



City Council Agenda

Monday, April 11, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|--|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for April: Willmus, McGehee, Pust, Johnson, Roe |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports and Announcements |
| | 5. Recognitions, Donations and Communications |
| 6:15 p.m. | a. Recognize and Accept a \$10,000 Donation from Hugh and Julie Thibodeau to fund the acquisition of a new K9 to replace retired Major |
| 6:20 p.m. | b. Recognize Outgoing Advisory Commissioners |
| 6:30 p.m. | c. Proclaim April 29 Roseville Arbor Day |
| 6:35 p.m. | 6. Approve Minutes
a. Approve Minutes of March 28, 2011 Meeting |
| 6:40 p.m. | 7. Approve Consent Agenda
a. Approve Payments
b. Approve General Purchases and Sale of Surplus items in excess of \$5000
c. Set a Public Hearing to Consider Amending City Code Chapter 302 to Allow for a Brewery and Off-Sale Retailing Liquor License
d. Adopt a Resolution Supporting a Two-Year Budget Process
e. Approve Contract with Allina for Medical Direction Services and Education
f. Approve a Joint Powers Agreement with Minnesota Commissioner of Public Safety, Forensic Science |

Laboratory, for a New Breath Test Instrument

- g. Adopt Resolution Awarding Bid for 2011 Pavement Management Project
- h. Award 2011 Street Maintenance Materials and Contractual Concrete and Paving bids

6:50 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

11. Public Hearings

12. Business Items (Action Items)

7:00 p.m. a. Consider Approving Request by Meritex Enterprises, Inc. for a Preliminary Plat of the Industrially-Zoned Property at 2285 Walnut Street

7:15 p.m. b. Consider Authorizing Police Department Restructuring

7:25 p.m. c. Consider Authorizing Creating the Housing Program Manager position for the Roseville Housing and Redevelopment Authority (RHRA)

13. Business Items – Presentations/Discussions

7:35 p.m. a. Twin Lakes Regulating Map Discussion

8:05 p.m. b. Discussion of 2012/13 Budgeting

9:05 p.m. **14. City Manager Future Agenda Review**

9:10 p.m. **15. Councilmember Initiated Items for Future Meetings**

9:20 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Apr 12	6:30 p.m.	Human Rights Commission
Monday	Apr 18	6:00 p.m.	City Council Meeting
Tuesday	Apr 19	6:00 p.m.	Housing & Redevelopment Authority
Monday	Apr 25	6:00 p.m.	City Council Meeting
Tuesday	Apr 26	6:30 p.m.	Public Works, Environment & Transportation Commission
Thursday	Apr 28	5:00 p.m.	Grass Lake Water Management Organization
Tuesday	May 3	6:30 p.m.	Parks & Recreation Commission
Wednesday	May 4	6:30 p.m.	Planning Commission
Monday	May 9	6:00 p.m.	City Council Meeting

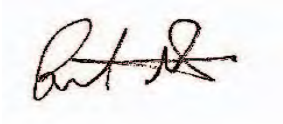
All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 04/11/2011

Item No.: 5.a

Department Approval



City Manager Approval



Item Description:

RECOGNIZING AND ACCEPTING A DONATION FROM HUGH AND JULIE THIBODEAU

1

2 **BACKGROUND**

3 Longtime friends of the police department, Hugh and Julie Thibodeau, have donated \$10,000 to the department to
4 fund the acquisition of a new K9 to replace retired K9 Major. The Thibodeau's are requesting that any funds not
5 needed to purchase a replacement K9 be placed in the police department's K9 fund for future use.

6

7 **OBJECTIVE**

8 Allow the police department to accept the \$10,000 donation from the Thibodeau's to be used by the police
9 department per the Thibodeau's request.

10 **FINANCIAL IMPACTS**

11 There is no cost to the city.

12 **STAFF RECOMMENDATION**

13 Allow the police department to accept the Thibodeau's \$10,000 donation and recognize the Thibodeau's formally
14 to show our appreciation for their generous support of the police department.

15

16 **REQUESTED COUNCIL ACTION**

17 Request Council approval to accept the Thibodeau's donation and recognize the Thibodeau's to show our
18 appreciation for their generous support of the City's police department.

19

20

21

Prepared by: Karen Rubey

Attachments:

REQUEST FOR COUNCIL ACTION

Date: April 11, 2011
Item No.: 5.b

Department Approval

Acting City Manager Approval



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

BACKGROUND

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

None

REQUESTED COUNCIL ACTION

Present certificates of appreciation to retiring commissioners.

Prepared by: William J. Malinen

REQUEST FOR COUNCIL ACTION

Date: 4/11/11
Item No.: 5.C

Department Approval



City Manager Approval



Item Description: Arbor Day Proclamation

BACKGROUND

As a part of our Tree City USA membership, each year the City of Roseville proclaims a specific day as Arbor Day in order to recognize the importance of trees and to promote their proper care and the planting of many additional appropriate tree species to replace the thousands that have been lost over the years.

POLICY OBJECTIVE

This is consistent with the policy adopted many years ago of annually proclaiming Arbor Day.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Staff recommends that April 29th, 2011 be named Roseville Arbor Day.

REQUESTED COUNCIL ACTION

Motion adopting the proclamation

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A. Arbor Day Proclamation

PROCLAMATION

ARBOR DAY

April 29, 2011

WHEREAS, Roseville's trees have been a significant element of our Community because of their beauty and importance to our environment; and

WHEREAS, Trees are an increasingly vital resource for Roseville, enriching our lives by purifying air and water, helping to conserve soil and energy, in serving as recreational settings and wildlife habitat of all kinds; and

WHEREAS, Activities such as construction damage and pollution as well as drought and disease have damaged and destroyed many trees and are therefore in need of replacement, and

WHEREAS, The City of Roseville needs to positively impact our world environment by helping to attack the problem of global warming by locally planting trees and insuring that these trees are nurtured and protected; and

WHEREAS, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual renewal.

WHEREAS, Our citizens need to be encouraged to care for our trees and plant as many other trees as possible;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Roseville does hereby proclaim April 29th, 2011 as Arbor Day in the City of Roseville.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Roseville to be affixed this 29th day of April, 2011.

Daniel J. Roe, Mayor

(SEAL)

Date: 4/11/11

Item: 6.a

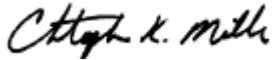
Approve Minutes of
March 28, 2011 Meeting

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 4/11/2011
Item No.: 7 . a

Department Approval



City Manager Approval



Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$331,634.45
61900-62128	500,841.97
Total	\$832,476.42

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: mary.jenson
Printed: 4/5/2011 - 9:55 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/23/2011	General Fund	209001 - Use Tax Payable	Cascade Healthcare-ACH	Sales/Use Tax	-9.71
0	03/23/2011	General Fund	Operating Supplies	Cascade Healthcare-ACH	Antiseptic Cream	150.90
0	03/23/2011	General Fund	Operating Supplies	Fastenal-ACH	Disinfectant Cleaner	124.54
0	03/23/2011	Storm Drainage	Operating Supplies	General Industrial Supply-ACH	Scraper	20.84
0	03/23/2011	P & R Contract Maintenance	Operating Supplies	MN Horticulture-ACH	Supplies	55.00
0	03/23/2011	Recreation Fund	Operating Supplies	Next Day Gourmet- ACH	Kettle Cleaner	13.92
0	03/23/2011	Recreation Fund	Operating Supplies	Mills Fleet Farm-ACH	Senior Club Supplies	85.66
0	03/23/2011	Recreation Fund	Operating Supplies	Menards-ACH	Caulk	35.67
0	03/23/2011	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Clamp Pliers	63.81
0	03/23/2011	Recreation Fund	Operating Supplies	Weissman's Design-ACH	Dance Supplies	75.00
0	03/23/2011	Community Development	Training	Office Depot- ACH	Office Supplies	75.82
0	03/23/2011	Recreation Fund	Operating Supplies	Target- ACH	Gymnastics Supplies	21.34
0	03/23/2011	Community Development	Operating Supplies	U of M CCE Online-ACH	Building Officials Class	200.00
0	03/23/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	32.99
0	03/23/2011	Recreation Fund	Operating Supplies	Menards-ACH	Credit	-38.54
0	03/23/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	9.63
0	03/23/2011	General Fund	Operating Supplies	Nelsons Cheese & Deli-ACH	Lunch During Handbook Review	37.02
0	03/23/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies-Credit	-8.59
0	03/23/2011	General Fund	Employee Recognition	EngravingAwardsgifts.com-ACH	Recognition Supplies	13.89
0	03/23/2011	General Fund	209001 - Use Tax Payable	EngravingAwardsgifts.com-ACH	Sales/Use Tax	-0.89
0	03/23/2011	General Fund	Training	Super America-ACH	Training Supplies	10.00
0	03/23/2011	Storm Drainage	Training	Century College -ACH	Business Writing Class	52.50
0	03/23/2011	Sanitary Sewer	Training	Century College -ACH	Business Writing Class	52.50
0	03/23/2011	General Fund	Operating Supplies	Uline-ACH	CD Sleeves	97.42
0	03/23/2011	General Fund	Operating Supplies	Crucial.Com-ACH	Minitower System	42.83
0	03/23/2011	Police Forfeiture Fund	Professional Services	Monoprice.Com-ACH	HDMI Cable	73.77
0	03/23/2011	Police Forfeiture Fund	Use Tax Payable	Monoprice.Com-ACH	Sales/Use Tax	-4.75
0	03/23/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	198.71
0	03/23/2011	P & R Contract Maintenance	Operating Supplies	Poolside-ACH	Pool Supplies	10.90
0	03/23/2011	General Fund	Operating Supplies	Buy.com- ACH	Polaroid Media	213.64
0	03/23/2011	General Fund	209001 - Use Tax Payable	Buy.com- ACH	Sales/Use Tax	-13.74
0	03/23/2011	Boulevard Landscaping	Operating Supplies	General Industrial Supply-ACH	Nitrile Gloves, Snow Pusher	22.35
0	03/23/2011	General Fund	Operating Supplies	General Industrial Supply-ACH	Nitrile Gloves, Snow Pusher	23.63
0	03/23/2011	Storm Drainage	Operating Supplies	General Industrial Supply-ACH	Nitrile Gloves, Snow Pusher	23.63

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/23/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	280.56
0	03/23/2011	General Fund	Operating Supplies	Survey Monkey.com-ACH	Subscription Renewal	19.95
0	03/23/2011	Housing & Redevelopment Agency	Printing	Captain Notepad-ACH	Custom Magna Pad	838.97
0	03/23/2011	Housing & Redevelopment Agency	Use Tax Payable	Captain Notepad-ACH	Custom Magna Pad	-53.97
0	03/23/2011	Information Technology	Use Tax Payable	Newegg.Com-ACH	Sales/Use Tax	-27.50
0	03/23/2011	Information Technology	Operating Supplies	Newegg.Com-ACH	Replacement Hard Drives	427.48
0	03/23/2011	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Liquid Wrench	11.01
0	03/23/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Glass Cleaner	5.33
0	03/23/2011	General Fund	Vehicle Supplies	Target- ACH	Vehicle Supplies	41.75
0	03/23/2011	Solid Waste Recycle	Memberships	Product Institute-ACH	Membership Dues	50.00
0	03/23/2011	License Center	Office Supplies	Staples-ACH	Office Supplies	46.04
0	03/23/2011	General Fund	Operating Supplies	Uline-ACH	Labels	37.92
0	03/23/2011	Police Forfeiture Fund	Professional Services	SOTA-ACH	Special Operations Training	260.00
0	03/23/2011	Solid Waste Recycle	Conferences	Recycling Assoc-ACH	Forum Attendance-Pratt	25.00
0	03/23/2011	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-ACH	Supplies	8.56
0	03/23/2011	Recreation Fund	Operating Supplies	Davis Lock & Safe-ACH	Keys	37.49
0	03/23/2011	Contracted Engineering Svcs	Training	U of M CCE Online-ACH	Stormwater Treatment Workshop-Gig	517.25
0	03/23/2011	Recreation Fund	Operating Supplies	Leo's Dancewear-ACH	Ice Show Costumes	1,004.72
0	03/23/2011	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	28.17
0	03/23/2011	General Fund	Training	NCPTC-ACH	Child Protection Training	125.00
0	03/23/2011	P & R Contract Maintenance	Miscellaneous	Everbrite-ACH	No Receipt	242.09
0	03/23/2011	License Center	Computer Equipment	ECR Software-ACH	Activator Replacement	60.58
0	03/23/2011	License Center	Use Tax Payable	ECR Software-ACH	Sales/Use Tax	-3.90
0	03/23/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	16.04
0	03/23/2011	General Fund	Operating Supplies	Amazon.com- ACH	Microwave	138.93
0	03/23/2011	General Fund	209001 - Use Tax Payable	Amazon.com- ACH	Sales/Use Tax	-8.94
0	03/23/2011	Information Technology	Operating Supplies	SHI-ACH	Software	2,391.91
0	03/23/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	53.78
0	03/23/2011	Water Fund	Memberships & Subscriptions	American Water Works-ACH	Membership Renewal	1,704.00
0	03/23/2011	Boulevard Landscaping	Operating Supplies	Best Buy- ACH	Camera	30.25
0	03/23/2011	Pathway Maintenance Fund	Operating Supplies	Best Buy- ACH	Camera	30.25
0	03/23/2011	Storm Drainage	Operating Supplies	Best Buy- ACH	Camera	30.28
0	03/23/2011	General Fund	Operating Supplies	Best Buy- ACH	Camera	30.25
0	03/23/2011	General Fund	Motor Fuel	M & H-ACH	Fuel	75.00
0	03/23/2011	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Dowels	14.91
0	03/23/2011	Telecommunications	Operating Supplies	Best Buy- ACH	USB Hub	32.12
0	03/23/2011	Police Forfeiture Fund	Professional Services	Holiday Inn-ACH	Hotel Room-Duluth	156.46
0	03/23/2011	General Fund	Training	U of M- ACH	City Engineers Annual Conference	275.00
0	03/23/2011	Info Tech/Contract Cities	Lake Elmo Computer Equipment	General Nanosystems-ACH	Video Splitters	226.27
0	03/23/2011	General Fund	Employee Recognition	Crown Awards-ACH	Recognition Dinner Supplies	182.11
0	03/23/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Adapters, Couplings	34.58
0	03/23/2011	Water Fund	Operating Supplies	North Hgts Hardware Hank-ACH	Meter Supplies	3.52
0	03/23/2011	License Center	Office Supplies	Office Depot- ACH	Office Supplies	39.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						11,199.99
0	03/24/2011	General Fund	Operating Supplies	MES, Inc.	Faceshields	328.60
0	03/24/2011	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank	Safekeeping Charges	34.50
0	03/24/2011	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium-Feb 2011	4,550.39
0	03/24/2011	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227	Payroll Deduction for 3/22 Payroll	4,979.03
0	03/24/2011	General Fund	210700 - Minnesota Benefit Ded	MN Benefit Association	Payroll Deduction for March	1,305.76
0	03/24/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	285.75
0	03/24/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	67.41
0	03/24/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	762.75
0	03/24/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	500.00
0	03/24/2011	General Fund	Transportation	William Malinen	Mileage Reimbursement	90.17
0	03/24/2011	General Fund	Professional Services	City of St. Paul	Wireless and RMS Service-March	2,773.05
0	03/24/2011	General Fund	Contract Maintenance	City of St. Paul	Radio Service-Feb 2011	113.91
0	03/24/2011	General Fund	Minor Equipment	Factory Motor Parts, Co.	Bead Seater	308.87
0	03/24/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Grease	78.01
0	03/24/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Air Filters, Wire Sets	64.30
0	03/24/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Battery	106.86
0	03/24/2011	Information Technology	Contract Maintenance	Electro Watchman, Inc.	Security Serviced	144.12
0	03/24/2011	General Fund	Operating Supplies	North Heights Hardware Hank	Trash Bags, Bleach	22.51
0	03/24/2011	General Fund	Vehicle Supplies	MacQueen Equipment	2011 Blanket PO for Vehicle Repairs	138.67
0	03/24/2011	General Fund	Contract Maintenance	AmSan Brissman-Kennedy, Inc.	Roll Dispenser	215.89
0	03/24/2011	General Fund Donations	K-9 Supplies	Ray Allen Mfg. Co., Inc.	Leads, Decoys, Muzzles	628.59
0	03/24/2011	General Fund Donations	Use Tax Payable	Ray Allen Mfg. Co., Inc.	Sales/Use Tax	-40.44
0	03/24/2011	Housing & Redevelopment Agency	Rental	Roseville Area Schools	Living Better Fair Building Rental	1,210.00
0	03/24/2011	General Fund	Vehicle Supplies	Midway Ford Co	Vehicle Reapair	347.50
0	03/24/2011	General Fund	Vehicle Supplies	Midway Ford Co	Alignment	79.95
0	03/24/2011	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Vehicle Washes	89.60
0	03/24/2011	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	11.20
0	03/24/2011	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	16.80
0	03/24/2011	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Vehicle Washes	134.40
0	03/24/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Thermostat, Sensor	34.99
0	03/24/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Air Filter	10.71
0	03/24/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Battery, Rotors	471.00
0	03/24/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Battery	53.43
0	03/24/2011	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn P.A.	Vehicle Forfeiture	1,312.50
0	03/24/2011	Golf Course	Utilities	Xcel Energy	Energy	474.69
0	03/24/2011	General Fund	Utilities - City Hall	Xcel Energy	Energy	6,646.22
0	03/24/2011	General Fund	Utilities - City Garage	Xcel Energy	Energy	6,528.91
0	03/24/2011	Recreation Fund	Utilities	Xcel Energy	Energy	852.99
0	03/24/2011	General Fund	Utilities	Xcel Energy	Energy	4,349.88
0	03/24/2011	P & R Contract Maintenance	Utilities	Xcel Energy	Energy	3,080.27
0	03/24/2011	Sanitary Sewer	Utilities	Xcel Energy	Energy	98.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/24/2011	Recreation Fund	Utilities	Xcel Energy	Energy	33,902.38
0	03/24/2011	Water Fund	Utilities	Xcel Energy	Energy	4,485.94
0	03/24/2011	General Fund	Utilities	Xcel Energy	Energy	13,137.49
0	03/24/2011	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	106.88
0	03/24/2011	General Fund	Contract Maintenance	Adam's Pest Control Inc	Quarterly Service	56.64
0	03/24/2011	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	106.88
0	03/24/2011	General Fund	Vehicle Supplies	MTI Distributing, Inc.	2011 Blanket PO for Vehicle Repairs	78.37
0	03/24/2011	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.	General Civil Matters	12,975.00
Check Total:						108,111.48
0	03/29/2011	Storm Drainage	Vehicles / Equipment	MacQueen Equipment	2011 Elgin Crosswind J Regenerative	182,060.00
Check Total:						182,060.00
0	03/30/2011	P & R Contract Maintenance	Temporary Employees	Sprint-ACH	Cell Phones	26.90
0	03/30/2011	Sanitary Sewer	Telephone	Sprint-ACH	Cell Phones	80.70
0	03/30/2011	General Fund	Operating Supplies	Sprint-ACH	Cell Phones	80.70
0	03/30/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	80.70
0	03/30/2011	Recreation Fund	Operating Supplies	Liberts-ACH	Ice Show Costumes	37.93
0	03/30/2011	Recreation Fund	Operating Supplies	Curtain Call-ACH	Ice Show Costumes	15.65
0	03/30/2011	Recreation Fund	Operating Supplies	Frattallones-ACH	Fasteners	28.63
0	03/30/2011	Recreation Fund	Operating Supplies	C & H-ACH	Utility Cart	254.69
0	03/30/2011	General Fund	Operating Supplies	Amazon.com- ACH	Law Enforcement Guide Books	127.93
0	03/30/2011	General Fund	209001 - Use Tax Payable	Amazon.com- ACH	Sales/Use Tax	-8.23
0	03/30/2011	Recreation Fund	Operating Supplies	Fed Ex Kinko's-ACH	Volunteer Appreciation Suppliles	18.73
0	03/30/2011	Recreation Fund	Operating Supplies	Contractor Lighting-ACH	Ballasts, Lamps	534.36
0	03/30/2011	Recreation Fund	Use Tax Payable	Contractor Lighting-ACH	Sales/Use Tax	-34.37
0	03/30/2011	Telecommunications	Operating Supplies	USPS-ACH	Shipping Charges	8.95
0	03/30/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Hose, Coupling, Elbow	68.12
0	03/30/2011	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-ACH	Credit	-8.56
0	03/30/2011	Recreation Fund	Professional Services	Pioneer Press-ACH	Summer Arts Theater Camp Ad	49.00
0	03/30/2011	General Fund	Training	Atom Training-ACH	Training-Scheider, Ganley	200.00
0	03/30/2011	Recreation Fund	Professional Services	Fun Jumps, Inc-ACH	July 4th Rock Climbing Wall	599.90
0	03/30/2011	General Fund Donations	K-9 Supplies	Eddie's Wheels for Pets-ACH	K9 Wheelchair	447.81
0	03/30/2011	General Fund Donations	Use Tax Payable	Eddie's Wheels for Pets-ACH	Sales/Use Tax	-28.81
0	03/30/2011	P & R Contract Maintenance	Miscellaneous	Certified Laboratories-ACH	No Receipt	80.02
0	03/30/2011	Recreation Fund	Professional Services	Pioneer Press-ACH	Summer Spectacular Ad	49.00
0	03/30/2011	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	20.29
0	03/30/2011	General Fund	Contract Maint. - City Hall	Nitti Sanitation-ACH	Garbage Service	153.00
0	03/30/2011	General Fund	Contract Maintienace	Nitti Sanitation-ACH	Garbage Service	88.40
0	03/30/2011	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Garbage Service	275.40
0	03/30/2011	General Fund	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	54.40
0	03/30/2011	Golf Course	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	108.80
0	03/30/2011	Recreation Fund	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	224.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/30/2011	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	516.80
0	03/30/2011	General Fund	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	20.00
0	03/30/2011	Golf Course	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	41.65
0	03/30/2011	Golf Course	Contract Maintenance	Nitti Sanitation-ACH	Garbage Service	18.87
0	03/30/2011	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Garbage Service	40.00
0	03/30/2011	P & R Contract Maintenance	Miscellaneous	Certified Laboratories-ACH	No Receipt	157.77
0	03/30/2011	Water Fund	Water Meters	Suburban Ace Hardware-ACH	Water Meter Supplies	31.04
0	03/30/2011	Recreation Fund	Professional Services	Pioneer Press-ACH	Summer Sports Camps Ad	49.00
0	03/30/2011	General Fund	Operating Supplies	Nelsons Cheese & Deli-ACH	Food for Dept. Planning Meeting	138.84
0	03/30/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	313.17
0	03/30/2011	General Fund	Training	NWTC Web Registration-ACH	Taser Refresher School-Rosand	175.00
0	03/30/2011	General Fund	Training	Interstate Parking-ACH	Parking While Attending Training	12.00
0	03/30/2011	Water Fund	Water Meters	Grainger-ACH	Water Meter Supplies	118.51
0	03/30/2011	Recreation Fund	Operating Supplies	Mills Fleet Farm-ACH	Trailer Dolly	53.55
0	03/30/2011	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Screws	1.91
0	03/30/2011	Recreation Fund	Operating Supplies	Weissman's Design-ACH	Dance Costumes	69.97
0	03/30/2011	Telecommunications	Operating Supplies	Office Depot- ACH	Office Supplies	32.11
0	03/30/2011	General Fund	Operating Supplies	Target- ACH	Sony VHS	21.41
0	03/30/2011	Recreation Fund	Operating Supplies	Rainbow Foods-ACH	Candlelight Snowshoe Supplies	21.00
0	03/30/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	96.66
0	03/30/2011	General Fund	Employee Recognition	Target- ACH	Supplies for Firefighter Recognition I	60.23
0	03/30/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	40.46
0	03/30/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	162.38
0	03/30/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	214.21
0	03/30/2011	Recreation Fund	Telephone	Sprint-ACH	Cell Phones	121.60
0	03/30/2011	P & R Contract Maintenance	Telephone	Sprint-ACH	Cell Phones	40.67
0	03/30/2011	Golf Course	Telephone	Sprint-ACH	Cell Phones	40.46
0	03/30/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	51.87
0	03/30/2011	General Fund	Operating Supplies	Uline-ACH	Envelopes	49.12
0	03/30/2011	General Fund	Training	MN Fire Svc Cert Board-ACH	Training Certifications	75.00
0	03/30/2011	Information Technology	Operating Supplies	Monoprice.Com-ACH	Video Cable Extension	59.59
0	03/30/2011	Information Technology	Use Tax Payable	Monoprice.Com-ACH	Sales/Use Tax	-3.83
0	03/30/2011	Recreation Fund	Memberships & Subscriptions	MAVA-ACH	MN Volunteer Admin Membership	50.00
0	03/30/2011	General Fund	Training	Barnes & Noble-ACH	Training Books	85.89
0	03/30/2011	Water Fund	Operating Supplies	Mills Fleet Farm-ACH	File, Draw Shave	53.32
0	03/30/2011	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Locknut, Rubber Sanding Block	20.11
0	03/30/2011	Boulevard Landscaping	Operating Supplies	North Hgts Hardware Hank-ACH	Adapters, Spark Plugs	100.82
0	03/30/2011	Community Development	Operating Supplies	Office Depot- ACH	Office Supplies	10.69
0	03/30/2011	Information Technology	Contract Maintenance	Local Link, Inc.-ACH	DNS Hosting-Feb 2011	107.50
0	03/30/2011	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-ACH	Adapters	10.25
0	03/30/2011	P & R Contract Maintenance	Vehicle Supplies	North Hgts Hardware Hank-ACH	Anchors/Nails	9.43
0	03/30/2011	Telecommunications	Furniture and Fixtures	National Camera Exchange-ACH	Nikon Camera	128.54
0	03/30/2011	Boulevard Landscaping	Operating Supplies	Gopher Plumbing-ACH	Bushing	6.19
0	03/30/2011	General Fund	Operating Supplies	Menards-ACH	Adapters, Valves	30.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/30/2011	P & R Contract Maintenance	Miscellaneous	North Hgts Hardware Hank-ACH	No Receipt	6.63
0	03/30/2011	Contracted Engineering Svcs	Training	MN Nursery & Lands-ACH	Raingardens Seminar	60.00
0	03/30/2011	Recreation Fund	Office Supplies	Cub Foods- ACH	Tape Dispenser	4.93
0	03/30/2011	Golf Course	Operating Supplies	Suburban Ace Hardware-ACH	Roof Rake	51.93
0	03/30/2011	P & R Contract Maintenance	Miscellaneous	North Hgts Hardware Hank-ACH	No Receipt	30.39
0	03/30/2011	General Fund	Operating Supplies	Chipotle- ACH	Food for Accident Crew	31.19
0	03/30/2011	Water Fund	Water Meters	McMaster-Carr-ACH	Water Meter Supplies	203.97
0	03/30/2011	General Fund	Training	Big Louies-ACH	Range Instructor Meals	43.45
0	03/30/2011	General Fund	Operating Supplies	McDonalds-ACH	Dinner for Levendoski Care @ HCM	9.32
0	03/30/2011	Community Development	Conferences	APA-ACH	National Planning Conference-Trudge	645.00
0	03/30/2011	General Fund	Memberships & Subscriptions	MN GFOA-ACH	MNGFOA Membership-Miller	60.00
0	03/30/2011	General Fund	Training	Arbys-ACH	Range Instructor Meals	24.73
0	03/30/2011	General Fund	Training	McDonalds-ACH	Range Instructor Meal	13.98
0	03/30/2011	General Fund	Operating Supplies	McDonalds-ACH	Mary's Breakfast	6.37
0	03/30/2011	P & R Contract Maintenance	Miscellaneous	Menards-ACH	No Receipt	132.34
0	03/30/2011	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Tools	58.99
Check Total:						8,472.15
0	03/31/2011	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Switch	399.45
0	03/31/2011	General Fund	Vehicle Supplies	Force America, Inc.	Harness	62.05
0	03/31/2011	Recreation Fund	Operating Supplies	Deborah Cash	Open House Supplies Reimbursement	58.07
0	03/31/2011	Recreation Fund	Printing	Roseville Area Schools	Winter Brochure	664.07
0	03/31/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	554.08
0	03/31/2011	License Center	Transportation	Jill Theisen	Mileage Reimbursement	239.70
0	03/31/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	210.32
0	03/31/2011	General Fund	Operating Supplies	Doug Johnson	Mileage Reimbursement	8.00
0	03/31/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	55.00
0	03/31/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	32.00
0	03/31/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	1,010.00
0	03/31/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	03/31/2011	Recreation Fund	Operating Supplies	Sysco Mn	Supplies	98.02
0	03/31/2011	Golf Course	Operating Supplies	Sysco Mn	Supplies	204.00
0	03/31/2011	Golf Course	Merchandise For Sale	Sysco Mn	Supplies	548.24
0	03/31/2011	General Fund	Vehicle Supplies	Midway Ford Co	Joint	45.01
0	03/31/2011	General Fund	Contract Maint. - City Hall	Collins Electrical Construction Co.		1,962.12
0	03/31/2011	General Fund	Contract Maintenance Vehicles	Minnesota Spring & Suspension, LLC	2011 Blanket PO for Vehicle Repairs	373.78
0	03/31/2011	Recreation Fund	Operating Supplies	Napa Auto Parts	Fuel Filter	2.65
0	03/31/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Air Filter Wrap	2.39
0	03/31/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Power Conv.	37.03
0	03/31/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Power Conv.	33.09
0	03/31/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Muffler	53.29
0	03/31/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Stoplight Bulb	21.18
0	03/31/2011	P & R Contract Maintenance	Vehicle Supplies	Cushman Motor Co Inc	Signal Light	181.92

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/31/2011	Information Technology	Operating Supplies	Crescent Electric Supply Co	Patch Cables	250.22
0	03/31/2011	Recreation Fund	Operating Supplies	Catco Parts & Service Inc	Gasket	14.43
0	03/31/2011	Golf Course	Vehicle Supplies	Catco Parts & Service Inc	Hose End, Hydraulic Valve	206.13
0	03/31/2011	Recreation Fund	Operating Supplies	Lubrication Technologies Inc	Lubriplate Grease	71.37
0	03/31/2011	P & R Contract Maintenance	Professional Services	Prowire, Inc.	Annual Security Monitoring	474.53
0	03/31/2011	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	280.12
0	03/31/2011	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,100.00
0	03/31/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	U-Joint	11.45
0	03/31/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Antifreeze	57.01
0	03/31/2011	Recreation Fund	Memberships & Subscriptions	DMX Music, Inc.	Skating Center Music-March 2011	146.63
0	03/31/2011	General Fund	Utilities	Xcel Energy	Traffic Signal	3,597.43
0	03/31/2011	Storm Drainage	Utilities	Xcel Energy	Storm Water	16.10
0	03/31/2011	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Auto Eject	178.30
0	03/31/2011	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-11.47
0	03/31/2011	Golf Course	Contract Maintenance	Prowire, Inc.	Wireless Keyboard	360.00
0	03/31/2011	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	73.64
0	03/31/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamp, Gloves	44.36
0	03/31/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamp	19.49
0	03/31/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamp	25.95
0	03/31/2011	Recreation Fund	Operating Supplies	Grainger Inc	Radial Ball Bearing	61.56
0	03/31/2011	General Fund	Vehicle Supplies	Grainger Inc	Car Wax Detailer	13.62
0	03/31/2011	General Fund	Vehicle Supplies	Grainger Inc	Interior Automotive Cleaner	21.87
0	03/31/2011	General Fund	Vehicle Supplies	Grainger Inc	Chrome and Metal Polish	95.89
0	03/31/2011	Recreation Fund	Operating Supplies	Eagle Clan, Inc	Toilet Tissue, White Roll Towels	374.97
0	03/31/2011	Recreation Fund	Operating Supplies	Fastenal Company Inc.	Conduit, Seals	65.98
0	03/31/2011	Water Fund	Clothing	North Image Apparel, Inc.	Uniforms	729.17
0	03/31/2011	Sanitary Sewer	Clothing	North Image Apparel, Inc.	Uniforms	556.16
0	03/31/2011	General Fund	Clothing	North Image Apparel, Inc.	Uniforms	1,608.67
0	03/31/2011	Storm Drainage	Clothing	North Image Apparel, Inc.	Uniforms	778.91
0	03/31/2011	Recreation Fund	Clothing	North Image Apparel, Inc.	Uniforms	943.17
0	03/31/2011	P & R Contract Maintenance	Clothing	North Image Apparel, Inc.	Uniforms	2,071.67
0	03/31/2011	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	8.89
0	03/31/2011	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	39.19
0	03/31/2011	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	60.22
0	03/31/2011	Sanitary Sewer	Office Supplies	Innovative Office Solutions	Office Supplies	60.23
0	03/31/2011	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	60.23
0	03/31/2011	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	277.07
Check Total:						21,790.93
61990	03/22/2011	Community Development	Training	10,000 Lakes Chapter	Building Officials Seminar-Trooin	210.00
Check Total:						210.00
61991	03/24/2011	Community Development	Training	10,000 Lakes Chapter	Building Officials Seminar-Munson, I	420.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
61992	03/24/2011	Information Technology	Contract Maintenance	Access Communications Inc	Check Total: Steamed Pipe Harambee School	420.00 761.03
61993	03/24/2011	Water Fund	Accounts Payable	CHRIS ANDREWS	Check Total: Refund Check	761.03 240.07
61994	03/24/2011	General Fund	Clothing	Aspen Mills Inc.	Check Total: Boots	240.07 129.50
61994	03/24/2011	General Fund	Clothing	Aspen Mills Inc.	Shirts	86.90
61994	03/24/2011	General Fund	Clothing	Aspen Mills Inc.	Patches	12.00
61994	03/24/2011	General Fund	Clothing	Aspen Mills Inc.	Gear Bags	276.81
61994	03/24/2011	General Fund	Clothing	Aspen Mills Inc.	Shirts	98.50
61995	03/24/2011	Public Works Vehicle Revolving	Public Works Vehicles	Astleford International Trucks	Check Total: 2011 International 7400 26,000 lbs G'	603.71 35,252.07
61996	03/24/2011	Water Fund	Accounts Payable	BALD EAGLE BUILDERS	Check Total: Refund Check	35,252.07 150.00
61997	03/24/2011	General Fund	Operating Supplies City Garage	Bertelson Total Office Solutions	Check Total: Towels, Soap	150.00 332.80
61998	03/24/2011	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	Check Total: Window Cleaning-License Center	332.80 29.00
61999	03/24/2011	General Fund	211402 - Flex Spending Health		Check Total: Flexible Benefit Reimbursement	29.00 83.28
61999	03/24/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	325.64
62000	03/24/2011	Information Technology	Telephone	City of North St. Paul	Check Total: Data Center Interconnects	408.92 600.00
62000	03/24/2011	Information Technology	Telephone	City of North St. Paul	511 Billing Interconnects	1,900.00
62001	03/24/2011	Telecommunications	Professional Services	Cobalt Community Research, LLC	Check Total: Citizen Satisfaction Project	2,500.00 4,800.00
62002	03/24/2011	General Fund	Contract Maintenance	Comcast Cable	Check Total: Cable TV	4,800.00 9.00
Check Total:						9.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62003	03/24/2011	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.		210.24
					Check Total:	210.24
62004	03/24/2011	Grass Lake Water Mgmt. Org.	Operating Supplies	Karen Eckman	Certified Mail Cost Reimbursement	5.54
					Check Total:	5.54
62005	03/24/2011	Water Fund	Professional Services	Ecoenvelopes, LLC	Postage	285.92
62005	03/24/2011	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Postage	285.93
62005	03/24/2011	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Postage	285.93
					Check Total:	857.78
62006	03/24/2011	General Fund	Operating Supplies	EMP	First Aid Supplies	163.35
					Check Total:	163.35
62007	03/24/2011	Internal Service - Interest	Investment Income	Fed Ex	Shipping Charges	30.90
62007	03/24/2011	General Fund	Operating Supplies	Fed Ex	Shipping Charges	10.45
					Check Total:	41.35
62008	03/24/2011	Solid Waste Recycle	Operating Supplies	Fed Ex Kinko's	Shipping Charges	87.59
					Check Total:	87.59
62009	03/24/2011	General Fund	Operating Supplies	Floors By Becker, Inc.	VCT Tile	58.78
62009	03/24/2011	General Fund	209001 - Use Tax Payable	Floors By Becker, Inc.	Sales/Use Tax	-3.78
					Check Total:	55.00
62010	03/24/2011	Risk Management	Police Patrol Claims	HealthEast Vehicle Services	Replace Video/Monitor Cables	240.42
62010	03/24/2011	Risk Management	Police Patrol Claims	HealthEast Vehicle Services	Bumper Repair	148.71
					Check Total:	389.13
62011	03/24/2011	Water Fund	Accounts Payable	BRAD HEMPEL	Refund Check	15.58
					Check Total:	15.58
62012	03/24/2011	General Fund	Employee Recognition	Gina Hermann	Employee Recognition Dinner Suppli	16.04
					Check Total:	16.04
62013	03/24/2011	Recreation Fund	Printing	House of Print	Spring - Summer 2011 Brochure Print	6,202.74
					Check Total:	6,202.74
62014	03/24/2011	Police Forfeiture Fund	Professional Services	Hubb Systems, Inc.	Crown Vic Computer Installation	4,007.28
					Check Total:	4,007.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62015	03/24/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Payroll Deduction for 3/22 Payroll	538.83
Check Total:						538.83
62016	03/24/2011	Police Forfeiture Fund	Professional Services	K9 Tactical Operations	SKIDDS Training-Jorgenson, Gray, L	950.00
Check Total:						950.00
62017	03/24/2011	General Fund	Vehicle Supplies	Larson Companies	Oil Filters	156.54
Check Total:						156.54
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Scheider	20.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Mathwig, M	40.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Rosand	20.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Williams	20.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Dolan	20.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Arneson	20.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Levendoski	20.00
62018	03/24/2011	Risk Management	Training	League of MN Cities	Loss Control Workshop-Sean Johnsr	20.00
Check Total:						180.00
62019	03/24/2011	General Fund	Operating Supplies	LexisNexis Risk Data Mgmt, Inc.	Person Searches	56.55
Check Total:						56.55
62020	03/24/2011	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices	25.50
62020	03/24/2011	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices	14.88
Check Total:						40.38
62021	03/24/2011	General Fund	210600 - Union Dues Deduction	Local Union 49	Payroll Deduction for 3/22 Union due	913.50
Check Total:						913.50
62022	03/24/2011	Housing & Redevelopment Agency	Miscellaneous	MAGC	Award Program Application	270.00
Check Total:						270.00
62023	03/24/2011	General Fund	Professional Services	Martin McAllister, Inc.	Police Psychological Exam-Cox	400.00
Check Total:						400.00
62024	03/24/2011	Street Construction	Contractor Payments	Meritex Enterprises	Admin Settlement-Railroad Easement	10,000.00
Check Total:						10,000.00
62025	03/24/2011	Golf Course	Contract Maintenance	Carl Mielke	Reel Grinding	855.00
Check Total:						855.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62026	03/24/2011	General Fund	Recognition Program	Mikes Pro Shop	Plaques	240.47
					Check Total:	240.47
62027	03/24/2011	General Fund	Police Explorer Program	MLEEA Conference	Association Dues-2011	60.00
					Check Total:	60.00
62028	03/24/2011	General Fund	Professional Services	Multicare Associates	Pre-Placement Exam	389.00
					Check Total:	389.00
62029	03/24/2011	General Fund	Memberships & Subscriptions	Munici Pals	Membership/Seminar Fee-Ellsworth	25.00
62029	03/24/2011	General Fund	Training	Munici Pals	Membership/Seminar Fee-Ellsworth	60.00
					Check Total:	85.00
62030	03/24/2011	License Center	Memberships & Subscriptions	NADA Used Car Guide	Subscription Renewal	98.00
					Check Total:	98.00
62031	03/24/2011	General Fund	Training	New Brighton Dept. of Public Safety	Firearms Range Rental	1,800.00
					Check Total:	1,800.00
62032	03/24/2011	General Fund	Memberships & Subscriptions	NFPA	Membership Dues	150.00
					Check Total:	150.00
62033	03/24/2011	General Fund	211406 - Medical Ins Employer	NJPA	Health Insurance Premium-Feb	71,297.00
62033	03/24/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-Feb	19,581.04
62033	03/24/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-Feb	13,377.06
62033	03/24/2011	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Feb	1,686.84
62033	03/24/2011	General Fund	Employer Insurance	NJPA	Health Insurance Premium-March	843.42
62033	03/24/2011	General Fund	211406 - Medical Ins Employer	NJPA	Health Insurance Premium-March	71,297.00
62033	03/24/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-March	8,032.58
62033	03/24/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-March	14,157.60
					Check Total:	200,272.54
62034	03/24/2011	General Fund	Police Explorer Program	Northern Star Council	New Youth Registration	34.00
					Check Total:	34.00
62035	03/24/2011	Risk Management	Police Patrol Claims	PCS Safety System, Inc.	Camera System Removal From Dama	112.50
					Check Total:	112.50
62036	03/24/2011	General Fund	K-9 Supplies	Petco Animal Supplies, Inc.	Dog Food	37.41
62036	03/24/2011	General Fund	K-9 Supplies	Petco Animal Supplies, Inc.	K9 Supplies	247.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						285.27
62037	03/24/2011	Grass Lake Water Mgmt. Org.	Operating Supplies	Tom Petersen	Photo Copying Reimbursement	31.32
62037	03/24/2011	Grass Lake Water Mgmt. Org.	Professional Services	Tom Petersen	GLWMO Services	1,822.50
62037	03/24/2011	Grass Lake Water Mgmt. Org.	Operating Supplies	Tom Petersen	Photo Copying Reimbursement	76.49
Check Total:						1,930.31
62038	03/24/2011	Equipment Replacement Fund	Rental - Office Machines	Pitney Bowes	Lease Payment	1,158.00
Check Total:						1,158.00
62039	03/24/2011	Water Fund	Accounts Payable	GABRIEL POWERS	Refund Check	3.45
Check Total:						3.45
62040	03/24/2011	General Fund	211401- HSA Employee	Premier Bank	HSA	1,928.07
62040	03/24/2011	General Fund	211402 - Flex Spending Health	Premier Bank	HSA	3,747.69
Check Total:						5,675.76
62041	03/24/2011	Telephone	St. Anthony Telephone	Qwest	Telephone	90.88
62041	03/24/2011	Telephone	St. Anthony Telephone	Qwest	Telephone	56.13
62041	03/24/2011	Telephone	St. Anthony Telephone	Qwest	Telephone	199.48
62041	03/24/2011	Telephone	Telephone	Qwest	Telephone	380.79
62041	03/24/2011	Telephone	Telephone	Qwest	Telephone	39.07
62041	03/24/2011	Telephone	Telephone	Qwest	Telephone	101.72
Check Total:						868.07
62042	03/24/2011	P & R Contract Maintenance	Operating Supplies	Ramsey County	Swimming Pool License	546.00
Check Total:						546.00
62043	03/24/2011	General Fund	Memberships & Subscriptions	Ramsey Cty Fire Chiefs Assoc.	2011 Membership Dues	60.00
Check Total:						60.00
62044	03/24/2011	General Fund	Professional Services	Regents of the University of MN	Healthcare-Tasco, Velo, Major	769.02
Check Total:						769.02
62045	03/24/2011	General Fund	Operating Supplies	Lorne Rosand	Expense Reimbursement	27.00
Check Total:						27.00
62046	03/24/2011	General Fund	Operating Supplies	Roseville Area High School	Business Cards-D. Kim	53.44
62046	03/24/2011	General Fund	209001 - Use Tax Payable	Roseville Area High School	Sales/Use Tax	-3.44
Check Total:						50.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62047	03/24/2011	General Fund	Employer Pension	Roseville Firefighter's Relief	Supplemental Retirement From State	1,000.00
					Check Total:	1,000.00
62048	03/24/2011	General Fund	Contract Maintenance	Roto-Rooter Services Company	Sewer Pipe Inspection	497.35
					Check Total:	497.35
62049	03/24/2011	General Fund	Operating Supplies	Sam's Club	Supplies	63.13
					Check Total:	63.13
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	45.50
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	22.75
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	68.25
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	377.71
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	478.85
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	206.34
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	213.50
62051	03/24/2011	Storm Drainage	Telephone	Sprint	Cell Phones	242.18
62051	03/24/2011	General Fund	Telephone	Sprint	Cell Phones	50.15
62051	03/24/2011	Sanitary Sewer	Telephone	Sprint	Cell Phones	182.10
62051	03/24/2011	Recreation Fund	Telephone	Sprint	Cell Phones	204.73
62051	03/24/2011	Recreation Fund	Telephone	Sprint	Cell Phones	59.56
62051	03/24/2011	P & R Contract Maintenance	Telephone	Sprint	Cell Phones	182.43
62051	03/24/2011	Golf Course	Telephone	Sprint	Cell Phones	36.32
62051	03/24/2011	Community Development	Telephone	Sprint	Cell Phones	141.09
					Check Total:	2,511.46
62052	03/24/2011	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	75.33
62052	03/24/2011	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	365.92
					Check Total:	441.25
62053	03/24/2011	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD	Case #: 09-06243-0	68.90
					Check Total:	68.90
62054	03/24/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	339.25
62054	03/24/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
62054	03/24/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	GLWMO Meeting Minutes	166.75
62054	03/24/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
					Check Total:	514.88
62055	03/24/2011	Community Development	Plan Check Fees	Ronald Strauss	Plan Review Refund	140.34
					Check Total:	140.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62056	03/24/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	819.51
					Check Total:	819.51
62057	03/24/2011	General Fund	Operating Supplies	Twin Cities Transport & Recove	Towing Service	106.88
					Check Total:	106.88
62058	03/24/2011	General Fund	Clothing	Uniforms Unlimited, Inc.	Pants, Hats, Jackets	1,310.48
62058	03/24/2011	General Fund	Clothing	Uniforms Unlimited, Inc.	Handcuffs, Holders	1,778.82
62058	03/24/2011	General Fund	Clothing	Uniforms Unlimited, Inc.	Badges, Shields	135.20
62058	03/24/2011	General Fund	Clothing	Uniforms Unlimited, Inc.	Pants, Shirts	579.13
62058	03/24/2011	General Fund	Clothing	Uniforms Unlimited, Inc.	Pants, Shirts	164.60
					Check Total:	3,968.23
62059	03/24/2011	General Fund	Training	USPCA Region 12	Detector Dog Certification	60.00
					Check Total:	60.00
62060	03/24/2011	General Fund	Vehicle Supplies	Vermeer Sales and Service, Corp.	Hydraulic Motor	540.18
					Check Total:	540.18
62061	03/24/2011	General Fund	Memberships & Subscriptions	West Payment Center	Annual/Monthly Charges	197.52
					Check Total:	197.52
62062	03/24/2011	Housing & Redevelopment Agency	Professional Services	Jodi Wilson	Green Plan Book Consulting	2,302.50
					Check Total:	2,302.50
62063	03/24/2011	Street Construction	Hamline @ Commerce	Xcel Energy	Commerce & Hamline Signal Power	774.26
					Check Total:	774.26
62064	03/29/2011	Sanitary Sewer	Training	TCALMC	Customer Service Training-Hill, Nort	150.00
					Check Total:	150.00
62065	03/31/2011	Recreation Fund	Operating Supplies	A & B Auto Electric, Inc.	Zamboni Starter	90.84
					Check Total:	90.84
62066	03/31/2011	Recreation Fund	Professional Services	AARP	AARP Driving Instructor	226.00
					Check Total:	226.00
62067	03/31/2011	General Fund	Vehicle Supplies	Astleford International Trucks	Fuel Filters, Kits	422.54
					Check Total:	422.54
62068	03/31/2011	Recreation Fund	Contract Maintenance	Boiler Services, Inc.	Damper Motor Repair	250.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						250.29
62069	03/31/2011	Golf Course	Merchandise For Sale	Callaway Golf Company	Golf Supplies for Sale	79.58
Check Total:						79.58
62070	03/31/2011	Information Technology	Operating Supplies	CDW Government, Inc.	Software Licenses	614.53
62070	03/31/2011	Information Technology	Contract Maintenance	CDW Government, Inc.	Contract Maintenance	116.58
62070	03/31/2011	Information Technology	Operating Supplies	CDW Government, Inc.	Software Licenses	1,997.49
62070	03/31/2011	Information Technology	Contract Maintenance	CDW Government, Inc.	Contract Maintenance	291.45
62070	03/31/2011	Information Technology	Contract Maintenance	CDW Government, Inc.	Cisco SmartNet Maintenance Agreem	4,723.12
62070	03/31/2011	Information Technology	Contract Maintenance	CDW Government, Inc.	Cisco SmartNet Maintenance Agreem	5,685.80
62070	03/31/2011	Information Technology	Contract Maintenance	CDW Government, Inc.	Contract Maintenance	120.00
62070	03/31/2011	Information Technology	Contract Maintenance	CDW Government, Inc.	Contract Maintenance	324.40
62070	03/31/2011	Information Technology	Operating Supplies	CDW Government, Inc.	hitachi Desktop	489.27
Check Total:						14,362.64
62071	03/31/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
62071	03/31/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
Check Total:						34.65
62072	03/31/2011	Recreation Improvements	Auto Cad Upgrades	DLT Solutions, Inc.	AutoCad Subscription Renewal-2011	427.52
Check Total:						427.52
62073	03/31/2011	Recreation Fund	Transportation	Joseph Dykema	Mileage Reimbursement	10.71
Check Total:						10.71
62074	03/31/2011	Recreation Fund	Professional Services	Sharon Eaton	Preschool Programs	183.75
Check Total:						183.75
62075	03/31/2011	Sanitary Sewer	Postage	Ecoenvelopes, LLC	Utility Billing Section 3-March 2011	396.67
62075	03/31/2011	Water Fund	Postage	Ecoenvelopes, LLC	Utility Billing Section 3-March 2011	396.66
62075	03/31/2011	Storm Drainage	Postage	Ecoenvelopes, LLC	Utility Billing Section 3-March 2011	396.67
62075	03/31/2011	Water Fund	Professional Services	Ecoenvelopes, LLC	Utility Billing-Feb 2011	274.69
62075	03/31/2011	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Utility Billing-Feb 2011	274.69
62075	03/31/2011	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Utility Billing-Feb 2011	274.69
Check Total:						2,014.07
62076	03/31/2011	Grass Lake Water Mgmt. Org.	Capital Outlay	Diane Egli	Raingarden Cost Share	524.97
Check Total:						524.97
62077	03/31/2011	Recreation Fund	Overpayment of Program Fees	Bonita Forga	Overpayment	665.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62078	03/31/2011	General Fund	Employee Recognition	Joe Friedrichs	Check Total:	665.00
					Recognition Banquet Supplies Reimb	85.01
62079	03/31/2011	P & R Contract Maintenance	Vehicle Supplies	Frontier Ag & Turf	Check Total:	85.01
					Quick-Conn, O-Ring	218.67
62080	03/31/2011	General Fund	Memberships & Subscriptions	GFOA	Check Total:	218.67
					Membership Dues-Miller, Davitt	250.00
62081	03/31/2011	Recreation Fund	Professional Services	Bill Hammond	Check Total:	250.00
					Volunteer Dinner Performance	150.00
62082	03/31/2011	Water Fund	Accounts Payable	ROLF HANSON	Check Total:	150.00
					Refund Check	33.09
62083	03/31/2011	General Fund	Contract Maintenance Vehicles	Harmon Auto Glass-Roseville	Check Total:	33.09
					Green Tinted Laminated Glass	770.08
62084	03/31/2011	Recreation Fund	Contract Maintenance	Harty Mechanical, Inc.	Check Total:	770.08
					Heat Pump Repair	585.00
62085	03/31/2011	Community Development	Operating Supplies	Hewlett-Packard Company	Check Total:	585.00
					Laser Jet Printer	239.40
62086	03/31/2011	Singles Program	Operating Supplies	Jean Hoffman	Check Total:	239.40
62086	03/31/2011	Singles Program	Operating Supplies	Jean Hoffman	Single Supplies Reimbursement	60.99
					Single Supplies Reimbursement	14.98
62087	03/31/2011	Recreation Fund	Operating Supplies	Bob Holtz	Check Total:	75.97
					Bird Feeders/Seed Reimbursement	105.04
62088	03/31/2011	Recreation Fund	Fee Program Revenue	Mark Huonder	Check Total:	105.04
					Softball Refund	325.00
62089	03/31/2011	Recreation Fund	Operating Supplies	Ice Skating Institute	Check Total:	325.00
62089	03/31/2011	Recreation Fund	Sales Tax Payable	Ice Skating Institute	Badges	5.81
					Sales/Use Tax	-0.37
					Check Total:	5.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62090	03/31/2011	Telephone	Telephone	Integra Telecom	Telephone	309.00
62090	03/31/2011	Telephone	Telephone	Integra Telecom	Telephone	974.52
Check Total:						1,283.52
62091	03/31/2011	General Fund	Professional Services	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	4,090.68
62091	03/31/2011	Recreation Fund	Contract Maintenance	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	798.23
62091	03/31/2011	General Fund	Professional Services	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	399.11
62091	03/31/2011	Recreation Fund	Contract Maintenance	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	598.87
62091	03/31/2011	License Center	Professional Services	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	498.89
Check Total:						6,385.78
62092	03/31/2011	Recreation Fund	Professional Services	It's Time Publications, LLC	Sports Camps	95.00
62092	03/31/2011	Recreation Fund	Professional Services	It's Time Publications, LLC	Summer Spec.	95.00
62092	03/31/2011	Recreation Fund	Professional Services	It's Time Publications, LLC	Theatre Camp	95.00
Check Total:						285.00
62093	03/31/2011	Water Fund	Accounts Payable	JAMES J. & DOLLY M. KAWCZYNSKI	Refund Check	83.66
Check Total:						83.66
62094	03/31/2011	Recreation Fund	Fee Program Revenue	Ursela Krawczyk	Fit Class Refund	14.00
62094	03/31/2011	Recreation Fund	Collected Insurance Fee	Ursela Krawczyk	Fit Class Refund	2.00
Check Total:						16.00
62095	03/31/2011	General Fund	Vehicle Supplies	Larson Companies	Oil Filters	11.16
Check Total:						11.16
62096	03/31/2011	Risk Management	Insurance	League of MN Cities Ins Trust	Quarterly Payment	74,463.00
62096	03/31/2011	Risk Management	Insurance	League of MN Cities Ins Trust	Annual Payment	563.00
Check Total:						75,026.00
62097	03/31/2011	General Fund	Vehicle Supplies	McDonald Battery Co Inc.	2011 Blanket PO for Vehicle Repairs	215.89
Check Total:						215.89
62098	03/31/2011	Recreation Fund	Operating Supplies	Mikes Pro Shop	Cribbage Trophies	28.86
Check Total:						28.86
62099	03/31/2011	Storm Drainage	Rosewood Neighborhood Drainage	Minnesota Dirt Works, Inc.	Drainage Improvements	36,880.92
Check Total:						36,880.92
62100	03/31/2011	Golf Course	Operating Supplies	Minnesota Golf Association, Inc.	Membership Dues	90.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62101	03/31/2011	Recreation Fund	Professional Services	Minnesota Premier Publications	Check Total:	90.00
					Listing	224.00
62102	03/31/2011	Golf Course	Memberships & Subscriptions	Mn Dept of Labor & Industry	Check Total:	224.00
					Power Technician License Renewal-M	35.00
62103	03/31/2011	Sanitary Sewer	Training	MN Pollution Control Agency	Check Total:	35.00
					License Fee-Immerman, Hill	90.00
62104	03/31/2011	Recreation Fund	Operating Supplies	Motion Industries Inc	Check Total:	90.00
					Oil Seal	13.57
62105	03/31/2011	Building Improvements	Skating Center MN Bonding Proj	Muzak	Check Total:	13.57
					Purchase and Installation of Sound Sy	17,897.92
					Purchase and Installation of Sound Sy	14,386.47
					Purchase and Installation of Sound Sy	2,102.46
					Purchase and Installation of Sound Sy	3,310.00
62106	03/31/2011	Golf Course	Contract Maintenance	Nardini Fire Equipment Co, Inc	Check Total:	37,696.85
					Restaurant Maintenance Inspection	123.07
62107	03/31/2011	Recreation Fund	Operating Supplies	Bob Nielsen	Check Total:	123.07
					Van Loading/Unloading	40.00
62108	03/31/2011	Housing & Redevelopment Agency	Postage	Postmaster- Cashier Window #5	Check Total:	40.00
					NEP Postage Acct # 2437	1,043.84
62109	03/31/2011	Telephone	St. Anthony Telephone	Qwest	Check Total:	1,043.84
					Telephone	137.38
62110	03/31/2011	Telephone	Telephone	Qwest Communications	Check Total:	137.38
					Telephone	130.48
62111	03/31/2011	Golf Course	Vehicle Supplies	R & R Products Inc.	Check Total:	130.48
					Seat-High Back With Switch	213.29
					Sales/Use Tax	-13.72
					Bearings, Hinges	228.77
					Sales/Use Tax	-14.72
					Bushing	23.89
					Sales/Use Tax	-1.54

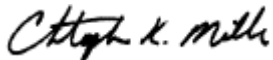
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62112	03/31/2011	General Fund	211402 - Flex Spending Health		Check Total:	435.97
					Flexible Benefit Reimbursement	800.00
62113	03/31/2011	Storm Drainage	Vehicles / Equipment	RSC Equipment Rental	Check Total:	800.00
					New Stone 65CM 6 cu ft Concrete M	2,343.22
62113	03/31/2011	Storm Drainage	Vehicles / Equipment	RSC Equipment Rental	Concrete Mixer	161.09
62114	03/31/2011	Golf Course	Operating Supplies	Sam's Club	Check Total:	2,504.31
					Operational Merchandise for Golf Cc	400.00
62114	03/31/2011	Golf Course	Merchandise For Sale	Sam's Club	Operational Merchandise for Golf Cc	600.00
62115	03/31/2011	Recreation Fund	Professional Services	Melissa Schuler	Check Total:	1,000.00
					Assistant Dance Instructor	25.50
62116	03/31/2011	Water Fund	Accounts Payable	GORDON SNOW	Check Total:	25.50
					Refund Check	10.92
62116	03/31/2011	Sanitary Sewer	Accounts Payable	GORDON SNOW	Refund Check	9.58
62117	03/31/2011	Recreation Fund	Operating Supplies	Speedpro	Check Total:	20.50
					Dasher Board	224.44
62117	03/31/2011	Recreation Fund	Advertising	Speedpro	Backlit Photos	288.56
62118	03/31/2011	General Fund	Contractual Maintenance	Springbrook Software, Inc.	Check Total:	513.00
					Custom Enhancement	450.00
62119	03/31/2011	Risk Management	Professional Services	Stericycle, Inc.	Check Total:	450.00
					Steri-Safe	1,546.32
62120	03/31/2011	General Fund	Professional Services	Sheila Stowell	Check Total:	1,546.32
					City Council Meeting Minutes	270.25
62120	03/31/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
62121	03/31/2011	General Fund	Training	The Tactical EMS School	Check Total:	274.69
					TEMS Course for SWAT Medics	3,000.00
62122	03/31/2011	Recreation Fund	Professional Services	Dario Tiongson, Jr.	Check Total:	3,000.00
					Cardio Boxing Class	90.00
62123	03/31/2011	General Fund	K-9 Supplies	University of Minnesota	Check Total:	90.00
					Community Donated Funds-Therapy	3,112.19

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62124	03/31/2011	Recreation Fund	Contract Maintenance	US Environmental Resources	Check Total:	3,112.19
					Consulting Service	350.00
62125	03/31/2011	Information Technology	Contract Maintenance	US Internet	Check Total:	350.00
					Domain Names	440.00
62126	03/31/2011	Recreation Fund	Professional Services	Kristina Van Deusen	Check Total:	440.00
					Assistant Dance Instructor	63.00
62127	03/31/2011	General Fund	Contract Maintenance	Verizon Wireless	Check Total:	63.00
					Cell Phones	340.35
62128	03/31/2011	Storm Drainage	Rosewood Neighborhood Drainage	Winthrop & Weinstine P. A.	Check Total:	340.35
					Temp Const Easement-Legal Fees for	3,000.00
						Check Total:
						3,000.00
						Report Total:
						832,476.42

REQUEST FOR COUNCIL ACTION

Date: 4/11/2011
Item No.: 7.b

Department Approval



City Manager Approval



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	Description	Amount
Info Tech.	Software House Int'l	Microsoft licenses renewal	\$ 25,326.51
Recreation	Americana Fireworks	4 th of July fireworks display	11,340.00
Utilities	Gopher State One Call	Blanket P.O. for utility locate requests	4,500.00
Streets	McCaren Designs Inc.	Boulevard maintenance on Co. Road C	6,725.73
Streets	Highway Technologies Inc	2011 centerline painting	8,337.85
Streets	Upper Cut Tree Service	Blanket P.O. for Tree removal	25,000.00
Sewer	Ess Brothers	Blanket P.O. for sanitary sewer manholes	30,000.00
Storm utility	Ess Brothers	Blanket P.O. for storm sewer manholes	30,000.00

The Microsoft license renewals are necessary to comply with computer operating software licensing requirements.

The cost of the Fireworks will be offset by projected donations of \$5,340.

The contract for tree removal will be used for street and boulevard trees that are hazardous or diseased.

The manhole replacements are necessary to reduce inflow and infiltration into the sewer system.

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

23 **POLICY OBJECTIVE**

24 Required under City Code 103.05.

25 **FINANCIAL IMPACTS**

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

27 **STAFF RECOMMENDATION**

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

30 **REQUESTED COUNCIL ACTION**

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

33

34

Prepared by: Chris Miller, Finance Director

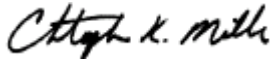
Attachments: A: None

35

REQUEST FOR COUNCIL ACTION

Date: 04/11/11
Item No.: 7 . C

Department Approval



City Manager Approval



Item Description: Set a Public Hearing to Consider Amending City Code Chapter 302 to Allow for a Brewery and Off-Sale Retailing Liquor License

BACKGROUND

At the March 28, 2011 City Council meeting, the Council received a formal request from Pour Decisions Brewing Company, LLC; a prospective business which desires to set up a small production brewery that distributes products to retail locations. As proposed, the brewery would produce less than 3,500 barrels of malt liquor per year in accordance with State Statute 340A.301 (*See Attachment*) which establishes a separate regulatory category for smaller breweries. In an effort to build interest in their products they also seek the ability to sell their finished product in a retail setting.

The owners have been in contact with the City's Planning Staff to ensure that they will meet all zoning requirements. However, the presence of an off-sale retail component triggers the need for a local liquor license under City Code Chapter 302 (*See Attachment*).

City Code allows for five types of liquor licenses including; on-sale, on-sale wine, club, special Sunday, and off-sale. Currently there is not a specific category for breweries or brew pubs. As a result, the proposed brewery would fall under the off-sale liquor license category. City Code further limits the number of off-sale liquor licenses to a maximum of ten – all of which are currently in use. The applicant is seeking a means to obtain a liquor license either through the creation of a new category for his business type or by increasing the allowable off-sale licenses.

The City Council has considered requests to increase the allowable off-sale licenses in 2005 and 2008. In both cases the Council chose to leave the current self-imposed limit of 10 intact.

POLICY OBJECTIVE

Although there are some State-imposed restrictions with regard to off-sale locations, municipalities have discretion in how many liquor licenses it issues. While the City has historically limited the number of off-sale establishments, it does not place limits on other establishments that serve alcohol.

Unlike previous requests for additional licenses geared towards traditional-type liquor stores, this request is associated with a type of business that currently is not in Roseville. This may or may not be a consideration for the Council.

32 In a recent survey of 10 metro area cities that serve similar populations (25,000 – 45,000) and allow private
33 liquor stores, the following observations were made:

34

- 35 ❖ 7 Cities had no restrictions on the number of off-sale liquor licenses.
- 36 ❖ 1 City has no restrictions on the number of off-sale liquor licenses; however each location had to be
37 at least 1,000 feet from the next location.
- 38 ❖ 1 City restricted the number of off-sale liquor licenses to no more than 1 per 6,000 residents.
- 39 ❖ 1 City restricted the number of off-sale liquor licenses to no more than 1 per 7,000 residents.

40

41 Staff will also note that the Cities of Minneapolis, St. Paul, and Brooklyn Center recently amended their
42 City Code to provide a separate licensing category for small breweries like the one being proposed. City
43 Staff reviewed those cities' Code in drafting the attached ordinance.

44 **FINANCIAL IMPACTS**

45 Not applicable.

46 **STAFF RECOMMENDATION**

47 Based on previous Council direction, Staff recommends amending City Code Chapter 302 to allow for a
48 new Brewery and Off-Sale liquor license category.

49 **REQUESTED COUNCIL ACTION**

50 Motion to Set a Public Hearing for April 25, 2011, to consider amending City Code Chapter 302 to allow
51 for a Brewery and Off-Sale Retailing liquor license.

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Prepared by: Chris Miller, Finance Director
Attachments: A: Proposed Ordinance to be considered at the 4/25/11 Public Hearing
B: Materials from the 3/28/11 City Council Meeting

54

City of Roseville
ORDINANCE NO.

**AN ORDINANCE AMENDING
TITLE 3, SECTION 302,
Liquor Control**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Section 302 of the Roseville City Code is amended to read as follows:

302.02: LICENSE REQUIRED:

In addition to the other requirements of state law or this chapter, the following regulations are applicable to off-sale intoxicating liquor licenses:

B. Types of Licenses:

1. Intoxicating liquor licenses shall be of five kinds: On-sale, On-Sale Wine, Club, Special Sunday, Off-sale, and Off-sale Brewery.

- K. Off-sale Brewery Malt Liquor License: Off-sale brewery malt liquor licenses for the sale of intoxicating liquor shall permit the licensee to sell intoxicating liquor that has been produced and packaged on the licensed premises in accordance with MN Statutes 340A.301, subdivision 7(b).

302.13: OFF-SALE LICENSE REGULATIONS:

In addition to the other requirements of state law or this chapter, the following regulations are applicable to off-sale intoxicating liquor licenses:

A. Number of Off-sale Liquor Licenses:

1. The number of Off-sale Liquor Licenses which may be issued is 10.
2. The number of Off-sale Brewery Malt Liquor Licenses is not limited.

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

90 Passed by the City Council of the City of Roseville this 25th day of April, 2011.

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94 (SEAL)

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98 CITY OF ROSEVILLE

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100
101 BY: _____
102 Daniel J. Roe, Mayor

103 ATTEST:

104
105 _____
106 William J. Malinen, City Manager
107

Who: Pour Decisions Brewing Company, LLC
(contact person: BJ Haun, wjhaun@gmail.com, (612) 360-3543)

Location: 1744 Terrace Drive, Roseville, Minnesota 55113 (location is in the process of being leased)

Proposal: We request that the City Council of Roseville establishes a new license for off-sale of intoxicating liquor specifically for breweries, as permitted by Minnesota state law.

Details: According to Minnesota statute **340A.301**, ...a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year may, with the approval of the commissioner, be issued a license by a municipality for off-sale of malt liquor produced and packaged on the licensed premises. Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brewer is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. The malt liquor shall be packaged in 64-ounce containers commonly known as "growlers" or in 750 milliliter bottles. The containers or bottles shall bear a twist-type closure, cork, stopper, or plug. At the time of the sale, a paper or plastic adhesive band, strip, or sleeve shall be applied to the container or bottle and extend over the top of the twist-type closure, cork, stopper, or plug forming a seal that must be broken upon opening of the container or bottle. The adhesive band, strip, or sleeve shall bear the name and address of the brewer. The containers or bottles shall be identified as malt liquor, contain the name of the malt liquor, bear the name and address of the brewer selling the malt liquor, and shall be considered intoxicating liquor unless the alcoholic content is labeled as otherwise in accordance with the provisions of Minnesota Rules, part 7515.1100.).

We are requesting the City Council of Roseville to amend city code to create a special license specifically to allow a brewery to sell malt liquor produced and packaged on premises. This license will allow for the sale of 64 ounce growlers or 750 milliliter bottles, in accordance with the above state statute. Modifications to city code to allow growler sales have occurred in Saint Paul, Minneapolis and Brooklyn Center, specifically to allow new breweries to sell growlers of their beer.

B. Brewers and brew pub licenses

1. On-sale brew pub licenses

Minn. Stat. § 340A. 301, subd.
7

A city may issue a brewer or “brew pub” an on-sale intoxicating liquor or 3.2-percent malt liquor license if they meet the following criteria:

- Possess a liquor brewer/manufacturer license issued by the Commissioner of Public Safety.
- Operate a restaurant on the brewery premise.
- Manufacture fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises, for consumption on the premises or for off-sale from the premises
- Does **NOT** have an ownership interest, in whole or in part, in any other licensed intoxicating liquor or malt liquor manufacturer, brewer, importer or wholesaler, except for a similarly licensed restaurant-based brew pub. In addition, the licensee cannot be an officer, director, agent or employee of a licensed manufacturer, brewer, importer or wholesaler.

Retail sales under this license at on-sale or off-sale (discussed below) may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

2. Off-sale brew pub or brewers licenses

Minn. Stat. § 340A. 301, subd.
7.

With the consent of the Commissioner of Public Safety, a city may issue a brewer or “brew pub” an off-sale intoxicating liquor or 3.2-percent malt liquor license if they meet the following criteria:

- Possess an on-sale brew pub license as discussed above and meet the criteria; **OR**
- Manufacture fewer than 3,500 barrels of malt liquor in a year under a valid brewer/manufacturers license issued by the Commissioner of Public Safety.



Retail sales under this license at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

With a “brew pub” off-sale license, the brewer may only sell at off-sale malt liquor manufactured on the premises. Sales made under this license must meet certain specific packaging requirements detailed in state statute.

Off-sale sales of malt liquor must be limited to the legal hours for off-sale at exclusive liquor stores in the jurisdiction in which the brewer is located, and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores.

3. Temporary on-sale intoxicating liquor licenses for “brew pubs” or brewers

Minn. Stat. § 340A.404, subd. 10(c)

With the approval of the Commissioner of Public Safety, a city may issue to a brewer, who manufactures fewer than 3,500 barrels of malt liquor in a year, a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer.

The license may authorize sales for up to four consecutive days. It may also authorize sales on premises other than premises the licensee owns or permanently occupies. It may also provide that the licensee can contract for intoxicating liquor catering services with the holder of a full-year on-sale intoxicating liquor license issued by the city. This type of situation is not the same as a caterer’s permit, which is discussed in further detail in a later section of this memo.

The temporary licenses are subject to the terms imposed by the city, including fees. Such licenses are not valid until approved by the Commissioner of Public Safety.

A city may issue a limited number of temporary licenses in a single year. In no case can a city issue more than 12 days worth of temporary licenses to a single organization per year. In addition, a municipality with a population of 5,000 or greater may not issue more than one temporary license for the sale of alcoholic beverages to any one organization or registered political committee, or for any one location, within any 30-day period unless the licenses are issued in connection with an event officially designated a community festival by the municipality.

A brew pub or brewer who obtains a temporary on-sale intoxicating liquor license must carry liability insurance in the amounts dictated by statute to cover dram shop claims related to the Civil Liability Act.

4. Brew-on-premises stores

Minn. Stat. § 340A.33.
27 C.F.R §§ 25.205 - .206.

A brew-on-premises store is a commercial establishment in which individuals make malt liquor on the premises for personal and family use only, and not for resale, using ingredients or materials or both supplied by the establishment. No license is required to operate a brew-on-premises store if the establishment is operated in accordance with federal regulations.

Alcoholic beverages may not be sold or otherwise provided to customers of a brew on premises store, unless the owner of the brew on premises store holds the appropriate liquor license.

CHAPTER 302 LIQUOR CONTROL

SECTION:

- 302.01: Adoption of State Law
- 302.02: License Required
- 302.03: Application
- 302.04: License Fees
- 302.05: Ineligibility
- 302.06: Delinquent Taxes and Charges
- 302.07: Granting of License
- 302.08: Conditions of License
- 302.09: Hours of Sale
- 302.10: Evacuation of On-sale Establishments
- 302.11: Sale Outside of Structure on Licensed Premises
- 302.12: On-sale of Intoxicating Malt Liquor
- 302.13: Off-sale License Regulations
- 302.14: Prohibited Conduct
- 302.15: Civil Penalty

302.01: ADOPTION OF STATE LAW:

Except where inconsistent with this Chapter, the provisions of Minnesota Statutes, chapter 340A, relating to the definition of terms, licensing, consumption, sales, conditions of bonds and licenses, hours of sales and all other matters pertaining to the retail sale, distribution and consumption of non-intoxicating malt liquor, wine and intoxicating liquor are adopted and made a part of this Chapter as if set out in full. (Ord. 972, 5-13-85)

302.02: LICENSE REQUIRED:

- A. General Requirement: No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell or keep for sale in the City any non-intoxicating malt liquor or intoxicating liquor without a license to do so as provided in this Chapter.
- B. Types of Licenses:
 - 1. Intoxicating liquor licenses shall be of five kinds: On-sale, On-sale Wine, Club, Special Sunday and Off-sale.
 - 2. Non-intoxicating malt liquor licenses shall be of two kinds: On-sale and Off-sale.
- C. Expiration: All intoxicating liquor and non-intoxicating malt liquor licenses shall expire on December 31 of each year.

- D. On-sale Intoxicating Liquor Licenses: On-sale intoxicating liquor licenses shall be issued only to hotels and restaurants and shall permit On-sale of intoxicating liquor only, for consumption on the licensed premises only, in conjunction with the sale of food. For the purposes of this Chapter, the following definitions are adopted:

HOTEL: A hotel is any establishment having a resident proprietor or manager where, in consideration of payment, food and lodging are regularly furnished to transients, which maintains for the use of its guests not less than 50 guest rooms with bedding and other usual, suitable and necessary furnishings in each room, which is provided at the main entrance with a suitable lobby, desk and office for the registration of its guests, which employs an adequate staff to provide suitable and usual service and which maintains, under the same management and control as the rest of the establishment and has, as an integral part of the establishment, a dining room of at least one thousand 1,800 square feet.

Such dining room shall have appropriate facilities for seating not less than one 100 guests at one time. Where the guest seating capacity is between 100 and 174, at least 50% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals.

RESTAURANT: A restaurant is any establishment, other than a hotel, having appropriate facilities to serve meals, for seating not less than 100 guests at one time and where, in consideration of payment, meals are regularly served at tables to the general public and which employs an adequate staff for the usual and suitable service to its guests.

Where the seating capacity of the establishment is between 100 and 174, at least 50% of the gross sales of the establishment must be attributable to the service of meals.

Where the seating capacity is 175 or more, at least 25% of the gross sales of the establishment must be attributable to the service of meals.

- E. On-sale Wine Licenses: On-sale wine licenses shall be issued only to restaurants meeting the qualifications of Minnesota Statutes 340A.404, subdivision 5, and shall permit only the sale of wine not exceeding 14% alcohol by volume, for consumption on the licensed premises only, in conjunction with the sale of food. To qualify for a license under this subsection, a restaurant must have appropriate facilities for seating at least 25 guests at a time, regularly serve meals at tables to the public for a charge and employ an adequate staff. (Ord. 972, 5-13-85)
- F. Club License: Club licenses for the sale of intoxicating beverages to be consumed on the licensed premises may be issued to any clubs meeting the requirements of Minnesota Statute 340A.404, subdivision 1. (1995 Code)
- G. Special License for Sunday Sales: A special license authorizing sales on Sunday in conjunction with the serving of food may be issued to any hotel, restaurant or club which has an On-sale license. A special Sunday license is not needed for Sunday sales of wine license.
- H. Off-sale Intoxicating Liquor Licenses: Off-sale licenses for the sale of intoxicating liquor shall permit the licensee to sell intoxicating liquor in original packages for consumption off the premises only. Such licenses may be issued in accordance with the provisions of this Chapter.
- I. On-sale Non-intoxicating Malt Liquor Licenses: On-sale licenses shall permit the licensee to sell non-intoxicating malt liquor for consumption on the premises only.
- J. Off-sale Non-intoxicating Malt Liquor Licenses: Off-sale licenses shall permit the



licensee who allows such consumption or allows intoxicating liquor or non-intoxicating malt liquor to remain unsecured on the licensed premises beyond the 30 minute limit is in violation of this subsection. (Ord. 1056, 3-16-1989)

302.11: SALE OUTSIDE OF STRUCTURE ON LICENSED PREMISES:

The sale of wine and intoxicating liquors, pursuant to any of the licenses issued in accordance with this chapter, shall be limited to sale and consumption inside of a structure on the licensed premises, unless the licensee applies for and receives permission from the City Council for sale and consumption outside of a structure on the licensed premises by an endorsement to the license. Issuance of an outside sale and consumption endorsement shall be accomplished as follows:

- A. Application: The licensee shall make written application using forms provided by the city and there shall be a nonrefundable application fee of twenty five dollars (\$25.00) at the time of making application.
- B. Notice: The owners of all property adjacent to the licensed premises will be given written notice of the fact that such an application has been made and of the date and time of the City Council meeting at which the application will be considered by the City Council.
- C. Endorsement: The City Council may, in its discretion, issue such an endorsement or refrain from issuing such an endorsement and may impose conditions to the endorsement such as, but not limited to, screening, time of day limitations and noise limitations. (Ord. 972, 5-13-1985)

302.12: ON-SALE OF INTOXICATING MALT LIQUOR:

The holder of an on-sale wine license who is also licensed to sell non-intoxicating malt liquor and whose gross receipts are at least 60% attributable to the sale of food may sell intoxicating malt liquor at on-sale without an additional license. (Ord. 1021, 9-28-1987)

302.13: OFF-SALE LICENSE REGULATIONS:

In addition to the other requirements of state law or this chapter, the following regulations are applicable to off-sale intoxicating liquor licenses:

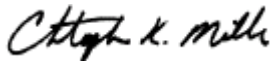


- A. Number of Licenses: The number of licenses which may be issued is ten.
- B. Use of License: If a license is not used within one year, the license shall automatically terminate.
- C. Size of Premises: A licensed premises shall have at least 1,600 square feet of sales floor space including sales coolers and excluding walk-in storage coolers.
- D. Considerations: In addition to the other requirements of this chapter and applicable state law in determining whether or not to issue an off-sale license for a particular premises, the City Council shall consider all relevant factors relating to the health, safety and welfare of the citizens of the city such as, but not limited to, effect on market value of neighboring properties, proximity to churches and schools and effect on traffic and parking.
- E. Delivery of Alcoholic Beverages; Identification Required: A person authorized to serve, sell, or deliver alcoholic beverages must determine through legitimate proof of identification that all deliveries of wine, beer, and alcoholic beverages are accepted only by eligible persons who are 21 years of age or older.

REQUEST FOR COUNCIL ACTION

Date: 04/11/2011
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Adopt a Resolution Giving Concept Approval for a 2-Year Budget

BACKGROUND

Earlier this year, the City Council held a discussion regarding the merits of 2-Year Budget Cycle. During this discussion it was noted that while State Statute requires the City to annually adopt a budget and property tax levy, the City would benefit by having a budgeting approach that places greater emphasis on long-term objectives while providing added flexibility to address operational priorities.

During this same discussion, Staff indicated that it was prepared to take this approach for the 2012 and 2013 fiscal years. At the conclusion of this discussion, it appeared that a majority of the Council were in favor of a 2-year budgeting approach. Given the significant staffing resources that accompanies any budget process, the Council is asked to adopt a resolution signifying their support for this approach.

Some of the benefits of a 2-year budgeting approach include:

- ❖ Maintain emphasis on longer-term goals and objectives.
- ❖ Added flexibility to take advantage of pricing and/or volume discounts.
- ❖ Greater ability to capitalize on opportunities on the horizon.
- ❖ Better positioning for responding to unforeseen circumstances.
- ❖ More efficient use of City Council and Staff resources devoted to budget discussions.

It should be noted that a 2-year budgeting approach will necessitate a mid-term financial review to determine whether initial assumptions on revenue and expenditure projections are trending as expected. This review will also provide the Council with the chance to reallocate resources to accommodate any changing priorities or community needs. However, it is suggested that this mid-term review be limited in scope to ensure that the underlining benefits and objectives of a 2-Year Budget are not compromised.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff Recommends the Council adopt the attached resolution giving concept approval for a 2-year Budget.

31 **REQUESTED COUNCIL ACTION**

32 Adopt the attached resolution giving concept approval for a 2-year Budget.

33

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution to adopt concept approval for a 2-year Budget.

34

**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 11th day of April, 2011 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No. ____

**RESOLUTION PROVIDING CONCEPT APPROVAL OF A 2-YEAR BUDGET
FOR THE FISCAL YEARS OF 2012 AND 2013**

WHEREAS, the City Council recognizes the long-term planning and budgeting benefits that accompany a 2-year budget; and

WHEREAS, the City Council acknowledges current State Statutes that require a budget and property tax levy to be adopted annually; and

WHEREAS, the City Council will adopt a 2-year budget with the understanding that a mid-term financial review will be necessary before formally adopting the budget and property tax levy in the second year.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that a 2-year budget shall be adopted for the upcoming biennium.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

77 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of
78 Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes
79 of a regular meeting of said City Council held on the 11th of April, 2011 with the original thereof on file in
80 my office.

81
82 WITNESS MY HAND officially as such Manager this 11th day of April, 2011

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William J. Malinen
City Manager

89 Seal

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REQUEST FOR COUNCIL ACTION

Date: 4/11/2011
Item No.: 7.e

Department Approval

Timothy O'Neill

City Manager Approval

W. J. Mahinen

Item Description: Fire Department & Allina Hospitals and Clinics Medical Direction and Oversight Agreement

BACKGROUND

The Fire Department provides medical first response to the community more than 3200 time annually. Firefighters are trained to provide medical treatments including medications at the Advanced Emergency Medical Technician (EMT) level. Allina Medical Transportation, as the agent having billing authority for emergency medical transportation within the City of Roseville as agreed to provide the Fire Department service including medical oversight and education.

FINANCIAL IMPACTS

For services provided for medical oversight and education, Roseville Fire Department, through the attached contract will pay Allina Medical Transportation the amount of \$2500 for combined cost for 2011 & 2012.

STAFF RECOMMENDATION

Staff recommends council authorize the Fire Department to enter in to contract with Allina Hospitals and Clinics ("Allina Medical Transportation") for medical oversight and education.

REQUESTED COUNCIL ACTION

Authorize the Fire Department to enter into contract with Allina Hospitals and Clinics ("Allina Medical Transportation") for medical oversight and education.

Prepared by: Timothy O'Neill, Fire Chief

Agreement

This Agreement is made and entered into this date, **April 1, 2011** by and between Allina Health System, a Minnesota non-profit corporation, d/b/a **Allina Hospitals and Clinics (“Allina Medical Transportation”)** located at 167 Grand Avenue, St. Paul, Minnesota 55102 and **the City of Roseville (“Roseville”)** having principal offices at **2660 Civic Center Dr. Roseville Minnesota 55113.**

Witnesseth

WHEREAS, Roseville through its Fire Department is an entity engaged in providing emergency response, care and treatment services to patients; and

WHEREAS, Allina Medical Transportation is the Advanced Life Support (“ALS”) and/or Basic Life Support (“BLS”) service provider in Roseville’s service area and has the personnel and resources to provide medical direction oversight to the Roseville Fire Department; and

WHEREAS, Roseville wishes to utilize medical direction oversight in the manner and to the extent set forth in this Agreement and the attachments hereto;

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. Medical Direction Oversight. Allina Medical Transportation hereby agrees to provide medical direction oversight to Roseville Fire Department throughout the term of this Agreement. For the purposes of this Agreement, medical direction oversight will include:
 - a. approving standards for training and orientation of personnel that impact patient care;
 - b. approving standards for purchasing equipment and supplies that impact patient care;
 - c. establishing standing orders for pre-hospital care;
 - d. approving triage, treatment, and transportation protocols;
 - e. participating in the development and operation of continuous quality improvement programs;
 - f. establishing procedures for the administration of medications;
 - g. maintaining the quality of care according to the standards and procedures established under clauses (a) to (f);
 - h. Training as specified in Exhibit A.

In consideration for the foregoing medical direction oversight Roseville shall pay Allina Medical Transportation the amount of \$2,500.00 (“Basic Fee”). The Basic Fee shall be paid as follows:

\$1,250.00 upon execution of this Agreement by both parties ("First Basic Fee Payment"); and

\$1,250.00 on or before Jan. 1, 2012 ("Second Basic Fee Payment").

2. Contract Administration. Communications between Roseville and Allina Medical Transportation shall be coordinated through District Operations Manager and or lead Emergency Medical Services ("EMS") instructor assigned to Roseville Fire Department (or the External Education Coordinator of Allina Medical Transportation) and the Roseville Fire Department Administration. Physician medical direction oversight will be provided through the Allina Medical Transportation Medical Director and such other physicians as Allina Medical Transportation may contract with from time-to-time for such services.
3. Additional Services. In addition to the medical director oversight identified above, Allina Medical Transportation shall make available from time-to-time other services including, but not limited to, those services set forth in Exhibit B attached hereto. Any additional services beyond those listed in Exhibit B shall require the parties mutual agreement before such services are provided.
4. East Metro SWAT Medical Program. The Roseville Fire Department in cooperation and coordination with the East Metro SWAT Team will provide emergency response, stand-by coverage, team member training, equipment purchase, and standard development for the multiple agency East Metro SWAT team. Members of the SWAT medical team will operate under Emergency Medical Technician ("EMT") advanced protocols as established and approved by Allina Medical Transportation as part of this agreement.
5. Roseville Fire Department. Roseville shall be solely responsible for the direction and control of its employees and the services provided by its employees when they are engaged in providing emergency response, care and treatment services to patients. In no event shall Allina Medical Transportation be liable for the acts of Roseville, the East Metro SWAT Medical team, or its respective employees.
6. Allina Medical Transportation. Allina Medical Transportation shall be solely responsible for the direction and control of its employees and the services provided by its employees when they are engaged in providing emergency response, care and treatment services to patients within the City of Roseville. In no event shall the City of Roseville be liable for the acts of Allina Medical Transportation or its employees.
7. Allina Medical Transportation. As the agent having billing authority for EMS transportation within the City of Roseville, Allina Medical Transportation will

be responsible for and pay all costs associated with supplies needed by the Roseville Fire Department for providing first responder medical services.

8. Fee. In exchange for services provided under Provision 3 above by Allina Medical Transportation, Roseville shall pay Allina Medical Transportation the amount for such service set forth in Exhibit B, or if not listed in Exhibit B the amount agreed to by the parties. Payment should be made to Allina Medical Transportation within 30 days of invoice dates.

9. Term and Termination. This Agreement shall be in effect until December 31, 2012. Notwithstanding the foregoing, either party may, with or without cause, terminate this Agreement prior to December 31, 2012, by delivering written notice thereof to the other party at least 30 days prior to such earlier termination date. The termination notice shall state the date of such earlier termination and shall be delivered by U.S. mail to the other party at the address for such party set forth on page 1 of this Agreement. In the event that this Agreement terminates prior to December 31, 2011, Allina Medical Transportation shall refund to Roseville the unearned portion of the Basic Fee. If the date of termination is in 2011 the refund shall be equal to: a) an amount determined by multiplying the number of days remaining in 2011 after the date of termination times \$34.21, plus b) the full amount of the Second Basic Fee Payment if paid before the date of refund. If the date of termination is in 2012 and the Second Basic Fee Payment has been paid, the refund shall be equal to the amount determined by multiplying the number of days remaining in 2012 after the date of termination times \$34.21.

10. Insurance.

- a. Allina Medical Transportation. Allina Medical Transportation agrees to maintain such policies of insurance, self-insurance reserves, or combinations thereof in amounts not less than \$1,000,000.00 per occurrence and \$3,000,000.00 umbrella coverage. In addition, Allina Medical Transportation agrees to hold harmless and indemnify Roseville from any and all liability which may incur as a result of the negligent or intentional misconduct of any Allina Medical Transportation employee providing services pursuant to this Agreement.
- b. Roseville Fire Department. Roseville agrees to maintain such policies of insurance, self-insurance reserves, or combinations thereof in amounts not less than \$1,500,000.00 per occurrence. In addition, Roseville agrees to hold harmless and indemnify Allina Medical Transportation from any and all liability which may incur as a result of the negligent or intentional misconduct of any Roseville Fire Department employee providing services pursuant to this Agreement.

11. Independent Contractor. In performing the medical direction oversight provided for under this Agreement, Allina Medical Transportation is acting as an independent contractor, not as an employee or agent of The City of Roseville, and nothing contained herein shall be construed to constitute Allina Medical Transportation and Roseville as partners.
12. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
13. Statutory Limitation. Nothing contained herein shall constitute a waiver of any defense or limitation on liability provided by Minnesota Statutes Chapter 466, or other applicable state or federal law. No person shall be considered as a third party beneficiary of this Agreement.
14. Monthly Pre-Course Preparation & Coordination for refresher training In the event that Roseville requests, and Allina Medical Transportation provides, services in excess of the hours specified in Exhibit A, Roseville agrees to pay Allina Medical Transportation a per hour fee for such additional hours at the hourly rate set forth in Exhibit A. The quality of all training materials and instruction will meet or exceed professional standards for EMS training.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the day and date first written above.

Allina Health System, d/b/a Allina Hospitals and Clinics

By: _____ Date _____
Brian LaCroix
President

By: _____ Date _____
Charles Lick M.D.
Medical Director

City of Roseville

By: _____ Date _____
Daniel J. Roe
Mayor

By: _____ Date _____
William J. Malinen
City Manager

EXHIBIT A

Roseville Fire Department Medical Direction and Emergency Response Oversight Agreement

Package	2011 & 2012
Medical Director	\$ 400.00 per year
- Administration – Basic Package - MD Led In-service x1 / yr. <i>Included</i> - Use of Allina Medical Transportation Protocols <i>Included</i> - Administration – Advanced Package \$ 100.00 per year	
<i>Variances for:</i> <i>Albuterol Nebulizer</i> <i>Glucagon</i> <i>IV Administration</i> <i>Epinephrine Pen</i> <i>ASA / Nitroglycerin Administration</i>	
Initial Education of Advanced Skills for new recruits or upgrading existing members. See “EXHIBIT B” for charges <i>As Needed</i>	
- Monthly QA for Advanced Package \$0 2011 - \$70.00 / hr. x 1 hrs./mo.	
- Monthly Pre-Course Preparation & Coordination for refresher training of existing members \$750.00 per year 2011 & 2112 - \$25.00 / hr. x 2.5 hrs./mo.	
2011 & 2012 COST	\$ 1250.00
TOTAL PACKAGE COST INCLUDING YEARS 2010 & 2011	\$ 2500.00

EXHIBIT B

Roseville Fire Department Medical Direction and Emergency Response Oversight Agreement

- Initial Courses
 - EMT's
 - First Responders
 - Healthcare Provider CPR

*EMT/First Responder initial NO LONGER includes
CPR renewal per EMSRB regulations*

- Initial Education of Advanced Package Skills (\$205.00 per person for 12 hour practical skill review)
Minimum 5 participants in group

Price List – AMT External Education Contracted Pricing

	2011	2012
First Responder		
Initial (per person)	\$ 398.00	\$398.00
Refresher (per person)	\$ 189.00	\$189.00
EMT Basic		
Initial (per person)	\$ 895.00	\$895.00
Refresher (per person)	\$ 299.00	\$299.00
HealthCare Provider CPR		
Initial (per person)	\$ 99.00	\$99.00
Refresher (per person)	\$ 63.00	\$63.00
AMT Provided Instr (per hour)	\$ 26.00	\$26.00
MD Presentation (per hour)	\$248.00	\$248.00



Request for Council Action

Date: 04/11/2011

Item Number: 7.f

Department Approval

Manager Approval

A handwritten signature in black ink, appearing to be "Rick Mathwig", written over a light blue rectangular background.

A handwritten signature in black ink, appearing to be "W. J. Mathewson", written over a light blue rectangular background.

Item Description: Approval for the City of Roseville to enter into a Joint Powers Agreement with the State of Minnesota's Commissioner of Public Safety, Forensic Science Laboratory, for a new breath test instrument.

Background

In 2011 the State of Minnesota through its Commissioner of Public Safety, Forensic Science Laboratory, changed breath test instruments used to measure the blood alcohol content of drivers suspected of crimes involving driving under the influence of alcohol. The attached Joint Powers Agreement (JPA) replaces the JPA which was in place for the previous breath test instrument housed in the Police Department. The new breath test instrument, Data Master DMT-G with Fuel Cell Option, will replace the existing Intoxylizer 5000 breath test instrument. The City Attorney has reviewed and recommends signing the JPA.

Financial Impacts

There are no anticipated financial impacts.

Staff Recommendation

Staff recommends Council authorize the City to enter into a Joint Powers Agreement with the State of Minnesota through its Commission of Public Safety, Forensic Science Laboratory for a Data Master DMT-G with Fuel Cell Option breath test instrument.

Council Action Requested

Request Council to authorize the City to enter into a Joint Powers Agreement with the State of Minnesota through its Commission of Public Safety, Forensic Science Laboratory for a Data Master DMT-G with Fuel Cell Option breath test instrument.

Prepared by: Chief of Police Rick Mathwig

Attachment: A. JPA

**MN DEPARTMENT OF PUBLIC SAFETY
DATAMASTER DMT-G WITH FUEL CELL OPTION
EVIDENTIAL BREATH TESTER INSTRUMENT AGREEMENT
(DISTRIBUTION OF EQUIPMENT TO LAW ENFORCEMENT AGENCIES)
Contract # **BCA-DMT-0153****

THIS JOINT POWERS AGREEMENT, by and between the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension, Forensic Science Laboratory (hereinafter referred to as the STATE) and **Roseville Police Department** (hereinafter referred to as the GOVERNMENTAL UNIT) witness that:

WHEREAS, the STATE has received an appropriation to purchase DataMaster DMT-G with Fuel Cell Option breath test instruments and is authorized to distribute DataMaster DMT-G with Fuel Cell Option breath test instruments to criminal justice agencies and/or city, county, or political subdivisions; and

WHEREAS, the GOVERNMENTAL UNIT represents that it is a criminal justice agency, or is a city, county, or political subdivision authorized to accept equipment/services from the STATE for the purpose specified herein; and

WHEREAS, the GOVERNMENTAL UNIT represents that it is duly qualified and willing to perform and carry out the services and tasks described in this Agreement.

NOW, THEREFORE, it is agreed:

I. STATE'S RESPONSIBILITIES.

- A. The STATE will provide GOVERNMENTAL UNIT with a DataMaster DMT-G with Fuel Cell Option breath test instrument ("instrument"), which includes a DataMaster DMT-G with Fuel Cell Option, initial dry gas cylinder, a keyboard, a keyboard carrel, a printer with a toner cartridge, and mouthpieces for use as specified under Clause II of this Agreement. The GOVERNMENTAL UNIT will use and have possession of the instrument; but the STATE shall retain legal ownership of the instrument.
- B. Any and all repairs shall be made by or at the direction of the STATE. If funding is available, the STATE will pay for the cost of maintenance and repair, or replacement due to normal wear and tear resulting from routine, proper use of the instrument.
- C. The STATE will maintain all necessary state and federal inventory control records on these instruments.

II. GOVERNMENTAL UNIT RESPONSIBILITIES.

- A. The GOVERNMENTAL UNIT will use the instrument specified above to assist in enforcing Minnesota laws and local ordinances relating to traffic and highway safety and for other law enforcement applications.
- B. The GOVERNMENTAL UNIT will keep and maintain the instrument provided by the STATE in proper operating condition. The GOVERNMENTAL UNIT will also be responsible for any and all costs of repairing or replacing the instrument that is lost or damaged due to misuse or abuse.
- C. The GOVERNMENTAL UNIT will provide and maintain all disposable and consumable components originally provided by the STATE, such as DataMaster DMT-G with Fuel Cell Option mouthpieces, dry gas cylinders, printer toner cartridges, and paper and will supply all other necessary disposable and consumable components not provided by the STATE at the

GOVERNMENTAL UNIT'S expense.

- D. The GOVERNMENTAL UNIT will make this instrument available for use by any breath test operator certified by the STATE.
- E. The GOVERNMENTAL UNIT will not permit the instrument to be operated or tampered with by individuals who are not trained in its operation and certified by the STATE as DataMaster DMT-G with Fuel Cell Option operators.
- F. The GOVERNMENTAL UNIT will make the instrument available to STATE authorized personnel when required for inventory or inspection purposes.

III. TERMS OF AGREEMENT

This Agreement shall be effective on January 1, 2011 or upon the date that the final required signature is obtained by the STATE, pursuant to Minn. Stat. § 16C.05, Subdivision 2, whichever occurs later, and shall remain in effect until the instrument is no longer used and supported by the STATE or until terminated by either of the parties as provided in Clause IV below, whichever occurs first.

At the end of this Agreement, the STATE will notify the GOVERNMENT UNIT if they are required to return the instrument to the STATE.

IV. TERMINATION

This Agreement may be terminated by either the STATE or GOVERNMENTAL UNIT at any time, with or without cause, upon ten (10) days written notice to the other party. The instrument must be returned to the STATE within 30 days of the termination date, and if the GOVERNMENTAL UNIT fails to return the instrument within this time period the GOVERNMENTAL UNIT agrees to pay the STATE the cost of replacing the instrument and payment will be made to the STATE within 30 days of receipt of invoice.

V. STATE'S AUTHORIZED REPRESENTATIVE

The STATE'S authorized representative agent for the purposes of this Agreement is Frank C. Dolejsi, or his designee, Department of Public Safety, Bureau of Criminal Apprehension, Forensic Science Laboratory, 1430 Maryland Avenue East, St. Paul, MN 55106. Such representative will have final authority for acceptance of the GOVERNMENTAL UNIT'S services.

VI. ASSIGNMENT

GOVERNMENTAL UNIT shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent from the STATE.

VII. LIABILITY

GOVERNMENTAL UNIT shall indemnify, save and hold the STATE, its agents and employees, harmless from any claims or causes of action, including all attorneys' fees incurred by the STATE, arising from the performance of this Agreement by GOVERNMENTAL UNIT or GOVERNMENTAL UNIT'S agents or employees. This clause will not be construed to bar any legal remedies GOVERNMENTAL UNIT may have for the STATE's failure to fulfill its obligations pursuant to this Agreement. GOVERNMENTAL UNIT'S liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Section 466.01-466.15 and other applicable law.

VIII. STATE AUDIT

Under Minn. Stat § 16C.05, subd 5, the GOVERNMENTAL UNIT'S books, records, documents and

accounting procedures and practices relevant to this Agreement are subject to examination by the STATE, and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

IX VENUE

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

APPROVED

2. GOVERNMENTAL UNIT Governmental Unit certifies that the appropriate person(s) have executed this Agreement on behalf of Governmental Unit as required by applicable articles, by-laws, resolutions, or ordinances.	3. DEPARTMENT OF PUBLIC SAFETY
By: Title: Roseville Mayor Date:	By: Title: Date
By: Title: Roseville City Manager Date	
By: Title: Date	
1. State Encumbrance Verification	4. DEPARTMENT OF ADMINISTRATION
No encumbrance required: By: Date:	By: Date:

REQUEST FOR COUNCIL ACTION

Date: 4/11/11
Item No.: 7.9

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Bid for 2011 Pavement Management Project

BACKGROUND

The 2011 Pavement Management Project consists of Street Reconstruction and Mill and Overlay. Bids were solicited in early March. The bids were opened at 10 a.m. on Thursday, March 31, 2011. Four qualified bids were received this year's pavement project. After thorough review of the bids received, staff recommends awarding the following work:

SEGMENT 1: MUNICIPAL STATE AID

DALE STREET (S. OWASSO BLVD TO COUNTY ROAD C)- SAP 160-252-005

COUNTY ROAD C2 (SNELLING AVE TO HAMLINE AVE)- SAP 160-216-017

PARKER AVENUE (LEXINGTON AVE TO VICTORIA STREET)- SAP 160-220-003

OAKCREST AVENUE (CLEVELAND AVE TO PRIOR AVE)- SAP 160-228-010

SEGMENT 2: ROSEVILLE MILL & OVERLAY

NEIGHBORHOOD 33 FISK STREET (COUNTY ROAD C TO ROSE PLACE)

ROSE PLACE (FISK STREET TO AVON STREET)

ALADDIN STREET (ROSE PLACE TO CUL-DE-SAC)

NEIGHBORHOOD 46 HYTHE STREET (DRAPER STREET TO ROSELAWN AVE)

NEIGHBORHOOD 48 EVERGREEN COURT (SKILLMAN AVE TO CUL- DE- SAC)

NEIGHBORHOOD 60 GARDEN AVENUE (HAMLINE AVE TO LEXINGTON AVE)

NEIGHBORHOOD 71 COHANSEY BOULEVARD (CRESCENT LANE TO IRENE ST)

ELMER STREET (WILLIAM STREET TO WOODBRIDGE

STREET)

POLICY OBJECTIVE

Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. For the 2011 Pavement Management Project, the apparent low bid is North Valley, Inc. of Nowthen, Minnesota. The following is a summary of the bids received for this project:

Contractor	Bid
North Valley, Inc.	\$1,793,246.46
Hardrives Inc.	\$1,915,643.72
T. A. Schifsky & Sons, Inc	\$1,986,443.44
Midwest Asphalt Corporation	\$2,046,026.80

25 **FINANCIAL DISCUSSION**

26 Staff received 4 bids for this project. The low bid submitted by North Valley, Inc,
27 \$1,793,246.46, is 20.2% lower than the Engineer's construction estimate of \$2,246,903.01.

28 This project is proposed to be paid for using Municipal State Aid funds; as well as Street,
29 Watermain, Storm Sewer, and Sanitary Sewer Infrastructure funds.

30 A portion of the costs for Segment 1: Dale Street Reconstruction is proposed to be assessed.
31 The Feasibility Report for this project set the proposed assessment rate at \$48.66. This was
32 based on the feasibility study Engineer's Estimate. Based on the bids, we anticipate that the
33 actual rate will be somewhat reduced.

34 This project is proposed to be completed by Fall 2011. Final assessment amounts would be
35 determined following an assessment hearing in the Fall of 2012 and a thorough review of the
36 project costs and proposed assessments by the City Council. The property owners can either pay
37 the assessments in full in October 2012 or have them added to their property taxes with a rate of
38 around 7%. The first installment of the assessment would be due in Spring 2013.

39 **STAFF RECOMMENDATION**

40 Staff recommends approval of a resolution awarding bid for 2011 Pavement Management Project in
41 the amount of \$1,793,246.46 to North Valley, Inc., of Nowthen, Minnesota.

42 **REQUESTED COUNCIL ACTION**

43 Approve resolution awarding bid for 2011 Pavement Management Project in the amount of
44 \$1,793,246.46 to North Valley, Inc., of Nowthen, Minnesota.

Prepared by: Debra Bloom, City Engineer
Attachments: A: Resolution

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the 11th day of April, 2011, 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 No.

**RESOLUTION AWARDING BIDS
FOR 2011 PAVEMENT MANAGEMENT PROJECT**

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, March 31, 2011, at 10:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

Contractor	Bid
North Valley, Inc.	\$1,793,246.46
Hardrives Inc.	\$1,915,643.72
T. A. Schifsky & Sons, Inc	\$1,986,443.44
Midwest Asphalt Corporation	\$2,046,026.80

WHEREAS, it appears that North Valley, Inc. of Nowthen, Minnesota, is the lowest responsible bidder at the tabulated price of \$1,793,246.46, 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 North Valley, Inc. of Nowthen, Minnesota for \$1,793,246.46 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 Engineer.
2. The City Engineer 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.

1
2 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
3 Minnesota:

4
5
6 The motion for the adoption of the foregoing resolution was duly seconded by Member
7 , and upon vote being taken thereon, the following voted in favor thereof:
8 and the following voted against the same: .

9
10 WHEREUPON said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 11th day of April, 2011, with the original thereof on file in my office.

William J. Malinen, City Manager

REQUEST FOR COUNCIL ACTION

Date: 04/11/11
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Award 2011 Street Maintenance Materials and Contractual Concrete
And Paving Bids

BACKGROUND

Annually, the Street Maintenance Division advertises for bids for materials that are used for street maintenance operations and for contractual concrete and asphalt reclamation and asphalt paving work. Materials bid include bituminous materials for road repair, aggregate for seal coating, and Class 5 gravel for base repair. The concrete repairs include curb and gutter repairs and sidewalk panel replacement. The contractual paving related bids are for replacement and repair of pathways and parking lots, as well as miscellaneous street patching. City staff received bids for maintenance materials on March 23, 2011.

DISCUSSION OF BIDS

****HIGHLIGHTED 2011 ITEMS INDICATE LOW-BID**

BIDDER	UNIT PRICE (not including tax)
<u>Class 5 crushed limestone</u> Bryan Rock Aggregate Industries <i>2010 price/del \$11.84/ton</i>	\$12.43 including tax \$11.64 + tax (\$12.44)
<u>FA-2 Seal Coat Aggregate per ton</u> Martin Marietta Midwest Asphalt Dresser Traprock <i>2010 bid was \$25.40/ton del. + tax</i>	No bid No bid \$37.20
<u>100 ton LVNW3503B Asphalt Base Mix</u> Commercial Asphalt (Blaine or Newport plant) Bituminous Roadways (Minneapolis) Midwest Asphalt (Eden Prairie) T.A. Schifsky (North St. Paul) <i>2010 price \$46.65 ton + tax</i>	\$48.00 \$49.25 \$51.95 \$58.75

<u>750 ton LVWE45030B ½” Asphalt Wear Mix</u> Commercial Asphalt (Blaine or Newport plant) Bituminous Roadways (Minneapolis) Midwest Asphalt (Eden Prairie) T.A. Schifsky (North St. Paul) <i>2010 price \$48.50/ton + tax</i>	\$51.00 \$51.25 \$52.95 \$59.75
<u>200 ton LVWE 35030B ¾” Asphalt Wear Mix</u> Commercial Asphalt (Blaine or Newport plant) Bituminous Roadways (Minneapolis) Midwest Asphalt (Eden Prairie) T. A. Schifsky (North St. Paul) <i>2010 price \$46.65/ton + tax</i>	\$48.60 \$49.25 \$51.95 \$59.25
<u>Concrete panels and curb</u> Ron Kassa Construction, Inc. Q3 Contracting, Inc. Paragon Company	\$28,026.00 \$28,381.20 \$50,021.00
<u>Paving and Reclaiming Villa Park, Cleveland Ave Pathway</u> Bituminous Roadways T. A. Schifsky Paragon Midwest Asphalt	\$65,128.10 \$67,002.60 \$76,612.90 \$78,348.60

Staff monitors market trends for asphalt pricing. Current indicators are that pricing is expected to increase in the few months for asphalt materials, bituminous paving, and aggregate.

POLICY OBJECTIVE

Each year city staff uses the competitive bid process to secure maintenance materials, contractual paving, and contractual concrete work that fall within budget guidelines. This allows maintenance programs to be completed as planned with quality materials at the lowest possible cost to the city.

FINANCIAL IMPACTS

Street maintenance materials, contractual concrete work, paving, reclamation, and miscellaneous patching are funded in the street maintenance budget. Pathway paving is funded in the pathway maintenance budget. The bids received are reflective of the current market rates for the items bid. Material prices continue to change as transportation costs and oil based materials are affected by the oil markets. Combined bids received in 2011 reflect a overall increase in cost for maintenance materials and repairs and contractual work.

29 **STAFF RECOMMENDATION**

30 Staff recommends award of the low bid in all categories as listed except FA2 sealcoat rock. The
 31 FA2 sealcoat aggregate bid rejection is recommended due to the one bid submitted is
 32 significantly higher than the amount budgeted for this material. Staff is pursuing other
 33 purchasing options for this material through joint purchasing agreement contracts with other
 34 agencies and will request approval at a future date.

35

36 **REQUESTED COUNCIL ACTION**

37

38 Motion rejecting the bid for FA2 sealcoat aggregate from Dresser Traprock.

39

40 Motion accepting the following bids for street maintenance materials and contractual work:

- | | |
|--|------------------------------|
| 41 1. Class 5 aggregate base | Bryan Rock |
| 42 2. Concrete panels, curb pedestrian ramps | Ron Kassa Construction, Inc. |
| 43 3. Bituminous reclaiming and paving | Bituminous Roadways |

44

45 Motion accepting the following bids for street maintenance materials:

- | | |
|--------------------------------------|---------------------|
| 46 1. LVNW35030B Base Asphalt ¾" | Commercial Blacktop |
| 47 2. LVWE45030B Asphalt Wear Mix ½" | Commercial Blacktop |
| 48 3. LVWE35030B Asphalt Wear Mix ¾" | Commercial Blacktop |

Prepared by: Steve Zweber, Street Supervisor

REQUEST FOR COUNCIL ACTION

DATE: 4/11/2011

ITEM NO: 12.a

Department Approval



City Manager Approval



Item Description: Request by Meritex Enterprises, Inc. for approval of a **preliminary plat** of the industrially-zoned property at 2285 Walnut Street (PF11-002).

1.0 REQUESTED ACTION

Meritex Enterprises proposes to plat the southernmost triangle of the parcel at 2285 Walnut Street as a separate lot, leaving the remainder of the parcel as an outlot until future development plans necessitate platting more of the property.

Project Review History

- Application submitted: January 31, 2011
- Review deadline (extended by City): May 13, 2011
- Planning Commission recommendation (3-2 to approve): March 2, 2011
- Project report prepared: April 6, 2011
- Anticipated City Council action: April 11, 2011

2.0 SUMMARY OF RECOMMENDATION

The Planning Division concurs with the recommendation of the Planning Commission to approve the proposed PRELIMINARY PLAT; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

By motion, approve the proposed PRELIMINARY PLAT, pursuant to Title 11 (Subdivisions) of the City Code; see Section 8 of this report for the detailed action.

18 **4.0 BACKGROUND**

19 4.1 The property at 2285 Walnut Street has a Comprehensive Plan designation of Industrial
20 (I) and a corresponding zoning classification of Industrial (I) District. The preliminary
21 PLAT PROPOSAL has been prompted by plans to develop a warehouse/distribution facility
22 in the southern portion of the existing parcel.

23 4.2 For the sake of clarification, the nature of an “outlot” is such that it may not be developed
24 until it is re-platted. In this case, the intent is to plat the proposed Outlot A when future
25 development scenarios are solidified enough to determine where lot lines will be most
26 appropriate. A large pile of rubble, the subject of a recent interim use approval, stands on
27 the northern portion of the proposed outlot.

28 **5.0 PRELIMINARY PLAT ANALYSIS**

29 5.1 Plat proposals are reviewed primarily for the purpose of ensuring that all proposed lots
30 meet the minimum size requirements of the zoning code, that adequate streets and other
31 public infrastructure are in place or identified and constructed, and that storm water is
32 addressed to prevent problems either on nearby property or within the storm water
33 system. As a PRELIMINARY PLAT of an industrial property, the proposal leaves no zoning
34 issues to be addressed since the Zoning Code does not establish minimum lot dimensions
35 or area.

36 5.2 Roseville’s Development Review Committee (DRC), a body comprising staff from
37 various City departments, met on February 17, 2011 to discuss the application. The
38 DRC’s only concerns were focused on the lack of engineering data to demonstrate that
39 storm water and sanitary sewer infrastructure would be handled in a way that met the
40 requirements of the City Code. All of the necessary information has now been submitted
41 and determined by the City Engineer to be acceptable; this updated/revised preliminary
42 plat information was unavailable to Planning Division staff as of the time this report was
43 prepared, but the proposed Lot 1 and Outlot A are illustrated in Attachment C.

44 **6.0 PUBLIC COMMENT**

45 6.1 The duly-noticed public hearing for this PRELIMINARY PLAT application was held by the
46 Planning Commission on March 2, 2011; draft minutes of the public hearing are included
47 with this report as Attachment D. In the Commission’s discussion of the proposal,
48 nobody appeared to be unsupportive of the new lot and outlot described on the plat, but
49 opinions diverged about whether the application could be recommended for approval
50 without Planning Commission review of the requisite engineering data. After closing the
51 public hearing, the Planning Commission voted 3-2 to recommend approval of the
52 proposed PRELIMINARY PLAT, with the split vote indicating the preference of the minority
53 to withhold a recommendation until the engineering documentation was available rather
54 than indicating opposition to the proposal itself.

55 6.2 At the time this report was prepared, Planning Division staff has received no questions or
56 comments from nearby property owners or other members of the public.

57 **7.0 RECOMMENDATION**
58 Based on the comments and findings outlined in Sections 5 and 6 of this report, the
59 Planning Division concurs with the recommendation of the Planning Commission to
60 approve the proposed PRELIMINARY PLAT as revised and accepted by Public Works staff
61 and pursuant to Title 11 of the Roseville City Code, with the condition that the a Public
62 Improvement Contract be prepared for execution in conjunction with the consideration of
63 the FINAL PLAT by the City Council.

64 **8.0 SUGGESTED ACTION**
65 **By motion, approve the proposed PRELIMINARY PLAT** at 2285 Walnut Street, based on
66 the comments and findings of Sections 4-6 and the recommendation of Section 7 of this
67 staff report.

Prepared by: Associate Planner Bryan Lloyd

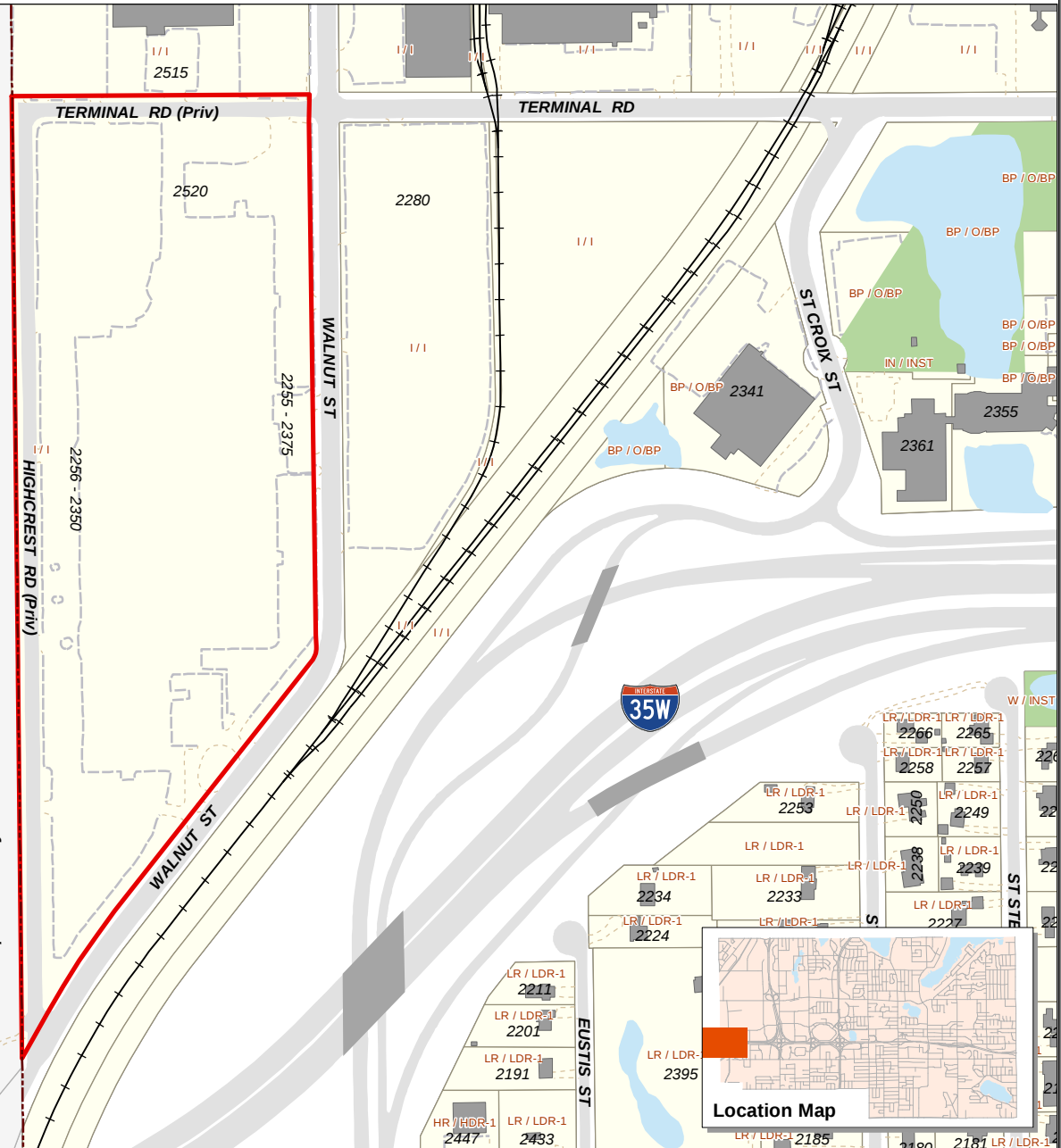
Attachments: A: Area map
B: Aerial photo

C: Un-revised preliminary plat information
D: Draft public hearing minutes

Attachment A: Location Map for Planning File 11-002

City of St. Anthony

Hennepin County



Prepared by:
Community Development Department
Printed: February 14, 2011



Site Location

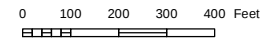
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (2/1/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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



mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 11-002



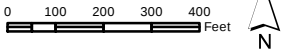
Prepared by:
Community Development Department
Printed: February 14, 2011



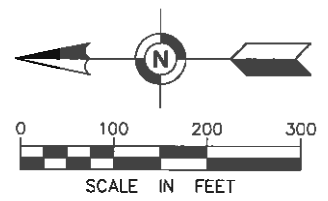
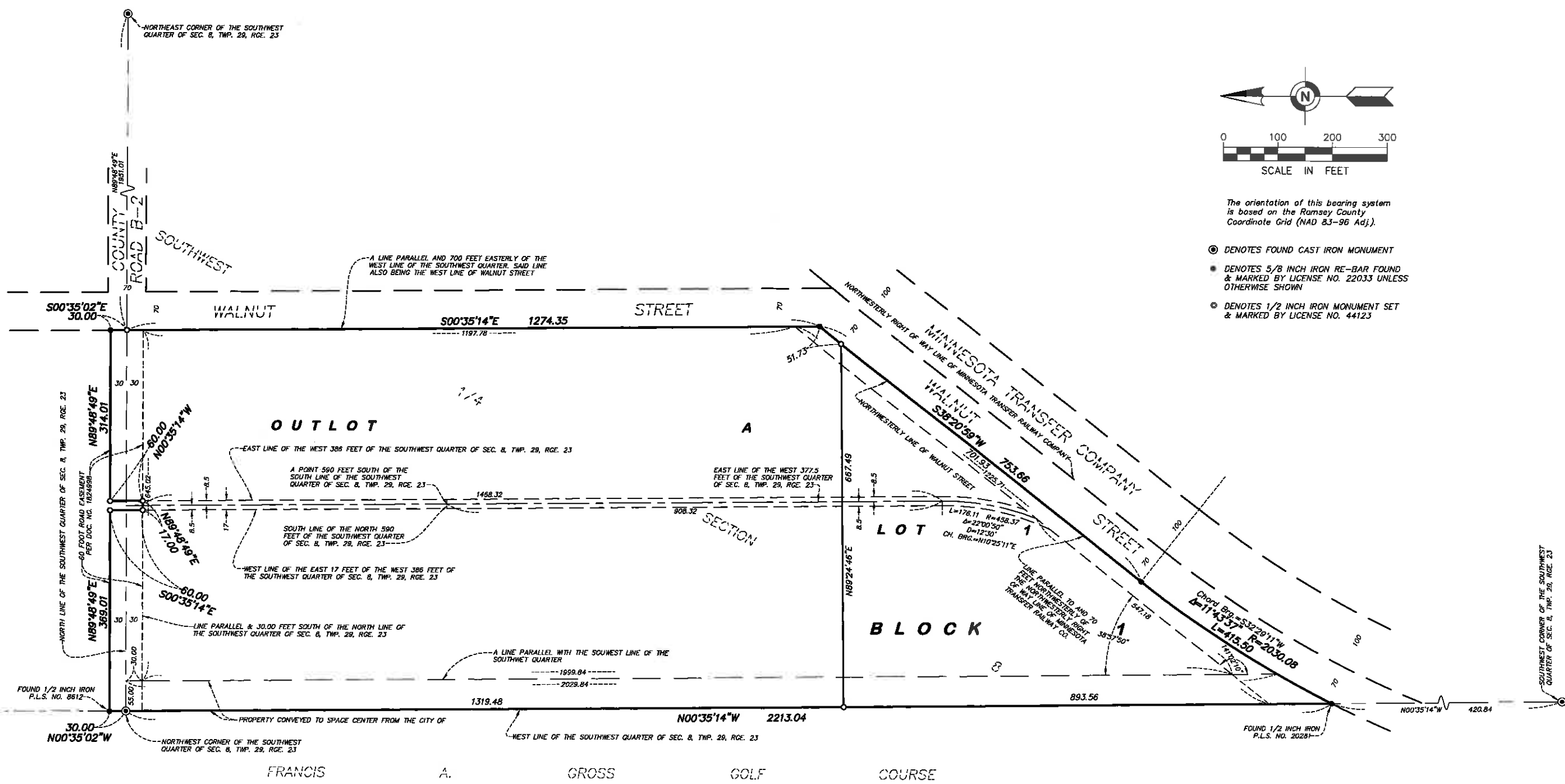
Site Location

Data Sources
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* Aerial Data: Kucera (4/2009)
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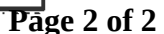


HIGHCREST PARK ADDITION



The orientation of this bearing system is based on the Ramsey County Coordinate Grid (NAD 83-96 Adj.).

- DENOTES FOUND CAST IRON MONUMENT
- DENOTES 5/8 INCH IRON RE-BAR FOUND & MARKED BY LICENSE NO. 22033 UNLESS OTHERWISE SHOWN
- DENOTES 1/2 INCH IRON MONUMENT SET & MARKED BY LICENSE NO. 44123



PLANNING FILE 11-002

Request by Meritex Enterprises, Inc. for approval of a PRELIMINARY PLAT of the industrially-zoned property at 2285 Walnut Street

Chair Boerigter opened the Public Hearing at 7:12 p.m.

Associate Planner Bryan Lloyd reviewed the request of Meritex Enterprises, Inc. for approval of a PRELIMINARY PLAT at 2285 Walnut Street in the industrially-zoned property to plat the southernmost triangle of the parcel with the remainder of the parcel as an Outlot until future development plans necessitate platting more of the property

Mr. Lloyd advised that there were numerous components of the application still outstanding, the City's Public Works Department and City Engineer were finalizing information on storm water and infrastructure with the applicant's consulting engineer. Mr. Lloyd advised that staff was recommending that, if approved by the Planning Commission, approval be contingent upon provision of all outstanding detailed engineering information prior to City Council action.

Mr. Lloyd reviewed the nature of an "Outlot" and intent to plat the proposed Outlot A when future development scenarios were solidified enough to determine actual location of lot lines. Mr. Lloyd advised that the existing pile of rubble, under stipulations of a recent Interim Use approval, was located on the northern portion of the proposed Outlot.

Staff recommends approval of the PRELIMINARY PLAT, as detailed in Section 7 of the staff report dated March 2, 2011; contingent upon provision of all outstanding detailed engineering information prior to City Council action.

City Engineer Debra Bloom

At the request of Member Gottfried, City Engineer Debra Bloom reviewed the process of public infrastructure improvements necessary to serve any given plat. Mr. Bloom noted that the older unit was one lot, and was now being proposed for subdivision for up to three (3) lots. Ms. Bloom reviewed the location of existing and future sanitary sewer locations and extensions needing to be stipulated as part of the preliminary plat, as well as identifying any additional rights-of-way and sidewalk extensions. Ms. Bloom advised that the existing storm water infrastructure had been developed on the property prior to development of current storm water regulations; and improvements would now need to be incorporated into the parcel(s). Ms. Bloom noted that the Applicant's consulting engineer was aware of the required information, and expressed her confidence that the information was forthcoming. Ms. Bloom further noted that Terminal Road had been developed in the 1980's as a private road at this location; and it was staff's preference to keep it private and not have it become a public roadway. Ms. Bloom advised that none of the remaining engineering issues were insurmountable, but that it was staff's charge to ensure public improvement requirements were in place to meet future development and/or redevelopment needs of the site.

Member Gottfried expressed concern in the Planning Commission holding the Public Hearing prior to all technical aspects for the project being in place.

Ms. Bloom, as well as Mr. Lloyd, assured Commissioners that holding the Public Hearing and reviewing the Preliminary Plat at this time, prior to completion of engineering documents, were practical.

Applicant Representative, Clark Wicklund, Alliant Engineering

Mr. Wicklund addressed the issues addressed by Ms. Bloom: sanitary sewer, storm sewer and sidewalk extension on Walnut; and addressed the status of each component.

Storm Sewer

Mr. Wicklund advised that site drainage was sufficient based on the previous development on the site; and while there was no capacity issue, how to best treat the runoff remained in process. Mr. Wicklund noted that there were a variety of options to treat the drainage as the site developed, while addressing drainage from the City's perspective and the network of available surrounding storm sewers and concern that the site may be tributary to a local regional retention pond. Mr. Wicklund advised that, in working with staff, it was determined to route the northern portion of the site to an already-installed storm sewer on County Road C2 and Walnut, thus bypassing the regional pond, which had been of primary concern to City Engineer Bloom based on a history of flooding at that lift station.

Mr. Wicklund noted that the site was already developed and surrounded by runoff capacity, but that with the addition of newer stormwater management requirements, discharge would be reduced from the site. However, Mr. Wicklund advised that until more detail was known as individual users came forward, additional mitigation remained an unknown. Mr. Wicklund advised that based on current use, the site drained northerly; however, when demolition was done and the site graded, grades were revised inward onto the site and drained the site northerly into the stormwater system, providing adequate drainage for the interim and providing additional space as lots develop.

Sanitary Sewer

Mr. Wicklund noted that the sanitary sewer was already in place on this developed site, and while talked about to-date only conceptually, it was proposed to provide a ten inch (10") extension connecting to the manhole and south to another location, meeting City design criteria. Mr. Wicklund advised that to make the sanitary sewer possible would require an easement outside existing right-of-way for installation and maintenance; and assured Members that it was more than sufficient to meet City requirements.

At the request of Member Gottfried, Ms. Bloom confirmed that she had not yet reviewed the sanitary sewer proposal from the consulting engineer in detail.

Sidewalk

Mr. Wicklund advised that there was adequate room for a five foot (5') walk on the west side of Walnut, as well as sufficient room within the right-of-way for installation of that sidewalk.

Mr. Wicklund noted that the Planning Commission did not have the detailed information available for their review for this meeting, he assured Members that all outstanding components were doable.

Chair Boerigter closed the Public Hearing at 7:28 p.m.; no one appeared for or against.

Member Gottfried advised that, without the City Engineer's detailed review, a request for approval was premature, and while it created challenges to meet the 60-day land use review process, it prevented due diligence by the Planning Commission. Member Gottfried opined that the Planning Commission relied on staff's analysis and sign off for any review, and even with assurances by the Applicant's consulting engineer, and by City Engineer Bloom, he further opined that it was in the best interest of the City to delay approval, following more detailed review and recommendation of the City Engineer.

Chair Boerigter recognized Member Gottfried's concerns, and advised that in many circumstances, he would agree. However, in reviewing this request, and based on the verbal comments of the City Engineer, as well as the recommendation condition of staff that remaining engineering details be addressed prior to approval by the City Council, he found no rationale for delaying action. Chair Boerigter advised that, no matter how those more technical requirements were worked out, they were beyond his ability to discern, and he expressed his confidence in staff's analysis and recommendations at the City Council level; and that those final issues did not impact his decision-making or moving this request forward based on those contingencies.

Member Gisselquist expressed his inclination to concur with Member Gottfried, noting that there remained two (2) areas where missing data was obvious. Member Gisselquist noted that this was a public forum designed for public comment; and that the Commission needed to do their due diligence prior to making a recommendation to the City Council and not depend on the City Council to take time to review those technical questions. Member Gisselquist advised that he was inclined to deny the request, or support a motion to continue, pending receipt of the additional information.

Member Best concurred with Chair Boerigter, supporting moving forward with the request and supporting it; expressing his confidence in the City Engineer making recommendation for any final approval based on technical data received.

Member Wozniak advised that, under normal circumstances, he would request more detail; however, in this case, he was unsure of what he could add above and beyond the assurances by City Engineer Bloom that all was in order. Member Wozniak expressed his confidence in relying on Ms. Bloom's expertise and final review by the Development Review Committee (DRC) to make those technical decisions on any outstanding issues. Member Wozniak spoke in support of the request, contingent upon staff's recommendation for the condition detailed in Section 7.0 of the staff report.

MOTION

Member Boerigter moved, seconded by Member Best to RECOMMEND approval of the proposed PRELIMINARY PLAT at 2285 Walnut Street; based on the comments and findings of Sections 4-6 and the recommendation of Section 7 of the Request for Planning Commission Action dated March 2, 2011; with said approval conditioned upon submittal by the Applicant any and all outstanding easement, storm water, and utility data to staff, with those submissions subject to the satisfaction of the Public Works Department and prior to consideration of the proposed plat by the City Council.

Roll Call Vote

Ayes: 3 (Best, Wozniak, Boerigter)

Nays: 2 (Gisselquist; Gottfried)

Motion carried.

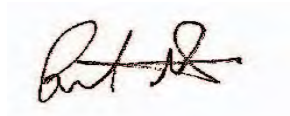
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 04/11/2011

Item No.: 12 . b

Department Approval

City Manager Approval



Item Description:

REORGANIZATION OF THE POLICE DEPARTMENT

BACKGROUND

In September of 2009 Chief Carol Sletner retired from the Roseville Police Department. Since that time the Department has been administratively understaffed.

OBJECTIVE

The Police Department, as approved by the City Manager, wishes to restructure in order to perform public safety services in a more efficient manner to suit today's public safety needs, while allowing for career enhancements and succession planning for the Department. The Department is requesting the City Council approve the restructuring as presented below. The 2011 Budget contains sufficient resources to afford the restructure and approximately twenty thousand dollars of salary funds will be saved in the process. Salary savings could be used for capital expenses or applied toward funding a retail officer position as part of a future request. This position was outlined in the 2011 Council/ Department Head Planning Session as an "Ought to Do" in the near future. The retail community would be tasked to fund the remaining salary of the sworn officer.

The restructure process includes:

1. Add two lieutenant positions- Administrative and Investigative. The Department currently operates with one lieutenant- Operations- which would be retained affording the Department with three lieutenants. The Department would promote two current sergeants to lieutenant via a Police Civil Service certified testing process. The addition of two lieutenants in the Department would be in line with other metro police agencies of our size. The Human Resources Manager has adapted the job description to include the Administrative and Investigative Lieutenant and the current Lieutenant pay scale has not been affected. At this time the Department would not ask to fill a rank between lieutenant and chief of police and the sworn staff would be voluntarily reduced from 49 to 48.

Summary of Lieutenant job description: To assist the Police Chief in the planning, senior leadership, operations, and administration of the police department. Plans and directs the activities of the assigned police function; including supervision, development, budgeting, analysis and troubleshooting, and administrative reporting and recordkeeping.

The lieutenant helps the Chief define, establish and attain overall goals and objectives of the Police Department and performs specialized duties as assigned. This position is an exempt police administrator whose primary objective is to effectively lead and command a department division in conformity with city and departmental goals and objectives, community interests and within the parameters as defined by law, code and city/departmental policies and procedures.

Police Lieutenants will rotate periodically, as determined by the Chief, between the Department's Patrol,

Investigation, and Administrative units as described below:

Patrol Division provides leadership and supervision of assigned officers and civilian personnel to ensure effective and efficient delivery of law enforcement services within the context of goals and objectives outlined by the department.

Investigative Division provides leadership and supervision of assigned officers including the Juvenile, Family Violence, and the School Liaison as well to ensure effective and efficient delivery of investigative services.

Administrative Division provides leadership and supervision of assigned personnel and will assist in fulfilling day-to-day needs of the department such as scheduling, equipment maintenance, purchasing, planning, budget management, research and similar activities. This position provides administrative assistance to the Police Chief in all matters relative to the supervision of the police department.

2. Add a Lead Community Service Officer position- This civilian position would replace the current Administrative Sergeant (sworn officer) position and would provide direct supervision to the part-time Community Service Officer (CSO) positions, maintain the Department's fleet of vehicles and inventoried assets, among other duties. The Human Resources Manager has authored the job description and assigned a pay grade of 8 through a job analysis of the position in the City's Non-Exempt, hourly pay system for City staff. The Lead CSO position is integral to the Department's restructuring plan.

Summary of Lead CSO job description: To supervise, coordinate, and administer the day to day activities of the Community Service Officer Program and the Police Department's fixed assets. Assists with Community Service Officer function and performs duties as necessary.

3. Add a third part-time CSO position- In 2009 the Department's CSO staff was reduced from four part-time positions to two part-time positions. The Department depends quite heavily on CSOs for animal control, transporting arrested parties to jail and Detox, providing courtesy transports after traffic crashes, transporting juveniles to shelter homes, transporting Department vehicles to maintenance appointments, etc. The current CSO pay scale has not been affected. Adding a third CSO would greatly assist the Department and the public in public safety efforts.

FINANCIAL IMPACTS

The entire reorganization is currently funded in the 2011 Budget and provides for approximately twenty thousand dollars in salary savings.

STAFF RECOMMENDATION

The City Manager and Police Department are recommending approval to restructure the Police Department as presented above.

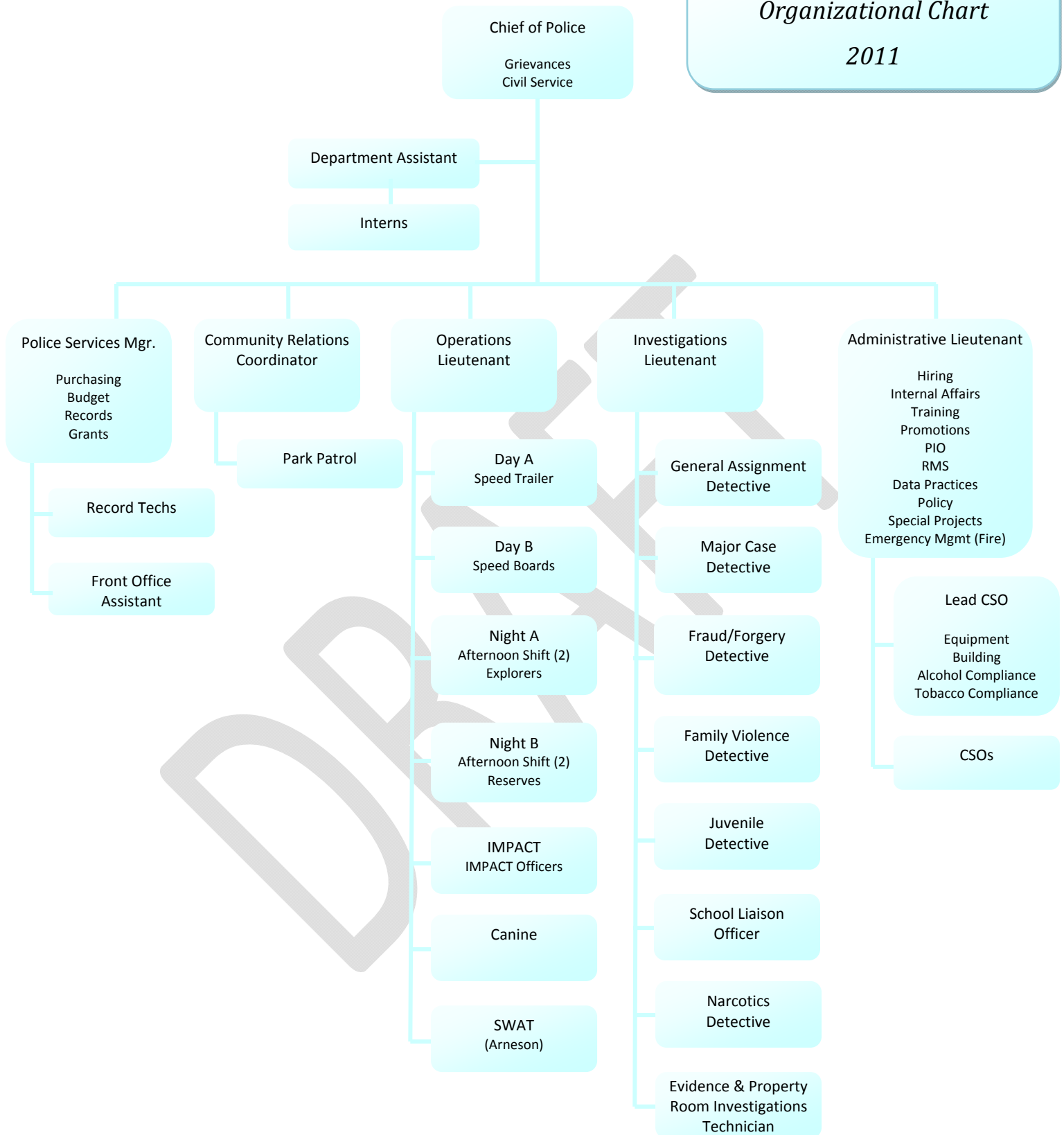
REQUESTED COUNCIL ACTION

Request Council approval to restructure the Police Department as presented above.

Prepared by: Chief Rick Mathwig

Attachments: A. Proposed Organizational Chart

Roseville Police Department
Organizational Chart
2011



REQUEST FOR COUNCIL ACTION

Date: April 11, 2011
Item No.: 12 . C

Department Approval



City Manager Approval



Item Description: Authorization to create the Housing Program Manager position for the Roseville Housing and Redevelopment Authority (RHRA)

BACKGROUND

In 2007, the City Council reorganized the RHRA staffing to have the Community Development Director serve as the Executive Director of the RHRA and created a new position, the Housing Program Coordinator, to directly work on RHRA issues. These changes were implemented in recognition that the RHRA was going to take a greater role in advocating and promoting safer and affordable housing within the community. For the past three years, the RHRA has worked under this staffing structure and has considerably advanced the RHRA mission and priorities that was outlined in the RHRA Strategic Plan.

For the past few months, the Executive Director has worked with the RHRA Board to review the organizational structure. Based on the discussion, the Executive Director, with approval of the RHRA Board, is proposing that the Housing Program Coordinator position be reclassified to a new position, the Housing Program Manager. The new position will reflect actual job duties that the Housing Program Coordinator has undertaken during the past three years. The previous job description for the Housing Program Coordinator was inadequate in detailing the responsibilities for the position. (For instance, there was no mention of working on the Living Smarter Home and Garden Fair in the job description).

As the job description was being modified to reflect the actual job responsibilities, it became clear that, based on the responsibilities, that the position should be reclassified. The Executive Director worked with the City's Human Resources Manager and the City Manager in making sure that the position was properly classified. As a result of that work, the Housing Program Manager position was created.

Staff has attached the job description for the Housing Program Coordinator and the new job description for the Housing Program Manager for the City Council's review.

POLICY OBJECTIVE

The proposed change in job classification for the current Housing Program Coordinator to Housing Program Manager will reflect actual job duties undertaken by the staff person in the position and will allow the RHRA to better implement its work plan and strategic plan.

31 **FINANCIAL IMPACTS**

32 The budgetary impacts for the position reclassification will be approximately \$1,600 (salary and
33 benefits).

34 **RECOMMENDATION**

35
36 The RHRA Board recommends that the City Council authorize the reclassification of the Housing
37 Program Coordinator position to the Housing Program Manager position, and that Jeanne Kelsey,
38 currently the Housing Program Coordinator, be promoted to the Housing Program Manager position,
39 retroactive to January 1, 2011.

40 **REQUESTED COUNCIL ACTION**

41 Motion to authorize the reclassification of the Housing Program Coordinator position to a Housing Program
42 Manager position, and further move that Jeanne Kelsey, currently the Housing Program Coordinator be
43 promoted to the Housing Program Manager position, retroactive to January 1, 2011.
44

45
Prepared by: Patrick Trudgeon, RHRA Executive Director (651) 792-7071

46 Attachments: A: Housing Program Coordinator Job Description
47 B: Housing Program Manager Job Description

CITY OF ROSEVILLE	JOB DESCRIPTION
Job Description Title: Housing Program Coordinator	FLSA Status: Non-Exempt / Non Union
Department/Division: Community Development	Position Status: Regular Part-Time ½ (20 - 29 hours/week)
Accountable To: HRA Executive Director	Salary Grade: Non-Exempt Grade 11
Prepared By: John Stark	Revision Date: May 2007

Job Summary:

To coordinate housing programs administered by the Roseville Housing and Redevelopment Authority (RHRA) and the City of Roseville and to assist the RHRA Executive Director and Community Development Director in policy-level housing issues.

Scope of Responsibility:

Performs mid level professional housing work and advanced troubleshooting and analysis under established parameters, with some independence and moderate functional financial impact, under the limited supervision, and is reviewed through conference and reports. Works under the general supervision of the Community Development Director and the Executive Director of the Housing and Redevelopment Authority. Coordinates advisory task force groups, legal notices, record keeping and other special projects as assigned. Has no supervisory responsibility. Provides daily and continuous public and staff contact, requiring a high degree of tact, courtesy, and sound judgment. Develops and maintain positive and effective working relationships with the City Council, City staff, staff of other agencies, Planning Commission, HRA, and business and community customers.

Essential Duties and Responsibilities:

1. Administer Housing Programs.
 - Manage existing loan funds, second mortgages and design grants to meet housing goals and ensure program objectives.
 - Oversee developments that are required to include workforce housing component and monitor requirements such as long-term affordability, income limitations, sales prices, etc.
 - Prepare and implement a marketing program for RHRA housing programs and services.
 - Manage the RHRA housing fund and allocate funds in accordance with statutory requirements and the RHRA Housing Plan.
2. Assist the RHRA Executive Director in implementing the strategies, programs and objectives of the RHRA Housing Plan.

The Housing Program Coordinator would assist the Executive Director in facilitating and coordinating housing development and would work with housing partners, private developers and other city staff to assist in the implementation of the Housing Plan as follows:



- Develop proposed housing goals for owner-occupied and renter-occupied housing, both new construction and rehabilitation.
- Estimate financial resources needed to meet housing goals.
- Determine sources and recommend amounts of City assistance to housing projects.
- Recruit developers that specialize in housing to the city.
- Identify and maintain an inventory of available sites for new development and target areas for rehabilitation and conversion to housing.
- Create a list of housing funding sources including the city's resources and external resources including timelines for procurement and expenditures.
- Develop and administer a GAP financing program to assist developers based on city and external financial resources.
- Determine the value of regulatory waivers and fee reductions that would be feasible or allowable for specific types of housing developments.
- Develop relationships/partnerships with housing developers from both private and public sectors.
- Establish roles and set goals and outcomes for development partners.

3. Work with RHRA.

The Housing Program Coordinator will work with the RHRA to implement the Housing Plan goals and objectives

- Work with the RHRA to establish housing production goals for both owner-occupied and renter-occupied housing.
- Work with the RHRA to determine sources and amount of city capital investment in assistance to projects.
- Develop RHRA funding criteria, applications and grant agreements.
- Provide updates to the City Council and RHRA on housing activities and goal progress.
- Develop performance measures to identify success of efforts.
- Manage the preparation of monthly agenda, minutes, reports, resolutions and other support information for the meetings of the RHRA and attend all RHRA monthly and special Board meetings

4. Administer Grants.

The Housing Program Coordinator would prepare and submit grant applications under the supervision of the Executive Director and Community Development Director to leverage RHRA funds and administer those grants once received:

- Develop projects and prepare grant applications to funding agencies (Ramsey County, Metropolitan Council, the Minnesota Housing Finance Agency, Family Housing Fund, Federal Home Loan Bank, others).

5. Work with the Metropolitan Council.

The Housing Program Coordinator will assist the RHRA Executive Director in working with the Metropolitan Council on housing issues, including assistance on such issues as:

- Prepare and submit Metropolitan Council Livable Communities Act annual reports and surveys.
- Report on progress toward housing goals.



- Report on activities and directives taken by the city and RHRA to encourage or increase workforce housing.
- Prepare housing chapter for the city's Comprehensive Plan.

6. Coordinate with Housing Partners.

The Housing Program Coordinator would work with housing providers to meet the RHRA's housing goals, including:

- Ramsey County HRA
- Greater Metropolitan Housing Corporation – Housing Resource Center
- Local area bankers and Realtors
- Rondo Community Land Trust
- Affordable Housing Developers
- Habitat for Humanity
- Private developers specializing in workforce housing

Minimum Qualifications:

Bachelors degree in Planning, Housing, Community Development, Public Administration, or related degree plus 3-4 years of related experience or equivalent. Progressive experience related to administering housing programs is preferred.

Has in depth knowledge of financial strategies for funding housing programs, a working knowledge of applicable City, state, and federal laws and regulations, housing programs and practices, housing financing and analytical skills necessary to interpret a wide range of financial data. Able to organize and coordinate support from professional and technical staff, legal and financial consultants, and others to insure successful completion of projects while working on several projects simultaneously. Poses excellent written and verbal communications skills as well as analytical and critical thinking abilities.

Physical Demands & Working Conditions:

Most work is in a normal office environment however some site visits, community inspections and meetings require driving. Limited lifting of up to twenty-five pounds or less is required less than 15 percent of the time. Approximately 45 - 70% of the time, work is performed at a high level of detail or pressure of deadlines.



CITY OF ROSEVILLE	JOB DESCRIPTION
Job Description Title: Housing Program Manager	FLSA Status: Exempt / Non Union
Department/Division: Community Development	Position Status: Regular Part-Time (20 – 29 hours/week)
Accountable To: HRA Executive Director	Salary Grade: 13
Prepared By: Patrick Trudgeon	Revision Date: January 2011

Job Summary:

To coordinate and manage the housing programs administered by the Roseville Housing and Redevelopment Authority (RHRA) and the City of Roseville and to participate with the RHRA Executive Director and Community Development Director in policy-level housing issues. The Housing Program Manager runs the day-to-day operations of the Roseville HRA.

Scope of Responsibility:

1. Administer Housing Programs.
 - Manage existing loan funds, second mortgages and design grants to meet housing goals and ensure program objectives.
 - Oversee developments that are required to include workforce housing component and monitor requirements such as long-term affordability, income limitations, sales prices, etc.
 - Prepare and implement a marketing program for RHRA housing programs and services.
 - Manage the RHRA housing fund and allocate funds in accordance with statutory requirements and the RHRA Housing Plan.
2. Implement the programs and objectives of the RHRA Housing Plan.

The Housing Program Manager along with the Executive Director facilitates and coordinates housing development and works with housing partners, private developers and other city staff to assist in the implementation of the Housing Plan as follows:

- Develop proposed housing goals for owner-occupied and renter-occupied housing, both new construction and rehabilitation.
- Estimate financial resources needed to meet housing goals.
- Determine sources and recommend amounts of City assistance to housing projects.
- Recruit developers that specialize in housing to the city.
- Identify and maintain an inventory of available sites for new development and target areas for rehabilitation and conversion to housing.
- Create a list of housing funding sources including the city's resources and external resources including timelines for procurement and expenditures.
- Develop and administer a GAP financing program to assist developers based on city and external financial resources.
- Determine the value of regulatory waivers and fee reductions that would be feasible or allowable for specific types of housing developments.
- Develop relationships/partnerships with housing developers from both private and public sectors.
- Establish roles and set goals and outcomes for development partners.



3. Work with RHRA Board.

The Housing Program Manager will work with the RHRA to implement the Housing Plan goals and objectives

- Work with the RHRA Board to establish housing production goals for both owner-occupied and renter-occupied housing.
- Work with the RHRA Board to determine sources and amount of city capital investment in assistance to projects.
- Develop RHRA Board funding criteria, applications and grant agreements.
- Provide updates to the City Council and RHRA Board on housing activities and goal progress.
- Develop performance measures to identify success of efforts.
- Manage the preparation of monthly agenda, minutes, reports, resolutions and other support information for the meetings of the RHRA Board and attend all RHRA monthly and special Board meetings

4. Administer Grants.

The Housing Program Manager would prepare and submit grant applications under the supervision of the Executive Director and Community Development Director to leverage RHRA funds and administer those grants once received:

- Develop projects and prepare grant applications to funding agencies (Ramsey County, Metropolitan Council, the Minnesota Housing Finance Agency, Family Housing Fund, Federal Home Loan Bank, others).

5. Work with the Metropolitan Council.

The Housing Program Manager will assist the RHRA Executive Director in working with the Metropolitan Council on housing issues, including assistance on such issues as:

- Prepare and submit Metropolitan Council Livable Communities Act annual reports and surveys.
- Report on progress toward housing goals.
- Report on activities and directives taken by the city and RHRA to encourage or increase workforce housing.
- Prepare housing chapter for the city's Comprehensive Plan.

6. Coordinate with Housing Partners.

The Housing Program Manager would work with housing providers to meet the RHRA's housing goals, including:

- Ramsey County HRA
- Greater Metropolitan Housing Corporation – Housing Resource Center
- Local area bankers and Realtors
- Rondo Community Land Trust
- Affordable Housing Developers
- Habitat for Humanity
- Private developers specializing in workforce housing



7. Organize Living Smarter Home and Garden Fair

The Housing Program Manager is responsible and in charge of the annual Living Smarter Home and Garden Fair and all operations related to the event, including:

- Select date and location of event
- Determine and select exhibitors and seminars
- Organize volunteers and work with steering committee
- Manage all marketing efforts related to event
- Supervise and direct administrative staff support related to LSHG

Essential Duties and Responsibilities:

- o Working knowledge of housing programs and practices.
- o Working knowledge of housing financing and analytical skills necessary to interpret a wide range of financial data.
- o Ability to organize and coordinate support from professional and technical staff, legal and financial consultants, and others to insure successful completion of projects.
- o Ability to work with and talk to the public providing advice on information necessary to satisfy questions or concerns relating to housing programs.
- o In depth knowledge of financial strategies for funding housing programs.
- o Ability to develop and maintain good working relationships with other employees.
- o Ability to develop and maintain positive and effective working relationships with the elected and appointed officials and business and community leaders.
- o Ability to generate documents using word processing and spreadsheet software applications.
- o Ability to work on several projects simultaneously
- o Ability to express oneself clearly and concisely, both orally and in writing.
- o Ability to establish and maintain effective working relations with others, and to exercise good judgment in all public relations contacts.
- o Knowledge of applicable City, state, and federal laws and regulations.

Minimum Qualifications:

Bachelors degree in Planning, Housing, Community Development, Public Administration, or related degree; and; One or more years of experience in administering housing programs.

Desired Qualifications:

Masters degree in Planning, Housing, Community Development, Public Administration, or related degree; and; Three or more years of progressive experience related housing program coordination.

Extent of Supervision:



Works under the general supervision of the Community Development Director and the Executive Director of the Housing and Redevelopment Authority.

Responsibility for Public Contact:

Continuous public contact, requiring tact, courtesy and good judgment.

Supervision of Others:

Supervises administrative staff for the Living Smarter Home and Garden Fair

Physical Demands & Working Conditions:

Most work is in a normal office environment. Limited lifting of twenty pounds or less is required.

REQUEST FOR COUNCIL ACTION

Date: **04/11/2011**
Item No.: **13 . a**

Department Approval



City Manager Approval



Item Description: Twin Lakes Regulating Map and Plan Discussion.

1.0 BACKGROUND

1.1 A component of the new Zoning Ordinance for the Community Mixed Use District that covers the Twin Lakes Redevelopment Area is a Regulating Map and Plan. A Regulating Map and Plan is the technical document for the Twin Lakes Redevelopment Area and would regulate the following:

- a.** Parking Locations: Locations where surface parking may be located would be specified by block or block face. Structured parking is treated as a building type.
- b.** Building and Frontage Types: Building and frontage types would be designated by block or block face. Some blocks should be coded for several potential building types; others for one building type on one or more block faces. Permitted and conditional uses may occur within each building type as specified in Table 1005-1 of the Roseville Zoning Ordinance.
- c.** Building Lines: Building lines would indicate the placement of buildings in relation to the street.
- d.** Street Types: The regulating map may include specific street design standards to illustrate typical configurations for streets within the district, or it may use existing City street standards.

1.2 On March 21 and 30, 2011, Michael Lamb and Andrew Dresdner met with City Staff to discuss and review Twin Lakes and to determine what sorts of items should be considered as potential Map/Plan requirements.

1.3 Michael Lamb will provide the City Council a Powerpoint presentation on April 11, 2011 reviewing the nuances of a Regulating Map and Plan and give his initial thoughts on some of the key features of the Twin Lakes Regulating Map and Plan.

2.0 REQUESTED CITY COUNCIL ACTION

No specific action is needed, however the consultant and the planning staff are interested in hearing Council feedback and direction about the Twin Lakes Regulating Map and Plan and process.

Prepared by: Thomas Paschke, City Planner.

REQUEST FOR COUNCIL ACTION

Date: April 11, 2011
Item No.: 13 . b

Department Approval

City Manager Approval



Item Description: Discussion of 2012/13 Budgeting

BACKGROUND

At the February 28, 2011 City Council meeting, Council directed staff to prepare a 2012 Budget and Tax Levy scenario that reduced the tax levy by 10%.

At the March 28, 2011 City Council meeting, staff presented the information but no actions was taken.

POLICY OBJECTIVE

Not applicable

FINANCIAL IMPACTS

Not applicable

STAFF RECOMMENDATION

Review and approve the 2012/13 Budget Work plan. Discuss the Budget Ranking methodology (attached).

REQUESTED COUNCIL ACTION

Review and approve the 2012/13 Budget Work plan. Discuss the Budget Ranking methodology (attached).

Prepared by: Bill Malinen, City Manager

Attachments: A: March 28, 2011 RCA
B: 2012/13 Budget Work Plan
C: 2011 Budget Ranking Methodology
D: Tax Supported Budget
E: Non-Tax Supported Budget

REQUEST FOR COUNCIL ACTION

Date: 03/28/11
Item No.: 13.b

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Discussion on the 2012 Budget & Tax Levy

BACKGROUND

At the February 28, 2011 City Council meeting, the Council directed Staff to prepare a budget scenario that depicts the impact on programs and services resulting from a tax levy reduction of 10%. A scenario involving a 10% reduction in the budget was also discussed. The Council further directed that budget reduction scenario reflect the Council priorities identified during the 2011 Budget process.

In accordance with these directives, Staff has developed a scenario that achieves approximately \$1.4 million in budget cuts – an amount comparable to a 10% reduction in the property tax levy. An additional \$500,000 in reductions would be necessary to achieve a 10% reduction in the property tax-supported budget.

In performing this exercise, Staff determined that many of the lower-ranked programs could not be fully eliminated or reduced due to contractual obligations or other important considerations. As a result, it was necessary to identify budget reductions within those programs that contained greater amounts of discretionary spending. This included programs that received relatively high rankings.

Based on the Council's directive and these considerations, the following program changes have been identified in the table below.

Budget			Program
Priority	Division	Program	Change
84	Bldg Maintenance	Custodial Services for public areas only	Reduction
80	Central Services	Supplies & Postage	Reduction
79	Bldg Maintenance	Energy use, repairs, & oversight	Reduction
78	Finance	Reception desk	Reduction
77	Rec Administration	Personnel management	Reduction
75	Miscellaneous	Fiber network buildout	Eliminate
71	City Council	Recording Secretary	Eliminate
69	Advisory Comm.	Ethics Commission	Reduction
66	City Council	Community support grants	Eliminate
62	Finance	Utility billing support	Reduction
61	Recreation Programs	** See Note A **	Reduction
56	Advisory Comm.	Human Rights Commission	Reduction
55	Recreation Maint.	** See Note B **	Reduction
54	Administration	General communications	Reduction
49	Streets	** See Note E **	Reduction
48	Police Patrol	IMPACT unit	Eliminate
47	Police Investigations	Less serious crimes would not be investigated	Reduction
38	Fire Fighting / EMS	Staffing and training programs	Reduction
37	Rec Administration	** See Note C **	Reduction
35	Police Administration	Partial closure of Police front reception desk	Reduce
34	Skating Center	** See Note D **	Reduce
25	Miscellaneous	Emerald Ash Borer	Eliminate
24	Police Administration	** See Note F **	Reduce
22	Street Lighting	Street light replacements	Eliminate
Notes - Program Listing			
A	Eliminate special events including: Summer Entertainment, Spring Celebration, Discover Your Parks, July 4th Celebration, Halloween Celebration, Holiday Carnival, Arts @ the OVAL, Rosefest, Rose Parade, Nature Center, Community Band, Big Band, Summer Playgrounds, Teen Program, Outdoor Rinks, Senior Programs, Volunteer Program, Puppet Wagon, Special Needs.		
B	Reduced pathway maintenance, eliminate Rosebrook Wading Pool, eliminate flower programs in parks, reduced mowing in general park areas, reduced vandalism and graffiti response times.		
C	Eliminate special events including: Summer Entertainment, Spring Celebration, Discover Your Parks, July 4th Celebration, Halloween Celebration, Holiday Carnival, Arts @ the OVAL, Rosefest, Rose Parade.		
D	Eliminate Skate Park, Novice Speedskating, Youth Bandy, In-Line Skate Program, Adult Speedskating.		
E	Reduced right-of-way maintenance, trash collection, and general street maintenance, Less streetscape supplies & maintenance. Eliminate Leaf Pickup Program, reduce pathway maintenance, reduce snowplow routes increasing completion time for snow events.		
F	Neighborhood Watch, Crime Free Multi-Housing, Senior Safety Camp, Life Saver Magnet distribution, Citizen Park Patrol, Citizen Police Academy, Residential & Business Security Checks, Night to Unite, Family Night Out, Safety talks to organizations, Shop with a Cop, New Americans forums, and child safety outreach programs.		

21 These program reductions would require the elimination of 13 full-time equivalent employee positions.
22
23 Staff will be available at the Council meeting to address any questions or concerns.

24 **POLICY OBJECTIVE**
25 Not applicable.

26 **FINANCIAL IMPACTS**
27 Not applicable.

28 **STAFF RECOMMENDATION**
29 Not applicable.

30 **REQUESTED COUNCIL ACTION**
31 For information purposes only. No Council action is requested.
32

Prepared by: Chris Miller, Finance Director
Attachments: A: Not applicable

2012/13 Budget Work Plan:

(revised DRAFT – 4/11/11)

<u>Event</u>		<u>Date(s)</u>
1.	Council/Staff Work Plan/Strategic Planning meetings	Jan. 31 & Feb. 7
2.	Council receives results of the citizen survey	Mar. 28
3.	Council receives results of the minus 10% levy 2011 budget exercise	Mar 28 & Apr 11
4.	Council approves 2011/12 Council/Staff Work Plan	Mar 28
5.	Departments update 2012-2016 Strategic Plans based upon Council/Staff Work Plan/Strategic Planning meetings and priorities	Mar 28-May 23
6.	Council approves 2012 Budget Work Plan and basic budget documentation	Apr 11
7.	Council reviews and possibly refines Budget Ranking Methodology (note: rename to “Program Listing Prioritization Methodology”)	Apr 11
8.	Dept. by Dept. Council-Staff Q & A on items in Program Listing (to understand what the items in the listing are) (IF NECESSARY)	Apr 18
9.	Council and Staff review and agree on which items on Program Listing are truly mandatory, and any consolidations of items on the listing	Apr 18
10.	Review and discuss updates (as necessary) of Financial Policies	April 18
11.	CM & Dept. heads develop and submit Program Listing prioritization results by dept. to Council (<u>both</u> tax & non-tax supported programs); Results reported as a single number (1-5) representing the joint CM/Dept. Head priority (each dept head only prioritizes programs in his/her dept.)	Apr 18-25
12.	With knowledge of joint CM/Dept. Head prioritization results, Councilmembers submit Program Listing prioritizations; Results reported back to Council with listings by Councilmember and Council averages	Apr 25-May 9
13.	Adoption (if necessary) of updated Financial Policies	April 25 or May 9

	<u>Event</u>	<u>Date(s)</u>
14.	Staff report to Council on 2011 County Assessor's Report property value changes for 2012, and preliminary tax base change estimate.	April 25
15.	Council sets preliminary 2012/13 NTE levy	May 23
16.	CM & Dept. heads develop 1 st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) based on preliminary 2012/13 NTE levy amount [and utility rates]	May 23 – July 11
17.	CIP Subcommittee report due back to Council	June 13
18.	CM presents 1 st DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	Jul. 11
19.	<u>Only if Council wishes to have this discussion:</u> Policy discussion on whether to provide utility customer notices as part of rate setting process (Roe suggestion)	Jul. 18 or 25
20.	Dept. by Dept. public comment on 1 st DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax-supported programs	Jul. 18 & 25 as needed
21.	Council/staff discussion of issues raised in public comment on 1 st DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs, and any factors or assumptions that have changed since preliminary levy was set	August 8 or 15
22.	Staff report to Council on St. Paul Water and Met Council Sanitary Sewer changes for 2012.	August 22 (tent)
23.	Council sets final 2012/13 NTE levy [and preliminary 2012/13 utility rates]	Sept. 12
24.	County sends tax notices to property owners [<u>Only if Council approves this:</u> City sends notices to utility customers on proposed 2012 utility rates and impacts]	Nov. 10-24
25.	CM & Dept. heads refine 1 st DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) to create 2 nd DRAFT, based on final 2012 NTE levy amount [and utility rates]	Sept. 13 – Dec. 4

	<u>Event</u>	<u>Date(s)</u>
26.	Budget Hearing on Proposed Levy [and Utility Rates] based on 2 nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget)	Dec. 5
27.	Council approves final 2012/13 budget, levy, [and utility rates]	Dec. 5 or 12
28.	Staff report to Council on status of Performance Measures implementation, and Council/Staff discussion about inclusion of Performance Measures into the budget process going forward	1 st Quarter 2012
29.	Staff report to Council on 2012 County Assessor's Report property value changes for 2013, and preliminary tax base change estimate.	April 2012
30.	First Quarter Financial Report	April 2012
31.	Receive Auditors' Report on 2011	April/May 2012
32.	Second Quarter Financial Report	July 2012
33.	Council-Staff Discussions on status of 2012/13 budget versus actual costs and revenues to date	August 2012
34.	Council sets final 2013 NTE levy (adjustment from 2012/13 total) [and any 2013 utility rate changes]	Sept. 2012

Budget Process Working Documents:

(Individual documents on the list may be combined with each other as appropriate. Additional documents may be added in order to present additional information as appropriate.)

1. *Program Listing Prioritization Methodology*. Defines consensus as to what each ranking (1-5) means.
2. *Program Listing*. List of programs and services, including the prioritization results for each program. Upon completion of prioritization exercise, the list is to be sorted first by fund, then by department or division, then by mandatory/non-mandatory, then by priority results (initially sorted by previous prioritization results; later by updated results, when completed)
3. *Program Descriptions*. (ref. Attachment D of item 13a of Nov 15, 2010, agenda) Detailed descriptions of the programs in the *Program Listing*, organized in the same order as the *Program Listing* (for easy cross-reference).
4. *Basic Budget Document*. An accounting of budget information for each program in the *Program Listing*, organized in the same order, with the current year's approved budget amount, previous years' actual amounts (as available), and the proposed 2012/13 budget amount, for each program, including percent change from previous year in each case; also includes revenue sources by fund.

2011 Budget Ranking Methodology

5 - Items in this category, if not funded, are those that could potentially compromise the physical well-being of individuals or property. Examples are the inability of police or fire to respond to calls.

4 - Items in this category, if not funded, are those that could result in substantial increases in the financial burden on the community in subsequent years. Examples of this would be a failure to repair a street or replace a capital asset.

3 - Items in this category, if not funded, are those that could impede the city's ability to provide the type of services that contribute to the quality of life. Examples of this would be funding for the cultural or social events.

2 - Items in this category, if not funded, are those that wouldn't likely affect individuals in the community, but would impede the ability of the city to fulfill its mission. An example of this would be reduced office maintenance.

1 - Items in this category, if not funded, are those that would have little or no impact either on the community, or the city's ability to fulfill its mission. An example of this would be deferred mowing.



<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Budget</u>
<u>TAX SUPPORTED BUDGET</u>		
<u>CITY COUNCIL & COMMISSIONS</u>		
City Council	Business Meetings	79,810
City Council	Community Support / Grants	62,490
City Council	Intergovernmental Affairs / Memberships	29,490
City Council	Recording Secretary	12,000
Advisory Comm.	Human Rights Commission	2,250
Advisory Comm.	Ethics Commission	2,500
DEPARTMENT TOTAL		188,540
<u>ADMINISTRATION</u>		
Administration	Customer Service	38,590
Administration	Council Support	120,252
Administration	Records Management/Data Practices	23,852
Administration	General Communications	64,732
Administration	Human Resources	108,216
Administration	Organizational Management	125,113
		480,755
Elections	Elections	80,655
Legal	Civil Attorney	154,500
Legal	Prosecuting Attorney	138,925
Legal	Special Services	-
Code Enforcement	Code Enforcement	165,000
		458,425
DEPARTMENT TOTAL		1,019,835

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Budget</u>
<u>FINANCE</u>		
Finance	Banking & Investment Management	11,012
Finance	Budgeting / Financial Planning	77,995
Finance	Business Licenses	8,719
Finance	Cash Receipts	52,204
Finance	Contract Administration	7,799
Finance	Contractual Services (RVA, Cable)	9,519
Finance	Debt Management	7,799
Finance	Economic Development	7,799
Finance	Accounts Payable	34,970
Finance	Gen. Ledger, fixed assets, financial reporting	149,908
Finance	Lawful Gambling (partial cost)	4,359
Finance	Payroll	74,405
Finance	Receptionist Desk	36,482
Finance	Risk Management	32,122
Finance	Utility Billing (partial cost)	7,572
Finance	Workers Compensation Admin.	48,183
Finance	Organizational Management	29,823
		600,670
Central Services	Central Services	73,500
General Insurance	General Insurance	84,000
	DEPARTMENT TOTAL	758,170

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Budget</u>
<u>POLICE</u>		
Police Administration		
Police Administration	Response to Public Requests	225,245
Police Administration	Police Records / Reports	217,766
Police Administration	Community Liaison	161,338
Police Administration	Organizational Management	330,236
		934,585
Police Patrol	24 x 7 x 365 First Responder	2,256,492
Police Patrol	Public Safety Promo / Community Interaction	604,924
Police Patrol	Dispatch	292,078
Police Patrol	Police Reports (by officer)	562,260
Police Patrol	Animal Control	200,477
Police Patrol	Organizational Management	408,474
		4,324,705
Police Investigations	Crime Scene Processing	44,013
Police Investigations	Public Safety Promo / Community Interaction	125,603
Police Investigations	Criminal Prosecutions	665,395
Police Investigations	Response to Public Requests	10,802
Police Investigations	Organizational Management	43,207
		889,020
Police Comm Services	Community Services	65,955
Police Emerg. Mgmt	Police Emergency Management	10,185
Police Lake Patrol	Police Lake Patrol	1,900
	DEPARTMENT TOTAL	6,226,350

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	2011 <u>Budget</u>
<u>FIRE</u>		
Fire Administration	Fire Administration & Planning	166,325
Fire Administration	Emergency Management	371
Fire Administration	Organizational Management	<u>39,159</u>
		205,855
Fire Prevention	Fire Administration & Planning	10,197
Fire Prevention	Fire Prevention	<u>181,038</u>
		191,235
Fire Fighting / EMS	Fire Administration & Planning	107,294
Fire Fighting / EMS	Fire Suppression / Operations	415,400
Fire Fighting / EMS	Emergency Medical Services	<u>666,036</u>
		1,188,730
Firefighter Training	Firefighter Training	100,355
Fire Relief	Fire Relief	355,000
	DEPARTMENT TOTAL	2,041,175

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Budget</u>
<u>PUBLIC WORKS</u>		
PW Administration	Project Delivery	352,877
PW Administration	Street Lighting	219,447
PW Administration	Permitting	49,421
PW Administration	General Engineering/Customer Service	132,157
PW Administration	Storm Water Management	36,424
PW Administration	Organizational Management	112,143
		902,469
Streets	Pavement Maintenance	562,881
Streets	Winter Road Maintenance	222,237
Streets	Traffic Management & Control	99,456
Streets	Streetscape & ROW Maintenance	275,093
Streets	Pathways & Parking Lots	187,242
Streets	Organizational Management	41,501
Street Lighting	Street Lighting capital items	64,000
		1,452,410
Bldg Maintenance	Custodial Services	88,360
Bldg Maintenance	General Maintenance	358,955
Bldg Maintenance	Organizational Management	28,688
		476,003
Central Garage	Vehicle Repair	136,821
Central Garage	Organizational Management	54,222
		191,043
DEPARTMENT TOTAL		3,021,925

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	2011 <u>Budget</u>
<u>PARKS & RECREATION</u>		
Rec Administration	Personnel Management	90,357
Rec Administration	Financial Management	58,814
Rec Administration	Planning & Development	78,051
Rec Administration	Community Services	253,549
Rec Administration	City-wide Support	28,365
Rec Administration	Organizational Management	31,515
		540,651
Skating Center	OVAL	407,038
Skating Center	Arena	493,320
Skating Center	Banquet Area	135,998
Skating Center	Department-wide Support	42,986
		1,079,342
Recreation Programs	Program Management	787,975
Recreation Programs	Personnel Management	67,734
Recreation Programs	Facility Management	237,591
Recreation Programs	Volunteer Management	83,631
Recreation Programs	Organizational Management	64,345
		1,241,276
Recreation Maint.	Grounds Maintenance	326,279
Recreation Maint.	Facility Maintenance	329,779
Recreation Maint.	Natural Resources	139,601
Recreation Maint.	Department-wide Support	116,543
Recreation Maint.	City-wide Support	52,403
		964,605
DEPARTMENT TOTAL		3,825,874

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	2011 <u>Budget</u>
<u>MISCELLANEOUS</u>		
Miscellaneous	Equipment Replacement	50,000
Miscellaneous	Building Replacement	25,000
Miscellaneous	Park Improvement Program	185,000
Miscellaneous	Emerald Ash Borer	100,000
Miscellaneous	Debt Service - Streets	310,000
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000
Miscellaneous	Debt Service - Arena	<u>355,000</u>
MISCELLANEOUS TOTAL		1,850,000
TAX SUPPORTED BUDGET		18,931,869

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Budget</u>
NON-TAX SUPPORTED BUDGET		
<u>COMMUNITY DEVELOPMENT</u>		
Planning	Planning - Current	300,235
Planning	Planning - Long Range	59,842
Planning	Zoning Code Enforcement	23,702
Planning	Organizational Management	23,554
		407,333
Econ. Development	Economic Development and Redevelopment	104,869
Econ. Development	Organizational Management	7,744
		112,613
Code Enforcement	Building Codes Review and Permits	408,335
Code Enforcement	Nuisance Code Enforcement	33,981
Code Enforcement	Organizational Management	64,501
		506,817
GIS	GIS	65,679
GIS	Organizational Management	4,882
		70,561
DEPARTMENT TOTAL		1,097,324
<u>ADMINISTRATION</u>		
Communications	Newsletter / News Reporting	143,552
Communications	Audio / Visual	69,274
Communications	Internet / Website	48,154
Communications	NSCC Member Dues	84,500
DEPARTMENT TOTAL		345,480

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Budget</u>
<u>FINANCE</u>		
Info Technology	Enterprise Applications	288,538
Info Technology	Network Services	60,683
Info Technology	PDA/Mobile Devices	13,219
Info Technology	Server Management	49,087
Info Technology	Telephone/Radio Systems	82,937
Info Technology	Computer/End User Support	551,331
Info Technology	User Administration	77,684
Info Technology	Internet Connectivity	33,688
Info Technology	Facility Security Systems	2,718
Info Technology	Organizational Management	3,705
		1,163,590
License Center	Passport Issuance	108,069
License Center	Motor Vehicle Transactions	479,071
License Center	Identity Applications	144,418
License Center	DNR Transactions	28,512
License Center	Daily Sales Reporting & Cash Reconciliation	143,748
License Center	Inventory and Supplies	16,565
License Center	Customer Communications/Problem Solving	134,044
License Center	Bad Check Recording & Recovery	10,989
License Center	Organizational Management	79,308
Lawful Gambling	Gambling Licenses & Reports	50,660
Lawful Gambling	Community Donations	80,000
		1,275,384
DEPARTMENT TOTAL		2,438,974

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	2011 <u>Budget</u>
<u>ENTERPRISE FUNDS</u>		
Water	Infrastructure Maintenance & Repair	749,891
Water	System Monitoring & Regulation	138,272
Water	Customer Response	112,099
Water	GIS	25,106
Water	Utility Billing	189,891
Water	Metering	442,786
Water	Wholesale Water Purchase from St. Paul	4,400,000
Water	System Depreciation	250,000
Water	Admin Service Charge	350,000
Water	Organizational Management	412,770
WATER UTILITY TOTAL		7,070,815
Sewer	Infrastructure Maintenance & Repair	846,840
Sewer	Customer Response	63,415
Sewer	GIS	34,298
Sewer	Sewage Treatment Costs	2,750,000
Sewer	System Depreciation	190,000
Sewer	Admin Service Charge	275,000
Sewer	Organizational Management	254,045
SEWER UTILITY TOTAL		4,413,598
Storm Sewer	Infrastructure Maintenance & Repair	882,267
Storm Sewer	Street Sweeping	279,513
Storm Sewer	Leaf Collection / Compost Maintenance	263,938
Storm Sewer	System Depreciation	210,000
Storm Sewer	Admin Service Charge	78,000
Storm Sewer	Organizational Management	68,626
STORM WATER UTILITY TOTAL		1,782,344
Recycling	Program Administration	21,077
Recycling	Communications	16,061
Recycling	Data Reporting / Outreach efforts	9,442
Recycling	Recycling Pickup Contractor	435,000
Recycling	Admin Service Charge	10,000
RECYCLING UTILITY TOTAL		491,580

City of Roseville
Priority-Based Budgeting
2011

<u>Department / Division</u>	<u>Program / Function</u>	2011 <u>Budget</u>
Golf	Clubhouse Operations	181,154
Golf	Grounds Maintenance	127,486
Golf	Department-Wide Support	<u>51,310</u>
GOLF COURSE UTILITY TOTAL		359,950
NON-TAX SUPPORTED BUDGET		20,439,039
2011 BUDGET TOTAL		39,370,908