City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, September 16, 2013

6:00 p.m.

City Council Chambers

(Times are Approximate)

6:00 p.m.	**1.**	**Roll Call**
		Voting & Seating Order: Willmus, Etten, McGehee, Laliberte, Roe
6:02 p.m.	**2.**	**Approve Agenda**
6:05 p.m.	**3.**	**Public Comment**
6:10 p.m.	**4.**	**Council Communications, Reports and Announcements**
6:15 p.m.	**5.**	**Recognitions, Donations and Communications**
6:20 p.m.	**6.**	**Approve Minutes**
		a. Approve Minutes of August 26, 2013 Meeting
6:25 p.m.	**7.**	**Approve Consent Agenda**
		a. Approve Payments
		b. Approve Business & Other Licenses & Permits
		c. Authorize Environmental Specialist and Communications Manager Position
6:35 p.m.	**8.**	**Consider Items Removed from Consent**
	9.	**General Ordinances for Adoption**
	10.	**Presentations**
6:40 p.m.		a. Receive State of the School District Presentation from Superintendent John Thein, District 623
	11.	**Public Hearings**
	12.	**Budget Items**
	13.	**Business Items (Action Items)**
7:10 p.m.		a. Approve 2014 Benefit Renewals & City Contribution
7:25 p.m.		b. Approve Final Design for Lexington Park
7:55 p.m.		c. Adopt Interim City Manager Goals

	14.	**Business Items – Presentations/Discussions**
8:15 p.m.		a. Discuss Rental Licensing Ordinance
8:30 p.m.		b. Discuss Twin Lakes Redevelopment
8:45 p.m.	**15.**	**City Manager Future Agenda Review**
8:50 p.m.	**16.**	**Councilmember Initiated Items for Future Meetings**
9:00 p.m.	**17.**	**Adjourn**

Some Upcoming Public Meetings………

Tuesday	Sep 17	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Sep 18	6:30 p.m.	Human Rights Commission
Monday	Sep 23	6:00 p.m.	City Council Meeting
Tuesday	Sep 24	6:30 p.m.	Public Works, Environment & Transportation Commission
October			
Tuesday	Oct 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Oct 2	6:30 p.m.	Planning Commission
Monday	Oct 8	6:00 p.m.	City Council Meeting
Monday	Oct 14	6:00 p.m.	City Council Meeting
Tuesday	Oct 15	6:00 p.m.	Housing & Redevelopment Authority

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

Date: September 16, 2013
Item: 6.a
Approve Council Minutes of
September 9, 2013

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/16/2013
Item No.: 7.a

Department Approval

City Manager Approval

Item Description: Approve Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	$346,542.17
71337-71391	$236,442.36
Total	$582,984.53

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

Attachment A

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 9/10/2013 - 3:38 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	Boulevard Landscaping	Operating Supplies	Home Depot- CC	Operating Supplies	40.31
0	09/10/2013	Boulevard Landscaping	Operating Supplies	Menards-CC	Operating Supplies	21.62
0	09/04/2013	Boulevard Landscaping	Operating Supplies	Ramy Turf Products	Wattle Stakes	70.11
0	09/10/2013	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-CC	Operating Supplies	10.69
0	09/10/2013	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-CC	Operating Supplies	161.36
71382	09/04/2013	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Weed Control	113.29
					Operating Supplies Total:	417.38
0	09/04/2013	Boulevard Landscaping	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	-2.41
					Sales Tax Payable Total:	-2.41
0	09/04/2013	Boulevard Landscaping	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2.41
					Use Tax Payable Total:	2.41
					Fund Total:	417.38
0	09/04/2013	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	6.62
					Federal Income Tax Total:	6.62
0	09/04/2013	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	1.50
0	09/04/2013	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	6.45
					FICA Employee Ded. Total:	7.95
0	09/04/2013	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	1.50
0	09/04/2013	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	6.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	7.95
0	09/04/2013	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	0.94
					MN State Retirement Total:	0.94
0	09/04/2013	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	5.87
					PERA Employee Ded Total:	5.87
0	09/04/2013	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	5.87
0	09/04/2013	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	0.94
					PERA Employer Share Total:	6.81
0	09/04/2013	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	3.96
					State Income Tax Total:	3.96
					Fund Total:	40.10
0	09/04/2013	Community Development	Credit Card Service Fees	US Bank-Non Bank	July Terminal Charges	1,003.71
					Credit Card Service Fees Total:	1,003.71
0	09/04/2013	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inc	3,713.93
					Federal Income Tax Total:	3,713.93
0	09/04/2013	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare E	427.26
0	09/04/2013	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Empl	1,826.95
					FICA Employee Ded. Total:	2,254.21
0	09/04/2013	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare E	427.26
0	09/04/2013	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Empl	1,826.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	2,254.21
71355	09/04/2013	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	370.00
					HRA Employer Total:	370.00
71371	09/04/2013	Community Development	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	96.15
					HSA Employee Total:	96.15
71371	09/04/2013	Community Development	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	680.00
					HSA Employer Total:	680.00
0	09/04/2013	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2013 ICMA Defe	372.51
					ICMA Def Comp Total:	372.51
0	09/04/2013	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	283.38
					MN State Retirement Total:	283.38
0	09/04/2013	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	545.00
					MNDCP Def Comp Total:	545.00
0	09/04/2013	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	1,771.11
					PERA Employee Ded Total:	1,771.11
0	09/04/2013	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	1,771.11
0	09/04/2013	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	283.38
					PERA Employer Share Total:	2,054.49
71363	09/04/2013	Community Development	Professional Services	Scott McKown	Plan Reviews for Midtown Business (	1,260.00
0	09/10/2013	Community Development	Professional Services	Vroman Systems- CC	Living Smarter online registration fee	24.98
					Professional Services Total:	1,284.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2013	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	1,422.57
					State Income Tax Total:	1,422.57
					Fund Total:	18,106.25
0	09/04/2013	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	478.01
					Federal Income Tax Total:	478.01
0	09/04/2013	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	45.20
0	09/04/2013	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	193.25
					FICA Employee Ded. Total:	238.45
0	09/04/2013	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	45.20
0	09/04/2013	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	193.25
					FICA Employers Share Total:	238.45
71371	09/04/2013	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	18.46
					HSA Employee Total:	18.46
71371	09/04/2013	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	200.00
					HSA Employer Total:	200.00
0	09/04/2013	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	31.03
					MN State Retirement Total:	31.03
0	09/04/2013	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	193.95
					PERA Employee Ded Total:	193.95
0	09/04/2013	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	193.95
0	09/04/2013	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	31.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	224.98
0	09/04/2013	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	163.09
					State Income Tax Total:	163.09
					Fund Total:	1,786.42
71369	09/04/2013	Fire Station 2011	Contractor Payments	Peoples Electric	Push Button Station Installation	3,783.63
					Contractor Payments Total:	3,783.63
0	09/10/2013	Fire Station 2011	Furniture and Fixtures	Amazon.com- CC	New Station Equipement-Grill	928.75
71370	09/04/2013	Fire Station 2011	Furniture and Fixtures	Podany's	Office Furniture	15,396.73
71370	09/04/2013	Fire Station 2011	Furniture and Fixtures	Podany's	Office Furniture-Credit	-199.59
71370	09/04/2013	Fire Station 2011	Furniture and Fixtures	Podany's	Office Furniture	776.87
71370	09/04/2013	Fire Station 2011	Furniture and Fixtures	Podany's	Office Furniture	1,888.27
					Furniture and Fixtures Total:	18,791.03
71388	09/04/2013	Fire Station 2011	Professional Services	Volbert Construction	New Station Tile Work	2,700.00
					Professional Services Total:	2,700.00
0	09/10/2013	Fire Station 2011	Use Tax Payable	Amazon.com- CC	Use Tax Payable	-59.75
0	09/04/2013	Fire Station 2011	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	73.53
					Use Tax Payable Total:	13.78
					Fund Total:	25,288.44
0	09/04/2013	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	307.18
					209000 - Sales Tax Payable Total:	307.18
0	09/10/2013	General Fund	209001 - Use Tax Payable	Carrot-Top Industries-CC	Use Tax Payable	-8.58
0	09/10/2013	General Fund	209001 - Use Tax Payable	Dallas Midwest-CC	Use Tax Payable	-28.74
0	09/10/2013	General Fund	209001 - Use Tax Payable	Lynn Peavey Co.-CC	Use Tax Payable	-8.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2013	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	405.28
71372	09/04/2013	General Fund	209001 - Use Tax Payable	Promotional Capital, LLC	Sales/Use Tax	-15.52
0	09/10/2013	General Fund	209001 - Use Tax Payable	Sirchie Finger Print-ACH	Use Tax Payable	-5.04
					209001 - Use Tax Payable Total:	338.94
0	09/04/2013	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	1,383.00
0	09/04/2013	General Fund	211403 - Flex Spend Day Care	[redacted]	Dependent Care Reimbursement	930.00
					211403 - Flex Spend Day Care Total:	2,313.00
71345	09/04/2013	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
71345	09/04/2013	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.68
0	09/10/2013	General Fund	Clothing	JC Penny-CC	Uniform	50.00
0	09/10/2013	General Fund	Clothing	JC Penny-CC	Uniform	74.99
					Clothing Total:	186.35
0	09/10/2013	General Fund	Contract Maint. - City Hall	Nitti Sanitation-CC	City Hall Waste Hauling	153.00
					Contract Maint. - City Hall Total:	153.00
0	09/10/2013	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Garage Waste Hauling	224.40
					Contract Maint. - City Garage Total:	224.40
0	09/10/2013	General Fund	Contract Maintenance	Nitti Sanitation-CC	Fire Station Waste Hauling	142.80
71373	09/04/2013	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-Aug	368.16
71373	09/04/2013	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-Aug	15.60
					Contract Maintenance Total:	526.56
71373	09/04/2013	General Fund	Dispatching Services	Ramsey County	911 Dispatch Services-Aug	26,637.60
					Dispatching Services Total:	26,637.60
71354	09/04/2013	General Fund	Employer Pension	ICMA Retirement Trust 401-10995(	City Contribution June-Aug-Malinen	2,049.76
71354	09/04/2013	General Fund	Employer Pension	ICMA Retirement Trust 401-10995(	City Contribution for 9/3 Payroll-Mal	393.24
					Employer Pension Total:	2,443.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2013	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	27,972.32
					Federal Income Tax Total:	27,972.32
0	09/04/2013	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	3,815.42
0	09/04/2013	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	6,545.24
					FICA Employee Ded. Total:	10,360.66
0	09/04/2013	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	3,815.42
0	09/04/2013	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	6,545.24
					FICA Employers Share Total:	10,360.66
71355	09/04/2013	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	4,205.14
					HRA Employer Total:	4,205.14
71371	09/04/2013	General Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	1,488.17
					HSA Employee Total:	1,488.17
71371	09/04/2013	General Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	6,438.99
					HSA Employer Total:	6,438.99
0	09/04/2013	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2013 ICMA Defe	3,463.52
					ICMA Def Comp Total:	3,463.52
71358	09/04/2013	General Fund	Memberships & Subscriptions	League of MN Cities	Membership Dues	20,926.00
					Memberships & Subscriptions Total:	20,926.00
0	09/04/2013	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00001.09.2013 Minnesota E	261.41
					Minnesota Benefit Ded Total:	261.41
71352	09/04/2013	General Fund	Minor Equipment	Hewlett-Packard Company	Printer	1,228.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Minor Equipment Total:	1,228.04
0	09/04/2013	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	2,608.40
					MN State Retirement Total:	2,608.40
0	09/04/2013	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	6,781.25
					MNDCP Def Comp Total:	6,781.25
0	09/04/2013	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	July Fuel Tax	460.28
					Motor Fuel Total:	460.28
0	09/10/2013	General Fund	Office Supplies	S & T Office Products-CC	Office Supplies	10.61
					Office Supplies Total:	10.61
0	09/10/2013	General Fund	Operating Supplies	Batteries Plus-CC	Patrol Rp	92.45
0	09/10/2013	General Fund	Operating Supplies	Best Buy- CC	Station Supplies	107.11
0	09/10/2013	General Fund	Operating Supplies	Carrot-Top Industries-CC	Flags-Station Supplies	133.36
0	09/10/2013	General Fund	Operating Supplies	Dallas Midwest-CC	Table	446.74
0	09/10/2013	General Fund	Operating Supplies	Diamond Vogel Paints-CC	Paint	92.71
0	09/10/2013	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	193.51
0	09/10/2013	General Fund	Operating Supplies	Home Depot- CC	Station Supplies	43.71
71353	09/04/2013	General Fund	Operating Supplies	Hotsy Equipment of Minnesota	Soap, Swivel Guns, Nozzles	736.41
0	09/10/2013	General Fund	Operating Supplies	Joe's Sporting Goods-CC	Investigation Equipment	107.11
71357	09/04/2013	General Fund	Operating Supplies	Konrad Material Sales, LLC.	Router Cutters, Pins	602.78
0	09/10/2013	General Fund	Operating Supplies	Kully-CC	Station Supplies	95.35
0	09/10/2013	General Fund	Operating Supplies	Lynn Peavey Co.-CC	Handgun & Knife Boxes	131.46
0	09/10/2013	General Fund	Operating Supplies	Menards-CC	Station Supplies	36.40
0	09/10/2013	General Fund	Operating Supplies	Menards-CC	Supplies	64.17
71372	09/04/2013	General Fund	Operating Supplies	Promotional Capital, LLC	Temporary Tattoos	241.32
0	09/04/2013	General Fund	Operating Supplies	Ramy Turf Products	Seed, Mulch	434.18
71374	09/04/2013	General Fund	Operating Supplies	Reliance Telephone, Inc.	Jail Call	3.15
0	09/10/2013	General Fund	Operating Supplies	Sirchie Finger Print-ACH	Aspheric Stand Magnifier	78.33
71376	09/04/2013	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	93.32
0	09/10/2013	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	16.45
0	09/10/2013	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	90.34
0	09/10/2013	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	59.13
0	09/10/2013	General Fund	Operating Supplies	Uline-ACH	Station Supplies	172.99

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	General Fund	Operating Supplies	Uline-ACH	Station Supplies	99.12
0	09/10/2013	General Fund	Operating Supplies	Uline-ACH	Station Supplies	360.62
					Operating Supplies Total:	4,532.22
0	09/04/2013	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	21,115.25
					PERA Employee Ded Total:	21,115.25
0	09/04/2013	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	856.58
0	09/04/2013	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	28,996.07
					PERA Employer Share Total:	29,852.65
71364	09/04/2013	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	799.43
0	09/04/2013	General Fund	Professional Services	Ramy Turf Products	Seed, Mulch	293.37
71377	09/04/2013	General Fund	Professional Services	Sheila Stowell	PWET Meeting Minutes	126.50
71377	09/04/2013	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.92
71390	09/04/2013	General Fund	Professional Services	Xcel Energy	Energy Use Report	5.75
					Professional Services Total:	1,229.97
0	09/04/2013	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	11,512.02
					State Income Tax Total:	11,512.02
0	09/10/2013	General Fund	Telephone	Sprint- CC	Police Phones	106.25
0	09/10/2013	General Fund	Telephone	Sprint- CC	Fire Phones	78.00
0	09/10/2013	General Fund	Telephone	Sprint- CC	Engineering Phones	58.99
71378	09/04/2013	General Fund	Telephone	T Mobile	Cell Phones	55.69
71378	09/04/2013	General Fund	Telephone	T Mobile	Cell Phones	168.62
71378	09/04/2013	General Fund	Telephone	T Mobile	Cell Phones	350.68
71378	09/04/2013	General Fund	Telephone	T Mobile	Cell Phones	249.91
71378	09/04/2013	General Fund	Telephone	T Mobile	Cell Phones	39.99
					Telephone Total:	1,108.13
0	09/10/2013	General Fund	Training	$5 Pizza-ACH	Use of Force Training Food	26.57
71338	09/04/2013	General Fund	Training	Anoka County Sheriff's Office	Anoka County Range Usage	2,805.47
0	09/10/2013	General Fund	Training	Dominos Pizza-CC	Training Materials	89.67
0	09/04/2013	General Fund	Training	Dennis Kim	Training Meals Reimbursement	27.69
0	09/10/2013	General Fund	Training	MN GFOA-CC	Registration for Aug Monthly Meetin	20.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
71367	09/04/2013	General Fund	Training	MN State Colleges&Universities	MRTC Membership Dues-Brosnahan	25.00
0	09/10/2013	General Fund	Training	Rocco's Pizza-CC	Training Supplies	91.78
71375	09/04/2013	General Fund	Training	South Metro Training	Report Writing Class	149.00
71384	09/04/2013	General Fund	Training	Uniforms Unlimited, Inc.	Cartridges	3,007.89
					Training Total:	6,243.07
0	09/04/2013	General Fund	Transportation	Debra Bloom-Heiser	Mileage Reimbursement	150.29
0	09/04/2013	General Fund	Transportation	Debra Bloom-Heiser	Mileage Reimbursement	194.36
					Transportation Total:	344.65
0	09/04/2013	General Fund	Union Dues Deduction	LELS	PR Batch 00001.09.2013 Lels Union	1,685.67
71361	09/04/2013	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2013 IOUE Unio	196.50
0	09/04/2013	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.09.2013 Local 320 U	440.80
					Union Dues Deduction Total:	2,322.97
0	09/10/2013	General Fund	Vehicle Supplies	PTS Tool Supply-CC	Vehicle Supplies	301.23
					Vehicle Supplies Total:	301.23
					Fund Total:	208,257.64
71386	09/04/2013	General Fund Donations	K-9 Supplies	University of Minnesota-VMC	K9 Supplies	73.52
					K-9 Supplies Total:	73.52
0	09/10/2013	General Fund Donations	Supplies - Target Corp Grant	Sports Authority-CC	New American Outreach	44.98
					Supplies - Target Corp Grant Total:	44.98
					Fund Total:	118.50
0	09/10/2013	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Golf Course Waste Hauling	88.40
					Contract Maintenance Total:	88.40
0	09/04/2013	Golf Course	Credit Card Fees	US Bank-Non Bank	July Terminal Charges	665.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Credit Card Fees Total:	665.78
0	09/04/2013	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	644.38
					Federal Income Tax Total:	644.38
0	09/04/2013	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	120.88
0	09/04/2013	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	516.92
					FICA Employee Ded. Total:	637.80
0	09/04/2013	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	120.88
0	09/04/2013	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	516.92
					FICA Employers Share Total:	637.80
71355	09/04/2013	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	70.00
					HRA Employer Total:	70.00
71371	09/04/2013	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	170.00
					HSA Employer Total:	170.00
0	09/04/2013	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2013 ICMA Defe	50.00
					ICMA Def Comp Total:	50.00
71342	09/04/2013	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages For Resale	116.10
0	09/10/2013	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Coffee Packets for sale CH	64.15
					Merchandise For Sale Total:	180.25
0	09/04/2013	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	53.60
					MN State Retirement Total:	53.60
0	09/10/2013	Golf Course	Operating Supplies	Home Depot- CC	Operating Supplies	95.47
0	09/10/2013	Golf Course	Operating Supplies	Kwik Trip-CC	Food Supplies WWNW	6.98
0	09/10/2013	Golf Course	Operating Supplies	Restaurant Depot- CC	Women Wine no whiffs	438.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	Golf Course	Operating Supplies	Tessman Seed Co-ACH	GRA AMI	380.48
0	09/10/2013	Golf Course	Operating Supplies	Twin City Saw-ACH	Safety Gear for Chainsaw helmets	40.73
					Operating Supplies Total:	961.88
0	09/04/2013	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	381.16
					PERA Employee Ded Total:	381.16
0	09/04/2013	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	381.16
0	09/04/2013	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	60.98
					PERA Employer Share Total:	442.14
0	09/04/2013	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	320.38
					State Income Tax Total:	320.38
0	09/04/2013	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	3,481.88
					State Sales Tax Payable Total:	3,481.88
71378	09/04/2013	Golf Course	Telephone	T Mobile	Cell Phones	70.96
					Telephone Total:	70.96
0	09/04/2013	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	35.95
					Use Tax Payable Total:	35.95
0	09/10/2013	Golf Course	Vehicle Supplies	Suburban Ace Hardware-CC	Power Equipment Fitting 557	2.67
					Vehicle Supplies Total:	2.67
71341	09/04/2013	Golf Course	Vehicles / Equipment	Bernatello's Pizza, Inc	Pizzas for Resale	50.40
					Vehicles / Equipment Total:	50.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	8,945.43
0	09/10/2013	Housing & Redevelopment Agency	Professional Services	Vroman Systems- CC	Living Smarter online registration fee	24.97
					Professional Services Total:	24.97
					Fund Total:	24.97
71380	09/04/2013	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 1950 N Arona Ave	69.55
71380	09/04/2013	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2757 N Lakeview	74.90
71380	09/04/2013	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2757 N Lakeview-2	74.90
					Payments to Contractors Total:	219.35
					Fund Total:	219.35
0	09/10/2013	Info Tech/Contract Cities	North St. Paul Computer Equip	CDW-Government- CC	Power Supplies for Cisco 7916 Expar	54.35
					North St. Paul Computer Equip Total:	54.35
0	09/10/2013	Info Tech/Contract Cities	Oakdale Fire Computer Equip	Network Solutions- CC	Oakdalefire.com domain name renew	113.97
					Oakdale Fire Computer Equip Total:	113.97
					Fund Total:	168.32
0	09/04/2013	Information Technology	Computer Equipment	Aercor Wireless, Inc	Qty 56 Mobility XE Devise Licenses	7,670.66
0	09/04/2013	Information Technology	Computer Equipment	Aercor Wireless, Inc	Qty 56 Policy Management Device Li	3,094.00
0	09/04/2013	Information Technology	Computer Equipment	Aercor Wireless, Inc	Qty 1 Mobility XE Software Mainten	2,446.78
0	09/04/2013	Information Technology	Computer Equipment	Aercor Wireless, Inc	Qty 90 2FA-1 Year One User Mainten	1,183.53
0	09/04/2013	Information Technology	Computer Equipment	Aercor Wireless, Inc	Qty 90 2FA-One User Licenses (2FA-	4,189.50
0	09/10/2013	Information Technology	Computer Equipment	Data Q-CC	Anoka Police Switch	2,455.99
0	09/10/2013	Information Technology	Computer Equipment	Data Q-CC	Wireless Access Points-Fire Station P	3,650.85
					Computer Equipment Total:	24,691.31
71337	09/04/2013	Information Technology	Contract Maintenance	Access Communications Inc	Test Station Repair	458.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	Information Technology	Contract Maintenance	Amazon.com- CC	Fiber Patch Cable Extensions	30.82
0	09/10/2013	Information Technology	Contract Maintenance	Local Link, Inc.-CC	Monthly DNS Hosting Fee	107.50
71362	09/04/2013	Information Technology	Contract Maintenance	Master Technology Group	Network Parts	282.90
					Contract Maintenance Total:	879.54
0	09/04/2013	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	3,068.41
					Federal Income Tax Total:	3,068.41
0	09/04/2013	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	406.70
0	09/04/2013	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	1,738.94
					FICA Employee Ded. Total:	2,145.64
0	09/04/2013	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	406.70
0	09/04/2013	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	1,738.94
					FICA Employers Share Total:	2,145.64
71349	09/04/2013	Information Technology	Financial Support	Diversified Collection Services, Inc	PR Batch 00001.09.2013 Financial Su	210.24
					Financial Support Total:	210.24
71355	09/04/2013	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	945.00
					HRA Employer Total:	945.00
71371	09/04/2013	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	119.22
					HSA Employee Total:	119.22
71371	09/04/2013	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	543.75
					HSA Employer Total:	543.75
0	09/04/2013	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.09.2013 ICMA Defe	325.00
					ICMA Def Comp Total:	325.00
71347	09/04/2013	Information Technology	Internet	Comcast	Internet	81.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Internet Total:	81.10
0	09/04/2013	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	280.19
					MN State Retirement Total:	280.19
0	09/10/2013	Information Technology	Operating Supplies	Amazon.com- CC	IT Supplies	8.98
0	09/10/2013	Information Technology	Operating Supplies	Amazon.com- CC	IT Supplies	25.58
0	09/10/2013	Information Technology	Operating Supplies	Amazon.com- CC	IT Supplies	83.05
0	09/10/2013	Information Technology	Operating Supplies	Motion Computing-CC	Tablet Carrying Case Clips-Roseville	26.07
0	09/04/2013	Information Technology	Operating Supplies	Newegg Computers, Inc.	Disk Drives	1,025.96
0	09/10/2013	Information Technology	Operating Supplies	UPS Store- CC	Shipping, 3 computers for retairs	69.12
					Operating Supplies Total:	1,238.76
0	09/04/2013	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	1,817.84
					PERA Employee Ded Total:	1,817.84
0	09/04/2013	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	1,817.84
0	09/04/2013	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	290.85
					PERA Employer Share Total:	2,108.69
0	09/04/2013	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	1,189.67
					State Income Tax Total:	1,189.67
71378	09/04/2013	Information Technology	Telephone	T Mobile	Cell Phones	748.38
					Telephone Total:	748.38
0	09/10/2013	Information Technology	Training	Amazon.com- CC	Exam Prep Book	29.46
0	09/10/2013	Information Technology	Training	Prometric- CC	Server Certification Exam Fee	150.00
					Training Total:	179.46
0	09/10/2013	Information Technology	Use Tax Payable	Amazon.com- CC	Use Tax Payable	-5.34
0	09/10/2013	Information Technology	Use Tax Payable	Amazon.com- CC	Use TAx Payable	-1.89
0	09/10/2013	Information Technology	Use Tax Payable	Amazon.com- CC	Use Tax Payable	-1.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	Information Technology	Use Tax Payable	Amazon.com- CC	Use Tax Payable	-0.58
0	09/10/2013	Information Technology	Use Tax Payable	Amazon.com- CC	Use Tax Payable	-1.64
0	09/10/2013	Information Technology	Use Tax Payable	Data Q-CC	Use Tax Payable	-157.99
0	09/10/2013	Information Technology	Use Tax Payable	Data Q-CC	Use Tax Payable	-234.85
0	09/04/2013	Information Technology	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	15.89
0	09/10/2013	Information Technology	Use Tax Payable	Motion Computing-CC	Use Tax Payable	-1.63
0	09/04/2013	Information Technology	Use Tax Payable	Newegg Computers, Inc.	Sales/Use Tax	-66.00
					Use Tax Payable Total:	-456.01
					Fund Total:	42,261.83
0	09/04/2013	Internal Service - Interest	Investment Income	RVA- Non Bank	July Interest	182.07
					Investment Income Total:	182.07
					Fund Total:	182.07
71352	09/04/2013	License Center	Computer Equipment	Hewlett-Packard Company	Computer Equipment	658.35
71352	09/04/2013	License Center	Computer Equipment	Hewlett-Packard Company	Credit Memo	-655.19
71352	09/04/2013	License Center	Computer Equipment	Hewlett-Packard Company	Computer Equipment	406.13
71352	09/04/2013	License Center	Computer Equipment	Hewlett-Packard Company	Computer Equipment	658.35
					Computer Equipment Total:	1,067.64
0	09/04/2013	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	2,727.32
0	09/04/2013	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 99999.08.2013 Federal Inco	31.07
					Federal Income Tax Total:	2,758.39
0	09/04/2013	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 99999.08.2013 Medicare Em	14.39
0	09/04/2013	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 99999.08.2013 FICA Emplo	61.54
0	09/04/2013	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	400.31
0	09/04/2013	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	1,711.74
					FICA Employee Ded. Total:	2,187.98
0	09/04/2013	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	400.31
0	09/04/2013	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	1,711.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2013	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 99999.08.2013 Medicare Er	14.39
0	09/04/2013	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 99999.08.2013 FICA Emplo	61.54
					FICA Employers Share Total:	2,187.98
71355	09/04/2013	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	1,030.00
					HRA Employer Total:	1,030.00
71371	09/04/2013	License Center	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	38.46
					HSA Employee Total:	38.46
71371	09/04/2013	License Center	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	790.00
					HSA Employer Total:	790.00
0	09/10/2013	License Center	Merchandise for Sale	Mydriversmanuals-ACH	Dirvers Manuals	120.45
					Merchandise for Sale Total:	120.45
0	09/04/2013	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	288.86
0	09/04/2013	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 99999.08.2013 Post Emplo	10.03
					MN State Retirement Total:	298.89
0	09/04/2013	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
0	09/10/2013	License Center	Office Supplies	Home Depot- CC	Office Supplies	31.18
0	09/10/2013	License Center	Office Supplies	S & T Office Products-CC	Office Supplies	42.24
0	09/10/2013	License Center	Office Supplies	Target- CC	Office Supplies	4.29
0	09/10/2013	License Center	Office Supplies	Walgreens-CC	Office Supplies	6.36
					Office Supplies Total:	84.07
0	09/04/2013	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 99999.08.2013 Pera Emplo	62.67
0	09/04/2013	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	1,750.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	1,813.12
0	09/04/2013	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 99999.08.2013 Pera additio	10.03
0	09/04/2013	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	1,750.45
0	09/04/2013	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	280.08
0	09/04/2013	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 99999.08.2013 Pera Emplo	62.67
					PERA Employer Share Total:	2,103.23
0	09/10/2013	License Center	Postage	Byerly's- CC	Postage	46.00
0	09/10/2013	License Center	Postage	USPS-CC	Passport Postage	136.35
					Postage Total:	182.35
0	09/04/2013	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	1,191.88
0	09/04/2013	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 99999.08.2013 State Incom	20.84
					State Income Tax Total:	1,212.72
0	09/04/2013	License Center	Transportation	Jill Theisen	Mileage Reimbursement	244.08
					Transportation Total:	244.08
0	09/04/2013	License Center	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	3.03
0	09/10/2013	License Center	Use Tax Payable	Mydriversmanuals-ACH	Use Tax Payable	-7.75
					Use Tax Payable Total:	-4.72
					Fund Total:	16,164.64
0	09/10/2013	P & R Contract Mantenance	Conferences	Mn Recreation & Park-ACH	Conferences	340.00
					Conferences Total:	340.00
0	09/10/2013	P & R Contract Mantenance	Contract Maintenance	Nitti Sanitation-CC	Park Maintenance Waste Hauling	516.80
					Contract Maintenance Total:	516.80
0	09/04/2013	P & R Contract Mantenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	2,219.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	2,219.40
0	09/04/2013	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	344.75
0	09/04/2013	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	1,474.06
					FICA Employee Ded. Total:	1,818.81
0	09/04/2013	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	344.75
0	09/04/2013	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	1,474.06
					FICA Employers Share Total:	1,818.81
71355	09/04/2013	P & R Contract Mantenance	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	370.00
					HRA Employer Total:	370.00
71371	09/04/2013	P & R Contract Mantenance	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	196.15
71371	09/04/2013	P & R Contract Mantenance	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA WI Em	46.15
					HSA Employee Total:	242.30
71371	09/04/2013	P & R Contract Mantenance	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	790.00
					HSA Employer Total:	790.00
0	09/04/2013	P & R Contract Mantenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	175.39
					MN State Retirement Total:	175.39
0	09/04/2013	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	280.00
					MNDCP Def Comp Total:	280.00
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	Certified Laboratories-CC	Gloves	98.21
71345	09/04/2013	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.68
71345	09/04/2013	P & R Contract Mantenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	8.68
71348	09/04/2013	P & R Contract Mantenance	Operating Supplies	Commercial Pool	Pool Supplies	206.37
71348	09/04/2013	P & R Contract Mantenance	Operating Supplies	Commercial Pool	Pool Supplies	460.24
0	09/04/2013	P & R Contract Mantenance	Operating Supplies	Grainger Inc	Water Garden Pump	316.94
71360	09/04/2013	P & R Contract Mantenance	Operating Supplies	Lightning Disposal, Inc.	Rolloff	413.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	Marshall Concrete Products Inc-CC	Operating Supplies	416.05
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	Menards-CC	Supplies	14.56
71365	09/04/2013	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Irrigation Supplies	57.23
71365	09/04/2013	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Irrigation Supplies-	32.69
71365	09/04/2013	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Swing Joint	187.38
71365	09/04/2013	P & R Contract Mantenance	Operating Supplies	MIDC Enterprises	Rotor	226.15
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Weed Whip Parts	11.25
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Snake Rental	51.54
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Locks	164.34
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Keys and Cleaning Supplies	17.10
0	09/10/2013	P & R Contract Mantenance	Operating Supplies	Sherwin Williams - ACH	Field Paint	305.15
0	09/04/2013	P & R Contract Mantenance	Operating Supplies	Tessman Seed Co - St. Paul	Seed	129.03
71381	09/04/2013	P & R Contract Mantenance	Operating Supplies	Trio Supply Company	Shelter Supplies	259.72
71389	09/04/2013	P & R Contract Mantenance	Operating Supplies	Wheeler Hardware Company	Automated Doors Labor	279.00
					Operating Supplies Total:	3,663.67
0	09/04/2013	P & R Contract Mantenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	1,226.87
					PERA Employee Ded Total:	1,226.87
0	09/04/2013	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	196.30
0	09/04/2013	P & R Contract Mantenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	1,226.87
					PERA Employer Share Total:	1,423.17
0	09/04/2013	P & R Contract Mantenance	Professional Services	Jeff's S.O.S. Drain Cleaning, Corp.	High Pressure Water Jetting	310.00
71387	09/04/2013	P & R Contract Mantenance	Professional Services	Village Plumbing, Inc.	Emergency Plumbing Service	1,159.20
					Professional Services Total:	1,469.20
0	09/04/2013	P & R Contract Mantenance	Sales Tax	MN Dept of Revenue-Non Bank	Sales/Use Tax	125.19
					Sales Tax Total:	125.19
0	09/04/2013	P & R Contract Mantenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	972.75
					State Income Tax Total:	972.75
0	09/10/2013	P & R Contract Mantenance	Temporary Employees	Sprint- CC	Arboretum Phones	54.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Temporary Employees Total:	54.25
71361	09/04/2013	P & R Contract Mantenance	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2013 IOUE Unioı	229.25
					Union Dues Deduction Total:	229.25
0	09/04/2013	P & R Contract Mantenance	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	4.89
					Use Tax Payable Total:	4.89
0	09/10/2013	P & R Contract Mantenance	Vehicle Supplies	Suburban Ace Hardware-CC	Shop Supplies	18.07
0	09/04/2013	P & R Contract Mantenance	Vehicle Supplies	Turfwerks	Canister	1,549.22
					Vehicle Supplies Total:	1,567.29
					Fund Total:	19,308.04
0	09/04/2013	Park Renewal 2011	Professional Services	LHB Inc	Lead Consultant fee for the 2012-201	3,219.00
0	09/04/2013	Park Renewal 2011	Professional Services	LHB Inc	Landscape Architect	1,151.50
					Professional Services Total:	4,370.50
					Fund Total:	4,370.50
71351	09/04/2013	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Street Supplies	80.00
0	09/04/2013	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products	Seed, Mulch	1,190.27
					Operating Supplies Total:	1,270.27
					Fund Total:	1,270.27
71383	09/04/2013	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	122.91
					Professional Services Total:	122.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	122.91
0	09/04/2013	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	269.60
					Federal Income Tax Total:	269.60
0	09/04/2013	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	28.53
					FICA Employee Ded. Total:	28.53
0	09/04/2013	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	28.53
					FICA Employers Share Total:	28.53
71355	09/04/2013	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplc	49.36
					HRA Employer Total:	49.36
71371	09/04/2013	Police Grants	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Emplc	9.94
					HSA Employee Total:	9.94
71371	09/04/2013	Police Grants	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	51.01
					HSA Employer Total:	51.01
0	09/04/2013	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	20.31
					MN State Retirement Total:	20.31
0	09/04/2013	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	75.18
					MNDCP Def Comp Total:	75.18
0	09/04/2013	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	194.67
					PERA Employee Ded Total:	194.67
0	09/04/2013	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	292.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA Employer Share Total:		292.01
0	09/04/2013	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	97.65
				State Income Tax Total:		97.65
0	09/04/2013	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.09.2013 Lels Union	24.33
0	09/04/2013	Police Grants	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.09.2013 Local 320 U	8.20
				Union Dues Deduction Total:		32.53
				Fund Total:		1,149.32
71339	09/04/2013	Police Vehicle Revolving	Capital Outlay	Baycom, Inc	Mocrophones	1,009.12
0	09/10/2013	Police Vehicle Revolving	Capital Outlay	Cardiac Science-CC	Defibrillation Pads	366.03
71352	09/04/2013	Police Vehicle Revolving	Capital Outlay	Hewlett-Packard Company	Printer	319.56
71379	09/04/2013	Police Vehicle Revolving	Capital Outlay	Taser International, Inc.	Holster	895.57
				Capital Outlay Total:		2,590.28
0	09/10/2013	Police Vehicle Revolving	Use Tax Payable	Cardiac Science-CC	Use Tax Payable	-23.55
				Use Tax Payable Total:		-23.55
				Fund Total:		2,566.73
0	09/04/2013	Public Works Vehicle Revolving	Public Works Vehicles	City of Roseville License Center-N	Licensing Fees	2,315.49
				Public Works Vehicles Total:		2,315.49
				Fund Total:		2,315.49
0	09/10/2013	Recreation Donations	Operating Supplies	Home Depot- CC	Operating Supplies	89.10
0	09/10/2013	Recreation Donations	Operating Supplies	NAPA Auto Parts-ACH	ARB Donation	50.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	139.89
					Fund Total:	139.89
0	09/10/2013	Recreation Fund	Conferences	Mn Recreation & Park-ACH	Conferences	2,275.00
0	09/10/2013	Recreation Fund	Conferences	Mn Recreation & Park-ACH	Conferences	340.00
					Conferences Total:	2,615.00
0	09/10/2013	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Skating Center Waste Hauling	275.40
					Contract Maintenance Total:	275.40
0	09/04/2013	Recreation Fund	Credit Card Fees	US Bank-Non Bank	July Terminal Charges	170.72
					Credit Card Fees Total:	170.72
0	09/04/2013	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	4,171.95
					Federal Income Tax Total:	4,171.95
71340	09/04/2013	Recreation Fund	Fee Program Revenue	James Bazoff	Key Deposit Refund	25.00
71391	09/04/2013	Recreation Fund	Fee Program Revenue	Cara Yang	Key Deposit Refund	25.00
					Fee Program Revenue Total:	50.00
0	09/04/2013	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	825.57
0	09/04/2013	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	3,529.78
					FICA Employee Ded. Total:	4,355.35
0	09/04/2013	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	825.57
0	09/04/2013	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	3,529.78
					FICA Employers Share Total:	4,355.35
71355	09/04/2013	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	1,148.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HRA Employer Total:	1,148.00
71371	09/04/2013	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Empl	192.70
					HSA Employee Total:	192.70
71371	09/04/2013	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	695.00
					HSA Employer Total:	695.00
0	09/04/2013	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2013 ICMA Defe	525.00
					ICMA Def Comp Total:	525.00
0	09/04/2013	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	376.69
					MN State Retirement Total:	376.69
0	09/04/2013	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	1,270.00
					MNDCP Def Comp Total:	1,270.00
0	09/10/2013	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	299.14
					Office Supplies Total:	299.14
0	09/10/2013	Recreation Fund	Operating Supplies	Cascade Bay-CC	Friday Field Trip	100.00
0	09/10/2013	Recreation Fund	Operating Supplies	Cub Foods- CC	LIT Supplies	4.99
0	09/10/2013	Recreation Fund	Operating Supplies	Dollar Tree-CC	Summer Spec Supplies	24.00
0	09/10/2013	Recreation Fund	Operating Supplies	Half Price Books-CC	HANC Book	10.69
0	09/10/2013	Recreation Fund	Operating Supplies	Half Price Books-CC	Preschool Themed Books	17.09
0	09/10/2013	Recreation Fund	Operating Supplies	Hamline Hardware Hank-CC	Forces of Nature Camp Supplies	3.84
0	09/10/2013	Recreation Fund	Operating Supplies	Kendell Doors & Hardware-CC	Lock Parts	29.45
0	09/10/2013	Recreation Fund	Operating Supplies	Michaels-CC	LIT Supplies	14.72
0	09/10/2013	Recreation Fund	Operating Supplies	Michaels-CC	Custom Framing	214.57
0	09/10/2013	Recreation Fund	Operating Supplies	Michaels-CC	Tshirt Logo	6.95
0	09/10/2013	Recreation Fund	Operating Supplies	Michaels-CC	Summer Spec Supplies	34.37
0	09/10/2013	Recreation Fund	Operating Supplies	Oriental Trading- CC	Supplies for DYP	27.84
0	09/10/2013	Recreation Fund	Operating Supplies	Parking Ramp-ACH	Parking	1.00
0	09/10/2013	Recreation Fund	Operating Supplies	Party City-CC	Birthday Theme Supplies	64.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2013	Recreation Fund	Operating Supplies	Stitchin Post	Sweatshirts, Jacket	795.63
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Arboretum Shelter Supplies	9.64
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Craft and Garden Explorers Supplies	4.39
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	New Plate Club Supplies	23.95
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	LIT Supplies	29.26
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Craft and Garden Explorers Supplies	6.52
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Garden Explorers Supplies	14.21
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Tie Dye Supplies	57.38
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Summer Spec Supplies and snacks	55.75
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Preschool PPP Supplies	44.73
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	HANC Camp Supplies	95.55
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	HANC Natures Kit Supplies	50.20
0	09/10/2013	Recreation Fund	Operating Supplies	Target- CC	Preschool cupcakes for PPP	17.97
					Operating Supplies Total:	1,759.03
0	09/04/2013	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	2,622.31
					PERA Employee Ded Total:	2,622.31
0	09/04/2013	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	419.57
0	09/04/2013	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	2,622.31
					PERA Employer Share Total:	3,041.88
0	09/10/2013	Recreation Fund	Postage	UPS Store- CC	Shipping	21.14
					Postage Total:	21.14
0	09/10/2013	Recreation Fund	Professional Services	Basecamp-CC	Activities	125.00
0	09/10/2013	Recreation Fund	Professional Services	The Works-CC	Friday Field Trip	171.00
0	09/10/2013	Recreation Fund	Professional Services	U of M Golf-CC	Youth Golf Class Driving Range	15.00
					Professional Services Total:	311.00
0	09/04/2013	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,796.06
					Sales Tax Payable Total:	1,796.06
0	09/04/2013	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	1,818.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					State Income Tax Total:	1,818.05
71378	09/04/2013	Recreation Fund	Telephone	T Mobile	Cell Phones	210.36
					Telephone Total:	210.36
71361	09/04/2013	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2013 IOUE Unio	98.25
					Union Dues Deduction Total:	98.25
0	09/10/2013	Recreation Fund	Use Tax Payable	Kendell Doors & Hardware-CC	Use Tax Payable	-1.90
0	09/04/2013	Recreation Fund	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	42.62
					Use Tax Payable Total:	40.72
					Fund Total:	32,219.10
71350	09/04/2013	Recreation Improvements	Valley Park Play Equipment	Flanagan Sales, Inc.	Wood Fiber Surfacing	2,174.91
					Valley Park Play Equipment Total:	2,174.91
					Fund Total:	2,174.91
71359	09/04/2013	Risk Management	Insurance	League of MN Cities Ins Trust	Reverse Binder Premium-4th Installm	31,589.75
					Insurance Total:	31,589.75
71359	09/04/2013	Risk Management	Sewer Department Claims	League of MN Cities Ins Trust	LMCIT Claim: C0022989	890.72
					Sewer Department Claims Total:	890.72
					Fund Total:	32,480.47
0	09/04/2013	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	1,532.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	1,532.36
0	09/04/2013	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare E	176.93
0	09/04/2013	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Empl	756.49
					FICA Employee Ded. Total:	933.42
0	09/04/2013	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare E	176.93
0	09/04/2013	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Empl	756.49
					FICA Employers Share Total:	933.42
71355	09/04/2013	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplc	384.03
					HRA Employer Total:	384.03
0	09/04/2013	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2013 ICMA Defe	35.01
					ICMA Def Comp Total:	35.01
71346	09/04/2013	Sanitary Sewer	Metro Waste Control Board	City of Lauderdale	3rd Quarter PACAL Payment	746.67
					Metro Waste Control Board Total:	746.67
0	09/04/2013	Sanitary Sewer	Miscellaneous Expense	Bluefin Payment Systems-Non Ban	July UB Payments.com Charges	1,983.43
					Miscellaneous Expense Total:	1,983.43
0	09/04/2013	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	118.98
					MN State Retirement Total:	118.98
0	09/04/2013	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	236.08
					MNDCP Def Comp Total:	236.08
0	09/10/2013	Sanitary Sewer	Operating Supplies	Mills Fleet Farm-CC	Fast Wipes	32.12
0	09/04/2013	Sanitary Sewer	Operating Supplies	Ramy Turf Products	Seed, Mulch	446.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies Total:	478.86
71385	09/04/2013	Sanitary Sewer	Other Improvements	United Properties	Lift Station Construction	25,000.00
					Other Improvements Total:	25,000.00
0	09/04/2013	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	743.71
					PERA Employee Ded Total:	743.71
0	09/04/2013	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	743.71
0	09/04/2013	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	118.98
					PERA Employer Share Total:	862.69
0	09/04/2013	Sanitary Sewer	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	26.99
					Sales Tax Payable Total:	26.99
0	09/04/2013	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	588.04
					State Income Tax Total:	588.04
0	09/10/2013	Sanitary Sewer	Telephone	Sprint- CC	Streets Phones	50.00
71378	09/04/2013	Sanitary Sewer	Telephone	T Mobile	Cell Phones	79.98
					Telephone Total:	129.98
71361	09/04/2013	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2013 IOUE Unio	124.45
					Union Dues Deduction Total:	124.45
0	09/04/2013	Sanitary Sewer	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	9.90
					Use Tax Payable Total:	9.90
					Fund Total:	34,868.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/04/2013	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	75.27
					Federal Income Tax Total:	75.27
0	09/04/2013	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	14.29
0	09/04/2013	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	61.09
					FICA Employee Ded. Total:	75.38
0	09/04/2013	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Em	14.29
0	09/04/2013	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	61.09
					FICA Employers Share Total:	75.38
71355	09/04/2013	Solid Waste Recycle	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	29.06
					HRA Employer Total:	29.06
0	09/04/2013	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	10.24
					MN State Retirement Total:	10.24
0	09/04/2013	Solid Waste Recycle	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	17.50
					MNDCP Def Comp Total:	17.50
0	09/04/2013	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	64.06
					PERA Employee Ded Total:	64.06
0	09/04/2013	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	64.06
0	09/04/2013	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	10.24
					PERA Employer Share Total:	74.30
0	09/04/2013	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	34.85
					State Income Tax Total:	34.85
0	09/04/2013	Solid Waste Recycle	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	5.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Use Tax Payable Total:	5.92
					Fund Total:	461.96
0	09/04/2013	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	768.40
					Federal Income Tax Total:	768.40
0	09/04/2013	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	135.41
0	09/04/2013	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	578.99
					FICA Employee Ded. Total:	714.40
0	09/04/2013	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare Er	135.41
0	09/04/2013	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	578.99
					FICA Employers Share Total:	714.40
0	09/04/2013	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	82.59
					MN State Retirement Total:	82.59
0	09/04/2013	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	10.00
					MNDCP Def Comp Total:	10.00
0	09/04/2013	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.	2013 Blanket PO for QRS mortar mix	3,921.24
0	09/10/2013	Storm Drainage	Operating Supplies	General Industrial Supply-CC	Ear Muffs	15.88
0	09/10/2013	Storm Drainage	Operating Supplies	General Industrial Supply-CC	Operating Supplies	3.30
0	09/04/2013	Storm Drainage	Operating Supplies	Total Tool	Ratchet, Handle	73.91
					Operating Supplies Total:	4,014.33
0	09/04/2013	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	516.21
					PERA Employee Ded Total:	516.21
0	09/04/2013	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	516.21
0	09/04/2013	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	82.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	598.80
0	09/04/2013	Storm Drainage	Professional Services	Foth Infrastructure & Environmenta	Storm Lift Station Pump Sizing	1,500.00
					Professional Services Total:	1,500.00
0	09/04/2013	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	55.00
					Sales Tax Payable Total:	55.00
0	09/04/2013	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	354.92
					State Income Tax Total:	354.92
0	09/10/2013	Storm Drainage	Telephone	Sprint- CC	Storm Utility Phones	54.25
					Telephone Total:	54.25
71361	09/04/2013	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2013 IOUE Unio	131.00
					Union Dues Deduction Total:	131.00
0	09/04/2013	Storm Drainage	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	8.53
					Use Tax Payable Total:	8.53
					Fund Total:	9,522.83
71366	09/04/2013	Street Construction	2013 PMP	MN Dept of Transportation	Material Testing & Inspection	2,007.63
					2013 PMP Total:	2,007.63
71368	09/04/2013	Street Construction	Twin Lakes Walmart Rd	New Look Contracting, Inc.	Wal Mart Public Improvement Projec	51,226.92
					Twin Lakes Walmart Rd Total:	51,226.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	53,234.55
0	09/04/2013	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	302.79
					Federal Income Tax Total:	302.79
0	09/04/2013	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare En	66.38
0	09/04/2013	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	283.86
					FICA Employee Ded. Total:	350.24
0	09/04/2013	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare En	66.38
0	09/04/2013	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Emplo	283.86
					FICA Employers Share Total:	350.24
0	09/04/2013	Telecommunications	Furniture and Fixtures	EPA Audio Visual, Inc.	Visual Presenter	1,677.52
					Furniture and Fixtures Total:	1,677.52
71355	09/04/2013	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	215.44
					HRA Employer Total:	215.44
0	09/04/2013	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Employ	46.85
					MN State Retirement Total:	46.85
0	09/04/2013	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	341.24
					MNDCP Def Comp Total:	341.24
0	09/04/2013	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	292.78
					PERA Employee Ded Total:	292.78
0	09/04/2013	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Employ	292.78
0	09/04/2013	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	46.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	339.63
0	09/04/2013	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	143.42
					State Income Tax Total:	143.42
71378	09/04/2013	Telecommunications	Telephone	T Mobile	Cell Phones	35.48
					Telephone Total:	35.48
					Fund Total:	4,095.63
71343	09/04/2013	Telephone	CAP - Capital Equip Recovery	CDW Government, Inc.	Phone Equipment	39.86
0	09/10/2013	Telephone	CAP - Capital Equip Recovery	CDW-Government- CC	Power Supplies for Cisco 7916 Expar	54.36
					CAP - Capital Equip Recovery Total:	94.22
71344	09/04/2013	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	85.14
71356	09/04/2013	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Telephone	3,258.17
					PSTN-PRI Access/DID Allocation Total:	3,343.31
					Fund Total:	3,437.53
0	09/04/2013	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	WSB & Associates, Inc.	Twin Lakes AUAR Infrastructure	24,675.86
					P-SS-ST-W-10-17 Contractor Pay Total:	24,675.86
0	09/04/2013	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	SRF Consulting Group, Inc.	Professional Services for Twin Lakes	866.65
0	09/04/2013	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	SRF Consulting Group, Inc.	Professional Services for Twin Lakes	639.95
					Twin Lakes I-35W Ramp Total:	1,506.60
					Fund Total:	26,182.46
0	09/04/2013	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Federal Inco	1,654.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	1,654.36
0	09/04/2013	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare E	222.54
0	09/04/2013	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Empl	951.50
					FICA Employee Ded. Total:	1,174.04
0	09/04/2013	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 Medicare E	222.54
0	09/04/2013	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.09.2013 FICA Empl	951.50
					FICA Employers Share Total:	1,174.04
71355	09/04/2013	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.09.2013 HRA Emplo	680.97
					HRA Employer Total:	680.97
71371	09/04/2013	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.09.2013 HSA Empl	28.85
					HSA Employee Total:	28.85
71371	09/04/2013	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.09.2013 HSA Emplo	31.25
					HSA Employer Total:	31.25
0	09/04/2013	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.09.2013 ICMA Defe	64.99
					ICMA Def Comp Total:	64.99
0	09/04/2013	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.09.2013 Post Emplo	144.51
					MN State Retirement Total:	144.51
0	09/04/2013	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.09.2013 MNDCP De	211.26
					MNDCP Def Comp Total:	211.26
0	09/10/2013	Water Fund	Operating Supplies	Davis Lock & Safe-CC	Supplies	5.36
0	09/10/2013	Water Fund	Operating Supplies	McMaster-Carr-CC	Operating Supplies	37.53
0	09/10/2013	Water Fund	Operating Supplies	Menards-CC	Operating Supplies	121.13
0	09/10/2013	Water Fund	Operating Supplies	North Hgts Hardware Hank-CC	Operating Supplies	98.51

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/10/2013	Water Fund	Operating Supplies	Red Wing Shoes-ACH	Operating Supplies	49.95
0	09/10/2013	Water Fund	Operating Supplies	Red Wing Shoes-ACH	Operating Supplies	49.95
0	09/10/2013	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Operating Supplies	82.26
					Operating Supplies Total:	444.69
0	09/04/2013	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	903.07
					PERA Employee Ded Total:	903.07
0	09/04/2013	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera Emplo	903.07
0	09/04/2013	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.09.2013 Pera additio	144.51
					PERA Employer Share Total:	1,047.58
0	09/04/2013	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.09.2013 State Incom	684.88
					State Income Tax Total:	684.88
0	09/04/2013	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	16,665.16
					State Sales Tax Payable Total:	16,665.16
0	09/10/2013	Water Fund	Telephone	Sprint- CC	Water Phones	224.97
71378	09/04/2013	Water Fund	Telephone	T Mobile	Cell Phones	21.73
					Telephone Total:	246.70
71361	09/04/2013	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.09.2013 IOUE Unio	170.30
					Union Dues Deduction Total:	170.30
0	09/04/2013	Water Fund	Water - Roseville	City of Roseville- Non Bank	June Water	1,139.44
					Water - Roseville Total:	1,139.44
					Fund Total:	26,466.09
0	09/04/2013	Workers Compensation	Fire Department Claims	SFM-Non Bank	August Work Comp Claims	244.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fire Department Claims Total:	244.01
0	09/04/2013	Workers Compensation	Police Patrol Claims	SFM-Non Bank	August Work Comp Claims	4,372.48
					Police Patrol Claims Total:	4,372.48
					Fund Total:	4,616.49
					Report Total:	582,984.53

REQUEST FOR COUNCIL ACTION

Date: 09/16/2013
Item No.: 7.b

Department Approval

City Manager Approval

Item Description: Approve 2013 Business and Other Licenses and Permits

BACKGROUND

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

Massage Therapist License
Heather Marie Simmer
Juut SalonSpa
1641 County Road C
Roseville, MN 55113

One-Time Exempt Gambling Permit
Saint Rose of Lima Church
2048 Hamline Ave N
Roseville, MN 55113

Saint Rose of Lima Church wishes to be approved for two Exempt Gambling Permits. The first would be to allow a raffle to be drawn on October 25th, 2013 at the Midland Hills Country Club located at 2001 Fulham Street. The second would be to allow a bingo event on November 3rd, 2013 at their school located at 2072 Hamline Avenue N.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the business and other license application(s) pending successful background checks.

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

Attachment A

ROSEVILLE

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

Massage Therapist License

New License ☑ Renewal ☐

For License year ending June 30, 2014

1. Legal Name Heather Marie Simmer
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.
   Heather Marie Podulke
8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
   JUUT SaLON SPA 1641 County Road C, 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

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than $50,000 in prizes during a calendar year. If total prize value for the year will be $1,500 or less, contact the licensing specialist assigned to your county.	**Application fee** **(non refundable)** If application is postmarked or received 30 days or more before the event **$50**; otherwise **$100**.

ORGANIZATION INFORMATION

Organization name: Saint Rose of Lima Church

Previous gambling permit number: X-62002

Minnesota tax ID number, if any

Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.

_____ Fraternal X Religious _____ Veterans _____ Other nonprofit organization

Mailing address	City	State	Zip code	County
2048 Hamline Ave N	Roseviile	MN	55113	Ramsey

Name of chief executive officer [CEO]	Daytime phone number	E-mail address
Father Robert J. Fitzpatrick	651-357-1201	frfitz@saintroseoflima.net

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

_____ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

X **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

_____ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**
If your organization falls under a parent organization, attach copies of **both** of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Midland Hills Country Club

Address [do not use PO box]	City or township	Zip code	County
2001 Fulham St	Roseville	55113	Ramsey

Date[s] of activity. For raffles, indicate the date of the drawing.
October 25, 2013

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

_____ Bingo* X Raffle _____ Paddlewheels* _____ Pull-tabs* _____ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to ***www.gcb.state.mn.us*** and click on ***Distributors*** under the ***WHO'S WHO? LIST OF LICENSEES***, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL
for a gambling premises
located within city limits

___The application is acknowledged with no waiting period.

___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].

___The application is denied.

Print city name ____________________

Signature of city personnel ____________________

Title ____________________ Date__________

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises
located in a township

____The application is acknowledged with no waiting period.

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

____The application is denied.

Print county name ____________________

Signature of county personnel ____________________

Title ____________________ Date__________

TOWNSHIP. If required by the county.
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name ____________________

Signature of township officer ____________________

Title ____________________ Date __________

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Robert J Fitzpatrick Date 9/11/13

Print name ROBERT J FITZPATRICK

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.
  Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:
__ a copy of your proof of nonprofit status, and
__ application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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

Application fee for each event If application postmarked or received:	
less than 30 days before the event **$100**	more than 30 days before the event **$50**

ORGANIZATION INFORMATION

Check # ______ $ 50

Organization name: SAINT ROSE OF LIMA CHURCH:RELIGIOUS EDUCATION PROGRAMS
Previous gambling permit number:

Type of nonprofit organization. Check one.

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other nonprofit organization

Mailing address	City	State	Zip Code	County
2048 HAMLINE AVENUE NORTH	ROSEVILLE	MN	55113	RAMSEY

Name of chief executive officer (CEO)	Daytime phone number	Email address
FATHER ROBERT J. FITZPATRICK	651-357-1201	frfitz@saintroseoflima.net

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.

☐ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

☐ **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

☒ **IRS - proof previously submitted to Gambling Control Board**
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

SAINT ROSE OF LIMA SCHOOL

Address (do not use PO box)	City	Zip Code	County
2072 HAMLINE AVENUE NORTH	ROSEVILLE	55113	RAMSEY

Date(s) of activity (for raffles, indicate the date of the drawing)

NOVEMBER 3,2013

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

☒ Bingo* ☐ Raffles ☐ Paddlewheels* ☐ Pull-Tabs* ☐ Tipboards*

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

Also complete Page 2 of this form.

Print Form

Reset Form

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

___The application is acknowledged with no waiting period.
___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
___The application is denied.

Print city name ______________________
On behalf of the city, I acknowledge this application.

Signature of city official receiving application

____

Title______________________ Date____/____/____

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.
A township official is not required to sign the application.

____The application is acknowledged with no waiting period.
____The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
____The application is denied.

Print county name ______________________
On behalf of the county, I acknowledge this application.
Signature of county official receiving application

____

Title______________________ Date____/____/____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166)]
Print township name ______________________

____
Signature of township official acknowledging application

Title______________________ Date ____/____/____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature [signature] Date August 27, 2013

Complete a separate application for each gambling activity:
- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

Send application with:
- a copy of your proof of nonprofit status, and
- application fee for each event.
  Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Print Form Reset Form

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:September 16, 2013
Item No.: 7.c

Department Approval	City Manager Approval
	P. Trudgeon

Item Description: Approve Creation of Environmental Specialist and Communications Manager Positions

BACKGROUND

Staff has previously discussed with the City Council reorganization of the Administration Department to fit the current needs and strategic vision for the city. This vision and reorganization plan results in two new positions needing to be created. The recycling coordination function was previously moved to Public Works and is proposed to be combined with the environmental and water resource program needs to create the Environmental Specialist role. The Communications role was created to meet City Council goals and objectives for the future. Job descriptions for both positions are currently being finalized and job evaluations with market studies have been conducted for placement within the City's pay system structure.

The new positions job summaries, pay grades and salary ranges are as follows are as follows:

The **Environmental Specialist,** under the direction of the City Engineer/Assistant Public Works Director, assists in planning, coordinating, implementing, and managing the city's solid waste, recycling, natural and water resources, and sustainability programs. This position is responsible for the contract development and management, as well as the program/project management and public education for these programs.
Pay Grade – Exempt 12 Range: $31.37 – 37.79 / $65,250 - $78,603

The **Communications Manager**, under the direction of the City Manager, is responsible for all aspects of the City's internal and external communication activities. This position will apply professional principles and judgment to assist with the planning, leadership, operations, and administration of the branding, marketing, and communications of the City, while providing accurate, effective, informative, and timely public information to internal staff, the news media, residents, and businesses that furthers the City's commitment and vision for informative and responsive government. The Communications Manager provides for the comprehensive management and supervision of the assigned functions and programs and takes an active leadership and participatory role in department and citywide community out-reach programs, and public relations planning and operations.
Pay Grade – Exempt 13 Range: $33.25 - $40.06 / $$69,160 - $83,325

POLICY OBJECTIVE

To align staff roles, at appropriate levels, with qualified employees in order to carry out the strategic vision and goals of the city.

BUDGET IMPLICATIONS

The Environmental Specialist position is proposed to be funded from the recycling enterprise fund (30%) and from the storm water utility fund (70%). The Communications Manager position is proposed to be funded from the communications and HRA funds.

STAFF RECOMMENDATION

Authorize the creation of Environmental Specialist position in the Public Works Department and Communications Manager in the Administration Department at the proposed pay grades within the city's compensation plan.

REQUESTED COUNCIL ACTION

Motion to authorize the creation of Environmental Specialist position in the Public Works Department and Communications Manager in the Administration Department at the proposed pay grades within the city's compensation plan.

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

Date: September 16, 2013
Item: 10.a
Receive State of the School District Presentation from Superintendent John Thein, District 623

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date:September 16, 2013

Item No.: 13.a

Department Approval

City Manager Approval

P. Trudgeon

Item Description: **Approve 2014 City Benefits Insurance Renewals & Cafeteria Contributions**

Background:

Each year the largest human resources expense aside from employee salaries is the cost of benefits, in particular medical insurance. The gap between the two keeps narrowing nationwide. City health benefit costs were nearly $1.4 million in 2013. Over the past ten years Roseville has made changes and additions in the benefits area to minimize increases and to share the burden, while making health insurance as affordable, consumer driven, and as effective as possible.

In response to escalating health care costs, the City began offering higher deductible plans coupled with Health Reimbursement Accounts (HRA) & Health Savings Accounts (HSA) and added more tiers of coverage. In 2004 we added a single-plus-one tier option to give employees and retirees the least expensive and most efficient alternatives. In 2005, the City added a High Deductible plan with a Health Reimbursement Account for payment of deductible expenses. In 2006 the City raised deductibles but also increased contributions to the Health Reimbursement Account and added this account to the mid-level plan to help staff control and minimize their risk. In 2008 Roseville dropped the no longer sustainable, rich, 100% coverage plan. Finally, in 2009 the City added a Health Savings Account (HSA) option.

The City currently offers three medical options and three tiers through one provider, Health Partners, under the National Joint Powers Alliance (NJPA) consortium. The unique part of NJPA is that the pool is self-insured but underwritten and administered by Health Partners so it operates like a fully insured plan. This is of interest to Roseville for a couple of reasons. First, since our claims have been declined and stabilized over the past five years due to wellness and consumer driven plan initiatives and options, we have been able to achieve less than trend increases. NJPA allows Roseville to continue our current consumer-driven plan designs while achieving further savings due to their tax exempt status.

Regular employees are eligible for certain benefits on a prorated basis if they work a minimum of 20 hours per week. We currently have 167.75 total Full-Time Equivalents (FTE's). We also have 23 former employees who are on the City's health plan through

COBRA.

The City of Roseville's contract with NJPA for employee health insurance through Health Partners will renew on January 1, 2014. The initial renewal rate came in with no increase, other than the federally mandated Affordable Care Act transitional re-insurance fees, which amount to an overall increase of 1.33%.

In 2012 the City conducted a comparison study and found that comparable cities with high deductible plans actually had a bit lower out of pocket maximums than Roseville but also had higher premiums and City contributions costs. Thus, the costs by the City and the employee were similar to the average because comparable cities were paying up front and the employee at Roseville was taking on more out of pocket risk in the case of an event.

Staff is diligently working to load data and set up formulas and coding so that the new HRIS system may be utilized for web-based enrollment at this year's open enrollment. We anticipate open enrollment to begin in early November providing all renewal and contribution information for 2014 is loaded in the next week so that system testing and auditing can begin.

City Contributions Background and Recommendations:

Historically we have maintained a philosophy of paying 100% of the premium for medical and dental insurance for the single plan. This also remains the trend in the marketplace, although the market continues to move away from paying 100% for rich coverage plans (as Roseville has already done).

In 2010 Council approved implementation of a Benefits Contribution Incentive that provides the full cafeteria dollar amount only to those benefit eligible employees who participated in a confidential health risk assessment, and a preventive care physical with a blood pressure check. If staff does not participate in these wellness items they receive $25 less per month in their cafeteria amount.

With the 2014 plan designs remaining constant but the premiums increasing by 1.33% overall, due to the Affordable Care Act fees, the Benefits Committee recommends payment of the fees to keep the employee whole. Staff also recommends an increase to the benefits wellness incentive of $15 per month to reward the staff who are participating and the driving force for keeping claims and thus renewal costs at bay for the last several years. The increases to the 2014 Cafeteria Contribution levels with these recommendations would be as follows:

- **Opt Out:** $490 ($15 increase to Benefits Contribution Incentive)

- **Those on the $1,000 Deductible Plans would receive:**
  - Single: $636 (increase of $6 ACA fee + $15 Benefits Incentive)
  - Single + 1: $756 (increase of $11 ACA fee + $15 Benefits Incentive)
  - Family: $972 (increase of $17 ACA fee + $15 Benefits Incentive)

- **Those on the $2,000 or $2,500 Deductible Plan would receive:**

- Single: $746 (increase of $6 ACA fee + $15 Benefits Incentive)
- Single + 1: $856 (increase of $11 ACA fee + $15 Benefits Incentive)
- Family: 1,047 (increase of $17 ACA fee + $15 Benefits Incentive)

➢ **Monthly contributions deposited into a Health Reimbursement Account or Health Savings Account are as follows:**

- **$1,000 Deductible Plan Monthly Deposit:**
- Single $83 (same as 2013)
- Single + 1 $90 (same as 2013)
- Family $70 (same as 2013)

- **$2,000 or 2,500 Deductible Plan Monthly Deposit:**
- Single $200 (same as 2013)
- Single + 1 $170 (same as 2013)
- Family $125 (same as 2013)

Dental Renewal:

The dental insurance for the City is self-insured. Review of the 2013 dental claims compared to premiums paid resulted in no increase in premiums for 2014 and there are no changes in coverage for the plan.

Life & Long Term Disability:

The City went to market this year and Standard Insurance through the FCI City/County Consortium has been awarded a two year contract through 2015 which provides for no plan changes or rate changes for Long Term Disability or Basic and Voluntary Life insurance.

Financial Impact:

The proposed Cafeteria Benefits budget for 2014 as presented above is a $50,000 increase over the 2013 budget. This amount is what is in the preliminary budget for benefits.

Council Action Requested:

Approve 2014 City benefits insurance renewals and cafeteria contributions as described above with the respective contracts (subject to review and approval by the City Attorney).

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/16/13
Item No.: 13.B

Department Approval

City Manager Approval

Item Description: Approve Lexington Park Building Final Design and Authorize Seeking Proposals

BACKGROUND

With the majority of the Parks and Recreation Renewal Program (Renewal Program) preliminary planning and formal neighborhood/community process now complete, the next step is to prepare final design, plans and specifications and to seek proposals for construction.

On May 13, 2013 you approved a preliminary plan for Lexington Park which moved it to the next phase of final design, plans and specifications in preparation for construction.

On July 22, 2013 you authorized an agreement with LHB, Inc. to formulate optimal project packaging and complete the final design, plans and specifications for the entire Renewal Program. After working through the final agreement detail documents with the City Attorney and LHB, a notice to proceed was provided on August 1, 2013.

LHB's proposal incorporates a value added item for a 5 week early delivery of final design, plans and specifications for 1 project in the Renewal Program. The selected project is the Lexington Park Building.

The remainder of the renewal projects would be design ready for contractor proposals in18 weeks. The Best Value selection process will determine final schedules and timing of all projects. So far, this is on schedule to have many of the projects occurring in 2014.

The Parks and Recreation Commission reviewed the Lexington Park Building schematic design and image options at their September 7 meeting and provided advice to the architects.

Included in your packet is a proposed schematic floor plan and building images for the Lexington Park Building for your review and consideration to seek proposals.

All projects will continue to be delivered through the Best Value process. Attached is an announcement for an overview presentation for the Lexington Park Building and the overall Renewal Program.

To continue with the outlined community engagement strategy; prior to construction, a construction inform notice will be sent to citizens who participated in the park specific planning process and a letter will be sent to the nearby park neighborhoods letting them know of the project.

It is anticipated that results of the Request for Proposals (RFP) and a recommendation for a contractor will be brought to you in late October or first part of November to consider construction.

A representative of the architectural design team and staff will be at your meeting to review the proposed Lexington Park Building final design.

POLICY OBJECTIVE

It is the policy of the City to provide a community process and a thoughtful approach when making improvements to City facilities.

BUDGET IMPLICATIONS

There are no additional costs associated directly with approving the final design. A budget of $500,000 has been set for the Lexington Park Building construction.

STAFF RECOMMENDATION

Based on the completion of the outlined process and public engagement strategy to deliver the Parks and Recreation Renewal Program, staff recommends approving the final design as presented and seek proposals for construction.

REQUESTED COUNCIL ACTION

Motion to approve the final design and images for the Lexington Park Building as presented and authorize staff to seek proposals for construction through the Best Value Procurement Method.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: Design Process Memorandum
Lexington Park Building Floor Plan Design
Lexington Park Building Design Images
Best Value Project Overview Announcement

Attachment A

HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

MEMORANDUM

To: Roseville PRC and Design Team

From: Tim McILwain

Date: 9/4/2013

Comm. No: 1353

Subject: Roseville Parks
Park Renewal Program

Copies To: File

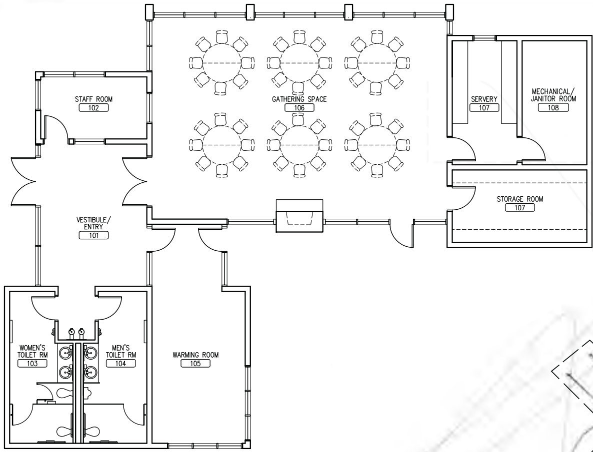
The following is an agenda for the update on the Parks Renewal Program to the PRC at the 9.7.2013 PRC monthly meeting.

Facility Design Process

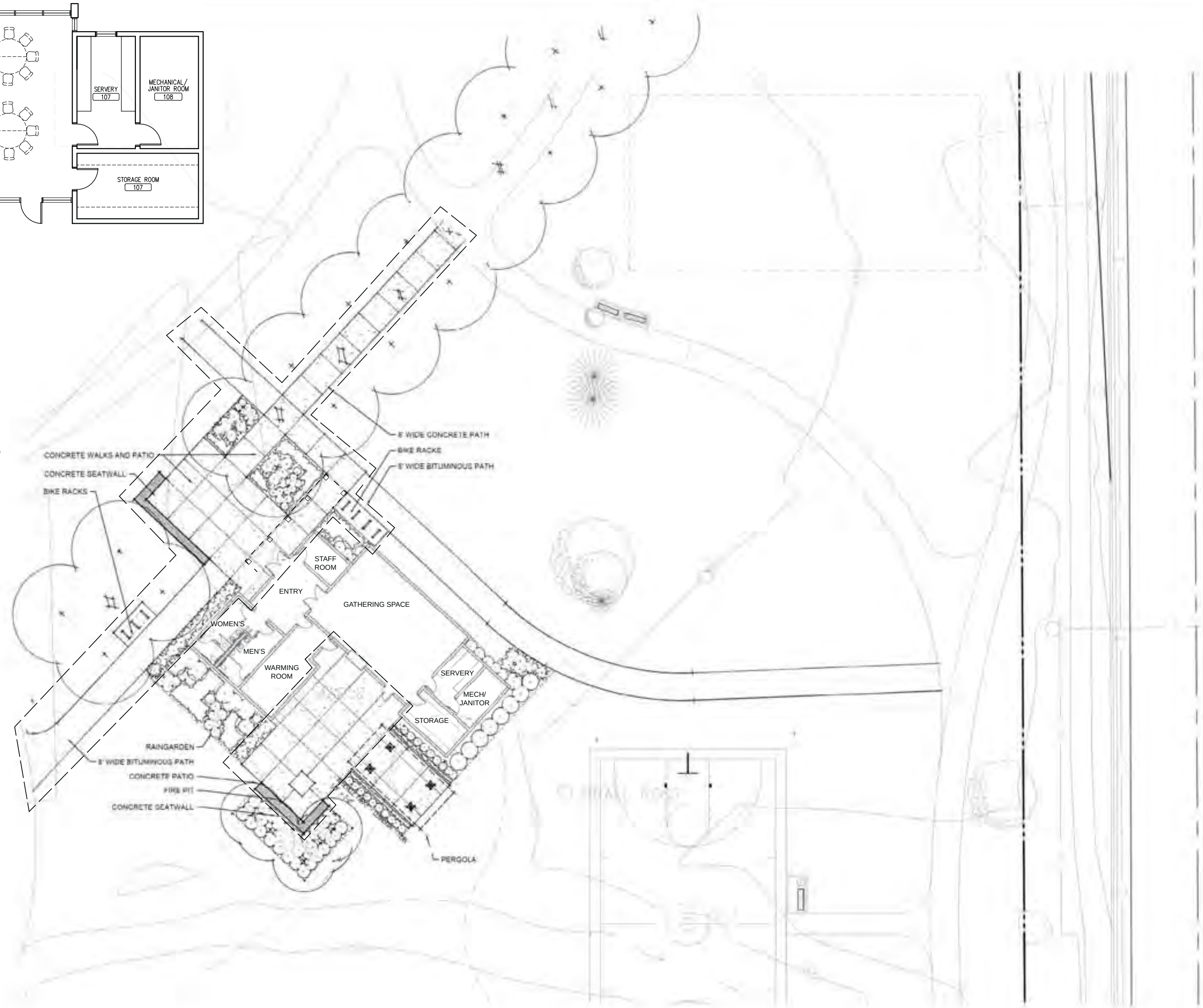
1. **Program verification and conceptual cost estimates for Community Buildings**
    a. Small (30),Medium size (50) & Large (100) in Gathering Space
    b. Costing (on SF basis) for buildings
    c. Program impact
2. **Understanding of Master Plans**
    a. Key design moves
    b. Community Buildings to be unique to each Park
    c. Layout to best highlight and feature Park amenities
3. **Develop & Planning Strategy - Concept Building Diagrams & Plans**
    a. Key relationships based on access, security and efficiencies
    b. Multiple Plan Options possible
    c. Develop "templates" to overlay each Park site
4. **Implementation of Planning Strategy for individual Parks**
    a. Lexington
    b. Autumn Grove
    c. Villa
    d. Sandcastle
    e. Oasis
5. **Image / Style of Buildings and Roseville Parks**
   Defining Elements
    - Plan configuration
    - Building forms and massing
    - Proportion and scale
    - Façade development
    - Materials
    - Details

PH 612-904-1332 FAX 612-904-7366
4201 CEDAR AVENUE SOUTH | MINNEAPOLIS, MN 55407

Attachment B



2 FLOOR PLAN
SCALE: 1/8" = 1'-0"



= INITIAL CONSTRUCTION INCLUDES CONCRETE WALKS AND PLAZA AREAS AS WITHIN THE DASHED LINE SHOWN IN THE DRAWING. PLANTINGS ARE NOT A PART OF THE INITIAL CONSTRUCTION AND ARE SHOWN IN THIS DRAWING FOR REFERENCE ONLY.

1 SITE PLAN
Scale: 1/16" = 1'-0"

YOUR NEIGHBORHOOD OUR COMMUNITY
ROSEVILLE PARKS & RECREATION RENEWAL PROGRAM

ROSEVILLE PARKS & RECREATION

2660 CIVIC CENTER DRIVE
ROSEVILLE, MINNESOTA 55113

LHB
PERFORMANCE DRIVEN DESIGN.
LHBcorp.com

250 3rd Ave. N, Ste 450 | Minneapolis, MN 55401 | 612.338.2029

PRELIMINARY
NOT FOR CONSTRUCTION
09/12/2013

NO	DATE	ISSUED FOR
1	09/12/2013	FINAL DESIGN

NO	DATE	REVISION

PROJECT NAME:

ROSEVILLE PARK AND RECREATION RENEWAL PROGRAM

LEXINGTON PARK

DRAWING TITLE

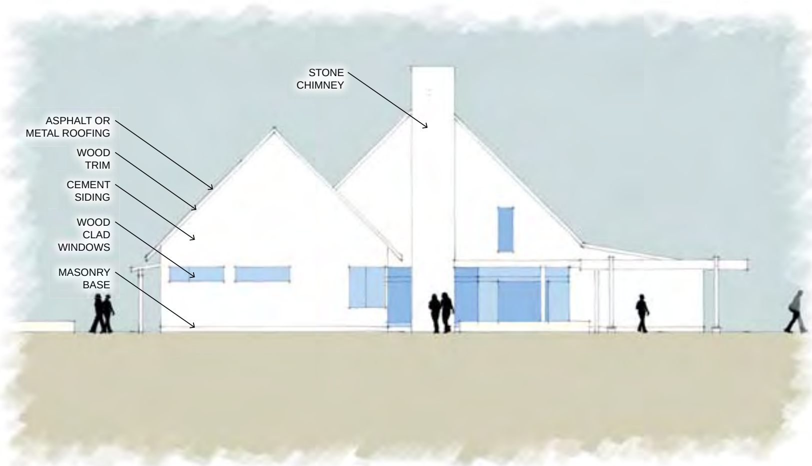
FINAL DESIGN

SITE PLAN AND FLOOR PLAN

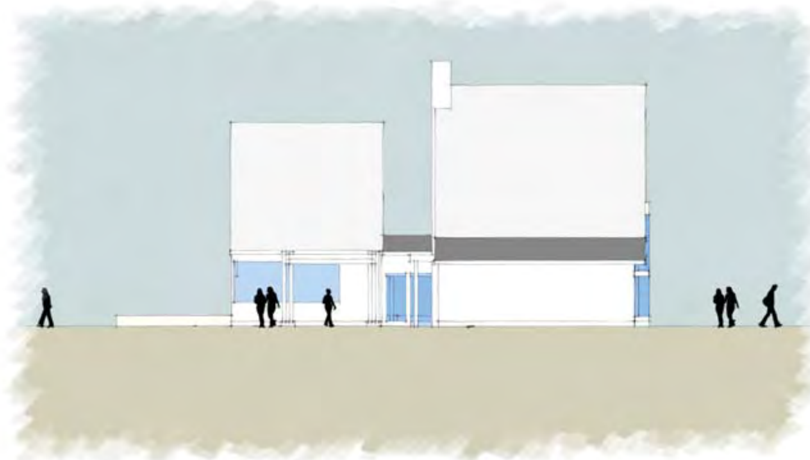
DRAWN BY: LAM
CHECKED BY: MJS
PROJ. NO: 130225
DRAWING NO:

L1.0

Attachment C



1 SOUTHWEST ELEVATION
NOT TO SCALE



2 SOUTHEAST ELEVATION
NOT TO SCALE

3 NORTHEAST ELEVATION
NOT TO SCALE

4 NORTHWEST ELEVATION
NOT TO SCALE

YOUR NEIGHBORHOOD
OUR COMMUNITY
ROSEVILLE PARKS & RECREATION
RENEWAL PROGRAM

ROSEVILLE PARKS & RECREATION

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PRELIMINARY
NOT FOR CONSTRUCTION
09/12/2013

NO	DATE	ISSUED FOR
1	09/12/2013	FINAL DESIGN

NO	DATE	REVISION

PROJECT NAME:
ROSEVILLE PARK AND RECREATION RENEWAL PROGRAM

LEXINGTON PARK

DRAWING TITLE:
FINAL DESIGN
ELEVATIONS

FILE: ..\130225\600 Drawings\LA\Lexington Park\130225_Lex ARCH TTBs.dwg
DRAWN BY: LAM
CHECKED BY: MJS
PROJ. NO: 130225
DRAWING NO: A1.0

1 EASTERN BIRDSEYE PERSPECTIVE
NOT TO SCALE

2 NORTHERN BIRDSEYE PERSPECTIVE
NOT TO SCALE

3 WESTERN BIRDSEYE PERSPECTIVE
NOT TO SCALE

4 SOUTHERN BIRDSEYE PERSPECTIVE
NOT TO SCALE

YOUR NEIGHBORHOOD
OUR COMMUNITY
ROSEVILLE PARKS & RECREATION
RENEWAL PROGRAM

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ROSEVILLE, MINNESOTA 55113

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250 3rd Ave. N, Ste 450 | Minneapolis, MN 55401 | 612.338.2029

PRELIMINARY
NOT FOR CONSTRUCTION
09/12/2013

NO	DATE	ISSUED FOR
1	09/12/2013	FINAL DESIGN

NO	DATE	REVISION

PROJECT NAME:
ROSEVILLE PARK
AND RECREATION
RENEWAL PROGRAM

LEXINGTON PARK

DRAWING TITLE:
FINAL DESIGN

PERSPECTIVE VIEWS

FILE: ..\130225\600 Drawings\LA\Lexington Park\130225_Lex ARCH TTBs.dwg
DRAWN BY: LAM
CHECKED BY: MJS
PROJ. NO: 130225
DRAWING NO: A2.0

Best Value Overview Presentations

Thursday, September 19, 2013, 2:00pm – 4:00pm (Session #1)

Thursday, November 14, 2013, 9:30am – 11:30am (Session #2)

City Hall Council Chambers (2660 Civic Center Rd., Roseville, MN, 55113)

Summary

The City of Roseville has partnered with Arizona State University to deliver the $19M Parks and Recreation Renewal Program. The City has used best value (BV) for design and architectural services, and is now preparing to begin the construction phase of the renewal program. Contractors, specialty trades, and other groups are encouraged to attend both best value educational presentations. The presentations will cover:

- Best value process overview; minimizing and managing risk; Questions & Answer session
- Recommendations for preparing a BV proposal
- ***Mandatory*** pre-proposal meeting for the Lexington Park structure project (September 19 meeting)
- ***Mandatory*** pre-proposal meeting for the remaining projects (November 14 meeting)

Scope and Timeline

The total construction budget of the renewal program is $13.475M. While the City expects to award several contracts, it is open to contractor proposals for alternate packaging of work described below. Generally, the City is looking for two delivery timeframes, with the Lexington Park structure and a few smaller specialty projects starting fall of 2013, and the rest of the projects listed below to follow. Project scope is anticipated to include:

- Lexington Park Structure - $500,000 (early delivery, construction to start Fall 2013)
- Stand alone irrigation -$220,000
- Stand alone courts – $600,000
- Stand alone rinks – $600,000
- Structures and general site work (could include several specialty areas) – $5,755,000
- Stand alone athletic fields– $1,300,000
- Specialty projects - $1,000,000
- Natural Resource projects - $1,500,000
- Pathways and trails - $2,000,000

While the attached project summary and timeline represents the City's best estimate on scope, budget, and timeline, proposers should refer to the official RFPs once they are released for final project details.

Questions?

Contact Jeff Evenson at jeff.evenson@ci.roseville.mn.us or 651-792-7107. RFPs will be posted at http://www.cityofroseville.com/index.aspx?NID=890. Learn more about the renewal program at http://www.ci.roseville.mn.us/index.aspx?NID=2243. See ASU's website (www.pbsrg.com) for information on best value.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/16/2013
Item No.: 13.c

Department Approval	City Manager Approval
	P. Trudgeon

Item Description: Approve Interim City Manager Goals for 2013

BACKGROUND

At the August 19th City Council meeting, Councilmembers discussed creating goals for the Interim City Manager to work on the remaining portion of the year. The City Council discussed and brought forward items to be considered for goals. Since that time, Councilmembers Willmus and Etten and the Interim City Manager have worked on creating specific goals based on the previous input.

The proposed goals are listed on Attachment A.

REQUESTED COUNCIL ACTION

Motion to Approve the Interim City Manager Goals

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

Attachments: A: 2013 Interim City Manager Goals

Attachment A

Interim City Manager Goals for 2013

A. Improve the Quality and Delivery of City Programs

The City Council has identified a goal of improving the quality and delivery of City programs by the end of the year by realigning resources, exploring efficiencies, and seeking information about community expectations.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Reconvening the web site update committee by January 2014.
- Creating a volunteer management position as part of the 2014 budget process.
- Conducting a citizen survey by January 2014.
- Exploring joint services with surrounding municipalities by January 2014

B. Improve the Delivery of Information to the Public

The City Council has identified a goal of improving the delivery of information to the public by the end of the year realigning resources, changing methods of information sharing, seeking information about community expectations through personal interaction and scientific methods.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Reconvening the web site update committee by January 2014.
- Conducting a citizen survey by January 2014.
- Changing Council RCAs to provide alternate motions to approve and deny immediately.
- Exploring new ways to communicate with the public by the January 2014.
- Having a visible presence in at public events and participation with civic groups.

C. Create Operational Efficiencies

The City Council has identified a goal of creating operational efficiencies for City programs and services by the end of the year by reviewing, implementing, and continuing efficient methods of delivering City services and programs.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Exploring Unified Purchasing for City Departments by October.
- Providing status update of the implementation of the HRIS system by the end of October.

- Providing status update of the implementation of the Asset Management Program by the end of October.
- Creating a volunteer management position as part of the 2014 budget process.
- Exploring joint services with surrounding municipalities.
- Promoting interdepartmental cooperation and provide update on those activities in December.

D. Strengthen Organizational Health

The City Council identified a goal of strengthening the organizational health of the City by realigning resources, identifying and planning for future needs and changes, promoting collaboration both inside and outside the organization.

The Interim City Manager will accomplish this goal by:

- Implementing the organizational changes in the Administration Department by November 1.
- Creating a volunteer management position as part of the 2014 budget process.
- Creating staffing and succession plan by January 2014.
- Prioritizing on-time employee reviews and reporting on progress by the end of the year.
- Promoting more communication between Department Heads, the City Manager, and City Council.
- Having a visible presence in at public events and participation with civic groups.
- Promote interdepartmental cooperation and provide update on those activities in December.
- Exploring joint services with surrounding municipalities and providing report of activities in January 2014.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/16/13
Item No.: Item 14.a

Department Approval	City Manager Approval
	P. Trudgeon

Item Description: Review of drafted Multifamily Rental Licenses 908

BACKGROUND

RHRA created program guidelines that were reviewd by the City Council at the March 11, 2013, joint meeting. The guidelines were updated and then reviewed by the RHRA Board on April 16, 2013. The RHRA then directed staff to draft an ordinance.

In addition to the public meetings noted above, the RHRA Board received testimony from the public regarding the guidelines on November 20, 2012, February 19, 2013, and August 13, 2013.

RHRA staff worked with the City's Building Codes officials and the City Attorney to draft Ordinance 908 (Attachment A: Draft Ordinance 908), which was reviewed by the RHRA Board on August 13, 2013. Public comment was taken and some modifications were made based upon that meeting (Attachment B: Draft Minutes).

Based upon testimony of rental property owners, staff has made the following changes to the program. All changes have been reviewed by the City Attorney.

- The required licensing of Multi-family Rental properties will become effective January 1, 2015.
- The inspections will be conducted by the Community Development Department (CDD) staff and will be done by a seasonal code enforcement officer.
- The cost of the initial inspection will be included in the licensing fee the first year.
- The proposed fee for the first year is $20/unit + $100/building.
- All costs for the subsequent years of the program will come from the CDD budget.
- The first-year inspections are estimated to begin in May 2014 and are intended to conclude in September 2014.
- One third of all rental units will be inspected unless the code enforcement officer deems it necessary to inspect more of the units.
- The draft ordinance would require owners/managers of Multi-family Rental Dwellings (MRD) to do criminal background checks on all renters, to include a disorderly behavior lease addendum to all leases, to maintain a current occupancy register of all renters, and to ensure that all maintenance/repairs have been completed.
- The ordinance would require that property owners have a management representative located within the 7-county metro area.

While the RHRA staff has taken the lead to write the Ordinance and Implementation Plan, it is anticipated that the Building Codes Division of the Community Development Department will take over the Implementation Plan and put together the inspection criteria, inspection manual, and program details (Attachment C: Implimentation Plan).

POLICY OBJECTIVE

The intent of the rental licensing program is to ensure that multi-family rental property owners provide and maintain safe and healthy living accommodations. The proposed program will require properties with five (5) or more units to be licensed with the City. The program will require an initial inspection of the rental properties and, depending on the classification of the rental property license, a schedule for reinspection will be determined. The program will also require property owners to attend educational programs hosted by the City.

Most communities that have Rental Licensing also require the Minnesota Crime-Free Multi-Housing Program as it relates to property licensing type. The Minnesota Crime-Free Multi-Housing Program is taught by the community it is offered in and custumized for each community's laws and ordinances. Currently, the program does not have any staffing to offer the program in Roseville. It is recommended that the Council's 2015 budget include the necessary funding to hire a person for the police department to conduct the program.

If the Council is supportive, then we would modify the requirements for rental licensing type as follows. (Attachment D: Crime Free Multi-Housing Program)

Requirement → / License Type ↓	Attend Roseville Multifamily Property Owner's Quarterly meetings	Participate in Crime Free Housing Program	Inspections and Licensing Fee	Mitigation Plan	Monthly Updates
Type A	Recommended	Phase 1 (recommended)	Once every 3 years	-	-
Type B	Attend 25%	Phase 1	Once every 2 years	-	-
Type C	Attend 50 %	Phases 1 & 2	Once a year	-	-
Type D	Attend 75 %	Phases 1, 2, & 3	Once every 6 months	Required and may be brought forth to Council.	Required

BUDGET IMPLICATIONS

The first year rental licensing fees (2014 fees) would cover the cost to implement the program. In subsequent years if the licensing fees do not cover the cost for staff, the costs will come from the Community Development Department's operating budget .

STAFF RECOMMENDATION

Staff recommends reviewing the attached ordinance for Council and Public comments.

REQUESTED COUNCIL ACTION

Based upon comments, Council may choose to forward the attached ordinance on for the public hearing process.

Prepared by: Jeanne Kelsey, Acting Executive Director, 651-792-7086

Attachments:
- A: Draft Ordinance 908
- B: Draft Minutes
- C: Implimentation Plan
- D: Crime Free Multi-Housing Program

CHAPTER 908
Rental Licensing for Multifamily Rental Properties of 5 or more Units

SECTION:

908.01: PURPOSE:

It is the purpose of this Chapter to assure that Multifamily Rental Dwelling (MRD) with 5 or more units in Roseville are decent, safe and sanitary and well maintained. The implementation of a MRD licensing program is a mechanism to ensure that rental housing will not become a nuisance to the neighborhood; will not foster blight and deterioration; and/or will not create a disincentive to reinvestment in the community. The operation of MRD is a business enterprise that entails responsibilities. Operators are responsible to assure that citizens and children of MRD's may pursue the normal activities of life in surroundings that are; safe, secure and sanitary; free from crimes and criminal activity, noises, nuisances or annoyances; free from unreasonable fears about safety of persons and security of property..

908.02: DEFINITIONS:
For the purpose of this Chapter, the following terms shall be defined as set forth below.

A. <u>Building Official:</u> The designated Building Official for the City of Roseville or his/her duly authorized representative(s).
B. <u>City:</u> Shall mean the City of Roseville.
C. <u>City Council:</u> Shall mean the City Council of the City of Roseville.
D. <u>City Approved Inspectors Report or Inspection Report</u> means a rental dwelling inspection report prepared and signed by a City rental housing inspector or inspector contracted by the City to conduct an inspection and provide a report to the City.

E. <u>Denial:</u> As used in the City of Roseville Ordinances is the refusal to grant a license to a new or renewing applicant by the City.
F. <u>Dwelling Unit:</u> Any portion of a building thereof that contains living facilities, including provisions for sleeping, eating, cooking and sanitation.
G. <u>Lease:</u> An oral or written agreement between a MRD owner and a tenant for temporary use of a rental dwelling unit, usually in exchange for payment of rent.
H. <u>License:</u> The formal approval of an activity specified on the certificate of license issued by the City.
I. <u>Local Agent</u>: Owner's representative who resides in any of the following Minnesota counties; Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington.
J. <u>Multifamily Rental Dwelling (MRD)</u> any building or portion thereof that contains five (5) or more dwelling units that may be attached side-by-side, stacked floor to ceiling and/or have common entrance and have a common owner that are being rented out in the City of Roseville. This does not apply to Minnesota Department of Health licensed rest homes, convalescent care facilities, nursing homes, hotels, motels, managed home-owner associations or on-campus college housing.
K. <u>Owner:</u> a person, agent, firm or corporation having a legal or equitable interest in the property. In any corporation or partnership, the term owner includes general partners and corporate officers.
L. <u>Permissible occupant load:</u> The maximum number of person permitted to occupy a building or space within a building per city code.
M. <u>Reinspection:</u> a follow-up inspection that is a) conducted to determine if a Code violation has been corrected; b) needed because a licensee, owner, or other responsible party fails to attend a scheduled inspection; c) needed because a scheduled inspection does not occur or is prevented due to any act of a licensee, owner, or responsible party; or d) any inspection other than the initial inspection for a license application where one or more violations are found.
N. <u>Rent:</u> The consideration paid by a tenant to the owner of a rental dwelling unit for temporary and exclusive use of the rental dwelling unity by the tenant. The consideration is not limited to cash.
O. <u>Repair:</u> To restore to a sound and functional state of operation, serviceability or appearance.
P. <u>Revoke:</u> To take back a license issued by the City.
Q. <u>Safety:</u> The condition of being reasonable free from danger and hazards that may cause accidents or disease.
R. <u>Suspend:</u> To make a license temporarily inoperative.
S. <u>Tenant:</u> Any adult person granted temporary use of a rental dwelling unit pursuant to a lease with the owner of the MRD.

908.03 LICENSING REQUIREMENTS

General Rule. No person shall operate, let or cause to be let a MRD which has not been properly licensed by the City of Roseville in the manner required by this Ordinance. A license must be obtained for each MRD. Upon receipt of the properly executed initial application for a rental license, the Community Development Department shall cause an inspection to be made of the MRD to determine whether it is in compliance with Section 906, other Roseville ordinances, and the laws of the State of Minnesota. Every rental dwelling unit shall be re-inspected after a renewal application is filed to determine if it still conforms to all applicable codes and ordinances.

A. Licensing. A license will be granted as Type A, Type B, Type C, or Type D based on nationally recognized standards recommended by the Building Official and adopted by the City Council. All rental dwelling units shall be licensed before being let, in whole or in part. Licenses will expire annually or semi-annually as determined by the licensing type and City.

B. Criminal Background Check. The licensee shall conduct criminal background checks on all prospective tenants. The criminal background check must include the following:
   a. A statewide (Minnesota) criminal history check of all prospective tenants covering at least three years; the check must be done utilizing the most recent update of the state criminal history files;
   b. A statewide criminal history check from the prospective tenant's previous state of residence, unless not allowed, if the tenant is moving directly from the previous state;
   c. A criminal history check of any prospective tenant in their previous states of residence, unless not allowed, covering the last three years if they have not resided in Minnesota for three years or longer;
   d. A criminal history check of any prospective tenant must be conducted in all seven counties in the metro Twin Cities are (Hennepin, Ramsey, Anoka, Carver, Dakota, Scott and Washington) covering at least the last three years including all misdemeanor, gross misdemeanor, and felony convictions.

C. Disorderly Behavior Lease Provisions. All tenant leases shall contain crime-free drug-free provisions as on file with the City that prohibit disorderly behavior identified in City Ordinance 511.02 These lease provisions shall be incorporated into every new lease for a tenancy beginning January 1, 2015 or all renewed leases by such date.

D. Occupancy register. Every owner of a licensed rental dwelling shall keep, or cause to be kept, a current register of occupancy for each dwelling unit that provides the following information:
   a. Dwelling unit address.
   b. Number of bedrooms in dwelling unit and size of each bedroom, include the maximum number of occupants allowed.
   c. Legal names and date of birth of adult occupants and number of adults and children (under 18 years of age) currently occupying the dwelling units.
   d. Dates renters occupied and vacated dwelling units.

e. A list of complaints and requests for repair by dwelling unit occupants, which complaints and requests are related to the provisions of this Code of Ordinances.
f. A similar list of all corrections made in response to such requests and complaints.

Such register shall be made available for viewing by the Code Enforcement Officer upon at each routine inspection or upon city receipt of a report of potential occupancy violation.

E. Application Filed. A license application shall be submitted to the Community Development on forms furnished by the City of Roseville and must contain the following information:
   a. Name, address, telephone number, and e-mail address of the owner of the rental dwelling units. This is the address that all future correspondence from the city will be sent to. Owner shall indicate if the owner is a corporation, partnership, sole proprietorship, or other business entity.
   b. Name, address, telephone number, and e-mail address of designated local agent responsible for the management of the MRD.
   c. Street address(es) and unit numbers for the MRD.
   d. Number and type of dwelling units including unit size and bedroom size for each building (One (1) Bedroom, Two (2) Bedrooms, etc...)
   e. Description of property listing number of buildings and number of dwelling units in each building.
   f. Owner shall certify compliance with the requirement for conducting background checks on perspective tenants found in 908.03B.
   g. Owner shall certify compliance with the requirement to include disorderly behavior lease provisions required in 908.03C.
   h. Owner shall certify compliance with the requirement to include 908.03D.

F. Changes in Ownerships and Amended Licenses. A license is not assignable. Any changes occurring in the ownership of a MRD requires a new license. The new owner must obtain a new license within thirty (30) days of acquiring the property. The fee paid for the new license shall be the fee required for an initial license. If any changes occur in any information required on the license application, the owner must submit an amended license application to the City within thirty (30) days of the change. If any rental dwelling units are added to a current license, the additional rental dwelling units must be licensed by amendment of the current license and must be accompanied by the fee required for the additional units.

G. Complaint Based Inspection. The City may, upon receipt of creditable third party complaints or complaints of residents with reasonable concerns, require an inspection of a unit. A complaint based inspection may require additional units to be inspected. Upon the additional unit inspection, the City may require a license category criteria inspection be performed using the same standards as the license renewal inspection.

H. Additional Requirements. The City may require additional educational, training or participation in programs related to the license type.

908.04 LICENSING TERM:

Licenses will be issued for a time period according to the license type as indicated in Diagram I. All licenses may be reviewed at any time after the beginning of the license term to determine whether the property continues to have the appropriate Type License.

Diagram I

Requirement ➔ / License Type* ➔	Attend Roseville Multifamily Property Owner's Quarterly Meetings	Inspections and Licensing Fee	Memorandum of Understanding for correction of nuisance	Monthly Updates
Type A	Attend 25%	Once every 3 years	-	-
Type B	Attend 50%	Once every 2 years	-	-
Type C	Attend 75%	Once a year	May be required	-
Type D	Attend 100%	Once every 6 months	Required *(Shall be brought to Council)*	Required

A. New Licenses. MRD's that have legally not been required to have a rental license due to new construction will qualify for a Type B License. Properties found operating without a valid rental license from the City or failing to meet City Code requirements or that have been the subject of enforcement actions such as criminal prosecution or civil penalties for violation of this chapter, will only qualify for a Type C license.

B. License Renewals. All rental properties are subject to review and may be required to apply and qualify for a different license Type based on the level of compliance with City Codes and applicable regulations.

C. Any Type Property Licenses. For properties that have chronic code violations that are not being resolved in a timely manner, the City Council may pursue any and all remedies under Minnesota Statutes sections tenant remedies action 504B.395 through 504B.471 in addition to any other legal or equitable relief.

D. License Category Criteria. License type will be determined on the basis of number of property Code and nuisance violations as recommended by the City Manager and approved by the City Council.

    a. Property Code and Nuisance Violations. Standards for property maintenance will be based on compliance with City and other applicable Codes or other nationally recognized standards as adopted by the city council.

E. License Process and Renewal.

    a. Initial application of existing MRD's in the City will need to complete full application and pay license fee by December 31, 2014.

    b. Code enforcement officers will notify applicant approximately thirty (30) days prior to inspection.

c. Notice of licensing type will be sent to the applicant. Licensing fee will be due and payable within 30 days of notice of licensing type. A license will be issued for each MRD. Every Owner of MRD shall conspicuously post the current license certificate within 14 days of receipt in the main entryway or other conspicuous location within the MRD. For MRD that do not have shared common area or entrance the Owner must provide a copy of the license certificate to each tenant by attaching a copy to the tenant's copy of the executed lease agreement.

d. License renewals shall be filed between 90 and 120 days prior to the license expiration date. Upon receipt of a completed application and of the licensing fee as established by the City Fee Schedule in Section 314.05all fees and fines shall be charged to and payable by the property owner.

F. <u>Issuance of License.</u> The City shall issue a license once the City deems the property to not have any unsafe, unsanitary, or dilapidated conditions as defined in Section 906.03H or elsewhere in Roseville's City Code.

908.05 FEES

There shall be a licensing fee as established by the City Fee Schedule in Section 314.05. All fees and fines shall be charged to and payable by the property owner.

908.06 LOCAL AGENT REQUIRED:

A. <u>Local Agent</u> No operating license shall be issued or renewed for a nonresident owner of a MRD (one who does not reside in any of the following Minnesota counties; Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington) unless such owner designates in writing to the Building Official the name of the owner's local agent (one who does reside in any of the following Minnesota counties: Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington) who is responsible for maintenance and upkeep and who is legally constituted and empowered to receive service of notice of violations of the provisions of the City Code of Ordinances, to receive orders and to effect such orders and to accept all service or process pursuant to law.

B. <u>Responsibility for Acts of Manager, Operator, or Local Agent</u>. Licensees are responsible for the acts or omissions of their manager, operators, local agent, or other authorized representative.

908.07 LICENSING SUSPENSIONS, REVOCATION, DENIAL AND NONRENEWAL

A. <u>Applicability.</u> Every license issued under the provisions of this Chapter is subject to suspension or revocation by the City Council.

B. <u>Unoccupied or Vacated Rental Units.</u> In the event that a license is suspended, revoked, or not renewed by the City Council, it shall be unlawful for the owner or the owner's duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid license may be restored by the City Council.

C. <u>Grounds for License Action.</u> The Council may revoke, suspend, or decline to renew any license issued under this Chapter upon any of the following grounds:

a. False statements, misrepresentations, or fraudulent statements on any application or other information or report required by this chapter to be given by the applicant or licensee.
b. Failure to pay any application fee, fine or penalty, reinspection fees, reinstatement fee, special assessments, real estate taxes, or other financial claims due to the City as required Chapter and City Council resolution.
c. Failure to continuously comply with any property maintenance, zoning, health, building, nuisance, or other City Codes; or failure to correct deficiencies noted in Compliance Notices in the time specified in the notice.
d. Failure to comply with the provisions of an approved memorandum of understanding (MOU) with the City that addresses the underlying causes for the nuisance conduct and provides a course of action to alleviate the nuisance conduct.
e. Failure to actively pursue the eviction of tenants who have violated the provision of this Chapter or Lease Addendum on file with the City or have otherwise created a public nuisance in violation of City, state, or applicable laws.
f. The failure to eliminate imminent health and life safety hazards as determined by the City, or it authorized representatives.
g. Failure to operate or maintain the licensed premises in conformity with all applicable state and local laws and Ordinances.

D. <u>License Action Sections.</u> Revocation, suspension, and non-renewal may be brought under either this Section or any other Section of 908.

E. <u>Notification, Hearing and Decisions Basis.</u>
a. <u>Written Notice, Hearing.</u> A decision to revoke, suspend, deny, or not renew a license shall be preceded by written notice to the applicant or licensee of the alleged grounds therefor and the applicant or licensee will be given an opportunity for a hearing before the City Council before final action to revoke, suspend, deny, or not renew a license.
b. <u>Decision Basis.</u> The Council shall give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to deny, not renew, suspend or revoke a license only upon written findings.

F. <u>Affected MRD.</u> The Council may suspend or revoke a license or not renew a license for part or all of a MRD.

G. <u>License Actions, Reapplication</u>
a. <u>Suspension.</u> Licenses may be suspended for up to ninety (90) days and may after the period of suspension, be reinstate subject to compliance with this Chapter and any conditions imposed by the City Council at the time of suspension.
b. <u>Revocation, Denial, Nonrenewal.</u> Licenses that are revoked will not be reinstated until the owner has applied for and secured a new license and complied with all conditions imposed at the time of revocation. Upon a decision to revoke, deny or not renew a license, no approval of any application for a new license for the same facility will be effective until after the period of time specified in the Council's written decision, which shall not exceed one year. The Council shall specify in its written decision the date when an application for a new license will be accepted for processing. A decision not to renew a license may take the form of a suspension or

revocation. A decision to deny an initial application for a new facility will not take the form of a suspension or revocation unless false statements have been made by the applicant in connection with the application. A decision to deny an initial application shall state conditions of reapplication.

c. Reinstatement Fees. All new applications must be accompanied by a reinstatement fee, as specified by Council resolution, in addition to all other fees required by this Chapter.

d. Written Decision, Compliance. A written decision to revoke, suspend, deny, or not renew a license or application shall specify the part or parts of the facility to which it applies. Thereafter, and until a license is reissued or reinstated, no rental units becoming vacant in such part or parts of the facility may be re-let or occupied. Revocation, suspension or non-renewal of a license shall not excuse the owner from compliance with all terms of state laws and Codes and this Code of Ordinances for as long as any units in the facility are occupied. Failure to comply with all terms of this Chapter during the term of revocation, suspension or non-renewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of non-renewal, or for a decision not to reinstate the license, notwithstanding any limitations on the period of suspension, revocation or non-renewal specified in the City Council's written decision or in paragraph 6 of this Section.

e. New License Prohibited. A property owner who has a rental license revoked may not receive a new rental license for another property within the City for a period of one year from the date of revocation. The property owner may continue to operate current licensed MDR's if the properties are maintained in compliance with City Codes and other applicable regulations.

f. The Council may postpone or discontinue an action to deny, not renew, revoke or suspend a registration certificate, or to fine a licensee or applicant, if the licensee or applicant has taken appropriate measure which will correct the violation.

908.08 APPEALS

A. An appeal pertaining to any licensing decision addressed in this Chapter may be filed by a MRD property owner.
   a. The appeal shall be submitted to the City Manager within 10 calendar days after the making of the order or decision being appealed.
   b. The appeal shall state the specific grounds upon which the appeal is made.
   c. The appeal shall be accompanied by the fee set forth in Chapter 314.

B. When an appeal is filed, a public meeting regarding the matter shall be held before the City Council, acting as the Board of Adjustments and Appeals, at a regular meeting held within 30 days of the receipt of the appeal. The board of Adjustments and Appeals may consider any of the evidence that had previously been considered as part of the formal action that is the subject of the appeal. New or additional information from the appeals applicant(s) may be considered by the Board of Adjustments and Appeals at its sole discretion, if that information serves to clarify information previously considered by the Building Official.

908.09 MAINTENANCE OF RECORDS:

All records, files and documents pertaining to the Licensing of MRD shall be maintained in the office of the City and made available to the public as allowed or required by laws, rules, codes, statutes or ordinances.

908.10 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 licensing.

908.11 RULES, POLICIES, 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.

908.12 NO WARRANTY BY THE CITY:

By enacting and undertaking to enforce this Chapter, neither the City, its designees, the City Council, or its officers, agents or employees warrant or guarantee the safety, fitness or suitability of any MRD 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.

908.13 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.

City of ROSEVILLE Minnesota, USA

Housing & Redevelopment Authority
Roseville City Hall Council Chambers, 2660 Civic Center Drive
Minutes – Tuesday, August 13, 2013 at 6:00 p.m.

1. Call to Order

Chair Maschka called to order the regular meeting of the Housing & Redevelopment Authority (HRA) in and for the City of Roseville at approximately 6:00 p.m.

2. Roll Call

Present: Chair Dean Maschka; and Members Susan Elkins; Kelly Quam; Bob Willmus; Bill Masche; and Vicki Lee

Members Excused: Member Bill Majerus

Staff Present: HRA Acting Executive Director Jeanne Kelsey

3. Approval of Minutes

Motion: Member Masche moved, seconded by Member Elkins to approve the Regular HRA Meeting Minutes of July 16, 2013 as presented.

Ayes: 6
Nays: 0
Motion carried.

4. **Announcements, Agenda Adjustments, Recognitions, Correspondence, and Comments**

5. Community/Citizen Comments

6. Consent Agenda

Acting HRA Executive Director Jeanne Kelsey briefly reviewed the Consent Agenda item as detailed in the staff report dated August 13, 2013:

a. Acceptance of HRC Monthly Reports for July 2013

Motion: Member Elkins moved, seconded by Member Quam to approve the Consent Agenda as presented.

Ayes: 6
Nays: 0
Motion carried.

7. Public Hearings

None.

8. Presentations

a. University of Minnesota Extension Business Retention & Expansion (BR&E) Strategies Program, Presentation by Program Director Michael Darger

Acting HRA Executive Director Kelsey briefly summarized receipt of four (4) responses to the Request for Proposals (RFP's) authorized by the HRA at their June 18, 2013 meeting. Ms. Kelsey noted that the RFP's were to seek Business Retention and Expansion (BR&E) consultant services. Ms. Kelsey noted that HRA staff had received a commitment of $2,500 from Xcel Energy to assist with this expense. Responses were received as follows:

Proposal/Firm	Proposed Cost for Services
Kirstin Barsness, Maxfield Research, Inc.	$17,745.00
Municipal Development Group, Inc.	11,000.00
Main Street Research & Consulting	4,699.68
U of MN Extension BR&E Strategies Program	9,700.00

Ms. Kelsey introduced U of MN Extension Strategies Program Director Michael Darger, with Chair Maschka extending a welcome on behalf of the HRA. Mr. Darger reviewed his background and credentials; and provided a brief overview of the community approach to BR&E, examples of suburban BR&E from other communities (e.g., Blaine, Forest Lake, Coon Rapids), and specifics proposed for the for the City of Roseville effort.

At the request of Member Quam, Mr. Darger advised that those performing the actual visits to businesses were anticipated to be from a broad-based spectrum, including City staff, colleagues and representatives of the HRA, and other applicable agency, government and./or business representatives. Mr. Darger noted the advantage of involving a diverse leadership team and broad cross-section of the community throughout each of the steps in the big picture (research, prioritization, and implementation). Mr. Darger further noted the advantage of sponsoring or partnering agencies (e.g., Xcel Energy).

Chair Maschka noted that business visits in the past had typically been done by the Mayor and City Manager.

Mr. Darger presented a brief video providing a sampling of similar efforts and community interaction from other communities. Mr. Darger also provided sample portions of research reports prepared for the Cities of Blaine, Hugo, Coon Rapids and Forest Lake; and provided some actual hard copy reports. Mr. Darger noted that their services would include a detailed research report, as well as a summary report. Other deliverables, as detailed in the proposal dated July 17, 2013, included the Program's guidance to the HRA and staff on recruitment of a BR&E Task Force; identification of businesses to be interviewed and surveyed; training for the Task Force and the BR&E visitor panel on effective business interviewing, the full BR&E research package; a summary report after the community made decisions and embarked on priority projects; implementation; and a six- (6) month follow-up review as a report card for both the U of MN and the HRA on the effects of the program.

Mr. Darger advised that Ms. Kelsey would facility the process through the HRA, with the BR&E assisting with research outcomes and providing priorities through a Program Advisory through the Extension office. As similarly done in the City of Owatonna, Mr. Darger advised that the U of MN would essentially do the research and the community would then handle the process. Ms. Darger noted that Ms. Kelsey and Community Development Director had recently both successfully completed the BR&E class offered by the U of MN Extension.

At the request of Chair Maschka, Mr. Darger encouraged using area Chambers of Commerce to the extent they were willing to get involved. However, Mr. Darger noted that the Minnesota Chamber of Commerce organization encouraged communities to consider "Grow Minnesota" offered through their organization, which did not provide a community-driven applied research approach as the U of MN Extension BR&E program offered. Mr. Darger opined that the Chambers used a more business to business approach with annual visits to those businesses. Mr. Darger stated that he would love to have either or both of the two (2) area Chambers involved in the process; suggesting that they be involved in visits after completion of the research portion of this program.

At the request of Chair Maschka, Mr. Darger confirmed that Step 1 of the proposal involved business owners.

Chair Maschka noted the unique nature of Roseville's obviously large retail business sector compared with the sample reports provided by Mr. Darger; and noted their challenges with the incredible amount of self-destruction and challenges they were facing with on-line versus on-site sales.

Ms. Kelsey responded that staff was recommending that retail businesses, those nationally operated at a corporate headquarters versus locally owned and operated, not be incorporated in to the initial study. Ms. Kelsey advised that she would recommend to the BR&E Task Force that they focus on office users and business owners (e.g., manufacturers) with local decision-making rather than those management decisions being made elsewhere, such as their rationale for choosing to operate and remain in Roseville.

Chair Maschka noted that representatives of Rosedale Center management interacted with the City of Roseville frequently; and Ms. Kelsey clarified that they would certainly be involved, but that her comments were intended to recognize and distinguish individual stores with local franchises or operations, but corporately managed at the national level.

Member Willmus concurred with Chair Maschka, opining that local management representatives at Har Mar Mall and Rosedale Center needed to be involved. Member Willmus also referenced the recent City Council meeting with developers and property owners in the Twin Lakes Redevelopment Area, and the valuable information coming from that session as the City Council sought to hear from them on what the City could do to facilitate development.

Ms. Kelsey concurred with the comments of Chair Maschka and Member Willmus.

Member Willmus, in his comparison of Roseville with Coon Rapids, noted that Roseville had a considerable number of multi-tenant buildings, with some or many of those tenants choosing to expand or relocate to a different community after 3-5 years. Member Willmus asked Mr. Darger how such a model related or applied versus that of Blaine or Coon Rapids with their typical stand-alone businesses owning their own buildings.

Mr. Darger concurred that Roseville was indeed unique to any other community the BR&E Program had worked with to-date; but suggested that the deeper and more broad-based the applied research, the better value it provided for the community, including types of businesses and associated political issues, or perceptions by businesses that their host community didn't care about them if they were not surveyed. Mr. Darger advised that each community decided on which businesses or types of businesses, as part of the calculus of the HRA and/or the BR&E Task Force, along with what to address and how many businesses to visit within a certain amount of time. Mr. Darger opined that there were many considerations that went into the organization of the process; with the community determining the direction they wanted as their focus.

Mr. Darger advised that the BR&E Program used several Roseville businesses for practice visits, including Ehlers & Associates who owned their multi-tenant building, and Fantasy Flight, who is looking to relocate within Roseville. Mr. Darger advised that those visits had been very helpful for their class exercise.

In response to Chair Maschka on how to recruit members for the BR&E Task Force, Ms. Kelsey advised that this would be an effort by the HRA to identify participants, as well as the extent of their membership on the Task Force. Ms. Kelsey did note that the business visits would need to occur during daytime hours when business owners/managers were on site rather than during the evening.

Ms. Kelsey suggested opening the task force panel to individual HRA and/or City Councilmembers, past policy makers that had been heavily involved in past BR&E efforts, and other individuals in the community as identified by the HRA. Ms. Kelsey advised that both area Chambers of Commerce had been asked to submit RFP's for these services in assisting the City in performing the BR&E, but neither wanted to be involved. Ms. Kelsey suggested that the HRA consider and engage a broad-based community task force that could include other property owners in the community.

Ms. Kelsey reviewed the process for the BR&E Task Force that included training for visits to businesses by two (2) task force members (a scriber and a questioner) with a lengthy questionnaire to ensure 100% consistency and completion of the survey and follow-up questions. Ms. Kelsey advised that the survey will probably be provided to businesses prior to the actual visit to allow them time to complete a portion, or refer it to other departments within the business to provide some of the information. Ms. Kelsey noted that staff would encourage keeping a partnership with the Chambers of Commerce, as they already had a good relationship with businesses in the community, since the last BR&E performed by the City was done in 2004 prior to staff changes/reductions. Ms. Kelsey suggested taking names from the initial list of participants in those past studies as a starting point of task force members and then expanding that group.

9. Action/Discussion Items

a. Authorization to work for University of Minnesota Extension BR&E Services

Ms. Kelsey advised that, based on review of the four (4) proposals and the extensive experience of the U of MN Extension's BR&E Strategies Program, along with the comprehensive report that will be provided to the HRA, staff recommended entering into a contract with the U of MN Extensions BR&E Strategies Program in an amount not to exceed $9,700.00. Ms. Kelsey reviewed staff's rationale in making that recommendation, opining that based on the quality of the U of MN reporting products, their close proximity to the City of Roseville; and capability of meeting and programming elements that addressed Roseville-specific problem and issues, they should prove most beneficial to the HRA's efforts.

In evaluating the low proposal, Ms. Kelsey opined that, while this included work previously performed by the HRA's Intern, the proposal seemed to include inexperienced and unrealistic expectations of the efforts needed.

Chair Maschka referenced the five (5) bullet points under Item E (Budget and Timeline) of the U of MN Proposal included in the $9,700 fee.

Ms. Kelsey confirmed that observation; and advised that staff was in final negotiations with Xcel Energy on a contract that would reimburse the HRA in the amount of $2,500.00 of the total $9,700 fee.

Motion: Member Quam moved, seconded by Member Lee to authorize entering into a contract for Business Retention and Expansion (BR&E) services and reports with the U of MN Extension BR&E Program, as detailed in the staff report dated August 13, 2013 and Attachment A proposal dated July 17, 2013; at a total cost not to exceed $9,700.

At the request of Member Masche, Ms. Kelsey confirmed that the U of MN had the ability to assist the HRA in implementing items from the report that moved beyond research. Ms. Kelsey advised that from the end report, recommendations for programs in the community would be provided, but left to the HRA to determine which of those items best addressed the issues and available resources to address them.

Mr. Darger clarified that his proposal provided a gratis build-in consultation and facilitation of Best Practices for Implementation, with their personnel returning to Roseville after a 6-9 month interval after implementation for a "ripple effect mapping" exercise to facilitate task force discussion and determine the results of the BR&E Program. Mr. Darger advised that this exercise had been done elsewhere and had provided interesting results that could be left with the City. Mr. Darger noted that it was their program's interview of the task force, with both parties thereby getting something out of that exercise.

Ayes: 6
Nays: 0
Motion carried.

b. Authorize Request for Proposal for Redevelopment of Dale Street Site

Chair Maschka welcomed audience members in attendance for this item.

Ms. Kelsey reviewed the staff report dated August 13, 2013; the Corridor Development Initiative (CDI) process, and proposed timeline for the Request for Proposals (RFP) process as detailed. Ms. Kelsey advised that the full and final CDI report is 125 pages, and was available as a link on the HRA website, or available if requested at City Hall. Ms. Kelsey noted that a summary outline was provided as part of the meeting materials for the HRA and on the back table for public review. Ms. Kelsey advised that anyone who had previously provided their e-mail or mailing address information and asking to be kept informed, had received notice of tonight's HRA meeting.

Chair Maschka advised that he and Member Lee had attended all of the community meetings related to the project, and after having reviewed the full CDI report in-depth, opined that it captured the essence of those community discussions.

Member Willmus noted that he had attended three of the four meetings, and was eager to hear from the public.

Member Quam questioned if the RFP's inclusion of a proposed purchase price for the property would be a deciding factor for a Purchase Agreement.

In response, Ms. Kelsey advised that it may be a deciding factor, pending the HRA's determination.

Chair Maschka encouraged public comment on the report and process to-date.

<u>Public Comment</u>

Rich Schlueter, 794 Lovell Avenue

Mr. Schlueter noted that no mention was made regarding the amount of money that would be required or requested from the City to subsidize a development project. With that unknown, Mr. Schlueter questioned if that could influence the ultimate design of what project ended up on the property; if developments differed significantly in their proposals and the amount needed to fill that financial gap. Mr. Schlueter questioned who made the decision on the amount or type of subsidy.

Chair Maschka responded that the issue became one of how much was needed to fill that gap and the type of funding available to do so; with that serving as only one of many factors in the final consideration.

Member Lee concurred with Chair Maschka; opining that the assessment of any and all proposals would be a very complicated process and consisted of many variable that went beyond the financial focus.

Ms. Kelsey referenced the City's past experience with projects (e.g., Applewood Pointe at the former Ralph Reeder School site) when twelve (12) RFP's for redevelopment were received. Ms. Kelsey noted that the City did not choose the highest bidder for the site as their product did not serve to provide a product to fill a pre-existing market demand in Roseville. Ms. Kelsey noted that the resulting project included cooperative, single-family and townhome units. Using this as an example, Ms. Kelsey noted that while the financial aspects were a factor for consideration, they were not 10% of the driving factors, but only a portion of all of the items addressed during the CDI process. Ms. Kelsey assured the public that this remained a public process and would continue to be, similar to the process used by the City Council during development of the former Ralph Reeder site.

Mr. Schlueter advised that his rationale for the question was in presentation to the neighborhood of sample developments that went from single-family homes to multi-family buildings, representing two completely different designs that may ultimately cost the same and require the same City funding subsidy. Mr. Schlueter opined that it was reassuring to understand that there would be other factors going into the decision-making, since the variables of potential developments and impacts were significant for neighbors.

Chair Maschka recognized and concurred with Mr. Schlueter's and the neighborhood's concerns.

Member Lee referenced the list of priorities included in the draft RFP that would serve to weigh in on consideration and ultimate decision-making.

Mr. Schlueter referenced Item #5 of the draft RFP specific to "Company and Developer Team Information," and the four (4) bullet points in that section. Mr. Schlueter suggested the addition of another bullet point as to whether the developer was "for profit" or "non profit." As brought up during community involvement meetings, Mr. Schlueter opined that such information could prove of value.

Ms. Kelsey advised that that point had been intentionally removed from the on-line RFP document, and reviewed the rationale for that removal, based on a "for profit" developer having a "non profit" project not responding to the RFP because of that perceived exclusivity. Ms. Kelsey advised that the more proposals received the better, and the intent was that on interested developers be short-circuited from providing a proposal or being considered.

Chair Maschka assured the public that it would be obvious if a developer was "for profit" or "non profit."

Ms. Kelsey referenced page 3 of the RFP under "Qualifications and Experience;" and offered to ***include language that clarified "non-profit" under that section of the RFP.***

Under the same section (page 3) under "Company and Developer Team Information," Mr. Schlueter questioned the intent of and specifics for rental agreements, such as the disorderly lease addendum.

Ms. Kelsey clarified that this particular discussion was related to the RFP only, with the rental licensing discussion coming next on the agenda; and that such addendums would be addressed as part of rental property licensing requirements in Roseville, but not specifically addressed in the RFP at this time.

Regarding criminal background check information on all renters, Mr. Schlueter questioned what was done with that information, and if and when the information could prohibit someone renting, or if it depended on the type of infraction.

Again, Ms. Kelsey clarified that this should be part of the upcoming rental licensing portion of tonight's meeting.

No one else appeared to speak at this time.

Motion: Member Lee moved, seconded by Member Elkins, to authorize the Request for Proposals for the Dale Street Fire Station Redevelopment dated August 14, 2013 (Attachment A); ***amended to add the "non-profit" provision to the "Qualifications and Experience" section (page 3).***

Ayes: 6
Nays: 0
Motion carried.

c. Rental Licensing Ordinance and Implementation Plan

In her summary comments, Ms. Kelsey reviewed the process for ordinance adoption through the City Council. Ms. Kelsey advised that the HRA had simply taken the lead at this stage of the process, modeling the proposed Roseville Multi-Family Rental Housing Licensing Ordinance currently used by other communities (e.g., Cities of Hopkins and Brooklyn Center) for recommendation to the City Council. As detailed in the staff report dated August 13, 2013, Ms. Kelsey noted that a tiered system was proposed; and highlighted those revisions made as directed by the HRA in previous discussions and incorporating testimonial of rental property owners during that process.

Ms. Kelsey advised that once the City Council received the recommendation from the HRA preferably at an upcoming City Council Worksession currently projected for mid-September, the process would continue with additional discussions and a formal Public Hearing for additional public comment anticipated in October of 2013, depending on discussion at the City Council Worksession.

Chair Maschka noted that, since the Ordinance would not be implemented until 2015, it would allow property owners to incorporated fees into their annual operating budgets as applicable.

Ms. Kelsey clarified that the proposed timeframe would provide sufficient notice time to property owners and for fee collection by year-end 2014 for 2015 implementation.

In response to Chair Maschka regarding the funding the City's cost for ongoing inspections, Ms. Kelsey advised that the initial cost of the additional staff should be covered by licensing revenue for the first year; and after that baseline was established that determined the number and frequency of inspections based on the classification tier of buildings, any budget shortfalls would come from the Community Development Department budget, with that budget supported 10)% by inspection and building permit fees.

<u>Public Comment</u>

Lisa Peilen, Director of Municipal Affairs with the Minnesota Multi-Family Housing Association

On behalf of its members, Ms. Peilen thanked Ms. Kelsey and the HRA for working with the Association and positive movement on the fee issue; and expressed the Association's gratefulness for being willing to revise those fees. Ms. Peilen opined that this brought remaining issues down to only a few things needing further tweaking in the proposed ordinance that would still meet the City's needs but be less onerous for rental property owners.

<u>Section 908.03 Licensing Requirements, D. Occupancy Register</u>
Ms. Peilen asked that the HRA consider striking the "chronological" requirement for the list of complaints and repairs, and responses to those items. Ms. Peilen advised that work orders were typically filed by individual unit, and if required to be chronological, it would prove cumbersome for rental property owners.

From his personal perspective, Chair Maschka opined that if the individual unit files were open for access by the inspector at any given time, it made sense to remove that requirement.

Ms. Kelsey suggested that the HRA received recommendations and/or comments at this time, and then after consultation with the City Attorney, staff would recommend revisions to the HRA for future action as applicable and as indicated.

<u>Section 908.07 Licensing Suspensions, Revocation, Denial and Nonrenewal, C. Grounds for License Action, e. (failure to actively pursue the eviction of tenants…)</u>
Ms. Peilen advised that the Association had provided staff with proposed language revising this section. "The Council may postpone or discontinue an action to deny, not renew, revoke or suspend a registration certificate, or to fine a licensee or applicant, if it appears the licensee or applicant has taken appropriate measure which will correct the violation." Ms. Peilen provided the Association's rationale for this request providing the applicant has taken appropriate measures to correct the violation. Ms. Peilen advised that this could be addressed through the crime-free lease addendum and often could be solved through a tenant's signature on that addendum providing a quicker and less formal solution for eviction rather than the proposed language and potential license suspension, revocation, denial or non-renewal for property owners when they were successful in removing a tenant in another manner. Ms. Peilen further noted that this provided incentive for remove the tenant without formal filing by the property owner against them. Ms. Peilen opined that she hated to see a multi-family property owner lose their rental license if they had taken other steps to remove a tenant.

Member Willmus opined that using the rental addendum for undesirable tenant removal was a very effective strategy, one that he had personally utilized in his property rental business.

Douglas Jones, 4025 Stinson Blvd. (Owner of a 40-unit townhome building on Old Highway 8 since 1988)
Mr. Jones advised that he was also concerned about those items mentioned by Ms. Peilen; stating that his firm owned multiple buildings throughout the metropolitan area. Mr. Jones noted that their maintenance requests were done centrally, not by building or unit, with a maintenance crew handling all of their property complaints/maintenance requests on a priority level. Mr. Jones opined that a chronological list would be cumbersome for their firm, and questioned why an inspector would need that information or how it would be relevant after the inspector's initial checklist. Mr. Jones opined that having previous maintenance records available for the inspector didn't make any sense, nor could he understand the rationale for such a requirement.

With concurrence by Chair Maschka Ms. Kelsey responded that the rationale was for producing evidence for accountability purposes in ensuring that complaints were being followed-up.

Mr. Jones advised that his firm would have to create an entirely separate record specific for the City of Roseville property since all of their properties were centrally filed, with a team of six (6) full-time maintenance staff to respond to all of their properties depending on the priority of the complaint or maintenance issue.

Mr. Jones further advised that a required posting of their rental license would be problematic as there was no common area for the townhome units.

Mr. Jones expressed his frustration that he had not been provided with a copy of the draft ordinance for his more detailed review prior to this meeting.

Chair Maschka noted that the process was still relatively early, and any changes would ultimately be made at the City Council level. Chair Maschka asked that staff provide a copy of the draft ordinance to Mr. Jones.

Ms. Kelsey clarified that, if staff had been provided an e-mail address by the multi-family property owner, staff had attempted to provide a copy of the draft ordinance prior to tonight's meeting. Ms. Kelsey apologized for any oversight on the part of staff; and referenced the City website as another source for the draft document.

Ms. Jones opined that it would be helpful to include numbers on the pages; with concurrence by the HRA and duly noted by staff for future reference.

Regarding the requirement for participation of property owners in crime-free multi-housing classes, Mr. Jones advised that while he had never attended those classes, as a Real Estate professional, he was required to attend other continuing educations; and questioned if any allowance would be made for those alternative classes if a property owner had not been the subject of multiple complaints.

Mr. Jones further questioned who made the determination of how properties were classified; and questioned why that was not included in the ordinance.

Ms. Kelsey advised that those classifications would not be included in ordinance language; and noted that those details were still in process and would include various factors in determining that criteria at the time of implementation, most likely related to an average developed on property code violation criteria (e.g., number and type of violations) and broken out per inspected unit compared with overall units inspected on average. Ms. Kelsey advised that as the process was implemented, she anticipated adjustments in those criteria.

Mr. Jones questioned why the City of Roseville didn't simply have their Fire Department inspect properties, referencing his experience with that practice in the City of Columbia Heights and the multi-family properties his firm owned in that community. Mr. Jones opined that the Fire Department was already familiar with the buildings and any inspection issues; and performed the inspections as time allowed and as their schedules were adjusted.

Ms. Kelsey stated that, from her initial research, it was her understanding that the City of Columbia Heights did not base their inspections on the IBC Maintenance Code, only on the Fire Code; with the IBC Code already in place and used by the City of Roseville for other applications.

Mr. Jones disputed that finding, opining that they inspected for venting, leaky drains and faucets, and other things that went beyond the Fire Code; and suggested further discussions with someone in the Columbia Heights' Fire Department to verify that. Mr. Jones opined that since the Fire Department already provided training for their firefighters, it also proved beneficial for them to be familiar with rental properties in case of an emergency, benefiting both the City and the property owner.

Rich Schlueter, 794 Lovell Avenue

Mr. Schlueter referenced issues with a specific rental property in his immediate neighborhood and frustrations related when renting from a family versus non-family member. Mr. Schlueter sought recourse on whether or not the proposed ordinance spoke to that type of rental.

Ms. Kelsey clarified that the proposed ordinance, Chapter 908, was related only to rental properties of five (5) units or more.

Michelle Harris, (no street address given)
Ms. Harris questioned how their neighborhood could review the proposed ordinance to bring forward questions.

Ms. Kelsey noted that the proposed ordinance, Chapter 908, had not yet been adopted or had a formal Public Hearing at the City Council level; and was only in initial discussion stages at the HRA level prior to recommendation to the City Council for consideration. Ms. Kelsey advised that the entire multi-family rental process was available on the City's website; or by contacting her at City Hall.

Janet Kyser, Asset Manager with Steven Scott Property Management
With their firm managing 8,000 rental units in the Twin Cities, in ten (10) different cities, Ms. Kyser advised that her recent assignment of various properties after working with the firm for twenty-eight (28) years now included the Rosetree and Hillsborough properties in Roseville. Ms. Kyser referenced her past knowledge in 1985 of the Fire Department performing inspections of buildings and individual units. Ms. Kyser advised that their property was the first obtain crime-free rental certification, obtained in Coon Rapids, and recommended anyone involved with multi-family rental housing to participate in the program.

Ms. Kyser advised that the requirement for chronological registers would not be problematic for them to provide, as all of their work orders and maintenance request records were computerized and available as requested. While those records were not a challenge for their firm to provide, Ms. Kyser suggested that they may be more challenging or become cumbersome for small communities or buildings.

Ms. Kyser did question the legality and right to copy the registry (rent roll) and why that was a requirement. Ms. Kyser opined that her concerns were related to whether or not this could be interpreted as an invasion of a tenant's privacy, and questioned whether or not it was actually necessary for the City to have. Ms. Kyser advised that their mortgage company didn't even require that information, even though there were high stakeholders, they only required the number of units. Ms. Kyser opined that their firm provided a great tax base in that compact area; and while having worked with many communities during her career, including the Cities of Brooklyn Park and Brooklyn Center that was the only item she questioned on the proposed ordinance.

Chair Maschka agreed with Ms. Kyser that this appeared to be a logical question.

Ms. Kesley apologized and advised that this was a "cut and paste" error remaining in the document from the City of Hopkins' model; and advised that it was not applicable and would be removed on the next iteration.
Maschka – me too

Doug Jones
Mr. Jones requested further clarification on criminal histories and background checks that his firm performed at a minimum of three years back, and questioned what determined whether a prospective tenant was disallowed (e.g., felony conviction history).

Ms. Kelsey advised that the City's intent was not to give rental property owners instruction, just to make sure they were being responsible rental property owners.

Chair Maschka suggested that this would most likely be based on an individual firm's business policies.

Mr. Jones clarified that his firm was a member of the Minnesota Multi-Family Housing Association.

Lisa Peilen
Ms. Peilen advised that screening basics for rental property owners was but one of many class offerings provided by the Association; noting that with changes in 2010 to the State's Landlord/Tenant law, a property owner was required to perform a background check if they charged an application fee, with that including a written outline of criteria provided to prospective tenants.

Member Lee advised that she had taken several of the class offerings provided by the Association and found them very beneficial. Member Lee responded to Mr. Jones' concerns that the intent of the ordinance's requirements that rental property owners have a formal written Fair Housing policy in place, including background checks and other criteria.

Mr. Jones
Mr. Jones noted that the cost of filing an unlawful detainer in Ramsey County was $4,000 and therefore very prohibitive; incenting negotiations with a tenant to avoid eviction while solving the problem. Mr. Jones opined that to simply make a blanket statement, as proposed in current ordinance language, was difficult in the rental property industry.

At the request of Member Willmus, Ms. Kelsey advised that staff would perform additional due diligence on that specific language, including review by the City's Police Department and City Attorney on that section. Ms. Kelsey also confirmed, at the request of Member Willmus, that the requirement of a local agent, was included throughout the seven (7) county metropolitan area.

At the request of Member Quam, Ms. Kelsey verified that the appeal process in the proposed ordinance had been vetted by the City Attorney and consistent with other applicable City of Roseville ordinances.

Motion – Lee/Masche – all aye
Recommend to cc with comments with comments gathered tonight
Motion: Member Lee moved, seconded by Member Masche to forward to the City Council the draft ordinance for their review of Chapter 908 Rental Licensing for Multi-family Rental Properties of Five (5) or more Units (Attachment A); ***including revisions addressed during tonight's discussion,*** **for the purpose of initiating the adoption process.**

Ayes: 6
Nays: 0
Motion carried.

Chair Maschka thanked audience members for their attendance and comment.

Specific to the problem property on Lovell, Member Willmus suggested that Mr. Schlueter contact the Roseville Police Chief directly; and to keep the line of communication open regarding this ongoing problem.

d. Levy Request

Ms. Kelsey referenced the staff report dated July 16, 2013, noting that there should be no further impact to a median-valued home in Roseville beyond the 2012 HRA levy.

Chair Maschka concurred that this was basically a flat increase request from the 2013 HRA levy.

Motion: Member Quam moved, seconded by Member Elkins to adopt Resolution No. 50 entitled, "A Resolution Adopting a Tax Levy in 2013 Collectible in 2014;" as detailed in the staff report dated August 13, 2013.

Ayes: 6
Nays: 0
Motion carried.

e. Discussion of Living Smarter Home and Garden Fair

In response to previous HRA discussions regarding the Living Smarter Fair, Ms. Kelsey provided background information and survey information received from attendees and exhibitors of the most recent Fair. Ms. Kelsey expressed appreciation for the survey information completed for guiding future programming. Detailed information was provided in the staff report and Attachments A, B and C dated August 13, 2013. Ms. Kelsey sought further guidance from the HRA for the 2014 Fair.

Discussion included hours of operation based on attendance while accommodating the popularity of workshops; weather impacts on attendance during the day; perception of continually declining attendance for the event; and how to gather feedback from those choosing not to attend and their rationale for that decision.

Ms. Kelsey advised that, until a new hire was in place for the Communications/Marketing position, that more detailed information, probably accessible through social media, would not be available. Ms. Kelsey opined that it was vital to find how the Fair could meet the needs of today's residents versus those originally served when the Fair began eighteen (18) years ago, when the intent was to address the needs of a fully-developed community with older homes and trying to encourage people to make the right type of home improvements. Similar to the energy audit program, Ms. Kelsey suggested that the desire was to bring resources to residents enabling them to better their homes.

Ms. Kelsey opined that another component was what the HRA wanted the Fair to morph into if different than today's model. Ms. Kelsey advised that there was evidence from reports received from the Housing Resource Center that the scope of services they provided to Roseville residents definitely spiked immediately after the Fair. Ms. Kelsey noted that, through providing the energy audit program resource to people, indications were given that 97% of those audited homes planned to improve their home. However, Ms. Kelsey advised that there was no current way to track those plans with reality, and as a clear indication of whether or not the resources brought to them had proven beneficial.

Member Willmus opined that a more direct survey of those not attending and why, and what would encourage their attendance, would be beneficial.

Ms. Kelsey opined that it would serve as a great outreach tool if a way could be found to implement such a survey.

Chair Maschka spoke of the turnover being experienced in his neighborhood, with more young families, necessitating a way to target them, as they would most likely be making improvements to their homes.

Member Masche noted the most recent attendance of 868, suggesting there were multiple ways to measure outcome. However, Member Masche opined that the real issue should be the significant staff time that went into each Fair.

Ms. Kelsey noted that the HRA budget provided for ¼ of the assistant's staff time on an annual basis, with a more realistic time spent of about ½ time as the Fair approached.

Ms. Kelsey confirmed for Member Masche that it cost approximately $5,000 - $6,000 annually to hold the Fair.

Chair Maschka opined that the increasing interest in workshops seemed beneficial, and questioned if more should be offered.

Ms. Kelsey noted that the interest had prompted the City to offer three (3) opportunities beyond the Fair to be held this fall at the Ramsey County Library – Roseville branch. Ms. Kelsey advised that those workshops were entitled, "Buttoning Up Your Home," "Buttoning Up Your Garden" and "Universal Design." Ms. Kelsey advised that the programs were marketed through various sources, including the Parks & Recreation material and the Library's electronic newsletter for their patrons, as well as online for registration through the library.

Chair Maschka suggested that workshops on bathroom and/or kitchen remodels would also be highly-attended.

10. Information Reports and Other Business (Verbal Reports by Staff and Board Members)

a. Foreclosure Map

Ms. Kelsey happily reported that there were no changes or recent additions to the City's foreclosure situation, which remained at it continued to hold at seventeen (17) annually. Ms. Kelsey opined that this was a very positive and significant indication.

Chair Maschka concurred; and offered his personal observations of the housing market moving forward in Roseville.

11. Adjournment

The meeting was adjourned at approximately 7:47 p.m.

Multifamily Rental Dwelling License Implementation Plan

The purpose of this program is to protect the public health, safety and welfare of citizens of the City who occupy rental units in Multi-family properties. This is achieved by adopting a Rental Dwelling inspection program to provide minimum maintenance standards for existing and newly constructed Multi-family rental properties in Roseville, MN.

The Multifamily Rental Dwellings (MRD) licensing program would be required for any building or portion thereof that contains five (5) or more dwelling units that may be attached side-by-side, stacked floor to ceiling and/or have common entrance and have a common owner that are being rented out in the City of Roseville. This does not apply to Minnesota Department of Health licensed rest homes, convalescent care facilities, nursing homes, hotels, motels, managed home-owner associations or on-campus college housing.

The program would be set as follows:

- Notice of ordinance adoption in fall 2013 to all MRD property owners.
- Building codes to hire one temporary seasonal code enforcement officer (SCEO) as contract employee to do inspections in 2014.
- Notice in beginning of 2014 to all MRD properties to apply for licensing. Application due by April 15, 2014.
- Community Development or the SCEO will send 14-30 day notice to schedule inspection. Inspections will be conducted in the months of May, June, and July.
- A third 1/3 of all units in MRD will be initially inspected. If upon initial inspection SCEO may determine that additional units need to be inspected.
- Reinspection of code violations may need follow-up. First reinspection is free additional reinspection fees will be $25.00 a unit and $100 per building.
- Notice sent by October 1, 2014 License Type A, B, C, or D to MRD.
- Rental licensing fee is due and payable within 45-60 days of notice.
- Fee for licensing is $100 per building and $20 per unit. The license will be effective based upon the classification of the property. Property owners who fail to obtain or renew a license within 30 days of expiration will result in a $500 penalty; the penalty will double every 2 weeks it remains unpaid.
- For properties that have chronic code violations that are not being resolved in a timely manner the City may use the "Tenant Remediation Act."
- The City may, upon receipt of a creditable third party complaint or residents with reasonable concerns, require an inspection of a unit. Upon a complaint based inspection the city may require additional units to be inspected. Upon that inspection, the City may require a license category criteria inspection be performed using the same standards as the license renewal inspection.
- Quarterly Property Owner's meetings start in 2015. Dates to be determined for the meetings and notices going out in fall of 2014 through e-mail notices from applications.

<u>Property Licensing Requirements</u>

The type of license (A, B, C, or D) a property owner receives will be determined by the overall number of property code violations identified during the inspection. (see table below).

Requirement ➔ **License Type ↓**	Attend Roseville Multifamily Property Owner's Quarterly meetings	Inspections and Licensing Fee	Mitigation Plan	Monthly Updates
Type A	Recommended	Once every 3 years	-	-
Type B	Attend 25%	Once every 2 years	-	-
Type C	Attend 50 %	Once a year	May be required	-
Type D	Attend 75 %	Once every 6 months	Required and shall be brought to Council.	Required

Multifamily Property Owner's Quarterly Meetings

The Roseville HRA staff and the Roseville Police Community Relations Coordinator will provide quarterly educational outreach meetings and will provide topics that property owners will give input on. These meetings will be either recommended or required based upon level of property license received.

Violation Rate Calculation

Inspection criteria will be based upon the Building Maintenance and Preservation Code (906) or other nationally recognized standards that has been adopted by City Council. Inspection criteria and evaluators guidelines will be provided to owners and posted on the City's website. The license type will be based on the average number of code violations per inspected property. (*The City may choose upon the initial inspections to change the below criteria*).

Proposed Property Code Violations Criteria (Property Code Only)	
License Category	Property Code Violations per Inspected Unit
Type A – 3 Year	0-.50
Type B – 2 Year	Greater than .50 but not more than 1.0
Type C – 1 Year	Greater than 1.0 but not more than 1.5
Type D – 6 Months	Greater than 1.5

Example

Based on the table above, an 11-unit property would be required to have 4 units inspected (33% x 11 = 3.63)
To receive a Type A License, the 4 units could have no more than 2 violations averaged for the units inspected (4 x .50 = 2)
To receive a Type B License, the 4 units could have no more than 4 violations averaged for the units inspected (4 x 1 = 4)
To receive a Type C License, the 4 units could have no more than 6 violations averaged for the units inspected (4 x 1.5 = 6)

Fees and Repeat Nuisance Service Code Violations

Property owners who fail to meet the requirements under the Type of license criteria may be subject to doubled fees for rental and/or change of rental licensing type and Repeat Nuisance Ordinance (RNO), Chapter 511. Enforcement of that ordinance will be coordinated between departments on a monthly basis.

Cost implications to the City

- To assist with implementation, process manual and coordinating this new program, a consultant may need to be hired.
- The city will have to hire a Seasonal Code Enforcement Officer. Fees from rental licensing should cover cost for the first year of implementation.
- If council would like the police to implement the Minnesota Crime Free Multifamily program and to make it part of the licensing type criteria than additional police staff will need to be hired.

This Multi-Family Rental Housing Implementation Plan is intended to provide program concepts and is draft for discussion purposes.

Crime Free Multi Housing

Crime Free Multi-Housing
Working to keep criminal activity out of rental property.

What is Crime Free Multi-Housing?
Crime Free Multi-Housing (CFMH) is a program designed to make multi-family dwellings safe and desirable places to live. CFMH is pro-property manager, pro-resident, and anti-crime.

The program uses a unique three-phase approach that ensures resident friendly techniques will be applied to maintain crime prevention goals. The three components that make up the program are:

1. Management training
2. Security assessment
3. Resident training/crime watch

Benefits of the Crime Free Multi-Housing Program

Management Benefits:

- A stable, more satisfied resident base
- Increased demand for rental units with a reputation for active management
- Lower maintenance and repair costs
- Increased property values
- Improved personal safety for tenants, managers, and owners
- More time for routine management and less time on crisis control
- More appreciative neighbors

Law Enforcement Benefits:

- Tried and true crime prevention methods
- Proven drop in calls for service by up to 67%
- Improved quality of life for the community at large
- Teaches property managers and residents how to work with police and neighbors to keep drugs and other illegal activity out of rental property
- A community oriented policing approach to crime prevention.

THE THREE PHASES OF THE PROGRAM
Phase One – Management training (Day One training)
Resident managers (and/or property owners) attend an eight-hour seminar presented by police, fire, public housing and others.

Managers learn:

- Use crime prevention on their property
- Benefits of applicant screening
- Tips to strengthen rental agreements
- How to become a proactive property manager
- How to maintain a fire safe environment
- The warning signs of drug activity
- Actions to take if they suspect illegal activity on their property
- The role of the police
- Crisis resolution and the eviction process
- In order to be a Crime Free Multi-Housing
- Program Coordinator, you must attend the above training plus a "Day 2" training.

Phase Two – Security Assessment
This phase will certify that the rental property has met the security requirements for the tenant's safety, which include:

- Single cylinder dead bolt locks
- Security strike plates with 3—inch screws
- Door viewers (peep holes)
- Windows with adequate locks and anti-lift/anti-remove mechanisms for sliding doors
- Adequate security lighting

Phase Three – Resident Training
A meeting is held for the residents where crime watch and crime prevention techniques are discussed. The police, resident managers and residents work together to promote a "community." Topics discussed include:

- Personal safety tips
- Using 9-1-1
- Being proactive and getting to know your neighbors
- Operation Identification

REQUEST FOR COUNCIL DISCUSSION

Date: **09/16/2013**
Item No.: 14.b

Department Approval | City Manager Approval

Item Description: Twin Lakes Redevelopment Area Discussion

BACKGROUND

On July 22, 2013, the City Council invited property owners and/or their representative to visit with the City on the future of the Twin Lakes Redevelopment Area. Seven owners and/or their representatives were in attendance to discuss varying thoughts and ideas on moving forward in Twin Lakes (see Attachment A).

Generally Mr. Foster , representing the Hagen property, discussed the need to establish financial assistance and how the City might set-up a consortium of individuals to provide information and assistance to business seeking tools to relocate or establish in Roseville; Mr. Walston, representing Old Dominion, indicated that he was satisfied with the City acting as facilitator of Twin Lakes and noted it was vital to have a direct contact at City Hall to discuss and/or work through ideas and issues. He also noted that the design standards/regulating plan were no longer an impediment in moving forward; Mr. Murphy, representing Applewood Pointe, expressed concern about various future uses and the potential impact they might have on the area, specifically the Langton Lake Park and the adjacent/surrounding roadways; Mr. Regan, owner of 21 acres adjacent to Byerly's, stated that as a developer, he is not driving development or the uses that might seek to come to town, but rather the market is driving uses. He added that it would make sense to determine what makes sense and that as he reviewed Twin Lakes and all the history, he see the area west of Fairview Avenue not being zoning the same (Community Mixed Use) as the area west of Fairview Avenue. Mr. Regan indicated that certain commercial uses will always be interested in Roseville due to the large retail base currently in place and that certain uses would be attracted to his property given what uses lie adjacent to it. He added that the City should also consider capital investments to accomplish certain goals for the area; Mr. Zwebber, owner of property on Terrace Drive was only in attendance to receive an update on what was occurring in Twin Lakes.

Given these comments, staff is bringing forward two specific items for the City Council to consider and discuss. They are as follows:

ZONING OF PROPERTY

Twin Lakes Redevelopment Area is primarily guided Community Mixed Use (CMU), with portions of the area also zoned High Density Residential-1 (see Attachment B). The CMU district was created to provide and promote a wide variety of uses for mixed-use developments. The CMU district is not necessarily exclusive to the Twin Lakes area, although no other areas are currently zoned CMU. It is possible that other areas of Roseville could be rezoned to CMU in the future.

The CMU district does, however, require a "regulating plan" be adopted for the areas that are zoned CMU. The Regulating Plan is specific to the land and establishes additional design standards for design and placement of buildings and pedestrian connectivity. As you know, the code currently contains the regulating plan that covers the portion of the Twin Lakes Redevelopment Area generally north of County Road C to County Road C2 and east of Cleveland Avenue to Fairview Avenue. The Zoning Ordinance, however, does not contain a Regulating Plan for the Twin Lakes area east of Fairview Avenue.

The Community Development Department would suggest separating the Twin Lakes Redevelopment Area east of Fairview Avenue from Twin Lakes and determine a more appropriate land use designation and zoning classification for those parcels. based upon on-going issues/concerns in leasing some existing properties, mostly those along Terrace Drive, the Community Development Department would suggest that the area west of Byerly's to Fairview Avenue also be guided business and the City Council should consider Regional Business-2 given the historical production and processing that has occurred for many years. Although the Community Development Department supports the multi-family vision for the area north of Terrace Drive, our indications are that these properties may not be ripe for redevelopment for many years and the current cloud of non-conformity has been creating issues and challenges for numerous purchases and releasing.

As for the remainder of Twin Lakes, the Community Development Department supports the Community Mixed-Use guiding and zoning and the allowance of a mix of uses and not specific guiding and zoning of individual or groups of parcels. The staff believes that this approach affords the market the best flexibility in determining what develops where. That's said, the Community Development Department also supports a review of the overall uses identified in the Community Mixed-Use District to better address the needs and/or desires of the community. Specifically the Division believes that there needs to be some clarifications made regarding desired uses and any limitations on height and/or size.

Regarding the existing design standards for Twin Lakes, the Planning Division strongly supports the regulating plan as supporting the desires of the community and a direct representation of standards tied to the former Twin Lakes Master Plan, whether those indicated in the AUAR of those in the Urban Design Principles.

USES IN TWIN LAKES

An integral part of having any area develop or redevelop in the manner desired is to carefully review uses to determine what uses should be permitted and what uses should not be permitted. Please note, the use charts are better served when they do not try to include every possible use, which can lead to bulky and hard to read charts and create problems in the future when new types of uses (or similar but not specific) come forward. Instead, it is better to create broad categories that encompass desired uses for the area (i.e. personal services, office, retail sales). This not only provides flexibility for the market to determine the desirable use for the parcel, it also allows for new uses to be allowed as long as they fall within the category of an allowed use. In so much as the Council desires to restrict uses within Twin Lakes (i.e. large-format retail), then these uses specifically be listed as not permitted (see Attachment C).

With that context and any changes to the zoning of property as discussed above, the City Council should discuss uses within Twin Lakes with the following in mind.

1) Should retail of any scale be allowed in Twin Lakes? Should there be limitations on what retail is allowed based on size, type of goods, or other factor? Should certain retail be prohibited?
2) If the City creates zoning sub-districts, where are appropriate areas for retail to be located?
3) If the City maintains the CMU zoning district and Comprehensive Plan Land Use Plan for the Twin Lakes area, should a clearer distinction be made in the zoning code on what a *community use* is compared to a *regional use*?
4) What others uses should be more clearly allowed?
5) What other uses should be clearly prohibited?

REQUESTED COUNCIL ACTION

No direct action is needed. Based on discussion and consensus, however, clear direction should be given to the planning staff regarding on next steps to pursue. Additional areas will be brought forward in the near future for a similar discussion and direction. Then the planning staff will assemble all suggested revisions and submit them for further discussion by the City Council and eventual action.

Prepared by: Thomas Paschke, City Planner (651) 792-7074 and Patrick Trudgeon, Interim City Manager (651) 792-7071

Attachments:
A: City Council minutes dates July 22, 2013
B: Twin Lakes Map
C: Roseville Zoning Code – Chapter 1005 (including Twin Lakes Regulating Plan)

Attachment A

City of ROSEVILLE Minnesota, USA

Extract of the Regular City Council Meeting
Minutes City Hall Council Chambers, 2660 Civic Center Drive
Monday, July 22, 2013

7. Presentations

a. Twin Lakes Property Owners Discussion

Mayor Roe welcomed representatives and/or owners of Twin Lakes property and thanked them for their attendance for tonight's discussion, asking that they identify themselves and provide comment to facilitate tonight's discussion.

Terry Foster, Representative of Hagen Properties, 2785 Fairview Avenue North Mr. Foster provided a bench handout packet, attached hereto and made a part hereof. As a real estate broker for over thirty (30 years, Mr. Foster opined that the problems experienced in the Twin Lakes area were no different than those experienced in any other City, with some more readily solved in the short-term than others. Mr. Foster advised that the real estate community looked to four (4) considerations in marketing/developing properties:

1. Communication with the businesses and financial community
2. Attitude: Is the City reactive or proactive; positive or negative?
3. Who's responsible and are they effective or not?
4. Evaluation – Will the City take a look to change after evaluations?

In referencing the map provided in his bench handout, Mr. Foster noted that even though the area was listed as 210 plus acres, there were essentially only four (4) parcels; further noting that the parcel identified as "Parcel #8" would receive an initial hearing for a proposed development later in tonight's meeting. In talking to the owners/principles of those four (4) parcels, Mr Foster advised that without exception they were all interested in doing something. Mr. Foster opined that the location Twin Lakes was superb.

Mr. Foster noted that there were eleven (11) banks within and representing the financial community in Roseville; all active and successful; and with enactment of the Community Reinvestment Act, had that tool available to them and an obligation to assist businesses and residents in the community.

Mr. Foster further opined that the four (4) parcels were not very big; and suggested use of the 1033 Tax Deferred Exchange in conjunction with 1031 as another option, depending on whether or not a property was under threat of condemnation or if the owner or principle wished to sell using the Tax Deferred Exchange. Mr. Foster opined that it would take further review by the City Attorney to provide a legal opinion based on specific properties; but he was of the opinion that such an option could work to everyone's benefit, and suggested that the City Council consider it as an option to assist and apply in the Twin Lakes area. Mr. Foster advised that he included a copy of the 1033 law in his packet of handouts.

Mr. Foster referenced another part of his handout that provided a copy of a July 14, 2013, *Minneapolis Star Tribune* newspaper article on Shakopee, MN and corporations locating in that community.

Mr. Foster noted that the next two (2) pages of his handout provided information about the Small Business Administration (SBA) and willingness of U. S. Bank in assisting the business community with planned expansion, rehabilitation or relocation efforts.
Mr. Foster referenced the remaining information in his handout from the legal department of the Minnesota League of Cities, opining that it was a great organization.

Mr. Foster opined that Twin Lakes was not very complicated; and noted that there was a group of investment bankers from New York that had come to Roseville to look at the Twin Lakes area to determine if it was investment grade property. Mr. Ralston opined that they had been very impressed with the Twin Lakes area due to its location, the Park & Ride amenity already in place, and various residential potential.

Mr. Foster further opined that, from a business perspective, he would like to see a consortium formed of bankers, a lawyer, and perhaps Councilmember Willmus, to set up a Business Task Force that would provide contact information in the lobby of City Hall to direct business interests I who to see if they wished to expand or re-establish a business in Roseville. Mr. Foster noted that this was not a complicated process, and would greatly improve business communications. In order to put together a successful project, Mr. Foster noted that it took architects and engineers, with the land aspect only a small part of the equation. Mr. Ralston opined that by the City Council considering financing options (e.g. 1033) and putting together a consortium, it would be a real plus for the City of Roseville.

Councilmember McGehee thanked Mr. Foster for the information he provided, and noted that discussions were already underway for outreach efforts to the business community by the Community Development Department. Councilmember McGehee questioned if property owners for parcels #1, 2, 3, 4 and 8 were all interested in selling.

Mr. Foster responded by saying it wasn't if you sold, but how you sold: whether a partnership, leveraged buyout, or other option; and that part of the selling process was addressing a large capital gain and how to address that.

While appreciating the information provided by Mr. Foster, Councilmember McGehee advised that she was more interested in how property owners saw future development of the area, or the kinds of businesses or activities they would prefer in the Twin Lakes area.

Mr. Foster responded that Roseville should set up a development corporation or something to serve as a facilitator for Twin Lakes, Har Mar Mall area or any other particular area, exclusive of any particular owner or any specific cash contribution, but to simply serve as a facilitator. Mr. Foster noted that the SBA and banks now had money and were more flexible, offering an option for demolition and construction of a new facility as a possibility. However, Mr. Foster noted that a financial vehicle was needed to do that; with enormous benefits possible. Mr. Foster advised that this could be done with a tenant as well as a property owner, and opined that the City needed to look long-term. In response to Councilmember McGehee's request to elaborate, Mr. Foster opined that it would take a culmination of everyone working together and all the pieces fitting together so when investment bankers came into town, they would readily observe that Roseville was an investment town.

At the request of Councilmember Willmus related to the positive feedback received for the Park & Ride facility, Mr. Ralston advised that it indicated that Roseville was looking ahead and had the foresight not only for its residents who were commuting, but also serving as a destination point. Mr. Ralston further noted the positives with and recognition of the area's education system, and the strength of corporations surrounding Roseville (e.g. Boston Scientific, Land O'Lakes, Deluxe Check, Medtronic, and St. Jude's) all high paying jobs. Mr. Ralston opined that Roseville could take advantage of that corporate support and take the lead in further development. Mr. Ralston referenced the Hagen Property Development proposal coming forward later tonight, as an example of the culmination of efforts, with the system working.

Jim Walston, Representative of Old Dominion Freight Line (2750 between Iona Lane and Twin Lakes Parkway and Cleveland Avenue and Mt. Ridge Road),

Mr. Walston, involved for five (5) plus years with the Old Dominion site, concurred with the comments of Mr. Ralston, and encouraged the City to act in the role of facilitator. Mr. Walston opined that he had observed this all the way through, with the condemnation of property by the Metropolitan Council 4-5 years ago for the Park & Ride facility; and Mr. Trudgeon and Mr. Paschke working as facilitators to resolve issues and concerns with the property's potential future use. While it ended up that no financing was available in 2008 to see the proposed hotel project through, Mr. Walston noted that Mr. Trudgeon had continued to work with various parties to work out matters for the Old Dominion site and any future land use issues on that site and make it more marketable. Mr. Walston advised that Colliers/Welsch was currently marketing the site; and any old concerns about municipal involvement was minimal at best, with Old Dominion currently based in North Carolina and operating routes out of their Blaine, MN facility; with the intent for the property to never serve as a truck terminal again; and continued to look for the right buyer for the property.

Mr. Walston agreed that it was vital to know who to contact at the City of Roseville; whether for their brokers, a potential buyer, him personally, or anyone to be confident of a listening ear and how to get great service from the City.

At the request of Mayor Roe regarding any remaining concerns they had with current zoning of the property for land use, Mr. Walston advised that the City's introduction of performance standards for setbacks several years ago had created some initial concern; but opined that they no longer remained or were seen as any impediment for possible uses for the property and prospective buyers coming forward with a plan.

Robert Murphy, President of Applewood Point – Roseville at Langton Lake, 1996 Langton Lake Drive, Residential Facility in Twin Lakes Redevelopment Area

Coming from a different perspective, as the only successful housing development to-date, Mr. Murphy noted reviewed the phased development of this residential complex immediately to the west of the Langton lake ballfields. Mr. Murphy asked that the City continue to consider the future vision for the area as redevelopment went forward, especially related to existing housing in the area and north of Twin Lakes. Mr. Murphy recognized the enjoyable amenity of being able to walk and bike around the park; and expressed concern with how various types of businesses might affect those amenities going forward, asking that consideration be given for traffic volumes and retaining the walkability of that area, in keeping with the City's vision and comprehensive plan guidance.

Dan Regan, Air Lake Development

Mr. Regan advised that he represented owners of the twenty-one (21) acre, three (3) parcel area immediately adjacent to the Bylerly's store on County Road C between Fairview and Snelling Avenues. As a family business developer for properties in the Twin Cities for over twenty (20) years (e.g. Air Lake Industrial park in Lakeville, MN and other industrial/retail projects in the metropolitan area) and having owned this property for a long time, Mr. Regan asked that everyone remember one vital thing. As dialogue opened on the Twin Lakes Master Plan overall, Mr. Regan asked that everyone remember that development is cyclical and, as a developer, he didn't drive development, he was simply a developer; and tenants drove development. Mr. Regan noted that for some time, development had been driven by industrial tenants, but over the last 5-6 years, there had been no interest in that use until recently. During that time, Mr. Regan advised that medical/office had been an interested use. However, Mr. Regan reiterated that planners don't drive development, only the end users and tenants.

Mr. Regan suggested a first step may be to take a more focused look at the Twin Lakes Overlay District and determine what makes sense. In Mr. Regan's opinion, the residential cooperative building off Langton Lake was a good example for that specific area. Specific to his company's property, Mr. Regan opined that there were some constraints based on land use options and questioned if their property should be held to the same standard and sue restrictions for land use design standards as the rest of the district. Mr. Regan noted that their property on County Road C was bounded on the west and north up to Terrace Drive by a county ditch as well as a significant topographical change from their property to the west (e.g. Tile Shop, H & W, etc.) with a forty foot (40') drop. Therefore, Mr. Regan advised that there was no possible physical connection available from their property to those properties on Fairview Avenue without a significant engineering feat. Also, noting recent improvements to County Road C with the addition of turn lanes, Mr. Regan noted the limitations of what they could do on their property based on their primary access on County Road C.

Based on that situation, Mr. Regan specifically asked that the City consider pulling their property out of the Twin Lakes Planning District, allowing them to something more in line with uses to the east. Mr. Regan opined that a senior cooperative development didn't make sense on their property that would look out to truck terminals or a shopping center; and some type of use more in line with the shopping center to the west would be more appropriate. Mr. Regan suggested looking at the Master Plan to buffer outside of that; but reiterated that they couldn't connect to properties on the west or north.

Mr. Regan also requested that the City reconsider its overall goals for this area; while retaining interest in redeveloping into nice properties and eliminating blight, while creating new jobs and enhancing the City's tax base. Mr. Regan noted that it took catalysts to accomplish these goals, such as capital. If more flexible uses were allowed on their property, Mr. Regan advised that they were prepared to come in with redevelopment plans, since the time was now right in the development cycle to look at it in earnest. Mr. Regan opined that he thought his firm could be that catalyst to the east side of the Twin lakes property, an area that was treading water right now; with his firm on the verge of the right time for them to look at redevelopment options and to provide some options of interest to the City as well.

In response to Mayor Roe's question on the types of proposed uses, Mr. Regan responded that twenty-one (21) acres was a big piece of land, but they would need to secure anchor tenants, leaning toward heavy commercial use with some retail piece to anchor and kick-off development. Without knowing the size or scale at this time, Mr. Regan advised that he did not see their property coming up with a dense, multi-story mixed use, opining that it didn't make sense at that location. In response to Mayor Roe, Mr. Regan clarified that he was not limiting that proposed use to retail unless it made sense for that area.

Mayor Roe noted that this had been discussed by the City Council and staff earlier this year, permitted uses within the overall area or restricting uses in other parts of the district. Mayor Roe asked Mr. Regan what uses he saw as most compatible to what was in the area of his property and how it fit with current zoning to facilitate that type of use. Mayor Roe questioned if Community Mixed Use (CMU) land use designation made sense.

Mr. Regan noted that his firm invested a lot of costs at the front end without knowing if a project would succeed or not; and asked that the City keep that in mind and eliminate uncertainties to the greatest degree possible; suggesting that the City could do this by taking a more focused approach to the Twin Lakes Master Plan.

Mayor Roe suggested, with concurrence of Mr. Regan, that therefore the City needed to provide as much flexibility in uses as possible, and not proscribe extremely specific uses on specific parcels,.

Councilmember McGehee sought comment from Mr. Regan on an additional anchor retail tenant and increased traffic volumes on County Road C between Snelling and Fairview Avenues when Wal-Mart would already have significant impacts to that roadway.

Mr. Regan, based on his personal experience and noting his office location at the Premier Bank building in Roseville, advised that he did not find existing conditions problematic; opining that he found traffic volumes with his frequent use of those roadways acceptable. Mr. Regan noted that he did not have projections on future impacts, referring that to a future traffic study to determine. However, Mr. Regan opined that existing conditions today were not that bad.

Regarding connectivity, Councilmember McGehee noted her propensity for a more flexible plan with Planned Unit Developments (PUD's) providing that connectivity without being so highly regulated. Councilmember McGehee questioned Mr. Regan on his perception, as well as opinions from other developers present tonight, on the use of PUD's for large acreage sites.

Mr. Regan opined that connectivity was a great amenity, noting the recent request of Semantic for crosswalks for its employees to access Langton Lake; and suggesting that future developments may wish similar amenities. Mr. Regan opined that whether or not a PUD format would provide allow for more flexibility on site was difficult to answer, but may be a good way to accomplish that. However, Mr. Regan opined that more details would need to be known to determine how beneficial PUD's would be to the overall overlay district.

In response to Councilmember Laliberte regarding what types of development are most prevalent now, Mr. Regan again noted that planners didn't drive development, but were only reactive to demand and needed to strike when the time was right. Given the nature of Roseville as a well-known regional shopping area, Mr. Regan opined that there would always be the demand for some additional retail in Roseville, whether the City Council or community wanted to hear that or not. Mr. Regan opined that there could be some interest for office uses also, but clarified that there were already a lot of available spaces out there. Mr. Regan further opined that there wouldn't be any bulk industrial development, but could be some office/showroom, even though there was also a lot of that available already. While there were quite a number of medical/office buildings already in Roseville, Mr. Regan anticipated that there may be more interest, if it was segmented with retail or eating or service based businesses, always in demand. Mr. Regan opined that there may also be interest in market rate or low income senior housing in the right places.

Mark Zwebber, **1650 Terrace Drive (Trucking Building)**
As an owner of the property for the last ten (10) years, and past due diligence before that purchase when City staff had been adamant that the property was going to be taken by Eminent Domain, Mr. Zwebber, advised that he was attending tonight to learn. While he continued to wait for something to happen on the east end of Twin lakes, Mr. Zwebber noted that his interest was in finding out what was going on, as it continued to be.

Recognizing additional property owners in the audience, Mayor Roe invited their participation in the discussion as well.

At the request of Mayor Roe regarding the 1033 process, Mr. Trudgeon responded that in the past there had been a property owner looking for voluntary condemnation of their property for their financial benefit due to the spread of the capital gain of the sale over several years; however, the City Council had voted that request down at that time. Mr. Trudgeon advised that the request had been in 2007 for the Dorso property; with the City not having any condemnation plans, and the City Council having not appetite for proceeding. Mr. Trudgeon advised that there had been some condemnation proceedings in 2005, which had been concluded, but noted that there was nothing occurring at this point.

Mayor Roe suggested that, if the City Council remained not interested in providing that benefit, they may need a policy discussion on how to address or promote other financial tools and options.

Mr. Foster continued to support the 1033 option for properties always under the threat of condemnation in the Twin Lakes area, and how those properties could be defined from a legal standpoint, whether voluntary or non-voluntary. Mr. Foster advised that he was aware of two (2) property owners currently wanting to sell, but not wanting to go through the 1031 process; and suggested the City consider looking at the 1033 option to assist those property owners.

Councilmember Laliberte questioned the process for Metro Transit to condemn the Old Dominion property and how that happened; and whether it could happen elsewhere.

Mr. Walston advised that it had been a friendly condemnation as the site had been identified for the Park & Ride facility at the same time proposals came forward for the Old Dominion and Extra Lease sites; so a parcel for the Park & Ride facility had been carved out of the proposed hotel site at that time, with a negotiated condemnation and both projects proceeding on separate tracks.

Mayor Roe noted that it also involved federal funding that drove the timeline; opining that when there was a deadline for receiving money, things could happen quickly.

Councilmember McGehee asked that Mr. Trudgeon address current focus and direction for the Twin Lakes area in general.

Mr. Trudgeon responded that the focus has been to the west side of Fairview Avenue, with no movement or interest at all for the east side. Mr. Trudgeon advised that staff continued to struggle with businesses wanting to continue to operate and turnover, and was working on options that could allow businesses to transition at some point, even if they were not there yet, without necessarily saying that they could no longer operate there. Mr. Trudgeon advised that staff's goal was to make sure the area remained vibrant until properties were ready to turn over and not be a group of vacant buildings or properties. Mr. Trudgeon advised that it was vital for staff that there not be a repeat of the truck terminals and vacancies on that east side. If not feasible for a CMU zoning designation, Mr. Trudgeon suggested a way for a property owner to come to the City Council seeking a way to make that transition. Mr. Trudgeon clarified that there was no direct plan for the City to purchase land anywhere in the Twin Lakes Redevelopment Area or east of Fairview Avenue; but that the intent was to let the market dictate development along with property owners based on the economy.

Mr. Zwebber advised that he had experience with 1031's and opined that they were an interesting tool. At the time of his purchase of the property, and with staff advising that it would end up in the Twin Lakes Redevelopment Area, Mr. Zwebber opined that he had considered it a positive that they would probably end up doing a 1031 process. By allowing additional time for the City Council to facilitate such an option, Mr. Zwebber opined that he had no problem with that potential; and opined that it remained of interest to him.

Beyond identifying funding mechanisms and creating a Task Force/Consortium, Mayor Roe sought developer input on any other things the City could to facilitate development.

Mr. Foster, recognizing that Roseville was in a key location, opined that it made a difference in how the City reached out or talked to other businesses. Mr. Foster opined that there was absolutely no reason why businesses should not locate in Roseville if there was an active outreach process.

As part of this conversation, Mayor Roe advised that a goal was to get communication and outreach started; and expressed his pleasure in developer interest on the east side as well. Mayor Roe assured developers that the City Council was open to working on permitted uses or serving as a facilitator, and not being an impediment to development.

Councilmember Willmus noted recent amendment made to the City's zoning specifically adding the Regional Business-2 designation; and suggested that developers provide additional information on perspective venues or how CMU may not fit their needs/uses going forward. If there were such cased, Councilmember Willmus expressed his interest in reviewing specific situations Councilmember Willmus also asked developers to comment on whether or not completion of Twin Lakes Parkway spurred their development/interest.

Mr. Zwebber stated that there was no question that the connection of Twin Lakes Parkway was vital to open up the entire area for people to access Twin Lakes as well as to get to Rosedale. Mr. Zwebber opined that it would take considerable pressure off County Road C.

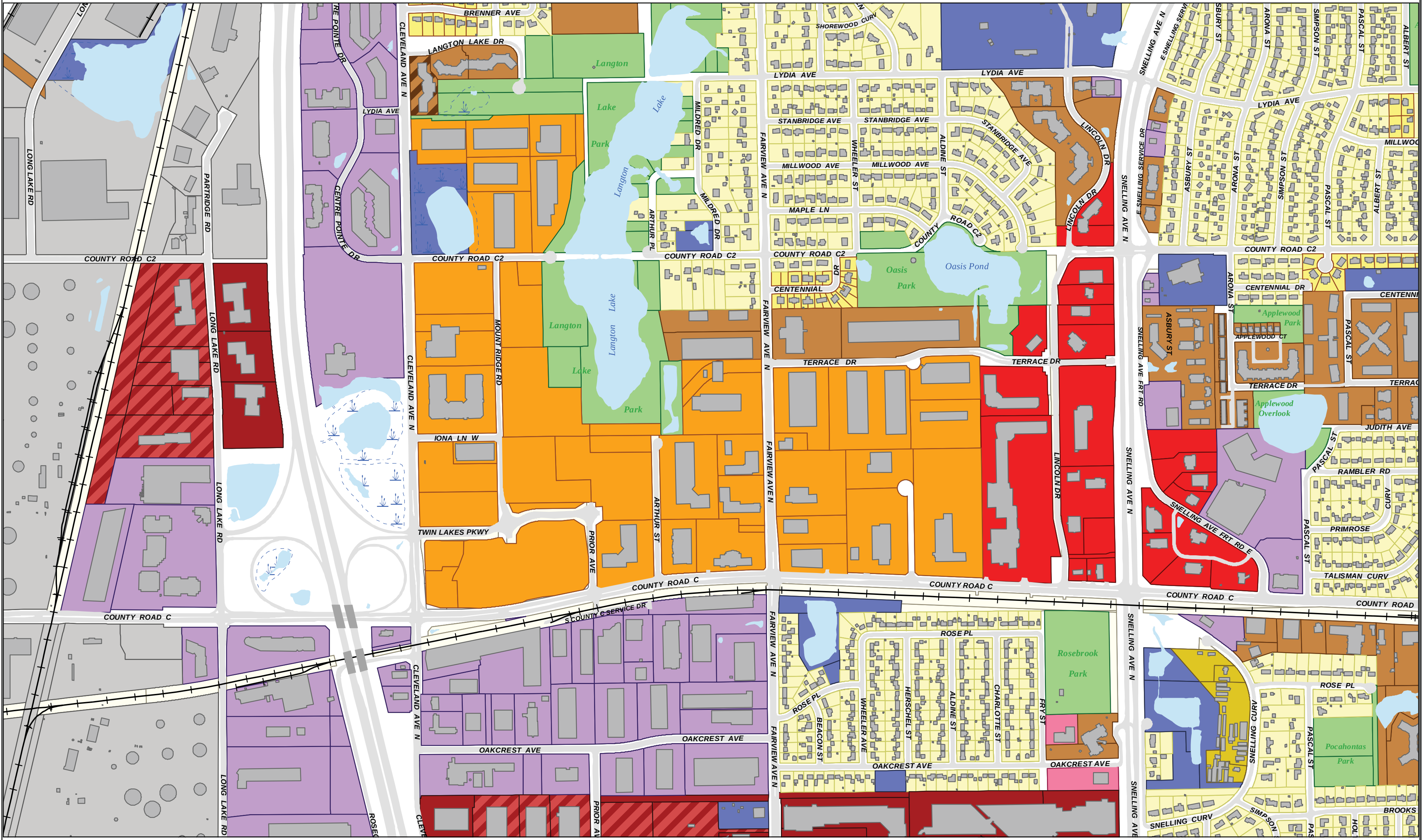
Mr. Foster concurred; opining that anything you could do anything to move development one step ahead, such as extending Twin Lakes Parkway to Terrace Drive, it would serve to do a lot of good for redevelopment, especially west of Fairview Avenue. Mr. Foster noted that infrastructure was the first step to seeing redevelopment occur; and extending the Parkway would benefit that ultimate goal and eliminate one more step in the process. Understanding that it was more preferred to tie infrastructure improvements to actual projects, Mr. Foster opined that it would take considerable pressure off County Road C when the area redeveloped, and serve to benefit everyone.

At the request of Mayor Roe, Mr. Trudgeon reviewed the next steps in taking a fresh look at the Twin Lakes Redevelopment Area after the previous AUAR and to determine any new ideas, zoning code revisions, or permitted uses. Mr. Trudgeon advised that the goal of this initial discussion was to receive direct input from property owners and bring that input back to the City Council for further discussion and direction to staff. Mr. Trudgeon advised that part of that further discussion would include how and if the previous Master Plan was still applicable today; whether there were additional zoning regulations needed or existing ones revised; any changes for process approval; the scope of the entire Twin Lakes area, and whether to remove or add some parcels; and a review of adjacent parcels as they relate to Twin Lakes parcels and how they compared.

Mr. Trudgeon advised that those next steps and that further discussion would be scheduled as time allowed; and noted continued welcome of input from the development community at any regular meetings of the City Council or on a one-on-one basis with staff. At this time, Mr. Trudgeon anticipated further discussion in August of this year. At the request of Mayor Roe, Mr. Trudgeon advised that staff was current with contact information for developers.

On behalf of the City Council and staff, Mayor Roe thanked developers for their attendance and comment; and encouraged that they continue the dialogue.

Attachment B: Twin Lakes Area Zoning



Residential

- LDR-1 - Low Density (One-Family) Residential-1
- LDR-2 - Low Density Residential-2
- MDR - Medium Density Residential
- HDR-1 - High Density Residential-1
- HDR-2 - High Density Residential-2

Commercial

- NB - Neighborhood Business
- CB - Community Business
- RB - Regional Business
- RB-2 - Regional Business-2

Mixed Use

- CMU - Community Mixed Use

Employment

- I - Industrial
- O/BP - Office/Business Park

Public / Institutional

- INST - Institutional
- PR - Park and Recreation

Data Sources

* Ramsey County GIS Base Map (9/4/2013)

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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Chapter 1005. Commercial and Mixed-Use Districts

1005.01 Statement of Purpose

The commercial and mixed-use districts are designed to:

A. Promote an appropriate mix of commercial development types within the community;

B. Provide attractive, inviting, high-quality retail shopping and service areas that are conveniently and safely accessible by multiple travel modes including transit, walking, and bicycling;

C. Improve the community's mix of land uses by encouraging mixed medium- and high-density residential uses with high-quality commercial and employment uses in designated areas;

D. Encourage appropriate transitions between higher-intensity uses within commercial and mixed use centers and adjacent lower-density residential districts; and

E. Encourage sustainable design practices that apply to buildings, private development sites, and the public realm in order to enhance the natural environment.

1005.02 Design Standards

The following standards apply to new buildings and major expansions of existing buildings (i.e., expansions that constitute 50% or more of building floor area) in all commercial and mixed-use districts. Design standards apply only to the portion of the building or site that is undergoing alteration.

A. **Corner Building Placement:** At intersections, buildings shall have front and side facades aligned at or near the front property line.

B. **Entrance Orientation:** Where appropriate and applicable, primary building entrances shall be oriented to the primary abutting public street. Additional entrances may be oriented to a secondary street or parking area. Entrances shall be clearly visible and identifiable from the street and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features.

Corner building placement, entrance orientation, base, middle, and top

C. **Vertical Facade Articulation:** Buildings shall be designed with a base, a middle, and a top, created by variations in detailing, color, and materials. A single-story building need not included a middle.

1. The base of the building should include elements that relate to the human scale, including doors and windows, texture, projections, awnings, and canopies.

2. Articulated building tops may include varied rooflines, cornice detailing, dormers, gable ends, stepbacks of upper stories, and similar methods.

D. **Horizontal Facade Articulation:** Facades greater than 40 feet in length shall be visually articulated into smaller intervals of 20 to 40 feet by one or a combination of the following techniques:
   1. Stepping back or extending forward a portion of the facade;
   2. Variations in texture, materials or details;
   3. Division into storefronts;
   4. Stepbacks of upper stories; or
   5. Placement of doors, windows and balconies.

Horizontal facade articulation

E. **Window and Door Openings:**
   1. For nonresidential uses, windows, doors, or other openings shall comprise at least 60% of the length and at least 40% of the area of any ground floor facade fronting a public street. At least 50% of the windows shall have the lower sill within three feet of grade.
   2. For nonresidential uses, windows, doors, or other openings shall comprise at least 20% of side and rear ground floor facades not fronting a public street. On upper stories, windows or balconies shall comprise at least 20% of the facade area.
   3. On residential facades, windows, doors, balconies, or other openings shall comprise at least 20% of the facade area.
   4. Glass on windows and doors shall be clear or slightly tinted to allow views in and out of the interior. Spandrel (translucent) glass may be used on service areas.
   5. Window shape, size, and patterns shall emphasize the intended organization and articulation of the building facade.
   6. Displays may be placed within windows. Equipment within buildings shall be placed at least 5 feet behind windows.

Window and door openings

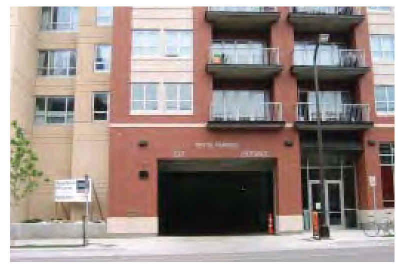
F. **Materials:** All exterior wall finishes on any building must be one or a combination of the following materials: face brick, natural or cultured stone, textured pre-cast concrete panels, textured concrete block, stucco, glass, pre-finished metal, fiberglass or similar materials, or cor-ten steel (other than unpainted galvanized metal or corrugated materials). Other new materials of equal quality to those listed may be approved by the Community Development Department.

G. **Four-sided Design:** Building design shall provide consistent architectural treatment on all building walls. All sides of a building must display compatible materials, although decorative elements and materials may be concentrated on street-facing facades. All facades shall contain window openings. This standard may be waived by the Community Development Department for uses that include elements such as service bays on one or more facades.

Four-sided building design

H. **Maximum Building Length:** Building length parallel to the primary abutting street shall not exceed 200 feet without a visual break such as a courtyard or recessed entry, except where a more restrictive standard is specified for a specific district.

I. **Garages Doors and Loading Docks:** Loading docks, refuse, recyclables, and/or compactors shall be located on rear or side facades and, to the extent feasible, garage doors should be similarly located. Garage doors of attached garages on a building front shall not exceed 50% of the total length of the building front. Where loading docks, refuse, recyclables, and/or compactors abut a public street frontage, a masonry screen wall comprised of materials similar to the building, or as approved by the Community Development Department, shall be installed to a minimum height to screen all activities.



Garage door placement

J. **Rooftop Equipment:** Rooftop equipment, including rooftop structures related to elevators, shall be completely screened from eye level view from contiguous properties and adjacent streets. Such equipment shall be screened with parapets or other materials similar to and compatible with exterior materials and architectural treatment on the structure being served. Horizontal or vertical slats of wood material shall not be utilized for this purpose. Solar and wind energy equipment is exempt from this provision if screening would interfere with system operations.

1005.03 Table of Allowed Uses

Table 1005-1 lists all permitted and conditional uses in the commercial and mixed use districts.

A. Uses marked as "P" are permitted in the districts where designated.

B. Uses marked with a "C" are allowed as conditional uses in the districts where designated, in compliance with all applicable standards.

C. Uses marked as "NP" are not permitted in the districts where designated.

D. A "Y" in the "Standards" column indicates that specific standards must be complied with, whether the use is permitted or conditional. Standards for permitted uses are included in Chapter 1011 of this Title; standards for conditional uses are included in Section 1009.02 of this Title.

E. **Combined Uses:** Allowed uses may be combined within a single building, meeting the following standards:

1. Residential units in mixed-use buildings shall be located above the ground floor or on the ground floor to the rear of nonresidential uses;
2. Retail and service uses in mixed-use buildings shall be located at ground floor or lower levels of the building; and
3. Nonresidential uses are not permitted above residential uses.

Table 1005-1	NB	CB	RB	CMU	Standards
Office Uses					
Office	P	P	P	P	
Clinic, medical, dental or optical	P	P	P	P	
Office showroom	NP	P	P	P	
Commercial Uses					
Retail, general and personal service*	P	P	P	P	
Animal boarding, kennel/day care (indoor)	P	P	P	P	Y
Animal boarding, kennel/day care (outdoor)	NP	C	C	NP	Y
Animal hospital, veterinary clinic	P	P	P	P	Y
Bank, financial institution	P	P	P	P	
Club or lodge, private	P	P	P	P	
Day care center	P	P	P	P	Y
Grocery store	C	P	P	P	
Health club, fitness center	C	P	P	P	
Learning studio (martial arts, visual/performing arts)	C	P	P	P	
Liquor store	C	P	P	P	
Lodging: hotel, motel	NP	P	P	P	
Mini-storage	NP	P	P	NP	
Mortuary, funeral home	P	P	P	P	
Motor fuel sales (gas station)	C	P	P	C	Y
Motor vehicle repair, auto body shop	NP	C	P	C	Y
Motor vehicle rental/leasing	NP	P	P	NP	Y
Motor vehicle dealer (new vehicles)	NP	NP	P	NP	
Movie theater, cinema	NP	P	P	P	
Pawn shop	NP	C	C	NP	
Parking	C	C	C	C	
Restaurant, Fast Food	NP	P	P	P	

*General retail, such as:

Antiques and collectibles store
Art gallery
Auto parts store
Bicycle sales and repair
Book store, music store
Clothing and accessories sales
Convenience store
Drugstore, pharmacy
Electronics sales and repair
Florist
Jewelry store
Hardware store
News stand, magazine sales
Office supplies
Pet store
Photographic equipment, studio, printing
Picture framing
Second-hand goods store
Tobacco store
Video store
Uses determined by the Community Development Department to be of a similar scale and character

Personal services, such as:

Barber and beauty shops
Dry-cleaning pick-up station
Interior decorating/upholstery
Locksmith
Mailing and packaging services
Photocopying, document reproduction services
Consumer electronics repair
Shoe repair
Tailor shop
Tutoring
Watch repair, other small goods repair
Uses determined by the Community Development Department to be of a similar scale and character

Table 1005-1	NB	CB	RB	CMU	Standards
Restaurant, Traditional	P	P	P	P	
Residential - Family Living					
Dwelling, one-family attached (townhome, rowhouse)	NP	NP	NP	P	
Dwelling, multi-family (3-8 units per building)	NP	NP	NP	P	
Dwelling, multi-family (upper stories in mixed-use building)	P	P	NP	P	
Dwelling, multi-family (8 or more units per building)	C	NP	NP	P	
Dwelling unit, accessory	NP	NP	NP	C	Y
Live-work unit	C	NP	NP	P	Y
Residential - Group Living					
Community residential facility, state licensed, serving 7-16 persons	C	NP	NP	C	Y
Dormitory	NP	NP	NP	C	
Nursing home, assisted living facility	C	C	C	C	Y
Civic and Institutional Uses					
College, post-secondary school	NP	NP	P	P	Y
Community center, library, municipal building	NP	NP	P	P	
Place of assembly	P	P	P	P	Y
School, elementary or secondary	NP	NP	P	P	Y
Theater, performing arts center	NP	NP	P	P	Y
Utilities and Transportation					
Essential services	P	P	P	P	
Park-and-ride facility	NP	P	P	P	
Transit center	NP	P	P	P	
Accessory Uses, Buildings, and Structures					
Accessory buildings for storage of domestic or business supplies and equipment	P	P	P	P	Y
Accessibility ramp and other accommodations	P	P	P	P	
Detached garage and off-street parking spaces	P	P	P	P	Y
Drive-through facility	NP	C	C	NP	Y
Gazebo, arbor, patio, play equipment	P	P	P	P	Y
Home occupation	P	NP	NP	P	Y
Renewable energy system	P	P	P	P	Y
Swimming pool, hot tub, spa	P	P	P	P	Y
Telecommunications tower	C	C	C	C	Y
Tennis and other recreational courts	C	C	P	P	Y
Temporary Uses					
Temporary building for construction purposes	P	P	P	P	Y
Sidewalk sales, boutique sales	P	P	P	P	Y
Portable storage container	P	P	P	P	Y

1005.04 Neighborhood Business (NB) District

A. **Statement of Purpose:** The Neighborhood Business District is designed to provide a limited range of neighborhood-scale retail, service, and office uses in proximity to residential neighborhoods or integrated with residential uses. The NB district is also intended to:

1. Encourage mixed use at underutilized retail and commercial intersections;
2. Encourage development that creates attractive gateways to City neighborhoods;
3. Encourage pedestrian connections between Neighborhood Business areas and adjacent residential neighborhoods;
4. Ensure that buildings and land uses are scaled appropriately to the surrounding neighborhood; and
5. Provide adequate buffering of surrounding neighborhoods.

B. **Design Standards:** The standards in Section 1005.02 shall apply except building length parallel to the primary abutting street shall not exceed 160 feet without a visual break such as a courtyard or recessed entry.

C. **Dimensional Standards:**

Table 1005-2	
Minimum lot area	No requirement
Maximum building height	35 feet
Minimum front yard building setback	No requirement
Minimum side yard building setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 10 feet from residential lot boundary Otherwise not required
Minimum rear yard building setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Minimum surface parking setback	5 feet

D. **Residential Density:** Residential densities shall not exceed 12 units per acre.

E. **Improvement Area:** The total improved area, including paved surfaces and the footprints of principal and accessory buildings and structures, shall not exceed 85% of the total parcel area.

F. **Frontage Requirement:** Buildings at corner locations shall be placed within five feet of the lot line on either street for a distance of at least 20 feet from the corner.

G. **Parking Placement:** Surface parking shall not be located between the front facade of a building and the abutting street. Parking shall be located to the rear or side of the principal building. Parking abutting the primary street frontage is limited to 50% of that lot frontage.

Primary street: The street where the highest level of pedestrian activity is anticipated. This is generally, but not exclusively, the street of higher classification. The Community Development Department shall determine the primary street.

H. **Screening from Residential Property:** Screening along side and rear lot lines abutting residential properties is required, consistent with Chapter 1011 of this Title.

1005.05 Community Business (CB) District

A. **Statement of Purpose:** The Community Business District is designed for shopping areas with moderately scaled retail and service uses, including shopping centers, freestanding businesses, and mixed-use buildings with upper-story residential uses. CB Districts are intended to be located in areas with visibility and access to the arterial street system. The district is also intended to:

1. Encourage and facilitate pedestrian, bicycle and transit access; and
2. Provide adequate buffering of surrounding neighborhoods.

B. **Dimensional Standards:**

Table 1005-3	
Minimum lot area	No requirement
Maximum building height	40 Feet
Front yard building setback (min. - max.)	0 To 25 feet[a]
Minimum side yard building setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 10 Feet from residential lot boundary[b] Otherwise not required
Minimum rear yard building setback	25 feet from residential lot boundary 10 feet from nonresidential boundary
Minimum surface parking setback	5 feet

a Unless it is determined by the Community Development Department that a certain setback minimum distance is necessary for the building or to accommodate public infrastructure.

b Unless greater setbacks are required under Section 1011.12 E.1. of this Title.

C. **Residential Density:** Residential densities shall not exceed 24 units per acre.

D. **Improvement Area:** The total improved area, including paved surfaces and footprints of principal and accessory buildings and structures, shall not exceed 85% of the total parcel area.

E. **Frontage Requirement:** A minimum of 30% of building facades abutting a primary street shall be placed within 25 feet of the front lot line along that street.

Primary street: The street where the highest level of pedestrian activity is anticipated. This is generally, but not exclusively, the street of higher classification. The Community Development Department shall determine the primary street.

F. **Surface Parking:** Surface parking on large development sites shall be divided into smaller parking areas with a maximum of 100 spaces in each area, separated by landscaped areas at least 10 feet in width. Landscaped areas shall include pedestrian walkways leading to building entrances.

G. **Parking Placement:** When parking is placed between a building and the abutting street, the building shall not exceed a maximum setback of 85 feet, sufficient to provide a single drive aisle and two rows of perpendicular parking along with building entrance access and required landscaping. This setback may be extended to a maximum of 100 feet if traffic circulation, drainage, and/or other site design issues are shown to require additional space. Screening along side and rear lot lines abutting residential properties is required, consistent with Chapter 1011 of this Title.

1005.06 Regional Business (RB) District

A. **Statement of Purpose:** The RB District is designed for businesses that provide goods and services to a regional market area, including regional-scale malls, shopping centers, large-format stores, multi-story office buildings and automobile dealerships. RB Districts are intended for locations with visibility and access from the regional highway system. The district is also intended to:

1. Encourage a "park once" environment within districts by enhancing pedestrian movement and a pedestrian-friendly environment;
2. Encourage high quality building and site design to increase the visual appeal and continuing viability of development in the RB District; and
3. Provide adequate buffering of surrounding neighborhoods.

B. **Design Standards:** The standards in Section 1005.02 shall apply except that ground floor facades that face or abut public streets shall incorporate one or more of the following features along at least 60% of their horizontal length:

a. Windows and doors with clear or slightly tinted glass to allow views in and out of the interior. Spandrel (translucent) glass may be used on service areas;

b. Customer entrances;

c. Awnings, canopies, or porticoes; and

d. Outdoor patios or eating areas.

C. **Dimensional Standards:**

Table 1005-4	
Minimum lot area	No requirement
Maximum building height	65 feet; taller buildings may be allowed as conditional use
Minimum front yard building setback	No requirement (see frontage requirement below)
Minimum side yard building setback	6 feet where windows are located on a side wall or on an adjacent wall of an abutting property 10 feet from residential lot boundary Otherwise not required
Minimum rear yard building setback	25 feet from residential lot boundary 10 feet from nonresidential boundary[a]
Minimum surface parking setback	5 feet

a Unless greater setbacks are required under Section 1011.12 E.1. of this Title.

D. **Improvement Area:** The total improved area, including paved surfaces and footprints of principal and accessory buildings or structures, shall not exceed 85% of the total parcel area.

E. **Frontage Requirement:** A development must utilize one or more of the three options below for placement of buildings and parking relative to the primary street:

1. At least 50% of the street frontage shall be occupied by building facades placed within 20 feet of the front lot line. No off-street parking shall be located between the facades meeting this requirement and the street.
2. At least 60% of the street frontage shall be occupied by building facades placed within 65 feet of the front lot line. Only 1 row of parking and a drive aisle may be placed within this setback area.
3. At least 70% of the street frontage shall be occupied by building facades placed within 85 feet of the front lot line. Only 2 rows of parking and a drive aisle may be placed within this setback area.

Under E, for example, primary drive aisles in parking lots may be located away from building entrances or designed as internal streets with curb and sidewalk.

F. **Access and Circulation:** Within shopping centers or other large development sites, vehicular circulation shall be designed to minimize conflicts with pedestrians.

G. **Surface Parking:** Surface parking on large development sites shall be divided into smaller parking areas with a maximum of 100 spaces in each area, separated by landscaped areas at least 10 feet in width. Landscaped areas shall include pedestrian walkways leading to building entrances.

H. **Standards for Nighttime Activities:** Uses that involve deliveries or other activities between the hours of 10:00 P.M. and 7:00 A.M. (referred to as "nighttime hours") shall meet the following standards:

1. Off-street loading and unloading during nighttime hours shall take place within a completely enclosed and roofed structure with the exterior doors shut at all times.
2. Movement of sweeping vehicles, garbage trucks, maintenance trucks, shopping carts, and other service vehicles and equipment is prohibited during nighttime hours within 300 feet of a residential district, except for emergency vehicles and emergency utility or maintenance activities.
3. Snow removal within 300 feet of a residential district shall be minimized during nighttime hours, consistent with the required snow management plan.

1005.07 Community Mixed-Use (CMU) District

A. **Statement of Purpose:** The Community Mixed-Use District is designed to encourage the development or redevelopment of mixed-use centers that may include housing, office, commercial, park, civic, institutional, and open space uses. Complementary uses should be organized into cohesive districts in which mixed- or single-use buildings are connected by streets, sidewalks and trails, and open space to create a pedestrian-oriented environment. The CMU District is intended to be applied to areas of the City guided for redevelopment or intensification.

B. **Regulating Plan:** The CMU District must be guided by a regulating plan for each location where it is applied. A regulating plan uses graphics and text to establish requirements pertaining to the following kinds of parameters. Where the requirements for an area governed by a regulating plan are in conflict with the design standards established in Section 1005.02 of this Title, the requirements of the regulating plan shall supersede, and where the requirements for an area governed by a regulating plan are silent, Section 1005.02 shall control.

1. Street and Block Layout: The regulating plan defines blocks and streets based on existing and proposed street alignments. New street alignments, where indicated, are intended to identify general locations and required connections but not to constitute preliminary or final engineering.
2. Street Types: The regulating plan may include specific street design standards to illustrate typical configurations for streets within the district, or it may use existing City street standards. Private streets may be utilized within the CMU District where defined as an element of a regulating plan.
3. Parking
    a. Locations: Locations where surface parking may be located are specified by block or block face. Structured parking is treated as a building type.
    b. Shared Parking or District Parking: A district-wide approach to off-street parking for nonresidential or mixed uses is preferred within the CMU district. Off-street surface parking for these uses may be located up to 300 feet away from the use. Off-street structured parking may be located up to 500 feet away from the use.
    c. Parking Reduction and Cap: Minimum off-street parking requirements for uses within the CMU district may be reduced to 75% of the parking requirements in Chapter 1019 of this Title.

Maximum off-street parking shall not exceed the minimum requirement unless the additional parking above the cap is structured parking.

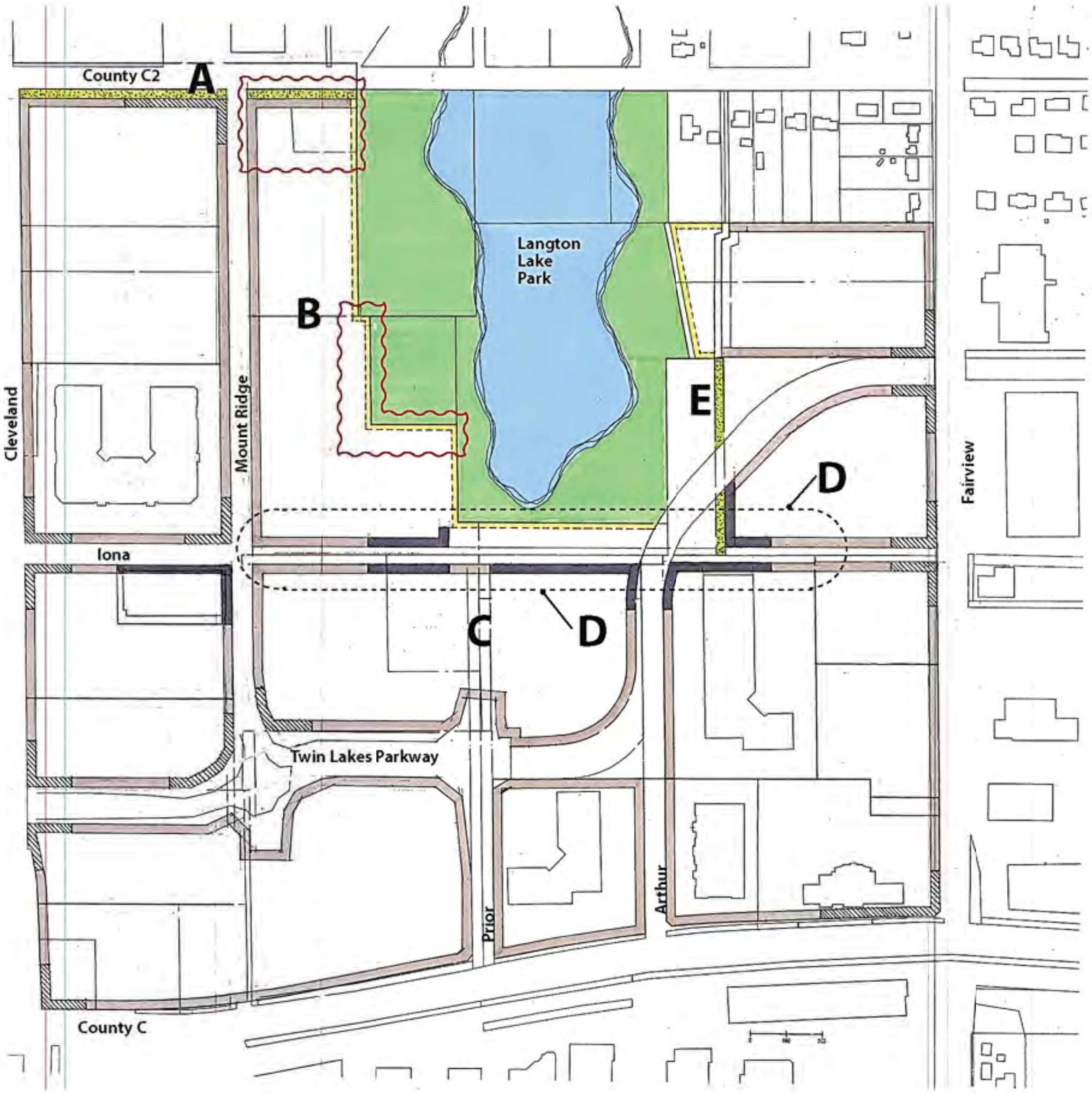
4. Building and Frontage Types: Building and frontage types are designated by block or block face. Some blocks are coded for several potential building types; others for one building type on one or more block faces.
5. Build To Areas: Build To Areas indicate the placement of buildings in relation to the street.
6. Uses: permitted and conditional uses may occur within each building type as specified in Table 1005-1, but the vertical arrangement of uses in a mixed-use building may be further regulated in a regulating plan.

C. **Regulating Plan Approval Process:** A regulating plan may be developed by the City as part of a zoning amendment following the procedures of Section 1009.06 of this Title and thus approved by City Council.

D. **Amendments to Regulating Plan:** Minor extensions, alterations or modifications of proposed or existing buildings or structures, and changes in street alignment may be authorized pursuant to Section 1009.05 of this Title.

E. **Twin Lakes Sub-Area 1 Regulating Plan**

Figure 1. Regulating Plan



Greenway Frontage

Urban Frontage

Flexible Frontage (Parking Setback)

Pedestrian Corridor

Langton Lake buffer

Future Potential Park Dedication Area

ABCDE **Required Public Park Connection**

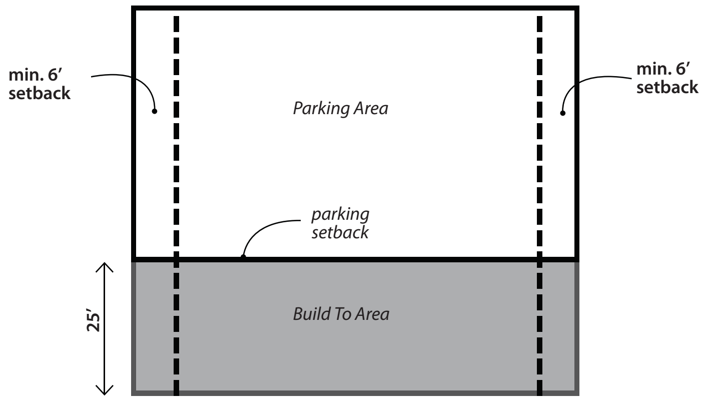
Letters indicate approximate location of connection.
Refer to (5) Public Park Connection for more detail

Note: Map shown is for graphic information only.

Figure 2. Frontage Quantity

1. Greenway Frontage

   a. Siting



      i. Build To Area

         A) Refer to Regulating Plan Map (Figure 1005-1) for location of the Build To Area. Building may be placed anywhere within the Build To Area.

         B) At least 90% of the lineal Build To Area shall be occupied by the front facade of the building.

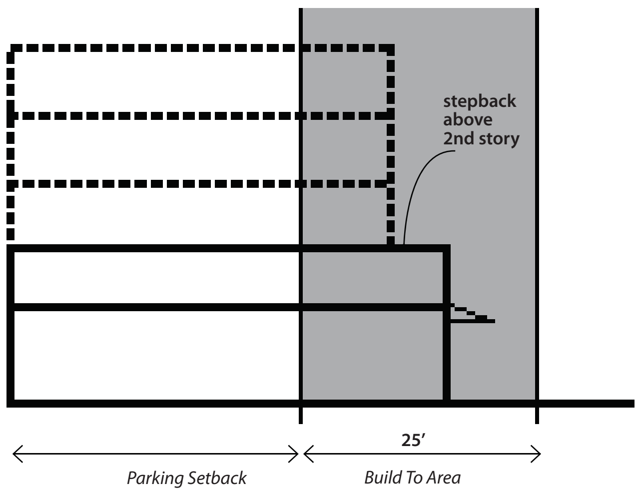
         C) Within 30 feet of a block corner, the ground story facade shall be built within 10 feet of the corner.

   b. Undeveloped and Open Space

      i. Lot coverage shall not exceed 85%.

      ii. Undeveloped and open space created in front of a building shall be designed as a semi-public space, used as a forecourt, outdoor seating, or other semi-public uses.

c. Building Height and Elements



i. Ground Floor: Finished floor height shall be a maximum of 18" above sidewalk.

ii. Height is not limited.

iii. Facade

A) The primary facade (facades fronting the Build to Areas, a Pedestrian Corridor, park or public street) of all buildings shall be articulated into distinct increments such as stepping back or extending forward, use of storefronts with separate windows and entrances, arcade awnings, bays and balconies; variation in roof lines, use of different but compatible materials and textures.

B) Blank lengths of wall fronting a public street or pedestrian connection shall not exceed 20 feet.

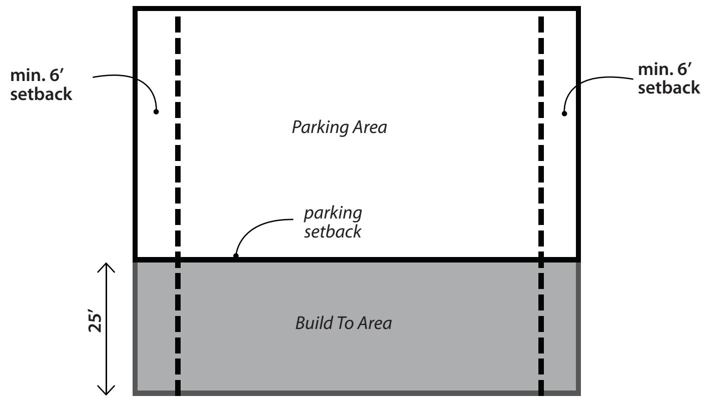
C) Building facades facing a pedestrian or public space shall include at least 30% windows and/or entries.

D) All floors above the second story shall be stepped back a minimum of 8 feet from the ground floor facade.

iv. Entries: Entries shall be clearly marked and visible from the sidewalk. Entries are encouraged at least every 50 feet along the Greenway Frontage.

2. Urban Frontage

a. Siting



i. Build To Area

A) Refer to Regulating Plan Map (Figure 1005-1) for location of the Build To Area. Building may be placed anywhere within the Build To Area.

B) At least 50% of the lineal Build To Area shall be occupied by the front facade of the building.

C) Within 30 feet of a block corner, the ground story facade shall be built within 10 feet of the corner.

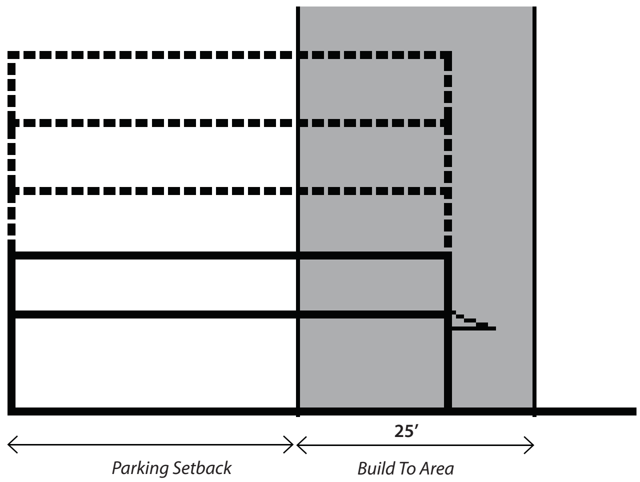
D) If a building does not occupy the Build To Area, the parking setback must include a required landscape treatment consistent with Sections 4 and 5 below.

ii. Undeveloped and Open Space

A) Lot coverage shall not exceed 85%.

B) Undeveloped and open space created in front of a building shall be designed as a semi-public space, outdoor seating, or other semi-public uses.

b. Building and Heights Elements



i. Height is not limited.

ii. Facade

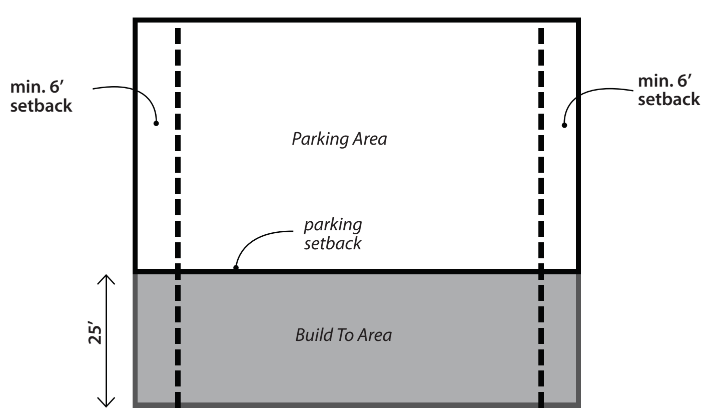
A) The primary facade (facade fronting the Build To Areas, a Pedestrian Corridor, park or public street) of all buildings shall be articulated into distinct increments such as stepping back or extending forward, use of storefronts with separate windows and entrances, arcade awnings, bays and balconies, variation in roof lines, use of different but compatible materials and textures.

B) Blank lengths of wall fronting a public street or pedestrian connection shall not exceed 30 feet.

iii. Entries: Entries shall be clearly marked and visible from the sidewalk. Entries are encouraged at least every 100 feet along the Urban Frontage.

3. Flexible Frontage

a. Siting



i. Build To Area

A) Refer to Regulating Plan Map (Figure 1005-1) for location of the Build To Area. Building may be placed anywhere within the parcel, but building placement is preferred in the Build To Area.

B) Building placement is preferred in the Build to Area. If a building does not occupy a Build To Area, the parking setback must include a required landscape treatment consistent with Sections 4 and 5 below.

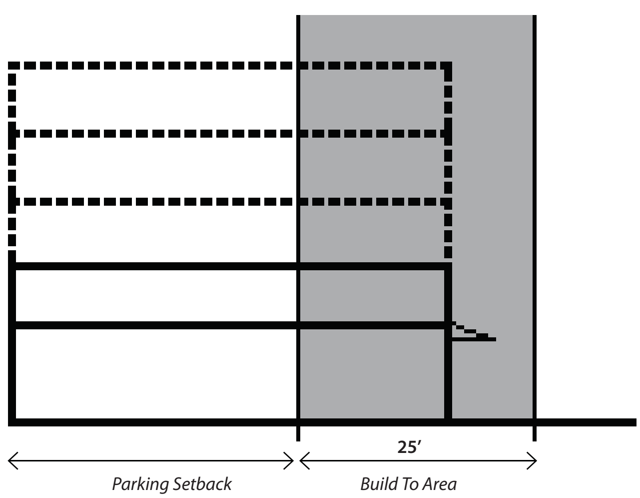
C) On Flexible Frontage sites located at or near pedestrian corridors or roadway intersections, where building placement is not to be in the build-to-area, the City will require additional public amenities or enhancements including, but not limited to, seating areas, fountains or other water features, art, or other items, to be placed in the build-to area, as approved by the Community Development Department.

ii. Undeveloped and Open Space

A) Lot coverage shall not exceed 85%.

B) Undeveloped and open space created in front of a building shall be designed as a semi-public space, outdoor seating, or other semi-public uses.

b. Building Height and Elements



i. Height is not limited.

ii. Facade

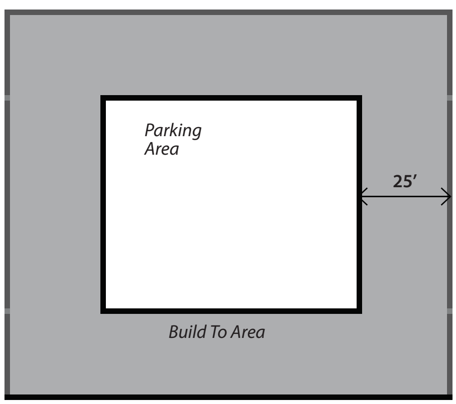
A) Blank lengths of wall fronting a public street or pedestrian connection shall not exceed 30 feet.

B) The primary facade (facade fronting the Build To Areas, a Pedestrian Corridor, park or public street) of all buildings shall be articulated into distinct increments such as stepping back or extending forward, use of storefronts with separate windows and entrances; arcade awnings, bays and balconies, variation in roof lines, use of different but compatible materials and textures.

iii. Entries: Entries shall be clearly marked and visible from the sidewalk.

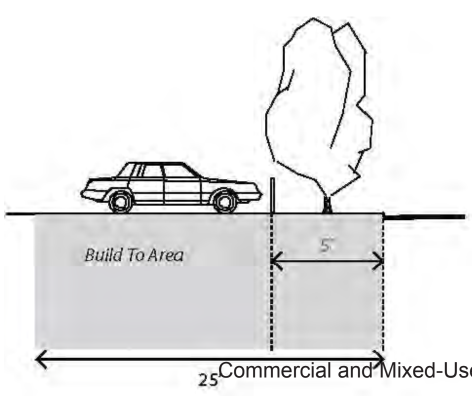
4. Parking

a. Parking shall be located behind the Build To Area/ parking setback line.



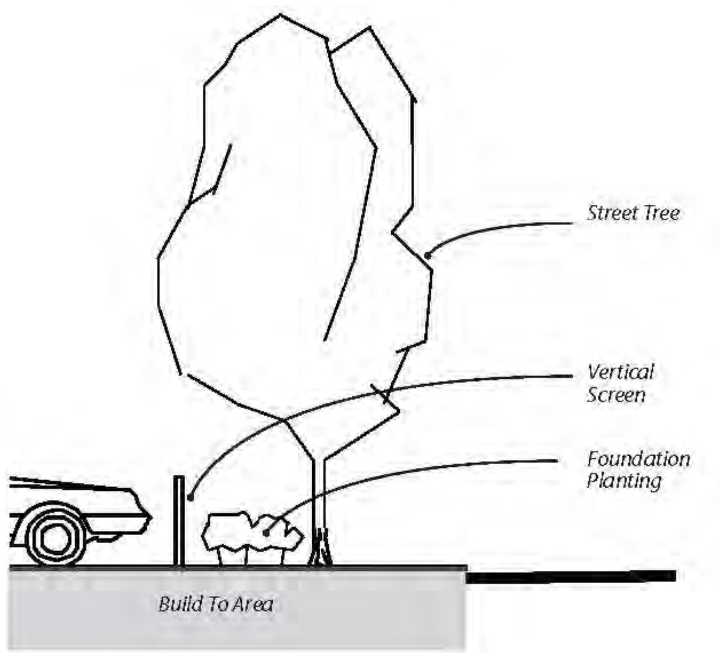
b. Driveways and/or curb cuts are not allowed along the Greenway Frontage.

c. Parking Within the Build To Area: Where parking is allowed within the Build To Area, parking shall be set back a minimum of 5 feet from the property line, and shall be screened by a vertical screen at least 36" in height (as approved by the Community Development Department) with the required landscape treatment.



d. Parking Contiguous to Langton Lake Park: Parking on property contiguous to Langton Lake Park shall be set back a minimum of 15 feet from the property line. The setback area shall be landscaped consistent with the requirements of Section 1011.03 of this Title.

5. Landscaping



a. Greenway Frontage: 1 tree is required per every 30 linear feet of Greenway Frontage.

b. Urban and Flexible Frontage

i. 1 tree is required per every 30 linear feet of Urban and/or Flexible Frontage.

ii. Parking Within the Build To Area: If parking is located within the Build To Area, the required vertical screen in the setback area shall be treated with foundation plantings, planted at the base of the vertical screen in a regular, consistent pattern.

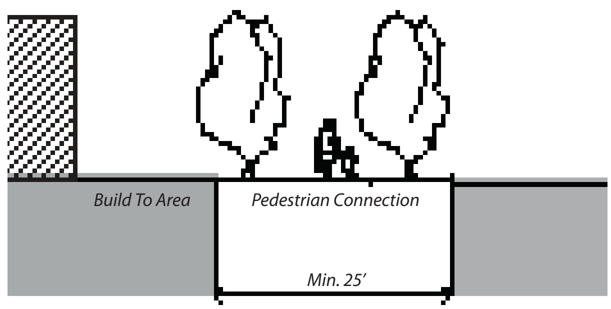
6. Public Park Connections
Each pedestrian corridor identified below shall be a minimum of 25 feet wide and include a paved, multi-use path constructed to specifications per the City of Roseville. Each pedestrian connection shall also contain the following minimum landscaping:

- 1 3-caliper-inch tree for every 20 lineal feet of the length of the pedestrian corridor. Such trees shall be hardy and urban tolerant, and may include such varieties as red buckeye, green hawthorn, eastern red cedar, amur maackia, Japanese tree lilac, or other variety approved by the Community Development Department.

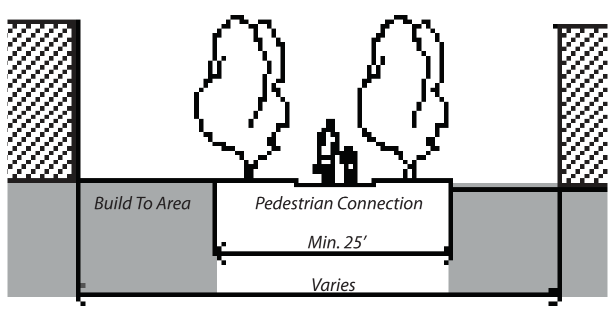
- 12 5-gallon shrubs, ornamental grasses, and/or perennieals for every 30 lineal feet of the pedestrian corridor. Such plantings may include varieties like hydrangea, mockorange, ninebark, spirea, sumac, coneflower, daylily, Rissian sage, rudbeckia, sedum, or toerh variety approved by the Community Development Department.

All plant materials shall be within planting beds with wood mulch.

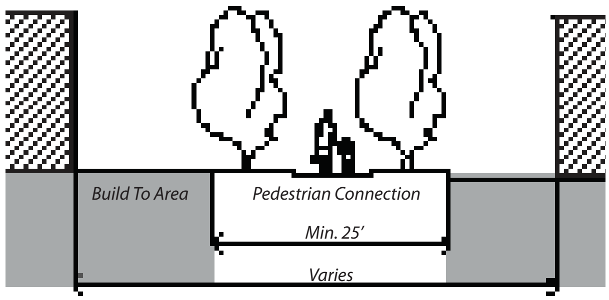
a. County Road C2 Connection: A pedestrian corridor shall be built that connects adjacent properties to the Langton Lake Park path.



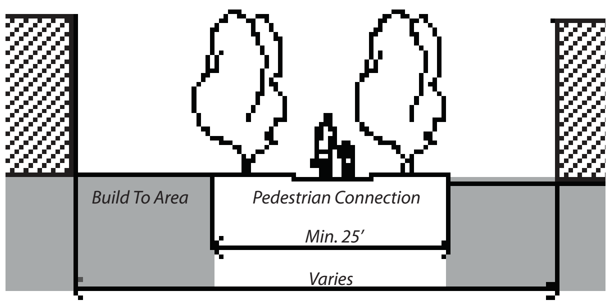
b. Langton Lake Park/Mount Ridge Road Connection: A pedestiran corridor shall be built that connects Mount Ridge Road to the Langton Lake Park path.



c. Langton Lake Park/Prior Avenue Connection: A pedestrian corridor shall be built that connects Prior Avenue to the Langton Lake Park path.



d. Iona Connection



i. A pedestrian corridor shall be built that connects Mount Ridge Road to Fariveiw Avenue, intersecting with Langton Lake Park and Twin Lakes Parkway.

ii. The pedestrian corridor shall take precedent over the Build To Area. In any event, the relationship of buildings to the pedestrian corridor shall be consistent with the required frontage.

e. Langton Lake Connection: A pedestrian corridor shall be built that connects the adjacent properties to Langton Lake Park path.