDR-1 and HDR-2 Districts in the subsequent chart between lines 294 and 297 of that same section.

Chair Boerigter noted that nameplate signs in that chart were allowed to be up to a maximum of twenty-four (24) square feet and opined that they seemed to indicate a different type of sign. However, he suggested that the same thing could apply, with spotlights used on those signs to advertise such a multi-family complex.

Mr. Paschke opined that, in most cases, he would concur that the same thing would apply; and was not aware of any internally illuminated signs as an example, with spotlights used to highlight most of those types of signs. Mr. Paschke advised that staff would support using similar language for MDR, HDR-2 and HDR-2 Districts.

Member Olsen noted a minor typographical error in Section 1010.04, Line 276, changing the first word from “issues,” to “issued.”

Chair Boerigter questioned the compliance status of existing signs in the City.

Mr. Paschke advised that some were in compliance, while some were not; and staff currently worked through the City’s existing public nuisance ordinance. However, Mr. Paschke noted that enactment of this revised sign ordinance would provide staff with the ability to regulate and/or enforce those sign laws throughout the community.

At the request of Chair Boerigter, Mr. Paschke confirmed that the “Fine” (Section 1010.04 – Maintenance, Removal of Signs, Fines) was entirely new; and further provided a process for enforcement not currently available.

If existing signs were not in compliance, Chair Boerigter questioned how property owners were advised; with Mr. Paschke advising that, as staff became aware of issues, property owners were sometimes noticed in writing of their lack of compliance. Mr. Paschke noted that staff was aware of a number of existing signs that were not in compliance and that a number of them remained out-of-compliance with limited staff resources to address them.

At the request of Chair Boerigter, Mr. Paschke advised that “sandwich board” signs were currently prohibited; but that the new sign ordinance would allow them, provided a temporary sign permit was applied for. Mr. Paschke advised that the intent was that, if temporary sign permits were required for temporary signs, and the time frame expanded from 20 to 90 days for their utilization for special events, it would diminish or eliminate their use on a continual basis and potential violations.

At the request of Chair Boerigter, Mr. Paschke confirmed that those temporary signs would then be regulated and enforced by the Community Development Department, not through the Building Permit process.

At the request of Member Gisselquist, Mr. Paschke advised that temporary signs were currently reported to staff by others seeking to do the same thing, or reporting non-compliance concerns. Mr. Paschke advised that those types of calls to staff were very frequent, along with calls about right-of-way versus private yard signage regulations.

Chair Boerigter questioned the signs using people standing in front of a business or on a sidewalk, and questioned how those were regulated.

Mr. Paschke advised that they were not regulated in the proposed sign ordinance as they were usually in the public right-of-way; and staff was unaware of other provisions for their regulation, noting the difficulty in monitoring them as well.

At the request of Member Strohmeier, Mr. Paschke addressed campaign signs, noting that those were specifically regulated by MN State Statute, with the City Code modified several years ago to mirror statute.

Chair Boerigter noted that specific language in Section 1010.09, Section 6, Items a-g, addressing political signs.

Considerable discussion ensued regarding Section 1010.10 (Dynamic Displays) related to current provisions and the current code regulations that were very limiting for those types of signage (e.g. number of display changes limited to 3 times within a 24-hour period) and the need to upgrade the City's ordinance to facilitate ever-increasing technological advances in dynamic signage, and their various types, light colors and/or intensity, and flashing capabilities. Mr. Paschke further noted that the City's current Code didn't do justice to electronic message centers that stayed static; with most technologies far in advance of the existing code. Mr. Paschke noted that the proposed code language was more applicable to current legislation, based on recent case law for other communities (e.g. City of Minnetonka, MN), and what made sense with those newer technologies without allowing those technologies to cause great distractions.

Chair Boerigter concurred that when the sign code was previously revised, he considered it overly restrictive for those dynamic signs; and questioned how time/temperature signs had been addressed.

Mr. Paschke advised that the proposed code addressed those signs (e.g. banks, Walgreens Drug Stores) and if not spoken to in past ordinance language were then considered to be prohibited; but now would be covered in Section 1010.10 for dynamic displays.

At the request of Member Lester, Mr. Paschke advised that a television monitor at a gas pump, as an example, would be a separate issue and not fall under the sign ordinance regulations. Mr. Paschke further advised that those types of items, as well as menu boards, would be reviewed and permitted in conjunction with Site Plan review and approval on an individual basis. Mr. Paschke advised that consideration, during those reviews, addressed whether or not there were major distractions to traffic on the streets, as well as how internal circulation was addressed; and the amount of internal signage needed for direction on a case-by-case basis. While partially covered in City Code, Mr. Paschke advised that final regulation would be addressed as part of the Site Plan review and approval, with some sites requiring more identification than others.

At the request of Chair Boerigter, Mr. Paschke clarified that menu/order board signs were spoken to in City Code, but not regulated under the sign ordinance, but reviewed as part of the Site Plan process, or Building Permit process in some cases, depending on whether they were part of the overall site signage. Mr. Paschke clarified that there were no requirements for setbacks, heights, or square footage regulating those signs as part of the proposed sign ordinance.

If that was the case, Chair Boerigter suggested removal of that definition under Section 1010.02, #20, since it was not applicable.

Mr. Paschke advised that staff would review that specific definition, and if not referenced elsewhere in the proposed ordinance, it would be eliminated.

**Regular Planning Commission Meeting**  
**Minutes – Wednesday, April 4, 2012**  
**Page 4**

Chair Boerigter closed the Public Hearing at approximately 7:14 p.m. with no one appearing for or against.

**MOTION**

Member Olsen moved, seconded by Member Gisselquist to recommend approval of the amendments to Chapter 1010, Sign Regulations, as detailed in the staff report dated April 4, 2012; *amended as follows:*

- **Section 1010.02, Definitions, #20, Menu/Order Board Signs**  
*Staff was directed to review whether or not this definition was referenced elsewhere in the text and if not, consider its removal as previously discussed;*
- **Section 1010.04, Maintenance, Removal of Signs, Fines**  
*Line 276, correct “issue” to “issued;”*
- **1010.05, On-Premise Signs, CHARTS between Lines 293-294 and 294-297**  
*Revise to read “Non-Internal Illuminated” for Signs Allowed in Residential Districts, LDR-1 and LDR-2 Districts; as well as in MDR, HDR-1 and HDR-2 Districts*
- **1010.09 “Other Temporary Signs,” Lines 406-408**  
*Revise Title and any other references in this section to “Other Signs,” and eliminate any other references to “temporary” signs.*

**Ayes: 6**

**Nays: 0**

**Motion carried.**

At the request of Chair Boerigter, Mr. Paschke advised that this case was anticipated for consideration by the City Council at a May of 2012 meeting.

**2. Adjourn**

With no further business to come before the Commission, Chair Boerigter adjourned the meeting at approximately 7:15 p.m.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE,  
SPECIFICALLY SECTION 1010 SIGN REGULATIONS**

**THE CITY OF ROSEVILLE ORDAINS:**

**SECTION 1. Purpose:** The Roseville City Code, Title 10, Section 1010 Sign Regulations is hereby amended as follows:

**Chapter 1010. Sign Regulations**

**1010.01: Purpose and Findings.**

A. Purpose: The sign ordinance is intended to establish a comprehensive and balanced system of sign control that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. It is the intent of this section to promote the health, safety, general welfare, aesthetics, and image of the community by regulating signs that are intended to communicate to the public, and to use signs that meet the City's goals by authorizing:

1. Permanent signs that establish a high standard of aesthetics;
2. Signs that are compatible with their surroundings;
3. Signs that are designed, constructed, installed, and maintained in a manner that does not adversely impact public safety or unduly distract motorists;
4. Signs that are large enough to convey the intended message and to help citizens find their way to intended destinations;
5. Signs that are proportioned to the scale of, and are architecturally compatible with, principal structures;
6. Permanent signs that give preference to the on-premise owner or occupant; and
7. Temporary commercial signs and advertising displays which provide an opportunity for grand openings and occasional sales events while restricting signs which create continuous visual clutter and hazards at public right-of-way intersections.

B. Findings: The City of Roseville finds it is necessary for the promotion and preservation of the public health, safety, welfare, and aesthetics of the community that the construction, location, size, and maintenance of signs be controlled. Further, the City finds that:

1. Permanent and temporary signs have a direct impact on and relationship to the image of the community;
2. The manner of installation, location, and maintenance of signs affects the public health, safety, welfare, and aesthetics of the community;
3. An opportunity for viable identification of community businesses and institutions must be established;
4. The safety of motorists, cyclists, pedestrians, and other users of public streets and

property is affected by the number, size, location, and appearance of signs that divert the attention of drivers;

5. Installation of signs suspended from, projecting over, or placed on the tops of buildings, walks, or other structures may constitute a hazard during periods of high winds and an obstacle to effective fire-fighting and other emergency service;
6. Uncontrolled and unlimited signs adversely impact the image and aesthetic attractiveness of the community and thereby undermine economic value and growth;
7. Uncontrolled and unlimited signs, particularly temporary signs that are commonly located within or adjacent to public right-of-way or are located at driveway/street intersections, result in roadside clutter and obstruction of views of oncoming traffic. This creates a hazard to drivers and pedestrians and also adversely impacts a logical flow of information;
8. Commercial signs are generally incompatible with residential uses and should be strictly limited in residential zoning districts; and
9. The right to express noncommercial opinions in any zoning district must be protected, subject to reasonable restrictions on size, height, location, and number.

#### **1010.02: Definitions**

A. Definitions: As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this section:

1. Sign: Any writing, pictorial presentation, number, illustration or decoration, flag, or other device that is used to announce, direct attention to, identify, advertise, or otherwise make anything known. The term “sign” shall not be deemed to include the terms “building” or “landscaping,” or any architectural embellishment of a building not intended to communicate information.
2. Area Identification Sign: A freestanding sign which identifies the name of, including but not limited to, a residential development, a multiple residential complex, a shopping center or shopping area, a business park, an industrial park, a building complex, or any combination thereof.
3. Balloon: A flexible, nonporous bag inflated with air or a gas lighter than air, such as helium.
4. Building Canopy or Awning: A sign constructed of flexible translucent or fabric-type material that incorporates a written message or logo on the exterior. Building canopies shall be considered part of the wall area and thus shall not warrant additional sign area.
5. Building Complex: A group of two or more buildings, planned or developed in a joint manner with shared parking facilities, regardless of whether such buildings or uses are located on the same lot or parcel.
6. Commercial Sign: Any sign that advertises or identifies a product, business, service, event, or any other matter of a commercial nature, and that seeks to draw attention to or promote a commercial, business, or economic interest or activity in contrast to

noncommercial signs that expresses an opinion or viewpoint of a social or political nature.

7. Construction Sign: Any non-illuminated sign that displays information regarding the construction or development of the site on which it is displayed
8. Directional Sign: A sign which contains no advertising and is intended to facilitate the safe movement of pedestrians and vehicles into, out of and around the site on which the sign is located.
9. Dynamic Display: Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink," or any other method or technology that allows the sign face to present a series of images or displays.
10. Flags: A piece of cloth or bunting varying in color and design, attached to a pole, used as a symbol, standard, emblem or insignia, or containing text other than that associated with a commercial, business, or economic interest or activity.
11. Freestanding Sign: Any sign not affixed to a building including but not limited to a ground sign, pole sign, pylon sign, or monument sign.
12. Ground Sign: A sign mounted on the ground attached either to footings or a base with an open space between the ground and the sign face.
13. Height of Freestanding Sign: The actual distance from the grade to the highest point of the sign, including any structure or architectural component of the sign.
14. Home Occupation Sign: A sign located at a residence advertising a business conducted in the residence or by persons residing in the residence.
15. Illumination, Internal: A light source within the sign.
16. Illumination, External: A light source that is not internal to the sign.
17. Illuminated Sign: A sign on or from which artificial light is directed.
18. Logo: An identifying graphic that may or may not be a registered trademark.
19. Master Sign Plan: Written document describing all proposed signs regarding a specific site, development, or complex, submitted by the owner/manager, including all types of signs/signage desired, reviewed, and approved by the City, and shall at a minimum include sign type, location, and size illustrations.
20. Mobile Sign (also referred to as Portable Sign): A sign designed or intended to be moved or transported by trailer or on wheels. A sign may be a mobile sign even if it has wheels removed, was designed without wheels, or is attached temporarily to the ground, a structure, or other sign. Signs mounted on a vehicle for advertising

purposes, when the vehicle is parked and visible from public right-of-way, except signs identifying a business when the vehicle is being used in the normal day-to-day operation of that business.

21. Monument Sign: A freestanding sign located directly at grade.
22. Nameplate Sign: A wall sign that states only the name or address or both of the business or occupant of the lot where such sign is placed. Letters and/or numbers must be at least 4 inches in height, and the maximum sign area shall not exceed 4 square feet.
23. Non-Commercial Sign: Communicative devices that express an opinion or viewpoint of a social or political nature in contrast to commercial signs that seek to draw attention to or promote a commercial, business, or economic interest or activity.
24. Non-Conforming Sign: A sign that lawfully existed prior to April 23, 2012, but does not conform to this chapter.
25. Off-Site Sign: A sign that advertises any business, product, person, event, or service conducted, sold, manufactured, or located off the premises where the sign is located.
26. Painted Sign: A sign painted directly on the outside wall or roof of a building or on a fence, rock, or similar structure or feature in any zoning district.
27. Pennants: Pieces of cloth, paper, or plastic that do not include any written or graphical, or other form of copy and are intended to be individually supported or attached to each other by means of rope, string or other material, and are intended to be hung on buildings or other structures or between poles.
28. Permanent Sign: Any sign that is displayed or intended for display for an indefinite period of time.
29. Pole Sign: A sign that is mounted at or near the top of a single or double pole.
30. Political Sign: A sign announcing candidates seeking political office or issues to be voted upon at a political election.
31. Portable Sign: See Mobile Sign
32. Projecting Sign: A wall sign that protrudes horizontally more than 1 foot from the wall to which it is attached.
33. Pylon Sign: A freestanding sign supported by its own structure and not attached to any building.
34. Readerboard Sign: A sign where the message is changeable with letters or numbers.
35. Real Estate Sign: Any sign pertaining to the sale, lease, or rental of land or buildings.
36. Searchlight: A powerful light or lights equipped with a reflector to produce a bright beam or beams.
37. Special Event Device: Any sign, searchlight, laser display, or other attention-getting device used in conjunction with a special event.
38. Temporary Sign: A sign that is designed or intended to be displayed for a short period of time and is not permanently installed. This includes A or T - frame signs,



sandwich, curb signs, and balloons.

39. Under Canopy Sign: Any sign hanging below a building canopy, awning, or building overhang.

40. Unified Development: A development of three or more principal structures with common characteristics as determined by the City. Common characteristics may include shared access, similar architecture, single ownership, or history of site plan review approval.

41. Wall Sign: A sign constructed on a panel attached to a structure or raised letters or symbols attached to a wall or combination thereof. No part of such a sign is painted on the wall surface.

42. Window Sign: Any sign placed on the interior of a window or painted on a window such that it can be read from the outside of the building.

43. Windsock: A large roughly conical device open at both ends and attached to a stand by a pivot so that the wind blows through it, not including devices used for navigational purposes.

### **1010.03: General Provisions**

A. Permit Required: The following general provisions are applicable to all signs. It shall be unlawful for any person to erect, alter, replace, or relocate any sign or other advertising structure without first obtaining a permit and paying the required fees, except as herein otherwise provided, including those approved through the Master Sign Plan process.

B. Exempted Signs: The following signs are exempt from the requirements of this Chapter:

1. Signs erected by a public agency in and/or above or overhanging a public right-of-way.

C. Prohibited Signs.

1. No sign will be attached to trees or utility poles.
2. No sign will be painted directly on any exterior building surface. Sign letters and symbols may be attached directly to a wall by adhesive or mechanical means.
3. No sign will overhang the public right-of-way, sidewalk easement, walkway easement or bicycle path easement except a bus bench or approved trash container at a designated public transportation pick-up location.
4. No sign will extend above the roof line of a building (roof sign).
5. Projecting signs must not project further than 30 inches from the wall to which they are anchored.
6. No sign will be installed that by reason of position, movement, shape, illumination, or color would constitute a traffic hazard by obstructing a driver's vision or by interfering, confusing, or misleading traffic.
7. No sign will noticeably move either by mechanical means (rotating sign) or as a result of normal wind pressure.

8. The following specific signs shall be prohibited: off-site, flashing, mobile/portable, roof, rotating, and painted signs, banners, and billboards. The following signs are permitted in residential districts for non-commercial purposes only: banners, balloons, pennants, spinners, windsocks, streamers, ribbons, whirling devices, or light bulb.

9. All other signs not expressly permitted by this Chapter.

#### D. Non-Conforming Signs

All nonconforming signs in existence on April 23, 2012 may continue subject to the provisions of Chapter 1011 of this Title and State Law.

#### E. Sign Permit Process:

1. Permit Application: An application for a sign permit shall be made on the application provided by, or located in the Community Development Department, and state or have attached thereto the name and address of the applicant or person or company that will be erecting the sign; the address/location of the building, structure, or lot on which the sign is to be erected; the written consent of the property owner of the land on which the sign is to be erected; and any other pertinent information the Community Development Department considers necessary. These requirements may be waived by the City Planner where they are not applicable.
2. Permit Review: All sign permits will be reviewed by the Community Development Department to determine completeness. Should a permit be deficient in appropriate/applicable items necessary to process the sign permit, an email and/or letter will be composed to the applicant indicating the deficiencies of the permit. No permit will be acted upon until all requested/required information is submitted/received and/or reviewed.
3. Fees: Every applicant must pay a fee for each sign regulated by this Chapter before being granted a permit.
  - a. The City Council will establish the permit fee by resolution.
  - b. A double fee will be charged if a sign is erected without first obtaining a permit for such sign.
4. Revocation of Permit: The Community Development Department is hereby authorized to revoke a sign permit upon failure of the holder thereof to comply with any provision of this Chapter. Any party aggrieved by such revocation may appeal the action to the Board of Adjustment and Appeals within 10 days after the revocation.
5. Expiration of Permit: A permit expires if the sign is not erected within 180 days after issuance and no permit fees or inspection fees for such sign will be refunded.
6. Inspection: Sign installations for which a permit is required may be subject to inspection by the Community Development Department to ensure that such signs are erected according to the approved permit.

#### **1010.04. Maintenance, Removal of Signs, Fines**

A. All signs must be maintained by the sign owner in a safe, neat, clean, and attractive

condition. A sign must be replaced or refurbished so as to restore the original appearance thereof whenever it begins to fade, chip or discolor, rust, cease to be in good repair, or become unsightly.

B. Removal of signs will be governed by the following:

1. On-premises signs shall be removed from the building and property by the owner of such property within 14 days after the use is terminated.
2. Off-premises signs shall be removed within 30 days after discontinuation of use of the sign. A sign shall be considered discontinued if the message is removed, the subject of the message no longer exists, or the sign is not maintained.

C. If the Community Development Department finds that any sign is unsafe, a detriment to the public, not maintained, or constructed, erected, or maintained in violation of the provisions of this Chapter, the sign shall be deemed a public nuisance and abated under Chapter 407.06 of the City Code.

D. Removal of Abandoned Signs, Signs in Disrepair, and Signs Located in Public Right-of-Way.

1. Abandoned signs and signs in disrepair: An abandoned sign or sign in disrepair is prohibited and shall be removed by the owner of the premises within 10 business days after notification. If compliance with this provision is not met, the matter will be abated through the requirements of Chapter 407 of the City Code.
2. Signs on public property or within public right-of-way: The city may at any time and without notice impound signs that have been installed on public property or within public right-of-way or easement. The sign owner may retrieve the signs according to the following:
  - a. A fee must be paid to the city as established in city code section 710. For each subsequent impoundment in a calendar year, the specified fee shall be doubled;
  - b. The sign may be retrieved from a designated impound area during routine business hours and within 15 days from the date of impounding. After 15 days, the city will dispose of the sign; and
  - c. The city may not be held liable for any damage to impounded signs.

E. Fines for Sign without Permit, Illegal /Prohibited Sign, and Perpetual Violation of Code:

1. All signs, including temporary signs, shall have an approved permit prior to installation. Signs installed in any fashion without a permit shall receive a notice to remove within 5 business days of the receipt of a letter from Community Development Department. Should the sign not be removed within the 5 business days, the Community Development Department will issue a fine of \$50.00 and another 5 business days to remove. Should the sign remain a fine of \$100 will be issued and an immediate request sought. Should the sign not be removed and/or the fine fee not paid, the Community Development Department will thereafter seek compliance through the public nuisance chapter 407 of the City Code. The same fines and process shall be applied to situations where illegal/prohibited signs are installed with or without an approved permit.

2. Those property owners and/or business that have signs deemed a perpetual violation shall be deemed a public nuisance and abated through Chapter 407 of the City Code.

**1010.05. On-Premise Signs**

- A. On-Premise Sign: All wall and/or freestanding signs in all districts shall be subject to the following requirements. Signs shall not be permitted within the public right-of-way or easements except on benches and shelters that have received permits as per Section 703.05 of this Code, and newspaper and cabstands, all of which shall be as governed by Chapter 901 and Section 703 of this Code. City, county, state, and federal traffic directional signs are permitted.

286  
287  
288

**SIGNS ALLOWED IN RESIDENTIAL DISTRICTS  
LDR-1 and LDR-2 Districts**

| <i>Type</i>            | <i>Maximum Number Allowed</i> | <i>Maximum Sign Area Allowed</i> | <i>Placement, Location &amp; Height</i>                                        | <i>Restrictions</i>    |
|------------------------|-------------------------------|----------------------------------|--------------------------------------------------------------------------------|------------------------|
| <b>Home Occupation</b> | 1                             | 6 sq. ft.                        | On a wall or in front yard w/10 foot minimum setback and 4 foot maximum height | Non-illuminated        |
| <b>Nameplate</b>       | 1                             | 4 sq. ft.                        | On wall or in front yard w/10 foot minimum setback and 4 foot maximum height   | Internally illuminated |

289  
290  
291

**MDR, HDR-1, and HDR-2 Districts**

| <i>Type</i>                      | <i>Maximum Number Allowed</i>             | <i>Maximum Sign Area Allowed</i> | <i>Placement, Location &amp; Height</i>                                      | <i>Restrictions</i>                                  |
|----------------------------------|-------------------------------------------|----------------------------------|------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Complex “project” Signage</b> | 1 per complex or residential development. | 50 sq. ft.                       | 15 foot minimum from a property line. 6 foot maximum height.                 | Can be located on building front or be freestanding. |
| <b>Nameplate</b>                 | 1 for each dwelling group                 | 24 sq. ft.                       | On wall or in front yard w/10 foot minimum setback and 4 foot maximum height | Internally Illuminated                               |

292  
293

**SIGNS ALLOWED IN COMMERCIAL and MIXED USE DISTRICTS, EMPLOYMENT DISTRICTS, and INSTITUTIONAL DISTRICTS**  
**NB, I, and INST Districts**

| <i>Type</i>               | <i>Maximum Number Allowed</i>                                                                    | <i>Maximum Sign Area Allowed</i>                                                                                                          | <i>Placement, Location &amp; Height</i>                      | <i>Restrictions</i>                                                                                                |
|---------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Wall Sign</b>          | Multiple                                                                                         | 1 sq. ft. per lineal foot of tenant space or building front (main public entry as per determination by Community Development Department). | Installed on exterior building wall or facade                | Sign area for all sides of building (including fuel canopy) is capped at the Maximum Sign Area Allowed (column 3). |
| <b>Freestanding Signs</b> | 1 on interior lot, 2 on through lot or multiple frontage lot; or as approved w/master sign plan. | 75 sq. ft. maximum for single sided sign or 150 sq. ft. maximum on a double sided sign.                                                   | 15 foot minimum from a property line. 20 foot maximum height |                                                                                                                    |

**CB, RB, O/BP, and CMU Districts**

| <i>Type</i>               | <i>Maximum Number Allowed</i>                                                                    | <i>Maximum Sign Area Allowed</i>                                                                                                            | <i>Placement Location</i>                                    | <i>Restrictions</i>                                                                                           |
|---------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Wall Sign</b>          | Multiple                                                                                         | 1.5 sq. ft. per lineal foot of tenant space or building front (main public entry as per determination by Community Development Department). | Installed on exterior building wall or facade                | Sign area for all sides of building (including fuel canopy) is capped at the Maximum Size Allowed (column 3). |
| <b>Freestanding Signs</b> | 1 on interior lot, 2 on through lot or multiple frontage lot; or as approved w/master sign plan. | 100 sq. ft. maximum on a single sided sign or 200 sq. ft. maximum on a double sided sign.                                                   | 15 foot minimum from a property line. 25 foot maximum height |                                                                                                               |

- B. Directional Signs: Directional signs may be incorporated into a development including information such as traffic directions, house numbers, management office location, or other information necessary to direct persons to facilities or areas within the

development.

1. Directional signs shall not exceed 8 square feet in size and 8 feet in height and are not closer than 1 foot from a public street right-of-way, unless approved as a component of a Master Sign Plan.
2. Off-site directional signs are prohibited.
3. Where applicable, directional signs are required to be incorporated into an approved Master Sign Plan.

#### **1010.06: Sign Area Computation**

- A. Computation of Sign Surface Area of Individual Cabinet or Panel Sign: To compute the area for a cabinet or panel sign face: Compute by means of the smallest square, rectangle, circle, triangle, or combination thereof that will encompass the extreme limit of the copy, representation, logo, emblem, or other display, together with any material or color forming an integral part of the background or the display or used to differentiate the sign from the backdrop or structure against which it is attached or affixed, but not including any support framework, bracing, or decorative fence or wall when such fence or wall otherwise meets the pertinent zoning regulations and is clearly incidental to the display itself.
- B. Computation of Sign Surface Area of Individual Signs Mounted Letters or Symbols: When a sign is composed of individual mounted letters or symbols, the sign surface area shall be determined by means of the total or the smallest contiguous square, rectangle, circle, triangle, or combination thereof that will encompass each letter, representation, logo, emblem or other display.
- C. Computation of Sign Surface Area of Awning or Canopy: To compute the area of an awning or canopy sign: compute by means of the smallest square, rectangle, circle, triangle or combination thereof that will encompass the extreme limits of the copy, representation, logo, emblem or other display, together with any material or color forming an integral part of the background or the display or used to differentiate the sign from the backdrop.

#### **1010.07: Temporary Signs**

- A. A or T-frame signs, sandwich, curb signs, balloons, searchlights, fabricated and/or manufactured signs on stands or posts, and other approved attention getting devices:
  1. The Community Development Department may issue permits for temporary signs in commercial, employment, and institutional districts, including grand opening signs, special event signage and other attention getting devices such as searchlights and/or balloons.
  2. Temporary signs shall be comprised/constructed of durable all-weather materials (such as but not limited to plywood, coreplast [plastic foam-core] alumacore, and polycarbonate [Lexan]) mounted to the building wall or they may be freestanding.

3. Size: The surface area of any temporary sign shall not exceed 32 square feet. This area shall be in addition to permanent, window, or other signage allowed elsewhere in this Chapter.
4. Duration: During any calendar year, temporary signs, grand opening signs, special event signs, and other attention getting devices may be in place no more than 60 days, which duration may be broken into multiple events/days not exceeding a total of 60 days per calendar year.
5. Number: A use shall be limited to two temporary signs, and the City reserves the right to limit/regulate, through the Temporary Sign Permit, the number of temporary signs on multi-tenant, malls, and/or unified development sites.
6. A business activity may only be issued one permit at any given time. A separate permit is required for each display period.
7. Location: Freestanding temporary signs shall be set back a minimum of 15 feet from a property line.
8. Searchlights must not be directed into residential areas or onto streets and are not to be permitted more than six days per calendar year.
9. Penalty: Twenty days will be subtracted as a penalty from a business activity's allotted number of days when that activity maintains a temporary sign past the expiration date for the permit, irrespective of compliance during the period under the Chapter. If the business activity has fewer than 20 allotted temporary sign days remaining for the calendar year in which the penalty is imposed, the balance of those penalty days will be subtracted from that activity's allotted temporary sign days in the following calendar year.

#### **1010.08: Real Estate Signs**

- A. The Community Development Department may issue a sign permit for the sale, rental, and/or leasing of a property in the medium and high density residential, commercial, employment, and institutional districts as listed below:
- B. Within low, medium, and high density residential zoning districts, temporary real estate signs shall comply with the following requirements:
  1. 6 square foot maximum area
  2. 6 foot maximum height
  3. One sign per property
  4. Shall be removed within 7 days after execution of rental or lease agreement or the closing of a sale.
- C. Within commercial, employment, and institutional zoning districts, temporary real estate signs shall comply with the following requirements:
  1. Multi-tenant buildings and unified developments where new signage is requested,



- said real estate/leasing sign shall be made part of the required Master Sign Plan as require in Section 1010.11 of this chapter.
2. Single tenant buildings shall be allowed a real estate sign not exceeding 32 square feet mounted on the building wall or incorporated into an existing freestanding sign. If it is determined by the Community Development Department that either a wall sign or incorporation into existing freestanding sign is not conducive, the site will be allowed one freestanding real estate not exceeding 32 square feet, limited to 8 feet in height, and setback a minimum of 15 feet from a property line.
  3. In situations where the selling, renting, and/or leasing sign is desired on vacant land/property, a freestanding sign not exceeding 32 square feet, limited to 8 feet in height, and setback a minimum of 15 feet from a property line (or as approved by the Community Development Department) shall be allowed.
  4. Unless explicitly stated, the number of real estate signs shall be limited to one sign per lot, except multi-fronted or through lots, which may be permitted an additional sign on the second street frontage, or as approved by the Community Development Department.
- D. Leasing signs shall be removed within 7 days after execution of rental or lease agreement or the closing of a sale.

#### **1010.09: Other Temporary Signs**

- A. No permit or permit fee shall be required for the following types of temporary signs, however, all other provisions of this Chapter shall apply.
1. Nameplate Signs
  2. Construction Signs: Construction signs shall be confined to the site of construction, alteration, or repair and shall be constructed of high-quality material maintained in good repair. No more than one sign is permitted on each street frontage the project abuts. The sign shall be removed within 180 days of the date of the issuance of a building permit for the work. A conditional use permit is required for a contractor sign to remain in place longer than allowed by this subsection. Construction signs are allowed in zoning districts in accordance with the following criteria:

| <b>ZONING DISTRICT</b> | <b>SIZE</b>                    | <b>HEIGHT</b>   | <b>PLACEMENT/SETBACK</b>                                     |
|------------------------|--------------------------------|-----------------|--------------------------------------------------------------|
| LDR1 & LDR2            | 16 sq. ft.                     | 8 foot maximum  | 5 feet from property line/zero if attached to security fence |
| All other Districts    | 32 sq. ft. per street frontage | 12 foot maximum | 5 feet from property line/zero if attached to security fence |

3. Flags
4. Garage/Yard Sale Signs: The sign shall only be displayed during the term of the sale and must be removed when the sale is completed.

5. Holiday signs may be displayed over a period not to exceed a total of 60 days per calendar year. The aggregate total area of such signs shall not exceed 50 square feet.
6. Political signs to the extent that the following criteria are met:
  - a. In years when a state general election is held, political signs may be posted from August 1 until 10 days following the state general election. Any such signs must be removed by those responsible for their being posted.
  - b. In years when no state general election is held, if there is a primary for any office, political signs for all offices may be posted no more than 21 days before the primary election. When there is no primary for any office, such signs may be posted not more than 21 days before the general election. All such signs must be removed by those responsible for their being posted within five days following the general election. Said political signs shall not exceed 12 square feet gross area.
  - c. Political signs shall be set back at least 15 feet from the outside edge of any street or back of curb of all city and county streets.
  - d. Political signs shall not be placed so as to cause a hazard to public safety.
  - e. Political signs shall not be placed on any property without permission of the property owner.
  - f. Political signs shall not be located on any city owned property.
  - g. Signs in violation of the above provisions may be removed by city staff and stored for two weeks. After two weeks, unclaimed signs will be disposed of by the city.
7. Real estate signs to the extent that the following criteria are met:
  - a. Low Density Residential 1 and 2 (LDR1 and LDR2) Property: For the purpose of selling, renting or leasing any LDR1 and LDR2 property, a real estate sign not in excess of ten square feet in gross surface area in single and two-family districts may be placed within the front yard or in the public street right of way beyond the front yard. No part of the sign shall be closer than 6 feet from the curb. If there is a sidewalk, no part of the sign shall be closer than two feet from the edge of the sidewalk.
8. Security System Signs: Signs identifying the presence of a security or alarm system are allowed not to exceed two square feet.
9. Window Signs: Signs affixed to or painted on windows or placed within 36 inches of a window to be viewed from the exterior of the building shall not occupy more than 25% of the total window area, nor shall they be placed in a location that would block the view into the building from a public street of the clerk's or cashier's area. Under no circumstances shall the total area of window signage exceed ½ the allowable area of wall signage for the affected building.
10. Signs that are affixed to City-owned light poles or standards that contain information advertising the City itself or City events, provided the signs are located in non-residential areas, have been approved by the City Council and City Public Works Director or the Director's designee. (Ord. 1367, 5-12-2008)

**1010.10: Dynamic Displays**

- A. Dynamic Display: Any sign using a dynamic display, in whole or in part, must meet the following operational standards:
1. Duration: In all districts, the full sign image or any portion thereof must have a minimum duration of 25 seconds and must be a static display. No portion of the image may flash, scroll, twirl, change color, or in any manner imitate movement.
  2. Transition: In all districts where the full sign image or any portion thereof changes, the change sequence must be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited.
  3. Brightness: The dynamic display sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
  4. Dimmer Control: Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
  5. Fluctuating or Flashing Illumination: No portion of any dynamic display sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden transitory bursts, streams zooms, twinkles, sparkles, or in any manner that creates the illusion of movement.
  6. Video Display: No portion of any dynamic display sign may change its message or background in a manner or by a method of display characterized by motion or pictorial imager, or depict action or a special effect to imitate movement, or the presentation of pictorials or graphics displayed in a progression of frames that give the illusion of motion or the illusion of moving objects, moving patterns, or bands of light or expanding or contracting shapes.
  7. Time and Temperature: A display of time, date, and temperature must remain for at least 60 seconds before changing to a different display. However, individually, the time, date, or temperature information may change no more often than once every 10 seconds.

**1010.11: Master Sign Plans**

- A. Purpose: The purpose of a Master Sign Plan is to establish a fair and equitable process for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.
- B. Effect of Master Sign Plan: Upon approval of a Master Sign Plan, all future signs shall conform to the Master Sign Plan. Modifications to the provisions of the Master Sign Plan may be granted only with the approval of an amended Master Sign Plan.

- 497 C. Required: A Master Sign Plan is required for:
- 498 1. Building complexes
- 499 2. Multi-tenant structures
- 500 3. Covered mall buildings, shopping centers, or strip malls
- 501 4. Planned unit developments
- 502 5. Area identification signs
- 503 6. Churches/places of worship/institutions/schools
- 504 7. Unified Development
- 505 D. Guideline: Where applicable the underlying signage requirements of Section 1010.05
- 506 shall be used as the minimum base standard for signage in the proposed Master Sign
- 507 Plan.
- 508
- 509
- 510 E. Criteria: To assist property owners and their tenants with signage needs, the City has
- 511 established the following criteria that shall be used in developing, reviewing, and
- 512 approving each Master Sign Plan.
- 513 1. Location: No freestanding sign shall be located closer than five feet to a property line,
- 514 roadway easement, or other public easement. No freestanding sign shall be erected
- 515 that, by reason of position, shape, or color, would interfere in any way with the proper
- 516 functioning or purpose of a traffic sign or signal. No freestanding sign shall be
- 517 located within the Traffic Visibility Triangle. No freestanding sign shall
- 518 impede/impair traffic.
- 519 2. Quality: All signage shall improve the aesthetics or functional use of the site. All
- 520 freestanding signs shall include materials that complement the architectural
- 521 design/existing building materials, including but not limited to face brick, natural or
- 522 cut stone, integrally colored concrete masonry units/rock faced block, glass, pre-
- 523 finished metal stucco or similar cementation coating, and/or factory finished metal
- 524 panels. Landscaping may be integrated into any freestanding sign.
- 525 3. Type: All types of signs are permitted except those prohibited by Section 1010.03C of
- 526 this Chapter.
- 527 4. Size: The size of all signage (building wall and free standing) shall be limited to 2
- 528 times the maximum allowed under Section 1010.05 of this Chapter
- 529 5. Height: The height of any free standing sign shall be limited to 40 feet.
- 530 6. Number: The number of freestanding signs shall be reasonably related to the number
- 531 of access points to public streets and/or the number of tenants within the multi-tenant
- 532 structure.
- 533 E. Master Sign Plan Process: The following has been established by the City of Roseville
- 534 for reviewing and approving Master Sign Plans:
- 535 1. Application Requirements: The property owner, his/her agent/manager, a design,
- 536 architectural, or consulting firm, or a sign company, acting on behalf thereof, shall
- 537 submit a completed Master Sign Plan Application to the Community Development

Department. A completed application includes completion of the application form, submittal of all applicable proposed plans and specifications, and the submittal of the required fee as set-forth in Chapter 314 of this Code.

2. Submittal Review: Upon submittal of a Master Sign Plan application, the Community Development Department will review the information provided for completeness and determine whether modifications and/or clarification is necessary. Once an application has been determined complete, the Community Development Department will set the administrative hearing before the Master Sign Plan Committee (MSPC).

3. Establishment of Administrative Hearing and Notice: The Community Development Department will provide notice (postcard) to the applicant and contiguous/effected property owners not less than one week prior to a Master Sign Plan hearing. The Community Development Department may notify additional property owners if a determination is made that such additional notification is merited.

4. Hearing and Approval: The MSPC shall hold an administrative hearing for each Master Sign Plan proposal, take public comment, and provide a recommendation to the Community Development Director or Designee for approval. The Community Development Director or Designee shall make the final decision and provide written approval of a Master Sign Plan to the applicant.

F. Appeal: Should the applicant or a contiguous property owner object to the Community Development Director or Designee decision on the Master Sign Plan, an appeal may be filed within 10 days following the administrative decision by the Community Development Director or Designee. The appeal shall follow the requirements listed in Section 1009.08 of this Code.

**SECTION 2. Effective Date.** This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this \_\_\_ day of May, 2012

  
**REQUEST FOR COUNCIL ACTION**

Date: May 14, 2012

Item No.: 13.b

Department Approval

City Manager Approval



Item Description: Receive Status Update on Nextdoor.com

**BACKGROUND**

On May 1, 2012 the City of Roseville launched a community building website, [www.nextdoor.com](http://www.nextdoor.com). Kathy Ramundt, a Roseville resident and participant on the Community Engagement Task Force, brought this to the City's attention. Kathy had already started Nextdoor.com in her neighborhood and had approximately 20 of her neighbors signed up when this site was first discussed. The City joined in Kathy's enthusiasm over the potential of this site and received a demo from Nextdoor.com staff.

The City's launch required that we provide neighborhood constellations to Nextdoor.com so the City and the residents can easily communicate with the neighbors and community directly around them. The City used the Parks Master Plan Constellation map to guide the boundaries of each neighborhood.

Now, as of May 8<sup>th</sup>, the City has over 417 residents signed up on Nextdoor.com and there have been over 500 posts by Roseville residents. The enthusiasm is growing and the Roseville Review and Star Tribune applauded the City of Roseville, and those leaders who brought this to our attention, for increasing community dialogue amongst residents and the City.

Although in the infancy stage, we are excited about the potential for this site and look forward to hearing how Roseville residents have found it useful.

**POLICY OBJECTIVE**

To Provide Council with an update on the Nextdoor.com City Program.

**BUDGET IMPLICATIONS**

None.

**STAFF RECOMMENDATION**

Receive Status Update on Nextdoor.com

**REQUESTED COUNCIL ACTION**

Receive Status Update on Nextdoor.com

Prepared by: William J. Malinen, City Manager  
Attachments: None