



City Council Agenda

Monday April 13, 2009

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
- Voting & Seating Order for April: Ihlan, Roe, Pust, Johnson, Klausing
- 6:02 p.m. **2. Approve Agenda**
- 6:05 p.m. **3. Public Comment**
- 6:10 p.m. **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**
- 6:15 p.m. **5. Recognitions, Donations, Communications**
- a. Recognize Retiring Commissioners
 - b. Recognize and Accept North Suburban Kiwanis \$500 Donation to be used toward the purchase of an Automatic External Defibrillator (AED)
 - c. Adopt a Resolution Proclaiming April Jazz Appreciation Month
- 6:30 p.m. **6. Approve Minutes**
- a. Approve Minutes of March 30, 2009 Meeting
- 6:35 p.m. **7. Approve Consent Agenda**
- a. Approve Payments
 - b. Approve General Purchases and Sales of Surplus Items in excess of \$5,000
 - c. Approve Business Licenses
 - d. Renew Bottle Club License for Knights of Columbus
 - e. Adopt a Resolution Accepting the Work Completed, Authorize Final Payment of \$17,299.55 and commence the One-Year Warranty Period on the 2008 Sanitary Sewer Lining Project

- f. Appointment Variance Board Members
- g. Accept a Donation from the Granite Foundation and Authorize the purchase of a replacement Park Patrol Vehicle

6:45 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

6:50 p.m. a. Highway 36 / Rice Street Interchange Design Presentation

11. Public Hearings

12. Business Items (Action Items)

7:10 p.m. a. Consider an Alternative Budgeting process for 2010

13. Business Items – Presentations/Discussions

7:40 p.m. a. Discuss Amendments to the City Nuisance Code regarding Residential Composting

7:55 p.m. b. Discuss Electronic Council Communications

8:05 p.m. **14. City Manager Future Agenda Review**

8:10 p.m. **15. Councilmember Initiated Items for Future Meetings**

16. Adjourn

Some Upcoming Public Meetings.....

Tuesday	Apr 14	7:00 p.m.	Human Rights Commission
Monday	Apr 20	6:00 p.m.	City Council Meeting
Tuesday	Apr 21	6:00 p.m.	Housing & Redevelopment Authority
Monday	Apr 27	6:00 p.m.	City Council Meeting
Tuesday	Apr 28	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	May 5	6:30 p.m.	Parks & Recreation Commission
Wednesday	May 6	6:30 p.m.	Planning Commission
Monday	May 11	6:00 p.m.	City Council Meeting

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

REQUEST FOR COUNCIL ACTION

Date: April 13, 2009
Item No.: 5.a

Department Approval

Acting City Manager Approval

Cheryl K. Miller

Item Description: Recognition of Commissioners for their Service to the City of Roseville

BACKGROUND

The City has six advisory commissions. The commissions assist the council on specific areas of interest. Commissioners are appointed by the City Council to serve three-year terms. Commissioners serve on a volunteer basis, donating many hours to the City of Roseville.

POLICY OBJECTIVE

Publicly acknowledge the contributions that commissioners have made and thank them for volunteering their time and talents to the City of Roseville.

FINANCIAL IMPACTS

None

REQUESTED COUNCIL ACTION

Present certificates of appreciation to retiring commissioners.

Prepared by: William J. Malinen

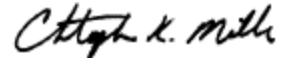
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 13, 2009
Item No.: 5.b

Department Approval



Acting City Manager Approval



Item Description: DONATION—NORTH SUBURBAN KIWANIS CLUB

BACKGROUND

The Roseville Police Department responds to and is the first responder to all medical emergencies throughout the City; however, not all of the department's marked squad cars are equipped with an Automatic External Defibrillator (AED). The North Suburban Golden K Kiwanis have graciously made a donation to the Roseville Police Department of \$500 toward the purchase of an additional AED (cost of \$1800) for use in one of the department's marked squads.

POLICY OBJECTIVE

Allow the police department to accept the funds donated by the North Suburban Golden K Kiwanis; thereby allowing the department to use the funds toward the purchase of an AED unit to be used in the response to medical emergencies throughout the City.

BUDGET IMPLICATIONS

Not applicable.

STAFF RECOMMENDATION

Allow the police department to accept the funds donated by the North Suburban Golden K Kiwanis.

REQUESTED COUNCIL ACTION

Motion to accept the North Suburban Golden K Kiwanis donation of \$500 to be used toward the purchase of an AED.

REQUEST FOR COUNCIL ACTION

Date: April 13, 2009
Item No.: 5.c

Department Approval

Acting City Manager Approval

Cheryl K. Miller

Item Description: Proclaim April as Jazz Appreciation Month

BACKGROUND

Jazz is an art form born in the United States and appreciated worldwide. It is one of the most innovative art forms that has inspired musicians, artists, dancers, writers and others to be more creative. Jazz, too, is an art form that bridges differences of race, gender, age and backgrounds.

The City of Roseville recognizes that variety of musical creativity. This summer visitors can listen to jazz, blues, big band, classical, rock and other musical genres at the free summer entertainment series at Central Park.

Each year the Roseville Visitors Association and community organizations sponsor a Winter Jazz Blast. The Jazz Blast draws jazz enthusiasts from around the state, promoting our community and promoting good music.

REQUESTED COUNCIL ACTION

Pass resolution declaring April to be Jazz Appreciation Month in Roseville.

Prepared by: William J. Malinen, City Manager

Attachment: A. Resolution

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 13th day of April, 2009, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

April is Jazz Appreciation Month

WHEREAS, Jazz is an American original art form that affirms the noblest aspirations of our national character, individual discipline, perseverance and innovation; and

WHEREAS, Jazz has produced some of America's leading creative artists and ranks as one of America's greatest exports to the world; and

WHEREAS, Jazz has inspired dancers, choreographers, poets, novelists, filmmakers, classical composers and musicians in many other kinds of music; and

WHEREAS, Arts education and appreciation for the contributions of all American art forms is fundamental to the people of the City of Roseville; and

WHEREAS, America's jazz heritage deserves to be appreciated broadly and be a part of education for America's youth and adults; and

WHEREAS, Jazz has spoken eloquently of freedom for people in the United States and abroad and has become an international language that bridges differences and brings people of all races, ages and backgrounds together; and

WHEREAS, We honor and recognize the outstanding work that all jazz artists, educators and enthusiasts in the City of Roseville represent.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseville hereby resolve that April is Jazz Appreciation Month in the City of Roseville, Minnesota.

46 The motion for the adoption of the foregoing resolution was duly seconded by Member
47
48 , and upon a vote being taken thereon, the following voted in favor thereof:
49
50 and the following voted against the same: none.
51
52 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th day of April, 2009 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of April, 2009.

William J. Malinen, City Manager

Date: 4/13/09

Item: 6.a

Approve 3/30/09 Minutes

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 4/13/2009
Item No.: 7.a

Department Approval

Christopher K. Miller

Acting City Manager Approval

Christopher K. Miller

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$658,307.46
54716-54849	\$385,381.98
Total	\$1,043,689.44

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: n/a

Accounts Payable

Checks for Approval

User: mjenson

Printed: 04/07/2009 - 12:14 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	03/26/2009	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Wastewater Flow April 2009	190,650.93
0	03/26/2009	License Center	Professional Services	Marsden Building Maint., Inc.	Janitorial Services-March 2009	632.61
0	03/26/2009	Recreation Fund	Contract Maintenance	Marsden Building Maint., Inc.	Janitorial Services-March 2009	799.82
0	03/26/2009	Recreation Fund	Contract Maintenance	Marsden Building Maint., Inc.	Janitorial Services-March 2009	1,513.37
0	03/26/2009	General Fund	Professional Services	Marsden Building Maint., Inc.	Janitorial Services-March 2009	741.24
0	03/26/2009	General Fund	Professional Services	Marsden Building Maint., Inc.	Janitorial Services-March 2009	5,598.71
0	03/26/2009	Recreation Fund	Printing	Roseville Area Schools	Spring - Summer 2008 Brochure Cost	2,831.78
0	03/26/2009	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-3002	Payroll Deduction for 3/24 Payroll	5,529.18
0	03/26/2009	General Fund	210501 - PERA Life Ins. Ded.	NCPERS Life Ins#7258500	Payroll Deduction for 3/24 Payroll	80.00
0	03/26/2009	General Fund	210700 - Minnesota Benefit Ded	MN Benefit Association	Payroll Deduction for March Payroll	1,174.58
0	03/26/2009	Water Fund	Postage	Gretchen Carlson-Laundry	Reimbursement for Postage	6.24
0	03/26/2009	General Fund	211403 - Day Care Expense Ded.		Dependent Care Reimbursement	166.15
0	03/26/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	85.00
0	03/26/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	526.84
0	03/26/2009	General Fund	Conferences	Dean Findell	Mileage Reimbursement	35.20
0	03/26/2009	General Fund	Operating Supplies	Dean Findell	Copy Charges Reimbursement	12.00
0	03/26/2009	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement3	128.15
0	03/26/2009	General Fund	Vehicle Supplies	Factory Motor Parts	Spark Plug	21.13
0	03/26/2009	General Fund	Vehicle Supplies	Factory Motor Parts	Battery	127.84
0	03/26/2009	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Reducer	13.16
0	03/26/2009	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Batteries	439.87
0	03/26/2009	Water Fund	St. Paul Water	City of St. Paul	Water Usage 1/30-2/26	239,024.24
0	03/26/2009	General Fund	Contract Maintenance	Alex Air Apparatus, Inc.	Hose in Fill Station Repair	223.78
0	03/26/2009	TIF District #17-Twin Lakes	Professional Services	WSB & Associates, Inc.	Professional Services Sept 2008	25,179.50
0	03/26/2009	Housing & Redevelopment A	Rental	Roseville Area Schools	Home & Garden Show Maintenance Service	1,195.00
0	03/26/2009	Housing & Redevelopment A	Miscellaneous	Praxair Distribution -	Helium for Home & Garden Show	158.05
0	03/26/2009	Storm Drainage	Professional Services	WSB & Associates, Inc.	Professional services to develop on XP-S	529.50
0	03/26/2009	General Fund	Vehicle Supplies	Factory Motor Parts	Air Filter	11.47
0	03/26/2009	General Fund	Utilities	Xcel Energy	Civil Defense	63.73
0	03/26/2009	General Fund	Utilities	Xcel Energy	Fire #1	1,083.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	03/26/2009	Golf Course	Utilities	Xcel Energy	Golf	563.83
0	03/26/2009	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	8,135.05
0	03/26/2009	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,091.71
0	03/26/2009	P & R Contract Maintenance	Utilities	Xcel Energy	P & R	70.38
0	03/26/2009	Sanitary Sewer	Utilities	Xcel Energy	Sewer	953.70
0	03/26/2009	Recreation Fund	Utilities	Xcel Energy	Skating	28,153.31
0	03/26/2009	General Fund	Utilities	Xcel Energy	Street Light	411.66
0	03/26/2009	Storm Drainage	Utilities	Xcel Energy	Storm Water	14.96
0	03/26/2009	General Fund	Utilities	Xcel Energy	Traffic Signal	1,681.15
0	03/26/2009	General Fund	Utilities	Xcel Energy	Street Light	13,018.89
0	03/26/2009	TIF District #17-Twin Lakes	Professional Services	WSB & Associates, Inc.	Professional Services Jan 2009	18,082.25
0	03/26/2009	Community Development	Professional Services	Quicksilver Express Courier	Courier Charge	24.17
0	03/26/2009	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Contract Maintenance-Jan 09	810.37
0	03/26/2009	General Fund	Use Tax Payable	Yale Mechanical, LLC	Sales/Use Tax	-0.87
0	03/26/2009	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Contract Maintenance-Jan 09	163.62
0	03/26/2009	General Fund	Use Tax Payable	Yale Mechanical, LLC	Sales/Use Tax	-0.87
0	03/26/2009	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Contract Maintenance-Jan 09	1,004.11
0	03/26/2009	General Fund	Use Tax Payable	Yale Mechanical, LLC	Sales/Use Tax	-12.70
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	116.80
0	03/26/2009	Storm Drainage	Telephone	NEXTEL Communications	Cell Phones	167.87
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	10.11
0	03/26/2009	Sanitary Sewer	Telephone	NEXTEL Communications	Cell Phones	218.70
0	03/26/2009	Recreation Fund	Telephone	NEXTEL Communications	Cell Phones	81.79
0	03/26/2009	Recreation Fund	Telephone	NEXTEL Communications	Cell Phones	27.27
0	03/26/2009	P & R Contract Maintenance	Telephone	NEXTEL Communications	Cell Phones	119.22
0	03/26/2009	Golf Course	Telephone	NEXTEL Communications	Cell Phones	20.82
0	03/26/2009	Community Development	Telephone	NEXTEL Communications	Cell Phones	78.79
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	20.24
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	10.11
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	68.74
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	613.54
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	375.88
0	03/26/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	1,449.03
0	03/26/2009	General Fund	Vehicle Supplies	Napa Auto Parts	Bulbs	61.86
0	03/26/2009	General Fund	Contract Maintenance	NEXTEL Communications	Cell Phones	379.14
Check Total:						557,567.02
0	04/02/2009	General Fund	Capital Outlay	MES, Inc.	Jackets	22,495.00
0	04/02/2009	General Fund	Vehicle Supplies	MES, Inc.	Flotation Collar	342.52
0	04/02/2009	Water Fund	Professional Services	Radix Corporation	Software Support-April 2009	93.33
0	04/02/2009	Water Fund	Use Tax Payable	Radix Corporation	Sales/Use Tax	-5.70
0	04/02/2009	Water Fund	Professional Services	Radix Corporation	Software Support-May 2009	93.33
0	04/02/2009	Water Fund	Use Tax Payable	Radix Corporation	Sales/Use Tax	-5.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	04/02/2009	Recreation Fund	Professional Services	Hannah Stolba	Basketball Scorekeeping	160.00
0	04/02/2009	General Fund	Transportation	William Malinen	Mileage Reimbursement	73.29
0	04/02/2009	Recreation Fund	Professional Services	Caitlin Bean	Assistant Dance Instructor	24.00
0	04/02/2009	Recreation Fund	Professional Services	Julie Risinger	Assistant Dance Instructor	32.00
0	04/02/2009	Municipal Jazz Band	Professional Services	Glen Newton	Roseville Big Band Director-March 2009	225.00
0	04/02/2009	General Fund	Telephone	Steve Zweber	Winter Weather Monitor Reimbursement	143.85
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	1,500.00
0	04/02/2009	General Fund	Training	Michael Holtmeier	Textbook Reimbursement	24.10
0	04/02/2009	Recreation Fund	Operating Supplies	Jill Anfang	Arts at the Oval Supplies Reimbursement	195.98
0	04/02/2009	P & R Contract Maintenance	Operating Supplies	Jeff Evenson	Parking Reimbursement	10.00
0	04/02/2009	General Fund	Tuition Reimbursement	Katherine Schlundt	Tuition Reimbursement	279.64
0	04/02/2009	License Center	Transportation	Jill Theisen	Mileage Reimbursement	429.55
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	195.36
0	04/02/2009	General Fund	Transportation	Steve Zweber	Mileage Reimbursement	41.80
0	04/02/2009	Water Fund	Transportation	Steve Zweber	Mileage Reimbursement	41.80
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	728.64
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	197.00
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	132.04
0	04/02/2009	Community Development	Training	Jan Rosemeyer	Mileage Reimbursement	5.83
0	04/02/2009	Housing & Redevelopment	AMiscellaneous	Jeanne Kelsey	Supplies Reimbursement	9.99
0	04/02/2009	Housing & Redevelopment	AMiscellaneous	Jeanne Kelsey	Supplies Reimbursement	2.00
0	04/02/2009	Housing & Redevelopment	ATransportation	Jeanne Kelsey	Mileage Reimbursement	15.40
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	118.78
0	04/02/2009	General Fund	Memberships & Subscriptions	Eldona Bacon	SPWR Recertification Reimbursement	100.00
0	04/02/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	2,000.00
0	04/02/2009	Police - DWI Enforcement	Professional Services	Collins Electrical Constructio	Outlest for Flat Screen TV's	505.87
0	04/02/2009	Police - DWI Enforcement	Use Tax Payable	Collins Electrical Constructio	Sales/Use Tax	-30.87
0	04/02/2009	TIF District #17-Twin Lakes	Professional Services	WSB & Associates, Inc.	Twin Lake right-of-way Acquisition Servi	1,308.00
0	04/02/2009	Storm Drainage	Professional Services	WSB & Associates, Inc.	Walsh Lake Watershet drainage analysis	2,918.00
0	04/02/2009	General Fund	Contract Maintenance Vehicles	Catco Parts & Service Inc	2009 Blanket PO for Vehicle Repairs	301.31
0	04/02/2009	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Repair Police Garage Door	504.21
0	04/02/2009	General Fund	Use Tax Payable	Yale Mechanical, LLC	Sales/Use Tax	-7.16
0	04/02/2009	General Fund	Professional Services	City of St. Paul	Wireless & RMS Service-March 09	4,358.00
0	04/02/2009	General Fund	Training	City of St. Paul	Tactical Search & Seizure Class	250.00
0	04/02/2009	General Fund	Professional Services	City of St. Paul	Wireless & RMS Service-April 09	4,358.00
0	04/02/2009	P & R Contract Maintenance	Operating Supplies	Sherwin Williams	Paint	14.08
0	04/02/2009	Solid Waste Recycle	Memberships	Recycling Association of MN	Membership Fee-Pratt	150.00
0	04/02/2009	General Fund	Vehicle Supplies	Kath Fuel Oil Service, Inc.	Oil	1,868.81
0	04/02/2009	General Fund	Operating Supplies City Garage	Alternative Business Furniture	67" 2-Way	35.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	04/02/2009	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	980.50
0	04/02/2009	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	980.50
0	04/02/2009	General Fund	Operating Supplies	MN County Attorneys Associati	Carbonless Forms	50.58
0	04/02/2009	Police - DWI Enforcement	Professional Services	Jensen, Bell, Converse & Erick	Legal Services Through Feb 15, 09	805.00
0	04/02/2009	General Fund	Professional Services	Jensen, Bell, Converse & Erick	Legal Services Through Feb 28, 09	152.21
0	04/02/2009	Police - DWI Enforcement	Professional Services	Jensen, Bell, Converse & Erick	Legal Services Through March 15, 09	507.50
0	04/02/2009	General Fund	Office Supplies	Unisource Worldwide-No Central	Copy Paper	276.14
0	04/02/2009	General Fund	Office Supplies	Unisource Worldwide-No Central	Copy Paper	335.02
0	04/02/2009	TIF District #17-Twin Lakes	Professional Services	WSB & Associates, Inc.	Twin Lake right-of-way Acquisition Servi	2,347.00
0	04/02/2009	TIF District #17-Twin Lakes	Professional Services	WSB & Associates, Inc.	Twin Lake right-of-way Acquisition Servi	28,616.50
0	04/02/2009	TIF District #17-Twin Lakes	Professional Services	WSB & Associates, Inc.	Twin Lake right-of-way Acquisition Servi	2,520.00
0	04/02/2009	General Fund	Operating Supplies	Ancom Communications, Inc.	Palm Mic	82.80
0	04/02/2009	General Fund	Use Tax Payable	Ancom Communications, Inc.	Sales/Use Tax	-5.05
0	04/02/2009	General Fund	Contract Maintenance	Ancom Communications, Inc.	Freight-Defective Parts Replacement	16.50
0	04/02/2009	General Fund	Operating Supplies	Greenhaven Printing	Business Cards	143.77
0	04/02/2009	General Fund	Use Tax Payable	Greenhaven Printing	Sales/Use Tax	-8.77
0	04/02/2009	Recreation Fund	Operating Supplies	Sysco Mn	Food, Supplies	167.22
0	04/02/2009	Golf Course	Merchandise For Sale	Sysco Mn	Food, Supplies	156.82
0	04/02/2009	General Fund	Operating Supplies	Sysco Mn	Food, Supplies	45.94
0	04/02/2009	Recreation Fund	Operating Supplies	Greenhaven Printing	2009 Rosefest Poster	154.42
0	04/02/2009	Recreation Fund	Use Tax Payable	Greenhaven Printing	Sales/Use Tax	-9.42
0	04/02/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	81.29
0	04/02/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	43.11
0	04/02/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Plastic Lens	20.85
0	04/02/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Jobber Drill	82.53
0	04/02/2009	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Car Washes	229.19
0	04/02/2009	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Car Washes	172.56
0	04/02/2009	General Fund	Training	Streicher's	Use of Force Supplies	4,239.83
0	04/02/2009	General Fund	Police Explorer Program	Streicher's	Trousers	68.99
0	04/02/2009	General Fund	Clothing	Streicher's	Commendation Bars	250.37
0	04/02/2009	General Fund	Training	Streicher's	.40 S&W Practice	3,827.45
0	04/02/2009	General Fund	Training	Streicher's	Use of Force Supplies	2,944.19
0	04/02/2009	Police Forfeiture Fund	Professional Services	Streicher's	Weaponlight-X300 LED	1,080.92
0	04/02/2009	General Fund	Operating Supplies	Streicher's	Snap Clip	128.79
0	04/02/2009	General Fund	Clothing	Streicher's	Holsters	178.90
0	04/02/2009	General Fund	Clothing	Streicher's	Vest	1,199.00
0	04/02/2009	General Fund	Police Explorer Program	Streicher's	Trousers, Shirts	411.99
0	04/02/2009	General Fund	Police Explorer Program	Streicher's	Shirts	379.00
0	04/02/2009	General Fund	Police Explorer Program	Streicher's	Shirts	439.00
0	04/02/2009	General Fund	Vehicle Supplies	CCP Industries Inc	HD RW 10X12 Refill	277.37
0	04/02/2009	General Fund	Vehicle Supplies	Safety Kleen Systems	Washer Service-Solvent	137.39

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						100,740.44
54716	03/24/2009	Water Fund	Training	AWWA	Water School-Ross, Fish, Luger	465.00
Check Total:						465.00
54717	03/24/2009	Water Fund	Training	MN Dept of Health	Water Supply System Exam-Ross, Fish	64.00
Check Total:						64.00
54718	03/24/2009	Water Fund	Memberships & Subscriptions	SUSA Suburban Utilities Superintend	Annual Membership Dues-Schwartz	100.00
54718	03/24/2009	Sanitary Sewer	Memberships & Subscriptions	SUSA Suburban Utilities Superintend	Annual Membership Dues-Thury	100.00
Check Total:						200.00
54719	03/26/2009	General Fund	Memberships & Subscriptions	AMEM-Assoc. of MN Emerg. Manag	2009 Membership Dues-Peterson	35.00
Check Total:						35.00
54720	03/26/2009	General Fund	Clothing	Aspen Mills Inc.	Clothing	93.85
54720	03/26/2009	General Fund	Clothing	Aspen Mills Inc.	Patches Sewn On Shirts	9.59
54720	03/26/2009	General Fund	Clothing	Aspen Mills Inc.	Clothing	401.51
Check Total:						504.95
54721	03/26/2009	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	Window Cleaning-License Center	29.00
Check Total:						29.00
54722	03/26/2009	Information Technology	Other Improvements	Cities Digital Inc	S4B Laserfiche United Annual Maint.	4,200.00
54722	03/26/2009	Information Technology	Other Improvements	Cities Digital Inc	FXB Laserfiche Full User United Annual M	3,320.00
54722	03/26/2009	Information Technology	Other Improvements	Cities Digital Inc	RXB Laserfiche Retrieval User United Ann	3,300.00
54722	03/26/2009	Information Technology	Other Improvements	Cities Digital Inc	QFB Laserfiche Quick Fields Annual Maint	200.00
54722	03/26/2009	Information Technology	Other Improvements	Cities Digital Inc	QF-3B Laserfiche Zone OCR Annual Maint	500.00
54722	03/26/2009	Information Technology	Computer Equipment	Cities Digital Inc	QF-5B Laserfiche Real Time Lookup Annual	200.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54722	03/26/2009	Information Technology	Computer Equipment	Cities Digital Inc	97831UB Laserfiche Weblink Enterprise An	3,190.00
Check Total:						14,910.00
54723	03/26/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	QRAE Monitor, Space Kit	157.54
54723	03/26/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Toxirae	68.78
Check Total:						226.32
54724	03/26/2009	Information Technology	Telephone	Comcast Cable	High Speed Internet	79.95
54724	03/26/2009	Information Technology	Telephone	Comcast Cable	High Speed Internet	79.95
Check Total:						159.90
54725	03/26/2009	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	Midway Speedskating Bingo-Feb 09	1,905.12
54725	03/26/2009	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	Roseville Youth Hockey Bingo-Feb 09	1,769.04
Check Total:						3,674.16
54726	03/26/2009	Golf Course	Operating Supplies	ECR Software Corp.	Activator Replacement	65.69
54726	03/26/2009	Golf Course	Use Tax Payable	ECR Software Corp.	Sales/Use Tax	-4.00
Check Total:						61.69
54727	03/26/2009	General Fund	Operating Supplies	EMP	Purple Nitrile Gloves	630.52
Check Total:						630.52
54728	03/26/2009	Recreation Fund	Professional Services	Andrew Grzywinski	Broomball Official	651.00
Check Total:						651.00
54729	03/26/2009	General Fund	Training	Hennepin Technical College	EMT Practical Test	160.00
Check Total:						160.00
54730	03/26/2009	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Equipment-RVPD	1,166.08
54730	03/26/2009	Information Technology	Operating Supplies	Hewlett-Packard Company	Computer Equipment-RVPD	350.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						1,516.22
54731	03/26/2009	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-1099	401 a [REDACTED] Employer Portion	309.50
Check Total:						309.50
54732	03/26/2009	Recreation Fund	Professional Services	Imagine Design & Creative Cons	Spring - Summer 2009 Brochure Production	4,575.00
Check Total:						4,575.00
54733	03/26/2009	Telephone	Telephone	Integra Telecom	Telephone Service	148.68
Check Total:						148.68
54734	03/26/2009	General Fund	Operating Supplies	Interstate All Battery Center	Batteries	190.10
Check Total:						190.10
54735	03/26/2009	General Fund	Professional Services	Kennedy & Graven, Chartered	Centennial Gardens Compliance Review	41.00
Check Total:						41.00
54736	03/26/2009	Water Fund	Hydrant Meter Deposits	Kraus Anderson	Meter Deposit Refund	400.00
54736	03/26/2009	Water Fund	Miscellaneous Revenue	Kraus Anderson	Less Meter Rental	-40.00
Check Total:						360.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Mathwig	20.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Dolan	20.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Wahtera, Johnson	40.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Rosand	20.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Marshall	20.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Williams	20.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Davitt	20.00
54737	03/26/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-Brokke	20.00
Check Total:						180.00
54738	03/26/2009	Risk Management	Street Department Claims	League of MN Cities Ins Trust	LMCIT Claim #: 11067511	671.65
Check Total:						671.65
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	2,133.75
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	3,468.33
54739	03/26/2009	Information Technology	Employer Insurance	Medica	Health Insurance Premium-April 2009	2,614.99
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	782.66
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	22,690.45
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	2,712.00
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	1,223.33
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	1,194.99
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	2,174.32
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	5,078.33
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	825.00
54739	03/26/2009	Telecommunications	Employer Insurance	Medica	Health Insurance Premium-April 2009	1,062.00
54739	03/26/2009	Recreation Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	3,238.33
54739	03/26/2009	Recreation Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	398.33
54739	03/26/2009	P & R Contract Maintenance	Employer Insurance	Medica	Health Insurance Premium-April 2009	3,391.99
54739	03/26/2009	Recreation Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	2,157.33
54739	03/26/2009	General Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	959.33
54739	03/26/2009	Community Development	Employer Insurance	Medica	Health Insurance Premium-April 2009	993.33
54739	03/26/2009	Community Development	Employer Insurance	Medica	Health Insurance Premium-April 2009	398.33
54739	03/26/2009	Community Development	Employer Insurance	Medica	Health Insurance Premium-April 2009	595.00
54739	03/26/2009	Community Development	Employer Insurance	Medica	Health Insurance Premium-April 2009	384.33
54739	03/26/2009	License Center	Employer Insurance	Medica	Health Insurance Premium-April 2009	4,742.66
54739	03/26/2009	Sanitary Sewer	Employer Insurance	Medica	Health Insurance Premium-April 2009	595.00
54739	03/26/2009	Water Fund	Employer Insurance	Medica	Health Insurance Premium-April 2009	993.33
54739	03/26/2009	Golf Course	Employer Insurance	Medica	Health Insurance Premium-April 2009	805.00
54739	03/26/2009	Storm Drainage	Employer Insurance	Medica	Health Insurance Premium-April 2009	782.66
54739	03/26/2009	General Fund	211400 - HCMA Insurance Ded.	Medica	Cobra	9,372.60
54739	03/26/2009	General Fund	211400 - HCMA Insurance Ded.	Medica	Employee Portion	16,215.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						91,983.15
54740	03/26/2009	Street Construction	Contractor Payments	Minnesota Commercial Railway	Crossing Signal System-Long Lake Rd	10,340.45
Check Total:						10,340.45
54741	03/26/2009	General Fund	211200 - Financial Support	MN Child Support Payment Cntr	Payroll Deduction for 3/24 Payroll	587.50
Check Total:						587.50
54742	03/26/2009	General Fund	MN State Retirement	MN State Retirement System	Payroll Deduction for 3/24 Payroll	4,048.87
Check Total:						4,048.87
54743	03/26/2009	Water Fund	Hydrant Meter Deposits	Morcon Construction	Hydrant Meter Deposit Refund	400.00
54743	03/26/2009	Water Fund	Water - Roseville	Morcon Construction	Less Water Charges	-44.00
54743	03/26/2009	Water Fund	State Sales Tax Payable	Morcon Construction	Less Tax	-2.86
54743	03/26/2009	Water Fund	Miscellaneous Revenue	Morcon Construction	Less Meter Rental	-40.00
Check Total:						313.14
54744	03/26/2009	Water Fund	Hydrant Meter Deposits	North Valley, Inc.	Meter Deposit Refund	700.00
54744	03/26/2009	Water Fund	Water - Roseville	North Valley, Inc.	Less Water Charges	-231.00
54744	03/26/2009	Water Fund	State Sales Tax Payable	North Valley, Inc.	Less Tax	-15.02
54744	03/26/2009	Water Fund	Miscellaneous Revenue	North Valley, Inc.	Less Meter Rental	-40.00
Check Total:						413.98
54745	03/26/2009	General Fund	Professional Services	Performance Plus, Inc.	Medical Evaluation	90.00
Check Total:						90.00
54746	03/26/2009	General Fund	Operating Supplies	Philips Healthcare	HeartStart Pads	521.85
Check Total:						521.85
54747	03/26/2009	General Fund	Miscellaneous	Premier Bank	HSA Overdraft Fees Reimbursement	40.00
Check Total:						40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	905.23
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	297.16
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	284.17
54748	03/26/2009	P & R Contract Maintenance	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	240.63
54748	03/26/2009	License Center	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	226.88
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	169.59
54748	03/26/2009	Recreation Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	135.21
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	91.67
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	91.67
54748	03/26/2009	Community Development	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	91.67
54748	03/26/2009	Water Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	91.67
54748	03/26/2009	Information Technology	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	77.92
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	77.92
54748	03/26/2009	Community Development	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	77.92
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	57.29
54748	03/26/2009	General Fund	Employer Insurance	Premier Bank	HSA-Payroll Deduction for 3/24 Payroll	57.29
54748	03/26/2009	General Fund	211402 - HCMA - Medical Exp.	Premier Bank	EE Cont	1,093.34
Check Total:						4,067.23
54749	03/26/2009	General Fund	Operating Supplies	Pro-Tec Design, Inc.	HID Proxkey	490.97
Check Total:						490.97
54750	03/26/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	78.85
54750	03/26/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	50.07
54750	03/26/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	186.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54750	03/26/2009	Telephone	Telephone	Qwest	Telephone	56.19
54750	03/26/2009	Telephone	Telephone	Qwest	Telephone Service	397.79
54750	03/26/2009	Telephone	Telephone	Qwest	Telephone Service	38.49
54750	03/26/2009	Telephone	Telephone	Qwest	Telephone Service	100.72
54750	03/26/2009	Telephone	Falcon Hghts Telephone	Qwest	Telephone Service	74.37
Check Total:						982.49
54751	03/26/2009	Telephone	Telephone	Qwest Communications	Telephone	143.15
Check Total:						143.15
54752	03/26/2009	General Fund	211200 - Financial Support	Rausch Sturm Israel & Hornik	Case #CV074555	368.03
Check Total:						368.03
54753	03/26/2009	Water Fund	Water - Roseville	Arnold Rehmann	Reimbursement for Overpayment	84.28
Check Total:						84.28
54754	03/26/2009	General Fund	Employer Peasion	Roseville Firefighter's Relief	Supplemental Retirement Fund. from State	2,000.00
Check Total:						2,000.00
54755	03/26/2009	General Fund	Contract Maint. - City Hall	Schindler Elevator Corporation	Quarterly Service	1,061.49
Check Total:						1,061.49
54756	03/26/2009	General Fund	Telephone	Sprint	Cell Phones	35.48
54756	03/26/2009	General Fund	Telephone	Sprint	Cell Phones	104.99
54756	03/26/2009	Information Technology	Telephone	Sprint	Cell Phones	241.63
54756	03/26/2009	Recreation Fund	Telephone	Sprint	Cell Phones	104.56
54756	03/26/2009	General Fund	Telephone	Sprint	Cell Phones	34.97
54756	03/26/2009	Community Development	Telephone	Sprint	Cell Phones	34.86
54756	03/26/2009	General Fund	Contract Maintenance	Sprint	Cell Phones	315.36
Check Total:						871.85
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	80.97
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	99.62
54757	03/26/2009	Information Technology	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	130.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	64.47
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	42.90
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	71.83
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	934.33
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	113.73
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	176.13
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	127.85
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	36.12
54757	03/26/2009	Telecommunications	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	16.94
54757	03/26/2009	Solid Waste Recycle	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	21.07
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	131.99
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	19.34
54757	03/26/2009	P & R Contract Maintenance	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	106.91
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	87.59
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	41.30
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	114.63
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	48.65
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	39.95
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	16.69
54757	03/26/2009	License Center	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	171.82
54757	03/26/2009	Sanitary Sewer	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	62.30
54757	03/26/2009	Water Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	69.78
54757	03/26/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	22.80
54757	03/26/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	21.51
54757	03/26/2009	Storm Drainage	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Feb 2009	27.17
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	80.97
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	99.62
54757	03/26/2009	Information Technology	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	130.01
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	64.47
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	42.90
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	71.83
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	922.09
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	113.73
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	161.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	127.85
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	36.12
54757	03/26/2009	Telecommunications	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	16.94
54757	03/26/2009	Solid Waste Recycle	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	21.07
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	131.99
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	19.34
54757	03/26/2009	P & R Contract Maintenance	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	106.91
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	87.59
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	41.30
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	114.63
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	48.65
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	39.95
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	16.69
54757	03/26/2009	License Center	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	171.82
54757	03/26/2009	Sanitary Sewer	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	62.30
54757	03/26/2009	Water Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	69.78
54757	03/26/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	22.80
54757	03/26/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	21.51
54757	03/26/2009	Storm Drainage	Employer Insurance	Standard Insurance Company	Life Insurance Premium for March 2009	27.17
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	107.37
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	143.62
54757	03/26/2009	Information Technology	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	182.81
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	90.87
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	69.30
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	98.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	1,356.73
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	166.53
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	255.33
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	198.25
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	53.72
54757	03/26/2009	Telecommunications	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	25.74
54757	03/26/2009	Solid Waste Recycle	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	29.87
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	184.79
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	28.14
54757	03/26/2009	P & R Contract Maintenance	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	168.51
54757	03/26/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	131.59
54757	03/26/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	58.90
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	167.43
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	66.25
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	57.55
54757	03/26/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	25.49
54757	03/26/2009	License Center	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	268.62
54757	03/26/2009	Sanitary Sewer	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	97.50
54757	03/26/2009	Water Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	113.78
54757	03/26/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	31.60
54757	03/26/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	30.31
54757	03/26/2009	Storm Drainage	Employer Insurance	Standard Insurance Company	Life Insurance Premium for April 2009	44.77
54757	03/26/2009	General Fund	210500 - Ramsey Co. Life Ins.	Standard Insurance Company	Life Insurance Premium for April 2009	1,891.65
Check Total:						11,915.03
54758	03/26/2009	Community Development	Professional Services	Sheila Stowell	Variance Board/Planning Comm. Minutes	316.25
54758	03/26/2009	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	9.58
Check Total:						325.83
54759	03/26/2009	Community Development	Operating Supplies	Suburban Ace Hardware	Rope	4.04
Check Total:						4.04
54760	03/26/2009	General Fund	Vehicle Supplies	Tennant Sales & Services	Filter Pkg Kits	727.50
Check Total:						727.50
54761	03/26/2009	General Fund	Vehicle Supplies	Tyres International Inc.	Scrap Tire Dismount, Disposal	19.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						19.50
54762	03/26/2009	Water Fund	Hydrant Meter Deposits	Veit & Company, Inc.	Hydrant Meter Deposit Refund	700.00
54762	03/26/2009	Water Fund	Miscellaneous Revenue	Veit & Company, Inc.	Less Meter Rental	-40.00
54762	03/26/2009	Sanitary Sewer	Payments to Contractors	Veit & Company, Inc.	Blanket PO for Sanitary Sewer Lining Pro	50,405.10
Check Total:						51,065.10
54763	03/26/2009	Information Technology	Telephone	XO Communications Inc.	Telephone	4,822.08
Check Total:						4,822.08
54764	04/02/2009	Recreation Fund	Professional Services	AARP	Driving Instructor	266.00
Check Total:						266.00
54765	04/02/2009	General Fund	Operating Supplies	Accurant - Acct #1010287	People Searches	58.75
Check Total:						58.75
54766	04/02/2009	Recreation Fund	Professional Services	Active Golf Training	12 Session Golf Training Classes	450.00
Check Total:						450.00
54767	04/02/2009	Recreation Fund	Professional Services	Nicole Allard	Speedskating Program Coach	310.00
Check Total:						310.00
54768	04/02/2009	General Fund	Contract Maintenance	Allina Hospitals & Clinics	Heartsaver Cards	108.36
54768	04/02/2009	General Fund	Use Tax Payable	Allina Hospitals & Clinics	Sales/Use Tax	-6.61
Check Total:						101.75
54769	04/02/2009	Water Fund	Accounts Payable	RON ANDERSON	Refund check	14.56
Check Total:						14.56
54770	04/02/2009	General Fund	Clothing	Aspen Mills Inc.	Pants	189.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	189.40
54771	04/02/2009	General Fund	Vehicle Supplies	Astleford International Trucks	Switch	43.23
					Check Total:	43.23
54772	04/02/2009	Equipment Replacement	FunRental - Copier Machines	Banc of America Leasing	Copier Lease	2,875.06
					Check Total:	2,875.06
54773	04/02/2009	Recreation Fund	Figure Skate School	Evan Barshack	Skating School Refund	147.00
					Check Total:	147.00
54774	04/02/2009	General Fund	Operating Supplies	Batteries Plus, Inc.	AA Batteries	51.06
54774	04/02/2009	General Fund	Operating Supplies	Batteries Plus, Inc.	Lithium Battery	6.38
54774	04/02/2009	General Fund	Operating Supplies	Batteries Plus, Inc.	Lithium Batteries	127.37
54774	04/02/2009	General Fund	Operating Supplies	Batteries Plus, Inc.	AAA Batteries	76.62
					Check Total:	261.43
54775	04/02/2009	General Fund	Training	BCA-Breath Test Section	Intoxilyzer Recertification Class	150.00
					Check Total:	150.00
54776	04/02/2009	Recreation Fund	Building Rental	Lisa Beckemeyer	Banquet Room Rental Refund	154.79
					Check Total:	154.79
54777	04/02/2009	Police Forfeiture Fund	Professional Services	Betmar Languages	Crime Victim Brochure Translation	655.00
					Check Total:	655.00
54778	04/02/2009	Recreation Fund	Operating Supplies	Big Ten Catering	Luncheon at Fire Station	246.02
					Check Total:	246.02
54779	04/02/2009	Police Forfeiture Fund	Professional Services	Nancy Brown	Reimbursement for Window-12/18 Incident	256.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						256.41
54780	04/02/2009	Housing & Redevelopment A	Rental	Cenaiko Expo, Inc.	Booth Rental for Living Smarter	5,582.73
Check Total:						5,582.73
54781	04/02/2009	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	34.30
54781	04/02/2009	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
54781	04/02/2009	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	33.20
54781	04/02/2009	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
Check Total:						72.82
54782	04/02/2009	General Fund	Training	City of Minneapolis	Basit SWAT Training Class	900.00
Check Total:						900.00
54783	04/02/2009	General Fund	Operating Supplies	CMI, Inc.	Mouthpieces	87.53
Check Total:						87.53
54784	04/02/2009	Recreation Fund	Professional Services	Michelle Colbert	Speedskating Coach	140.00
Check Total:						140.00
54785	04/02/2009	General Fund	Operating Supplies	Deluxe Business Forms	US Bank Security Bag	172.75
Check Total:						172.75
54786	04/02/2009	General Fund	Op Supplies - City Hall	EESCO	Lamps	53.80
54786	04/02/2009	P & R Contract Maintenance	Operating Supplies	EESCO	Lamps	241.93
Check Total:						295.73
54787	04/02/2009	General Fund	Operating Supplies	Esty Specialty Products, Inc.	Evidence Pouches	144.52
54787	04/02/2009	General Fund	Use Tax Payable	Esty Specialty Products, Inc.	Sales/Use Tax	-8.82
Check Total:						135.70
54788	04/02/2009	General Fund	Operating Supplies	Ted Fish	Class Book Reimbursement	95.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	95.75
54789	04/02/2009	Recreation Fund	Professional Services	Parker Foss	Speedskating Program Coach	470.00
					Check Total:	470.00
54790	04/02/2009	Sanitary Sewer	Accounts Payable	CLARA GALVIN	Refund check	9.62
					Check Total:	9.62
54791	04/02/2009	Recreation Fund	Professional Services	Paul Gangl	Speedskating Coach	530.00
					Check Total:	530.00
54792	04/02/2009	General Fund	Training	Mark Ganley	Ground Fighting School Reimbursement	68.98
					Check Total:	68.98
54793	04/02/2009	Recreation Fund	Professional Services	Celia Gillette	Basketball Scorekeeper	280.00
					Check Total:	280.00
54794	04/02/2009	General Fund	Professional Services	Aimee Gourlay	City Council Strategic Planning Mediator	600.00
					Check Total:	600.00
54795	04/02/2009	General Fund	Conferences	Guest Services Inc	Meals for FEMA Training	96.75
					Check Total:	96.75
54796	04/02/2009	Singles Program	Professional Services	Mary Hall	Singles Entertainment	100.00
					Check Total:	100.00
54797	04/02/2009	General Fund	Contract Maintenance Vehicles	HealthEast Transportation	Vehicle Conversion	3,288.49
					Check Total:	3,288.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54798	04/02/2009	Singles Program	Operating Supplies	Jean Hoffman	Single Supplies Reimbursement	81.35
					Check Total:	81.35
54799	04/02/2009	Recreation Fund	Professional Services	B. Patricia Jemie	Stretch & Strengthen Instructor	108.00
					Check Total:	108.00
54800	04/02/2009	Recreation Fund	Professional Services	Bob Johnson	Basketball Scorekeeping	210.00
					Check Total:	210.00
54801	04/02/2009	Recreation Fund	Professional Services	Susan Kaepfel	Speedskating Coach	400.00
					Check Total:	400.00
54802	04/02/2009	General Fund	Vehicle Supplies	Kath Auto Parts	Mirror, Filter	35.86
					Check Total:	35.86
54803	04/02/2009	Sanitary Sewer	Accounts Payable	HARRIET KAUFMAN	Refund check	8.31
54803	04/02/2009	Water Fund	Accounts Payable	HARRIET KAUFMAN	Refund check	23.96
					Check Total:	32.27
54804	04/02/2009	Recreation Fund	Fee Program Revenue	Gina Kristufek	Drama Camp Reimbursement	69.00
54804	04/02/2009	Recreation Fund	Fee Program Revenue	Gina Kristufek	Drama Camp Reimbursement	8.00
					Check Total:	77.00
54805	04/02/2009	General Fund	Operating Supplies	Language Line Services	Interpreter Services	17.64
					Check Total:	17.64
54806	04/02/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Wkshp- Levendoski	20.00
54806	04/02/2009	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop- Scheider	20.00
					Check Total:	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54807	04/02/2009	Risk Management	Street Department Claims	League of MN Cities Ins Trust	LMCIT Claim # 11067976	1,102.88
54807	04/02/2009	Risk Management	Insurance	League of MN Cities Ins Trust	Annual Pay Plan	563.00
54807	04/02/2009	Risk Management	Insurance	League of MN Cities Ins Trust	1st and 2nd Qtr Installments	95,804.50
Check Total:						97,470.38
54808	04/02/2009	Recreation Fund	Professional Services	Kristen Lear	Basketball Scorekeeping	200.00
Check Total:						200.00
54809	04/02/2009	Sanitary Sewer	Postage	Lone Oak Companies, Inc.	Utility Billing Section 003 & 333	383.25
54809	04/02/2009	Water Fund	Postage	Lone Oak Companies, Inc.	Utility Billing Section 003 & 333	383.25
54809	04/02/2009	Storm Drainage	Postage	Lone Oak Companies, Inc.	Utility Billing Section 003 & 333	383.26
Check Total:						1,149.76
54810	04/02/2009	Golf Course	Memberships & Subscriptions	MGA, INC	2009 Dues	90.00
Check Total:						90.00
54811	04/02/2009	Police Forfeiture Fund	Professional Services	Mid America Auction	Forfeited Vehicle Storage	2,415.00
54811	04/02/2009	Police - DWI Enforcement	Professional Services	Mid America Auction	Forfeited Vehicle Storage	90.00
Check Total:						2,505.00
54812	04/02/2009	Recreation Fund	Operating Supplies	Mikes Pro Shop	Trophics	38.34
Check Total:						38.34
54813	04/02/2009	Municipal Community Band	Miscellaneous Expense	Mary Miller	Community Band Supplies Reimbursement	50.90
Check Total:						50.90
54814	04/02/2009	Recreation Fund	Professional Services	Megan Miner	Assistant Dance Instructor	50.00
Check Total:						50.00
54815	04/02/2009	Water Fund	State surcharge - Water	MN Dep Pub Health-Water Supply	Water Connection Fee-1st Qtr 2009	16,127.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						16,127.37
54816	04/02/2009	Risk Management	Memberships & Subscriptions	MN Safety Council	2009 Membership Dues	375.00
Check Total:						375.00
54817	04/02/2009	Police - DWI Enforcement	Professional Services	Motorola	Mobile 10-35 Watt	3,709.22
54817	04/02/2009	Police - DWI Enforcement	Use Tax Payable	Motorola	Sales/Use Tax	-226.38
Check Total:						3,482.84
54818	04/02/2009	Information Technology	Contract Maintenance	MX Logic	Annual Billing	1,943.04
Check Total:						1,943.04
54819	04/02/2009	General Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Check, Repair Fire Ext.	169.97
54819	04/02/2009	General Fund	Operating Supplies	Nardini Fire Equipment Co, Inc	Check, Repair Fire Ext.	136.16
54819	04/02/2009	Recreation Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Check, Repair Fire Ext.	17.02
Check Total:						323.15
54820	04/02/2009	General Fund	Const. Operating Supplies	Northwest Lasers, Inc.	Paint	684.16
54820	04/02/2009	General Fund	Operating Supplies	Northwest Lasers, Inc.	Paint	290.03
54820	04/02/2009	Pathway Maintenance Fund	Operating Supplies	Northwest Lasers, Inc.	Paint	50.59
54820	04/02/2009	Boulevard Landscaping	Operating Supplies	Northwest Lasers, Inc.	Paint	50.59
54820	04/02/2009	Water Fund	Operating Supplies	Northwest Lasers, Inc.	Paint	188.86
54820	04/02/2009	Sanitary Sewer	Operating Supplies	Northwest Lasers, Inc.	Paint	188.86
54820	04/02/2009	P & R Contract Maintenance	Operating Supplies	Northwest Lasers, Inc.	Paint	242.82
Check Total:						1,695.91
54821	04/02/2009	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	Dog Food	113.13
54821	04/02/2009	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	Dog Food	43.76
Check Total:						156.89
54822	04/02/2009	General Fund	211403 - Day Care Expense Ded.		Dependent Care Reimbursement	184.62
Check Total:						184.62
54823	04/02/2009	Golf Course	Vehicle Supplies	Precision Auto Upholstery, Inc	Recover Seat Cushions	233.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	233.25
54824	04/02/2009	Police - DWI Enforcement	Professional Services	Pro-Tec Design, Inc.	Windows Software Kit	218.33
					Check Total:	218.33
54825	04/02/2009	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service Feb 09	13,232.58
					Check Total:	13,232.58
54826	04/02/2009	P & R Contract Maintenance	Contract Maintenance	Ramsey County	Hazardous Waste Generator -License Fee	75.21
					Check Total:	75.21
54827	04/02/2009	P & R Contract Maintenance	Operating Supplies	Ramsey Cty Dept Public Health	Swimming Pool License	515.00
					Check Total:	515.00
54828	04/02/2009	General Fund	Training	Ramsey Police Department	Coping w/Suicide Bombings Class	59.00
					Check Total:	59.00
54829	04/02/2009	Street Construction	Contractor Payment	Reed Business Information	Construction Bulletin Legal Ads	282.90
					Check Total:	282.90
54830	04/02/2009	Recreation Fund	Fee Program Revenue	Frank Rekuski	Drama Camp Refund	69.00
54830	04/02/2009	Recreation Fund	Fee Program Revenue	Frank Rekuski	Drama Camp Refund	8.00
					Check Total:	77.00
54831	04/02/2009	Recreation Fund	Professional Services	Melissa Schuler	Assistant Dance Instructor	7.00
					Check Total:	7.00
54832	04/02/2009	Recreation Fund	Spectator Admissions	Section 4AA Girls Hockey	Share of Section 4AA Quarterfinal Gate	938.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						938.50
54833	04/02/2009	General Fund	Operating Supplies	SPAN Publishing Inc.	National Law Enforcement Directory	152.40
54833	04/02/2009	General Fund	Use Tax Payable	SPAN Publishing Inc.	Sales/Use Tax	-9.30
Check Total:						143.10
54834	04/02/2009	Recreation Fund	Professional Services	Sticks and Tones Band	Spring Celebration Entertainment-2009	200.00
Check Total:						200.00
54835	04/02/2009	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	281.75
54835	04/02/2009	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.79
54835	04/02/2009	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	258.75
54835	04/02/2009	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.58
Check Total:						554.87
54836	04/02/2009	General Fund	Operating Supplies	Suburban Ace Hardware	Single Cut Key	21.19
54836	04/02/2009	General Fund	Operating Supplies	Suburban Ace Hardware	Keys	79.40
54836	04/02/2009	General Fund	Operating Supplies	Suburban Ace Hardware	Mending Brace	4.46
54836	04/02/2009	General Fund	Operating Supplies	Suburban Ace Hardware	Keys	41.38
54836	04/02/2009	Recreation Fund	Operating Supplies	Suburban Ace Hardware	Conduit, Elbows, Electrical Supplies	41.68
Check Total:						188.11
54837	04/02/2009	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Service Call	202.35
54837	04/02/2009	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	12X16 N708 Rib	650.16
Check Total:						852.51
54838	04/02/2009	Police Forfeiture Fund	Professional Services	The Photographer's Guild	Police Employee Photos	886.08
Check Total:						886.08
54839	04/02/2009	Recreation Fund	Professional Services	Nathan Tonkinson	Speedskating Coach	430.00
Check Total:						430.00
54840	04/02/2009	General Fund	Vehicle Supplies	Tousley Ford Inc	Door Asy.	586.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						586.74
54841	04/02/2009	General Fund	Professional Services	Trans Union LLC	Credit/Employment Report	26.73
54841	04/02/2009	General Fund	Use Tax Payable	Trans Union LLC	Sales/Use Tax	-1.63
Check Total:						25.10
54842	04/02/2009	General Fund	Memberships & Subscriptions	Tri County Association	Annual Dues 2009	50.00
Check Total:						50.00
54843	04/02/2009	General Fund	Operating Supplies	Twin Cities Transport & Recove	Towing	90.74
54843	04/02/2009	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing	245.52
54843	04/02/2009	General Fund	Operating Supplies	Twin Cities Transport & Recove	Towing	90.53
54843	04/02/2009	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing	162.80
54843	04/02/2009	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing	90.53
54843	04/02/2009	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing	218.84
54843	04/02/2009	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing	122.76
Check Total:						1,021.72
54844	04/02/2009	General Fund	Clothing	Uniforms Unlimited, Inc.	Name Bars	31.74
Check Total:						31.74
54845	04/02/2009	Recreation Fund	Professional Services	Susan Vehe	Speedskating Coach	190.00
Check Total:						190.00
54846	04/02/2009	General Fund	Operating Supplies	Verizon Wireless	Cell Phones	213.58
Check Total:						213.58
54847	04/02/2009	Municipal Community Band	Miscellaneous Expense	Shannon miller	Community Band Scholarship Winner-2009	500.00
Check Total:						500.00
54848	04/02/2009	Sanitary Sewer	Accounts Payable	RONALD WITTE	Refund check	5.61
54848	04/02/2009	Water Fund	Accounts Payable	RONALD WITTE	Refund check	43.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						49.39
54849	04/02/2009	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Lego Instruction	817.50
Check Total:						817.50
Report Total:						1,043,689.44

REQUEST FOR COUNCIL ACTION

Date: 4/13/09
Item No.: 7.b

Department Approval

Christopher K. Miller

Acting City Manager Approval

Christopher K. Miller

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

BACKGROUND

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

General Purchases or Contracts

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

Department	Vendor	Item / Description	Amount
Info. Tech.	Hewlett Packard	Replace tape backup device	\$ 5,649.82

Sale of Surplus Vehicles or Equipment

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

Department	Item / Description
n/a	n/a

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

19 **STAFF RECOMMENDATION**

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

22 **REQUESTED COUNCIL ACTION**

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

25

26

Prepared by: Chris Miller, Finance Director

Attachments: A: None

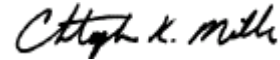
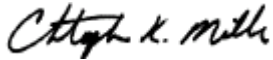
27

REQUEST FOR COUNCIL ACTION

Date: 04-13-09
Item No.: 7.c

Department Approval

Acting City Manager Approval



Item Description: Approval of 2009 Business Licenses

BACKGROUND

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

Massage Therapist License

Manel Renshaw

@ Bandana Chiropractic and Wellness Center

1712 Lexington Avenue

Roseville MN 55113

Massage Therapist License

Justina Person

@ Serene Body Therapy

1629 West County Road C

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.

REQUESTED COUNCIL ACTION

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

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30 2009

1. Legal Name Manel Renshaw
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
* Bandana Wellness Center 1912 Lexington Ave
Chiropractic

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

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

License fee is 75.00

Make checks payable to City of Roseville



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30 09

1. Legal Name Justina Person
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Serene Body Therapy 1629 W Conity Rd C Roseville, MN 55113

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

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

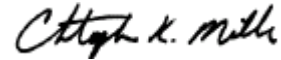
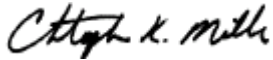
License fee is 75.00
Make checks payable to City of Roseville

REQUEST FOR COUNCIL ACTION

Date: 04-13-09
Item No.: 7.d

Department Approval

Acting City Manager Approval



Item Description: **Renewal of Bottle Club License – Knights of Columbus**

BACKGROUND

In 1988 the Knights of Columbus organization changed from a private liquor license to a Bottle Club License. The organization has held a bottle club license since then and is applying for the renewal of their license.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

It is recommended that the license be approved for the period April 13, 2009 thru March 31, 2010

REQUESTED COUNCIL ACTION

Motion approving/denying Knights of Columbus Bottle Club (set-up) License at 2233 North Hamline, Suite B12, expiring March 31, 2010.

Prepared by: Chris Miller, Finance Director
Attachments: A: Application
B:



Minnesota Department of Public Safety
ALCOHOL & GAMBLING ENFORCEMENT DIVISION
444 Cedar St., Suite 133, St. Paul, MN 55101-5133
(651) 201-7512 TTY (651) 282-6555
www.dps.state.mn.us/alcgamb/alcgamb.html



RENEWAL OF CONSUMPTION & DISPLAY PERMIT

Permit Fee \$250 (Renewal Date: April 1)

MAKE CHECKS PAYABLE TO: ALCOHOL & GAMBLING ENFORCEMENT DIVISION

1285

PRIVATE

Nazareth Council Inc.
Knights of Columbus 4021
2233 N Hamline Ave/Suite B-12
Roseville, MN 55113-5010

**IF NAME AND ADDRESS
SHOWN ARE NOT CORRECT,
MAKE CHANGES BELOW**

Worker's Comp Ins. Co. NO EMPLOYEES Policy No. _____ Policy Period _____

City/County where permit Approved: City of Roseville

Permit Name: _____

Trade Name: _____

See above

Location address: _____

City, State, ZIP Code: _____

Business Phone: _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five year it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that Workers Compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held
6. Applicant confirms business premises are separate from any other business establishment.

Applicants Signature [Signature] Date 3/26/09
(Signature certifies all above information to be correct and permit has been approved by city/county.)

City Clerk/County Auditor _____ Date _____
(Signature certifies that a consumption and display permit has been approved by the city/county as stated above.)

Indicate below changes of corporate officers, home addresses or telephone numbers:

Financial Secretary - Roger Maulik

1847 Highland Parkway

St Paul MN 55114

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses, fines or other penalties, including Liquor Control Penalties.)

Report below details involving any license rejections or revocations.

City/County Comments

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/13/09

Item No.: 7.e

Department Approval

Acting City Manager Approval

DS

Christopher L. Miller

Item Description: Adopt a Resolution to Accept the Work Completed, Authorize Final Payment of \$17,299.55 and commence the One-Year Warranty Period on the 2008 Sanitary Sewer Lining Project.

BACKGROUND

On August 25, 2008 the City Council awarded the 2008 Sanitary Sewer Lining Project to Veit & Company, Inc., of Rogers, Minnesota. The work for this contract was finished in December, and the contractor has requested final payment. This project consisted of 3,735 lineal feet of sanitary sewer main lining in areas throughout the City identified as having root intrusion or infiltration problems, as well as 244 lineal feet of storm sewer lining.

POLICY OBJECTIVE

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

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

FINANCIAL IMPACTS

The final contract amount, \$167,085.10, is \$19,034.90 less than the awarded amount of \$186,120. This represents a decrease in the contract of 10%. The cost decrease is the result of the actual lined length of sanitary sewer being less than the estimated length.

STAFF RECOMMENDATION

Since all necessary items have been completed in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed as the 2008 Sanitary Sewer Lining Project and authorize final payment of \$17,299.55.

REQUESTED COUNCIL ACTION

Approve the resolution accepting the work completed as 2008 Sanitary Sewer Lining Project, starting the one-year warranty and authorizing final payment of \$17,299.55.

Prepared by: Kristine Giga, Civil Engineer

Attachments: A: Resolution

B: Certification from City Engineer

**EXTRACT OF MINUTES OF MEETING
OF CITY COUNCIL
CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Monday, 13th day of April, 2009, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION NO.
FINAL CONTRACT ACCEPTANCE
2008 SANITARY SEWER LINING PROJECT**

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

WHEREAS, pursuant to a written contract signed with the City on August 25, 2008 for the 2008 Sanitary Sewer Lining Project, Veit & Company, Inc., of Rogers, Minnesota, has satisfactorily completed the improvements associated with this contract.

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

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

BE IT FURTHER RESOLVED: That the one year warranty period as specified in the contract shall commence on April 14, 2009.

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

Whereupon said resolution was declared duly passed and adopted.

1 *RESOLUTION: 2008 SANITARY SEWER LINING PROJECT*

2
3
4 STATE OF MINNESOTA)
5) ss
6 COUNTY OF RAMSEY)
7
8
9

10 I, the undersigned, being the duly qualified City Manager of the City of Roseville,
11 County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the
12 attached and foregoing extract of minutes of a regular meeting of said City Council held on
13 the 13th day of April, 2009, with the original thereof on file in my office.
14

15 WITNESS MY HAND officially as such Manager this 13th day of April, 2009.
16
17
18

19
20 _____
21 William J. Malinen, City Manager
22

23 (SEAL)
24
25



April 13, 2009

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 2008 Sanitary Sewer Lining Project
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 2008 Sanitary Sewer Lining Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

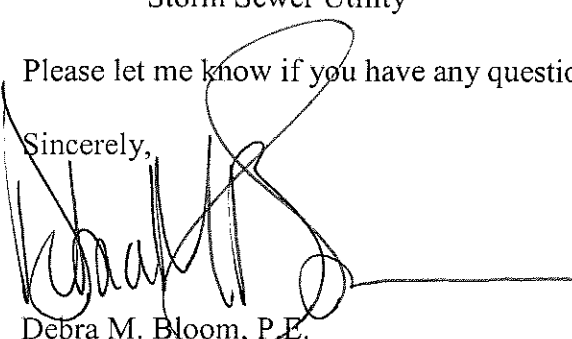
Original Contract amount (based on estimated quantities)	\$186,120.00
Change Orders	\$0
Final Contract Amount	\$186,120.00
Actual amount due (based on actual quantities)	\$167,085.10
Previous payments	\$149,785.55
Balance Due	\$17,299.55

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

Sanitary Sewer Utility	\$142,285.10
Storm Sewer Utility	\$ 24,800.00

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

Sincerely,



Debra M. Bloom, P.E.

City Engineer

651-792-7042

deb.bloom@ci.roseville.mn.us

REQUEST FOR CITY COUNCIL ACTION

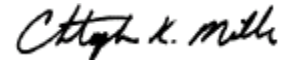
DATE: 4/13/2009

ITEM NO. 7.f

Department Approval:



Acting City Manager Approval:



Item Description: Annual Variance Board Appointments

1.0 BACKGROUND:

1.1 Pursuant to Chapter 1014.04 (Board of Zoning Adjustments and Appeals) of the Roseville City Code, the City Council annually nominates three members of the Planning Commission to serve as the Roseville Variance Board. While “nominates” typically means “selects,” experience has shown that the more practical course is for Planning Commissioners to volunteer if they are willing and available to serve on the Variance Board, and for the City Council to ratify the self-selected Commissioners.

1.2 On April 1, 2009, Planning Commissioners Andre Best (*in absentia*), Daniel Boerigter, and John Gisselquist each volunteered to serve as a regular member of the Variance Board, and Commissioner Thomas Gottfried volunteered to be the alternate member.

2.0 STAFF RECOMMENDATION

Planning Division staff recommends that the Roseville City Council ratify Planning Commissioners Best, Boerigter, Gisselquist, and Gottfried as the Variance Board serving from May 6, 2009 to April 7, 2010.

3.0 SUGGESTED CITY COUNCIL ACTION

By motion, ratify the selection of Roseville Planning Commissioners Andre Best, Daniel Boerigter, John Gisselquist, and Thomas Gottfried as the Variance Board members appointed to serve as the Board of Zoning Adjustments and Appeals from May 6, 2009 to April 7, 2010.

Prepared by: Associate Planner Bryan Lloyd

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 13, 2009

Item No.: 7.g

Department Approval

Acting City Manager Approval

Item Description: **GRANITE FOUNDATION DONATION**

BACKGROUND

In 1999 a local organization donated a used golf cart to the police department to be used exclusively by the police department's volunteer Citizen's Park Patrol. The golf cart has served us well for ten years (with much assistance from members of the city's vehicle maintenance staff), but now is beyond repair. The golf cart is a seasonal vehicle and the decision was made by the department to replace it with an all terrain vehicle that could be used by the department year-round (the department has actively sought funding for an ATV since 2003).

The Granite Foundation is a local, family foundation that provides assistance to nonprofit organizations and individuals that have temporary, minor, or a one-time financial need. The Foundation provides resources to a multitude of people and organizations under various circumstances. The Granite Foundation approached the department with the offer of funding to support its mission of public safety, and the department proposed that any available funds be used to purchase an all terrain vehicle, specifically a Yamaha Rhino 700 FI. One of the police department's staff was able to find a 2008 model at a reduced price (and a rebate) that brought the cost to a rate comparable to a golf cart.

The Granite Foundation has donated funds to the Roseville Police Department in the amount of \$5,000 now and a possible additional \$5,000 in January 2009 to defray the cost of the purchase of an All Terrain Vehicle to be used by the Citizen's Park Patrol and police officers in incidents that require a vehicle to get to areas not accessible by a squad.

POLICY OBJECTIVE

The Yamaha Rhino 700 FI will be for the exclusive use of the police department with use being scheduled by the Administrative Sergeant (surveillance and rescue) and Community Relations Coordinator (Citizen's Park Patrol).

BUDGET IMPLICATIONS

The \$5,000 from the Granite Foundation covers half the cost of the purchase of the ATV. The Department will cover the remaining \$5,000 of the cost through its forfeiture funds, until the

31 possible receipt of an additional \$5,000 from the Granite Foundation in 2009, at which time
32 those funds will be coded back into the department's forfeiture account.

33 **STAFF RECOMMENDATION**

34 The police department administrative staff recommends the City Council allow the police
35 department to accept the \$5,000 in funding from the Granite Foundation.

36 **REQUESTED COUNCIL ACTION**

37 Allow the police department to accept the \$5,000 in funding from the Granite Foundation.

38

Prepared by: Karen Rubey, Police Services Manager
Attachments: A:
B:
C:

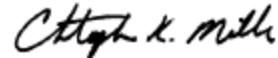
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/13/09
Item No.: 10.a

Department Approval



Acting City Manager Approval



Item Description: Highway 36/Rice Street Interchange Design Presentation

BACKGROUND

City staff has been working with Ramsey County, MnDot, Little Canada, and Maplewood as part of a project team for the preliminary design for the replacement of the Rice Street bridge over Highway 36. This project will include a total reconstruction of the interchange and a portion of Rice Street from south of County Road B to north of the County Road B-2 intersection. Funding is in place for final design of this project. The actual construction of this project is not funded at this time although Ramsey County is pursuing funding from a variety of potential sources. Representative Bev Scalze is leading an effort at the legislative level to seek funding sources. This project could be construction ready as early as Spring/Summer 2010.

The attached layout (Attachment A) depicts the number of lanes and the configuration of intersections for the project area. The preferred alternative is an offset single point interchange that eliminates one intersection between County Road B and Minnesota Avenue allowing for considerably more turn movement stacking and superior operation as compared to what exists today and the other alternatives. Jim Tolaas, Project Manager from Ramsey County will present this project to the Council and ask for support of this design. He will also talk about schedule and funding challenges.

The Public Works, Environment, and Transportation Commission discussed the preferred layout at it's March meeting. The concerns discussed were:

On street bike shoulders should be carried through the turn lanes and bridge deck area so as a continuous on street facility exists.

Access will need to be provided to the parcels that will not be allowed access to Rice Street in the area from Minnesota Ave. to the bridge.

A school bus waiting area should be established at Minnesota Ave. and Capitol View due to limited access not entering the Caliber Ridge development.

Boulevard widths should consider ability to support vegetation and necessary signage as well as supporting adequate pedestrian widths.

Adequate emergency vehicle access should be provided to the Capitol View properties and Caliber Ridge development.

Median closures between Minnesota Ave. and Co. Rd. B-2 may direct more northbound traffic through the residential area along Grandview Ave. Safety at the intersection at Grandview should be studied further to identify whether an opening allowing left turns should be provided.

Staff supports the concerns of PWETC and will work with the project team through the design process to see that these issues are adequately addressed.

37

38

39

POLICY OBJECTIVE

40

The City participates in development of transportation projects within its borders to ensure the needs of its residents and businesses are represented. Project development considers the need for all modes of transportation and impacts on adjacent properties.

42

43

STAFF RECOMMENDATION

44

Staff has represented the City of Roseville in the preliminary design process for this project. We are supportive of the layout being presented as the preferred alternative. This alternative has the best operational characteristics to improve traffic flow in this area and accommodate the predicted 2030 traffic volumes. Staff recommends the Council support this design for the Rice Street interchange and identify any additional concerns for consideration in the design process.

48

49

50

REQUESTED COUNCIL ACTION

51

Motion of support for the offset single point interchange as presented for Rice Street and Highway 36 and to direct staff to continue to work with the project team to address concerns identified.

52

Prepared by: Duane Schwartz, Public Works Director

Attachments: Interchange Layout

TH 36 /RICE STREET (CSAH 49) INTERCHANGE

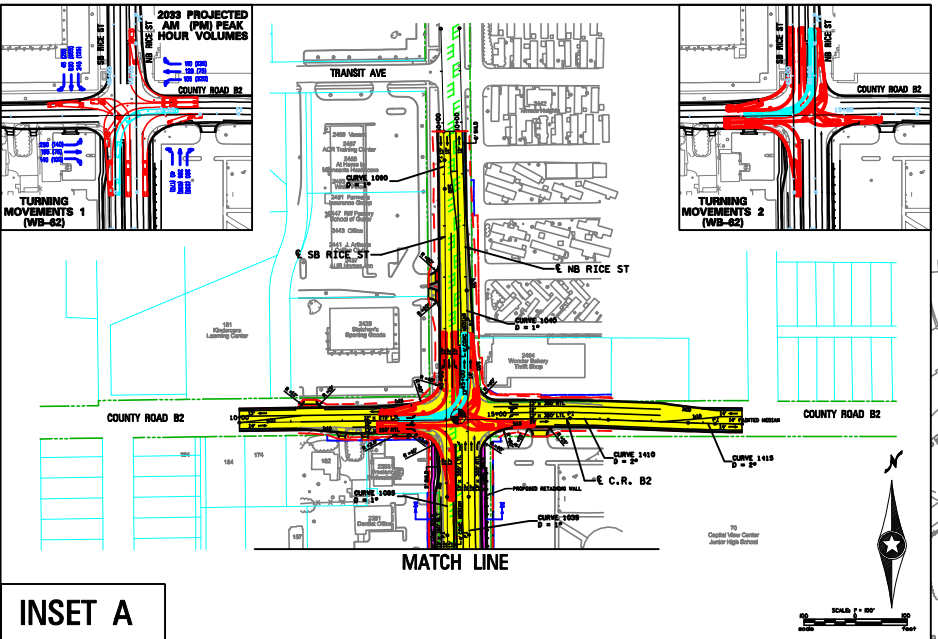
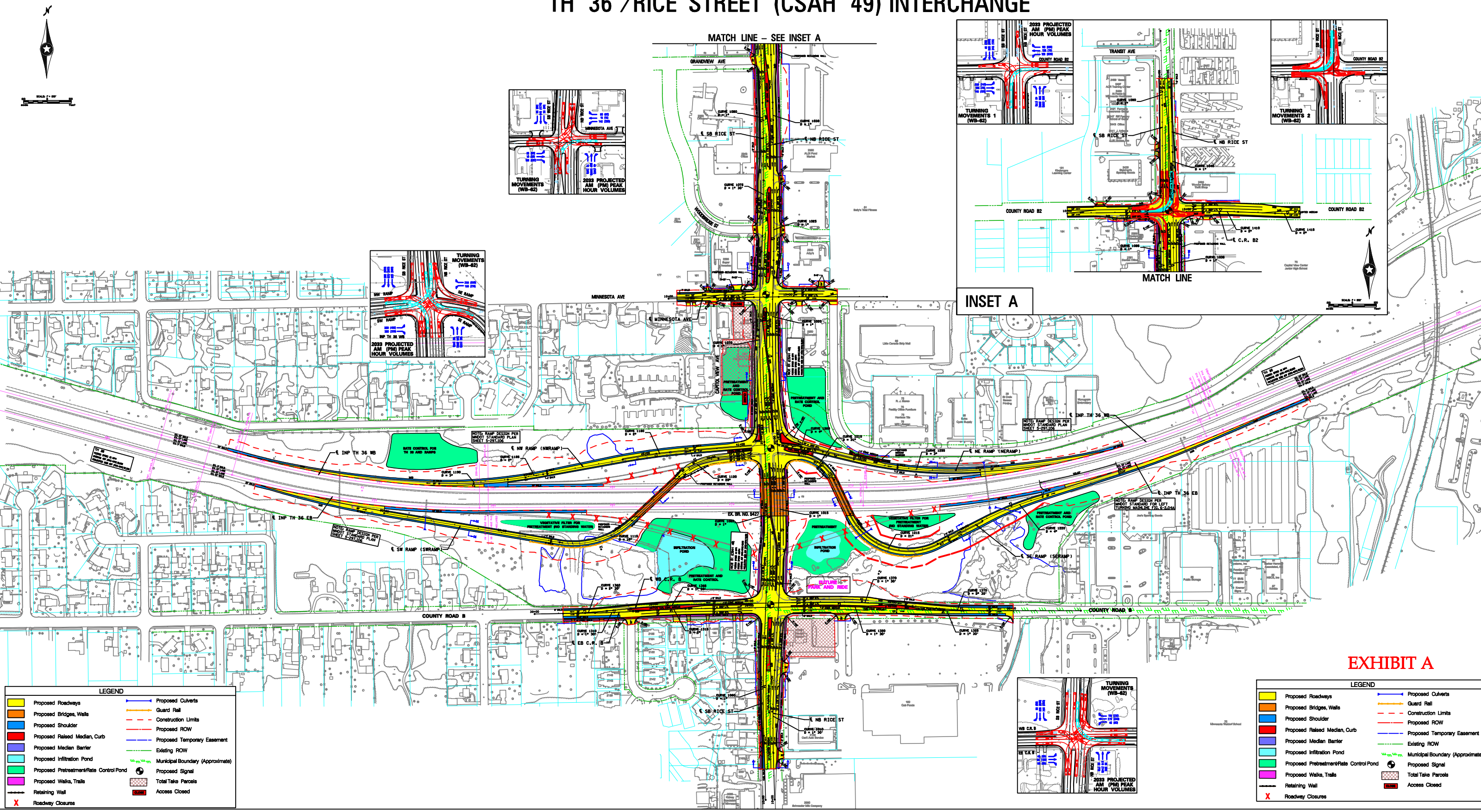


EXHIBIT A

- LEGEND
- Proposed Roadways
 - Proposed Bridges, Walls
 - Proposed Shoulder
 - Proposed Raised Median, Curb
 - Proposed Median Barrier
 - Proposed Infiltration Pond
 - Proposed Pretreatment/Rate Control Pond
 - Proposed Walks, Trails
 - Retaining Wall
 - Roadway Closures
 - Proposed Culverts
 - Guard Rail
 - Construction Limits
 - Proposed ROW
 - Proposed Temporary Easement
 - Existing ROW
 - Municipal Boundary (Approximate)
 - Proposed Signal
 - Total Take Parcels
 - Access Closed

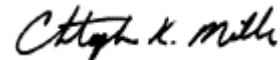
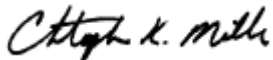
- LEGEND
- Proposed Roadways
 - Proposed Bridges, Walls
 - Proposed Shoulder
 - Proposed Raised Median, Curb
 - Proposed Median Barrier
 - Proposed Infiltration Pond
 - Proposed Pretreatment/Rate Control Pond
 - Proposed Walks, Trails
 - Retaining Wall
 - Roadway Closures
 - Proposed Culverts
 - Guard Rail
 - Construction Limits
 - Proposed ROW
 - Proposed Temporary Easement
 - Existing ROW
 - Municipal Boundary (Approximate)
 - Proposed Signal
 - Total Take Parcels
 - Access Closed

REQUEST FOR COUNCIL ACTION

Date: 4/13/09
Item No.: 12.a

Department Approval

Acting City Manager Approval



Item Description: Consider an Alternative Budgeting Process for 2010

BACKGROUND

Over the past couple of months, the City Council has held 3 separate discussions on the merits of using an alternative budgeting process for 2010. Within these discussions, it was noted that one of the fundamental changes that is needed is the prioritization of City programs and services. To assist in that process, it was recognized that the City would benefit by having an understanding of the costs associated with providing these services. Some Councilmembers also expressed an interest in a process that would better engage citizens, advisory commission members, or other interested parties.

The need and urgency for an alternative budget process can also be portrayed from a financial perspective. Here are just a few of the challenges facing the City for 2010 and beyond:

- ❖ Cash Reserves are strong in some areas, but have consistently declined since 2001. Reserves in key operating funds are approximately \$3 million below recommended levels.
- ❖ The City has no money set aside to repair/renovate general city facilities.
- ❖ The City's asset replacement funding mechanisms are structurally imbalanced. Based on current replacement schedules:
 - The City's Vehicle Replacement Fund will run out of money in 2009
 - The City's Street Replacement and Park Improvement Replacement Funds (if combined) will run out of money in 2013
 - The City's Water, Sewer, and Golf operations will run out of money in 2014.
- ❖ The 2010 Budget Gap includes, but is not limited to:
 - \$ 400,000 Loss in State Aid
 - \$ 200,000 Use of one-time monies for '09 Budget
 - \$ 400,000 Replenish vehicle replacement funding to '08 level
 - \$ _____ Additional funding for unfunded mandates, inflation, salaries, benefits
 - \$ _____ Additional funding for unfunded asset replacements
 - \$ _____ Additional funding for strengthening cash reserve levels
 - \$ _____ Additional funding for Fire Relief Assoc. unfunded liability

- ❖ An additional \$1 million in levy dollars = 7.6% levy increase. It's also the equivalent of 15-20 FTE's. ****Note****; any budget reductions intended to alleviate this increase must come from property-tax supported programs.
- ❖ Assuming the City's tax base remains unchanged, a levy increase of \$1 million will increase the taxes on an average-valued home by \$3.61 per month.
- ❖ Long term; to maintain current service levels and replace all existing infrastructure at the optimal time:
 - a) Property taxes will need to increase by 17% annually over the next 10 years.
 - b) Water & Sewer rates will need to increase 10% per year.

These financial challenges not only were identified several years ago, but they have grown steadily worse. Our previous budgeting processes have done little, if any, to address them. As a result, Staff is recommending significant changes to the process. Specifically, Staff recommends the following:

Recommendation #1: Conduct a study through an independent consultant to develop a matrix that would depict the following:

- a) The true cost of providing each property tax-supported program
- b) An identification of the current level of service
- c) Estimated number of beneficiaries of each service

Recommendation #2: Conduct 3 or 4 town hall-type meetings to solicit input on the 2010 Budget

With regard to the program cost study, the matrix will assist the Council in making budgetary decisions by equating the selection of service levels with costs and citizen benefits.

With regard to the town hall meetings, Staff is suggestion that the City consider using a new tool that is designed to collect individual preferences and compile them in such a way that reflects the community's priorities. This process can be characterized as an electronic version of the 'Dot Method', whereby individuals can signal their preferences, and the results can be summarized and displayed for subsequent review and discussion. The advantage of this new method over the 'Dot Method' is that all responses are anonymous, which arguably results in more truthful data especially in larger groups. The summarization process can also be done in real time.

While City Staff did seek initial cost proposals from multiple consultants, we have refined our discussions with Springsted Incorporated, which has served as a financial consultant to the City on a variety of matters including, bond issuance, Twin Lakes financial modeling, and bond rating analyses. Springsted proposes to assist the City in this alternative budgeting process for approximately \$30,000.

POLICY OBJECTIVE

Establishing a budget process that aligns resources with desired outcomes is consistent with governmental best practices, provides greater transparency of program costs, and ensures that budget dollars are allocated in the manner that creates the greatest value.

FINANCIAL IMPACTS

The costs associated with a program cost assessment can be accommodated with the 2009 Adopted Budget

78 using contingency monies that had been set aside. There would be \$3,000 remaining in this account.

79 **STAFF RECOMMENDATION**

80 By previous communication, Staff has recommended the Council adopt an alternative budgeting process for
81 2010. Staff recommends that the City hire Springsted Incorporated to calculate the costs of property tax-
82 supported services and to coordinate the electronic budget solicitation process at the town hall meetings

83 **REQUESTED COUNCIL ACTION**

84 Authorize Staff to hire Springsted Incorporated for the purposes of calculating the costs of property tax-
85 supported services and to coordinate the electronic budget solicitation process at the town hall meetings, in
86 an amount not to exceed \$30,000.

87
88 The Council is also asked to consider establishing tentative dates for town hall meetings.

89
Prepared by: Chris Miller, Finance Director
Attachments: A: N/A

REQUEST FOR COUNCIL ACTION

Date: 04/13/09

Item No.: 13.a

Department Approval

Acting City Manager Approval



Item Description: Discussion of Amendments to Title 4 of the City Code Regarding Yard Requirements and Regulation of Residential Composting

1.0 BACKGROUND

1.1 Chapter 407 of the Roseville City Code regulates nuisances within the City. Section 407.02 regulates nuisances affecting the health, safety, comfort, or repose of residents. The following report describes two recommended clarifications to Section 407.02 related to yard vegetation and compost bins and the addition of a new chapter to more fully detail regulations on residential compost bins.

1.2 Permanent Yard Vegetation: Currently, the City of Roseville does not have an ordinance requiring property owners to maintain vegetation within the yard area of their properties. Section 407.02 sets forward a standard for weed control through 407.02(C), which includes regulations for grass height, but is silent with respect to permanent yard vegetation. The City does have an erosion control and sedimentation ordinance (Chapter 1017), which requires development of an erosion and sedimentation control plan that addresses seventeen required elements, including the establishment of permanent vegetation. However, this ordinance is only applicable to projects that will be disturbing more than 10,000 square feet of land. Without an ordinance requiring permanent yard vegetation, the City cannot cite property owners with bare dirt yards. Attachment A includes proposed ordinance language that would require properties to have yard vegetation.

1.3 Compost Bins: In 1991, the City Council approved an ordinance allowing for backyard composting (Section 407.02(F)) in an effort reduce the amount of biodegradable waste entering landfills. However, the ordinance that was adopted has proved too vague and is not readily enforceable as a nuisance violation. Attachment A includes a proposed revision to Section 407.02(F) and the creation of Chapter 409: Residential Composting, to clarify composting regulations.

2.0 POLICY OBJECTIVE

2.1 Both proposed ordinance amendments more clearly set forward expectations for property owners and allows City staff to have unambiguous rules to enforce.

3.0 BUDGET IMPLICATIONS

3.1 The proposed amendments are not expected have an impact on the City's budget.

30 **4.0 STAFF RECOMMENDATION**

31 4.1 Staff recommends that the City Council discuss the proposed code amendments. Based
32 on the discussion, staff will revise draft language in Attachment A and bring it back to
33 the City Council through the formal adoption process.

34 **5.0 REQUESTED COUNCIL ACTION**

35 5.1 Discuss the proposed amendments to Title 4 of the City Code and provide staff with
36 direction on these revisions.

Prepared by: Jamie Radel, Community Development

Attachments: A: Draft City Ordinance Amendment
B. Draft Ordinance Summary

City of Roseville
ORDINANCE NO. XXXXX

AN ORDINANCE
AMENDING TITLE 4, SECTION 407.02
NUISANCES AFFECTING HEALTH, SAFETY,
COMFORT OR REPOSE
AND ADDING CHAPTER 409
RESIDENTIAL COMPOSTING

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 4, Section 407.02 and Chapter 409 of the Roseville City Code are amended to read as follows:

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

F. Backyard Composting: All composting consisting of yard waste and/or kitchen waste which have been left unattended and which cause offensive odors, attract rodents and/or pests or are unsightly, or do not meet the requirements of Section 409. (Ord. 1092, 6-10-91, amended 00-00-2009)

R. Yard Cover: The yard area of a lot shall be covered by a lawn and/or a ground cover of vegetation, gardens, hedges, and shrubbery, and shall be maintained as set forward in Section 407.02(C). (Ord. XXXX, XX-XX-2009)

CHAPTER 409: RESIDENTIAL COMPOSTING

SECTIONS:

409.01: Definitions

409.02: Compost Containers

409.03: Location on Property

409.04: Compost Materials

409.05: Maintenance

409.06: Abatement

409.01: DEFINITIONS:

COMPOSTING: A microbial process that converts plant materials to a usable organic soil amendment or mulch.

409.02: COMPOST CONTAINERS:

Composting shall be conducted within an enclosed container(s) not to exceed five feet in width, height or depth. There shall be no more than two composting containers per lot. Containers shall be constructed of a durable material; including, but not limited to, sturdy woven wire fencing, rot-resistant wood, or a commercially purchased composting unit that will provide for adequate aeration. Containers shall be constructed and maintained in a structurally sound manner.

1 **409.03: LOCATION ON PROPERTY:**

2 Compost container(s) shall be located in the rear yard no closer than one foot to any rear
3 or side property line and no closer than twenty feet to any habitable building other than
4 the resident's own home.

5 **409.04: COMPOST MATERIALS:**

6 Materials such as grass clippings, leaves, weeds that have not gone to seed, non-diseased
7 plants, plant trimmings less than one-fourth inch in diameter, straw, sawdust, fruit or
8 vegetable scraps, faded flowers, lake plants, coffee grounds, eggshells, and commercially
9 available compost ingredients may be placed in compost container(s). Materials such as
10 meat, bones, fat, oils, grease, dairy products, plant trimmings greater than one-fourth inch
11 in diameter, diseased plants, feces, plastics or synthetic fibers shall not be placed in
12 compost container(s).

13 **409.05: MAINTENANCE:**

14 Compost materials shall be layered, aerated, moistened, turned and managed to promote
15 effective decomposition of the materials in a safe, secure and sanitary manner.

16 **409.06: ABATEMENT:**

17 All compost containers and/or compost materials not in compliance with this section shall
18 be declared a nuisance and are subject to abatement as provided in Chapter 407 of this
19 Code.

20
21 SECTION 2: Effective date. This ordinance shall take effect upon its passage and
22 publication.

23
24 Passed by the City Council of the City of Roseville this ____ day of _____ 2009.
25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

(SEAL)

CITY OF ROSEVILLE

BY: _____
Craig D. Klausing, Mayor

ATTEST:

William J. Malinen, City Manager

City of Roseville

ORDINANCE SUMMARY NO. ____

**An Ordinance Summary Relating to
Amendments to Title 4 of the City Code Regarding
Yard Vegetation Requirements and
Residential Composting Regulation**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on April 13, 2009:

The Roseville City Code is amended by establishing a requirement for yard vegetation and more specific regulations for residential composting.

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

Attest: _____
William J. Malinen, City Manager

MEMORANDUM

TO: Bill Malinen

FROM: Scott T. Anderson
Eric J. Quiring

DATE: April 8, 2009

SUBJECT: Electronic Communications Policy
File No. 4002(1)-0341

I. Does the Electronic Communications Policy infringe on the First Amendment rights of Council members?

The proposed Policy sets forth restrictions on the use of electronic communications by Council members. These restrictions impact the free speech rights of Council members. The government can only exclude a speaker from a traditional public forum where the exclusion is narrowly tailored and necessary to serve a compelling state interest. Perry Education Assn. v. Perry Local Educators' Assn., 460 U.S. 37 (1983). Notwithstanding this, the government can place viewpoint neutral restrictions on the time, place and manner of the speech taking place in traditional public fora, so long as there are ample alternative channels of communication left open. Id.

As currently revised, the proposed Electronic Communications Policy does not impose a broad prohibition on free speech. Rather, it only limits Council members from communicating with each other outside of public meetings for the purpose of avoiding public discussion, to forge a majority in advance of public meetings, or to hide improper influences such as personal or pecuniary interests of the Council Member. (See Section VI.) In other words, the Policy simply states the law as to what constitutes a violation of the Open Meeting Law. Council members may still express themselves in any other manner that is not violative of the Open Meeting Law. Moreover, Council members may communicate with each other openly on any topic at public meetings.

The Policy has been revised to more narrowly tailor the limitations on electronic communications to go no further than the prohibitions of the Open Meeting Law. As a result, several clauses have been deleted from Sections VI of the revised Policy.

II. Should the Electronic Communications Policy apply to advisory committees?

The Open Meeting Law provides that all meetings, including executive sessions, of the City Council and “of any committee, subcommittee, board, department or commission” of the Council shall be open to the public. Minn. Stat. § 13D.01, subd. 1. The application of the Open Meeting Law to advisory committees depends upon the role and authority of the committee.

In Sovereign v. Dunn, the court held that mediation sessions to discuss the possible resolution of a municipal border dispute were not meetings subject to the Open Meeting Law because the city delegation did not constitute a “committee, subcommittee, board, department, or commission.” 498 N.W.2d 62 (Minn. App. 1993). In that case, the city’s mayor and a city council member attended a series of meetings on the border questions. The court held that a gathering of public officials was not a “committee, subcommittee, board, department or commission” subject to the Open Meeting Law unless the group was capable of exercising decision-making powers of the governing board. Id., at 67. The court found that the city delegation did not exercise any authority on behalf of the council, was created informally without a vote or resolution on the matter, and no powers were granted to the delegation by statute, ordinance, or other formal action. Id. Although the mediation sessions produced a negotiated agreement, this agreement was presented to the city council in an open meeting with ample opportunity for public involvement. Id. at 67-68.

In Minnesota Daily v. University of Minn., the court had to determine whether the University of Minnesota Presidential Search Advisory Committee (“PSAC”) was a committee of the regents. 432 N.W.2d 189, 190 (Minn. App. 1988), review denied (Minn. 1989). PSAC was comprised of faculty, student, and staff members, but no regents. The committee’s purpose was to provide advice and consultation to the regents on the selection of the president. The committee assumed an active role in screening applicants and narrowing the field to a short list of finalists, but its decisions were subject to review by the regents. The court explained that PSAC was not literally a committee of regents because no regent was a member of PSAC. Id. Thus, the court focused on whether PSAC meetings were, in effect, the deliberations of the regents. Id. The court reasoned that while PSAC had the power to make recommendations and the obligation to report to the regents, it had no power to decide who the next president would be. Id. at 193. The court explained that PSAC had no authority to set policy or make the final decision. Id. The court held that the committee’s participation in the process of transacting public business, without more, would not bring PSAC within the Open Meeting Law. Id.

As in the Minnesota Daily case, the determination of whether advisory committees are committees of the City Council depends on the functions and authority of the particular committee. If an advisory committee will not have the power to decide on City business, set policy or make the final decision, the committee would not be subject to the Open Meeting Law. If the Open Meeting Law does not apply to the committee, the

Council may decide there is no reason for the Electronic Communications Policy to apply to that committee. There is no legal requirement to adopt the Policy at all, much less to apply it to advisory committees. However, the Policy should apply to all committees that are governed by the Open Meeting Law if the purpose of the Policy is to ensure compliance with the Open Meeting Law by providing rules for the use of electronic communications.

III. What requirements does the Electronic Communications Policy impose on Council members to retain government records?

Minnesota law requires all cities to make and preserve all records necessary for a full and accurate knowledge of the city's official activities. Minn. Stat. § 15.17. Cities cannot destroy records without statutory authority or in accordance with the record retention schedule. Minn. Stat. § 138.17, subd. 7. It is our understanding that the City follows the State Historical Society's Records Retention Schedule for Minnesota Cities.

"Government records" are defined as a record of the City, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of the physical form or characteristics, storage media, or conditions of use, made or received by an officer or agency of a city or in connection with the transaction of public business by an officer or agency. Minn. Stat. § 138.17, subd. 1(b)(1). Under the record retention laws, there is no difference between electronic communications and regular mail correspondence.

While "government records" are broadly defined to include many types of documents and data, the statute limits them to records made or received in connection with the transaction of public business. *Id.* The statute further expressly defines "records" to exclude data and information that does not become part of an official transaction. Minn. Stat. § 138.17, subd. 1(b)(4). As a result, the only electronic communications that would need to be retained for record retention purposes are those that become part of an official transaction. The Policy has been revised to reflect these limitations. Under the revised Policy, Council Members need only provide the City Manager with an electronic communication that became part of an official City transaction.

Under the record retention statute, there is no requirement to retain multiple copies of government records. As a result, the Policy has also been revised to clarify that Council Members are not obligated to retain or provide any electronic communications that the City already possesses.

The General Records Retention Schedule for Minnesota Cities sets forth records classifications such as Administration, Elections, Utilities, etc. The Administration categories most relevant to Council member communications are the following:

Complaints – General: General city services, maintenance, repair, citizen complaints.

The retention period is 1 year after action completed.

Correspondence – Messages: Transitory messages, e-mail or phone messages of short-term interest which are considered incidental and non-vital correspondence.

The retention period is “Until read.”

Correspondence – Historical: Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization or individual. The retention period is permanent.

Correspondence – General: No description given. The retention period is 3 years.

Section VII of the Policy has been revised to provide further guidance about the retention of electronic communications. The revised Policy has Council Members provide any electronic communications that must be retained under the Record Retention Schedule to the City Manager so each Council Member does not need to store the record. Neither the Minnesota Government Data Practices Act nor the record retention law distinguishes between the storage media of government records or data. By having Council Members provide any electronic communications that must be retained to the City Manager, the Council Members can minimize their involvement in the retention of government records. This process should also reduce the likelihood of retaining multiple copies of government records.

RRM: 129573

Attachments: A. Draft Policy
 B. 2/23/09 RCA
 C. 2/23/09 Minutes

APRIL 13, 2009 MEETING DRAFT

CITY OF ROSEVILLE

Policy on Council Members' Electronic Communications

This Policy applies to all members of the Roseville City Council. For purposes of this Policy, reference to Council Members includes members of all other City committees and groups subject to the Open Meeting Law. Reference to the Council shall include all such groups and meetings.

This Policy applies to all electronic communications containing government data, as defined by the Minnesota Government Data Practices Act, Minn. Chapter 13, regardless of whether the Council Member is using a City-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

I. Purpose

This Policy is adopted to increase awareness of the risks associated with Council Members using electronic communications and to set forth the appropriate restrictions on the use of electronic communications in accordance with the Minnesota Open Meeting Law and Minnesota Government Data Practices Act.

Electronic communications may be classified as public data, and thus, may be subject to public disclosure. ~~Members of the public cannot expect confidentiality when electronically communicating with Council Members on matters of City business.~~

II. Definitions

"Electronic communications" include email, texting, instant messaging, chatrooms, and related electronic means of communicating with others.

"City Manager" means the City Manager or his/her designee.

III. Communications with members of the public

Members of the public cannot expect confidentiality when electronically communicating with Council Members on matters of City business.
Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient as provided by Minnesota Statutes Section 13.601, subd. 2.

APRIL 13, 2009 MEETING DRAFT

IV. Meeting materials

Electronic communication of meeting materials should generally be conducted in a one-way communication from the City Manager to the Council Members.

- Council Members may receive agenda materials, background information, and other materials via email attachment or other electronic means (such as file sharing) from the City Manager.
- If a Council Member has questions or comments about materials received, s/he should inquire via electronic means directly back to the City Manager. A Council Member should not copy other Council Members on his/her inquiry.
- If the clarification is one of value to other Council Members, the City Manager may send follow-up materials or information to the Council Members.

Electronic communications relating to agenda items of a meeting prepared or distributed by or at the direction of a Council Member or City employees and (1) distributed at the meeting to all members of the Council; (2) distributed before the meeting to all Council members; or (3) available in the meeting room to all Council members must also be made available to the public at the meeting pursuant to Minnesota Statutes Section 13D.01, subd. 6, unless the materials are classified as nonpublic under the Minnesota Government Data Practices Act.

IV. Communication during Council meetings

- Council Members should not communicate with one another via electronic means during a public meeting.
- Council Members should not communicate with any member of city staff via electronic means during a public meeting.
- Council Members should not communicate with the public via electronic means during a public meeting.

VI. Communications outside of Council meetings

- Council Members should act ~~with caution~~ in accordance with the Minnesota Open Meeting Law when using electronic means to communicate with one another; ~~being mindful of the Minnesota Open Meeting Law~~. Council Members shall not communicate with each other outside of Council meetings for the purpose of avoiding public discussion, to forge a majority in advance of

APRIL 13, 2009 MEETING DRAFT

public meetings, or to hide improper influences such as personal or pecuniary interests of the Council Member.

- ~~If a Council Member wishes to share information with other Council Members, s/he should do so through the City Manager. The Council Member may request the City Manager distribute materials to others. The communication should not invite response to or discussion between any Council Members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other Council Members.~~
- ~~If a Council Member wishes to address only one other Council Member through electronic means on any topic related to City business, s/he can do so directly, but should be mindful of the following:~~
 - ~~○ One to one communication is preferable.~~
 - ~~○ The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original email to other Council Members.~~
 - ~~○ The sender of an electronic message should not forward or copy the recipient's reply to any other Council Member.~~
 - ~~○ If a Council Member receives an electronic communication from any source related to City business and distributed to multiple Council Members (i.e. an email sent to the entire council from a member of the public; or an email sent to three Council Members from a local business), s/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other Council Member.~~
- When communicating via e-mail on City matters, Council Members should include the following disclaimer: "Confidentiality Statement: The information contained in this electronic message and any documents accompanying this transmission may contain information that is private or nonpublic ~~confidential and/or legally privileged~~. This information is intended only for the use of the individuals or entities listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and arrange for the return or destruction of these documents."

APRIL 13, 2009 MEETING DRAFT

- Council Members and City employees should discourage members of the public from replying or forwarding electronic communications with a Council Member about matters presently pending before the Council for official action to all Council Members. When communicating with members of the public via e-mail, Council Members and City employees should include the following disclaimer: "Open Meeting Law Notice: Please note that electronic communications about matters pending before Council for official action which directly or serially include at least three Council Members, including forwarding of e-mails or use of 'reply to all,' may be found to violate the Minnesota Open Meeting Law, and should be avoided."
- A quorum of Council Members shall not participate in any electronic discussion forums for the purpose of deliberating on any matters presently pending before the Council that would foreseeably result in the taking of official Council action. If a Council Member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums where other Council Members are also likely to participate (such as chat rooms), the Council Member should not reply to any distribution or comment that could be considered deliberation on a matter presently pending before the Council that would foreseeably result in the taking of official Council action when that reply is copied to the entire distribution group, or any part of the group that might include other Council Members. In those situations, the Council Member should instead respond only to the sender of any message or inquiry.

VII. Classification and Retention of Electronic Communications

- ~~Regardless of whether electronic communication by a Council Member is taking place on a City provided computer, home computer or other computer system, classification of information as public, private or other is governed by the Minnesota Government Data Practices Act (Minn. Stat. Chapt. 13) and should be treated accordingly.~~
- Council Members should retain electronic communications in keeping with City policies and procedures, whether such communication takes place on a City provided computer, home computer or other computer system.
- Council Members should provide the City Manager with a copy of any electronic communication not already maintained by the City that was made or received by the Council Member and becomes part of an official City transaction pursuant to the following retention classifications:

Complaints – General: General city services, maintenance, repair, citizen complaints. [Retention period: 1 year after action completed.]

APRIL 13, 2009 MEETING DRAFT

Correspondence – Historical: Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization or individual. [Retention period: Permanent.]

Correspondence – General. [Retention period: 3 years.]

- Council Members do not need to retain or provide the City Manager with electronic communications that do not become part of an official transaction or electronic communications that fall within the following retention classification:

Correspondence – Messages: Transitory messages, e-mail or phone messages of short-term interest which are considered incidental and non-vital correspondence. [Retention period: Until read.]

RRM: #129567

Date: 2/23/09
Item: 13.a
**City Council Electronic
Communications Policy**

MEMORANDUM

TO: Bill Malinen
FROM: Eric J. Quiring
DATE: February 17, 2009
SUBJECT: Electronic Communications Policy
File No. 4002(1)-0341

Electronic Communications Policy topics discussed at previous Council meetings

1. Can members of the public expect their e-mails to Council Members to be confidential?

Section I of the draft Policy expressly states that electronic communications may be classified as public data and may be subject to public disclosure. Therefore, members of the public cannot expect confidentiality. The Minnesota Government Data Practices Act presumes that government data are public unless a specific law provides otherwise.

2. What are the limits on Council Members' discussions and/or polling of other Council Members prior to meetings?

The Minnesota Open Meeting Law prohibits Council Members from conducting public business outside of a public meeting. Section V of the draft Policy addresses communications among Council Members outside of Council meetings.

3. Does the City's retention policy apply to Council Members' electronic communications?

Minnesota law requires the retention of all government records, regardless of the format. Section VI of the draft Policy references the retention of electronic communications in accordance with the City's retention policies and procedures.

1 An electronic communication is a government record subject to the Record
2 Retention Policy for Cities.

- 3
4 4. Can Council Members participate in listservs and other message
5 boards/chatrooms?

6
7 Section V of the draft Policy addresses listservs and electronic discussion forums.
8 The provision cautions against replying to an entire group when the reply could be
9 considered deliberation on a matter presently pending before the Council for
10 official action. For example, any comment that could be seen as a communication
11 with another Council Member to avoid public discussion or to forge a majority in
12 advance of public meetings should not be posted.

- 13
14 5. Will the Policy apply to Council Members' personal e-mail accounts?

15
16 The draft Policy applies to all electronic communications containing government
17 data under the Minnesota Government Data Practices Act, regardless of which e-
18 mail address of account is used. The Policy would not apply to any e-mails not
19 containing government data.

- 20
21 6. What electronic communications must be available in the back of the room during
22 Council meetings?

23
24 The Minnesota Open Meeting Law requires that any materials relating to the
25 agenda items of the meeting prepared or distributed by or at the direction of the
26 governing body or its employees and: (1) distributed at the meeting to all members
27 of the governing body; (2) distributed before the meeting to all members; or (3)
28 available in the meeting room to all members; shall be available in the meeting
29 room for inspection by the public while the governing body considers their subject
30 matter. Minn. Stat. §13D.01, subd. 6. Section III of the draft Policy addresses the
31 situation in which electronic communications could be "materials" under the Open
32 Meeting Law, and thus, required to be available to the public during meetings.

- 33
34 7. Should electronic communications with members of the public contain a
35 disclaimer?

36
37 Section V of the draft Policy addresses the use of a disclaimer when Council
38 Members are communicating with the public regarding matters pending before the
39 Council for official action.

CITY OF ROSEVILLE

Policy on Council Members' Electronic Communications

This Policy applies to all members of the Roseville City Council. For purposes of this Policy, reference to Council Members includes members of all other City committees and groups subject to the Open Meeting Law. Reference to the Council shall include all such groups and meetings.

This Policy applies to all electronic communications containing government data, as defined by the Minnesota Government Data Practices Act, Minn. Chapter 13, regardless of whether the Council Member is using a City-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

I. Purpose

This Policy is adopted to increase awareness of the risks associated with Council Members using electronic communications and to set forth the appropriate restrictions on the use of electronic communications in accordance with the Minnesota Open Meeting Law and Minnesota Government Data Practices Act.

Electronic communications may be classified as public data, and thus, may be subject to public disclosure. Members of the public cannot expect confidentiality when electronically communicating with Council Members on matters of City business.

II. Definitions

“Electronic communications” include email, texting, instant messaging, chatrooms, and related electronic means of communicating with others.

“City Manager” means the City Manager or his/her designee.

III. Meeting materials

Electronic communication of meeting materials should generally be conducted in a one-way communication from the City Manager to the Council Members.

- Council Members may receive agenda materials, background information, and other materials via email attachment or other electronic means (such as file sharing) from the City Manager.

- If a Council Member has questions or comments about materials received, s/he should inquire via electronic means directly back to the City Manager. A Council Member should not copy other Council Members on his/her inquiry.
- If the clarification is one of value to other Council Members, the City Manager may send follow-up materials or information to the Council Members.

Electronic communications relating to agenda items of a meeting prepared or distributed by or at the direction of a Council Member or City employees and (1) distributed at the meeting to all members of the Council; (2) distributed before the meeting to all Council members; or (3) available in the meeting room to all Council members must also be made available to the public at the meeting, unless the materials are classified as nonpublic under the Minnesota Government Data Practices Act.

IV. Communication during Council meetings

- Council Members should not communicate with one another via electronic means during a public meeting.
- Council Members should not communicate with any member of city staff via electronic means during a public meeting.
- Council Members should not communicate with the public via electronic means during a public meeting.

V. Communications outside of Council meetings

- Council Members should act with caution when using electronic means to communicate with one another, being mindful of the Minnesota Open Meeting Law. Council Members shall not communicate with each other outside of Council meetings for the purpose of avoiding public discussion, to forge a majority in advance of public meetings, or to hide improper influences such as personal or pecuniary interests of the Council Member.
- If a Council Member wishes to share information with other Council Members, s/he should do so through the City Manager. The Council Member may request the City Manager distribute materials to others. The communication should not invite response to or discussion between any Council Members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other Council Members.

- If a Council Member wishes to address only one other Council Member through electronic means on any topic related to City business, s/he can do so directly, but should be mindful of the following:
 - o One-to-one communication is preferable.
 - o The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original email to other Council Members.
 - o The sender of an electronic message should not forward or copy the recipient's reply to any other Council Member.
 - o If a Council Member receives an electronic communication from any source related to City business and distributed to multiple Council Members (i.e. an email sent to the entire council from a member of the public; or an email sent to three Council Members from a local business), s/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other Council Member.
- Council Members and City employees should discourage members of the public from replying or forwarding electronic communications with a Council Member about matters presently pending before the Council for official action to all Council Members. When communicating with members of the public via e-mail, Council Members and City employees should include the following disclaimer: "Open Meeting Law Notice: Please note that electronic communications about matters pending before Council for official action which directly or serially include at least three Council Members, including forwarding of e-mails or use of 'reply to all,' may be found to violate the Minnesota Open Meeting Law, and should be avoided."
- If a Council Member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums where other Council Members are also likely to participate (such as chat rooms), the Council Member should not reply to any distribution or comment that could be considered deliberation on a matter presently pending before the Council that would foreseeably result in the taking of official Council action when that reply is copied to the entire distribution group, or any part of the group that might include other Council Members. In those situations, the Council Member should instead respond only to the sender of any message or inquiry.

1 VI. Classification and Retention of Electronic Communications
2

- 3 • Regardless of whether electronic communication by a Council Member is
4 taking place on a City-provided computer, home computer or other computer
5 system, classification of information as public, private or other is governed by
6 the Minnesota Government Data Practices Act (Minn. Stat. Chapt. 13) and
7 should be treated accordingly.
8
- 9 • Council Members should retain electronic communications in keeping with
10 City policies and procedures, whether such communication takes place on a
11 City-provided computer, home computer or other computer system.
12

13
14 RRM: #128183

2/23/09 – City Council Minutes re: Electronic Communications Policy**13.a Discuss City Council Electronic Communications Policy**

City Manager Malinen provided a first draft of a proposed policy on Councilmember Electronic Communications; along with a review of previous topics discussed at the City Council level. Mr. Malinen advised that this proposed policy language was based on a model from the League of Minnesota Cities (LMC) with suggestions for outlines and content; and that it was provided as a framework for further discussion. Mr. Malinen provided, as a bench handout, additional information related to such a policy.

City Manager Malinen noted that, in discussions with City Attorney Jay Squires, there was some question as to the benefit and/or consistency of a disclaimer for staff e-mails, as addressed on Page 3, line 21; and whether it should be included as a part of that policy.

Discussion included individual Councilmember comments to the proposed policy, as indicated in red, in the draft.

Mayor Klausing expressed concern that City Councilmembers be prohibited from participating in list serves, if items were not being deliberated or pending before the City Council; and, allowing for more public discussion for elected officials with their constituents; and considerations of First Amendment Speech rights and Open Meeting laws.

City Attorney Anderson noted that the draft was prepared from language in the League of Minnesota Cities Insurance Trust (LMCIT) with a concentration on risk analysis and concerns; and that his office been asked to draft language based on previous City Council discussion they would do so with fewer restrictions. Mr. Anderson opined that his office did not necessarily think the draft policy was appropriate as presented, but that it was in keeping with the direction given to them to draft a policy based on LMCIT policy language to initiate discussions and to serve as a talking point. Mr. Anderson advised that his office would take into consideration case law to-date, as identified in his previous April 2, 2009 letter.

Councilmember Pust opined that the City Council needed to seek recommendations of their City Attorney, not just consider what was the best version of LMCIT proposals.

Councilmember Pust requested additional information based on language addressing retention issues for individual home computers, addressed on Page 4, Section VI, and data retention consistent with law, but not in perpetuity.

Councilmember Johnson concurred with Mayor Klausing, asking that more information be provided on First Amendment Rights; expressing concern that freedom of speech rights were being squelched, in addition to not encouraging public discussion. Councilmember Johnson questioned whether, by his serving as part of a governing body, he had given up some of those rights.

Mayor Klausing responded that Councilmember Johnson's concerns were valid from a public policy standpoint, when elected officials should be encouraged to participate through public venues in expressing their viewpoints to their constituency; but opined that any policy should be consistent with state statute and the spirit of public discussions.

City Attorney Anderson noted that this draft was a working draft, and encouraged Councilmember comment and input.

Mayor Klausing concurred with Councilmember Pust's concerns for retention of items on home computers; whether retention was necessary if items had gone through staff at City Hall where they would naturally fall into record retention categories; and whether communication of advisory boards to the City fell within this framework and policy as well.

City Manager Malinen advised that he needed to further consult with the City's Information Technology staff on record retention practices; and referenced comment received from Planning Commissioner Daniel Boerigter related to this matter and advisory commissions.

Councilmember Pust opined that she didn't appreciate the tone or focus of the proposed policy, and the comment about trying not to put things on paper so they could be construed as public data; when it was the intent and interest of the City Council to transparently comply with the Open Meeting Law and Minnesota Data Practice Act.

Further discussion included individual City Councilmember correspondence with citizens, and when it became public information; removal of liability issues for the City once a document was legally obtained from a government entity and came into the public domain; and interpretation of uses of such data or using citizens as surrogates in forging decisions privately and not in the public venue.

Councilmember Ihlan addressed the purpose statement on Page 1, second paragraph; and suggested that the language mirror that of the Data Practices Act related to correspondence between elected officials and individuals.

City Attorney Anderson so noted.

Councilmember Ihlan opined that the disclaimer as addressed by City Manager Malinen, seemed confusing and unnecessary.

Mayor Klausing concurred; and questioned if it actually served a good public policy purpose, and may actually make citizens less willing to correspond with their elected officials if they thought the information was going to be shared.

City Attorney Anderson advised that his firm would work on the confidentiality concerns as discussed; noting that the most common privacy issue was personnel and/or discipline issues; and those would be the only practical things requiring a standard disclaimer.

Councilmember Roe concurred that this statement was overused. Councilmember Roe referred to a recent presentation at Roseville University related to City Policy development on Data Practices and Record Retention that may serve to help clarify the questions and concerns expressed by Councilmember Pust.

Councilmember Roe noted the need to clarify language on Page 2, lines 8 – 13, related to distribution to all City Councilmembers or only a quorum.

City Attorney Anderson noted that this language was word for word from the Open Meeting Law.

Mayor Klausing noted that this policy was designed to distinguish communication, not pending City Council action, going to all Councilmembers.

City Attorney Anderson clarified the need to remind staff that anything specific to an agenda item needed to be included in the agenda packet and provided to the public, unless falling within City Attorney/client privilege. City Attorney Anderson further clarified that, if a member of the public sent each Councilmember communication, there was no requirement in law to provide a public copy of those member materials; only those items prepared and/or distributed at the direction of the governing body or its employees; but that something coming to the City Council from a citizen was not within the provision of law needing to be included in the packet materials.

Mayor Klausing noted that, beyond the statute, but from a policy standpoint to provide for transparency in government and in the spirit of the law, it may be prudent to include that information.

City Attorney Anderson noted that there was nothing prohibiting the City Council from going further than the law required if they so chose that as their policy.

City Attorney Anderson advised that he would take tonight's comments and discussion into consideration for changing this first draft, as well as further researching First Amendment laws.