



City Council Agenda
Commencing Immediately Following
Economic Development Authority Meeting
Monday, June 5, 2017
City Council Chambers

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

- 6:30 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Laliberte, Etten,
McGehee, and Roe
- 6:31 p.m. **2. Pledge of Allegiance**
- 6:32 p.m. **3. Approve Agenda**
- 6:35 p.m. **4. Public Comment**
- 5. Recognitions, Donations and Communications**
- 6:40 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
 - 6:45 p.m. a. Review Cedarholm Community Building Design
Development Update
 - 7:15 p.m. b. Discuss broadening commercial business districts to
include multi-family residential uses
 - 7:35 p.m. c. Discuss City Code Chapter 407.02.E, Keeping of Non-
Domestic Animals
 - 7:55 p.m. d. Approve Creation of a Police Cadet position within the
Police Department
 - 8:10 p.m. e. Consider adoption of an ordinance restricting parking in
front of mailboxes
 - 8:20 p.m. f. Consider Ordinance Amendments to Chapter 201
Advisory Commissions of the City Code
 - 8:40 p.m. g. Review of 2017-2018 Policy Priority Planning Document
- 8. Approve Minutes**
 - 9:00 p.m. a. Approve City Council Minutes – May 15

- b. Approve City Council Minutes – May 22

9:05 p.m. **9. Approve Consent Agenda**

- a. Approve Payments
- b. Consideration to approve or deny 1 Massage Therapist
- c. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

9:10 p.m. **10. Council and City Manager Communications, Reports and Announcements**

9:15 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**

9:20 p.m. **12. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Jun 6	6:30 p.m.	Parks & Recreation Commission
Wednesday	Jun 7	6:30 p.m.	Planning Commission
Tuesday	Jun 13	6:30 p.m.	Finance Commission
Monday	Jun 19	6:00 p.m.	City Council Meeting
Wednesday	Jun 21	6:30 p.m.	Human Rights, Inclusion, and Engagement Commission
Monday	Jun 26		Rosefest Parade
Tuesday	Jun 27	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Jun 28	6:30 p.m.	Comp Plan 2040 Update
July			
Tuesday	Jul 4		City Offices Closed - Fourth of July
Monday	Jul 10	6:00 p.m.	City Council Meeting

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/05/2017
Item No.: 7.a

Department Approval

City Manager Approval



Item Description: Cedarholm Community Building Design Development Update

BACKGROUND

On January 9, 2017, the City entered into an agreement with Hagen, Christensen & McILwain (HCM) Architects for preliminary design services to replace the Cedarholm Community Building.

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

On April 10, 2017 the City Council authorized an agreement with Hagen, Christensen & McILwain (HCM) Architects for further design services to develop plans and specifications for the replacement of the Cedarholm Community Building subject to progress check in.

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

Per your guidance on April 10, 2017, further check in is anticipated as necessary at City Council meetings as we move through the process leading up to advertising for bids for a project.

Task One Update (Design Development)

As requested by the City Council, HCM Architects will be at your meeting to provide an update on task one (design development) and as they head into task two (construction documents). The highlights included in your packet are an aerial site plan, architectural site plan, building image rendition, building elevation plan, building floor plan and cart storage area plan.

Further refined cost estimates as a part of the design development phase include the following:

	<u>Estimates at 3/20/17</u>	<u>Refined at 6/5/17</u>
Cedarholm Community Building (includes site work, parking lot, cart storage and green relocation)	\$ 2,350,000	\$ 2,029,000
Furniture's and equipment (kitchen and other)	\$ TBD	\$ TBD
Technology/security	\$ TBD	\$ TBD
Planning and Management	\$ 285,000	\$ 285,000
Contingency	<u>\$ TBD</u>	<u>\$ TBD</u>
Total Community Building and Cart Storage	\$ 2,635,000	\$ 2,314,000

Currently soils are being tested, surveys are being conducted, and estimates for furnishings including kitchen equipment, tables, chairs and technology/security requirements are being gathered.

Furniture and equipment, technology/security and a project contingency budget is yet to be determined.

Solar and Energy Efficiencies

The City Council expressed an interest in potential solar opportunities and energy efficiencies which the architects have considered. While the building is not planned at this point to be equipped with solar immediately, it will be ready to accept solar when the city decides. All possible solar opportunities should be explored and studied including a parking lot carport type. The building will be designed to include numerous energy efficiencies such as low flow plumbing fixtures, light sensors, LED fixtures, certified lumber, recycled materials, etc.

Next Steps

The next step is to continue and complete task two (construction documents) and plan to provide you with another check in with final plans and specifications (construction documents) on July 10, 2017 at which time advertising for bids would be requested.

Timeframe

The following overall timeframe is anticipated:

- June 5, 2017 – task one (design development) update
- July 10, 2017 – task two (construction documents) update
- July 10, 2017 – Request for City Council Action to advertise for proposals
- August 14 or August 28, 2017 - Consider authorizing project. Timing is a challenge here because the City Council does not meet on August 21, 2017. Ideally consideration for a project award would occur in August with a start date late August. Although time will be needed to sort through the proposals to be comfortable with a recommendation.

POLICY OBJECTIVE

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

78 **FINANCIAL IMPACTS**

79 Costs related to progress check in is professional consultant time. Although, a final funding source for
80 the project is yet to be finalized.

81

82 **STAFF RECOMMENDATION**

83 As a result of the April 10, 2017 City Council direction, staff recommends a progress check in on the
84 Cedarholm Community Building replacement project.

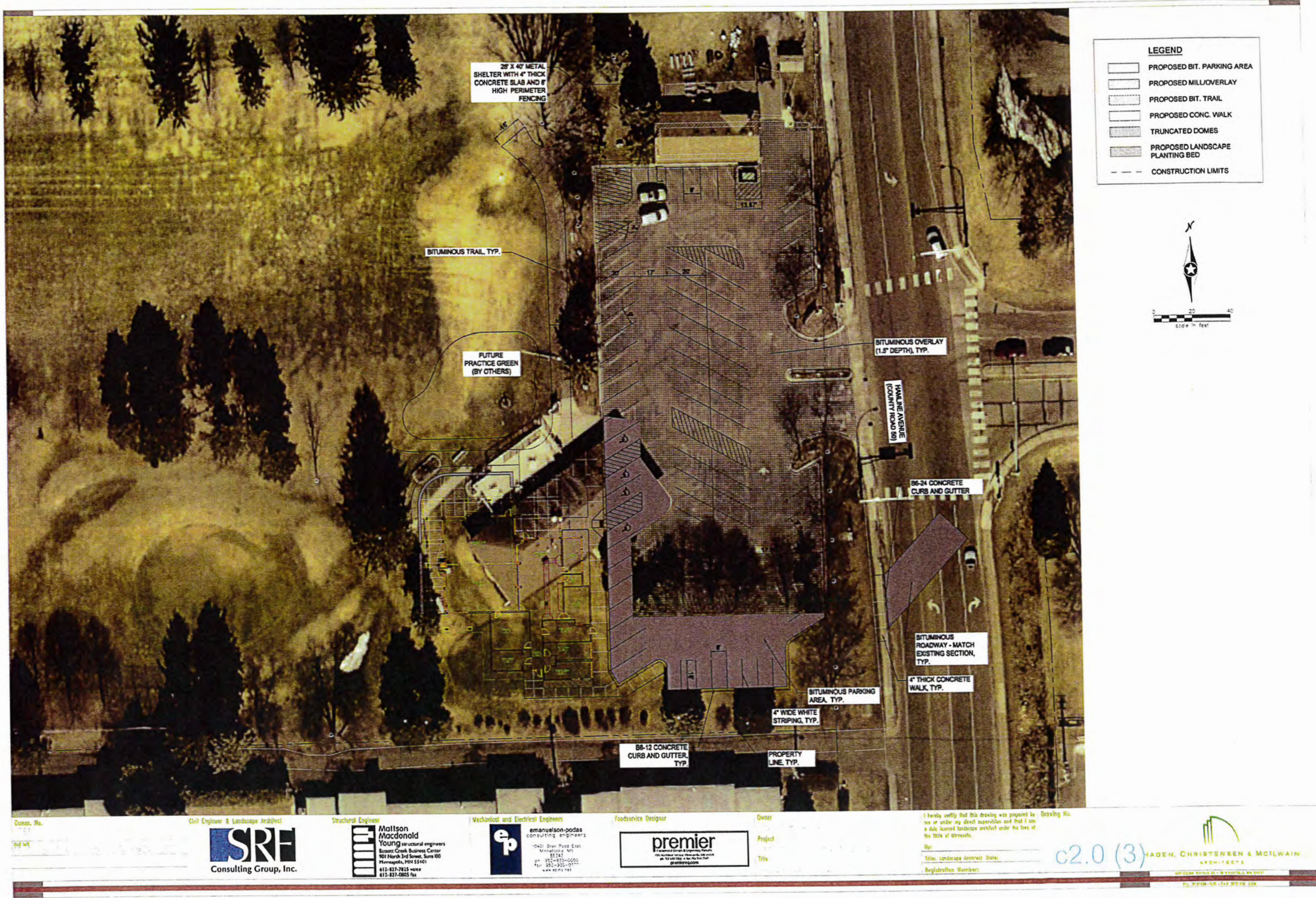
85 **REQUESTED COUNCIL ACTION**

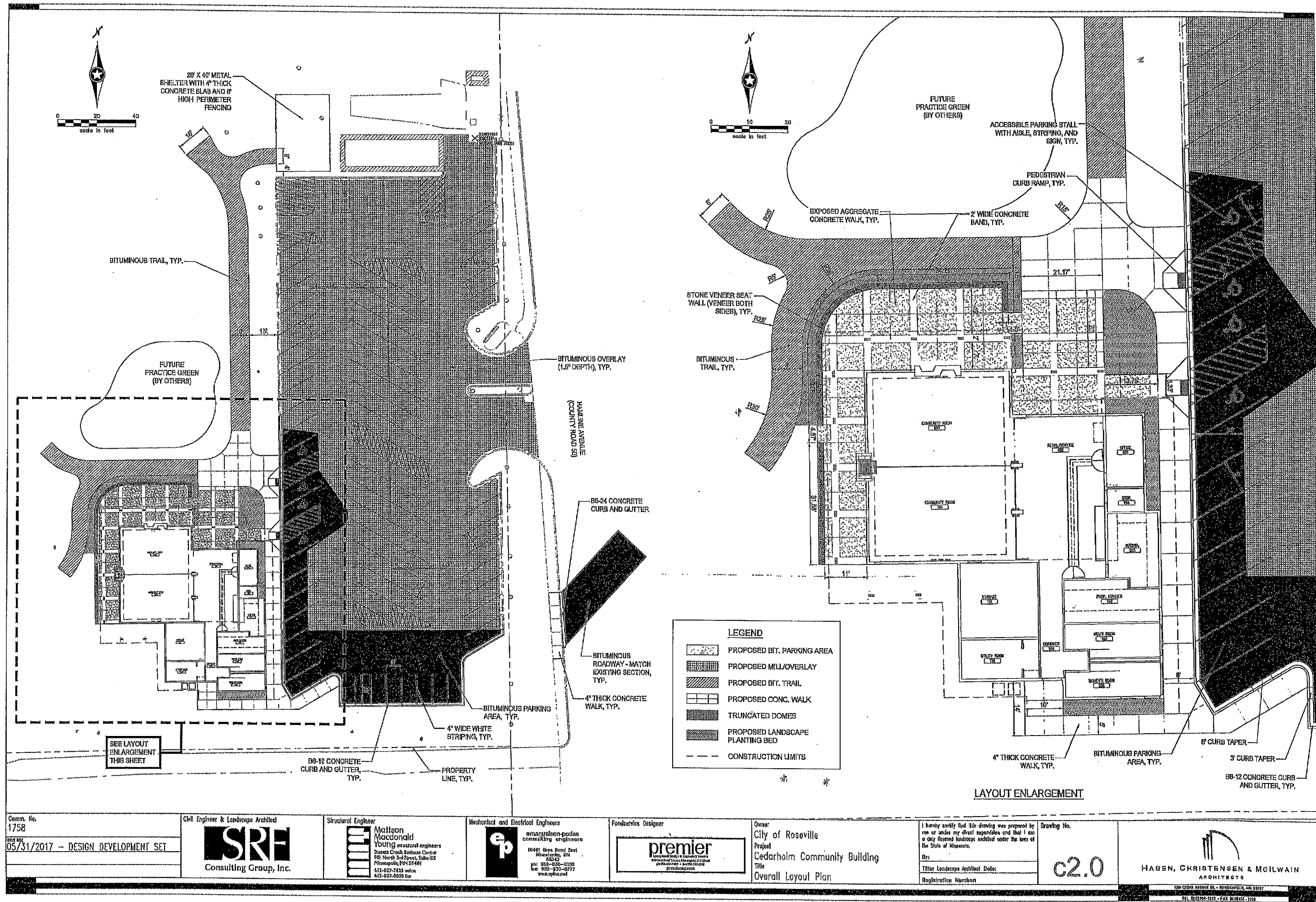
86 As a result of the April 10, 2017 City Council direction, City Council input is requested as part of a progress
87 check in on the Cedarholm Community Building replacement project.

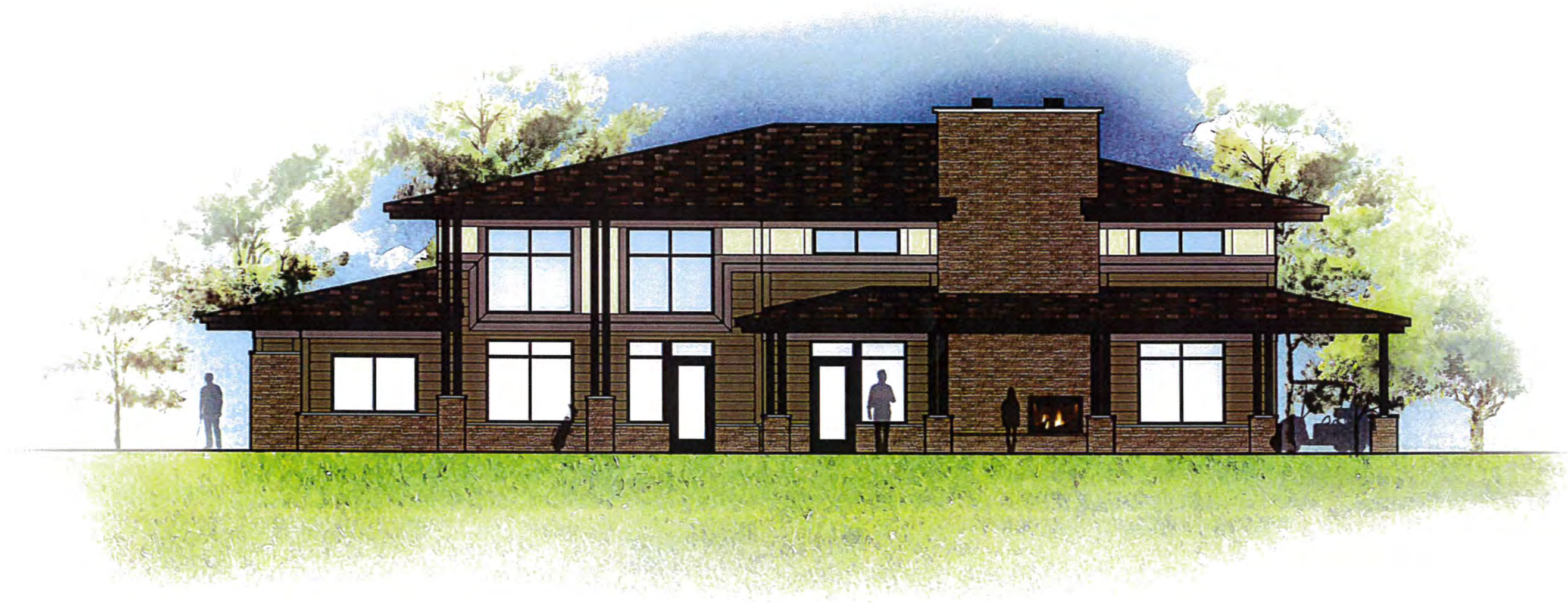
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Prepared by: Lonnie Brokke, Director of Parks and Recreation
Jill Anfang, Assistant Director of Parks and Recreation

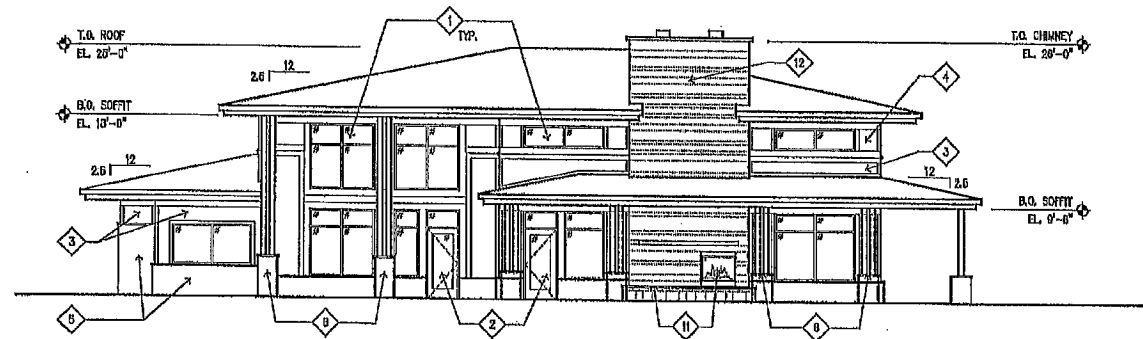
Attachment: A. Aerial Site Plan
B. Architectural Site Plan
C. Building Image Rendition
D. Building Elevation Plan
E. Building Floor Plan
F. Cart Storage Area Plan



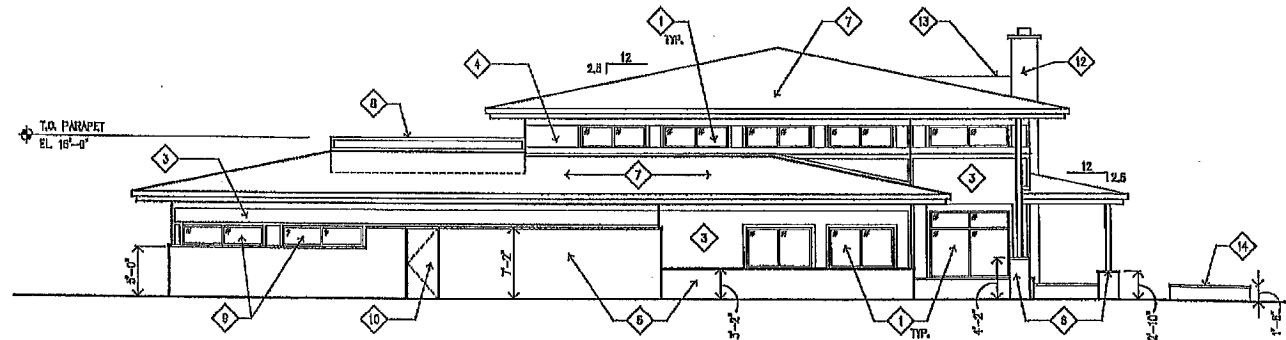




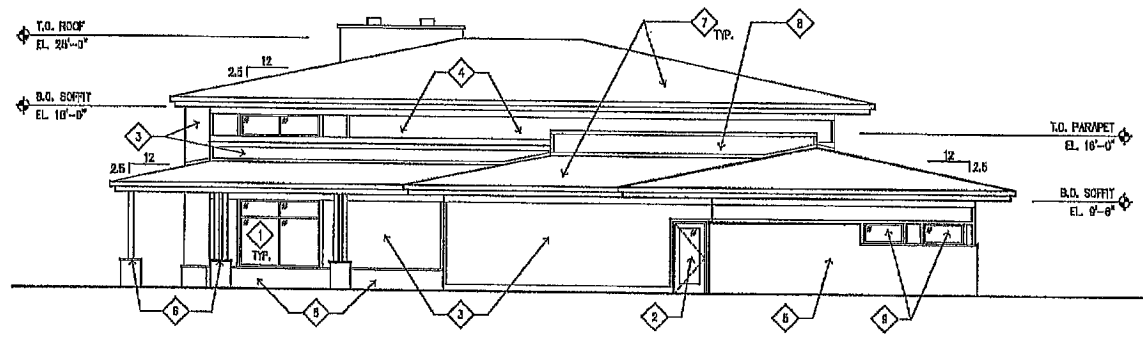
Comm. No. 1758 Date 05/31/2017	Project City of Roseville - Cedarholm Community Building Title NORTH ELEVATION	Drawing No.	HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS 4201 CEDAR AVENUE SO • MINNEAPOLIS, MN 55407 TEL (612) 904-1332 • FAX (612) 904-7388
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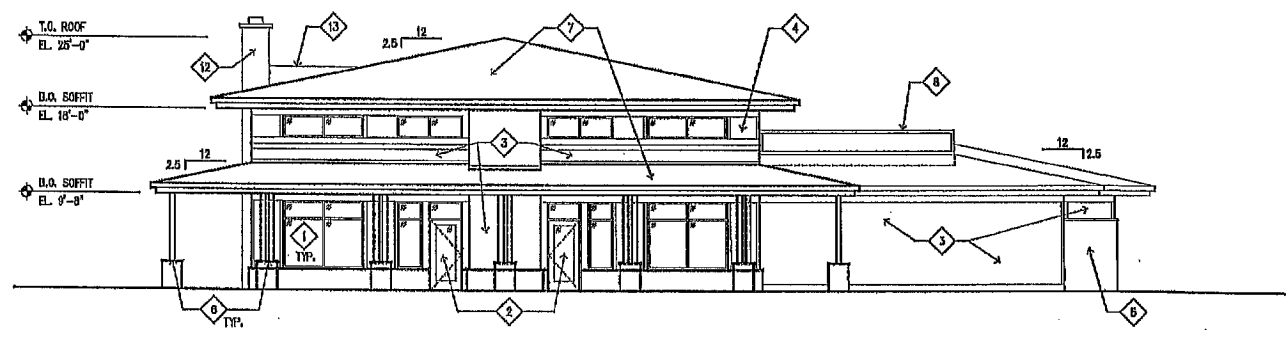
1 NORTH ELEVATION
1/8"=1'-0"



2 EAST ELEVATION
1/8"=1'-0"



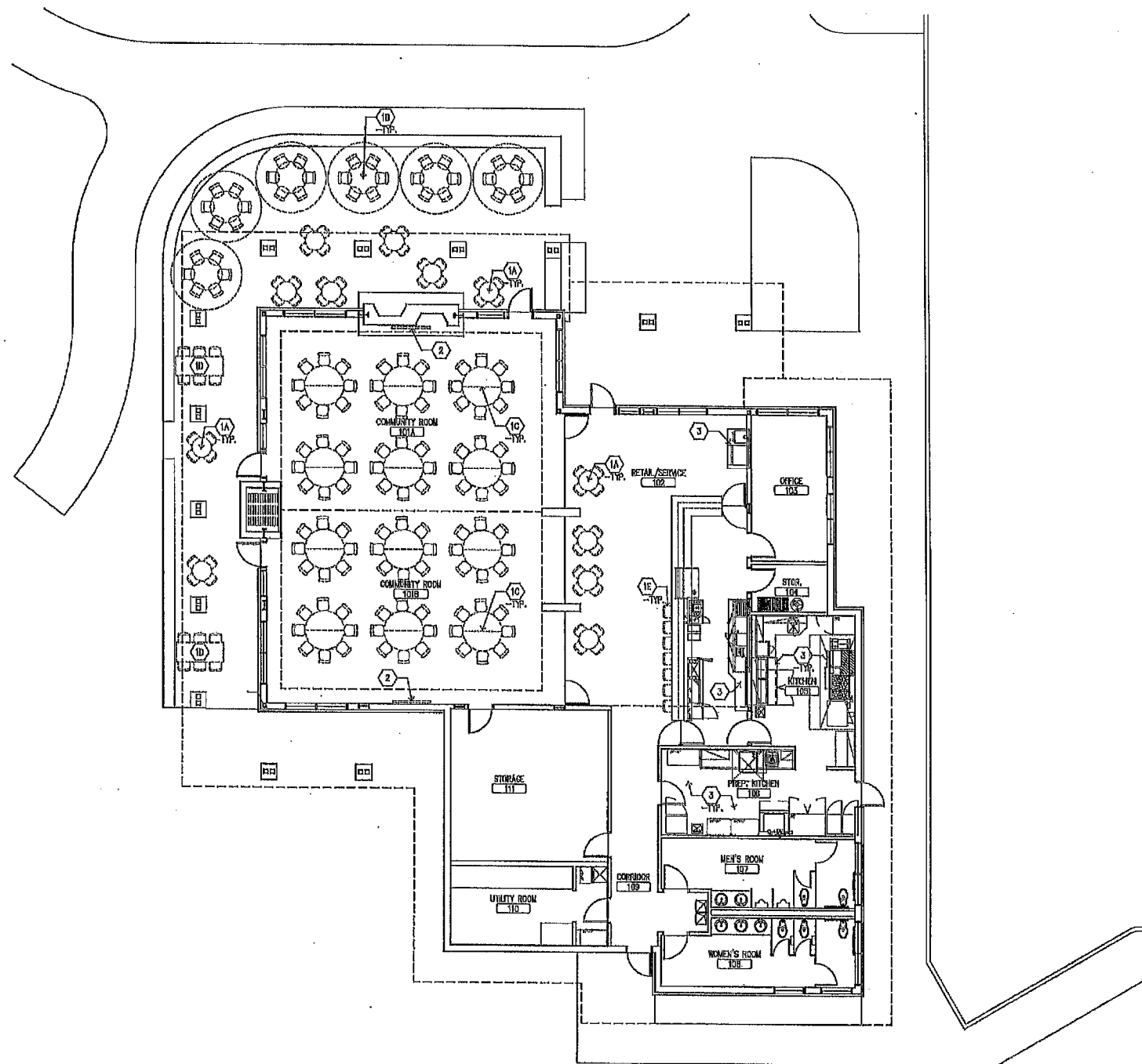
3 SOUTH ELEVATION
1/8"=1'-0"



4 WEST ELEVATION
1/8"=1'-0"

EXTERIOR ELEVATION KEY NOTES

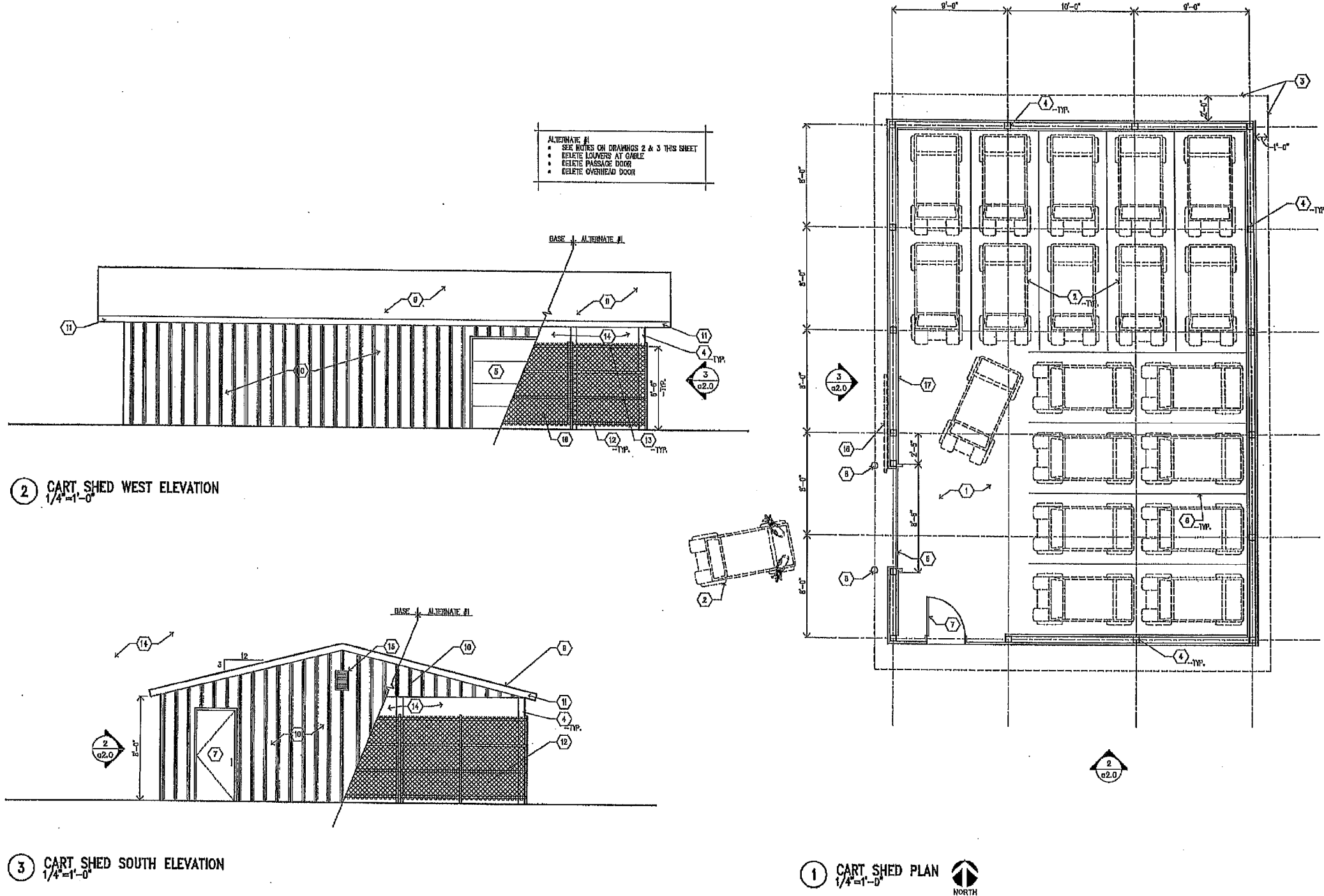
- 1 PREFINISHED METAL CLAD WOOD WINDOWS WITH 1" INSULATED GLASS UNITS
- 2 PREFINISHED ALUMINUM STOREFRONT DOOR AND FRAME ASSEMBLY WITH 1" INSULATED TEMPERED GLASS UNITS
- 3 PRE-PRIMED FIBER CEMENT LAP SIDING -- PAINT
- 4 PRE-PRIMED FIBER CEMENT PANEL SIDING (BOARD AND BATTEN) -- PAINT
- 5 MASONRY VENEER BASE
- 6 DIM. STEEL COLUMN SUPPORT ASSEMBLY (PRE-PRIMED, PAINT) WITH MASONRY VENEER BASE ASSEMBLY AND ARCHITECTURAL PRECAST CAP (SHOWN DASHED FOR CLARITY)
- 7 LAMINATED ASPHALT SHINGLE ROOF ASSEMBLY WITH PRE-PRIMED FIBER CEMENT TRIM BOARD FASCIA ASSEMBLY AND WOOD TONGUE AND GROOVE VENTED SOFFIT PANELS (STAIR)
- 8 PARAPET WALL AT PERIMETER OF MECHANICAL FLAT ROOF AREA -- PROVIDE FIBER CEMENT PANEL SIDING (BOARD AND BATTEN -- PAINT) AND CONTINUOUS PREFINISHED METAL ROOF COPING
- 9 PREFINISHED METAL CLAD WOOD WINDOW WITH TRANSLUCENT GLAZING
- 10 INSULATED HOLLOW METAL DOOR AND FRAME -- PAINT
- 11 EXTERIOR GAS FIREPLACE WITH MASONRY VENEER HEARTH BELOW
- 12 FIREPLACE CHIMNEY ASSEMBLY -- MASONRY VENEER FULL HEIGHT
- 13 ROOF CRICKET AT BACK SIDE OF CHIMNEY ASSEMBLY
- 14 STONE VENEER SEATING WALL -- SEE CIVIL DRAWINGS



FURNISHINGS & EQUIPMENT FLOOR PLAN KEY NOTES

- 1 FURNITURE I.D.O.
 - 1A 30" DIA. TABLE W/4 CHAIRS
 - 1B 48" DIA. TABLE W/6 CHAIRS
 - 1C 60" DIA. TABLE W/8 CHAIRS
 - 1D 30" X 72" TABLE W/2 CHAIRS
 - 1E BAR HEIGHT CHAIR
- 2 T.V. I.D.O.
- 3 SEE FOOD SERVICE DRAWINGS FOR KITCHEN EQUIPMENT

1 FURNITURE FLOOR PLAN
1/8"=1'-0" NORTH



- CART SHED GENERAL NOTES**
1. ALL DIMENSIONS TO CENTER OF COLUMN UNLESS NOTED OTHERWISE.
 2. PAINT ALL H.M. DOOR FRAMES.
 3. SEE CIVIL, STRUCT., MECH., & ELEC. DRAWINGS FOR FURTHER INFORMATION.
- CART SHED KEY NOTES**
1. CONCRETE FLOOR SLAB, 4" THICK, TYP. SEE STRUCTURAL.
 2. GOLF CART B.O.
 3. LINE OF ROOF OVERHANG ABOVE.
 4. WOOD COLUMN.
 5. 6'-0" WIDE X 7'-0" HIGH OVERHEAD DOOR (UNINSULATED).
 6. PAINTED PARKING LINES B.O.
 7. H.M. PASSAGE DOOR (3'-0" X 7'-0") W/ PAINTED H.M. DOOR FRAME.
 8. 6" DIA. PIPE BOLLARDS (42" HIGH ABOVE GRADE).
 9. PREFINISHED, CORRUGATED STEEL ROOFING.
 10. PREFINISHED, CORRUGATED STEEL SIDING.
 11. PREFINISHED STEEL FASCIA.
 12. BLACK PVC COATED CHAIN LINK FENCE FASCIAD.
 13. BLACK PVC COATED FENCE TURNING.
 14. OPEN AIR.
 15. 12" X 16" PREFINISHED WALL LOUVER (EACH GABLE).
 16. 0'-0" WIDE BY 6'-6" HIGH SLIDING, BLACK PVC COATED CHAIN LINK GATE ASSEMBLY (MANUAL OPERATION).
 17. 2"x12" WOOD BUMPER @ PERIMETER (2'-2" HIGH TO TOP).

Comm. No. 1758 DATE 05/31/2017 - DESIGN DEVELOPMENT SET	Civil Engineer & Landscapes Architect SRE Consulting Group, Inc.	Structural Engineer Mattson Macdonald Young structural engineers Bassett Creek Business Center 901 North 2nd Street, Suite 100 Minneapolis, MN 55401 ph: 612-337-7025 voice 612-917-0305 fax	Mechanical and Electrical Engineers annamaster-podias consulting engineers 16401 Birch Road East Minneapolis, MN 55448 ph: 612-330-0050 fax: 612-330-0777 www.epiinc.net	Foodservice Designer premier Commercial Design & Technology Studio 1700 West Hennepin Avenue, Suite 100 Minneapolis, MN 55411 www.premierdesign.com	Owner City of Roseville Project Cedarholm Community Building Title Cart Shed Plan, Elevations, & Details	I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota. By: _____ Title: Architect Date: _____ Registration Number: _____	Drawing No. a2.0	 HABEN, CHRISTENSEN & MOILWAIN ARCHITECTS 600 CEDAR AVENUE, SUITE 100, MINNEAPOLIS, MN 55401 TEL: 612/331-1222 • FAX: 612/331-7330

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 06/05/17

Agenda Item: 7.b

Department Approval



City Manager Approval



Item Description: Discuss broadening commercial business districts to include multi-family residential uses.

BACKGROUND

On May 15, 2017, Mayor Rose requested the City Council review and discuss whether multi-family residential uses should be included in the Regional Business district.

STAFF REVIEW

The information contained below and attached is included to provide the City Council with background on residential use that are currently allowed in commercial districts:

- Dwelling, one-family attached (townhome/rowhome) is not permitted or conditional in any of the commercial districts.
- Dwelling, multifamily (3-8 units per building) is not permitted or conditional in any of the commercial districts.
- Dwelling, multi-family (upper stories in mixed-use building) is permitted in the Neighborhood and Community Business districts, but no permitted in the Regional Business -1 and 2 districts.
- Dwelling, multifamily (8 or more units per building) is a Conditional Use in the Neighborhood Business district, however this type of use is not permitted the Community Business or Regional Business-1 or 2 districts.
- Multi-family (≤ 3 Units/building) is a conditional use in the Community Mixed-Use 1, 2, 3, and 4 districts.
- One-family attached (duplex or twinhome) in not permitted in any of the Community Mixed-Use districts.
- One-family attached (townhome or rowhome) is permitted in all of the Community Mixed-Use districts.
- One-family detached is a conditional use in the Community Mixed Use-1 and 2 districts.

The City is currently in the midst of updating the Comprehensive Plan and most likely would review the Zoning Code to propose changes consistent with the Plan soon after it's adopted.

27 **SUGGESTED CITY COUNCIL ACTION**

- 28 Review and discuss broadening commercial business districts to include multi-family residential
29 uses, and direct the Planning Division accordingly.

Prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. Commercial and Mixed-Use Districts information

Chapter 1005. Commercial and Mixed-Use Districts

1005.01 Statement of Purpose

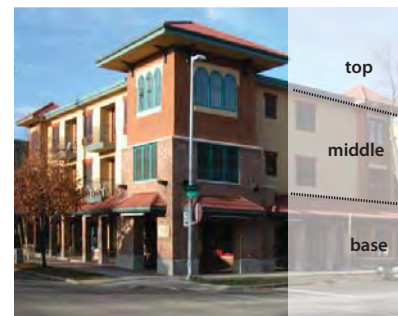
The commercial and mixed-use districts are designed to:

- 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. (Ord. 1415, 9-12-2011)
- 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.



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

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 a combination of the following materials: No less than 60% face brick; natural or cultured stone; pre-colored, factory stained, or stained-on-site textured precast concrete panels; textured concrete block; stucco; glass; fiberglass; or similar materials and no more than 40% pre-finished metal, cor-ten steel, copper, premium grade wood with mitered outside corners (e.g., cedar, redwood, and fir), or fiber cement board. Under no circumstances shall sheet metal aluminum,

corrugated aluminum, asbestos, iron plain or painted, or plain concrete block be acceptable as an exterior wall material on buildings within the City. Other materials of equal quality to those listed, including the use of commercial grade lap-siding in the Neighborhood Business District, may be approved by the Community Development Department. (Ord. 1435, 4-8-13; Ord. 1448, 7-8-2013; Ord 1494A, 2-22-2016)

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: Overhead doors, refuse, recyclables, and/or compactors shall be located, to the extent feasible, on rear or side facades that do not front a public street and, to the extent feasible, residential garage doors should be similarly located. Overhead doors of attached residential garages on a building front shall not exceed 50% of the total length of the building front. Where overhead doors, 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. (Ord. 1415, 9-12-2011; Ord. 1443 & 1444, 06-17-2013)



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-1	RB-2	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	C	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	
Limited production & processing - principal	NP	NP	NP	P	
Limited warehousing and distribution	NP	NP	NP	P/C	Y
Liquor store	C	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-1	RB-2	Standards
Lodging: hotel, motel	NP	P	P	P	
Mini-storage	NP	P	P	P	
Mortuary, funeral home	P	P	P	P	
Motor fuel sales (gas station)	C	P	P	P	Y
Motor vehicle repair, auto body shop	NP	C	P	P	Y
Motor vehicle rental/leasing	NP	P	P	P	Y
Motor vehicle dealer (new vehicles)	NP	NP	P	P	
Movie theater, cinema	NP	P	P	P	
Outdoor display	P	P	P	P	Y
Outdoor storage, equipment and goods	NP	NP	C	C	Y
Outdoor storage, fleet vehicles	NP	P	P	P	Y
Outdoor storage, inoperable/out of service vehicles or equipment	NP	C	P	P	Y
Outdoor storage, loose materials	NP	NP	NP	NP	
Pawn shop	NP	C	C	C	
Parking	C	C	C	C	
Restaurant, Fast Food	NP	P	P	P	
Restaurant, Traditional	P	P	P	P	
Residential - Family Living					
Dwelling, one-family attached (townhome, rowhouse)	NP	NP	NP	NP	
Dwelling, multi-family (3-8 units per building)	NP	NP	NP	NP	
Dwelling, multi-family (upper stories in mixed-use building)	P	P	NP	NP	
Dwelling, multi-family (8 or more units per building)	C	NP	NP	NP	
Dwelling unit, accessory	NP	NP	NP	NP	Y
Live-work unit	C	NP	NP	NP	Y
Residential - Group Living					
Community residential facility, state licensed, serving 7-16 persons	C	NP	NP	NP	Y
Student housing	NP	P	P	P	Y
Nursing home, assisted living facility	C	C	C	C	Y
Civic and Institutional Uses					
College or post-secondary school, campus	NP	NP	P	P	Y
College or post-secondary school, office-based	P	P	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

Table 1005-1	NB	CB	RB-1	RB-2	Standards
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 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	C	Y
Gazebo, arbor, patio, play equipment	P	P	P	P	Y
Home occupation	P	NP	NP	NP	Y
Limited production & processing - accessory	P	P	P	P	
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
Ord. 1427, 7-9-2012; Ord. 1445, 7-8-2013; Ord. 1446, 7-8-2013; Ord. 1447, 7-8-2013; Ord. 1451, 8-12-2013; Ord. 1469, 6-9-2014; Ord 1483, 10-26-2015					

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 20 feet or 50% of building height, whichever is greater, 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
Ord. 1511, 10-24-2016	

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.

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

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.

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 20 feet or 50% of building height, whichever is greater, 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
Ord. 1511, 10-24-2016	

- 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) Districts

- 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:
1. 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;
 2. Customer entrances;
 3. Awnings, canopies, or porticoes; and
 4. 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 20 feet or 50% of building height, whichever is greater, from residential lot boundary Otherwise not required
Minimum rear yard building setback	25 feet or 50% of building height, whichever is greater, from residential lot boundary 10 feet from nonresidential boundary ^a
Minimum surface parking setback	5 feet
Ord. 1511, 10-24-2016	

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) Districts

A. Statement of Purpose: The Community Mixed-Use Districts are 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 districts are intended to be applied to areas of the City guided for redevelopment and may represent varying degrees of intensification with respect to land use, hours of operations, or building height. (Ord 1483, 10-26-2015)

1. The CMU-1 District is the most restrictive mixed-use district, limiting building height and excluding the most intensive land uses, and is intended for application to redevelopment areas adjacent to low-density residential neighborhoods.
2. The CMU-2 District is less restrictive, being open to a wider variety of land uses and building height, and is intended to provide transition from higher-intensity development to parks and other natural areas.
3. The CMU-3 District is intended for moderate intensity development, suitable for transitions between higher and lower intensity districts.
4. The CMU-4 District is a more intensive mixed-use district, intended for areas close to high-traffic roadways

and large-scale commercial developments. (Ord 1483, 10-26-2015)

B. Regulating Plan: CMU districts 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 CMU districts 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 districts. 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 districts 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 1005-5, but the vertical

F. Table of Allowed Uses

Table 1005-5 lists all permitted and conditional uses in the CMU-Twin Lakes Deistricts.

1. Uses marked as “P” are permitted in the districts where designated.
2. Uses marked with a “C” are allowed as conditional uses in the districts where designated, in compliance with all applicable standards.
3. Uses marked as “NP” are not permitted in the districts where designated.
4. 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.
5. **Combined Uses:** Allowed uses may be combined within a single building, meeting the following standards:
 - a. Residential units in mixed-use buildings shall be located above the ground floor or on the ground floor to the rear of nonresidential uses;
 - b. Retail and service uses in mixed-use buildings shall be located at ground floor or lower levels of the building; and
 - c. Nonresidential uses are not permitted above residential uses.

Table 1005-5	CMU-1	CMU-2	CMU-3	CMU-4	Standards
Office Uses					
Clinic, medical, dental, or optical	P	P	P	P	
General	P	P	P	P	
Office showroom	C	P	P	P	
Commercial Uses					
Animal boarding (exclusively indoors)	C	P	P	P	Y
Animal boarding (outdoors)	NP	NP	NP	NP	
Animal hospital/veterinary clinic	P	P	P	P	Y
Bank/financial institution	P	P	P	P	
Club or lodge, private	P	P	P	P	
Daycare center	P	P	P	P	Y
Grocery store	P	P	P	P	
Health club, fitness center	P	P	P	P	

Table 1005-5	CMU-1	CMU-2	CMU-3	CMU-4	Standards
Learning studio (martial arts, visual or performing arts)	P	P	P	P	
Liquor store	C	P	P	P	
Lodging (hotel)	NP	NP	NP	P	
Mini-storage	NP	NP	NP	NP	
Mortuary, funeral home	C	P	P	P	
Motor fuel sales (gas station)	NP	C	C	C	Y
Motor vehicle rental/leasing	NP	C	C	C	Y
Motor vehicle repair, auto body shop	NP	NP	NP	NP	
Motor vehicle dealer (new vehicles)	NP	NP	NP	NP	
Movie theater	NP	P	P	P	
Outdoor display	P	P	P	P	Y
Outdoor storage, equipment and goods	NP	NP	NP	NP	
Outdoor storage, fleet vehicles	NP	NP	NP	NP	
Outdoor storage, inoperable vehicles/equipment	NP	NP	NP	NP	
Outdoor storage, loose materials	NP	NP	NP	NP	
Parking	C	C	C	C	
Pawn shop	NP	NP	NP	NP	
Restaurants, Fast Food	C	C	P	P	
Restaurants, Fast Food w/drive-through	NP	NP	NP	NP	
Restaurants, Traditional	P	P	P	P	
Retail, general and personal service*	P	P	P	P	
Retail, large format	NP	NP	NP	C	
Vertical mixed use	NP	C	P	P	
Industrial Uses					
Laborator for research, development and/or testing	C	P	P	P	
Light industrial	NP	NP	NP	NP	
Limited production/processing	C	P	P	P	
Limited warehousing/distribution	C	C	C	c	Y
Manufacturing	NP	NP	NP	NP	
Warehouse	NP	NP	NP	NP	
Residential Family Living					
Accessory dwelling unit	P	P	NP	NP	Y
Live-work unit	P	P	P	P	Y
Manufactured home park	C	C	C	C	
Multi-family (≥ 3 units/building)	C	C	C	C	

*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 1005-5	CMU-1	CMU-2	CMU-3	CMU-4	Standards
One-family attached (duplex or twinhome)	NP	NP	NP	NP	
One-family attached (townhome or row house)	P	P	P	P	
One-family detached	C	C	NP	NP	
Residential - Group Living					
Assisted living	C	C	C	C	
Nursing home	C	C	C	C	Y
State licensed facility for 1 - 6 persons	C	C	C	C	Y
State licensed facility for 7 - 16 persons	C	C	C	C	Y
Student housing	NP	NP	NP	NP	
Civic and Institutional Uses					
College, campus setting	NP	NP	NP	NP	
College, office setting	P	P	P	P	Y
Community center, library, municipal building	P	P	P	P	
Elementary/secondary school	NP	NP	NP	NP	
Hospital	NP	NP	NP	NP	
Place of assembly	C	P	P	P	Y
Theater, performing arts center	C	P	P	P	Y
Accessory Uses, Buildings, and Structures					
Accessibility ramp/other accommodations	P	P	P	P	
Bed & breakfast establishment	C	C	C	C	
Communications equipment (TV, shortwave radio)	P	P	P	P	Y
Day care family/group family	P	P	NP	NP	Y
Detached garage/off-street parking	P	P	P	P	Y
Drive-throughs	NP	NP	C	C	Y
Gazebo, arbor, patio, play equipment	P	P	P	P	Y
Home occupation	P	P	P	P	Y
Renewable energy system	P	P	P	P	Y
Roomer/boarder	P	P	P	P	Y
Storage building	P	P	NP	NP	Y
Swimming pool, hot tub, spa	P	P	P	P	y
Telecommunications tower	C	C	C	C	Y
Tennis/other recreational court	P	P	P	P	Y
Temporary Uses					
Temporary building for construction purposes	P	P	P	P	Y

Table 1005-5	CMU-1	CMU-2	CMU-3	CMU-4	Standards
Sidewalk sales, boutique sales	P	P	P	P	Y
Portable storage container	P	P	P	P	Y
Utilities/Transportation Uses					
Essential services	P	P	P	P	
Park-and-ride facility	NP	P	P	P	
Transit center	NP	P	P	P	
Ord. 1427, 7-9-2012; Ord. 1445, 7-8-2013; Ord. 1446, 7-8-2013; Ord. 1447, 7-8-2013; Ord. 1451, 8-12-2013; Ord. 1469, 6-9-2014; Ord 1483, 10-26-2015					

Amendment History

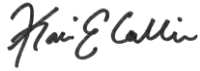
Ordinance 1403, 12-13-2010
 Ordinance 1415, 9-12-2011
 Ordinance 1427, 7-9-2012
 Ordinance 1435, 4-8-2013
 Ordinance 1443, 6-17-2013
 Ordinance 1444, 6-17-2013
 Ordinance 1445, 7-8-2013
 Ordinance 1446, 7-8-2013
 Ordinance 1447, 7-8-2013
 Ordinance 1448, 7-8-2013
 Ordinance 1451, 8-12-2013
 Ordinance 1469, 6-9-2014
 Ordinance 1483, 10-26-2015
 Ordinance 1494A, 2-22-2016
 Ordinance 1511, 10-24-2016

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6-5-2017

Item No.: 7.c

Department Approval



Kari Collins, Community Development Director

City Manager Approval



Item Description: Discuss City Code Chapter 407.02.E, Keeping of Non-Domestic Animals

BACKGROUND

During the March 27, 2017 City Council discussion of proposed nuisance code amendments, Council directed staff to research the keeping of pigs and goats.

Staff was able to locate four cities which currently allow for the keeping of pigs and goats. Those cities are Shoreview, Fridley (on one acre and larger parcels), Duluth and St. Paul.

The Code Enforcement Officer from Shoreview indicated that Shoreview allows these animals by ordinance, however, no such animals to his knowledge are being kept currently or have for a number of years. Animal Control from the City of St. Paul reported that caution and preparation should occur prior to the ordinance change. They suggested specific licensing, enclosure and enforcement requirements be implemented. Also, it was suggested that the City of Roseville consider how animal control would deal with these animals. It was stated that current staff may need additional training in how to deal with these animals and how to transport any strays. St. Paul also suggested that the current contract with a veterinary hospital be researched to identify if these animals can be brought to their location for impound.

Staff also contacted the Animal Humane Society, as well as, the Animal Board of Health for comments regarding the allowing of pigs and goats in an urban area. The Animal Humane Society raised concerns about these animals being kept in an urban environment. It was the Society's opinion that these animals do not thrive in the urban environment and they were concerned if this would lead to circumstances that would require these animals being brought to their shelters or similar animal rescue shelters. The State Veterinarian (Dr. Thompson), with the Animal Board of Health raised similar concerns, along with suggesting Roseville should research the specific vaccination requirements and enclosure requirements these animals need for their safety and the safety of the public. Dr. Thompson further stated these two groups of animals are very difficult to regulate regarding specific species or weight (as Duluth and Shoreview do). She further stated that the so-called "tea-cup" and potbellied pigs can grow to anywhere from sixty pounds, to in excess of two hundred pounds. She further stated that goats, of any size, can be extremely destructive to structures, plantings and landscapes.

It is the opinion of staff that removing the restriction on the keeping of pigs and goats may be problematic to enforce. An extraordinary amount of staff time will be required to craft any licensing ordinances specific to these animals. Research related to the required vaccinations and enclosure requirements will need to be compiled well in advance of amending this section of current code. Discussions will need to occur amongst various City Departments regarding

oversight and enforcement if these animals are allowed to be kept within the City. Further staff time will need to be allocated to the training of designated staff in the securing and transportation of any stray animals that are located.

If Council wishes to move forward in allowing the keeping of these animals, amendments to 407.01 and 407.02.E will be necessary. Also, direction to staff will be required for necessary revisions to Chapter 501 Animal Control.

Prepared by: Dave Englund, Codes Coordinator

Attachments: A: Farm Animal Regulations

5/15/17 - Farm Animal regulations (Roe suggestions to start the conversation):

CURRENT:

407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR REPOSE:

The following are hereby declared to be public nuisances affecting health, safety, comfort or repose:

G. Keeping of Farm Animals: The keeping of cows, horses, sheep, goats or any four legged animal commonly known as farm animals, other than those commonly called poultry, in any pasture, stable or any enclosure within 300 feet or less of any other lot in any residence district. (Ord. 629, 9-28-70)

501.21: RIDING HORSES:

A. Definition: As used in this Section, "riding horse" means any horse which is used primarily for riding. (Ord. 349, 12-1-1961)

B. License Required: No person shall keep any riding horse within the City for over 30 days unless a license for such animal has been first secured.

C. Condition of License: A license shall be granted to any applicant for a riding horse on the following conditions:

1. Said riding horse shall be used in such a manner so as not to annoy or disturb residents of the City.

2. Said riding horse will be kept in an inconspicuous place and not allowed to run at large.

D. Application for License: The application for a license shall be made to the City Manager and granted by the City Council for the license of each particular horse. The license shall be suspended or revoked by the City Council upon any breach of the conditions of license set forth in this Section. (Ord. 349, 12-1-1961)

E. Minimum Area and Fencing: No license shall be issued for any riding horse unless the horse shall be kept in an adequately fenced pasture of a minimum size of three acres, but no more than three horses can be kept in such three acre pasture at any one time. For each horse in excess of three, an additional one acre of fenced pasture shall be provided. (Ord. 734, 9-9-1974)

F. License Fee: The license fee for each riding horse is as established by the City Fee Schedule in Section 314.05. (Ord. 1379A, 11-17-2008)

G. Term of License: The license granted by the City Council under this Section shall be for the life of each horse and need not be renewed annually.

H. Issuing and Affixing Tags: Upon the granting of a license by the City Council, the City Manager shall issue to the licensee a tag indicating that a license has been issued and said tag shall be affixed to the riding horse so licensed. (Ord. 349, 12-1-1961)

SUGGESTED POSSIBLE CHANGES:

407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR REPOSE:

The following are hereby declared to be public nuisances affecting health, safety, comfort or repose:

G. Keeping of Farm Animals: The keeping of cows, horses, sheep, goats, pigs, poultry, or any ~~four-legged~~ animal commonly known as a farm animals, ~~other than those commonly called poultry~~, in any pasture, stable or any enclosure within 300 feet or less of any other lot in any ~~residence~~ district. (Ord. 629, 9-28-70)

1. Exceptions: This prohibition shall not apply to:

- a. The keeping of up to X chicken hens and Y roosters on Low Density Residential properties to provide eggs for non-commercial purposes, provided that any coops or other related structures meet Accessory Building requirements in Title 10 of this Code;
- b. The keeping of no more than 2 of what are known as "pygmy" goats or "pot-bellied" pigs, weighing less than 100 pounds each, as pets on Low Density or Medium Density Residential properties;
- c. The keeping of bees on Low Density Residential properties, provided that any hives or other related structures meet Accessory Building requirements in Title 10 of this Code;
- d. The use of sheep or goats for turf, plant, or weed control during daylight hours, so long as such animals are not otherwise kept on a premises in violation of this Code;
- e. Riding Horses licensed under Chapter 501 of this Code.

501.21: RIDING HORSES:

A. Definition: As used in this Section, "riding horse" means any horse which is used ~~exclusively primarily~~ for riding. (Ord. 349, 12-1-1961) Keeping of horses for any other purpose is not permitted.

B. License Required: No person shall keep any riding horse within the City for over 30 days unless a license for such animal has been first secured. An unlicensed riding horse shall not be kept in the City for any length of time.

C. Condition of License: A license shall be granted to any applicant for a riding horse on the following conditions:

1. Said riding horse shall be used in such a manner so as not to annoy or disturb residents of the City.
2. Said riding horse will be kept in an inconspicuous place and not allowed to run at large.

D. Application for License: The application for a license shall be made to the City Manager and granted by the City Council for the license of each particular horse. The license shall be suspended or revoked by the City Council upon any breach of the conditions of license set forth in this Section. (Ord. 349, 12-1-1961)

E. Minimum Area and Fencing: No license shall be issued for any riding horse unless the horse shall be kept in an adequately fenced pasture of a minimum size of three acres, but

93 no more than three horses can be kept in such three acre pasture at any one time. For each
94 horse in excess of three, an additional one acre of fenced pasture shall be provided. (Ord.
95 734, 9-9-1974)

96 F. License Fee: The license fee for each riding horse is as established by the City Fee
97 Schedule in Section 314.05. (Ord. 1379A, 11-17-2008)

98 G. Term of License: The license granted by the City Council under this Section shall be
99 for the life of each horse and need not be renewed annually.

100 H. Issuing and Affixing Tags: Upon the granting of a license by the City Council, the
101 City Manager shall issue to the licensee a tag indicating that a license has been issued and
102 said tag shall be affixed to the riding horse so licensed. (Ord. 349, 12-1-1961)

103
104 **(or repeal this entire section?)**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: June 5, 2017
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Approve Creation of a Police Cadet position within the Police Department

BACKGROUND

The City Staff have discussed the potential creation of a Police Cadet position which was utilized by the Police Department in past years to recruit and retain quality candidates for police officer. The Cadet position was removed from the Police Department's annual budget in 2003.

The Cadet position was formerly used to increase diversity within the Police Department by attracting quality individuals enrolled in law enforcement education programs. The Department has made purposeful connections with local colleges in an effort to recruit members of minority communities, several members of the Department serve as mentors for high school students interested in law enforcement and the Roseville Police Explorer program has produced numerous police officers over its tenure. Since 2013 the Department conducted a mandatory second language or experience in working with diverse communities requirement as part of several Community Service Officer (CSO) hiring processes. Candidates applying for the position were required to be proficient communicators in one of the five most commonly spoken second languages in Roseville schools: Spanish, Somali, Hmong, Thai and Karen. If the candidate did not speak a second language, the candidate must have experience in living or working with diverse communities. These processes brought high quality candidates to the Department's roster of employees.

With only four part-time CSOs, the Police Department is limited in its ability to attract and retain multicultural law enforcement candidates, especially those who have already completed their mandatory Police Skills training. The Cadet position will allow for additional opportunities to hire employees reflective of Roseville's diverse community and retain current employees who are attractive candidates to other law enforcement agencies.

The Cadet position will be directed at current, multicultural, Roseville CSOs with preference given to those with demonstrated experience interacting with and organizing diverse communities. The Police Department expects the Cadet will represent a proactive approach to creating a safe and livable community by forming positive relationships and fostering inclusive communication between the Department and the increasing number of multicultural residents of Roseville.

Several suburban agencies in Hennepin County operate a Joint Community Police Partnership and the Cadet position is integral to its operation. These cities have successfully increased diversity within their police departments by taking part in the partnership and utilizing the Cadet position. The Roseville Police Department recognizes these accomplishments and seeks to achieve similar outcomes through creating its own multicultural Cadet program.

The proposed Roseville Police Cadet position was developed and evaluated utilizing internal and external data for the creation of a job description and placement within the City's pay system structure.

The new position job summary, pay grade and salary range is as follows:

The Cadet will provide support services to the Police Department through assisting in better understanding our diverse community while gaining police experience and skill with the goal of obtaining a sworn officer position with the Roseville Police Department. The Cadet will assist the Police Department in focusing law enforcement and crime prevention strategies within diverse communities.

The Cadet will also assist the Community Services Officers in their job tasks and will compliment the current staff. The job requires tact, courtesy and good judgment in dealing with the public.

Pay Grade – Exempt 5, Full-time, Range: \$20.26-\$24.40/hr

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 position was not funded as part of the 2017 budget. The Department intends to offer the position to a current, part-time, Roseville CSO who has already completed the mandatory Police Skills training and not fill the vacated part-time CSO position in order to fund the position for the remainder of 2017. Current staffing movements and vacancies have afforded the cost savings in 2017 to fund the full-time Cadet for the remainder of 2017.

Council will be asked to budget for the full cost of this position (\$35,000) in future years effectively adding .5 FTE to the CSO/Cadet group.

STAFF RECOMMENDATION

Authorize the creation of the Police Cadet in the Police Department at the proposed pay grade within the city's compensation plan.

REQUESTED COUNCIL ACTION

Motion to authorize the creation of the Police Cadet in the Police Department at the proposed pay grade within the city's compensation plan.

Prepared by: Rick Mathwig, Chief of Police 651-792-7203

Attachment: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: June 5, 2017
Item No.: 7.e

Department Approval

City Manager Approval



Item Description: Consider adoption of an ordinance restricting parking in front of mailboxes

BACKGROUND

On April 5, 2017, the City Council authorized an Interim Use renewal to allow the Minnesota State Fair the opportunity to operate several park and ride lots bordering on residential areas in Roseville during the annual Minnesota State Fair. Prior to the renewal, the City heard from residents who complained of numerous automobiles parked on city streets because the park and ride lots are full, often times, early in the day. The Request for Council Action noted numerous complaints from Roseville residents related to overflow parking in the neighborhoods.

This authorization came with additional obligations on the State Fair related to parking in residential areas of Roseville.

Over the years both Roseville Public Works and the Police Department have fielded numerous complaints from residents about vehicles parked on residential streets blocking mailboxes, driveways, free access to turn corners, etc., related to the park and ride lots. Minnesota state statutes outlaw many of these complaints except for blocking mailboxes.

In fact, Minnesota statutes do not address parked automobiles blocking mailboxes at all.

Recent research of bordering cities along with St. Paul, Minneapolis and all first ring suburbs produced the following information related to parking in front of mailboxes.

Cities that currently do not address parking in front of mailboxes: Roseville, Shoreview, Arden Hills, New Brighton, Falcon Heights, Lauderdale, N. St. Paul, Little Canada, Mounds View, White Bear Lake,

St. Paul, Minneapolis, W. St. Paul, S. St. Paul, Richfield, Edina, Hopkins, St. Louis Park, Golden Valley, Crystal, Robbinsdale and Columbia Heights.

Cities that currently address parking in front of mailboxes, along with the ordinance wording:

St. Anthony- "No person may park a vehicle so as to obstruct a mail box."

Maplewood- "No Parking- In front of or in such proximity to any rural delivery mail box so as to obstruct or interfere with delivery of mail to such box."

Woodbury- “No Parking- In front of a mailbox during the hours of 9:00 a.m. to 4:00 p.m., Monday through Saturday in a manner which would prevent the distribution of mail by the United States Postal Service. Postal carriers must be able to drive into and out of the delivery area without backing up.”

A general Internet search produced the following information, not from Minnesota:

- "No person shall park a vehicle, whether occupied or not, within fifteen feet of a public or private curbside mailbox between the hours of eight a.m. and five p.m."
- "No motor vehicle shall be parked within ten (10) feet of a clearly visible, residential mailbox which is located directly adjacent to curbside or on a public right-of-way between the hours of 8:00 a.m. and 6:00 p.m., except Sundays and holidays.”

A negative consequence of enacting this ordinance change is that some neighborhoods, especially those with shorter blocks, will have limited parking, Monday through Saturday, 8:00 a.m. to 6:00 p.m. because of current state statutes that limit parking within 20 ft. of a stop sign and 10 ft. from a fire hydrant.

The Roseville City Attorney has no concerns on the proposed language

PROPOSED ACTION

A blending of available ordinance information, along with providing clear wording, produced the following potential addition to Roseville City Code, 602.04, PARKING, STANDING, STOPPING, UNATTENDED MOTOR VEHICLES:

E. No vehicle shall be parked within ten (10) feet of a clearly visible, residential mailbox which is located directly adjacent to curbside or on a public right-of-way between the hours of 8:00 a.m. and 6:00 p.m., except Sundays and holidays.

See page 2, lines 48-50 of the Attachment to this RCA.

FINANCIAL IMPACTS

There are no financial impacts to the City

STAFF RECOMMENDATION

Discuss and provide direction to city staff on the proposed changes to Chapter 602.04 of the Roseville City Code as it relates to PARKING, STANDING, STOPPING, UNATTENDED MOTOR VEHICLES.

REQUESTED COUNCIL ACTION

Discuss and provide direction to city staff on the proposed changes to Chapter 602.04 of the Roseville City Code as it relates to PARKING, STANDING, STOPPING, UNATTENDED MOTOR VEHICLES.

Prepared by: Chief Rick Mathwig
Attachment A: Draft 602 Ordinance

CHAPTER 601 TRAFFIC RULES

SECTION:

602.01: Locking Required

602.02: Failure to Lock Immaterial in Certain Cases

602.03: Removal of Keys by Police Officer

602.04: Unattended Motor Vehicles

602.05: Handicapped Parking

602.06: Parking on Boulevard Prohibited

602.07: Fire Lanes

602.08: Vehicular Parking or Traffic Temporarily Prohibited

602.09: No Parking After Snowfall

602.10: Rules on Private and Public Parking Lots

602.01: LOCKING REQUIRED:

No person shall leave a motor vehicle, except a commercial motor vehicle, unattended on any street, alley, used car lot or unattended parking lot without first stopping the engine, locking the ignition and removing and taking the key. (Ord. 270, 1-27-1958)

602.02: FAILURE TO LOCK IMMATERIAL IN CERTAIN CASES:

Any violation of the provisions of section 602.01 of this chapter shall not mitigate the offense of stealing or tampering with such motor vehicle nor shall violation be used to prevent a recovery in any civil action for theft of such motor vehicle, or the insurance on such vehicle or have any other bearing in any civil action. (Ord. 270, 1-27-1958; amd. 1990 Code)

602.03: REMOVAL OF KEYS BY POLICE OFFICER:

Whenever any police officer of the city shall find a motor vehicle standing in violation of section 602.01 of this chapter, the police officer is authorized and directed to remove the keys left in such vehicle and to deliver such keys to the officer in charge of the police department at the city hall. (Ord. 270, 1-27-1958)

602.04: UNATTENDED MOTOR VEHICLES:

A. Manner of Parking: Any vehicle parked at any time in any part of the city shall be parked with the right-hand side parallel to the curb or edge of the street and not more than one foot from the curb or edge of the street leaving at least fourfeet) between parked vehicles except where marks or signs on the streets indicate that cars shall be parked at an angle. (Ord. 270, 1-27-1958; amd. 1995 Code)

B. Double Parking: Vehicles shall not stand two or more abreast in any street except in the case of commercial vehicles when calling for or delivering parcels or merchandise such commercial vehicle may double park for the length of time absolutely and reasonably necessary to load or unload when access to the curb is blocked by other vehicles at the place of delivery. (Ord. 270, 1-27-1958)

C. Time Limitations: No truck with a capacity of over two tons shall be parked on any

street for more than 90 minutes or for the time necessary to load or unload such truck. (Ord. 270, 1-27-1958; amd. 1995 Code)

D. Parking On Private Property: No vehicle shall be parked or left standing upon the private property of any person without the consent of the property owner. (Ord. 270, 1-27-1958)

E. No Vehicle shall be parked within ten (10) feet of a clearly visible, residential mailbox which is located directly adjacent to curbside or on a public right-of-way between the hours of 8:00 a.m. and 6:00 p.m., except Sundays and holidays.

602.05: HANDICAPPED PARKING:

A. Restriction: No person shall park a motor vehicle in a parking space designated and reserved for the physically handicapped, on either private or public property, unless:

1. That person is physically handicapped in a manner rendering it difficult and burdensome for such person to walk or such person was operating the vehicle under the direction of such a physically handicapped person; and

2. The vehicle visibly bears or contains the certificate or insignia issued to physically handicapped persons by the Minnesota Department of Public Safety pursuant to Minnesota Statutes section 169.345, subdivision 2.

B. Notice of Designation: Notice of such designation of handicapped parking spaces shall be given by the posting of signs designated in accordance with the requirements of the manual of the commissioner of public safety on uniform traffic control devices and the location, number and method of signing of such spaces is first approved by the chief of police. (Ord. 781, 5-10-1976)

602.06: PARKING ON BOULEVARD PROHIBITED:

No vehicle shall be parked on any boulevard adjacent to a public street except for boulevard parking spaces listed on the inventory of boulevard parking spaces regularly in use, dated June 30, 1984, prepared by the code enforcement officer, a copy of which is incorporated herein by reference and which is on file in the office of the city manager, may continue to be used until one of the following occurs:

A. Roadway improvements involving disturbance of or removal of the boulevard parking area is undertaken; or

B. Substantial improvements to the lot located adjacent to the boulevard parking area is undertaken, such expansion or construction of house, garage or driveway. (Ord. 1223, 6-29-1999)

602.07: FIRE LANES:

A. Designation of Lanes: When the fire chief determines that it is necessary for fire safety purposes to establish areas of access for firefighting equipment, the fire chief shall designate fire lanes along the curb of public and private roadways adjacent to buildings and within the parking lots of public and private property. Within thirty (30) days of notification of such designation, in writing, by the fire chief, the owner of the property adjacent to such fire lanes shall, at the property owner's expense:

1. Post and maintain signs approved by the fire chief reading, in substance, "*NO PARKING - FIRE LANE*". Such signs shall be posted at each end of the fire lane and at least at every 100 foot interval within the fire lane.

2. Paint and maintain the painting of the curbing along the fire lanes in a yellow color. (Ord. 987, 12-2-1985)

B. Removal of Unauthorized Vehicle: No vehicle, except an authorized emergency vehicle, may be parked in a fire lane. Vehicles in violation of this section may be removed, impounded and kept in custody under the direction of the chief of police. (Ord. 905, 5-10-1982)

91 **602.08: VEHICULAR PARKING OR TRAFFIC TEMPORARILY**
92 **PROHIBITED:**

93 A. Maintenance, Improvements Or Emergency: The Public Works Director or the Chief of Police
94 may temporarily prohibit vehicular parking or traffic upon any public street at such times as the
95 public works department is performing maintenance or making improvements to such streets or at
96 such times that a public safety emergency exists on or near such streets.

97 B. Posting: No person shall park or drive a vehicle on a public street after it has been posted with
98 signs by the Public Works Director or the Chief of Police temporarily prohibiting vehicular parking
99 or traffic pursuant to this section. (Ord. 817, 5-8-1978; amd. 1995 Code)

100
101 **602.09: NO PARKING AFTER SNOWFALL:**

102 A. Parking Restricted: No person shall park any vehicle, except in compliance with directions of a
103 police officer or in compliance with regulatory parking signs, on any street for a period of 48 hours
104 commencing immediately after any two inches or more continuous snowfall or until snow removal
105 has been completed on any street, whichever occurs first. (Ord. 687, 12-18-1972)

106 B. Removal of Illegally Parked Vehicles: Any vehicle parked in violation of this section is declared
107 to be a nuisance which interferes with snow removal from public streets and any police officer may
108 remove or cause to be removed, summarily, any such vehicle by means of towing or otherwise or
109 such police officer may require the driver or owner to remove such vehicle off the paved, improved
110 or traveled portion of such street.

111 C. Prosecution For Violation: The removal of a vehicle which is parked in violation of this section,
112 either by a police officer or under the direction of a police officer, shall not preclude a prosecution
113 for violation of any provision of this chapter. (Ord. 361, 2-26-1962)

114
115 **602.10: RULES ON PRIVATE AND PUBLIC PARKING LOTS:**

116 On any private or publicly-owned parking lots within the City, the following rules shall apply:

117 A. The police department may post signs at any entrances to a parking lot from a public street which
118 shall designate one-way traffic for entrance or exit. The driver of any vehicle entering or leaving such
119 lot shall comply with any one-way signs so posted.

120 B. No person shall operate a motor vehicle at a speed greater than is safe and reasonable under the
121 conditions of then existing traffic and in no event exceed a speed of 15 miles per hour.

122 C. Parking on lots shall conform to any stalls or positions for parking designated on the surface of the
123 parking area.

124 D. The owner of the land on which the parking lot is located may designate certain spaces as for
125 public safety, fire or emergency vehicles only, and no other vehicles may park in said spaces.

126 E. No vehicle shall be parked or allowed to stand in any area of such parking lot which has been
127 designated or is used for a lane for moving traffic so as to interfere with the movement of traffic.
128 (Ord. 401, 8-26-1963)

129 F. No motor vehicle shall be parked or allowed to stand in such a lot at a curb which is painted
130 yellow.

131 G. No motor vehicle shall be parked or allowed to stand in such a lot in front of any entrance to any
132 business or establishment open to public patronage. (1990 Code)

133
134 (Ord.1351, 8-27-2007)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: June 5, 2017
Item No.: 7.f

Department Approval

City Manager Approval



Item Description: Consider Ordinance Amendments to Chapter 201 Advisory Commissions of the City Code

BACKGROUND

At the April 24, 2017 meeting, the City Council passed an ordinance that created the Human Rights, Inclusion and Engagement Commission (HRIEC). Members from both the previous Human Rights Commission and Community Engagement Commission were subsequently appointed to serve on the HRIEC. As part of the creation of this new commission, certain sections of the Uniform Commission Code should be updated. In addition, the City allows youth under the age of 18 to serve on commissions, and some clarifying language surrounding youth commissioners should be considered. As part of the discussion, City Council has asked staff to look into the process for conducting background checks for City Commissioners similar to those done for youth athletic coaches due to the fact that youth commissioners are permitted as ex-officio members on City Commissions.

Updates to Uniform Commission Code

Attached are proposed updates to the Uniform Commission Code. These changes are highlighted below:

201.03: Membership

- Outlines the number of youth commissioners each commission may have

201.04: Terms

- Adds language clarifying how term limits will be handled if/when an existing commission is transferred to a new commission.
- Lays out term limits for what qualifies as a youth commissioner.

201.06 Organization

- Changes which meeting commissions shall elect a chair and vice chair.

Background Checks for Volunteers

The City has authorization to conduct background checks for employees and volunteers per Minnesota statute 299C. The city currently conducts background checks for employees as well as certain volunteers, including those who may have contact with youth. Since the City Code allows a City Commission to have a youth commissioner, it would be consistent with City practices and procedures to implement background checks for each Commissioner that serves on a City Commission that have youth members. Currently, background checks for other volunteers are done on an annual basis. To remain consistent with current practices as well as ensure any new Commissioners are included in the background checks, staff recommends conducting background checks annually.

33 **FINANCIAL IMPACTS**

34 There are no financial impacts since staff is able to conduct background checks through the Police
35 Department.

36

37 **STAFF RECOMMENDATION**

38 Discuss proposed changes to the Uniform Commission Code and if Council is in agreement with
39 changes, adopt the Ordinance amendment.

40

41 To be consistent in our policies and procedures, staff recommends that background checks be
42 conducted on all current and future Commissioners who sit on a Commission with a Youth
43 Commissioner.

44 **REQUESTED COUNCIL ACTION**

45

46 Motion to adopt an ordinance amending Chapter 201 Advisory Commissions of the City Code

47

48 -and-

49

50 Motion to approve Ordinance Summary of amendments to Chapter 201 of the City Code for
51 publication.

52

53 -and-

54

55 Motion to direct staf to conduct background checks for all current and future Commisisoners that serve
56 on City Commissions that have Youth Commissioners.

57

Prepared by: Rebecca Olson, Assistant City Manager (651) 792-7446

Attachments: A: Proposed changes to Uniform Commission Code
B. Uniform Commission Code Ordinance Amendments
C. Ordinance Summary

58

201.01: ESTABLISHMENT:

A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.

B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.

B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as ex-officio youth commissioners.

201.04: TERMS:

A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.

B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.

C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits: Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.

E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term. A vacancy occurs in any of the following circumstances:

resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary.

F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.

G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:

1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.

2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the ~~last first~~ meeting ~~preceding~~ following the ~~end~~ start of new regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.

C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.

D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.

E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.

F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.

G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016)

201.07: MEETINGS AND REPORTS:

A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.

B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.

C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.

D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.

E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written. (Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

**City of Roseville
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY
CODE, TITLE 2, CHAPTER 201 ADVISORY COMMISSIONS**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended as follows:

201.03: MEMBERSHIP:

B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as ex-officio youth commissioners.

201.04: TERMS:

C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits: Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.

201.06: ORGANIZATION:

A. Election of Officers: At the first-last meeting following-preceding the start-end of ~~new~~ regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

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

46 Passed by the City Council of the City of Roseville this 6th day of June, 2017.

47
48 (SEAL)

51
52 CITY OF ROSEVILLE

53
54
55 BY: _____
56 Daniel J. Roe, Mayor

57
58 ATTEST:

59
60 _____
61 Patrick J. Trudgeon, City Manager

**CITY OF ROSEVILLE
OFFICIAL SUMMARY OF ORDINANCE NO.**

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
TITLE 2, CHAPTER 201, ADVISORY COMMISSIONS**

The City Council of the City of Roseville adopted Ordinance No. _____ on June 5, 2017 which is summarized as follows:

The Roseville City Code, Title 2, Chapter 201, Advisory Commissions is amended to update the number of youth commissioners each commission may have and their term limits, add language clarifying how term limits will be applied if/when an existing commission is transferred to a new commission, and update at which meeting commissions shall elect a chair and vice chair.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary is also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, Mn. 55113, and on the internet web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____
Patrick J. Trudgeon, City Manager

Date: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: June 5, 2017
Item No.: 7.g

Department Approval

City Manager Approval



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

BACKGROUND

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

Economic Development Strategic Initiatives

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

Inclusive Community and Governance

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

Capital Improvements

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

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

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

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

33 **POLICY OBJECTIVE**

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

36 **FINANCIAL IMPACTS**

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

39 **STAFF RECOMMENDATION**

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

43 **REQUESTED COUNCIL ACTION**

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

47

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

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

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

d. 2017 Policy Priority Plan Discussion

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

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

Councilmember McGehee

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

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

Councilmember Etten

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

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

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

Councilmember Willmus

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

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

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

Councilmember Laliberte

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

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

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

Mayor Roe

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

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

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

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

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

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

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

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

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

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

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

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

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

General Discussion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Connectivity
- Inclusive Governance
- CIP refinement

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

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

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

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

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

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

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

8. **Approve Minutes**

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

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

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

Corrections:

▪ **Page 10 (Laliberte)**

Lines 22 – 26

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

▪ **Lines 28 - 30**

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

Roll Call

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

Nays: None.

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

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

Roll Call

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

Nays: None.

9. **Approve Consent Agenda**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Councilmember Etten noted that in the LMC session he had attended, the program included how a service or program was delivered, and how unintended consequences may result from something not working as well as intended (e.g. rental registration program, or immigrant population and new owners and city code language). Councilmember Etten advised that the intent was to provide a more holistic way to review city policies and procedures, and day-to-day operations, by pausing to see if the process was going to create a new problem before implementation or to review existing services/programs for any adjustments that may be indicated.

In the second inclusive priority, third bullet point, Councilmember Laliberte suggested instead of “enact” that the language read: “review city policies and procedures for inclusivity.” As an example, Councilmember Laliberte reported that this had been worked on to some degree in discussions with the new CEC/HRC combined advisory commission, and may not be adequately incorporated in these policies until those recommendations come forward.

With the GARE process, Mayor Roe noted this was also an effort to enact city policies and procedures to get at equity and inclusivity.

Specific to the GARE program, Councilmember Laliberte stated that she would want to know how much staff time would be required as a factor to consider.

City Manager Trudgeon estimated that the GARE program would consist of a two-day session and perhaps one meeting/month for the identified staff group.

Specific to Councilmember Laliberte’s suggestion with the third bullet point under the inclusive priority, Councilmember Etten defended the intentional addition of “enact” to move the city from continuing to just talk about it versus actually doing something about it. Councilmember Etten stated that he was fine with continuing to receive updates or reviews, but emphasized the need to act. As an example with taking action on inclusive policies and procedures, Councilmember Etten noted this would be further emphasized with the GARE program and now the combined CEC/HRC commission under consideration. While the community may have been discussing it, Councilmember Etten opined that the City Council needed to discuss it and take action as well.

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Further discussion ensued regarding language for the inclusive priority, with wording suggestions about city policies and procedures of “review and consider” (Etten) and “review and update” (Roe).

Councilmember Etten opined that the goal needed to be new items versus only reviewing existing efforts.

Specific to the inclusive priority, second bullet point “Continue Imagine Roseville Efforts,” Mayor Roe suggested additional language “...and follow-through on outcomes.” Mayor Roe opined that this would ensure that not just conversations continued, but that recommendations result in decision-points for the city response; and possibly even have a separate bullet point to ensure focus.

The consensus was to leave the wordsmithing to City Manager Trudgeon based on tonight’s discussion.

Councilmember Laliberte noted that School District No. 623 would be coming forward with a referendum in the near future for their member area communities. With the city having its own CIP to fund and sustain going forward, Councilmember Laliberte stated her concern that the city take a business-as-usual look at operations as part of the upcoming budget process, whether through this PPP or the budget process itself.

Mayor Roe opined that it would be part of the city’s ongoing budget process.

Councilmember McGehee suggested adding some thought to the city partnering with the school district as they move their capital initiatives forward to take the opportunity to fill any voids in the city’s programming, and at the same time help the school district and community-at-large in achieving more amenities.

While very interested in hearing from the school district, Councilmember Willmus clarified that the City of Roseville is only one of the many communities in School District No. 623. Therefore, Councilmember Willmus suggested approaching the topic from that perspective with potential capital needs; noting they were not entirely on the shoulders of this community, but brought forth a broader question that needed time to work through.

Since this PPP is specific to the city, Mayor Roe opined that until more conversations come forward, he didn’t see any need to include the school district’s future planning in this document, especially until more was known. Mayor Roe stated that he was not personally comfortable that the city should cut back on its activities or plan due to the school district’s planned referendum.



City Priority Plan 2017-2018

Approved _____

Strategic Priorities – The city Council has determined that there will be three strategic priorities that the City will focus on in 2017 and 2018:

Economic Development Inclusive Community and Governance Capital Improvements

In order to implement these priorities, the City Council has identified strategic initiatives under each Strategic Priority.

Economic Development Strategic Initiatives

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

Inclusive Community and Governance

- Continue Southeast Roseville Working Group Activities with Stakeholders
- Continue Imagine Roseville Efforts and follow through with outcomes
- Review and Consider Inclusive City Policies and Procedures Through Possible Participation in Government Alliance on Race and Equity Program

Capital Improvements

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

Roseville City Priority Plan 2017-2018

Strategic Priority: Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

Desired Outcomes: Create 50 living wage jobs
Attraction of businesses

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Encourage businesses to locate in Twin Lakes	Staff Lead: Community Development Supporting Staff: City Manager, Public Works Department Commissions: EDA, Others: Consultants, Twin Lakes property owners	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Implement Golden Shovel Marketing Website 4th Quarter, 2017 - Track progress 2018 and Beyond - Track progress and adjust policies as needed	

Measures of Success: # of businesses contacted; # of businesses locating in Twin Lakes; # of jobs created
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Roseville City Priority Plan 2017-2018

Strategic Priority: Housing and Economic Development

Strategic Initiative: Facilitate City-wide Economic Development

Desired Outcomes: Attract new businesses
 Retain and expand existing businesses

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Explore Economic Development programing to assist new and existing businesses	Staff Lead: Community Development Supporting Staff: City Manager, Public Works Department Commissions: EDA Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Implement Golden Shovel Marketing Website 4th Quarter, 2017 - Track progress 2018 and Beyond Track progress and adjust policies as needed	

Measures of Success: # of new businesses in city; \$ amount of investment into existing businesses

Roseville City Priority Plan 2017-2018

Strategic Priority: Economic Development

Strategic Initiative: Implement Southeast Roseville Revitalization Goals

Desired Outcomes: Economic investment in SE Roseville
Improvement of Quality of Life in SE Roseville
Increased Public Safety in SE Roseville
Increased connectivity/transportation options in SE Roseville

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
SE Roseville Revitalization (Rice/Larpenteur Gateway Visioning Plan)	Staff Lead: Community Development Department Supporting Staff: Fire Department, Parks and Recreation Department, Police Department, Public Works Department, City Manager. Commissions: Human Rights, Inclusion, and Engagement Commission; Parks and Recreation Commission, and Public Works, Environment, and Transportation Commission. Others: Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Landlords Roseville School District, Ramsey County, Area Businesses, SE Roseville Interagency Group, and adjacent municipalities	1st Quarter, 2017 2nd Quarter, 2017 - Participate in Gateway Visioning Plan 3rd Quarter, 2017 - Participate in Gateway Visioning Plan 4th Quarter, 2017 - Complete Gateway Visioning Plan 2018 and Beyond - Implement Gateway Visioning Plan	

Measure of Success Increase in residential and commercial market value; decrease in criminal activity

Roseville City Priority Plan 2017

Strategic Priority: Inclusive Community and Governance

Strategic Initiative: Continue Southeast Roseville Working Group Activities with Stakeholders

Desired Outcomes: Increased connections among and between stakeholders in SE Roseville
Development of partnerships of stakeholders in SE Roseville to improve the quality of life in the area

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Formalize Southeast Roseville Interagency Working Group	Staff Lead: City Manager/Asst. City Manager - Administration Department Supporting Staff: Community Development Dept., Fire Dept., Parks and Recreation Dept., Police Dept., Public Works Dept. Commissions: Human Rights, Inclusion, and Engagement Commission; Parks and Recreation Commission, and Public Works, Environment, and Transportation Commission. Others: Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Landlords Roseville School District, Ramsey County, Area Businesses, and adjacent municipalities	1st Quarter, 2017 2nd Quarter, 2017 • Reconvene SE Working Group • Identify issues to address 3rd Quarter, 2017 • Formalize Action Plan 4th Quarter, 2017 • Report to City Council on work completed and new initiatives planned. • Implement SE Roseville Working Group Action Plan 2018 and Beyond • Continue to meet as group and implement SE Roseville Working Group Action Plan	

Measures of Success: Review of activities of completed

Roseville City Priority Plan 2017-2018

Strategic Priority: Inclusive Community and Governance

Strategic Initiative: Continue Imagine Roseville Efforts and Follow Through with Outcomes

Desired Outcomes: Provide opportunity for community members to have conversations that make connections and foster positive relationships

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Continue series of Imagine Roseville community events that foster positive relationships amongst community members	Staff Lead: City Manager Supporting Staff: Asst. City Manager, other staff as needed Commissions: Human Rights, Inclusion, and Engagement Commission Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Receive information and feedback from participants attending the Imagine Roseville events about immigration 4th Quarter, 2017 - Conduct Imagine Roseville event discussing police data and transparency 2018 and Beyond - Continue Imagine Roseville events on subjects determined by the City Council	

Measures of Success: Receive evaluation feedback from participants of Imagine Roseville events

Roseville City Priority Plan 2017-2018

Strategic Priority: Inclusive Community and Governance

Strategic Initiative: Review and Consider Inclusive City Policies and Procedures through Possible Participation in the Government Alliance on Race and Equity (GARE) Program

Desired Outcomes: Implementation of inclusive City policies and procedures

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Review and consider inclusive city policies and procedures	Staff Lead: Assistant City Manager Supporting Staff: City Manager, All City Staff Commissions: Human Rights, Inclusion, and Engagement Commission Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 4th Quarter, 2017 - Consider participation in GARE program in 2018 2018 and Beyond - Review City policies and procedures for inclusiveness (potentially in conjunction with the GARE program)	

Measures of Success: Adoption of inclusive City policies and procedures

Roseville City Priority Plan 2017-2018

Strategic Priority: Capital Improvements

Strategic Initiative: Increase Pedestrian Connectivity

Desired Outcomes: Implementation of Updated Pathway Master Plan

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Development of Updated Pathway Master Plan	Staff Lead: Public Works Department Supporting Staff: Parks and Recreation Department, City Manager, Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission Others: Consultants	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2016 • Begin Work on Updating Pathway Master Plan 4th Quarter, 2017 • Provide Update/Draft of Pathway Plan to City Council 2018 and Beyond • Complete Update to Pathway Master Plan and bring forward for approval and implementation	

Measures of Success: Amount of additional lineal feet of pathways constructed; # of pathways constructed that make key connections as identified in the plan

Roseville City Priority Plan 2017-2018

Strategic Priority: Capital Improvements

Strategic Initiative: Ensure Sustainable Capital Improvement Funding

Desired Outcomes: Adopted comprehensive infrastructure plan and funding strategy

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Comprehensively review future capital needs and adjust funding strategy as needed	Staff Lead: Finance Department Supporting Staff: City Manager, All Departments Commissions: Public Works, Environment and Transportation Commission, Parks and Recreation Commission, Finance Commission Others:	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Consider creating working group to review the future capital improvement funding plan and make recommendations for adjustment to funding plan as necessary 4th Quarter, 2017 - Working group begins on review of capital improvement needs and funding strategies 2018 and Beyond - Working group completes review and makes recommendations to City Council to incorporate into the 2019 budget	

Measure of Success: Completion of review of future capital needs and implementation of funding strategies
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Roseville City Priority Plan 2017-2018

Strategic Priority: Capital Improvements

Strategic Initiative: Provide Timely and Transparent Capital Improvement Budget Information

Desired Outcomes: Easily accessible and clear information about the Capital Improvement Budget

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Creation of documents that provide timely and clear information about the Capital Improvement Budget for the City Council and the public.	Staff Lead: Finance Department Supporting Staff: City Manager, All Departments Commissions: Finance Commission Others:	1st Quarter, 2017 2nd Quarter, 2017 3rd Quarter, 2017 - Provide 2018-2037 Capital Improvement Budget documents that provide the level and depth of information desired 4th Quarter, 2017 - City Council check-in about the value of documents provided as part of the CIP process 2018 and Beyond - Continue to utilize Capital Improvement Budget documents subject to future tweaking	

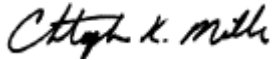
Measure of Success: Satisfaction of Capital Improvement Budget documents by City Council and general public

REQUEST FOR COUNCIL ACTION

Date: 6/05/2017

Item No.: 9.a

Department Approval



City Manager Approval



Item Description: Approve Payments

BACKGROUND

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

Check Series #		Amount
ACH Payments		\$317,948.46
85615-85679		\$655,997.66
Total		\$973,946.12

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

POLICY OBJECTIVE

Under Mn State Statute, all claims are required to be paid within 35 days of receipt.

FINANCIAL IMPACTS

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 5/30/2017 - 1:09 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85651	05/23/2017	Boulevard Landscaping	Operating Supplies	Montgomery Brinkman, LLC	Retaining Wall	1,375.00
					Operating Supplies Total:	1,375.00
					Fund Total:	1,375.00
0	05/23/2017	Building Improvements	Other Improvements	Yale Mechanical, LLC	Boiler Repair	9,500.00
					Other Improvements Total:	9,500.00
					Fund Total:	9,500.00
85654	05/23/2017	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes	Postage Machine Rental	926.97
					Rental - Copier Machines Total:	926.97
					Fund Total:	926.97
0	05/23/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	7.37
					Federal Income Tax Total:	7.37
0	05/23/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	1.64
0	05/23/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	7.01
					FICA Employee Ded. Total:	8.65
0	05/23/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	7.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	1.64
					FICA Employers Share Total:	8.65
0	05/23/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	1.05
					MN State Retirement Total:	1.05
0	05/23/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	6.79
					PERA Employee Ded Total:	6.79
0	05/23/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	1.05
0	05/23/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	6.79
					PERA Employer Share Total:	7.84
0	05/23/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	3.91
					State Income Tax Total:	3.91
					Fund Total:	44.26
85663	05/23/2017	Community Development	Electrical Permits	South Side Electric	Duplicate Permit Refund	136.00
					Electrical Permits Total:	136.00
0	05/23/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	4,409.79
					Federal Income Tax Total:	4,409.79
0	05/23/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	2,237.11
0	05/23/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	523.19
					FICA Employee Ded. Total:	2,760.30
0	05/23/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	523.19
0	05/23/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	2,237.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	2,760.30
85655	05/23/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	388.22
					HSA Employee Total:	388.22
0	05/23/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.05.2017 ICMA Defe	2,017.95
					ICMA Def Comp Total:	2,017.95
85653	05/23/2017	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	701.44
					Medical Ins Employee Total:	701.44
85653	05/23/2017	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	4,654.87
					Medical Ins Employer Total:	4,654.87
0	05/23/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	355.61
					MN State Retirement Total:	355.61
0	05/23/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	475.00
					MNDCP Def Comp Total:	475.00
0	05/23/2017	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	115.26
85652	05/23/2017	Community Development	Office Supplies	National Awards & Fine Gifts	Badges	18.70
					Office Supplies Total:	133.96
0	05/23/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	2,402.46
					PERA Employee Ded Total:	2,402.46
0	05/23/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	369.61
0	05/23/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	2,402.46
					PERA Employer Share Total:	2,772.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85667	05/23/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	187.50
85667	05/23/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85667	05/23/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	362.50
85667	05/23/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
85674	05/23/2017	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
Professional Services Total:						598.96
85628	05/23/2017	Community Development	Sands Company (SCI Associates)	Ehlers & Associates, Inc.	Arbor Rose Housing	1,925.00
Sands Company (SCI Associates) Total:						1,925.00
0	05/23/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	1,709.90
State Income Tax Total:						1,709.90
Fund Total:						28,201.83
0	05/23/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	632.42
Federal Income Tax Total:						632.42
0	05/23/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	87.19
0	05/23/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	372.82
FICA Employee Ded. Total:						460.01
0	05/23/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	87.19
0	05/23/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	372.82
FICA Employers Share Total:						460.01
85655	05/23/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	120.40
HSA Employee Total:						120.40
85653	05/23/2017	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	13.03
Medical Ins Employee Total:						13.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85653	05/23/2017	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	1,113.61
					Medical Ins Employer Total:	1,113.61
0	05/23/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	61.18
					MN State Retirement Total:	61.18
0	05/23/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	100.00
					MNDCP Def Comp Total:	100.00
0	05/23/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	397.70
					PERA Employee Ded Total:	397.70
0	05/23/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	61.18
0	05/23/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	397.70
					PERA Employer Share Total:	458.88
0	05/23/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	282.42
					State Income Tax Total:	282.42
					Fund Total:	4,099.66
0	05/17/2017	East Metro SWAT	Memberships & Subscriptions	NTOA-CC	SWAT Membership Dues	150.00
					Memberships & Subscriptions Total:	150.00
					Fund Total:	150.00
85667	05/23/2017	EDA Operating Fund (HRA)	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
85667	05/23/2017	EDA Operating Fund (HRA)	Professional Services	Sheila Stowell	Economic Development Authority M	81.25
					Professional Services Total:	85.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	EDA Operating Fund (HRA)	Transportation	Jeanne Kelsey	Parking Reimbursement	21.00
0	05/23/2017	EDA Operating Fund (HRA)	Transportation	Jeanne Kelsey	Mileage Reimbursement	135.36
Transportation Total:						156.36
Fund Total:						242.26
0	05/23/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	496.66
211402 - Flex Spending Health Total:						496.66
85675	05/23/2017	General Fund	Business Licenses	Baker White	Tobacco Renewal Refund	200.00
Business Licenses Total:						200.00
0	05/23/2017	General Fund	Clothing	Ken Hopkins	Boots Reimbursement	118.99
Clothing Total:						118.99
0	05/17/2017	General Fund	Conferences	Holiday Inn-CC	Conference Lodging	299.88
Conferences Total:						299.88
85642	05/23/2017	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning-May 2017	3,633.15
85643	05/23/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	92.59
85662	05/23/2017	General Fund	Contract Maint. - City Hall	Shortstop Electric, Inc.	Electical Service	4,067.00
85670	05/23/2017	General Fund	Contract Maint. - City Hall	Thyssenkrupp Elevator Corp.	Elevator Repairs	2,341.50
Contract Maint. - City Hall Total:						10,134.24
85642	05/23/2017	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning-May 2017	1,150.00
85656	05/23/2017	General Fund	Contract Maint. - City Garage	Ramsey County	Hazardous Waste Disposal	260.60
85662	05/23/2017	General Fund	Contract Maint. - City Garage	Shortstop Electric, Inc.	Electical Service	1,604.00
Contract Maint. - City Garage Total:						3,014.60
0	05/23/2017	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Maintenance	1,459.30
Contract Maint. H.V.A.C. Total:						1,459.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85642	05/23/2017	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-May 2017	642.85
0	05/23/2017	General Fund	Contract Maintenance	Yale Mechanical, LLC	Boiler Repair	808.98
Contract Maintenance Total:						1,451.83
85653	05/23/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-May 2017	980.00
85653	05/23/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-May 2017	740.00
Employer Insurance Total:						1,720.00
0	05/23/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	35,345.48
Federal Income Tax Total:						35,345.48
0	05/23/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	4,438.12
0	05/23/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	7,001.77
FICA Employee Ded. Total:						11,439.89
0	05/23/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	4,438.12
0	05/23/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	7,001.77
FICA Employers Share Total:						11,439.89
85648	05/23/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
85655	05/23/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	3,446.32
HSA Employee Total:						3,446.32
0	05/23/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2017 ICMA Defe	2,214.55
0	05/23/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2017 ICMA Defe	-200.00
ICMA Def Comp Total:						2,014.55
85653	05/23/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	7,091.56
85653	05/23/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	5,628.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	12,720.25
85653	05/23/2017	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	44,484.77
					Medical Ins Employer Total:	44,484.77
85631	05/23/2017	General Fund	Medical Services	FirstSource Solutions	DOT Urine Drug Screen	137.25
					Medical Services Total:	137.25
0	05/17/2017	General Fund	Memberships & Subscriptions	FBI/Leeda-CC	Membership Dues	50.00
85637	05/23/2017	General Fund	Memberships & Subscriptions	ICMA Membership Renewal	Membership Renewal-Trudgeon	1,203.40
85644	05/23/2017	General Fund	Memberships & Subscriptions	MCMA	Membership Dues-Trudgeon	180.00
85649	05/23/2017	General Fund	Memberships & Subscriptions	MN POST Board	POST License Renewals	1,260.00
					Memberships & Subscriptions Total:	2,693.40
0	05/23/2017	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2017 Minnesota B	66.57
					Minnesota Benefit Ded Total:	66.57
85668	05/23/2017	General Fund	Minor Equipment	Systems Furniture, Inc.	Assistant City Manager Office	2,571.38
					Minor Equipment Total:	2,571.38
0	05/17/2017	General Fund	Miscellaneous	Chianti Grill-CC	Lunch Meeting With Asst. City Mana	35.06
0	05/17/2017	General Fund	Miscellaneous	Chianti Grill-CC	Lunch Meeting With Asst. City Mana	41.42
0	05/23/2017	General Fund	Miscellaneous	Greenhaven Printing	Business Cards	39.00
0	05/17/2017	General Fund	Miscellaneous	Target- CC	Water Pitchers	42.81
					Miscellaneous Total:	158.29
0	05/23/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	3,110.84
					MN State Retirement Total:	3,110.84
0	05/23/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	9,296.56
					MNDCP Def Comp Total:	9,296.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	52.10
0	05/23/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	160.20
0	05/23/2017	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	445.85
Office Supplies Total:						658.15
85672	05/23/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	725.23
Op Supplies - City Hall Total:						725.23
0	05/17/2017	General Fund	Operating Supplies	Amazon.com- CC	Cleaning Supplies	72.26
0	05/17/2017	General Fund	Operating Supplies	Amazon.com- CC	Cleaning Supplies, Computer Supplie	454.16
0	05/23/2017	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	414.16
0	05/17/2017	General Fund	Operating Supplies	Best Buy- CC	Wireless Keyboard	29.98
85622	05/23/2017	General Fund	Operating Supplies	CDW Government, Inc.	Mouse	34.32
0	05/17/2017	General Fund	Operating Supplies	Costco-CC	Kitchen Supplies	55.42
0	05/17/2017	General Fund	Operating Supplies	Ebay Inc-CC	Power Adapter	13.98
0	05/17/2017	General Fund	Operating Supplies	Evident Inc-CC	Evidence Supplies	51.22
0	05/17/2017	General Fund	Operating Supplies	Frattallones-CC	Cloth Hook	5.99
0	05/17/2017	General Fund	Operating Supplies	Home Depot- CC	Cleaning Supplies	33.90
0	05/17/2017	General Fund	Operating Supplies	Home Depot- CC	Credit	-33.90
0	05/17/2017	General Fund	Operating Supplies	Home Depot- CC	Pliers, Cable Cutters	52.91
0	05/17/2017	General Fund	Operating Supplies	Home Depot- CC	Cold Weather XCord	72.04
0	05/23/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	45.43
0	05/23/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	37.83
0	05/23/2017	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	35.10
0	05/17/2017	General Fund	Operating Supplies	K-Bid.com-CC	Wen Service Cat	65.37
0	05/17/2017	General Fund	Operating Supplies	Keeprs-CC	Airweight Baton	117.83
0	05/17/2017	General Fund	Operating Supplies	Parking Ramp-CC	Site Visit Parking	2.50
0	05/17/2017	General Fund	Operating Supplies	Parking Ramp-CC	Federal Court Parking	10.00
0	05/17/2017	General Fund	Operating Supplies	Peavey Corporation-CC	Evidence Supplies	30.60
0	05/17/2017	General Fund	Operating Supplies	Sirchie Finger Print-CC	Evidence Supplies	130.71
0	05/17/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Anti-Freeze, Hammer	22.97
0	05/17/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Auger	29.99
0	05/17/2017	General Fund	Operating Supplies	Things Remembered-CC	Engraving	75.00
0	05/17/2017	General Fund	Operating Supplies	Uline-CC	Evidence Supplies	272.19
0	05/17/2017	General Fund	Operating Supplies	VQV-CC	Office Chair	199.98
Operating Supplies Total:						2,331.94
0	05/17/2017	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Bulbs	19.26
85672	05/23/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	122.34
0	05/17/2017	General Fund	Operating Supplies City Garage	Walmart-CC	Spray Paint	21.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Operating Supplies City Garage Total:	162.68
0	05/23/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	28,824.18
					PERA Employee Ded Total:	28,824.18
0	05/23/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	39,731.49
0	05/23/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	1,067.86
					PERA Employer Share Total:	40,799.35
0	05/23/2017	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.05.2017 PERA Life	32.00
					PERA Life Ins. Ded. Total:	32.00
85657	05/23/2017	General Fund	Professional Services	Ramsey County Recorder	Recording Service	46.00
85667	05/23/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85667	05/23/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	268.75
0	05/17/2017	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Charge	26.00
85671	05/23/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting 1	173.00
0	05/17/2017	General Fund	Professional Services	UPS Store- CC	Shipping Charges	13.75
					Professional Services Total:	536.80
0	05/17/2017	General Fund	Recognition Program	Grateful Table-CC	Interview Supplies	148.75
0	05/17/2017	General Fund	Recognition Program	Laundry-CC	Linen Laundering	37.41
0	05/17/2017	General Fund	Recognition Program	Target- CC	Beverages	39.52
					Recognition Program Total:	225.68
0	05/23/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	13,706.31
					State Income Tax Total:	13,706.31
85674	05/23/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	50.83
85674	05/23/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	175.05
					Telephone Total:	225.88
0	05/17/2017	General Fund	Training	AIFAS-CC	Forensic Studies Training	170.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/17/2017	General Fund	Training	Amazon.com- CC	Floor Squeegee	56.75
0	05/17/2017	General Fund	Training	Asphalt Best-CC	Asphalt Training	109.48
0	05/17/2017	General Fund	Training	BCA-CC	Criminal Justice Training	75.00
0	05/17/2017	General Fund	Training	BCA-CC	Criminal Justice Training	500.00
0	05/17/2017	General Fund	Training	Caribou Coffee- CC	Training Supplies	23.32
0	05/17/2017	General Fund	Training	CMC Rescue Inc.-CC	Rescue Training	921.05
0	05/17/2017	General Fund	Training	GFOA- CC	Investing Public Funds Training-Mill	522.00
0	05/17/2017	General Fund	Training	Little Caesars-CC	Training Supplies	5.36
0	05/17/2017	General Fund	Training	National Registry-CC	EMT Certification-C. Doerfler	15.00
0	05/17/2017	General Fund	Training	National Registry-CC	EMT Certification-C. Jones	15.00
0	05/17/2017	General Fund	Training	Rotary-CC	Community Forum Registration	25.00
0	05/17/2017	General Fund	Training	Wendy's-CC	Training Supplies	28.22
Training Total:						2,466.18
0	05/17/2017	General Fund	Vehicle Supplies & Maintenance	Century Power Equip-CC	Brake Pad Kit	48.59
0	05/17/2017	General Fund	Vehicle Supplies & Maintenance	Frost Fighter-CC	Area Defrosters	182.08
0	05/17/2017	General Fund	Vehicle Supplies & Maintenance	Harbor Freight Tools-CC	Tool Box	679.99
0	05/17/2017	General Fund	Vehicle Supplies & Maintenance	Harbor Freight Tools-CC	Tools	439.20
0	05/17/2017	General Fund	Vehicle Supplies & Maintenance	Home Depot- CC	Surge Protector, Extension Cord	48.79
Vehicle Supplies & Maintenance Total:						1,398.65
0	05/23/2017	General Fund	Work Session Expenses	Innovative Office Solutions	Office Supplies	6.11
Work Session Expenses Total:						6.11
Fund Total:						250,274.51
0	05/17/2017	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly K9 Service Charge	9.95
K-9 - Supplies Total:						9.95
Fund Total:						9.95
0	05/23/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	690.18
Federal Income Tax Total:						690.18

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	504.18
0	05/23/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	117.90
FICA Employee Ded. Total:						622.08
0	05/23/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	504.18
0	05/23/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	117.90
FICA Employers Share Total:						622.08
85653	05/23/2017	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	469.64
Medical Ins Employee Total:						469.64
85653	05/23/2017	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	1,350.95
Medical Ins Employer Total:						1,350.95
0	05/17/2017	Golf Course	Merchandise For Sale	Golf Balls.com-CC	Golf Supplies	452.10
0	05/17/2017	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Supplies	146.42
Merchandise For Sale Total:						598.52
0	05/23/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	54.05
MN State Retirement Total:						54.05
0	05/23/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	50.00
MNDCP Def Comp Total:						50.00
0	05/17/2017	Golf Course	Operating Supplies	Ebay Inc-CC	USB Cord	8.33
0	05/17/2017	Golf Course	Operating Supplies	Ebay Inc-CC	Keypad	8.99
0	05/17/2017	Golf Course	Operating Supplies	Office Depot- CC	Office Supplies	62.24
0	05/17/2017	Golf Course	Operating Supplies	Office Max-CC	Batteries, Sim Card	26.93
0	05/17/2017	Golf Course	Operating Supplies	Restaurant Depot- CC	Concession Supplies	33.43
0	05/17/2017	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Paint Supplies	26.76
Operating Supplies Total:						166.68
0	05/23/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	351.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						351.34
0	05/23/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	351.34
0	05/23/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	54.05
PERA Employer Share Total:						405.39
0	05/23/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	321.36
State Income Tax Total:						321.36
0	05/17/2017	Golf Course	Use Tax Payable	Golf Balls.com-CC	Sales/Use Tax	-29.09
Use Tax Payable Total:						-29.09
Fund Total:						5,673.18
85625	05/23/2017	Information Technology	Computer/Software Replacement	Data Q Internet Equip. Corp.	Catalyst Switches	3,135.00
85635	05/23/2017	Information Technology	Computer/Software Replacement	HP INC.	EliteBook	1,474.11
Computer/Software Replacement Total:						4,609.11
85626	05/23/2017	Information Technology	Contract Maintenance	DC Group, Inc	Maintenance Contract Through April	2,652.00
0	05/17/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Domain Registrations	194.95
Contract Maintenance Total:						2,846.95
0	05/23/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	5,482.57
Federal Income Tax Total:						5,482.57
85677	05/23/2017	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance-Acct: 011277	2,750.81
Fiber Maintenance & Locates Total:						2,750.81
0	05/23/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	677.63
0	05/23/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	2,897.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						3,575.16
0	05/23/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	2,897.53
0	05/23/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	677.63
FICA Employers Share Total:						3,575.16
85655	05/23/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	570.67
HSA Employee Total:						570.67
0	05/23/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.05.2017 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
85617	05/23/2017	Information Technology	Internet	Anoka County Treasury	Broadband-June	75.00
85641	05/23/2017	Information Technology	Internet	Level 3 Communications	IP and Data Services	1,158.27
85673	05/23/2017	Information Technology	Internet	US Internet	Domain Hosting	64.00
Internet Total:						1,297.27
85653	05/23/2017	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	302.60
Medical Ins Employee Total:						302.60
85653	05/23/2017	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	9,977.56
Medical Ins Employer Total:						9,977.56
0	05/23/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	477.14
MN State Retirement Total:						477.14
85664	05/23/2017	Information Technology	Office Supplies	Staples Business Advantage, Inc.	Office Supplies	52.69
Office Supplies Total:						52.69
0	05/23/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	3,101.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						3,101.48
0	05/23/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	3,101.48
0	05/23/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	477.14
PERA Employer Share Total:						3,578.62
0	05/23/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	2,037.58
State Income Tax Total:						2,037.58
85636	05/23/2017	Information Technology	Telephone	Hurricane Electric	Transit Service Monthly Fee	500.00
85674	05/23/2017	Information Technology	Telephone	Verizon Wireless	Cell Phones	591.22
Telephone Total:						1,091.22
Fund Total:						45,551.59
85623	05/23/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.66
85623	05/23/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.33
85623	05/23/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
PSTN-PRI Access/DID Allocation Total:						238.05
Fund Total:						238.05
0	05/17/2017	License Center	Conferences	Parking Ramp-CC	Conference Parking	7.00
Conferences Total:						7.00
85642	05/23/2017	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning-May 2017	755.00
Contract Maintenance Total:						755.00
0	05/23/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	3,494.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						3,494.37
0	05/23/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	2,244.26
0	05/23/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	524.86
FICA Employee Ded. Total:						2,769.12
0	05/23/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	524.86
0	05/23/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	2,244.26
FICA Employers Share Total:						2,769.12
85655	05/23/2017	License Center	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	261.92
HSA Employee Total:						261.92
85653	05/23/2017	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	1,492.07
Medical Ins Employee Total:						1,492.07
85653	05/23/2017	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	6,815.84
Medical Ins Employer Total:						6,815.84
0	05/23/2017	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2017 Minnesota E	123.84
Minnesota Benefit Ded Total:						123.84
0	05/23/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	367.11
MN State Retirement Total:						367.11
0	05/23/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	1,802.00
MNDCP Def Comp Total:						1,802.00
0	05/23/2017	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	34.59
0	05/17/2017	License Center	Office Supplies	Target- CC	Office Supplies	23.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Office Supplies Total:	58.44
85672	05/23/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	26.20
					Operating Supplies Total:	26.20
0	05/23/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	2,242.28
					PERA Employee Ded Total:	2,242.28
0	05/23/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	2,242.28
0	05/23/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	344.98
					PERA Employer Share Total:	2,587.26
0	05/17/2017	License Center	Postage	USPS-CC	Postage	605.15
					Postage Total:	605.15
0	05/23/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	1,479.42
					State Income Tax Total:	1,479.42
					Fund Total:	27,656.14
0	05/23/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	2,644.22
					Federal Income Tax Total:	2,644.22
0	05/23/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	338.53
0	05/23/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	1,447.52
					FICA Employee Ded. Total:	1,786.05
0	05/23/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	338.53
0	05/23/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	1,447.52

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	1,786.05
85655	05/23/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	250.00
					HSA Employee Total:	250.00
85653	05/23/2017	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	398.34
					Medical Ins Employee Total:	398.34
85653	05/23/2017	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	4,482.09
					Medical Ins Employer Total:	4,482.09
0	05/23/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	222.85
					MN State Retirement Total:	222.85
0	05/23/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	605.00
					MNDCP Def Comp Total:	605.00
0	05/17/2017	P & R Contract Maintenance	Operating Supplies	AutoZone-CC	Shop Supplies	31.06
0	05/17/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Furnace Filters	56.85
0	05/17/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Chain Saw Oil	10.69
0	05/17/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Brooms, Sprayer	79.96
0	05/17/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Tree Trimming Supplies	19.99
0	05/17/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Furnace Filters	13.47
					Operating Supplies Total:	212.02
0	05/23/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	1,482.03
					PERA Employee Ded Total:	1,482.03
0	05/23/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	227.98
0	05/23/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	1,482.03
					PERA Employer Share Total:	1,710.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	1,066.47
State Income Tax Total:						1,066.47
85674	05/23/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
85674	05/23/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	315.09
Telephone Total:						350.10
Fund Total:						16,995.23
0	05/23/2017	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	66.71
Federal Income Tax Total:						66.71
0	05/23/2017	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	6.58
FICA Employee Ded Total:						6.58
0	05/23/2017	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	6.58
FICA Employer Share Total:						6.58
0	05/23/2017	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	4.58
MN State Retirement Total:						4.58
0	05/23/2017	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	49.48
PERA Total:						49.48
0	05/23/2017	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	74.22
PERA Employer Share Total:						74.22
0	05/23/2017	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	23.31
State Income Tax Total:						23.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						231.46
0	05/17/2017	Police Vehicle Revolving	Minor Equipment	Crye Precision-CC	Tactical Equipment	913.38
Minor Equipment Total:						913.38
0	05/17/2017	Police Vehicle Revolving	Operating Supplies	Stop Stick-CC	Patrol Supplies	81.00
Operating Supplies Total:						81.00
85646	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Mike Motors of Minnesota	2017 DODGE RAM SSV PICKUP	30,032.00
85646	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Mike Motors of Minnesota	SEVEN COUNTY TRANSIT TAX	20.00
85646	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Mike Motors of Minnesota	2017 DODGE DURANGO SSV AWI	28,475.00
85646	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Mike Motors of Minnesota	(2) 2017 DODGE CHARGER PURS	48,716.00
85658	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Ranger GM	2017 BUICK VERANO	23,105.96
85658	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Ranger GM	TRANSIT TAX	20.00
85658	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Ranger GM	TRANSIT TAX	20.00
85658	05/23/2017	Police Vehicle Revolving	Vehicles & Equipment	Ranger GM	2017 CHEVROLET EQUINOX AWI	24,265.60
Vehicles & Equipment Total:						154,654.56
Fund Total:						155,648.94
85621	05/23/2017	Public Works Vehicle Revolving	Public Works Vehicles	Boyer Trucks of Rogers	2018 WESTERN STAR 4700	111,584.00
Public Works Vehicles Total:						111,584.00
85621	05/23/2017	Public Works Vehicle Revolving	Sale of Property	Boyer Trucks of Rogers	TRADE 2006 INTERNATIONAL TA	-45,000.00
Sale of Property Total:						-45,000.00
Fund Total:						66,584.00
0	05/17/2017	Recreation Fund	Advertising	Facebook-CC	Arts @ the Oval Ad	25.00
Advertising Total:						25.00
85642	05/23/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-May 2017	1,164.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						1,164.00
85634	05/23/2017	Recreation Fund	Contract Maintenance	Gilbert Mechanical Contracting	Annual Sprinkler System Inspection	395.00
85634	05/23/2017	Recreation Fund	Contract Maintenance	Gilbert Mechanical Contracting	Fire Sprinkler System Compressor	324.98
85642	05/23/2017	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-May 2017	944.00
Contract Maintenance Total:						1,663.98
0	05/23/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	5,184.95
Federal Income Tax Total:						5,184.95
0	05/23/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	3,737.83
0	05/23/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	874.21
FICA Employee Ded. Total:						4,612.04
0	05/23/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	3,737.83
0	05/23/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	874.21
FICA Employers Share Total:						4,612.04
85655	05/23/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	261.42
HSA Employee Total:						261.42
0	05/23/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2017 ICMA Defe	550.00
ICMA Def Comp Total:						550.00
85653	05/23/2017	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	1,065.98
Medical Ins Employee Total:						1,065.98
85653	05/23/2017	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	7,494.89
Medical Ins Employer Total:						7,494.89
0	05/23/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	438.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						438.21
0	05/23/2017	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDP De	1,308.41
MNDP Def Comp Total:						1,308.41
0	05/17/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	51.24
0	05/17/2017	Recreation Fund	Office Supplies	Office Depot- CC	Name Tags, Tickets	84.99
0	05/17/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	110.60
Office Supplies Total:						246.83
0	05/17/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Softball Supplies	26.89
0	05/17/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Phone Case	13.98
0	05/17/2017	Recreation Fund	Operating Supplies	Byerly's- CC	Coffee	9.99
0	05/17/2017	Recreation Fund	Operating Supplies	Cityview Grill-CC	Adult Trip	560.00
0	05/17/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Vendor Hospitality Supplies	51.37
0	05/17/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Vendor Hospitality Supplies	262.45
0	05/17/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Vendor Hospitality Supplies	14.27
0	05/17/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Tapping Time Supplies	185.53
0	05/23/2017	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	550.20
0	05/17/2017	Recreation Fund	Operating Supplies	Gopher Plumbing-CC	Plumbing Supplies	85.79
0	05/23/2017	Recreation Fund	Operating Supplies	Grainger Inc	Barricade Tape	10.45
0	05/23/2017	Recreation Fund	Operating Supplies	Grainger Inc	Filters	29.28
0	05/17/2017	Recreation Fund	Operating Supplies	Harbor Freight Tools-CC	Tools	21.20
0	05/17/2017	Recreation Fund	Operating Supplies	Hilti Inc.-CC	No Receipt-J. Brown	74.50
0	05/17/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Shower Parts	124.28
0	05/17/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Shower Parts	124.25
85638	05/23/2017	Recreation Fund	Operating Supplies	K & E Consulting, Inc.	JBL Commercial Mixer Amp	1,096.50
0	05/17/2017	Recreation Fund	Operating Supplies	Liberts-CC	Dance Costumes	117.00
0	05/17/2017	Recreation Fund	Operating Supplies	Menards-CC	Park Supplies	17.40
0	05/17/2017	Recreation Fund	Operating Supplies	Menards-CC	Ceiling Tiles	246.40
85650	05/23/2017	Recreation Fund	Operating Supplies	MN State Forest Nursery	Red Maple	33.00
0	05/17/2017	Recreation Fund	Operating Supplies	Party City-CC	Tapping Time Supplies	21.40
0	05/17/2017	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Supplies	42.75
0	05/17/2017	Recreation Fund	Operating Supplies	Sherwin Williams - CC	Paint Supplies	36.87
0	05/17/2017	Recreation Fund	Operating Supplies	Subway-CC	Vendor Hospitality Supplies	96.41
0	05/17/2017	Recreation Fund	Operating Supplies	Target- CC	Arts @ the Oval Supplies	62.64
0	05/17/2017	Recreation Fund	Operating Supplies	Walmart-CC	Distilled Water	8.80
0	05/17/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Dance Costumes	260.01
0	05/17/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Ice Show Costumes	36.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						4,220.21
0	05/23/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	3,279.90
PERA Employee Ded Total:						3,279.90
0	05/23/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	504.64
0	05/23/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	3,279.90
PERA Employer Share Total:						3,784.54
0	05/23/2017	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,152.00
0	05/23/2017	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,780.00
0	05/17/2017	Recreation Fund	Professional Services	Survey Monkey.com-CC	Subscription Renewal	204.00
Professional Services Total:						7,136.00
85619	05/23/2017	Recreation Fund	Rental	AVVR	Lycan SupterARc 400	1,270.00
Rental Total:						1,270.00
0	05/23/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	2,142.39
State Income Tax Total:						2,142.39
85674	05/23/2017	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	134.09
Telephone Total:						134.09
85624	05/23/2017	Recreation Fund	Utilities	Comcast	Business Services	92.08
85624	05/23/2017	Recreation Fund	Utilities	Comcast	Business Services	262.80
Utilities Total:						354.88
Fund Total:						50,949.76
85666	05/23/2017	Risk Management	Professional Services	Stericycle, Inc.	Steri-Safe	169.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	169.86
					Fund Total:	169.86
85679	05/25/2017	Sanitary Sewer	Direct Deposit	Lyle Miller	Overtime Re-Calculation for Standby	33.12
					Direct Deposit Total:	33.12
0	05/23/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	1,339.72
					Federal Income Tax Total:	1,339.72
0	05/23/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	191.81
0	05/23/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	820.27
					FICA Employee Ded. Total:	1,012.08
0	05/23/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	820.27
0	05/23/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	191.81
					FICA Employers Share Total:	1,012.08
85655	05/23/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	60.58
					HSA Employee Total:	60.58
0	05/23/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.05.2017 ICMA Defe	26.26
					ICMA Def Comp Total:	26.26
85653	05/23/2017	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	997.51
					Medical Ins Employee Total:	997.51
85653	05/23/2017	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	2,834.26
					Medical Ins Employer Total:	2,834.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85645	05/23/2017	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Services	234,684.83
					Metro Waste Control Board Total:	234,684.83
0	05/23/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	137.12
					MN State Retirement Total:	137.12
0	05/23/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	128.26
					MNDCP Def Comp Total:	128.26
0	05/17/2017	Sanitary Sewer	Operating Supplies	Davis Lock & Safe-CC	Keys	59.96
0	05/17/2017	Sanitary Sewer	Operating Supplies	Har Mar Lock & Key- CC	No Receipt-J. Hill	36.25
					Operating Supplies Total:	96.21
0	05/23/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	891.18
					PERA Employee Ded Total:	891.18
0	05/23/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	891.18
0	05/23/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	137.12
					PERA Employer Share Total:	1,028.30
85645	05/23/2017	Sanitary Sewer	Professional Services	Metropolitan Council	Permit Fee	400.00
85661	05/23/2017	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	PW Storage-Lease Payment-May 201	694.44
					Professional Services Total:	1,094.44
0	05/23/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	570.55
					State Income Tax Total:	570.55
					Fund Total:	245,946.50
0	05/23/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	113.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	113.85
0	05/23/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	14.38
0	05/23/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	61.47
					FICA Employee Ded. Total:	75.85
0	05/23/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	61.47
0	05/23/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	14.38
					FICA Employers Share Total:	75.85
0	05/23/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	9.37
					MN State Retirement Total:	9.37
0	05/23/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	60.92
					PERA Employee Ded Total:	60.92
0	05/23/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	9.37
0	05/23/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	60.92
					PERA Employer Share Total:	70.29
0	05/23/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	51.29
					State Income Tax Total:	51.29
					Fund Total:	457.42
0	05/23/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	1,132.82
					Federal Income Tax Total:	1,132.82
0	05/23/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	150.32
0	05/23/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	642.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	793.01
0	05/23/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	642.69
0	05/23/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	150.32
					FICA Employers Share Total:	793.01
85655	05/23/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	67.31
					HSA Employee Total:	67.31
0	05/23/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.05.2017 ICMA Defe	52.50
					ICMA Def Comp Total:	52.50
85653	05/23/2017	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	170.98
					Medical Ins Employee Total:	170.98
85653	05/23/2017	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	1,599.40
					Medical Ins Employer Total:	1,599.40
0	05/23/2017	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.05.2017 Minnesota E	35.81
					Minnesota Benefit Ded Total:	35.81
0	05/23/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	102.92
					MN State Retirement Total:	102.92
0	05/23/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	63.49
					MNDCP Def Comp Total:	63.49
0	05/17/2017	Storm Drainage	Office Supplies	Amazon.com- CC	Coffee Maker	155.05
0	05/23/2017	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	19.25
					Office Supplies Total:	174.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	669.09
PERA Employee Ded Total:						669.09
0	05/23/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	102.92
0	05/23/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	669.09
PERA Employer Share Total:						772.01
85661	05/23/2017	Storm Drainage	Professional Services	SanRon Properties, Inc.	PW Storage-Lease Payment-May 201	694.44
85667	05/23/2017	Storm Drainage	Professional Services	Sheila Stowell	PWET Commission Meeting Minutes	181.25
85667	05/23/2017	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
Professional Services Total:						880.34
0	05/23/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	462.82
State Income Tax Total:						462.82
Fund Total:						7,769.81
85639	05/23/2017	Street Construction	Cty Rd B2 Intersection Improv	Kimley-Horn & Associates, Inc.	B2 & Snelling Ave	4,420.19
Cty Rd B2 Intersection Improv Total:						4,420.19
Fund Total:						4,420.19
0	05/23/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	583.36
Federal Income Tax Total:						583.36
0	05/23/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	445.26
0	05/23/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	104.13
FICA Employee Ded. Total:						549.39
0	05/23/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	445.26
0	05/23/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	104.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	549.39
85655	05/23/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	9.63
					HSA Employee Total:	9.63
85653	05/23/2017	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	250.12
					Medical Ins Employee Total:	250.12
85653	05/23/2017	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	787.48
					Medical Ins Employer Total:	787.48
0	05/23/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	71.90
					MN State Retirement Total:	71.90
0	05/23/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	389.99
					MNDCP Def Comp Total:	389.99
0	05/23/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	467.21
					PERA Employee Ded Total:	467.21
0	05/23/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	467.21
0	05/23/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	71.90
					PERA Employer Share Total:	539.11
0	05/23/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	255.96
					State Income Tax Total:	255.96
					Fund Total:	4,453.54
85618	05/23/2017	Water Fund	Accounts Payable	LAWRENCE ANTHONY	Refund Check	150.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85620	05/23/2017	Water Fund	Accounts Payable	JOHN BOUTALL	Refund Check	132.92
85627	05/23/2017	Water Fund	Accounts Payable	DOCKENDORF CONSTRUCTIO	Refund Check	131.28
85629	05/23/2017	Water Fund	Accounts Payable	JEFFREY & EMILY ELDRED & H	Refund Check	40.08
85633	05/23/2017	Water Fund	Accounts Payable	JOHN & LEAH GALLE	Refund Check	72.22
85640	05/23/2017	Water Fund	Accounts Payable	MICHELE KONISZCZUK	Refund Check	53.19
85647	05/23/2017	Water Fund	Accounts Payable	MARK MILBRANDT	Refund Check	115.00
85659	05/23/2017	Water Fund	Accounts Payable	ROSEDALE CORP. PLAZA BLDG	Refund Check	304.08
85660	05/23/2017	Water Fund	Accounts Payable	ROSEDALE CORP. PLAZA BLDG	Refund Check	183.12
85665	05/23/2017	Water Fund	Accounts Payable	ANTHONY STARR	Refund Check	43.11
85669	05/23/2017	Water Fund	Accounts Payable	MIKE THIENES	Refund Check	61.06
85676	05/23/2017	Water Fund	Accounts Payable	DAVID WICKISER	Refund Check	100.35
Accounts Payable Total:						1,386.41
85616	05/23/2017	Water Fund	Contract Maintenance	AE2S Construction, LLC	Booster Station VFD	27,600.00
Contract Maintenance Total:						27,600.00
85678	05/25/2017	Water Fund	Direct Deposit	Ryan S. Johnson	Overtime Re-Calculation for Standby	548.77
85679	05/25/2017	Water Fund	Direct Deposit	Lyle Miller	Overtime Re-Calculation for Standby	61.51
Direct Deposit Total:						610.28
0	05/23/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Federal Incc	1,692.44
Federal Income Tax Total:						1,692.44
0	05/23/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	246.90
0	05/23/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	1,055.63
FICA Employee Ded. Total:						1,302.53
0	05/23/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 FICA Empl	1,055.63
0	05/23/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.05.2017 Medicare E	246.90
FICA Employers Share Total:						1,302.53
85655	05/23/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.05.2017 HSA Empl	134.13
HSA Employee Total:						134.13

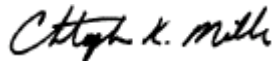
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.05.2017 ICMA Defe	48.74
ICMA Def Comp Total:						48.74
85653	05/23/2017	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-May 2017	602.17
Medical Ins Employee Total:						602.17
85653	05/23/2017	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-May 2017	2,755.28
Medical Ins Employer Total:						2,755.28
0	05/17/2017	Water Fund	Minor Equipment	Menards-CC	Oil Filter Pliers	9.07
Minor Equipment Total:						9.07
0	05/23/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.05.2017 Post Emplo	168.48
MN State Retirement Total:						168.48
0	05/23/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.05.2017 MNDCP De	203.74
MNDCP Def Comp Total:						203.74
0	05/23/2017	Water Fund	Operating Supplies	Discount Steel Inc	Aluminum	400.00
85630	05/23/2017	Water Fund	Operating Supplies	F M Trucking Co. Inc	Top Soil	168.00
85630	05/23/2017	Water Fund	Operating Supplies	F M Trucking Co. Inc	Top Soil	183.62
85630	05/23/2017	Water Fund	Operating Supplies	F M Trucking Co. Inc	Top Soil	552.00
0	05/23/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	689.99
0	05/23/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	747.10
85632	05/23/2017	Water Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	638.00
0	05/23/2017	Water Fund	Operating Supplies	General Industrial Supply Co.	PVC	58.68
0	05/23/2017	Water Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Aggregate	341.53
Operating Supplies Total:						3,778.92
0	05/23/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	1,095.21
PERA Employee Ded Total:						1,095.21
0	05/23/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera Emplo	1,095.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/23/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.05.2017 Pera additio	168.48
PERA Employer Share Total:						1,263.69
85615	05/23/2017	Water Fund	Professional Services	Advanced Engineering & Environm	I&C System Services	909.43
0	05/17/2017	Water Fund	Professional Services	Fed Ex Kinko's-CC	Shipping Charges	107.11
85661	05/23/2017	Water Fund	Professional Services	SanRon Properties, Inc.	PW Storage-Lease Payment-May 201	694.45
Professional Services Total:						1,710.99
0	05/23/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.05.2017 State Incom	711.40
State Income Tax Total:						711.40
Fund Total:						46,376.01
Report Total:						973,946.12

REQUEST FOR COUNCIL ACTION

Date: 6/5/2017
Item No.: 9.b

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 1 Massage Therapist.

BACKGROUND

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

Massage Therapist License

Summer Grewe
Massage Xcape
1767 N Lexington Ave
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the Massage Therapist License.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications
B: Applications Redacted
C: City Code 309



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

Massage Therapist License

☒ New License ☐ Renewal For the License Year Ending June 30, 2018

1. Full Legal Name (Please Print) Grewe Summer Rose

2. Home Address _____

3. Telephone _____

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

5. Email Address _____

6. Driver's License Number _____ State of Issuance _____

7. Ethnicity: _____

8. Sex: _____

9. Have you ever used or been known by any name other than the legal name given in number 1 above?

☐ Yes

☒ No

If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:

Massage Xcape 1767 N Lexington Ave. Roseville MN 55113

11. Have you held any previous massage therapist licenses in the past five years? If yes, in which city(s) were you licensed?

☐ Yes

☒ No

NOTE: Failure to disclose previous licenses will result in an automatic denial of your application.

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

☐ Yes

☐ No

☐ N/A

NOTE: Failure to disclose previous revocations, suspensions, or non-renewals will result in an automatic denial of your application

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

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks and application review may take up to 60 days to complete).

Signature Summer Rose

Date MAY 2nd 2017

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

**License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville**

CHAPTER 309

MASSAGE THERAPY ESTABLISHMENTS

SECTION:

- 309.01: Definitions
- 309.02: License for Massage Therapy Establishment
- 309.03: Granting, Denying or Rescinding of Licenses
- 309.04: Practice of Massage Therapy Only by Licensed Persons
- 309.05: Revocation or Suspension of License
- 309.06: Restrictions and Regulations
- 309.07: Violations, Penalty

309.01: DEFINITIONS:

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

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

MASSAGE THERAPIST: A person who practices massage therapy.

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

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

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

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

309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

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

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

309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

- A. Zoning Compliance: Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)
- B. Building, Safety and Sanitation Regulations: Licenses may be denied or rescinded if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.
- C. Fraud or Deception: Licenses may be denied or rescinded if there is any fraud or deception involved in the license application.
- D. History of Violations: Licenses may be denied or rescinded if the applicant, licensee or employee of the same fails to comply with, or have a history of violations of the laws or ordinances which apply to health, safety or moral turpitude.
- E. Additional Conditions: The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142, 6-13-1994)
(Ord. 1283, 6-16-03)

309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

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

(3) Hygiene.

- B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)
- C. Review of Application: License applications shall be reviewed by the Police Department.
- D. Denial of Application: The license application may be denied for any of the following reasons:
 - 1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.
 - 2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, pandering, indecent conduct or keeping of a disorderly house.
 - 3. Noncompliance: The applicant has not complied with a provision of this Chapter.
 - 4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6-13-94)

309.05: REVOCATION OR SUSPENSION OF LICENSE:

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

- A. Application Fraud: Fraud, deception or misrepresentation in connection with the registration application.
- B. Violation of Chapter: A violation of any provision of this Chapter.
- C. Criminal Conviction: Conviction of a criminal sexual conduct, prostitution, pandering, indecent conduct or keeping a disorderly house.
- D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.
- E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS:

- A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.
- B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce correct identification, identifying himself/herself by his/her true legal name and correct address.
- C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.
- D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.
- E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.
- F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.
- G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

- H. Locks on Doors: There shall be no locks on doors of massage rooms.
- I. Appropriate Covering Required:
 - 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
 - 2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)
- J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

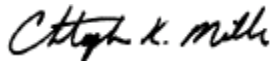
309.07: VIOLATIONS, PENALTY:

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/05/2017
Item No.: 9.c

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Park & Recreation	HCM Architects	Golf Clubhouse Redesign	(a)	\$ 146,200.00	\$146,200.00	Budget
Water	Midway Ford	Ford F250	(b)	20,000.00	30,193.00	CIP

Comments/Description:

- a) Includes Tasks #1 and 2, as well as reimbursable expenses for both tasks. Funding will come from the Park Renewal Program monies.
- b) Purchased off the State Bid Contract. Additional funds will be used to include four-wheel drive and an extended cab which allows for greater flexibility for using this vehicle for snow plowing.

Sale of Surplus Vehicles or Equipment

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

<u>Department</u>	<u>Item / Description</u>

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends the City Council approve the submitted purchases or contracts for service and, if

28 applicable, authorize the trade-in/sale of surplus items.

29 **REQUESTED COUNCIL ACTION**

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

32

33

Prepared by: Chris Miller, Finance Director
Attachments: A: 2017 CIP Purchase Summary

34

City of Roseville

Updated May 31, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	25,036	52,804
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	64,231	100,769
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	91,892	(67,892)
CSO Vehicle	1/23/2017	30,032	33,950	30,032	3,918
Vehicle Tools & Equipment		-	69,395	764	68,631
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	2,564	15,516
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	24,253	(8,753)
Office Equipment		-	20,025	567	19,458
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	30,594	14,406
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	13,643	66,357
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
SCBA Equipment		-	-	34,446	(34,446)
Rescue Equipment	1/23/2017	34,144	30,000	4,954	25,046
Public Works					
#111 - Bobcat, snow blower		-	20,000	-	20,000
#123 Patch Hook Body		-	75,000	-	75,000
#125 5-ton Dump (tandem)	1/9/2017	177,218	230,000	167,816	62,184
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
#166 Cimline Melter	1/23/2017	49,175	50,000	-	50,000
#108 Hydro Seeder	3/27/2017	30,436	60,000	30,436	29,564
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs	5/22/2017	36,780	50,000	-	50,000
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
Parks & Recreation					
Puppet Wagon		-	14,000	-	14,000
#519 Lee-boy grader		-	150,000	-	150,000
#520 Single axle trailer		-	5,000	-	5,000
#546 Toro groundmaster	3/13/2017	40,237	35,000	40,231	(5,231)
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine	3/13/2017	118,304	145,000	-	145,000

City of Roseville

Updated May 31, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Police & PW garage Co2/No2 detectors	3/13/2017	9,500	9,200	9,500	(300)
Update Flooring CH/PD		-	75,000	-	75,000
Overhead door replacement		-	20,000	-	20,000
Tables and chairs City Hall		-	30,000	-	30,000
Central Park gymnasium		-	20,000	-	20,000
Variable speed pump-skating center		-	15,000	-	15,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	30,400	7,244	23,156
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	6,697	8,024
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	4,720	21,280
Network Switches/Routers (Shared)		-	18,509	-	18,509
Servers - Roseville Standalone (5)		-	5,000	-	5,000
Servers - Host - Shared (5)		-	17,500	-	17,500
Storage Area Network Nodes- Shared (8)	1/23/2017	31,250	27,500	31,303	(3,803)
Power/UPS - Closets (11)		-	1,320	-	1,320
Surveillance Cameras (53)		-	9,180	-	9,180
Telephone Handsets (283)		-	8,190	-	8,190
Wireless Access Points (38)		-	3,000	-	3,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	7,285	192,715
Natural Resources		-	-	-	-
Street Improvements					
Improvements		-	2,100,000	134,968	1,965,032
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements	4/24/2017	180,000	180,000	1,035	178,965
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	17,900	-	17,900
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
Community Development					
Inspections Vehicle	3/13/2017	17,120	18,000	-	18,000
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

City of Roseville

Updated May 31, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup	4/10/2017	30,193	25,000	-	25,000
#230 Ford 1/2-ton		-	20,000	-	20,000
#237 Wacker Compacter	5/22/2017	31,305	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	113,243	886,757
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Cleveland LS upgrade		-	550,000	4,071	545,929
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	288,829	411,171
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel	2/13/2017	218,189	225,000	-	225,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	6,907	593
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	12,256	(256)
Walsh Storm station Upgrades		-	60,000	-	60,000
Pond improvements/Infiltration		-	300,000	39,437	260,563
Storm Sewer Replacement/Rehabilitation		-	400,000	50,660	349,340
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$1,293,427	\$6,937,718