



City Council Agenda

Monday, November 14, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|--|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for November: Willmus, Pust,
Johnson, McGehee, Roe |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports and Announcements |
| 6:15 p.m. | 5. Recognitions, Donations and Communications |
| 6:20 p.m. | 6. Approve Minutes
a. Approve Minutes of October 24, 2011 Meeting |
| 6:25 p.m. | 7. Approve Consent Agenda
a. Approve Payments
b. Approve Business Licenses
c. Approve General Purchases and Sale of Surplus items in
excess of \$5000
d. Set November 28, 2011 Public Hearing for Liquor License
Renewals
e. Approve 2011-2012 Teamsters Contract
f. Authorize Police Department to Accept an Auto Theft
Prevention Program Grant
g. Roseville Energy Action Conservation Team Report
h. Approve the Preliminary Concurrence Letter for
DeMinimis Request for Purchase of Right of Way for the
Twin Lakes Parkway Twin Lakes AUAR Subarea I
Infrastructure Improvements
i. Receive 2011 Police Department Alarm Responses Report |
| 6:35 p.m. | 8. Consider Items Removed from Consent |

9. General Ordinances for Adoption

10. Presentations

- 6:45 p.m. a. Public Works Annual Work Plan
- 6:55 p.m. b. Introduction and Discussion Regarding Fire Station Building Team

11. Public Hearings

12. Business Items (Action Items)

- 7:25 p.m. a. Consider Presumptive Penalty for Alcohol Compliance Failure by Good Earth Restaurant
- 7:35 p.m. b. Consider Presumptive Penalty for Alcohol Compliance Failure by Chili's Restaurant
- 7:45 p.m. c. Consider Presumptive Penalty for Alcohol Compliance Failure by Smashburger's Restaurant
- 7:55 p.m. d. Consider Presumptive Penalty for Alcohol Compliance Failure by Marriott Courtyard Restaurant
- 8:05 p.m. e. Consider Approving 2012 City Council Meeting Schedule

13. Business Items – Presentations/Discussions

- 8:10 p.m. a. Discuss Allocations of Bonds
- 8:20 p.m. b. Discuss City Council Liaisons and Rules
- 8:30 p.m. c. Discuss Rule #5 of the City Council Rules of Procedure regarding Video Presentations
- 8:40 p.m. d. Discuss Legislative Agenda
- 8:50 p.m. e. Discuss an Ordinance Amending Chapter 501 Relating to Appeals Process for Potentially Dangerous Dogs

14. City Manager Future Agenda Review

15. Councilmember Initiated Items for Future Meetings

16. Adjourn

Some Upcoming Public Meetings.....

Wednesday	Nov 16	6:30 p.m.	Human Rights Commission
Tuesday	Nov 22	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	Nov 28	6:00 p.m.	City Council Meeting
Monday	Dec 5	6:00 p.m.	City Council Meeting
Tuesday	Dec 6	6:30 p.m.	Parks & Recreation Commission
Wednesday	Dec 7	6:30 p.m.	Planning Commission
Monday	Dec 12	6:00 p.m.	City Council Meeting
Monday	(Jan 9)	6:00 p.m.	City Council Meeting

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

Date: Nov. 14, 2011

Item: 6.a

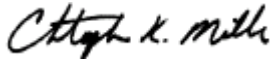
Approve the minutes of
Oct. 24, 2011

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 11/14/2011
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	\$924,105.94
64389-64597	1,159,617.83
Total	\$2,083,723.77

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: 11/8/2011 - 3:51 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	FSH Communications-LLC	Payphone Advantage	64.13
0	10/20/2011	Water Fund	Professional Services	City of Maplewood	Professional Services	1,772.76
0	10/20/2011	Storm Drainage	Professional Services	City of Maplewood	Professional Services	1,772.76
0	10/20/2011	Sanitary Sewer	Professional Services	City of Maplewood	Professional Services	1,772.76
0	10/20/2011	Boulevard Landscaping	Operating Supplies	Goodin Corp.	Couplings	44.61
0	10/20/2011	Contracted Engineering Svcs	Deposits	Presbyterian Homes of MN	Return of Escrow-2845 Hamline Ave	9,000.00
0	10/20/2011	Recreation Fund	Professional Services	Ariel Parry	Assistant Dance Instruction	19.50
0	10/20/2011	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections	8,750.28
0	10/20/2011	Community Development	Conferences	Bryan Lloyd	Conference Expenses Reimbursement	184.30
0	10/20/2011	Community Development	Professional Services	Bryan Lloyd	Conference Expenses Reimbursement	47.94
0	10/20/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,000.00
0	10/20/2011	Recreation Fund	Professional Services	Daniel Kuch	Community Band Director	500.00
0	10/20/2011	Recreation Fund	Professional Services	Barbara Carlson	Community Band Librarian April-Sep	234.00
0	10/20/2011	Recreation Fund	Professional Services	Joe Tricola	CPR Class	150.00
0	10/20/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	63.32
0	10/20/2011	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227	Payroll Deduction for 10/18 Payroll	4,979.03
0	10/20/2011	General Fund	210501 - PERA Life Ins. Ded.	NCPERS Life Ins#7258500	Payroll Deduction for October Payrol	48.00
0	10/20/2011	Non Motorized Pathways	NESCC-Fairview Pathway	T. A. Schifsky & Sons, Inc.	Fairview Pathway Improvement Proje	77,528.22
0	10/20/2011	General Fund	210700 - Minnesota Benefit Ded	MN Benefit Association	Payroll Deduction for 10/18 Payroll	1,261.53
0	10/20/2011	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium-Sept 2011	1,971.01
0	10/20/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	500.00
0	10/20/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	185.87
0	10/20/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	186.00
0	10/20/2011	Storm Drainage	Operating Supplies	Infratech, Inc.	Rapid Set Patching Cement	448.88
0	10/20/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	417.50
0	10/20/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	208.75
0	10/20/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	208.75
0	10/20/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	208.75
0	10/20/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	626.50
0	10/20/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	493.00
0	10/20/2011	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	WSB & Associates, Inc.	Twin Lakes Phase 2 Constuction	288.00
0	10/20/2011	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	WSB & Associates, Inc.	Twin Lakes Phase 2 Constuction	3,067.25
0	10/20/2011	P & R Contract Maintenance	Operating Supplies	Linder's Greenhouse, Inc.	Garden Supplies	252.34
0	10/20/2011	Recreation Fund	Professional Services	Metro Volleyball Officials		1,127.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/20/2011	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,127.50
0	10/20/2011	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.	Prosecution Services	11,426.00
0	10/20/2011	License Center	Professional Services	Quicksilver Express Courier	Courier Service	151.62
0	10/20/2011	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	83.95
0	10/20/2011	Water Fund	Utilities	Xcel Energy	2501 Fairview/Water Tower	6,214.99
0	10/20/2011	Golf Course	Vehicle Supplies	MTI Distributing, Inc.	Bearing Ball	63.06
0	10/20/2011	Recreation Improvements	Tennis Crt Lighting: Rosebrook	Muska Electric Co	Tennis Court Lights	4,106.53
0	10/20/2011	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products	Seed	273.07
0	10/20/2011	Boulevard Landscaping	Operating Supplies	Ramy Turf Products	Seed	231.82
0	10/20/2011	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	45.86
0	10/20/2011	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	27.08
0	10/20/2011	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	33.78
0	10/20/2011	Water Fund	Office Supplies	Innovative Office Solutions	Office Supplies	33.78
0	10/20/2011	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	33.79
0	10/20/2011	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	156.77
Check Total:						143,392.84
0	10/25/2011	General Fund	Office Supplies	US Markerboard-ACH	Corkboard	258.05
0	10/25/2011	General Fund	209001 - Use Tax Payable	US Markerboard-ACH	Sales/Use Tax	-16.60
0	10/25/2011	Recreation Fund	Professional Services	Three Rivers Park- ACH	Field Trip Admission	108.00
0	10/25/2011	Water Fund	Operating Supplies	Suburban Ace Hardware-ACH	Bushing, Valve Ball	24.18
0	10/25/2011	Golf Course	Operating Supplies	Home Depot- ACH	Tarp	41.04
0	10/25/2011	Recreation Fund	Operating Supplies	Target- ACH	Sprouts Snacks	4.94
0	10/25/2011	Recreation Fund	Operating Supplies	Sports Authority-ACH	Sport Utility Cones	96.44
0	10/25/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Hammer, Pliers	29.96
0	10/25/2011	Boulevard Landscaping	Operating Supplies	Amazon.com- ACH	Canvas Case	15.48
0	10/25/2011	Boulevard Landscaping	Use Tax Payable	Amazon.com- ACH	Sales/Use Tax	-1.00
0	10/25/2011	Recreation Fund	Operating Supplies	Cub Foods- ACH	Summer Options Supplies	29.28
0	10/25/2011	General Fund	Operating Supplies	Jimmy John's Sandwiches- ACH	Sandwiches for Acct. Tech Interviews	10.70
0	10/25/2011	General Fund	Operating Supplies	Sirchie Finger Print-ACH	Porelon Pad	67.97
0	10/25/2011	Information Technology	Operating Supplies	Monoprice.Com-ACH	Network and Video Cables	71.75
0	10/25/2011	Information Technology	Use Tax Payable	Monoprice.Com-ACH	Sales/Use Tax	-4.62
0	10/25/2011	General Fund	Professional Services	Employtest-ACH	Application Testing for Payroll Positi	200.00
0	10/25/2011	General Fund	Training	NWTC Web Registration-ACH	Taser Refresher Course	175.00
0	10/25/2011	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-ACH	Kneepads, Weedkiller	48.16
0	10/25/2011	General Fund	Operating Supplies	Green Mill- ACH	Mutial Aid Firefighter Food	50.13
0	10/25/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Locks	141.28
0	10/25/2011	Information Technology	Contract Maintenance	Local Link, Inc.-ACH	DNS Hosting	105.00
0	10/25/2011	Solid Waste Recycle	Operating Supplies	Resourceful Bag & Tag-ACH	Recycling Bags	133.09
0	10/25/2011	Solid Waste Recycle	Use Tax Payable	Resourceful Bag & Tag-ACH	Sales/Use Tax	-8.56
0	10/25/2011	Housing & Redevelopment Agency	Professional Services	Vroman Systems-ACH	Living Smarter Fair Electronic Transa	19.95
0	10/25/2011	General Fund	Conferences	Delta Air-ACH	Transportation to Conference	137.90
0	10/25/2011	General Fund	Vehicle Supplies	Suburban Ace Hardware-ACH	Solder Tip	8.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/25/2011	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Vehicle Supplies	451.52
0	10/25/2011	Recreation Fund	Operating Supplies	Brueggers Bagels- ACH	Staff Meeting Bagels	20.95
0	10/25/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer, Soccer Supplies	53.13
0	10/25/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer, Soccer Supplies	52.20
0	10/25/2011	General Fund	Operating Supplies	Davis Lock & Safe-ACH	Key	3.21
0	10/25/2011	General Fund	Operating Supplies	UPS Store-ACH	Pager Repair	16.07
0	10/25/2011	Solid Waste Recycle	Operating Supplies	Resourceful Bag & Tag-ACH	Billboard Sign Kit	91.61
0	10/25/2011	Solid Waste Recycle	Use Tax Payable	Resourceful Bag & Tag-ACH	Sales/Use Tax	-5.89
0	10/25/2011	General Fund	Office Supplies	RadioShack-ACH	PC to Video Component	85.69
0	10/25/2011	Water Fund	Miscellaneous Expense	Menards-ACH	No Receipt	3.01
0	10/25/2011	Water Fund	Operating Supplies	Menards-ACH	Hose Bibb, Chrome Vacuum	20.26
0	10/25/2011	General Fund	Office Supplies	Suburban Ace Hardware-ACH	Wire Hooks	10.70
0	10/25/2011	General Fund	Office Supplies	Home Depot- ACH	Hardware, Hooks, Brackets	433.25
0	10/25/2011	Recreation Fund	Operating Supplies	Target- ACH	Job Fair Supplies	64.65
0	10/25/2011	Golf Course	Operating Supplies	Suburban Ace Hardware-ACH	Sand Paper	4.81
0	10/25/2011	Water Fund	Miscellaneous Expense	Suburban Ace Hardware-ACH	No Receipt	5.13
0	10/25/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	393.02
0	10/25/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	893.26
0	10/25/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	47.40
0	10/25/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	179.64
0	10/25/2011	Golf Course	Telephone	Sprint-ACH	Cell Phones	88.09
0	10/25/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	79.80
0	10/25/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	230.66
0	10/25/2011	Recreation Fund	Telephone	Sprint-ACH	Cell Phones	260.17
0	10/25/2011	P & R Contract Maintenance	Telephone	Sprint-ACH	Cell Phones	51.94
0	10/25/2011	Recreation Fund	Professional Services	Brunswick Zone-ACH	Field Trip	535.50
0	10/25/2011	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	49.60
0	10/25/2011	Community Development	Conferences	MN GIS-ACH	Conference Registration	235.00
0	10/25/2011	General Fund	Contract Maint. - City Hall	Nitti Sanitation-ACH	Regular Service	153.00
0	10/25/2011	General Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	88.40
0	10/25/2011	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Regular Service	275.40
0	10/25/2011	General Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	54.40
0	10/25/2011	Golf Course	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	108.80
0	10/25/2011	Recreation Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	224.40
0	10/25/2011	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	516.80
0	10/25/2011	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Regular Service	40.00
0	10/25/2011	Golf Course	Operating Supplies	Ace Vacuum Center-ACH	Vacuum Supplies	15.07
0	10/25/2011	Water Fund	Miscellaneous Expense	Suburban Ace Hardware-ACH	No Receipt	26.61
0	10/25/2011	License Center	Office Supplies	Target- ACH	Batteries, Pens	55.19
0	10/25/2011	Recreation Fund	Operating Supplies	UPS Store-ACH	Shipping Service	14.42
0	10/25/2011	General Fund	Operating Supplies	CMC Rescue Inc.-ACH	Steel Lock Carabiner	159.24
0	10/25/2011	General Fund	209001 - Use Tax Payable	CMC Rescue Inc.-ACH	Sales/Use Tax	-10.24
0	10/25/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	8.51
0	10/25/2011	Storm Drainage	Operating Supplies	Menards-ACH	Ansell Performance	24.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/25/2011	Storm Drainage	Telephone	Sprint-ACH	Cell Phones	54.25
0	10/25/2011	General Fund	Operating Supplies	Sprint-ACH	Cell Phones	78.00
0	10/25/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	82.50
0	10/25/2011	Recreation Fund	Telephone	Sprint-ACH	Cell Phones	26.00
0	10/25/2011	P & R Contract Maintenance	Temporary Employees	Sprint-ACH	Cell Phones	80.25
0	10/25/2011	Recreation Fund	Professional Services	Shoreview Park & Rec-ACH	Summer Options Field Trip	274.74
0	10/25/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	7.83
0	10/25/2011	General Fund	209001 - Use Tax Payable	BDS Tactical Gear, Inc-ACH	Sales/Use Tax	-25.61
0	10/25/2011	General Fund	Operating Supplies	BDS Tactical Gear, Inc-ACH	Medic Bags	398.11
0	10/25/2011	Recreation Fund	Operating Supplies	Dick's Sporting Goods - ACH	Whistles	59.90
0	10/25/2011	General Fund	Minor Equipment	Office Depot- ACH	Chair	139.25
0	10/25/2011	Recreation Fund	Operating Supplies	Target- ACH	Whistles	33.69
0	10/25/2011	General Fund	Operating Supplies	Walmart.com-ACH	PC to TV Converter	45.84
0	10/25/2011	General Fund	Operating Supplies	Jimmy John's Sandwiches- ACH	Sandwiches for Acct. Tech-Final	16.05
0	10/25/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	80.71
0	10/25/2011	General Fund	Operating Supplies	Labels Direct-ACH	Labels	95.55
0	10/25/2011	General Fund	209001 - Use Tax Payable	Labels Direct-ACH	Sales/Use Tax	-6.15
0	10/25/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Shop Parts	3.47
0	10/25/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	57.44
0	10/25/2011	Recreation Fund	Operating Supplies	Target- ACH	Frames	38.50
0	10/25/2011	General Fund	Conferences	MN GIS-ACH	Conference Registration	235.00
0	10/25/2011	P & R Contract Maintenance	Miscellaneous	Menards-ACH	No Receipt	77.26
0	10/25/2011	Community Development	Operating Supplies	Office Max-ACH	Office Supplies	74.21
0	10/25/2011	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-ACH	Threaded Rod	4.06
0	10/25/2011	P & R Contract Maintenance	Operating Supplies	Twin City Saw-ACH	Parts	39.70
0	10/25/2011	General Fund	Office Supplies	Menards-ACH	Wire Hooks	33.94
Check Total:						9,859.90
0	10/27/2011	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Flow	195,351.89
0	10/27/2011	Pathway Maintenance Fund	Operating Supplies	Bryan Rock Products, Inc.	Red Ball Diamond Agg, 1" With Fine	2,665.22
0	10/27/2011	Recreation Improvements	Athletic Field Upgrades	Bryan Rock Products, Inc.	Red Ball Diamond Agg, 1" With Fine	2,996.03
0	10/27/2011	TIF District #17-Twin Lakes	Professional Services	Ratwik, Roszak & Maloney, PA	Twin Lakes/Mt. Ridge Condemnation	1,032.84
0	10/27/2011	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	137.64
0	10/27/2011	Information Technology	Transportation	Shaun Shaver	Mileage Reimbursement	84.92
0	10/27/2011	Recreation Fund	Operating Supplies	Roseville Area Schools	Printing	405.00
0	10/27/2011	Recreation Fund	Operating Supplies	Eric Boettcher	Supplies Reimbursement	10.00
0	10/27/2011	Recreation Fund	Operating Supplies	Eric Boettcher	Supplies Reimbursement	25.00
0	10/27/2011	Recreation Fund	Operating Supplies	Eric Boettcher	Supplies Reimbursement	47.14
0	10/27/2011	Recreation Fund	Transportation	Nicole Dietman	Mileage Reimbursement	76.50
0	10/27/2011	General Fund	Vehicle Supplies	Midway Ford Co	Parts	71.08
0	10/27/2011	General Fund	Vehicle Supplies	Brock White Co	2011 Blanket PO for Vehicle Repairs	43.32
0	10/27/2011	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Parts	10.57
0	10/27/2011	General Fund	Vehicle Supplies	Rigid Hitch Incorporated	Socket, Switch Pin	151.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/27/2011	License Center	Contract Maintenance	Electro Watchman, Inc.	Security System-License Center	192.38
0	10/27/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Parts	64.10
0	10/27/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Parts	30.54
0	10/27/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Parts	6.75
0	10/27/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Parts	4.24
0	10/27/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Parts	19.61
0	10/27/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Parts	19.61
0	10/27/2011	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	72.00
0	10/27/2011	General Fund	Contract Maintenance	Ancom Communications	Technical Service	880.00
0	10/27/2011	General Fund	Operating Supplies	Ancom Communications	Pagers	4,895.14
0	10/27/2011	General Fund	209001 - Use Tax Payable	Ancom Communications	Sales/Use Tax	-269.14
0	10/27/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Parts	112.01
0	10/27/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Parts	34.62
0	10/27/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Parts	69.92
0	10/27/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Parts	53.47
0	10/27/2011	Sanitary Sewer	Operating Supplies	USA BlueBook	Blue Book	0.71
0	10/27/2011	Recreation Fund	Operating Supplies	Sherwin Williams	Paint Supplies	175.05
0	10/27/2011	Sanitary Sewer	Operating Supplies	USA BlueBook	Blue Book	515.43
0	10/27/2011	Recreation Fund	Operating Supplies	Sherwin Williams	Paint Supplies	112.40
0	10/27/2011	Recreation Fund	Memberships & Subscriptions	DMX Music, Inc.	Skating Center Music	146.63
0	10/27/2011	General Fund	Utilities	Xcel Energy	Civil Defense	60.31
0	10/27/2011	Golf Course	Utilities	Xcel Energy	Golf	556.21
0	10/27/2011	General Fund	Utilities	Xcel Energy	Fire Stations	1,603.08
0	10/27/2011	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	4,773.14
0	10/27/2011	Sanitary Sewer	Utilities	Xcel Energy	Sewer	107.78
0	10/27/2011	Recreation Fund	Utilities	Xcel Energy	Skating	11,544.16
0	10/27/2011	General Fund	Utilities	Xcel Energy	Traffic Signal & Street Lights	5,099.46
0	10/27/2011	Storm Drainage	Utilities	Xcel Energy	Storm Water	16.79
0	10/27/2011	General Fund	Utilities	Xcel Energy	Street Light	13,241.30
0	10/27/2011	Recreation Fund	Operating Supplies	MRPA	Softball Post Season Berths	800.00
0	10/27/2011	General Fund	Contract Maint. - City Hall	Commercial Steam Team Inc	Carpet Cleaning	3,034.19
0	10/27/2011	General Fund	Contract Maint. - City Garage	Commercial Steam Team Inc	Carpet Cleaning	136.39
0	10/27/2011	General Fund	Contract Maintenance	Commercial Steam Team Inc	Carpet Cleaning	61.36
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	Commercial Steam Team Inc	Carpet Cleaning	199.85
0	10/27/2011	General Fund	Op Supplies - City Hall	Grainger Inc	Lamp	14.24
0	10/27/2011	General Fund	Op Supplies - City Hall	Eagle Clan, Inc	Can Liners, Toilet Tissue	309.82
0	10/27/2011	General Fund	Op Supplies - City Hall	Eagle Clan, Inc	Credit	-87.53
0	10/27/2011	General Fund	Op Supplies - City Hall	Eagle Clan, Inc	Croll Towels, Toilet Tissue, Batteries	499.13
0	10/27/2011	General Fund	Clothing	Streicher's	Tactical Vests	679.99
0	10/27/2011	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.	General Civil Matters	12,875.00
0	10/27/2011	Recreation Fund	Contract Maintenance	Green View Inc.	Ice Arena Cleaning	1,450.65
0	10/27/2011	Street Construction	Dale St btw Cty C & S Owasso	Stork Twin City Testing Corp.	Pavement Management Project	2,725.75
0	10/27/2011	Street Construction	Dale St btw Cty C & S Owasso	Stork Twin City Testing Corp.	Staff Engineer	28.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						269,973.78
0	10/27/2011	Recreation Fund	Miscellaneous	Office Depot- ACH	PC Receipt Turned In	-96.85
0	10/27/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	96.85
0	10/27/2011	Recreation Fund	Miscellaneous	Dick's Sporting Goods - ACH	PC Receipt Turned In	-139.23
0	10/27/2011	Recreation Fund	Operating Supplies	Dick's Sporting Goods - ACH	Volleyballs	139.23
0	10/27/2011	P & R Contract Maintenance	Miscellaneous	RadioShack-ACH	PC Receipt Turned In	-53.55
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	RadioShack-ACH	Outlets Power Invert	53.55
0	10/27/2011	P & R Contract Maintenance	Miscellaneous	Office Depot- ACH	PC Receipt Turned In	-10.70
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	Office Depot- ACH	Office Supplies	10.70
0	10/27/2011	P & R Contract Maintenance	Miscellaneous	Fed Ex Kinko's-ACH	PC Receipt Turned In	-38.57
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	Fed Ex Kinko's-ACH	Lamination	38.57
0	10/27/2011	Golf Course	Miscellaneous	LTG Power Equipment-ACH	PC Receipt Turned In	-16.67
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	LTG Power Equipment-ACH	Valve, Gasket	16.67
0	10/27/2011	P & R Contract Maintenance	Miscellaneous	Suburban Ace Hardware-ACH	PC Receipt Turned In	-18.20
0	10/27/2011	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Trash Can	18.20
0	10/27/2011	P & R Contract Maintenance	Miscellaneous	Midwest Fence-ACH	PC Receipt Turned In	-34.06
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	Midwest Fence-ACH	Pool Latch	34.06
0	10/27/2011	P & R Contract Maintenance	Miscellaneous	North Hgts Hardware Hank-ACH	PC Receipt Turned In	-12.53
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Fasteners	12.53
0	10/27/2011	Recreation Fund	Miscellaneous Expense	Acorn Naturalists-ACH	PC Receipt Turned In	-71.75
0	10/27/2011	Recreation Fund	Operating Supplies	Acorn Naturalists-ACH	Sunprint Kit	71.75
0	10/27/2011	Golf Course	Miscellaneous	Viking Industrial Center-ACH	PC Receipt Turned In	-30.73
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center-ACH	Ear Plugs	30.73
0	10/27/2011	Golf Course	Miscellaneous	All Seasons Rental- ACH	PC Receipt Turned In	-169.00
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	All Seasons Rental- ACH	Ready Mix	169.00
0	10/27/2011	Recreation Fund	Miscellaneous Expense	Acorn Naturalists-ACH	PC Receipt Turned in	-126.01
0	10/27/2011	Recreation Fund	Operating Supplies	Acorn Naturalists-ACH	Fish Replica	126.01
Check Total:						0.00
0	11/02/2011	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 10/4 Payroll	19,372.91
0	11/02/2011	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 10/4 Payroll	4,206.13
0	11/02/2011	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 10/4 Payroll	29,810.11
0	11/02/2011	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 10/4 Payroll	39,165.70
0	11/02/2011	General Fund	211000 - Deferered Comp.	Great West- ACH	Payroll Deduction for MDCP 10/4 Pa	9,449.16
0	11/02/2011	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 10/4 Payroll	47,079.50
0	11/02/2011	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 10/4 Payroll	19,226.62
0	11/02/2011	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 10/4 Payroll	25,348.42
0	11/02/2011	Water Fund	Water - Roseville	City of Roseville- ACH	September Water	16,313.21
0	11/02/2011	Sanitary Sewer	Credit Card Service Fees	Applied Merchant Services-ACH	September UB Payments.com Charge	756.21
0	11/02/2011	Internal Service - Interest	Investment Income	RVA- ACH	September Interest	139.21
0	11/02/2011	Golf Course	State Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	1,915.96
0	11/02/2011	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	271.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/02/2011	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	81.64
0	11/02/2011	Information Technology	Use Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	43.67
0	11/02/2011	Telephone	Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	56.92
0	11/02/2011	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	2,341.78
0	11/02/2011	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	18.66
0	11/02/2011	P & R Contract Maintenance	Sales Tax	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	120.80
0	11/02/2011	License Center	Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	419.00
0	11/02/2011	License Center	Use Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	2.78
0	11/02/2011	Recreation Improvements	Use Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	325.69
0	11/02/2011	Sanitary Sewer	Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	9.73
0	11/02/2011	Water Fund	State Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	36,480.44
0	11/02/2011	Golf Course	Use Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	22.75
0	11/02/2011	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	53.88
0	11/02/2011	Solid Waste Recycle	Use Tax Payable	MN Dept of Revenue-ACH	Sale/Use Tax Oct 2011	53.86
0	11/02/2011	General Fund	Motor Fuel	MN Dept of Revenue-ACH	September Fuel Tax	262.36
0	11/02/2011	General Fund	Motor Fuel	MN Dept of Revenue-ACH	Fuel Tax Annual Renewal Fee	25.00
0	11/02/2011	Community Development	Credit Card Service Fees	US Bank-ACH	September Terminal Charges	719.74
0	11/02/2011	Recreation Fund	Credit Card Fees	US Bank-ACH	September Terminal Charges	127.84
0	11/02/2011	Golf Course	Credit Card Fees	US Bank-ACH	September Terminal Charges	414.28
0	11/02/2011	General Fund	Postage	Pitney Bowes - Monthly ACH	October Postage	3,000.00
0	11/02/2011	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 10/18 Payroll	19,367.49
0	11/02/2011	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 10/18 Payroll	4,357.52
0	11/02/2011	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 10/18 Payroll	30,788.76
0	11/02/2011	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 10/18 Payroll	40,545.67
0	11/02/2011	General Fund	211000 - Deferered Comp.	Great West- ACH	Payroll Deduction for MDCP 10/18 P	9,238.00
0	11/02/2011	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 10/18 Payroll	48,365.33
0	11/02/2011	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 10/18 Payroll	19,358.75
0	11/02/2011	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 10/18 Payroll	25,471.92
0	11/02/2011	Water Fund	Water - Roseville	City of Roseville- ACH	October Water	9,344.03
0	11/02/2011	General Fund	Salaries - Regular	SFM-ACH	October Work Comp Claims	4,250.00
0	11/02/2011	Workers Compensation	Adminsitratve Claims	SFM-ACH	October Work Comp Claims	455.47
0	11/02/2011	Workers Compensation	Parks & Recreation Claims	SFM-ACH	October Work Comp Claims	103.34
0	11/02/2011	Workers Compensation	Police Patrol Claims	SFM-ACH	October Work Comp Claims	5,594.16
0	11/02/2011	Workers Compensation	Street Department Claims	SFM-ACH	October Work Comp Claims	712.04
Check Total:						475,587.88
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	Valley National Gases-ACH	Correct for Missing Receipt	21.08
0	10/27/2011	Golf Course	Miscellaneous	Valley National Gases-ACH	Correct for Missing Receipt	-21.08
0	10/27/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Correct for missing receipt	131.12
0	10/27/2011	Golf Course	Miscellaneous	North Hgts Hardware Hank-ACH	Correct for missing receipt	-131.12
Check Total:						0.00
0	10/26/2011	Recreation Fund	Rental	Roseville Area Schools	Reclass Payments to 439000	-71,772.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	10/26/2011	Recreation Fund	Contract Maintenance	Roseville Area Schools	Reclass Payment from 438000	29,433.00
0	10/26/2011	Recreation Fund	Contract Maintenance	Roseville Area Schools	Reclass Payment from 438000	24,836.00
0	10/26/2011	Recreation Fund	Contract Maintenance	Roseville Area Schools	Reclass Payment from 438000	17,503.00
Check Total:						0.00
0	11/01/2011	Sanitary Sewer	Telephone	Ecoenvelopes, LLC	Utility Billing Section 001	405.62
0	11/01/2011	Water Fund	Postage	Ecoenvelopes, LLC	Utility Billing Section 001	405.62
0	11/01/2011	Storm Drainage	Postage	Ecoenvelopes, LLC	Utility Billing Section 001	405.62
Check Total:						1,216.86
0	11/03/2011	Recreation Fund	Operating Supplies	Goodin Corp.	Brass Cap	17.42
0	11/03/2011	Water Fund	Operating Supplies	Goodin Corp.	Brass Nipples	30.49
0	11/03/2011	Water Fund	Operating Supplies	Goodin Corp.	Brass Nipple	16.97
0	11/03/2011	License Center	Transportation	Jill Theisen	Mileage Reimbursement	267.51
0	11/03/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	35.47
0	11/03/2011	Recreation Fund	Buildings & Structures	Rink Systems Inc	Black rubber flooring with 10% gray	3,210.00
0	11/03/2011	Recreation Fund	Buildings & Structures	Rink Systems Inc	Adhesive (5 gallons per pail)	300.00
0	11/03/2011	Recreation Fund	Buildings & Structures	Rink Systems Inc	Shipping	600.00
0	11/03/2011	Recreation Fund	Buildings & Structures	Rink Systems Inc	Sales Tax	282.56
0	11/03/2011	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227	Payroll Deduction for 11/1 Payroll	4,979.03
0	11/03/2011	General Fund	210600 - Union Dues Deduction	MN Teamsters #320	Payroll Deduction for 11/1 Payroll	327.00
0	11/03/2011	General Fund	210600 - Union Dues Deduction	LELS	Payroll Deduction for 11/1 Payroll	1,554.00
0	11/03/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	186.00
0	11/03/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	11/03/2011	General Fund	Vehicle Supplies	Midway Ford Co	Vehicle Parts	51.54
0	11/03/2011	General Fund	Vehicle Supplies	Midway Ford Co	Vehicle Parts	71.08
0	11/03/2011	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Brake Chamber	106.64
0	11/03/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Credit Memo	-32.82
0	11/03/2011	General Fund	Contract Maintenance	Metro Garage Door Co, Inc.	Service Call	1,542.65
0	11/03/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Fuse	15.71
0	11/03/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Fuses	62.84
0	11/03/2011	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Skid	326.67
0	11/03/2011	General Fund	Vehicle Supplies	Kath Fuel Oil Service, Inc.	Oil	3,032.04
0	11/03/2011	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officials	1,127.50
0	11/03/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Parts	66.73
0	11/03/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Parts	66.73
0	11/03/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Parts	37.88
0	11/03/2011	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	A/C Reapair	1,203.59
0	11/03/2011	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sale/Use Tax	-14.03
0	11/03/2011	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Battery Switch	261.35
0	11/03/2011	General Fund	209001 - Use Tax Payable	Emergency Apparatus Maint. Inc	Sales/Use Tax	-16.81
0	11/03/2011	Golf Course	Vehicle Supplies	Gopher Bearing. Corp.	Ball bearings	86.19
0	11/03/2011	Golf Course	Use Tax Payable	Gopher Bearing. Corp.	Sales/Use Tax	-5.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	11/03/2011	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	73.64
0	11/03/2011	Recreation Fund	Operating Supplies	MRPA	Hall of Fame Benefit Post Season Ber	160.00
0	11/03/2011	P & R Contract Maintenance	Operating Supplies	Davis Lock & Safe Inc	T Bolt, Thermostat Keys	40.61
0	11/03/2011	Building Improvements	Other Improvements	Grainger Inc	Exit/Emergency Lighting	179.44
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	82.34
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Credit	-352.74
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Ballasts	47.90
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Cable Ties	110.97
0	11/03/2011	Golf Course	Vehicle Supplies	Grainger Inc	Motor	35.32
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Ballasts	40.98
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	141.26
0	11/03/2011	General Fund	Vehicle Supplies	Grainger Inc	Load Hugger	63.67
0	11/03/2011	Recreation Fund	Operating Supplies	Grainger Inc	Ballasts	42.74
0	11/03/2011	Recreation Fund	Operating Supplies	Eagle Clan, Inc	Toilet Tissue, Roll Towels	293.85
0	11/03/2011	Information Technology	Operating Supplies	SHI International Corp	Windows Platform	504.45
0	11/03/2011	General Fund	Clothing	Streicher's	Vests, Yokes	176.31
0	11/03/2011	Sanitary Sewer	Operating Supplies	ESS Brothers & Sons, Inc.	Sealant, ADJ Rings	1,184.18
0	11/03/2011	Water Fund	Water Meters	Ferguson Waterworks	Turbine Meters	1,068.75
Check Total:						24,074.68
80	10/20/2011	Housing & Redevelopment Agency	Construction Payments	Land Title, Inc.	Reclass to code 722-00-78-0000-87-4	-75.00
80	10/20/2011	Housing & Redevelopment Agency	Construction Payments	Land Title, Inc.	Reclass to code 722-00-78-0000-87-4	-75.00
80	10/20/2011	HRA Property Abatement Program	Payments to Contractors	Land Title, Inc.	Reclass to code from 723-00-78-0000	75.00
80	10/20/2011	HRA Property Abatement Program	Payments to Contractors	Land Title, Inc.	Reclass to code from 723-00-78-0000	75.00
Check Total:						0.00
81	10/20/2011	Storm Drainage	Clothing	Postmaster- Cashier Window #5	Reclass payment to 4311000	-1,728.24
81	10/20/2011	Storm Drainage	Postage	Postmaster- Cashier Window #5	Reclass payment to 4311000	1,728.24
Check Total:						0.00
82	10/20/2011	Housing & Redevelopment Agency	Construction Payments	TMR Quality Lawn Service	Reclass payment to 722-00-78-00-000	-69.42
82	10/20/2011	Housing & Redevelopment Agency	Construction Payments	TMR Quality Lawn Service	Reclass payment to 722-00-78-00-000	-69.42
82	10/20/2011	Housing & Redevelopment Agency	Construction Payments	TMR Quality Lawn Service	Reclass payment to 722-00-78-00-000	-69.42
82	10/20/2011	Housing & Redevelopment Agency	Construction Payments	TMR Quality Lawn Service	Reclass payment to 722-00-78-00-000	-86.68
82	10/20/2011	Housing & Redevelopment Agency	Construction Payments	TMR Quality Lawn Service	Reclass payment to 722-00-78-00-000	-86.67
82	10/20/2011	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Reclass payment from 723-00-78-00-000	69.42
82	10/20/2011	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Reclass payment from 723-00-78-00-000	69.42
82	10/20/2011	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Reclass payment from 723-00-78-00-000	69.42
82	10/20/2011	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Reclass payment from 723-00-78-00-000	86.68
82	10/20/2011	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Reclass payment from 723-00-78-00-000	86.67
Check Total:						0.00
64389	10/20/2011	Community Development	Training	10,000 Lakes Chapter	Building Code Seminar	630.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64389	10/20/2011	General Fund	Training	10,000 Lakes Chapter	Seminar Registration-Loftus, Johnson	500.00
					Check Total:	1,130.00
64390	10/20/2011	Contracted Engineering Svcs	Deposits	A.G. Mueller	Return of Escrow	3,000.00
					Check Total:	3,000.00
64391	10/20/2011	P & R Contract Maintenance	Operating Supplies	Advantage Signs & Graphics, Inc.	Polymetal Signs	180.62
					Check Total:	180.62
64392	10/20/2011	Storm Drainage	Professional Services	ARC, Co.	Card Scan Setup	176.23
					Check Total:	176.23
64393	10/20/2011	Street Construction	P-10-04 Mill & Overlays	Asphalt Surface Tech, Corp	MSA Mill & Overlay Project	16,549.50
64393	10/20/2011	Water Fund	P-10-04 Mill & Overlays	Asphalt Surface Tech, Corp	MSA Mill & Overlay Project	2,564.94
64393	10/20/2011	Sanitary Sewer	P-10-04 Mill & Overlays	Asphalt Surface Tech, Corp	MSA Mill & Overlay Project	1,612.44
64393	10/20/2011	Street Construction	P-10-04 Mill and Overlays	Asphalt Surface Tech, Corp	MSA Mill & Overlay Project	42,343.37
64393	10/20/2011	Street Construction	09-02 Roselawn/HamlineVictoria	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	46,045.48
64393	10/20/2011	Storm Drainage	09-02 Roselawn/HamlineVictoria	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	12,407.17
64393	10/20/2011	Sanitary Sewer	09-02 Roselawn/HamlineVictoria	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	2,847.36
64393	10/20/2011	Sanitary Sewer	09-02 Roselawn/HamlineVictoria	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	2,997.06
64393	10/20/2011	Street Construction	09-04 Mill & Overlay	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	17,144.24
64393	10/20/2011	Street Construction	09-04 Mill & Overlay	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	23,810.12
64393	10/20/2011	Storm Drainage	09-04 Mill & Overlay	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	787.13
64393	10/20/2011	Sanitary Sewer	09-04 Mill & Overlay	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	1,317.91
64393	10/20/2011	Sanitary Sewer	Cleveland Ave Reconstruct	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	4,324.85
64393	10/20/2011	Recreation Improvements	RSC Arena Perimeter	Asphalt Surface Tech, Corp	Roselawn Avenue Reconstruction	2,562.30
					Check Total:	177,313.87
64394	10/20/2011	General Fund	Operating Supplies	Sam Baker	Fire Event Food Reimbursement	55.95
					Check Total:	55.95
64395	10/20/2011	General Fund	Operating Supplies	Batteries Plus	Alkaline Batteries	64.64
					Check Total:	64.64
64396	10/20/2011	Recreation Fund	Professional Services	Madeline Bean	Assistant Dance Instructor	42.00
64396	10/20/2011	Recreation Fund	Professional Services	Madeline Bean	Assistant Dance Instructor	42.00
					Check Total:	84.00
64397	10/20/2011	Water Fund	Accounts Payable	MRS HELEN BILLING	Refund Check	19.13
64397	10/20/2011	Sanitary Sewer	Accounts Payable	MRS HELEN BILLING	Refund Check	8.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						27.99
64398	10/20/2011	Water Fund	Accounts Payable	LAURIE BLUNDON	Refund Check	213.50
64398	10/20/2011	Sanitary Sewer	Accounts Payable	LAURIE BLUNDON	Refund Check	7.19
Check Total:						220.69
64399	10/20/2011	Recreation Fund	Professional Services	Gabe Cederberg	Youth Soccer Officiating	75.00
Check Total:						75.00
64400	10/20/2011	Recreation Fund	Deposits - Arboretum Bricks	Central Park Foundation	Brick Order Revenue Reimbursement	213.00
Check Total:						213.00
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	56.10
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	199.36
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	304.96
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	172.11
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.04
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	101.66
64401	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	90.82
Check Total:						1,050.11
64402	10/20/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	9.21
Check Total:						9.21
64403	10/20/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64403	10/20/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.80
64403	10/20/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64403	10/20/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.80
Check Total:						78.40
64404	10/20/2011	Information Technology	Telephone	City of North St. Paul	Data Center Interconnects	600.00
64404	10/20/2011	Information Technology	Telephone	City of North St. Paul	511 Billing Interconnects	1,900.00
Check Total:						2,500.00
64405	10/20/2011	Information Technology	Telephone	Comcast Cable	High Speed Internet, Cable TV	73.57
Check Total:						73.57
64406	10/20/2011	Contracted Engineering Svcs	Deposits	Consolidated Construction	Return of Escrow-2400 Terminal Roa	18,000.00
Check Total:						18,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64407	10/20/2011	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	Rsvl Youth Hockey-Sept Bingo	1,973.16
					Check Total:	1,973.16
64408	10/20/2011	Recreation Fund	Professional Services	Sara Daily	Assistant Dance Instructor	19.50
64408	10/20/2011	Recreation Fund	Professional Services	Sara Daily	Assistant Dance Instructor	19.50
					Check Total:	39.00
64409	10/20/2011	Internal Service - Interest	Investment Income	Deluxe For Business	Deposit Ticket Books	63.01
64409	10/20/2011	General Fund	Operating Supplies	Deluxe For Business	Blank W2's, 1099's	149.52
					Check Total:	212.53
64410	10/20/2011	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	42.31
64410	10/20/2011	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	42.30
					Check Total:	84.61
64411	10/20/2011	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.		210.24
					Check Total:	210.24
64412	10/20/2011	Recreation Fund	Professional Services	Rachel Elias	Assistant Dance Instructor	48.00
					Check Total:	48.00
64413	10/20/2011	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	1,185.30
64413	10/20/2011	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	500.98
					Check Total:	1,686.28
64414	10/20/2011	Information Technology	Telephone	FWR Communication Networks	Optical Fiber	200.00
					Check Total:	200.00
64415	10/20/2011	Boulevard Landscaping	Operating Supplies	Gertens Greenhouses	Seed	141.08
					Check Total:	141.08
64416	10/20/2011	Information Technology	Operating Supplies	Graybar, Inc.	Patch Cable	46.30
					Check Total:	46.30
64417	10/20/2011	Singles Program	Professional Services	Merle Hanna	Singles Entertainment	100.00
					Check Total:	100.00
64418	10/20/2011	Recreation Fund	Operating Supplies	Douglas Hefti	Cribbage League Prizes	30.00
					Check Total:	30.00
64419	10/20/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Payroll Deduction for 10/18 Payroll	538.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64420	10/20/2011	Recreation Fund	Professional Services	Jacob Kendal	Check Total:	538.83
					Fall Youth Soccer Coach	180.00
64421	10/20/2011	General Fund	Conferences	League of MN Cities	Check Total:	180.00
					2011 Regional Meeting-Malinen	40.00
64422	10/20/2011	General Fund	Medical Services	LexisNexis Occ. Health Solutions	Check Total:	40.00
					Annual Enrollment	96.00
64423	10/20/2011	General Fund	Contract Maint. - City Hall	Life Safety Systems	Check Total:	96.00
					Annual Fire Alarm Inspection	678.66
64424	10/20/2011	General Fund	211402 - Flex Spending Health		Check Total:	678.66
					Flexible Benefit Reimbursement	155.70
64425	10/20/2011	Recreation Fund	Professional Services	Amy Lonsky	Check Total:	155.70
					Youth Soccer Official	240.00
64426	10/20/2011	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Check Total:	240.00
					Valve Box	30.76
64427	10/20/2011	Recreation Fund	Professional Services	Justin Miller	Check Total:	30.76
					Youth Soccer Officiating	180.00
64428	10/20/2011	Recreation Fund	Professional Services	Michael Miller	Check Total:	180.00
					Softball Umpire Services	1,872.00
64429	10/20/2011	Community Development	Building Surcharge	MN Dept of Labor and Industry	Check Total:	1,872.00
					Building Permit Surcharges-Sept 201	5,751.24
64429	10/20/2011	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry	Check Total:	-115.02
					Building Permit Surcharges-Retentio	
64430	10/20/2011	Storm Drainage	Training	Mn Fall Maintenance Expo	Check Total:	5,636.22
					Conference Attendance	100.00
64431	10/20/2011	HRA Property Abatement Program	Payments to Contractors	MN Superior Exteriors	Check Total:	100.00
					Building Maintenance-2030 Lexingto	600.00
64432	10/20/2011	Recreation Fund	Professional Services	Mn Volleyball Headquarters, Inc.	Check Total:	600.00
					Volleyball Instruction	1,253.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						1,253.00
64433	10/20/2011	Recreation Fund	Transportation	Monarch Bus Service, Inc.	Field Trip Transportation	516.87
64433	10/20/2011	Recreation Fund	Transportation	Monarch Bus Service, Inc.	Field Trip Transportation	234.30
Check Total:						751.17
64434	10/20/2011	P & R Contract Maintenance	Operating Supplies	Muska Lighting Center	Lighting Supplies	111.20
Check Total:						111.20
64435	10/20/2011	Recreation Fund	Professional Services	Max Netterberg	Youth Soccer Officiating	210.00
Check Total:						210.00
64436	10/20/2011	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Oct 2011	843.42
64436	10/20/2011	General Fund	211501 -Dental Ins Employer	NJPA	Health Insurance Premium-Oct 2011	66,010.54
64436	10/20/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-Oct 2011	8,216.80
64436	10/20/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-Oct 2011	17,292.60
Check Total:						92,363.36
64437	10/20/2011	Recreation Fund	Professional Services	David Pelegrino	Youth Soccer Officiating	105.00
Check Total:						105.00
64438	10/20/2011	General Fund	210400 - PERA Employee Ded.	PERA	Correction for Brosnahan	267.34
64438	10/20/2011	General Fund	211600 - PERA Employers Share	PERA	Correction for Brosnahan	401.01
Check Total:						668.35
64439	10/20/2011	General Fund	Street Patching	Pipeline Industries	Street Patching 955 Roselawn	600.00
Check Total:						600.00
64440	10/20/2011	General Fund	211401- HSA Employee	Premier Bank	HSA	2,007.79
Check Total:						2,007.79
64441	10/20/2011	Water Fund	Accounts Payable	REMAX SPECIALIST	Refund Check	63.79
Check Total:						63.79
64442	10/20/2011	Water Fund	Accounts Payable	ALFRED ROCKLITZ	Refund Check	17.70
64442	10/20/2011	Sanitary Sewer	Accounts Payable	ALFRED ROCKLITZ	Refund Check	8.86
Check Total:						26.56
64443	10/20/2011	Recreation Fund	Professional Services	Rosetown Playhouse	Magical Museum Expenses	2,808.00
64443	10/20/2011	Recreation Fund	Professional Services	Rosetown Playhouse	Birth of Paul B Expenses	624.00
64443	10/20/2011	Recreation Fund	Professional Services	Rosetown Playhouse	Musical Adventure Expenses	2,704.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64443	10/20/2011	Recreation Fund	Professional Services	Rosetown Playhouse	Magical Museum Expenses	1,872.00
					Check Total:	8,008.00
64444	10/20/2011	Pathway Maintenance Fund	Operating Supplies	Safe Step, LLC	Concrete Sidewalk Joint Repair	7,000.00
					Check Total:	7,000.00
64445	10/20/2011	Recreation Fund	Professional Services	Tyler Schmidt	Youth Soccer Officiating	195.00
					Check Total:	195.00
64446	10/20/2011	Recreation Fund	Professional Services	Melissa Schuler	Assistant Dance Instructor	45.00
64446	10/20/2011	Recreation Fund	Professional Services	Melissa Schuler	Assistant Dance Instructor	22.75
					Check Total:	67.75
64447	10/20/2011	Recreation Fund	Professional Services	Mindy Schweizer	Youth Tennis Instructor	91.88
					Check Total:	91.88
64448	10/20/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Cost Allocation Review	314.97
64448	10/20/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Cost Allocation Review/t	449.95
64448	10/20/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Parkway Project Professi	6,034.43
64448	10/20/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Parkway Project Professi	2,950.98
64448	10/20/2011	Street Construction	Cty Rd C2 Traffic Study	SRF Consulting Group, Inc.	Cty Rd C2 Additional Public Involve	2,179.84
64448	10/20/2011	Contracted Engineering Svcs	Deposits	SRF Consulting Group, Inc.	Twin Lakes Walmart Traffic Study Re	224.98
64448	10/20/2011	Contracted Engineering Svcs	Deposits	SRF Consulting Group, Inc.	Twin Lakes Walmart Traffic Study Re	3,536.75
					Check Total:	15,691.90
64449	10/20/2011	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD	Case #: 09-06243-0	68.90
					Check Total:	68.90
64450	10/20/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	368.00
64450	10/20/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
64450	10/20/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	316.25
64450	10/20/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
64450	10/20/2011	Sanitary Sewer	Professional Services	Sheila Stowell	PWET Meeting Minutes	201.25
64450	10/20/2011	Sanitary Sewer	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
64450	10/20/2011	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	69.00
64450	10/20/2011	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
					Check Total:	973.82
64451	10/20/2011	General Fund	Telephone	T Mobile	Cell Phones	39.99
64451	10/20/2011	Sanitary Sewer	Telephone	T Mobile	Cell Phones	79.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						119.97
64452	10/20/2011	Recreation Fund	Professional Services	Rachel Tadsen	Assistant Dance Instructor	30.00
64452	10/20/2011	Recreation Fund	Professional Services	Rachel Tadsen	Assistant Dance Instructor	30.00
Check Total:						60.00
64453	10/20/2011	Boulevard Landscaping	Operating Supplies	Tri State Bobcat, Inc	KM 130R KMBIMTR	316.31
64453	10/20/2011	Boulevard Landscaping	Operating Supplies	Tri State Bobcat, Inc	Nut	25.43
64453	10/20/2011	Pathway Maintenance Fund	Operating Supplies	Tri State Bobcat, Inc	Nozzle	63.06
Check Total:						404.80
64454	10/20/2011	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Fall Weed Control	113.29
Check Total:						113.29
64455	10/20/2011	Boulevard Landscaping	Operating Supplies	Waconia Farm Supply	Lever	58.30
64455	10/20/2011	Boulevard Landscaping	Operating Supplies	Waconia Farm Supply	Feed Head	192.33
Check Total:						250.63
64456	10/20/2011	Information Technology	Telephone	XO Communications Inc.	Telephone	1,405.71
Check Total:						1,405.71
64457	10/20/2011	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Youth Classes	2,520.00
Check Total:						2,520.00
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	122.91
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	59.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	122.91
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	11.22
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Monthly Rental	74.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	97.34
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64458	10/26/2011	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Monthly Rental	11.22
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	22.44
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	72.72
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	122.91
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	122.91
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	89.78
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	21.64
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	119.78
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	122.91
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	86.57
64458	10/26/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	122.94
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Monthly Rental	44.89
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	104.78
64458	10/26/2011	Recreation Fund	Rental	On Site Sanitation, Inc.	Monthly Rental	44.89
Check Total:						3,542.60
64459	10/27/2011	General Fund	Clothing	Aspen Mills Inc.	Pants	48.95
64459	10/27/2011	General Fund	Clothing	Aspen Mills Inc.	Pants	48.95
64459	10/27/2011	General Fund	Clothing	Aspen Mills Inc.	Pants, Boots	144.90
64459	10/27/2011	General Fund	Clothing	Aspen Mills Inc.	Patches	1,154.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64460	10/27/2011	General Fund	Conferences	David Brosnahan	Check Total:	1,397.05
					Mileage Reimbursement	77.70
64461	10/27/2011	Information Technology	Operating Supplies	CDW Government, Inc.	Check Total:	77.70
					IBM LTO Ultrium	760.79
64462	10/27/2011	General Fund	Contractual Maint	Central Power Distributors Inc	Check Total:	760.79
					Gear, Gasket	38.34
64463	10/27/2011	General Fund	Clothing	Cintas Corporation #470	Check Total:	38.34
					Uniform Cleaning	30.40
64463	10/27/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.80
64464	10/27/2011	Street Construction	P-10-04 Mill & Overlays	City of St. Anthony	Check Total:	39.20
					Highcrest Road Construction Agreem	17,053.62
64465	10/27/2011	General Fund	Operating Supplies	Commercial Asphalt Co	Check Total:	17,053.62
					Asphalt Patching Material	2,168.81
64465	10/27/2011	Water Fund	Operating Supplies	Commercial Asphalt Co	Asphalt Patching Material	2,066.78
64465	10/27/2011	Storm Drainage	Operating Supplies	Commercial Asphalt Co	Asphalt Patching Material	439.87
64466	10/27/2011	Sanitary Sewer	Contract Maintenance	Connelly Industrial Electronics	Check Total:	4,675.46
					Lift Station Technical Labor	1,869.93
64467	10/27/2011	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	Check Total:	1,869.93
					Midway Speedskating-Sept Bingo Bil	2,313.36
64468	10/27/2011	Sanitary Sewer	Accounts Payable	NICHOLAS & LYNN DAVENPORT	Check Total:	2,313.36
					Refund Check	7.78
64468	10/27/2011	Solid Waste Recycle	Accounts Payable	NICHOLAS & LYNN DAVENPORT	Refund Check	1.28
64468	10/27/2011	Water Fund	Accounts Payable	NICHOLAS & LYNN DAVENPORT	Refund Check	0.34
64468	10/27/2011	Storm Drainage	Accounts Payable	NICHOLAS & LYNN DAVENPORT	Refund Check	1.45
64468	10/27/2011	Water Fund	Accounts Payable	NICHOLAS & LYNN DAVENPORT	Refund Check	64.15
64469	10/27/2011	Community Development	Building Surcharge	Fireside Hearth & Home	Check Total:	75.00
					Mechanical Permit Refund	10.00
64469	10/27/2011	Community Development	Heating Permits	Fireside Hearth & Home	Mechanical Permit Refund	90.40
64470	10/27/2011	General Fund	Training	Mark Fischbach	Check Total:	100.40
					EMT Application Reimb-Lost Check	70.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						70.00
64471	10/27/2011	Sanitary Sewer	Other Improvements	Goldstar Electric Inc	Lift Station Repair	4,331.00
64471	10/27/2011	Sanitary Sewer	Contract Maintenance	Goldstar Electric Inc	Service Call	920.00
Check Total:						5,251.00
64472	10/27/2011	Water Fund	Accounts Payable	MAXINE HAGEN	Refund Check	15.50
64472	10/27/2011	Sanitary Sewer	Accounts Payable	MAXINE HAGEN	Refund Check	4.07
Check Total:						19.57
64473	10/27/2011	General Fund	Training	Hennepin Technical College	Car Fire Training	2,000.00
Check Total:						2,000.00
64474	10/27/2011	Recreation Fund	Operating Supplies	Hillyard, Inc.-Minneapolis	Squeegee Blade	32.55
Check Total:						32.55
64475	10/27/2011	Singles Program	Operating Supplies	Jean Hoffman	Singles Supplies Reimbursement	10.00
Check Total:						10.00
64476	10/27/2011	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Telephone	308.81
Check Total:						308.81
64477	10/27/2011	Recreation Fund	Professional Services	Lennartson Referee Services	Soccer Referees	4,772.00
Check Total:						4,772.00
64478	10/27/2011	General Fund	Vehicle Supplies	Liberty Tire Recycling, LLC	Tire Recycling	136.31
Check Total:						136.31
64479	10/27/2011	Recreation Fund	Contract Maintenance	Life Safety Systems	Annual Fire Alarm Inspection	395.44
64479	10/27/2011	General Fund	Contract Maint. - City Garage	Life Safety Systems	Annual Fire Alarm Inspection	390.09
Check Total:						785.53
64480	10/27/2011	General Fund	Op Supplies - City Hall	Linn Building Maintenance	Mop Heads	92.35
Check Total:						92.35
64481	10/27/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,080.00
Check Total:						1,080.00
64482	10/27/2011	Golf Course	Green Fees	Marlene Michels	Golf League Refund	16.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64483	10/27/2011	Recreation Fund	Professional Services	Michael Miller	Check Total:	16.00
					Softball Umpires	4,914.00
64484	10/27/2011	General Fund	Training	Mn Dept of Commerce	Check Total:	4,914.00
		Recreation Fund	Building Rental	Mn Dept of Commerce	2008 Unclaimed Property	100.00
		Water Fund	Accounts Payable	Mn Dept of Commerce	2008 Unclaimed Property	30.00
					2008 Unclaimed Property	243.88
64485	10/27/2011	General Fund	Training	MN/SCIA	Check Total:	373.88
					Sexual Assault Investigators Class-Ba	25.00
64486	10/27/2011	Water Fund	Accounts Payable	KEVIN MCGRATH & MOLLY FERNHO	Check Total:	25.00
					Refund Check	84.44
64487	10/27/2011	HRA Property Abatement Program	Payments to Contractors	Mr. Handyman, LLC	Check Total:	84.44
					Brush Removal 405 Lovell	356.00
64488	10/27/2011	Water Fund	Accounts Payable	ROBERT MUCHOW	Check Total:	356.00
		Sanitary Sewer	Accounts Payable	ROBERT MUCHOW	Refund Check	102.10
64489	10/27/2011	General Fund	Operating Supplies	North American Salt Co.	Refund Check	4.07
		General Fund	Operating Supplies	North American Salt Co.	Check Total:	106.17
64490	10/27/2011	Water Fund	Accounts Payable	PAULSON GROUP	900 Ton Road Salt per MN State Bid	1,659.84
					900 Ton Road Salt per MN State Bid	30,439.90
64491	10/27/2011	General Fund	Professional Services	Performance Plus, Inc.	Check Total:	32,099.74
					Refund Check	26.20
64492	10/27/2011	Grass Lake Water Mgmt. Org.	Professional Services	Tom Petersen	Check Total:	26.20
					Medical Examinations	9,720.00
64493	10/27/2011	Water Fund	Accounts Payable	GREG PETERSON	Check Total:	9,720.00
					GLWMO Services	2,834.65
64494	10/27/2011	Recreation Fund	Merchandise For Sale	ProGuard Sports, Inc.	Check Total:	2,834.65
					Refund Check	8.58
64494	10/27/2011	Recreation Fund	Merchandise For Sale	ProGuard Sports, Inc.	Check Total:	8.58
					Items for Resale	440.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64495	10/27/2011	Recreation Fund	Advertising	RAHS Boys Hockey Boosters	Check Total: Boys Hockey Program Ad	440.12 150.00
64496	10/27/2011	Information Technology	Miscellaneous Revenue	Ramsey County Library	Check Total: BEAR PPayment Reimbursement	150.00 8,100.00
64497	10/27/2011	General Fund	Professional Services	Ramsey County Prop Rec & Rev	Check Total: Abstract Recording Fee 2005	8,100.00 46.00
64498	10/27/2011	General Fund	211402 - Flex Spending Health		Check Total: Flexible Benefit Reimbursement	46.00 694.00
64499	10/27/2011	General Fund	Contract Maintenance Vehicles	Rosenbauer Minnesota, LLC	Check Total: Vehicle Repair	694.00 158.60
64500	10/27/2011	Police Forfeiture Fund	Deposits Held	Rosenmeir Law Office	Check Total: Estate of Myron Fafara	158.60 4,722.00
64501	10/27/2011	Police Forfeiture Fund	Professional Services		Check Total: Underage Tobacco Purchaser	4,722.00 50.00
64502	10/27/2011	General Fund	Telephone	Sprint	Check Total: Cell Phones	50.00 244.87
64502	10/27/2011	Storm Drainage	Telephone	Sprint	Cell Phones	254.53
64502	10/27/2011	General Fund	Telephone	Sprint	Cell Phones	54.10
64502	10/27/2011	Sanitary Sewer	Telephone	Sprint	Cell Phones	199.33
64502	10/27/2011	Recreation Fund	Telephone	Sprint	Cell Phones	124.90
64502	10/27/2011	Recreation Fund	Telephone	Sprint	Cell Phones	24.98
64502	10/27/2011	P & R Contract Maintenance	Telephone	Sprint	Cell Phones	227.33
64502	10/27/2011	Golf Course	Telephone	Sprint	Cell Phones	37.55
64502	10/27/2011	Community Development	Telephone	Sprint	Cell Phones	152.50
64502	10/27/2011	General Fund	Telephone	Sprint	Cell Phones	24.98
64502	10/27/2011	General Fund	Telephone	Sprint	Cell Phones	24.98
64502	10/27/2011	General Fund	Telephone	Sprint	Cell Phones	74.94
64502	10/27/2011	General Fund	Telephone	Sprint	Cell Phones	369.77
64503	10/27/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Check Total: Twin Lakes Parkway Project Professi	1,814.76 666.18
64503	10/27/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Cleveland Ave Federal Funding Calcu	2,423.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						3,089.46
64504	10/27/2011	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	472,667.65
Check Total:						472,667.65
64505	10/27/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	GLWMO Meeting Minutes	391.00
64505	10/27/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
64505	10/27/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	GLWMO Meeting Minutes	258.75
64505	10/27/2011	Grass Lake Water Mgmt. Org.	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
64505	10/27/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	264.50
64505	10/27/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
Check Total:						928.74
64506	10/27/2011	Recreation Fund	Operating Supplies	SunWind Solar, Inc.	Solar Cars	776.98
64506	10/27/2011	Recreation Fund	Use Tax Payable	SunWind Solar, Inc.	Sales/Use Tax	-49.98
Check Total:						727.00
64507	10/27/2011	General Fund	Contract Maintenance	Upper Cut Tree Service	Tree Removal	2,086.20
Check Total:						2,086.20
64508	10/27/2011	Recreation Fund	Operating Supplies	US Bank	Halloween Spooktacular Change	200.00
64508	10/27/2011	General Fund	Operating Supplies	US Bank	Petty Cash Reimbursement	25.00
64508	10/27/2011	Police - DWI Enforcement	Operating Supplies	US Bank	Petty Cash Reimbursement	21.50
64508	10/27/2011	Police - DWI Enforcement	Operating Supplies	US Bank	Petty Cash Reimbursement	21.50
64508	10/27/2011	Recreation Fund	Operating Supplies	US Bank	Petty Cash Reimbursement	16.00
64508	10/27/2011	General Fund	Transportation	US Bank	Petty Cash Reimbursement	8.00
64508	10/27/2011	General Fund	Miscellaneous	US Bank	Petty Cash Reimbursement	24.90
64508	10/27/2011	General Fund	Conferences	US Bank	Petty Cash Reimbursement	10.00
Check Total:						326.90
64509	10/27/2011	General Fund	Operating Supplies	Vance Brothers Inc	2011 Blanket PO for Misc Asphalt St	736.90
Check Total:						736.90
64510	10/27/2011	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	259.48
Check Total:						259.48
64511	10/27/2011	General Fund	Contract Maint. - City Hall	Village Plumbing, Inc.	Plumbing Service	199.90
Check Total:						199.90
64512	10/27/2011	Recreation Fund	Fee Program Revenue	Karen Wasiluk	Dance Costume	110.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64513	11/03/2011	Water Fund	Accounts Payable	JAMES ALBERT	Check Total:	110.00
					Refund Check	68.24
64514	11/03/2011	Water Fund	Accounts Payable	STEVEN ARNOLD	Check Total:	68.24
					Refund Check	28.22
64515	11/03/2011	General Fund	Clothing	Aspen Mills Inc.	Check Total:	28.22
					Shirts	39.95
64515	11/03/2011	General Fund	Clothing	Aspen Mills Inc.	Shoes, Patches	184.62
64516	11/03/2011	Water Fund	Accounts Payable	BRENT & AMY BABCOCK	Check Total:	224.57
					Refund Check	89.94
64517	11/03/2011	Recreation Fund	Professional Services	Angela Benes	Check Total:	89.94
					Tap for Older Adults Instruction	280.00
64518	11/03/2011	TIF #18 Sienna Green	Professional Services	Briggs and Morgan, P.A.	Check Total:	280.00
					TIF #18 Legal Expenses	3,800.00
64519	11/03/2011	General Fund	Vehicle Supplies	Carquest Auto Parts Stores	Check Total:	3,800.00
					Fittings	11.63
64520	11/03/2011	Recreation Fund	Temporary Employees	Karen Carrier	Check Total:	11.63
					Tai Chi Instruction	210.00
64521	11/03/2011	Information Technology	Operating Supplies	CDW Government, Inc.	Check Total:	210.00
					FIPS Kit	245.81
64522	11/03/2011	Boulevard Landscaping	Operating Supplies	Central Power Distributors Inc	Check Total:	245.81
					2 Cycle Oil	63.20
64522	11/03/2011	Storm Drainage	Operating Supplies	Central Power Distributors Inc	2 Cycle Oil	63.20
64523	11/03/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Check Total:	126.40
					Telephone	18.55
64524	11/03/2011	Community Development	Deposits	Consolidated Construction	Check Total:	18.55
					Construction Deposit Refund	3,950.00
						Check Total:
						3,950.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64525	11/03/2011	Water Fund	Accounts Payable	REBECCA COOBS	Refund Check	15.86
					Check Total:	15.86
64526	11/03/2011	Recreation Fund	Training	Cool Air Mechanical, Inc.	Hazwoper Refresher Course	560.00
					Check Total:	560.00
64527	11/03/2011	Water Fund	Other Improvements	Dakota Supply Group	Water Meter Supplies	1,713.10
64527	11/03/2011	Water Fund	Other Improvements	Dakota Supply Group	Water Meter Supplies	735.54
64527	11/03/2011	Water Fund	Other Improvements	Dakota Supply Group	Water Meter Supplies	2,039.37
					Check Total:	4,488.01
64528	11/03/2011	Central Svcs Equip Revolving	Other Improvements	Dell-Comm Inc.	Facility Fiber Conduit and Building E	4,136.00
					Check Total:	4,136.00
64529	11/03/2011	Water Fund	Accounts Payable	ROBERT DIGIUSTO	Refund Check	56.78
					Check Total:	56.78
64530	11/03/2011	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.		210.24
					Check Total:	210.24
64531	11/03/2011	Water Fund	Accounts Payable	DOROTHY EBERT	Refund Check	29.88
64531	11/03/2011	Sanitary Sewer	Accounts Payable	DOROTHY EBERT	Refund Check	5.99
					Check Total:	35.87
64532	11/03/2011	Water Fund	Contract Maintenance	Extreme Air, LLC	Damper System Repair	916.80
					Check Total:	916.80
64533	11/03/2011	Water Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	40.00
64533	11/03/2011	General Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	30.00
					Check Total:	70.00
64534	11/03/2011	Water Fund	Accounts Payable	LAURA FRENCH	Refund Check	21.20
					Check Total:	21.20
64535	11/03/2011	Recreation Fund	Deposits - Arboretum Bricks	Friends of Roseville Parks	Holiday Home Tour Tickets Reimburs	60.00
					Check Total:	60.00
64536	11/03/2011	General Fund	Vehicle Supplies	Frontier Ag & Turf	Fender	167.68
					Check Total:	167.68
64537	11/03/2011	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Spotlight	23.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64537	11/03/2011	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Ratcht Strap	34.20
64537	11/03/2011	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Nylon SLG	5.11
64537	11/03/2011	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Spotlight	23.88
64537	11/03/2011	Storm Drainage	Operating Supplies	General Industrial Supply Co.	Safety Vests	159.56
Check Total:						246.63
64538	11/03/2011	Water Fund	Other Improvements	General Repair Service, Corp	Toshiba motor with 1200 RPM, 125 F	8,681.00
64538	11/03/2011	Water Fund	Other Improvements	General Repair Service, Corp	Toshiba 125 HP 460 volt variable freq	6,275.00
64538	11/03/2011	Water Fund	Other Improvements	General Repair Service, Corp	14" Apco Air cushioned check valve	5,893.01
Check Total:						20,849.01
64539	11/03/2011	General Fund	Contract Maint. - City Garage	Gilbert Mechanical Contracting	Annual Fire Sprinkler Inspection	265.00
64539	11/03/2011	General Fund	Contract Maint. - City Hall	Gilbert Mechanical Contracting	Annual Fire Sprinkler Inspection	365.00
Check Total:						630.00
64540	11/03/2011	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	279.32
64540	11/03/2011	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	279.32
64540	11/03/2011	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	279.31
Check Total:						837.95
64541	11/03/2011	TIF District #17-Twin Lakes	Payment to Owners	Hagen Ventures, LLC	2011 Apportioned Property Taxes-Ter	1,190.93
Check Total:						1,190.93
64542	11/03/2011	General Fund	Vehicle Supplies	Harmon Auto Glass-Roseville	Windshield	218.19
64542	11/03/2011	General Fund	209001 - Use Tax Payable	Harmon Auto Glass-Roseville	Sales/Use Tax	-14.04
Check Total:						204.15
64543	11/03/2011	Water Fund	Accounts Payable	IBR REALTY LLC.	Refund Check	52.68
Check Total:						52.68
64544	11/03/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Payroll Deduction for 11/1/11 Payroll	538.83
Check Total:						538.83
64545	11/03/2011	Storm Drainage	Printing	Impressive Print	Leaf Program Postcards	2,175.98
Check Total:						2,175.98
64546	11/03/2011	General Fund	211202 - HRA Employer	ING ReliaStar	November Contribution	9,456.00
Check Total:						9,456.00
64547	11/03/2011	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Telephone	2,409.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						2,409.26
64548	11/03/2011	Recreation Fund	Professional Services	B. Patricia Jemie	Stretch & Strength Instructor	144.00
Check Total:						144.00
64549	11/03/2011	Recreation Fund	Operating Supplies	Lighting Plastics of MN, Inc.	Lens	43.18
64549	11/03/2011	Recreation Fund	Use Tax Payable	Lighting Plastics of MN, Inc.	Sales/Use Tax	-2.78
Check Total:						40.40
64550	11/03/2011	General Fund	Professional Services	Linn Building Maintenance	Facilities Cleaning	3,345.51
64550	11/03/2011	General Fund	Professional Services	Linn Building Maintenance	Facilities Cleaning	424.22
64550	11/03/2011	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Facilities Cleaning	1,050.90
64550	11/03/2011	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Facilities Cleaning	838.79
64550	11/03/2011	License Center	Professional Services	Linn Building Maintenance	Facilities Cleaning	626.88
64550	11/03/2011	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Facilities Cleaning	927.76
Check Total:						7,214.06
64551	11/03/2011	General Fund	210600 - Union Dues Deduction	Local Union 49	Payroll Deduction for 11/1 Payroll	928.00
Check Total:						928.00
64552	11/03/2011	General Fund	Operating Supplies	John Loftus	Station Event	1.69
Check Total:						1.69
64553	11/03/2011	General Fund	Other Improvements	LPD Electric, Inc.	Remove Light Pole and Luminaire	2,800.00
64553	11/03/2011	General Fund	Other Improvements	LPD Electric, Inc.	Remove Concrete Base Unaffected by	4,240.00
64553	11/03/2011	General Fund	Other Improvements	LPD Electric, Inc.	Remove Feedpoint Cabinet	1,760.00
Check Total:						8,800.00
64554	11/03/2011	Community Development	Building Permits	Paula Maczko	Building Permit Refund	133.15
64554	11/03/2011	Community Development	Building Surcharge	Paula Maczko	Building Permit Refund	2.50
Check Total:						135.65
64555	11/03/2011	Water Fund	Accounts Payable	MARTENSON ENTERPRISES	Refund Check	54.15
Check Total:						54.15
64556	11/03/2011	Recreation Fund	Transportation	Roxann Maxey	Mileage Reimbursement	99.96
Check Total:						99.96
64557	11/03/2011	Water Fund	Accounts Payable	SUSAN MCGOUGH	Refund Check	162.74
Check Total:						162.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64558	11/03/2011	Water Fund	Accounts Payable	JOHN & MIRANDA MCVOY	Refund Check	75.00
					Check Total:	75.00
64559	11/03/2011	Recreation Fund	Rental	MN State Fair	Skate Park Storage	1,836.00
					Check Total:	1,836.00
64560	11/03/2011	Community Development	Deposits	Moser Homes, Inc.	Construction Deposit Refund	780.00
					Check Total:	780.00
64561	11/03/2011	Water Fund	Accounts Payable	MY HOME SOURCE	Refund Check	6.76
					Check Total:	6.76
64562	11/03/2011	Sanitary Sewer	Professional Services	Networkfleet, Inc.	Monthly Service-Oct	89.85
					Check Total:	89.85
64563	11/03/2011	General Fund	Operating Supplies	North American Salt Co.	900 Ton Road Salt per MN State Bid	12,941.30
					Check Total:	12,941.30
64564	11/03/2011	License Center	Office Supplies	North Country Business Products Inc	Thermal Paper	29.28
					Check Total:	29.28
64565	11/03/2011	Recreation Fund	Contract Maintenance	Overhead Door Co of the Northland	Garage Door Supplies	93.62
					Check Total:	93.62
64566	11/03/2011	General Fund	Professional Services	Performance Plus, Inc.	Hapatitis B Vaccine	90.00
64566	11/03/2011	General Fund	Professional Services	Performance Plus, Inc.	Medical Examination-Breen	165.00
					Check Total:	255.00
64567	11/03/2011	General Fund	211401- HSA Employee	Premier Bank	HSA	2,007.79
64567	11/03/2011	General Fund	211405 - HSA Employer	Premier Bank	HSA	8,290.00
					Check Total:	10,297.79
64568	11/03/2011	Water Fund	Accounts Payable	SHIRLEY RADECKI	Refund Check	18.25
64568	11/03/2011	Sanitary Sewer	Accounts Payable	SHIRLEY RADECKI	Refund Check	7.43
					Check Total:	25.68
64569	11/03/2011	Grass Lake Water Mgmt. Org.	Professional Services	Ramsey Conservation District	GLWMO Technical Assistance	3,802.00
					Check Total:	3,802.00
64570	11/03/2011	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-Oct	309.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64571	11/03/2011	Water Fund	Accounts Payable	TOM & ANA RAYMOND	Check Total:	309.12
					Refund Check	7.85
64572	11/03/2011	Golf Course P & R Contract Maintenance	Operating Supplies	Reinders Inc. Reinders Inc.	Check Total:	7.85
					Grass Seed	654.15
64572	11/03/2011				Grass Seed	94.08
64573	11/03/2011	Singles Program	Operating Supplies	Ron Rieschl	Check Total:	748.23
					Singles Supplies Reimbursement	20.00
64574	11/03/2011	General Fund	Contract Maintenance Vehicles	Roseville Chrysler Jeep Dodge	Check Total:	20.00
					Electrical System Repair	69.98
64575	11/03/2011	General Fund	Contract Maintenance	Roto-Rooter Services Company	Check Total:	69.98
					Floor Drain Cleaining	205.00
64576	11/03/2011	Water Fund	Accounts Payable	CARMEN SCHMIDT	Check Total:	205.00
					Refund Check	54.15
64577	11/03/2011	Water Fund	Accounts Payable	DAVID SCHMITZ	Check Total:	54.15
					Refund Check	28.43
64578	11/03/2011	Water Fund	Accounts Payable	AARON SCHWINN	Check Total:	28.43
					Refund Check	97.97
64579	11/03/2011	Housing & Redevelopment Agency	Advertising Use Tax Payable	Service Printers of Duluth, Inc. Service Printers of Duluth, Inc.	Check Total:	97.97
					Mailing Survey Envelopes	269.90
64579	11/03/2011				Sales/Use Tax	-17.36
64580	11/03/2011	TIF #18 Sienna Green	Professional Services	Springsted, Inc.	Check Total:	252.54
					Project No: 001419.111-TIF District	8,631.09
64581	11/03/2011	General Fund	210900 - Long Term Disability	Standard Insurance Company	Check Total:	8,631.09
					November Payment	2,732.90
64581	11/03/2011	General Fund	210502 - Life Ins. Employer	Standard Insurance Company	November Payment	1,343.49
64581	11/03/2011	General Fund	210500 - Life Ins. Employee	Standard Insurance Company	November Payment	2,270.37
64582	11/03/2011	P & R Contract Maintenance	Operating Supplies	Stanley Security Solutions, Inc.	Check Total:	6,346.76
					Keyes	12.44

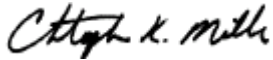
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						12.44
64583	11/03/2011	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD	Case #: 09-06243	68.90
Check Total:						68.90
64584	11/03/2011	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
64584	11/03/2011	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes	143.75
Check Total:						148.58
64585	11/03/2011	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Trailer, SLT. Arm	952.00
64585	11/03/2011	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Fortera TT	956.17
64585	11/03/2011	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Fortera TT	637.45
Check Total:						2,545.62
64586	11/03/2011	General Fund	Telephone	T Mobile	Cell Phones	39.99
64586	11/03/2011	Sanitary Sewer	Telephone	T Mobile	Cell Phones	79.98
Check Total:						119.97
64587	11/03/2011	Golf Course	Operating Supplies	Tri State Bobcat, Inc	Hedge Trimmer	245.81
Check Total:						245.81
64588	11/03/2011	General Fund	Contract Maint. - City Hall	Trugreen L.P.	Early Fall Application	242.62
Check Total:						242.62
64589	11/03/2011	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Samples-Sep	320.00
Check Total:						320.00
64590	11/03/2011	Water Fund	Rental	United Rentals Northwest, Inc.	Light Tower	80.54
Check Total:						80.54
64591	11/03/2011	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	3,412.42
64591	11/03/2011	General Fund	Contract Maintenance	Upper Cut Tree Service	Diseased and Hazard Tree Removal	1,541.41
64591	11/03/2011	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	1,125.49
64591	11/03/2011	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	1,640.53
Check Total:						7,719.85
64592	11/03/2011	Recreation Improvements	Victoria Field #5 Repair	Urban Companies	Victoria ball fied #5 repair (repair low	6,000.00
64592	11/03/2011	Recreation Improvements	Victoria Field #5 Repair	Urban Companies	Victoria ball fied #5 repair (repair low	600.00
64592	11/03/2011	Recreation Improvements	Athletic Field Upgrades	Urban Companies	Victoria ball fied #3 repair (repair low	6,000.00
Check Total:						12,600.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64593	11/03/2011	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	Veit & Company, Inc.	Project: 01814-20 Twin Lakes Infrast	61,231.20
					Check Total:	61,231.20
64594	11/03/2011	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	130.10
64594	11/03/2011	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	260.20
					Check Total:	390.30
64595	11/03/2011	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location	646.41
64595	11/03/2011	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location	1,060.18
					Check Total:	1,706.59
64596	11/03/2011	Water Fund	Accounts Payable	MICHAEL WITKIN	Refund Check	25.68
					Check Total:	25.68
64597	11/03/2011	General Fund	Vehicle Supplies	Zahl Petroleum Maintenance Co	Vehicle Parts	314.00
					Check Total:	314.00
					Report Total:	2,083,723.77

REQUEST FOR COUNCIL ACTION

Date: 11/14/11
Item No.: 7 . b

Department Approval



City Manager Approval



Item Description: Approval of 2012/2013 Business Licenses

BACKGROUND

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

Solid Waste Hauler

Randy's Environmental Services
P.O. Box 169
Delano, MN 55328

Massage Therapy Establishment

Massage Envy
Rosedale Commons Suite #140
Roseville, MN 55113

Massage Therapist License

Jennifer Mesenbrink at Red Rover Clinic
2233 N Hamline Ave. Suite #301
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

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

Prepared by: Chris Miller, Finance Director

Attachments:



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

Solid Waste Hauler License Application

Fee Due: \$125.00 Year 2012 (License will be for January 1 to December 31.)

Business Name Randy's Environmental SERVICES

Business Address PO BOX 169 Delano, Mn. 55328
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone (763) 972-3335

Contact Person _____
(Business Matters)

Email Address _____

Contact Person _____
(Operational Matters)

Email Address _____

Emergency Contact Information
Contact Name: _____

Cell Phone: _____

Alternate Contact Information: _____

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? ☐ Yes ☒ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

☐ Residential (single family, duplex, triplex, fourplex)

☒ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

☒ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 4

(over)



New License X Renewal

1. Legal Name Jennifer Mesenbrink

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

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

Red Clover Clinic 2233 N Hamline Ave. Ste # 301, Roseville, MN 55113

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

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

License fee is 100.00

Make checks payable to City of Roseville



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

Massage Therapy Establishment License Application

Business Name Massage Envy of Roseville
Business Address Rosedale Commons
Business Phone 612 618 1349
Email Address _____
Person to Contact in Regard to Business License:
Legal Name Meyers Enterprises of Roseville
Address _____
Phone _____ Date of Birth _____
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 31, 2012, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required
Massage Therapy Establishment

Fee
\$300.00
\$150.00 Background Check
(new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

Signature _____

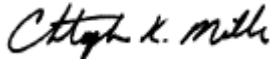
Date 10-19-11

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

REQUEST FOR COUNCIL ACTION

Date: 11/14/2011
Item No.: 7.C

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
Police	Ranger GM	Unmarked police vehicle	\$16,891.57

The police vehicle will be purchased off the State Bid Contract and will replace an existing unmarked vehicle.

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

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

24 **REQUESTED COUNCIL ACTION**

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

27

28

Prepared by: Chris Miller, Finance Director

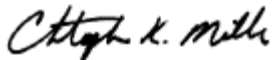
Attachments: A: None

29

REQUEST FOR COUNCIL ACTION

Date: 11/14/11
Item No.: 7 . d

Department Approval



City Manager Approval



Item Description: To Set Public Hearing to Consider Approving the 2012 Liquor License Renewals

BACKGROUND

Under City Code, a public hearing is required to consider approving liquor license renewals for the following calendar year. The City has received renewal applications for 2012 as follows:

- ❖ 10 Off Sale Intoxicating liquor licenses (maximum of 10 permitted under City Code)
- ❖ 18 On Sale 3.2 Non-Intoxicating Malt Liquor licenses
- ❖ 8 Off Sale 3.2 Non-Intoxicating Malt Liquor licenses
- ❖ 24 On Sale Intoxicating liquor licenses
- ❖ 4 Club liquor licenses
- ❖ 12 Wine only liquor licenses

Neither State Statute nor City Code limits the number of licenses that can be issued under the last five categories of licenses. A detailed list of all liquor license renewals is included in *Attachment A*.

POLICY OBJECTIVE

The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the State and the City.

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

All liquor license renewal applications have met Statutory and City Code requirements. Staff recommends approval.

REQUESTED COUNCIL ACTION

To set public hearing for November 28, 2011 to consider approving/denying the renewal of the requested liquor licenses for calendar year 2012.

Prepared by: Chris Miller, Finance Director
Attachments: A: Requested liquor license renewals for the calendar year 2012.

28 **On-Sale & Special Sunday Liquor Sales**

29 Old Chicago
30 Olive Garden
31 Osaka Roseville
32 Outback Steakhouse
33 Radisson Hotel
34 Red Lobster
35 Romano's Macaroni Grill
36 Ruby Tuesday
37 Chianti Grill
38 Joe's Crab Shack
39 Applebee's Neighborhood Grill
40 Big Bowl
41 Buffalo Wild Wings Grill and Bar
42 Chili's Bar & Grill
43 Courtyard by Marriott Roseville
44 Don Pablo's
45 Granite City Food & Brewery
46 Green Mill
47 Joe Senser's Bar & Grill
48 Khan's Mongolian Barbeque
49 La Casita
50 Flame Cooking with Fire
51 Grumpy's Bar and Grill
52 Ol' Mexico

53
54 **On-Sale Club & Special Sunday Liquor Sales**

55 B-Dale Club
56 Midland Hills Country Club
57 Rosetown American Legion Memorial Post #542
58 Roseville VFW #7555

59 **Wine**

60 Byerly's
61 Chipotle
62 Famous Dave's BBQ Shack
63 Good Earth Restaurant
64 India Palace
65 Szechuan
66 D'Amico & Sons
67 Keys Café & Bakery
68 Smashburger
69 ZPizza
70 Noodles & Company
71 Café Zia

72

Off-Sale

Cellars Wines & Spirits
Fairview Liquor Mart
Hamline Liquors
Network Liquors
Chuchao Liquor
Rainbow Foods #8802 Liquor
Tower Glen Liquor
Love From Minnesota
Roseville Wine & Spirits
MGM Wine & Spirits

On-Sale 3.2 Non-Intoxicating

Aurelio's Pizza
Byerly's
Chipolte
Countryside Family Restaurant
Davanni's
Famous Dave's BBQ Shack
D'Amico & Sons
Good Earth
India Palace
Cedarholm Golf Course
New Hong Kong Wok
Noodles & Company
ZPizza
Willow Gate
Smashburger
Keys Café & Bakery
Szechuan
Café Zia

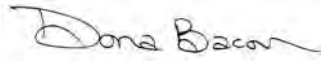
Off-Sale 3.2 Non-Intoxicating

Rainbow Foods #26
Roseville Winner
Superamerica #4115
Superamerica #4502
Superamerica #4210
Superamerica #4520
Cub
Target T-2101

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: November 14, 2011
Item No.: 7.e

Department Approval



City Manager Approval



Item Description:

Approval of the 2011 – 2012 Teamster's Contract Terms

BACKGROUND

The City of Roseville has three collective bargaining units. This report deals with the Police Sergeant's unit. There are five city employees in the Teamster's bargaining unit. They are comprised of supervisory licensed Officer's.

Although city employee wages are provided in five different plans, the City maintains a policy of parity for all employees. According to this philosophy, the City strives for comparable cost of living increases and benefits for all five employee groups. In addition, the City benchmarks itself with comparable municipalities.

Council has provided for a 1 % wage increase in the 2011 budget. Based on internal equity and external market data for this group the 2011 -2012 proposed and tentative agreement terms between the union and the City are the following:

Description of Proposed Agreement:

1. CONTRACT DURATION:

Term of 2 years from 1/1/11 – 12/31/12

2. WAGES:

- 1/1/11 increase all Teamster union classifications by a .65% COLA to bring top wage to \$40.24 per hour, which keeps them at 100% of the market average for our comparable Cities.
- 1/1/12 increase all Teamster union classifications by a 1% COLA to bring top wage to \$40.64 per hour, which keeps them at an anticipated 100% of the market average for our comparable Cities.

3. UNIFORMS:

- Other than the initial issue, for the years 2011 – 2012, the City will pay uniformed sergeants and Plain Clothes Investigative Sergeants an annual allowance of \$825 effective January 1, 2011, for the purchase and maintenance of clothing worn in the

course of their assigned duties. This is a 2.8% or \$23 increase from 2010.

4. INSURANCE:

- No change - Same as City Council has provided to all other City staff.

5. APPENDIX A – SPECIALTY PAY:

- Specialty pay, an amount paid in addition to the regular wage rate, remains at \$235.00 per month (prorated for less than a full month). The change is to the language that pertains to the addition of the Sergeant assigned as the Commander of the East Metro SWAT Team and eliminates the Investigative Unit and Administrative Sergeant language.

Approval of this agreement will settle the first group for the 2012 year.

POLICY OBJECTIVE

Each year the City budgets for wage and benefit adjustments for all employees. The adjustments stem from the best information known or anticipated from the metro labor market, labor settlements, and the consumer price index.

The City's compensation policy objectives include:

Internal Equity – maintaining a compensation and benefit package that is as consistent as possible between the City's three union and two non-union groups.

External Equity- the policy is to maintain a compensation and benefits package that is equivalent to comparable cities for comparable positions.

FINANCIAL IMPACTS

The personnel services funds in the 2011 budget would cover the cost of the proposed collective bargaining agreement for 2011. Council would need to provide adequate budget for the subsequent year.

STAFF RECOMMENDATION

Staff recommends approving the proposed terms and conditions for the 2011 - 2012 collective bargaining agreement with the Teamsters.

REQUESTED COUNCIL ACTION

Motion to approve the proposed terms and conditions for the 2011 – 2012 collective bargaining agreement with the Teamsters, and to direct the City staff to prepare the necessary documents for execution, subject to City Attorney approval as to legal form.

Prepared by: Eldona Bacon, Human Resources Manager

REQUEST FOR COUNCIL ACTION

Date: November 14, 2011
Item No.: 7.†

Department Approval



City Manager Approval



Item Description: Acceptance of Minnesota Department of Commerce Grant Funds

BACKGROUND

The Roseville Police Department requested funding from the Minnesota Department of Commerce, Division of Insurance Fraud Prevention Auto Theft Prevention Program for the purchase of automated license plate readers (ALPR's) to assist in the apprehension of auto theft suspects and the recovery of stolen autos. On October 14, 2011, the Roseville Police Department was notified that it had been awarded funding in the amount of \$44,031, allowing for the purchase of two automated license plate readers.

The automated license plate reader system captures license plate numbers automatically while an officer is on routine patrol. ALPR's are designed to catch stolen or scofflaw vehicles—cars registered to owners with suspended licenses, unpaid fines or serious infractions such as DWI's. Alarms unique to each offense sound whenever the system scans a plate registered in the MN Bureau of Criminal Apprehension's database of stolen and scofflaw vehicles. A computerized voice identifies the infraction.

Automated license plate readers do not have to be installed on any particular squad. The cameras can be moved from squad to squad and the software is loaded onto squad MDC's. This allows the system to be used on all shifts and special details such as Ramsey County's Safe & Sober campaigns—a multi-jurisdictional effort in protecting and promoting public safety, and by East Metro SWAT, a tactical unit that includes officers from the Roseville Police Department, the New Brighton Department of Public Safety, the St. Anthony Police Department, the North St. Paul Police Department, and the University of Minnesota Police Department. The consolidation of these agencies allows their respective officers to extend services beyond their jurisdictions for the purpose of providing assistance and enforcing the law in emergency situations.

Automated license plate reader data may be accessed by members of the Department for *law enforcement purposes only* as set forth by the Minnesota Department of Public Safety, and will be used only by sworn officers who have been properly trained in the use of same.

PROPOSED ACTION

Allow the Roseville Police Department to accept the \$44,031 in grant funds to be used as requested for the purchase of two automated license plate readers (ALPR's). Per the terms of the grant, \$22,015.50 will be available from July 1, 2011 to June 30, 2012 for the purchase of one ALPR; \$22,015.50 in funds will be available July 1, 2012 to June 30, 2013 for the purchase of the second ALPR.

With the use of mobile license plate readers, the Department's goal will be to achieve a decrease in auto thefts, an increase in the number of recovered stolen vehicles and an increase the number of suspects apprehended.

BUDGET IMPLICATIONS

There is no match required by this grant; therefore, no cost to the City of Roseville.

35 **STAFF RECOMMENDATION**
36 Allow the Roseville Police Department to accept the Minnesota Department of Commerce grant funding thereby
37 allowing for the purchase of two automated license plate readers by June 30, 2013.

38 **REQUESTED COUNCIL ACTION**
39 Authorize the City Manager and Police Chief to sign the attached two copies of the State of Minnesota Grant
40 Contract thereby allowing the City of Roseville to accept the grant funding and proceed with the purchase of two
41 automated license plate readers.

Prepared by: Karen Rubey
Attachments: A: State of Minnesota Grant Contract

STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Commerce ("State") and the City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113("Grantee").

Recitals

1. Under Minn. Stat. § 299A.01 and § 65B.84, the State is empowered to enter into this grant.
2. The State is in need of projects to reduce the incidence of automobile theft.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** July 1, 2011, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

- 1.2 **Expiration date:** June 30, 2013, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

- 2.1 **Activities.** The Grantee, who is not a state employee, will perform the necessary duties and tasks specified in goals identified in the applicable Request for Proposal and included in Grantee's grant application for the Auto Theft Prevention Program, which are incorporated into this grant contract and are on file with the State and located at the Department of Commerce, 85-7th Pl. E., St. Paul MN 55101.
- 2.2 **Reporting Requirements.** Grantee shall report to the State as specified in the Grant Manual of the Office of Justice Program, which is posted online at https://dps.mn.gov/divisions/ojp/grants/Documents/Grant_Manual.pdf and is incorporated by reference into this grant contract.
 - (1) **Financial Reporting.** Grantee shall submit a financial reporting form to the State's Authorized Representative utilizing the format identified by the State within 30 days after the end of the reporting period.
 - (2) **Progress Reporting.** Grantee shall use forms prescribed by the State to submit a quarterly progress detailing progress achieved towards the accomplishment of the program goals and objectives within 30 days after the end of the reporting period.
 - (3) **Other Requirements.** Grantee shall submit such other reports and attend meetings and training as State shall reasonably request.
 - (4) **Evaluation.** The State shall have the authority, during the course of this grant period, to conduct evaluations of the performance of the Grantee.
 - (5) **Requirement Changes.** The State may modify or change all reporting forms at its discretion during the grant period.

- (6) **Special Requirements.** The State reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the Grantee's successful implementation of the program. The State will notify the Grantee in writing of any special administrative requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) **Compensation.** The Grantee will be reimbursed an amount not to exceed \$44,031, according to the breakdown of costs contained in Exhibit A, which is attached and incorporated into this grant contract.

- i.) \$22,015.50 is available from July 1, 2011 through June 30, 2012. Funds not expended by the Grantee for this program through June 30, 2012 will be available to the Grantee until June 30, 2013.
- ii.) \$22,015.50 is available from July 1, 2012 through June 30, 2013.

(b) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$44,031.

4.2. Payment

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely upon completion of services, and according to the following schedule:

- i. Itemized invoices must be submitted at least quarterly, but not more often than monthly, and within 30 days of the period covered by the invoice for services satisfactorily performed.
- ii. The final invoice pertaining to each state fiscal year of this grant contract must be received by July 31 of that calendar year. Reimbursements from the next state fiscal year(s) may commence on or after July 1 of that calendar year. The final invoice must be received no later than 30 days after the Expiration date of this grant contract.
- iii. Expenditures for each state fiscal year of this grant contract must be for services performed within the applicable state fiscal year. Every state fiscal year begins on July 1 and ends on June 30.

(b) Federal funds. (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through Title _____ CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Steven R. Buck, Grant Manager, 85-7th Place E, St. Paul, MN 55101, 651-282-4311, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Karen Rubey, Roseville Police Department, 2660 Civic Center Drive, Roseville, MN 55113, (651) 792-7205 . If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments. Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver. If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete. This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees, subject to the applicable liability limitations under Minnesota Statutes section 466 and similar authority. Nothing in this grant contract shall be construed as a waiver of any applicable liability limitations otherwise available to the Grantee.

9 State Audits

Under Minn. Stat. §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction 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 grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property

10.1. **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. **Intellectual Property Rights.** Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys' fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee's or the State's opinion is likely to arise, Grantee shall, at the State's discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

14.1 ***Termination by the State.*** The State may immediately terminate this grant contract with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed.

14.2 ***Termination for Cause.*** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 ***Termination for Insufficient Funding.*** The State may immediately terminate this grant contract if:

- a) It does not obtain funding from the Minnesota Legislature; or
- b) If funding cannot be continued at a level sufficient to allow for the payment of the services covered here.
- c) Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

(with delegated authority)

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative - Photo Copy

REQUEST FOR COUNCIL ACTION

Date: 11/14/2011
Item No.: 7.9

Department Approval



City Manager Approval



Item Description: Energy Use Update

BACKGROUND:

In 2008, the City formed an internal committee called REACT (Roseville Energy and Action Team) to investigate ways to reduce our energy consumption. The City Council received a report from staff in December of 2008, which outlined all City departments' collective efforts to reduce energy usage. Some of those efforts include changing driving habits for increased fuel efficiency, turning lights off as you leave a room, using day lighting wherever possible, and to adjust thermostat settings year-round. Staff has provided annual updates on the City's energy consumption and progress in this area. The committee met on October 26 to discuss current energy saving efforts. The attached memo and charts highlight recent energy trends and reductions to date realized through cooperative staff efforts.

Prepared by: Duane Schwartz, Public Works Director

Attachments: A: Memo Regarding City Hall and Maintenance Facility
B: Electric Usage Charts
C: Gas Usage Charts
D. Roseville Skating Center Usage Memo



Public Works Maintenance Department

Memo

To: Duane Schwartz, Public Works Director
From: Pat Dolan, Fleet & Facility Supervisor
Date: November 14, 2011
Re: Energy Use Update

The following is an update of the Roseville Energy and Conservation Team supported energy saving areas we have achieved as of September 30, 2011. The team met on October 26 to discuss existing energy reduction efforts. It was determined that our efforts have been successful and the team advises continuing these behaviors. A summary of fuel, electric and natural gas usage follows. In these areas, 2010 was used as a baseline.

Fleet Fuel Usage

Goal

Our goal for the rest of 2011 is to maintain our level of reduced fuel consumption.

Accomplishment

From 2010 through September 30, 2011, City fuel usage increased slightly by .75%. This was in part due to increased streetscape mowing and increased fleet use during the summer months.

Summary

We will continue to follow the recommendations of the "no idle policy" and practice efficient driving habits that have been established over the last couple years. It must be noted that the weather plays an important component of fuel usage. With more snow, street fuel usage will go up. With more hot, wet weather we will be out mowing more. Summer 2011 had higher temperatures than 2010, thus the slight increase. With each vehicle purchase, energy efficiency is considered along with matching the practical use of the vehicle to the job.

Building Energy Management

Goal

Our goal is to continue to reduce overall energy consumption from 2010.

Accomplishment

From January 1 through September 30, 2011, we continued to see improvements in performance due to the HVAC system evaluation and adjustments made in the first quarter.

Electric

Electric usage in City Hall decreased by 7.5%, and the Maintenance Center usage increased by 8.2%, compared to the same quarter in 2010. The increase is due to excessive heat and increased workload.

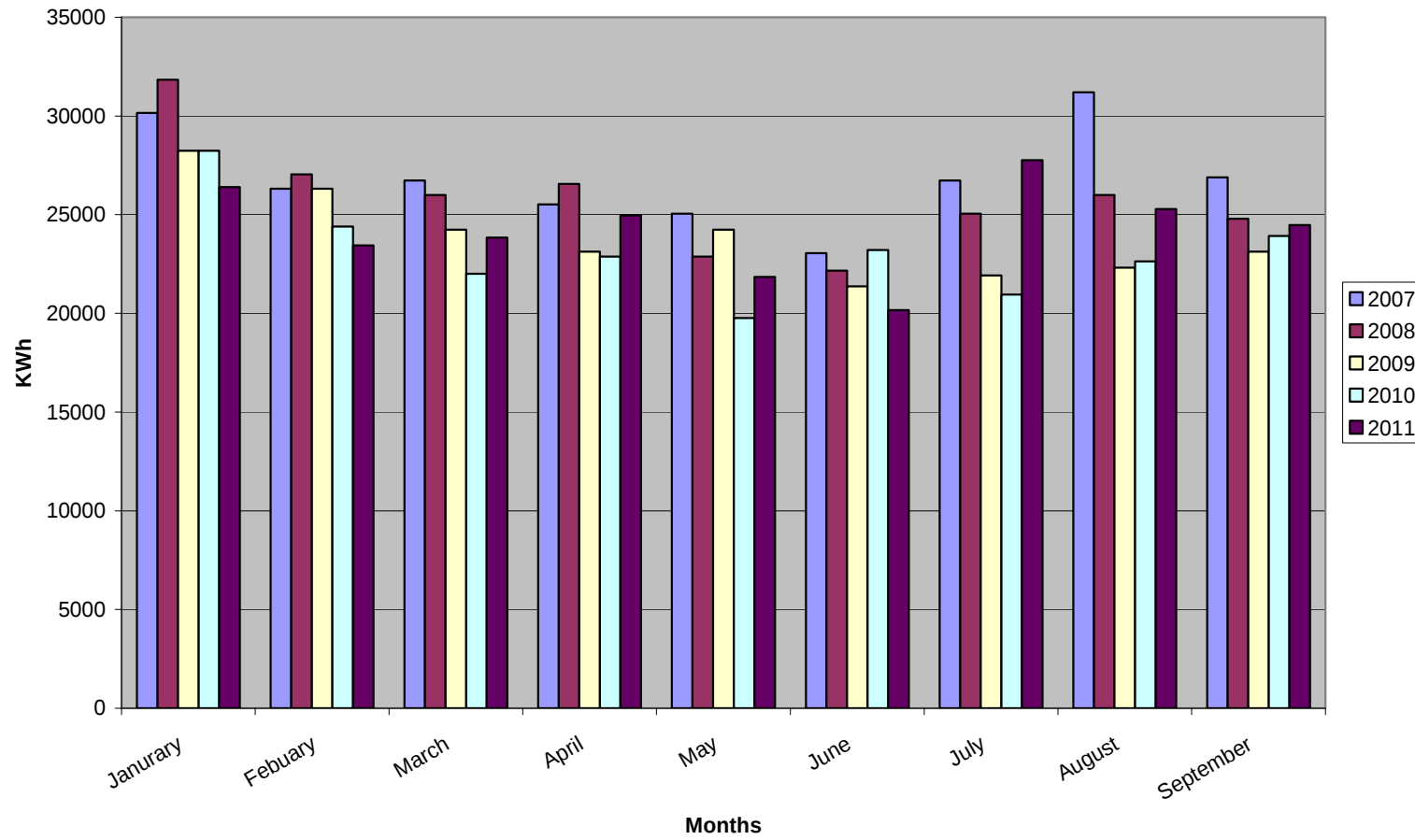
Gas

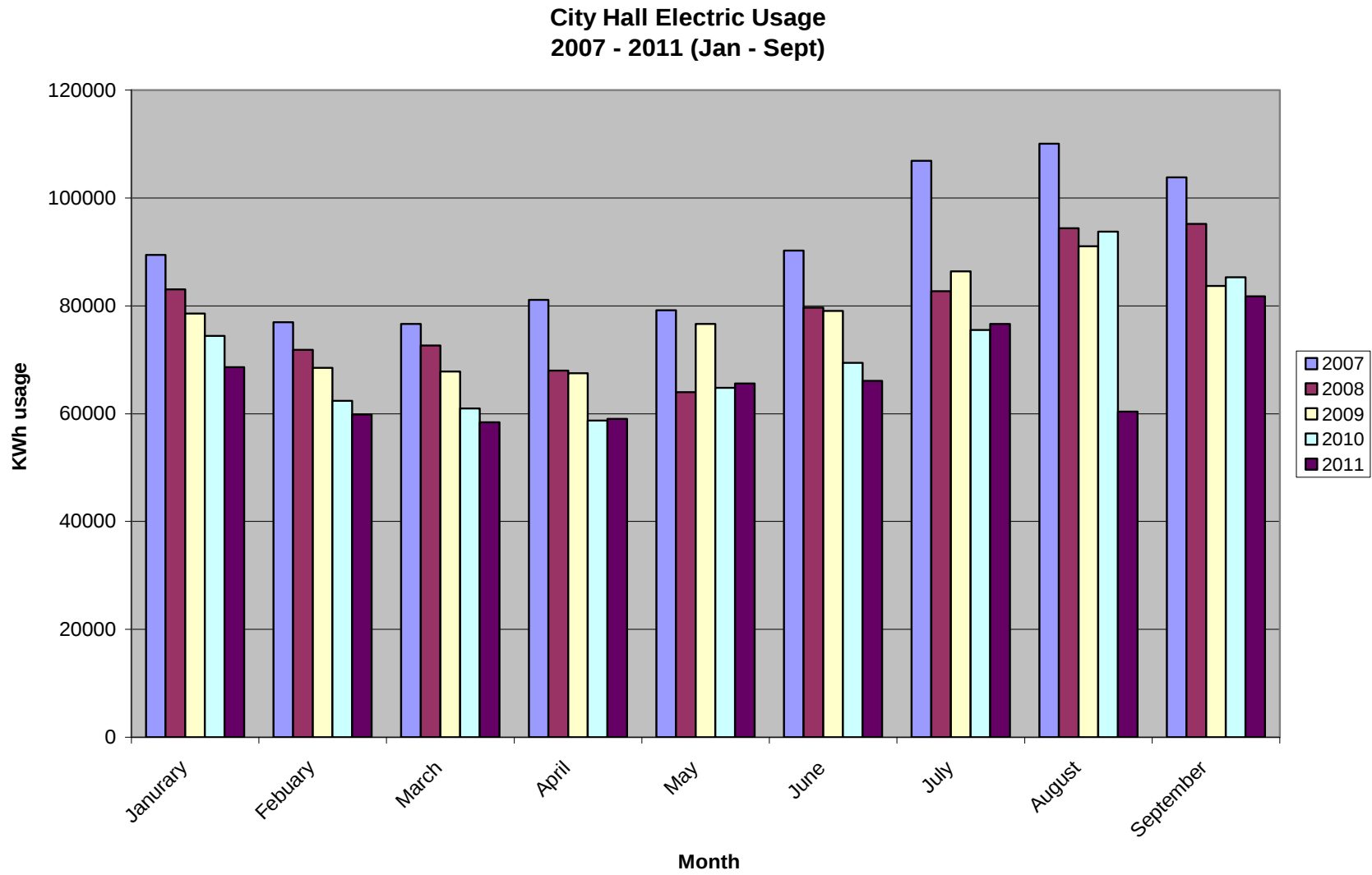
City Hall gas stayed consistent with 2010 usage. Public Works decreased by 23%. The reductions are due to the adjustments made to the HVAC systems, and a higher thermostat setting of 74 degrees for summer months.

Summary

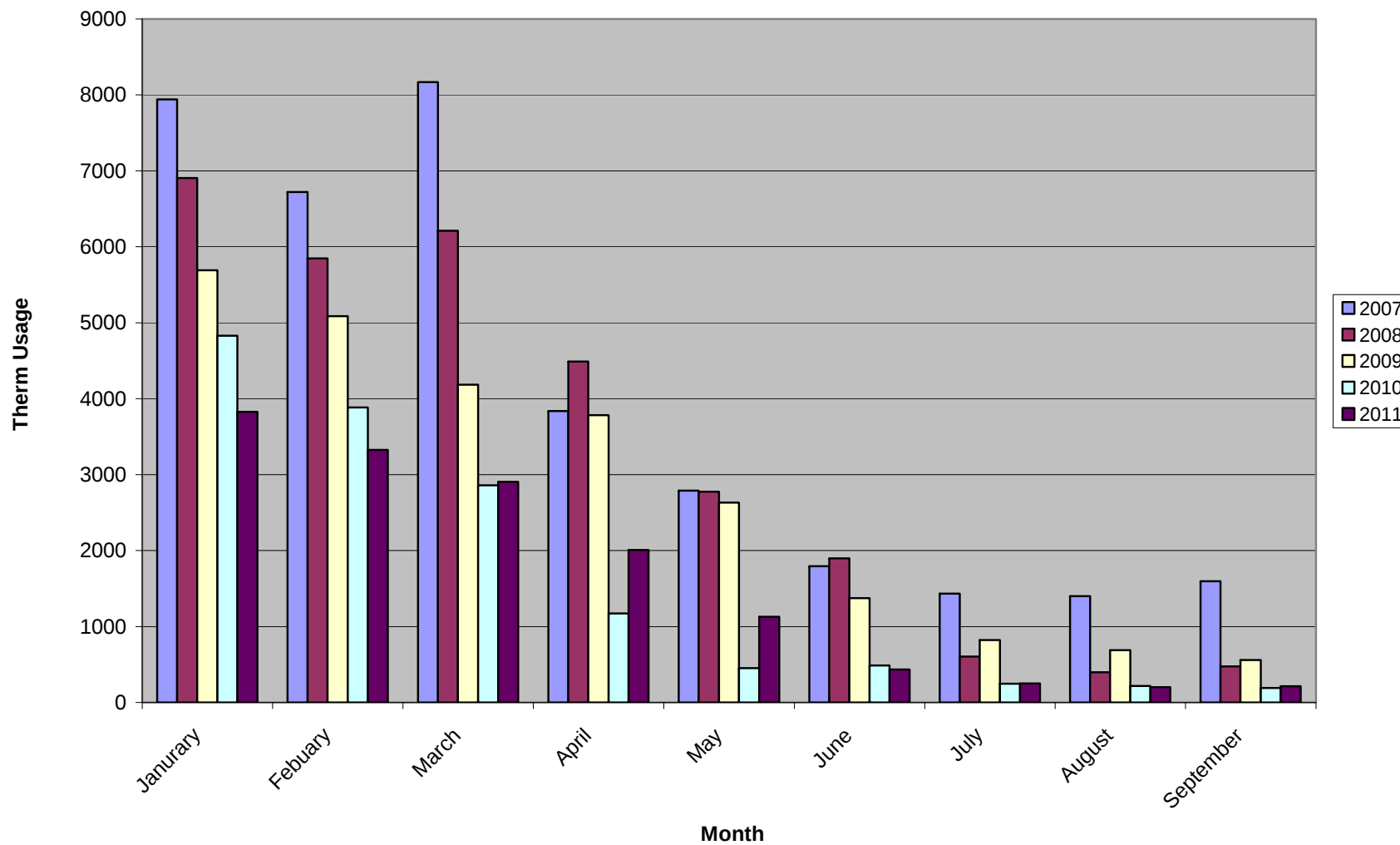
By continuing to keep thermostat set points at 68° in winter and 74° in summer, we have continued to see an overall energy reduction. See attached charts showing energy consumption trends. We will continue to assess performance on a regular basis to verify effectiveness of the system.

**Public Works Electric Usage
2007 through 2011 (Jan - Sept)**

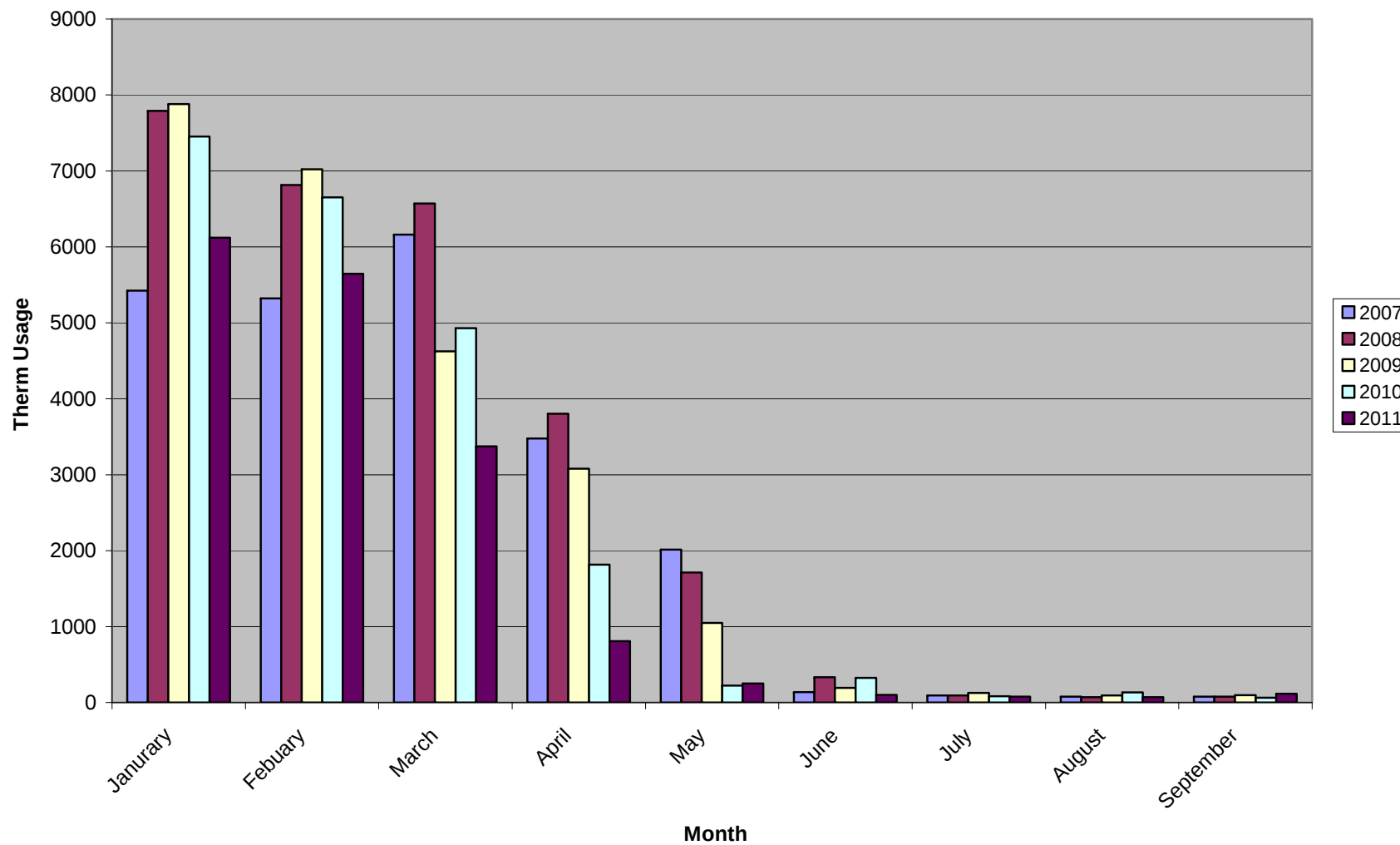


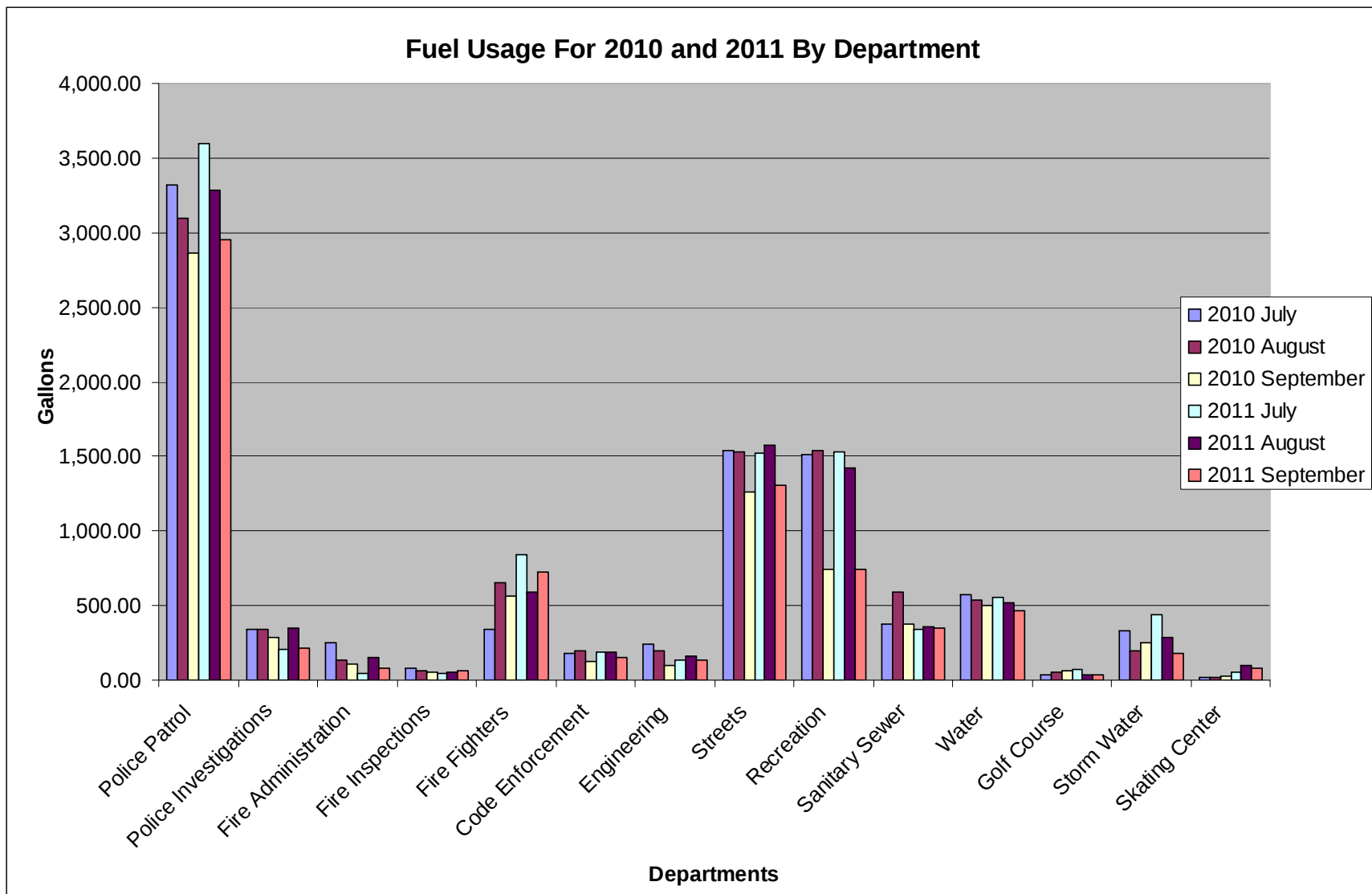


**City Hall Natural Gas Usage
2007 through 2011 (Jan - Sept)**



**Public Works Natural Gas Usage
2007 through 2011 (Jan - Sept)**







Memo

To: Mr. Lonnie Brokke, Parks and Recreation Director
From: Brad Tullberg, Skating Center Superintendent
Date: November 8, 2011
Re: Skating Center Energy Usage Update

The following information is an update of the energy use at the Roseville Skating Center as of August 31, 2011.

Skating Center Natural Gas Usage

Goal

Our goal for 2011 is to realize a 3% reduction natural gas usage from 2010.

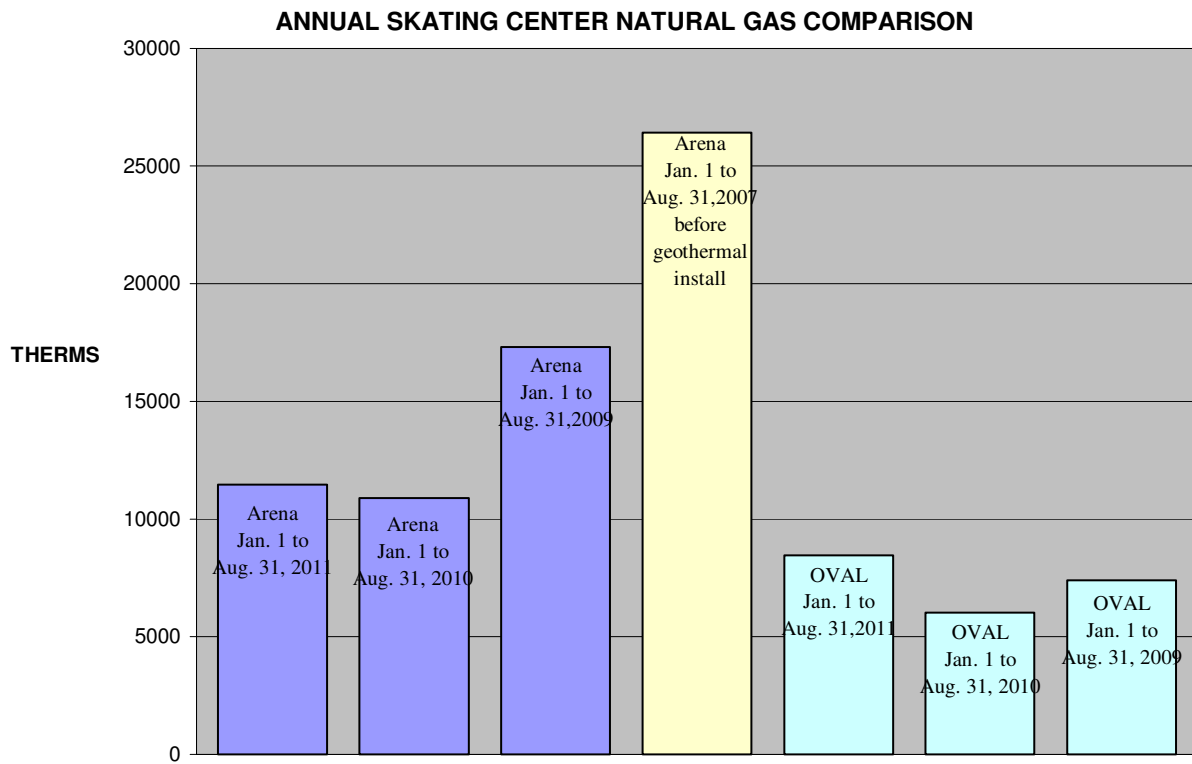
Actual Consumption Update

From January 1 through August 31, natural gas consumption (in therms) is up 17.7% as compared to the same period in 2010.

Summary

The rise in Skating Center natural gas usage is due to two major factors:

- 1) The OVAL snow melt pit uses natural gas to heat the water circulating in the piping. The snow melt pit uses OVAL compressor waste heat when available.
- 2) On average, temperatures were 11 degrees colder in March of 2011 compared to March 2010. Also, April 2011 temperatures were 9 degrees colder than April of 2010 which has contributed to the additional gas consumption due to the need to heat the arena. Warm weather this Fall should help us to get us closer to our goal. We will continue to closely monitor natural gas consumption.



- OVAL Natural Gas consumption is up 36.6% from 2010 due in large part to the OVAL snow melt pit operation
- Arena Natural Gas consumption is up 4.3% from 2010

Skating Center Electrical Usage

Goal

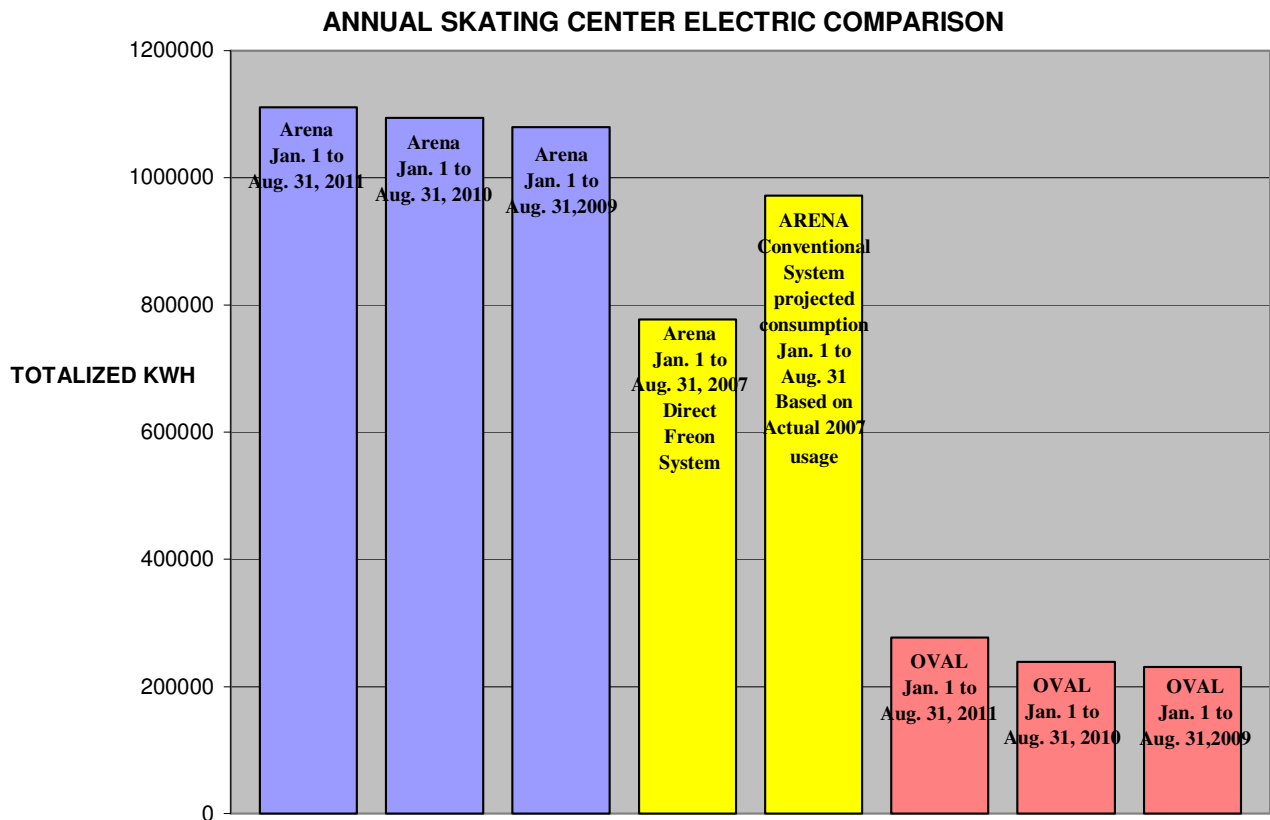
Our goal for 2011 is to maintain the same level of electrical consumption as in 2010.

Actual Consumption Update

From January 1 through August 31, electrical consumption is up 3.8% as compared to the same period in 2010.

Summary

Skating Center staff members are still working with Harty Mechanical to find ways to reduce the electrical consumption. Staff is working to minimize the adjustment of heat pump set points in the banquet rooms to reduce unnecessary electric consumption. OVAL ice temperature set points were lowered in February of 2011 for the MN Wild and Red Bull Championships creating a much larger bill than normal.



- OVAL Electric consumption is up 15.7% from 2010
- Arena Electric consumption is up 1.5% from 2010

REQUEST FOR COUNCIL ACTION

Date: 11/14/11
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Approve the De Minimis Request for the Purchase of Right of Way for Twin Lakes Parkway Twin Lakes AUAR Subarea I Infrastructure Improvements.

BACKGROUND

In 2009, the City received a \$1 million federal appropriation to construct public infrastructure within the Twin Lakes Redevelopment Area. Because the funding source is federal, we have been developing additional environmental documentation to proceed with the purchase of right of way for future Twin Lakes Parkway extension. This process is managed by the Minnesota Department of Transportation's Office of State Aid, who in turn coordinates the funding approval with the Federal Highway Administration. The environmental documentation approval process takes between 3 months to a year to complete depending on the issues identified. In order to use these funds for a project, the environmental documentation needs to be approved and the project authorized by MnDOT prior to spending the funds on the project.

The City's consultant, SRF, has been working on this document and has received feedback from MnDOT regarding the area of Langton Lake Park. The officially mapped right of way for Twin Lakes Parkway cuts through a small portion of the main park parcel, and runs through the Arthur Street pond parcel. The impacts are shown on the attached location map.

In 1998, the City of Roseville constructed improvements in Langton Lake Park using a DNR outdoor recreation grant (Land & Water Conservation Fund grant program (LAWCON)). When the City submitted the grant application to the DNR, the map that was provided showed the parcel that contains the Arthur street storm water pond as being part of the park. It is City practice to map our storm water ponds as green when they are contained in or adjacent to a park.

This parcel is that it was obtained in 1994 for storm water purposes. The pond design was designed in 1994 and built in 1996 taking into account the future construction of Twin Lakes Parkway. The plans to construct the pond even show the future Twin Lakes Parkway running through the two cells of the pond. The official map of Twin Lakes Parkway was approved by the City Council in October 1998. However, because this parcel was shown as a part of the park in the DNR grant application in March 1998, even though no grant dollars were spent on the parcel, it is covered by a conversion restriction under the LAWCON program.

Any lands acquired or developed with assistance from the LAWCON program are to be retained for outdoor recreation. Other use can be made of these lands with prior written approval of the National Park Service.

To move forward with the use of these federal funds for the Twin Lakes right of way we need to obtain approval for the conversion of LAWCON land. The first step in this process is the finding of de minimis. In order to have a de minimis finding we need to first provide mitigation or replacement of the land being used for the road. To do this the City needs to purchase replacement land equal in size to the

area of park land being used for the construction of Twin Lakes Parkway. The de minimis finding will indicate that the proposed action, including consideration of the mitigation, will not adversely affect the activities, features, and attributes that are important to the resource.

The first step in the de minimis process is for the city to provide a preliminary concurrence letter from the “Official With Jurisdiction” (OWJ) over Langton Lake Park this could be the City Manager or the Park and Recreation Director. Such a letter needs to accompany the Preliminary De Minimis Request. Attached are the draft documents.

What follows is a summary of the steps in the De Minimis process:

- Submit Preliminary De Minimis Determination Request to Mn/DOT State Aid and FHWA for approval.
- Prepare De Minimis Report for inclusion as an appendix to the Project Memorandum following approval of the preliminary determination request by Mn/DOT and FHWA.
- Prepare draft legal ad for notification of anticipated Section 4(f) De Minimis determination, for City publication.
- Prepare response to comments on Section 4(f) De Minimis Report.

POLICY OBJECTIVE

The history on the Arthur street pond parcel is that it was obtained in 1994 for storm water purposes. The pond was designed in 1994 and built in 1996 take into account the future construction of Twin Lakes Parkway. The original plans to construct the pond show the future Twin Lakes Parkway.

The official map of Twin Lakes Parkway was approved by the City Council in October 1998. The proposed road construction does not remove or displace any improvement constructed using grant funds. Staff believes that the proposed action, will not adversely affect the activities, features, and attributes that are important to the resource.

FINANCIAL IMPACTS

To ensure that these funds are available for Twin Lakes Infrastructure construction, staff recommends that the City proceed with the approval of this process. The Parks Master plan has identified a number of parcels for purchase that could be used as replacement park land to meet this requirement or there may be opportunities to designate some excess right of way for this purpose.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the preliminary concurrence letter for De Minimis Request for the Purchase of Right of Way for the Twin Lakes Parkway Twin Lakes AUAR Subarea I Infrastructure Improvements.

REQUESTED COUNCIL ACTION

Motion to approve the preliminary concurrence letter for De Minimis Request for the Purchase of Right of Way for the Twin Lakes Parkway Twin Lakes AUAR Subarea I Infrastructure Improvements.

Prepared by: Debra Bloom, City Engineer

Attachments: A. Location Map

B. Preliminary concurrence letter

C. Preliminary De Minimis Request

ROSEVILLE

0 75 150 225 300 Feet

Data Sources and Contacts:
 * Ramsey County GIS Base Map (4/04/11)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department

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, and data located in various city, county, state and federal offices and departments, 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 investigations, tracking or any other purpose. The City does not warrant that the GIS data are complete, accurate or guaranteed to be up to date. No liability shall be assumed by the City for any damages or losses that may be incurred. If you have any questions, you are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §406.03, Subp. 21 (2006), and the use 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 you, its employees or agents, or third parties who may be injured or damaged by the use of this map.



TO: Debra Bloom
City Engineer
City of Roseville

FROM: City of Roseville

DATE: [ADD]

SUBJECT: TWIN LAKES PARKWAY
STATE PROJECT: S.P. 160-080-002
LANGTON LAKES PARK – DE MINIMIS FINDING

The City of Roseville plans to construct Twin Lakes Parkway from Prior Avenue North on the west to Fairview Avenue North on the east, a distance of approximately 2,000 feet, and make intersection improvements at the intersection of Twin Lakes Parkway/Terrace Drive and Fairview Avenue North. The project is needed in order to provide a system link between the existing segment of Twin Lakes Parkway and Fairview Avenue North at Terrace Drive, complete the link to/from I-35W east ramps at Cleveland Avenue North, address the internal east-west circulation needs within the developing Twin Lakes Business Park, provide access to existing businesses and future uses consistent with adopted City plans, and address bicycle and pedestrian needs.

Langton Lake Park is a City park located adjacent to the Twin Lakes Business Park. For purposes of this description, the park comprises two areas. The main park is 67.3 acres in size and includes Langton Lake and recreational facilities. Facilities include two ball fields, a soccer field, picnic areas, play structures, and a fishing pier. These facilities are primarily located in the northwest portion of the park, north of Langton Lake and approximately 2,000 feet from the proposed roadway (the fishing pier is located approximately 1,000 feet away from the proposed roadway). The park includes a trail through the wooded area around Langton Lake. The recreational use of this trail is hiking and nature observation. The other area is a 20.5 acre parcel substantially covered by a regional stormwater pond constructed in 1996. This parcel is referred to as the Arthur Street Pond parcel.

Langton Lake Park has received federal Land and Water Conservation Fund (LAWCON) and Minnesota Outdoor Recreation grants, both administered through the Minnesota Department of Natural Resources (DNR).

The proposed roadway impacts the southeast corner of Langton Lake Park, including 2,556 square feet (<0.1 acres) of the 67.3 acre main park area. The trail is located approximately 150 feet from the proposed road and is not affected by the project. The roadway also requires 21,769 square feet (0.5 acres) of the 20.5 acre Arthur Street Pond parcel for road right of way and leaves a remnant parcel 19,090 square feet (0.4 acre) in size southeast of the road right of way. The proposed road right of way bisects Arthur Street Pond. No other facilities are affected.

The right of way for Twin Lakes Parkway has been officially mapped since 1998. As part of the long-term planning for the Twin Lakes Business Park redevelopment in relation to the park, the



Arthur Street Pond was constructed to not only serve the treatment needs for the redevelopment area but also to improve water quality at Langton Lake over existing conditions. The City plans to expand the pond to non-park land adjacent to the site. Appropriate best management practices (BMPs) will be used to minimize erosion and sedimentation of exposed soils during construction.

Parkland converted to other than outdoor recreation use will be replaced with land of equal value and functionality, in fulfillment of LAWCON and state Outdoor Recreation grant conversion requirements.

The proposed action, including consideration of the mitigation, will not adversely affect the activities, features, and attributes that are important to the resource.

Sincerely,

City of Roseville



STATE AID FOR LOCAL TRANSPORTATION
De MINIMIS PRELIMINARY DETERMINATION REQUEST
For parks, recreation areas, wildlife or waterfowl refuges

SP 160-080-002 Federal Project No. TBD

Route: Twin Lakes Parkway

From: Prior Avenue To: Approximately 500 feet east of Fairview Avenue

Proposed Improvement: The proposed project will construct a new two-lane roadway from Prior Avenue North on the west to Fairview Avenue North on the east, a distance of approximately 2,000 feet, and make intersection improvements at the intersection of Twin Lakes Parkway/Terrace Drive and Fairview Avenue North.

Environmental Document anticipated: PM

Project Manager	Name:	Debra Bloom
	Title:	City Engineer
	Address:	City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113
	Phone:	651-792-7042
	Email:	deb.bloom@ci.roseville.mn.us

This project will impact the following Section 4(f) property.

1. Description of the Section 4(f) Property.

Name: Langton Lakes Park

Size (acre): Main Park: 63.3 acres
Arthur Street Pond Parcel: 20.5 acres

Location: Northwest portion of City, east of Cleveland Avenue, west of Fairview Avenue, South of Brenner Avenue.

Ownership: City

Type of Section 4(f) Property: Park

Function of or Available Activities on the Property: Nature trails, ball fields, soccer field, play structure, fishing pier.

Description and Location of Existing and Planned Facilities: The nature trail winds around Langton Lake. The ball fields and soccer fields, picnic areas, and play structures are located near the north end of the park near Brenner Avenue. The fishing pier is located near County Road C2 West. No other improvements are planned at this time.

Access: The park is accessible via Cleveland Avenue North, County Road D West, County Road C2 West, or Fairview Avenue North. Portions of these roadways also serve as bicycle routes. The park can also be accessed on foot from residential areas within several blocks (mostly to the east and north of the park).



STATE AID FOR LOCAL TRANSPORTATION
De MINIMIS PRELIMINARY DETERMINATION REQUEST
For parks, recreation areas, wildlife or waterfowl refuges

Rev. July 2010

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Usage: approximate number of users/visitors, etc. [CITY TO ADD]

Relationship to Other Similarly Used Lands in the Vicinity: The closest other park, Oasis Park, is a 14-acre park located approximately 0.5 miles to the east of Langton Lake Park along County Road C2 West. Amenities include a community garden, lighted skating rink with a heated shelter, a ball field, picnic areas, and a walking trail.

Applicable Clauses Affecting Ownership: Langton Lake Park has received federal Land and Water Conservation Fund (LAWCON) and Minnesota Outdoor Recreation grants, both administered through the Minnesota DNR.

Unusual Characteristics Reducing or Enhancing the Value of the Property: Langton Lake comprises most of the land area for the park and enhances its value.

LAWCON Section 6(f) (or other Federal Encumbrances) Impacts: The Arthur Street Pond parcel was not within the Langton Lake Park boundaries at the time of the LAWCON grant, therefore the Section 6(f) impacts only relate to the 2,556 square-foot impact to the main park parcel. The Arthur Street Pond parcel was within the park boundaries at that time of the most recent state Outdoor Recreation grant. It is noted that the DNR has the same replacement requirements for conversion of land subject to the Minnesota Outdoor Recreation Program grants as is required for conversion under Section 6(f).

2. Impacts to the Section 4(f) Property.

Amount of land impacted:

Main Park Parcel: Right of way: 2,556 square feet (<0.1 acres)
Arthur Street Pond Parcel: Right of way: 21,769 square feet (0.5 acres)
Remnant: 19,090 square feet (0.4 acres)

Permanent R/W Acquisition/Easements: 0 acres

Temporary Easements: 0 acres

Functions Affected: None.

Facilities Affected: Regional stormwater pond.

3. Coordination with Responsible Official with Jurisdiction Over the Section 4(f) Property: See attached letter from [NAME, TITLE].

4. Considerations.

Impact Avoidance: The No Build alternative would avoid impacts to Langton Lake Park but would not meet the purpose and need for the project, which includes providing a system link between the existing segment of Twin Lakes Parkway and Fairview Avenue North at Terrace Drive, completing the link to/from I-35W east ramps at Cleveland Avenue North, addressing the internal east-west circulation needs within the developing Twin Lakes Business Park, providing access to existing businesses and future uses consistent with adopted City plans, and addressing bicycle and pedestrian needs.



STATE AID FOR LOCAL TRANSPORTATION
De MINIMIS PRELIMINARY DETERMINATION REQUEST
For parks, recreation areas, wildlife or waterfowl refuges

Rev. July 2010

Page 3 of 3

Because the intersection of Twin Lakes Parkway with Fairview Avenue North needs to be sufficiently spaced from County Road C and because the project need includes connection to Terrace Drive, total avoidance is not feasible.

Planning to minimize harm: The right of way has been officially mapped since 1998. As part of the long-term planning for the Twin Lakes Business Park redevelopment in relation to the park, the Arthur Street Pond was constructed to not only serve the treatment needs for the redevelopment area but also to improve water quality at Langton Lake over existing conditions. The City plans to expand the pond to non-park land adjacent to the site. Appropriate best management practices (BMPs) will be used to minimize erosion and sedimentation of exposed soils during construction.

Mitigation: Parkland converted to other than outdoor recreation use will be replaced with land of equal value and functionality, in fulfillment of LAWCON and state Outdoor Recreation grant conversion requirements.

Enhancement: In 2011, the City of Roseville approved the Twin Lakes Sub-Area 1 Regulating Plan. This is a part of the City's Zoning Ordinance and covers all of the proposed redevelopment to the west and south of Langton Lake Park, including Twin Lakes Parkway. The main focus of this plan is to protect and enhance the public enjoyment of Langton Lake Park. The Regulating Plan identifies six public connections and/or corridors linking the redevelopment and road system to Langton Lake Park, these corridors/ connections address pedestrian connections, wildlife corridors, and enhancement of the public realm. The City will encourage the development of a network of sidewalks, trails, pedestrian amenities, parks and open space in the Twin Lakes area to provide greenway/wildlife corridors and to encourage more pedestrian trips and fewer vehicle trips.

Recommended:

Local Agency Engineer _____ Date _____

District State Aid Engineer _____ Date _____

State Aid Engineer _____ Date _____

Preliminary Approval conditioned on results of public notice & comment period:

FHWA Engineer _____ Date _____

REQUEST FOR COUNCIL ACTION

Date: Nov 14, 2011
Item No.: 7.i

Department Approval



City Manager Approval



Item Description: 2011 POLICE FALSE ALARM RESPONSES

BACKGROUND

On November 15, 2010, the Roseville City Council voted to amend Roseville City Ordinance 506 *False Alarms – Security Alarm Systems*. Based on staff recommendation, Council amended the number of free alarm responses from three to two false alarms per calendar year. Based on staff recommendation, Council also elected to increase false alarm user fees. After ordinance and fee changes were passed, Council requested staff to prepare a follow-up report demonstrating the effect the ordinance and user fee changes had on false alarm responses. Council requested staff prepare a summary document showing the number of false alarms (residential and commercial) police responded to one year after the free alarm responses and user fee changes went into effect.

Staff has prepared graphs (see attachments) to compare 2010 calendar year pre ordinance changes to 2011 calendar year post ordinance changes. In summary, the reduction in the number of free false alarms, coupled with the increase in false alarm user fees, hasn't had significant effect to reduce the total number of false alarms to which police respond. Using 2010 and 2011 (January – October) false alarm response data, 2011 false alarm responses decreased by only 4%. January – October 2011 false alarm statistics demonstrate 77% of these alarms are business/commercial. The police department will continue to monitor false alarm responses as demonstrated in the attachments to this RCA.

FINANCIAL IMPACTS

User fees generated from January – October 2011 false alarms have increased 56% compared to the 2010 total user fees.

STAFF RECOMMENDATION

The police Department has gathered statistics (attached to this RCA) as requested by Council members for their review.

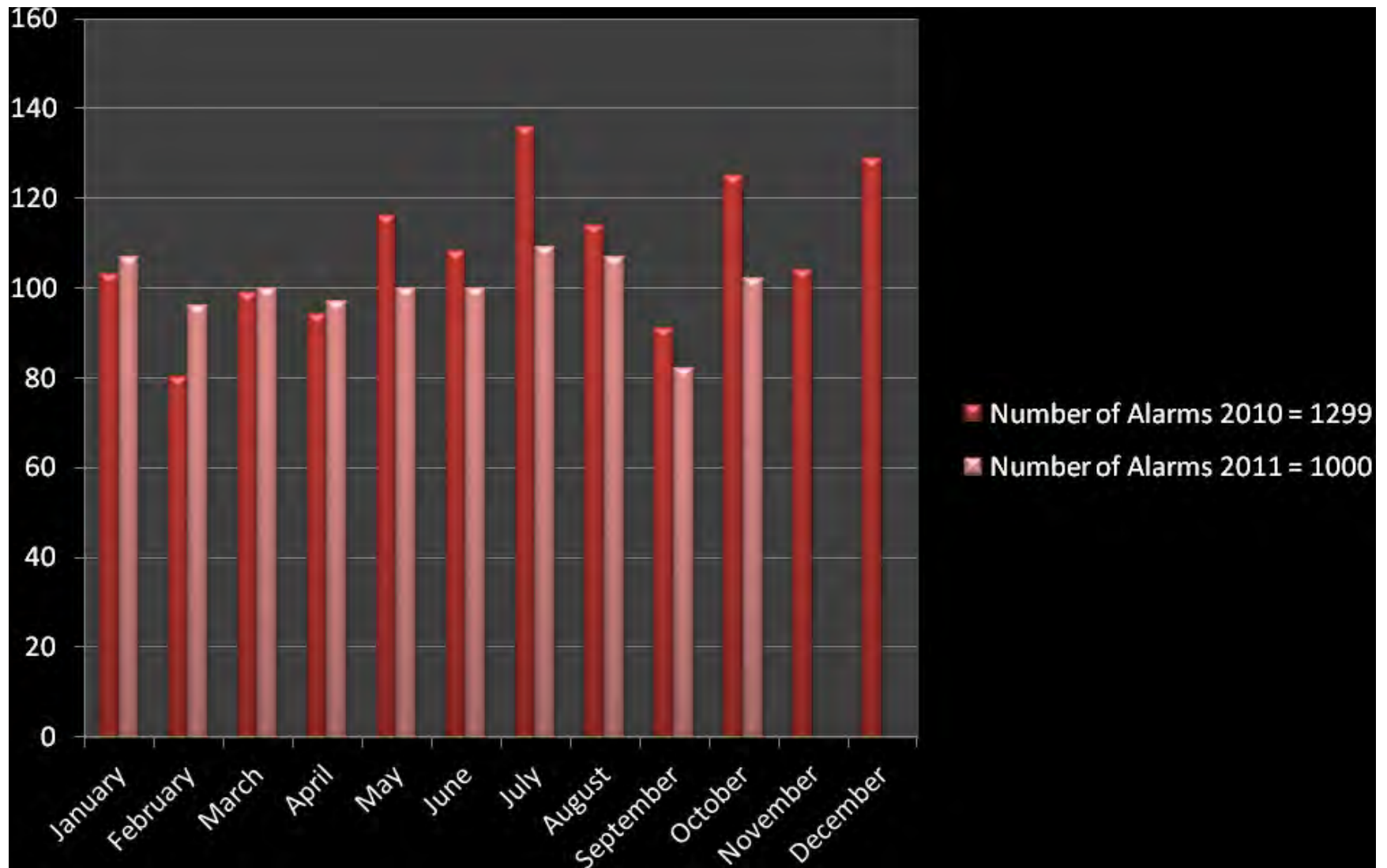
REQUESTED COUNCIL ACTION

The police department is requesting that Council members review false alarm responses as demonstrated in the attachments to this RCA and provide direction as to the need, if any, for future reporting of false alarm responses to the Council.

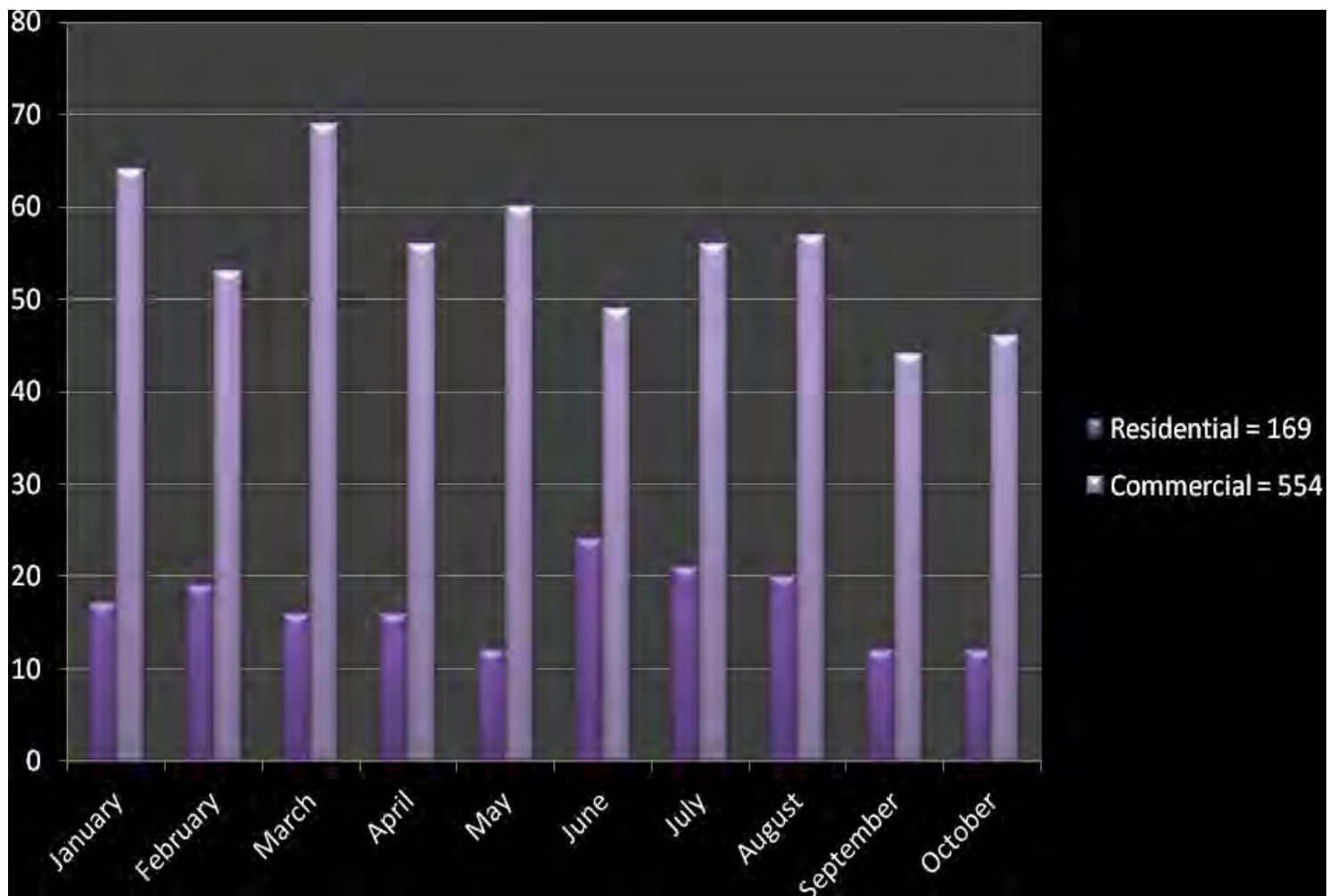
Prepared by: **Lorne Rosand - Lieutenant**

Attachments: A: 2010 and 2011 Alarm Response Comparison
 B: 2011 False Alarms - Residential vs. Commercial
 C: 2010 and 2011 User Fee Revenue Comparison

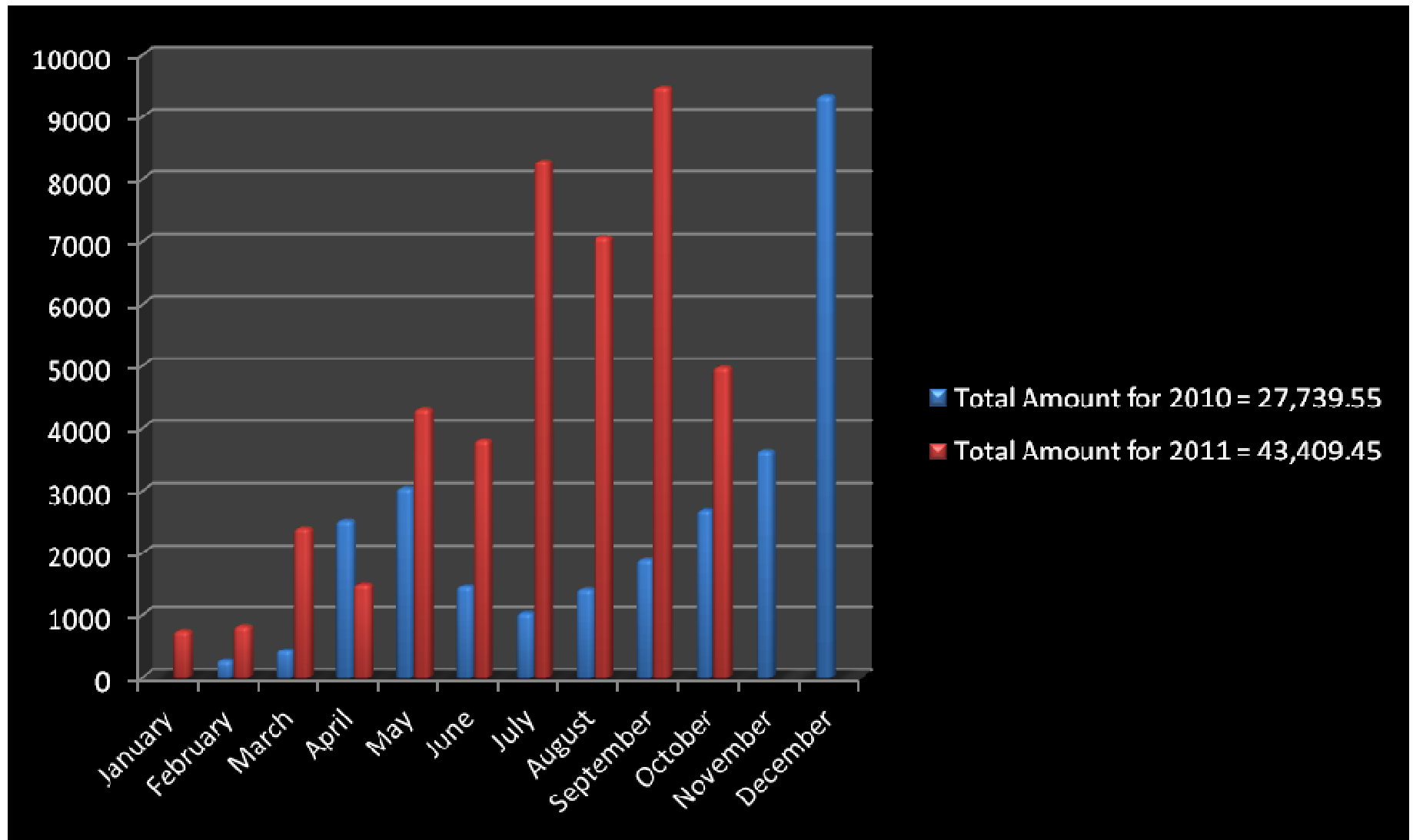
ALARM TOTALS FOR 2010 AND 2011



2011 FALSE ALARMS



Revenue



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/14/11
Item No.: 10 . a

Department Approval

City Manager Approval

Item Description: 2012 Public Works Work Plan

BACKGROUND

Each year Public Works staff monitors and evaluates the condition of City infrastructure for development of ongoing maintenance and replacement needs plans. We use this information to develop capital improvement plans and in the development of the annual budget request in these areas. We also work closely with Ramsey County and MnDOT on improvements to City infrastructure as a part of their road improvement projects within Roseville. 2012 proposed road construction on city streets is mainly mill and overlay or replacement of pavement due to surface distress related to age of pavement since many streets were reconstructed 20 to 30 years ago. The following are improvements that we are recommending for the 2012 construction season on the city system. We also have a preliminary work plan as shown on the attached map for utility improvements that is somewhat dependent on funding levels to be determined by the final 2012 utility rates that will be decided in the next month. Ramsey County has not finalized their total work program for 2012 but are anticipating a major pavement replacement project on Co. Rd. B-2 from Snelling Ave. to Fairview Ave. and a mill and overlay on Rice St. from just south of Co. Rd. B to Larpenteur Ave. This work plan is consistent with the 20 year capital improvement plan.

POLICY OBJECTIVE

- Pavement Management Program Projects:** Each year the Public Works Department evaluates infrastructure needs based on the City's Pavement Management Program and assessment of utility infrastructure. Streets in marginal condition are recommended for major maintenance by mill and overlay. Streets in poor condition are recommended for reconstruction. We propose to include the following street segments in our 2012 construction contract:

Mill and Overlay	
Belmont Ln W (Pascal Avenue to Hamline Avenue)	Pascal St N (County Road C2 to Cul-de-sac)
Burke Ave W (Pascal Avenue to Hamline Avenue)	Pascal St N (W. County Road B to Burke Avenue)
Eldridge Ave W (Pascal Ave to Hamline Ave)	Pascal St N (Eldridge Avenue to Belmont Avenue)
Eldridge Ave W (Cul-de-sac to Fairview Avenue)	Prior Cir (W. County Road D to Cul-de-sac)
Long Lake Rd (W. County Rd D to W. County Rd C2)	Skillman Ave W (Pascal Ave to Hamline Ave)
Lydia Ave W (Fairview Avenue to Snelling Avenue)	Snelling Service Dr W (Co Rd B to Roselawn Ave)
Partridge Rd (Cul-de-sac to W. County Road C2)	Snelling Service Dr W (Snelling Ave to Oakcrest Ave)

The Mill and Overlay projects are proposed to be financed through our street infrastructure funds and MSA funds. After receiving bids for these projects, we will request that the City Council award the bid to the lowest responsible bidder.

- County Road C2:** At the October 17, 2011 meeting, the City Council approved the

construction of the connection of County Road C-2 between Hamline and Lexington. This project is scheduled for construction in 2012. The project that staff is working on:

- Construct Road County Road C-2 connection between Griggs and Dunlap. To save some of the trees in the right of way, staff is proposing to construct this street segment at a 28 foot width. No parking will be allowed in this segment.
- Construct a 6 foot wide concrete sidewalk along the north side of County Road C-2 between Hamline and Lexington.
- Provide parking bays on County Road C-2 between Hamline and Merrill. Currently, parking is allowed on the north side of the street and not the south side of the street. Staff proposes to move the north curb line 4 feet south to define on street parking bays and narrow portions of the road. Specific locations will be identified on the preliminary plans. No parking is allowed on streets narrower than 32 feet.
- Streetscape: Staff will look for streetscaping opportunities once the plans for the street work are more fully developed.

The following work will be completed this fall.

- Survey- complete.
- Soil Borings- week of November 7
- All way stop signs installed at Merrill and County Road C-2- complete.

Over the coming months, staff will be developing preliminary plans. These plans will be available for review and comment at a public Open House meeting in January 2012. County Road C2 will be financed by MSA Funds and bid with the PMP projects

3. **Sanitary Sewer lining and replacement, watermain replacement:** The majority of the city's sanitary sewer mains were constructed in the late 1950's and early 1960's, utilizing clay tile pipe. Over time the joint materials have failed allowing root intrusion. The pipe is also susceptible to cracking and construction damage. The 2011 Capital Improvement Plan recommends funding for a sanitary sewer main lining program to extend the life of our sanitary sewers by 50 years or more. This technology essentially installs a new resin pipe inside the old clay tile sewer main without digging up city streets, which results in minimal disruption to residents during construction. The liner pipe is inserted into the main through existing manholes and cured in place with a heat process. Any given segment is usually completed in one working day. Service line connections are reopened using a robotic cutter and remote cameras. During the process, existing flows are bypassed using pumps. This technology has been proven over the past 20 years, and costs have become competitive with open cut replacement. The City started doing this type of renovation on an annual basis in 2006 and will have an annual project for the foreseeable future to replace our aging sewer infrastructure. This technology also prevents infiltration of groundwater into the system and can be credited toward current and future inflow/ infiltration surcharge. The location of this work varies and is spread throughout the City based on system priority.

We are also evaluating sanitary and storm sewer replacement needs in our pavement replacement areas as well as utility infrastructure needs in County and State project areas. Those replacements are being identified as the project plans are being developed and will be communicated to the Council at a later date.

We are recommending replacement of the cast iron watermain as a part of the Rice Street next phase reconstruction project and a segment of main on County Road B-2. We also recommend replacement on two segments of city streets. These watermain were installed in the early 1960's and has experienced several breaks. This is the lowest cost opportunity to

replace this infrastructure.

4. **Storm Sewer system improvements:** An extreme rain event occurred this summer on July 16, 2011, that caused flooding in several areas of the City. Since the storm, staff has completed several studies to analyze the existing drainage systems and localized flooding issues. The studies also identified potential improvements throughout the neighborhoods that would reduce the level of flooding. Staff is now working on developing a 2012 drainage improvement project to alleviate some of these flooding concerns. The specific locations of improvements are being identified as the project plans are being developed and will be communicated to the Council at a later date.
5. **Seal Coat:** Pavement maintenance policies support an annual seal coat program of approximately 14-15 miles of city streets each year. This consists of applying a thin film of bituminous oil and covering it with fine aggregate. These treatments have proven to add a minimum of 10 years to the life of the pavement. With potential continued budgetary constraints in 2012, we may need to reduce the size of the program depending on the bid prices received in February 2012 for materials. Asphalt material prices continue to be volatile. It is expected that these prices will continue to rise.
6. **Pathways :** Work will continue on the federally funded pathway along Fairview Ave. from the Rosedale area to the St. Paul campus of the University of Minnesota. This project is anticipated to be completed by the end of summer 2012.

FINANCIAL IMPACTS

The Street Infrastructure Fund interest earnings support the local street Mill and Overlay program. Due to current construction costs this level of program may be in jeopardy for future years due to lower interest earnings. MSA street overlays are proposed to be funded from the City's MSA account. Utility improvements are funded from the respective Utility enterprise funds.

The sealcoat, crack sealing, and major patching are funded from the street maintenance budget. This budget is supported by the general fund tax levy and MSA maintenance allocation. Staff recommends funding a program consistent with our pavement maintenance policies. We expect material costs to increase with the rise in oil industry related costs.

By taking action now, the Council will be authorizing staff to work on plans for the projects as described. As project bids are opened, staff will bring individual contracts to the City Council for approval. A detailed cost breakdown will be included with those Council Actions.

STAFF RECOMMENDATION

The following improvements are recommended for construction in 2012. Additional utility improvements may be identified at a later date and brought to the Council for authorization.

Location	Funding Source	Cost Estimate
Mill and Overlay Projects		
Belmont Ln W (Pascal Avenue to Hamline Avenue)	Infrastructure Fund	\$68,800
Burke Ave W (Pascal Avenue to Hamline Avenue)	Infrastructure Fund	\$67,800
Eldridge Ave W (Pascal Avenue to Hamline Avenue)	Infrastructure Fund	\$67,800
Eldridge Ave W (Cul-de-sac to Fairview Avenue)	Infrastructure Fund	\$30,900
Long Lake Rd (W. County Rd D to W. County Rd C2)	MSA Funds	\$231,600
Lydia Ave W (Fairview Avenue to Snelling Avenue)	MSA Funds	\$174,100
Partridge Rd (Cul-de-sac to W. County Road C2)	Infrastructure Fund	\$31,000
Pascal St N (County Road C2 to Cul-de-sac)	Infrastructure Fund	\$8,200
Pascal St N (W. County Road B to Burke Avenue)	Infrastructure Fund	\$15,800

Pascal St N (Eldridge Avenue to Belmont Avenue)	Infrastructure Fund	\$15,200
Prior Cir (W. County Road D to Cul-de-sac)	Infrastructure Fund	\$14,900
Skillman Ave W (Pascal Ave to Hamline Ave)	Infrastructure Fund	\$67,800
Snelling Service Dr W (Co Rd B to Roselawn Ave)	Infrastructure Fund	\$120,000
Snelling Service Dr W (Snelling Ave to Oakcrest Ave)	Infrastructure Fund	\$11,800

Subtotal **\$925,700**

109

Reconstruction/ Sidewalk Project

County Road C2 W (Hamline Ave to Lexington Ave)	MSA Funds	\$329,000
---	-----------	-----------

Subtotal **\$329,000**

Utility Work

Sanitary Sewer lining/replacement	Sanitary Sewer Fund	\$450,000
Watermain Replacement	Water Fund	\$400,000
Storm Sewer system improvements	Storm Water Fund	\$300,000

Subtotal **\$1,150,000**

Major Street Maintenance

Sealcoat, Crackseal	Street Maintenance Budget	\$250,000
---------------------	---------------------------	-----------

Subtotal **\$250,000**

Total Estimated 2012 Project Cost **\$2,654,700**

110

REQUESTED COUNCIL ACTION

111

Motion approving 2012 Public Works Work Plan.

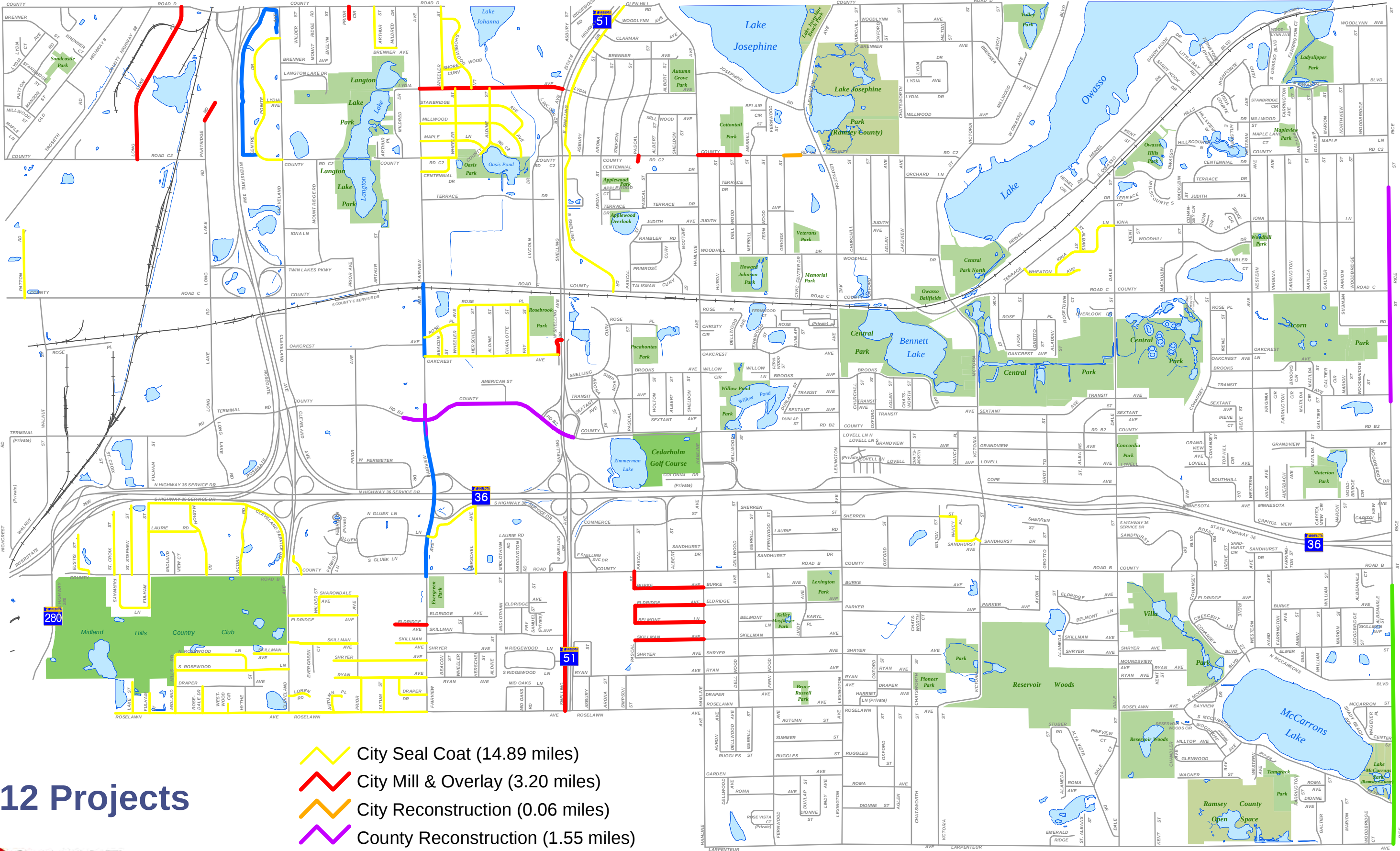
Prepared by: Duane Schwartz and Deb Bloom

Attachments: A: 2012 Project Location Map
B: 2012 Utility Projects Map

2012 Projects



- City Seal Coat (14.89 miles)
- City Mill & Overlay (3.20 miles)
- City Reconstruction (0.06 miles)
- County Reconstruction (1.55 miles)
- County Mill & Overlay (0.93 miles)
- City Pathway



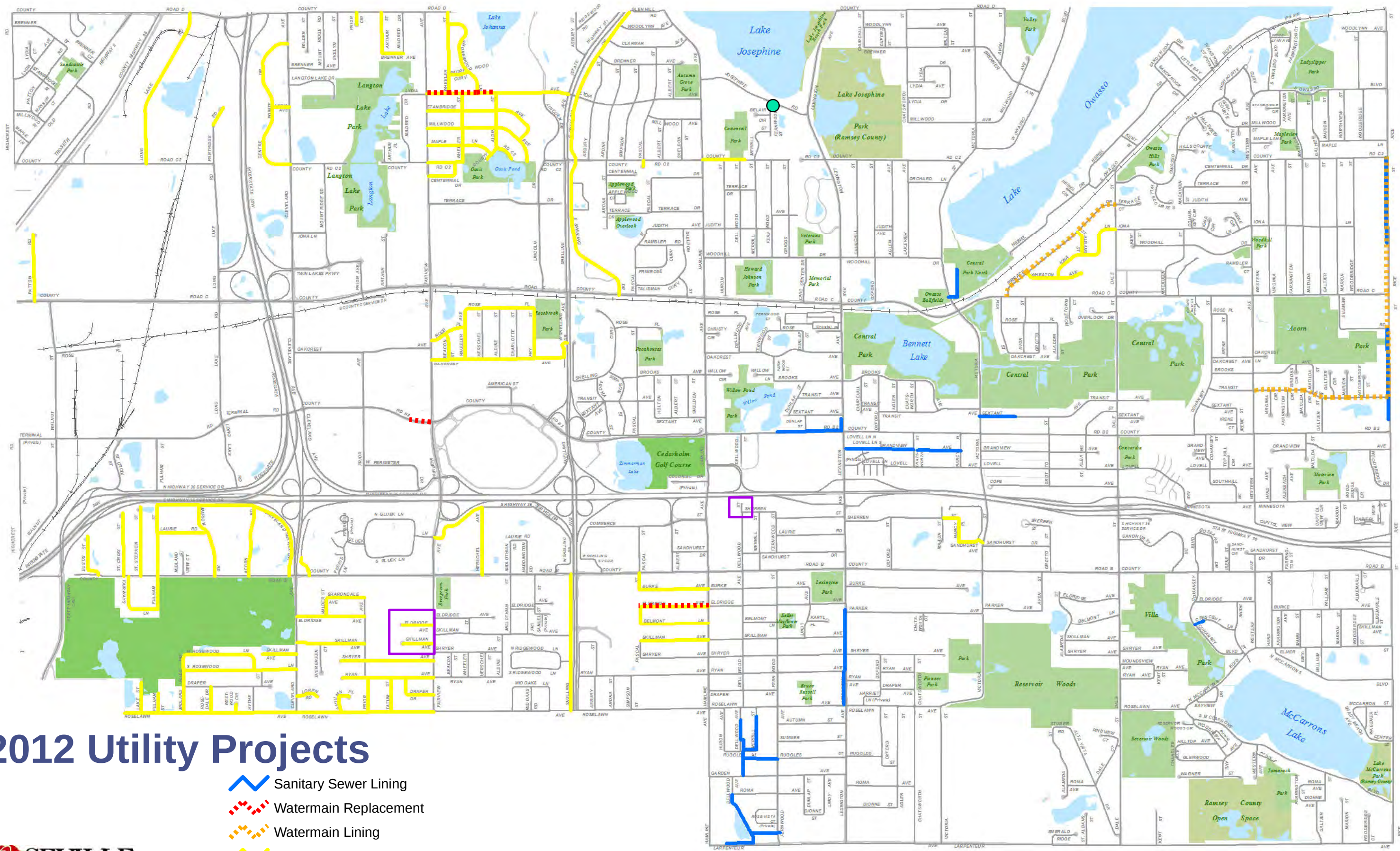
Data Sources and Contacts:
* Ramsey County GIS Base Map (8/01/11)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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 651-792-7075. 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.

0 500 1000 1500 2000 Feet

mapdoc: 2012Projects.mxd
map: 2012Projects.pdf





2012 Utility Projects

- Sanitary Sewer Lining
- Watermain Replacement
- Watermain Lining
- Regular Maintenance Work (Seal Coat and Mill & Overlay Segments)
- Storm Sewer System Improvements
- Sanitary Lift Station Improvement

Roseville City Council

Fire Station Design Presentation

November 14, 2011

Presentation Topics:

- Introduction to Design Team
- Comparison of Sustainability Certification Programs
- Potential Sustainable Project Features
- Program of Space Needs
- Preliminary Site Plan



Roseville Fire Station



Design Team

Architect of Record

CNH Architects, Inc.

Principal Architect: **Quinn Hutson, AIA, LEED AP**

Sustainability: **Wayne Hilbert, AIA, LEED AP, Green Globe Prof.**

Public Safety Design

The Stony Brooke Design Studio

Design Architect: **David Acomb, AIA, LEED AP**

Mechanical & Electrical Engineers

Engineering Design Initiative

Principal Mechanical Engineer: **Larry Svitak, PE**

Principal Electrical Engineer: **Jay Hruby, PE**

Civil & Structural Engineers

Van Sickle, Allen & Associates

Principal Civil Engineer: **Jeffrey Schrock, PE, LEED AP**

Senior Structural Engineer: **Gary Nagel, PE**

Landscape Architects

Damon Farber Associates

Principal Landscape Architect: **Thomas Whitlock, ASLA**

Fire Protection Design

Summit Fire Consulting

Principal Engineer: **Ryan Bierwerth, PE, CFPS**



Roseville Fire Station



Sustainable Design - Approaches



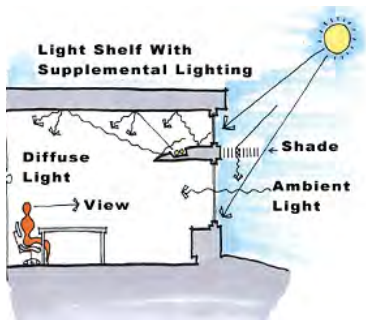
LEED Certification

- + Widely recognized national 3rd-party certification
- + Systematic approach and point system
- Significant registration cost
- Energy modeling & commissioning required
- Complex design process adds cost
- Extensive contractor documentation submittals adds cost



Green Globes Certification

- + Growing national 3rd-party certification
- + Systematic approach and point system
- + Less complex design process
- + Minimal contractor documentation submittals
- + Second GG fire station in Minnesota (Eagan)
- Moderate registration cost
- Energy modeling & commissioning required
- Less widely known certification



Sustainable Design - No Certification

- + Systematic approach still used
- + Less complex design process, no added cost
- + Minimal contractor documentation submittals
- + Energy modeling & commissioning not required (still recommend for best energy performance)
- + No registration cost
- No 3rd-party certification or project review
- No minimum level of sustainability required



Roseville Fire Station



Sustainable Design - Potential Features

The following are areas that the project team has identified as sustainable design features that are being considered for the Fires Station project. Items in "green" are required if project is to be certified by LEED or Green Globes. Items in "black" are very likely to be included while items in "blue" are features that will be considered as possible components as the design progresses.

Sustainable Sites

- Construction Activity Pollution Prevention
- Public Transportation Access
- Bicycle Storage and Changing Rooms
- Alternative Fuel Stations
- Stormwater - reduction in rate and quantity
- Stormwater - treatment
- Reduce Heat Islands - roof
- Light Pollution
- Site Selection
- Parking Capacity
- Site - protect or restore open space
- Site - development footprint 25% open space

Water Efficiency

- Efficient Landscaping - 50% reduction water
- 20% Reduction in facility water usage
- 30% Reduction in facility water usage
- Innovative Wastewater Technologies

Energy and Atmosphere

- Fundamental Commissioning
- Minimum Energy Performance
- Fundamental Refrigerant Management
- Optimize energy usage - 30% better than code
- Renewable energy usage - 2.5%
- Enhanced Refrigerant Management
- Optimize energy usage - up to 60% better than code
- Additional Commissioning



Sustainable Design - Potential Features

Materials and Resources

Storage and Collection of Recyclables

50% Divert Construction Waste

75% Divert Construction Waste

10% Recycled Content (post consumer + 1/2 pre-consumer)

10% Regional Materials

Certified Wood

5% Resource Reuse

10% Resource Reuse

20% Recycled Content (post consumer + 1/2 pre-consumer)

20% Regional Materials

Rapidly Renewable Materials

Indoor Environmental Quality

Minimum Indoor Air Quality

Tobacco Control

CO2 Monitoring

Construction Indoor Air Quality - during construction

Construction Indoor Air Quality - before occupancy

Adhesives and Sealants - low VOC content

Paints & Coatings - low VOC content

Carpet

Composite Woods & Agrifiber Products

Controllability Systems - Lighting

Thermal Comfort - Design

75% Daylighting of Occupied Space

Increase Ventilation Effectiveness

Indoor Pollutant Source Control

Thermal Comfort - Verification

Controllability Systems - Thermal Comfort

90% of Occupied Space with Outside Views

Innovation and Design Process

LEED Accredited Professionals

Innovation in Design - unique sustainable features



Roseville Fire Station



Program of Space Needs

Conceptual Facility Space Needs Analysis

November 8, 2011

Programmed space	11/8/2011 Program Area	Approx. room size			
Administration					
Vestibule	80	11	x	7	
Lobby	100	10	x	10	
Chiefs Office	240	19	x	12	
Ass't. Chief	240	20	x	12	
Captain 2 / Battalion Commander office	253	20	x	13	
Fire Prevention office	180	17	x	11	
Future Office	180	17	x	11	
Station Office/Alarm Room	280	20	x	14	
Training room (50 chairs at conference tables) w/ library	1100	41	x	27	
Training storage	200	10	x	20	
Work/ File room (Printer/ Copier/ Fax/ Mailboxes/ File Cabinets)	150	15	x	10	
Library / Study	120	14	x	0	
Storage	60	10	x	6	
Exam -EMS Room	120	10	x	12	
Administration Restroom	64	10	x	6	
Public Restroom	240	19	x	12	
Subtotal	3607				
Living Spaces					
Fitness	400	25	x	16	
Kitchen / Dining / Pantries	320	22	x	14	
Dining	252	20	x	13	
Dayroom with 8 recliners	800	35	x	23	
Sleeping Quarters (11dorms)	1200	43	x	28	
Duty Officer Bunkroom & Office	240	19		12	
Individual Toilet/Shower Rooms (5 at 80sf ea.)	240	19	x	12	
Locker Space	600				
Domestic Laundry/ Linen Storage	60	10	x	6	
Janitor's Closet	25	6	x	4	
Subtotal	4137				



Roseville Fire Station



Program of Space Needs

Support

Turn-Out-Gear Room (70 TOG lockers)	624	31	x	20
PPE Gear Cleanup / Equipment Decontamination Room	322	22	x	14
EMS Storage	100	10	x	10
General Storage	100	10	x	10
Hose Storage	80	11	x	7
Shop / Tool Room	120	14	x	9
SCBA room	185	17	x	11
Apparatus Bay Mezzanine (training, storage and mechanical space)	1120	80	x	14
Training Tower (4 story)	304 912	3 14	x	14
Bay storage	243	19	x	12
Training Maze	1460			
Maze Storage	94			
Training Control	68			
Restroom	92	12	x	8
Subtotal	5520			

Operations

Apparatus Bays		Qty.		
Apparatus Bays	9949	16	x	80
Command Vehicle garage	1000	18	x	80
Subtotal	10949			

Summary

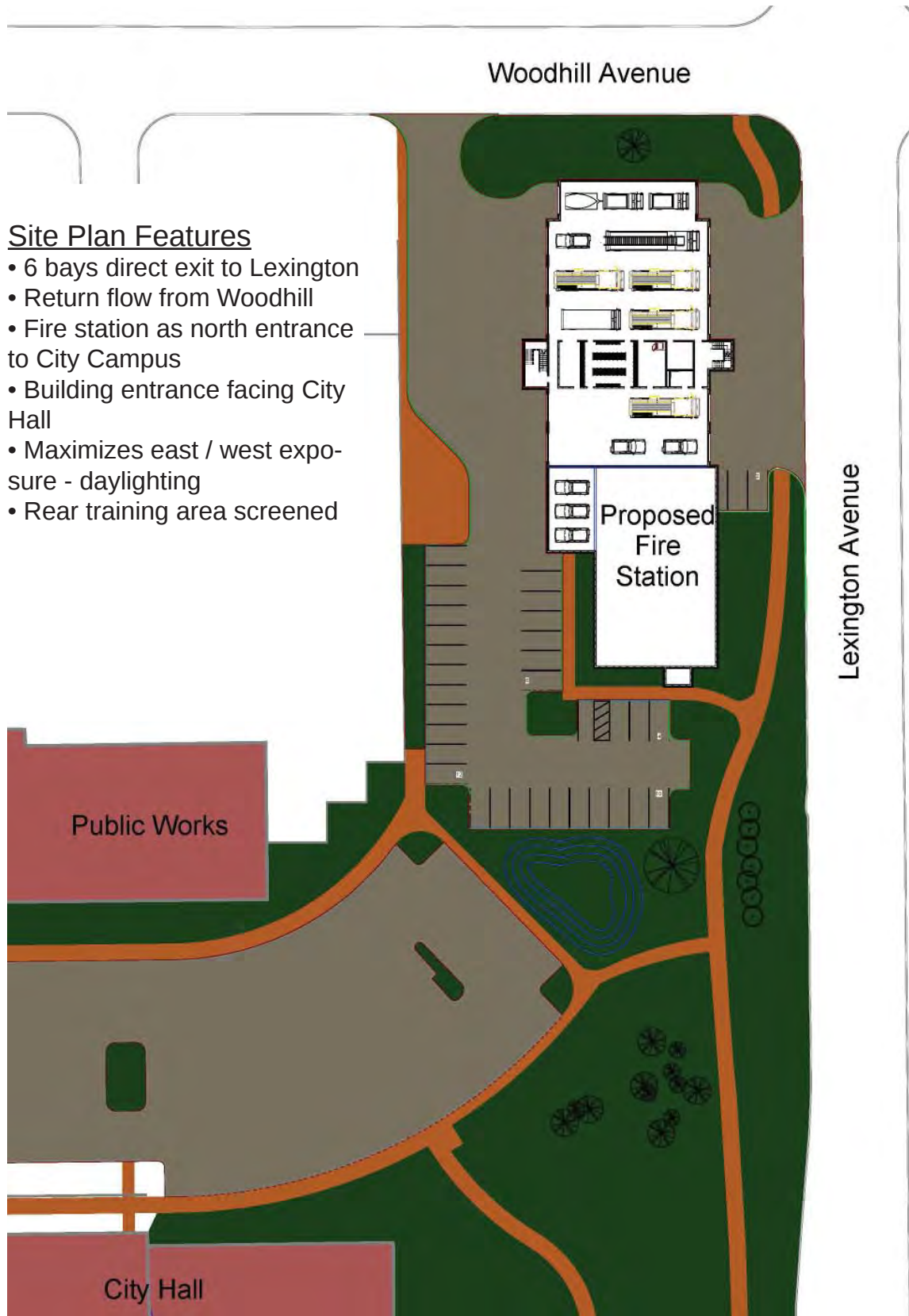
Administration	3607	
Dormitory	4137	
Support	5520	
Operations	10949	
Total SF	24213	
Infrastructure @15%	3632	
Building Circulation @15%	3632	
Grand Total SF	31477	SF



Roseville Fire Station



Preliminary Site Plan Sketch



Roseville Fire Station



REQUEST FOR COUNCIL ACTION

Date: Nov 14, 2011
Item No.: 12 . a

Department Approval



City Manager Approval



Item Description: **PRESUMPTIVE PENALTY APPROVAL—GOOD EARTH
RESTAURANT ALCOHOL COMPLIANCE FAILURE**

Background

On March 28th, 2011, all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Tuesday, September 27, 2011, a plain clothes Roseville Police Officer, along with an underage buyer, entered the Good Earth Restaurant, 1901 Hwy 36 West, Roseville, MN to conduct an alcohol compliance check. The underage buyer and the plain clothes police officer entered the restaurant and were seated at a table. When asked by the waitress for beverages, the underage buyer requested a Leinenkugel's Red Lager beer and the officer asked for water. The waitress never asked the underage buyer for identification. The waitress returned a short time later, poured the bottle of beer into a glass and set it in front of the underage buyer. The waitress was administratively cited for the violation and released. On October 5, 2011, the Good Earth restaurant was mailed a letter requesting documentation of a City of Roseville approved liquor licensee training program. This documentation was to be received by the Police Department no later than October 14, 2011. Lt. Rosand received correspondence from the Good Earth Restaurant management on October 11, 2011, which documented the employee in question had last completed a City of Roseville approved liquor license training program on March 24, 2011. This is the Good Earth Restaurant's first liquor compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a one (1) day suspension.

Penalty For Noncompliance: In addition to any criminal penalties which may be imposed by a court of law, the City Council may suspend a license for up to 60 days, may revoke a license and/or may impose a civil fine on a licensee not to exceed \$2,000.00 for each violation on a finding that the license holder or its employee has failed to comply with a statute, rule or ordinance relating to alcoholic beverages, non-intoxicating malt liquor or wine.

Council should also be aware of the following:

Minnesota Statute 340A.402 PERSONS ELIGIBLE.

No retail license may be issued to:

- (1) a person under 21 years of age;
- (2) a person who has had an intoxicating liquor or 3.2 percent malt liquor license revoked

within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested;

(3) a person not of good moral character and repute; or

Council Action Requested

Prepared by: Lt. Lorne Rosand

- A: Police Report
B: Letter announcing compliance checks
C: Notifications of failure and investigation
D: Documentation from the Good Earth Restaurant regarding training
E: Letter announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 11027924	AGENCY ORI# MN0620800	JUVENILE:																																																																					
INCIDENT	Reported: 09-27-2011 1943 Committed Start: Committed End: Title: Alcohol Violations How Received: None Selected Short Description: Failed alcohol compliance check Location(s) Good Earth Address: 1901 W Hwy 36 City: Roseville State: MN Zip: 55113																																																																						
OFFICERS	Officer Assigned: Brake, Matthew Badge No: 193 Primary: Yes Dt/tm Assigned: -- Time Arrived: Time Cleared:																																																																						
MOC	MOC: M4102 Literal: LIQUOR - SELLING Statute: 340A-401 UCR: 22																																																																						
NAMES	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Involvement: Cited</td> <td style="width: 33%;">Name: Begin, Margaret Ann</td> <td style="width: 34%;">DOB:</td> </tr> <tr> <td>Age:</td> <td>Sex:</td> <td>Height:</td> </tr> <tr> <td>Address: 1675 Hillview Rd</td> <td>City: SHOREVIEW</td> <td>State: MN</td> </tr> <tr> <td>Phone: (Cell) (763)234-2294</td> <td></td> <td>Weight:</td> </tr> <tr> <td>ID Number(s)</td> <td></td> <td>Zip: 55126</td> </tr> <tr> <td>ID Type: DL / ID Number</td> <td>ID #:</td> <td>State: Year: Class:</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Involvement: Mentioned</td> <td style="width: 33%;">Name: Wandzel, Cynthia Ann</td> <td style="width: 34%;">DOB:</td> </tr> <tr> <td>Age:</td> <td>Sex:</td> <td>Height:</td> </tr> <tr> <td>Address: 1427 Arden View Dr</td> <td>City: ARDEN HILLS</td> <td>State: MN</td> </tr> <tr> <td></td> <td></td> <td>Weight:</td> </tr> <tr> <td>ID Number(s)</td> <td></td> <td>Zip: 55112</td> </tr> <tr> <td>ID Type: DL / ID Number</td> <td>ID #</td> <td>State: Year: Class:</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PRIVATE Involvement: Other</td> <td style="width: 33%;">Name:</td> <td style="width: 34%;">DOB: XXXXX-1991</td> </tr> <tr> <td></td> <td>XXXXXXXXXXXX XXXXXXXX XXXXXX</td> <td></td> </tr> <tr> <td>Age: 20</td> <td>Sex:</td> <td>Height: XXX Weight: XXX</td> </tr> <tr> <td>Address: XXXX XXXXX XX</td> <td>City: XXXXXXXXX</td> <td>State: XX Zip: XXXXX</td> </tr> <tr> <td>ID Number(s)</td> <td></td> <td></td> </tr> <tr> <td>ID Type: DL / ID Number</td> <td>ID #: XXXXXXXXXXXXXXX</td> <td>State: Year: Class:</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Involvement: Mentioned</td> <td style="width: 33%;">Name: Welder-Schultz, Karen</td> <td style="width: 34%;">DOB: --</td> </tr> <tr> <td>Age:</td> <td>Sex:</td> <td>Height: 0 Weight: 0</td> </tr> <tr> <td>Address: 1901 Hwy. 36 West</td> <td>City: Roseville</td> <td>State: MN</td> </tr> <tr> <td>Phone: (Business) (651)636-0956</td> <td>Phone: (Fax) (651)636-4335</td> <td>Zip: 55113</td> </tr> <tr> <td>Email:</td> <td></td> <td></td> </tr> </table>		Involvement: Cited	Name: Begin, Margaret Ann	DOB:	Age:	Sex:	Height:	Address: 1675 Hillview Rd	City: SHOREVIEW	State: MN	Phone: (Cell) (763)234-2294		Weight:	ID Number(s)		Zip: 55126	ID Type: DL / ID Number	ID #:	State: Year: Class:	Involvement: Mentioned	Name: Wandzel, Cynthia Ann	DOB:	Age:	Sex:	Height:	Address: 1427 Arden View Dr	City: ARDEN HILLS	State: MN			Weight:	ID Number(s)		Zip: 55112	ID Type: DL / ID Number	ID #	State: Year: Class:	PRIVATE Involvement: Other	Name:	DOB: XXXXX-1991		XXXXXXXXXXXX XXXXXXXX XXXXXX		Age: 20	Sex:	Height: XXX Weight: XXX	Address: XXXX XXXXX XX	City: XXXXXXXXX	State: XX Zip: XXXXX	ID Number(s)			ID Type: DL / ID Number	ID #: XXXXXXXXXXXXXXX	State: Year: Class:	Involvement: Mentioned	Name: Welder-Schultz, Karen	DOB: --	Age:	Sex:	Height: 0 Weight: 0	Address: 1901 Hwy. 36 West	City: Roseville	State: MN	Phone: (Business) (651)636-0956	Phone: (Fax) (651)636-4335	Zip: 55113	Email:		
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Supplemental Report

ICR: 11027924

09-28-2011 1138

Title: Alcohol Compliance Check

Created By: Matthew Brake

On 09/27/2011 I conducted alcohol compliance checks in the city of Roseville. My under 21 buyer was XXXXXXXX XXXXXX XXXXXXXXXXXX (XXXXX/1991). Both XXXXXXXXXXXX and myself were in plain clothes.

We entered Good Earth restaurant at approximately 1930 hours and were sat at a table. Our waitress, later identified via MN DL as MARGARET ANN BEGIN (11/10/1950), approached us and asked us if we would like anything to drink other than water. I advised BEGIN water was fine for me. XXXXXXXXXXXX requested a bottle Leinenkugel's Red Lager beer. BEGIN never asked to see any form of identification for XXXXXXXXXXXX.

BEGIN came back a short time later and poured the bottle of beer into a glass and set it down in front of XXXXXXXXXXXX. BEGIN stated she would give us a few more minutes to look at the menu and left the beer in front of XXXXXXXXXXXX to consume.

I identified myself as a Roseville Police Officer and made my department issued badge available to see. I asked BEGIN to check XXXXXXXXXXXX's ID which she did. BEGIN advised me XXXXXXXXXXXX's MN DL clearly showed he was under 21 years of age. I asked BEGIN if I could speak to her manager.

Manager CYNTHIA ANN WANDZEL presented herself and I advised her of the situation.

BEGIN was issued administrative citation #22494 for selling on sale alcohol to a person under 21 years of age. BEGIN was released on scene.

A copy of XXXXXXXXXXXX's MN DL was placed in the paperwork portion of the report.

A photo of the beer provided to XXXXXXXXXXXX by BEGIN was taken with a copy being placed in the media portion of the report.

Nothing Further.

Supplemental Report

ICR: 11027924

09-30-2011 1126

Title: Supplement Report

Created By: Lorne Rosand

On Friday, September 30, 2011 at approximately 1130 hours, I spoke with Begin via telephone.

Begin called asking for additional time to pay her administrative citation based on a financial hardship.

I asked Begin if she would be able to make payment in full (\$250.00) by Monday, October 31, 2011 by 1500 hours. Begin said she could make payment in full by that date.

Begin thanked me for the additional time to make good on her administrative citation.

Report is for informational purposes.

Supplemental Report

ICR: 11027924

10-13-2011 1519

Title: Hearing Request

Created By: Lorne Rosand

On Thursday, October 13, 2011, I received the attached letter from Margaret Begin. In Begin's letter she requested a formal hearing specific to administrative cite 22494.

I responded to Begin's request by calling and leaving her a voice mail message to contact me.

At approximately 1445 hours on the same date, Begin called me back. I recorded this conversation and it has been attached to the media file.

In summary, Begin acknowledged her guilt but wanted a reduction in the \$250.00 fine/penalty.

I told Begin I was the appointed hearing officer and asked if the fine was the only issue? Begin said she recently had some financial hardships and asked for a reduction in the penalty. I reminded Begin I had given her an extension to pay the fine with a deadline of Monday, October 31st. Begin said she appreciated the extension but wanted a reduction even if the amount was \$50.00. Again, I told Begin her penalty was \$250.00.

Begin said she would pay her penalty in full by it's due date. Prior to ending my conversation with Begin, I told her if she failed to pay her penalty in full by the due date, she would be criminally charged with the alcohol violation. Begin understood.

Report is for informational purposes.

Supplemental Report

ICR: 11027924

10-13-2011 1540

Title: Manager and Server Documentation

Created By: Lorne Rosand

On Tuesday, October 11, 2011, I received a certified letter from the Good Earth Restaurant.

Inside the letter was photo copied documentation of manger and server training of Good Earth employees on March 24, 2011. Upon review of the documentation, I noted Begin received alcohol sales training on March 24, 2011 with a restaurant manager signing off on the training and attendance.

All documentation provided indicates Begin had received alcohol sales training.

See attached documentation.

Report is for informational purposes.

Supplemental Report

ICR: 11027924

10-27-2011 0921

Title: Administrative Cite Paid

Created By: Lorne Rosand

On Tuesday, October 25, 2011, I learned Begin had paid her administrative fine of \$250.00 for the offense of serving alcohol to a minor.

I photocopied the paper receipt and electronically placed it in the case file media file.

Supplemental Report

ICR: 11027924

10-28-2011 1615

Title: GM Information

Created By: Lorne Rosand

The Good Earth Restaurant General Manger is Karen Welder-Schultz. Welder-Schultz name information was added to the "name" section of this case file.



March 28, 2011

Applebee's Neighborhood Grill
ATTN: MANAGER
1893 West Highway 36
Roseville, MN 55113

*- Sample -
This letter was sent to
all businesses.*

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. The Roseville Police Department does yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed a Liquor Control Ordinance. It is Chapter 302 of the Roseville City Code. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance of Roseville. It can be obtained at the Roseville City Hall. It can also be reviewed and downloaded by going to the City of Roseville website, www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. There are presumptive penalties set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

March 28, 2011

Page 2

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or provided liquor licensee training program. Free training packets are available from the City. You can obtain information regarding the program by contacting Kelly Roberto of the Roseville Police Department, at kelly.roberto@ci.roseville.mn.us.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under go the required training.

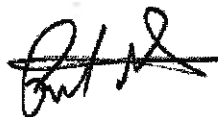
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will do two compliance checks in 2011 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at (651) 792-7211.

Sincerely,



Rick Mathwig
Chief of Police



October 5, 2011

Cynthia Wandzel
Good Earth Restaurant
1901 Hwy. 36 West
Roseville Minnesota 55113

Cynthia Wandzel and/or General Manager:

As you know, the City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On September 27, 2011, a Good Earth employee named Margaret Begin sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Margaret Begin has completed a city approved or provided liquor license training program. **I must receive a copy of Begin's training certification from you by Friday, October 14th. Failure to provide this training certification may result in additional penalties because of non compliance.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

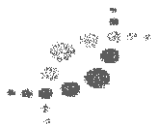
Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager

Best Beverage ~ 221 West 33rd Street ~ Minneapolis, MN 55408 ~ (952) 470-9025

BEST BEVERAGE 2011 MASTER VERIFICATION FORM

Licensed Establishment/Contact Person:

The Good Earth-Roseville
Ms. Amber Helman
1901 Highway 36 West
Roseville, Minnesota 55113
(651) 636-0956

The above-referenced licensed establishment and its alcohol serving staff have completed the "BEST" BEverage Server Training class for the calendar year 2011 on the date indicated below. Our participation in this class is part of our overall commitment to improve workplace and public safety by ensuring the responsible and legal sale of alcohol in our establishment. We have followed all instructions for documenting individual participation, including having each employee sign an Individual Employee Verification form along with the Attendance List. We assume sole responsibility for setting and maintaining policies consistent with responsible alcohol service and sales, and we will continue on an on-going basis to train new employees to serve and sell alcohol responsibly.

Presented at the following location: THE GOOD EARTH - ROSEVILLEOn this Date: MARCH 24, 2011At this Time: 9:30 PM - 11:00 PM

A total of 29 employees have attended. Individual Employee Verification forms are on file with the establishment.

This number totals 95 percent of the total employees authorized to serve and sell alcohol.

These statements are correct:

MANAGEMENT SIGNATURE

Date: 3-24-11

The undersigned trainer attests that he/she has conducted the referenced training

class at the date and time above:

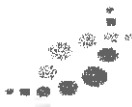
Date: 3-24-2011

CERTIFIED TRAINER

CERTIFICATION NUMBER:

MN13402

Note: Most insurance providers and some cities or municipalities require the use of an "outside" certified trainer such as that provided by Best Beverage in addition to having a certain percentage of employee participation as well. Check with your insurance agent and appropriate licensing authority to ensure that all proper training requirements are met.



BEST BEVERAGE

221 West 33rd Street ~ Minneapolis, MN 55408
(952) 470-9025 ~ info@bestcompliance.net

Good Earth - Roseville

MARCH 24, 2011

Employee Course Completion and Attendance List All "Best" Program Participants Must Sign

Trainer: Ben Gisselman

An Individual Employee Verification Certificate is on File for Each Employee Listed Below:

- | | |
|--|--------------------------------|
| 1. RYAN TOWNSEND | 13. Matt Landby |
| 2. Edison Garcia | 14. Nancy ROBINSON |
| 3. Ruben Gahona. | 15. Bill Oken |
| 4. Trish Wilson | 16. David Tidman |
| 5. Clint Cochran | 17. Carmen Marg-Patton |
| 6. Kirsten Butterfield ^{Pitt.} Blue | 18. CHARITTE THIELKE |
| 7. Brendon Markert ^{Pitt.} Blue | 19. Nicholas Caliendo |
| 8. Quilly Murphy ^{Pitt} Blue | 20. Megan Edgington |
| 9. Kimmie Olson ^{Pitt} Blue | 21. Lara CapenHareR |
| 10. Kelly Kobladeau ^{Pitt} Blue | 22. Stephanie Tomczyk |
| 11. Leslie Torala ^{Pitt} Blue | 23. Lauren Van Gorp |
| 12. Carol O'Malley | 24. Erin McLaughlin |
| 25. Farheen Asif | 26. Leley Davidson (Mozza Mia) |

Page 1 of 1

Marissa Klein
Maggie Begin
Margaret M. Cummings

Rob Erstad - Pittsburgh Blue

Ekaterina Woods

Alison Raprecht

Golf. Wasawoot,

Nancy Gipple

Bryana M Braun

Alex Heller

Cynthia Wardzel



221 West 33rd Street ~ Minneapolis, MN 55408 ~ (952) 470-9025

**BEST PRACTICES PROGRAM
Alcohol Sales Training**

INDIVIDUAL EMPLOYEE VERIFICATION OF ATTENDANCE

This form documents this employee has attended this class session and should be retained by the licensee to certify employee's name on the attendance roster.

Employee Name: Maggie Begin
Bar/Restaurant: Good Earth

Because my work duties include serving and selling alcoholic beverages to those who may legally drink alcoholic beverages, I have been required by my employer to participate in today's Alcohol Sales Training Program. As a condition of my continued employment:

- 1. I agree to make every effort to serve and sell alcohol legally, and I will not knowingly serve or sell alcohol to minors and obviously intoxicated persons.***
- 2. I will use due diligence in checking the identification of suspected minors to determine their legal age.***
- 3. I will not serve or sell alcohol to a suspected minor who does not have valid identification.***
- 4. I agree to report any suspected obviously intoxicated person to my manager.***
- 5. I will not serve or sell alcohol to any person whom I reasonably believe to be obviously intoxicated.***

Employee Signature: Maggie Begin Date: 3/24/11

Management Signature: Cynthia Wardzel

Date: 3/24/11

This document to be kept on file by restaurant/bar management.





October 5, 2011

Cynthia Wandzel
Good Earth Restaurant
1901 Hwy. 36 West
Roseville Minnesota 55113

Cynthia Wandzel and/or General Manager:

As you know, the City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On September 27, 2011, a Good Earth employee named Margaret Begin sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Margaret Begin has completed a city approved or provided liquor license training program. I must receive a copy of Begin's training certification from you by Friday, October 14th. Failure to provide this training certification may result in additional penalties because of non compliance.

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager



October 28, 2011

Karen Welder-Schultz
General Manager
Good Earth Restaurant
1901 Highway 36 West
Roseville Minnesota 55113

Ms. Karen Welder-Schultz;

Reference: September 27, 2011 Good Earth Restaurant Alcohol Compliance Failure.

On Monday, November 14, 2011, the Roseville City Council will discuss the September 27, 2011 alcohol compliance failure at Good Earth Restaurant. Staff has recommend Council impose the presumptive penalty of a \$1,000.00 fine and one (1) day liquor suspension.

A representative of your establishment may appear at the time of council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 28, 2011:** All businesses with a liquor license in the City of Roseville were mailed a letter from Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- September 27, 2011:** A Good Earth Restaurant employee serves an underage compliance buyer an alcoholic beverage. The Good Earth Restaurant employee server **NEVER** asked the underage compliance buyer for his driver's license to verify his age. This violation was witnessed by a plain clothing police officer. The employee server is administratively cited for the violation.
- October 14, 2011:** The Good Earth Restaurant provides server training documentation showing the offending server last received alcohol server training on or about March 24, 2011.
- October 25, 2011:** The Good Earth Restaurant server/violator pays a \$250.00 administrative fine to the City of Roseville for violating city code.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for **Monday, November 14, 2011**. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager
Roseville City Council

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: Nov 14, 2011
Item No.: 12 . b

Department Approval



City Manager Approval



Item Description: **PRESUMPTIVE PENALTY APPROVAL—CHILI'S RESTAURANT
ALCOHOL COMPLIANCE FAILURE**

Background

On March 28th, 2011, all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program, and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Tuesday, September 13, 2011, a plain clothes Roseville Police Officer, along with an underage buyer entered the Chili's Restaurant, 1840 County Road B2 West, Roseville, MN to conduct an alcohol compliance check. The underage buyer, as well as the plain clothes police officer, entered the bar area of the restaurant. The underage buyer and officer sat at the bar. The bartender approached and asked what they wanted to drink. The underage buyer said he wanted a Bud Light tap beer and the plain clothes officer said water. The bartender asked the underage buyer for identification. The underage buyer handed the bartender his valid Minnesota photo driver's license. The bartender took possession of the license, studied it and returned it to the buyer. The bartender then returned and placed a glass of beer directly in front of the buyer. The bartender took possession of a \$20.00 bill provided by the buyer and returned with change. The bartender was administratively cited for the violation and released. On October 5, 2011, Chili's Restaurant was mailed a letter requesting documentation of a City of Roseville approved liquor licensee training program. This documentation was to be received by the Police Department no later than October 14, 2011. Lt. Rosand received correspondence from Chili's Restaurant management on October 11, 2011, which documented the employee in question had last completed a City of Roseville approved liquor license training program on May 22, 2010. This is Chili's restaurant first liquor compliance failure/violation in the last thirty-six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a one (1) day suspension.

Discuss violation of City Code Section 302.08, *Manager and Server Training*. Failure to comply with this provision in its entirety is sufficient grounds for denial or nonrenewal of a requested license in 2012.

Penalty For Noncompliance: In addition to any criminal penalties which may be imposed by a court of law, the City Council may suspend a license for up to 60 days, may revoke a license and/or may impose a civil fine on a licensee not to exceed \$2,000.00 for each violation on a finding that the license holder or its employee has failed to comply with a statute, rule or ordinance relating to alcoholic beverages, non-intoxicating malt liquor or wine.

Council should also be aware of the following:

Minnesota Statute 340A.402 PERSONS ELIGIBLE.

No retail license may be issued to:

- (1) a person under 21 years of age;
 - (2) a person who has had an intoxicating liquor or 3.2 percent malt liquor license revoked within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested;
 - (3) a person not of good moral character and repute; or
 - (4) a person who has a direct or indirect interest in a manufacturer, brewer, or wholesaler.
- In addition, no new retail license may be issued to, and the governing body of a municipality may refuse to renew the license of, a person who, within five years of the license application, has been convicted of a felony or a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage. The Alcohol and Gambling Enforcement Division or licensing authority may require that fingerprints be taken and forwarded to the Federal Bureau of Investigation for purposes of a criminal history check.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report
- B: Letter announcing compliance checks
- C: Notifications of failure and investigation
- D: Documentation from Chili's restaurant regarding training
- E: Letters announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 11026545	AGENCY ORI# MN0620800	JUVENILE:
INCIDENT	Reported: 09-13-2011 2023 First Arrived: 2023 Last Cleared: 2024 Committed Start: 09-13-2011 2023 Committed End: Title: Alcohol Violations How Received: None Selected Short Description: Failed Alcohol Compliance Check Location(s) CHILI'S RESTAURANT Address: 1840 CO RD B2 W City: Roseville State: MN Zip: 55113	
OFFICERS	Officer Assigned: Brake, Matthew Badge No: 193 Primary: No	
MOC	MOC: M4102 Literal: LIQUOR - SELLING Statute: 340A-401 UCR: 22	
NAMES	Involvement: Cited Age: Address: 1139 C 100TH AVE NE Phone: (Cell) (612)232-6459 Hair Color: ID Number(s) ID Type: DL / ID Number Name: Wright, Chelsia Kim Sex: City: BLAINE ID #: DOB: Height: State: MN Year: Class: D Weight: Zip: 55434 Involvement: Mentioned Age: Address: 1715 EDGERTON ST Phone: (Home) (612)670-3691 Hair Color: ID Number(s) ID Type: DL / ID Number Name: Vanness, David Paul Sex: City: MAPLEWOOD ID #: DOB: Height: State: MN Year: Class: D Weight: Zip: 55117 Involvement: Other Age: 20 Address: XXXX XXXXX XX ID Number(s) ID Type: DL / ID Number Name: XXXXXXXXXXXX XXXXXXXX XXXXXX Sex: City: XXXXXXXXXX ID #: XXXXXXXXXXXXXXXX DOB: XX-XX-1991 Height: XXX State: XX Year: Class: Weight: XXX Zip: XXXXX	

Supplemental Report

ICR: 11026545

09-28-2011 1156

Title: Alcohol Compliance Check

Created By: Matthew Brake

On 09/13/2011 at approximately 2020 hours I was at Chili's Restaurant conducting an on duty alcohol compliance check. My under 21 associate, XXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXX (XXXXXXX1991), was in plain clothes along with myself.

We entered Chili's and sat down at the bar. The bartender, later identified as Chili's employee CHELSIA KIM WRIGHT (09/12/1981), approached us and asked if we wanted anything to drink. XXXXXXXXXXXX replied I will have a Bud Light Tap and I replied water. WRIGHT asked for XXXXXXXXXXXXs ID. XXXXXXXXXXXX provided WRIGHT with his Minnesota issued driver's license. WRIGHT took XXXXXXXXXXXX's ID into her hands and studied it. WRIGHT handed XXXXXXXXXXXX back his ID and came back with a Bud Light tap beer. WRIGHT placed the beer directly in front of XXXXXXXXXXXX for him to consume. XXXXXXXXXXXX provided wright a RPD department issued \$20.00. WRIGHT took the bill as payment for the provided tap beer and returned proper change to XXXXXXXXXXXX.

I identified myself to Wright as a Roseville Police Officer and provided my department issued badge. I advised her she had failed the RPD alcohol compliance check and I would need to speak to her manager. Store manager DAVID VANNESS presented himself and was made aware of the situation.

WRIGHT was issued administrative citation #22492 for selling on sale alcohol to a person under 21 years of age. WRIGHT was released on scene.

A photo copy of XXXXXXXXXXXXs MN DL which he presented to WRIGHT was placed in the paperwork portion of the report.

Nothing Further.

Supplemental Report

ICR: 11026545

10-13-2011 1549

Title: Manager and Server Documentation

Created By: Lorne Rosand

On or about Tuesday, October 11, 2011, I received the attached manager and server training documentation from the Chili's Restaurant specific to employee/server Chelsia Wright.

Upon review of this documentation, I learned Wright had completed her alcohol server training on May 22, 2010. The alcohol server training is outside of 1-year conditions of license documented in code 302.08C3.

Report is for informational purposes.

Supplemental Report

ICR: 11026545

10-13-2011 1557

Title: Supplement Report

Created By: Lorne Rosand

On Tuesday, September 20, 2011 at 1026 hours, Chelsic Wright paid her administrative offense violation of \$250.00 to the city of Roseville for sale of alcohol to a minor.

See attached media file for a copy of the receipt.

Report for informational purposes.



March 28, 2011

Applebee's Neighborhood Grill
ATTN: MANAGER
1893 West Highway 36
Roseville, MN 55113

*- Sample -
This letter was sent to
all businesses.*

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. The Roseville Police Department does yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed a Liquor Control Ordinance. It is Chapter 302 of the Roseville City Code. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance of Roseville. It can be obtained at the Roseville City Hall. It can also be reviewed and downloaded by going to the City of Roseville website, www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. There are presumptive penalties set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

March 28, 2011

Page 2

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or provided liquor licensee training program. Free training packets are available from the City. You can obtain information regarding the program by contacting Kelly Roberto of the Roseville Police Department, at kelly.roberto@ci.roseville.mn.us.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under go the required training.

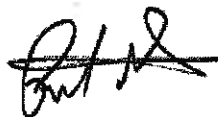
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will do two compliance checks in 2011 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at (651) 792-7211.

Sincerely,



Rick Mathwig
Chief of Police



October 5, 2011

David Vanness
Chili's Restaurant
1840 County Road B2 West
Roseville Minnesota 55113

David Vanness and/or General Manager:

As you know, the City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On September 13, 2011, a Chili's employee named Chelsia Wright sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Chelsia Wright has completed a city approved or provided liquor license training program. **I must receive a copy of Wright's training certification from you by Friday, October 14th. Failure to provide this training certification may result in additional penalties because of non compliance.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Chilis Roseville

1840 W County RD B2 Roseville MN 55113

Establishment & Address

I acknowledge that I have been taught and understand the attached training material on responsible alcohol beverage serving and I have been given the opportunity to ask questions about any portion I do not understand. I have been given a copy of the training material to keep and review. I acknowledge, as a condition of employment, that I am responsible for compliance with the attached training material and I will manage my behavior to attain zero errors in performance.

Chelsea Wright
Signature

5-22-10
Date

CHELSIA WRIGHT
Printed name

9-27-17
Date of Hire

Serena Meuwissen
Manager's Signature

5/22/10
Date of Training

SERENA MEUWISSEN
Manager's Printed Name



October 28, 2011

David Vanness
General Manager
Chili's Restaurant
1840 West County Road B2
Roseville Minnesota 55113

Mr. David Vanness;

Reference: September 13, 2011 Chili's Restaurant Alcohol Compliance Failure.

On Monday, November 14, 2011, the Roseville City Council will discuss the September 13, 2011 alcohol compliance failure at Chili's Restaurant. Staff has recommend Council impose the presumptive penalty of a \$1,000.00 fine and one (1) day liquor suspension. The penalty for non compliance with mandatory liquor licensee training program may be considered for non renewal or denial of your 2012 liquor license.

A representative of your establishment may appear at the time of council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 28, 2011:** All businesses with a liquor license in the City of Roseville were mailed a letter from Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- September 13, 2011:** A Chili's Restaurant employee serves an underage compliance buyer an alcoholic beverage after reviewing the buyer's Minnesota photo identification which clearly indicates "UNDER 21". This violation is witnessed by a plain clothing police officer. The employee server is administratively cited for the violation.
- September 20, 2011:** The Chili's Restaurant server/violator pays a \$250.00 administrative fine to the City of Roseville for violating city code.
- October 14, 2011:** Chili's Restaurant provides server training documentation showing the offending server last received internal alcohol server training on or about May 2010. Chili's restaurant has failed to provide yearly manager and server training as required by ordinance.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for **Monday, November 14, 2011**. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig -- Chief of Police
Bill Malinen -- City Manager
Roseville City Council

REQUEST FOR COUNCIL ACTION

Date: Nov 14, 2011
Item No.: 12 . C

Department Approval



City Manager Approval



Item Description: **PRESUMPTIVE PENALTY APPROVAL—SMASH BURGER
RESTAURANT ALCOHOL COMPLIANCE FAILURE**

Background

On March 28th, 2011 all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Tuesday, September 13, 2011, a plain clothes Roseville Police Officer along with an underage buyer entered Smash Burger Restaurant, 2100 Snelling Avenue North, Roseville, MN to conduct an alcohol compliance check. The underage buyer and the plain clothes police officer stood in line together. When asked for his order, the underage buyer ordered a single bottle of Miller Light beer. The restaurant employee asked the underage buyer for his identification. The buyer provided the employee with his valid Minnesota photo driver's license which clearly noted that the underage buyer was under the age of 21. The employee took possession of the license, looked at it, returned it to the underage buyer and provided the underage buyer a 12 ounce bottle of Miller Light beer. The underage buyer provided the employee with a \$20.00 bill for the purchase and received change and a receipt. The restaurant employee was administratively cited for the violation and released. On October 5, 2011, Smash Burger was mailed a letter requesting documentation of a City of Roseville approved liquor licensee training program. This documentation was to be received by the Police Department no later than October 14, 2011. Lt. Rosand received correspondence from Smash Burger management on October 14, 2011, which documented the employee in question had last completed a City of Roseville approved liquor license training program on January 2, 2011. Upon inspection of the alcohol training Smash Burger documentation provided to the offending employee, Lt. Rosand learned the training was internal and doesn't meet city approved licensee training standards. This is Smash Burger's first liquor compliance failure/violation in the last thirty six (36) months.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar (\$1,000.00) fine and a one (1) day suspension.

Discuss violation of City Code Section 302.08, *Manager and Server Training*. Failure to comply with this provision in its entirety is sufficient grounds for denial or nonrenewal of a requested license in 2012.

Penalty For Noncompliance: In addition to any criminal penalties which may be imposed by a court of law, the City Council may suspend a license for up to 60 days, may revoke a license and/or may impose a civil fine on a licensee not to exceed \$2,000.00 for each violation on a finding that the license holder or its employee has failed to

comply with a statute, rule or ordinance relating to alcoholic beverages, non-intoxicating malt liquor or wine.

Council should also be aware of the following:

Minnesota Statute 340A.402 PERSONS ELIGIBLE.

No retail license may be issued to:

(1) a person under 21 years of age;

(2) a person who has had an intoxicating liquor or 3.2 percent malt liquor license revoked within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested;

(3) a person not of good moral character and repute; or

(4) a person who has a direct or indirect interest in a manufacturer, brewer, or wholesaler.

In addition, no new retail license may be issued to, and the governing body of a municipality may refuse to renew the license of, a person who, within five years of the license application, has been convicted of a felony or a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage. The Alcohol and Gambling Enforcement Division or licensing authority may require that fingerprints be taken and forwarded to the Federal Bureau of Investigation for purposes of a criminal history check.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report
- B: Letter announcing compliance checks
- C: Notifications of failure and investigation
- D: Documentation from Smash Burger regarding training
- E: Letters announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 11026531	AGENCY ORI# MN0620800	JUVENILE:
INCIDENT	Reported: 09-13-2011 1823 First Assigned: 1818 First Arrived: 1818 Last Cleared: 1830 Committed Start: 09-13-2011 1818 Committed End: 09-13-2011 1830 Title: Alcohol Violations How Received: In Person Short Description: Alcohol Compliance Check / Fail / Smash Burger Location(s) SMASHBURGER Address: 2100 SNELLING AV N City: Roseville State: MN Zip: 55113	
OFFICERS	Officer Assigned: Brake, Matthew Badge No: 193 Primary: No	
MOC	MOC: M4120 Literal: LIQUOR-PROHIBITED ACTS Statute: CHAPTER 340A UCR: 22 Name(s) Last Name: Robin First: Lindsey Middle: Louise DOB: 03-24-1986	
NAMES	Involvement: Arrested Name: Robin, Lindsey Louise DOB: Age: Race: Height: Weight: Address: 3608 34TH AVE S City: MPLS State: MN Zip: 55406 Hair Color: Arrest Date Time: 09-13-2011 1818 ID Number(s) ID Type: DL / ID Number ID #: State: Year: Class: D PRIVATE Involvement: Other Name: DOB: XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX Age: XX Sex: Race: Height: XXX Weight: XXX Address: XXXX XXXXX XX City: XXXXXXXXXXXX State: XX Zip: XXXXX ID Number(s) ID Type: DL / ID Number ID #: XXXXXXXXXXXXXXXX State: Year: Class: Involvement: Mentioned Name: Wozniak, Michele Marie DOB: Age Sex: Race: Height: Weight: Address: 1085 Lawnview Ave City: SHOREVIEW State: MN Zip: 55126 Phone: (Home) () - Phone: (Work) (651)251-0221 Phone: (Cell) (651)285-4551 ID Number(s) ID Type: DL / ID Number ID #: State: MN Year: Class: D	
EVIDENCE	BarCode: 11-05640 Item Type: Receipt Bin: Document Drawer Value: Description: Receipt for alcohol purchase from Smash Burger Location Address: 2100 SNELLING AV N City: Roseville State: MN Zip: 55113	

Supplemental Report

ICR: 11026531

09-21-2011 1450

Title: Alcohol Compliance Check

Created By: Matthew Brake

On 09/13/2011 at approximately 1818 hours I was conducting alcohol compliance checks in the city of Roseville. My under 21 year old buyer, XXXXXXXX XXXXXX XXXXXXXXXXXX XXXXXXXXXXXX), along with myself were dressed in plain clothes.

We stopped at the restaurant Smash Burger and stood in line. XXXXXXXXXXXX ordered a single bottle of Miller Lite from the employee running the register. The Smash Burger employee was later positively identified as store manager LINDSEY LOUISE ROBIN (03/24/1986). ROBIN asked XXXXXXXXXXXX for his ID. XXXXXXXXXXXX provided ROBIN with his Minnesota issued driver's license which clearly shows he is under the age of 21. A copy of his license was placed in the paperwork portion of the report.

ROBIN looked at XXXXXXXXXXXX's license, returned it to him and provided him with one 12oz bottle of Miller Lite. XXXXXXXXXXXX provided ROBIN with a \$20.00 which ROBIN returned proper change and a receipt. The correct \$20.00 bill and receipt was later retrieved with the receipt being placed in evidence.

I displayed my department issued badge and informed ROBIN she had just failed the RPD alcohol compliance check. When I asked to talk to ROBIN's boss she advised me she was the store manager and no one above her was currently working. I advised ROBIN of the situation and provided her administrative citation #22490 for selling on sale alcohol to a minor.

ROBIN was released on scene with citation.

Nothing Further

Supplemental Report

ICR: 11026531

09-21-2011 1611

Title: Supplement Report

Created By: Lorne Rosand

On Friday, September 16, 2011 at 1046 hours, Lindsey Robin paid her administrative offense violation of \$250.00 to the city of Roseville for sale of alcohol to a minor.

See attached media file for a copy of the receipt.

Report for informational purposes.

Supplemental Report

ICR: 11026531

10-21-2011 1645

Title: Supplement Report

Created By: Lorne Rosand

On Friday, October 14, 2011, I received the attached documents (electronically) from Smashburger General Manager Michele Wozniak specific to the alcohol training Robin had received. In order to receive the attached documents, I had to prompt Wozniak with a visit to the business on Thursday, October 13th as well as a phone call conversation on Friday, October 14th.

Upon inspection of these documents, it appears Robin received alcohol training on or about January 2011. Upon closer inspection of these photocopied documents, it appears someone (post training) had entered the year "11" to indicate the training occurred in the year 2011.

After reviewing the training documents provided by Smashburger General Manager Wozniak, they do not meet the city required alcohol server training guidelines. The documents provided specific to

Robin's alcohol server training indicate she was asked to explain guidelines for beer and wine sale. Once explained it appears either the manager or employee initialed and dated a document. There is no alcohol server certificate included with the documents provided by Smashburger.

According to documents, alcohol server training is completed internally.

Report is for informational purposes.

Supplemental Report

ICR: 11026531

11-04-2011 1628

Title: Supplement Report

Created By: Lorne Rosand

On Friday, November 4, 2011 at approximately 1400 hours, I stopped at Smash Burger and spoke with Michele Wozniak about the training documents she had e-mailed me.

When I showed Wozniak the documents she had e-mailed me specific to Robin's training, I pointed to the "11" which appears to have been added post training. Wozniak assured me Robin's training occurred in January 2011. Wozniak excused herself and returned with Robin's employment file. Wozniak showed me documents indicating Robins was hired in January 2011 so there was no reason to to alter the year she (Robin) received her alcohol training.

Based on Robin's employment documents, I have no reason to doubt the training records Wozniak provided are accurate.

Prior to ending my conversation with Wozniak, she asked the date and time she needs to be at the Roseville Council meeting to address the September 13, 2011 alcohol violation. I provided Wozniak my business card with the date and time she should be in council chambers (Monday, November 14, 2011 no later then 1815 hours.

Report is for informational purposes.



March 28, 2011

Applebee's Neighborhood Grill
ATTN: MANAGER
1893 West Highway 36
Roseville, MN 55113

*- Sample -
This letter was sent to
all businesses.*

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. The Roseville Police Department does yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed a Liquor Control Ordinance. It is Chapter 302 of the Roseville City Code. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance of Roseville. It can be obtained at the Roseville City Hall. It can also be reviewed and downloaded by going to the City of Roseville website, www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. There are presumptive penalties set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

March 28, 2011

Page 2

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or provided liquor licensee training program. Free training packets are available from the City. You can obtain information regarding the program by contacting Kelly Roberto of the Roseville Police Department, at kelly.roberto@ci.roseville.mn.us.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under go the required training.

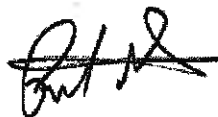
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will do two compliance checks in 2011 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at (651) 792-7211.

Sincerely,



Rick Mathwig
Chief of Police



October 5, 2011

Lindsey Robin
Smash Burger
2100 North Snelling Avenue
Roseville Minnesota 55113

Lindsey Robin and/or General Manager:

As you know, the City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On September 13, 2011, you (Lindsey Robin) sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your first violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a first violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$1,000.00 fine and a one (1) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate showing that you (Lindsey Robin) completed a city approved or provided liquor license training program. **I must receive a copy of your training certification from you by Friday, October 14th. Failure to provide this training certification may result in additional penalties because of non compliance.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager

Lorne Rosand

From: Roseville [Roseville@smashburger.com]
Sent: Friday, October 14, 2011 1:05 PM
To: Lorne Rosand
Subject: FW: training certification for Lindey Robins
Attachments: Scan_Doc0045.pdf; Scan_Doc0044.pdf; Scan_Doc0046.pdf

Michele Wozniak
General Manager
Smashburger Roseville
2100N Snelling Ave
Roseville MN55113

From: Roseville
Sent: Friday, October 14, 2011 10:57 AM
To: lorne.rosand@roseville.mn.us
Subject: FW: training certiification for Lindey Robins

Here is a copy of our Alchol Guidelines
Also Lindsey training record that she intital and dated.

Let me know if you need more information.

Michele Wozniak
General Manager
Smashburger Roseville
2100N Snelling Ave
Roseville MN55113

From: Roseville
Sent: Friday, October 14, 2011 10:16 AM
Cruse, Lonny
Subject: training certiification for Lindey Robins

Here is a copy of our Alchol Guidelines
Also Lindsey training record that she intital and dated.

Let me know if you need more information.

Michele Wozniak
General Manager
Smashburger Roseville
2100N Snelling Ave
Roseville MN55113



Drugs and Alcohol

It is the goal of **smashburger** to foster a work environment free from the behavior-altering effects of drugs and alcoholic beverages. Use of alcohol and drugs alters judgment resulting in increased safety risks, workplace injuries and faulty decision-making. It may also be illegal. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substances is strictly prohibited and will result in immediate discipline up to and including termination. Additionally, the possession, purchase, use or sale of a controlled substance or alcohol on **smashburger** premises or while conducting **smashburger** business is prohibited.

To ensure that all our restaurants operate in accordance with all local, state and federal laws and regulations, and to control Team Member consumption, the following guidelines apply to all Team Members:

Drug Testing

1. The possession, use or sale of alcohol, unauthorized or illegal drugs or misuse of legal drugs on **smashburger** time or on **smashburger** property is prohibited and grounds for immediate termination.
2. Team Members should immediately report to their supervisor legitimate use of prescription drugs which might impair performance.
3. **smashburger** Team Members may also be subject to blood or urine tests for drugs or alcohol if they demonstrate impaired job performance, or if they are involved in an accident, breach of security, or unsafe job practice, or if they demonstrate excessive absenteeism.
4. **smashburger** reserves the right to conduct random drug and/or alcohol tests on any and all Team Members at any time.
5. **smashburger** will obtain written consent from each Team Member tested.
6. If a verified positive test is received indicating the presence of drugs or alcohol in the body, or if the applicant refuses to provide a sample upon request, **smashburger** will refuse to hire the prospective Team Member and will discipline current Team Members by immediate termination. Refusal to consent to a requested drug or alcohol test is considered to be insubordination and will result in termination.
7. All stores will send all test results to the Corporate Office. The Corporate Office will keep a separate file for medical information.
8. All test results will be confidential.
9. All parts of the test will be done at a lab, including collection of urine specimens. The lab will be licensed to do drug testing for federally required testing programs.
10. **smashburger** reserves the right to search anywhere on Company property for illegal drugs, including vehicles, desks, lunch boxes, purses, briefcases, book bags, or any place illegal drugs might be found. Refusal to consent to search will be considered insubordination and will result in termination.
11. All Team Members will follow "The Administration of Drugs and Alcohol Screening Policy". This policy will be available at the Corporate Office.

BOH Skills Proficiency Checklist

Instructions: This checklist should be completed at the end of week 1. It is a visual verification that the MIT can perform these tasks. In essence, the Training manager is saying: "I have seen you successfully perform these tasks."

Skill	MIT Initials	Training MGR Initials and/or Comments
Correctly smashes burgers	UL 1-20-11	10Sec metal to metal
Correctly cooks chicken	UL 1-20-11	1650
Can perform cheese position properly	UL 1-20-11	ok
Can successfully run the fry station	UL 1-21-11	start with Ben Person
Can properly set all burgers and dogs	UL 1-21	ok
Properly cleans grill	UL 1-21	ok
Can calibrate a thermometer	UL 1-21	ice - 32°
Properly packages to-go orders	UL 1-24	mark each bag
Can set the kitchen for open	UL 1-22	
Can close the kitchen	UL 1-26	ok
Can filter the fryer oil	UL 1-27	ok 2x per day

Sizzle Training Objectives

When you've completed your FOH training, you should be able to:

Objectives	Initial & Date when complete	Your notes or comments for study or to revisit
Perform Aloha cashier functions	UL 1-25	ok
Change passwords, re-open checks	UL 1-26	hasnt changed password
Make shakes, root beer floats to spec	UL 1-26	don't forget whip cream
* Explain guidelines for beer and wine	UL 1-26	40 years
Demonstrate Steps to Sizzle	UL 1-26	ok
Perform Sizzle 20 tasks	UL 1-26	ok - bathroom
Perform FOH opening procedures	UL 1-27	ok
Perform FOH closing procedures	UL 1-27	ok

THANK

Thank the guest for the opportunity to make things right. Check to make sure the problem has been resolved to his or her full satisfaction.

"Thanks for letting us take care of that."

Alcohol Guidelines

We serve beer and wine in our restaurants to enhance the guest experience. You need to be aware of the following responsibilities:

- Know your state's minimum legal age to consume alcohol.
- Know your state's minimum legal age to serve alcohol. If you are under that age, ask your trainer about specific guidelines for you.
- We do not serve alcohol to minors. No exceptions.
- Ask for ID from anyone who looks younger than 40.
- Do not allow any alcoholic beverages to be taken outside the restaurant other than on the enclosed patio.
- Document any alcohol related incidents that may occur and ask for written statements from any witnesses.
- Do not over serve alcohol to guests or serve guests that appear to be already intoxicated.

How do you know they've had too much? The following behavior cues may indicate that a person has had too much to drink.

- Lowered inhibitions. Overly talkative or friendly. Lose their self control or display mood swings.
- Poor judgment. Inappropriate behavior or foul language.
- Reactions. Glassy or unfocused eyes. Slurred speech or talking and moving slowly.
- Coordination. Stumbling, swaying or dropping belongings.

In some states, the server and/or the business can be required to pay for damages from an accident caused by an intoxicated guest. Take your responsibilities toward alcohol seriously!



October 28, 2011

Michele M. Wozniak
General Manager
Smash Burger
2100 Snelling Avenue North
Roseville Minnesota 55113

Ms. Michele M. Wozniak;

Reference: September 13, 2011 Smash Burger Alcohol Compliance Failure.

On Monday, November 14, 2011, the Roseville City Council will discuss the September 13, 2011 alcohol compliance failure of Smash Burger. Staff has recommend Council impose the presumptive penalty of a \$1,000.00 fine and one (1) day liquor suspension. The penalty for non compliance with mandatory liquor licensee training program may be considered for non renewal or denial of your 2012 liquor license.

A representative of your establishment may appear at the time of council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 28, 2011:** All businesses with a liquor license in the City of Roseville were mailed a letter from Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- September 13, 2011:** A Smash Burger employee serves an underage compliance buyer an alcoholic beverage after reviewing the buyer's Minnesota photo identification which clearly indicates "UNDER 21". This violation is witnessed by a plain clothing police officer. The employee server is administratively cited for the violation.
- September 16, 2011:** Smash Burger violator pays a \$250.00 administrative fine to the City of Roseville for violating city code.
- October 14, 2011:** Smash Burger provides server training documentation showing the offending server last received internal alcohol server training on or about January 2011. A review of this internal alcohol server training indicates it fails to meet city required alcohol server training guidelines.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for **Monday, November 14, 2011**. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager
Roseville City Council

REQUEST FOR COUNCIL ACTION

Date: Nov 14, 2011
Item No.: 12.d

Department Approval



City Manager Approval



Item Description: **PRESUMPTIVE PENALTY APPROVAL—COURTYARD
MARRIOTT ALCOHOL COMPLIANCE FAILURE**

Background

On March 28th, 2011, all businesses with a liquor license in the City of Roseville were mailed a letter from the Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year. The letter included notice of recent changes to Roseville City Ordinances regarding mandatory liquor licensee training programs and penalties for noncompliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and the name of a police contact should a business need additional information on the licensee program. Training was to be completed by every employee prior to the employee selling or serving alcohol and documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On Tuesday, September 27, 2011, a plain clothes Roseville Police Officer, along with an underage buyer, entered the Courtyard Marriott, 2905 Centre Pointe Dr, Roseville, MN to conduct an alcohol compliance check. The underage buyer approached the bar and ordered a bottle of Bud Light beer. The bartender never asked the underage buyer for identification. The bartender then sold the underage buyer a bottle of Bud Light beer. The bartender was administratively cited for the violation and released. On October 5, 2011, Courtyard Marriott was mailed a letter requesting documentation of a City of Roseville approved liquor licensee training program. This documentation was to be received by the Police Department no later than October 14, 2011. Lt. Rosand received correspondence from Courtyard Marriott management on October 10, 2011, which documented the employee in question had last completed a City of Roseville approved liquor license training program on July 25, 2006. This is Courtyard Marriott's second liquor compliance failure/violation in the last thirty six (36) months. Courtyard Marriott's first violation occurred on June 24, 2010.

Staff Recommendation

Issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

Discuss violation of City Code Section 302.08, *Manager and Server Training*. Failure to comply with this provision in its entirety is sufficient grounds for denial or nonrenewal of a requested license in 2012.

Penalty For Noncompliance: In addition to any criminal penalties which may be imposed by a court of law, the City Council may suspend a license for up to 60 days, may revoke a license and/or may impose a civil fine on a licensee not to exceed \$2,000.00 for each violation on a finding that the license holder or its employee has failed to comply with a statute, rule or ordinance relating to alcoholic beverages, non-intoxicating malt liquor or wine.

Council should also be aware of the following:

Minnesota Statute 340A.402 PERSONS ELIGIBLE.

No retail license may be issued to:

(1) a person under 21 years of age;
(2) a person who has had an intoxicating liquor or 3.2 percent malt liquor license revoked within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested;
(3) a person not of good moral character and repute; or
(4) a person who has a direct or indirect interest in a manufacturer, brewer, or wholesaler.
In addition, no new retail license may be issued to, and the governing body of a municipality may refuse to renew the license of, a person who, within five years of the license application, has been convicted of a felony or a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage. The Alcohol and Gambling Enforcement Division or licensing authority may require that fingerprints be taken and forwarded to the Federal Bureau of Investigation for purposes of a criminal history check.

Council Action Requested

Allow the Roseville Police Department to issue and administer the presumptive penalty as set forth in Section 302.15, of the Roseville City Code or other action as determined by the Roseville City Council.

Prepared by: Lt. Lorne Rosand

Attachments:

- A: Police Report
- B: Letter announcing compliance checks
- C: Notifications of failure and investigation
- D: Documentation from Courtyard Marriott regarding training
- E: Letters announcing Council Meeting



ROSEVILLE POLICE DEPARTMENT

INCIDENT REPORT

ICR# 11027913	AGENCY ORI# MN0620800	JUVENILE:
INCIDENT	Reported: 09-27-2011 1822 First Assigned: 1822 First Arrived: 1822 Last Cleared: 1900 Committed Start: 09-27-2011 1808 Committed End: 09-27-2011 1810 Title: Alcohol Violations How Received: None Selected Short Description: Alcohol Compliance check failed. See Report to be completed this week at completion of checks. Summary: On Sale Alcohol Violation- Serve alcohol to person under 21. Report will be completed this week. Location(s) The Courtyard By Marriot Address: 2905 CENTRE POINTE DR City: Roseville State: MN Zip: 55113	
OFFICERS	Officer Assigned: Johnson, Sean Badge No: S-19 Primary: Yes Dt/tm Assigned: -- Time Arrived: Time Cleared:	
MOC	MOC: M4102 Literal: LIQUOR - SELLING Statute: 340A-401 UCR: 22	
NAMES	Involvement: Cited Name: Gutz, Patricia Ann DOB: Age: Sex: Race: Height: Weight: Address: 10211 Isetta St City: CIRCLE PINES State: MN Zip: 55014 Phone: (Cell) (763)516-1491 Phone: (Business) (651)746-8000 ID Number(s) ID Type: DL / ID Number ID #: State: MN Year: Class: D Involvement: Other Name: DOB: Age: Sex: Race: Height: Weight: Address: 10035 RUSSELL AVE N City: BROOKLYN PARK State: MN Zip: 55444 Phone: (Home) (612)987-6682 Phone: (Work) (651)367-2032 Phone: (Business) (651)746-8000 Eye Color: Hair Color: ID Number(s) ID Type: DL / ID Number ID #: State: Year: Class: D Involvement: Other Name: XXXXXXXXXXXX XXXXXXXX XXXXXX DOB: XX-XX-1991 Age: 20 Sex: M Race: Height: XXX Weight: XXX Address: XXXX XXXXX XX City: XXXXXXXXX State: XX Zip: XXXXX Phone: XXXXXX XXXXXXXXXXXXXXXX Eye Color: XXX Hair Color: ID Number(s) ID Type: DL / ID Number ID #: XXXXXXXXXXXXXXXX State: Year: Class: X Involvement: Mentioned Name: Harris, Alan DOB: -- Age: Sex: Race: Height: 0 Weight: 0	

Address: 2905 Centre Pointe Drive

City: Roseville

State: MN

Zip: 55113

Phone: (Work) (651)367-2031 **Email:** (Work)aharris@csmc corp.net

Supplemental Report

ICR: 11027913

09-29-2011 1557

Title: Sale to Person under 21 Violation

Created By: Sean Johnson

On 09/27/2011 I conducted alcohol compliance checks in the city of Roseville. My under 21 buyer was XXXXXXXX XXXXXX XXXXXXXXXXXX (XXXXX/1991). Both XXXXXXXXXXXX and myself were in plain clothes.

We entered The Courtyard by Marriot restaurant and bar area at approximately 1806 hours and the under 21 person XX XXXXXXXXXXXX sat down at the bar. I stood approximately 6-8 feet away and observed the server, later identified via MN DL as Patricia Ann Gutz (07/23/1958), approach and asked XXXXXXXXXXXX if he would like something to drink. XXXXXXXXXXXX requested a bottle Bud Light beer. Gutz never asked to see any form of identification for XXXXXXXXXXXX.

Gutz came back a short time later and handed XXXXXXXXXXXX the Bud Light bottle of beer and took his \$20.00 (dept issued buy money) and place it in the register.

I identified myself as a Roseville Police Officer and made my department issued badge available to see. I asked Gutz if she checked XXXXXXXXXXXX's ID which she stated she did not because he looked of age. I advised Gutz that XXXXXXXXXXXX's MN DL clearly showed he was under 21 years of age. I asked Gutz if I could speak to her manager.

Manager Christie Gambino presented herself and I advised her of the situation.

Gutz was issued administrative citation #22493 for selling on sale alcohol to a person under 21 years of age. Gutz was released on scene.

A copy of XXXXXXXXXXXX's MN DL was placed in the paperwork portion of the report.

A photo of the beer provided to XXXXXXXXXXXX by Gutz was taken with a copy being placed in the media portion of the report.

Nothing Further.

Supplemental Report

ICR: 11027913

10-13-2011 1615

Title: Supplement Report

Created By: Lorne Rosand

On Wednesday, October 10th, the Courtyard general manager e-mailed me Patricia Gutz's server training record. See attachment.

Upon review of the document, I learned Gutz received her alcohol server training back on July 25, 2006. Gutz's alcohol training is well outside of the server city code limits - 302.08C.

On this same date, I learned Gutz had paid her administrative penalty in full on September 30, 2011.

Report is for informational purposes.

Supplemental Report

ICR: 11027913

10-13-2011 1629

Title: New General Manager Information

Created By: Lorne Rosand

On Wednesday, October 12, 2011, I received an e-mail from Alan Harris who identified himself as the new general manager of the Courtyard by Marriott.

Harris also provided me an electronic copy of Gutz's alcohol server training certificate.

I have added Harris' contact information to the incident report.



March 28, 2011

Applebee's Neighborhood Grill
ATTN: MANAGER
1893 West Highway 36
Roseville, MN 55113

- Sample -
This letter was sent to
all businesses.

ATTN: MANAGER

Please thoroughly review the following information as it pertains to alcohol compliance checks conducted by the Roseville Police Department, relative to your establishment.

The City of Roseville began alcohol compliance checks on licensed alcoholic beverage sellers in 1997. At that time, the compliance rate was only 70%. Nearly 30% of our licensees failed those compliance checks. The Roseville Police Department does yearly compliance checks to insure licensed alcoholic beverage sellers in the City of Roseville are complying with State law and Roseville Code Provisions relating to the selling of alcoholic beverages.

Please review the following relating to sales of alcohol to underage persons:

Minnesota Statute Chapter 340A.503 PERSONS UNDER 21; ILLEGAL ACTS.

Subdivision 1. Consumption.

(a) It is unlawful for any:

(1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store;

Subdivision 2. Purchasing. It is unlawful for any person:

(1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age;

The City of Roseville has passed a Liquor Control Ordinance. It is Chapter 302 of the Roseville City Code. The Roseville Police Department encourages you to become familiar with the Liquor Control Ordinance of Roseville. It can be obtained at the Roseville City Hall. It can also be reviewed and downloaded by going to the City of Roseville website, www.ci.roseville.mn.us.

The civil penalties for underage alcoholic beverage sales are set forth in the Roseville City Code. There are presumptive penalties set forth in § 302.15 of the Code. These penalties vary depending upon whether it is a first time violation, a second time violation, a third time violation, etc.

March 28, 2011

Page 2

The Roseville Police Department has worked with City alcoholic beverage licensees to promote training for both servers and managers to prevent sales of alcohol to underage persons, and to prevent other violations of the Liquor Control Ordinance. All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, must complete a city approved or provided liquor licensee training program. Free training packets are available from the City. You can obtain information regarding the program by contacting Kelly Roberto of the Roseville Police Department, at kelly.roberto@ci.roseville.mn.us.

Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
2. Prior to serving or selling for any employee or agent, and
3. Every year thereafter.

Your business must maintain documentation that you have properly trained every employee that sells or serves alcohol, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city. The City will not maintain these records for you. Additional penalties may be assessed if you are unable to provide documentation or it is determined the employee did not under go the required training.

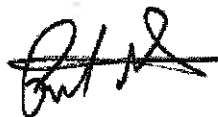
The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine and a one day suspension.

These penalties are civil in nature. Please be aware criminal penalties may also be imposed for violations of the Liquor Control Ordinance.

The Roseville Police Department will do two compliance checks in 2011 beginning this spring. Please remind your employees of their legal and moral responsibility not to sell or serve alcoholic beverages to anyone under the age of 21.

Once again, we encourage you to review Roseville City Code, Chapter 302, to insure that you have familiarized yourself with the local regulations applicable to your establishment. If you have any questions, please contact Lt. Lorne Rosand at (651) 792-7211.

Sincerely,



Rick Mathwig
Chief of Police



October 5, 2011

Christie Gambino
Courtyard by Marriot
2905 Centre Pointe Drive
Roseville Minnesota 55113

Christie Gambino and/or General Manager:

As you know, the City of Roseville has an ordinance prohibiting the sale of any alcoholic beverage to persons under the age of 21 years. A copy of Roseville Code 302 has been enclosed for your review. Please note Section 302.15 of code where minimum penalties are stipulated.

On September 27, 2011, a Courtyard by Marriot employee named Patricia Gutz sold an alcoholic beverage to a minor in violation of the attached code. Our records indicate that this is your second violation in the previous thirty-six (36) months. Therefore, pursuant to Section 302.15 of Roseville City Code, the presumptive penalty for a second violation for sale of an alcoholic beverage to a person under the age of twenty-one is a minimum penalty of a \$2,000.00 fine and a five (5) day suspension.

This incident is currently under investigation by the Roseville Police Department. You are being asked to provide a training certificate documenting Patricia Gutz has completed a city approved or provided liquor license training program. **I must receive a copy of Gutz's training certification from you by Friday, October 14th. Failure to provide this training certification may result in additional penalties because of non compliance.**

When a violation occurs, the police department provides information to the City Council, which either will assess the presumptive penalty set forth above or depart upward or downward based on extenuating or aggravating circumstances. The information set forth in this letter regarding the failed compliance check will be passed on to the City Council, as well as information regarding your participation in the manager and server training program and the history of compliance checks at your establishment. Once the date of the Council meeting is established, I will send you notice.

A representative of your establishment may appear at the Council meeting to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at that meeting, the City Council will act without any input from your establishment.

Finally, please be advised that if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me during normal business hours at my desk telephone number of 651-792-7211.

Sincerely,

Lorne R. Rosand
Lieutenant
Roseville Police Department

Enclosure

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager

RESPONSIBLE MANAGER/SERVER TRAINING CERTIFICATION

Courtyard Roseville 2905 Centre Pointe DR.
Establishment & Address Roseville, MN. 55113

I acknowledge that I have been taught and understand the attached training material on responsible alcohol beverage serving and I have been given the opportunity to ask questions about any portion I do not understand. I have been given a copy of the training material to keep and review. I acknowledge, as a condition of employment, that I am responsible for compliance with the attached training material and I will manage my behavior to attain zero errors in performance.

Patricia Goetz
Signature

7-25-06
Date

PATRICIA GOETZ
Printed name

6-28-2004
Date of Hire

Darryn L. Maloney
Manager's Signature

7-25-2006
Date of Training

Darryn Maloney
Manager's Printed Name

EDUCATIONAL INSTITUTE

AMERICAN HOTEL & LODGING ASSOCIATION



Phone: 517-372-8800 • Fax: 517-372-5141 • E-mail: contact@ei-ahla.org • www.ei-ahla.org
2113 N. High St., Lansing, MI 48906, USA

May 10, 2006

Dear Patricia A. Gutz:

Congratulations on successfully completing Controlling Alcohol Risks Effectively (CARE) for Servers, the Educational Institute's responsible alcohol service program. Your score of 84 percent or greater on the CARE exam shows that you are well aware of the issues and concerns involved in the responsible service of alcohol. Your CARE for Servers card is attached. You can present this card as proof of your training to those who request it. This letter also includes verification of your training for your employee file. Please detach the Verification Record, located at the lower left of this letter, and give it to your employer or other appropriate person. If you have any questions, please contact your instructor or the Educational Institute.

Once again, congratulations on your achievement, and best of luck to you in your hospitality career.

Scott Pierce
President

(Detach this lower part and give to your employer)



Verification Record for Employee File

Educational Institute of the
American Hotel and Lodging Association

Hereby confirms that **Patricia A. Gutz**
has successfully completed the Controlling Alcohol
Risks Effectively (CARE) Program on **April 30, 2006**

President

CARE® for Servers

The recipient of this card: **Patricia A. Gutz**
has successfully completed the Controlling Alcohol
Risks Effectively (CARE) Program on **April 30, 2006**

President



CARE® for Servers

The recipient of this card: **Patricia A. Gutz**
has successfully completed the Controlling Alcohol
Risks Effectively (CARE) Program on April 30, 2006

A handwritten signature in black ink, appearing to read "John F. ...", positioned above a horizontal line.

President



On Premise	SSN:	XXX-XX-XXXX
10/23/2007	Expires:	8/22/2010
Issued: 2258518	D.O.B.:	XX/XX/XXXX
ID#:		

TRISH GUTZ
2905 CENTER POINT
Falcon Heights, MN 55113

For service visit us online at www.gettips.com
Joel Dahlberg, 45806



October 28, 2011

Alan Harris
General Manager
Courtyard by Marriott
2905 Centre Pointe Drive
Roseville Minnesota 55113

Mr. Alan Harris;

Reference: September 27, 2011 Courtyard by Marriott Alcohol Compliance Failure.

On Monday, November 14, 2011, the Roseville City Council will discuss the September 27, 2011 alcohol compliance failure at the Courtyard by Marriott. Staff has recommend Council impose the presumptive penalty of a \$2,000.00 fine and five (5) day liquor suspension. The penalty for non compliance with mandatory liquor licensee training program may be considered for non renewal or denial of your 2012 liquor license.

A representative of your establishment may appear at the time of council discussion to offer any information that you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you fail to appear at this meeting, the City Council will act without any input from your establishment.

Summary of Violation:

- March 28, 2011:** All businesses with a liquor license in the City of Roseville were mailed a letter from Roseville Police Department announcing two alcohol compliance checks would be conducted before the end of the year.
- September 27, 2011:** A Courtyard by Marriott employee serves an underage compliance buyer an alcoholic beverage without asking the buyer for identification. This violation is witnessed by a plain clothing police officer. The employee server is administratively cited for the violation.
- September 30, 2011:** The Courtyard by Marriott server/violator pays a \$250.00 administrative fine to the City of Roseville for violating city code.
- October 10, 2011:** The Courtyard by Marriott provides server training documentation showing the offending server last received alcohol server training on July 25 2006 well outside of the alcohol server code.

Roseville City Council will consider staff recommendation specific to this violation at its regular meeting scheduled for **Monday, November 14, 2011**. Council discussion of this violation will occur during the "Business Actions" segment of the meeting.

Finally, please be advised if another violation should occur, further penalties will be invoked. If you have any questions, you can reach me at my desk number of 651-792-7211 during normal business hours.

Sincerely,

Lorne Rosand
Lieutenant

Cc: Rick Mathwig – Chief of Police
Bill Malinen – City Manager
Roseville City Council

REQUEST FOR COUNCIL ACTION

Date: November 14, 2011
Item No.: 12.e

Department Approval

City Manager Approval

WJ Malinen

Item Description: Set 2012 City Council Meeting Dates

1 **BACKGROUND**

2 Each year the Council sets the following year's meeting calendar so that Council and staff can
3 plan their work load and meet statutory requirements.

4 **REQUESTED COUNCIL ACTION**

5 Approve the 2012 City Council regular meeting dates.

6

Prepared by: Bill Malinen, City Manager

Attachments: A: Proposed Calendar of 2012 meeting dates



DRAFT 2012 City Council DRAFT Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January

9 *Org Meeting*
23

February

13
27

March

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April

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May

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June

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July

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August

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September

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October

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November

~~12~~ Veterans Day
19
26

December

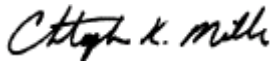
3
10

Note: Rosefest Parade Monday, 6/25

REQUEST FOR COUNCIL ACTION

Date: 11/14/11
Item No.: 13 . a

Department Approval



City Manager Approval



Item Description: Discussion on Fire Station and Park Improvement Bond Allocation

BACKGROUND

At the October 24, 2011 City Council meeting, the Council authorized the issuance of \$10 million in general obligation bonds to finance the construction of a new fire station and various park improvements. The bonds are part of a larger \$27 million funding package that is scheduled to be fully implemented by 2013.

City Staff had recommended that \$8 million be allocated for the fire station, and \$2 million for the park improvements. This recommendation was based on IRS Regulations that pertain to City-issued tax exempt bonds and is consistent with the City's cash flow needs. City Staff further recommended that a subsequent bond be issued in 2012 and again in 2013 to complete the funding package.

While the Council has discretion to determine the eventual bond allocation package, Staff felt it was important for the Council to understand the various factors that led to Staff's recommendation. These guiding factors are addressed in greater detail below.

Overview of Applicable IRS Regulations

The United States Internal Revenue Code establishes regulations to govern the issuance of tax exempt bonds by governmental agencies including municipalities. The tax exemption is essentially a federal subsidy and over time was increasingly abused. To counter this, regulations were put in place in 1986 to discourage issuers from:

- 1) Issuing more bonds than were needed
- 2) Issuing bonds before they were needed
- 3) Leaving bonds outstanding longer than needed

These regulations became known as 'Arbitrage and Rebate Regulations'. In essence, municipalities face financial penalties and added regulatory costs if they fail compliance. With regard to the proposed bond financing for a new fire station and park improvements, only the second bullet point will come into play.

Specifically, the City must spend down a certain percentage of the bond proceeds at various intervals over a 2-year period. Failure to meet these spend-down requirements will trigger potential penalties and added regulatory costs.

To avoid this, the City should consider structuring the bonds and set the timing of when those bonds are issued to be consistent with projected cash-flow needs.

A second IRS concern is with respect to the bond's tax exempt status. Generally speaking, tax exempt bond proceeds must be spent within 3 years to retain tax exempt status. If the proceeds are not spent within 3 years, the bonds become taxable for income purposes. Any investor holding the bonds would now have to pay income taxes on the earnings which would immediately lower the value of the investment itself. This could have a detrimental impact on investor relations on future bond issues, potentially shrinking the number of interested bidders.

Projected Construction Cash Flow Needs

As noted above, the cash flow needs of the fire station and park improvements construction should be a consideration in when and how much bonds are issued.

With regard to the new Fire Station, the City Council has already authorized the hiring of a construction manager, architect, and demolition contractor. The City can expect to incur several hundred thousand dollars in costs over the next few months. Beginning in the spring of 2012, it is expected that the City will have entered into all construction contracts and will incur approximately \$435,000 per month in construction costs. The \$8 million is expected to be fully spent by October, 2013.

In contrast, the implementation schedule for the park improvements is scheduled to take place over 5 years. The improvements have not been prioritized, nor has the City taken any steps to hire a construction manager or architect/consultant to begin designing the improvements and assessing the optimal phasing strategy. It is further anticipated that neighborhood meetings will take place on the proposed improvements once preliminary designs are complete.

Based on these timeline-related factors, \$2 million should be more than sufficient to offset any park acquisition or design that may occur through June, 2012 or later. Depending on the level of citizen involvement in the proposed improvements, it is conceivable that actual park improvements will not begin until the fall of 2012. If this timeline proves accurate, the vast majority of the \$19 million in proposed park improvements would not occur until 2013 or beyond.

In short, the construction timeline for the park improvements would easily be met by the planned issuance of \$2 million in 2011, \$10 million in 2012, and \$7 million in 2013.

Final Comments

The Staff Recommendation noted above was designed to avoid any IRS penalties while meeting our cash flow needs. Certainly the City Council has discretion to select a different timeline and bond allocation plan. While it's difficult to estimate what the financial penalties and added regulatory costs will be if we fail to comply with IRS regulations, it could easily exceed \$200,000 if the City fails to comply with the entire \$27 million package.

A more significant penalty would arise if the City loses tax-exempt status on its bonds because it issued bonds too early and subsequently failed to spend the proceeds within the allotted timeframe.

POLICY OBJECTIVE

See discussion on applicable IRS Regulations described above.

81 **FINANCIAL IMPACTS**

82 Not applicable.

83 **STAFF RECOMMENDATION**

84 By previous correspondence, Staff recommended that \$8 million be allocated for the fire station, and \$2
85 million for the park improvements, for this initial funding package. But it is acknowledged that there may
86 be other considerations not addressed above.

87 **REQUESTED COUNCIL ACTION**

88 The Council is asked to pass a motion to formally allocate the 2011 Bond proceeds for the construction of a
89 new fire station and park improvements.

90

91

Prepared by: Chris Miller, Finance Director

Attachments: A: Not applicable.

REQUEST FOR COUNCIL ACTION

Date: November 14, 2011
Item No.: 13 . b

Department Approval

City Manager Approval

W. Malinen

Item Description: Consider Change to Council Rules and Consider Council Liaisons

1 **BACKGROUND**

2 At the start of each year, the Council considers the Council's Rules and Procedures. The Council
3 also names council liaisons to various committees, task forces and groups.

4 **POLICY OBJECTIVE**

5 Ensure an open discussion on rules of procedure and council liaisons.

6 **FINANCIAL IMPACTS**

7 None

8 **STAFF RECOMMENDATION**

9 Consider the Council's Rules and Procedures.

10 Consider 2012 Committee Liaisons.

11 **REQUESTED COUNCIL ACTION**

12 Consider the Council's Rules and Procedures.

13 Consider 2012 Committee Liaison.

14

Prepared by: **Bill Malinen, City Manager**
Attachments: A: Current Rules of Procedure
 B: Current liaison list

Roseville City Council

Rules of Procedure

January 10, 2011

Rule 1 Rosenberg's Rules of Order

The Council adopts Rosenberg's Rules of Order for all Council meetings.

Rule 2 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 3 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Approve Agenda
- 3) Public Comment (and Report on Previous Public Comments)
- 4) Council Communications, Reports and Announcements
- 5) Recognitions, Donations and Communications
- 6) Approval of Minutes
- 7) Consent Agenda
- 8) Items Removed from Consent
- 9) General Ordinances
- 10) Presentations
- 11) Public Hearings
- 12) Business Items – Action
- 13) Business Items – Presentation/Discussion
- 14) City Manager Future Agenda Review
- 15) Councilmember Initiated Future Agenda Items
- 16) Adjourn

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading “Councilmember Initiated Future Agenda Items” for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.

Rule 4 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 5 Public Comment

The City Council will receive public comment at Council meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.
- d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 6 Issue and Meeting Curfew

The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. Council meetings may be extended upon the vote of the City Council, but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 7 City Council Task Force or Subcommittee Formation

The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

Rule 8 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the City Council.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Council Memberships/Liaisons
Current Memberships (January 2011)

Mayor Roe	Fire Relief Association (<i>required by state statute</i>) NSCC/NSAC Chair 2010/2011 P&R Park Master Plan Update Team
Councilmember Johnson	Ramsey County League of Local Governments North Suburban Communications Commission - Alt Northwest Youth & Family Services
Councilmember Pust	Housing and Redevelopment Authority Arterial Transitway Corridors Study Stakeholder Workshop Ramsey County League of Local Governments - Alt
Councilmember McGehee	GLWMO 10-Year Mgmt Plan (2011)
Councilmember Willmus	

REQUEST FOR COUNCIL ACTION

Date: 11/14/11

Item No.: 13.c

Department Approval

City Manager Approval

WJ Malinen

Item Description: Consider Changes to Rule 5 Rules of Procedure

BACKGROUND

Earlier this fall, a resident asked to present a video to the council rather than speaking in person. The City had not made that option available previously so staff wanted review concerns before making a recommendation about having video testimony.

Staff contacted neighboring cities, requesting video policies and concerns. Several cities have policies that they shared with staff. Generally concerns centered on formats and technological compatibility and virus protection.

Based on other cities' experiences, staff drafted the attached rule to facilitate the use of alternative formats.

POLICY OBJECTIVE

Ensure residents have the opportunity to provide information in alternate formats.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Consider Rule 5 for the Council's Rules of Procedure.

REQUESTED COUNCIL ACTION

Consider Rule 5 for the Council's Rules of Procedure.

Prepared by: William J. Malinen, City Manager

Attachments: A: Draft Rule 5

Roseville City Council

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January 10, 2011

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Rule 5 Public Comment

The City Council will receive public comment at Council meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.
- d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.
- g. Public Comment may be submitted in a video format, in accordance with the additional guidelines:

- o Videos (or internet links to videos) must be submitted at least two business days in advance of a meeting. Staff will ensure that format or equipment is technologically compatible with the City's computer or video equipment.
- o Videos may not include material that is slanderous, pornographic, illegal, demeaning to others, invasion of privacy, political campaign materials, as determined by the city manager or designee, or materials covered by copyright.
- o Presenters are asked, if possible, to provide a transcript of the video that can be shared with residents who are hard of hearing.
- o Public comment is designed so the Council can hear concerns of residents. Thus presenters should avoid showing pre-produced videos from outside interest groups.
- o The presenter of a video must identify him/herself.
- o The playing time for the video shall be counted as part of the allowed speaking time of the presenter.
- o Multiple presenters are not allowed to pool their time in order to present a longer video.
- o Individuals who cannot attend a meeting may submit a video. The video will be made available to councilmembers and the public but will not be shown at a council meeting.

Rule 6 Issue and Meeting Curfew

The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. Council meetings may be extended upon the vote of the City Council, but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 7 City Council Task Force or Subcommittee Formation

The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

Rule 8 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the City Council.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

REQUEST FOR COUNCIL ACTION

Date: 11/14/11

Item No.: 13 . d

Department Approval

City Manager Approval

WJ Malinen

Item Description: Discussion of Possible Legislative Actions

BACKGROUND

The Minnesota Legislature will reconvene January 24, 2012. Staff would like to provide the council with an opportunity to discuss ideas that we may want to take to the Legislature. The Council had previously discussed the local option sales tax as an option for Roseville.

POLICY OBJECTIVE

Ensure that Roseville's interests are discussed at the Legislature.

FINANCIAL IMPACTS

None

REQUESTED COUNCIL ACTION

Discuss any items the Council may like to pursue at the Legislature.

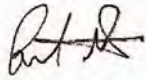
Prepared by: William J. Malinen

REQUEST FOR COUNCIL ACTION

Date: November 14, 2011
Item No.: 13.e

Department Approval

City Manager Approval



Item Description: **DISCUSS AN ORDINANCE AMENDING TITLE FIVE, SECTION 501.16
OF THE ROSEVILLE CITY CODE RELATING TO DANGEROUS ANIMALS**

BACKGROUND

To better protect the community from potentially vicious or dangerous animals, proposed is a revision and amendment to City Code Title Five, Section 501.16 as reflected in the Attachment to this RCA. The proposed revision and amendment clearly addresses and defines an appeal process (summarized briefly in the following paragraph) of what the City has designated a dangerous or potentially dangerous animal per City Code Title Five, Section 501.16. The proposed revisions and amendments have been reviewed and approved by the City Attorney.

Beginning six months after an animal is declared potentially dangerous; an Owner may request annually that the animal control authority review the designation. The owner must provide evidence that the animal's behavior has changed due to the animal's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the animal's behavior has changed, the authority may rescind the potentially dangerous animal designation.

POLICY OBJECTIVE

Approve the revisions and amendments to Title Five, Section 501.16 of the Roseville City Code as stated in the attachment.

FINANCIAL IMPACTS

No cost to the City; however, a hearing on the appeal of a dangerous or potentially dangerous animal determination before a hearing officer designated by the Animal Human Society Director of Human Investigations could cost the owner of the dangerous animal a maximum of \$1,000 based on the determination of the investigation.

STAFF RECOMMENDATION

Discuss the revisions and amendments to City Code Title Five, Section 501.16.

REQUESTED COUNCIL ACTION

Discuss the ordinance amendment as proposed in the attachment (Title Five, Section 501.16 Roseville City Code) to this RCA.

Prepared by: Kirk Lindahl, Lead Community Service Officer
Attachments: A: Ordinance Amending Title five, Section 501.16

SECTION 3: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this _____ day of _____, 20_____.

Ordinance Adding Title Five Section 501.16 C2 regarding a review process for potentially dangerous dog determination and Amending Title Five Section 501.16 G to add an appeal process for potentially dangerous dog determination.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

William J. Malinen, City Manager