



City Council Agenda

Monday, August 10, 2009

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|--|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for August: Ihlan; Pust; Johnson;
Roe; 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 |
| 6:25.m. | 6. Approve Minute
a. Approve Minutes of July 27, 2009 Meeting |
| 6:30 p.m. | 7. Approve Consent Agenda
a. Approve Payments
b. Approve Business Licenses
c. Approve General Purchases or Sale of Surplus Items
Exceeding \$5,000
d. Establish a Public Hearing on August 24, 2009 for
OSAKA Roseville, Inc. application for On-Sale
Intoxicating liquor license
e. Establish a Public Hearing on August 24, 2009 for
Community Input on the 2010 Budget
f. Establish a Temporary Part-time Position within the
Information Technology Division
g. Declare a Vacancy on the Housing and Redevelopment
Authority (HRA)
h. Approve One Day On-Site Gambling Permit for the
October 4, 2009 Roseville Fire Department Auxiliary
Booya |

- i. Approve project and authorize advertisement for bids for Walsh Lake Subwatershed Rain Garden Project
- j. Adopt a Resolution Awarding Bid for 2009 Sanitary Sewer Main Lining Project to Insituform Technologies USA, Inc., of Chesterfield, Missouri
- k. Adopt a Resolution for Declaration of costs for projects to be assessed in 2009 and ordering preparation of assessment rolls

6:40 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

11. Public Hearings

6:50 p.m. a. Conduct Public Hearing for On-Sale 3.2% Liquor and an On-Sale Wine license at 2100 North Snelling Avenue for Smashburger Acquisition-Minneapolis, LLC

12. Business Items (Action Items)

7:00 p.m. a. Approve On-Sale 3.2% Liquor and an On-Sale Wine license at 2100 North Snelling Avenue for Smashburger Acquisition-Minneapolis, LLC

7:05 p.m. b. Approve Electronic Communications Policy

13. Business Items – Presentations/Discussions

7:20 p.m. a. Receive the 2010-2019 Capital Investment Plan

8:20 p.m. b. Discuss Revised Professional Services Policy

8:35 p.m. **14. City Manager Future Agenda Review**

8:40 p.m. **15. Councilmember Initiated Items for Future Meetings**

8:50 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Aug 11	7:00 p.m.	Human Rights Commission
Wednesday	Aug 12	6:30 p.m.	Ethics Commission
Monday	Aug 17	6:00 p.m.	City Council Meeting
Tuesday Monday	Aug 18 Aug 31	6:00 p.m.	Housing & Redevelopment Authority
Monday	Aug 24	6:00 p.m.	City Council Meeting
Tuesday	Aug 25	6:30 p.m.	Public Works, Environment & Transportation Commission August Meeting Cancelled – next meeting Sep 22
Monday	Aug 31	6:00 p.m.	Housing & Redevelopment Authority

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Tuesday	Sep 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Sep 2	6:30 p.m.	Planning Commission
Monday	Sep 7	-	Labor Day – City Offices Closed

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

Date: 8/10/09

Item: 6.a

Minutes of 7/27/09

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 8/10/2009
Item No.: 7.a

Department Approval

Chris Miller

Acting City Manager Approval

Chris 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	\$119,528.89
55831--55993	\$407,676.38
Total	\$527,205.27

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: 08/04/2009 - 9:25 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/23/2009	Housing & Redevelopment	AMiscellaneous	Jeanne Kelsey	Supplies Reimbursement	3.99
0	07/23/2009	Housing & Redevelopment	AMiscellaneous	Jeanne Kelsey	Supplies Reimbursement	16.47
0	07/23/2009	Housing & Redevelopment	AMiscellaneous	Jeanne Kelsey	Supplies Reimbursement	10.29
0	07/23/2009	Housing & Redevelopment	ATraining	Jeanne Kelsey	Supplies Reimbursement	159.00
0	07/23/2009	Community Development	Transportation	Jamie Radel	Parking Reimbursement	5.00
0	07/23/2009	Housing & Redevelopment	AAvertising	George Hornik	Payment for Services	1,125.00
0	07/23/2009	Sanitary Sewer	Sanitary Sewer	City of Maplewood	Sanitary Sewer Reimbursement	13,441.07
0	07/23/2009	Storm Drainage	Storm Drainage Fees	City of Maplewood	Storm Drainage Reimbursement	2,689.29
0	07/23/2009	Community Development	Training	Thomas Paschke	Reimbursement for Meals During Training	12.70
0	07/23/2009	License Center	Transportation	Mary Dracy	Mileage Reimbursement	206.80
0	07/23/2009	General Fund	Employer Pension	Joel Merry	Overpayment of FICA and Medicare	160.76
0	07/23/2009	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	630.60
0	07/23/2009	General Fund	Professional Services	City of St. Paul	Wireless and RMS Service-July 2009	4,358.00
0	07/23/2009	License Center	Contract Maintenance	Electro Watchman, Inc.	Secrity System-License Center	192.38
0	07/23/2009	General Fund	Operating Supplies	Brock White Co	Carbide Router	647.02
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	North Heights Hardware Hank	Shop Parts, Conduits	58.77
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	North Heights Hardware Hank	Sealant	12.51
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	North Heights Hardware Hank	Magnetic Nut Sealer	12.44
0	07/23/2009	General Fund	Contract Maintenance Vehicles	Advanced Graphix Inc	Squad Car Graphics	104.20
0	07/23/2009	General Fund	Operating Supplies	Midway Ford Co	Cut and Program Key	135.33
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	North Heights Hardware Hank	Bleach	2.98
0	07/23/2009	General Fund	Vehicle Supplies	McMaster-Carr Supply Co	Carton Sealing Tape	11.06
0	07/23/2009	General Fund	209001 - Use Tax Payable	McMaster-Carr Supply Co	Sales/Use Tax	-0.67
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Praxair Distribution -	High Press	19.39
0	07/23/2009	License Center	Professional Services	Quicksilver Express Courier	Delivery Service	151.62
0	07/23/2009	General Fund	Utilities	Xcel Energy	Civil Defense	66.10
0	07/23/2009	General Fund	Utilities	Xcel Energy	Fire #1	505.01
0	07/23/2009	Golf Course	Utilities	Xcel Energy	Golf	564.06
0	07/23/2009	Sanitary Sewer	Utilities	Xcel Energy	Sewer	826.08
0	07/23/2009	Recreation Fund	Utilities	Xcel Energy	Skating	11,341.42
0	07/23/2009	General Fund	Utilities	Xcel Energy	Street Light	500.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/23/2009	Storm Drainage	Utilities	Xcel Energy	Storm Water	15.38
0	07/23/2009	Water Fund	Utilities	Xcel Energy	Water	7,141.47
0	07/23/2009	General Fund	Utilities	Xcel Energy	Street Light	12,650.05
0	07/23/2009	Golf Course	Vehicle Supplies	MTI Distributing, Inc.	Steering Cable	114.95
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Pump Lever, Bearings	168.69
0	07/23/2009	Golf Course	Operating Supplies	MTI Distributing, Inc.	Conversion Nozzles	351.66
0	07/23/2009	Golf Course	Operating Supplies	MTI Distributing, Inc.	Credit	-561.25
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	MTI Distributing, Inc.	Cover, Gasket	76.23
0	07/23/2009	P & R Contract Maintenance	Sales Tax	MTI Distributing, Inc.	Additional Sales/Use TAx	-0.26
0	07/23/2009	General Fund	Vehicle Supplies	MacQueen Equipment	Credit Memo-Applies to Invoice 2093592	-150.74
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	North Heights Hardware Hank	Shop Parts	61.02
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Security Lighting	106.44
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Mechanics Drill	9.57
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Toggle Switch	23.30
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Ear Plug Dispenser	67.14
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Sledge Handle	38.31
0	07/23/2009	General Fund	Vehicle Supplies	Grainger Inc	2009 Blanket PO for Vehicle Repairs	10.00
0	07/23/2009	General Fund	Op Supplies - City Hall	Grainger Inc	Lamps	70.79
0	07/23/2009	Golf Course	Merchandise For Sale	Sysco Mn	Food for Resale	220.17
0	07/23/2009	Golf Course	Operating Supplies	Sysco Mn	Food for Resale	16.60
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	127.19
0	07/23/2009	Storm Drainage	Telephone	NEXTEL Communications	Cell Phones	186.29
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	13.19
0	07/23/2009	Sanitary Sewer	Telephone	NEXTEL Communications	Cell Phones	243.56
0	07/23/2009	Recreation Fund	Telephone	NEXTEL Communications	Cell Phones	106.62
0	07/23/2009	Recreation Fund	Telephone	NEXTEL Communications	Cell Phones	31.22
0	07/23/2009	P & R Contract Maintenance	Telephone	NEXTEL Communications	Cell Phones	119.98
0	07/23/2009	Golf Course	Telephone	NEXTEL Communications	Cell Phones	32.21
0	07/23/2009	Community Development	Telephone	NEXTEL Communications	Cell Phones	93.08
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	26.40
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	13.19
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	52.89
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	383.66
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	324.80
0	07/23/2009	General Fund	Telephone	NEXTEL Communications	Cell Phones	906.43
0	07/23/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	31.78
0	07/23/2009	P & R Contract Maintenance	Operating Supplies	Eagle Clan Enterprises, Inc	Roll Towels, Toilet Tissue	208.74
0	07/23/2009	General Fund	Operating Supplies	Streicher's	Drug Test Kits	97.21
0	07/23/2009	General Fund	Training	Streicher's	Ammunition	455.55
0	07/23/2009	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Police Vehicle Car Washes	177.50
0	07/23/2009	General Fund	Vehicle Supplies	Fastenal Company Inc.	2009 Blanket PO for Vehicle Repairs	40.09
0	07/23/2009	General Fund	Vehicle Supplies	Fastenal Company Inc.	2009 Blanket PO for Vehicle Repairs	87.81
0	07/23/2009	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	18.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/23/2009	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	34.00
0	07/23/2009	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	763.45
0	07/23/2009	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	22.68
0	07/23/2009	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	58.71
0	07/23/2009	Recreation Fund	Office Supplies	Innovative Office Solutions	Office Supplies	696.78
0	07/23/2009	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	414.07
0	07/23/2009	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	40.83
0	07/23/2009	General Fund	Contract Maintenance Vehicles	MacQueen Equipment	Lever Valve, Labor	993.91
0	07/23/2009	General Fund	Vehicle Supplies	St. Joseph Equipment Inc.	2009 Blanket PO for Vehicle Repairs	225.70
0	07/23/2009	General Fund	Contract Maint. - City Hall	Davis Lock & Safe Inc	Rekey Master, 3 Keys	24.81
Check Total:						65,451.89
0	07/30/2009	General Fund	Professional Services	Ratwik, Roszak & Maloney, PA	Legal Services-June 2009	10,395.05
0	07/30/2009	Community Development	Professional Services	Ratwik, Roszak & Maloney, PA	Legal Services-June 2009	378.00
0	07/30/2009	Community Development	Professional Services	Ratwik, Roszak & Maloney, PA	Legal Services-June 2009	6,451.20
0	07/30/2009	Recreation Fund	Printing	Roseville Area Schools	May School Flyers	320.10
0	07/30/2009	Recreation Fund	Printing	Roseville Area Schools	May School Flyers	534.05
0	07/30/2009	Recreation Fund	Printing	Roseville Area Schools	May School Flyers	534.05
0	07/30/2009	Recreation Fund	Printing	Roseville Area Schools	May School Flyers	291.30
0	07/30/2009	Recreation Fund	Printing	Roseville Area Schools	May School Flyers	305.35
0	07/30/2009	Housing & Redevelopment	ATransportation	Jeanne Kelsey	Expense Reimbursement	24.75
0	07/30/2009	Housing & Redevelopment	ATransportation	Jeanne Kelsey	Expense Reimbursement	10.00
0	07/30/2009	Municipal Jazz Band	Professional Services	Glen Newton	Roseville Big Band Director-July 2009	225.00
0	07/30/2009	Recreation Fund	Transportation	Lonnie Brokke	Parking Reimbursement	31.25
0	07/30/2009	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	166.15
0	07/30/2009	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-3002	Payroll Deduction for 7/28 Payroll	5,404.18
0	07/30/2009	General Fund	210700 - Minnesota Benefit Ded	MN Benefit Association	Payroll Deduction for July Payroll	1,288.84
0	07/30/2009	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	541.50
0	07/30/2009	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	360.29
0	07/30/2009	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	178.32
0	07/30/2009	License Center	Transportation	Jill Theisen	Mileage Reimbursement	211.20
0	07/30/2009	General Fund	Vehicle Supplies	Factory Motor Parts	2009 Blanket PO for Vehicle Repairs	426.13
0	07/30/2009	Recreation Fund	Operating Supplies	Gopher Bearing. Corp.	Roller Bearings	109.72
0	07/30/2009	General Fund	Contract Maint. - City Hall	Yale Mechanical, LLC	Labor in PD	419.52
0	07/30/2009	General Fund	Operating Supplies	City of St. Paul	Paper	410.00
0	07/30/2009	P & R Contract Maintenance	Operating Supplies	Brock White Co	Gravel Pave.	306.99
0	07/30/2009	P & R Contract Maintenance	Operating Supplies	Bachmans Inc	Birch River Clump, Boxwood Charm	620.20
0	07/30/2009	P & R Contract Maintenance	Operating Supplies	Linder's Greenhouse	Flowers, Garden Supplies	520.50
0	07/30/2009	Recreation Fund	Operating Supplies	North Heights Hardware Hank	Hardware Supplies	22.47
0	07/30/2009	Recreation Fund	Use Tax Payable	North Heights Hardware Hank	Sales/Use Tax	-1.44
0	07/30/2009	Recreation Fund	Operating Supplies	North Heights Hardware Hank	Silicone Seal	11.78
0	07/30/2009	Recreation Fund	Use Tax Payable	North Heights Hardware Hank	Sales/Use Tax	-0.75
0	07/30/2009	Recreation Improvements	Aglime	Bryan Rock Products, Inc.	Red Ball Diamond Agg.	1,152.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	07/30/2009	General Fund	Vehicle Supplies	Factory Motor Parts	2009 Blanket PO for Vehicle Repairs	52.32
0	07/30/2009	General Fund	Vehicle Supplies	Factory Motor Parts	2009 Blanket PO for Vehicle Repairs	172.07
0	07/30/2009	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Engine 21 Repairs	3,763.37
0	07/30/2009	Recreation Improvements	CP Amphitheater	Muska Electric Co	Electrical Upgrades CP Amphitheater 200	5,612.34
0	07/30/2009	Recreation Improvements	CP Amphitheater	Muska Electric Co	Electrical Upgrades CP Amphitheater 2009	10,077.66
0	07/30/2009	Recreation Improvements	CP Amphitheater	Muska Electric Co	Replace Outlet Covers	175.56
0	07/30/2009	Recreation Improvements	Use Tax Payable	Muska Electric Co	Sales/Use Tax	-5.00
0	07/30/2009	Recreation Fund	Contract Maintenance	Muska Electric Co	Install Receptacle	521.03
0	07/30/2009	Recreation Fund	Use Tax Payable	Muska Electric Co	Sales/Use Tax	-3.77
0	07/30/2009	General Fund	Vehicle Supplies	Grainger Inc	2009 Blanket PO for Vehicle Repairs	205.36
0	07/30/2009	General Fund	Vehicle Supplies	Napa Auto Parts	Credit	-5.32
0	07/30/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	39.15
0	07/30/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	9.96
0	07/30/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	4.87
0	07/30/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	28.53
0	07/30/2009	General Fund	Vehicle Supplies	Napa Auto Parts	2009 Blanket PO for Vehicle Repairs	170.00
0	07/30/2009	General Fund	Op Supplies - City Hall	Eagle Clan Enterprises, Inc	Toilet Tissue, Roll Towels	228.71
0	07/30/2009	General Fund	Vehicle Supplies	Larson Companies Peterbilt North	2009 Blanket PO for Vehicle Repairs	175.15
0	07/30/2009	General Fund	Contract Maint. - City Garage	Green View Inc.	Cleaning-Public Works	891.76
0	07/30/2009	General Fund	209001 - Use Tax Payable	Green View Inc.	Sales/Use Tax	-57.36
0	07/30/2009	General Fund	Vehicle Supplies	Fastenal Company Inc.	2009 Blanket PO for Vehicle Repairs	60.24
0	07/30/2009	Golf Course	Operating Supplies	Tessman Seed Co - St. Paul	Annual Rye, Tee Box Mix	283.07
0	07/30/2009	P & R Contract Maintenance	Operating Supplies	Turfwerks	Parts	28.77
Check Total:						54,077.00
55831	07/23/2009	Police Forfeiture Fund	Professional Services	2nd Wind Exercise Equipment	RevMaster, Pilot Cadence Meter	1,472.73
55831	07/23/2009	Police Forfeiture Fund	Sales Tax Payable	2nd Wind Exercise Equipment	Additional Sales/Use Tax	-5.16
Check Total:						1,467.57
55832	07/23/2009	Recreation Fund	Fee Program Revenue	Lori Abrahamson	Rosebush Refund	20.00
Check Total:						20.00
55833	07/23/2009	General Fund	Operating Supplies	Accurint - Acct #1010287	Criminal Reports, Pe4oplc Searches	50.45
Check Total:						50.45
55834	07/23/2009	General Fund	Vehicle Supplies	Astleford International Trucks	Switch	176.78
55834	07/23/2009	General Fund	209001 - Use Tax Payable	Astleford International Trucks	Additional Tax	-0.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						176.16
55835	07/23/2009	Recreation Fund	Professional Services	Basement Sun	Summer Entertainment	200.00
Check Total:						200.00
55836	07/23/2009	General Fund	Operating Supplies	Batteries Plus, Inc.	AA and AAA Batteries	47.75
55836	07/23/2009	General Fund	209000 - Sales Tax Payable	Batteries Plus, Inc.	Additional Sales/Use Tax	-0.17
Check Total:						47.58
55837	07/23/2009	General Fund	Professional Services	BCA-CJIS Section	RVA, RVC, RVE, F, G, H, I	840.00
Check Total:						840.00
55838	07/23/2009	General Fund	Training	BCA/Training & Investigative S	Death Investigation Conference	225.00
Check Total:						225.00
55839	07/23/2009	Recreation Fund	Professional Services	Angela Benes	Tap for Seniors Instructor	260.00
Check Total:						260.00
55840	07/23/2009	P & R Contract Maintenance	Operating Supplies	Best Access Systems, Inc.	Keys	79.14
Check Total:						79.14
55841	07/23/2009	P & R Contract Maintenance	Professional Services	Biolawn	Per estimate fertilize & weed control in	410.99
Check Total:						410.99
55842	07/23/2009	General Fund	Professional Services	Brighton Veterinary Hospital	Animal Control Services-May 2009	650.00
Check Total:						650.00
55843	07/23/2009	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	36.30
55843	07/23/2009	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
55843	07/23/2009	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	36.30
55843	07/23/2009	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
55843	07/23/2009	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	36.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55843	07/23/2009	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	2.66
Check Total:						116.88
55844	07/23/2009	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	Pawn System User Fee	1,902.00
55844	07/23/2009	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	Pawn System User Fee	2,124.00
55844	07/23/2009	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	Pawn System User Fee	2,114.00
Check Total:						6,140.00
55845	07/23/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Mobile Truck Repairs	599.06
Check Total:						599.06
55846	07/23/2009	Golf Course	Merchandise For Sale	Coca Cola Bottling Company	Beverages for Resale	436.35
55846	07/23/2009	Golf Course	Merchandise For Sale	Coca Cola Bottling Company	Beverages for Resale	277.10
Check Total:						713.45
55847	07/23/2009	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	June Bingo-Midway Speedskating	2,109.24
55847	07/23/2009	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	June Bingo-Roseville Youth Hockey	1,769.04
Check Total:						3,878.28
55848	07/23/2009	General Fund	Training	Dakota County Technical Colleg	Advanced Post Pursuit Class-Gardner	210.00
Check Total:						210.00
55849	07/23/2009	Recreation Fund	Professional Services	Lynn Erickson	Women's Tennis League Coordinator	340.00
Check Total:						340.00
55850	07/23/2009	Community Development	Professional Services	ERS Digital, Co.	Large Page Scanner	1,500.00
55850	07/23/2009	Community Development	Printing	ERS Digital, Co.	Large Page Scanner	669.88
55850	07/23/2009	General Fund	Professional Services	ERS Digital, Co.	Large Page Scanner	22.00
Check Total:						2,191.88
55851	07/23/2009	TIF District #17-Twin Lakes	AUAR SubArea I Prof Svcs	Eureka Construction	Twin Lakes AUAR Infrastructure	93,955.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						93,955.95
55852	07/23/2009	General Fund	Contract Maintenance	Fed Ex	Shipping Charges	59.58
Check Total:						59.58
55853	07/23/2009	P & R Contract Maintenance	Operating Supplies	First Call	Motor Oil	46.28
Check Total:						46.28
55854	07/23/2009	Golf Course	Fee Program Revenue	Jill Glass	Event Registration Refund	15.00
Check Total:						15.00
55855	07/23/2009	General Fund	Contract Maintenance Vehicles	Harmon Auto Glass	2009 Blanket PO for Vehicle Repairs	151.71
55855	07/23/2009	General Fund	209001 - Use Tax Payable	Harmon Auto Glass	Sales/Use Tax	-1.71
Check Total:						150.00
55856	07/23/2009	General Fund	Vehicle Supplies	HealthEast Vehicle Services	Siren Driver Replacement	131.53
Check Total:						131.53
55857	07/23/2009	Information Technology	Use Tax Payable	Hewlett-Packard Company	Credit Memo	-240.18
55857	07/23/2009	Information Technology	Computer Equipment	Hewlett-Packard Company	Kleis Notebook	1,310.28
55857	07/23/2009	Information Technology	Use Tax Payable	Hewlett-Packard Company	Additional Sales/Use Tax	-0.71
Check Total:						1,069.39
55858	07/23/2009	Recreation Fund	Professional Services	Soren Hjort	Lacrosse Referee	30.00
Check Total:						30.00
55859	07/23/2009	Telephone	Telephone	Integra Telecom	Telephone Service	150.46
Check Total:						150.46
55860	07/23/2009	General Fund	Clothing	Inventory Trading Company	Clothing	311.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						311.25
55861	07/23/2009	General Fund	210500 - Life Ins. Employee	Ron Kohn	Overpayment to Employer-Retired	152.28
55861	07/23/2009	General Fund	210400 - PERA Employee Ded.	Ron Kohn	Overpayment to Employer-Retired	35.49
Check Total:						187.77
55862	07/23/2009	Golf Course	Fee Program Revenue	Renee Korban	Women & Wine Refund	35.00
Check Total:						35.00
55863	07/23/2009	Golf Course	Evening League Registration	Debra Krause	Refund-Staff Error	16.00
Check Total:						16.00
55864	07/23/2009	General Fund	Operating Supplies	Language Line Services	Interpreter Service	231.61
Check Total:						231.61
55865	07/23/2009	Risk Management	Street Department Claims	League of MN Cities Ins Trust	LMICT Claim #; 11064848	8,281.27
Check Total:						8,281.27
55866	07/23/2009	TIF District #17-Twin Lakes	Professional Services	LHB Inc	Twin Lakes TIF Re-Evaluation	2,002.10
Check Total:						2,002.10
55867	07/23/2009	General Fund	Vehicle Supplies	Liberty Tire Recycling, LLC	Tire Recycling	69.62
Check Total:						69.62
55868	07/23/2009	P & R Contract Maintenance	Operating Supplies	M/A Associates	Black Can Liners	640.17
Check Total:						640.17
55869	07/23/2009	Recreation Fund	Professional Services	Mark Magistad	Men's Tennis League Coordinator	300.00
Check Total:						300.00
55870	07/23/2009	Housing & Redevelopment A	Professional Services	Maxfield Research, Inc.	Family Housing Needs Analysis	8,647.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						8,647.50
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Nozzles, Wire Splice	69.20
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Repair Couplings, Bushings	38.00
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Adapters, Plugs	211.38
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Wireless Rain Sensor	114.57
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Couplings, Clamps	29.43
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Nozzle, Spray Head	124.79
55871	07/23/2009	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Pump, Rain Sensors	255.35
Check Total:						842.72
55872	07/23/2009	General Fund	Training	Minneapolis Police SWAT Unit	Use of FSDD During SWAT School	120.00
Check Total:						120.00
55873	07/23/2009	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	158.35
55873	07/23/2009	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	406.00
55873	07/23/2009	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	381.76
55873	07/23/2009	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	430.83
55873	07/23/2009	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	433.34
55873	07/23/2009	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	453.21
55873	07/23/2009	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	Unemployment Insurance	134.40
Check Total:						2,397.89
55874	07/23/2009	General Fund	Animal Licenses	Juliann Monroe	Refund dog License	35.00
Check Total:						35.00
55875	07/23/2009	General Fund	Operating Supplies	Moore Fun, Inc.	Down Payment for Bouncers	285.56
Check Total:						285.56
55876	07/23/2009	P & R Contract Maintenance	Operating Supplies	Muska Lighting Center	Nitetorch, Refractor	429.20
55876	07/23/2009	P & R Contract Maintenance	Operating Supplies	Muska Lighting Center	Pal40C-T12	21.30
Check Total:						450.50
55877	07/23/2009	Sanitary Sewer	Accounts Payable	HAROLD NELSON	Refund check	6.81
55877	07/23/2009	Water Fund	Accounts Payable	HAROLD NELSON	Refund check	20.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						27.18
55878	07/23/2009	Recreation Fund	Professional Services	Eric Nielsen	Lacrosse Referee	30.00
Check Total:						30.00
55879	07/23/2009	General Fund	Training	NICHOLAS OLSON	Reimbursement for Textbooks	48.20
Check Total:						48.20
55880	07/23/2009	Recreation Fund	Rental	On Site Sanitation, Inc.	Regular Service	243.68
Check Total:						243.68
55881	07/23/2009	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	55.56
55881	07/23/2009	General Fund	209001 - Use Tax Payable	Petco Animal Supplies, Inc.	Additional Sales/Use Tax	-0.06
Check Total:						55.50
55882	07/23/2009	Water Fund	Accounts Payable	LEO PIERCE	Refund check	8.33
Check Total:						8.33
55883	07/23/2009	Golf Course	Operating Supplies	Precision Turf & Chemical, Inc	Grass Seed	627.07
Check Total:						627.07
55884	07/23/2009	Recreation Fund	Professional Services	Quality Restoration Services,	Cones, Signs for Parade	650.00
Check Total:						650.00
55885	07/23/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	79.77
55885	07/23/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	50.57
55885	07/23/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	187.97
55885	07/23/2009	Telephone	Telephone	Qwest	Telephone Service	363.38
55885	07/23/2009	Telephone	Telephone	Qwest	Telephone Service	38.91
55885	07/23/2009	Telephone	Telephone	Qwest	Telephone Service	101.34
Check Total:						821.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55886	07/23/2009	General Fund	Operating Supplies	Rainbow Party Arts	Deposit For Night Out Face Painter	50.00
					Check Total:	50.00
55887	07/23/2009	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	13,232.58
					Check Total:	13,232.58
55888	07/23/2009	General Fund	Professional Services	Regents of the University of M	K9 Healthcare	697.50
					Check Total:	697.50
55889	07/23/2009	Community Development	Heating Permits	Richard Russell	Mechanical Permit Refund	55.00
					Check Total:	55.00
55890	07/23/2009	General Fund	Operating Supplies	Sam's Club	Supplies	456.48
					Check Total:	456.48
55891	07/23/2009	Recreation Fund	Professional Services	Jake Shimota	Lacrosse Referee	30.00
					Check Total:	30.00
55892	07/23/2009	Water Fund	Accounts Payable	SHOWCASE REO	Refund check	24.57
					Check Total:	24.57
55893	07/23/2009	Recreation Fund	Professional Services	Songs of Hope	Summer Entertainment	500.00
					Check Total:	500.00
55894	07/23/2009	General Fund	Telephone	Sprint	Cell Phones	38.23
55894	07/23/2009	General Fund	Telephone	Sprint	Cell Phones	180.30
55894	07/23/2009	Information Technology	Telephone	Sprint	Cell Phones	951.74
55894	07/23/2009	Recreation Fund	Telephone	Sprint	Cell Phones	67.89
55894	07/23/2009	P & R Contract Maintenance	Telephone	Sprint	Cell Phones	33.95
55894	07/23/2009	General Fund	Telephone	Sprint	Cell Phones	253.71
55894	07/23/2009	Community Development	Telephone	Sprint	Cell Phones	34.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						1,559.86
55895	07/23/2009	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	253.00
55895	07/23/2009	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.58
Check Total:						262.58
55896	07/23/2009	General Fund	Operating Supplies	Suburban Ace Hardware	Cable Ties	26.15
Check Total:						26.15
55897	07/23/2009	Golf Course	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Tires	51.13
Check Total:						51.13
55898	07/23/2009	Recreation Fund	Professional Services	Gwen Thielke	Basketball Coordinator	2,950.00
Check Total:						2,950.00
55899	07/23/2009	Community Development	Professional Services	TMR Quality Lawn Service	Lawn Service 2668 N Lexington	74.81
55899	07/23/2009	Community Development	Use Tax Payable	TMR Quality Lawn Service	Additional Sales/Use Tax	-0.26
Check Total:						74.55
55900	07/23/2009	General Fund	Vehicle Supplies	Toll Gas & Welding Supply	Industrial Cyls	19.74
Check Total:						19.74
55901	07/23/2009	General Fund	Vehicle Supplies	Tousley Ford Inc	2009 Blanket PO for Vehicle Repairs	93.36
Check Total:						93.36
55902	07/23/2009	General Fund	Professional Services	Trans Union LLC	Credit Report	12.55
Check Total:						12.55
55903	07/23/2009	Boulevard Landscaping	Operating Supplies	Tri State Bobcat	60" Blade	97.66
55903	07/23/2009	General Fund	Contract Maintenance Vehicles	Tri State Bobcat	Equipment Repair	652.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						750.37
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Per estimate vegetation control ball fie	557.00
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Per estimate vegetation control ball fie	188.51
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Per estimate vegetation control ball fie	188.51
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Per estimate vegetation control ball fie	117.15
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Per estimate vegetation control ball fie	188.51
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Per estimate vegetation control ball fie	85.20
55904	07/23/2009	P & R Contract Maintenance	Professional Services	Trugreen L.P.	Vegetation Control	181.05
Check Total:						1,505.93
55905	07/23/2009	General Fund	Operating Supplies	Twin Cities Transport & Recove	Towing Services	90.53
55905	07/23/2009	General Fund	Operating Supplies	Twin Cities Transport & Recove	Towing Services	90.53
Check Total:						181.06
55906	07/23/2009	General Fund	Clothing	Uniforms Unlimited, Inc.	Clothing	54.95
Check Total:						54.95
55907	07/23/2009	P & R Contract Maintenance	Operating Supplies	United Rentals Northwest, Inc.	Caution Tape	40.42
55907	07/23/2009	P & R Contract Maintenance	Operating Supplies	United Rentals Northwest, Inc.	Sandbags for Soccer Goals	52.36
Check Total:						92.78
55908	07/23/2009	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center	Ear Plugs, Safety Glasses	109.86
Check Total:						109.86
55909	07/23/2009	General Fund	Operating Supplies	Walton's Hollow	Petting Zoo-Family Night Out	573.00
Check Total:						573.00
55910	07/23/2009	Golf Course	Day League Registration	Reggie Willman	Ladies League Refund	16.00
Check Total:						16.00
55911	07/23/2009	General Fund	Clothing	www.linksprintpromo.com	Clothing	276.00
55911	07/23/2009	General Fund	Clothing	www.linksprintpromo.com	Clothing	282.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						558.00
55912	07/23/2009	P & R Contract Maintenance	Operating Supplies	Wyco Inc	Carb Adjusting Tools	86.89
55912	07/23/2009	P & R Contract Maintenance	Operating Supplies	Wyco Inc	Credit-Return Carb Adjusting Tool	-43.44
Check Total:						43.45
55913	07/23/2009	Information Technology	Telephone	XO Communications Inc.	Telephone Service	5,089.64
Check Total:						5,089.64
55914	07/23/2009	Recreation Fund	Professional Services	Heidi Zerwas	Soccer Camp Coordinator	1,805.00
Check Total:						1,805.00
55915	07/30/2009	General Fund	Contract Maintenance	AAA Striping Service Co	2009 Centerline Striping Contract	3,749.44
Check Total:						3,749.44
55916	07/30/2009	General Fund	Operating Supplies	Alert All Corp.	Firefighting Items	780.18
55916	07/30/2009	General Fund	209001 - Use Tax Payable	Alert All Corp.	Sales/Use Tax	-50.18
Check Total:						730.00
55917	07/30/2009	Community Development	Building Permits	Anne Aten	Building Permit Refund	102.76
Check Total:						102.76
55918	07/30/2009	General Fund	Training	Sam Baker	Door Prop Supplies for Fire Drill	77.87
Check Total:						77.87
55919	07/30/2009	Equipment Replacement	FunRental - Copier Machines	Banc of America Leasing	Copier Lease Charges	2,885.16
Check Total:						2,885.16
55920	07/30/2009	P & R Contract Maintenance	Professional Services	Biolawn	Vegetation control ball fields, benches,	350.00
55920	07/30/2009	P & R Contract Maintenance	Professional Services	Biolawn	Vegetation control ball fields, benches,	217.00
55920	07/30/2009	P & R Contract Maintenance	Professional Services	Biolawn	Vegetation control ball fields, benches,	2,899.58

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						3,466.58
55921	07/30/2009	General Fund	Vehicle Supplies	Boyer Sterling Trucks Inc	2009 Blanket PO for Vehicle Repairs	318.25
55921	07/30/2009	General Fund	Vehicle Supplies	Boyer Sterling Trucks Inc	2009 Blanket PO for Vehicle Repairs	1,134.48
55921	07/30/2009	General Fund	Vehicle Supplies	Boyer Sterling Trucks Inc	2009 Blanket PO for Vehicle Repairs	72.95
Check Total:						1,525.68
55922	07/30/2009	Recreation Improvements	Soccer Goals	BSN Sports Inc.	Soccer Goals	9,655.79
55922	07/30/2009	Recreation Improvements	Rosebrook Pool	BSN Sports Inc.	Soccer Goals	1,089.35
55922	07/30/2009	Recreation Improvements	Use Tax Payable	BSN Sports Inc.	Sales/Use Tax	-655.79
Check Total:						10,089.35
55923	07/30/2009	Community Development	Development Escrow	Buell Consulting, Inc.	Escrow Deposit Reimbursement	1,468.70
Check Total:						1,468.70
55924	07/30/2009	Water Fund	Operating Supplies	Cemstone Products Co, Inc.	PSI 6BG	751.87
55924	07/30/2009	Pathway Maintenance Fund	Operating Supplies	Cemstone Products Co, Inc.	PSI 6BG	375.66
Check Total:						1,127.53
55925	07/30/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Mobile Truck Repairs	4,592.50
55925	07/30/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Mobile Truck Repairs	400.00
55925	07/30/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Mobile Truck Repairs	320.00
55925	07/30/2009	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Mobile Truck Repairs	240.00
Check Total:						5,552.50
55926	07/30/2009	Recreation Improvements	Other Improvments - Dale Fence	Commercial Fence Contractors	Retrofit Pedestrian Gates	1,560.00
Check Total:						1,560.00
55927	07/30/2009	P & R Contract Maintenance	Operating Supplies	F M Trucking Co. Inc	River 1-1/2"	102.24
55927	07/30/2009	P & R Contract Maintenance	Operating Supplies	F M Trucking Co. Inc	River 1-1/2"	102.24
55927	07/30/2009	P & R Contract Maintenance	Operating Supplies	F M Trucking Co. Inc	River 1-1/2"	102.24
55927	07/30/2009	P & R Contract Maintenance	Operating Supplies	F M Trucking Co. Inc	River 1-1/2"	120.50
Check Total:						427.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55928	07/30/2009	T.I.F. District # 15 (Allen)	TIF Payment	Fairview H A Associates LLC	1st Half TIF Payment-2009	11,251.86
					Check Total:	11,251.86
55929	07/30/2009	Recreation Fund	Fee Program Revenue	Michael Fishbach	Key Deposit Reimbursement	25.00
					Check Total:	25.00
55930	07/30/2009	Recreation Improvements	Mulch New Trees	Fra-Dor Blackdirt & Recycle	Black Dirt, Garden Mix	854.66
55930	07/30/2009	P & R Contract Maintenance	Operating Supplies	Fra-Dor Blackdirt & Recycle	Black Dirt, Garden Mix	156.83
					Check Total:	1,011.49
55931	07/30/2009	General Fund	Professional Services	Good Pointe Tech, Inc/Zoom	2009 Pavement Condition Survey	2,702.50
55931	07/30/2009	General Fund	Professional Services	Good Pointe Tech, Inc/Zoom	2009 Pavement Condition Survey	47.00
					Check Total:	2,749.50
55932	07/30/2009	Recreation Fund	Professional Services	Michael Grant	Track Camp July 2009	1,423.50
					Check Total:	1,423.50
55933	07/30/2009	Municipal Jazz Band	Operating Supplies	Groth Music	Sheet Music, Text Book	66.32
					Check Total:	66.32
55934	07/30/2009	Police - DWI Enforcement	Professional Services	Guitar Center Management	PA System	1,608.93
					Check Total:	1,608.93
55935	07/30/2009	General Fund	Motor Fuel	Hartland Fuels	2009 Blanket PO for Fuel	6,947.35
					Check Total:	6,947.35
55936	07/30/2009	P & R Contract Maintenance	Operating Supplies	Hedberg Aggregates, Inc.	Wallst Chil.	183.24
55936	07/30/2009	P & R Contract Maintenance	Operating Supplies	Hedberg Aggregates, Inc.	Clear Granite Chips	425.73
55936	07/30/2009	P & R Contract Maintenance	Operating Supplies	Hedberg Aggregates, Inc.	Clear Granite Chips	425.73
					Check Total:	1,034.70
55937	07/30/2009	Recreation Fund	Memberships & Subscriptions	Ice Skating Institute	Membership 7/1/09-8/31/10	75.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						75.00
55938	07/30/2009	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-1099	401a William Malinen-Employer Portion	733.55
Check Total:						733.55
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	495.00
55939	07/30/2009	Information Technology	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	725.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	200.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	4,325.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	333.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	200.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	600.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	483.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	265.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	125.00
55939	07/30/2009	Telecommunications	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	253.00
55939	07/30/2009	Recreation Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	865.00
55939	07/30/2009	Recreation Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	200.00
55939	07/30/2009	P & R Contract Maintenance	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	415.00
55939	07/30/2009	Recreation Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	491.00
55939	07/30/2009	General Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	90.00
55939	07/30/2009	Community Development	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	370.00
55939	07/30/2009	Community Development	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	200.00
55939	07/30/2009	License Center	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	990.00
55939	07/30/2009	Sanitary Sewer	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	170.00
55939	07/30/2009	Water Fund	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	370.00
55939	07/30/2009	Golf Course	Employer Insurance	ING ReliaStar	High Deductabel Savings Acct-July	70.00
Check Total:						12,235.00
55940	07/30/2009	Telephone	Telephone	Integra Telecom	Telephone Service	68.32
Check Total:						68.32
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	1" Contact head water meter WFM-101G-50	565.49
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Micro Vision controller w/dual biocide f	774.00
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Walchem EZ series chemical pumps	676.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Blue/white peristaltic pump from bromine	406.00
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Belimo 3/4" motorized ball valve for ble	160.00
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	HS-4243 scale/corrosion inhibitor	886.28
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Bromex 11 biocide liquid stabilized brom	379.35
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	AA-4015 biocide non-oxidizing	208.29
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Myron-L single range conductivity meter	233.50
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	LaMotte 6628 molybdenum test kit	86.85
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Bio Trace bio dip slides	38.70
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Package of DPD Pillows for bromine test	35.12
55941	07/30/2009	Building Improvements	GEO Thermal Project	Intl Chemtex Corp	Shipping	113.48
55941	07/30/2009	Building Improvements	Use Tax Payable	Intl Chemtex Corp	Sales/Use Tax	-278.49
Check Total:						4,284.57
55942	07/30/2009	P & R Contract Maintenance	Operating Supplies	JR Johnson Supply, Inc.	Pruning Shear, Leather Holster	159.21
55942	07/30/2009	P & R Contract Maintenance	Use Tax Payable	JR Johnson Supply, Inc.	Sales/Use Tax	-9.71
55942	07/30/2009	P & R Contract Maintenance	Operating Supplies	JR Johnson Supply, Inc.	Nutricote, Perlite	229.18
55942	07/30/2009	P & R Contract Maintenance	Use Tax Payable	JR Johnson Supply, Inc.	Sales/Use Tax	-13.98
Check Total:						364.70
55943	07/30/2009	Recreation Fund	Professional Services	Jessica Kohs	Assistant Dance Instructor	24.00
Check Total:						24.00
55944	07/30/2009	Recreation Fund	Professional Services	Mitchell Krajdek	Swing Dance Instructor	100.00
Check Total:						100.00
55945	07/30/2009	Recreation Fund	Professional Services	Magician Star Michaelina	Summer Entertainment	300.00
Check Total:						300.00
55946	07/30/2009	P & R Contract Maintenance	Operating Supplies	Marv Huiras Greenhouse	Annuals	134.50
Check Total:						134.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55947	07/30/2009	Recreation Fund	Contract Maintenance	McQuillan Bros. Plumbing & Hea	Service on Dchumidifier	557.29
55947	07/30/2009	Recreation Fund	Use Tax Payable	McQuillan Bros. Plumbing & Hea	Sales/Use Tax	-0.31
Check Total:						556.98
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	2,133.75
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	2,643.33
55948	07/30/2009	Information Technology	Employer Insurance	Medica	Health Insurance for August 2009	2,614.99
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	782.66
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	23,459.11
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	2,712.00
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	1,223.33
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	1,194.99
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	3,176.99
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	4,253.33
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	825.00
55948	07/30/2009	Telecommunications	Employer Insurance	Medica	Health Insurance for August 2009	1,062.00
55948	07/30/2009	Recreation Fund	Employer Insurance	Medica	Health Insurance for August 2009	3,877.33
55948	07/30/2009	Recreation Fund	Employer Insurance	Medica	Health Insurance for August 2009	398.33
55948	07/30/2009	P & R Contract Maintenance	Employer Insurance	Medica	Health Insurance for August 2009	3,391.99
55948	07/30/2009	Recreation Fund	Employer Insurance	Medica	Health Insurance for August 2009	3,352.32
55948	07/30/2009	General Fund	Employer Insurance	Medica	Health Insurance for August 2009	959.33
55948	07/30/2009	Community Development	Employer Insurance	Medica	Health Insurance for August 2009	1,818.33
55948	07/30/2009	Community Development	Employer Insurance	Medica	Health Insurance for August 2009	398.33
55948	07/30/2009	Community Development	Employer Insurance	Medica	Health Insurance for August 2009	595.00
55948	07/30/2009	Community Development	Employer Insurance	Medica	Health Insurance for August 2009	384.33
55948	07/30/2009	License Center	Employer Insurance	Medica	Health Insurance for August 2009	4,742.66
55948	07/30/2009	Sanitary Sewer	Employer Insurance	Medica	Health Insurance for August 2009	595.00
55948	07/30/2009	Water Fund	Employer Insurance	Medica	Health Insurance for August 2009	993.33
55948	07/30/2009	Golf Course	Employer Insurance	Medica	Health Insurance for August 2009	805.00
55948	07/30/2009	Storm Drainage	Employer Insurance	Medica	Health Insurance for August 2009	811.00
55948	07/30/2009	General Fund	211400 - Medical Ins Employee	Medica	Cobra	8,664.91
55948	07/30/2009	General Fund	211400 - Medical Ins Employee	Medica	Employee Portion	15,759.91
Check Total:						93,628.58
55949	07/30/2009	Recreation Improvements	CP Amphitheater	Metro Sound & Lighting	Central Park Amphitheater Sound System	11,143.64
Check Total:						11,143.64
55950	07/30/2009	General Fund	Vehicle Supplies	MIDC Enterprises	Adapters	72.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	72.91
55951	07/30/2009	Recreation Fund	Professional Services	Megan Miner	Assistant Dance Instructor	44.00
					Check Total:	44.00
55952	07/30/2009	Street Construction	Contractor Payments	Minnesota Commercial Railway	Crossing Signal System	6,004.69
					Check Total:	6,004.69
55953	07/30/2009	General Fund	211200 - Financial Support	MN Child Support Payment Cntr	Case # 001023511002	292.00
					Check Total:	292.00
55954	07/30/2009	Recreation Fund	Memberships & Subscriptions	MN Dept of Labor and Industry	Annual Operating Permit Car #1	100.00
					Check Total:	100.00
55955	07/30/2009	General Fund	Operating Supplies	Moore Fun, Inc.	Final Payment-Inflatables for Night Out	856.67
					Check Total:	856.67
55956	07/30/2009	Recreation Fund	Operating Supplies	Motion Industries Inc	Bronze BRGS	2.52
					Check Total:	2.52
55957	07/30/2009	Community Development	Development Escrow	Art G Mueller	Unused Escrow Reimbursement	568.17
					Check Total:	568.17
55958	07/30/2009	General Fund	Operating Supplies	NFPA	Fire Safety Brochures	84.05
55958	07/30/2009	General Fund	209001 - Use Tax Payable	NFPA	Sales/Use Tax	-5.40
					Check Total:	78.65
55959	07/30/2009	Recreation Fund	Professional Services	Bob Nielsen	Supervise Loading/Unloading	40.00
					Check Total:	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55960	07/30/2009	License Center	Operating Supplies	Northern Lights Distribution,	T80 Tickets	72.56
55960	07/30/2009	License Center	Use Tax Payable	Northern Lights Distribution,	Sales/Use Tax	-4.66
Check Total:						67.90
55961	07/30/2009	P & R Contract Maintenance	Operating Supplies	On Site Sanitation, Inc.	Regular Service	40.47
Check Total:						40.47
55962	07/30/2009	Recreation Fund	Professional Services	Once Upon A Star	Services for Cheer Party	108.00
Check Total:						108.00
55963	07/30/2009	General Fund	Operating Supplies	Philips Healthcare	HeartStart Smart Pads	680.00
55963	07/30/2009	General Fund	Operating Supplies	Philips Healthcare	HeartStart Smart Pads	340.00
55963	07/30/2009	General Fund	Operating Supplies	Philips Healthcare	HS1 Battery Pack	532.68
Check Total:						1,552.68
55964	07/30/2009	General Fund	211405 - HSA Employer	Premier Bank	HSA	3,087.69
55964	07/30/2009	General Fund	211402 - Flex Spending Health	Premier Bank	HSA	1,016.42
Check Total:						4,104.11
55965	07/30/2009	General Fund	Operating Supplies	Rainbow Party Arts	Face Painting-Natl. Night Out	400.00
Check Total:						400.00
55966	07/30/2009	Street Construction	Contractor Payments	Ramsey County	Assessment Processing Fee	3,450.00
Check Total:						3,450.00
55967	07/30/2009	General Fund	211200 - Financial Support	Rausch Sturm Israel & Hornik	Case #: CV074555	368.03
Check Total:						368.03
55968	07/30/2009	General Fund	Vehicle Supplies	Royal Tire, Inc	Jumbo Trax	802.42
Check Total:						802.42
55969	07/30/2009	Recreation Fund	Non Fee Program Revenue	Akiko Seigler	HANC Bike Camp Refund	165.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55969	07/30/2009	Recreation Fund	Fee Program Revenue	Akiko Seigler	HANC Bike Camp Refund	8.00
					Check Total:	173.00
55970	07/30/2009	Recreation Fund	Professional Services	Seldom Herd Bluegrass Band	Summer Entertainment	200.00
					Check Total:	200.00
55971	07/30/2009	Recreation Improvements	CP Amphitheater	Sieco Construction	Central Park Amphitheater Repairs	10,840.00
					Check Total:	10,840.00
55972	07/30/2009	Recreation Improvements	Playground Improvements	SKB Environmental	Bruce Russel Playground	95.34
					Check Total:	95.34
55973	07/30/2009	Recreation Fund	Transportation	Speco Charter LLC	Motor Coach Renta	605.00
					Check Total:	605.00
55974	07/30/2009	Recreation Fund	Professional Services	Sports Unlimited, Corp.	Lacrosse Camp Instructor	1,137.50
					Check Total:	1,137.50
55975	07/30/2009	General Fund	Contract Maintenance	Sprint	Cell Phones	639.84
55975	07/30/2009	General Fund	Contract Maintenance	Sprint	Cell Phones	151.87
					Check Total:	791.71
55976	07/30/2009	Recreation Fund	Professional Services	Jared Stachowski	Lacrosse Referee	30.00
					Check Total:	30.00
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	110.74
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	176.42
55977	07/30/2009	Information Technology	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	181.49
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	99.87
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	75.37
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	98.23
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	1,307.89
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	183.67
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	268.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	200.36
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	49.04
55977	07/30/2009	Telecommunications	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	29.87
55977	07/30/2009	Solid Waste Recycle	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	29.87
55977	07/30/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	187.29
55977	07/30/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	26.99
55977	07/30/2009	P & R Contract Maintenance	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	185.88
55977	07/30/2009	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	141.25
55977	07/30/2009	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	58.90
55977	07/30/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	165.33
55977	07/30/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	66.25
55977	07/30/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	57.55
55977	07/30/2009	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	25.49
55977	07/30/2009	License Center	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	258.09
55977	07/30/2009	Sanitary Sewer	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	97.50
55977	07/30/2009	Water Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	112.97
55977	07/30/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	31.60
55977	07/30/2009	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	28.08
55977	07/30/2009	Storm Drainage	Employer Insurance	Standard Insurance Company	Life Insurance Premium-July 2009	59.08
55977	07/30/2009	General Fund	210500 - Life Ins. Employee	Standard Insurance Company	Life Insurance Premium-July 2009	1,886.41
Check Total:						6,199.50
55978	07/30/2009	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	138.00
55978	07/30/2009	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.58
55978	07/30/2009	Housing & Redevelopment	Professional Services	Sheila Stowell	HRA Agenda Packet Review	115.00
Check Total:						262.58
55979	07/30/2009	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2009 Blanket PO for Vehicle Repairs	737.54
55979	07/30/2009	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	2009 Blanket PO for Vehicle Repairs	1,190.25
Check Total:						1,927.79
55980	07/30/2009	Community Development	Development Escrow	T-Mobile USA, Inc.	Remaining Escrow Deposit Reimbursement	1,327.02
Check Total:						1,327.02
55981	07/30/2009	Recreation Fund	Professional Services	The High 48s	Summer Entertainment	375.00
Check Total:						375.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
55992	07/30/2009	Singles Program	Operating Supplies	Martha Weller	Singles Supplies Reimbursement	12.80
					Check Total:	12.80
55993	07/30/2009	Recreation Fund	Professional Services	Xibaba	Summer Entertainment	500.00
					Check Total:	500.00
					Report Total:	527,205.27

REQUEST FOR COUNCIL ACTION

Date: 08-10-09
Item No.: 7.b

Department Approval

Christopher K. Miller

Acting City Manager Approval

Christopher K. Miller

Item Description: Approval of 2009-2010 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

Jennifer Lynn Feddick
At Lifetime Fitness
2480 Fairview Ave N
Roseville, MN 55113

Massage Therapist

JoAnne Marie Lorenz
Stephen's Salon
1125 W County Road B
Roseville MN 55113

Massage Therapist

Rachel J. Fritz
At Well-Adjusted Chiropractic
2436 Albert St. N
Roseville, MN 55113

Massage Therapist

Lisa Marie Scholl
At Life Time Fitness
2480 Fairview Ave. N.
Roseville, MN 55113

Cigarette/Tobacco Products

34 Hamline Liquor, Inc.
35 2825 Hamline Ave. N
36 Roseville, MN 55113

37
38
39 Massage Therapist
40 Louise Peters
41 At Lifetime Fitness
42 2480 Fairview Ave. N
43 Roseville, MN 55113

44
45
46 Precious Metal Dealer
47 Scott Mark Shaffer
48 At GoldMaxx
49 10 Rosedale Center #725
50 Roseville, MN 55113

51

52 **POLICY OBJECTIVE**
53 Required by City Code

54 **FINANCIAL IMPACTS**
55 The correct fees were paid to the City at the time the application(s) were made.

56 **STAFF RECOMMENDATION**
57 Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements.

58 **REQUESTED COUNCIL ACTION**
59 Motion to approve the business license application(s) as submitted.

60

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

62



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

Massage Therapist License

New License NA Renewal X

For License year ending June 30 2010

1. Legal Name Jennifer Lynn Feddick

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 X 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.

Lifetime Fitness 2480 Fairview Ave. N., 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



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

Massage Therapist License

New License _____ Renewal X

For License year ending June 30 2010

1. Legal Name JOANNE MARIE LORENZ

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address 3 _____

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

STEPHEN'S SALON

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



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

Cigarette/Tobacco Products License Application

Business Name HAMLIN LIQUOR INC
Business Address 2825 HAMLIN AVE N. ROSEVILLE, MN. 55113
Business Phone 651-639-1369
Email Address none

Person to Contact in Regard to Business License:

Name (JOE) THANH HOANG

Address [REDACTED]

Phone [REDACTED]

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2009, and ending June 30, 2010, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Cigarette/Tobacco Products

\$100.00

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

Signature [Signature]

Date 7/21/09

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



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 2010

1. Legal Name Lisa Marie Scholl

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.

_____ 06

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.

Life Time Fitness 2480 Fairview Ave. N. 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. (on file)

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 2010

1. Legal Name Rachel J. Fritz

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.
Well-Adjusted Chiropractic 2436 Albert St. N
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 ☒ If yes explain in detail.

License fee is 75.00
Make checks payable to City of Roseville

CITY OF ROSEVILLE, MINNESOTA
FOR PAWN SHOP/PRECIOUS METAL DEALER LICENSE

Part I - General Information

(January 1, _____ through December 31, _____)

Directions:

Please complete with typewriter or by printing in ink. If the application is by a natural person, by such person; if by a corporation, by an officer thereof; if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer thereof.

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

SHAFFER SCOTT MARK
(If Individual) **LAST** **FIRST** **FULL MIDDLE NAME**

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

Full Name GOLDMAXX
Business Address #10 Rosedale Center #725, Roseville, MN 55113
Business Telephone 651-633-6334

3. Type of Applicant:

X Individual _____ Partnership _____ Corporation
_____ Association _____ Other

4. Type of license applicant seeks:

Type of License/Permit	Fee Per Year
Pawn Shop	\$10,000.00
<u>Precious Metal Dealer</u>	\$10,000.00
Pawn Shop and Precious Metal Dealer	\$13,000.00

5. A. If applicant is an individual, state full name, residence and business address, and telephone numbers:

Name SHAFFER SCOTT MARK
LAST **FIRST** **FULL MIDDLE NAME**

Date of Birth _____

Residence Address _____

REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 7.c

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
Water	Dakota Supply	500 Water meters	\$ 39,405.00
Sewer	Pipe Services	Televiser sewer mainline	23,831.60
Recreation	Goodmanson Construct.	Skating center exterior improvements	35,775.25
I.T.	Access Communication	2009 Fiber Installation (a)	\$ 85,029.45

(a) Original estimate per 5/11/09 presentation was \$134,750.

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

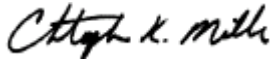
Attachments: A: None

27

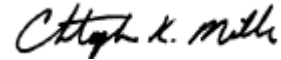
REQUEST FOR COUNCIL ACTION

Date: 08-10-09
Item No.: 7.d

Department Approval



Acting City Manager Approval



Item Description: Set a Public Hearing for OSAKA Roseville, Inc. application for On-Sale Intoxicating liquor license on August 24, 2009.

Background

OSAKA Roseville, Inc. has applied for On-Sale Intoxicating liquor license at 1675 W County Road C. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from OSAKA Roseville, Inc. will attend the hearing to answer any questions the Council may have.

Financial Implications

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

Council Action

Motion to set a public hearing for On-Sale Intoxicating liquor license, for OSAKA Roseville, Inc. to be held on August 24, 2009.

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: 9/15/19 To: 9/14/2020

Circle One: New License License Transfer _____ Suspension Revocation Cancel _____
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 7000.00 Sunday License fee: \$ 200.00 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: OSAKA Roseville Inc DOB 1111 Social Security # _____
 (corporation, partnership, LLC, or Individual)

Business Trade Name OSAKA Roseville Inc Business Address 1675 W County Rd C City Roseville

Zip Code 55113 County Ramsey Business Phone 651 633 3188 Home Phone _____

Home Address _____ Tax ID _____
 (To Apply call 651-296-6181)

Licensee's Federal Tax ID # _____
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last))	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
 (title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: 9/15/19 To: 9/14/2020

Circle One: New License License Transfer _____ Suspension _____ Revocation _____ Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 7000.00 Sunday License fee: \$ 200.00 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: OSAKA Roseville Inc DOB 1111 Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name OSAKA Roseville Inc Business Address 1675 W County Rd C City Roseville

Zip Code 55113 County Ramsey Business Phone 651 633 3188 Home Phone _____

Home Address _____ Tax ID _____
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # _____
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last))	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

REQUEST FOR COUNCIL ACTION

Date: 08/10/09
Item No.: 7.e

Department Approval

Christopher K. Miller

Acting City Manager Approval

Christopher K. Miller

Item Description: Establish a Public Hearing for Community Input on the 2010 Budget

BACKGROUND

Some members of the City Council have expressed an interest in holding a public hearing to solicit community input on the 2010 Budget. The purpose of the hearing is to consider citizen or stakeholder budget suggestions or comments. Councilmembers would then have the opportunity to incorporate these comments and finalize their own budget recommendations.

The Council is asked to formally call a public hearing and to solicit input from citizens, property owners, advisory commissions, and other stakeholders.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff Recommends the Council set a public hearing to solicit community input on the 2010 Budget for August 24, 2009.

REQUESTED COUNCIL ACTION

Motion to establish a public hearing to solicit community input on the 2010 Budget for August 24, 2009.

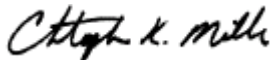
Prepared by: Chris Miller, Finance Director

Attachments: A: None

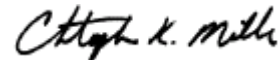
REQUEST FOR COUNCIL ACTION

Date: 08/10/2009
Item No.: 7.f

Department Approval



Acting City Manager Approval



Item Description: Consider Establishing a Temporary Part-time Position within the
Information Technology Division

BACKGROUND

Since 1997, the City Council has consistently approved Joint Powers Agreements authorizing the City of Roseville to provide Information Technology support to area municipalities and governmental agencies. To date, the City has 23 such agreements in place worth a combined total of \$650,000 annually.

Monies derived from the partnerships not only pay for the additional staffing costs that have been incurred, but they also offset a portion of Roseville's fixed information system costs.

Over the past 5 years a number of the agencies have also requested the extension of telephone services as part of the services agreement. Currently 13 agencies participate on the Roseville's telephone system. This participation has helped to further reduce Roseville's fixed costs of operating the phone system but increases the amount of technical support hours necessary to administer the voice system.

In 2008 the agencies using the telephone system agreed to an increased monthly charge to cover the support of the phone system. This charge was in addition to the joint powers service charge for other IT related services. The support charge was to be assessed against each telephone handset on the voice system.

Based on the current number of deployed telephone handsets the City currently derives an additional \$75,000 per year for the support of the phone system. However this revenue must be directed towards the provision of additional support of the voice system.

A qualified candidate would require salary and benefits that exceed the current funding model. However based on the current number of telephone handsets and overall scope and size of the telephone system is not necessary to allocate a full-time position at this time.

To provide committed support of the telephone system and to meet the obligations of the support arrangement with the other agencies staff recommends the addition of an approximate 0.5 FTE general desktop support position with an authorized maximum workload of 19 hours per week to be directed toward the maintenance and management of the telephone system by current staff qualified to manage the system.

31 Staff additionally recommends that the 19 hour/week position be considered temporary and the position
32 reviewed annually as part of the City budget process. The position would not earn any vacation or
33 healthcare benefits.

34 **POLICY OBJECTIVE**

35 Joint cooperative ventures are consistent with past practices as well as the goals and strategies outlined in
36 the Imagine Roseville 2025 process.

37 **FINANCIAL IMPACTS**

38 There is no additional financial impact to the City of Roseville. The position, which is projected to carry an
39 annual salary in the range of \$30,000 - \$35,000, will be fully funded by monies derived from the current
40 telephone support fee approved by the participating agencies.

41 **STAFF RECOMMENDATION**

42 Based upon the current IT needs for both the City and other partnering agencies and available funding
43 from those same agencies, Staff recommends the City Council approve the creation of this new position.

44 **REQUESTED COUNCIL ACTION**

45 Motion to authorize the creation of a temporary part-time Desktop Support Specialist position within the
46 Information Technology Division.
47
48

Prepared by: Chris Miller, Finance Director

Attachments: A: Job description of the Desktop Support Specialist position (part-time)



CITY OF ROSEVILLE		JOB DESCRIPTION
Job Description Title:	Desktop Support Specialist	FLSA Status: Non-exempt / Non Union
Department/Division:	Finance	Position Status: Regular Part-Time
Accountable To:	IT Manager	Salary Grade: Non-exempt Level <u>9</u>
Prepared By:	Employers Association, Inc.	Revision Date: December 6, 2005

Job Summary:

Provides computer application support to city employees, and the employees of contract organizations. Assists in maintaining network server applications, phone and voice mail systems.

Scope of Responsibility:

The Desktop Support Specialist supports the system-wide information system network to ensure all functions conducted in an effective, efficient and timely manner.

Essential Duties and Responsibilities:

1. Responds to telephone calls, email and personnel requests for technical support.
2. Identifies, researches, and resolves technical problems related to all information systems.
3. Performs system backups and recovery.
4. Maintains anti-virus software system and applies appropriate updates.
5. Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems.
6. Maintains voice mailboxes and assists city employees with voice mail related issues.
7. Performs other duties as apparent or assigned.

Minimum Qualifications:

2-year Associate's degree, 4-year bachelor's degree preferred. 2-3 years work experience in a professional capacity supporting computer end users. A+ Certification (CompTIA). Key characteristics include thorough knowledge of the Microsoft Office Professional software application suite, and working knowledge of network operating systems; Windows NT Server, and Windows 2000/2003 Active Directory. Preference given for Microsoft MCSE certified applicants.

Must have a valid Class D driver's license as the use of a personal vehicle is required. Mileage expense reimbursement will be based on the City's personal vehicle use policy.

Physical Demands & Working Conditions:

Most work is performed in office environment settings at various locations, with extensive use of computers and peripheral equipment. Position entails a scheduled 19 hour work week including evening and weekend hours on a rotating basis. Limited lifting of forty pounds or less is required.

The Desktop Support Specialist must exercise discretion and judgment and is responsible for diverse matters, some of which have deadlines and require significant attention to detail. Approximately 20% of the time, work is performed at the highest level of detail and pressure of deadlines.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 7.g

Department Approval

Acting City Manager Approval

WJ Malinen

Christopher K. Miller

Item Description: Declare Vacancy on the Housing and Redevelopment Authority (HRA),
Set a Deadline for Applications and a Date for Interviews

BACKGROUND

Michael Tracy's term on the Housing & Redevelopment Authority (HRA) expires on September 23, 2009. He is not able to continue to serve as he will be moving out of Roseville in the fall. Under Resolution 10541 the council establishes a deadline for receiving applications and interviewing candidates to fill the position.

REQUESTED COUNCIL ACTION

Motion declaring a vacancy on the Housing and Redevelopment Authority, and directing staff to advertise the vacancy with an application deadline of 4:30 p.m. on Thursday, September 10, 2009 and applicant interviews on September 21, 2009.

Prepared by: William J. Malinen
Attachments: A: Resolution 10541

**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 August, 2007, at 6:00 p.m.

The following members were present: Ihlan, Pust, Kough, Roe and Klausing
and the following were absent: none.

Member Roe introduced the following resolution and moved its adoption:

Resolution No. 10541

**To Define the Appointment and Reappointment Process,
for the Members of the Board of the
Housing & Redevelopment Authority In and For the City of Roseville**

WHEREAS, the Housing & Redevelopment Authority In and For the City of Roseville (HRA) was established by the City Council in 2002 to provide housing programs and promote safe, decent, and affordable housing options for the community; and

WHEREAS, the Roseville HRA Board is composed of seven resident members and is a separate entity with legal authority established under MN Statutes 469.001 to 469.047; and

WHEREAS, the governing state statutes establish that appointments to the Roseville HRA Board are made by the Mayor, subject to the approval of the City Council; and

WHEREAS, the Mayor and City Council desire to define an open and collaborative process by which appointments and reappointments to the Roseville HRA Board will be made; and

WHEREAS, the appointment and reappointment process for the Roseville HRA Board has not been specifically defined to this point;

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

POLICY STATEMENT:

It is the intent of this policy to establish a fair and open notification and selection process that encourages Roseville residents to apply for appointment to the Roseville HRA Board.

PROCEDURE STATEMENT:

I.

When a vacancy occurs on the HRA Board the following procedure will be used.

- A. The Mayor and City Council, at a regular meeting, will establish a deadline for receiving applications, and the date(s) of the Council Meeting(s) to interview the applicants. The time between the application deadline and the interviews will be no more than thirty (30) days.
- B. HRA Board vacancies will be advertised in the Roseville Review and Roseville Focus newspapers at least two (2) times before the application deadline. Vacancies will also be advertised on the City of Roseville's Cable Television Channel and posted on the City Hall Bulletin Board.
- C. Applications received after the established deadline but before the established date of applicant interviews may be considered, at the discretion of the Mayor.
- D. The names and applications of applicants will be provided to the Mayor and City Council, and to the public, after the application deadline.
- E. Applicants will be interviewed at the established meeting(s) by the Mayor and the City Council. The Chair of the HRA Board will be invited to attend and participate in the interviews. The interviews will be open to the public. The Mayor may elect to eliminate any applicants from consideration, with reasonable notice to such applicants and the City Council, prior to the established date of applicant interviews.
- F. The Mayor will make appointments to the HRA Board from among the qualified applicants at a subsequent City Council meeting following the meeting at which the interviews are conducted.
- G. The City Council will vote on approval of the Mayor's appointments at the same meeting at which the appointments are made.
- H. If not enough Mayoral appointments from among the qualified applicants are approved by the City Council to fill all of the associated vacancies, the remaining vacancies will be re-advertised as described in A-E above.
- I. HRA Board applications will be kept on file for one year. If during that time a vacancy occurs on the HRA Board or any standing City Advisory Commission, all applicants for the HRA Board, and all applicants for any standing City Advisory Commissions, whose applications are on file at the time of the vacancy, will be advised of the vacancy in writing.

II.

When a current HRA Board member's term is expiring, the following procedure will be used.

- A. No later than sixty (60) days prior to the expiration of a term, at a regular City Council meeting, the Mayor will either reappoint HRA Board members whose terms are expiring, or declare the appropriate vacancies to exist.
- B. The City Council will vote on approval of the Mayor's reappointments at the same meeting at which the reappointments are made.
- C. If the City Council does not approve of a reappointment, that shall create a vacancy on the HRA Board.
- D. The procedure for filling vacancies declared or created by this procedure shall be as described in Section I above.

The motion for the adoption of the foregoing resolution was duly seconded by Member Pust, and upon a vote being taken thereon, the following voted in favor thereof: Ihlan, Pust, Kough, Roe and Klausing

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

REQUEST FOR COUNCIL ACTION

Date: 08/10/09
Item No.: 7.h

Department Approval

Acting City Manager Approval

Christopher K. Miller

Christopher K. Miller

Item Description: Approve One Day On-Site Gambling Permit for the October 4, 2009
Roseville Fire Department Auxiliary Annual Booya

Background

The Roseville Fire Department Auxiliary, Inc., will be holding its annual Booya at 2701 No. Lexington on Sunday, October 4, 2009. The Roseville Fire Department Auxiliary is currently in compliance with all rules and regulations regarding Tax Exempt 501(c) status.

Council Action Requested

Motion to approve an on-site gambling permit for the annual Roseville Fire Department Auxiliary Booya on October 4, 2009.

Attachment: A. Application

Minnesota Lawful Gambling

Page 1 of 2 7/09

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

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

ORGANIZATION INFORMATION

Check # _____ \$ _____

Organization name

Roseville Volunteer Fire Department Auxiliary, Inc.

Previous gambling permit number

X-05702

Type of nonprofit organization. Check one.

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other nonprofit organization

Mailing address

City

State

Zip Code

County

2660 Civic Center Drive

Roseville

MN

55113

Ramsey

Name of chief executive officer (CEO)

Daytime phone number

Email address

Bill Chandler

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

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

☒

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

☐

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

☐

IRS - proof previously submitted to Gambling Control Board

If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

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

Roseville Fire Station #1

Address (do not use PO box)

City

Zip Code

County

2701 North Lexington

Roseville

MN

Ramsey

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

Sunday October 4, 2009

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

☐

Bingo*

☒

Raffles

☐

Paddlewheels*

☐

Pull-Tabs*

☐

Tipboards*

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

Also complete
Page 2 of this form.

Fill-in & Print Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Reset Form

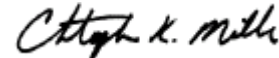
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 7.i

Department Approval



Acting City Manager Approval



Item Description: Approve project and authorize advertisement for bids for Walsh Lake Subwatershed Rain Garden Project

BACKGROUND

On March 24, 2008, the City Council authorized a study of the storm water hydrology of the Walsh Lake subwatershed located in the neighborhood southeast of Midland Hills Golf Course ("Rosewood Neighborhood") due to neighborhood concerns about localized street flooding and damage to property. This area includes the following streets: Midland Hills Road, Draper Avenue, Rosedale Drive, Westwood Circle, Hythe Street, Skillman Avenue, North Rosewood Lane, and South Rosewood Lane.

WSB and Associates, Inc., completed the modeling for this area, as well as the final design for the drainage improvements to mitigate the flooding in the neighborhood. WSB's analysis showed that the flooding concerns in the neighborhood were separated into two distinct watersheds. The final design includes two improvements to alleviate the flooding concerns in the neighborhood.

The first improvement consists of the construction of 22 rain gardens throughout the neighborhood. This will decrease the runoff volume of water and change the rate at which water reaches the bottleneck in the storm sewer system at Draper Avenue and Midland Hills Road. In order to reduce the volume of water in the amount needed to provide flood protection, an underground storage chamber will also need to be constructed. Past storms have caused flooding up to 2 feet higher than the lowest floor elevation at 2241 Rosewood Lane South. A backflow preventor will be installed in the existing storm sewer inlet and a berm will be constructed at 2241 Rosewood, which will prevent the street flooding from entering the yard and the home. The improvements will provide one foot of freeboard to the home, or the high water level will be one foot lower than the low building elevation. Staff held several neighborhood meetings with the property owners to provide educational information about rain gardens and seek interested participants for this project. Each rain garden will be constructed in the right of way and/or on properties where the property owners were interested and willing to plant and maintain the rain gardens. A maintenance agreement will be signed by each property owner and recorded against the property.

The second improvement consists of the expansion of "Rosewood Pond", the wetland located between 2235 and 2211 Rosewood Lane North. This pond is prone to flooding during large rain events, and in the past, has inundated two nearby homes. The drainage study determined that a majority of the runoff to this pond comes from the golf course. After reviewing several alternatives, it was determined that the most cost effective solution is to increase storage in this pond. The proposed project to provide flood protection to these homes is to expand and deepen the pond. Existing conditions result in up to one foot of flooding above the low building elevations. The wetland expansion will provide one foot of freeboard, or the high water level will be one foot lower than the low building elevations. The expansion would occur onto the Midland Hills Country Club (MHCC) property. City staff has worked with the MHCC to ensure that the

proposed expansion does not impact the golf course, and that valued trees are protected whenever possible. Staff is currently drafting an agreement to be signed by the MHCC to allow this work to occur and provide the City a ponding and drainage easement. Staff is working with both the golf course and adjoining property owners to finalize the plant restoration plan to ensure that the plant selection is acceptable to all parties and enough screening is provided between the golf course and the homes.

As part of the wetland expansion project, the City will be required to obtain a permit from the Minnesota Pollution Control Agency (MPCA) for management of dredged materials. Regulations have recently been enacted, requiring dredged materials to be tested for contamination and disposed of accordingly. Test samples will be taken from the wetland prior to excavation, and the City will need to work with the MPCA to meet these regulations.

This project is proposed for construction this fall. Due to the nature of the project, and that homes have experienced flooding, staff recommends moving forward with this project at this time. Several neighborhood meetings have been held, and residents have indicated they are in favor of a project to improve drainage throughout their neighborhood. City staff is currently providing construction engineering on several other city projects at this time and does not have the capacity to provide these services at this time. Staff will be seeking assistance from the design consultant for implementation of these improvements.

POLICY OBJECTIVE

In 2007, the Walsh Lake subwatershed was added as a problem area to the City's Comprehensive Surface Water Management Plan (CSWMP.) One of the goals from the City's CSWMP is to provide flood protection for all residents and structures as well as protect the integrity of conveyance channels and storm water detention areas. This project is also consistent with City water quality goals.

FINANCIAL IMPACTS

The estimated cost to construct the rain gardens and underground storage chamber is \$310,932. The estimated cost to complete the Rosewood Pond expansion is \$100,000. This project is proposed to be paid for using Storm Water Sewer Infrastructure Funds. Staff is working with the Rice Creek Watershed District and Ramsey Conservation District on possible cost-sharing grants for this project. WSB has provided a proposal for design of the underground storage chamber, MPCA permit coordination, and Phase 1 bidding services and construction observation in an amount not to exceed \$18,380.

STAFF RECOMMENDATION

Staff recommends construction of the Walsh Lake Subwatershed Drainage Improvements Project and to authorize staff to advertise for bids. Staff also recommends engaging WSB and Associates, Inc. to assist in implementation of this construction project as described above.

REQUESTED COUNCIL ACTION

A motion to approve the Walsh Lake Subwatershed Drainage Improvements Project, authorize staff to advertise for bids, and engage WSB and Associates, Inc. for additional services through Phase 1 not to exceed \$18,380.

Prepared by: Kristine Giga, Civil Engineer

ROSEVILLE
REQUEST FOR COUNCIL ACTION

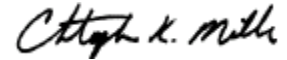
Date: 08/10/09

Item No.: 7.j

Department Approval



Acting City Manager Approval



Item Description: Adopt a Resolution Awarding Bid for 2009 Sanitary Sewer Main Lining

BACKGROUND

The majority of the city's sanitary sewer mains were constructed in the late 1950's and early 1960's, utilizing clay tile pipe. Over time the joint materials have failed allowing root intrusion.

The pipe is also susceptible to cracking and construction damage. The 2009 Capital Improvement Plan includes funding for a sanitary sewer main lining program to extend the life of our sanitary sewers by 50 years or more. This technology essentially installs a new resin pipe inside the old clay tile sewer main without digging up city streets, which results in minimal disruption to residents during construction. The liner pipe is inserted into the main through existing manholes and cured in place with a heat process. Any given segment is usually completed in one working day. Service line connections are reopened using a robotic cutter and remote cameras. During the process, existing flows are bypassed using pumps. This technology has been proven over the past 20 years, and costs have become competitive with open cut replacement. The City started doing this type of renovation in 2006 and will have an annual project for the foreseeable future to replace our aging sewer infrastructure. This technology also prevents infiltration of groundwater into the system and can be credited toward our inflow/infiltration surcharge.

Staff assembled a specification and advertised for bids for approximately 5945 lineal feet of main lining in areas identified as having root intrusion or infiltration problems. The bid also includes approximately 75 lineal feet of storm sewer pipe that has deteriorated and is in need of reinforcement. Bids were opened on July 30, 2009.

POLICY OBJECTIVE

It is city policy to keep utility infrastructure in good operating condition, utilizing current construction technologies that keep service disruption during construction to a minimum. Based on past practice, the City Council has awarded contracts to the lowest responsible bidder. In this case the lowest bidder is Insituform Technologies USA, Inc., of Chesterfield, Missouri.

FINANCIAL IMPACTS

We received five bids for the 2009 Sanitary Sewer Main Lining Project. The low bid submitted by Insituform Technologies USA, Inc., \$175,869, is within the budgeted amount for this project.

This work is funded in the Sanitary Sewer Infrastructure Funds and Storm Sewer Infrastructure Funds. The following is a listing of the bids received:

33

34

BIDDER	AMOUNT
Insituform Technologies USA, Inc.	\$175,869.00
Visu-Sewer, Inc.	\$191,514.50
Lametti & Sons, Inc.	\$200,645.00
Veit & Company, Inc.	\$207,670.00
Michels Corporation	\$219,990.00

35

REQUESTED COUNCIL ACTION

36

Motion adopting a resolution awarding a bid for 2009 Sanitary Sewer Main Lining Project in the amount of \$175,869 to Insituform Technologies USA, Inc., of Chesterfield, Missouri.

37

38

Prepared by: Kristine Giga, Civil Engineer

Attachments: A: Resolution

**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, the 10th day of August, 2009, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION
RESOLUTION AWARDDING BIDS
FOR 2009 SANITARY SEWER MAIN LINING**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Thursday, July 30, 2009, at 9:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

BIDDER	AMOUNT
Insituform Technologies USA, Inc.	\$175,869.00
Visu-Sewer, Inc.	\$191,514.50
Lametti & Sons, Inc.	\$200,645.00
Veit & Company, Inc.	\$207,670.00
Michels Corporation	\$219,990.00

WHEREAS, it appears that Insituform Technologies USA, Inc. of Chesterfield, Missouri, is the lowest responsible bidder at the tabulated price of \$175,869 and

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

1. The Mayor and Manager are hereby authorized and directed to enter into a contract with Insituform Technologies USA, Inc. for \$175,869 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

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

- 1 The motion for the adoption of the foregoing resolution was duly seconded by
- 2 Councilmember and upon vote being taken thereon, the following voted in favor thereof:
- 3 and the following voted against the same:
- 4
- 5 Whereupon said resolution was declared duly passed and adopted.

1 STATE OF MINNESOTA)
2) ss
3 COUNTY OF RAMSEY)
4
5
6

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

11
12 WITNESS MY HAND officially as such Manager this 10th day of August, 2009.
13
14

15
16 _____
17 William J. Malinen, City Manager

18 (SEAL)
19
20

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 7.k

Department Approvalb

DB

Acting City Manager Approval

Cheryl K. Miller

Item Description: Declaration of costs for projects to be assessed in 2009 and ordering preparation of assessment rolls

BACKGROUND

Per city assessment policy and state statute, the City holds public hearings to consider assessments for completed street reconstruction projects. This year's assessment proceeding is for City Project P-07-02: 2007 PMP, Neighborhood 10 Reconstruction. This project was constructed in 2008 and scheduled to be assessed in 2009. It is recommended that the assessment hearing be held at the regularly scheduled council meeting on September 21, 2009.

The first step in the assessment process is consideration of a resolution declaring costs to be assessed and ordering preparation of assessment rolls. Assessment rolls are prepared a year after the project is completed to ensure that all costs for the project including construction, legal and engineering are included in calculating the final assessment rate.

POLICY OBJECTIVE

It is the City's policy to assess a portion of street reconstruction costs. The City follows the requirements of Chapter 429 of state statute for the assessment process. Once the assessment roll is adopted, the City allows for a 30-day pre-payment period. Following the pre-payment period, assessment rolls are certified to Ramsey County for collection. The City will have the rolls certified by early November in order to allow the County enough time to add the assessments to property taxes.

FINANCIAL IMPACTS

Attachment A is a Project Financing Summary detailing the feasibility report and actual project costs for this improvement. This project was financed using assessments, utility funds, and street infrastructure funds.

The proposed final assessment roll will be prepared in accordance with Roseville's assessment policy and as outlined in the project feasibility report. A detailed assessment roll will be presented at the assessment hearing for this project.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the attached resolution declaring costs for City Project 07-02 to be assessed and ordering preparation of the proposed assessment roll.

The 2009 assessment process is suggested to proceed according to the following schedule:

29

August 10	Approve Resolution declaring costs to be assessed, and ordering preparation of assessment roll
August 24	Approve Resolution receiving assessment rolls, setting hearing date.
September 1	Notice of hearing published in the <i>Roseville Review</i> Mail notices to affected property owners
September 21	Assessment hearing- adoption of assessment roll
Sept 22- Oct 23	Prepayment of assessments (30 days)
Oct 25-30	Tally of final assessment roll
November 2	Certification of assessment rolls to Ramsey County

30

31 **REQUESTED COUNCIL ACTION**

32 Approval of resolution declaring costs for City Project 07-02 to be assessed and ordering
33 preparation of proposed assessment roll.

Prepared by: Debra Bloom, City Engineer

Attachments: A: Project Financing Summary
B: Resolution

Project 07-02
Neighborhood 10
Project Financing Summary

		Feasibility Report	Final Cost
1	Reconstruction	\$ 279,553.78	\$ 165,786.96
2	Storm sewer	\$ 71,217.90	\$ 3,214.51
3	Total Construction Cost	\$ 350,771.68	\$ 169,001.47
4			
5	Engineering*	N/A	\$ 32,300.42
6	Total Project Cost	\$ 350,771.68	\$ 201,301.89
7			
8	Summary of Non-assessable costs		
9	Storm sewer	\$ 71,217.90	\$ 3,214.51
10	Engineering*	N/A	\$ 614.37
11			
12	Total Non- assessable costs	\$ 71,217.90	\$ 3,828.88
13	*Engineering cost estimates included in feasibility report totals		
14			
15	Summary of Assessment Calculations		
16	Assessable Cost	\$ 279,553.78	\$ 196,858.63
17	Assessment Rate	\$ 32.30	\$ 22.75
18	Total Assessable Frontage	2,163.42	2,163.42
19			
20	Total Special Assessments	\$ 69,888.45	\$49,214.66
21			
22	Project Financing Summary		
23	General Fund (Engineering costs)	\$ 34,944.22	\$ 32,300.42
24	Street Infrastructure fund	\$ 185,403.80	\$ 116,572.30
25	Storm Sewer Utility	\$ 60,535.22	\$ 3,214.51
26	Special Assessments	\$ 69,888.45	\$ 49,214.66
27	Total	\$ 350,771.68	\$ 201,301.89

**EXTRACT OF MINUTES OF MEETING
OF CITY COUNCIL
OF 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, Minnesota, was held in the City Hall in said City on Monday, August 10, 2009, at 6:00 o'clock p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION RELATING TO IMPROVEMENTS
P-07-02 NEIGHBORHOOD 10 RECONSTRUCTION PROJECT
DECLARING COST TO BE ASSESSED AND ORDERING
PREPARATION OF PROPOSED ASSESSMENT ROLL**

WHEREAS, contracts have been let and costs have been determined for Improvement P-07-02 Neighborhood 10 Reconstruction Project, the reconstruction of the street by the installation of concrete paving, concrete curb and gutter, drainage, and necessary appurtenances; and

WHEREAS, the contract price for such improvement is \$165,786.96, and the expenses incurred or to be incurred in the making of such improvement amount to \$32,300.42, so that the total cost of the improvement will be \$201,301.89.

NOW THEREFORE, be it resolved by the City Council of the City of Roseville, Minnesota as follows:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$152,087.23 and the portion of the cost to be assessed against benefited property owners is declared to be \$49,214.66.
2. The City Manager, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
3. The City Manager shall, upon the completion of such proposed assessment, notify the council thereof.

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

WHEREUPON said resolution was declared duly passed and adopted.

1 STATE OF MINNESOTA)
2) SS
3 COUNTY OF RAMSEY)

4
5 I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby
6 certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting
7 of the City Council of said City held on the 10th day of August, 2007, with the original thereof on file in
8 my office, and the same is a full, true and complete transcript.

9
10 Adopted by the Council this 10th day of August, 2007.

11
12
13
14
15 (SEAL)

William J. Malinen, City Manager

REQUEST FOR COUNCIL ACTION

Date: 08-10-09
Item No.: 11.a

Department Approval

Christopher K. Miller

Acting City Manager Approval

Christopher K. Miller

Item Description: Conduct public hearing for Smashburger Acquisition-Minneapolis, LLC application for On-Sale Wine and On-Sale 3.2% Liquor License.

Background

Smashburger Acquisition-Minneapolis, LL has applied for an On-Sale 3.2% Liquor and an On-Sale Wine license at 2100 N. Snelling Ave. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Smashburger will attend the hearing to answer any questions the Council may have.

Financial Implications

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

Council Action

Conduct public hearing and consider approving/denying the On-Sale 3.2% Liquor and an On-Sale Wine license, for Smashburger Acquisition-Minneapolis, LLC located at 2100 N Snelling Ave.

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Roseville License Period From: 1/1/2009 To: 12/31/2009

Circle One: New License License Transfer _____ Suspension _____ Revocation _____ Cancel _____
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Smashburger Acquisition-Minneapolis, LLC DOB _____ Social Security # _____
 (corporation, partnership, LLC, or Individual)

Business Trade Name Smashburger Business Address 2100 N. Snelling Ave. City Roseville

Zip Code 55113 County Ramsey Business Phone (612) 802-1095 Suite 65 A Temporary Home Phone _____

Home Address _____ Licensee's MN Tax ID # _____

Licensee's Federal Tax ID # _____
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last))	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes) No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Traveler's Insurance Policy # _____

I certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
 City Clerk or County Auditor Signature _____ Date _____

(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

Date: 8/10/09

Item: 12.a

Smashburger Liquor License

See: 11.a

REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 12.b

Department Approval

Acting City Manager Approval

W. J. Malinen

Christopher K. Miller

Item Description: Approve Electronic Communication Policy

BACKGROUND

The City Council has discussed an Electronic Communications Policy. The first draft of the policy was presented by City Attorney Scott Anderson and discussed at the 2/23/09 Council meeting. Based on the suggestions and discussion of Council Members, the Electronic Communications Policy has been revised.

STAFF RECOMMENDATION

Approve the Electronic Communications Policy.

REQUESTED COUNCIL ACTION

Approve the Electronic Communications Policy.

Prepared by: William J. Malinen
Attachments: A: July 8, 2009 Memo from Scott Anderson and Eric Quiring
B: Revised Electronic Communications Policy
C: Excerpt - 2/23/09 City Council Minutes

MEMORANDUM

TO: Bill Malinen

FROM: Scott T. Anderson
Eric J. Quiring

DATE: July 8, 2009

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

Based on the suggestions and discussion of Council Members, the Electronic Communications Policy has been revised in the following manner.

1. The e-mail disclaimer provision found on page 3, lines 32-41, of the Policy has been removed. Such a "Confidentiality Statement" is not legally required. Based on the feedback from Council Members, we removed the provision as unnecessary and a slight deterrent to public communications with Council Members.
2. The listserv provision found on page 4, lines 12-16, was revised to clarify that Council Members may participate in listservs and electronic forums so long as they are not doing so for impermissible reasons under the Open Meeting Law. As requested, the revised provision addresses listservs in a positive statement, rather than solely as a limitation.
3. Lastly, questions remain as to which electronic communications must be retained by Council Members in order to comply with the record retention requirements found on pages 4 and 5 of the Policy. As our April 8, 2009 memo explained, only electronic communications that become part of an official City transaction need to be provided to the City Manager for retention. Government records are defined to expressly exclude data and information that does not become part of an official transaction. Minn. Stat. § 138.17, subd. 1(b)(4). Minnesota law does not define what constitutes an official transaction of public business. However, an analysis of the phrase leads us to the conclusion that an official transaction occurs only when the Council takes action on an agenda item, such as entering into a contract or approving the expenditure of public funds.

The obligation to retain the record is further limited in that records must be retained only if they become part of the official transaction. In other words, even when a Council Member communicates electronically about an official transaction, that

communication will not always become part of the official transaction. In fact, the communication will likely rarely become part of the official transaction. As a result, electronic communications of Council Members will need to be retained very infrequently. The vast majority of electronic communications would not concern an official City transaction of public business. Of those limited number of electronic communications that do, only a limited number would actually become part of the official transaction. Electronic communications between Council Members and constituents would not constitute government records under the record retention laws because they would not become part of the official transaction of public business.

RRM: 131014

JULY 8, 2009 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.

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

JULY 8, 2009 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."~~

- 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 Council Members may participate in listservs and other electronic forums that serve to exchange information and opinions about City issues, so long as that participation is not for the purpose of avoiding public discussion or to forge a majority in advance of public meetings. 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.]

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: #131013

Excerpt – 2/23/09 Roseville City Council Meeting**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.

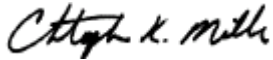
City Attorney Anderson noted that there was nothing prohibiting the City Council from going further than the law required if they so chose that as their policy.

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.

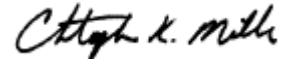
REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 13.a

Department Approval



Acting City Manager Approval



Item Description: Adopt the 2010-2019 Capital Investment Plan

BACKGROUND

Enclosed is the 2010-2019 Capital Investment Plan (CIP) as prepared in accordance with the goals and strategies identified in the Imagine Roseville 2025 initiative and in consideration of the goals and objectives identified by the City Council in previous years. The CIP also incorporates the valued contributions made by the City's advisory commissions, and other citizen groups.

Over the next 10 years the City expects to expend approximately \$97 million to replace existing vehicles, equipment, and infrastructure and has earmarked approximately \$5 million to allow for the purchase of new assets that would enhance the City's programs and services. This assumes that the City will have available funding and that all existing assets will be replaced at the end of their useful lives. It is conceivable that some of these items will not be replaced. By contrast, over the 10 previous years, the City expended only \$30 million to replace its capital assets; a reflection of both the general need and available funding during this time.

Subject to availability funding, the City expects to expend, on average, approximately \$10.2 million per year on capital assets over the next 10 years. The largest asset category is system improvements, which represents 66% of the total amount. The largest asset by City function is parks and recreation, which represents 27% of the total amount, followed closely by streets and pathways.

POLICY OBJECTIVE

The preparation of the CIP is consistent with the goals and strategies identified in the Imagine Roseville 2025 initiative, and with industry-recommended governmental practices. The CIP is intended to serve as a planning tool rather than a specific funding request.

FINANCIAL IMPACTS

Current funding sources will allow the City to address approximately 30% of the needs identified in the CIP, which leaves a sizeable funding gap. However, it is recommended that unfunded items remain in the CIP to ensure future consideration.

STAFF RECOMMENDATION

Staff recommends the Council formally adopt the 2010-2019 CIP.

29 **REQUESTED COUNCIL ACTION**
30 Motion to adopt the 2010-2019 Capital Investment Plan.

31 Prepared by: Chris Miller, Finance Director
Attachments: A: 2010-2019 Capital Investment Plan
32



2010 - 2019 Capital Investment Plan

Submitted August 10, 2009

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Executive Summary

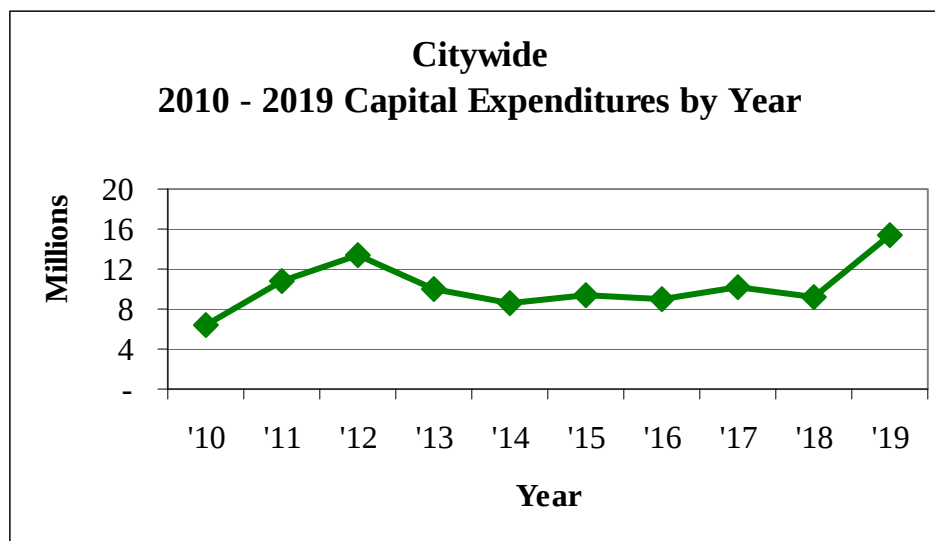
Enclosed is the 2010-2019 Capital Investment Plan (CIP) as prepared in accordance with the goals and strategies identified in the Imagine Roseville 2025 initiative and in consideration of the goals and objectives identified by the City Council earlier this year. The CIP also incorporates the valued contributions made by the City's advisory commissions, and other citizen groups. Finally, the CIP also addresses a number of federal and state mandates that require capital outlays.

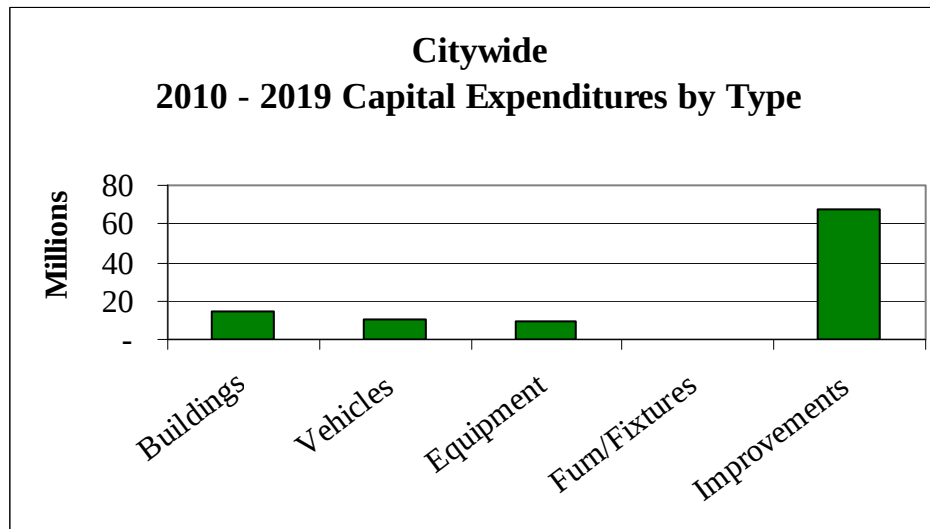
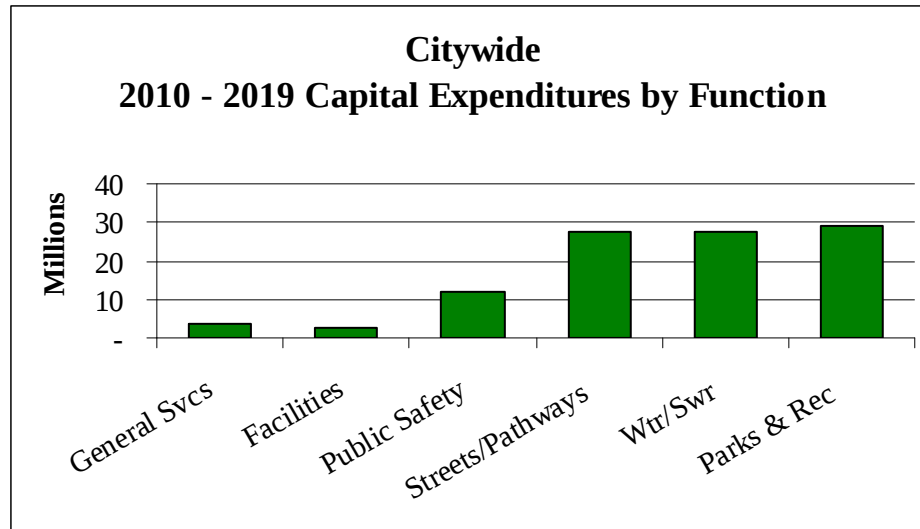
The CIP should not be construed as a request for funding; rather it is designed to serve as a planning tool that can be used to make informed budgeting decisions. Only after further discussion and Council approval will these items be considered funded. However, the inclusion of these items into the CIP signals general support for a particular service delivery model(s).

Over the next 10 years, the City expects to expend approximately \$97 million to replace existing vehicles, equipment, and infrastructure and has earmarked approximately \$5 million to allow for the purchase of new assets that would enhance the City's programs and services. This assumes that the City will have available funding and that all existing assets will be replaced at the end of their useful lives. It is conceivable that some of these items will not be replaced. By contrast, over the 10 previous years, the City expended only \$30 million to replace its capital assets; a reflection of both the general need and available funding during this time.

On average, the City expects to expend approximately \$10.2 million per year on capital assets over the next 10 years. The largest asset category is system improvements, which represents 66% of the total amount. The largest asset by City function is parks and recreation, which represents 27% of the total amount, followed closely by streets and pathways.

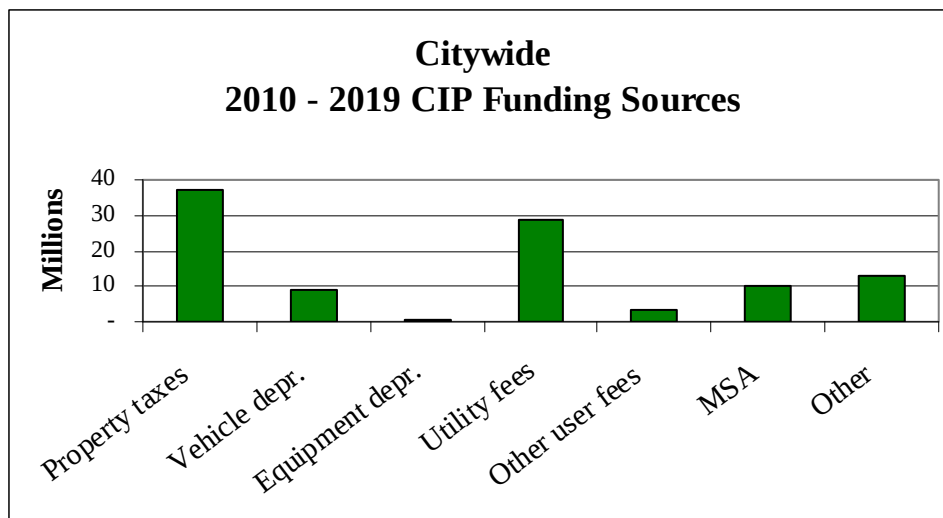
The following charts depict the City's 10-year capital needs.





Funding for the CIP is expected to come from numerous sources depending on the asset type. The largest expected funding source for the CIP is property taxes, which represents 36% of the total amount needed. The property tax burden can be lessened if alternative funding sources are secured.

The following chart depicts the funding sources for the City's 10-year CIP.



The CIP identifies a number of major capital items that are expected to be needed over the next 10 years to sustain current service levels. They include (in no particular order):

- ❖ \$29 million in park system improvements.
- ❖ \$28 million in streets and pathways.
- ❖ \$20 million in water and sewer infrastructure
- ❖ \$12 million in public safety vehicles and equipment and fire stations.
- ❖ \$7 million in stormwater infrastructure
- ❖ \$4 million in general facilities improvements including a new fire station.
- ❖ \$2 million in information systems

Financial Impact

The CIP will have a substantial impact on utility customers and taxpayers. Assuming all of the utility systems items contained in the CIP are funded, the City's water, sanitary sewer, and storm sewer rates will increase approximately 1-2% each year for the next 10 years. This is in addition to any inflationary-type increases that will be needed for general operations.

The impact on taxpayers is even greater. If all of the property tax-supported items contained in the CIP are funded including; vehicles, equipment, building improvements, and park improvements, taxpayers can expect to pay 3-4% more each year for the next 10 years. Again, this is in addition to any inflationary-type increases that will be needed. This assumes that all property tax-supported capital items will be funded through systematic increases in cash reserves, and that no other alternative funding sources are identified. The City may choose instead to issue voter-approved bonds to finance some items such as a new fire station or park improvements. In addition, it also assumes that all existing assets will be replaced with something similar at the end of their useful lives. It is likely that some assets will be retired with no intent of replacing it.

The combined financial impact to Roseville homeowners if all items contained in the CIP are funded would result in an increase of approximately 4-5% per year above and beyond what they're currently paying in property taxes and utility charges. Again, these same homeowners will also face inflationary-type increases for general operations as well.

For a single-family home with a property value of \$235,000 and average water consumption, the approximate impact is as follows:

Current	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
\$1,084	1,139	1,196	1,255	1,318	1,384	1,453	1,526	1,602	1,682	\$1,766

As the table indicates, a typical household would pay an additional \$682 or 63% more in 2019 than it does today if all items in the CIP are funded.

More detailed information can be found in the sections that follow this executive summary including impacts on future operating costs.

Administration and Finance

The 2010-2019 Administration and Finance Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's Administrative and Finance functions. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as required practices prescribed by the State of Minnesota and Ramsey County, and general governmental best practices.

The Administration Department carries out the City Council's policies and administers City business. Administration staff makes personnel policy decisions and ensures that all laws and ordinances are enforced. The Administration staff conducts studies and makes recommendations for Council consideration, provides information to residents, oversees elections and directs the City's solid waste and recycling programs. The department has 5.75 FTE and three part-time employees who assist with taping Council and Commission meetings.

The Finance Department is comprised of three divisions that include; Finance & Accounting, Information Technology, and the License Center. The Department is led by the Director of Finance, who oversees departmental strategic planning and is responsible for all departmental activities. Divisional managers oversee day-to-day operations and report directly to the Director. The Department includes 24 full-time and 6 part-time employees.

The *Finance & Accounting* Division includes 7 full-time employees who perform the following functions:

- ❖ Accounting, auditing, and financial reporting
- ❖ Budgeting and capital planning
- ❖ Treasury and investment portfolio management
- ❖ Debt management
- ❖ Risk management
- ❖ Utility billing
- ❖ Business licensing

The *Information Technology (IT)* Division includes 6 full-time and 1 part-time employee who are responsible for the planning, implementation, and support of citywide information systems. Through business partnerships with other governmental jurisdictions, the IT Division also provides services to the regional area which allows the City to realize a greater return on IT investments.

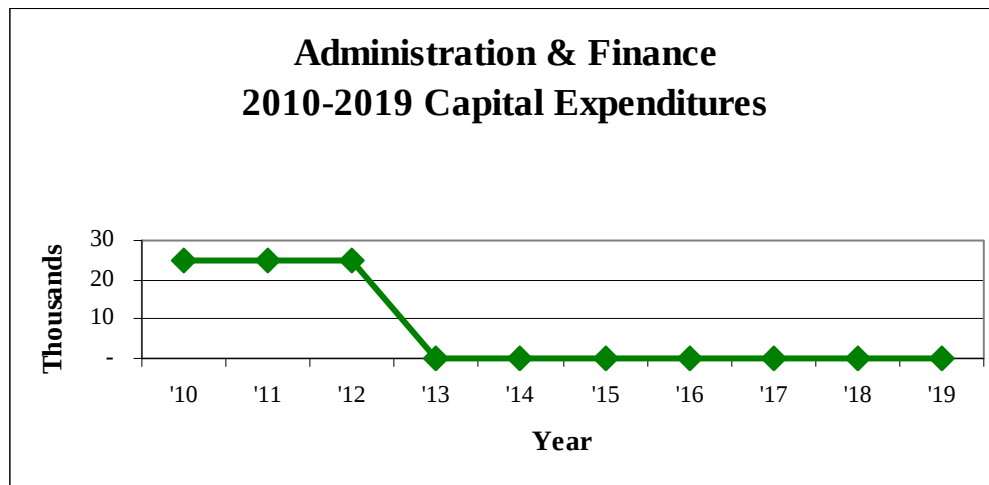
The City's *License Center* includes 11 full-time and 5 part-time employees that serve the general public as a MN Department of Public Safety Deputy offering State auto, drivers, and DNR licenses. The License Center also issues passports as governed by the US Department of State.

Operational Impacts

At this time, there does not appear to be any onerous external mandates or requirements within the administrative and finance functions that would significantly impact the CIP. The exception is the need for the City to purchase new voting equipment to remain compliant with applicable voting laws. The new voting equipment has an estimated cost of \$75,000 and is expected to be purchased in 2012. The City expects to set aside \$25,000 per year over the next 3 years to pay for the equipment.

Financial Impacts

The 2010-2019 Administration and Finance Department's CIP totals \$75,000. A year-by-year summary is depicted below.



The planned capital purchases will not have a significant impact on future operating costs. Funding will be provided by property taxes and other General Fund revenues.

Communications

The 2010-2019 Communications Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's Communications function. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as required practices prescribed by the State of Minnesota and Ramsey County, and general governmental best practices.

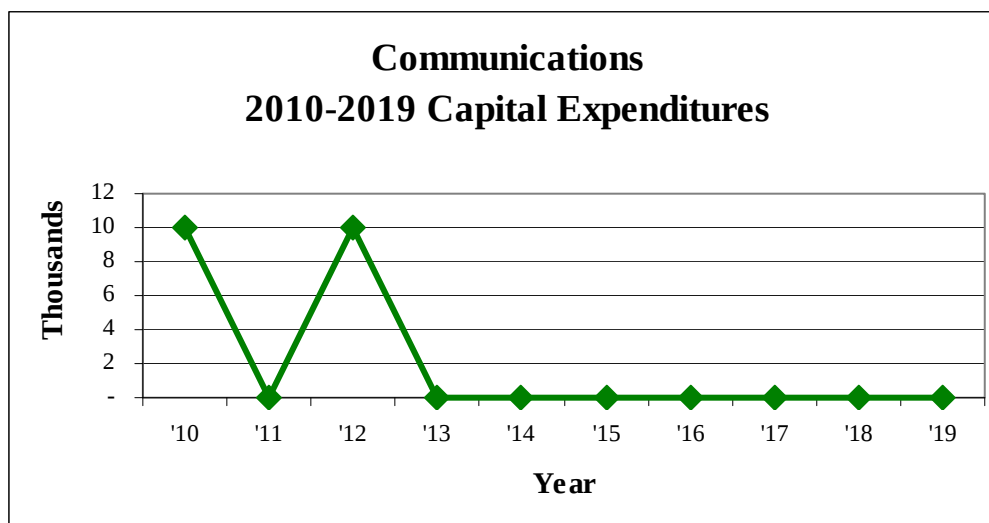
The Communications Program provides timely information to residents regarding city issues, activities, and services through the use of various media resources.

Operational Impacts

The City has made a significant investment in its broadcasting and recording capability for City Council and Advisory Commission meetings. To continue this service, new equipment will be needed for the City Council chambers. The City expects to expend \$10,000 in 2010 and \$10,000 in 2012 for this purpose.

Financial Impacts

The 2010-2019 Communications Division CIP totals \$20,000. A year-by-year summary is depicted below.



The planned capital purchases will not have a significant impact on future operating costs. Funding will be provided by local cable franchise fees.

License Center

The 2010-2019 License Center Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's License Center function. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as the required practices prescribed by the Minnesota Department of Public Safety and the United States Department of State.

The License Center serves as a Deputy Registrar for the State of Minnesota for the issuance of state-regulated licenses including; vehicle and drivers' licenses and DNR-issued licenses. In addition, the License Center also issues passports as governed by the US Department of State.

The License Center's long-term goals and priorities include:

- ❖ Continue to expand the City's presence with metro-area auto dealers
- ❖ Re-allocate resources to address volume changes in the passport and tab renewal functions
- ❖ Assess long-term facility options for a new License Center

In support of these goals, the License Center will need to continue to maintain the current complement of computers, printers, passport cameras, and internet bandwidth. In addition, the License Center will need to designate existing and future cash reserves for the eventual construction of a new License Center facility.

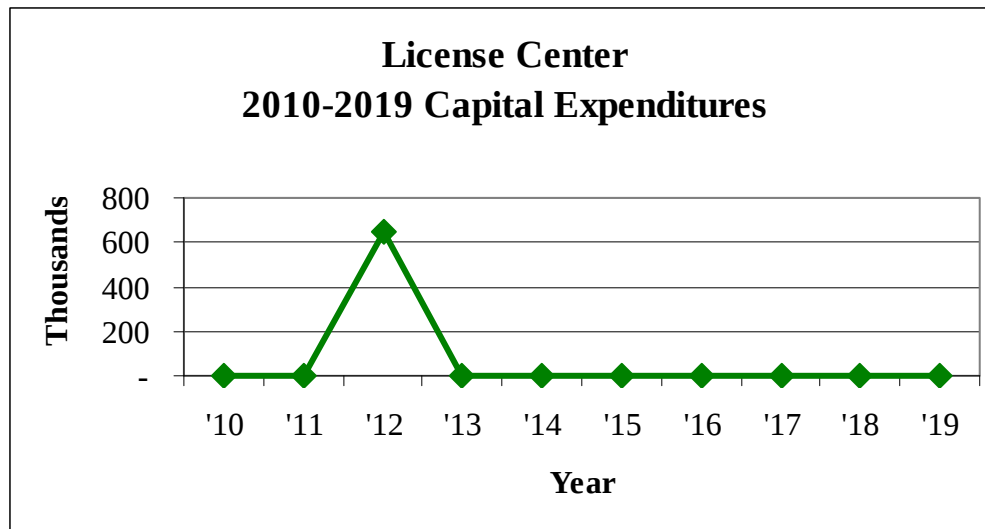
Operational Impacts

At this time, there does not appear to be any external mandates or requirements that would significantly impact the CIP. However, the emphasis on improved customer service and the steady growth in internet-based activities will require continued capital investment. The larger capital-related challenge will be the need to secure a long-term solution to the License Center facility. This is addressed in the section above.

Currently the City leases 3,330 square feet of store space in the Lexington Shopping Center, immediately North of Fire Station #1. While the City is enjoying below-market lease terms, the City expects to pay \$57,000 annually, with \$3,000 annual increases thereafter. Given these amounts, it is arguably in the City's best interest to either acquire or construct a city-owned facility (perhaps a multi-purpose facility) to house the License Center.

Financial Impacts

The 2010-2019 License Center's CIP totals \$650,000. A year-by-year summary is depicted below.



The construction of a new facility is estimated to be \$650,000, and is scheduled for 2012.

The planned replacements of existing capital will not have a significant impact on future operating costs. Financing for the new facility (less existing cash reserves) is expected to require an annual debt service payment of \$45,000 over a 10-year period beginning in 2013. However, current lease payments are expected to be \$63,000 during that same year. With a new facility, the City would forgo these payments and realize an annual savings of approximately \$18,000.

Funding for the License Center CIP will come from agent fees derived from the issuance of State licenses and passports.

General Facilities

The 2010-2019 Building Maintenance and Central Garage Capital Investment Plan (CIP) has been developed to identify Building Maintenance and capital purchases necessary to support efficient and safe use of City buildings for Employee's and other user groups. Proper maintenance and timely replacement of building components helps to prolong the useful life of these facilities. The CIP was developed with the Imagine Roseville 2025 goals in mind which gave considerable support for protection and replacement of community assets.

The City buildings are used daily by many different groups. With this extended use of the meeting and conference rooms we have to ensure that all areas are clean, in good working order and condition.

The Building Maintenance areas long range goals include:

- ❖ Continue to meet the needs of city staff and outside groups using facilities
- ❖ Preserve the communities investment in building assets

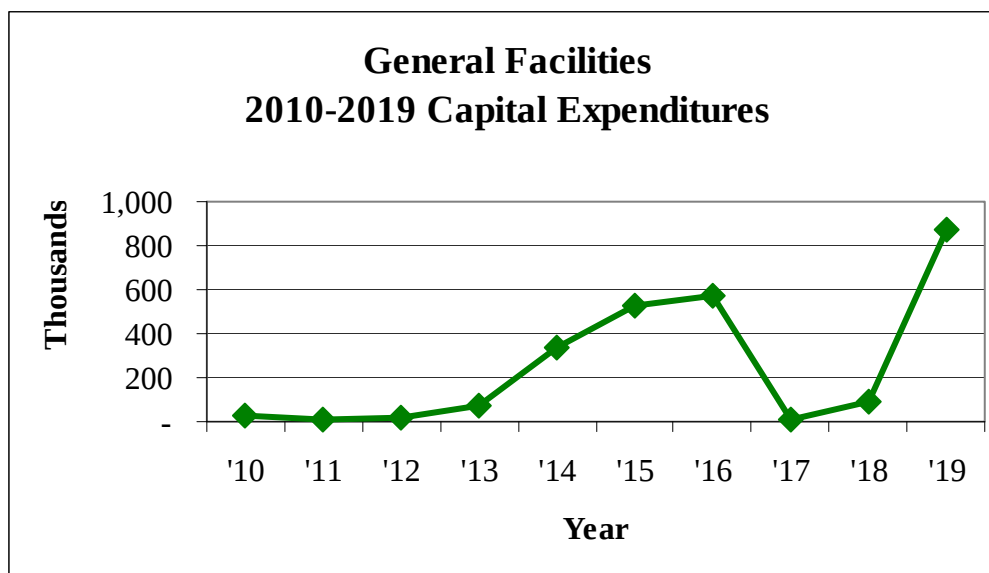
To support these goals building maintenance will need to continue to invest in city building assets. The City's general facilities include; City Hall, Public Works Building, Fire Stations, Central Park and Brimhall gymnasiums, and the Gymnastics facility.

Operational Impacts

Required building maintenance operations will increase due to the increased usage by the community and outside groups. This added usage increase wear and tear of the facilities and equipment and increase utility costs.

Financial Impacts

The 2010-2019 General Facilities Division CIP totals \$2,534,200. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on funding. Additional depreciation should be set aside to anticipate these replacement needs. The larger cost impacts for replacement items starting in 2014 through 2016 are:

- ❖ Building Mechanical Equipment \$ 248,000
- ❖ Roofs for the older sections of City Hall, Public Works, and Fire Station #1 \$ 840,000
- ❖ Miscellaneous Fixtures and Flooring \$ 263,000

Funding will be provided by property taxes.

Police

Officially formed in the early 1950's, with the assigned mission to protect life and property, the Roseville Police Department has expanded not only personnel but the services it offers to the community. Today the department has a staff of 50 sworn officers, seven civilians, four community service officers, and hosts a myriad of volunteer opportunities including reserve officers, citizen's park patrol, Explorers and the Citizens Emergency Response Team (CERT). Because of its proximity to both Minneapolis and St. Paul, the police department sees a variety of criminal activity.

The police department consists of four major divisions: Administration, Patrol, Investigations, and Community Service. All employees of the department report to Chief of Police Carol M. Sletner.

The Police Department's Mission Statement is:

We are committed to work as a team with other city departments and our community to provide innovative, effective and efficient service which will improve the quality of life in the City of Roseville.

The Police Department's Vision Statement is:

We are committed to:

Service; We will provide quality service and protection to all people in an efficient, effective and innovative manner.

Integrity; We will uphold the public trust through honest, consistent and forthright interaction with all people, fostering and maintaining the highest ethical standards.

Respect; We will treat all persons with courtesy, dignity, and respect while upholding the constitutional rights of all people; we will temper all actions with compassion and understanding.

The philosophy of the Roseville Police Department is contained in the Mission and Value Statements, which were developed by the department. It is understood employees of this department will act in good faith, always do their best and use high level professional judgment.

In an effort to achieve established goals and objectives, the Police Department has developed the following action plans, proposing implementation in the years 2008-2011 (not in order of priority).

- ❖ 2008 -- Develop multi-lingual informational media to increase awareness and communication with the non-English speaking community
- ❖ 2008 -- Increase electronic communication with the community to improve efficiency in dissemination of pertinent information

- ❖ 2008 -- Actively pursue the implementation of a records management system that better fits the needs of this department
- ❖ 2008 -- Digitize the department's policy/procedure manual
- ❖ Send one officer each year to Spanish speaking immersion training
- ❖ 2009 -- Add a second officer dedicated to traffic enforcement to enhance public safety and educational efforts (will require an additional equipped squad)
- ❖ 2009 -- Add a third records technician (a 2007 study of law enforcement agencies of similar size showed the Roseville Police Department is critically understaffed in the records area)
- ❖ 2009 -- Encourage the City to create a full-time Emergency Management Director civilian position and remove responsibility from police department
- ❖ 2009 -- Implement a crime mapping program for both internal and external distribution—for the community to access through city's website
- ❖ 2009 -- Expand proactive posture in our policing and the community by the addition of a Problem Oriented Policing Unit (POP)—one sergeant and three officers to be proactive in developing relationships and partnerships in the community thereby preventing crime
- ❖ 2010 -- Code Enforcement Liaison Officers—two officers from the day crew would assist city code enforcement officers with problem dwellings
- ❖ 2010 -- Add a commercial patrol officer to proactively police major mall areas (new position request)
- ❖ 2010 -- Create a second lieutenant's position to improve service to the community and allow for additional promotional opportunities within the department (new position request)
- ❖ 2011 -- Add a fifth, permanent, part-time "Administrative CSO" or Police Cadet

The Police Department has further developed the following long-term goals and priorities:

- ❖ Continue to develop and promote police and community interaction
- ❖ Continue to develop community-based informational programs and tools
- ❖ Continue to provide department employees the resources necessary to best serve the community and the public
- ❖ Continue to provide all required and pertinent training to peace officers
- ❖ Continue to develop methodologies/agreements that promote data sharing with other law enforcement agencies

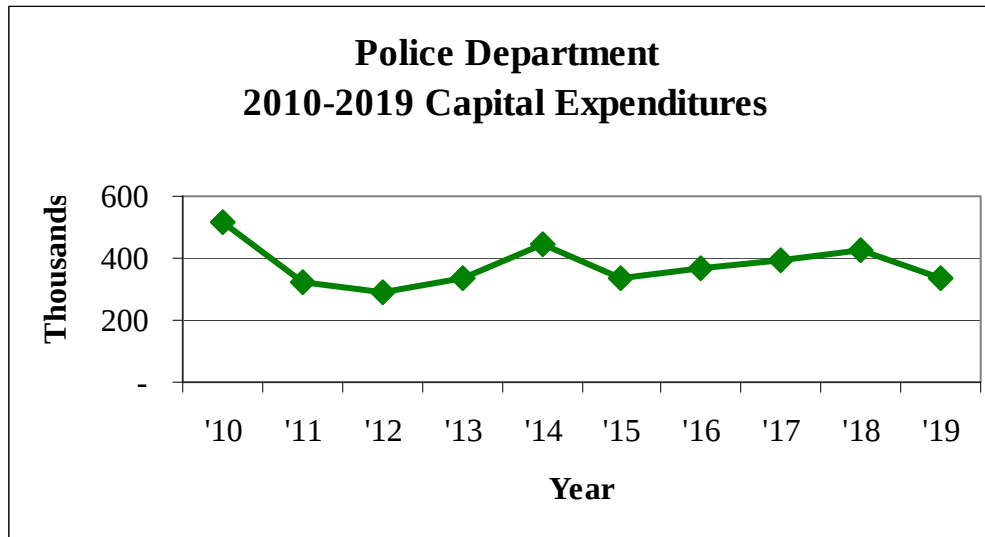
These goals and priorities will provide a guide in making resource allocation decisions for future budget requirements and employee deployment.

The Department is requesting six additional sworn staff over the next ten year period: four sworn personnel to form a Problem Oriented Policing Unit (POP) to develop relationships and partnerships in the community; a second lieutenant's position to improve service to the community and allow for additional promotional opportunities within the department; a commercial patrol officer to proactively police major mall areas; a part-time records technician to ensure police reports and stats are expeditiously reviewed and available; a fifth, permanent, part-time "Administrative CSO" or Police Cadet; two additional fully-equipped marked squads to support the POP Unit; five speed notification units as requested by City Council to make the

public aware of speed; a digital interview room (to be in compliance with court requirements); and surveillance cameras in the department's marked fleet.

Financial Impacts

The 2010-2019 Police Department Division CIP totals \$3,776,470. A year-by-year summary is depicted below.



The planned capital purchases will require approximately \$20,000 in additional on-going operating costs for motor fuel, vehicle and equipment depreciation, and software replacement. Funding will be provided by property taxes and other General Fund revenues.

Fire

The mission of the Roseville Fire Department is to remain dedicated, compassionate and caring professionals, providing services that improve the quality of life for our community. We envision ourselves as a respected model provider of emergency services, striving for continuous improvement to meet the needs of our community. The Fire Department Capital Improvement Plan (CIP) was developed to identify capital purchases to support fire department operations.

This CIP was developed with consideration to the Imagine Roseville 2025 process, the Fire Department Strategic Plan and the 2008 Fire Station Location, Equipment, and Staffing Study. The plan also takes into consideration standard practices and performance benchmarks of the International City/County Manager's Association (ICMA), the Center for Public Safety Excellence (CPSE), the National Fire Protection Association (NFPA), the Occupational Safety & Health Administration (OSHA), the National Institute of Occupational Safety and Health, the Minnesota Department of Homeland Security, the Insurance Services Organization (ISO), the Emergency Management (MnHSEM), and the United States Fire Administration (USFA).

The Fire Department's top strategic goals and priorities include:

- ❖ Firefighter Safety: Ensuring firefighters operate with the highest consideration to their safety by making it the department's highest priority to provide:
 - o Well-trained, consistent, predictable, and appropriate levels of on-duty staff.
 - o Well-trained, consistent, predictable, and professional supervision.
 - o High quality and well-maintained equipment and apparatus.
 - o Appropriate levels of staffing to allow the department to meet national staffing and response time standards.
 - o Appropriate training programs to ensure firefighters are well-prepared and practiced to safely provide services.
- ❖ Emergency Response: Ensuring the fire department has the proper capital assets to serve the community now, and into the future to provide an efficient and effective response. This includes:
 - o The proper number of fire stations, in locations that allow the department to meet response time standards.
 - o The proper number of vehicles, in locations that allow the department to meet response time and performance standards.
- ❖ Customer Satisfaction: Ensure the fire department is able to provide all services (i.e., emergency services, prevention programs, inspections, investigations, plan review, including services and training for other departments of the city).

To accomplish the fire department's strategic goals and priorities requires investment in capital assets. However, the fire department is at a pinnacle crossroads as it relates to the investment in capital assets.

Operational Impacts

The fire department's three fire stations are among the city's oldest buildings. Very limited investments in repairs and upkeep to the stations over the years have left the buildings needing significant capital investment. Station 1 was built in the 1930's. Station 2 was built in the 1960's.

Station 3 was constructed in the early 1970's. Two of the stations have had mold remediation and one fire station has a current mold issue. A fire station location, equipment and staffing study was completed in the spring of 2008. This study suggests the fire department could provide services using two fire stations. This configuration would also allow for a reduction in apparatus holdings.

Thus, the fire department's capital improvement plan is a two-part document, detailing the capital needs if the department continues to operate three fire stations under the current configuration and a second plan that depicts the capital needs if the department transitions to a two-station configuration.

While this document addresses the fire department's capital needs, consideration should also be given to the significant operational savings (e.g., energy costs, fuel, repairs and maintenance) that can be achieved under a two-station configuration. This will be especially prevalent if the capital plans include new building(s).

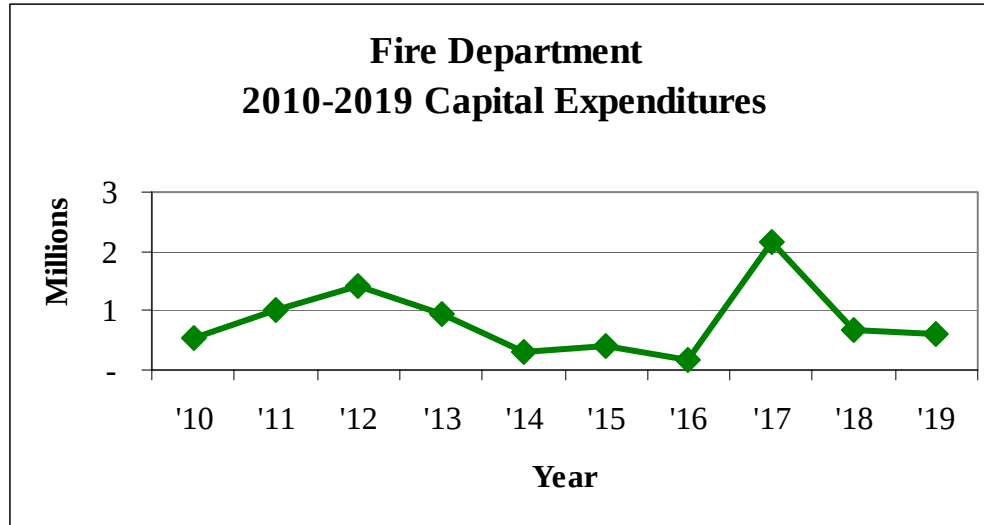
Performance Benchmarks

The performance benchmarks that are impacted by the fire department's capital assets include:

1. Response Times:
 - a. Call processing time under 60 seconds.
 - b. Staff turnout time under 60 seconds.
 - c. Staffed engine arrival under 5 minutes.
 - d. Staffed medical unit arrival under 5 minutes.
 - e. Full first alarm assignment arrival (2 engines, 1 ladder, 1 rescue, and 2 chiefs under 8 minutes.
2. Staffing
 - a. 24-hour coverage of 1 fully-trained advanced-EMT shift supervisor.
 - b. 24 hour coverage of 4 fully-trained firefighters, with 2 being trained as advanced EMTs.
 - c. Working structure fire minimum callback staffing of 20.
 - d. Callback staffing of 2 chief officers, 6 company officers.
 - e. FTE per 1,000 population served of 1.67.
3. Effectiveness
 - a. Fire injuries with time lost per 1,000 incidents.
 - b. Rescues and recoveries performed per 10,000 population served.
 - c. Customer satisfaction for quality of service rated excellent by 90% of customers and good (or higher) by 99% of customers.

Financial Impacts

The 2010-2019 Fire Department CIP totals \$8,217,800. A year-by-year summary is depicted below.



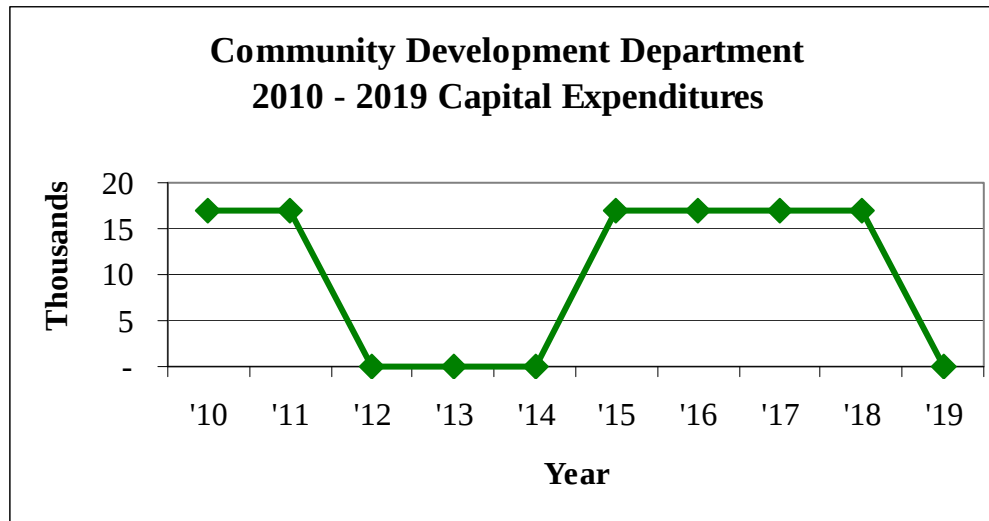
Funding will be provided by property taxes and other General Fund revenues.

Community Development

The Community Development Department is requesting a total of \$17,000 in 2010 and 2011 to replace an inspector's vehicle. Replacement of the vehicle is based on a 4-year replacement schedule. The new vehicle purchases will be for the most fuel efficient vehicle that the City budgets can accommodate.

Financial Impacts

The 2010-2019 Community Development Department CIP totals \$102,000. A year-by-year summary is depicted below.



Funding will be provided by building permits and plan review fees.

Public Works Administration

The 2010-2019 Public Works Administration/Engineering division Capital Investment Plan (CIP) has been developed to identify needs to support the engineering function. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to meet staff and Community needs.

The Public Works Administration and Engineering division provides for planning, design, construction, and maintenance of infrastructure. As built records are maintained for city infrastructure and the division also provides for city GIS mapping services. The division also ensures compliance with a host of regulatory requirements including storm water and environmental areas.

The Public Works Administration and Engineering divisions long range goals include:

- ❖ Manage the replacement and rehabilitation of city infrastructure
- ❖ Meet the regulatory goals of watershed districts and others for infiltration and control of storm water.
- ❖ Provide excellent customer service in providing engineering services to the community

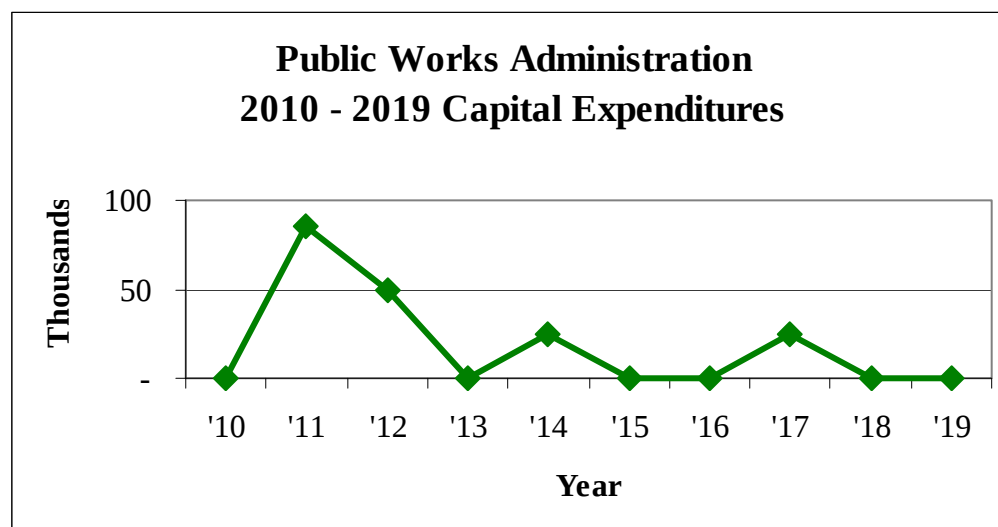
To support these goals we will need to replace the existing complement of vehicles, survey equipment, computers, and printers used in the provision of these services.

Operational Impacts

Other regulatory agencies have an impact on operational needs due to regulation enforcement at the local level. An additional vehicle may be needed if additional staff is employed to meet these needs. The city also has aging utility infrastructure in need of rehabilitation or replacement requiring additional engineering services.

Financial Impacts

The 2010-2019 Public Works Administration Division CIP totals \$185,000. A year-by-year summary is depicted below.



The planned replacements of existing capital items will not have significant impacts on future operating costs. The larger cost impacts for replacement items are; vehicles at \$110,000, and survey and office equipment at \$75,000. Funding will be provided by property taxes and other General Fund revenues.

Streets

The 2010-2019 Streets Division Capital Investment Plan (CIP) has been developed to identify needs to maintain the street system to a level that is safe and meets expectations of the motoring public. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

The Streets Division provides for the maintenance of streets and right of ways. This includes pavement maintenance, snow and ice control, traffic and informational signage and messages, and boulevard trees and streetscapes. Street Division long range goals include:

- ❖ Provide for the preventative pavement maintenance, snow and ice control, and boulevard tree maintenance on all city streets to provide safe travel and to maximize the public investment in street infrastructure.
- ❖ Maintain traffic control signs and messages for the efficient and safe flow of vehicles.
- ❖ Support livable communities' principles through well maintained streetscapes.

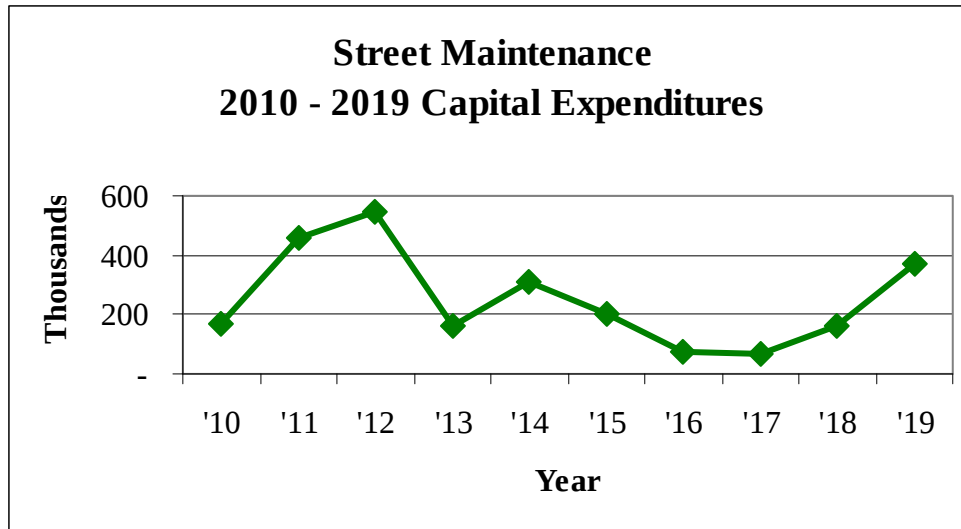
To support these goals we will need to replace existing equipment and traffic control signage at the end of its useful life. The majority of the CIP items related to this division are for replacement purposes.

Operational Impacts

The majority of the costs indicated in the Capital Improvement Plan for this area is for replacement of existing equipment and should not have significant operational impacts if reasonable replacement schedules are continued. Planned replacement reduces down time due to equipment failures and prevents gaps in service. Recent excessive increases in energy costs are having significant inflationary impacts on replacement costs. Street sign retro reflectivity standards requirements are increasing initial replacement costs but have little effect from a life cycle cost perspective.

Financial Impacts

The 2010-2019 Streets Division CIP totals \$2,523,940. A year-by-year summary is depicted below.



The replacement costs for Street Division equipment and street signs will need to be updated annually to ensure adequate funding is in place due to energy cost related manufacturing inflation. The major cost impacts for this area are; street signage at \$160,000, and vehicle and equipment replacement at \$2,300,000.

Funding will be provided by property taxes and MSA monies.

Pavement Management System Division

The 2010-2019 Pavement Management Capital Investment Plan (CIP) has been developed to identify needs to maintain the city's 123 mile street system to a pavement condition that is safe and meets expectations of the users. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

The Engineering Division manages the planned rehabilitation and replacement of street pavement infrastructure. The Pavement Management long range goals include:

- ❖ Provide for the rehabilitation and or replacement of city street infrastructure in accordance with the city's pavement management program goals and policies.

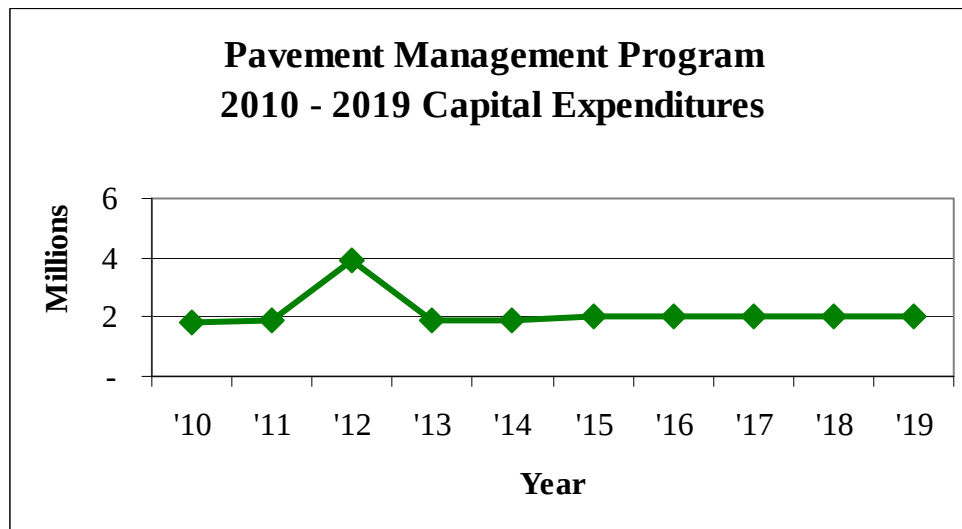
To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement surface.

Operational Impacts

All of the costs indicated in the Capital Improvement Plan for this area are for replacement and or major maintenance of the city's street system. Recent excessive increases in energy costs are having significant inflationary impacts on pavement replacement and rehabilitation construction costs.

Financial Impacts

The 2010-2019 Pavement Management Division CIP totals \$21,400,000. A year-by-year summary is depicted below.



Pavement replacement costs should be re evaluated frequently as costs change to ensure adequate funding is in place to meet community expectations for this area. The entire capital request for this area is for infrastructure rehabilitation and or replacement. Major cost breakdown for this area is; reconstruct or mill and overlay local streets at \$9,400,000, and reconstruct or mill and overlay MSA streets at \$10,000,000.

Funding will be provided by MSA monies and interest earnings from the City's Infrastructure Replacement Fund. Additional detail on major pavement management capital items is found below.

Pathways and Parking Lots

The 2010-2019 Pathways and Parking Lot Capital Investment Plan (CIP) has been developed to identify needs to maintain the pathway system and city parking lot infrastructure to a level that is safe and meets expectations of the users. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

The Streets Division provides for the maintenance of pathways and parking lot infrastructure. The Pathway and Parking Lot Maintenance long range goals include:

- ❖ Provide for the preventative maintenance and replacement of all pathway and parking lot infrastructure in accordance with the city's pavement management program goals and policies.

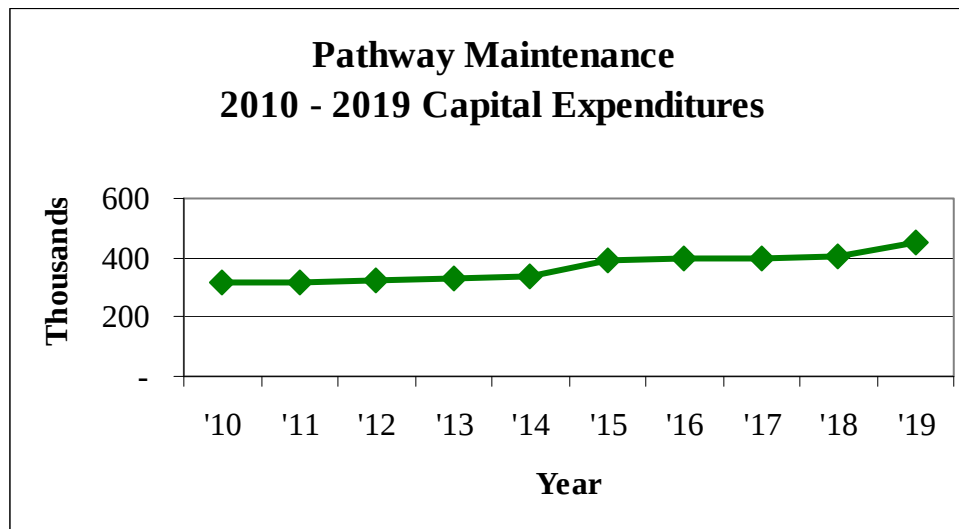
To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement.

Operational Impacts

All of the costs indicated in the Capital Improvement Plan for this area are for replacement and major maintenance of the city's pathway and parking lots. Recent excessive increases in energy costs are having significant inflationary impacts on replacement and maintenance costs.

Financial Impacts

The 2010-2019 Pathways and Trails Division CIP totals \$3,670,000. A year-by-year summary is depicted below.



The planned replacement of pathway and parking lot infrastructure will need to be re evaluated frequently as costs change to ensure adequate funding is requested to meet community expectations for this area. The entire capital request for this area is for infrastructure replacement. Funding will be provided by property taxes and federal or state grant monies. Additional detail on major pavement management capital items is found below.

Water

The 2010-2019 Water Utility Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper continuous operation of the water system. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems.

The Water Utility provides for the operation, maintenance, and replacement of water utility infrastructure. The division also ensures compliance with a host of regulatory requirements in the operation and maintenance of this system.

The Water Utility Division long range goals include:

- ❖ Provide for uninterrupted operation of the water system to ensure the health and welfare of Roseville residents and businesses
- ❖ Meet the regulatory goals of Minnesota Department of Health and other regulatory agencies related to the provision of safe drinking water
- ❖ Provide excellent customer service in the utility area
- ❖ Plan and implement a long term infrastructure replacement plan.

To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

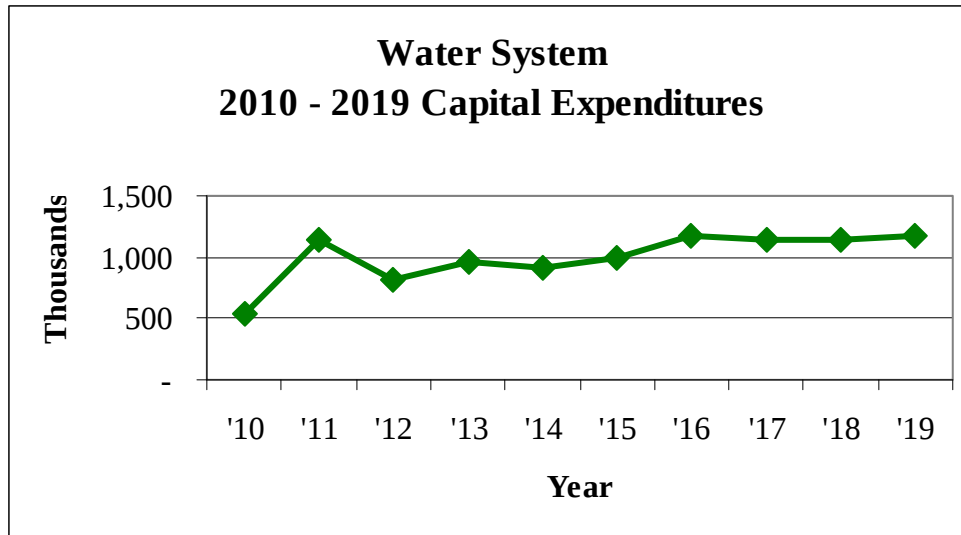
Operational Impacts

The city has over 100 miles of cast iron water mains installed in the 60's and early 70's. Cast iron is prone to breakage due to minor shifts in the ground. It is recommended the city plan for the replacement or rehabilitation of all cast iron main over the next 20 to 30 years. Total cost in today's dollars could exceed 30 million dollars for these mains to be replaced or lined. Technological improvements in pipe lining will help to minimize disruption to street infrastructure and keep restoration costs reasonable on these projects.

Other regulatory agencies have an impact on operational needs due to required compliance at the local level. A long term funding plan is necessary to meet the infrastructure replacement needs. The city will see minimal growth that would affect this system. Capital needs are to support replacement of existing infrastructure and support existing operational equipment.

Financial Impacts

The 2010-2019 Water Division CIP totals \$9,987,300. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on future operating costs and utility rates if they remain the main funding source for the capital improvements. These costs include ramping up replacement of cast iron water main. The larger cost impacts for replacement items are; vehicles at \$227,000, structures and equipment at \$1,200,000, and water main replacements at \$7,600,000.

Funding will be provided by water utility fees. Additional detail on major water capital items is found below.

Sanitary Sewer

The 2010-2019 Sanitary Sewer Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper continuous operation of the sanitary sewer function. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems.

The Sanitary Sewer Utility provides for the operation, maintenance, and replacement of sanitary sewer infrastructure. The division also ensures compliance with a host of regulatory requirements in the operation and maintenance of this system.

The Sanitary Sewer Division long range goals include:

- ❖ Provide for uninterrupted operation of the sanitary sewer system to ensure the health and welfare of Roseville residents and businesses.
- ❖ Meet the regulatory goals of Metropolitan Council Environmental Services and other regulatory agencies related to inflow/infiltration reduction and other regulation.
- ❖ Provide excellent customer service in the utility area.
- ❖ Plan and implement a long term infrastructure replacement plan.

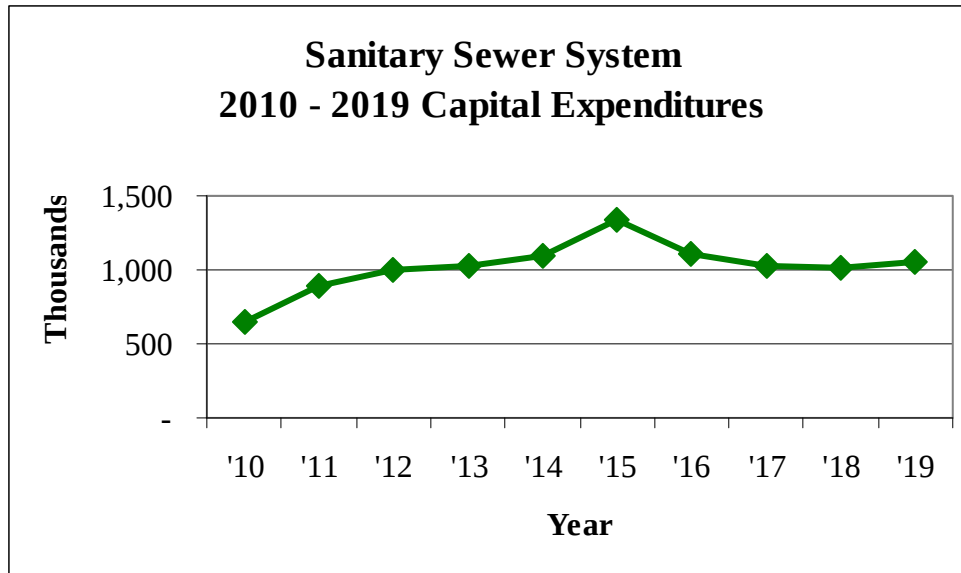
To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

Operational Impacts

Other regulatory agencies have an impact on operational needs due to their required compliance at the local level. A long term funding plan is necessary to meet the infrastructure replacement needs. The city will see minimal growth that would affect this system. Capital needs are to support replacement of existing infrastructure and support existing operational equipment.

Financial Impacts

The 2010-2019 Sanitary Sewer Division CIP totals \$10,216,500. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on future operating costs. These items are historically funded by utility user fees. The larger cost impacts for replacement items are; vehicles at \$443,000, structures and equipment at \$450,000, and sewer main replacements at \$9,250,000.

Funding will be provided by sanitary sewer utility fees. Additional detail on major sanitary sewer capital items is found below.

Storm Sewer

The 2010-2019 Storm Water Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper storm water drainage and treatment and to protect property from flooding. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems as well as a high priority on protecting the city's environmental resources.

The Storm Water Utility area provides for the operation, maintenance, and replacement of storm sewer infrastructure. The division also ensures compliance with a host of regulatory requirements in the operation and maintenance of this system.

The Storm Water Utility Division long range goals include:

- ❖ Provide for storm sewer infrastructure to meet the drainage and water quality needs of the city and to protect property from flooding.
- ❖ Meet the regulatory goals of regulatory agencies in the area of storm water management.
- ❖ Provide excellent customer service addressing storm water concerns.
- ❖ Plan and implement a long term infrastructure maintenance and replacement plan.

To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

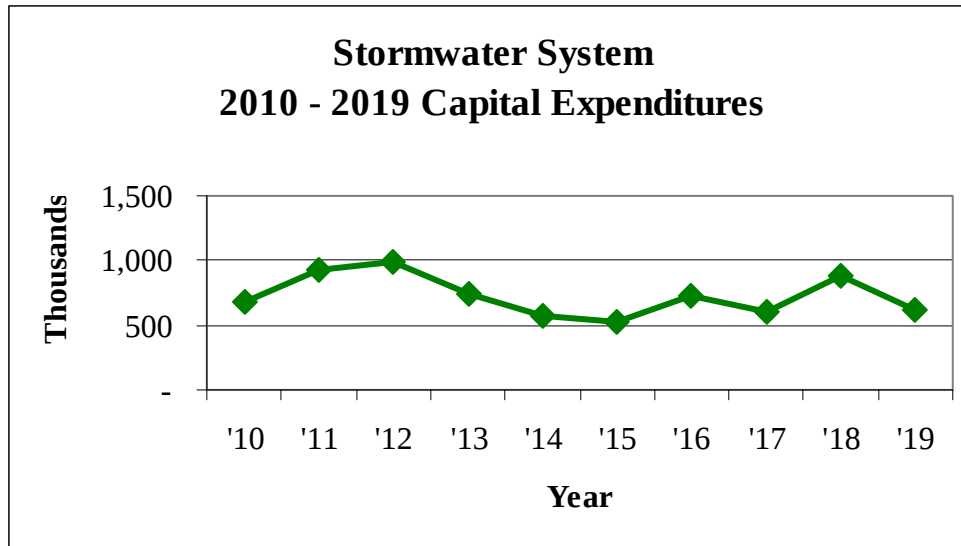
Operational Impacts

The city has over 100 miles of storm sewers and over 5,000 drainage structures. In addition this area is responsible for over 100 ponds, ditches, and wetlands. It is recommended the city plan for the replacement or rehabilitation of storm water infrastructure.

Other regulatory agencies have an impact on operational needs due to required compliance at the local level. Storm water is highly regulated and compliance will have significant capital needs implications. A long term funding plan is necessary to meet the infrastructure replacement needs. The city will see additional increases in impervious areas due to higher planned densities in the future. Capital needs are to support replacement of existing infrastructure and support existing operational equipment as well as meeting additional regulation.

Financial Impacts

The 2010-2019 Storm Sewer Division CIP totals \$7,265,060. A year-by-year summary is depicted below.



The planned replacements of capital items will have impacts on future operating costs and storm water utility rates as they are the main funding source for the capital improvements. These costs include vehicle and equipment replacement, Structures and mains repair and replacement, and storm water ponding and wetland improvements and maintenance. The larger cost impacts for the Capital Improvement Plan are; vehicles and equipment at \$1,206,000, and pond and system improvements and replacement at \$5,600,000.

Funding will be provided by storm sewer utility fees.

Park Maintenance

A brief summary of various park maintenance areas are detailed below.

Playground areas

Parks and Recreation maintains 26 playground areas. The expected useful life of play apparatus is estimated at 13 years. If we were to replace equipment in a timely manner, with a high standard, the city would replace approximately; two per year at an estimated cost of \$75,000 each.

Tennis Courts

Parks and Recreation maintains 17 lighted tennis courts, most in batteries of two. Depending on usage and location, the standard for maintaining tennis courts is that they should be recolor coated every two to five years at a cost of \$5,000 per court, with a complete reconstruct every 10 years at a cost of \$40,000 per court. To maintain our courts to a high standard we should be color coating two per year and reconstruct one annually. Lighting improvements are necessary periodically.

Basketball Courts

Parks and Recreation maintains 8 outdoor courts. Depending on usage and location, the standard for maintaining basketball courts is similar to tennis courts, that they should be recolor coated every two to five years with a complete reconstruct every 10 years. Where applicable, lighting improvements are necessary.

Outdoor Skating/Hockey Rinks

Parks and Recreation maintains hockey rinks in 6 parks. Boards should be replaced every 10 years at a cost of \$5,000 each. Lighting improvements are necessary periodically.

Park Buildings

Parks and Recreation maintains 9 park buildings. 6 of the 9 buildings are from the 60's vintage, and are in significant disrepair. 1 of the 6 has been taken completely out of service and the others are being contemplated. The cost to build a new fully functional Park Building to current Roseville standards is approximately \$400,000. Life span of the new buildings that are primarily concrete, would be indefinite; however, there are still significant maintenance costs including roofing, kitchen equipment and other items that would need to be addressed.

Park Shelters

Parks and Recreation maintains 6 very heavily used park shelters. 3 of the 6 are outdated and should be considered for future replacement. These shelters range from a simple shade structure to full rental facilities with commercial kitchen equipment and restroom facilities. Replacement cost of these shelters would range between \$100,000-\$400,000. Life span of these shelters would be 30 years or more with similar maintenance needs as the Park Buildings.

Fields

Parks and Recreation maintains more than 36 baseball/softball/soccer fields, many that are multi-use and with irrigation systems. These fields have an indefinite lifespan. There is significant maintenance costs associated with keeping these fields maintained to a high standard. Turf costs are continually rising and a full field can cost as much as \$30,000 to replace sod. Irrigation systems also have an indefinite life span but can also have significant maintenance costs.

Lighting in Park Areas and Athletic Fields

Parks and Recreation maintains lighting at 4 softball fields and 2 soccer fields, 7 skating areas, 9 tennis court areas, and pathways around Lake Bennett, in addition to 3 parking lots. Lighting improvements and replacements are required periodically.

Fencing

Parks and Recreation maintains more than 36 baseball/softball/soccer field fencing and backstops in addition to the tennis, and basketball court fencing that needs to be maintained. Fencing life spans vary depending on use; a new fencing system for an average ball field is approximately \$60,000.

Park Signs

Parks and Recreation maintains park signs throughout the city. There are 55 park signs that require replacement and maintenance. Replacement cost is approximately \$2,500.

Pathways and Park Trails

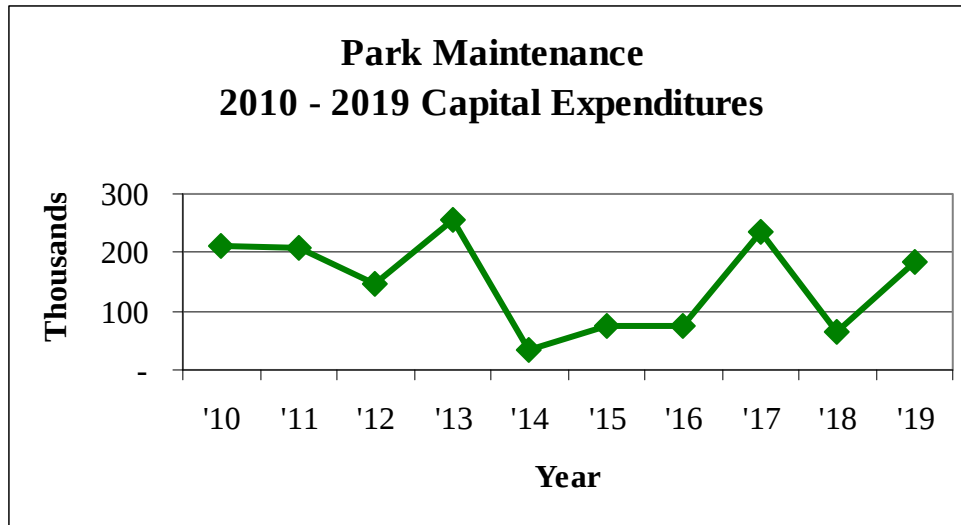
Parks and Recreation maintains and cleans 72 + miles of side walks and park trails, all of which, at times require coordination with the public works dept. for repair.

Natural Areas

Parks and Recreation has numerous natural areas that require maintenance and removal of buckthorn and other invasive species.

Financial Impacts

The 2010-2019 Park Maintenance Division CIP totals \$1,491,400. A year-by-year summary is depicted below.



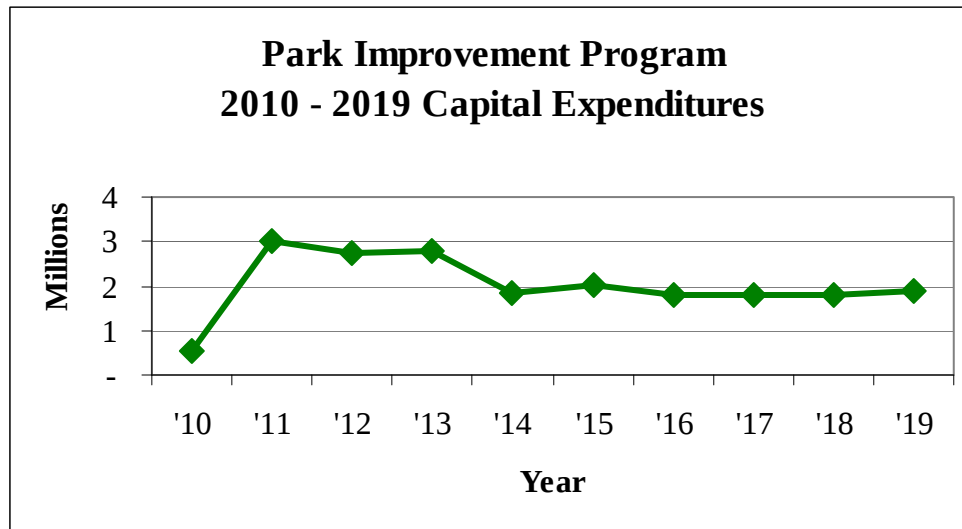
Funding will be provided by property taxes.

Park Improvement Program

The Park Improvement Program identifies major park system improvements involving the replacement of existing assets.

Financial Impacts

The 2010-2019 Park Improvement Division CIP totals \$20,287,000. A year-by-year summary is depicted below.



Funding will be provided by property taxes.

Skating Center

The Roseville Skating Center is a facility made up of many unique components. The facility also has a large number of items that by themselves are not very expensive, but in large quantities are significant expenditures. The following are items that are currently and integral part of the skating center operation:

Rental Ice Skates: We currently have about 300 pairs of K2 Ice Ascent rental ice skates in use at the Skating Center between the OVAL and the Arena rental areas. The current cost to replace one pair is \$75. We need to begin replacing these skates in groups of 50 or 100 in the very near future. To replace all skates in the current inventory will cost \$22,500.

Rental Inline Skates: We currently have approximately 125 pairs of inline rental skates in the OVAL. The replacement cost of each pair of inline skates is currently \$60. The inline skate inventory is currently in good condition and we will continue to maintain them as long as parts remain available. To replace all skates in the current inline inventory will cost \$ 7,500.00.

Skate Park: The Skate Park that operates during the summer on the OVAL is approximately 15 years old. Each year individual pieces are repaired as needed. In the near future several pieces will need to be replaced. There are currently 17 pieces of equipment that vary in cost from approximately \$4,000 to \$8,000 each. Total replacement cost of the Skate Park is estimated at \$102,000 based on the average cost of \$6,000 per piece.

OVAL Perimeter Pads: These pads are attached to the fencing surrounding the OVAL ice surface. They cushion skaters who may fall while skating competitively on the OVAL track. There are 290 pads of a variety of sizes that provide this safety protection around the track. The pads have been maintained and repaired individually and are in fair condition. Replacement should be considered in the next few years. A full replacement would be approximately \$40,600.

OVAL Black Divider Pads: These pads are used to divide the hockey rinks on the interior of the OVAL. There are currently 40 black pads in use. These pads are in good condition at this time and have a number of years of useful life remaining. A replacement of all black divider pads would be approximately \$7,500.

OVAL Red Divider Pads: These pads are used to separate the infield and track of the OVAL when programming is different for each portion. The pads are going to be re-built in 2008. By repairing them before they are unusable, we have saved more than half of the cost of a full replacement by being able to re-use the foam inside the pads. We currently have 85 pads in service. The cost to fully replace the pads would be \$ 16,150, or \$190 each.

Bandy Boards: These unique boards serve as the perimeter barrier of the bandy rink. We have 48 boards. They are currently in good condition. These boards must be purchased from a Swedish manufacturer or custom made in the United States. The estimated cost is \$200 per board. The cost to replace all boards is \$9,600.

Banquet Tables: The Skating Center has three different sizes of tables in use in the Skating Center Banquet Facility. They are:

8 Foot Banquet Tables – 20 tables in our current inventory. The replacement cost of each 8 foot table is \$105. We need to begin replacing a few of these tables in the near future. A replacement of all 8 foot tables would cost \$2,100

6 Foot Banquet Tables – 12 tables in our current inventory. The replacement cost of each 6 foot table is \$75. We need to begin replacing a few of these tables in the near future. A replacement of all 6 foot tables would cost \$900

5 Foot Round Banquet Tables – 38 tables in our current inventory. The replacement cost of each 5 foot round table is \$105. We need to begin replacing a few of these tables in the near future. A replacement of all 5 foot round tables would cost \$3,990.00

Banquet Chairs: The Skating Center Banquet Facility has a chair inventory of 325 chairs with fabric seats. We have been replacing worn seat backs and cushions as they become damaged. The availability of matching fabric may be questionable in the future. The replacement cost of one chair is \$68. The replacement of all chairs would cost \$22,100.

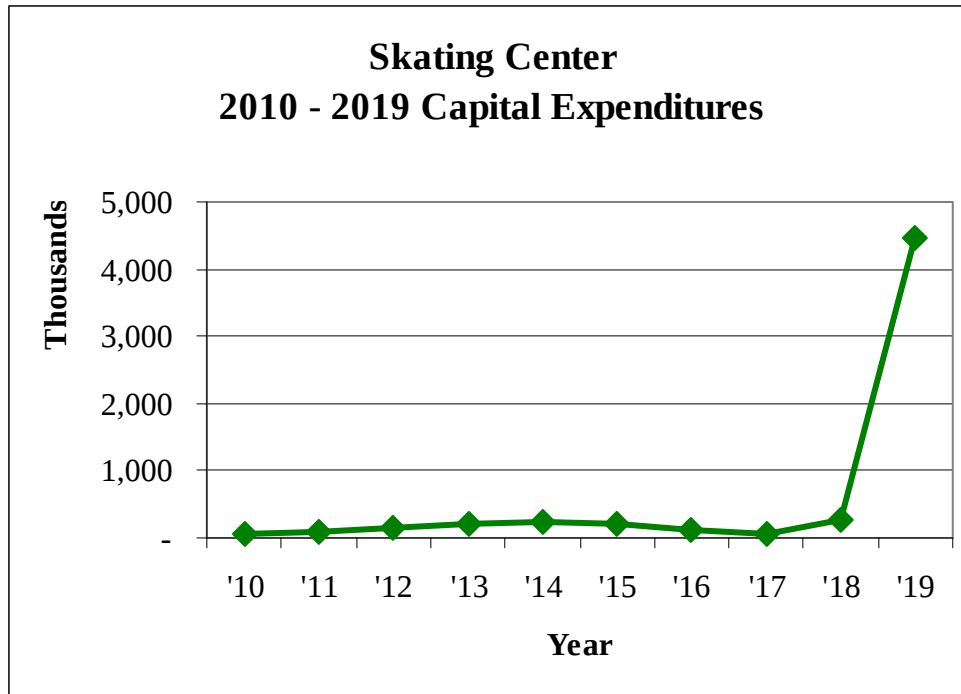
Banquet Facility Blinds: The banquet facility has blinds on 26 windows. The blinds were most recently replaced in December of 2006 for \$8,200.

Banquet Facility Carpet: The Banquet Facility has approximately 5600 square feet, or 625 square yards, of carpeting in the rooms and hallway. At an estimated cost of \$45 per square yard for installed carpeting, full replacement of the banquet room carpeting will cost approximately \$28,125. The existing banquet carpeting was installed in 1999.

Banquet Facility Wallpaper: The banquet facility has a large amount of wallpaper on the walls of the rooms. The exact square footage of wall space is unknown because of windows, doors, etc. It is estimated at 1500 square feet. Pricing is difficult to obtain without getting a formal quote due to all of the objects to work around. The existing banquet wallpaper was installed in 1999.

Financial Impacts

The 2010-2019 Skating Center Division CIP totals \$5,884,500. A year-by-year summary is depicted below.



Funding will be provided by property taxes and other Skating Center revenues.

Golf Course

Roseville Cedarholm Golf Course has been a part of the City's Recreation Department since 1968. The club house is used for many functions year round including parties, company meetings, weddings and various classes. The course is used primarily for two functions including golf in the summer and cross country skiing during the winter months.

Club House: the building was used as a model home prior to being moved to the current site. There were several structure improvements added in late 80's and remodel again in the early 90's. The rest rooms currently do not meet ADA requirements and kitchen operation is under review. A remodel of the club house is anticipated to be coming soon to include carpet, tile and relocation of the counter operations, venting systems, etc. The estimated cost of the clubhouse replacement is \$700,000 – \$1,000,000.

Irrigation System / Pump House: The current irrigation system is a combination of three systems: one installed in the 1960's, a second was an update from manual to an automatic system in 1988 and 3rd was in 1995 with newly installed pipe and heads on seven greens. Many of the heads and controls are in need of replacement. Cost estimate depends on the extent of work and is anticipated to be \$30,000.

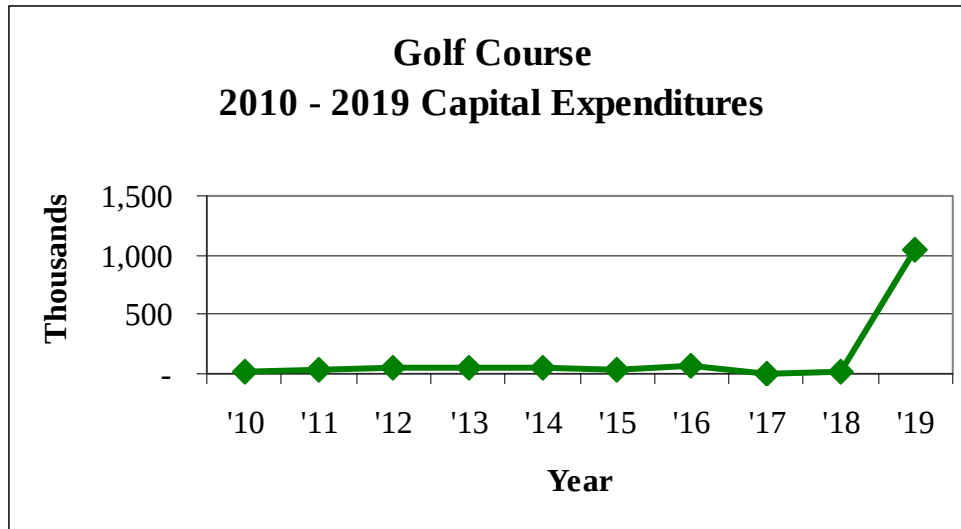
Turf Equipment: Several of the pieces of the turf equipment are due for replacement but not necessarily because they are not useful but rather that parts are becoming increasingly difficult to locate. Because of the limited use of many pieces of equipment at a golf course, it has been the practice to retain equipment longer than a normal scheduled life if it is still safe, functional and is not costing an exorbitant amount to maintain.

Golf Course Amenities: There are several golf course amenities that are in the need of replacement or updating due to their age and code updates, including: the gas pump and tank, pump that was installed in 1960's, shelters located on the course. The anticipated cost is \$30,000.

Maintenance Shop: The turf maintenance shop is a double wide four car garage with a small heated office/shop located on one end. The facility has no restroom or water and was structurally damaged in 1981 by a tornado. The shop is limited on storage and equipment space. Estimated replacement cost \$250,000-\$450,000

Financial Impacts

The 2010-2019 Golf Course Division CIP totals \$1,380,300. A year-by-year summary is depicted below.



Funding will be provided by Golf Course revenues.

Item: **Fiber Master Plan**
 Year: 2010-2019
 Status: Unfunded

Division: Finance
 Cost: \$100,000 annually

Description:

The Fiber Master Plan calls for the installation of a municipal-owned fiber optic network to connect all city-owned and other governmental facilities within Roseville. It is proposed that the City construct a half-mile segment of fiber per year at a cost of approximately \$100,000.

Justification:

A municipal-owned fiber network will ensure data and voice connectivity amongst governmental facilities that are currently relying on Comcast-provided fiber and will allow the City to extend services to facilities that have no fiber connectivity. The future uncertainty of having access to Comcast-provided fiber has prompted the need for an alternative solution.

In addition, a municipal-owned fiber network provides an opportunity to pursue public/private partnerships; something this is not available with Comcast-owned fiber.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 425,000
School District	15,000	15,000	15,000	15,000	15,000	75,000
Other	-	-	-	-	-	-
Total Sources	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Expenditures						
Capital installation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
City tax levy	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000
School District	500	500	500	500	500	2,500
Other	-	-	-	-	-	-
Total Sources	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
Expenditures						
Locates & repairs	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
Other	-	-	-	-	-	-
Total Expenditures	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500

Item: **License Center Facility**
 Year: 2012
 Status: \$200,000 available (projected)

Division: Finance
 Cost: \$650,000

Description:

The City currently leases 3,330 square feet of store space in the Lexington Shopping Center, immediately North of Fire Station #1. While the City is enjoying below-market lease terms for 2008, beginning in 2009 the lease agreement will require a significant increase in rent. Beginning in 2009, the City expects to pay \$57,000 annually, with \$3,000 annual increases thereafter. Given these amounts, it is arguably in the City's best interest to either acquire or construct a city-owned facility (perhaps a multi-purpose facility) to house the License Center.

Justification:

Financing for the new facility (less existing cash reserves) is expected to require an annual debt service payment of \$45,000 over a 10-year period beginning in 2013. However, current lease payments are expected to be \$63,000 during that same year. With a new facility, the City would forgo these payments and realize an annual savings of approximately \$18,000.

Funding for a new License Center facility will come from agent fees derived from the issuance of State licenses and passports.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Deputy Registrar Fees	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ -
Cash reserves	-	-	200,000	-	-	-
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -
Expenditures						
Capital construction	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Deputy Registrar Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. With a new facility, the City expects to realize operational savings and those savings are noted above.

Item: **Roof Replacements**
Year: 2014 - 2016
Status: Unfunded

Division: General Facilities
Cost: \$840,000

Description:

Based on estimated useful lives, roof replacements will be needed for the City Hall, Public Works Garage, and Fire Station #1.

Justification:

To preserve the value of City facilities, regular investment in major components such as the roof will be needed.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 700,000
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 700,000
Expenditures						
Capital renovation	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 700,000
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 700,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Community Gymnasiums**
 Year: 2011 - 2019
 Status: Unfunded

Division: General Facilities
 Cost: \$220,300

Description:

Based on estimated useful lives, renovations will be needed for the Brimhall and Central Park Elementary gymnasiums as well as the Gymnastics Center. The City shares renovation costs with the Roseville School District. The amounts shown below depict the City's proportionate share.

Justification:

To preserve the value of City facilities, regular investment in major components will be needed. These facilities are currently used for Parks & Recreation programming.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ 5,000	\$ 14,500	\$ 5,000	\$ 95,800	\$ 100,000
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ 5,000	\$ 14,500	\$ 5,000	\$ 95,800	\$ 100,000
Expenditures						
Capital renovation	\$ -	\$ 5,000	\$ 14,500	\$ 5,000	\$ 95,800	\$ 100,000
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ 5,000	\$ 14,500	\$ 5,000	\$ 95,800	\$ 100,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Police Vehicle Replacements**
 Year: 2010 - 2019
 Status: \$1,400,000 available (projected)

Division: Police
 Cost: \$2,396,870

Description:

The Police Department has 27 vehicles in its fleet. The Department typically replaces six marked squad cars and two unmarked vehicles each year. In addition, the Department also plans to replace a CSO vehicle every four years. Two new car additions are also planned over the next 10 years.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 246,095	\$ 217,095	\$ 239,095	\$ 279,055	\$ 217,095	\$ 1,198,433
Other	-	-	-	-	-	-
Total Sources	\$ 246,095	\$ 217,095	\$ 239,095	\$ 279,055	\$ 217,095	\$ 1,198,433
Expenditures						
Capital replacement	\$ 246,095	\$ 217,095	\$ 239,095	\$ 279,055	\$ 217,095	\$ 1,198,433
Other	-	-	-	-	-	-
Total Expenditures	\$ 246,095	\$ 217,095	\$ 239,095	\$ 279,055	\$ 217,095	\$ 1,198,433

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Fire Vehicle Replacements**
 Year: 2010 - 2019
 Status: \$1,400,000 available (projected)

Division: Fire
 Cost: \$3,659,000

Description:

The Fire Department has 11 vehicles in its fleet. The Department typically replaces administrative vehicles every 10 years, whereas other service vehicles can last in excess of 20.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 480,000	\$ 126,000	\$ 575,000	\$ 55,000	\$ -	\$ 2,423,000
Other	-	-	-	-	-	-
Total Sources	\$ 480,000	\$ 126,000	\$ 575,000	\$ 55,000	\$ -	\$ 2,423,000
Expenditures						
Capital replacement	\$ 480,000	\$ 126,000	\$ 575,000	\$ 55,000	\$ -	\$ 2,423,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 480,000	\$ 126,000	\$ 575,000	\$ 55,000	\$ -	\$ 2,423,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Inspections Vehicle Replacements**

Division: Community Development

Year: 2010 - 2019

Cost: \$102,000

Status: \$102,000 available (projected)

Description:

The Community Development Department has 4 vehicles in its fleet and typically replaces them every four years.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ 68,000
Other	-	-	-	-	-	-
Total Sources	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ 68,000
Expenditures						
Capital replacement	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ 68,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ 68,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Engineering Vehicle Replacements**

Division: Public Works

Year: 2010 - 2019

Cost: \$110,000

Status: \$60,000 available (projected)

Description:

The Engineering Department has 2 vehicles in its fleet and typically replaces them every ten years. The Department is requesting to add a vehicle to the fleet in 2010.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ 25,000	\$ 35,000	\$ -	\$ 25,000	\$ 25,000
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ 25,000	\$ 35,000	\$ -	\$ 25,000	\$ 25,000
Expenditures						
Capital replacement	\$ -	\$ 25,000	\$ 35,000	\$ -	\$ 25,000	\$ 25,000
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ 25,000	\$ 35,000	\$ -	\$ 25,000	\$ 25,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant in operational costs.

Item: **Street Lighting**
Year: 2010 - 2019
Status: Unfunded

Division: Public Works
Cost: \$70,000

Description:

City-owned street light poles will require replacement at the end of their useful lives. Poles along the Prior/Perimeter Drive and Co Road B2 Bridge segments have been identified as being in need of replacement.

Justification:

See above description.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Expenditures						
Capital replacement	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Street Vehicle Replacement**
 Year: 2010 - 2019
 Status: \$1,300,000 available (projected)

Division: Public Works
 Cost: \$2,170,440

Description:

The Street Department has 35 vehicles and rolling stock in its fleet. It typically replaces these capital items every ten years.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 145,000	\$ 306,000	\$ 463,000	\$ 162,740	\$ 297,200	\$ 796,500
Other	-	-	-	-	-	-
Total Sources	\$ 145,000	\$ 306,000	\$ 463,000	\$ 162,740	\$ 297,200	\$ 796,500
Expenditures						
Capital replacement	\$ 145,000	\$ 306,000	\$ 463,000	\$ 162,740	\$ 297,200	\$ 796,500
Other	-	-	-	-	-	-
Total Expenditures	\$ 145,000	\$ 306,000	\$ 463,000	\$ 162,740	\$ 297,200	\$ 796,500

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Fuel Pumps**
 Year: 2010 - 2019
 Status: Unfunded

Division: Public Works
 Cost: \$106,000

Description:

The City's fuel pumps are expected to require capital maintenance over the next four years.

Justification:

Properly working fuel pumps are necessary to keep the City's fleet operational.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 16,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 50,000
Other	-	-	-	-	-	-
Total Sources	\$ 16,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 50,000
Expenditures						
Capital replacement	\$ 16,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 50,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 16,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 50,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant in operational costs.

Item: **Pavement Management**
Year: 2010 - 2019
Status: \$21,400,000 available (projected)

Division: Public Works
Cost: \$21,400,000

Description:

The Pavement Management long range goal is to; provide for the rehabilitation and or replacement of city street infrastructure in accordance with the city's pavement management program goals and policies.

To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement surface.

Pavement replacement costs should be re evaluated frequently as costs change to ensure adequate funding is in place to meet community expectations for this area. The entire capital request for this area is for infrastructure rehabilitation and or replacement. Major cost breakdown for this area is; reconstruct or mill and overlay local streets at \$9,400,000, and reconstruct or mill and overlay MSA streets at \$10,000,000.

Justification:

The City street network currently is comprised of 123 miles of paved streets, of which 28 miles are MSA supported. The City employs software to help track maintenance and assign a pavement condition index rating to help guide the City's maintenance and replacement program.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 1,800,000	\$ 1,900,000	\$ 3,900,000	\$ 1,900,000	\$ 1,900,000	\$ 10,000,000
Other	-	-	-	-	-	-
Total Sources	\$ 1,800,000	\$ 1,900,000	\$ 3,900,000	\$ 1,900,000	\$ 1,900,000	\$ 10,000,000
Expenditures						
Capital replacement	\$ 1,800,000	\$ 1,900,000	\$ 3,900,000	\$ 1,900,000	\$ 1,900,000	\$ 10,000,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 1,800,000	\$ 1,900,000	\$ 3,900,000	\$ 1,900,000	\$ 1,900,000	\$ 10,000,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Pathway Maintenance**
 Year: 2010 - 2019
 Status: \$1,400,000 available (projected)

Division: Public Works
 Cost: \$1,870,000

Description:

The City pathway network is comprised of 72 miles of paved trails and sidewalks. The City also has 41 paved parking lots at various facilities and parks. The City employs a Pavement Management System to track maintenance and assign a pavement condition index rating which is used to determine which segments need maintenance and/or replacement.

Justification:

To maintain the City's pathways and parking lots at current service levels will require sustained reinvestment.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 165,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,000	\$ 995,000
Other	-	-	-	-	-	-
Total Sources	\$ 165,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,000	\$ 995,000
Expenditures						
Capital replacement	\$ 165,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,000	\$ 995,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 165,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,000	\$ 995,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** Not applicable. Operational costs are shown above as capital costs.

Item: **Pathway Construction**
Year: 2010- 2019
Status: Unfunded

Division: Public Works
Cost: \$1,800,000

Description:

The City pathway network is comprised of 72 miles of paved trails and sidewalks, however several new sections have been identified to complete interconnects.

Justification:

To improve the City's pathways and parking lots, new investments will be needed.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,050,000
Other	-	-	-	-	-	-
Total Sources	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,050,000
Expenditures						
Capital replacement	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,050,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,050,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
Other	-	-	-	-	-	-
Total Sources	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
Expenditures						
Other	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500
Total Expenditures	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500

Item: **Water Vehicle Replacements**
 Year: 2010 - 2019
 Status: \$227,500 available (projected)

Division: Water
 Cost: \$227,500

Description:

The Water Department has 12 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 55,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 142,500
Other	-	-	-	-	-	-
Total Sources	\$ 55,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 142,500
Expenditures						
Capital replacement	\$ 55,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 142,500
Other	-	-	-	-	-	-
Total Expenditures	\$ 55,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 142,500

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Water Main Replacement**
 Year: 2010 - 2019
 Status: \$7,600,000 available (projected)

Division: Public Works
 Cost: \$7,600,000

Description:

The City water system has over 100 miles of cast iron watermain that is nearing an age of 50 years old. A systematic replacement of lining over the next 30 years is needed to maintain this infrastructure.

Justification:

See above

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 300,000	\$ 500,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 4,800,000
Other	-	-	-	-	-	-
Total Sources	\$ 300,000	\$ 500,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 4,800,000
Expenditures						
Capital replacement	\$ 300,000	\$ 500,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 4,800,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 300,000	\$ 500,000	\$ 600,000	\$ 600,000	\$ 800,000	\$ 4,800,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Water Storage Tank**
Year: 2011
Status: \$500,000 available (projected)

Division: Public Works
Cost: \$500,000

Description:

The City's water storage tank was rehabilitated in 1995. Recent inspections indicate a need to repaint the structure to preserve the underlying metal and increase longevity. Repainting will also improve the tower's aesthetics.

Justification:

See above

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Expenditures						
Capital replacement	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant in operational costs.

Item: **Water Meter Replacement**
 Year: 2010 - 2019
 Status: \$655,000 available (projected)

Division: Public Works
 Cost: \$655,000

Description:

The American Water Works Association standards suggest that water meters have a useful life of 20 years. The City's Water Meter Replacement Program follows this schedule.

Justification:

See above

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 60,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 345,000
Other	-	-	-	-	-	-
Total Sources	\$ 60,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 345,000
Expenditures						
Capital replacement	\$ 60,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 345,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 60,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 345,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Sewer Vehicle Replacements**
 Year: 2010 - 2019
 Status: \$443,000 available (projected)

Division: Sewer
 Cost: \$443,000

Description:

The Sewer Department has 11 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 63,000	\$ 320,000
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 63,000	\$ 320,000
Expenditures						
Capital replacement	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 63,000	\$ 320,000
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 63,000	\$ 320,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Sanitary Sewer Main Replacement**

Division: Public Works

Year: 2010 - 2019

Cost: \$8,800,000

Status: \$8,800,000 available (projected)

Description:

The City's sanitary sewer system has over 100 miles of clay tile sewer main that is nearing the age of 50 years. To maintain current service levels, the City will need to systematically replacement or line these mains over the next 30 years. Service and maintenance records are used to assist in determining which segments to replace first.

Justification:

See above

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Other	-	-	-	-	-	-
Total Sources	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Expenditures						
Capital replacement	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 400,000	\$ 600,000	\$ 800,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Lift Station Repairs & Replacement**

Division: Public Works

Year: 2010 - 2019

Cost: \$450,000

Status: \$450,000 available (projected)

Description:

The City's sanitary sewer operation requires dependable lift station pumps, control systems, and monitoring equipment for emergency response for citizen health and safety; and the prevention of property damage due to sewer backups. Replacement of operational equipment at the end of its useful life is critical to providing uninterrupted flow of wastewater from homes and businesses to regional wastewater treatment facilities.

Justification:

See above

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 100,000	\$ 100,000	\$ 250,000	\$ 25,000	\$ 32,000	\$ 168,000
Other	-	-	-	-	-	-
Total Sources	\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 32,000	\$ 168,000
Expenditures						
Capital replacement	\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 32,000	\$ 168,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 32,000	\$ 168,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Inflow & Infiltration**
 Year: 2010 - 2012
 Status: \$450,000 available (projected)

Division: Public Works
 Cost: \$450,000

Description:

Due to the age and design of the City's sanitary sewer system, infiltration of some of the City's stormwater runoff drains into the sanitary sewer system which subsequently receives unnecessary wastewater treatment at a cost to the City. Taking measures to reduce this unnecessary cost is not only required by the Metropolitan Council, but will save the City future related costs.

Justification:

See above

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
Expenditures						
Capital replacement	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Expenditures	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Stormwater Vehicle Replacements**

Division: Storm

Year: 2010 - 2019

Cost: \$459,000

Status: \$459,000 available (projected)

Description:

The Stormwater Department has 5 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 60,000	\$ -	\$ 159,000	\$ -	\$ -	\$ 240,000
Other	-	-	-	-	-	-
Total Sources	\$ 60,000	\$ -	\$ 159,000	\$ -	\$ -	\$ 240,000
Expenditures						
Capital replacement	\$ 60,000	\$ -	\$ 159,000	\$ -	\$ -	\$ 240,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 60,000	\$ -	\$ 159,000	\$ -	\$ -	\$ 240,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Stormwater Pond Improvements**

Division: Storm

Year: 2010 - 2019

Cost: \$2,650,000

Status: \$2,650,000 available (projected)

Description:

The City's Stormwater system requires regular maintenance of stormwater ponds that are used to capture and filter runoff.

Justification:

See above.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 300,000	\$ 250,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 1,400,000
Other	-	-	-	-	-	-
Total Sources	\$ 300,000	\$ 250,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 1,400,000
Expenditures						
Capital replacement	\$ 300,000	\$ 250,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 1,400,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 300,000	\$ 250,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 1,400,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Stormwater Sewer Mains**
 Year: 2010 - 2019
 Status: \$2,650,000 available (projected)

Division: Storm
 Cost: \$2,650,000

Description:

The City's Stormwater system requires regular maintenance and replacement of stormwater mains that are used to capture and divert runoff.

Justification:

See above.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,450,000
Other	-	-	-	-	-	-
Total Sources	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,450,000
Expenditures						
Capital replacement	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,450,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,450,000

Operations and Maintenance Costs

	2009	2010	2011	2012	2013	2014-2018
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Leaf Site Improvements**
 Year: 2010
 Status: \$100,000 available (projected)

Division: Storm
 Cost: \$100,000

Description:

The City's Leaf Site is in need of improvements to improve service levels to residents and to prevent runoff into adjacent areas.

Justification:

See above.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Capital replacement	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Expenditures	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Utility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Park Maintenance Vehicles**
 Year: 2010 – 2019
 Status: \$300,000 available (projected)

Division: Park Maintenance
 Cost: \$725,000

Description:

The Park Maintenance Division has 17 vehicles and rolling stock in its fleet. All of which are generally replaced on a 10-year replacement schedule.

Justification:

To maintain the City's current service levels, the City will need to adhere to an established vehicle replacement schedule which identifies the optimal time for replacement.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ 145,000	\$ 140,000	\$ 35,000	\$ 105,000	\$ 35,000	\$ 265,000
Other	-	-	-	-	-	-
Total Sources	\$ 145,000	\$ 140,000	\$ 35,000	\$ 105,000	\$ 35,000	\$ 265,000
Expenditures						
Capital replacement	\$ 145,000	\$ 140,000	\$ 35,000	\$ 105,000	\$ 35,000	\$ 265,000
Other	-	-	-	-	-	-
Total Expenditures	\$ 145,000	\$ 140,000	\$ 35,000	\$ 105,000	\$ 35,000	\$ 265,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Skating Center**
 Year: 2010 - 2019
 Status: Unfunded

Division: Skating Center
 Cost: \$5,884,500

Description:

The Skating Center will require on-going investment in equipment and facilities to maintain its usefulness and value. Major scheduled improvements include; parking lots, outdoor lighting, mechanical systems, roofs, and OVAL concrete flooring and refrigeration system components.

Justification:

These facilities are currently used for Parks & Recreation programming. It is also used by the Roseville School District and other athletic associations.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$50,000	\$ 88,000	\$ 157,000	\$ 215,000	\$246,000	\$ 5,128,500
Other	-	-	-	-	-	-
Total Sources	\$ 50,000	\$ 88,000	\$ 157,000	\$ 215,000	\$ 246,000	\$ 5,128,500
Expenditures						
Capital replacement	\$ 50,000	\$ 88,000	\$ 157,000	\$ 215,000	\$ 246,000	\$ 5,128,500
Other	-	-	-	-	-	-
Total Expenditures	\$ 50,000	\$ 88,000	\$ 157,000	\$ 215,000	\$ 246,000	\$ 5,128,500

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

** No operational costs are shown. There is no significant change in operational costs.

Item: **Golf Course Facilities**
 Year: 2019
 Status: \$300,000 available (projected)

Division: Golf Course
 Cost: \$1,000,000

Description:

The Golf Course clubhouse and maintenance facility are scheduled to be renovated or replaced in 2018.

Justification:

A functioning clubhouse and maintenance facility is necessary to maintain a golf course operation.

Capital Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Expenditures						
Capital replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Other	-	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Operations and Maintenance Costs

	2010	2011	2012	2013	2014	2015-2019
Funding Sources						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-	-
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

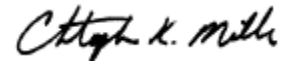
** No operational costs are shown. There is no significant change in operational costs.

REQUEST FOR COUNCIL ACTION

Date: 8/10/09
Item No.: 13.b

Department Approval

Acting City Manager Approval



Item Description: Discussion of Revised Professional Services Policy

1 **BACKGROUND**

2 The City Council has discussed possible revisions to the Professional Services Policy.
3 Councilmember Pust presented suggested changes at the June 8, 2009 meeting. Councilmember
4 Roe had previously provided revisions for consideration. Attached for Council discussion is a
5 draft of the City Manager recommended policy reflecting Councilmembers' suggested revisions.

6 **STAFF RECOMMENDATION**

7 Discuss revisions to the Professional Services Policy.

8 **REQUESTED COUNCIL ACTION**

9 Discuss revisions to the Professional Services Policy.

Prepared by: William J. Malinen

Attachments: A: City Manager recommended revised Professional Services Policy
B: Minutes of June 8, 2009 Council Meeting regarding Professional Services Policy
C: Councilmember Pust Professional Services Policy revisions
D: Councilmember Roe Professional Services Policy revisions

Professional Services Policy

Background

The City of Roseville retains outside firms or individuals to provide professional services in many areas, including:

- ☐ Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
- ☐ Appraisal
- ☐ Planning and Landscape Design
- ☐ Audit
- ☐ Engineering, Architectural, and Environmental

The City enters into professional services contracts for specific projects or services, for a specific period of time.

Purpose

The City of Roseville has determined that it is good public policy to utilize a method of selecting and retaining professional services in order to:

- ☐ Ensure Citywide consistency in the process of selecting and retaining professional services.
- ☐ Ensure public confidence in the integrity of the professional services provided to the City.
- ☐ Ensure that the City obtains the best overall value for its investment when retaining professional services.
- ☐ Ensure a regular, consistent fiscal review of professional services.

Policy

Contracts for professional services shall be for terms of not more than three (3) years. Term based contracts shall not be renewed at their expiration, except as a result of a competitive selection process consistent with this policy, unless this requirement is waived by a vote of the City Council.

Multi-year contracts shall include a performance review to ensure that the purposes of the contract are being met. All contracts shall, by their terms, allow the City to terminate the contract prior to completion if the City determines that the contract does not continue to serve the City's purposes.

Selection of firms shall be through a competitive process, using the "best-value" procurement process whenever applicable and appropriate.

All professional services contracts shall be approved by the City Council.

The City Council should be represented in the interviews and evaluation of candidate forms for Civil Attorney services, including the determination of evaluation criteria.

1 Firms selected to provide professional services to the City of Roseville:
2

- 3 ☐ Will avoid any conflicts of interest and commit to the principles of the Professional
4 Code of Ethics for their profession and the City of Roseville Code of Ethics for
5 Public Officials.
- 6 ☐ Will conduct their business through designated Roseville City staff as approved by
7 the City Manager.
- 8 ☐ Will not represent any individual or corporation involved in litigation against the
9 City of Roseville.
- 10 ☐ Will comply with all applicable state and federal laws and local ordinances.
11
12

Excerpt - 6/30/09 Roseville City Council Minutes

Discuss Professional Services Policy

Councilmember Pust introduced proposed revisions to the City's Professional Services Policy and apologized that the information was not included in the initial agenda packets. Councilmember Pust detailed proposed revisions to allow further discussion among Councilmembers, as she would not be in attendance at the next two regular Council meetings.

Councilmember Pust reviewed the redlined "Attachment A" to the Request for Council Action dated June 8, 2009 and identified as Item 13.d on the revised June 8, 2009 agenda.

Discussion included preferred outlined numerical format; and rationale for proposed language revisions to remove confusion and provide maximum transparency.

Further policy discussion included whether allowing previous service providers to bid again based on recognizing that their expertise may be the best value for the City if their costs are comparable; and whether to allow them to bid again based on the market; need for mid-term review of any and all contracts and depending on their actual term; terms of contracts; Code of Ethics and avoidance of conflicts of interest; staff contacts at the discretion of the City Manager; and additional procedures.

Councilmember Pust advised that she had attempted to incorporate Councilmember Johnson's suggested revisions in their entirety without changing his original intent, while refining those suggestions; with Councilmember Johnson in agreement with the resulting outcome.

Acting Mayor Roe questioned whether other individual Councilmember comments were incorporated into the process.

Councilmember Pust advised that, to her knowledge, she had not received any additional comments from other Councilmembers. Councilmember Pust advised that she had thoroughly reviewed the League of Minnesota Cities (LMC) memo regarding professional services and reviewed referenced statutes and applications to municipalities.

Acting Mayor Roe advised that he had submitted comments through City Manager Malinen, but that they were consistent with those proposed by Councilmember Pust.

Councilmember Pust apologized that she was not in receipt of those suggestions from Acting Mayor Roe, and requested that the City Manager resubmit them to her for review.

Further discussion included language related to "best value contracting" versus "best overall value" and implications of both.

Councilmember Ihlan spoke in support of the proposed additions; noting that her main concern remained with removal of previous provisions that consulting firms not be

engaged for more than two consecutive three year terms; and basing her concern on actual experience in seeking bids for City Attorney and/or City Prosecutor services and a process discouraging open competition from firms not wanting to bid against established firms due to their desire to preserve their professional relationships.

Acting Mayor Roe noted that he had previously spoken in support of the six years and out provision, based on the concerns expressed by Councilmember Ihlan. However, he had heard the concerns expressed by others about that provision during the recent City Attorney and Prosecutor contract process, and now expressed support for a process without the six-and-out provision, as long as there was a market-place point of view and best value approach, and emphasized an open process.

Acting City Manager/Finance Director Miller suggested Councilmembers consider, under added language to the policy section, that subsequent or extended contracts with the same firm be allowed, since there was a potential for more cost-savings to the City through negotiating a bid extension rather than a full-blown new contract and related expenses to the provider in submitting a new proposal (i.e., CPA firms) and built into the proposal to the City's detriment and increased costs.

Further discussion included whether to include flexibility in the policy to allow deviation at the City Council level.

City Manager Bill Malinen

City Manager Malinen addressed whether to include a monetary threshold for staff to determine when to implement the policy and when administrative discretion was sufficient for day-to-day quotes by phone or in writing.

Councilmember Pust suggested that the intent of the proposed language was to allow the City Manager that discretion, rather than adherence to a set threshold, depending on economies and market conditions, and under applicable State Statute; with the City Manager using that discretion and providing frequent reporting to the City Council.

Acting Mayor Roe noted that there was some precedent in staff using their discretion (i.e., building maintenance and auditors); and suggested further consideration and review by Councilmembers to determine if the proposed language addressed the Council's intent.

Councilmember Pust noted that the current language did not provide for such specificity either and no problems had become apparent to-date.

Councilmember Johnson thanked Councilmember Pust for her review of the Policy and suggested language.

(Councilmember Pust)

Professional Services Policy

Background

The City of Roseville retains outside professional services in the many areas of including:

- ☐ Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
- ☐ Appraisal
- ☐ Planning and Landscape Design
- ☐ Audit
- ☐ Engineering, Architectural, and Environmental

The City enters into Agreements contracts for the above services ~~have been through contracts~~ either for specific projects or services, or for a given period of time. ~~For legal services, written agreements are completed annually.~~

Purpose

It is ~~desirable~~ good public policy to ~~amend the current~~ utilize a methods of selecting and retaining consulting services ~~to~~ that:

- ☐ Consolidates significant professional service policies into one uniform policy;
- ☐ Provides Citywide consistency in the procedure of selecting and retaining professional services;
- ☐ Ensures public confidence in process integrity by providing maximum transparency and avoiding long-term relationships that are insulated from the economic market forces of open competition; ~~by limiting the amount of time professional services are provided;~~
- ☐ ~~Ensure a fresh perspective and new approach to professional services.~~ Ensures that the City obtains the best overall value for its investment when retaining professional services; and
- ☐ Ensures a regular, consistent fiscal review of professional services.

Policy

It is the policy of the City to employ a ~~consistent~~ practice for selecting and retaining professional services that attains the purposes set forth herein. Contracts for professional services shall be for a period not to exceed three (3) years. All contracts, shall and include a mid-term review process designed to ensure that the purposes of the contract are being met. All contracts shall, by their terms, allow the City to terminate the contract prior to completion, upon payment of just compensation, if the City determines that the contract does not continue to serve the City's purposes. Subsequent contracts may be awarded to the same consulting firm if the firm is selected following an appropriate competitive or best value contracting process. ~~Consulting firms shall be engaged for a period of not more than two (2) consecutive three (3) year periods. After six (6) years, they shall not be allowed to renew consulting services for a period of three (3) years. If deemed in the City's best interests, the City Manager may continue professional services for longer than six (6) years. If the need arises, the City Manager may solicit proposals~~

~~and select firms for special projects or services. Contracts will be reviewed on a case by case basis.~~

Selection of all firms, and terms of all professional services contracts, shall be approved by the City Council.

Consulting firms selected to provide professional services to the City of Roseville:

- ☐ Shall avoid any conflicts of interest and commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials;
- ☐ May contact only designated Roseville City staff as approved by the City Manager:
- ☐ Will not represent any individual or corporation involved in litigation against the City of Roseville; and
- ☐ Will comply with all applicable state and federal law and local ordinances.

Procedure

1. The City Manager or designated staff will invite firms to submit proposals for providing professional services to the City of Roseville. The proposals shall include all information necessary to allow the City to select either the lowest responsible bidder or the best value contractor, not limited to the following:
 - ☐ Description of firm
 - ☐ Technical qualifications
 - ☐ Work experience
 - ☐ Prior city experience
 - ☐ References
 - ☐ Fee schedule for all personnel
2. The City Manager will appoint a Selection Committee that will interview firms, if necessary. The Committee will recommend to the City Council ~~that~~ the firms ~~are~~ to be selected. A proposed contract will be included with the recommendation.
3. The City Council will select the firms and approve the contracts at a regular Council meeting.

Implementation

~~All service areas will be on the same time cycle effective in 2000. This can best accommodate overlap and service areas, and provide additional consistency.~~

Professional Services Policy - ROE DRAFT (*with notes*) 4/1/09

Background

The City of Roseville retains outside firms to provide professional services in the areas of: (*added language for clarity*)

- ☐ Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
- ☐ Appraisal
- ☐ Planning and Landscape Design
- ☐ Audit
- ☐ Engineering, Architectural, and Environmental

Agreements for the above services ~~have been~~ are through contracts, either for specific projects or services, or for a given specific period of time. (*modified language for clarity*) ~~For legal services, written agreements are completed annually. (this should be covered under the Policies section)~~

Purpose

~~It is~~ The City of Roseville has determined that it is desirable ~~to amend the current methods of selecting and retaining consulting services~~ to: (*modified language for clarity*)

- ~~☐ Consolidate significant professional service policies into one uniform policy (not relevant anymore in a modification to an already-consolidated policy)~~
- ☐ Provide Citywide consistency in the ~~procedure~~ process of selecting and retaining professional services (*modified language for clarity*)
- ☐ Ensure public confidence in ~~process~~ the integrity of the professional services provided to the City by limiting the amount of time professional services are provided (*adjusted the meaning of this bullet, and eliminated "policy" type language from a "purpose" statement*)
- ☐ Ensure a fresh perspective and new approach to professional services
- ☐ Ensure a regular, consistent fiscal review of professional services

Policy Policies

~~It is the policy of the City to employ a consistent practice for selecting and retaining professional services. (removed redundant "purpose" type language)~~ Contracts for professional services shall be for terms of not more than three (3) years, ~~and~~ Time period based contracts shall not be renewed at their expiration, except as the result of a competitive selection process consistent with this policy, unless this requirement is waived by a vote of the City Council. (*clarified that all contracts are for 1 term, and that renewal is not automatic*)

Multi-year contracts shall include a annual performance reviews process, with reporting of results to the City Council, and shall include termination clauses. (*added language based on suggestions of the City Manager*) ~~Consulting firms shall be engaged for a period of not more than two (2) consecutive three (3) year periods. After six (6) years, they shall not be allowed to renew consulting services for a period of three (3) years. If~~

~~deemed in the City's best interests, the City Manager may continue professional services for longer than six (6) years. If the need arises, the City Manager may solicit proposals and select firms for special projects or services. Contracts will be reviewed on a case by case basis.~~ *(deleted 2-term limit language and "City Manager" exception that overwhelms the rule)*

Selection of all firms shall be through a competitive process, using the "best value" approach. *(added requirement for competitive, "best value" selection process)*

The City Council should be represented in the interviews and evaluation of candidate firms for Civil Attorney services, including the determination of evaluation criteria. *(added language including City Council members in civil attorney process)*

All professional services contracts shall be approved by the City Council. *(made this a distinct paragraph, related to the contracts, not the selection, being approved by the Council)*

Consulting firms under contract with the City of Roseville: *(added clarifying language)*

- ☐ Shall commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials
- ☐ ~~May contact only~~ Must conduct their business through designated Roseville City staff *(amended the language for clarity)*
- ☐ Will not represent any individual or corporation involved in litigation against the City of Roseville

~~Procedure~~ *(deleted this section as not being necessary with the inclusion of the "best value" policy above)*

~~1. The City Manager or designated staff will invite firms to submit proposals for providing professional services to the City of Roseville. The proposals shall include the following:~~

- ~~☐ Description of firm~~
- ~~☐ Technical qualifications~~
- ~~☐ Work experience~~
- ~~☐ Prior city experience~~
- ~~☐ References~~
- ~~☐ Fee schedule for all personnel~~

~~2. The City Manager will appoint a Selection Committee that will interview firms, if necessary. The Committee will recommend to the City Council that firms are to be selected. A proposed contract will be included with the recommendation.~~

~~3. The City Council will select the firms and approve the contracts at a regular Council meeting.~~ *(deleted as redundant of policy language above)*

- 1 Implementation *(deleted this section as not being relevant to a modification of an*
- 2 *already-implemented policy)*
- 3 ~~All service areas will be on the same time cycle effective in 2000. This can best~~
- 4 ~~accommodate overlap and service areas, and provide additional consistency.~~
- 5