City of ROSEVILLE Minnesota, USA

City Council Agenda

Monday, September 13, 2010
6:00 p.m.
City Council Chambers
(Times are Approximate)

6:00 p.m. **1. Roll Call**

Voting & Seating Order for September: Roe, Ihlan, Johnson, Pust, Klausing

6:02 p.m. **2. Approve Agenda**

6:05 p.m. **3. Public Comment**

6:10 p.m. **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**

6:15 p.m. **5. Recognitions, Donations, Communications**

a. Proclaim September 15 to October 15, 2010 Hispanic Heritage Month

6:20 p.m. **6. Approve Minutes**

a. Approve Minutes of August 23, 2010 Meeting

6:25 p.m. **7. Approve Consent Agenda**

a. Approve Payments

b. Approve Business Licenses

c. Set a Public Hearing for Solem Management, LLC dba Café Zia for a Wine and 3.2% Liquor License

d. Set a Public Hearing for Apple Minnesota, LLC, the new owner of Applebee's Neighborhood Grill and Bar, for an On-Sale and Sunday Intoxicating Liquor License

e. Approve St. Rose of Lima One Day On-Site Gambling Permit

f. Approve Roseville Fire Department Auxiliary One Day On-Site Gambling Permit

g. Approve St. Rose of Lima Temporary On-Sale Liquor License

h. Approve Concordia Academy Temporary On-Sale Liquor License

i. Approve the 2010-2011 Roseville Area High School Police Liaison Officer Agreement

j. Adopt a Resolution Approving Agreement No. PW 2010-20, Ramsey County Cooperative Agreement between the Cities of Falcon Heights, St. Paul and Roseville

k. Adopt a Resolution Approving Agreement 96289R, Traffic Control Signal Agreement, between the Minnesota Department of Transportation, Ramsey County and the City of Roseville

6:35 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

11. Public Hearings

6:45 p.m. a. Public Hearing regarding a Subdivision Ordinance Text Amendment to Clarify the Purpose and Application of Alternatives to the Plat Process (PROJ-0017)

7:00 p.m. b. Public Hearing regarding a Modification to the Development Program for Municipal Development District No. 1 and establish Tax Increment Financing District No. 19 (Applewood Pointe) within Development District No. 1

12. Business Items (Action Items)

7:15 p.m. a. Consider a Subdivision Ordinance Text Amendment to Clarify the Purpose and Application of Alternatives to the Plat Process (PROJ-0017)

7:20 p.m. b. Consider a Resolution to approve Modification to the Development Program for Municipal Development District No. 1 and to establish Tax Increment Financing District No. 19 (Applewood Pointe) within Development District No. 1

7:25 p.m. c. Consider the Presumptive Penalty for an Alcohol Compliance Violation for Courtyard by Marriott

7:35 p.m. d. Consider the Presumptive Penalty for an Alcohol Compliance Violation for Snelling Liquors

7:45 p.m. e. Consider the Presumptive Penalty for an Alcohol Compliance Violation for Hamline Liquors

7:55 p.m. f. Revisit the 2011-2020 Capital Investment Plan

8:05 p.m. g. Consider Adopting the Preliminary Tax Levy and Budget

8:50 p.m. h. Consider Adopting the Preliminary HRA Levy

13. Business Items – Presentations/Discussions

9:10 p.m. **14. City Manager Future Agenda Review**

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

9:25 p.m. **16. Adjourn**

Some Upcoming Public Meetings………

Tuesday	Sep 14	6:30 p.m.	Human Rights Commission
Saturday	Sep 18	9:00 a.m.	Parks & Recreation Commission Annual Retreat and Tour of Park Sites
Monday	Sep 20	6:00 p.m.	City Council Meeting
Tuesday	Sep 21	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Sep 22	6:00 p.m.	Planning Commission
Monday	Sep 27	6:00 p.m.	City Council Meeting
Tuesday	Sep 28	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	Oct 5	6:30 p.m.	Parks & Recreation Commission
Wednesday	Oct 6	6:30 p.m.	Planning Commission
Monday	Oct 11	6:00 p.m.	City Council Meeting

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

ROSEVILLE

Hispanic Heritage Month
September 15 - October 15, 2010

Whereas: The City of Roseville recognizes and honors contributions of all members of our community; and

Whereas: September 15 is the anniversary of independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico achieved independence on September 16; and Chile achieved independence on September 18; and

Whereas: In 1988 the United States Congress adopted a resolution designating September 15 to October 15 of each year as National Hispanic Heritage Month; and

Whereas: The Hispanic community has a long history of contributions in language, history, music, arts, written words, education, sports, discoveries and other areas; and

Whereas: Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions which contribute to America's future; and

Whereas: Approximately two percent of Roseville residents identify themselves as being Hispanic; and

Whereas: The City of Roseville invites all members of the community to honor the 2010 Hispanic Heritage Month "Celebrating History, Heritage and the American Dream."

Now, Therefore Be It Resolved, that the City Council hereby proclaim September 15 to October 15, 2010 to be Hispanic Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this thirteenth day of September 2010.

____
Mayor Craig D. Klausing

Date: 9/13/10
Item: 6.a
Approve 8/23/10 Minutes

No Attachment

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/13/2010
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	$380,299.14
59586-59984	$1,316,802.79
Total	$1,697,101.93

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:

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 9/7/2010 - 3:20 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	08/19/2010	General Fund	Clothing	MES, Inc.		35.74
0	08/19/2010	General Fund	209001 - Use Tax Payable	MES, Inc.		-2.30
0	08/19/2010	Golf Course	Vehicle Supplies	A-1 Hydraulic Sales/Svc Inc	214.08	0.00
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	Hirshfield's Inc.		27.78
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	Hirshfield's Inc.		138.88
0	08/19/2010	Community Development	Electrical Inspections	Tokle Inspections, Inc.		9,608.40
0	08/19/2010	General Fund	Transportation	Margaret Driscoll		46.00
0	08/19/2010	License Center	Transportation	Mary Dracy		180.00
0	08/19/2010	General Fund	211402 - Flex Spending Health	[redacted]		168.89
0	08/19/2010	General Fund	211403 - Flex Spend Day Care	[redacted]		186.00
0	08/19/2010	General Fund	211402 - Flex Spending Health	[redacted]		371.34
0	08/19/2010	General Fund	Vehicle Supplies	Napa Auto Parts		15.92
0	08/19/2010	General Fund	Vehicle Supplies	Napa Auto Parts		35.91
0	08/19/2010	Workers Compensation	Professional Services	SFM Risk Solutions		1,405.50
0	08/19/2010	General Fund	Vehicle Supplies	Rigid Hitch Incorporated		36.31
0	08/19/2010	General Fund	Operating Supplies	Brock White Co		90.42
0	08/19/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		21.80
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	North Heights Hardware Hank		4.91
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	North Heights Hardware Hank		76.31
0	08/19/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc		59.41
0	08/19/2010	General Fund	Vehicle Supplies	Jefferson Fire & Safety, Inc.		36.34
0	08/19/2010	Recreation Fund	Contract Maintenance	Roseville Area Schools		71,361.00
0	08/19/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		-22.00
0	08/19/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		221.61
0	08/19/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		23.28
0	08/19/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		45.08
0	08/19/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		19.43
0	08/19/2010	Golf Course	Vehicle Supplies	Factory Motor Parts, Co.		48.08
0	08/19/2010	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.		11,284.00
0	08/19/2010	License Center	Professional Services	Quicksilver Express Courier		151.62
0	08/19/2010	Community Development	Training	TR Computer Sales, LLC		59.48
0	08/19/2010	Golf Course	Vehicle Supplies	MTI Distributing, Inc.		219.57
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	MTI Distributing, Inc.		222.57
0	08/19/2010	Golf Course	Operating Supplies	MTI Distributing, Inc.		458.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	08/19/2010	General Fund	Vehicle Supplies	Midway Ford Co		26.99
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	Grainger Inc		250.09
0	08/19/2010	General Fund	Motor Fuel	hartland		6,978.30
0	08/19/2010	General Fund	Motor Fuel	hartland		9,486.74
0	08/19/2010	P & R Contract Mantenance	Operating Supplies	Eagle Clan, Inc		314.25
0	08/19/2010	General Fund	Op Supplies - City Hall	Eagle Clan, Inc		493.68
0	08/19/2010	Street Construction	Professional Services	Stork Twin City Testing Corp.		4,326.11
					Check Total:	118,511.74
0	08/25/2010	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council		194,939.17
0	08/25/2010	Telephone	Telephone	FSH Communications-LLC		128.26
0	08/25/2010	General Fund	Contract Maintenance	MES, Inc.		128.08
0	08/25/2010	General Fund	Contract Maintenance	MES, Inc.		136.00
0	08/25/2010	Golf Course	Vehicle Supplies	A-1 Hydraulic Sales/Svc Inc		214.08
0	08/25/2010	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227		5,542.18
0	08/25/2010	General Fund	210501 - PERA Life Ins. Ded.	NCPERS Life Ins#7258500		80.00
0	08/25/2010	Community Development	Training	Jan Rosemeyer		16.50
0	08/25/2010	General Fund	210700 - Minnesota Benefit Ded	MN Benefit Association		1,392.16
0	08/25/2010	General Fund	Transportation	Steve Zweber		15.00
0	08/25/2010	General Fund	Transportation	Eldona Bacon		30.00
0	08/25/2010	General Fund	Conferences	Eldona Bacon		371.32
0	08/25/2010	General Fund	211402 - Flex Spending Health	[redacted]		308.75
0	08/25/2010	General Fund	Vehicle Supplies	Napa Auto Parts		13.22
0	08/25/2010	General Fund	Vehicle Supplies	Napa Auto Parts		303.29
0	08/25/2010	General Fund	Vehicle Supplies	Napa Auto Parts		39.12
0	08/25/2010	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	WSB & Associates, Inc.		19,283.25
0	08/25/2010	General Fund	Contract Maint. - City Hall	Yale Mechanical, LLC		291.38
0	08/25/2010	General Fund	Contract Maintenance Vehicles	Wingfoot Commercial Tire, LLC		1,766.24
0	08/25/2010	Water Fund	Operating Supplies	Catco Parts & Service Inc		343.65
0	08/25/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc		4.23
0	08/25/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc		47.64
0	08/25/2010	General Fund	Contract Maintenance	Metro Garage Door Co, Inc.		212.17
0	08/25/2010	Sanitary Sewer	Operating Supplies	MacQueen Equipment		295.48
0	08/25/2010	Water Fund	Operating Supplies	Certified Laboratories, Inc.		286.34
0	08/25/2010	Water Fund	Operating Supplies	Sherwin Williams		228.29
0	08/25/2010	Water Fund	Operating Supplies	Sherwin Williams		163.57
0	08/25/2010	Water Fund	Operating Supplies	Sherwin Williams		115.55
0	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Bryan Rock Products, Inc.		2,334.06
0	08/25/2010	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.		12,660.04
0	08/25/2010	Water Fund	Operating Supplies	Fastenal Company Inc.		26.13
0	08/25/2010	Water Fund	Operating Supplies	Fastenal Company Inc.		20.01
0	08/25/2010	Water Fund	Operating Supplies	Fastenal Company Inc.		30.11
0	08/25/2010	General Fund	Vehicle Supplies	Fastenal Company Inc.		201.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	08/25/2010	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.		469.85
0	08/25/2010	Sanitary Sewer	Operating Supplies	ESS Brothers & Sons, Inc.		5,468.13
0	08/25/2010	Sanitary Sewer	Operating Supplies	ESS Brothers & Sons, Inc.		2,212.31
0	08/25/2010	Pathway Maintenance Fund	Operating Supplies	ESS Brothers & Sons, Inc.		1,368.00
0	08/25/2010	Sanitary Sewer	Contract Maintenance	ESS Brothers & Sons, Inc.		2,145.00
0	08/25/2010	Sanitary Sewer	Contract Maintenance	ESS Brothers & Sons, Inc.		1,300.00
0	08/25/2010	Sanitary Sewer	Contract Maintenance	ESS Brothers & Sons, Inc.		300.00
0	08/25/2010	Sanitary Sewer	Contract Maintenance	ESS Brothers & Sons, Inc.		675.00
0	08/25/2010	Sanitary Sewer	Contract Maintenance	ESS Brothers & Sons, Inc.		303.88
0	08/25/2010	Water Fund	Operating Supplies	Ferguson Waterworks		595.64
				Check Total:		256,804.30
0	09/01/2010	Recreation Fund	Operating Supplies	R & R Specialties, Inc		175.17
0	09/01/2010	Sanitary Sewer	Professional Services	Gopher State One Call		191.89
0	09/01/2010	Water Fund	Professional Services	Gopher State One Call		191.88
0	09/01/2010	Storm Drainage	Professional Services	Gopher State One Call		191.88
0	09/01/2010	Golf Course	Merchandise For Sale	Sysco Mn		194.10
0	09/01/2010	Golf Course	Operating Supplies	Sysco Mn		82.61
0	09/01/2010	Recreation Fund	Professional Services	Mari Marks		52.50
0	09/01/2010	General Fund	211403 - Flex Spend Day Care	[redacted]		176.00
0	09/01/2010	Housing & Redevelopment Agency	Conferences	Jeanne Kelsey		48.00
0	09/01/2010	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey		14.00
0	09/01/2010	General Fund	211402 - Flex Spending Health	[redacted]		390.96
0	09/01/2010	General Fund	Transportation	William Malinen		47.50
0	09/01/2010	License Center	Transportation	Jill Theisen		237.00
0	09/01/2010	Community Development	Transportation	Thomas Paschke		61.00
0	09/01/2010	General Fund	211402 - Flex Spending Health	[redacted]		52.02
0	09/01/2010	General Fund	Contract Maintenence	City of St. Paul		128.81
0	09/01/2010	Recreation Fund	Operating Supplies	Lubrication Technologies Inc		151.68
0	09/01/2010	P & R Contract Mantenance	Operating Supplies	Bachmans Inc		397.66
0	09/01/2010	Golf Course	Operating Supplies	MTI Distributing, Inc.		155.00
0	09/01/2010	Golf Course	Operating Supplies	MTI Distributing, Inc.		193.01
0	09/01/2010	Golf Course	Merchandise For Sale	Hornungs Pro Golf Sales, Inc.		18.00
0	09/01/2010	Golf Course	Operating Supplies	Hornungs Pro Golf Sales, Inc.		204.35
0	09/01/2010	Golf Course	Use Tax Payable	Hornungs Pro Golf Sales, Inc.		-13.15
0	09/01/2010	P & R Contract Mantenance	Operating Supplies	Eagle Clan, Inc		88.44
0	09/01/2010	P & R Contract Mantenance	Overtime Pay	Cushman Motor Co Inc		269.84
0	09/01/2010	Recreation Fund	Contract Maintenance	Green View Inc.		1,282.95
				Check Total:		4,983.10
59586	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Harold Anderson		60.00
				Check Total:		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59587	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Dorea Arguelles		60.00
					Check Total:	60.00
59588	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Carol Arndt		60.00
					Check Total:	60.00
59589	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Siegfried Baecker		60.00
					Check Total:	60.00
59590	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Matt Bergquist		60.00
					Check Total:	60.00
59591	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Sally Bronski		60.00
					Check Total:	60.00
59592	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Amy Brown		60.00
					Check Total:	60.00
59593	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Linda Burkhard		60.00
					Check Total:	60.00
59594	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Dawn Cameron		60.00
					Check Total:	60.00
59595	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Lydia Daugherty		60.00
					Check Total:	60.00
59596	08/17/2010	Recreation Fund	Transportation	Jeff Evenson		149.00
					Check Total:	149.00
59597	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Sheryl Fairbanks		60.00
					Check Total:	60.00
59598	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Chelsie Huntley		60.00
					Check Total:	60.00
59599	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Paul Johnson		60.00
					Check Total:	60.00
59600	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Timothy Lehman		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name		Void	Amount
					Check Total:		60.00
59601	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Juanita Lucas			60.00
					Check Total:		60.00
59602	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Vijay Modi			60.00
					Check Total:		60.00
59603	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Cathleen O'leary			60.00
					Check Total:		60.00
59604	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Beverly Paulus			60.00
					Check Total:		60.00
59605	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Frank Rog			60.00
					Check Total:		60.00
59606	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Peter & Susan Schadegg			60.00
					Check Total:		60.00
59607	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Janice Seefert			60.00
					Check Total:		60.00
59608	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Subbaya Subramanian			60.00
					Check Total:		60.00
59609	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	Bob Thompson			60.00
					Check Total:		60.00
59610	08/17/2010	Housing & Redevelopment Agency	Payment to Owners	James Whelpley			60.00
					Check Total:		60.00
59611	08/18/2010	General Fund	Professional Services	Howard Anderson			86.25
					Check Total:		86.25
59612	08/18/2010	General Fund	Professional Services	Warren Anderson			60.00
					Check Total:		60.00
59613	08/18/2010	General Fund	Professional Services	Sharell Babin			67.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name		Void	Amount
					Check Total:		67.50
59614	08/18/2010	General Fund	Professional Services	Iris Baird			63.75
					Check Total:		63.75
59615	08/18/2010	General Fund	Professional Services	Shirley Barber			153.00
					Check Total:		153.00
59616	08/18/2010	General Fund	Professional Services	Darlene Belka			78.75
					Check Total:		78.75
59617	08/18/2010	General Fund	Professional Services	Lois Berns			86.25
					Check Total:		86.25
59618	08/18/2010	General Fund	Professional Services	Kathryn Bitney			52.50
					Check Total:		52.50
59619	08/18/2010	General Fund	Professional Services	Jan Boehlke			127.50
					Check Total:		127.50
59620	08/18/2010	General Fund	Professional Services	John Borden			67.50
					Check Total:		67.50
59621	08/18/2010	General Fund	Professional Services	Gloria Boyer			174.25
					Check Total:		174.25
59622	08/18/2010	General Fund	Professional Services	Kenneth Boyer			86.25
					Check Total:		86.25
59623	08/18/2010	General Fund	Professional Services	Sandy Brennom			161.50
					Check Total:		161.50
59624	08/18/2010	General Fund	Professional Services	Andrea Brodtmann			78.75
					Check Total:		78.75
59625	08/18/2010	General Fund	Professional Services	Ernest Brodtmann			146.25
					Check Total:		146.25
59626	08/18/2010	General Fund	Professional Services	Shirley Buerkle			165.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	165.75
59627	08/18/2010	General Fund	Professional Services	Marie Buettner		82.50
					Check Total:	82.50
59628	08/18/2010	General Fund	Professional Services	Patrick Burns		78.75
					Check Total:	78.75
59629	08/18/2010	General Fund	Professional Services	Joan Carchedi		80.63
					Check Total:	80.63
59630	08/18/2010	General Fund	Professional Services	Terese Chromey		80.63
					Check Total:	80.63
59631	08/18/2010	General Fund	Professional Services	Betty Jean Clay		15.00
					Check Total:	15.00
59632	08/18/2010	General Fund	Professional Services	Chuck Cochrane		45.00
					Check Total:	45.00
59633	08/18/2010	General Fund	Professional Services	Catherine Croghan		60.00
					Check Total:	60.00
59634	08/18/2010	General Fund	Professional Services	Carolyn Cushing		85.00
					Check Total:	85.00
59635	08/18/2010	General Fund	Professional Services	Janet Dahle		131.25
					Check Total:	131.25
59636	08/18/2010	General Fund	Professional Services	Janice Daire		58.13
					Check Total:	58.13
59637	08/18/2010	General Fund	Professional Services	Delores Degraw		153.00
					Check Total:	153.00
59638	08/18/2010	General Fund	Professional Services	Helen Desmidt		67.50
					Check Total:	67.50
59639	08/18/2010	General Fund	Professional Services	Mildred Deziel		75.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		75.00
59640	08/18/2010	General Fund	Professional Services	Herbert Dickhudt		125.63
				Check Total:		125.63
59641	08/18/2010	General Fund	Professional Services	Laverne Dickhudt		67.50
				Check Total:		67.50
59642	08/18/2010	General Fund	Professional Services	Carol Doughty		82.50
				Check Total:		82.50
59643	08/18/2010	General Fund	Professional Services	Mary J. Drache		129.36
				Check Total:		129.36
59644	08/18/2010	General Fund	Professional Services	Jean Drake		60.00
				Check Total:		60.00
59645	08/18/2010	General Fund	Professional Services	Marilyn Dunshee		127.50
				Check Total:		127.50
59646	08/18/2010	General Fund	Professional Services	George Edwards		221.00
				Check Total:		221.00
59647	08/18/2010	General Fund	Professional Services	Vernon R Eidman		78.75
				Check Total:		78.75
59648	08/18/2010	General Fund	Professional Services	Brent Engebretson		75.00
				Check Total:		75.00
59649	08/18/2010	General Fund	Professional Services	Margaret Enloe		127.50
				Check Total:		127.50
59650	08/18/2010	General Fund	Professional Services	Sally Ennis		71.25
				Check Total:		71.25
59651	08/18/2010	General Fund	Professional Services	Carole Erickson		178.50
				Check Total:		178.50
59652	08/18/2010	General Fund	Professional Services	Clarise Erickson		157.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		157.50
59653	08/18/2010	General Fund	Professional Services	Laverne Esch		82.50
				Check Total:		82.50
59654	08/18/2010	General Fund	Professional Services	Norma Ethen		67.50
				Check Total:		67.50
59655	08/18/2010	General Fund	Professional Services	Lorraine Fait		127.75
				Check Total:		127.75
59656	08/18/2010	General Fund	Professional Services	Bryant Ficek		67.50
				Check Total:		67.50
59657	08/18/2010	General Fund	Professional Services	Phyllis Frechette		82.50
				Check Total:		82.50
59658	08/18/2010	General Fund	Professional Services	Mary Lou Gavin		75.00
				Check Total:		75.00
59659	08/18/2010	General Fund	Professional Services	Gary Grefenberg		80.61
				Check Total:		80.61
59660	08/18/2010	General Fund	Professional Services	Wayne Griesel		82.50
				Check Total:		82.50
59661	08/18/2010	General Fund	Professional Services	Linda Groth		67.50
				Check Total:		67.50
59662	08/18/2010	General Fund	Professional Services	Lyn Grunewald		80.63
				Check Total:		80.63
59663	08/18/2010	General Fund	Professional Services	Ardeth Gutzmann		82.50
				Check Total:		82.50
59664	08/18/2010	General Fund	Professional Services	Gordon Gutzmann		78.75
				Check Total:		78.75
59665	08/18/2010	General Fund	Professional Services	Carole Hamre		127.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	127.50
59666	08/18/2010	General Fund	Professional Services	Betty Hanson		67.50
					Check Total:	67.50
59667	08/18/2010	General Fund	Professional Services	Liz Harper		76.88
					Check Total:	76.88
59668	08/18/2010	General Fund	Professional Services	Lenore Hartmann		67.50
					Check Total:	67.50
59669	08/18/2010	General Fund	Professional Services	Quintin Heckert		75.00
					Check Total:	75.00
59670	08/18/2010	General Fund	Professional Services	Elaine Heiseterkamp		78.75
					Check Total:	78.75
59671	08/18/2010	General Fund	Professional Services	Mitchell Helle-Morrissey		157.50
					Check Total:	157.50
59672	08/18/2010	General Fund	Professional Services	James Hennessy		67.50
					Check Total:	67.50
59673	08/18/2010	General Fund	Professional Services	Amy Herrera		187.00
					Check Total:	187.00
59674	08/18/2010	General Fund	Professional Services	James Heuer		82.50
					Check Total:	82.50
59675	08/18/2010	General Fund	Professional Services	Merry Anne Hodge		127.50
					Check Total:	127.50
59676	08/18/2010	General Fund	Professional Services	Angie Hoffmann-Walter		78.75
					Check Total:	78.75
59677	08/18/2010	General Fund	Professional Services	Janelle House		78.75
					Check Total:	78.75
59678	08/18/2010	General Fund	Professional Services	Donna Huberty		127.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		127.50
59679	08/18/2010	General Fund	Professional Services	Stephen Jackson		26.25
				Check Total:		26.25
59680	08/18/2010	General Fund	Professional Services	Charles Johnson		78.75
				Check Total:		78.75
59681	08/18/2010	General Fund	Professional Services	George Johnson		67.50
				Check Total:		67.50
59682	08/18/2010	General Fund	Professional Services	Gloria Johnson		67.50
				Check Total:		67.50
59683	08/18/2010	General Fund	Professional Services	Rosemary Johnson		67.50
				Check Total:		67.50
59684	08/18/2010	General Fund	Professional Services	Mary Johnston		67.50
				Check Total:		67.50
59685	08/18/2010	General Fund	Professional Services	Kenneth Kaden		170.00
				Check Total:		170.00
59686	08/18/2010	General Fund	Professional Services	Karen Keeney		63.75
				Check Total:		63.75
59687	08/18/2010	General Fund	Professional Services	Alexander Kennedy		67.50
				Check Total:		67.50
59688	08/18/2010	General Fund	Professional Services	Bruce Kennedy		67.50
				Check Total:		67.50
59689	08/18/2010	General Fund	Professional Services	Shirley Kennedy		165.75
				Check Total:		165.75
59690	08/18/2010	General Fund	Professional Services	Thomas Kennedy		67.50
				Check Total:		67.50
59691	08/18/2010	General Fund	Professional Services	Mary Kepke		82.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		82.50
59692	08/18/2010	General Fund	Professional Services	Juliana Kimball		82.50
				Check Total:		82.50
59693	08/18/2010	General Fund	Professional Services	Jerry Ann King		157.25
				Check Total:		157.25
59694	08/18/2010	General Fund	Professional Services	Pat Kloss		78.75
				Check Total:		78.75
59695	08/18/2010	General Fund	Professional Services	Carol Kough		112.50
				Check Total:		112.50
59696	08/18/2010	General Fund	Professional Services	Bill Krause		78.75
				Check Total:		78.75
59697	08/18/2010	General Fund	Professional Services	Wanda Krause		127.75
				Check Total:		127.75
59698	08/18/2010	General Fund	Professional Services	Jerry Laden		67.50
				Check Total:		67.50
59699	08/18/2010	General Fund	Professional Services	Ed Langan		125.63
				Check Total:		125.63
59700	08/18/2010	General Fund	Professional Services	Lisa Lemay		60.00
				Check Total:		60.00
59701	08/18/2010	General Fund	Professional Services	Linda Luna		153.00
				Check Total:		153.00
59702	08/18/2010	General Fund	Professional Services	Jill Lund		60.00
				Check Total:		60.00
59703	08/18/2010	General Fund	Professional Services	Marilyn Maguire		67.50
				Check Total:		67.50
59704	08/18/2010	General Fund	Professional Services	Lee Mallin		67.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		67.50
59705	08/18/2010	General Fund	Professional Services	Charles McJilton		120.00
				Check Total:		120.00
59706	08/18/2010	General Fund	Professional Services	Betty McNulty		67.50
				Check Total:		67.50
59707	08/18/2010	General Fund	Professional Services	Susan Melville		86.25
				Check Total:		86.25
59708	08/18/2010	General Fund	Professional Services	Barb Meyer		76.88
				Check Total:		76.88
59709	08/18/2010	General Fund	Professional Services	Edgar Meyer		67.50
				Check Total:		67.50
59710	08/18/2010	General Fund	Professional Services	Maureen Misgen		60.00
				Check Total:		60.00
59711	08/18/2010	General Fund	Professional Services	Elizabeth Montour		63.75
				Check Total:		63.75
59712	08/18/2010	General Fund	Professional Services	Elizabeth Murray		127.50
				Check Total:		127.50
59713	08/18/2010	General Fund	Professional Services	Stephen Muscanto		39.38
				Check Total:		39.38
59714	08/18/2010	General Fund	Professional Services	Robert Nelson		67.50
				Check Total:		67.50
59715	08/18/2010	General Fund	Professional Services	Nancy Neumann		75.00
				Check Total:		75.00
59716	08/18/2010	General Fund	Professional Services	Barb Obeda		67.50
				Check Total:		67.50
59717	08/18/2010	General Fund	Professional Services	Ed Obeda		37.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		37.50
59718	08/18/2010	General Fund	Professional Services	Joanne Odegard		67.50
				Check Total:		67.50
59719	08/18/2010	General Fund	Professional Services	Linda Olson		172.50
				Check Total:		172.50
59720	08/18/2010	General Fund	Professional Services	Kathy Ortloff		261.12
				Check Total:		261.12
59721	08/18/2010	General Fund	Professional Services	Eleanor Palmer		67.50
				Check Total:		67.50
59722	08/18/2010	General Fund	Professional Services	Mary Ann Palmer		67.50
				Check Total:		67.50
59723	08/18/2010	General Fund	Professional Services	Karyl Petersen		112.50
				Check Total:		112.50
59724	08/18/2010	General Fund	Professional Services	E. Anita Peterson		78.75
				Check Total:		78.75
59725	08/18/2010	General Fund	Professional Services	Gary Peterson		153.75
				Check Total:		153.75
59726	08/18/2010	General Fund	Professional Services	Jane Peterson		187.00
				Check Total:		187.00
59727	08/18/2010	General Fund	Professional Services	Joanne Peterson		82.50
				Check Total:		82.50
59728	08/18/2010	General Fund	Professional Services	Norman Peterson		82.50
				Check Total:		82.50
59729	08/18/2010	General Fund	Professional Services	Mary Poeschl		78.75
				Check Total:		78.75
59730	08/18/2010	General Fund	Professional Services	Charlie Quick		120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		120.00
59731	08/18/2010	General Fund	Professional Services	Deborah Rankin-Moore		63.75
				Check Total:		63.75
59732	08/18/2010	General Fund	Professional Services	Kimberlee Redington		214.63
				Check Total:		214.63
59733	08/18/2010	General Fund	Professional Services	Mary Rhode		82.50
				Check Total:		82.50
59734	08/18/2010	General Fund	Professional Services	Peter Rhode		67.50
				Check Total:		67.50
59735	08/18/2010	General Fund	Professional Services	Ken Rhodes		86.25
				Check Total:		86.25
59736	08/18/2010	General Fund	Professional Services	Nestor Riano		67.50
				Check Total:		67.50
59737	08/18/2010	General Fund	Professional Services	Betty Richards		93.50
				Check Total:		93.50
59738	08/18/2010	General Fund	Professional Services	Mary Robbins		60.00
				Check Total:		60.00
59739	08/18/2010	General Fund	Professional Services	Marvin Root		125.63
				Check Total:		125.63
59740	08/18/2010	General Fund	Professional Services	Mike Rose		67.50
				Check Total:		67.50
59741	08/18/2010	General Fund	Professional Services	Patricia Rose		67.50
				Check Total:		67.50
59742	08/18/2010	General Fund	Professional Services	Harold Rude		67.50
				Check Total:		67.50
59743	08/18/2010	General Fund	Professional Services	Nancy Rude		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	60.00
59744	08/18/2010	General Fund	Professional Services	Linda Ruesch		127.75
					Check Total:	127.75
59745	08/18/2010	General Fund	Professional Services	Paula Rusterholz		86.25
					Check Total:	86.25
59746	08/18/2010	General Fund	Professional Services	Duane Sanocki		86.25
					Check Total:	86.25
59747	08/18/2010	General Fund	Professional Services	Mary Lou Schmitz		65.63
					Check Total:	65.63
59748	08/18/2010	General Fund	Professional Services	Derek Schramm		140.25
					Check Total:	140.25
59749	08/18/2010	General Fund	Professional Services	Marlys Schwab		78.75
					Check Total:	78.75
59750	08/18/2010	General Fund	Professional Services	Cheryl Sharp		86.25
					Check Total:	86.25
59751	08/18/2010	General Fund	Professional Services	Victor Shepperd		127.50
					Check Total:	127.50
59752	08/18/2010	General Fund	Professional Services	Geraldine Skogen		127.50
					Check Total:	127.50
59753	08/18/2010	General Fund	Professional Services	Dorothy Sonnack		82.50
					Check Total:	82.50
59754	08/18/2010	General Fund	Professional Services	Charles Stene		67.50
					Check Total:	67.50
59755	08/18/2010	General Fund	Professional Services	Ervin Stoss		67.50
					Check Total:	67.50
59756	08/18/2010	General Fund	Professional Services	Ann Thelen		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		60.00
59757	08/18/2010	General Fund	Professional Services	Gerry Tierney		127.50
				Check Total:		127.50
59758	08/18/2010	General Fund	Professional Services	Sharon Trout		65.63
				Check Total:		65.63
59759	08/18/2010	General Fund	Professional Services	Gloria Tymesen		82.50
				Check Total:		82.50
59760	08/18/2010	General Fund	Professional Services	Jean Urie		67.50
				Check Total:		67.50
59761	08/18/2010	General Fund	Professional Services	Anne Venne		127.50
				Check Total:		127.50
59762	08/18/2010	General Fund	Professional Services	Peggy Verkuilen		297.50
				Check Total:		297.50
59763	08/18/2010	General Fund	Professional Services	Kathryn Vilendrer		67.50
				Check Total:		67.50
59764	08/18/2010	General Fund	Professional Services	Elise Walster		82.50
				Check Total:		82.50
59765	08/18/2010	General Fund	Professional Services	Francia Weber		67.50
				Check Total:		67.50
59766	08/18/2010	General Fund	Professional Services	Pat Weber		82.50
				Check Total:		82.50
59767	08/18/2010	General Fund	Professional Services	Janet Wilke		67.50
				Check Total:		67.50
59768	08/18/2010	General Fund	Professional Services	Manuel Woods		67.50
				Check Total:		67.50
59769	08/18/2010	General Fund	Professional Services	John Wottrich		144.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		144.50
59770	08/18/2010	General Fund	Professional Services	Rita Zoff		67.50
				Check Total:		67.50
59771	08/18/2010	General Fund	Professional Services	Arlene Zwickel		67.50
				Check Total:		67.50
59772	08/19/2010	HRA Property Abatement Program	Payments to Contractors	A1A Containers & Cleanups, Inc		75.00
				Check Total:		75.00
59773	08/19/2010	Recreation Fund	Professional Services	AARP		294.00
				Check Total:		294.00
59774	08/19/2010	Equipment Replacement Fund	Other Improvements	Access Communications Inc		27,884.27
59774	08/19/2010	Information Technology	Contract Maintenance	Access Communications Inc		975.00
				Check Total:		28,859.27
59775	08/19/2010	General Fund	Transportation	Cindy Anderson		35.50
				Check Total:		35.50
59776	08/19/2010	Recreation Fund	Transportation	Steven Anderson		66.50
				Check Total:		66.50
59777	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Bituminous Roadways Inc		70,000.00
59777	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Bituminous Roadways Inc		2,400.95
59777	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Bituminous Roadways Inc		500.00
59777	08/19/2010	General Fund	Operating Supplies	Bituminous Roadways Inc		500.00
59777	08/19/2010	Storm Drainage	Operating Supplies	Bituminous Roadways Inc		1,084.27
				Check Total:		74,485.22
59778	08/19/2010	Water Fund	Accounts Payable	VICTOR CAMP		35.11
				Check Total:		35.11
59779	08/19/2010	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP		99.15
				Check Total:		99.15
59780	08/19/2010	P & R Contract Mantenance	Operating Supplies	Central Power Distributors Inc		31.67
59780	08/19/2010	P & R Contract Mantenance	Use Tax Payable	Central Power Distributors Inc		-0.11
59780	08/19/2010	Storm Drainage	Operating Supplies	Central Power Distributors Inc		43.15
59780	08/19/2010	Storm Drainage	Operating Supplies	Central Power Distributors Inc		-43.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		31.56
59781	08/19/2010	Golf Course	Green Fees	Nancy Charlton		151.20
				Check Total:		151.20
59782	08/19/2010	General Fund	Clothing	Cintas Corporation #470		29.73
59782	08/19/2010	P & R Contract Mantenance	Clothing	Cintas Corporation #470		2.14
				Check Total:		31.87
59783	08/19/2010	Golf Course	Merchandise For Sale	Coca Cola Bottling Company		316.52
				Check Total:		316.52
59784	08/19/2010	General Fund	Operating Supplies	Coffee Mill, Inc.		328.00
				Check Total:		328.00
59785	08/19/2010	P & R Contract Mantenance	Operating Supplies	Commercial Pool & Spa, Inc.		226.41
59785	08/19/2010	P & R Contract Mantenance	Operating Supplies	Commercial Pool & Spa, Inc.		121.29
				Check Total:		347.70
59786	08/19/2010	Community Development	Transportation	Brian Coughlin		43.00
				Check Total:		43.00
59787	08/19/2010	Recreation Fund	Professional Services	Jeff Crosby		548.00
				Check Total:		548.00
59788	08/19/2010	Recreation Fund	Professional Services	Dex Media East LLC		40.50
59788	08/19/2010	Golf Course	Professional Services	Dex Media East LLC		40.50
				Check Total:		81.00
59789	08/19/2010	General Fund	Operating Supplies	EMP		133.91
				Check Total:		133.91
59790	08/19/2010	P & R Contract Mantenance	Operating Supplies	Engraved Garden Path Markers Inc		94.64
59790	08/19/2010	P & R Contract Mantenance	Sales Tax	Engraved Garden Path Markers Inc		-6.09
				Check Total:		88.55
59791	08/19/2010	Recreation Fund	Operating Supplies	Peter Fanucci		160.00
				Check Total:		160.00
59792	08/19/2010	General Fund	Vehicle Supplies	Flexible Pipe Co.		414.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		414.70
59793	08/19/2010	Water Fund	Accounts Payable	ZACHARY & STEPHANIE FORSYTH		114.07
				Check Total:		114.07
59794	08/19/2010	Recreation Improvements	Tree Mulch	Fra-Dor Inc.		1,661.53
59794	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.		359.10
				Check Total:		2,020.63
59795	08/19/2010	Recreation Fund	Professional Services	Michael Grant		1,430.00
				Check Total:		1,430.00
59796	08/19/2010	General Fund	Operating Supplies	HealthEast Vehicle Services		320.63
				Check Total:		320.63
59797	08/19/2010	P & R Contract Mantenance	Operating Supplies	Kath Auto Parts		15.47
59797	08/19/2010	P & R Contract Mantenance	Operating Supplies	Kath Auto Parts		4.69
				Check Total:		20.16
59798	08/19/2010	Golf Course	Operating Supplies	Leitner Co		419.95
				Check Total:		419.95
59799	08/19/2010	General Fund	Contract Maint. - City Hall	MN Dept of Labor and Industry		100.00
59799	08/19/2010	General Fund	Contract Maint. - City Hall	MN Dept of Labor and Industry		100.00
				Check Total:		200.00
59800	08/19/2010	General Fund	Conferences	MN State Fire Chiefs Associati		175.00
				Check Total:		175.00
59801	08/19/2010	P & R Contract Mantenance	Operating Supplies	Muska Lighting Center		197.08
59801	08/19/2010	P & R Contract Mantenance	Operating Supplies	Muska Lighting Center		171.00
				Check Total:		368.08
59802	08/19/2010	General Fund	Memberships & Subscriptions	NFPA International		810.00
				Check Total:		810.00
59803	08/19/2010	License Center	Office Supplies	Pakor, Inc.		983.37
59803	08/19/2010	License Center	Use Tax Payable	Pakor, Inc.		-63.26
				Check Total:		920.11
59804	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Paragon Company		5,778.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59804	08/19/2010	Pathway Maintenance Fund	Use Tax Payable	Paragon Company		-8.94
				Check Total:		5,770.00
59805	08/19/2010	P & R Contract Mantenance	Operating Supplies	Park Supply of America, Inc.		122.94
				Check Total:		122.94
59806	08/19/2010	General Fund	Professional Services	Performance Plus, Inc.		25.00
				Check Total:		25.00
59807	08/19/2010	Golf Course	Operating Supplies	Precision Turf & Chemical, Inc		2,054.14
				Check Total:		2,054.14
59808	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.		331.50
59808	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.		345.82
				Check Total:		677.32
59809	08/19/2010	Recreation Fund	Professional Services	RAHS Girls Hoops Booster Club		480.00
				Check Total:		480.00
59810	08/19/2010	General Fund	Contract Maintenance	Ramsey County		7,000.39
				Check Total:		7,000.39
59811	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products		121.52
59811	08/19/2010	Pathway Maintenance Fund	Use Tax Payable	Ramy Turf Products		-2.94
59811	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products		180.08
59811	08/19/2010	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products		710.72
				Check Total:		1,009.38
59812	08/19/2010	Recreation Fund	Operating Supplies	Rosetown Playhouse		1,820.00
				Check Total:		1,820.00
59813	08/19/2010	General Fund	Operating Supplies	Roseville Bakery		176.00
				Check Total:		176.00
59814	08/19/2010	General Fund	Op Supplies - City Hall	Michael Ross		45.00
				Check Total:		45.00
59815	08/19/2010	Recreation Fund	Operating Supplies	John Sanocki		150.63
				Check Total:		150.63
59816	08/19/2010	General Fund	Training	St. Cloud Technical College		225.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		225.00
59817	08/19/2010	General Fund	210900 - Long Term Disability	Standard Insurance Company		2,852.56
59817	08/19/2010	General Fund	210502 - Life Ins. Employer	Standard Insurance Company		1,398.69
59817	08/19/2010	General Fund	210500 - Life Ins. Employee	Standard Insurance Company		2,026.07
				Check Total:		6,277.32
59818	08/19/2010	General Fund	Professional Services	Sheila Stowell		224.25
59818	08/19/2010	General Fund	Professional Services	Sheila Stowell		4.35
				Check Total:		228.60
59819	08/19/2010	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.		494.04
				Check Total:		494.04
59820	08/19/2010	Pathway Maintenance Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.		1,898.62
59820	08/19/2010	General Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.		336.17
				Check Total:		2,234.79
59821	08/19/2010	General Fund	Vehicle Supplies	Tousley Ford Inc		18.47
				Check Total:		18.47
59822	08/19/2010	Boulevard Landscaping	Operating Supplies	Tri State Bobcat		74.49
59822	08/19/2010	Boulevard Landscaping	Use Tax Payable	Tri State Bobcat		-0.29
				Check Total:		74.20
59823	08/19/2010	Pathway Maintenance Fund	Operating Supplies	United Rentals Northwest, Inc.		364.92
				Check Total:		364.92
59824	08/19/2010	Golf Course	Operating Supplies	US Bank		1,000.00
				Check Total:		1,000.00
59825	08/19/2010	General Fund	Vehicle Supplies	Valley National Gases		42.96
				Check Total:		42.96
59826	08/19/2010	Water Fund	Accounts Payable	CHEISEN YUE		34.99
				Check Total:		34.99
59827	08/19/2010	General Fund	Clothing	Scott Zins		75.00
				Check Total:		75.00
59828	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Kristin Anderson		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name		Void	Amount
					Check Total:		60.00
59829	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Anibal Armien			60.00
					Check Total:		60.00
59830	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Diana Ashbach			60.00
					Check Total:		60.00
59831	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Shannon Cunningham			60.00
					Check Total:		60.00
59832	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	James Driscoll			60.00
					Check Total:		60.00
59833	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Carol Froehle			60.00
					Check Total:		60.00
59834	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Jerimiah Johnson			60.00
					Check Total:		60.00
59835	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Ann Kvall			60.00
					Check Total:		60.00
59836	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	John Lenard			60.00
					Check Total:		60.00
59837	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Leroy Loehlein			60.00
					Check Total:		60.00
59838	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Angus McDonald			60.00
					Check Total:		60.00
59839	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	James McNeal			60.00
					Check Total:		60.00
59840	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Susan Medhaug			60.00
					Check Total:		60.00
59841	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Russ Mohn			60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		60.00
59842	08/25/2010	Housing & Redevelopment Agency	Payment to Owners	Laurie Wilbrecht		60.00
				Check Total:		60.00
59843	08/25/2010	Information Technology	Contract Maintenance	Access Communications Inc		126.51
				Check Total:		126.51
59844	08/25/2010	Storm Drainage	Operating Supplies	Tony Angell		32.62
				Check Total:		32.62
59845	08/25/2010	Sanitary Sewer	Professional Services	Automatic Systems Co		425.70
				Check Total:		425.70
59846	08/25/2010	Community Development	Deposits	Bald Eagle Builders		780.00
59846	08/25/2010	Community Development	Deposits	Bald Eagle Builders		780.00
				Check Total:		1,560.00
59847	08/25/2010	Contracted Engineering Svcs	Deposits	Benson Orth Associates Inc		3,000.00
				Check Total:		3,000.00
59848	08/25/2010	Water Fund	Operating Supplies	Bituminous Roadways Inc		306.35
				Check Total:		306.35
59849	08/25/2010	Community Development	Heating Permits	Bonfe's Plumbing and Heating		44.00
				Check Total:		44.00
59850	08/25/2010	General Fund	Contract Maintenance Vehicles	Boyer Trucks Lauderale		442.41
				Check Total:		442.41
59851	08/25/2010	General Fund	Op Supplies - City Hall	C L Benson Company, Inc.		174.42
				Check Total:		174.42
59852	08/25/2010	Info Tech/Contract Cities	North St. Paul Computer Equip	CDW Government, Inc.		147.11
59852	08/25/2010	Info Tech/Contract Cities	Oakdale Fire Computer Equip	CDW Government, Inc.		163.74
				Check Total:		310.85
59853	08/25/2010	General Fund	211403 - Flex Spend Day Care	[redacted]		192.30
				Check Total:		192.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59854	08/25/2010	Water Fund	Operating Supplies	Continental Research Corp		521.87
				Check Total:		521.87
59855	08/25/2010	License Center	Training	Deputy Registrar #207		20.00
				Check Total:		20.00
59856	08/25/2010	General Fund	211200 - Financial Support	Discover Bank		281.16
				Check Total:		281.16
59857	08/25/2010	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.		210.24
				Check Total:		210.24
59858	08/25/2010	Water Fund	Operating Supplies	Fra-Dor Inc.		110.99
59858	08/25/2010	Water Fund	Operating Supplies	Fra-Dor Inc.		20.00
59858	08/25/2010	P & R Contract Mantenance	Operating Supplies	Fra-Dor Inc.		67.34
59858	08/25/2010	Water Fund	Operating Supplies	Fra-Dor Inc.		22.44
				Check Total:		220.77
59859	08/25/2010	Water Fund	Other Improvements	Frontier Precision, Inc.		3,065.33
59859	08/25/2010	Sanitary Sewer	Other Improvements	Frontier Precision, Inc.		3,065.33
59859	08/25/2010	Storm Drainage	Other Improvements	Frontier Precision, Inc.		3,065.34
59859	08/25/2010	Storm Drainage	Other Improvements	Frontier Precision, Inc.		632.23
				Check Total:		9,828.23
59860	08/25/2010	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.		72.26
59860	08/25/2010	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.		17.38
59860	08/25/2010	Water Fund	Operating Supplies	General Industrial Supply Co.		74.21
59860	08/25/2010	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.		60.14
59860	08/25/2010	Water Fund	Operating Supplies	General Industrial Supply Co.		52.16
59860	08/25/2010	Water Fund	Operating Supplies	General Industrial Supply Co.		56.27
				Check Total:		332.42
59861	08/25/2010	Water Fund	Other Improvements	General Repair Service, Corp		7,632.00
59861	08/25/2010	Water Fund	Other Improvements	General Repair Service, Corp		5,932.00
59861	08/25/2010	Water Fund	Other Improvements	General Repair Service, Corp		7,121.00
				Check Total:		20,685.00
59862	08/25/2010	General Fund	Employer Insurance	Healthpartners		2,299.74
59862	08/25/2010	General Fund	211406 - Medical Ins Employer	Healthpartners		67,619.84
59862	08/25/2010	General Fund	211400 - Medical Ins Employee	Healthpartners		7,962.82
59862	08/25/2010	General Fund	211400 - Medical Ins Employee	Healthpartners		18,409.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		96,291.67
59863	08/25/2010	Information Technology	Computer Equipment	Hewlett-Packard Company		1,342.55
59863	08/25/2010	Information Technology	Use Tax Payable	Hewlett-Packard Company		-0.21
59863	08/25/2010	Police - DWI Enforcement	Minor Equipment	Hewlett-Packard Company		714.99
59863	08/25/2010	Police - DWI Enforcement	Use Tax Payable	Hewlett-Packard Company		-2.96
				Check Total:		2,054.37
59864	08/25/2010	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956		350.28
				Check Total:		350.28
59865	08/25/2010	General Fund	Operating Supplies	Impressive Print		91.63
59865	08/25/2010	General Fund	Operating Supplies	Impressive Print		58.00
59865	08/25/2010	General Fund	Operating Supplies	Impressive Print		42.75
59865	08/25/2010	Community Development	Operating Supplies	Impressive Print		42.75
59865	08/25/2010	License Center	Operating Supplies	Impressive Print		42.75
				Check Total:		277.88
59866	08/25/2010	Telephone	Telephone	Integra Telecom		302.10
				Check Total:		302.10
59867	08/25/2010	Community Development	Building Surcharge	JDR Technologies		50.00
59867	08/25/2010	Community Development	Plan Check Fees	JDR Technologies		761.67
59867	08/25/2010	Community Development	Building Permits	JDR Technologies		1,171.80
59867	08/25/2010	General Fund	Fire Surcharge	JDR Technologies		93.74
				Check Total:		2,077.21
59868	08/25/2010	General Fund	210600 - Union Dues Deduction	Local Union 49		850.50
				Check Total:		850.50
59869	08/25/2010	Non Motorized Pathways	NESCC-Fairview Pathway	Loucks Associates, Inc.		600.00
				Check Total:		600.00
59870	08/25/2010	General Fund	Vehicle Supplies	LTG Power Equipment		123.45
				Check Total:		123.45
59871	08/25/2010	General Fund	211402 - Flex Spending Health	[redacted]		163.11
				Check Total:		163.11
59872	08/25/2010	Recreation Fund	Professional Services	Michael Miller		4,900.00
59872	08/25/2010	Recreation Fund	Professional Services	Michael Miller		12.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		4,912.50
59873	08/25/2010	Street Construction	P-10-04 Mill & Overlays	MN Dept of Transportation		2,341.28
				Check Total:		2,341.28
59874	08/25/2010	Sanitary Sewer	Professional Services	Networkfleet, Inc.		89.85
				Check Total:		89.85
59875	08/25/2010	Sanitary Sewer	Operating Supplies	Northwest Lasers, Inc.		199.50
59875	08/25/2010	Water Fund	Operating Supplies	Northwest Lasers, Inc.		199.50
59875	08/25/2010	Storm Drainage	Operating Supplies	Northwest Lasers, Inc.		199.50
				Check Total:		598.50
59876	08/25/2010	Water Fund	Professional Services	Overhead Door Co of the Northland		273.95
				Check Total:		273.95
59877	08/25/2010	General Fund	211600 - PERA Employers Share	PERA		4,371.15
				Check Total:		4,371.15
59878	08/25/2010	Telecommunications	Postage	Postmaster- Cashier Window #5		2,600.00
				Check Total:		2,600.00
59879	08/25/2010	General Fund	211401- HSA Employee	Premier Bank		1,786.15
59879	08/25/2010	General Fund	211405 - HSA Employer	Premier Bank		3,586.15
				Check Total:		5,372.30
59880	08/25/2010	Water Fund	Professional Services	Q3 Contracting, Inc.		217.69
				Check Total:		217.69
59881	08/25/2010	Telephone	St. Anthony Telephone	Qwest		90.70
59881	08/25/2010	Telephone	St. Anthony Telephone	Qwest		56.04
59881	08/25/2010	Telephone	St. Anthony Telephone	Qwest		188.43
59881	08/25/2010	Telephone	Telephone	Qwest		61.08
59881	08/25/2010	Telephone	Telephone	Qwest		360.77
59881	08/25/2010	Telephone	Telephone	Qwest		38.99
59881	08/25/2010	Telephone	Telephone	Qwest		101.56
				Check Total:		897.57
59882	08/25/2010	Street Construction	Professional Services	Ramsey County		3,227.50
				Check Total:		3,227.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59883	08/25/2010	General Fund	Professional Services	Ramsey County Recorder		46.00
				Check Total:		46.00
59884	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products		89.19
59884	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Ramy Turf Products		554.16
				Check Total:		643.35
59885	08/25/2010	General Fund	211200 - Financial Support	Rausch Sturm Israel & Hornik		368.03
				Check Total:		368.03
59886	08/25/2010	General Fund	Telephone	Sprint		225.61
59886	08/25/2010	Storm Drainage	Telephone	Sprint		253.04
59886	08/25/2010	General Fund	Telephone	Sprint		25.00
59886	08/25/2010	Sanitary Sewer	Telephone	Sprint		193.62
59886	08/25/2010	Recreation Fund	Telephone	Sprint		221.38
59886	08/25/2010	Recreation Fund	Telephone	Sprint		57.95
59886	08/25/2010	P & R Contract Mantenance	Telephone	Sprint		195.83
59886	08/25/2010	Golf Course	Telephone	Sprint		37.52
59886	08/25/2010	Community Development	Telephone	Sprint		149.51
59886	08/25/2010	General Fund	Telephone	Sprint		52.85
59886	08/25/2010	General Fund	Telephone	Sprint		24.45
59886	08/25/2010	General Fund	Telephone	Sprint		73.35
59886	08/25/2010	General Fund	Telephone	Sprint		208.24
59886	08/25/2010	General Fund	Telephone	Sprint		399.14
59886	08/25/2010	General Fund	Telephone	Sprint		499.62
				Check Total:		2,617.11
59887	08/25/2010	Water Fund	St. Paul Water	St. Paul Regional Water Services		833,069.36
				Check Total:		833,069.36
59888	08/25/2010	General Fund	210900 - Long Term Disability	Standard Insurance Company		2,863.76
59888	08/25/2010	General Fund	210502 - Life Ins. Employer	Standard Insurance Company		1,353.89
59888	08/25/2010	General Fund	210500 - Life Ins. Employee	Standard Insurance Company		1,939.77
				Check Total:		6,157.42
59889	08/25/2010	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD		68.90
				Check Total:		68.90
59890	08/25/2010	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.		16.85
59890	08/25/2010	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.		160.31
				Check Total:		177.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59891	08/25/2010	Community Development	Building Permits	Tierney Brothers		155.06
				Check Total:		155.06
59892	08/25/2010	Water Fund	Other Improvements	Truck Utilities Mfg Co.		6,431.00
59892	08/25/2010	Water Fund	Other Improvements	Truck Utilities Mfg Co.		442.13
				Check Total:		6,873.13
59893	08/25/2010	Water Fund	Professional Services	Twin City Water Clinic, Inc.		320.00
				Check Total:		320.00
59894	08/25/2010	Pathway Maintenance Fund	Operating Supplies	United Rentals Northwest, Inc.		721.64
59894	08/25/2010	Sanitary Sewer	Professional Services	United Rentals Northwest, Inc.		45.74
				Check Total:		767.38
59895	08/25/2010	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service		9,287.70
				Check Total:		9,287.70
59896	08/25/2010	Sanitary Sewer	Operating Supplies	Viking Industrial Center		86.31
				Check Total:		86.31
59897	08/25/2010	Community Development	Electrical Permits	Winkelman Electric		5.00
				Check Total:		5.00
59898	08/25/2010	General Fund	Contract Maint. - City Garage	Zahl Petroleum Maintenance Co		326.89
				Check Total:		326.89
59899	08/25/2010	Golf Course	Operating Supplies	Suburban Ace Hardware		4.14
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		34.20
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		28.72
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		16.48
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		39.39
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		17.02
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		25.72
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		26.61
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		32.13
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		30.15
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		30.81
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.16
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		10.10
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		37.78
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		-0.53
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		27.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		13.82
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		34.90
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		22.21
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		4.76
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		10.46
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		12.22
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		42.58
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		10.60
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		-8.69
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		15.95
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		2.55
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		93.68
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		8.95
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		17.03
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		39.99
59899	08/25/2010	Storm Drainage	Operating Supplies	Suburban Ace Hardware		4.25
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		54.25
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		12.24
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		5.31
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		13.05
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		29.80
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		7.98
59899	08/25/2010	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware		16.81
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.78
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		4.25
59899	08/25/2010	Storm Drainage	Operating Supplies	Suburban Ace Hardware		2.68
59899	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware		2.68
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		8.48
59899	08/25/2010	Storm Drainage	Operating Supplies	Suburban Ace Hardware		24.47
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		11.70
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		30.84
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		3.18
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.26
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		5.85
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		5.31
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		2.12
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		30.14
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		8.82
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		15.96
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		34.06
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		29.35
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		5.31
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		21.15
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		-6.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		47.89
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		3.19
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		-3.19
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		14.38
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		-14.38
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		38.84
59899	08/25/2010	Golf Course	Operating Supplies	Suburban Ace Hardware		2.65
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		8.51
59899	08/25/2010	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware		52.66
59899	08/25/2010	Golf Course	Operating Supplies	Suburban Ace Hardware		4.24
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		1.49
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		16.00
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.32
59899	08/25/2010	Golf Course	Operating Supplies	Suburban Ace Hardware		14.35
59899	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware		11.66
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		3.50
59899	08/25/2010	Golf Course	Operating Supplies	Suburban Ace Hardware		2.97
59899	08/25/2010	Recreation Fund	Operating Supplies	Suburban Ace Hardware		14.02
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		5.31
59899	08/25/2010	Recreation Fund	Operating Supplies	Suburban Ace Hardware		6.37
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.24
59899	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware		11.70
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		0.84
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		12.24
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.27
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		22.35
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.24
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		5.10
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.70
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		37.26
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		97.93
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		18.07
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		5.08
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.24
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		18.02
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		17.02
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		0.23
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		15.95
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		6.38
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		7.44
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.78
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		10.20
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		5.31
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		5.31
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.78
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		7.65
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.57
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		45.29
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		2.44
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.58
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		16.94
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		17.79
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		32.05
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		20.83
59899	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware		28.50
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		8.64
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		2.13
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		9.07
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		13.88
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.21
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		8.53
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		15.49
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		12.81
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		25.63
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		6.82
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		10.67
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.64
59899	08/25/2010	General Fund	Op Supplies - City Hall	Suburban Ace Hardware		10.99
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		18.68
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		3.62
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		5.33
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		10.67
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		24.57
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		9.70
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		17.06
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		10.99
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		4.04
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		12.43
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.69
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		26.88
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		6.41
59899	08/25/2010	Community Development	Operating Supplies	Suburban Ace Hardware		2.05
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		31.30
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		37.93
59899	08/25/2010	General Fund	Vehicle Supplies	Suburban Ace Hardware		1.70
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		7.67
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		11.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
59899	08/25/2010	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware		23.50
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		19.00
59899	08/25/2010	General Fund	Operating Supplies	Suburban Ace Hardware		25.74
59899	08/25/2010	Water Fund	Operating Supplies	Suburban Ace Hardware		9.56
				Check Total:		2,339.89
59942	09/01/2010	Recreation Fund	Professional Services	3rd Lair SkatePark		1,108.00
59942	09/01/2010	Recreation Fund	Professional Services	3rd Lair SkatePark		826.40
				Check Total:		1,934.40
59943	09/01/2010	Recreation Fund	Professional Services	Abrakadoodle		1,562.00
59943	09/01/2010	Recreation Fund	Professional Services	Abrakadoodle		892.00
				Check Total:		2,454.00
59944	09/01/2010	License Center	Office Supplies	Advanced Label, LLC		143.95
				Check Total:		143.95
59945	09/01/2010	General Fund	Operating Supplies	Advanced Waterjet Technologies, LLC		1,172.31
59945	09/01/2010	General Fund	209001 - Use Tax Payable	Advanced Waterjet Technologies, LLC		-75.41
				Check Total:		1,096.90
59946	09/01/2010	Equipment Replacement Fund	Rental - Copier Machines	Banc of America Leasing		2,885.16
				Check Total:		2,885.16
59947	09/01/2010	Water Fund	Water Meter Deposits	Castle Plumbing		75.00
				Check Total:		75.00
59948	09/01/2010	P & R Contract Mantenance	Clothing	Cintas Corporation #470		2.14
59948	09/01/2010	General Fund	Clothing	Cintas Corporation #470		29.73
59948	09/01/2010	P & R Contract Mantenance	Clothing	Cintas Corporation #470		2.14
59948	09/01/2010	General Fund	Clothing	Cintas Corporation #470		29.73
				Check Total:		63.74
59949	09/01/2010	P & R Contract Mantenance	Operating Supplies	Commercial Pool & Spa, Inc.		220.96
				Check Total:		220.96
59950	09/01/2010	Recreation Fund	Clothing	Custom Apparel, Inc.		150.00
				Check Total:		150.00
59951	09/01/2010	Golf Course	Contract Maintenance	Ecolab Equipment Care		182.50
59951	09/01/2010	Golf Course	Contract Maintenance	Ecolab Equipment Care		332.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		514.71
59952	09/01/2010	P & R Contract Mantenance	Operating Supplies	Fra-Dor Inc.		22.44
				Check Total:		22.44
59953	09/01/2010	P & R Contract Mantenance	Operating Supplies	Garceaus Hardware		15.27
				Check Total:		15.27
59954	09/01/2010	General Fund	Contract Maintenance	Highway Technologies, Inc.		3,824.58
59954	09/01/2010	General Fund	Contract Maintenance	Highway Technologies, Inc.		304.19
				Check Total:		4,128.77
59955	09/01/2010	Recreation Fund	Contract Maintenance	Hillyard, Inc.-Minneapolis		873.80
				Check Total:		873.80
59956	09/01/2010	Singles Program	Operating Supplies	Jean Hoffman		42.46
				Check Total:		42.46
59957	09/01/2010	Storm Drainage	Professional Services	Impact Proven Solutions		428.44
59957	09/01/2010	Sanitary Sewer	Professional Services	Impact Proven Solutions		428.44
59957	09/01/2010	Water Fund	Professional Services	Impact Proven Solutions		428.45
				Check Total:		1,285.33
59958	09/01/2010	Recreation Fund	Operating Supplies	Impact Sports		1,538.89
59958	09/01/2010	Recreation Fund	Use Tax Payable	Impact Sports		-98.99
				Check Total:		1,439.90
59959	09/01/2010	P & R Contract Mantenance	Operating Supplies	JR Johnson Supply, Inc.		164.59
59959	09/01/2010	P & R Contract Mantenance	Use Tax Payable	JR Johnson Supply, Inc.		-10.59
59959	09/01/2010	P & R Contract Mantenance	Operating Supplies	JR Johnson Supply, Inc.		73.48
59959	09/01/2010	P & R Contract Mantenance	Use Tax Payable	JR Johnson Supply, Inc.		-4.73
59959	09/01/2010	P & R Contract Mantenance	Operating Supplies	JR Johnson Supply, Inc.		155.50
59959	09/01/2010	P & R Contract Mantenance	Operating Supplies	JR Johnson Supply, Inc.		113.02
59959	09/01/2010	P & R Contract Mantenance	Operating Supplies	JR Johnson Supply, Inc.		69.47
				Check Total:		560.74
59960	09/01/2010	Risk Management	Insurance	League of MN Cities Ins Trust		39,032.25
				Check Total:		39,032.25
59961	09/01/2010	P & R Contract Mantenance	Operating Supplies	M/A Associates		654.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		654.93
59962	09/01/2010	General Fund	Postage	Midwest Mailing Systems, Inc.		233.50
				Check Total:		233.50
59963	09/01/2010	Community Development	Electrical Permits	Mill City Electric		56.00
				Check Total:		56.00
59964	09/01/2010	Recreation Fund	Transportation	Monarch Bus Service, Inc.		196.83
59964	09/01/2010	Recreation Fund	Transportation	Monarch Bus Service, Inc.		264.14
				Check Total:		460.97
59965	09/01/2010	Recreation Fund	Operating Supplies	Motion Industries Inc		192.63
				Check Total:		192.63
59966	09/01/2010	P & R Contract Mantenance	Operating Supplies	Park Supply of America, Inc.		52.20
				Check Total:		52.20
59967	09/01/2010	Recreation Fund	Professional Services	Garry Passon		183.00
				Check Total:		183.00
59968	09/01/2010	Recreation Fund	Professional Services	Performance Plus, Inc.		90.00
				Check Total:		90.00
59969	09/01/2010	Telephone	St. Anthony Telephone	Qwest		137.04
59969	09/01/2010	Telephone	Telephone	Qwest		363.62
59969	09/01/2010	Telephone	NSCC Telephone	Qwest		217.22
				Check Total:		717.88
59970	09/01/2010	Telephone	Telephone	Qwest Communications		144.54
				Check Total:		144.54
59971	09/01/2010	Golf Course	Vehicle Supplies	R & R Products Inc.		62.63
59971	09/01/2010	Golf Course	Use Tax Payable	R & R Products Inc.		-4.03
				Check Total:		58.60
59972	09/01/2010	Golf Course	Merchandise For Sale	Don Rasmusson		43.66
				Check Total:		43.66
59973	09/01/2010	Community Development	Professional Services	S & S Specialists, Inc.		731.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
				Check Total:		731.05
59974	09/01/2010	Recreation Fund	Professional Services	Melissa Schuler		38.50
				Check Total:		38.50
59975	09/01/2010	General Fund	210900 - Long Term Disability	Standard Insurance Company		2,789.78
59975	09/01/2010	General Fund	210502 - Life Ins. Employer	Standard Insurance Company		1,370.69
59975	09/01/2010	General Fund	210500 - Life Ins. Employee	Standard Insurance Company		2,030.43
				Check Total:		6,190.90
59976	09/01/2010	General Fund	Professional Services	Sheila Stowell		310.50
59976	09/01/2010	General Fund	Professional Services	Sheila Stowell		4.35
59976	09/01/2010	Community Development	Professional Services	Sheila Stowell		373.75
59976	09/01/2010	Community Development	Professional Services	Sheila Stowell		4.35
59976	09/01/2010	Community Development	Professional Services	Sheila Stowell		69.00
59976	09/01/2010	Community Development	Professional Services	Sheila Stowell		4.35
				Check Total:		766.30
59977	09/01/2010	Recreation Fund	Professional Services	Shane Sturgis		88.00
				Check Total:		88.00
59978	09/01/2010	General Fund	Telephone	T-Mobile		71.95
59978	09/01/2010	Sanitary Sewer	Telephone	T-Mobile		71.95
				Check Total:		143.90
59979	09/01/2010	Boulevard Landscaping	Operating Supplies	Trugreen L.P.		113.29
				Check Total:		113.29
59980	09/01/2010	General Fund	Operating Supplies	Twin City Saw Co		10.58
				Check Total:		10.58
59981	09/01/2010	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service		1,816.88
59981	09/01/2010	Storm Drainage	Contract Maintenance	Upper Cut Tree Service		2,994.53
59981	09/01/2010	P & R Contract Mantenance	Professional Services	Upper Cut Tree Service		6,806.87
				Check Total:		11,618.28
59982	09/01/2010	Recreation Fund	Professional Services	Kristina Van Deusen		45.00
				Check Total:		45.00
59983	09/01/2010	P & R Contract Mantenance	Operating Supplies	Viking Industrial Center		71.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name		Void	Amount
					Check Total:		71.62
599840	09/03/2010	Storm Drainage	Rosewood Neighborhood Drainage	Urban Companies			45,685.02
					Check Total:		45,685.02
					Report Total:		1,697,101.93

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/13/10
Item No.: 7.b

Department Approval | City Manager Approval

Item Description: Approval of 2010/2011 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

<u>Massage Therapist License</u>

Joshua Willcoxen
At Juut Salonspa
1641 County Rd C
Roseville, MN 55113

Katie M. Fenger
At Serene Body Therapy
1629 W County Rd C
Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff has reviewed the 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: A: Applications

ROSEVILLE

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

Massage Therapist License

New License X Renewal ____________

For License year ending June 30 ____________

1. Legal Name Joshua Lloyd Willcoxen

2. Home Address ____________

3. Home Teleph ____________

4. Date of Birth ____________

5. Drivers License Number ____________

6. Email Addres ____________

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
   Juut Salon/Spa 1641 County Rd C Roseville MN 55113

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

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

License fee is 100.00
Make checks payable to City of Roseville

ROSEVILLE

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

Massage Therapist License

New License X Renewal ______

For License year ending June 30 2011

1. Legal Name Katie Marie Fenger

2. Home Address ______

3. Home Telephone ______

4. Date of Birth ______

5. Drivers License Number ______

6. Email Address ______

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

______

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

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

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

had license in Mendota heights did not renew because no longer work in that city, it was in 2006 only

License fee is 75.00
Make checks payable to City of Roseville

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09-13-10
Item No.: 7.c

Department Approval — City Manager Approval

Item Description: Set a Public Hearing for Solem Management, LLC dba Café Zia's application for Wine and 3.2% Liquor License

Background

Solem Management, LLC dba Café Zia has applied for Wine and 3.2% Liquor License at 2723 Lexington Avenue North. The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Café Zia will attend the hearing to answer any questions the Council may have.

Financial Implications

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

Council Action

Motion to set a public hearing for Wine and 3.2% Liquor License for Solem Management. dba Café Zia to be held on September 27, 2010.

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

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

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

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

Name of City or County Issuing Liquor License Roseville License Period From: 9-13-10 To: 9-13-11

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

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

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

Licensee Name: Selem Management LLC (corporation, partnership, LLC, or Individual) DOB ______ Social Security ______

Business Trade Name CAFE ZIH Business Address 2723 Lexington City Roseville

Zip Code 55113 County Ramsey Business Phone 651-484-0434 Home Phone ______

Home Addres ______ City ______ Licensee's MN Tax ID # ______ (To Apply call 651-296-6181)

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

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

SUSAN ELIZABETH SELEM

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

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

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

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

1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.

2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

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

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

Workers Compensation Insurance Company Name: Travelers Policy #

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

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

(Form 9011-12/09)

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar St., Suite 222, St. Paul, MN 55101-5133
(651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US

APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE

(Not to exceed 14% of alcohol by volume)

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application.

Workers compensation insurance company. Name TRAVELERS Policy # UB-7633R721

LICENSEE'S MN SALES & USE TAX ID # 1719137 To apply for MN Sales Tax # call (651) 296-6181

LICENSEE'S FEDERAL TAX ID # 27-2510541

Applicants Name (Business, Partnership, Corporation): Solem Management LLC	Trade Name or DBA: CAFE ZIA		
Business Address: 2723 LEXINGTON AVE NO.	Business Phone: (651) 484-0434	Applicant's Home Phone: (	
City: Roseville	County: RAMSEY	State: MN.	Zip Code: 55113
Is this application ☑ New or a ☐ Transfer	If a transfer, give name of former owner		License period From 9-7-10 To 9-7-11

If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.

Partner/Officer Name and title	Address	Social Security #	DOB
SUSAN SOLEM	E		

CORPORATIONS

Date of incorporation	State of incorporation	Certificate Number	Is corporation authorized to do business in Minnesota?
4-23-10	MINNESOTA	3811674-5	☑ Yes ☐ No

If a subsidiary of another corporation, give name and address of parent corporation

BUILDING AND RESTAURANT

Name of building owner	Owner's address
Gaughan Co.	54 E. BROADWAY, FOREST LAKE, MN 55025

Are Property Taxes delinquent?	Has the building owner any connection, direct or indirect, with the applicant?	Restaurant seating capacity
☐ Yes ☑ No	☐ Yes ☑ No	30

Hour's food will be available	No. of people restaurant employs	No. of months per year restaurant will be open	Will food service be the principle business?
7:00 AM - 10:00 PM	5	12	☑ Yes ☐ No

Describe the premises to be licensed

Coffee House / Cafe

If the restaurant is in conjunction with another business (resort etc.), describe business

NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE $20 RETAILER ID CARD FEE IS RECEIVED BY AGED

OTHER INFORMATION

☐ Yes ☐ No 1. Has the applicant or associates been granted an on-sale non-intoxicating malt beverage (3.2) and/or a "set-up" license in conjunction with this wine license?

☐ Yes ☑ No 2. Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity?____________________. (If the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)

☐ Yes ☑ No 3. During the past license year, has a summons been issued under the liquor civil liability (Dram Shop) (M.S. 340A.802). If yes, attach a copy of the summons.

☐ Yes ☑ No 4. Has applicant, partners, officers or em ployees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome. ____________________

☐ Yes ☑ No 5. Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipm ent in the licensed premises? If yes, give names and details. ____________________

☐ Yes ☑ No 6. Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of the establishment. ____________________

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS A ND THAT THE ANSW ERS ARE TRUE AND CORRECT TO THE BEST OF MY OWN KNOWLEDGE

Signature of Applicant x Susan Solem

The licensee must have one of the following: (Check one)

☑ A. Liquor Liability Insurance (Dram Shop) $50,000 per person; $100,000 more than one person; $10,000 property destruction; $50,000 and $100,000 for loss of means of support. ATTACH "CERTIFICATE OF INSURANCE" TO THIS FORM.

☐ B. A Surety bond from a surety company with minimum coverage as specified above in A.

☐ C. A certificate from the State Treasurer that the Licensee has deposited with the State, Trust Funds having a m arket value of $100,000 or $100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☐ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed.

If no, state reason. ____________________

Signature County Attorney __________ County __________ Date __________

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of Laws of the State of Minnesota, Municipal or County Ordinances relating to Intoxicating Liquor, except as follows: ____________________

Signature __________ Department and Title __________ Date __________

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU. FOR INFORMATION CALL (513) 684-2979 OR 1-800-937-8864

NOTICE

A $30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of $100.00 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09-13-10
Item No.: 7.d

Department Approval | City Manager Approval

Item Description: Set a Public Hearing for Apple Minnesota, LLC, the new owner of Applebee's Neighborhood Grill and Bar's application for On-Sale and Sunday Intoxicating Liquor License

Background

Apple Minnesota, LLC, dba Applebee's Neighborhood Grill and Bar has applied for an On-Sale and Sunday Intoxicating Liquor License at 1893 West Hwy 36. All Applebee's restaurants in MN have been sold to Apple Minnesota, LLC.

The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Apple Minnesota, LLC will attend the hearing to answer any questions the Council may have.

Financial Implications

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

Council Action

Motion to set a public hearing for On-Sale & Sunday Intoxicating Liquor License for Apple Minnesota, LLC. dba Applebee's Neighborhood Grill and Bar to be held on September 13, 2010.

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

Alcohol & Gambling Enforcement

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

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

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

Name of City or County Issuing Liquor License Roseville License Period From:______ To:______

Circle One: New License Apple's Restaurants North, LLC (former licensee name) Suspension Revocation Cancel ______ (Give dates)

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

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

Licensee Name: Apple Minnesota LLC (corporation, partnership, LLC, or Individual) DOB______ Social Security #______

Business Trade Name Applebee's Neighborhood Grill & Bar Business Address 1893 West Highway 36 City Roseville

Zip Code 55113 County Ramsey Business Phone 651-697-0648 Home Phone [redacted]

Home Address 6200 Oak Tree Blvd, Suite 250 City Independence, OH 44131 Licensee's MN Tax ID #____ (To Apply call 651-296-6181)

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

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

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Gregory Grant Flynn	[redacted]		
Ronald S. Igarashi	[redacted]		
Lorin M. Cortina	[redacted]		
Daniel Victor Krebsbach	[redacted]		

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

1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.

2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

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

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

Workers Compensation Insurance Company Name: ACE American Insurance Company Policy # WLR C44348615

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature__________ (title) Date______

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

(Form 9011-12/09)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/13/10
Item No.: 7.e

Department Approval | City Manager Approval

Item Description: **Approve** St. Rose of Lima Catholic Church One Day Gambling License

BACKGROUND

St. Rose of Lima Church has applied for an Exemption from Lawful Gambling Licensing Requirements to conduct lawful gambling activities on November 07, 2010 at St. Rose of Lima Catholic School located at 2048 Hamline Ave North.
The Minnesota Charitable Gambling Regulations allow any nonprofit organization, which conducts lawful gambling for less than five (5) days per year, and total prizes do not exceed $50,000.00 in value, to be exempt from the licensing requirements if the city approves.

COUNCIL ACTION REQUESTED

Motion approving St. Rose of Lima Church request to conduct bingo on November 07, 2010 at St. Rose Catholic School located at 2048 Hamline Ave North.

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

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

ORGANIZATION INFORMATION

Check # 39277 $ 50

Organization name: SAINT ROSE OF LIMA CATHOLIC CHURCH

Previous gambling permit number:

Type of nonprofit organization. Check one.

[ ] Fraternal [X] Religious [ ] Veterans [ ] Other nonprofit organization

Mailing address	City	State	Zip Code	County
2048 HAMLINE AVENUE NORTH	ROSEVILLE	MN	55113	USA

Name of chief executive officer (CEO)	Daytime phone number	Email address
FR. ROBERT FITZPATRICK	651-357-1201	FRFITZ@SAINTROSEOFLIMA.NET

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

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

[ ] **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

[ ] **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

[ ] **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

[X] **IRS - proof previously submitted to Gambling Control Board**
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

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

SAINT ROSE OF LIMA SCHOOL

Address (do not use PO box)	City	Zip Code	County
2048 HAMLINE AVENUE NORTH	ROSEVILLE, MN	55113	RAMSEY

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

11/07/10

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

[X] Bingo* [ ] Raffles [ ] Paddlewheels* [ ] Pull-Tabs* [ ] Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

Also complete Page 2 of this form.

Print Form

Reset Form

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

X The application is acknowledged with no waiting period.
___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
___The application is denied.

Print city name CITY OF ROSEVILLE
On behalf of the city, I acknowledge this application.

Signature of city official receiving application
Shelley Stalbrant

Title ACTG TECH III Date 9 / 8 / 10

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.
A township official is not required to sign the application.

____The application is acknowledged with no waiting period.
____The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
____The application is denied.

Print county name ____________________
On behalf of the county, I acknowledge this application.
Signature of county official receiving application

____

Title____________________Date____/____/____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166)]

Print township name ____________________

____
Signature of township official acknowledging application

Title____________________Date ____/____/____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature Robert H. [illegible] Date 9/08/10

Complete a separate application for each gambing activity:
- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

Send application with:
- a copy of your proof of nonprofit status, and
- application fee for each event.
Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Print Form Reset Form

This form will be made available in alternative format (i.e. large print, Braille) upon request. **Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information requested; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If you supply the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your written consent.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/13/10
Item No.: 7.t

Department Approval

City Manager Approval

Item Description: Approve Roseville Fire Department Auxiliary One Day On-Site Gambling Permit

Background

The Roseville Fire Department Auxiliary, Inc., will be holding its annual Booya at 2701 No. Lexington on Sunday, October 3, 2010. The Roseville Fire Department Auxiliary is currently in compliance with all rules and regulations regarding Tax Exempt 501(c) status.

Council Action Requested

Motion to approve an on-site gambling permit for the annual Roseville Fire Department Auxiliary Booya on October 3, 2010.

Attachment: A. Application

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

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

ORGANIZATION INFORMATION

Check # ____________ $ ________

Organization name: **Roseville Volunteer Fire Department Auxiliary, Inc**

Previous gambling permit number: **X-05702-09-001**

Type of nonprofit organization. Check one.

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other nonprofit organization

Mailing address	City	State	Zip Code	County
2660 Civic Center Drive	**Roseville**	**MN**	**55113**	**Ramsey**

Name of chief executive officer (CEO)	Daytime phone number	Email address
Bill Chandler	**612-716-9640**	**bill.chandler@ci.roseville.mn.us**

Attach a copy of <u>ONE</u> of the following for proof of nonprofit status. Check one.

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

☒ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

☐ **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of <u>both</u> of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

☐ **IRS - proof previously submitted to Gambling Control Board**
If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)
Roseville Fire Station #1

Address (do not use PO box)	City	Zip Code	County
2701 North Lexington	**Roseville**	**55113**	**Ramsey**

Date(s) of activity (for raffles, indicate the date of the drawing)
Sunday October 3, 2010

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

☐ Bingo* ☒ Raffles ☐ Paddlewheels* ☐ Pull-Tabs* ☐ Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

Also complete Page 2 of this form.

Print Form

Reset Form

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

X The application is acknowledged with no waiting period.
___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
___The application is denied.

Print city name City of Roseville
On behalf of the city, I acknowledge this application.

Signature of city official receiving application
Shelly Jubrant

Title Actg Tech III Date 8/24/10

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.
A township official is not required to sign the application.

____The application is acknowledged with no waiting period.
____The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
____The application is denied.

Print county name ____________
On behalf of the county, I acknowledge this application.
Signature of county official receiving application

____

Title____________Date___/___/___

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166)]
Print township name ____________

____
Signature of township official acknowledging application

Title____________Date ___/___/___

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature____________ Date **August 5, 2010**

Complete a separate application for each gambing activity:
- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

Send application with:
- a copy of your proof of nonprofit status, and
- application fee for each event.
  Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Print Form Reset Form

This form will be made available in alternative format (i.e. large print, Braille) upon request. **Data privacy notice:**The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information requested; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If you supply the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your written consent.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/13/10
Item No.: 7.g

Department Approval | City Manager Approval

Item Description: Approve St. Rose of Lima Church Temporary On-Sale Liquor License

BACKGROUND

St. Rose of Lima Church has applied for a temporary on-sale liquor license at 2048 Hamline Ave N for an event to be held on September 24th and 25th.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

The City staff has reviewed the application and has determined that the applicant meets City requirements, and is recommending approval of the application.

REQUESTED COUNCIL ACTION

Motion to approve/deny St. Rose of Lima's application for Temporary On-Sale Liquor License at 2048 Hamline Ave N. on September 24th and 25th.

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

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street Suite 222, St. Paul MN 55101-5133
(651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US

APPLICATION AND PERMIT FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION St. Rose of Lima Church	DATE ORGANIZED 1939	TAX EXEMPT NUMBER ES-32148	
STREET ADDRESS 2048 Hamline Ave N	CITY Roseville	STATE MN	ZIP CODE 55113
NAME OF PERSON MAKING APPLICATION Sue Reinart	BUSINESS PHONE (651) 357-1204	HOME PHONE ( )	
DATES LIQUOR WILL BE SOLD September 24 & 25, 2010	TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME Father Robert J. Fitzpatrick	ADDRESS 2048 Hamline Ave. N		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		

Location license will be used. If an outdoor area, describe
We will have beer & wine available in the large tent setup in our parking lot on Sept. 24 & 25 on both days their will be food available in the tent as well.

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.
No

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.
We have insurance coverage through our insurer- Catholic Mutual Insurance

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY City of Roseville

DATE APPROVED ____________

CITY FEE AMOUNT 25.00

LICENSE DATES ____________

DATE FEE PAID 9/7/10

x ____________
SIGNATURE CITY CLERK OR COUNTY OFFICIAL

____
APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 09/13/10
Item No.: 7.h

Department Approval

City Manager Approval

Item Description: Approve Concordia Academy Temporary On-Sale Liquor License

BACKGROUND

Concordia Academy has applied for a temporary on-sale liquor license at 2400 North Dale Street for an event to be held on November 13, 2010.

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

The City staff has reviewed the application and has determined that the applicant meets City requirements, and is recommending approval of the application.

REQUESTED COUNCIL ACTION

Motion to approve/deny Concordia Academy's application for Temporary On-Sale Liquor License at 2400 North Dale Street for November 13, 2010.

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

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street Suite 222, St. Paul MN 55101-5133
(651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US

APPLICATION AND PERMIT FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
CONCORDIA ACADEMY	1968	41-0845401	
STREET ADDRESS	CITY	STATE	ZIP CODE
2400 N. DALE ST.	ROSEVILLE	MN	55113
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE	
SCOTT KLOETZKE	(612) 859-2885	[redacted]	
DATES LIQUOR WILL BE SOLD	TYPE OF ORGANIZATION		
11/13/10	CLUB CHARITABLE RELIGIOUS OTHER NONPROFIT HIGH SCHOOL		
ORGANIZATION OFFICER'S NAME	ADDRESS		
JOHN GISLER	1451 W. COUNTY RD. I SHOREVIEW, MN 55126		
ORGANIZATION OFFICER'S NAME	ADDRESS		
TIM BRANER	2354 AUERBACH ST. ROSEVILLE, MN 55113		
ORGANIZATION OFFICER'S NAME	ADDRESS		
RICK KRUGER	1266 BIRCH CT. MENDOTA HTS., MN 55118		

Location license will be used. If an outdoor area, describe

IN GYM, LOCATED AT SCHOOL.

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

NO

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

NO

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY CITY OF ROSEVILLE   DATE APPROVED ____________

CITY FEE AMOUNT 25.00   LICENSE DATES ____________

DATE FEE PAID 9/8/10

X ____________   ____________

SIGNATURE CITY CLERK OR COUNTY OFFICIAL   APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: September 13, 2010

Item No.: 7.i

Department Approval

City Manager Approval

Item Description: **Approve the 2010-2011 Roseville Area High School Police Liaison Officer Agreement**

BACKGROUND

The Roseville Police Department is currently budgeted for one full-time school liaison officer and has a full-time Roseville Police Officer deployed as a Police Liaison Officer in the District 623 high school. During summer months, when school is not in session, this same full-time officer is temporarily assigned to the patrol or investigations unit.

POLICY OBJECTIVE

The Roseville Police Department Police Liaison Officer assumes the following duties:

- Follows up on referrals made by the police department and administrative staff
- Counsels and advises students on legal offenses or other related matters as requested
- Serves as a member of the administrative team and student support team
- Visits with and gets acquainted with students during lunch periods, between classes, at school activities and fields trips whenever possible
- Intervenes with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents
- Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime
- Educates and advises parents regarding student behavior that could lead or has led to law infractions or other matters, as requested
- Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds
- Makes presentations on relevant topics to students as requested by teachers or administrators; helps arrange field trips and speakers in his or her area of expertise
- Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and serves as part of a team effort to provide role models
- Assists, as assigned, with petitions to juvenile court and works with social and welfare agencies, probation personnel, and makes referrals for family counseling, for chemical health evaluation, and for other student needs
- Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases
- Performs other duties as assigned by the school principal
- During the summer months, performs duties as assigned by the Case Coordinator or Lieutenant in charge of Patrol.

The Police Liaison Officer is expected to be on duty 173 student days and additional staff days as determined by the Roseville Area High School. The Roseville Police Department has been provided with the Roseville Area High School Police Liaison Officer Agreement for the 2010-2011 school year. A copy of this Agreement is attached to this RCA for further reference. The agreement has been approved by the City Attorney.

FINANCIAL IMPACTS

School District 623 assumes 67 percent of the total costs associated with the payment of salary and benefits for the School Liaison Officer, not to exceed $47,347.00. The School District provides office space for the Police Liaison Officer and contributes utilities and maintenance costs at no cost to the City. The City's portion of the School Liaison Officer's salary would be approximately $23,300. The School District has also agreed to assume 67 percent of the yearly costs of the cellular telephone assigned to the Police Liaison Officer not to exceed $443.00 and is a new cost sharing item to this Agreement.

STAFF RECOMMENDATION

That the Council approve the acceptance of the Agreement as set forth by School District 623.

REQUESTED COUNCIL ACTION

Authorize the acceptance of the Agreement as set forth by School District 623.

Prepared by: Chief Rick Mathwig
Attachments: A: RAHS & RVPD 2010-2011 School Liaison Officer Agreement

Roseville Area Schools

Quality Teaching & Learning for All

Serving:
Arden Hills
Falcon Heights
Lauderdale
Little Canada
Maplewood
Roseville
Shoreview

August 13, 2010

William Malinen
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Mr. Malinen:

Enclosed please find two copies of the 2010-2011 agreement between Roseville Area Schools and the City of Roseville for School Resource Officer services at Roseville Area High School. The agreement was approved by our School Board on August 12, 2010.

Please have the agreement signed and dated where indicated on page 5 and return one copy to my attention at the address below.

Thank you.

Sincerely,

Debbie Gurak

Debbie Gurak
Student Services Executive Assistant

Enclosure

c: Chris Sonenblum, Director of Student Services

District Center • Department of Student Services • 1251 County Road B2 West • Roseville, MN 55113
PHONE 651/635-1608 • FAX 651/628-6441 • TDD 651/635-1648 • www.isd623.org/studentservices

AUG 17 2010

Roseville Area Schools
and
Roseville Police Department

ROSEVILLE AREA HIGH SCHOOL POLICE LIAISON OFFICER AGREEMENT
2010-2011 School Year

THIS AGREEMENT, made and entered into by and between the City of Roseville (hereinafter "City") and the Roseville Area School District, Independent School District No. 623 (hereinafter "School District").

WHEREAS, the City and School District intend to cooperate in the joint use of a Police Liaison Officer to assist in the establishment and coordination of a cooperative community approach between the School District, its parents, the City, and other community members to meet the special needs and problems of School District students and City residents; and

WHEREAS, the City and School District desire to have a Police Liaison Officer assigned to Roseville Area High School as a liaison between the School District and the City; and

WHEREAS, by this Agreement the parties desire to establish a framework of cooperating to work jointly to develop rapport among the youth of the School District and the law enforcement community, and the site of this City/School District community partnership will be at the Roseville Area High School. And, whereby the City and the School District will both contribute to the costs associated with this cooperative Police Liaison Officer venture, both the City and the School District will be granted certain rights pertaining to the Roseville Area High School Police Liaison Officer program;

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Contributions to the Police Liaison Officer Program by the City:

A. The City will contract with the Police Liaison Officer and the City will be the employing party. The City will be responsible for any claims and other liability as would normally apply to a City employee.

B. The City will provide overall supervision and the Police Liaison Officer shall be responsible to the Roseville Chief of Police or his/her designee.

C. The Police Liaison Officer shall perform the duties and responsibilities identified on the position responsibility write-up attached to the Agreement as Exhibit A. The position responsibility write-up will be reviewed and updated periodically by the Roseville Police Chief and the Roseville Area High School Principal. Attached also with Exhibit A is the Student and Teacher Calendar for 2010-2011.

2. Contribution to the Police Liaison Officer Program by the School District:

A. The School District will pay the City 67 percent of the total costs associated with the payment of salary and benefits of the Police Liaison Officer, not to exceed $47,347.00. The position will be filled by a police officer paid according to the current police officer union contract. The Police Liaison Officer is expected to be on duty 173 student days and additional staff days as determined by the RAHS principal or his/her designee. When there is a need for the Police Liaison Officer to be absent for more than five (5) consecutive student days, the Principal and the Chief of Police will arrange for a substitute Officer or arrange for the City to reimburse the School District for missed time.

B. The School District will provide office space for the Police Liaison Officer at Roseville Area High School and contribute the utilities (heating, electricity, water), insurance (property), security, and routine maintenance costs at no cost to the City, and in a manner consistent with the policies and practices of the School District.

C. The School District will provide a reserved parking space in the proximity of the Police Liaison Officer's office. The School District will assume the full cost of snowplowing, maintenance, and repairs to the parking space for the term of the joint venture.

D. The School District will provide basic custodial service, consistent with the policies and practices of the School District.

E. The Roseville Area High School Principal or his/her designee will provide regular onsite supervisory support, consistent with the policies and practices of the School District, while being fully aware that the Police Liaison Officer is an employee of the City.

3. Selection and Duties:

A. The Principal of Roseville Area High School or his/her designee shall be involved in the interviews and selection of the Police Liaison Officer. Duties assigned the Police Liaison Officer shall be mutually agreed to by the High School Principal and the Police Chief, or their respective designees.

B. Duties

- On Site Duty Day: 7:45 a.m. - 3:15 p.m.;
- Occasionally the Principal may request of the Chief of Police that the Police Liaison Officer attend a school event outside normal duty hours.
- The Police Liaison Officer will notify the High School Principal's Secretary when he/she will be absent.
- Duties: hall supervision and overall supervision of safety/security, parking lot supervision, annually review practices to create a safe environment and recommend improvements prior to October 1, meet weekly with RAHS Administrative Team, participate in RAHS Safety Committee meetings, assist Principal, Associate Principals and Deans with lunchroom supervision, serious discipline issues, investigation of incidents, and other duties as specified in Exhibit A.

4. Term of Agreement:

The City and the School District shall have the right to terminate this Agreement by giving the other party sixty (60) days written notice of its intent to cancel the entire Agreement. In the event of cancellation, the parties will be mutually relieved of any further obligation as set forth in this Agreement. This Agreement shall remain in effect until June 30, 2011. Thereafter, the Agreement may be renewed for 12 month periods commencing with July 1 and ending June 30 of the following year. Annually, by May 1, the School District will notify the Chief of Police for the Roseville Police Department of the School District's intent regarding renewal of this Agreement.

5. Yearly Review:

Annually before June 1, the School District and the City shall meet to review this Agreement. Adjustments and addendums to this Agreement may be made by mutual agreement.

6. Notice:

All notices and demands by or from either party shall be in writing and shall be validly given or made if served either personally or if deposited in the United States Mail, certified or registered, postage prepaid, return receipt requested. If such notice is served personally, service shall be conclusively deemed made at the time of such personal service. If such notice or demand is made by registered or certified mail in the manner herein provided, service shall be conclusively deemed made forty-eight (48) hours after the deposit thereof in the United States Mail addressed to the party whom such notice is to be given.

Any notice or demand to the City shall be addressed to the City at:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113-1899

Any notice or demand to the School District shall be addressed to the School District at:

Independent School District No. 623
1251 West County Road B-2
Roseville, MN 55113

7. Entire Agreement:

This Agreement represents the entire understanding and agreement between the parties hereto and this Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands on the _____day of _______________, 2010.

INDEPENDENT SCHOOL DISTRICT NO. 623CITY OF ROSEVILLE

By: ______________________
Lisa Edstrom, Chair

By: ______________________
John Thein, Superintendent

By: ______________________
Craig Klausing, Mayor

By: ______________________
William J. Malinen, City Manager

POSITION RESPONSIBILITY WRITE-UP

Position Title: Police Liaison Officer **Date:** May 2005

Department: Student Services **Location:** Roseville Area High School

Accountable To: City of Roseville Chief of Police or Designee

Primary Objectives of Position

To assist in the coordination of a cooperative community approach between schools, parents, police, and other resources to meet the special needs and problems of students.

MAJOR AREAS OF RESPONSIBILITY

Follows up on referrals made by the Police Department and administrative staff. 1

Counsels and advises students on legal offenses or other related matters as requested. 2

Serves as a member of the administrative team and student support team. 3

Visits with and gets acquainted with students during lunch periods, between classes, at school activities and on field trips when possible. 4

Intervenes with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents. 5

Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime. 6

Educates and advises parents regarding student behavior that could lead or has led to law infractions or other matters as requested. 7

Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds. 8

Makes presentations on relevant topics to students as requested by teachers or administrators; helps arrange field trips and speakers in his or her area of expertise. 9

Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and services as part of a team effort to provide role models. 10

Assists, as assigned, with petitions to Juvenile Court and works with social and welfare agencies, probation personnel, and makes referrals for family counseling, for chemical health evaluation, and for other student needs. 11

Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases. 12

Performs other duties as assigned by the School Principal. 13

During the summer months, performs duties as assigned by the Case Coordinator. 14

Knowledge and Skills Required

Knowledge of and ability to follow School District policies, regulations and procedures.

Ability to work with other law enforcement and outside agencies where jurisdictional requirements prevail.

Ability to relate to and work with students of various cultural and economic backgrounds.

Ability to establish and maintain good working relationships with school administrators, teachers and staff.

Supervision

Supervised by the City of Roseville Police Department. Works directly with and under the guidance of the Roseville Area High School Principal.

Supervision of Others

None.

Responsibility for Public Contact

Continuous, requiring tact, courtesy, and good judgement.

Clothing to be Worn

Because the officer assigned to the Police Liaison Program is working in a very visible position, the normal dress will be casual professional . The officer, on occasion, may wear casual clothing or law enforcement uniform depending upon the task/detail the officer is performing that particular day.

August 2010

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
T 30	T 31			

September 2010

M	T	W	T	F
		T 1	T 2	3
Labor Day 6	First Day grades 1-9 7	First Day grades K, 10-12 8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2010

M	T	W	T	F
				1
4	5	6	7	8
T 11	12	13	14	15
18	19	20	Fall Recess 21	22
25	26	27	28	29

November 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	ED 24	Thanksgiving 25	26
29	30			

December 2010

M	T	W	T	F
		1	End Tri 1 2	T 3
6	7	8	9	10
13	14	15	16	17
20	21	22	Winter Break 23	24
Winter Break 27	28	29	30	31

January 2011

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
M Luther King Day 17	18	19	20	21
24	25	26	27	28
T 31				

February 2011

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Pres Day 21	T 22	23	24	25
28				

March 2011

M	T	W	T	F
	1	2	3	4
7	8	9	End Tri 2 10	T 11
Spring Break 14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2011

M	T	W	T	F
				1
4	5	6	7	T 8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2011

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	T K-8 27
Memorial Day 30	31			

June 2011

M	T	W	T	F
		1	2	3
6	7	8	9	Last Day of School/ ED 10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July 2011

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

District 623 Roseville Area Schools
2010-2011 School Calendar

DATE	DAY	EVENT
8/30/10	Monday	Teacher Workshop K-12
8/31/10	Tuesday	Teacher Workshop K-12
9/1/10	Wednesday	Teacher Workshop K-12
9/2/10	Thursday	Teacher Workshop K-12
9/6/10	Monday	Labor Day Holiday
9/7/10	Tuesday	First Day –Grades 1-8, 9th Grade All Day Orientation
9/8/10	Wednesday	First Day Kindergarten, Grades 10-12
10/11/10	Monday	Teacher Workshop K-12 No School
10/21/10	Thursday	No School (Fall Recess)
10/22/10	Friday	No School (Fall Recess)
11/24/10	Wednesday	K-12 Early Dismissal
11/25/10	Thursday	Thanksgiving Holiday No School
11/26/10	Friday	Holiday No School
12/2/10	Thursday	End of First Trimester (58 days)
12/3/10	Friday	Teacher Workshop K-12 No School
12/23/10	Thursday	Beginning of Winter Break
1/3/11	Monday	School resumes K-12
1/17/11	Monday	Martin Luther King Jr Holiday No School
1/31/11	Monday	Teacher Workshop K-12 No School
2/21/11	Monday	Presidents Day Holiday No School
2/22/11	Tuesday	Teacher Workshop K-12 No School
3/10/11	Thursday	End of Second Trimester (58 days)
3/11/11	Friday	Teacher Workshop K-12 No School
3/14/11	Monday	Beginning of Spring Break
3/21/11	Monday	School resumes K-12
4/8/11	Friday	Teacher Workshop K-12 No School
4/22/11	Friday	Holiday No School
5/27/11	Friday	Teacher Workshop K-8 No School
5/30/11	Monday	Memorial Day Holiday No School
6/10/11	Friday	Last Student Day (AM) Teacher Workshop (PM) Tri = 57

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/13/10
Item No.: 7.j

Department Approval | City Manager Approval

Item Description: Adopt resolution Approving Agreement No. PW 2010-20: Ramsey County Cooperative Agreement with City's of Roseville, Falcon Heights and St. Paul.

BACKGROUND

Ramsey County is working with the Cities of Roseville, Falcon Heights and St. Paul to install Emergency Vehicle Preemption (EVP) systems at the signalized intersections of County Road C & Walnut Street, Cleveland Ave & Roselawn Avenue, Larpenteur Avenue & Victoria Street, and Larpenteur Avenue & Dale Street. None of these intersections have EVP at this time.

An EVP system changes traffic signals to clear an intersection so that emergency vehicles can pass. EVP devices flash light or infrared pulses to a receiver mounted on a traffic signal pole. Once the pulse has been received, the lights change as needed. The main advantages of EVP are in reducing response time for emergency vehicles and increasing safety for vehicles approaching the intersection.

These signal systems are operated by Ramsey County. The County's cost share policy is that the City is responsible for the cost of EVPs.

POLICY OBJECTIVE

City policy is to cooperate with adjacent cities for mutual benefit whenever possible. An agreement is necessary to detail the terms and responsibilities of this cooperative project. This agreement will split the costs for the project between the three cities and allow for Ramsey County to be reimbursed for project costs. The attached agreement delineates project and payment responsibilities related to the project.

FINANCIAL IMPACTS

Each City will pay for their portion of the EVP installation according to the legs of the intersections within their City boundaries.

	Jurisdiction Cost Share		
Intersection Location	**Falcon Heights**	**Roseville**	**St. Paul**
County Road C & Walnut Street		100%	
Cleveland Ave & Roselawn Avenue,	50%	50%	
Larpenteur Avenue & Victoria Street,		33.33%	66.66%
Larpenteur Avenue & Dale Street.		50%	50%

Roseville's share will be paid for using Municipal State Aid Funds. These cost shares are based on engineer's estimates. The actual cost share will be based on the contract construction price.

	Falcon Heights	Roseville	St. Paul
Design Engineering	$ 600.00	$ 2,796.00	$ 1,404.00
Construction Cost	$3,750.00	$ 18,400.00	$ 10,750.00
Construction Engineering	$ 300.00	$ 1,472.00	$ 860.00
Total Estimated Cost	$4,650.00	$ 22,668.00	$ 13,014.00

STAFF RECOMMENDATION

Staff recommends that the City Council approve Agreement No. PW 2010-20: Ramsey County Cooperative Agreement with City's of Roseville, Falcon Heights and St. Paul.

REQUESTED COUNCIL ACTION

Adopt a resolution approving Agreement No. PW 2010-20: Ramsey County Cooperative Agreement with City's of Roseville, Falcon Heights and St. Paul.

Prepared by: **Debra Bloom**
Attachments: A: Resolution
B: Agreement

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Monday, 13th day of September, 2010, at 6:00 p.m.

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

introduced the following resolution and moved its adoption:

RESOLUTION NO.
RESOLUTION APPROVING AGREEMENT NO. PW 2010-20:
RAMSEY COUNTY COOPERATIVE AGREEMENT WITH CITY'S OF ROSEVILLE, FALCON HEIGHTS AND ST. PAUL

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

WHEREAS, The County and Roseville, Falcon Heights and St. Paul desire to install Emergency Vehicle Preemption (EVP) at the signalized intersections of County Road C & Walnut Street, Cleveland Ave & Roselawn Avenue, Larpenteur Avenue & Victoria Street, and Larpenteur Avenue & Dale Street;

AND WHEREAS, the City of Roseville believes that these systems are very important for Emergency vehicle response times and intersection safety;

NOW, BE IT RESOLVED that the City of Roseville enter into Agreement No. PW 2010-20: Ramsey County Cooperative Agreement with City's of Roseville, Falcon Heights and St. Paul for the following purposes:

> To install Emergency Vehicle Pre-emption at County Road C & Walnut Street, Cleveland Ave & Roselawn Avenue, Larpenteur Avenue & Victoria Street, and Larpenteur Avenue & Dale Street, State Aid Project No's. 160-227-011, 160-243-005, and 160-020-022, and City Project No. 10-21, within the corporate city limits.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Agreement and any amendments to the Agreement.

The motion was duly seconded by and upon vote being taken thereon, the following voted in favor thereof: and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th day of September, 2010, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of September, 2010.

____

William J. Malinen, City Manager

(SEAL)

RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH CITIES OF ROSEVILLE, FALCON HEIGHTS, AND ST. PAUL
AGREEMENT NO. PW 2010-20

THIS AGREEMENT, is hereby made and entered into by and between the County of Ramsey, Department of Public Works, hereinafter referred to as the “County," and the Cities of Roseville, Falcon Heights and St. Paul, all municipal corporations, hereinafter referred to as "Roseville," “Falcon Heights” and “St. Paul”;

WITNESSETH:

WHEREAS, The County and Roseville, Falcon Heights and St. Paul desire to install Emergency Vehicle Preemption (EVP) at the signalized intersections of County Road C & Walnut Street (in Roseville), Cleveland Ave & Roselawn Avenue (in Falcon Heights), Larpenteur Avenue & Victoria Street (in St. Paul and Roseville), and Larpenteur Avenue & Dale Street (in St. Paul and Roseville); and

WHEREAS, County Road C is designated as County State Aid Highway 23, Cleveland Avenue is designated as County State Aid Highway 46 and Larpenteur Avenue is designated as County State Aid Highway 30, Dale Street is designated as County State Aid Highway 53 and are in the respective Cities; and

WHEREAS, the County has determined that it is feasible, practical, and technically proper to provide for the EVP installation at the above mentioned intersections (the “Project”); and

WHEREAS, the County has prepared or will prepare the necessary designs, plans, specifications, estimates, proposals and approvals in accordance with Municipal State Aid Highway funding requirements to install the EVP systems; and

WHEREAS, this Project has been designated as eligible for MSAH funds, reimbursement as S.A.P. 160-227-011, S.A.P. 124-103-005, S.A.P.160-243-005, S.A.P. 160-020-022, S.A.P. 164-232-021 and S.A.P 164-020-110; and

WHEREAS, Roseville’s, Falcon Heights’ and St. Paul’s construction cost participation for the EVP’s are included in this Agreement; and

WHEREAS, the project includes, in addition to other things, EVP installation;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Prior to construction, the County shall first receive concurrence from Roseville, Falcon Heights and St. Paul for their respective participation cost of construction by executing this agreement.

2. The County shall perform or contract the performance of the construction, engineering and inspection.

3. All rights of way and easements, owned by Roseville, Falcon Heights and St. Paul, within the limits of the Project are hereby granted to the County for project use during construction.

4. All County owned rights of way and easements within the limits of the Project are hereby granted to Roseville, Falcon Heights and St. Paul for project use during construction.

5. The engineering, construction and inspection costs at the intersections shall be reimbursed by the cities based on the following percentages; County Road C and Walnut shall be 100% reimbursed by Roseville; Cleveland Avenue and Roselawn Avenue shall be reimbursed 50% by Roseville and 50% by Falcon Heights, Larpenteur and Victoria shall be reimbursed 33% by Roseville and 67% by St. Paul, Larpenteur and Dale Street shall be reimbursed 50% by Roseville and 50% by St. Paul.

6. The estimated total cost of the EVP engineering for each City is as follows: $2,796.00 for Roseville, $600.00 for Falcon Heights and $1,404.00 for St. Paul. The costs will be paid for by Municipal State Aid Highway funds.

7. The estimated total cost of the EVP construction is as follow: $18,400.00 for Roseville, $3,750.00 for Falcon Heights, $10,750.00 for St. Paul. The costs will be paid for by Municipal State Aid Highway funds, for which funds each city shall apply to the State

8. Roseville, Falcon Heights and St. Paul shall reimburse the County (8%) of their respective share of the construction cost as determined by the final amount due the contractor as a construction inspection fee. Upon final completion of the project the County shall invoice the cities their respective share of the inspection fee.

9. The County shall prepare a revised estimate of cost participation breakdown based upon award of contract based on the contract unit prices. The County shall invoice the Cities 95% of their engineering and construction cost share based on the revised cost participation breakdown. Payment is due to the County within 35 days of the invoice date.

10. Roseville, Falcon Heights and St. Paul and the County shall indemnify, defend and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County, Roseville, Falcon Heights or St. Paul of any statutory or common law immunities, limits, or exceptions on liability.

This Agreement shall remain in full force and effect until terminated by mutual agreement of Roseville, Falcon Heights and St. Paul and the County, or until completion of the project, whichever occurs first.

RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH CITIES OF ROSEVILLE, FALCON HEIGHTS, AND ST. PAUL
AGREEMENT NO. PW 2010-20

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

CITY OF ROSEVILLE, MINNESOTA

In presence of	By: ________________________________
________________________________	Its: ________________________________
________________________________	By: ________________________________
	Its: ________________________________
	Date: ________________________________

RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH CITIES OF ROSEVILLE, FALCON HEIGHTS, AND ST. PAUL
AGREEMENT NO. PW 2010-20

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

CITY OF FALCON HEIGHTS, MINNESOTA

In presence of	By: ________________________________
________________________________	Its: ________________________________
________________________________	By: ________________________________
	Its: ________________________________
	Date: ________________________________

RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH CITIES OF ROSEVILLE, FALCON HEIGHTS, AND ST. PAUL
AGREEMENT NO. PW 2010-20

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

CITY OF ST. PAUL, MINNESOTA

Approved as to Form:
By: ________________________________
City Attorney

By: ________________________________
Mayor

By: ________________________________
Public Works Accounting

By: ________________________________
Director of Public Works

By: ________________________________
Director, Financial Services

RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH CITIES OF ROSEVILLE, FALCON HEIGHTS, AND ST. PAUL
AGREEMENT NO. PW 2010-20

COUNTY OF RAMSEY

WHEREFORE, this Agreement is duly executed on the last date written below.

____
Julie Kleinschmidt
Ramsey County Manager

Date: ________________________________

Approval recommended:

____
Kenneth G. Haider, P.E., Director
Public Works Department and County Engineer

Approved as to form and insurance:

____
Assistant County Attorney

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/13/10
Item No.: 7.k

Department Approval | City Manager Approval

Item Description: Adopt resolution Approving Agreement No. 96289R: between MnDOT, Ramsey County and the City of Roseville for the TH 36 for Hamline Avenue/ Commerce Street Traffic Signal

BACKGROUND

In November, MnDOT proposes to solicit bids to construct a new traffic signal for Trunk Highway 36 at Hamline Avenue and Commerce Street. Hamline Avenue is under the jurisdiction of Ramsey County while Commerce Street is a city street. The State project includes emergency vehicle pre-emption (EVP) and an interconnect of the new signal with the existing signals along Hamline Avenue. This project was initiated by MnDOT to improve traffic operations and replace old infrastructure. This project will be constructed in Spring 2011.

POLICY OBJECTIVE

MnDOT has prepared a Traffic Control Signal Agreement between Ramsey County and the City of Roseville to outline construction cost participation and future maintenance responsibilities. The cost participation proposed in this agreement is the same as other signal installations. A copy of Agreement No. 96289R is attached.

FINANCIAL IMPACTS

These cost shares below are based on engineer's estimates. The actual cost share will be based on the contract construction price.

	Roseville	Ramsey County
Construction Cost	$91,250.00	$113,500.00
Construction Engineering	$7,300	$9,080.00
Total Estimated Cost	$98,550.00	$122,580.00

Roseville's share will be paid for using Municipal State Aid Funds and street infrastructure funds. It is also the City's ongoing responsibility to pay for electrical expenses to operate the Traffic Control Signal and EVP system. This is paid for as a part of our Streetlight Budget.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the attached resolution for Agreement No. 96289R.

REQUESTED COUNCIL ACTION

Adoption of a resolution approving Agreement No. 96289R: between MnDOT, Ramsey County and the City of Roseville for the TH 36 for Hamline Avenue/ Commerce Street Traffic Signal.

Prepared by: **Debra Bloom**
Attachments: A: Resolution
B: Agreement

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Monday, 13th day of September, 2010, at 6:00 p.m.

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

introduced the following resolution and moved its adoption:

RESOLUTION NO.
RESOLUTION APPROVING
TRAFFIC CONTROL SIGNAL AGREEMENT
FOR TH 36/ HAMLINE COMMERCE/ INTERSECTION
MN/DOT AGREEMENT NO. 89562M

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

WHEREAS, the State has an existing traffic control signal including street lights, interconnect, control equipment, and signing (Traffic Control Signal) at the Trunk Highway 36/ Hamline Avenue and Commerce Street intersection;

NOW, BE IT RESOLVED that the City of Roseville enter into Mn/DOT agreement No. 9689R with the State of Minnesota, Department of Transportation for the following purposes:

> To remove the existing Traffic Control Signal and Install a new Traffic Control Signal with Street Lights, Emergency Vehicle Pre-emption, Interconnect and Signing on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/ Commerce Street/ City Service Road under State Project No. 6212-159 (TH 36=118), State Aid Project No's. 062-650-009 and 160-020-023, and City Project No. 10-22, within the corporate city limits.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Agreement and any amendments to the Agreement.

The motion was duly seconded by and upon vote being taken thereon, the following voted in favor thereof: and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th day of September, 2010, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of September, 2010.

____
William J. Malinen, City Manager

(SEAL)

MINNESOTA TRANSPORTATION DEPARTMENT

TRAFFIC CONTROL SIGNAL

AGREEMENT NO. 96289R

BETWEEN

THE STATE OF MINNESOTA, DEPARTMENT OF TRANSPORTATION

AND

THE COUNTY OF RAMSEY

AND

THE CITY OF ROSEVILLE

TO

Remove the existing Traffic Control Signal and Install a new Traffic Control Signal with Street Lights, Emergency Vehicle Pre-emption, Interconnect and Signing on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road, in the City of Roseville, Ramsey County, Minnesota.

S.P. 6212-159 (T.H. 36=118)
S.A.P. No.'s 062-650-009 and 160-020-023
C.P. 10-22
System ID 20627

Prepared by Metropolitan Traffic Engineering

ESTIMATED AMOUNT RECEIVABLE		AMOUNT ENCUMBERED
County of Ramsey	$122,580.00	
City of Roseville	$98,550.00	None
		Otherwise Covered

PARTIES

This Agreement is entered into by the State of Minnesota acting through its Commissioner of Transportation, (State), and the County of Ramsey, (County), and the City of Roseville, (City).

RECITALS

Minnesota Statutes Section 161.20 authorizes the Commissioner of Transportation to enter into agreements with any governmental authority for the purposes of constructing, maintaining and improving the Trunk Highway system.

The State has determined that there is justification and it is in the public's best interest to remove the existing traffic control signal and install a new traffic control signal including street lights, interconnect and signing (Traffic Control Signal) at the locations set out in this Agreement in accordance with State plans, specifications and special provisions designated as State Project No. 6212-159(T.H. 36=118, State Aid Project No's. 062-650-009 and 160-020-023, and City Project No. 10-22.

The City requests and the State agrees to the installation of an Emergency Vehicle Pre-emption System (EVP System) as a part of the new Traffic Control Signal installation.

It is considered in the public's best interest for the State to provide a new cabinet and control equipment (State-furnished materials) to operate the new Traffic Control Signal.

The County, City and the State will participate in the cost, maintenance and operation of the new Traffic Control Signal and EVP System.

CONTRACT

1. The State will prepare the necessary plan, specifications and proposal (Preliminary Engineering).

2. The State, with its own resources or by contract, will remove the existing traffic control signal and install a new Traffic Control Signal and EVP System on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road, pursuant to State Project No. 6212-159 (T.H. 36=118), State Aid Project No's. 062-650-009 and 160-020-023, and City Project No. 10-22.

3. The State will perform all construction engineering and inspection functions (Construction Engineering) in connection with the contract construction and perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

4. The cost of construction (Construction Cost) consists of the contract cost of the work and State-furnished materials, or, if the work is not contracted, the actual cost of all labor, materials, State-furnished materials and equipment rental required to complete

the work. Construction Cost does not include the cost of providing the power supply to the service pole or pad. A Preliminary SCHEDULE "I" is attached and incorporated into this Agreement. The Preliminary SCHEDULE "I" includes all County and City Construction Costs, and is based on engineer's estimated unit prices and State-furnished materials lump sum amounts. The County and City will participate in the following construction at the percentage indicated:

a. Traffic Control Signal on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road.

County share is 50 Percent.

City share is 37.50 Percent.

b. EVP System on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road

City share is 87.50 Percent.

c. The County and City will pay a Construction Engineering charge in an amount equal to 8 percent of the total County and City Construction Cost, respectively, covered under this Agreement.

5. The County's and the City's estimated total Construction Cost share, Lump Sum State-furnished Materials and Construction Engineering costs are $122,580.00 for the County and $98,550.00 for the City, as shown in the attached Preliminary SCHEDULE "I." The

State will prepare a Revised SCHEDULE "I" based on construction contract unit prices and lump sum State-furnished materials cost. Upon execution of this Agreement, award of the Construction Contract, and receipt of the State's written request, the County and the City will advance to the State their total estimated Construction, Lump Sum State-furnished Materials and Construction Engineering cost share, as shown in the Revised SCHEDULE "I."

6. Upon completion and acceptance of the contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final SCHEDULE "I" and submit a copy to the County and City. The Final SCHEDULE "I" will be based on final quantities, and include all County and City Construction Cost, Lump Sum State-furnished Materials and Construction Engineering cost covered under this Agreement. If the final cost of a party's participation covered under this Agreement exceeds the amount of funds advanced by that party, the party will, upon receipt of a request from the State, promptly pay the difference to the State without interest. If the final cost of a party's participation covered under this Agreement is less than the amount of funds advanced by that party, the State will promptly return the balance to the party without interest. Pursuant to Minnesota Statutes Section 15.415, the State waives claim for any amounts less than $5.00 over the amount of the County and City funds previously advanced to the State, and the County and City waive claim for the return of any amounts less than $5.00 of those funds advanced by either party.

7. The City will be responsible for the cost and application to secure an adequate power supply to the service pad or pole. Upon completion of this project, the City will thereafter pay all monthly electrical service expenses necessary to operate the Traffic Control Signal and EVP System.

8. Upon completion of this project, a) The County will, at its cost and expense: (1) replace the signal system L.E.D. indications; (2) clean the new traffic control signal; and (3) clean the exterior of the controller cabinet and service cabinet; b) the City will, at its cost and expense: (1) maintain the new luminaires and all their components, including replacement of the luminaire if necessary; (2) re-lamp the new street lights; and (3) clean the new luminaire mast arm extensions; and c) The State will, at its cost and expense, maintain the interconnect and signing, and perform all other traffic control and street light maintenance.

9. The EVP System will be installed, operated, maintained, or removed in accordance with the following conditions and requirements:

a. All maintenance of the EVP System must be done by State forces.

b. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes Section 169.01, Subdivision 5. Authorized emergency vehicles may use emitter units only when responding to an emergency. The City will provide the State's District Engineer or his/her designated representative a list of all vehicles with emitter units, if requested by the State.

c. Malfunction of the EVP System must be reported to the State immediately.

d. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph b above are violated, and such misuse or violation continues after the City receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the City.

e. All timing of the EVP System will be determined by the State.

10. Each party will be solely responsible for its own acts and omissions and the results thereof, to the extent authorized by law. Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs the State's liability. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County and the City. Each party will be solely responsible for its own employees for any Workers' Compensation claims.

11. All timing of the new Traffic Control Signal will be determined by the State, and no changes may be made except with the approval of the State.

12. By signing this agreement, the County and City authorize the State to enter upon the County and City public right of way to install and maintain the new Traffic Control Signal and EVP System.

13. Upon execution and approval by the County, the City and the State and completion of the construction work provided for herein, this agreement will supersede and terminate Agreement No. 72330M, dated January 17, 1995, between the parties.

14. Any amendment to this Agreement 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 Agreement, or their successors in office.

15. If the State fails to enforce any provisions of this Agreement, that failure does not waive the provision or its right to enforce it.

16. This Agreement contains all negotiations and agreements between the parties. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

17. Minnesota law governs this contract. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

18. This Agreement is effective on the date the State obtains all required signatures under Minnesota Statutes 16C.05, Subdivision 2, and will remain in effect until terminated by written agreement of the parties.

19. The State's obligation to perform any work, or to let a Contract for the performance of the work, on the State Project referenced above, is subject to the availability of funding from the Minnesota Legislature or other funding source.

20. Authorized Agents

a. The State's Authorized Agent for the purpose of the administration of this Agreement is Allan Espinoza, Mn/DOT Metropolitan District Traffic Engineering, or his successor. His current address and phone number are 1500 West County Road B2, Roseville, MN 55113, (651) 234-7812.

b. The County's Authorized Agent for the purpose of the administration of this Agreement is Ms. Erin Laberee, Ramsey County Traffic Engineer, or her successor. Her current address and phone number are 1425 Paul Kirkwood Drive, Arden Hills, MN 55112, (651) 266-7105.

c. The City's Authorized Agent for the purpose of the administration of this Agreement is Debra Bloom, City Engineer, or her successor. Her current address and phone number are 2660 Civic Center Drive, Roseville, MN 55113-1899, (651) 792-7042

IN TESTIMONY WHEREOF the parties have executed this Agreement by their authorized officers.

RAMSEY COUNTY

Recommended for approval:

By ______________________________
Ramsey County Engineer

Date ______________________________

By ______________________________

Title ______________________________

Date ______________________________

By ______________________________

Title ______________________________

Date ______________________________

IN TESTIMONY WHEREOF the parties have executed this Agreement by their authorized officers.

CITY OF ROSEVILLE

By ______________________________
Mayor

Date ______________________________

By ______________________________

Title ______________________________

Date ______________________________

DEPARTMENT OF TRANSPORTATION
Recommended for approval:

By ______________________________
District Engineer

Approved:

By ______________________________
State Design Engineer

Date ______________________________

Approved as to form and execution:

By ______________________________
Contract Management

Date ______________________________

COMMISSIONER OF ADMINISTRATION
As delegated to Materials Management Division

By ______________________________

Date ______________________________

RAMSEY COUNTY

RESOLUTION

IT IS RESOLVED that the County of Ramsey enter into Mn/DOT Agreement No. 96289R with the State of Minnesota, Department of Transportation for the following purposes:

To remove the existing Traffic Control Signal and Install a new Traffic Control Signal with Street Lights, Emergency Vehicle Pre-emption, Interconnect and Signing on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road under State Project No. 6212-159 (T.H. 36=118), State Aid Project No's. 062-650-009 and 160-020-023, and City Project No. 10-22, within the corporate city limits of Roseville.

IT IS FURTHER RESOLVED that the ______________________________ and the
(Title)
______________________________ are authorized to execute the Agreement and any
(Title)
amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of the County of Ramsey at an authorized meeting held on the __________ day of ____________________, 2010, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this ________ day of __________________, 2010 Notary Public ________________________ My Commission Expires _______________

____
(Signature)

____
(Type or Print Name)

____
(Title)

CITY OF ROSEVILLE

RESOLUTION

IT IS RESOLVED that the City of Roseville enter into Mn/DOT Agreement No. 96289R with the State of Minnesota, Department of Transportation for the following purposes:

To remove the existing Traffic Control Signal and Install a new Traffic Control Signal with Street Lights, Emergency Vehicle Pre-emption, Interconnect and Signing on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road under State Project No. 6212-159 (T.H. 36=118), State Aid Project No's. 062-650-009 and 160-020-023, and City Project No. 10-22, within the corporate city limits.

IT IS FURTHER RESOLVED that the Mayor and the ______________________________ are
(Title)
authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Roseville at an authorized meeting held on the __________ day of ____________________, 2010, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this ________ day of _________________, 2010

Notary Public _________________________

My Commission Expires _______________

____
(Signature)

____
(Type or Print Name)

____
(Title)

PRELIMINARY SCHEDULE "I"
Agreement No. 96289R
County of Ramsey and City of Roseville

S.P. 6212-159 (T.H. 36=118) Preliminary: August 5, 2010
State Funds
S.A.P. No.'s 062-650-009 and 160-020-023
C.P. 10-22
Traffic control signal construction to start approximately April 15, 2011 under
State Contract No. ____ with ____
located on Trunk Highway No. 36 at County State Aid Highway No. 50 (Hamline Avenue)/Commerce Street/City Service Road

RAMSEY COUNTY TRAFFIC SIGNAL COST PARTICIPATION

	Participating Costs	County Cost Participation Rate	Total County Cost
2565.511 Signal System	$195,000.00	50.0%	$97,500.00
State Furnished Materials	$32,000.00	50.0%	$16,000.00
Construction and State-Furnished Materials Subtotals			$113,500.00
Construction Engineering (8%)			9,080.00
Totals (Construction + Construction Engineering)			(1) **$122,580.00**

CITY OF ROSEVILLE TRAFFIC SIGNAL COST PARTICIPATION

	Participating Costs	City Cost Participation Rate	Total City Cost
Signal System Construction (CP 10-2 Private Drive	$195,000.00	25.0%	$48,750.00
Signal System Construction(SAP 160-020-023)1/2Leg Commerce St	$195,000.00	12.5%	24,375.00
State Furnished Materials(Cabinet/Controller)(CP 10-22)Private Drive	$32,000.00	25.0%	8,000.00
State Furnished Materials (Cabinet/Controller)(SAP 160-020-023)	$32,000.00	12.5%	4,000.00
EVP Construction (CP 10-22) Private Drive	$7,000.00	25.0%	1,750.00
EVP Construction(SAP 160-020-023)1/2 Leg Commerce St + 2 Legs CSAH 50	$7,000.00	62.5%	4,375.00
Construction and State-Furnished Materials Subtotals			$91,250.00
Construction Engineering (8%)			7,300.00
Totals (Construction, State-Furnished Materials, and Construction Engineering)			(1) **$98,550.00**

(1) Amount of advance payment as described in Paragraph No. 5 of the Agreement (Estimated amount)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

DATE: 9/13/2010
ITEM NO: 11.a

Department Approval: | City Manager Approval:

Item Description: Request by the Roseville Planning Division for Public Hearing and consideration of a subdivision ordinance TEXT AMENDMENT to clarify the purpose and application of alternatives to the plat process (**PROJ-0017)**

1.0 BACKGROUND

1.1 During the current process of reviewing a proposed minor subdivision of the property at 2218 Highway 36 into three parcels that would meet or exceed the minimum parcel size requirements, the City Council had some concerns about statutory authorization of minor subdivisions as well as Roseville's Subdivision Code language establishing the minor subdivision processes as alternatives to the more formal plat process. Planning Division staff was then directed to extend the State-mandated 60-day action timeline for the subdivision application in order to prepare a TEXT AMENDMENT to the minor subdivision ordinance to address the concerns with the existing text.

1.2 The Planning Commission was originally scheduled to hold the public hearing for this Subdivision Code TEXT AMENDMENT, but the Planning Commission failed to produce a quorum on its most recent meeting date. Because the 60-day timeline for the minor subdivision application expires on October 2, 2010, the City Council needs to take final action on that application by September 27th, the last meeting date before the deadline; And because action on the minor subdivision application now depends on an amendment to the subdivision ordinance having been approved by the City Council and then published in the Roseville Review, the City Council must hold the public hearing for, and take action on, the proposed Subdivision Code TEXT AMENDMENT on September 13, 2010.

2.0 STAFF COMMENTS

2.1 Minnesota Statute 505.03 subd. 1 states in part that: *"Plats that … comply with a minor subdivision procedure may be approved by a local government official designated by the governing body of the local governmental unit exercising authority over the subdivision of land."* For the purposes of this statute, "plats" are defined as *"delineation[s] of one or more existing parcels of land drawn to scale showing all data as required by this chapter, depicting the location and boundaries of lots, blocks, outlots, parks, and public ways"*, and "minor subdivision procedures" are defined as *"approval process[es] that a local unit of government may adopt under this chapter for simple land divisions."* Roseville clearly has the statutory authority to adopt processes for reviewing and approving certain, specified, "simple" land divisions and that such land divisions may be approved administratively.

2.2 According to Roseville's Subdivision Code, the minor subdivision process applicable to the proposed division of 2218 Highway 36 requires a public hearing by the City Council. Any public hearing related to land use or land division triggers the same forms of public notification whether the hearing is held by the Planning Commission or the City Council. Although the Three-Parcel Minor Subdivision process is simpler and shorter than the platting process, Planning Division staff believes that it is no less transparent.

2.3 Chapter 1102 of the Subdivision Code introduces the procedure for reviewing proposals to subdivide property as follows:

> Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and City Council [as described in the ensuing six pages of code requirements].

This chapter, which establishes the lengthy and information-intensive process of reviewing plats for subdivision proposals, literally begins by referring the reader to another set of requirements that describes – in little more than one page of text – the requirements for five different subdivision types.

2.4 Broadly speaking, the set of five alternative subdivision types are a sharp contrast to the plat process: none of them involves the Planning Commission and only one (i.e., the duplex subdivision) requires any plans more formal than a basic sketch of the proposal. Only one of the alternative subdivision types requires a public hearing, held by the City Council; another requires only Council approval *without* a public hearing; and the remaining three are administratively approved. The minor subdivision processes were established with the adoption of Ordinance 1171 on September 23, 1996 specifically to accommodate more efficiently the small divisions and combinations of land that are common in fully-developed communities like Roseville.

2.5 A more detailed parsing of the purpose statement of Section 1104.04 (Platting Variations and Minor Subdivisions) of the City Code allows for specific analysis of the meaning and intent of the code language; the purpose statement reads:

> In any case in which the compliance with the provisions of the Title will involve unnecessary hardship and failure to comply does not interfere with the purpose of the platting regulation, five types of minor subdivisions may be granted…

2.6 In the present minor subdivision application, the primary source of concern for City Councilmembers was the part about "unnecessary hardship." Because of the similarity of that language to ordinances pertaining to variances, members of the City Council were worried that they needed to identify specific findings of hardship in order to review a proposed lot split as a minor subdivision instead of a more formal plat. The reference to "hardship" in this context is materially different than the way it is used in discussions of variances; the difference is based in part on the fact that the minor subdivision process has historically been used simply as an alternative to platting when a proposal doesn't involve new roads or other infrastructure, which can be better addressed in plats. In this case, the reference to "unnecessary hardship" has essentially been interpreted as "an unnecessarily time-consuming and expensive process for reviewing relatively simple applications."

2.7 Additional evidence of the difference can be found in the 2008 adoption of Ordinance 1359 which formalized the process by which requested variances to the plat and minor subdivision requirements are to be handled. That the "variances" section of the

Subdivision Code is separate and distinct from the section about "platting variations and minor subdivisions" suggests that the minor subdivision review process is not meant to be limited only to situations in which the requirements of the Subdivision Code are so strict as to prevent the reasonable division of property.

2.8 In recognition of the historical understanding and administration of the minor subdivision process and the recent adoption of an actual subdivision variance process, Planning Division staff proposes the TEXT AMENDMENT shown Attachment A, which includes for context the entire Chapter 1104 of the Subdivision Code.

3.0 STAFF RECOMMENDATION

Hold the public hearing to solicit public comment on the proposed Subdivision Code TEXT AMENDMENT and, pursuant to the public hearing, take action on the proposal.

4.0 SUGGESTED ACTION

Based on the comments and findings in Section 2 of this report and the input received during the public hearing, adopt an ordinance amending §1104.04 of the Subdivision Code.

Prepared by: **Associate Planner Bryan Lloyd (651-792-7073)**
Attachments: A. Chapter 1104 of the Subdivision Code B. Draft ordinance

CHAPTER 1104
ADMINISTRATION AND ENFORCEMENT

SECTION:

1104.01: INSPECTION AT SUBDIVIDER'S EXPENSE:

All required land improvements to be installed under the provisions of this Title shall be inspected during the course of construction by the Public Works Director. Salaries and all costs pursuant to such inspection shall be paid by the owner or subdivider in the manner provided in Section 1102.07 of this Title. (Ord. 216, 7-5-1956; 1990 Code)

1104.02: BUILDING PERMIT:

No building permit shall be issued for the construction of any building, structure or improvement to the land or any lot within a subdivision as defined herein which has been approved for platting until all requirements of this Title have been complied with fully. (Ord. 216, 7-5-1956; 1990 Code)

1104.03: OCCUPANCY PERMIT:

No occupancy permit shall be granted for the use of any structure within a subdivision approved for platting or replatting until required utility facilities have been installed and made ready to service the property and roadways providing access to the subject lot or lots have been constructed or are in the course of construction and are suitable for car traffic. (Ord. 216, 7-5-1956; 1990 Code)

1104.04: PLATTING ~~VARIATIONS AND MINOR SUBDIVISIONS~~ ALTERNATIVES:

~~In any case in which the compliance with the provisions of the Title will involve unnecessary hardship and failure to comply does not interfere with the purpose of the platting regulation, five types of minor subdivisions may be granted~~ **The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102**:

A. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.

B. Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.

C. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.

D. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.

E. Three Parcel Minor Subdivision: When a subdivision creates a total of three or less parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008)

1104.05: VARIANCES:

A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.

B. Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)

1104.06: RECORD OF PLATS:

All such plats of subdivisions after the same have been submitted and approved as provided in this Title shall be filed and kept by the City Manager among the records of the City. (Ord. 216, 7-5-1956)

Attachment B

City of Roseville

ORDINANCE NO. ______

AN ORDINANCE AMENDING SELECTED TEXT OF:
TITLE 11 "SUBDIVISIONS", CHAPTER 1104 "ADMINISTRATION AND ENFORCEMENT",
SECTION 1104.04 "PLATTING VARIATIONS AND MINOR SUBDIVISIONS"

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code, Tile 11, Section 1104.04 is hereby amended to clarify the intent of the alternatives to the platting process for reviewing minor subdivision applications.

SECTION 2. Section 1104.04 is hereby amended as follows:

1104.04: PLATTING ~~VARIATIONS AND MINOR SUBDIVISIONS~~ ALTERNATIVES:

~~In any case in which the compliance with the provisions of the Title will involve unnecessary hardship and failure to comply does not interfere with the purpose of the platting regulation, five types of minor subdivisions may be granted:~~**The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102.**

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 13th day of September 2010

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: Sept. 13, 2010
Item No.: 11.b

Department Approval | City Manager Approval

Item Description: Approve a modification to the Development Program for Municipal Development District No. 1 and establish Tax Increment Financing District No. 19 (Applewood Pointe) within Development District No. 1

BACKGROUND

On June 10, 2010, United Properties, the developers of the Applewood Pointe senior cooperative project at 3008 and 3010 Cleveland Avenue N, submitted a formal application to the City requesting the creation of an economic development tax increment financing (TIF) district to catalyze the development of their cooperative project. The purpose of this request is to create a funding source to fill the projected financial gap of this project. As proposed, United Properties would construct a new 94-unit cooperative building constructed over two phases with 50 units built in Phase 1 and 44 units built in Phase 2. The developer would like to begin construction of Phase 1 in fall 2010 with construction of Phase 2 commencing approximately two years later. Attachment A is the cover letter from United Properties' application, which summarizes its financial assistance request. Please note that this report focuses only on the applicant's request regarding the creation of a TIF district and does not discuss the developer's request for reduced park dedication fees.

In order to create a TIF district, the City must follow the process that is prescribed in Minnesota Statute 469.175. The following is the list of required tasks and the date accomplished.

- <u>Set Public Hearing Date</u>: July 26, 2010 (Resolution No. 10829)
- <u>Impact letter and draft TIF Plan to County and School District</u>: August 12, 2010
- <u>Public hearing notice</u>: August 31, 2010 (published in *Roseville Review)*
- <u>Public hearing</u>: September 13, 2010
- <u>Adopt TIF plan</u>: September 13, 2010 (if approved)

On July 26, 2010, the City Council discussed setting the public hearing to allow for public comment on the proposed TIF district. At that time, the Council discussed the potential public purpose for creating the district and supported holding a public hearing to garner public input on the proposal. Attachment B provides the meeting minutes from that discussion.

Springsted, the City's financial consultant, has reviewed the detailed project information provided by the developer to determine if the project qualifies as an economic development TIF district and developed a TIF plan for the proposed district, including the "but-for" test, financial projections, and budget. (See Attachment C to review the TIF Plan.) Mikaela Huot, a financial planner with Springsted, will make a brief presentation to the City Council on these findings.

A. Economic Development District Qualification: In spring 2010, the state legislature approved temporary modifications to the laws governing economic development tax increment financing districts. Between now and June 30, 2011, cities are allowed to create economic development districts for any type of project with a demonstrated gap that "creates or retains jobs in this state, including construction jobs, and that construction of the project would not have commenced before July 1, 2011, without the authority providing assistance." Based on the developer's application package, Phase 1 of this project has a significant final gap and without TIF assistance this project would not commence until after July 1, 2011.

B. But-For Test: Springsted has conducted the "but-for" analysis for this project and has determined that it meets both statutory requirements. They concluded that the proposed development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future, and the increased market value of the site that could reasonably be expected to occur without the use of tax increment would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

C. Financial Projections: The 2010 assessed value for the proposed TIF district is $1.5 million, which includes four parcels—2990, 2996, 3008, and 3010 Cleveland Avenue N. Based on the construction of both phases of the 94-unit senior housing cooperative, the 93-unit assisted-living facility, and a 3% market value inflator, the estimated market value of the district is approximately $32.9 million. The $31.4 million increase in market value translates into approximately $2.5 million of potential increment over the nine-year life of the district.

D. Budget: As shown in Section K of the TIF Plan, the budget for the district includes line items for TIF-eligible expenses totally $2,450,551. This budget does reflect any type of agreement between the City and the developer and merely identifies possible uses for the projected increment. The City is under no obligation to provide the developer with any of this increment until the City and the developer have entered into a development agreement.

If the City Council approves TIF District No. 19, staff will work to negotiate a development agreement with United Properties on the terms for use of the funds generated in the district and bring it to the Council for approval. The Twin Lakes Financial Participation Framework will set the general parameters by which to commence these negotiations. This policy advocates using the pay-as-you-go method of financing, which means that the developer is responsible for finding upfront financing for the project and that the City will reimburse the developer for eligible costs as the increment is generated. This form of financing decreases the risk to the City as it is not relying on projected future revenues to cover debt service on a City bond issuance.

POLICY OBJECTIVE

The City's 2030 Comprehensive Plan advocates for redevelopment that helps to achieve the City's goals. Goal 1 in the Economic Development and Redevelopment Chapter of this plan states: "Foster economic development and redevelopment in order to achieve Roseville's vision, create sustainable development, and anticipate long-term economic and social changes." Further, Policy 1.5 suggests creating public-private partnerships to achieve the City's goals, when appropriate. Roseville is an aging community and as the population ages the need for additional senior living opportunities will increase. The City's Housing and Redevelopment Authority completed a multi-family housing market study in 2009, which identified a need for additional senior units in Roseville. With this project, United Properties is working to fill this market need. By creating a TIF district to assist this project, the City would be laying the groundwork for the formation of a public-private financial partnership to bring this project to fruition.

BUDGET IMPLICATIONS

The creation of TIF District No. 19 does not impact the City's budget. The City, as with all of the other taxing jurisdictions, will continue to generate taxes from the same level of tax capacity as it is today from these properties during life of this TIF district. The additional tax capacity generated by these properties through the development of the senior housing cooperative and assisted-living facility will be captured by the TIF district. After any financial obligations to the developer are fulfilled by the City with revenue generated by the district, the tax capacity captured by the district will go to the taxing jurisdictions.

STAFF RECOMMENDATION

Staff recommends that the City Council create TIF District No. 19 in order to provide financial assistance for the development of Phase 1 of the Applewood Pointe senior housing cooperative. The Applewood Pointe project helps to fullfill the following public purposes within the City:

> Implementation of the Twin Lakes Master Plan: Over the last two decades, the City has been working to facilitate redevelopment in the Twin Lakes redevelopment area. The Twin Lakes Master Plan calls for multi-family housing to be developed in those parcels adjacent to existing residential areas. Construction of this senior cooperative project will advance the recommendations made in that plan.

> Connection to Langton Lake Park: As part of the land use approvals for this project, the City required that United Properties construct a road through its property connecting Cleveland Avenue to Langton Lake Park. Currently this park's only direct access point is from Athur Street off of County Road D.

Although the creation of this TIF district does not obligate the City to provide assistance to this project, staff recommends that the Council not create the district if it does not support, in concept, some level of financial assistance for this project.

REQUESTED COUNCIL ACTION

By resolution, approve a modification to the Development Program for Municipal Development District No. 1 and establish Tax Increment Financing District No. 19 (Applewood Pointe) within Development District No. 1, and approve the Tax Increment Financing Plan therefore.

Prepared by: Jamie Radel, Economic Development Associate

Attachments:
- A: Letter from United Properties dated June 10, 2010
- B: Extract of meeting minutes from the July 26, 2010 City Council Meeting
- C: Draft Tax Increment Financing Plan for Tax Increment Financing District No. 19
- D: Draft Development Program for Development District No. 1
- E: Draft resolution

UNITED PROPERTIES

June 10, 2010

Jamie Radel
City of Roseville
Economic Development Associate
2660 Civic Center Drive
Roseville, MN 55113-1899

RE: Applewood Pointe of Roseville at Langton Lake TIF Application

Dear Jamie:

I have attached a completed Tax Increment Financing Application form as well as the completed Community Objectives and Criteria Scoring Summary which is part of the Twin Lakes Master Plan and Public Financial Participation Framework.

As demonstrated in the attached material, we feel very strongly that this project will greatly benefit the City of Roseville and its citizens. In addition, it will provide a crucial connection to Langton Lake Park which is currently only accessible through an industrial property with very little visibility. In addition to the many benefits highlighted, it will also be clearly evident that without Tax Increment Financing, the project cannot proceed as currently planned. Even after factoring in potential TIF and a $1,000 per unit reduction in Park Dedication Fees, the remaining negative gap assuming both Phases I and II are completed and sold out is $731,374. It would be our intent to address this gap through a variety of means including reducing construction costs and ultimately reducing our development revenue. It should be further noted that we are only able to achieve this gap once Phase II is completed. As indicated on the Phase I analysis, there will basically be no return on this initial Phase of the project even after assuming Tax Increment Financing. I am confident that the analysis will demonstrate the necessity of not only TIF, but also any other assistance the City can provide including a Park Dedication Fee compromise.

This project clearly is consistent and contributes to the overall use mix outlined in the Twin Lakes Master Plan. In addition, it provides value to the City of Roseville in excess of $600,000 after considering the land dedicated to the City for the Park connection road, the cost of constructing this road, and the potential Park Dedication Fees associated with the 94 unit community. This does not even include increased tax revenue once the TIF payments end, or other fees associated with the construction of the project.

In addition to the Tax Increment Financing Application form, we have completed the Objectives and Scoring Criteria used in evaluating requests for financial assistance. This was developed as part of the

3500 American Blvd. W. Suite 200 Minneapolis, MN 55431
T 952.835.5300 F 952.893.8206 uproperties.com

Twin Lakes Master Plan. In order for the City to consider financial assistance, the project must achieve one-third, or eight criteria within at least four of the objective categories. We feel that our Applewood Pointe Cooperative achieves eleven scoring criteria within five of the objective categories, exceeding this target.

Finally, it should be noted that this project, including the phased approach, has been approved by the City Council. We are very close to achieving the presale level set by HUD of 60%, and are optimistic that with several additional sales and obtaining financial assistance from the City of Roseville, we would be able to break ground on Phase I later this year. Should you have any questions regarding any of this material or need additional information, please feel free to contact me directly at 952-820-8725.

Sincerely,

Alex Hall
Vice President
Development

Attachments
C: Mikaela Huot, Springsted Incorporated
AH/bls

Extract of the July 26, 2010 Meeting of the Roseville City Council

Discuss Public Purpose of Creating an Economic Development Tax Increment Financing (TIF) District to Assist with the Development of Applewood Pointe at Langton Lake and Consider a Resolution to Set a Public Hearing for Proposed TIF District No. 19

Economic Development Associate Jamie Radel provided a background of this request by United Properties, the developers at Applewood Pointe senior cooperative project at 3008 and 3010 Cleveland Avenue as detailed in the RCA dated July 26, 2010; and their formal request received by City staff on June 10, 2010 for creation of an economic development TIF District to catalyze the development of the cooperative project to fill the funding gap for this project.

Ms. Radel addressed the proposed phasing for this development; and recent action by the State legislature approving temporary modification to TIF laws governing economic development TIF Districts with cities allowed to create those districts for any type of project with a demonstrated gap between now and June 30, 2010 that creates or retains jobs in the state.

Ms. Radel reviewed the criteria previously established by the City for public participation, and the narrative provided by the developer analyzing how they met those criteria and objectives.

Ms. Radel noted that the request before the City Council at this time was to determine if there was a public purpose to create such an economic development TIF District to assist with this development of Applewood Pointe at Langton Lake; and if so, to establish a public hearing date for September 13, 2010 to consider a proposed TIF District No. 19.

Councilmember Ihlan questioned what had changed with the financials for this project, since it had been approved several years ago by the City Council without any request for a public subsidy, without the project going forward.

Brian Carey, Representative from United Properties, the Developer

Mr. Carey noted that there had originally been no request for financial assistance, but that the financial challenges had been discussed at that time, and since then with the financial meltdown occurring, it had hit the housing market directly. Mr. Carey noted, therefore, the need to pre-sell 60%, rather than the original 50% threshold, or 30 of the proposed 50 units in the first phase of the project. Mr. Carey noted the challenges of the current housing market, in addition to the dedicated land and construction of the road into Langton Park, with the developer agreeing to approximately 2.5 acres of land at a market purchase price of approximately $450,000 to the City, in addition to additional significant park dedication fees. Mr. Carey requested the City’s support of the use of this TIF tool to bridge the gap to help this project proceed.

Councilmember Ihlan spoke in opposition of a road cutting through the secluded and wooded area of Langton Lake, changing the area’s aesthetics; and suggested ways to scale the project down as opposed to seeking TIF funding; opining that it provided no future guarantee by putting public monies toward something that may not be ultimately successful.

Councilmember Roe clarified that if the project was not built, the City did not receive any money anyway, and was not giving up existing tax monies.

Discussion ensued among Councilmembers and Mr. Carey related to land dedication to access this building and the City park; financial viability of the project from the developer’s standpoint and remaining challenges even with TIF; reduced profit margin proposed by the developer to help close financial gaps; clarification that reduced construction costs didn’t indicated reduced quality from the concept designs provided earlier, but only that contractors and subcontractors were bidding lower on projects; and the number of units sold to-date for Phase I (28 or 29 of the necessary 30 units sold at this time); and review by the developer of the initial reservation agreement showing interest by buyers; reservations versus signed subscription agreements with additional non-refundable moneys; and sale of a buyer's existing home not being a contingency of going forward with this project.

Mr. Carey advised that the developers met on a regular basis with prospective buyers; and when asked by Councilmember Pust why they had not included an affordable living component as part of this project, responded that the project's price range was extremely affordable to begin with, and that the buyers being served consisted of a group earning less than the area median; and clarifying that the 60% units sold rather than 50% was a HUD standard.

Councilmember Ihlan noted that one reason she had originally voted against this project was its scale relative to the neighborhood and her concern that it was too massive and tall against the adjacent residential neighborhood, as well as its encroachment on one of wooded areas of Langton Lake Park due to access requirement for enough turnaround room for emergency vehicles. Councilmember Ihlan advocated that the project be scaled back to mitigate those impacts that were an original stumbling block for her, and that would also allow the project to work financially without TIF assistance; and opined that she could then look favorably on the project if the developer made the gesture to solve those problems with the neighborhood and park.

Mr. Carey advised that is was not economically viable to scale the project back in a material manner without a material subsidy to do so. Mr. Carey advised that the developer was not proposing the road, and in their first proposal had suggested townhomes as a buffer between the single family homes to the north and the Coop building itself, but that that proposal had not been viewed favorably by staff or the City Council; and that both staff and the City Council had been adamant that a road to the park was vital, so the developer had moved in that direction.

Mayor Klausing refocused the discussion on whether there was a public purpose and to schedule a public hearing; to determine whether additional public comment was called for, and a more formal staff report needed.

Mr. Carey listed ways the project met a public purpose

- Provide permanent and improved access to public park at no city cost
- Permanent highly visible signage to public park
- Provide life cycle housing consistent with the City's recent housing study by Maxfield Research
- Many of our buyers will move from within Roseville, with those home recycled for younger families with children regenerating the City and School District
- Clean-up a highly blighted, visible area along Cleveland Avenue, with two blighted homes removed, and plans to eliminate another three homes to the south
- Phase I works as a catalyst to Phases II and III
- Plan review fees are substantial
- Increases tax base at the of end of TIF District
- Improve quality of wetlands and Langton Lake
- Park dedication fees are substantial; with further discussion and possible negotiation requested by the developer
- Consistent with overall mixed use proposed for the Twin Lakes area

Mayor Klausing spoke in support of pursuing additional public comment at a public hearing; and was in support of the permanent connection for park access and meeting a specific housing need in the community; and the potential for the building to serve other purposes in the future.

Councilmember Roe noted that the proposed project met the basic criteria for public purpose of a TIF District, and while not entirely agreeable to the proposal, opined that additional public comment at a public hearing was worth hearing.

Mayor Klausing suggested that, in the developer's written narrative, Item No. 5, the developer give serious consideration to multi-modal transportation due to the project's proximity to the new Park and Ride facility and linking to bus transportation.

Councilmember Ihlan disagreed that there was a public purpose for use of TIF; as this was designed as market-rate project and a for-profit enterprise, and had been approved without TIF several years ago. Councilmember Ihlan opined that it would have negative impacts on the neighborhood as well as encroaching on park land; and disagreed that this was a blighted area, with the exception of one home, and served as wooded parkland now. Councilmember Ihlan noted that access road would pave over a significant portion of Langton Lake Park, currently secluded; and that it didn't justify public subsidy.

Klausing moved, Roe seconded, adoption of Resolution No. 10829 entitled, "Resolution Calling for a Public Hearing on the Proposed Establishment of Tax Increment Financing District No. 19 within Development District No. 1 and the Proposed Adoption of a Tax Increment Financing Plan Relating Thereto (Attachment E0" scheduling a public hearing on September 13, 2010 to hear public comment.

Councilmember Pust advised that she was opposed to the use of TIF for this project, but couldn't deny, at this point, that there was a public purpose in connecting Langton Lake Park. Councilmember Pust noted that the development coming into the area provided an opportunity for a formal connection and access into Langton Lake Park, but that the road would also provide access to the site. Councilmember Pust supported additional public comment and discussion.

Councilmember Johnson spoke in support of public comment and further discussion, based on the proposed use of TIF meeting the City's criteria.

Roll Call

Ayes: Roe; Pust; Johnson; and Klausing.

Nays: Ihlan.

Motion carried.

City of Roseville, Minnesota

Tax Increment Financing Plan

for

Tax Increment Financing (Economic Development) District No. 19

Within

Development District No. 1

(Applewood Pointe Senior Cooperative Housing Project)

Dated: August 12, 2010 (DRAFT)
Approved:

Prepared by:

SPRINGSTED INCORPORATED
380 Jackson Street, Suite 300
St. Paul, MN 55101-2887
(651) 223-3000
WWW.SPRINGSTED.COM

TABLE OF CONTENTS

Section A Definitions

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"City" means the City of Roseville, Minnesota; also referred to as a "Municipality".

"City Council" means the City Council of the City.

"County" means Ramsey, Minnesota.

"Development District" means Municipal Development District No. 1 in the City, which is described in the corresponding Development Program.

"Development Program" means the Development Program for the Development District.

"Project Area" means the geographic area of the Development District.

"School District" means Independent School District No. 621, Minnesota.

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1799, both inclusive.

"TIF District" means Tax Increment Financing (Economic Development) District No. 19.

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

Section B Statutory Authorization

See Section B of the Development Program for the Development District.

Section C Statement of Need and Public Purpose

See Section C of the Development Program for the Development District.

Section D Statement of Objectives

See Section D of the Development Program for the Development District.

Section E Designation of Tax Increment Financing District as an Economic Development District

Economic development districts are a type of tax increment financing district which consist of any project, or portions of a project, which the City finds to be in the public interest because:

(1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality;

(2) it will result in increased employment in the state; or

(3) it will result in preservation and enhancement of the tax base of the state.

The TIF District qualifies as an economic development district in that the proposed development described in this TIF Plan (see Section I) meets the criteria listed above. It is anticipated that the proposed development will also result in increased employment and enhancement of the tax base in both the City and the State.

Language added in the 2010 session provided that notwithstanding the requirements of M.S. Section 469.176, subdivision 4c, paragraph (a) and the finding requirements of M.S. Section 469.174, subdivision 12, tax increments from an economic development district may be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if all the following conditions are met:

(1) the municipality finds that the project will create or retain jobs in this state, including construction jobs, and that construction of the project would not have commenced before July 1, 2011, without the authority providing assistance under the provisions of this paragraph;

(2) construction of the project begins no later than July 1, 2011; and

(3) the request for certification of the district is made no later than June 30, 2011.

Section F Duration of the TIF District

Economic development districts may remain in existence 8 years from the date of receipt by the City of the first tax increment. The City anticipates that the TIF District will remain in existence the maximum duration allowed by law (projected to be through the year 2020, due to anticipated receipt of partial increment in 2012 the last year of the district will be 2020). However the City will decertify the TIF District earlier upon fulfillment of all District obligations.

Section G Property to be Included in the TIF District

The TIF District is an approximate 7.67 acre area of land located within the Project Area. A map showing the location of the TIF District is shown in Exhibit I. The boundaries and area encompassed by the TIF District are described below:

Parcel ID Number	Legal Description
04.29.23.22.0104	`Ex N 1265 Ft; The E 652.68 Ft Of W 902.68 Ft Of Nw 1/4 Of Nw 1/4 & The S 123 Ft Of W 250 Ft Of Sd Nw 1/4 Of Nw 1/4 Subj To Rd Of Sec 4 Tn 29 Rn 23
04.29.23.22.0105	Ex S 123 Ft; & Ex N 1265 Ft; The W 250 Ft Of Nw 1/4 Of Nw 1/4 (subj To Rd) Of Sec 4 Tn 29 Rn 23
04.29.23.23.0019	W 250.15 Ft Of N 3 Acres Of Sw 1/4 Of Nw 1/4 (subj To Rd) In Sec 4 Tn 29 Rn 23
04.29.23.23.0020	W 250.15 Ft Of S 5 Acres Of N 8 Acres Of Sw 1/4 Of Nw 1/4 (subj To Rd) In Sec 04 Tn 29 Rn 23

The area encompassed by the TIF District shall also include all street or utility right-of-ways located upon or adjacent to the property described above.

Section H Property to be Acquired in the TIF District

The City may acquire and sell any or all of the property located within the TIF District; however the City does not anticipate acquiring property at this time.

Section I Specific Development Expected to Occur Within the TIF District

The proposed project will be a multi-phase development comprised of a senior cooperative building and assisted living facility. The approximate 94-unit senior cooperative will be located at the intersection of Cleveland Avenue and Brenner Avenue. The developer anticipates commencing construction on a portion of the senior cooperative building as the first phase. Phase 1 of the project would be on the east half of the site and include approximately 50 senior coop units. Phase 2 of the project would be on the west end and consist of the remaining 44 units. The assisted living facility will be located on the southern portion of the site with construction anticipated to commence in 2012. There are currently no plans to provide assistance to the assisted living facility.

The construction of the project is anticipated to provide housing opportunities for seniors. The city has found that the project will create jobs in the state, including construction jobs, and that the project would not have commenced prior to July 1, 2011 without the use of tax increment. It is anticipated that tax increment will be used to finance a portion of the costs to the developer associated with acquisition and construction of the project. In addition, the city may use tax increment for related administrative expenses, and any other eligible expenditures associated with development of the site.

Phase 1 of the project (approximately 50 senior coop units) is expected to be fully constructed in 2011 and be 100% assessed and on the tax rolls as of January 2, 2012 for taxes payable in 2013.

Phase 2 of the project (approximately 44 senior coop units) is expected to be fully constructed in 2013 and be 100% assessed and on the tax rolls as of January 2, 2014 for taxes payable in 2015.

The assisted living facility (approximately 93 units) is expected to be fully constructed in 2013 and be 100% assessed and on the tax rolls as of January 2, 2014 for taxes payable in 2015.

At the time this document was prepared there were no signed construction contracts with regards to the above described development.

Section J Findings and Need for Tax Increment Financing

In establishing the TIF District, the City makes the following findings:

(1) The TIF District qualifies as an economic development district;

See Section E of this document for the reasons and facts supporting this finding.

(2) The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the district permitted by the TIF Plan.

The proposed development consists of approximately 94 senior cooperative housing units and 93 assisted living units that will be constructed in the City. United Properties, the developer of the site, has submitted an application for assistance, along with supplemental information, to the City demonstrating that the development of the phase one senior cooperative building would not occur prior to July 1, 2011 without the assistance provided in this TIF Plan. The City has reviewed a proforma submitted by the developer showing that the project as proposed will generate below-market returns and assistance is necessary for the developer to move forward with construction of the project. The developer has indicated it will commence only with 50 units in phase one due to market uncertainty.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan: Without the improvements the City has no reason to expect that significant redevelopment would occur without assistance similar to that provided in this plan. To summarize the basis for the City's findings regarding alternative market value, in accordance with Minnesota Statutes, Section 469.175, Subd. 3(d), the City makes the following determinations:

a. The City's estimate of the amount by which the market value of the site will increase without the use of tax increment financing is $0 (for the reasons described above), except some unknown amount of appreciation.

b. If the proposed development to be assisted with tax increment occurs in the District, the total increase in market value would be approximately $31,354,415, including the value of the building (See Exhibit II).

c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be $1,735,051 (See Exhibit V)

d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than $29,619,364 (the amount in clause b less the amount in clause c) without tax increment assistance.

(3) The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole; and

The reasons and facts supporting this finding are that the TIF District is properly zoned, and the TIF Plan has been approved by the City Planning Commission and will generally complement and serve to implement policies adopted in the City's comprehensive plan.

(4) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the Project Area by private enterprise.

The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Project Area.

Section K Estimated Public Costs

The estimated public costs of the TIF District are listed below. Such costs are eligible for reimbursement from tax increments of the TIF District.

Soils Correction & Site Preparation	585,962
Acquisition	500,000
Installation of public utilities	250,000
Streets and sidewalks	500,000
Loan principal payments	0
Loan interest payments	124,477
Administrative Expenses	245,056
Pooling	245,056
Other	0
Total	2,450,551

The City reserves the right to administratively adjust the amount of any of the items listed above or to incorporate additional eligible items, so long as the total estimated public cost is not increased.

Section L Estimated Sources of Revenue

Tax increment revenue	2,450,551
Interest on invested funds	0
Bond proceeds	0
Loan proceeds	0
Real estate sales	0
Special assessments	0
Rent/lease revenue	0
Grants	0
Other	0
Total	2,450,551

The City anticipates providing financial assistance to the proposed development through the use of a pay-as-you-go technique. As tax increments are collected from the TIF District in future years, a portion of these taxes will be distributed to the developer/owner as reimbursement for public costs incurred (see Section K).

The City reserves the right to finance any or all public costs of the TIF District using pay-as-you-go assistance, internal funding, general obligation or revenue debt, or any other financing mechanism authorized by law. The City also reserves the right to use other sources of revenue legally applicable to the Project Area to pay for such costs including, but not limited to, special assessments, utility revenues, federal or state funds, and investment income.

Section M Estimated Amount of Bonded Indebtedness

The City does not anticipate issuing tax increment bonds to finance the estimated public costs of the TIF District, but reserves the right to issue such bonds in an amount not to exceed 330,000 (Estimated total principal project costs of 300,000 + 10% contingency).

Section N Original Net Tax Capacity

The County Auditor shall certify the original net tax capacity of the TIF District. This value will be equal to the total net tax capacity of all property in the TIF District as certified by the State Commissioner of Revenue. For districts certified between January 1 and June 30, inclusive, this value is based on the previous assessment year. For districts certified between July 1 and December 31, inclusive, this value is based on the current assessment year.

The Estimated Market Value of all property within the TIF District as of January 2, 2010, for taxes payable in 2011, is $1,537,200. Upon establishment of the TIF District, it is estimated that the original net tax capacity of the TIF District will be $16,446. This assumes classification of the properties as residential homestead and rental.

Each year the County Auditor shall certify the amount that the original net tax capacity has increased or decreased as a result of:

(1) changes in the tax-exempt status of property;

(2) reductions or enlargements of the geographic area of the TIF District;

(3) changes due to stipulation agreements or abatements; or

(4) changes in property classification rates.

Section O Original Tax Capacity Rate

The County Auditor shall also certify the original tax capacity rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the original net tax capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the original tax capacity rate of the TIF District.

At the time this document was prepared, the sum of all local tax rates that apply to property in the TIF District, for taxes levied in 2010 and payable in 2011, was not yet available. When this total becomes available, the County Auditor shall certify this amount as the original tax capacity rate of the TIF District. For purposes of estimating the tax increment generated by the TIF District, the sum of the preliminary local tax rates for taxes levied in 2009 and payable in 2010, is 110.862% as shown below.

Taxing Jurisdiction	2009/2010 Local Tax Rate
City of Roseville	27.369%
Ramsey County	50.248%
ISD 621	24.560%
Other	8.685%
Total	110.862%

Section P Projected Retained Captured Net Tax Capacity and Projected Tax Increment

The City anticipates that the building construction for all of the development will be completed by December 31, 2013, creating a total tax capacity for TIF District No. 19 of $330,003 as of January 2, 2014. The captured tax capacity as of that date is estimated to be $313,557 and the first full year of tax increment is estimated to be $347,615 payable in 2015. A complete schedule of estimated tax increment from the TIF District is shown in Exhibit III.

The estimates shown in this TIF Plan assume that residential homestead class rates remain at 1.00% of the estimated market value and rental class rates remain at 1.25% of the estimated market value; and assume 3% annual increase in market values.

Each year the County Auditor shall determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the original net tax capacity, the difference shall be known as the captured net tax capacity of the TIF District.

The County Auditor shall certify to the City the amount of captured net tax capacity each year. The City may choose to retain any or all of this amount. It is the City's intention to retain 100% of the captured net tax capacity of the TIF District. Such amount shall be known as the retained captured net tax capacity of the TIF District.

Exhibit II gives a listing of the various information and assumptions used in preparing a number of the exhibits contained in this TIF Plan, including Exhibit III which shows the projected tax increment generated over the anticipated life of the TIF District.

Section Q Use of Tax Increment

Each year the County Treasurer shall deduct 0.36% of the annual tax increment generated by the TIF District and pay such amount to the State's General Fund. Such amounts will be appropriated to the State Auditor for the cost of financial reporting and auditing of tax increment financing information throughout the state. Exhibit III shows the projected deduction for this purpose over the anticipated life of the TIF District.

The City has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

(1) pay for the estimated public costs of the TIF District (see Section K) and County administrative costs associated with the TIF District (see Section T);

(2) pay principal and interest on tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;

(3) accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;

(4) pay all or a portion of the county road costs as may be required by the County Board under M.S. Section 469.175, Subdivision 1a; or

(5) return excess tax increments to the County Auditor for redistribution to the City, County and School District.

Tax increments from property located in one county must be expended for the direct and primary benefit of a project located within that county, unless both county boards involved waive this requirement. Tax increments shall not be used to circumvent levy limitations applicable to the City.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the State or federal government, or for a commons area used as a public park, or a facility used for social, recreational, or conference purposes. This prohibition does not apply to the construction or renovation of a parking structure or of a privately owned facility for conference purposes.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sale of property at less than the cost of acquisition or fair market value, grants, ground or other leases at less then fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

Section R Excess Tax Increment

In any year in which the tax increments from the TIF District exceed the amount necessary to pay the estimated public costs authorized by the TIF Plan, the City shall use the excess tax increments to:

(1) prepay any outstanding tax increment bonds;

(2) discharge the pledge of tax increments thereof;

(3) pay amounts into an escrow account dedicated to the payment of the tax increment bonds; or

(4) return excess tax increments to the County Auditor for redistribution to the City, County and School District. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

Section S Tax Increment Pooling and the Five Year Rule

At least 80% of the tax increments from the TIF District must be expended on activities within the district or to pay for bonds used to finance the estimated public costs of the TIF District (see Section E for additional restrictions). No more than 20% of the tax increments may be spent on costs outside of the TIF District but within the boundaries of the Project Area, except to pay debt service on credit enhanced bonds. All administrative expenses are considered to have been spent outside of the TIF District. Tax increments are considered to have been spent within the TIF District if such amounts are:

(1) actually paid to a third party for activities performed within the TIF District within five years after certification of the district;

(2) used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund.

(3) used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or

(4) used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

Beginning with the sixth year following certification of the TIF District, at least 80% of the tax increments must be used to pay outstanding bonds or make contractual payments obligated within the first five years. When outstanding bonds have been defeased and sufficient money has been set aside to pay for such contractual obligations, the TIF District must be decertified.

Currently, the City anticipates that tax increments will be spent outside of the TIF District (including allowable administrative expenses) up to the maximum allowable percentage amounts.

Section T Limitation on Administrative Expenses

Administrative expenses are defined as all costs of the City other than:

(1) amounts paid for the purchase of land;

(2) amounts paid for materials and services, including architectural and engineering services directly connected with the physical development of the real property in the project;

(3) relocation benefits paid to, or services provided for, persons residing or businesses located in the project;

(4) amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to section 469.178; or

(5) amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clause (1) to (3).

Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the County in administering the TIF District. Tax increments may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total tax increment expenditures authorized by the TIF Plan or (b) 10% of the total tax increments received by the TIF District.

Section U Limitation on Property Not Subject to Improvements - Four Year Rule

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or qualified improvement of an adjacent street has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

Section V Estimated Impact on Other Taxing Jurisdictions

Exhibit IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The fiscal and economic implications of the proposed tax increment financing district, as pursuant to Minnesota Statutes, Section 469.175, Subdivision 2, are listed below.

1. The total amount of tax increment that will be generated over the life of the district is estimated to be $2,459,404.

2. To the extent the proposed project in TIF District 19 generates any public cost impacts on city-provided services such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the District. The City does not anticipate issuing general obligation tax increment bonds attributable to the District.

3. The amount of tax increments over the life of the district that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is estimated to be $544,848.

4. The amount of tax increments over the life of the district that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be $1,114,720.

5. No additional information has been requested by the county or school district that would enable it to determine additional costs that will accrue to it due to the development proposed for the district.

Section W Prior Planned Improvements

The City shall accompany its request for certification to the County Auditor (or notice of district enlargement), with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District.

Section X Development Agreements

If within a project containing an economic development district, more than 10% of the acreage of the property to be acquired by the City is purchased with tax increment bonds proceeds (to which tax increment from the property is pledged), then prior to such acquisition, the City must enter into an agreement for the development of the property. Such agreement must provide recourse for the City should the development not be completed.

The City anticipates entering into an agreement for development, but does not anticipate acquiring any property located within the TIF District.

Section Y Assessment Agreements

The City may, upon entering into a development agreement, also enter into an assessment agreement with the developer, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land, and so long as the minimum market value contained in the assessment agreement appears to be an accurate estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, County and School District.

The City does not anticipate entering into an assessment agreement.

Section Z Modifications of the Tax Increment Financing Plan

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in the amount of bonded indebtedness to be incurred; determination to capitalize interest on the debt if it was not part of original plan; increase in that portion of the captured net tax capacity to be retained by the City; increase in the total estimated public costs; or designation of additional property to be acquired by the City shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

(1) the only modification is elimination of parcels from the TIF District; and

(2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

Section AA Administration of the Tax Increment Financing Plan

Upon adoption of the TIF Plan, the City shall submit a copy of such plan to the Minnesota Department of Revenue and the Office of the State Auditor. The City shall also request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The City shall also send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District, and shall request that the County Assessor review and certify this assessment agreement as reasonable.

The County shall distribute to the City the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the retained captured net tax capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing the TIF Plan, the following actions should occur on an annual basis:

(1) prior to July 1, the City shall notify the County Assessor of any new development that has occurred in the TIF District during the past year to ensure that the new value will be recorded in a timely manner.

(2) if the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.

(3) each year the County Auditor shall certify the amount of the original net tax capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:

    (a) the value of property that changes from tax-exempt to taxable shall be added to the original net tax capacity of the TIF District. The reverse shall also apply;

    (b) the original net tax capacity may be modified by any approved enlargement or reduction of the TIF District;

(c) if the TIF District is classified as an economic development district, then the original net tax capacity shall be increased by the amount of the annual adjustment factor; and

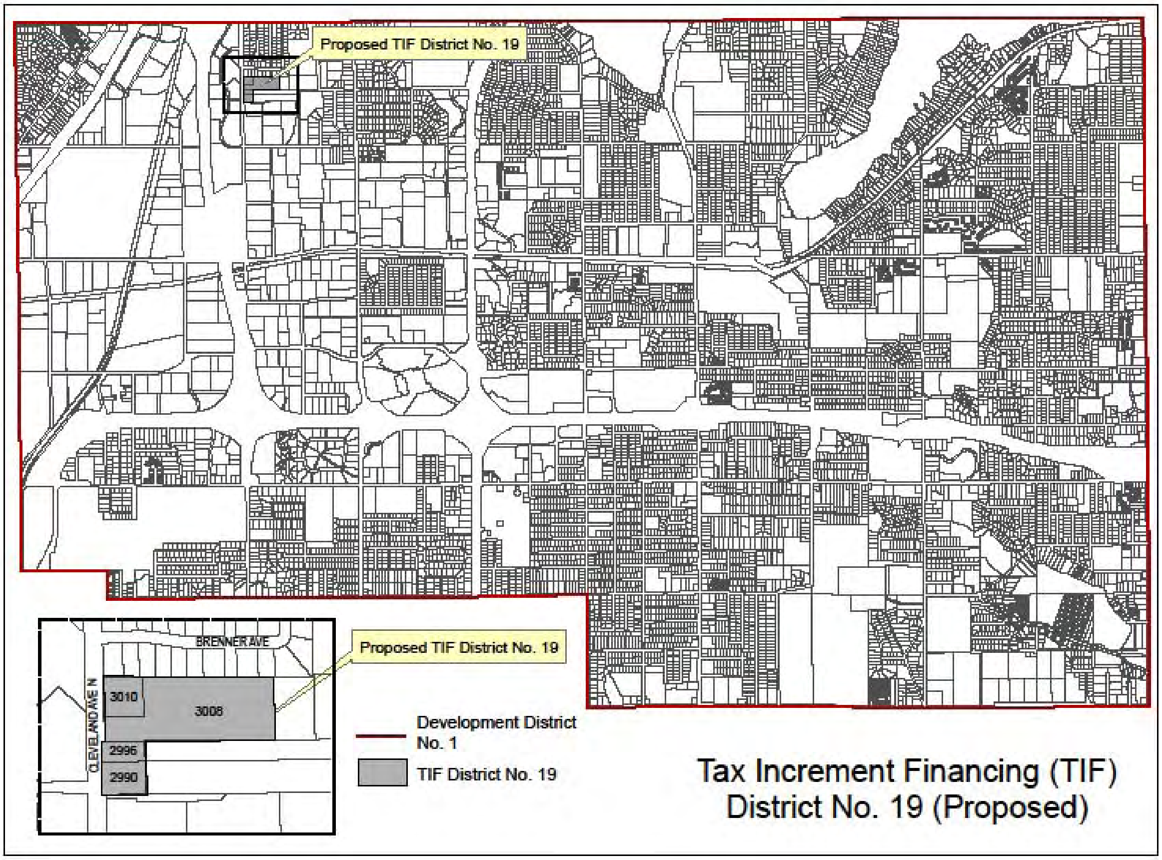
(d) if laws governing the classification of real property cause changes to the percentage of estimated market value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the original net tax capacity and the retained captured net tax capacity of the TIF District.

The County Auditor shall notify the City of all changes made to the original net tax capacity of the TIF District.

Section AB Filing TIF Plan, Financial Reporting and Disclosure Requirements

The City will comply with all reporting requirements for the TIF District under Minnesota Statutes, Section 469.175, subdivisions 5 and 6.

Map of proposed
Tax Increment Financing (Economic Development) District No. 19
Within Development District No. 1



Assumptions Report

City of Roseville, Minnesota
Tax Increment Financing (Economic Development) District No. 19
Proposed Langton Lake TIF Cooperative Project
Senior Coop (94 units) and Assisted Living (93 units):
Incremental EMV $26.5M with 3% MV Inflator

Type of Tax Increment Financing District	Economic Development	
Maximum Duration of TIF District	8 years from 1st increment	
Projected Certification Request Date	09/30/10	
Decertification Date	12/31/20	(9 Years of Increment)
	2010/2011	
Base Estimated Market Value	$1,537,200	
Original Net Tax Capacity	$16,446	

Assessment/Collection Year

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Base Estimated Market Value	$1,537,200	$1,537,200	$1,537,200	$1,537,200	$1,537,200	$1,537,200	$1,537,200	$1,537,200	$1,537,200	$1,537,200
Estimated Increase in Value - New Construction	0	1,250,000	5,037,500	11,665,625	27,046,594	27,857,992	28,693,731	29,554,543	30,441,180	31,354,415
Total Estimated Market Value	1,537,200	2,787,200	6,574,700	13,202,825	28,583,793	29,395,191	30,230,931	31,091,743	31,978,379	32,891,614
Total Net Tax Capacity	$16,446	$28,946	$66,821	$143,795	$330,003	$339,409	$349,098	$359,078	$369,357	$379,944

City of Roseville	27.369%	
Ramsey County	50.248%	
ISD #621	24.560%	
Other	8.685%	
Local Tax Capacity Rate	**110.862%**	2009/2010
Fiscal Disparities Contribution From TIF District	NA	
Administrative Retainage Percent (maximum = 10%)	10.00%	
Pooling Percent	10.00%	

Note (Pay-As-You-Go)

Note Dated	**01/01/11**
Note Rate	**6.00%**
Note Amount	**$300,000**

Present Value Date & Rate **09/30/10** **6.00% PV Amount** **$1,293,837**

Notes
Calculation assumes no changes to future tax rates, class rates, or market values.
Construction schedule: Phase 1 Senior Coop 25% constructed by Dec. 31, 2010 and 100% by Dec. 31, 2011.
Phase 2 Senior Coop 40% constructed by Dec. 31, 2012 and 100% by Dec. 31, 2013.
Assisted Living assumed to be constructed in 2012 (25%) and 100% complete by December 31. 2013.
Payable 2010 Tax Rates and Class Rates were provided by Ramsey County.
Total project value of $26.5.4M as estimated based on comparable developments.
Base value of $1.5M for taxes payable 2011 - expected to be frozen for life of district.
includes a 3% market value inflator.

Projected Tax Increment Report

City of Roseville, Minnesota
Tax Increment Financing (Economic Development) District No. 19
Proposed Langton Lake TIF Cooperative Project
Senior Coop (94 units) and Assisted Living (93 units):
Incremental EMV $26.5M with 3% MV Inflator

Annual Period Ending (1)	Total Market Value (2)	Total Net Tax Capacity (3)	Less: Original Net Tax Capacity (4)	Less: Fiscal Disp. @ 0.0000% (5)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate (6)	Annual Gross Tax Increment (7)	Less: State Aud. Deduction 0.360% (8)	Subtotal Gross Tax Increment (9)	Less: Adm./Pooling Retainage 20.00% (10)	Annual Net Revenue (11)
12/31/10		16,446	16,446	0	0	110.862%	0	0	0	0	0
12/31/11	1,537,200	16,446	16,446	0	0	110.862%	0	0	0	0	0
12/31/12	2,787,200	28,946	16,446	0	12,500	110.862%	13,858	50	13,808	2,762	11,046
12/31/13	6,574,700	66,821	16,446	0	50,375	110.862%	55,847	201	55,646	11,129	44,517
12/31/14	13,202,825	143,795	16,446	0	127,349	110.862%	141,181	508	140,673	28,135	112,538
12/31/15	28,583,794	330,003	16,446	0	313,557	110.862%	347,615	1,251	346,364	69,273	277,091
12/31/16	29,395,192	339,409	16,446	0	322,963	110.862%	358,044	1,289	356,755	71,351	285,404
12/31/17	30,230,931	349,098	16,446	0	332,652	110.862%	368,785	1,328	367,457	73,491	293,966
12/31/18	31,091,743	359,078	16,446	0	342,632	110.862%	379,849	1,367	378,482	75,696	302,786
12/31/19	31,978,380	369,357	16,446	0	352,911	110.862%	391,244	1,408	389,836	77,967	311,869
12/31/20	32,891,615	379,944	16,446	0	363,498	110.862%	402,981	1,451	401,530	80,306	321,224
							$2,459,404	$8,853	$2,450,551	$490,110	$1,960,441

Estimated Impact on Other Taxing Jurisdictions Report

City of Roseville, Minnesota
Tax Increment Financing (Economic Development) District No. 19
Proposed Langton Lake TIF Cooperative Project
Senior Coop (94 units) and Assisted Living (93 units):
Incremental EMV $26.5M with 3% MV Inflator

	Without Project or TIF District		With Project and TIF District								
Taxing Jurisdiction	2009/2010 Taxable Net Tax Capacity (1)	2009/2010 Local Tax Rate	2009/2010 Taxable Net Tax Capacity (1)	+	Projected Retained Captured Net Tax Capacity	=	New Taxable Net Tax Capacity	Hypothetical Adjusted Local Tax Rate (*)	Hypothetical Decrease In Local Tax Rate (*)	Hypothetical Tax Generated by Retained Captured N.T.C. (*)
City of Roseville	45,270,855	27.369%	45,270,855		$363,498		45,634,353	27.151%	0.218%	98,693
Ramsey County	452,661,866	50.248%	452,661,866		363,498		453,025,364	50.208%	0.040%	182,504
ISD #621	82,109,131	24.560%	82,109,131		363,498		82,472,629	24.452%	0.108%	88,882
Other (2)	---	8.685%	---		363,498		---	8.685%	---	---
Totals		110.862%						110.495%	0.367%	

*** Statement 1:** If the projected Retained Captured Net Tax Capacity of the TIF District was hypothetically available to each of the taxing jurisdictions above, the result would be a lower local tax rate (see Hypothetical Adjusted Tax Rate above) which would produce the same amount of taxes for each taxing jurisdiction. In such a case, the total local tax rate would decrease by 0.367% (see Hypothetical Decrease in Local Tax Rate above). The hypothetical tax that the Retained Captured Net Tax Capacity of the TIF District would generate is also shown above.

Statement 2: Since the projected Retained Captured Net Tax Capacity of the TIF District is not available to the taxing jurisdictions, then there is no impact on taxes levied or local tax rates.

(1) Taxable net tax capacity = total net tax capacity - captured TIF - fiscal disparity contribution, if applicable.
(2) The impact on these taxing jurisdictions is negligible since they represent only 7.83% of the total tax rate.

Market Value Analysis Report

City of Roseville, Minnesota
Tax Increment Financing (Economic Development) District No. 19
Proposed Langton Lake TIF Cooperative Project
Senior Coop (94 units) and Assisted Living (93 units):
Incremental EMV $26.5M with 3% MV Inflator

Assumptions

Present Value Date	09/30/10
P.V. Rate - Gross T.I.	5.00%

Increase in EMV With TIF District	$31,354,415
Less: P.V of Gross Tax Increment	1,735,051
Subtotal	$29,619,364
Less: Increase in EMV Without TIF	0
Difference	$29,619,364

	Year	Annual Gross Tax Increment	Present Value @ 5.00%
1	2012	13,858	12,568
2	2013	55,847	48,236
3	2014	141,181	116,134
4	2015	347,615	272,329
5	2016	358,044	267,142
6	2017	368,785	262,053
7	2018	379,849	257,062
8	2019	391,244	252,165
9	2020	402,981	247,362
10	2021	0	0
11	2022	0	0
12	2023	0	0
13	2024	0	0
14	2025	0	0
15	2026	0	0
16	2027	0	0
17	2028	0	0
18	2029	0	0
19	2030	0	0
20	2031	0	0
21	2032	0	0
22	2033	0	0
23	2034	0	0
24	2035	0	0
25	2036	0	0
26	2037	0	0
		$2,459,404	$1,735,051

City of Roseville, Minnesota

Development Program

for

Development District No. 1

Dated: August 20, 2010

Prepared by:

SPRINGSTED INCORPORATED
380 Jackson Street, Suite 300
St. Paul, MN 55101-2887
(651) 223-3000
WWW.SPRINGSTED.COM

TABLE OF CONTENTS

SECTION I

DEVELOPMENT PROGRAM FOR
DEVELOPMENT DISTRICT NO. 1
AS OF JULY 13, 2009

The City of Roseville adopted a Development Program and created Development District No. 1 on October 13, 1982. At that time, Tax Increment Financing Districts No. 1 and No. 2 were also created within Development District No. 1 and Tax Increment Financing Plans were adopted. Subsequent to the initial tax increment financing activity in 1982 and continuing through 2005, Tax Increment Financing Districts Nos. 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, Hazardous Substance Subdistrict No. 11A, and Hazardous Substance Subdistrict No. 17A were created within Development District No. 1 and the appropriate Tax Increment Financing Plans were adopted and added to the Development Program. Additional tax increment financing activity within Development District No. 1 from 1995 through 2010 included the decertification of Tax Increment Financing Districts Nos. 2, 3, 4, 5, 6, 7, 8, 9, 14, and 15 and various modifications to the Development Program and the Tax Increment Financing Plans for the remaining Tax Increment Financing Districts Nos. 1, 10, 11, 12, 13, 16, 17 and 18. All previous modifications and amendments to the Development Program and Tax Increment Financing Plans are hereby incorporated into this Development Program.

This September 13, 2010 modification to the Development Program includes:

(1) the creation of Tax Increment Financing District No. 19 within Development District No. 1 and the adoption and addition of its Tax Increment Financing Plan to the Development Program;

Attached to this Development Program is Exhibit I-B, "Municipal Action Taken", which summarizes the City's tax increment activities within Development District No. 1 and its various Tax Increment Financing Districts. Also included is the following definitional section for reference and convenience. Please note that these terms shall, for purposes of this Development Program, have the meanings herein specified, unless the context otherwise specifically requires:

"City" means the City of Roseville, Minnesota, a municipal corporation and political subdivision of the State of Minnesota.

"Comprehensive Plan" means the City's comprehensive plan which contains the objectives, policies, standards and programs to guide public and private land use, development, redevelopment and preservation for all lands and water within the City.

"Council" means the City Council of the City.

"County" means the County of Ramsey, Minnesota.

"Development District Act" or "City Development Districts Act" or "Act" means the statutory provisions of Minnesota Statutes, Sections 469.124 to 469.134, inclusive, as amended and supplemented from time to time.

"Development District No. 1" or "Development District" means the geographic area that was designated and created on October 13, 1982 pursuant to the Development District Act.

"Development Program" means the Development Program adopted on October 13, 1982 including all amendments and modifications adopted through September 13, 2010.

"Land Use Regulations" means all federal, state and local laws, rules, regulations, ordinances and plans relating to or governing the use or development of land in the County, including but not limited to environmental, zoning and building code laws and regulations.

"Port Authority Act" means the statutory provisions of Minnesota Statutes, Sections 469.48 to 469.068, inclusive, as amended and supplemented from time to time.

"Program" means the Development Program for the Project Area.

"Project Area" means the real property located within the geographic boundaries of Development District No. 1.

"Development Program" means this Program, which incorporates the Development Program as previously modified and as restated herein, for the Project Area and as it shall be modified or restated, from time to time hereafter, as defined in Minnesota Statutes, Section 469.125, subdivision 3.

"School District" means Independent School District No. 621 or Independent School District No. 623.

"State" means the State of Minnesota.

"Tax Increment Act" means the statutory provisions of Minnesota Statutes, sections 469.174 to 469.1799, inclusive, as amended and supplemented from time to time.

"Tax Increment Bonds" means the general obligation or revenue tax increment bonds issued and to be issued by the City to finance the public costs associated with the Project Area as stated in the Program and in the Tax Increment Plans for each of the Tax Increment Districts within the Project Area. The term "Tax Increment Bonds" shall also include any obligations issued to refund the Tax Increment Bonds.

"Tax Increment District" means any tax increment financing district presently established or to be established in the future within the Project Area.

"Tax Increment Plan" means the respective Tax Increment Financing Plan for each Tax Increment District located within the Project Area.

Section A Statement and Finding of Public Purpose

The Council of the City has determined that there was, and hereby reaffirms that there continues to be, a need for the City to take certain actions designed to encourage and facilitate the private sector to (1) recreate and reinforce a sense of residential place and security to create neighborhood cohesiveness through investment in neighborhood infrastructure and public improvements; (2) rehabilitate the existing housing stock and preserve existing residential neighborhoods wherever possible; (3) revitalize property to create a safe, attractive, comfortable, convenient and efficient area for residential use; (4) develop and redevelop underutilized, blighted, contaminated and unused land located within its corporate limits; (5) improve the tax base of the City, the County and the School District, thereby enabling them to better utilize existing public facilities and provide needed public services; (6) improve the general economy of the City, the County and the State; and, (7) provide additional employment opportunities for residents of the City and the surrounding area. Specifically, the City has determined and reaffirms that there is property within the City that is unused due to a variety of factors, including fragmented ownership, contamination or blighted improvements, which have resulted in a lack of private investment. Further, it was found and is reaffirmed that there are certain underutilized parcels of property within the City which are potentially more useful, productive and valuable than are being realized under existing conditions. As a result, the property is not providing adequate employment opportunities or living environments and is not contributing to the tax base and general economy of the City, the County, the School District and the State to its full potential.

Therefore, the Council has determined and hereby reaffirms that it is necessary to exercise its authority to develop, implement and finance a Program for improving the Project Area to (1) recreate and reinforce a sense of residential place and security to create neighborhood cohesiveness through investment in neighborhood infrastructure and public improvements; (2) rehabilitate the existing housing stock and preserve existing residential neighborhoods wherever possible; (3) revitalize property to create a safe, attractive, comfortable, convenient and efficient area for residential use; (4) facilitate clean up of contaminated properties; (5) improve and maintain the natural environment; (6) provide an impetus for private development and redevelopment; (7) maintain and increase employment; (8) utilize, enhance and supplement existing potential; and, (9) facilitate other activities as outlined in Section I, Subsection F.1. of the Program.

The Council has also determined and hereby reaffirms (1) that the proposed development or redevelopment would not occur solely through private investment in the foreseeable future; (2) that the Tax Increment Plans proposed herein are consistent with the Program; (3) that the Tax Increment Plans would afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Project Area by private enterprise; and (4) that the Program conforms to the Comprehensive Plan of the City.

The Council has further determined and hereby reaffirms that the welfare of the City, School District, County and State requires active promotion, attraction, encouragement and development of economically sound housing, industry and commerce to carry out its stated public purpose objectives.

Section B Statutory Authority

The Council has determined and hereby reaffirms that it continues to be desirable and in the public interest to designate a specific area within the corporate limits of the City as the Project Area and to establish, develop and implement a Program pursuant to the provisions of the Development District Act and the Port Authority Act (collectively, the "Acts"), as amended and supplemented from time to time.

Funding of the necessary activities and improvements in the Project Area shall be accomplished, in part, with any funds the Council has or may have available from any source, including funds made available by the City and through tax increment financing pursuant to the Tax Increment Act.

The Tax Increment Act authorizes the establishment of tax increment districts within the Project Area pursuant to the requirements set forth in Section 469.174. The Tax Increment Act also designates the types of tax increment districts and establishes the limitations and requirements that apply to activities and public improvements which can be financed for each type of tax increment district.

It is the intention of the City, notwithstanding the enumeration of specific goals and objectives in the Program, that the City shall have and enjoy with respect to the Project Area the full range of powers and duties conferred upon the City pursuant to the Acts, the Tax Increment Act, and such other legal authority as the City may have or enjoy from time to time.

Section C Property Description

The boundaries of the Project Area are coterminous with the corporate boundaries of the City and are illustrated on Exhibit I-A.

Section D Rehabilitation

For some projects, property owners within the Project Area will be encouraged to rehabilitate their properties to conform with the applicable State and local codes and ordinances, as well as any design standards. Potential owners who may purchase property within the Project Area from the City may be required to rehabilitate their properties as a condition of sale of land. The City will provide such rehabilitation assistance as may be available from federal, State, County, or local sources.

Section E Relocation

The City accepts its responsibility for providing for relocation, if and when applicable, pursuant to Minnesota Statutes and federal law.

Section F Development Program

1. Statement of Objectives. The Council originally determined, and its determinations are hereby reaffirmed, that the establishment of the Project Area and the adoption of the Program will provide the City with the ability to achieve certain public purpose goals not otherwise obtainable in the foreseeable future without City intervention in the normal development or redevelopment process. These public purpose goals include: (1) restoration and improvement of the tax base and tax revenue generating capacity of the Project Area; (2) increased employment opportunities; (3) realization of comprehensive planning goals; (4) removal of blighted conditions and environmental contamination; (5) preservation and enhancement of the natural environment of the community and implementation of the Natural Resource Management Plan dated June, 2002; and, (6) revitalization of the property within the Project Area to create an attractive, comfortable, convenient and efficient area for housing, industrial, commercial, and related uses.

The Program objectives for the Project Area include the following:

a. Revitalize property to create a safe, attractive, comfortable, convenient and efficient area for residential use.

b. Create and reinforce a sense of residential place and security which creates neighborhood cohesiveness through City investment in neighborhood infrastructure and public improvements, including landscaping, park improvements, local street modifications to reduce traffic impacts, street construction or repaving, curb and gutter construction or replacement and streetlight installation or updating.

c. Encourage infill development and redevelopment that is compatible in use and scale with surrounding neighborhoods.

d. Rehabilitate existing housing stock and preserve existing residential neighborhoods wherever possible.

e. Demolish and reconstruct, where necessary, aging residential buildings to preserve neighborhoods.

f. Provide a link between seniors moving out of existing single family homes and young families seeking first time purchase options.

g. Develop and promote housing programs that encourage the retention and attraction of young families with children.

h. Provide alternate housing for seniors to enable them to remain a vital part of the community.

i. Develop new housing in partnership with federal, state and regional agencies, non profit community groups and private sector development partners.

j. Develop and promote programs that provide choice and diversity in housing stock to include a variety of affordable housing options.

k. Provide information regarding the importance of quality and diverse housing opportunities and close-knit neighborhoods to foster a sense of community.

l. Promote and secure the prompt development or redevelopment of certain property in the Project Area, which property is not now in productive use or in its highest and best use, in a manner consistent with the City's Comprehensive Plan, which will where practicable, mitigate existing adverse environmental conditions and cause a minimum adverse impact on the environment and thereby promote and secure the development or redevelopment of other land in the City.

m. Promote and secure additional employment opportunities within the Project Area and the City for residents of the City and the surrounding area, thereby improving living standards, reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.

n. Secure the increased valuation of property subject to taxation by the City, the School District, the County and other taxing jurisdictions in order to better enable such entities to pay for governmental services and programs required to be provided by them.

o. Provide for the financing and construction of public improvements in the Project Area necessary for the orderly and beneficial development or redevelopment of the Project Area.

p. Promote the concentration of new desirable residential, commercial, office, and other appropriate development or redevelopment in the Project Area so as to develop and maintain the area in a manner compatible with its accessibility and prominence in the City.

q. Encourage local business expansion, improvement, development and redevelopment whenever possible.

r. Encourage the renovation and expansion of historical structures.

s. Eliminate physical deterrents to the development or redevelopment of the land.

t. Create a desirable and unique character within the Project Area through quality land use alternatives and design quality in new and remodeled buildings.

u. Encourage and provide maximum opportunity for private development or redevelopment of existing areas and structures which are compatible with the Program.

v. Create viable environments which will facilitate and enable the construction, upgrading and maintaining of housing stock, maintaining housing health and safety quality standards, and maintaining and strengthening individual neighborhoods.

w. Stimulate private activity and investment to stabilize, enhance and balance the City's housing supply.

x. Eliminate code violations, remediate environmental contamination and eliminate nuisance and other negative conditions that adversely affect neighborhoods or are obstacles to the objectives of the Program.

y. Remove substandard structures.

2. Revitalization Project Proposals and Public Facilities. Revitalization within the Project Area must be financially feasible, marketable and compatible with longer range City development plans. The following activities represent the development activities that may occur within the Project Area.

a. clearance and redevelopment
b. rehabilitation of remaining buildings
c. relocation of buildings and inhabitants of buildings
d. vacation of rights-of-way
e. dedication of new rights-of-way and pedestrian walkways
f. construction and expansion of commercial and industrial buildings
g. land acquisition
h. soil improvement and site preparation
i. installation or replacement of public improvements
j. environmental cleanup
k. water retention measures including ponds, infiltration systems and rain gardens

3. Open Space to be Created. Open space may be created for the purpose of enhancing housing developments through the development of open space and pedestrian walkways, the installation of special landscaping on residential and public properties, and the creation of recreational facilities, including parks and walkways, to improve the quality of life, transportation and physical facilities.

4. Environmental Controls. To the extent proposed development or redevelopment raises environmental concerns, all municipal actions, public improvements and private development or redevelopment shall be carried out in a manner consistent with applicable environmental standards or approvals.

5. Private Development and Reuse of Property. The Program goals and objectives are to be achieved in a cost efficient and timely manner by assisting and encouraging the private sector whenever reasonably possible. Generally, the City will proceed by contracting with the private sector (developer, builder, user, owner and so forth) for the reuse of land or building that is part of the Project Area. The City may acquire any property, real or personal, that is necessary or

convenient for the implementation of the Program. The City will acquire property if it believes there is a likelihood that the property can be reused in the foreseeable future and if the City can identify sources of revenue to pay for such property. Generally, the City will enter into a contract with the private sector for the reuse of the property. However, there may be parcels that are so important to a proposed redevelopment or reuse that the City may find it difficult or impractical to enter into any contract without first owning or having control of the parcel, either through negotiation or by use of eminent domain. The City may also acquire, from willing sellers or by use of eminent domain, parcels as part of a long-term redevelopment effort. In such instances, the acquisition should meet a stated Program goal or objective, revenues should have been identified to pay for them and the parcels should be held only until sufficient parcels have been acquired to allow Program goals and objectives to be implemented.

Section G Administration

The City Manager shall serve as Administrator of the Project Area pursuant to the provisions of the Development District Act, provided however that such powers may only be exercised at the direction of the Council. No action taken by the Administrator shall be effective without Council authorization.

A developer or redeveloper may be any person, business, corporation (for-profit or non-profit) or government unit, including the City. A developer or redeveloper may initiate a plan and participate with the City in the development or redevelopment thereof.

Section H Parcels to be Acquired

The City may acquire any of the parcels illustrated on Exhibit I-A by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of the Program.

Section I Public Improvement Costs

The estimated public improvement costs and the amount of bonded indebtedness, including interest thereon, to be incurred within the Project Area for the benefit of the Project Area and its Tax Increment Districts are set forth in the individual Tax Increment Financing Plans.

Section J Sources of Revenue

Anticipated revenue sources to assist in the financing of the public improvement costs located within the Tax Increment Districts and the Project Area include (1) general obligation and/or revenue tax increment obligations with interest; (2) the direct use of tax increments; (3) the borrowing of available funds, including without limitation interest-bearing City short-term or long-term loans; (4) interfund loans or advances; (5) interfund transfers, both in and out; (6) land sale or lease proceeds; (7) levies; (8) grants from any public or private source; (9) developer payments; (10) loan repayments or other advances originally made with tax increments as permitted by Minnesota Statutes; and (11) any other revenue source derived from the City's activities within the Project Area as required to finance the costs as set forth in each of the Tax Increment Financing Plans. All revenues are available for all tax increment eligible expenses within the Project Area as allowed by Minnesota Statutes.

MAP OF DEVELOPMENT DISTRICT NO. 1

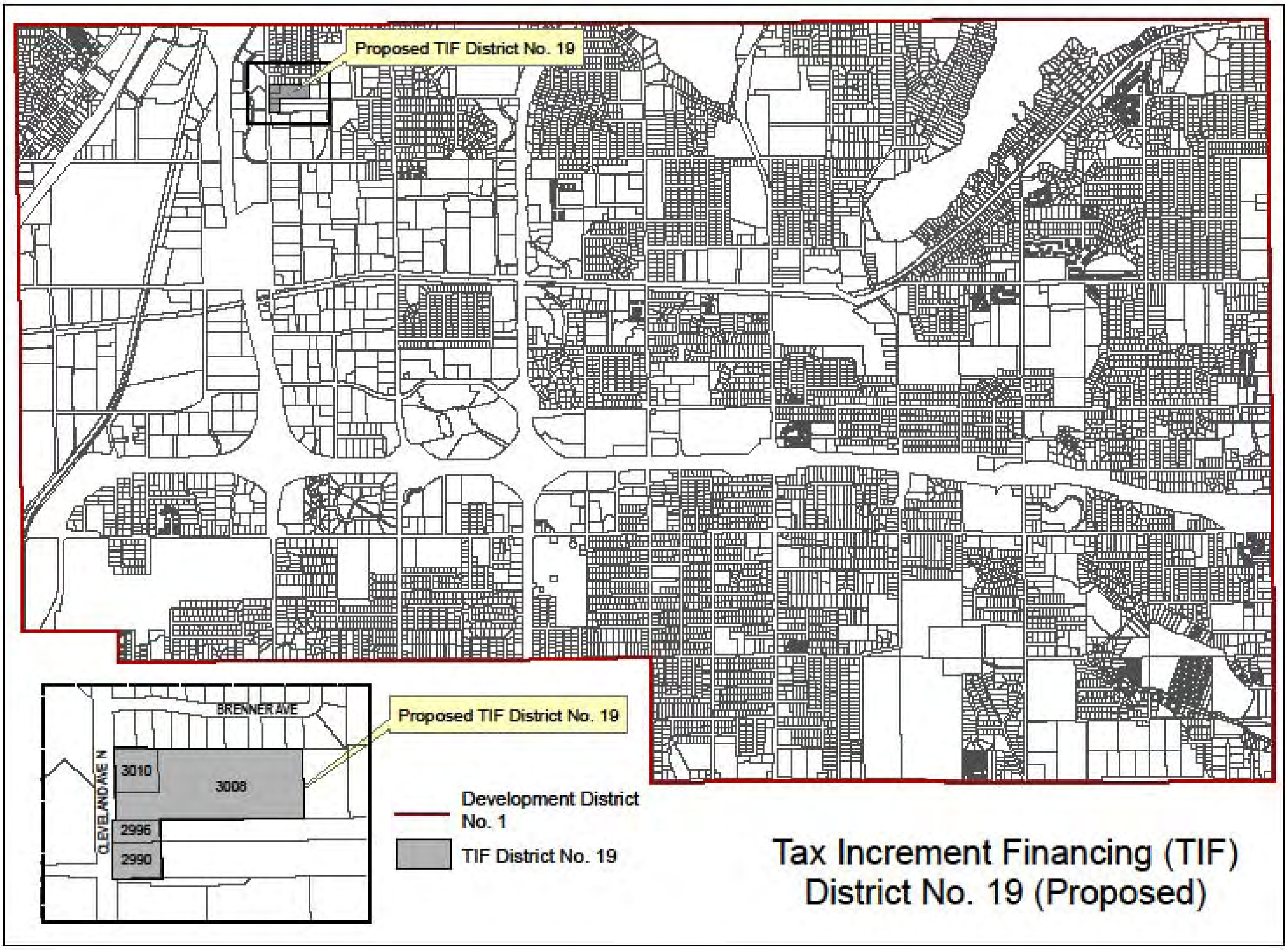


EXHIBIT I-B

MUNICIPAL ACTION TAKEN

The following municipal actions were taken in connection with the tax increment financing activities of the City of Roseville pursuant to Minnesota Statutes, Sections 469.001 to 469.047, 469.048 to 469.068, 469.124 to 469.134, and 469.174 to 469.1799, inclusive, as amended and supplemented from time to time:

October 13, 1982: Creation of Development District No. 1 and adoption of a Development Program; creation of Redevelopment District No. 1 as a redevelopment tax increment district and adoption of a Tax Increment Financing Plan; creation of Redevelopment District No. 2 as a redevelopment tax increment district and adoption of a Tax Increment Financing Plan.

May 9, 1983: Modification of the Development Program Development District No. 1 and Tax Increment Financing Plans for Redevelopment Districts No. 1 and No. 2 to reflect increased project expenses.

September 24, 1984: Creation of [Municipal] Development District No. 3 and adoption of a Development Program; creation of Tax Increment Financing District No. 3 as a redevelopment district and adoption of a Tax Increment Financing Plan.

December 16, 1985: Modification of the Development Program Development District No. 1 to include the area of Development District No. 3/Tax Increment Financing District No. 3; modification of the Tax Increment Financing Plan for Tax Increment Financing District No 1 (previously referred to as Redevelopment District No. 1) to reflect the addition of forty two parcels, increased project expenses and the deletion of ten parcels; modification of the Tax Increment Financing Plan for Tax Increment Financing District No. 2 (previously referred to as Redevelopment District No. 2) to reflect the addition of three parcels and the deletion of twelve parcels; creation of Tax Increment Financing District No. 4 as a redevelopment district and adoption of a Tax Increment Financing Plan.

July 14, 1986: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 5 as a redevelopment district and adoption of a Tax Increment Financing Plan.

January 12, 1987: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 6 as a housing district and adoption of a Tax Increment Financing Plan; creation of Tax Increment Financing District No. 7 as a redevelopment district and adoption of a Tax Increment Financing Plan; creation of Tax Increment Financing District No. 8 as an economic development district and adoption of a Tax Increment Financing Plan.

July 13, 1987: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 9 as a redevelopment district and adoption of a Tax Increment Financing Plan.

October 1988: Creation of Tax Increment Financing District No. 10 as a redevelopment district and adoption of a Tax Increment Financing Plan.

October 23, 1989: Modification of the Development Program for Development District No. 1 and Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 10.

March 26, 1990: Modification of the Development Program for Development District No. 1 and Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 10; creation of Tax Increment Financing District No. 11 as a redevelopment district and adoption of a Tax Increment Financing Plan;

creation of Tax Increment Financing District No. 12 as a redevelopment district and adoption of a Tax Increment Financing Plan.

<u>September 10, 1990</u>: Modification of the Tax Increment Financing Plans for Tax Increment Financing districts No. 1 through No. 12.

<u>December 10, 1990</u>: Creation of a Redevelopment Project Area and adoption of a Redevelopment Plan to exercise housing and redevelopment authority powers; creation of Industrial Development District No. 1 and adoption of an Industrial Development Plan to exercise port authority powers.

<u>December 17, 1990</u>: Modification of the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 12 to reflect increased project costs within Development District No. 1.

<u>July 8, 1992</u>: Modification of the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 12.

<u>September 23, 1991</u>: Modification of the Development Program for Development District No. 1; the Redevelopment Plan for the Redevelopment Project Area and the Industrial Development District No. 1 Plan for Industrial Development District No. 1 to reflect increased geographic areas.

<u>April 26, 1993</u>: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 13 as a redevelopment district and adoption of a Tax Increment Financing Plan.

<u>February 28, 1994</u>: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 14 as a redevelopment district and adoption of a Tax Increment Financing Plan.

<u>April 11, 1994</u>: Modification of the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 13 to reflect increased project costs.

<u>September 26, 1994</u>: Creation of Tax Increment Financing District No. 11A as a hazardous substance subdistrict and adoption of a Tax Increment Financing Plan.

<u>June 12, 1995</u>: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 16 as a redevelopment district and adoption of a Tax Increment Financing Plan.

<u>December 31, 1997</u>: Decertification of Tax Increment Financing District No. 8.

<u>December 16, 1996</u>: Modification of the Development Program for Development District No. 1 and the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 14 and No. 16 to reassert the powers of Minnesota Statutes, Sections 469.124 through 469.134.

<u>March 24, 1997</u>: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 15 as a redevelopment district and adoption of a Tax Increment Financing Plan.

<u>November 27, 2000</u>: Modification of the Tax Increment Financing Plan for Tax Increment Financing District No. 2 to reflect the elimination of eight parcels; modification of the Tax Increment Financing Plan for Tax Increment Financing District No. 10 to reflect the elimination of six parcels; decertification of Tax Increment Financing Districts No. 5, No. 6, No. 7 and No. 9; modification of the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1 through No. 7 and No. 9 through No. 11 to reflect increased project costs.

December 17, 2001: Decertification of Tax Increment Financing Districts No. 2, No. 3, No. 4, No. 14 and No. 15.

December 8, 2003: Modification of the Tax Increment Financing Plan for Tax Increment Financing District No. 12 to reflect increased project expenses, increased bonded indebtedness and increased sources of revenues.

June 20, 2005: Modification of the Tax Increment Financing Plan for Tax Increment Financing District No. 11 to reflect the elimination of twenty-one parcels; modification of the Tax Increment Financing Plan for Hazardous Substance Subdistrict No. 11A to reflect the elimination of twenty-one parcels; creation of Tax Increment Financing District No. 17 as a redevelopment district and adoption of a Tax Increment Financing Plan; creation of Hazardous Substance Subdistrict No. 17A and adoption of a Tax Increment Financing Plan; restatement of the Development Program for Development District No. 1 and modification of the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1, 10, 11, 12, 13, and 16.

July 13, 2009: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 18 as a housing district and adoption of a Tax Increment Financing Plan.

September 13, 2010: Modification of the Development Program for Development District No. 1; creation of Tax Increment Financing District No. 19 as an economic development district and adoption of a Tax Increment Financing Plan.

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

* * * * * * * * * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 13th day of September, 2010, at 6:00 p.m.

The following members were present:

and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION APPROVING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. 1 AND ESTABLISHING TAX INCREMENT FINANCING (ECONOMIC DEVELOPMENT) DISTRICT NO. 19 (APPLEWOOD POINTE SENIOR COOPERATIVE HOUSING PROJECT) WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1 AND APPROVING THE TAX INCREMENT FINANCING PLAN THEREFOR

WHEREAS, there is a proposal that the City of Roseville, Minnesota (the "City") modify the Development Program for Municipal Development District No. 1 ("Development District No. 1") and establish Tax Increment Financing (Economic Development) District No. 19 (Applewood Pointe Senior Cooperative Housing Project) therein ("TIF District No. 19") and approve and accept the proposed Tax Increment Financing Plan for TIF District No. 19 under the provisions of Minnesota Statutes, Sections 469.174 to 469.1799 (the "Act"); and

WHEREAS, The City Council has investigated the facts and has caused to be prepared a modification to the development program for Development District No. 1 (the "Development Program"), and has caused to be prepared a proposed tax increment financing plan for TIF District No. 19 (the "TIF Plan"); and

WHEREAS, The City has performed all actions required by law to be performed prior to the approval of the Plan, and including, but not limited to, notification of Ramsey County and Independent School District No. 623 having taxing jurisdiction over the property to be included in TIF District No. 19 and the holding of a public hearing upon published and mailed notice as required by law; and

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

1. Development District No. 1. There has heretofore been established in the City a municipal Development District No. 1, the initial boundaries of which are fixed and determined as described in the Development Program.

2. Development Program. The Development Program, as modified, for Development District No. 1, a copy of which is on file in the office of the City Manager, is adopted as the development program for Development District No. 1.

3. TIF District No. 19. There is hereby established in the City within Development District No. 1 a Tax Increment Financing District, the initial boundaries of which are fixed and determined as described in the TIF Plan.

4. Tax Increment Financing Plan. The TIF Plan is adopted as the tax increment financing plan for TIF District No. 19, and the City Council makes the following findings:

(a) (TIF District No. 19 is an economic development district as defined in Minnesota Statutes, Section 469.174, Subd. 12, the specific basis for such determination being that the construction and equipping of an approximately 94-unit senior cooperative located in the City to be constructed in two Phases, Phase 1 would be on the east half of the site and include approximately 50 senior coop units and Phase 2 would be on the west end of the site and include the remaining 44 senior coop units, (the "Project") will increase employment in the State, help prevent the emergence of blight and result in the preservation and enhancement of the tax base of the State. The construction of the Project would not commence prior to July 1, 2011 without the tax increment financing to be provided.

(b) The proposed development in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future. The reasons supporting this finding are that:

(i) Private investment will not finance these development activities because of prohibitive costs and modest rate of return. It is necessary to finance these development activities through the use of tax increment financing so that development by private enterprise will occur within Development District No. 1.

(ii) A comparative analysis of estimated market values both with and without establishment of TIF District No. 19 and the use of tax increments has been performed as described above. Such analysis is found in Exhibit V of the TIF Plan, and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of TIF District No. 19 and the use of tax increments.

(c) In the opinion of the City Council, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of TIF District No. 19 permitted by the TIF Plan. The reasons supporting this finding are that:

(i) The estimated amount by which the market value of the site will increase without the use of tax increment financing is $0, except for a small amount attributable to appreciation in land value;

(ii) The estimated increase in the market value that will result from the development to be assisted with tax increment financing is $31,354,414 (from $1,537,200 to $32,891,614); and

(iii) The present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan is $1,735,051.

(d) The TIF Plan for TIF District No. 19 conforms to the general plan for development or redevelopment of the City of Roseville as a whole. The reasons for supporting this finding are that:

(i) TIF District No. 19 is properly zoned;

(ii) The City has determined that the proposed TIF Plan conforms to the general plan for the development or redevelopment of the City as a whole; and

(iii) The TIF Plan will generally complement and serve to implement policies adopted by the City.

(e) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City of Roseville as a whole, for the development or redevelopment of Development District No. 1 by private enterprise. The reasons supporting this finding are that:

The development activities are necessary so that development and redevelopment by private enterprise can occur within Development District No. 1.

5. Public Purpose. The adoption of the Tax Increment Financing Plan for Tax Increment Financing (Economic Development) District No. 19 (Applewood Pointe Senior Cooperative Housing Project) within Development District No. 1 conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide employment opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

6. Certification. The Auditor of Ramsey County is requested to certify the original net tax capacity of TIF District No. 19 as described in TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the City Manager is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within TIF District No. 19 for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

7. Filing. The City Manager is further authorized and directed to file a copy of the Modification and the TIF Plan for TIF District No. 19 with the Commissioner of Revenue and the Office of the State Auditor.

8. Administration. The administration of Development District No. 1 is assigned to the City Manager who shall from time to time be granted such powers and duties pursuant to Minnesota Statutes, Sections 469.130 and 469.131 as the City Council may deem appropriate.

The motion for the adoption of the foregoing resolution was duly seconded by Member

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Date: 9/13/10
Item: 12.a
Subdivision Ordinance
Text Amendment

No Attachment

See 11.a

Date: 9/13/10
Item: 12.b

Consider Modification
to Development Program
District #1 and
Establish District #19
within District #1

No Attachment

See 11.b

ROSEVILLE

Request for Council Action

Date: 09/13/10

Item Number: 12.c

Department Approval **Manager Approval**

Item Description: Consider the Presumptive Penalty for an Alcohol Compliance Violation for Courtyard by Marriott

---

Background

On April 7th, 2010, 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 new penalties for non compliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and a list of City of Roseville approved training programs. Training was to be completed by every employee prior to the employee selling or serving alcohol. Documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On June 24th, 2010, a 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 Miller Light. The bar tender asked the underage buyer for ID and the underage buyer provided the cashier with his real MN Driver License with the correct birth date showing he was less than 21 years of age. The bar tender took the license, looked at it, and gave it back to the underage purchaser. The bar tender then sold the underage buyer a bottle of Miller Light. The bar tender was cited for the violation and released. On July 21st, 2010, 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 July 31st, 2010. I received a letter dated July 27th, 2010 which stated that the employee in question had not completed a City of Roseville approved liquor licensee training program. The letter also stated the employee had not undergone Courtyard Marriott's own internal alcohol server training. This is Courtyard Marriott's first 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 in 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 308.08, Manager and Server Training. Failure to comply with this provision in its entirety is sufficient grounds for denial or non-renewal of a requested license in 2011.

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: Sergeant Josh Arneson

Attachments:

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

ROSEVILLE POLICE DEPARTMENT
INCIDENT REPORT

ICR# 10018700 | **AGENCY ORI#** MN0620800 | **JUVENILE:**

INCIDENT

Reported: 06-24-2010 2046 **First Assigned:**2046 **First Arrived:**2046 **Last Cleared:**2050
Title: Compliance Checks, Alcohol **How Received:** In Person
Short Description:

Alcohol compliance check failure.

Location(s)
Courtyard By Mariott **Address:** 2905 CENTRE POINTE DR **City:** Roseville **State:** MN **Zip:** 55113
Custom Attributes Sgt. Arneson Impact Team

OFFICERS

Officer Assigned: Kim, Dennis **Badge No:** **Primary:** No

NAMES

Involvement: Cited **Name:** Depawu, Lawrence Anthony **DOB:** [redacted]
Age: [redacted] **Sex:** [redacted] **Race:** **Height:** [redacted] **Weight:** [redacted]
Address: [redacted] **City:** [redacted] **State:** MN **Zip:** [redacted]
Phone: (Work) (651)746-8000
Eye Color: [redacted] **Hair Color:**
ID Number(s)
ID Type: DL / ID Number **ID #:** [redacted] **State:** MN **Year:** **Class:** D

Involvement: Other **Name:** [redacted] **DOB:** [redacted]
Age: [redacted] **Sex:** [redacted] **Race:** [redacted] **Height:** [redacted] **Weight:** [redacted]
Address: [redacted] **City:** [redacted] **State:** MN **Zip:** [redacted]
Phone: (Work) (651)746-8000
ID Number(s)
ID Type: DL / ID Number **ID #:** [redacted] **State:** MN **Year:** **Class:** D

⚠ PRIVATE **Involvement:** Witness **Name:** [redacted]

EVIDENCE

BarCode: 10-00264 **Item Type:** Alcohol **Bin:** A43 **Value:** 5.00
Description: Miller Lite
Location
Address: 2905 CENTRE POINTE DR **City:** Roseville **State:** MN **Zip:** 55113

BarCode: 10-00265 **Item Type:** Receipt **Bin:** Document Drawer **Value:** 1
Description: Receipt
Location
Address: 2905 CENTRE POINTE DR **City:** Roseville **State:** MN **Zip:** 55113

Supplemental Report

ICR: 10018700 06-30-2010 2004

Title: Alcohol compliance check **Created By:** Dennis Kim

On 06-24-2010, [redacted] acted as my underage alcohol buyer. [redacted] viewed the underage buyer instructional video prior to beginning compliance checks. I searched [redacted] and noted he only had one Valid ID ([redacted] which clearly stated he turned 18 years of age on [redacted]. I took a digital photograph of [redacted] nd one of his drivers license. Both were uploaded to the media section of this case.

At appx 2046 hours, [redacted] and I walked into the Courtyard by Marriott (2905 Centre Pointe Dr) and went to the bar, which had no other customers at the time. [redacted] requested a Miller Lite bottle, while I declined service. Depauw (verbal ID) brought the bottle to the bar, and requested identification from [redacted]. [redacted] provided him with his license. Depauw looked at the license, and then opened the beer for [redacted]. [redacted] provided him $5 for the beer.

I identified myself as a Roseville police officer and advised Depauw that he served alcohol to an 18 year old. I requested a refund and a receipt for the transaction, both of which were provided. I told Depauw that I would be taking the Miller Lite bottle back to the PD as evidence.

I poured some of the contents into a plastic collection bottle, and propertied that with the empty bottle in PL#9.

On 06-30-2010, I mailed Depauw administrative citation #7318 for selling alcohol to an underage person.

Nothing further.

Supplemental Report

ICR: 10018700 07-26-2010 0838

Title: Notification Letter **Created By:** Joshua Arneson

On 07/26/10, I mailed the attached notification letters to Courtyard. The letter requests copies of their employee training certificates by 07/31/10.

Supplemental Report

ICR: 10018700 08-10-2010 0709

Title: Employee Training **Created By:** Joshua Arneson

On 08-09-10, I received a letter dated 07-27-10 from Courtyard Marriott. The letter explains that Lawrence DePauw has not undergone mandatory server trainng approved by the City of Roseville. The letter also explains that DePauw has not undergone the Courtyard Marriotts own internal training.

Supplemental Report

ICR: 10018700 08-12-2010 0921

Title: Notice of Council Meeting **Created By:** Joshua Arneson

On 08/12/10, I mailed Courtyard Marriott and the license holders notice that their violations will be discussed at the 09/13/0 Council meeting.

ROSEVILLE

April 7, 2010

Courtyard By Marriott
ATTN: MANAGER
2905 Centre Point Dr.
Roseville, MN 55113

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.

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 Sgt. Josh Arneson of the Roseville Police Department, at joshua.arneson@ci.roseville.mn.us.

<u>Both the City's approval and the required training shall be completed:</u>

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.

<u>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.</u>

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

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 2010 beginning this summer. 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 Sgt. Josh Arneson at (651) 792-7283.

Sincerely,

Rick Mathwig
Acting Chief of Police

ROSEVILLE

July 21, 2010

Courtyard by Marriot
Attn: General Manager
2905 Center Pointe Dr
Roseville, MN 55113

Dear 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 the amended ordinance is enclosed for your review. Please note Section 302.15, of the local ordinance, where minimum penalties are stipulated.

On June 24, 2010, an employee of your establishment, Lawrence Depawu, sold an alcoholic beverage to a minor in violation of the attached ordinance. Our records indicate that this is your first violation in the last thirty six (36) months. Therefore, pursuant to Section 302.15 of the 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 have been asked to provide a training certificate showing that Lawrence Depawu, completed a city approved or provided liquor licensee training program. Up to this point, I have yet to receive the training certificate. If Lawrence Depawu, has completed the required training, please mail the certificate to me at the address listed below. If he has not, then please mail me a letter stating that he has not done so. I must receive notification from you by Wednesday, July 31st, 2010. Please be aware that additional penalties may result from 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

ROSEVILLE

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 at 651-792-7204.

Sincerely,

Sergeant Joshua Arneson
Roseville Police Department
2660 Civic Center Dr, Roseville MN 55113

Enclosure
cc: Chief Rick Mathwig
Bill Malinen, City Manager

ROSEVILLE

July 21, 2010

CSM CY Roseville L.L.C.
2905 Center Pointe Dr
Roseville, MN 55113

Dear License Holder:

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 the amended ordinance is enclosed for your review. Please note Section 302.15, of the local ordinance, where minimum penalties are stipulated.

On June 24, 2010, an employee of your establishment, Lawrence Depawu, sold an alcoholic beverage to a minor in violation of the attached ordinance. Our records indicate that this is your first violation in the last thirty six (36) months. Therefore, pursuant to Section 302.15 of the 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 have been asked to provide a training certificate showing that Lawrence Depawu, completed a city approved or provided liquor licensee training program. Up to this point, I have yet to receive the training certificate. If Lawrence Depawu, has completed the required training, please mail the certificate to me at the address listed below. If he has not, then please mail me a letter stating that he has not done so. I must receive notification from you by Wednesday, July 31st, 2010. Please be aware that additional penalties may result from 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 at 651-792-7204.

Sincerely,

Sergeant Joshua Arneson
Roseville Police Department
2660 Civic Center Dr, Roseville MN 55113

Enclosure
cc: Chief Rick Mathwig
Bill Malinen, City Manager

CHAPTER 302
LIQUOR CONTROL

SECTION:

302.01: ADOPTION OF STATE LAW:

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

302.02: LICENSE REQUIRED:

A. General Requirement: No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell or keep for sale in the City any non-intoxicating malt liquor or intoxicating liquor without a license to do so as provided in this Chapter.

B. Types of Licenses:
 1. Intoxicating liquor licenses shall be of five kinds: On-sale, On-sale Wine, Club, Special Sunday and Off-sale.
 2. Non-intoxicating malt liquor licenses shall be of two kinds: On-sale and Off-sale.

C. Expiration: All intoxicating liquor and non-intoxicating malt liquor licenses shall expire on December 31 of each year.

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

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

Such dining room shall have appropriate facilities for seating not less than one 100 guests at one time. Where the guest seating capacity is between 100and o174, at least 50% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals.

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

Where the seating capacity of the establishment is between 100 and 174, at least 50% of the gross sales of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the establishment must be attributable to the service of meals.

E. On-sale Wine Licenses: On-sale wine licenses shall be issued only to restaurants meeting the qualifications of Minnesota Statutes 340A.404, subdivision 5, and shall permit only the sale of wine not exceeding 14% alcohol by volume, for consumption on the licensed premises only, in conjunction with the sale of food. To qualify for a license under this subsection, a restaurant must have appropriate facilities for seating at least 25 guests at a time, regularly serve meals at tables to the public for a charge and employ an adequate staff. (Ord. 972, 5-13-85)

F. Club License: Club licenses for the sale of intoxicating beverages to be consumed on the licensed premises may be issued to any clubs meeting the requirements of Minnesota Statute 340A.404, subdivision 1. (1995 Code)

G. Special License for Sunday Sales: A special license authorizing sales on Sunday in conjunction with the serving of food may be issued to any hotel, restaurant or club which has an On-sale license. A special Sunday license is not needed for Sunday sales of wine license.

H. Off-sale Intoxicating Liquor Licenses: Off-sale licenses for the sale of intoxicating liquor shall permit the licensee to sell intoxicating liquor in original packages for consumption off the premises only. Such licenses may be issued in accordance with the provisions of this Chapter.

I. On-sale Non-intoxicating Malt Liquor Licenses: On-sale licenses shall permit the licensee to sell non-intoxicating malt liquor for consumption on the premises only.

J. Off-sale Non-intoxicating Malt Liquor Licenses: Off-sale licenses shall permit the

licensee to sell non-intoxicating malt liquor in original packages for consumption off the premises only. (Ord. 972, 5-13-1985)

K. Temporary On-sale Licenses: Temporary On-sale licenses may be issued to a club or charitable, religious or nonprofit organization in existence for at least three years in connection with social events within the City, for up to three days in accordance with Minnesota Statutes section 340A.404, subdivision 10. (1995 Code)

L. Temporary On-sale License In Central Park: Upon payment of the fee and submission of a completed application form, the City Manager is authorized to approve a temporary On-sale license for the sale and distribution of non-intoxicating malt liquor to a club, charitable, religious or other nonprofit organization in existence at least three years, for such sale and distribution in Central Park only for a time not to exceed three consecutive days, provided the following conditions are met:

1. Insurance: Proof of liquor liability insurance in an amount equal to and in the form required by subsection 302.03C of this Chapter is filed with the application.

2. Security Plan: A security plan, approved by the Chief of Police, is filed along with the application.

3. Hours of Sale: In addition to the limitation on hours found elsewhere in this Code, the hours of sale shall be only during the time that Central Park is open to the public. Sales and distribution shall be located only in a shelter building or a temporary shelter, such as a tent, approved by the City Manager.

In the event the City Manager denies the application, for any reason, the applicant may appeal the decision of the City Manager to the City Council. (Ord. 1102, 9-23-1991)

M. Intoxicating Liquors at The Roseville Skating Center Community Rooms: Intoxicating liquor may be sold in the Roseville Skating Center Community Rooms only under the following conditions:

1. By the City-designated caterer for the Roseville Skating Center Community Rooms who shall hold retail On-sale intoxicating liquor license issued by the City or by an adjacent municipality.

2. The caterer must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the Roseville Skating Center Community Rooms, and may dispense intoxicating liquor only to persons attending the event.

3. The caterer delivers to the City a certificate of insurance providing "off premises" or "catered event" liquor liability coverage naming the City of Roseville, to the full extent of statutory coverage, as an additional named insured.

4. All other rules and regulations established by the City relating to the sale or dispensing of intoxicating liquor in the Roseville Skating Center Community Rooms are complied with. (Ord. 1217, 12-14-1998)

302.03: APPLICATION:

A. Requirements: The requirements set forth in this Section shall apply to applications for those licenses named in Section 302.02 of this Chapter.

B. Form:

1. Information Required: Every application for a license under this Chapter shall state the name of applicant, applicant's age, presentations as to applicant's character, with such references as the City Council may require, applicant's citizenship, the type of license applied for, the business in connection with which the proposed license will operate and its location, whether the applicant is owner and operator of the business, how long applicant has been in that business at that place and such

other information as the City Council may require from time to time.
2. Verification: In addition to containing such information, the application shall be in the form prescribed by the State Liquor Control Director and shall be verified and filed with the City Manager. No person shall make a false statement in an application.
3. Subsequent Data: From time to time, at the request of the City Manager, a licensee will provide data to the City concerning that portion of its revenue attributable to the sale of food and the sale of liquor and/or wine. (Ord. 972, 5-13-1985)

C. Liability Insurance:
1. Policy Limits: Prior to the issuance or renewal of a license under this Chapter, the applicant shall file with the City Manager a certificate of insurance in a form to be provided by the City covering liquor liability, loss of means of support and pecuniary loss in the amount of ($500,000.00 of coverage because of bodily injury to any one person in any one occurrence; $1,000,000.00 because of bodily injury to two or more persons in any one occurrence; $100,000.00 because of injury to or destruction of property of others in any one occurrence; $200,000.00 for loss of means of support or pecuniary loss to any one person in any one occurrence; and $500,000.00 for loss of means of support or pecuniary loss for two or more persons in any one occurrence.
2. Annual Aggregate Limits: Annual aggregate limits as provided by Minnesota Statutes section 340A.409 shall not be less than $1,000,000.00.
In the event such policy provides for ($1,000,000.00 annual aggregate limits, said policy shall further require that in the event that the policy limits are reduced in any given year because of the $1,000,000.00annual aggregate policy limit, the insurance carrier shall provide the City with written notice of said reduction in policy limits within 30days of said reduction becoming effective. (Ord. 1175, 10-28-1996)
3. Further Requirements: After the reduction becomes effective, the City Council may require the licensee to take further action with regard to liability insurance in order to protect citizens of the City during the period of the reduced aggregate policy limit.
4. Applicability: The requirements of this Section shall be applicable to new licenses issued after the effective date of this subsection and for renewals applied for after the effective date of this subsection. (Ord. 1046, 9-12-1988)

D. Approval of Insurance: Liability insurance policies shall be approved as to form by the City Attorney. Operation of a licensed business without having on file with the City, at all times, a certificate of insurance as required in subsection C of this Section is a cause for revocation of the license. All insurance policies shall state that the City will be given ten days' notice, in writing, of cancellation. (Ord. 972, 5-13-1985)

E. Insurance Not Required: Subsection C of this Section does not apply to licensees who by affidavit establish that they are not engaged in selling any intoxicating or non-intoxicating malt liquor in Central Park and that:
1. They are On-sale 3.2 percent malt liquor licensees with sales of less than $10,000.00 of 3.2 percent malt liquor for the preceding year;
2. They are Off-sale 3.2 percent malt liquor licensees with sales of less than $20,000.00 of 3.2 percent malt liquor for the preceding year;
3. They are holders of On-sale wine licenses with sales of less than $10,000.00 for wine for the preceding year; or
4. They are holders of temporary wine licenses issued under law. (Ord. 1175, 10-28-1996)

302.04: LICENSE FEES:

A. Annually: Annual license fee shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1379A, 11-17-2008)

B. Fee:
1. Payment: $500.00 of the On-sale intoxicating liquor and wine licenses and the entire license fee for all other licenses shall be paid at the time of application. The remaining balance, if any, shall be paid prior to the time of issuance of the license.
2. Refund: All fees shall be paid into the General Fund of the City. Upon rejection of any application for a license or upon the withdrawal of the application before approval of the issuance by the City Council, the license fee shall be refunded to the applicant except where the rejection is for willful misstatement on the license application.
3. Proration: The fee for On-sale intoxicating liquor and On-sale wine licenses granted after the commencement of the license year shall be prorated on a monthly basis. The fee for On-sale non-intoxicating malt liquor licenses granted after the commencement of the license year shall be prorated on a quarterly basis.
4. Investigation: At the time of each original application for a license, except special club, On-sale non-intoxicating malt liquor and Off-sale non-intoxicating malt liquor licenses, the applicant shall pay, in full, an investigation fee. The investigation fee shall be $300.00. No investigation fee shall be refunded. (Ord. 972, 5-13-1985; amd. 1995 Code)

302.05: INELIGIBILITY:

No license shall be granted to any person made ineligible for such a license by state law[1]. (Ord. 972, 5-13-1985)

302.06: DELINQUENT TAXES AND CHARGES:

No license shall be granted for operation on any premises on which taxes, assessments or other financial claims of the city are delinquent and unpaid. (Ord. 972, 5-13-1985)

302.07: GRANTING OF LICENSE:

A. Investigation and Issuance: The City Council shall investigate all facts set out in the application. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the City Council shall, in its discretion, grant or refuse the application. At least ten days published notice of the hearing shall be given, setting forth the name of the applicant and the address of the premises to be licensed.

B. Person and Premises Licensed; Transfer: Each license shall be issued only to the applicant and for the premises described in the application. No license may be transferred to another person or place without City Council approval. Before a transfer is approved, the transferee shall comply with the requirements for a new application. Any transfer of the controlling interest of a licensee is deemed a transfer of the license. Transfer of a license without prior City Council approval is a ground for revocation of the license. (Ord. 972, 5-13-1985) (Ord. 1390, 3-29-2010)

---

[1] M.S.A. §340A.402.

302.08: CONDITIONS OF LICENSE:

Every license is subject to the conditions in the following subsections and all other provisions of this chapter and any other applicable ordinance, state law or regulation:

A. Licensee's Responsibility: Every licensee is responsible for the conduct of licensee's place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises, authorized to sell intoxicating liquor there, is deemed the act of the licensee as well and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.

B. Inspections: Every licensee shall allow any peace officer, health officer or properly designated officer or employee of the city to enter, inspect and search the premises of the licensee during business hours without a warrant.

C. Manager and Server Training: With the exception of temporary on-sale licenses issued pursuant to Section 302.02, subparts k and l, all licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, shall complete, to the City's satisfaction, a city approved or provided liquor licensee training program. Both the City's approval of the training 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 unless probationary extension is granted for hardship reasons.

   All licensees shall maintain documentation evidencing that this provision has been met, and produce such documentation as part of each application for licensure or renewal and upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city pursuant to the inspections provision noted above. An applicant's or licensee's failure to comply with this provision in its entirety is sufficient grounds for denial or non-renewal of a requested license. (Ord. 1243, 11-27-2000) (Ord. 1390, 3-29-2010)

302.09: HOURS OF SALE:

The hours for the sale of intoxicating or non-intoxicating liquor for consumption on the premises shall be those allowed under Minnesota Statute §340A.504. (Ord. 1290, 8-11-2003)

302.10: EVACUATION OF ON-SALE ESTABLISHMENTS:

A. Thirty Minute Restriction: All patrons of an on-sale establishment selling intoxicating liquor or non-intoxicating malt liquor must vacate the premises within 30 minutes of the termination of sales by Minnesota Statute §340A.504. Any patron who remains on the licensed premises or any licensee or licensee's employee who allows a patron to remain on the licensed premises beyond the 30 minute limit is in violation of this subsection. (Ord. 1056, 3-16-1989) (Ord. 1290, 8-11-2003)

B. Extension of Restriction for Sale of Food: If an on-sale establishment remains open for the sale of food beyond the 30 minute evacuation limit, all intoxicating liquor and non-intoxicating malt liquor must be secured within the 30 minute limit in such a manner as to prevent consumption. Any patron who consumes intoxicating liquor or non-intoxicating malt liquor on the licensed premises or any licensee or employee of

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

302.11: SALE OUTSIDE OF STRUCTURE ON LICENSED PREMISES:

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

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

302.12: ON-SALE OF INTOXICATING MALT LIQUOR:

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

302.13: OFF-SALE LICENSE REGULATIONS:

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

F. Delivery Records: Upon any delivery of alcoholic beverages off the licensed premises, the seller, purchaser, and delivery recipient (if other than the purchaser) must sign an itemized purchase invoice. The invoice shall detail the time, date, and place of delivery. The licensee must retain the delivery records for a period of one year. The records shall be open to inspection by any police officer or other designated officer or employee of the city at any time. (Ord. 1243, 11-27-2000)

302.14: PROHIBITED CONDUCT:

A. Policy: Certain acts or conduct on premises licensed pursuant to this chapter or licensed pursuant to Minnesota statutes, chapter 340A, are deemed contrary to public welfare and are prohibited and no license issued pursuant to this chapter or licensed pursuant to Minnesota statutes, chapter 340A, may be held or maintained where such acts or conduct is permitted. (Ord. 808, 11-21-1977)

B. Prohibited Conduct: The prohibited acts or conduct referred to in subsection A of this section are:

1. The employing or use of any person in the sale or service of beverages in or upon the licensed premises where such person is unclothed or in such attire, costume or clothing as to expose to view any portion of the female breast below the top of the areola or any portion of the pubic hair, anus, cleft of the buttocks, vulva or genitals.

2. The employing or use of the services of any host or hostess while such host or hostess is unclothed or in such attire, costume or clothing as described in subsection B1 of this section.

3. The encouraging or permitting of any person on the licensed premises to touch, caress or fondle the breasts, buttocks, anus or genitals of any other person.

4. The permitting of any employee or person to wear or use any device or covering exposed to view which simulates the breast, genitals, anus, pubic hair or any portion thereof.

5. The permitting of any person to perform acts of or acts which simulate:

    a. With or upon another person, sexual intercourse, sodomy, oral copulation, flagellation or any sexual acts which are prohibited by law.

    b. Masturbation or bestiality.

    c. With or upon another person the touching, caressing or fondling of the buttocks, anus, genitals or female breast.

    d. The displaying of the pubic hair, anus, vulva, genitals or female breasts below the top of the areola.

6. The permitting of any person to use artificial devices or inanimate objects to depict any of the prohibited activities described in subsections B5a through B5d of this section.

7. The permitting of any person to remain in or upon the licensed premises who exposes to public view any portion of his or her genitals or anus.

8. The permitting or showing of film, still pictures, electronic reproductions or other reproductions depicting:

    a. Acts or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law.

    b. Any person being touched, caressed or fondled on the breast, buttocks, anus or genitals.

    c. Scenes wherein a person displays the vulva, or the anus or the genitals.

    d. Scenes wherein artificial devices or inanimate objects are employed to depict, or drawings are employed to portray, any of the activities described in subsections

B1 through B7 of this section.

C. Revocation of License: Any license issued pursuant to this chapter, licensed pursuant to Minnesota statutes, chapter 340A, shall be revoked if any of the acts of conduct described in this section occur on the licensed premises. (Ord. 808, 11-21-1977; amd. 1995 Code)

302.15: CIVIL PENALTY:

A. 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.

B. Minimum Penalty: The purpose of this section is to establish a standard by which the City Council determines the civil fine, the length of license suspensions and the propriety of revocations, and shall apply to all premises licensed under this chapter. These penalties are presumed to be appropriate for every case; however, the council may deviate in an individual case where the council finds that there exist certain extenuating or aggravating circumstances, making it more appropriate to deviate, such as, but not limited to, a licensee's efforts in combination with the state or city to prevent the sale of alcohol to minors or, in the converse, when a licensee has a history of repeated violations of state or local liquor laws. When deviating from these standards, the council will provide written findings that support the penalty selected. When a violation occurs, the staff shall provide information to the City Council to either assess the presumptive penalty or depart upward or downward based on extenuating or aggravating circumstances. The staff shall notify the licensee of the information being considered and acted upon by the City Council.

(1) Except as otherwise provided in this Chapter, the following violations will subject the licensee to the following administrative penalties:

Type of Violation	1st Violation	2nd Violation	3rd Violation	4th Violation
Sale of alcoholic beverage to a person under the age of 21	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Sale of alcoholic beverage to an obviously intoxicated person	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale)	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Refusal to allow City inspectors or police admission to premises	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
After hours sale, possession by a patron or consumption of alcoholic beverages	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
Illegal gambling on premises	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
Sale of alcoholic beverages while license is under suspension	60 day suspension	Revocation	N/A	N/A
Sale of intoxicating liquor with only 3.2 percent malt liquor license	Revocation	N/A	N/A	N/A
Commission of a felony related to licensed activity	Revocation	N/A	N/A	N/A

(2) Any prior violation that occurred more than 36 calendar months immediately preceding the most current violation will not be considered in determining successive violations.
(3) In addition to the administrative penalties identified above, the city may in appropriate circumstances choose to not renew a license at the end of its current term for any and all reasons allowed by law.
(Ord. 1390, 3-29-2010)

C. Hearing and Notice: If, after considering the staff's information, the City Council

proposes to suspend or revoke a license, the licensee shall be provided written notice of the City Council's proposed action and shall be given the opportunity to request a hearing on the proposed penalty by providing the City a written notice requesting a hearing within ten days of the mailing of the notice of the City Council's proposed action. The notice of the proposed action of the City Council shall state the nature of the charges against the licensee and the action the City Council proposes to take, shall inform the licensee of the right to request a hearing prior to the action being final, and shall inform the licensee of the date the City Council's proposed action will be considered a final decision if a hearing is not requested. Any hearing, if requested, will be conducted in accordance with Minnesota statutes section 340A.415 and sections 14.57 to 14.69 of the Administrative Procedures Act ("APA"). If a hearing is requested, the licensee shall be provided a hearing notice at least ten days prior to the hearing, which shall state the date, time and place of the hearing and the issues involved in the hearing. An independent hearing officer shall be selected by the City Council to conduct the hearing and shall make a report and recommendation to the City Council pursuant to the provisions of the APA. The City Council shall consider the independent hearing examiner's recommendation and issue its final decision on the suspension or revocation. (Ord. 1243, 11-27-2000; Ord. 1280, 3-31-03) (Ord, 1336, 5-08-2006)

COURTYARD®
Marriott

2905 Centre Pointe Drive
Roseville, MN 55113
651/746-8000
651/746-8001 Fax

July 27th, 2010

Roseville Police Department
Attn: Sergeant Joshua Arneson
2660 Civic Center DR.
Roseville, MN. 55113

Dear Sergeant Arneson,

I apologize for the late response to your request for Lawrence DePauw's alcohol Awareness Training Documentation. Unfortunately, documentation is not available for him.

I am a certified trainer for controlling Alcohol Risks Effectively or C.A.R.E and conduct the training myself here at the property and various other locations. Lawrence has co-facilitated with me but has never taken the test to be certified himself. This was mostly due to the amount of serving of alcohol he does, which is minimal. I take the responsibility for him not being certified. He has since completed the course and has submitted the test for his certification.

The night of June 24th was our 7th Annual Roseville Marriott Children's Miracle Network fund raiser. While our Bartenders and servers were collecting donations from the silent auction Lawrence noticed guests needing help at the bar. In an attempt to provide the best service possible, Lawrence attended to the guests. He typically would not have been in the position to do this.

Lawrence knows the importance of serving Alcohol responsibly and what the consequences would have been if this had not been a compliance check but an actual minor. Lawrence has volunteered to be certified as a trainer of the C.A.R.E program and assist in conducting alcohol awareness training at other locations in the metro area. He is dedicated to turning this violation into a positive outcome moving forward.

Sincerely,

Darryn L. Maloney

Darryn Maloney
General Manager
Courtyard Roseville
2905 Centre Pointe Dr. Roseville, MN. 55113

ROSEVILLE

08/11/2010

Courtyard Marriott
2905 Centre Pointe Dr
Roseville, MN 55113

Dear General Manager:

As you know, on June 24th, 2010, an employee of your establishment sold an alcoholic beverage to an underage person in violation of City of Roseville Ordinances. At this time, you have been unable to provide proof that your employee underwent a mandatory liquor licensee training program. Therefore, pursuant to Section 302.15 of the Roseville City Code, the presumptive penalty for a first violation for on-sale license holders for sale to an underage person is a minimum penalty of a $1,000.00 fine and a one (1) day suspension. The penalty for non compliance with a mandatory liquor licensee training program is the consideration of non renewal or denial of your 2011 liquor license.

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 a mandatory liquor licensee training program, and the history of compliance checks at your establishment. The City Council will consider this information at its regular meeting on September 13th, 2010.

A representative of your establishment may appear at that time 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 at 651-792-7283.

Sincerely,

Sergeant Joshua Arneson

Enclosure
cc: Chief Rick Mathwig
City Council
Bill Malinen, City Manager

Request for Council Action

Date: 09/13/2010

Item Number: 12.d

Department Approval **Manager Approval**

Item Description: Consider the Presumptive Penalty for an Alcohol Compliance Violation for Snelling Liquors

---

Background

On April 7th, 2010, 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 new penalties for non compliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and a list of City of Roseville approved training programs. Training was to be completed by every employee prior to the employee selling or serving alcohol. Documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On June 24th, 2010, a Roseville Police Officer, along with an underage buyer, entered Snelling Liquors, 2217 Snelling Ave N, Roseville MN to conduct an alcohol compliance check. The underage buyer selected a six pack of Bud Light "Golden Wheat" 12oz bottles and approached the counter. The cashier asked the underage buyer for ID and the underage buyer provided the cashier with his real MN Driver License with the correct birth date showing he was less than 21 years of age. The cashier took the license, looked at it, and gave it back to the underage purchaser. The cashier then sold the underage buyer the six pack of Bud Light "Golden Wheat." The cashier was cited for the violation and released. On July 21st, 2010, Snelling Liquors 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 July 31st, 2010. Snelling Liquors provide proof that the cashier had completed a City of Roseville approved liquor licensee training program in November of 2009. This is Snelling Liquors first 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 in thirty-six (36) months. The mandatory minimum penalty shall be a one thousand dollar ($1,000.00) fine and a one (1) day suspension.

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: Sergeant Josh Arneson

Attachments:

A: Police Report
B: Letters announcing Council Meeting
C: Notifications of failure and investigation
D: Letters announcing checks
E: Training Certificate from Snelling Liquor

ROSEVILLE POLICE DEPARTMENT
INCIDENT REPORT

ICR# 10018677 | **AGENCY ORI#** MN0620800 | **JUVENILE:**

INCIDENT

Reported: 06-24-2010 1721 **First Assigned:** 1718 **First Arrived:** 1718 **Last Cleared:** 1722

Title: Compliance Checks, Alcohol **How Received:** In Person

Short Description:

Alcohol compliance check failure.

Location(s)

Snelling Liquors **Address:** 2217 SNELLING AV N **City:** Roseville **State:** MN **Zip:** 55113

Custom Attributes Sgt. Arneson Impact Team

OFFICERS

Officer Assigned: Kim, Dennis **Badge No:** **Primary:** No

NAMES

Involvement: Cited **Name:** Fritschle, Jeremiah David **DOB:** [redacted]

Age [redacted] **Sex:** [redacted] **Race:** [redacted] **Height:** [redacted] **Weight:** [redacted]

Address: [redacted] **City:** ROSEVILLE **State:** MN **Zip:** 55113

Phone: (Work) (651)633-6777

Eye Color: [redacted] **Hair Color:**

ID Number(s)

ID Type: DL / ID Number **ID #:** [redacted] **State:** MN **Year:** **Class:** D

Involvement: Other **Name:** [redacted] **DOB:** [redacted]

Age: [redacted] **Sex:** [redacted] **Race:** [redacted] **Height:** [redacted] **Weight:** [redacted]

Address: [redacted] **City:** [redacted] **State:** MN **Zip:** 55434

Phone: (Work) (651)633-6777

Hair Color: [redacted]

ID Number(s)

ID Type: DL / ID Number **ID #:** [redacted] **State:** MN **Year:** **Class:** D

⚠ PRIVATE **Involvement:** Witness **Name:** [redacted]

EVIDENCE

BarCode: 10-00262 **Item Type:** Alcohol **Bin:** A43 **Value:** 7.66

Description: 6 pack of Bud Light Golden Wheat

Location

Address: 2217 SNELLING AV N **City:** Roseville **State:** MN **Zip:** 55113

Supplemental Report

ICR: 10018677 06-30-2010 1436

Title: Original **Created By:** Dennis Kim

On 06-24-2010, [redacted] acted as my underage alcohol buyer. [redacted] viewed the underage buyer instructional video prior to beginning compliance checks. I searched [redacted] and noted he only had one Valid ID (a [redacted], which clearly stated he turned [redacted]. I took a digital photograph of [redacted], and one of his drivers license. Both were uploaded to the media section of this case.

At appx 1718 hours on the above date [redacted] and I walked into Snelling Liquors (2217 Snelling Ave). I observed [redacted] select a six pack of Bud Light "Golden Wheat" 12oz bottles and go to the cash register. I was behind [redacted] in line.

Fritschle (later identified via MN photo DL) was working at the cash register. Fritschle requested [redacted] ID. After looking at it, Fritschle said "Happy Birthday" and handed the ID back to him. He then requested my drivers license, which I provided. At no time did I state that I was associated with [redacted] or made any indication I was involved in this alcohol transaction. I observed Fritschle sell [redacted] the above item for $7.66, and observed Fritschle accept money from [redacted]

After the transaction was complete, I identified myself to Fritschle as a Roseville police officer, and advised him that he sold liquor to an 18 year old. I requested money back for the transaction and a receipt, as well as Fritschle's identification. While he was providing me with these materials, he spontaneously uttered "I'm so stupid." He also looked at an unidentified co-worker and said "I guess I won't be working with you anymore."

Fritschle was unable to provide a receipt. I advised him I would be taking the beer as evidence. Fritschle asked me if he would lose his job. I explained to him that the PD was not involved in his job status.

The beer was placed in PL#9. Fritschle was mailed administrative citation 7314 for selling alcohol to an underage person (fine $150).

Per Sgt. Arneson #S-21, a citation was not mailed to the business.

On 06-30-2010 at appx 1255 hours, I made contact with Lee (manager of the business) and requested a the "Responsible Manager/Server Training Certification" document. Lee adivsed that Fritschle had gone through the training previous to Lee starting at the business, and believed he did not have the document on file. I requested he contact the police department if he locates the document.

Nothing further.

Supplemental Report

ICR: 10018677 — 07-07-2010 1027

Title: — **Created By:** Franci Ellsworth

Karen Rubey sent letter to court asking them to void the citation.

Supplemental Report

ICR: 10018677 — 07-26-2010 0841

Title: Notification Letter — **Created By:** Joshua Arneson

On 07/26/10, I mailed the attached notification letters to Snelling Liquors. The letter requests copies of their employee training certificates by 07/31/10.

Supplemental Report

ICR: 10018677 — 08-10-2010 0711

Title: Training Certificate — **Created By:** Joshua Arneson

On 08-09-10, I received a trainng certificate from Snelling Liquor showing that Fritshele has undergone City of Roseville approved manager / server training. The certificate is dated November 21st, however it shows no year.

Supplemental Report

ICR: 10018677

08-12-2010 0919

Title: Notice of Council Meeting

Created By: Joshua Arneson

On 08/12/10, I mailed Snelling Liquors and the license holders notice that their violation will be discussed at the 09/13/0 Council meeting.

ROSEVILLE

08/11/2010

Snelling Liquors
2217 Snelling Ave N
Roseville, MN 55113

Dear General Manager:

As you know, on June 24th, 2010, an employee of your establishment sold an alcoholic beverage to an underage person in violation of City of Roseville Ordinances. City records indicate your establishment has no previous violations in the past thirty-six (36) months. You have supplied evidence that your employee has undergone a mandatory liquor licensee training program. Therefore, pursuant to Section 302.15 of the Roseville City Code, the presumptive penalty for a first violation for on-sale license holders is a minimum penalty of a $1,000.00 fine and a one (1) day suspension.

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 a mandatory liquor licensee training program, and the history of compliance checks at your establishment. The City Council will consider this information at its regular meeting on September 13th, 2010.

A representative of your establishment may appear at that time 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 at 651-792-7283.

Sincerely,

Sergeant Joshua Arneson

Enclosure

cc: Chief Rick Mathwig

City Council

Bill Malinen, City Manager

2660 Civic Center Drive ❖ Roseville, Minnesota 55113

651-792-ROSE ❖ TDD 651-792-7399 ❖ www.ci.roseville.mn.us

ROSEVILLE

08/11/2010

Allen and Allen LLC
2217 Snelling Ave N
Roseville, MN 55113

Dear General Manager:

As you know, on June 24th, 2010, an employee of your establishment sold an alcoholic beverage to a minor in violation of City of Roseville Ordinances. City records indicate your establishment has no previous violations in the past thirty-six (36) months. You have supplied evidence that your employee has undergone a mandatory liquor licensee training program. Therefore, pursuant to Section 302.15 of the Roseville City Code, the presumptive penalty for a first violation for on-sale license holders is a minimum penalty of a $1,000.00 fine and a one (1) day suspension.

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 a mandatory liquor licensee training program, and the history of compliance checks at your establishment. The City Council will consider this information at its regular meeting on September 13th, 2010.

A representative of your establishment may appear at that time 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 at 651-792-7283.

Sincerely,

Sergeant Joshua Arneson

ROSEVILLE

Enclosure

cc: Chief Rick Mathwig
City Council
Bill Malinen, City Manager

ROSEVILLE

July 21, 2010

Snelling Liquors
Attn: James Vernon Lee or General Manager
2217 Snelling Ave N
Roseville, MN 55113

Dear 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 the amended ordinance is enclosed for your review. Please note Section 302.15, of the local ordinance, where minimum penalties are stipulated.

On June 24, 2010, an employee of your establishment, Jeremiah Fritschle, sold an alcoholic beverage to a minor in violation of the attached ordinance. Our records indicate that this is your first violation in the last thirty six (36) months. Therefore, pursuant to Section 302.15 of the 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 have been asked to provide a training certificate showing that Jeremiah Fritschle completed a city approved or provided liquor licensee training program. Up to this point, I have yet to receive the training certificate. If Jeremiah Fritschle has completed the required training, please mail the certificate to me at the address listed below. If he has not, then please mail me a letter stating that he has not done so. I must receive notification from you by Wednesday, July 31st, 2010. Please be aware that additional penalties may result from 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 at 651-792-7204.

Sincerely,

Sergeant Joshua Arneson
Roseville Police Department
2660 Civic Center Dr, Roseville MN 55113

Enclosure
cc: Chief Rick Mathwig
Bill Malinen, City Manager

ROSEVILLE

July 21, 2010

Allen and Allen LLC
2217 Snelling Ave N
Roseville, MN 55113

Dear License Holder:

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 the amended ordinance is enclosed for your review. Please note Section 302.15, of the local ordinance, where minimum penalties are stipulated.

On June 24, 2010, an employee of your establishment, Jeremiah Fritschle, sold an alcoholic beverage to a minor in violation of the attached ordinance. Our records indicate that this is your first violation in the last thirty six (36) months. Therefore, pursuant to Section 302.15 of the 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 have been asked to provide a training certificate showing that Jeremiah Fritschle completed a city approved or provided liquor licensee training program. Up to this point, I have yet to receive the training certificate. If Jeremiah Fritschle has completed the required training, please mail the certificate to me at the address listed below. If he has not, then please mail me a letter stating that he has not done so. I must receive notification from you by Wednesday, July 31st, 2010. Please be aware that additional penalties may result from 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.

2660 Civic Center Drive ❖ Roseville, Minnesota 55113
651-792-ROSE ❖ TDD 651-792-7399 ❖ www.ci.roseville.mn.us

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 at 651-792-7204.

Sincerely,

Sergeant Joshua Arneson
Roseville Police Department
2660 Civic Center Dr, Roseville MN 55113

Enclosure
cc: Chief Rick Mathwig
Bill Malinen, City Manager

CHAPTER 302
LIQUOR CONTROL

SECTION:

302.01: ADOPTION OF STATE LAW:

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

302.02: LICENSE REQUIRED:

A. General Requirement: No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell or keep for sale in the City any non-intoxicating malt liquor or intoxicating liquor without a license to do so as provided in this Chapter.

B. Types of Licenses:

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

   2. Non-intoxicating malt liquor licenses shall be of two kinds: On-sale and Off-sale.

C. Expiration: All intoxicating liquor and non-intoxicating malt liquor licenses shall expire on December 31 of each year.

D. On-sale Intoxicating Liquor Licenses: On-sale intoxicating liquor licenses shall be issued only to hotels and restaurants and shall permit On-sale of intoxicating liquor only, for consumption on the licensed premises only, in conjunction with the sale of food. For the purposes of this Chapter, the following definitions are adopted:
HOTEL: A hotel is any establishment having a resident proprietor or manager where, in consideration of payment, food and lodging are regularly furnished to transients, which maintains for the use of its guests not less than 50 guest rooms with bedding and other usual, suitable and necessary furnishings in each room, which is provided at the main entrance with a suitable lobby, desk and office for the registration of its guests, which employs an adequate staff to provide suitable and usual service and which maintains, under the same management and control as the rest of the establishment and has, as an integral part of the establishment, a dining room of at least one thousand 1,800 square feet.
Such dining room shall have appropriate facilities for seating not less than one 100 guests at one time. Where the guest seating capacity is between 100and o174, at least 50% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals.
RESTAURANT: A restaurant is any establishment, other than a hotel, having appropriate facilities to serve meals, for seating not less than 100 guests at one time and where, in consideration of payment, meals are regularly served at tables to the general public and which employs an adequate staff for the usual and suitable service to its guests.
Where the seating capacity of the establishment is between 100 and 174, at least 50% of the gross sales of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the establishment must be attributable to the service of meals.

E. On-sale Wine Licenses: On-sale wine licenses shall be issued only to restaurants meeting the qualifications of Minnesota Statutes 340A.404, subdivision 5, and shall permit only the sale of wine not exceeding 14% alcohol by volume, for consumption on the licensed premises only, in conjunction with the sale of food. To qualify for a license under this subsection, a restaurant must have appropriate facilities for seating at least 25 guests at a time, regularly serve meals at tables to the public for a charge and employ an adequate staff. (Ord. 972, 5-13-85)

F. Club License: Club licenses for the sale of intoxicating beverages to be consumed on the licensed premises may be issued to any clubs meeting the requirements of Minnesota Statute 340A.404, subdivision 1. (1995 Code)

G. Special License for Sunday Sales: A special license authorizing sales on Sunday in conjunction with the serving of food may be issued to any hotel, restaurant or club which has an On-sale license. A special Sunday license is not needed for Sunday sales of wine license.

H. Off-sale Intoxicating Liquor Licenses: Off-sale licenses for the sale of intoxicating liquor shall permit the licensee to sell intoxicating liquor in original packages for consumption off the premises only. Such licenses may be issued in accordance with the provisions of this Chapter.

I. On-sale Non-intoxicating Malt Liquor Licenses: On-sale licenses shall permit the licensee to sell non-intoxicating malt liquor for consumption on the premises only.

J. Off-sale Non-intoxicating Malt Liquor Licenses: Off-sale licenses shall permit the

licensee to sell non-intoxicating malt liquor in original packages for consumption off the premises only. (Ord. 972, 5-13-1985)

K. Temporary On-sale Licenses: Temporary On-sale licenses may be issued to a club or charitable, religious or nonprofit organization in existence for at least three years in connection with social events within the City, for up to three days in accordance with Minnesota Statutes section 340A.404, subdivision 10. (1995 Code)

L. Temporary On-sale License In Central Park: Upon payment of the fee and submission of a completed application form, the City Manager is authorized to approve a temporary On-sale license for the sale and distribution of non-intoxicating malt liquor to a club, charitable, religious or other nonprofit organization in existence at least three years, for such sale and distribution in Central Park only for a time not to exceed three consecutive days, provided the following conditions are met:
1. Insurance: Proof of liquor liability insurance in an amount equal to and in the form required by subsection 302.03C of this Chapter is filed with the application.
2. Security Plan: A security plan, approved by the Chief of Police, is filed along with the application.
3. Hours of Sale: In addition to the limitation on hours found elsewhere in this Code, the hours of sale shall be only during the time that Central Park is open to the public. Sales and distribution shall be located only in a shelter building or a temporary shelter, such as a tent, approved by the City Manager.
In the event the City Manager denies the application, for any reason, the applicant may appeal the decision of the City Manager to the City Council. (Ord. 1102, 9-23-1991)

M. Intoxicating Liquors at The Roseville Skating Center Community Rooms: Intoxicating liquor may be sold in the Roseville Skating Center Community Rooms only under the following conditions:
1. By the City-designated caterer for the Roseville Skating Center Community Rooms who shall hold retail On-sale intoxicating liquor license issued by the City or by an adjacent municipality.
2. The caterer must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the Roseville Skating Center Community Rooms, and may dispense intoxicating liquor only to persons attending the event.
3. The caterer delivers to the City a certificate of insurance providing "off premises" or "catered event" liquor liability coverage naming the City of Roseville, to the full extent of statutory coverage, as an additional named insured.
4. All other rules and regulations established by the City relating to the sale or dispensing of intoxicating liquor in the Roseville Skating Center Community Rooms are complied with. (Ord. 1217, 12-14-1998)

302.03: APPLICATION:

A. Requirements: The requirements set forth in this Section shall apply to applications for those licenses named in Section 302.02 of this Chapter.

B. Form:
1. Information Required: Every application for a license under this Chapter shall state the name of applicant, applicant's age, presentations as to applicant's character, with such references as the City Council may require, applicant's citizenship, the type of license applied for, the business in connection with which the proposed license will operate and its location, whether the applicant is owner and operator of the business, how long applicant has been in that business at that place and such

other information as the City Council may require from time to time.
2. Verification: In addition to containing such information, the application shall be in the form prescribed by the State Liquor Control Director and shall be verified and filed with the City Manager. No person shall make a false statement in an application.
3. Subsequent Data: From time to time, at the request of the City Manager, a licensee will provide data to the City concerning that portion of its revenue attributable to the sale of food and the sale of liquor and/or wine. (Ord. 972, 5-13-1985)

C. Liability Insurance:
1. Policy Limits: Prior to the issuance or renewal of a license under this Chapter, the applicant shall file with the City Manager a certificate of insurance in a form to be provided by the City covering liquor liability, loss of means of support and pecuniary loss in the amount of ($500,000.00 of coverage because of bodily injury to any one person in any one occurrence; $1,000,000.00 because of bodily injury to two or more persons in any one occurrence; $100,000.00 because of injury to or destruction of property of others in any one occurrence; $200,000.00 for loss of means of support or pecuniary loss to any one person in any one occurrence; and $500,000.00 for loss of means of support or pecuniary loss for two or more persons in any one occurrence.
2. Annual Aggregate Limits: Annual aggregate limits as provided by Minnesota Statutes section 340A.409 shall not be less than $1,000,000.00.
In the event such policy provides for ($1,000,000.00 annual aggregate limits, said policy shall further require that in the event that the policy limits are reduced in any given year because of the $1,000,000.00annual aggregate policy limit, the insurance carrier shall provide the City with written notice of said reduction in policy limits within 30days of said reduction becoming effective. (Ord. 1175, 10-28-1996)
3. Further Requirements: After the reduction becomes effective, the City Council may require the licensee to take further action with regard to liability insurance in order to protect citizens of the City during the period of the reduced aggregate policy limit.
4. Applicability: The requirements of this Section shall be applicable to new licenses issued after the effective date of this subsection and for renewals applied for after the effective date of this subsection. (Ord. 1046, 9-12-1988)

D. Approval of Insurance: Liability insurance policies shall be approved as to form by the City Attorney. Operation of a licensed business without having on file with the City, at all times, a certificate of insurance as required in subsection C of this Section is a cause for revocation of the license. All insurance policies shall state that the City will be given ten days' notice, in writing, of cancellation. (Ord. 972, 5-13-1985)

E. Insurance Not Required: Subsection C of this Section does not apply to licensees who by affidavit establish that they are not engaged in selling any intoxicating or non-intoxicating malt liquor in Central Park and that:
1. They are On-sale 3.2 percent malt liquor licensees with sales of less than $10,000.00 of 3.2 percent malt liquor for the preceding year;
2. They are Off-sale 3.2 percent malt liquor licensees with sales of less than $20,000.00 of 3.2 percent malt liquor for the preceding year;
3. They are holders of On-sale wine licenses with sales of less than $10,000.00 for wine for the preceding year; or
4. They are holders of temporary wine licenses issued under law. (Ord. 1175, 10-28-1996)

302.04: LICENSE FEES:

A. Annually: Annual license fee shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1379A, 11-17-2008)

B. Fee:
1. Payment: $500.00 of the On-sale intoxicating liquor and wine licenses and the entire license fee for all other licenses shall be paid at the time of application. The remaining balance, if any, shall be paid prior to the time of issuance of the license.
2. Refund: All fees shall be paid into the General Fund of the City. Upon rejection of any application for a license or upon the withdrawal of the application before approval of the issuance by the City Council, the license fee shall be refunded to the applicant except where the rejection is for willful misstatement on the license application.
3. Proration: The fee for On-sale intoxicating liquor and On-sale wine licenses granted after the commencement of the license year shall be prorated on a monthly basis. The fee for On-sale non-intoxicating malt liquor licenses granted after the commencement of the license year shall be prorated on a quarterly basis.
4. Investigation: At the time of each original application for a license, except special club, On-sale non-intoxicating malt liquor and Off-sale non-intoxicating malt liquor licenses, the applicant shall pay, in full, an investigation fee. The investigation fee shall be $300.00. No investigation fee shall be refunded. (Ord. 972, 5-13-1985; amd. 1995 Code)

302.05: INELIGIBILITY:

No license shall be granted to any person made ineligible for such a license by state law[1]. (Ord. 972, 5-13-1985)

302.06: DELINQUENT TAXES AND CHARGES:

No license shall be granted for operation on any premises on which taxes, assessments or other financial claims of the city are delinquent and unpaid. (Ord. 972, 5-13-1985)

302.07: GRANTING OF LICENSE:

A. Investigation and Issuance: The City Council shall investigate all facts set out in the application. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the City Council shall, in its discretion, grant or refuse the application. At least ten days published notice of the hearing shall be given, setting forth the name of the applicant and the address of the premises to be licensed.

B. Person and Premises Licensed; Transfer: Each license shall be issued only to the applicant and for the premises described in the application. No license may be transferred to another person or place without City Council approval. Before a transfer is approved, the transferee shall comply with the requirements for a new application. Any transfer of the controlling interest of a licensee is deemed a transfer of the license. Transfer of a license without prior City Council approval is a ground for revocation of the license. (Ord. 972, 5-13-1985) (Ord. 1390, 3-29-2010)

---

[1] M.S.A. §340A.402.

302.08: CONDITIONS OF LICENSE:

Every license is subject to the conditions in the following subsections and all other provisions of this chapter and any other applicable ordinance, state law or regulation:

A. Licensee's Responsibility: Every licensee is responsible for the conduct of licensee's place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises, authorized to sell intoxicating liquor there, is deemed the act of the licensee as well and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.
B. Inspections: Every licensee shall allow any peace officer, health officer or properly designated officer or employee of the city to enter, inspect and search the premises of the licensee during business hours without a warrant.
C. Manager and Server Training: With the exception of temporary on-sale licenses issued pursuant to Section 302.02, subparts k and l, all licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, shall complete, to the City's satisfaction, a city approved or provided liquor licensee training program. Both the City's approval of the training 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 unless probationary extension is granted for hardship reasons.

   All licensees shall maintain documentation evidencing that this provision has been met, and produce such documentation as part of each application for licensure or renewal and upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city pursuant to the inspections provision noted above. An applicant's or licensee's failure to comply with this provision in its entirety is sufficient grounds for denial or non-renewal of a requested license. (Ord. 1243, 11-27-2000) (Ord. 1390, 3-29-2010)

302.09: HOURS OF SALE:

The hours for the sale of intoxicating or non-intoxicating liquor for consumption on the premises shall be those allowed under Minnesota Statute §340A.504. (Ord. 1290, 8-11-2003)

302.10: EVACUATION OF ON-SALE ESTABLISHMENTS:

A. Thirty Minute Restriction: All patrons of an on-sale establishment selling intoxicating liquor or non-intoxicating malt liquor must vacate the premises within 30 minutes of the termination of sales by Minnesota Statute §340A.504. Any patron who remains on the licensed premises or any licensee or licensee's employee who allows a patron to remain on the licensed premises beyond the 30 minute limit is in violation of this subsection. (Ord. 1056, 3-16-1989) (Ord. 1290, 8-11-2003)
B. Extension of Restriction for Sale of Food: If an on-sale establishment remains open for the sale of food beyond the 30 minute evacuation limit, all intoxicating liquor and non-intoxicating malt liquor must be secured within the 30 minute limit in such a manner as to prevent consumption. Any patron who consumes intoxicating liquor or non-intoxicating malt liquor on the licensed premises or any licensee or employee of

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

302.11: SALE OUTSIDE OF STRUCTURE ON LICENSED PREMISES:

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

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

302.12: ON-SALE OF INTOXICATING MALT LIQUOR:

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

302.13: OFF-SALE LICENSE REGULATIONS:

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

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

F. Delivery Records: Upon any delivery of alcoholic beverages off the licensed premises, the seller, purchaser, and delivery recipient (if other than the purchaser) must sign an itemized purchase invoice. The invoice shall detail the time, date, and place of delivery. The licensee must retain the delivery records for a period of one year. The records shall be open to inspection by any police officer or other designated officer or employee of the city at any time. (Ord. 1243, 11-27-2000)

302.14: PROHIBITED CONDUCT:

A. Policy: Certain acts or conduct on premises licensed pursuant to this chapter or licensed pursuant to Minnesota statutes, chapter 340A, are deemed contrary to public welfare and are prohibited and no license issued pursuant to this chapter or licensed pursuant to Minnesota statutes, chapter 340A, may be held or maintained where such acts or conduct is permitted. (Ord. 808, 11-21-1977)

B. Prohibited Conduct: The prohibited acts or conduct referred to in subsection A of this section are:

1. The employing or use of any person in the sale or service of beverages in or upon the licensed premises where such person is unclothed or in such attire, costume or clothing as to expose to view any portion of the female breast below the top of the areola or any portion of the pubic hair, anus, cleft of the buttocks, vulva or genitals.
2. The employing or use of the services of any host or hostess while such host or hostess is unclothed or in such attire, costume or clothing as described in subsection B1 of this section.
3. The encouraging or permitting of any person on the licensed premises to touch, caress or fondle the breasts, buttocks, anus or genitals of any other person.
4. The permitting of any employee or person to wear or use any device or covering exposed to view which simulates the breast, genitals, anus, pubic hair or any portion thereof.
5. The permitting of any person to perform acts of or acts which simulate:
   a. With or upon another person, sexual intercourse, sodomy, oral copulation, flagellation or any sexual acts which are prohibited by law.
   b. Masturbation or bestiality.
   c. With or upon another person the touching, caressing or fondling of the buttocks, anus, genitals or female breast.
   d. The displaying of the pubic hair, anus, vulva, genitals or female breasts below the top of the areola.
6. The permitting of any person to use artificial devices or inanimate objects to depict any of the prohibited activities described in subsections B5a through B5d of this section.
7. The permitting of any person to remain in or upon the licensed premises who exposes to public view any portion of his or her genitals or anus.
8. The permitting or showing of film, still pictures, electronic reproductions or other reproductions depicting:
   a. Acts or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law.
   b. Any person being touched, caressed or fondled on the breast, buttocks, anus or genitals.
   c. Scenes wherein a person displays the vulva, or the anus or the genitals.
   d. Scenes wherein artificial devices or inanimate objects are employed to depict, or drawings are employed to portray, any of the activities described in subsections

B1 through B7 of this section.

C. Revocation of License: Any license issued pursuant to this chapter, licensed pursuant to Minnesota statutes, chapter 340A, shall be revoked if any of the acts of conduct described in this section occur on the licensed premises. (Ord. 808, 11-21-1977; amd. 1995 Code)

302.15: CIVIL PENALTY:

A. 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.

B. Minimum Penalty: The purpose of this section is to establish a standard by which the City Council determines the civil fine, the length of license suspensions and the propriety of revocations, and shall apply to all premises licensed under this chapter. These penalties are presumed to be appropriate for every case; however, the council may deviate in an individual case where the council finds that there exist certain extenuating or aggravating circumstances, making it more appropriate to deviate, such as, but not limited to, a licensee's efforts in combination with the state or city to prevent the sale of alcohol to minors or, in the converse, when a licensee has a history of repeated violations of state or local liquor laws. When deviating from these standards, the council will provide written findings that support the penalty selected. When a violation occurs, the staff shall provide information to the City Council to either assess the presumptive penalty or depart upward or downward based on extenuating or aggravating circumstances. The staff shall notify the licensee of the information being considered and acted upon by the City Council.

(1) Except as otherwise provided in this Chapter, the following violations will subject the licensee to the following administrative penalties:

Type of Violation	1st Violation	2nd Violation	3rd Violation	4th Violation
Sale of alcoholic beverage to a person under the age of 21	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Sale of alcoholic beverage to an obviously intoxicated person	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale)	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Refusal to allow City inspectors or police admission to premises	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
After hours sale, possession by a patron or consumption of alcoholic beverages	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
Illegal gambling on premises	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
Sale of alcoholic beverages while license is under suspension	60 day suspension	Revocation	N/A	N/A
Sale of intoxicating liquor with only 3.2 percent malt liquor license	Revocation	N/A	N/A	N/A
Commission of a felony related to licensed activity	Revocation	N/A	N/A	N/A

(2) Any prior violation that occurred more than 36 calendar months immediately preceding the most current violation will not be considered in determining successive violations.
(3) In addition to the administrative penalties identified above, the city may in appropriate circumstances choose to not renew a license at the end of its current term for any and all reasons allowed by law.
(Ord. 1390, 3-29-2010)

C. Hearing and Notice: If, after considering the staff's information, the City Council

proposes to suspend or revoke a license, the licensee shall be provided written notice of the City Council's proposed action and shall be given the opportunity to request a hearing on the proposed penalty by providing the City a written notice requesting a hearing within ten days of the mailing of the notice of the City Council's proposed action. The notice of the proposed action of the City Council shall state the nature of the charges against the licensee and the action the City Council proposes to take, shall inform the licensee of the right to request a hearing prior to the action being final, and shall inform the licensee of the date the City Council's proposed action will be considered a final decision if a hearing is not requested. Any hearing, if requested, will be conducted in accordance with Minnesota statutes section 340A.415 and sections 14.57 to 14.69 of the Administrative Procedures Act ("APA"). If a hearing is requested, the licensee shall be provided a hearing notice at least ten days prior to the hearing, which shall state the date, time and place of the hearing and the issues involved in the hearing. An independent hearing officer shall be selected by the City Council to conduct the hearing and shall make a report and recommendation to the City Council pursuant to the provisions of the APA. The City Council shall consider the independent hearing examiner's recommendation and issue its final decision on the suspension or revocation. (Ord. 1243, 11-27-2000; Ord. 1280, 3-31-03) (Ord, 1336, 5-08-2006)

ROSEVILLE

April 7, 2010

Snelling Liquors
ATTN: MANAGER
2217 Snelling Avenue
Roseville, MN 55113

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.

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 Sgt. Josh Arneson of the Roseville Police Department, at joshua.arneson@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 2010 beginning this summer. 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 Sgt. Josh Arneson at (651) 792-7283.

Sincerely,

Rick Mathwig
Acting Chief of Police

Selling • Alcohol • Legally Effectively • Safely

Certificate of Completion

The Minnesota Licensed Beverage Association is proud to

acknowledge that Jeramiah Fritschele

of Snelling Liquor

has successfully completed the S•A•L•E•S training seminar on

21st day of November

During this seminar, he/she was instructed in the basics of the responsible alcohol service by viewing the SALES video tape, reading the provided SALES booklet, and succesfully completing the pre-test.

Employee's Signature Jeremiah Fritschele

Owner's Signature D Allen

Server Trainer's Signature Ty Cl

mlba
MINNESOTA LICENSED BEVERAGE ASSOCIATION

SALES is the endorsed server training course of the Minnesota Licensed Beverage Association, and is availiable for free to all members of the MLBA. For more information contact: www.mlba.com

ROSEVILLE

Request for Council Action

Date: 09/13/2010

Item Number: 12.e

Department Approval **Manager Approval**

Item Description:

Consider the Presumptive Penalty for an Alcohol Compliance Violation for Hamline Liquors

---

Background

On April 7th, 2010, 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 new penalties for non compliance. Also in the letter were instructions for the City of Roseville mandatory liquor licensee training program and a list of City of Roseville approved training programs. Training was to be completed by every employee prior to the employee selling or serving alcohol. Documentation of this training was to be completed and kept on file by the business.

Compliance Failure

On June 24th, 2010, a Roseville Police Officer, along with an underage buyer, entered Hamline Liquors, 2825 Hamline Ave N, Roseville MN to conduct an alcohol compliance check. The underage buyer selected a .40 oz bottle of Colt 45 and approached the counter. The cashier asked the underage buyer for ID and the underage buyer provided the cashier with his real MN Driver License with the correct birth date showing he was less than 21 years of age. The cashier took the license, looked at it, and gave it back to the underage purchaser. The cashier then sold the underage buyer the .40 oz bottle of Colt 45. The cashier was cited for the violation and released. On July 21st, 2010, Hamline Liquors 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 July 31st, 2010. Hamline Liquors has not provided the required proof of training. The general manager of Hamline Liquors, Robin Nelson has stated in a phone conversation that the employee in question has not undergone the mandatory training. This is Hamline Liquors first 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 in 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 308.08, Manager and Server Training. Failure to comply with this provision in its entirety is sufficient grounds for denial or non-renewal of a requested license in 2011.

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: Sergeant Josh Arneson

Attachments:

A: Police Report
B: Letters announcing Council Meeting
C: Letters announcing checks
D: Notifications of failure and investigation

ROSEVILLE POLICE DEPARTMENT
INCIDENT REPORT

ICR# 10018690 | **AGENCY ORI#** MN0620800 | **JUVENILE:**

INCIDENT

Reported: 06-24-2010 1926 **First Assigned:** 1926 **First Arrived:** 1926 **Last Cleared:** 1931
Title: Compliance Checks, Alcohol **How Received:** In Person
Short Description:
Alcohol compliance check failure.
Location(s)
Hamline Liquors **Address:** 2825 HAMLINE AV N **City:** Roseville **State:** MN **Zip:** 55113
Custom Attributes Sgt. Arneson Impact Team Sgt. Johnson

OFFICERS

Officer Assigned: Kim, Dennis **Badge No:** **Primary:** No

NAMES

Involvement: Cited **Name:** Krieger, Harold Henry **DOB:** [redacted]
Age: [redacted] **Sex:** [redacted] **Race:** [redacted] **Height:** [redacted] **Weight:** [redacted]
Address: [redacted] **City:** [redacted] **State:** MN **Zip:** 55113
Phone: (Work) (651)639-1369
Hair Color:
ID Number(s)
ID Type: DL / ID Number **ID #:** [redacted] **State:** MN **Year:** **Class:** D

⚠ PRIVATE **Involvement:** Witness **Name:** [redacted]

Involvement: Other **Name:** Nelson, Robin Dale **DOB:** [redacted]
Age: [redacted] **Sex:** [redacted] **Race** [redacted] **Height:** [redacted] **Weight:** [redacted]
Address: [redacted] **City:** [redacted] **State:** MN **Zip:** 55113
Phone: [redacted]
Eye Color: [redacted] **Hair Color:**
ID Number(s)
ID Type: DL / ID Number **ID #:** [redacted] **State:** MN **Year:** **Class:** D

EVIDENCE

BarCode: 10-00263 **Item Type:** Alcohol **Bin:** A43 **Value:** 1.49
Description: Colt 45
Location
Address: 2825 HAMLINE AV N **City:** Roseville **State:** MN **Zip:** 55113

Supplemental Report

ICR: 10018690 07-01-2010 0730
Title: Original **Created By:** Dennis Kim

On 06-24-2010, [redacted] acted as my underage alcohol buyer. [redacted] viewed the underage buyer instructional video prior to beginning compliance checks. I searched [redacted] and noted he only had one Valid ID [redacted] which clearly stated he turned 18 years of age [redacted]. I took a digital photograph of [redacted] and one of his drivers license. Both were uploaded to the media section of this case.

At appx 1926 hours, [redacted] and I walked into Hamline Liquors (2825 Hamline Ave). [redacted] selected a 40oz can of Colt 45 malt alcohol beverage. He then went to the register, where Krieger (identified via MN photo DL) was working. I observed Krieger check [redacted] and then sell the Colt 45 to him for $1.49, which [redacted] provided to him.

After the transaction was complete, I identified myself as a Roseville Police Officer, and advised Krieger he sold alcohol to an 18 year old. Krieger requested to see [redacted] ID again, which [redacted] displayed to him.

I obtained a refund, and advised Krieger I would be taking the Colt 45 as evidence. I requested a receipt for the transaction, however Krieger advised he was unable to print one out.

The beer was placed in PL#9. Krieger was mailed administrative citation 7314 for selling alcohol to an underage person (fine $150).

Per Sgt. Arneson #S-21, a citation was not mailed to the business.

On 06-30-2010 at appx 1230 hours, I made contact with Nelson (manager of the business) and requested the "Responsible Manager/Server Training Certification" document, and showed her a copy of a blank one. Nelson said that Krieger had undergone the training, but she turned them in to a "dark haired lady" (who she could not identify) at the police department, and did not have the documentation on hand.

Nothing further.

Supplemental Report

ICR: 10018690

07-26-2010 0840

Title: Notification Letter

Created By: Joshua Arneson

On 07/26/10, I mailed the attached notification letters to Hamline Liquors. The letter requests copies of their employee training certificates by 07/31/10.

Supplemental Report

ICR: 10018690

07-26-2010 1111

Title: Mandatory Training

Created By: Joshua Arneson

On 07-26-10, I spoke with Robin from Hamline Liquors by phone. Robin informed me that her employees have not undergone the mandatory training required by the new ordinance. I made arrangements for Robin to come to the PD and get training packets for her employees.

Supplemental Report

ICR: 10018690

08-12-2010 0920

Title: Notice of Council Meeting

Created By: Joshua Arneson

On 08/12/10, I mailed HamlineLiquors and the license holders notice that their violations will be discussed at the 09/13/0 Council meeting.

Attachment B

ROSEVILLE

08/11/2010

Hamline Liquors
2825 Hamline Ave N
Roseville, MN 55113

Dear General Manager:

As you know, on June 24th, 2010, an employee of your establishment sold an alcoholic beverage to an underage person in violation of City of Roseville Ordinances. At this time, you have been unable to provide proof that your employee underwent a mandatory liquor licensee training program. Therefore, pursuant to Section 302.15 of the Roseville City Code, the presumptive penalty for a first violation for on-sale license holders for sale to an underage person is a minimum penalty of a $1,000.00 fine and a one (1) day suspension. The penalty for non compliance with a mandatory liquor licensee training program is the consideration of non renewal or denial of your 2011 liquor license.

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 a mandatory liquor licensee training program, and the history of compliance checks at your establishment. The City Council will consider this information at its regular meeting on September 13th, 2010.

A representative of your establishment may appear at that time 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 at 651-792-7283.

Sincerely,

Sergeant Joshua Arneson

Enclosure
cc: Chief Rick Mathwig
City Council
Bill Malinen, City Manager

ROSEVILLE

08/11/2010

THANH V. HOANG
2825 Hamline Ave N
Roseville, MN 55113

Dear General Manager:

As you know, on June 24th, 2010, an employee of your establishment sold an alcoholic beverage to a minor in violation of City of Roseville Ordinances. At this time, you have been unable to provide proof that your employee underwent a mandatory liquor licensee training program. Therefore, pursuant to Section 302.15 of the Roseville City Code, the presumptive penalty for a first violation for on-sale license holders for sale to an underage person is a minimum penalty of a $1,000.00 fine and a one (1) day suspension. The penalty for non compliance with a mandatory liquor licensee training program is the consideration of non renewal or denial of your 2011 liquor license.

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 a mandatory liquor licensee training program, and the history of compliance checks at your establishment. The City Council will consider this information at its regular meeting on September 13th, 2010.

A representative of your establishment may appear at that time 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 at 651-792-7283.

Sincerely,

Sergeant Joshua Arneson

ROSEVILLE

Enclosure
cc: Chief Rick Mathwig
City Council
Bill Malinen, City Manager

April 7, 2010

Hamline Liquors
ATTN: MANAGER
2825 Hamline Ave
Roseville, MN 55113

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.

2660 Civic Center Drive ◈ Roseville, Minnesota 55113
651-792-ROSE ◈ TDD 651-792-7399 ◈ www.ci.roseville.mn.us

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 Sgt. Josh Arneson of the Roseville Police Department, at joshua.arneson@ci.roseville.mn.us.

<u>Both the City's approval and the required training shall be completed:</u>

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.

<u>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.</u>

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

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 2010 beginning this summer. 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 Sgt. Josh Arneson at (651) 792-7283.

Sincerely,

Rick Mathwig
Acting Chief of Police

ROSEVILLE

July 21, 2010

Hamline Liquors
Attn: Robin Nelson or General Manager
2825 Hamline Ave N
Roseville, MN 55113

Dear 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 the amended ordinance is enclosed for your review. Please note Section 302.15, of the local ordinance, where minimum penalties are stipulated.

On June 24, 2010, an employee of your establishment, Harold Krieger, sold an alcoholic beverage to a minor in violation of the attached ordinance. Our records indicate that this is your first violation in the last thirty six (36) months. Therefore, pursuant to Section 302.15 of the 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 have been asked to provide a training certificate showing that Harold Krieger completed a city approved or provided liquor licensee training program. Up to this point, I have yet to receive the training certificate. If Harold Krieger has completed the required training, please mail the certificate to me at the address listed below. If he has not, then please mail me a letter stating that he has not done so. I must receive notification from you by Wednesday, July 31st, 2010. Please be aware that additional penalties may result from 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

ROSEVILLE

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 at 651-792-7204.

Sincerely,

Sergeant Joshua Arneson
Roseville Police Department
2660 Civic Center Dr, Roseville MN 55113

Enclosure
cc: Chief Rick Mathwig
Bill Malinen, City Manager

July 21, 2010

THANH V. HOANG
2825 Hamline Ave N
Roseville, MN 55113

Dear License Holder:

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 the amended ordinance is enclosed for your review. Please note Section 302.15, of the local ordinance, where minimum penalties are stipulated.

On June 24, 2010, an employee of your establishment, Harold Krieger, sold an alcoholic beverage to a minor in violation of the attached ordinance. Our records indicate that this is your first violation in the last thirty six (36) months. Therefore, pursuant to Section 302.15 of the 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 have been asked to provide a training certificate showing that Harold Krieger completed a city approved or provided liquor licensee training program. Up to this point, I have yet to receive the training certificate. If Harold Krieger has completed the required training, please mail the certificate to me at the address listed below. If he has not, then please mail me a letter stating that he has not done so. I must receive notification from you by Wednesday, July 31st, 2010. Please be aware that additional penalties may result from 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 at 651-792-7204.

Sincerely,

Sergeant Joshua Arneson
Roseville Police Department
2660 Civic Center Dr, Roseville MN 55113

Enclosure
cc: Chief Rick Mathwig
Bill Malinen, City Manager

CHAPTER 302
LIQUOR CONTROL

SECTION:

302.01: ADOPTION OF STATE LAW:

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

302.02: LICENSE REQUIRED:

A. General Requirement: No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell or keep for sale in the City any non-intoxicating malt liquor or intoxicating liquor without a license to do so as provided in this Chapter.

B. Types of Licenses:
   1. Intoxicating liquor licenses shall be of five kinds: On-sale, On-sale Wine, Club, Special Sunday and Off-sale.
   2. Non-intoxicating malt liquor licenses shall be of two kinds: On-sale and Off-sale.

C. Expiration: All intoxicating liquor and non-intoxicating malt liquor licenses shall expire on December 31 of each year.

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

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

Such dining room shall have appropriate facilities for seating not less than one 100 guests at one time. Where the guest seating capacity is between 100and o174, at least 50% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the restaurant portion of the establishment must be attributable to the service of meals.

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

Where the seating capacity of the establishment is between 100 and 174, at least 50% of the gross sales of the establishment must be attributable to the service of meals. Where the seating capacity is 175 or more, at least 25% of the gross sales of the establishment must be attributable to the service of meals.

E. On-sale Wine Licenses: On-sale wine licenses shall be issued only to restaurants meeting the qualifications of Minnesota Statutes 340A.404, subdivision 5, and shall permit only the sale of wine not exceeding 14% alcohol by volume, for consumption on the licensed premises only, in conjunction with the sale of food. To qualify for a license under this subsection, a restaurant must have appropriate facilities for seating at least 25 guests at a time, regularly serve meals at tables to the public for a charge and employ an adequate staff. (Ord. 972, 5-13-85)

F. Club License: Club licenses for the sale of intoxicating beverages to be consumed on the licensed premises may be issued to any clubs meeting the requirements of Minnesota Statute 340A.404, subdivision 1. (1995 Code)

G. Special License for Sunday Sales: A special license authorizing sales on Sunday in conjunction with the serving of food may be issued to any hotel, restaurant or club which has an On-sale license. A special Sunday license is not needed for Sunday sales of wine license.

H. Off-sale Intoxicating Liquor Licenses: Off-sale licenses for the sale of intoxicating liquor shall permit the licensee to sell intoxicating liquor in original packages for consumption off the premises only. Such licenses may be issued in accordance with the provisions of this Chapter.

I. On-sale Non-intoxicating Malt Liquor Licenses: On-sale licenses shall permit the licensee to sell non-intoxicating malt liquor for consumption on the premises only.

J. Off-sale Non-intoxicating Malt Liquor Licenses: Off-sale licenses shall permit the

licensee to sell non-intoxicating malt liquor in original packages for consumption off the premises only. (Ord. 972, 5-13-1985)

K. Temporary On-sale Licenses: Temporary On-sale licenses may be issued to a club or charitable, religious or nonprofit organization in existence for at least three years in connection with social events within the City, for up to three days in accordance with Minnesota Statutes section 340A.404, subdivision 10. (1995 Code)

L. Temporary On-sale License In Central Park: Upon payment of the fee and submission of a completed application form, the City Manager is authorized to approve a temporary On-sale license for the sale and distribution of non-intoxicating malt liquor to a club, charitable, religious or other nonprofit organization in existence at least three years, for such sale and distribution in Central Park only for a time not to exceed three consecutive days, provided the following conditions are met:
1. Insurance: Proof of liquor liability insurance in an amount equal to and in the form required by subsection 302.03C of this Chapter is filed with the application.
2. Security Plan: A security plan, approved by the Chief of Police, is filed along with the application.
3. Hours of Sale: In addition to the limitation on hours found elsewhere in this Code, the hours of sale shall be only during the time that Central Park is open to the public. Sales and distribution shall be located only in a shelter building or a temporary shelter, such as a tent, approved by the City Manager.
In the event the City Manager denies the application, for any reason, the applicant may appeal the decision of the City Manager to the City Council. (Ord. 1102, 9-23-1991)

M. Intoxicating Liquors at The Roseville Skating Center Community Rooms: Intoxicating liquor may be sold in the Roseville Skating Center Community Rooms only under the following conditions:
1. By the City-designated caterer for the Roseville Skating Center Community Rooms who shall hold retail On-sale intoxicating liquor license issued by the City or by an adjacent municipality.
2. The caterer must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the Roseville Skating Center Community Rooms, and may dispense intoxicating liquor only to persons attending the event.
3. The caterer delivers to the City a certificate of insurance providing "off premises" or "catered event" liquor liability coverage naming the City of Roseville, to the full extent of statutory coverage, as an additional named insured.
4. All other rules and regulations established by the City relating to the sale or dispensing of intoxicating liquor in the Roseville Skating Center Community Rooms are complied with. (Ord. 1217, 12-14-1998)

302.03: APPLICATION:

A. Requirements: The requirements set forth in this Section shall apply to applications for those licenses named in Section 302.02 of this Chapter.

B. Form:
1. Information Required: Every application for a license under this Chapter shall state the name of applicant, applicant's age, presentations as to applicant's character, with such references as the City Council may require, applicant's citizenship, the type of license applied for, the business in connection with which the proposed license will operate and its location, whether the applicant is owner and operator of the business, how long applicant has been in that business at that place and such

other information as the City Council may require from time to time.
2. Verification: In addition to containing such information, the application shall be in the form prescribed by the State Liquor Control Director and shall be verified and filed with the City Manager. No person shall make a false statement in an application.
3. Subsequent Data: From time to time, at the request of the City Manager, a licensee will provide data to the City concerning that portion of its revenue attributable to the sale of food and the sale of liquor and/or wine. (Ord. 972, 5-13-1985)

C. Liability Insurance:
1. Policy Limits: Prior to the issuance or renewal of a license under this Chapter, the applicant shall file with the City Manager a certificate of insurance in a form to be provided by the City covering liquor liability, loss of means of support and pecuniary loss in the amount of ($500,000.00 of coverage because of bodily injury to any one person in any one occurrence; $1,000,000.00 because of bodily injury to two or more persons in any one occurrence; $100,000.00 because of injury to or destruction of property of others in any one occurrence; $200,000.00 for loss of means of support or pecuniary loss to any one person in any one occurrence; and $500,000.00 for loss of means of support or pecuniary loss for two or more persons in any one occurrence.
2. Annual Aggregate Limits: Annual aggregate limits as provided by Minnesota Statutes section 340A.409 shall not be less than $1,000,000.00.
In the event such policy provides for ($1,000,000.00 annual aggregate limits, said policy shall further require that in the event that the policy limits are reduced in any given year because of the $1,000,000.00annual aggregate policy limit, the insurance carrier shall provide the City with written notice of said reduction in policy limits within 30days of said reduction becoming effective. (Ord. 1175, 10-28-1996)
3. Further Requirements: After the reduction becomes effective, the City Council may require the licensee to take further action with regard to liability insurance in order to protect citizens of the City during the period of the reduced aggregate policy limit.
4. Applicability: The requirements of this Section shall be applicable to new licenses issued after the effective date of this subsection and for renewals applied for after the effective date of this subsection. (Ord. 1046, 9-12-1988)

D. Approval of Insurance: Liability insurance policies shall be approved as to form by the City Attorney. Operation of a licensed business without having on file with the City, at all times, a certificate of insurance as required in subsection C of this Section is a cause for revocation of the license. All insurance policies shall state that the City will be given ten days' notice, in writing, of cancellation. (Ord. 972, 5-13-1985)

E. Insurance Not Required: Subsection C of this Section does not apply to licensees who by affidavit establish that they are not engaged in selling any intoxicating or non-intoxicating malt liquor in Central Park and that:
1. They are On-sale 3.2 percent malt liquor licensees with sales of less than $10,000.00 of 3.2 percent malt liquor for the preceding year;
2. They are Off-sale 3.2 percent malt liquor licensees with sales of less than $20,000.00 of 3.2 percent malt liquor for the preceding year;
3. They are holders of On-sale wine licenses with sales of less than $10,000.00 for wine for the preceding year; or
4. They are holders of temporary wine licenses issued under law. (Ord. 1175, 10-28-1996)

302.04: LICENSE FEES:

A. Annually: Annual license fee shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1379A, 11-17-2008)

B. Fee:

1. Payment: $500.00 of the On-sale intoxicating liquor and wine licenses and the entire license fee for all other licenses shall be paid at the time of application. The remaining balance, if any, shall be paid prior to the time of issuance of the license.
2. Refund: All fees shall be paid into the General Fund of the City. Upon rejection of any application for a license or upon the withdrawal of the application before approval of the issuance by the City Council, the license fee shall be refunded to the applicant except where the rejection is for willful misstatement on the license application.
3. Proration: The fee for On-sale intoxicating liquor and On-sale wine licenses granted after the commencement of the license year shall be prorated on a monthly basis. The fee for On-sale non-intoxicating malt liquor licenses granted after the commencement of the license year shall be prorated on a quarterly basis.
4. Investigation: At the time of each original application for a license, except special club, On-sale non-intoxicating malt liquor and Off-sale non-intoxicating malt liquor licenses, the applicant shall pay, in full, an investigation fee. The investigation fee shall be $300.00. No investigation fee shall be refunded. (Ord. 972, 5-13-1985; amd. 1995 Code)

302.05: INELIGIBILITY:

No license shall be granted to any person made ineligible for such a license by state law[1]. (Ord. 972, 5-13-1985)

302.06: DELINQUENT TAXES AND CHARGES:

No license shall be granted for operation on any premises on which taxes, assessments or other financial claims of the city are delinquent and unpaid. (Ord. 972, 5-13-1985)

302.07: GRANTING OF LICENSE:

A. Investigation and Issuance: The City Council shall investigate all facts set out in the application. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the City Council shall, in its discretion, grant or refuse the application. At least ten days published notice of the hearing shall be given, setting forth the name of the applicant and the address of the premises to be licensed.

B. Person and Premises Licensed; Transfer: Each license shall be issued only to the applicant and for the premises described in the application. No license may be transferred to another person or place without City Council approval. Before a transfer is approved, the transferee shall comply with the requirements for a new application. Any transfer of the controlling interest of a licensee is deemed a transfer of the license. Transfer of a license without prior City Council approval is a ground for revocation of the license. (Ord. 972, 5-13-1985) (Ord. 1390, 3-29-2010)

---

[1] M.S.A. §340A.402.

302.08: CONDITIONS OF LICENSE:

Every license is subject to the conditions in the following subsections and all other provisions of this chapter and any other applicable ordinance, state law or regulation:

A. Licensee's Responsibility: Every licensee is responsible for the conduct of licensee's place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises, authorized to sell intoxicating liquor there, is deemed the act of the licensee as well and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.

B. Inspections: Every licensee shall allow any peace officer, health officer or properly designated officer or employee of the city to enter, inspect and search the premises of the licensee during business hours without a warrant.

C. Manager and Server Training: With the exception of temporary on-sale licenses issued pursuant to Section 302.02, subparts k and l, all licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, shall complete, to the City's satisfaction, a city approved or provided liquor licensee training program. Both the City's approval of the training 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 unless probationary extension is granted for hardship reasons.

   All licensees shall maintain documentation evidencing that this provision has been met, and produce such documentation as part of each application for licensure or renewal and upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city pursuant to the inspections provision noted above. An applicant's or licensee's failure to comply with this provision in its entirety is sufficient grounds for denial or non-renewal of a requested license. (Ord. 1243, 11-27-2000) (Ord. 1390, 3-29-2010)

302.09: HOURS OF SALE:

The hours for the sale of intoxicating or non-intoxicating liquor for consumption on the premises shall be those allowed under Minnesota Statute §340A.504. (Ord. 1290, 8-11-2003)

302.10: EVACUATION OF ON-SALE ESTABLISHMENTS:

A. Thirty Minute Restriction: All patrons of an on-sale establishment selling intoxicating liquor or non-intoxicating malt liquor must vacate the premises within 30 minutes of the termination of sales by Minnesota Statute §340A.504. Any patron who remains on the licensed premises or any licensee or licensee's employee who allows a patron to remain on the licensed premises beyond the 30 minute limit is in violation of this subsection. (Ord. 1056, 3-16-1989) (Ord. 1290, 8-11-2003)

B. Extension of Restriction for Sale of Food: If an on-sale establishment remains open for the sale of food beyond the 30 minute evacuation limit, all intoxicating liquor and non-intoxicating malt liquor must be secured within the 30 minute limit in such a manner as to prevent consumption. Any patron who consumes intoxicating liquor or non-intoxicating malt liquor on the licensed premises or any licensee or employee of

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

302.11: SALE OUTSIDE OF STRUCTURE ON LICENSED PREMISES:

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

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

302.12: ON-SALE OF INTOXICATING MALT LIQUOR:

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

302.13: OFF-SALE LICENSE REGULATIONS:

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

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

F. Delivery Records: Upon any delivery of alcoholic beverages off the licensed premises, the seller, purchaser, and delivery recipient (if other than the purchaser) must sign an itemized purchase invoice. The invoice shall detail the time, date, and place of delivery. The licensee must retain the delivery records for a period of one year. The records shall be open to inspection by any police officer or other designated officer or employee of the city at any time. (Ord. 1243, 11-27-2000)

302.14: PROHIBITED CONDUCT:

A. Policy: Certain acts or conduct on premises licensed pursuant to this chapter or licensed pursuant to Minnesota statutes, chapter 340A, are deemed contrary to public welfare and are prohibited and no license issued pursuant to this chapter or licensed pursuant to Minnesota statutes, chapter 340A, may be held or maintained where such acts or conduct is permitted. (Ord. 808, 11-21-1977)

B. Prohibited Conduct: The prohibited acts or conduct referred to in subsection A of this section are:

1. The employing or use of any person in the sale or service of beverages in or upon the licensed premises where such person is unclothed or in such attire, costume or clothing as to expose to view any portion of the female breast below the top of the areola or any portion of the pubic hair, anus, cleft of the buttocks, vulva or genitals.

2. The employing or use of the services of any host or hostess while such host or hostess is unclothed or in such attire, costume or clothing as described in subsection B1 of this section.

3. The encouraging or permitting of any person on the licensed premises to touch, caress or fondle the breasts, buttocks, anus or genitals of any other person.

4. The permitting of any employee or person to wear or use any device or covering exposed to view which simulates the breast, genitals, anus, pubic hair or any portion thereof.

5. The permitting of any person to perform acts of or acts which simulate:

   a. With or upon another person, sexual intercourse, sodomy, oral copulation, flagellation or any sexual acts which are prohibited by law.

   b. Masturbation or bestiality.

   c. With or upon another person the touching, caressing or fondling of the buttocks, anus, genitals or female breast.

   d. The displaying of the pubic hair, anus, vulva, genitals or female breasts below the top of the areola.

6. The permitting of any person to use artificial devices or inanimate objects to depict any of the prohibited activities described in subsections B5a through B5d of this section.

7. The permitting of any person to remain in or upon the licensed premises who exposes to public view any portion of his or her genitals or anus.

8. The permitting or showing of film, still pictures, electronic reproductions or other reproductions depicting:

   a. Acts or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law.

   b. Any person being touched, caressed or fondled on the breast, buttocks, anus or genitals.

   c. Scenes wherein a person displays the vulva, or the anus or the genitals.

   d. Scenes wherein artificial devices or inanimate objects are employed to depict, or drawings are employed to portray, any of the activities described in subsections

B1 through B7 of this section.

C. Revocation of License: Any license issued pursuant to this chapter, licensed pursuant to Minnesota statutes, chapter 340A, shall be revoked if any of the acts of conduct described in this section occur on the licensed premises. (Ord. 808, 11-21-1977; amd. 1995 Code)

302.15: CIVIL PENALTY:

A. 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.

B. Minimum Penalty: The purpose of this section is to establish a standard by which the City Council determines the civil fine, the length of license suspensions and the propriety of revocations, and shall apply to all premises licensed under this chapter. These penalties are presumed to be appropriate for every case; however, the council may deviate in an individual case where the council finds that there exist certain extenuating or aggravating circumstances, making it more appropriate to deviate, such as, but not limited to, a licensee's efforts in combination with the state or city to prevent the sale of alcohol to minors or, in the converse, when a licensee has a history of repeated violations of state or local liquor laws. When deviating from these standards, the council will provide written findings that support the penalty selected. When a violation occurs, the staff shall provide information to the City Council to either assess the presumptive penalty or depart upward or downward based on extenuating or aggravating circumstances. The staff shall notify the licensee of the information being considered and acted upon by the City Council.

(1) Except as otherwise provided in this Chapter, the following violations will subject the licensee to the following administrative penalties:

Type of Violation	1st Violation	2nd Violation	3rd Violation	4th Violation
Sale of alcoholic beverage to a person under the age of 21	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Sale of alcoholic beverage to an obviously intoxicated person	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale)	$1,000 and one day suspension	$2,000 and 5 day suspension	$2,000 and 15 day suspension	Revocation
Refusal to allow City inspectors or police admission to premises	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
After hours sale, possession by a patron or consumption of alcoholic beverages	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
Illegal gambling on premises	$1,000 and 7 days suspension	$2,000 and 14 days suspension	Revocation	N/A
Sale of alcoholic beverages while license is under suspension	60 day suspension	Revocation	N/A	N/A
Sale of intoxicating liquor with only 3.2 percent malt liquor license	Revocation	N/A	N/A	N/A
Commission of a felony related to licensed activity	Revocation	N/A	N/A	N/A

(2) Any prior violation that occurred more than 36 calendar months immediately preceding the most current violation will not be considered in determining successive violations.
(3) In addition to the administrative penalties identified above, the city may in appropriate circumstances choose to not renew a license at the end of its current term for any and all reasons allowed by law.
(Ord. 1390, 3-29-2010)

C. Hearing and Notice: If, after considering the staff's information, the City Council

proposes to suspend or revoke a license, the licensee shall be provided written notice of the City Council's proposed action and shall be given the opportunity to request a hearing on the proposed penalty by providing the City a written notice requesting a hearing within ten days of the mailing of the notice of the City Council's proposed action. The notice of the proposed action of the City Council shall state the nature of the charges against the licensee and the action the City Council proposes to take, shall inform the licensee of the right to request a hearing prior to the action being final, and shall inform the licensee of the date the City Council's proposed action will be considered a final decision if a hearing is not requested. Any hearing, if requested, will be conducted in accordance with Minnesota statutes section 340A.415 and sections 14.57 to 14.69 of the Administrative Procedures Act ("APA"). If a hearing is requested, the licensee shall be provided a hearing notice at least ten days prior to the hearing, which shall state the date, time and place of the hearing and the issues involved in the hearing. An independent hearing officer shall be selected by the City Council to conduct the hearing and shall make a report and recommendation to the City Council pursuant to the provisions of the APA. The City Council shall consider the independent hearing examiner's recommendation and issue its final decision on the suspension or revocation. (Ord. 1243, 11-27-2000; Ord. 1280, 3-31-03) (Ord, 1336, 5-08-2006)

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/13/10
Item No.: 12.f

Department Approval

City Manager Approval

Item Description: Revisit the 2011-2020 Capital Investment Plan

BACKGROUND

At the May 17, 2010 and June 14, 2010 City Council meetings, the Council held discussions on the 2011-2020 Capital Investment Plan (CIP). The Council is now being asked to adopt a preliminary tax levy and budget for 2011 which includes significant monies for capital improvements and vehicle and equipment replacements. A copy of the CIP is included in *Attachment B.*

The preliminary 2011 Budget includes capital funding for the following property tax-supported areas:

- $57,000 Additional pathway and parking lot repairs
- $64,000 Street light replacements
- $53,875 Police equipment
- $18,500 Building equipment
- $43,000 Skating Center equipment
- $185,000 Park Improvement Program
- $25,000 General building repairs (unallocated)
- $50,000 Fiber connectivity (w. Roseville Schools)
- $217,095 Police vehicles
- $175,000 Street and Engineering vehicles

Where applicable, these items have been highlighted on the spreadsheets included in *Attachment A.* It should be noted, that the items listed in the CIP include the original amount considered necessary to sustain City infrastructure and equipment. <u>The amount actually budgeted for in 2011 could be different – a reflection of changing priorities and pricing</u>.

All capital items listed amongst the City's non-tax supported functions have been budgeted for at the levels shown in the spreadsheet, with the exception of the City's information systems which have 2011 budgeted amount of only $122,000 instead of $270,000.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

See items listed above and Executive Summary in the attached 2011-2020 CIP.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

For informational purposes only, no formal action is required at this point.

Prepared by:	Chris Miller, Finance Director	
Attachments:	A:	2011-2020 Capital Investment Plan Detailed Summary
	B:	2011-2020 Capital Investment Plan

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Facilities

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Police												
Replace carpet in PD area	B	$ 7,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,000
Police furniture	B	1,000	1,000	1,000	1,000	7,000	1,000	1,000	1,000	1,000	1,000	16,000
Police cubicles	B	7,000	-	-	-	-	-	7,000	-	-	-	14,000
Police window treatments	B	-	6,000	-	-	-	-	-	6,000	-	-	12,000
Appliances	B	-	-	-	4,000	3,500	-	-	-	-	-	7,500
											subtotal	$ 56,500
Fire												
Fire Station access control	B	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,000	20,000
Replacment of 13 doors and openers	B	5,600	30,000	-	25,000	-	27,000	-	-	-	-	87,600
Station Alerting system	B	-	75,000	-	-	-	-	-	-	-	-	75,000
HVAC Controls	B	-	8,000	-	8,000	-	8,000	-	-	-	-	24,000
Site Improvements & lot	B	-	45,000	45,000	45,000	-	-	-	-	-	-	135,000
Walls and windows	B	-	150,000	-	150,000	-	150,000	-	-	-	-	450,000
Ceiling tiles and ceiling finishes	B	-	5,000	5,000	5,000	-	-	-	-	-	-	15,000
Interior and bay lighting	B	-	28,000	28,000	28,000	-	-	-	-	-	-	84,000
window treatments/counters/etc	B	-	25,000	20,000	25,000	-	-	-	-	-	-	70,000
Apparatus bay concrete	B	-	25,000	45,000	35,000	-	-	-	-	-	-	105,000
Interior Doors	B	-	20,000	12,000	12,000	-	-	-	-	-	-	44,000
Interior plumbing	B	-	10,000	20,000	20,000	-	-	-	-	-	-	50,000
Kitchen/bath fixtures/cabinets/etc.	B	-	12,500	14,000	20,000	-	-	-	-	-	-	46,500
Bay heating equipment	B	-	40,000	40,000	40,000	-	-	-	-	-	-	120,000
Repair/replace interior walls	B	-	15,000	15,000	35,000	-	-	-	-	-	-	65,000
Repair/replace HVAC system	B	-	45,000	20,000	20,000	-	-	-	-	-	-	85,000
Upgrade exterior locks install alarm system	B	-	50,000	-	-	-	-	-	-	7,000	-	57,000
Replace roof @ Station #1	B	-	-	-	-	250,000	-	-	-	-	-	250,000
Replace roof @ Station #2	B	-	-	-	250,000	-	-	-	-	-	-	250,000
Replace roof @ Station #3	B	-	-	250,000	-	-	-	-	-	-	-	250,000
Replacment lockers	B	-	-	-	24,000	-	-	-	-	-	-	24,000
Replace floors	B	-	-	20,000	-	20,000	-	-	-	18,000	-	58,000
Foundation issues	B	-	-	100,000	-	-	-	-	-	-	-	100,000
Remodel of rooms	B	-	-	-	120,000	120,000	120,000	-	-	-	-	360,000
Electrical upgrade	B	-	-	30,000	30,000	30,000	-	-	-	-	-	90,000
Kitchen appliances	B	4,500	-	25,000	4,500	4,500	-	-	-	-	-	38,500
Emergency generator	B	-	70,000	70,000	-	-	-	-	-	70,000	-	210,000
Station furniture	B	5,000	5,000	-	-	5,000	-	-	5,000	-	-	20,000
New office furniture	B	-	4,000	-	-	4,000	-	-	-	4,000	-	12,000
											subtotal	$ 3,195,600
City Hall, Garage												
RTU Heat/AC	B	-	-	-	-	24,000	-	-	-	-	-	24,000
Co Ra Vac Heaters	B	-	-	-	-	80,000	-	-	-	-	-	80,000
Heating boilers PVI	B	-	-	-	-	-	-	-	-	-	70,000	70,000
Liebert condensing unit	B	-	-	-	-	-	-	-	-	-	60,000	60,000
Libert AHV	B	-	-	-	-	-	-	-	-	-	30,000	30,000
MUA	B	-	-	-	30,000	-	-	-	-	90,000	-	120,000
Circulating pumps	B	-	-	-	-	-	-	-	-	-	15,000	15,000
Water heater boilers	B	-	-	-	-	-	-	-	-	-	22,000	22,000

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Kewanee boiler	B	-	-	-	-	-	40,000	-	-	-	-	40,000
Parking garage Co2/No2 detectors	B	-	4,200	4,200	-	-	-	-	-	-	-	8,400
Exhaust fans (10)	B	-	-	-	-	-	-	-	-	-	25,000	25,000
Unit heaters (4)	B	-	-	-	-	-	-	-	6,000	-	-	6,000
VAV's heat/cool	B	-	-	-	-	-	-	-	-	-	50,000	50,000
VAV/s cool	B	-	-	-	-	-	-	-	-	-	45,000	45,000
Carpetting	B	-	-	-	60,000	-	100,000	-	-	-	-	160,000
VCT tile	B	-	-	-	-	-	-	11,000	-	-	-	11,000
Plumbing	B	-	-	-	-	-	-	-	-	-	43,400	43,400
workstations	B	-	-	-	-	-	-	-	-	-	445,000	445,000
Overhead doors (2)	B	-	-	-	30,000	-	33,000	-	-	-	-	63,000
Old roof (City Hall)	B	-	-	140,000	-	-	-	-	-	-	-	140,000
Old roof (Garage)	B	-	-	-	450,000	-	-	-	-	-	-	450,000
Emergency generator	B	-	-	-	40,000	-	-	-	-	-	-	40,000
Tables and chairs	B	-	-	-	30,000	-	-	60,000	-	-	-	90,000
Fuel pumps	B	18,000	-	-	-	-	-	-	-	-	-	18,000
In-floor dock lift	B	9,000	-	-	-	-	-	-	-	-	-	9,000
											Subtotal	2,064,800
Recreation												
Central Park gymnasium	B	-	5,000	-	5,000	5,000	5,000	20,000	-	-	-	40,000
Brimhall gymnasium	B	-	-	4,500	-	80,800	5,000	-	-	-	-	90,300
Gymnastics Center	B	-	-	10,000	-	10,000	-	-	-	-	70,000	90,000
Arena Roof Top units (2)	B	-	-	-	-	-	-	-	-	-	165,000	165,000
Exterior Painting	B	65,000	-	-	-	-	-	-	-	-	-	65,000
Arena Dehumidification	B	-	-	-	-	87,500	-	-	-	-	-	87,500
Water Heater- Domestic H20	B	-	-	-	8,000	-	-	-	-	-	-	8,000
Water Heater- Zamboni	B	-	-	-	-	-	-	-	10,000	-	-	10,000
Water Storage Tank	B	-	-	-	8,000	-	-	-	-	-	-	8,000
rubber flooring - arena changing area	B	-	-	8,000	-	-	-	-	-	-	-	8,000
rubber flooring - locker rooms	B	20,000	-	-	-	-	-	-	-	-	-	20,000
Mezzanine Furnace	B	-	-	-	-	-	-	-	-	-	20,000	20,000
Roof- Arena	B	-	-	-	-	-	-	-	-	-	300,000	300,000
Mezzanine glass system	B	-	15,000	-	-	-	-	-	-	-	-	15,000
Arena refrigeration system	B	-	-	-	-	-	-	-	-	-	700,000	700,000
Arena Fluid Cooler	B	-	-	-	-	-	-	-	-	-	125,000	125,000
Arena Concrete Floor	B	-	-	-	-	-	-	-	-	-	125,000	125,000
Arena Dasher Boards	B	-	-	-	-	-	-	-	-	-	135,000	135,000
OVAL Refrigeration piping	B	-	-	-	-	-	-	-	-	-	750,000	750,000
OVAL Compressors	B	-	-	-	-	-	-	-	-	-	400,000	400,000
OVAL Refrigeration components	B	-	-	-	-	-	-	-	-	-	425,000	425,000
OVAL Cooling Tower	B	-	-	-	85,000	-	-	-	-	-	-	85,000
OVAL Concrete Floor	B	-	-	-	-	-	-	-	-	-	800,000	800,000
OVAL Scoreboard	B	-	-	-	-	-	-	-	-	-	200,000	200,000
OVAL Lighting	B	-	-	-	-	-	-	-	-	100,000	-	100,000
OVAL lobby rubber flooring	B	8,000	-	-	-	-	-	-	-	-	-	8,000
OVAL Lobby HP	B	-	-	-	-	-	-	-	-	-	35,000	35,000
South Entry RTU	B	-	-	-	-	-	-	-	-	-	16,000	16,000
Inline Hockey Rink	B	-	-	-	-	-	25,000	-	-	-	-	25,000
OVAL Tarmac Blacktop	B	-	-	-	-	-	-	-	-	-	85,000	85,000

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
OVAL Garage Doors (2)	B	-	-	12,000	-	-	-	-	-	-	-	12,000
OVAL Perimeter Fencing	B	-	-	-	-	-	-	30,000	-	-	-	30,000
OVAL Lobby Roof	B	-	-	-	80,000	-	-	-	-	-	-	80,000
OVAL Mech. Bldg Roof	B	-	-	-	60,000	-	-	-	-	-	-	60,000
OVAL Bathroom Partitions	B	-	-	-	5,000	-	-	-	-	-	-	5,000
Banquet Carpet	B	-	-	-	-	-	-	-	-	-	35,000	35,000
Banquet Wallcoverings	B	-	18,000	-	-	-	-	-	-	-	-	18,000
Rose Room HP	B	-	-	-	-	-	-	-	-	-	30,000	30,000
Fireside Room HP	B	-	-	-	-	-	-	-	-	-	15,000	15,000
Office Area HP	B	-	-	-	-	-	-	-	-	-	15,000	15,000
Raider Room HP	B	-	-	-	-	-	-	-	-	-	15,000	15,000
Locker Room HP	B	-	-	-	-	-	-	-	-	-	30,000	30,000
Fitness Room HP	B	-	-	-	-	-	-	-	-	-	15,000	15,000
Parking Lot Lighting - North	B	-	-	-	-	-	-	-	-	-	15,000	15,000
Parking Lot Lighting - South	B	-	-	-	-	-	-	-	-	45,000	-	45,000
County Road C Sign	B	-	-	-	-	-	-	-	-	-	40,000	40,000
Parking Lot - North	B	-	-	-	-	-	-	-	-	-	100,000	100,000
Parking Lot - South	B	-	-	-	-	100,000	-	-	-	-	-	100,000
Entry way rubber flooring	B	-	-	-	-	-	-	-	8,500	-	-	8,500
											Subtotal	5,609,300
PIP												
Park Improvement Program		545,000	3,030,000	2,755,000	2,800,000	1,855,000	2,026,000	1,802,500	1,779,000	1,807,000	1,887,500	20,287,000
Pathway Maintenance		165,000	170,000	175,000	180,000	185,000	190,000	200,000	200,000	210,000	220,000	1,895,000
Pathway Construction		150,000	150,000	250,000	250,000	250,000	250,000	250,000	250,000	300,000	300,000	2,400,000
		-	-	-	-	-	-	-	-	-	-	-
Total Facilities		$ 1,010,100	$ 4,061,700	$ 4,118,700	$ 5,022,500	$ 3,121,300	$ 2,980,000	$ 2,381,500	$ 2,265,500	$ 2,652,000	$ 7,894,900	$ 35,508,200
Funding Source **												
Property Taxes - Building Fund Levy		$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 250,000
Property Taxes - PIP Fund Levy		185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	1,850,000
Property Taxes - Pathway Fund Levy		135,875	135,875	135,875	135,875	135,875	135,875	135,875	135,875	135,875	135,875	1,358,750
Other		-	-	-	-	-	-	-	-	-	-	-
Total Funding		$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 345,875	$ 3,458,750
Facilities Funding Gap		$ 664,225	$ 3,715,825	$ 3,772,825	$ 4,676,625	$ 2,775,425	$ 2,634,125	$ 2,035,625	$ 1,919,625	$ 2,306,125	$ 7,549,025	$ 32,049,450

** Assumes 2011 Levy for this purpose will be enacted

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Vehicles

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Police												
Marked Squads (6)	V	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 171,775	$ 1,717,750
Unmarked vehicles (2)	V	45,320	45,320	45,320	45,320	45,320	45,320	45,320	45,320	45,320	45,320	453,200
CSO Vehicle	V	-	-	-	32,960	-	-	-	32,960	-	-	65,920
Community relations vehicle - new	V	-	-	22,000	-	-	-	22,000	-	-	-	44,000
											Subtotal	$ 2,280,870
Fire												
Rescue boat	V	-	4,000	-	-	-	-	-	-	-	4,000	8,000
Emergency response trailer	V	-	-	-	-	15,000	-	-	-	-	-	15,000
Staffed engine - 7031	V	-	-	-	-	-	-	-	-	-	-	-
Fire engine - 7032	V	-	-	-	-	-	550,000	-	-	-	-	550,000
First out medic unit - M3	V	-	50,000	-	-	-	55,000	-	-	-	60,000	165,000
Backup medic unit - M4	V	-	-	-	55,000	-	-	-	55,000	-	-	110,000
Utility/medic unit	V	-	45,000	-	-	-	-	-	-	75,000	-	120,000
Primary ladder truck	V	-	-	-	-	-	-	-	1,100,000	-	-	1,100,000
Fire engine - 711	V	-	500,000	-	-	-	-	-	-	-	-	500,000
Command unit	V	-	-	50,000	-	-	-	-	50,000	-	-	100,000
Fire Marshall vehicle	V	-	-	-	-	-	-	25,000	-	-	-	25,000
Fire Inspector vehicle	V	-	25,000	-	-	-	-	30,000	-	-	-	55,000
											Subtotal	$ 2,748,000
PW Admin												
Replace vehicle #303	V	-	-	35,000	-	-	-	-	-	-	-	35,000
Replace vehicle #302	V	-	-	-	25,000	-	-	-	-	-	-	25,000
New vehicle for ROW specialist	V	25,000	-	-	-	-	-	-	-	-	-	25,000
Replace inspection vehicle	V	-	-	-	-	-	-	25,000	-	-	-	25,000
											Subtotal	$ 110,000
Streets												
#101 F-150 Pickup	V	-	-	-	-	-	-	-	-	-	20,000	20,000
#104 1-ton pickup	V	-	-	-	-	30,000	-	-	-	-	-	30,000
#105 3/4 ton pickup	V	-	-	-	-	-	25,000	-	-	-	-	25,000
#106 Dump w/ plow	V	-	-	-	-	-	-	-	-	-	170,000	170,000
#107 Wheel Loader (621)	V	-	-	-	-	-	175,000	-	-	-	-	175,000
#108 Hydro seeder	V	-	-	-	-	-	-	12,000	-	-	-	12,000
#109 3-ton dump w/ plow	V	-	-	-	-	-	-	-	-	170,000	-	170,000
#111 Skidsteer	V	-	-	-	-	-	-	-	35,000	-	-	35,000
#111 Bobcat plow	V	-	-	-	-	-	-	-	5,000	-	-	5,000
#111 Bobcat snow blower	V	-	-	-	-	-	-	6,000	-	-	-	6,000
#111 Bobcat hydro hammer	V	-	-	-	-	-	-	-	7,800	-	-	7,800
#111 Bobcat bucket	V	-	-	-	-	-	-	-	5,000	-	-	5,000
#111 Bobcat millhead	V	-	-	-	-	-	20,000	-	-	-	-	20,000
#112 3-ton dump w/ plow	V	-	-	-	-	-	-	-	-	-	170,000	170,000
#116 4x4 pickup	V	-	-	-	-	-	-	-	-	-	-	-
#117 Cat Roller	V	-	-	-	-	-	-	-	60,000	-	-	60,000
#122 Wheel loader w/ plow	V	-	-	-	-	-	-	-	-	180,000	-	180,000
#123 F80 Patch truck	V	-	100,000	-	-	-	-	-	-	-	-	100,000
#124 Oil distribution body/chassis	V	-	-	125,000	-	-	-	-	-	-	-	125,000
#125 5-ton Dump (tandem)	V	-	-	-	-	-	-	180,000	-	-	-	180,000
#133 Walk behind saw	V	-	-	-	-	-	-	7,000	-	-	-	7,000

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
#134 Sign truck (chassis only)	V	-	-	-	-	55,000	-	-	-	-	-	55,000
#141 asphalt roller	V	-	16,000	-	-	-	-	-	-	-	-	16,000
#143 Portable line striper	V	-	-	-	-	-	-	-	-	10,000	-	10,000
#144 3-ton dumptruck	V	-	-	159,000	-	-	-	-	-	-	-	159,000
#146 3-ton dumptruck	V	150,000	-	-	-	-	-	-	-	-	-	150,000
#150 1-ton dump with plow	V	-	35,000	-	-	-	-	-	-	-	-	35,000
#152 Int'l boom truck	V	-	-	-	120,000	-	-	-	-	-	-	120,000
#155 Sterling 3-ton w. plow	V	-	-	-	-	163,700	-	-	-	-	-	163,700
#156 3/4 ton pickup	V	-	25,000	-	-	-	-	-	-	-	-	25,000
#157 Ingersoll 5-ton roller	V	-	-	-	35,000	-	-	-	-	-	-	35,000
#158 ATL 4300 Trash vacuum	V	-	-	-	-	-	-	-	-	-	15,000	15,000
#159 Crafco Router	V	-	-	-	-	-	-	-	5,000	-	-	5,000
#163 Electronic message board (1/4)	V	-	-	-	-	-	-	-	-	-	7,000	7,000
#165 5-ton trailer	V	-	-	-	-	-	-	5,000	-	-	-	5,000
#166 Cimline melter	V	-	-	-	-	-	-	35,000	-	-	-	35,000
#171 Tennant sweeper (1/4)	V	-	-	-	-	-	-	-	-	-	8,000	8,000
#601 Skidsteer (1/4)	V	-	-	-	-	-	-	8,000	-	-	-	8,000
#154 Sealcoat chip spreader	V	-	150,000	-	-	-	-	-	-	-	-	150,000
											Subtotal	$ 2,504,500
Park Maintenance												
#560 Ford Passenger van	V	-	-	-	-	-	-	-	35,000	-	-	35,000
#535 Ford Passenger van	V	-	-	-	-	-	-	-	35,000	-	-	35,000
#585 M-T sidewalk machine	V	-	-	-	-	-	-	-	-	-	120,000	120,000
#511	V	-	-	-	-	-	-	-	35,000	-	-	35,000
#503 Dodge Ram 3/4-ton	V	-	35,000	-	-	-	-	-	-	-	-	35,000
#529 Dodge Ram 34/-ton	V	-	35,000	-	-	-	-	-	-	-	-	35,000
#507 Chevy 1/2-ton	V	35,000	-	-	-	-	-	-	-	-	-	35,000
#523 Ford 350 with plow	V	-	-	35,000	-	-	-	-	-	-	-	35,000
#501 GMC Yukon with plow	V	-	-	-	35,000	-	-	-	-	-	-	35,000
#534 Kromer field liner	V	-	25,000	-	-	-	-	-	-	-	-	25,000
#508 Ford 1-ton dump w. plow	V	-	-	-	45,000	-	-	-	-	-	-	45,000
#533 Ford 350 with plow	V	-	-	-	-	35,000	-	-	-	-	-	35,000
#532 Ford 150	V	-	-	-	25,000	-	-	-	-	-	-	25,000
#510 Water truck (1/2 cost)	V	-	-	-	-	-	-	-	65,000	-	-	65,000
#519 Lee-boy grader	V	-	45,000	-	-	-	-	-	-	-	-	45,000
#512 New Holland tractor	V	-	-	-	-	-	-	-	-	65,000	-	65,000
#545 John Deere tractor	V	-	-	-	-	-	-	-	-	-	30,000	30,000
											Subtotal	$ 735,000
Total Vehicles		$ 427,095	$ 1,307,095	$ 643,095	$ 590,055	$ 515,795	$ 1,042,095	$ 572,095	$ 1,742,855	$ 717,095	$ 821,095	$ 8,378,370

City of Roseville

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Attachment A

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Funding Source **												
Depreciation - Police Vehicles		$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 170,000	$ 1,700,000
Depreciation - Fire Vehicles		80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	800,000
Depreciation - PW Admin Vehicles		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
Depreciation - Street Vehicles		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
Depreciation - Park Vehicles		51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	510,000
Other		-	-	-	-	-	-	-	-	-	-	-
Total Funding		$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 461,000	$ 4,610,000
Vehicles Funding Gap		$ (33,905)	$ 846,095	$ 182,095	$ 129,055	$ 54,795	$ 581,095	$ 111,095	$ 1,281,855	$ 256,095	$ 360,095	$ 3,768,370

** Assumes 2010 Levy for this purpose will be enacted

City of Roseville

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Attachment A

Equipment

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Administration												
Voting equipment	E	$ 25,000	$ 25,000	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,000
											Subtotal	$ 75,000
Police												
Laptop replacements for fleet	E	-	-	-	-	122,400	-	-	-	-	122,400	244,800
Printer replacements for fleet	E	-	-	-	-	7,000	6,300	-	-	-	-	13,300
Squad conversion	E	7,500	15,000	15,000	15,000	-	-	-	-	-	-	52,500
Speed notification unit	E	10,000	-	-	10,000	15,000	-	-	10,000	15,000	-	60,000
Outdoor warning siren (1 / yr)	E	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
New K-9	E	10,000	10,000	10,000	-	-	-	-	-	10,000	10,000	50,000
Non-lethal weapons	E	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	15,000
Long guns replacement	E	-	-	-	-	-	9,000	9,000	-	-	-	18,000
Long guns (squads)	E	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	30,000
Sidearms (officers)	E	9,000	-	-	-	-	-	-	-	-	9,000	18,000
Sidearms parts	E	-	-	-	3,000	-	-	-	-	-	-	3,000
Truck scales	E	-	-	17,000	-	-	17,000	-	-	17,000	-	51,000
Tactical gear	E	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
SWAT Bullet proof vests	E	15,000	15,000	-	-	-	-	-	-	-	-	30,000
McGruff costume	E	2,500	-	-	-	-	-	-	-	-	-	2,500
Bite Suit	E	-	-	-	-	1,500	-	-	-	-	-	1,500
8 Squad surveillance cameras	E	55,000	50,000	-	-	-	-	36,000	36,000	-	-	177,000
Digital interview room equipment	E	-	-	-	-	20,000	-	-	-	20,000	-	40,000
Park Patrol vehicle	E	-	-	-	-	-	10,000	-	-	-	-	10,000
Defibrillators (3)	E	-	7,200	-	-	-	-	7,200	-	-	-	14,400
Shredder	E	-	1,500	-	-	-	-	-	-	-	-	1,500
Radar units	E	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	40,000
Stop sticks	E	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000
Rear transport seats	E	2,625	2,625	2,625	2,625	2,625	2,625	2,625	2,625	2,625	2,625	26,250
Control boxes	E	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	25,000
Visabars	E	8,000	-	8,000	-	8,000	-	8,000	-	8,000	-	40,000
Radio Equipment	E	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Emergency Mgmt exercise	E	15,000	-	15,000	-	15,000	-	15,000	-	15,000	-	75,000
											Subtotal	$ 1,398,750
Fire												
Self contained breathing apparatus	E	-	-	-	-	-	-	-	-	-	400,000	400,000
3 small and 2 large ventilation fans	E	-	10,400	-	-	-	-	-	10,400	-	-	20,800
Equipment tools	E	-	-	20,000	-	-	-	-	-	20,000	-	40,000
Firefighter turnout gear	E	10,000	-	30,000	30,000	30,000	-	-	30,000	30,000	30,000	190,000
Head protection	E	-	-	-	9,000	-	-	-	-	9,000	-	18,000
Weather and traffic protection	E	-	-	21,000	-	-	-	21,000	-	-	-	42,000
Automatic external diefibrillator	E	-	-	8,000	-	-	-	8,000	-	-	-	16,000
Medical bags and O2 bags	E	3,500	12,000	-	-	-	12,000	-	-	-	12,000	39,500
Training materials	E	-	5,500	-	-	5,500	-	-	5,500	-	-	16,500
Camera to assist with rescue/firefighting	E	-	-	9,500	-	-	-	9,500	-	-	9,500	28,500
Equipment for firefighter conditioning	E	-	18,000	-	-	-	-	-	18,000	-	-	36,000
Portable and mobile radios	E	-	-	-	-	-	-	-	280,000	-	-	280,000
Lighting equipment	E	-	-	5,000	-	-	-	5,000	-	-	-	10,000

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Suppression equipment	E	-	-	5,000	-	-	-	5,000	-	-	-	10,000
Class B foam for fuel fires	E	-	-	14,000	-	-	-	-	-	-	14,000	28,000
Response and mitigation of Haz Mat incident	E	-	-	-	-	-	30,000	-	-	-	-	30,000
Response to water related emergencies	E	-	-	6,000	-	-	-	6,000	-	-	-	12,000
Report writing-record management	E	-	-	-	-	-	45,000	-	-	-	-	45,000
Computer replacment for Fire stations/Admi	E	-	12,000	-	-	-	12,000	-	-	-	12,000	36,000
Pagers	E	7,500	-	15,000	-	8,000	-	-	8,000	-	-	38,500
Vehilce laptop computers-4	E	-	-	-	-	-	-	-	-	-	-	-
Emergency lights vehicles	E	-	6,000	6,000	6,000	6,000	6,000	6,000	6,000	-	-	42,000
Turnout/bloodborne washer	E	-	8,000	-	-	-	-	8,000	-	-	-	16,000
Filling station	E	-	-	-	-	-	-	-	-	-	60,000	60,000
Air monitoring equipment	E	-	-	5,000	-	-	-	-	-	-	-	5,000
Equipment	E	5,000	7,500	-	-	-	7,500	-	-	-	-	20,000
Off-site paging equipment	E	-	15,000	-	-	25,000	-	-	-	-	-	40,000
Ground ladders	E	-	-	-	5,000	-	-	-	5,000	-	-	10,000
											Subtotal	$ 1,529,800
PW Admin												
Survey equipment	E	35,000	-	-	-	-	-	-	-	-	-	35,000
Plotter	E	-	20,000	-	-	-	-	-	-	-	-	20,000
Large format copier	E	-	-	25,000	-	-	-	-	-	-	-	25,000
											Subtotal	$ 80,000
Street Lighting												
Prior/Permiter Dr. replace	E	50,000	-	-	-	-	-	-	-	-	-	50,000
Co Road B2 Bridge replace	E	-	20,000	-	-	-	-	-	-	-	-	20,000
Larpenteur Ave Rehab poles	E	-	-	-	50,000	-	-	-	-	-	-	50,000
Misc. Pole fixture replacement	E	-	-	25,000	-	-	25,000	-	25,000	-	50,000	125,000
Pedestrian lighting @ Nature Ctr	E	-	-	-	-	-	-	-	-	-	20,000	20,000
Pedestrian lighting @ Central Park	E	-	-	-	-	-	-	-	-	-	20,000	20,000
Pedestrian lighting @ Victoria	E	14,000	-	-	-	-	-	-	-	-	-	14,000
											Subtotal	$ 299,000
Streets												
#111 Bobcat forks	E	1,000	-	-	-	-	-	-	-	-	-	1,000
#111 Bobcat sweeper broom	E	-	-	-	-	-	-	-	-	-	6,000	6,000
#113 Tree chipper	E	-	-	-	45,000	-	-	-	-	-	-	45,000
#119 New Holland slot mill	E	11,000	-	-	-	-	-	-	-	-	-	11,000
#122 Wheel Loader bucket	E	10,000	-	-	-	-	-	-	-	-	-	10,000
#125 Pre-wet ice control system	E	7,500	-	-	-	-	-	-	-	-	-	7,500
Truck mounted air compressor	E	3,500	-	-	-	-	-	-	-	-	-	3,500
#142 Plate compactor	E	2,500	-	-	-	-	-	-	-	-	-	2,500
#153 Felling trailer	E	-	-	-	6,000	-	-	-	-	-	-	6,000
#169 Zero turn mower (1/4)	E	-	-	-	-	-	-	-	2,500	-	-	2,500
#237 Sheepsfoot compactor (1/4)	E	-	-	-	-	-	-	-	-	8,000	-	8,000
Fiberglass tool box	E	-	-	-	-	20,000	-	-	-	-	-	20,000
Self-propelled paver (1/4)	E	-	-	25,000	-	-	-	-	-	-	-	25,000
Sign equipment & signs	E	-	-	-	40,000	40,000	-	-	-	-	-	80,000
Sign plotter	E	8,000	-	-	-	-	-	-	-	-	-	8,000
											Subtotal	$ 236,000

City of Roseville

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Attachment A

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020		Total
Maintenance Garage		-	-	-	-	-	-	-	-	-	-		
Floor Scrubber	E	3,000	-	-	-	-	-	-	-	-	-		3,000
Fuel Mgmt system	E	-	-	40,000	-	-	-	-	-	-	50,000		90,000
Brake lathe	E	-	-	-	7,600	-	-	-	-	-	-		7,600
											Subtotal	$	100,600
Park Maintenance													
Holder snow machine	E	-	-	-	-	-	-	-	-	-	120,000		120,000
MainTrac software	E	22,000	-	-	-	-	-	-	-	-	-		22,000
Park video security system	E	-	-	-	150,000	-	-	-	-	-	-		150,000
#546 Toro groundmaster	E	-	-	-	-	-	-	-	-	-	35,000		35,000
#536 Jacobsen 16' mower	E	-	-	-	-	-	75,000	-	-	-	-		75,000
Push Mowers (4)	E	-	2,400	-	-	-	-	-	-	-	-		2,400
#520 Single axle trailer	E	5,000	-	-	-	-	-	-	-	-	-		5,000
#543 Felling trailer	E	-	-	-	-	-	-	-	-	-	5,000		5,000
#548 Towmaster trailer	E	-	8,000	-	-	-	-	-	-	-	-		8,000
#551 Toro 4000 mower	E	-	-	50,000	-	-	-	-	-	-	-		50,000
#531 Toro groundmaster mower	E	-	-	35,000	-	-	-	-	-	-	-		35,000
#521 Toro groundmaster mower	E	-	35,000	-	-	-	-	75,000	-	-	-		110,000
#533 John Deere loader	E	-	-	-	-	-	-	-	65,000	-	-		65,000
#538 portable generator	E	-	8,000	-	-	-	-	-	-	-	-		8,000
#547 Massey Ferg Tractor	E	-	-	25,000	-	-	-	-	-	-	-		25,000
#565 Smithco sweeper	E	-	8,000	-	-	-	-	-	-	-	-		8,000
Pickup sander	E	-	8,000	-	-	-	-	-	-	-	-		8,000
#513 Jacobsen tractor	E	35,000	-	-	-	-	-	-	-	-	-		35,000
											Subtotal	$	766,400
Skating Center													
Arena Zamboni 552	E	-	-	-	110,000	-	-	-	-	-	-		110,000
OVAL ZAMBONI 700	E	-	-	-	-	-	115,000	-	-	-	-		115,000
OVAL ZAMBONI 500 (used)	E	-	-	-	-	50,000	-	-	-	-	-		50,000
Arena Zamboni Batteries	E	-	-	-	-	-	-	-	-	7,500	-		7,500
Skate Park Equipment	E	-	20,000	-	-	-	-	25,000	-	-	-		45,000
Bandy Boards	E	-	8,000	-	-	-	-	-	-	-	-		8,000
OVAL Boiler (Hot Water)	E	-	-	12,000	-	-	-	-	-	-	-		12,000
OVAL Boiler (Resurfacer Pad)	E	-	-	-	-	-	-	-	-	25,000	-		25,000
Man-Lift	E	-	-	-	-	-	6,500	-	-	-	-		6,500
Rental Skates (80 pair)	E	-	-	-	-	-	-	8,000	-	-	-		8,000
OVAL Sound System	E	-	-	-	10,000	-	-	-	-	-	-		10,000
Floor Scrubber	E	-	7,000	-	-	-	-	-	-	-	-		7,000
Arena Sound System	E	-	-	-	15,000	-	-	-	-	-	-		15,000
Bandy Shelters	E	-	-	15,000	-	-	-	-	-	-	-		15,000
Convection Ovens (2)	E	-	-	-	-	-	-	-	-	11,000	-		11,000
Walk in Cooler	E	-	-	-	-	-	-	-	-	-	15,000		15,000
Ice Show Curtain	E	-	8,000	-	-	-	-	-	-	-	-		8,000
Banquet Chairs (300)	E	-	10,000	-	10,000	-	10,000	-	-	-	-		30,000
Infield/Track Divider Netting	E	-	-	-	-	-	-	-	6,500	-	-		6,500
Perimeter Fence Pads	E	-	-	65,000	-	-	-	-	-	-	-		65,000
Black Divider Pads	E	-	-	12,000	-	-	-	-	-	-	-		12,000
Arena Scoreboard-Large	E	-	-	25,000	-	-	-	-	-	-	-		25,000
OVAL Rental Skates (60 pair/yr)	E	-	5,000	-	-	5,000	-	-	5,000	-	-		15,000

City of Roseville

Attachment A

Capital Improvement Plan

Master List - Property Tax Supported Items

2011-2020

Item / Description	Type	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total
Blinds	E	-	-	-	-	-	-	8,500	-	-	-	8,500
											Subtotal	$ 630,000
Total Equipment		$ 440,125	$ 435,125	$ 638,125	$ 571,225	$ 428,025	$ 435,925	$ 309,825	$ 562,525	$ 245,125	$ 1,049,525	$ 5,115,550
Funding Source **												
Property Taxes - Police		$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 150,000
Property Taxes - Fire		-	-	-	-	-	-	-	-	-	-	-
Property Taxes - Skating Center		16,135	16,135	16,135	16,135	16,135	16,135	16,135	16,135	16,135	16,135	161,350
Other		-	-	-	-	-	-	-	-	-	-	-
Total Funding		$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 31,135	$ 311,350
Equipment Funding Gap		$ 408,990	$ 403,990	$ 606,990	$ 540,090	$ 396,890	$ 404,790	$ 278,690	$ 531,390	$ 213,990	$ 1,018,390	$ 4,804,200
Total Property Tax Funding Gap		1,039,310	4,965,910	4,561,910	5,345,770	3,227,110	3,620,010	2,425,410	3,732,870	2,776,210	8,927,510	40,622,020

** Assumes 2011 Levy for this purpose will be enacted

Attachment B

City of ROSEVILLE Minnesota, USA

2011 - 2020 Capital Investment Plan

Submitted May 17, 2010

Table of Contents

Section 3 - Major Capital Item Summaries - continued

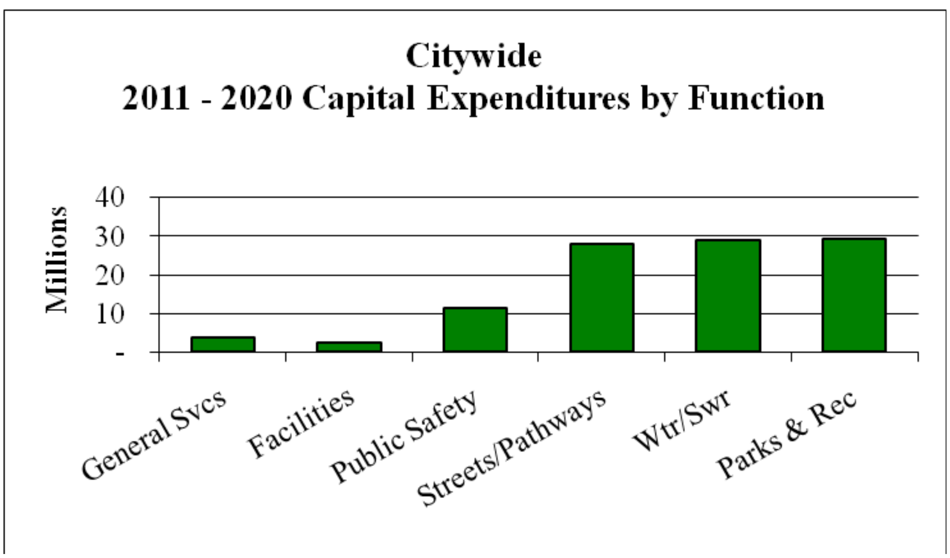
Executive Summary
Enclosed is the 2011-2020 Capital Investment Plan (CIP) as prepared in accordance with the goals and strategies identified in the Imagine Roseville 2025 initiative and in consideration of the goals and objectives identified by the City Council earlier this year. The CIP also incorporates the valued contributions made by the City's advisory commissions, and other citizen groups. Finally, the CIP also addresses a number of federal and state mandates that require capital outlays.

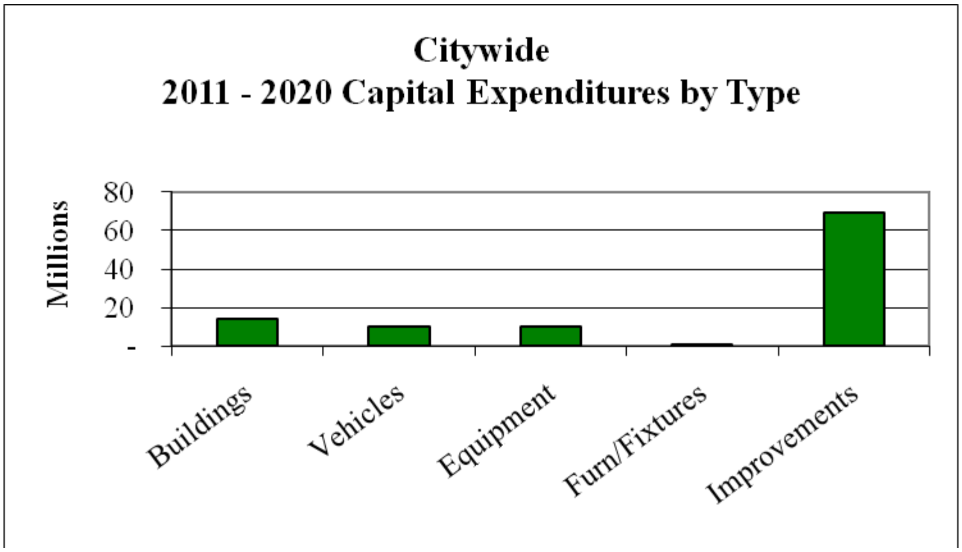
The CIP should not be construed as a request for funding; rather it is designed to serve as a planning tool that can be used to make informed budgeting decisions. Only after further discussion and Council approval will these items be considered funded. However, the inclusion of these items into the CIP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

Over the next 10 years, the City expects to expend approximately $103 million to replace existing vehicles, equipment, and infrastructure that will allow the City to maintain or enhance its programs and services. This assumes that the City will have available funding and that all existing assets will be replaced at the end of their useful lives. It is conceivable that some of these items will not be replaced. By contrast, over the 10 previous years, the City expended only $30 million to replace its capital assets; a reflection of both the general need and available funding during this time.

On average, the City expects to expend approximately $10.3 million per year on capital assets over the next 10 years. The largest asset category is system improvements, which represents 66% of the total amount. The largest asset by City function is parks and recreation, which represents 27% of the total amount, followed closely by streets and pathways.

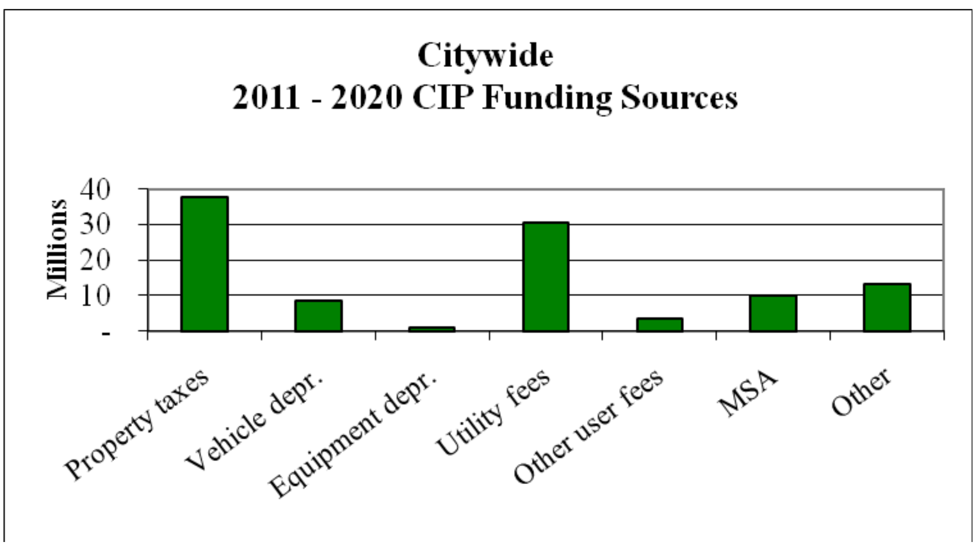
The following charts depict the City's 10-year capital needs.





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

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



The CIP identifies a number of major capital items that are expected to be needed over the next 10 years to sustain current service levels. They include:

- $29.2 million in park system improvements.
- $27.9 million in streets and pathways.
- 21.1 million in water and sewer infrastructure.

- $11.2 million in public safety vehicles, equipment, and fire stations.
- $7.9 million in stormwater infrastructure
- $5.7 million in general facilities improvements and other equipment.

Financial Impact

The CIP will have a substantial impact on utility customers and taxpayers. Assuming all of the utility systems items contained in the CIP are funded, the City's water, sanitary sewer, and storm sewer rates will increase approximately 2-3% each year for the next 10 years. This is in addition to any inflationary-type increases that will be needed to sustain day-to-day operations.

The impact on property taxpayers is even greater. If all of the property tax-supported items contained in the CIP are funded including; vehicles, equipment, building improvements, and park improvements, taxpayers can expect to pay 4-5% more each year for the next 10 years. Again, this is in addition to any inflationary-type increases that will be needed for day-to-day operations.

This assumes that all property tax-supported capital items will be funded through systematic increases in the annual property tax levy, and that no other alternative funding sources are captured. The City may choose instead to issue long-term bonds to finance some items such as a new fire station or park improvements. In addition, it also assumes that all existing assets will be replaced with something similar at the end of their useful lives. It is likely that some assets will be retired with no intent of replacing it.

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

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

Current	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
$1,134	1,181	1,230	1,282	1,335	1,391	1,449	1,510	1,573	1,639	1,709

As the table indicates, a typical household would pay an additional $574 or 50% more in 2020 than it does today if all items in the CIP are funded.

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

Administration and Finance

The 2011-2020 Administration and Finance Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's Administrative and Finance functions. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as required practices prescribed by the State of Minnesota and Ramsey County, and general governmental best practices.

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

The Finance Department is comprised of three divisions that include; Finance & Accounting, Information Technology, and the License Center. The Department is led by the Director of Finance, who oversees departmental strategic planning and is responsible for all departmental activities. Divisional managers oversee day-to-day operations and report directly to the Director. The Department includes 26 full-time and 7 part-time employees.

The *Finance & Accounting* Division includes 6 full-time and 2 part-time employees, who perform the following functions:

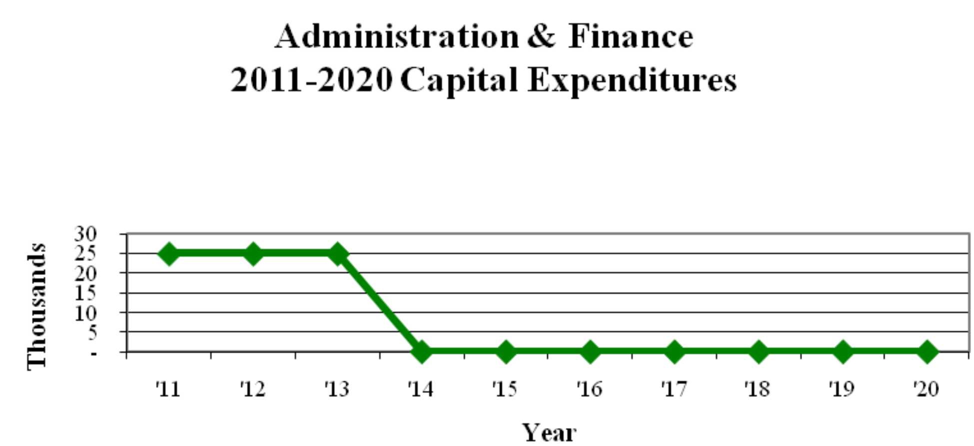
- Accounting, auditing, and financial reporting
- Budgeting and capital planning
- Treasury and investment portfolio management
- Debt management
- Risk management
- Utility billing
- Business licensing

The *Information Technology (IT)* Division includes 8 full-time and 1 part-time employee who are responsible for the planning, implementation, and support of citywide information systems. Through business partnerships with other governmental jurisdictions, the IT Division also provides services to the regional area which allows the City to realize a greater return on IT investments.

The City's *License Center* includes 12 full-time and 4 part-time employees that serve the general public as a MN Department of Public Safety Deputy offering State auto, drivers, and DNR licenses. The License Center also issues passports as governed by the US Department of State.

<u>Operational Impacts</u>
At this time, there does not appear to be any onerous external mandates or requirements within the administrative and finance functions that would significantly impact the CIP. The exception is the need for the City to purchase new voting equipment to remain compliant with applicable voting laws. The new voting equipment has an estimated cost of $75,000 and is expected to be purchased in 2013. The City expects to set aside $25,000 per year over the next 3 years to pay for the equipment.

<u>Financial Impacts</u>
The 2011-2020 Administration and Finance Department's CIP totals $75,000. A year-by-year summary is depicted below.



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

Communications

The 2011-2020 Communications Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's Communications function. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as required practices prescribed by the State of Minnesota and Ramsey County, and general governmental best practices.

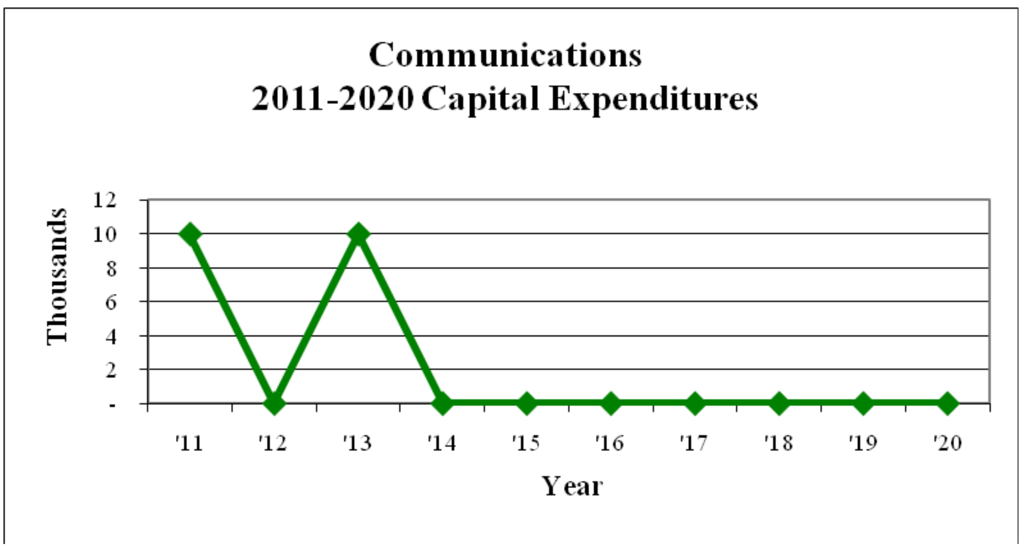
The Communications Program provides timely information to residents regarding city issues, activities, and services through the use of various media resources.

Operational Impacts

The City has made a significant investment in its broadcasting and recording capability for City Council and Advisory Commission meetings. To continue this service, new equipment will be needed for the City Council chambers. The City expects to expend $10,000 in 2011 and $10,000 in 2013 for this purpose.

Financial Impacts

The 2011-2020 Communications Division CIP totals $20,000. A year-by-year summary is depicted below.



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

License Center
The 2011-2020 License Center Capital Investment Plan (CIP) has been developed in an effort to identify and address the capital purchases necessary to support the City's License Center function. The CIP was developed with consideration to the Imagine Roseville 2025 process, as well as the required practices prescribed by the Minnesota Department of Public Safety and the United States Department of State.

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

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

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

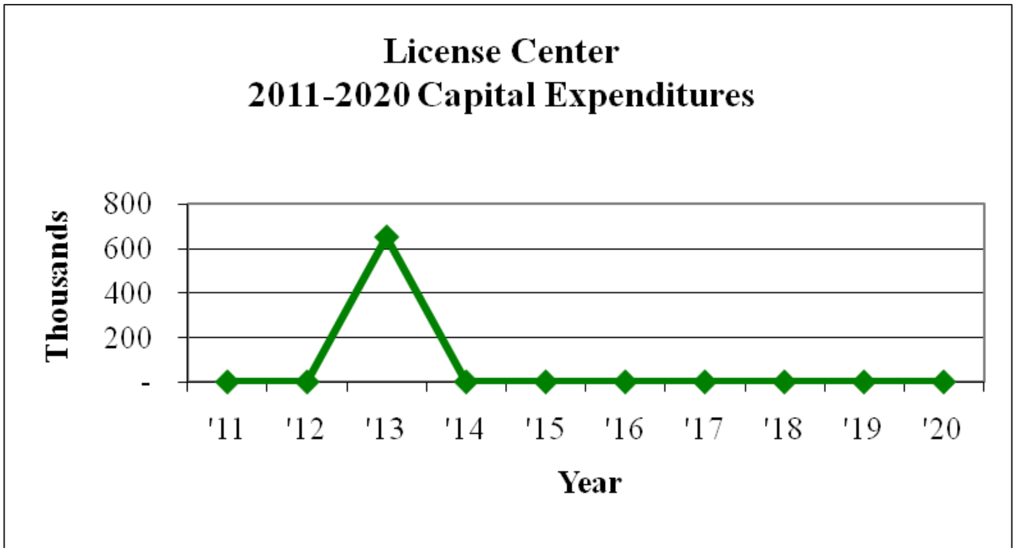
In support of these goals, the License Center will need to continue to maintain the current complement of computers, printers, passport cameras, and internet bandwidth. In addition, the License Center will need to designate existing and future cash reserves for the eventual construction of a new License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

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

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

Financial Impacts

The 2011-2020 License Center's CIP totals $650,000. A year-by-year summary is depicted below.



The construction of a new facility is estimated to be $650,000, and is tentatively scheduled for 2013.

The planned replacements of existing capital will not have a significant impact on future operating costs. Financing for the new facility (less existing cash reserves) is expected to require an annual debt service payment of $45,000 over a 10-year period beginning in 2014. However, current lease payments are expected to be $63,000 during that same year. With a new facility, the City would forgo these payments and realize an annual savings of approximately $18,000.

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

General Facilities
The 2011-2020 Building Maintenance and Central Garage Capital Investment Plan (CIP) has been developed to identify Building Maintenance and capital purchases necessary to support efficient and safe use of City buildings for Employee's and other user groups. Proper maintenance and timely replacement of building components helps to prolong the useful life of these facilities. The CIP was developed with the Imagine Roseville 2025 goals in mind which gave considerable support for protection and replacement of community assets.

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

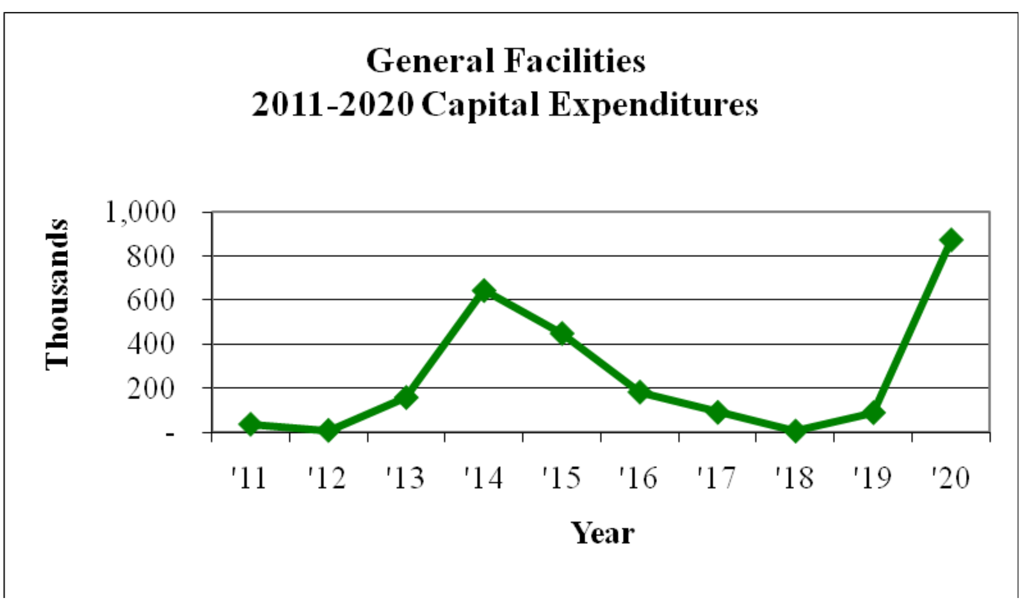
The Building Maintenance areas long range goals include:

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

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

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

<u>Financial Impacts</u>
The 2011-2020 General Facilities Division CIP totals $2,545,100. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on funding. Additional depreciation should be set aside to anticipate these replacement needs. The larger cost impacts for replacement items starting in 2013 through 2015 are:

- Roofs for the older sections of City Hall, Public Works, and Fire Station #1 $ 840,000

Funding will be provided by property taxes.

Police

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

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

The Police Department's Mission Statement is:

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

The Police Department's Vision Statement is:

We are committed to:

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

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

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

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

In an effort to achieve established goals and objectives, the Police Department has developed the following tentative action plans, proposing implementation in the years 2010-2011 (not in order of priority).

- 2010 -- Code Enforcement Liaison Officers—two officers from the day crew would assist city code enforcement officers with problem dwellings
- 2010 -- Add a commercial patrol officer to proactively police major mall areas (new position request)

- 2010 -- Create a second lieutenant's position to improve service to the community and allow for additional promotional opportunities within the department (new position request)
- 2011 -- Add a fifth, permanent, part-time "Administrative CSO" or Police Cadet

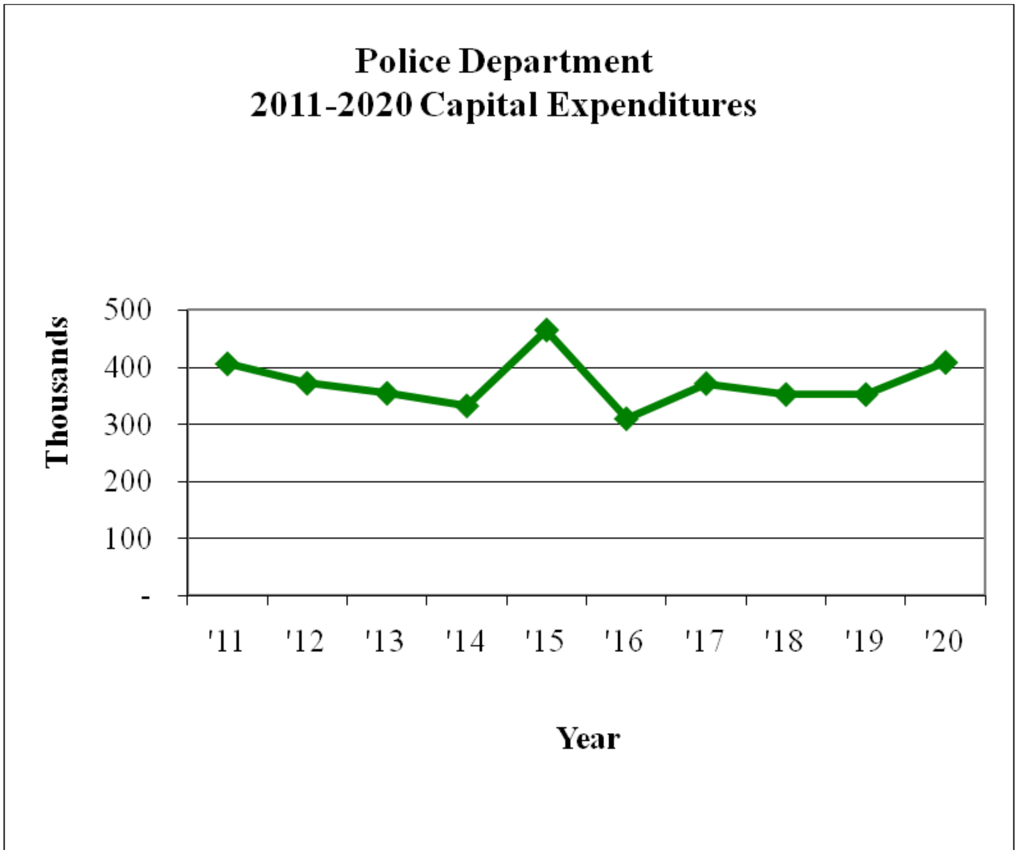
The Police Department has further developed the following long-term goals and priorities:

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

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

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

<u>Financial Impacts</u>
The 2011-2020 Police Department Division CIP totals $3,729,120. A year-by-year summary is depicted below.



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

Fire

The mission of the Roseville Fire Department is to remain dedicated, compassionate and caring professionals, providing services that improve the quality of life for our community. The Fire Department Capital Improvement Plan (CIP) was developed to identify capital purchases to support fire department operations.

This CIP was developed with consideration to the changes that have taken place within the fire department both internally and services provided. The plan also takes into consideration standard practices and performance benchmarks of the International City/County Manager's Association (ICMA), the Center for Public Safety Excellence (CPSE), the National Fire Protection Association (NFPA), and the Occupational Safety & Health Administration (OSHA).

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

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

Operational Impacts

The fire department's three fire stations are among the city's oldest buildings. Very limited investments in repairs and upkeep to the stations over the years have left the buildings needing significant capital investment. Station 1 was built in the 1930's. Station 2 was built in the 1960's. Station 3 was constructed in the early 1970's. Two of the stations have had mold remediation and one fire station has a current mold issue. A fire station location, equipment and staffing study was completed in the spring of 2008. Given the economic challenges faced over the past year and the gloomy outlook for 2010 the fire department has temporarily tabled discussions related to a possible new fire station, but believe this discussion needs to be part of the 2011 budget and city goal setting discussions.

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

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

2009 Capital Reductions

The fire department placed fire station #2 in a reserve status as of January 2009, and has sold Ladder 28 resulting in a future reduction in capital vehicle replacement of more than a million dollars.

Performance Benchmarks

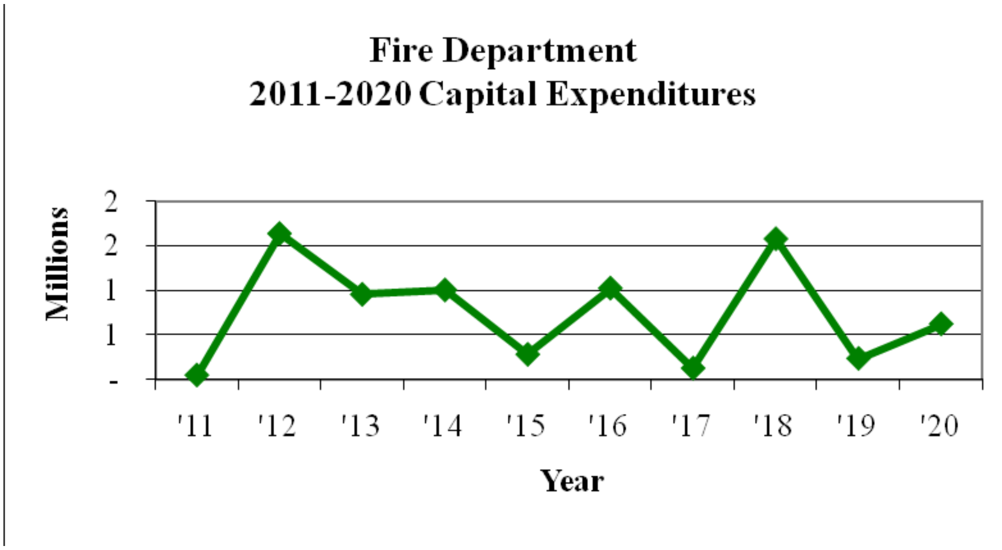
The performance benchmarks that are impacted by the fire department's capital assets include:

1. Response Times:
    a. Call processing time under 60 seconds.
    b. Staff turnout time under 60 seconds.
    c. Staffed engine arrival under 5 minutes.
    d. Staffed medical unit arrival under 5 minutes.
    e. Full first alarm assignment arrival (2 engines, 1 ladder, and 1 chief under 8 minutes.

2. Staffing
    a. 24-hour coverage of 1 fully-trained advanced-EMT shift supervisor.
    b. 24 hour coverage of 4 fully-trained firefighters, with 2 being trained as advanced EMTs.
    c. FTE per 1,000 population served of 1.67.

3. Training
    a. Maintain and exceed training requirements and expectations from the MN EMSRB.
    b. Maintain and exceed training requirements and expectations from the MNFSCB/NFPA.
    c. Perform multiple live fire training opportunities annually to maintain firefighter skills.
    d. Continuously refresh hazardous materials, WMD, and OSHA-mandated training.

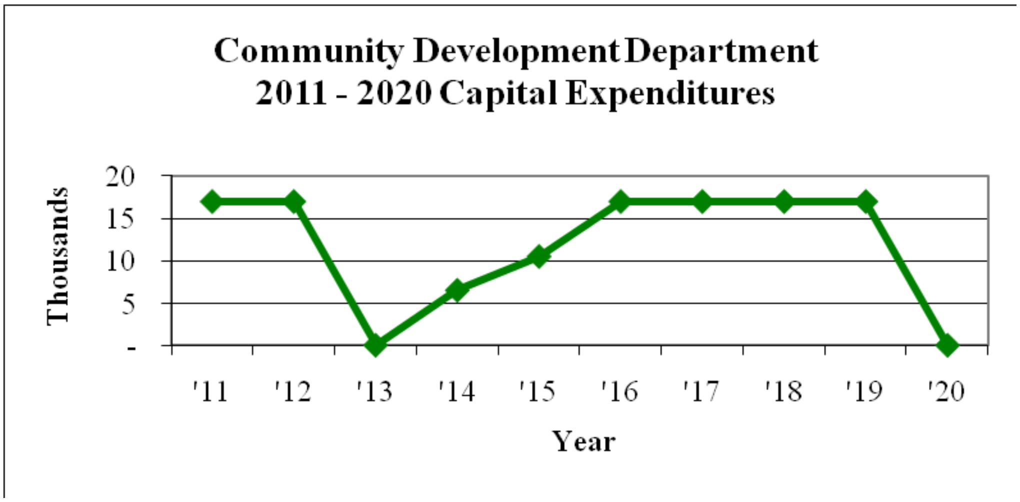
Financial Impacts
The 2011-2020 Fire Department CIP totals $7,493,400. A year-by-year summary is depicted below.



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

Community Development
The Community Development Department is requesting a total of $17,000 in 2011 and 2012 to replace an inspector's vehicle. Replacement of the vehicle is based on a 4-year replacement schedule. The new vehicle purchases will be for the most fuel efficient vehicle that the City budgets can accommodate.

<u>Financial Impacts</u>
The 2011-2020 Community Development Department CIP totals $119,000. A year-by-year summary is depicted below.



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

Public Works Administration

The 2011-2020 Public Works Administration/Engineering division Capital Investment Plan (CIP) has been developed to identify needs to support the engineering function. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to meet staff and Community needs.

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

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

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

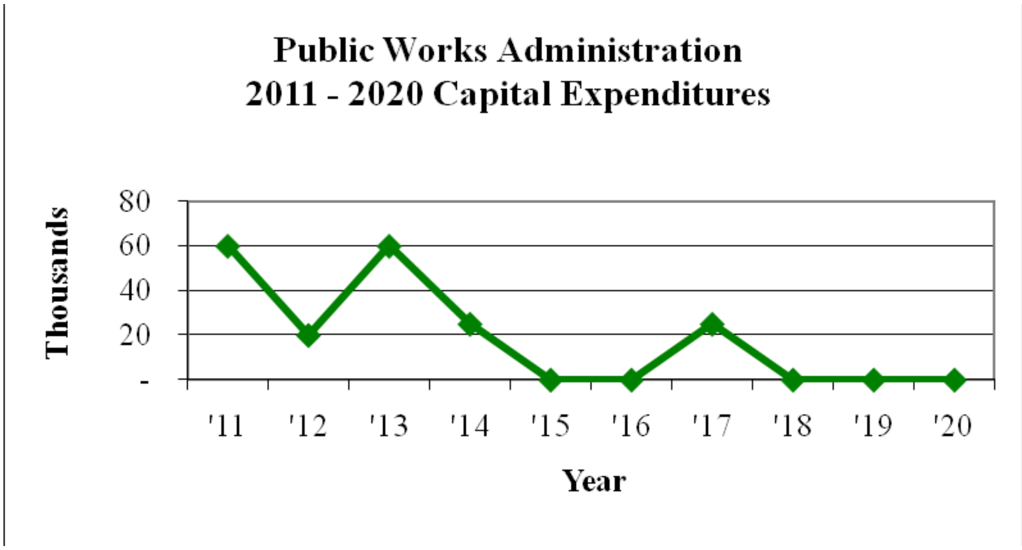
To support these goals we will need to replace the existing complement of vehicles, survey equipment, computers, and printers used in the provision of these services.

Operational Impacts

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

Financial Impacts

The 2011-2020 Public Works Administration Division CIP totals $190,000. A year-by-year summary is depicted below.



The planned replacements of existing capital items will not have significant impacts on future operating costs. The larger cost impacts for replacement items are; vehicles at $110,000, and survey and office equipment at $80,000. Funding will be provided by property taxes and other General Fund revenues.

Streets

The 2011-2020 Streets Division Capital Investment Plan (CIP) has been developed to identify needs to maintain the street system to a level that is safe and meets expectations of the motoring public. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

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

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

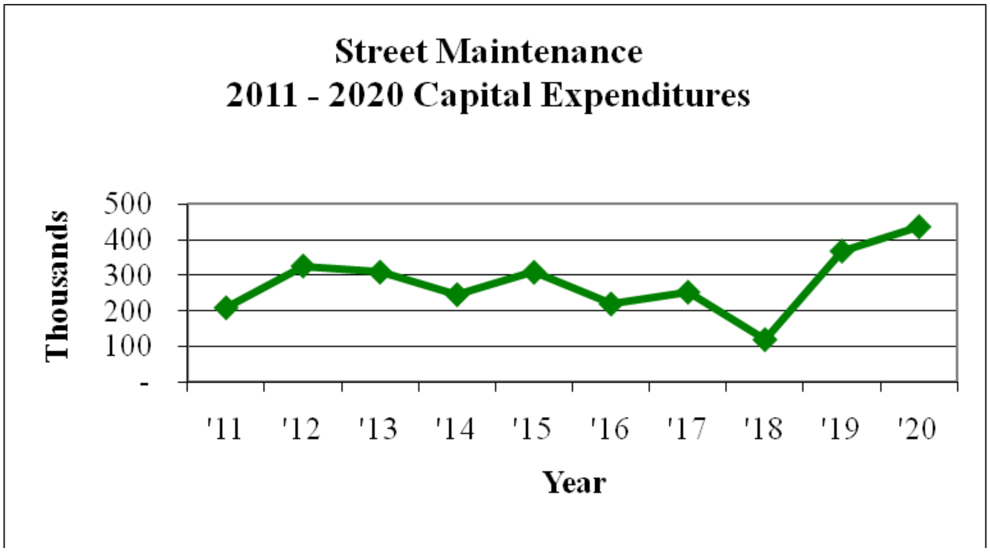
To support these goals we will need to replace existing equipment and traffic control signage at the end of its useful life. The majority of the CIP items related to this division are for replacement purposes.

Operational Impacts

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

Financial Impacts

The 2011-2020 Streets Division CIP totals $2,796,500. A year-by-year summary is depicted below.



The replacement costs for Street Division equipment and street signs will need to be updated annually to ensure adequate funding is in place due to energy cost related manufacturing inflation. The major cost impacts for this area are; street signage at $160,000, and vehicle and equipment replacement at $2,492,000.

Funding will be provided by property taxes and MSA monies.

Pavement Management System Division
The 2011-2020 Pavement Management Capital Investment Plan (CIP) has been developed to identify needs to maintain the city's 123 mile street system to a pavement condition that is safe and meets expectations of the users. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

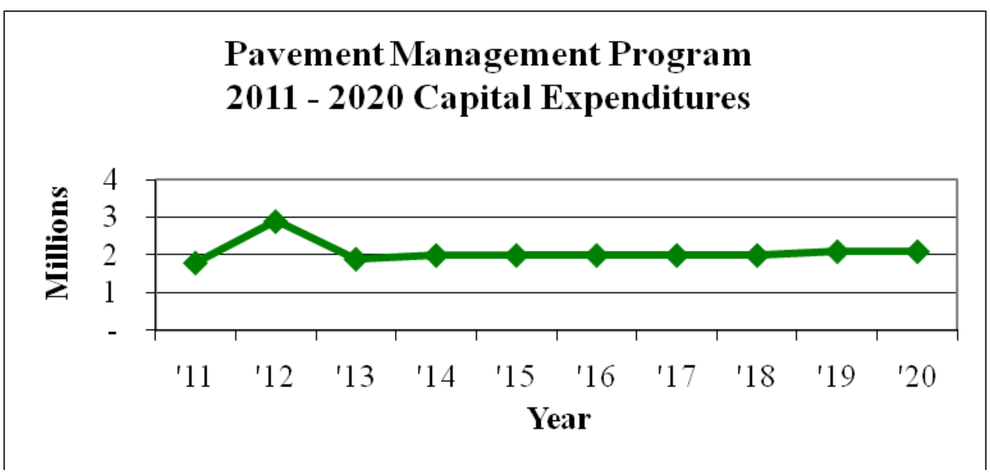
The Engineering Division manages the planned rehabilitation and replacement of street pavement infrastructure. The Pavement Management long range goals include:

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

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

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

<u>Financial Impacts</u>
The 2011-2020 Pavement Management Division CIP totals $20,800,000. A year-by-year summary is depicted below.



Pavement replacement costs should be re evaluated frequently as costs change to ensure adequate funding is in place to meet community expectations for this area. The entire capital request for this area is for infrastructure rehabilitation and or replacement. Major cost breakdown for this area is; reconstruct or mill and overlay local streets at $9,800,000, and reconstruct or mill and overlay MSA streets at $10,000,000.

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

Pathways and Parking Lots

The 2011-2020 Pathways and Parking Lot Capital Investment Plan (CIP) has been developed to identify needs to maintain the pathway system and city parking lot infrastructure to a level that is safe and meets expectations of the users. The CIP was developed to support the intent of the Imagine Roseville 2025 goals and strategies that indicated support for maintaining infrastructure to reasonable standards.

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

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

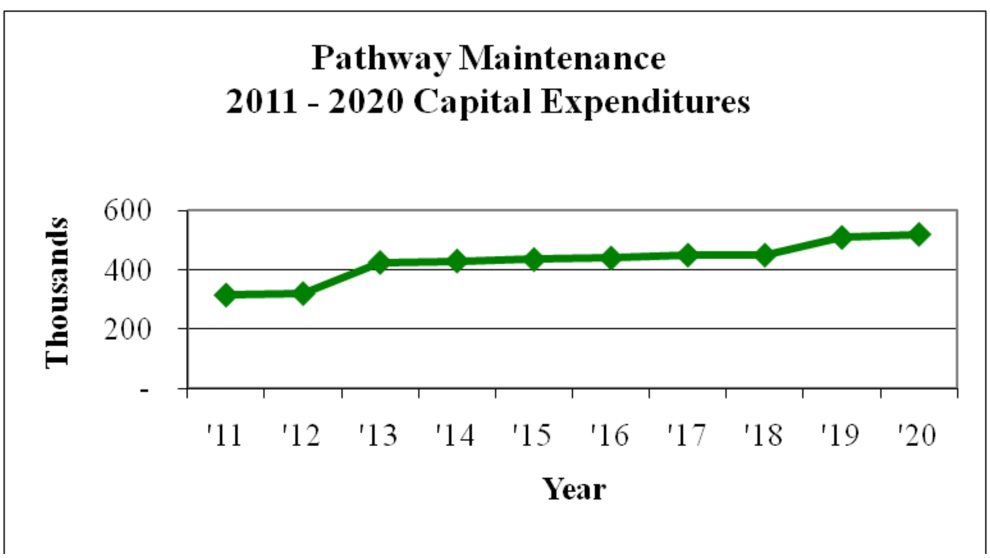
To support these goals we will need to replace existing pavements once condition ratings indicate it is no longer cost effective to continue to maintain the original pavement.

<u>Operational Impacts</u>

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

<u>Financial Impacts</u>

The 2011-2020 Pathways and Trails Division CIP totals $4,295,000. A year-by-year summary is depicted below.



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

Water

The 2011-2020 Water Utility Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper continuous operation of the water system. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems.

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

The Water Utility Division long range goals include:

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

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

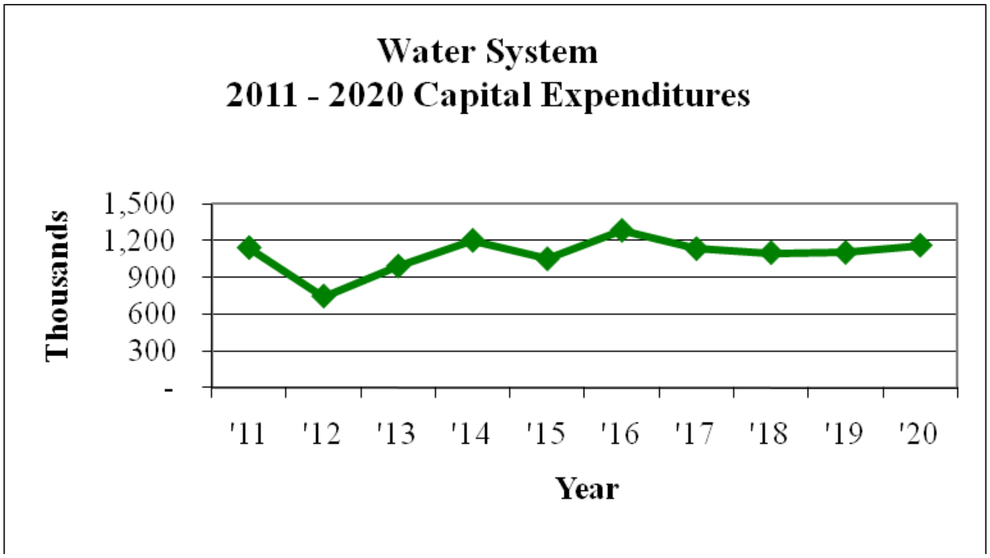
<u>Operational Impacts</u>

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

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

<u>Financial Impacts</u>

The 2011-2020 Water Division CIP totals $10,902,600. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on future operating costs and utility rates if they remain the main funding source for the capital improvements. These costs include ramping up replacement of cast iron water main. The larger cost impacts for replacement items are; vehicles at $253,000, structures and equipment at $2,219,000, and water main replacements at $7,500,000.

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

Sanitary Sewer

The 2011-2020 Sanitary Sewer Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper continuous operation of the sanitary sewer function. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems.

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

The Sanitary Sewer Division long range goals include:

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

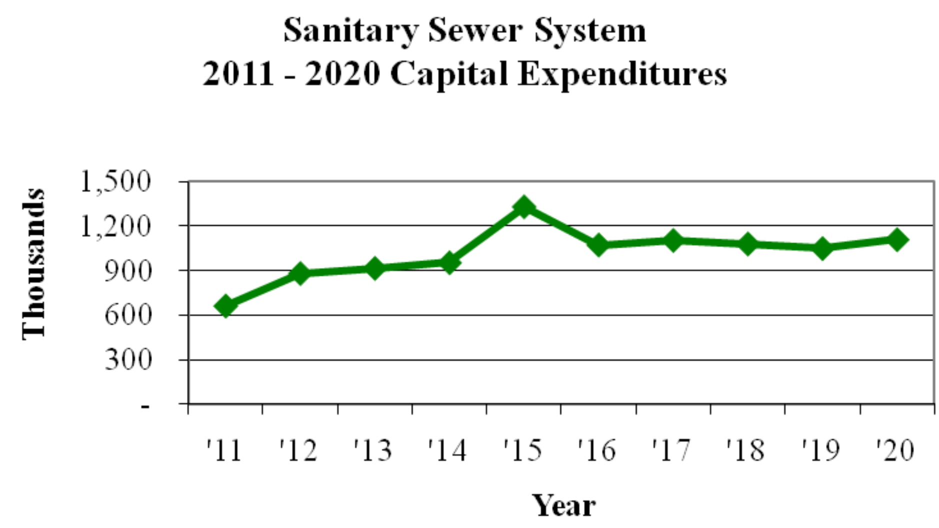
To support these goals we will need to replace the existing complement of vehicles and equipment when they reach the end of their useful life. Infrastructure will be evaluated for appropriate rehabilitation or replacement schedules.

Operational Impacts

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

Financial Impacts

The 2011-2020 Sanitary Sewer Division CIP totals $10,154,800. A year-by-year summary is depicted below.



The planned replacements of existing capital items will have significant impacts on future operating costs. These items are historically funded by utility user fees. The larger cost impacts for replacement items are; vehicles at $506,000, structures and equipment at $113,000, and sewer main replacements and lift stations repairs at $9,050,000.

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

Storm Sewer

The 2011-2020 Storm Water Division Capital Investment Plan (CIP) has been developed to identify needs to ensure proper storm water drainage and treatment and to protect property from flooding. The CIP was developed to support the intent of the Imagine Roseville 2025 goals to replace infrastructure when appropriate to minimize potential for failure of these systems as well as a high priority on protecting the city's environmental resources.

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

The Storm Water Utility Division long range goals include:

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

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

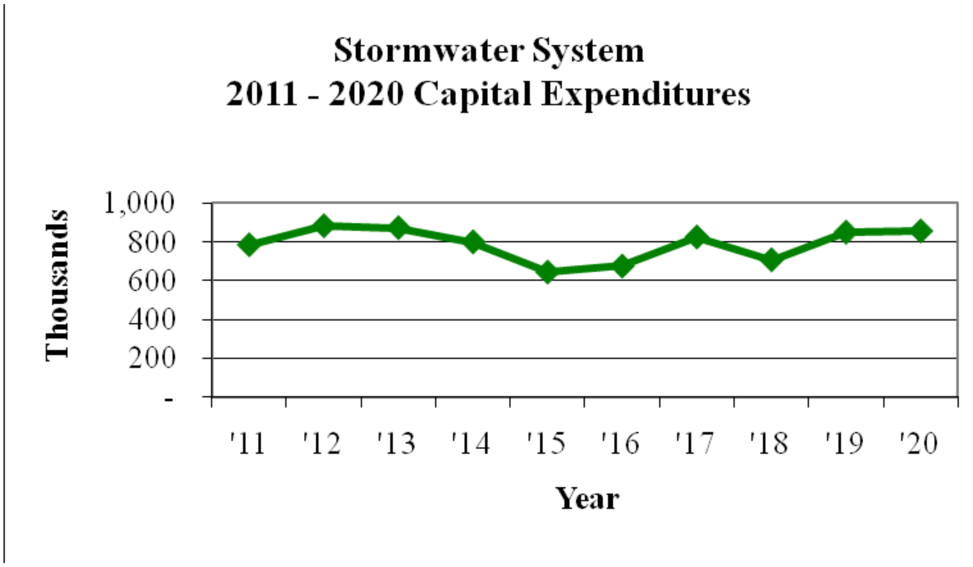
Operational Impacts

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

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

Financial Impacts

The 2011-2020 Storm Sewer Division CIP totals $7,899,860. A year-by-year summary is depicted below.



The planned replacements of capital items will have impacts on future operating costs and storm water utility rates as they are the main funding source for the capital improvements. These costs include vehicle and equipment replacement, Structures and mains repair and replacement, and storm water ponding and wetland improvements and maintenance. The larger cost impacts for the Capital Improvement Plan are; vehicles and equipment at $1,300,000, and pond and system improvements and replacement at $6,600,000.

Funding will be provided by storm sewer utility fees.

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

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

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

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

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

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

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

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

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

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

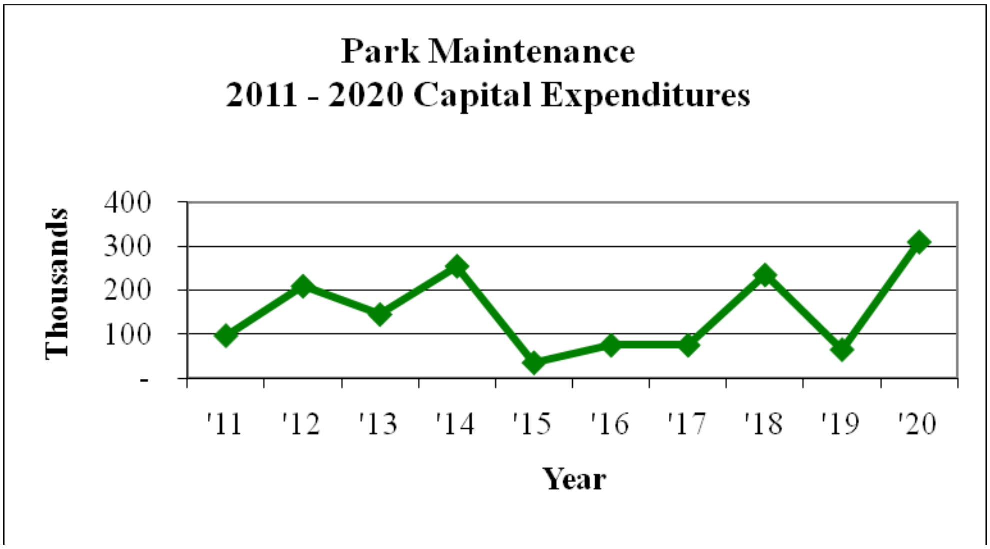
Park Signs
Parks and Recreation maintains park signs throughout the city. There are 55 park signs that require replacement and maintenance. Replacement cost is approximately $2,500.

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

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

Financial Impacts

The 2011-2020 Park Maintenance Division CIP totals $1,511,400. A year-by-year summary is depicted below.



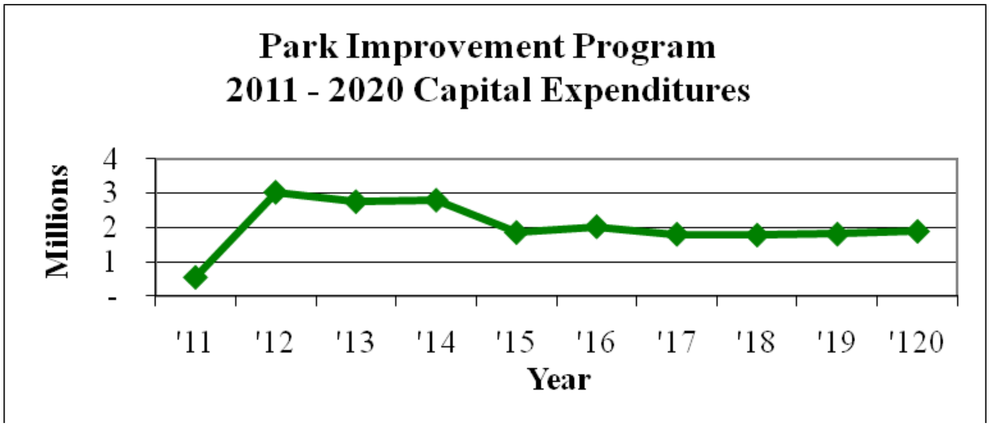
Funding will be provided by property taxes.

Park Improvement Program

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

Financial Impacts

The 2011-2020 Park Improvement Division CIP totals $20,287,000. A year-by-year summary is depicted below.



Funding will be provided by property taxes.

Skating Center

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

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

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

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

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

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

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

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

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

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

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

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

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

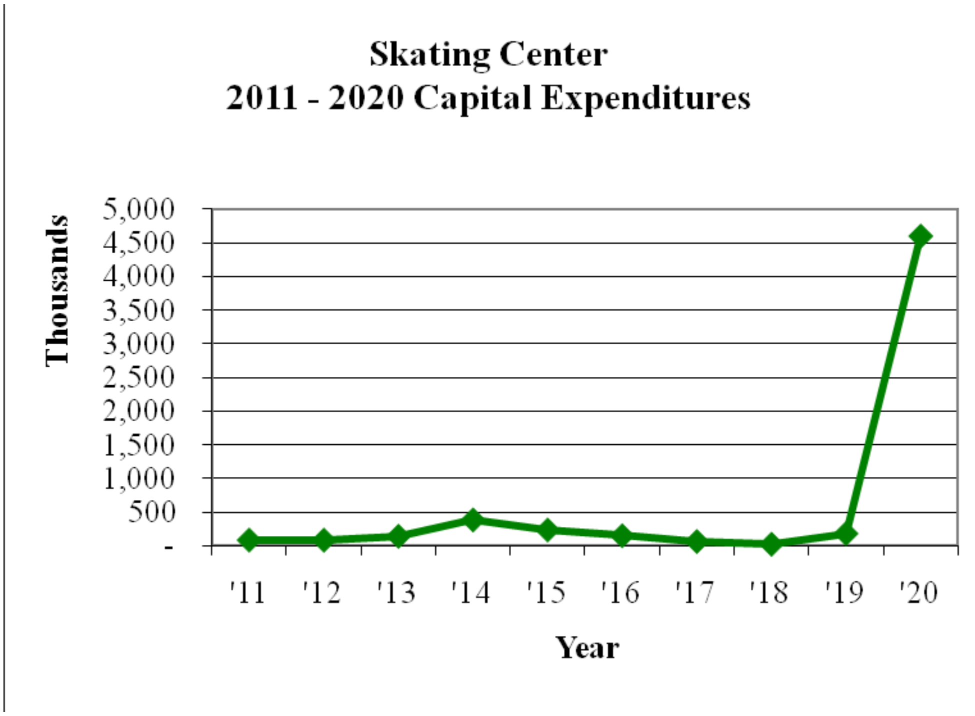
<u>Banquet Facility Blinds:</u> The banquet facility has blinds on 26 windows. The blinds were most recently replaced in December of 2006 for $8,200.

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

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

Financial Impacts

The 2011-2020 Skating Center Division CIP totals $6,019,000. A year-by-year summary is depicted below.



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

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

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

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

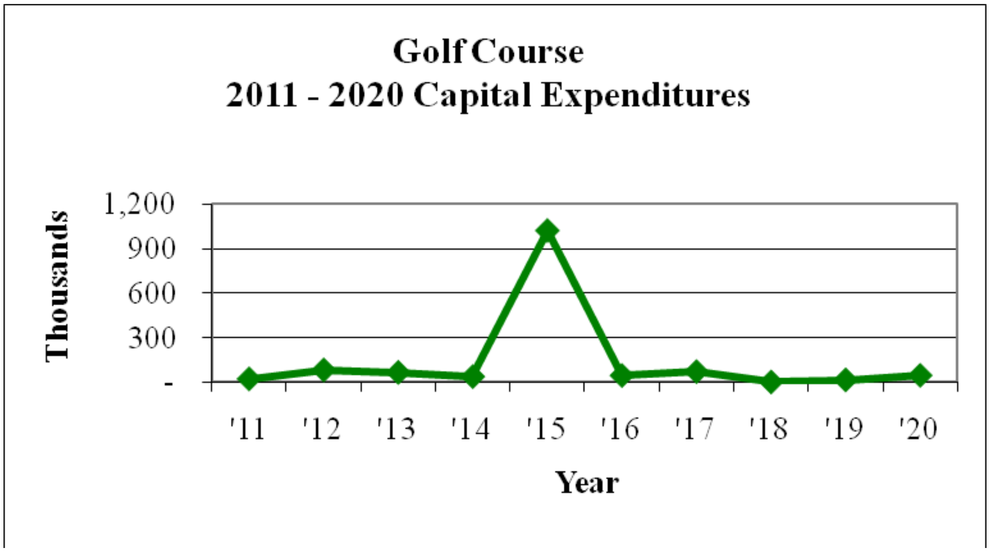
Turf Equipment: Several of the pieces of the turf equipment are due for replacement but not necessarily because they are not useful but rather that parts are becoming increasingly difficult to locate. Because of the limited use of many pieces of equipment at a golf course, it has been the practice to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

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

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

Financial Impacts

The 2011-2020 Golf Course Division CIP totals $1,401,300. A year-by-year summary is depicted below.



Funding will be provided by Golf Course revenues.

Item: **Fiber Master Plan**
Year: 2011-2020
Status: Unfunded

Division: Finance
Cost: $100,000 annually

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

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 425,000
School District	15,000	15,000	15,000	15,000	15,000	75,000
Other	-	-	-	-	-	-
Total Sources	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
Expenditures						
Capital installation	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
Other	-	-	-	-	-	-
Total Expenditures	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
City tax levy	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 5,000
School District	500	500	500	500	500	2,500
Other	-	-	-	-	-	-
Total Sources	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500
Expenditures						
Locates & repairs	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500
Other	-	-	-	-	-	-
Total Expenditures	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500

Item: **License Center Facility** Division: Finance
Year: 2013 Cost: $650,000
Status: $650,000 available (projected)

Description:
The City currently leases 3,330 square feet of store space in the Lexington Shopping Center, immediately North of Fire Station #1. While the City is enjoying below-market lease terms for 2008, beginning in 2009 the lease agreement will require a significant increase in rent. Beginning in 2010, the City expects to pay $59,000 annually, with $3,000 annual increases thereafter. Given these amounts, it is arguably in the City's best interest to either acquire or construct a city-owned facility (perhaps a multi-purpose facility) to house the License Center.

Justification:
Financing for the new facility (less existing cash reserves) is expected to require an annual debt service payment of $45,000 over a 10-year period beginning in 2014. However, current lease payments are expected to be $63,000 during that same year. With a new facility, the City would forgo these payments and realize an annual savings of approximately $18,000.

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Deputy Registrar Fees	$ -	$ -	$ 450,000	$ -	$ -	$ -
Cash reserves	-	-	200,000	-	-	-
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ 650,000	$ -	$ -	$ -
Expenditures						
Capital construction	$ -	$ -	$ 650,000	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ -	$ 650,000	$ -	$ -	$ -

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Deputy Registrar Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Roof Replacements** Division: General Facilities
Year: 2013 - 2015 Cost: $840,000
Status: Unfunded

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ 140,000	$ 450,000	$ 250,000	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ 140,000	$ 450,000	$ 250,000	$ -
Expenditures						
Capital renovation	$ -	$ -	$ 140,000	$ 450,000	$ 250,000	$ -
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ -	$ 140,000	$ 450,000	$ 250,000	$ -

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Community Gymnasiums**
Year: 2012 - 2020
Status: Unfunded

Division: General Facilities
Cost: $220,300

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ 5,000	$ 14,500	$ 5,000	$ 95,800	$ 100,000
Other	-	-	-	-	-	-
Total Sources	$ -	$ 5,000	$ 14,500	$ 5,000	$ 95,800	$ 100,000
Expenditures						
Capital renovation	$ -	$ 5,000	$ 14,500	$ 5,000	$ 95,800	$ 100,000
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ 5,000	$ 14,500	$ 5,000	$ 95,800	$ 100,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Police Vehicle Replacements** Division: Police
Year: 2011 - 2020 Cost: $2,236,870
Status: $1,700,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 217,095	$ 217,095	$ 239,095	$ 250,055	$ 217,095	$ 1,140,435
Other	-	-	-	-	-	-
Total Sources	$ 217,095	$ 217,095	$ 239,095	$ 250,055	$ 217,095	$ 1,140,435
Expenditures						
Capital replacement	$ 217,095	$ 217,095	$ 239,095	$ 250,055	$ 217,095	$ 1,140,435
Other	-	-	-	-	-	-
Total Expenditures	$ 217,095	$ 217,095	$ 239,095	$ 250,055	$ 217,095	$ 1,140,435

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Fire Vehicle Replacements** Division: Fire
Year: 2011 - 2020 Cost: $2,748,000
Status: $1,200,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ 624,000	$ 50,000	$ 55,000	$ 15,000	$ 2,004,000
Other	-	-	-	-	-	-
Total Sources	$ -	$ 624,000	$ 50,000	$ 55,000	$ 15,000	$ 2,004,000
Expenditures						
Capital replacement	$ -	$ 624,000	$ 50,000	$ 55,000	$ 15,000	$ 2,004,000
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ 624,000	$ 50,000	$ 55,000	$ 15,000	$ 2,004,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Inspections Vehicle Replacements** Division: Community Development
Year: 2011 - 2020 Cost: $102,000
Status: $102,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 17,000	$ 17,000	$ -	$ -	$ -	$ 68,000
Other	-	-	-	-	-	-
Total Sources	$ 17,000	$ 17,000	$ -	$ -	$ -	$ 68,000
Expenditures						
Capital replacement	$ 17,000	$ 17,000	$ -	$ -	$ -	$ 68,000
Other	-	-	-	-	-	-
Total Expenditures	$ 17,000	$ 17,000	$ -	$ -	$ -	$ 68,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Engineering Vehicle Replacements** Division: Public Works
Year: 2011 - 2020 Cost: $110,000
Status: $100,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 25,000	$ -	$ 35,000	$ 25,000	$ -	$ 25,000
Other	-	-	-	-	-	-
Total Sources	$ 25,000	$ -	$ 35,000	$ 25,000	$ -	$ 25,000
Expenditures						
Capital replacement	$ 25,000	$ -	$ 35,000	$ 25,000	$ -	$ 25,000
Other	-	-	-	-	-	-
Total Expenditures	$ 25,000	$ -	$ 35,000	$ 25,000	$ -	$ 25,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Street Lighting**
Year: 2011 - 2020
Status: Unfunded

Division: Public Works
Cost: $245,000

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

Justification:
See above description.

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 50,000	$ 20,000	$ 25,000	$ 50,000	$ -	$ 100,000
Other	-	-	-	-	-	-
Total Sources	$ 50,000	$ 20,000	$ 25,000	$ 50,000	$ -	$ 100,000
Expenditures						
Capital replacement	$ 50,000	$ 20,000	$ 25,000	$ 50,000	$ -	$ 100,000
Other	-	-	-	-	-	-
Total Expenditures	$ 50,000	$ 20,000	$ 25,000	$ 50,000	$ -	$ 100,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Street Vehicle Replacement** Division: Public Works
Year: 2011 - 2020 Cost: $2,492,500
Status: $1,500,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 150,000	$ 326,000	$ 284,000	$ 155,000	$ 248,700	$ 1,328,800
Other	-	-	-	-	-	-
Total Sources	$ 150,000	$ 326,000	$ 284,000	$ 155,000	$ 248,700	$ 1,328,800
Expenditures						
Capital replacement	$ 150,000	$ 326,000	$ 284,000	$ 155,000	$ 248,700	$ 1,328,800
Other	-	-	-	-	-	-
Total Expenditures	$ 150,000	$ 326,000	$ 284,000	$ 155,000	$ 248,700	$ 1,328,800

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Fuel System and Pumps**
Year: 2011 - 2020
Status: Unfunded

Division: Public Works
Cost: $90,000

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ 40,000	$ -	$ -	$ 50,000
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ 40,000	$ -	$ -	$ 50,000
Expenditures						
Capital replacement	$ -	$ -	$ 40,000	$ -	$ -	$ 50,000
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ -	$ 40,000	$ -	$ -	$ 50,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Pavement Management** Division: Public Works
Year: 2011 - 2020 Cost: $20,800,000
Status: $20,800,000 available (projected)

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

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

Pavement replacement costs should be re evaluated frequently as costs change to ensure adequate funding is in place to meet community expectations for this area. The entire capital request for this area is for infrastructure rehabilitation and or replacement. Major cost breakdown for this area is; reconstruct or mill and overlay local streets at $9,800,000, and reconstruct or mill and overlay MSA streets at $10,000,000.

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 1,800,000	$ 2,900,000	$ 1,900,000	$ 2,000,000	$ 2,000,000	$ 10,200,000
Other	-	-	-	-	-	-
Total Sources	$ 1,800,000	$ 2,900,000	$ 1,900,000	$ 2,000,000	$ 2,000,000	$ 10,200,000
Expenditures						
Capital replacement	$ 1,800,000	$ 2,900,000	$ 1,900,000	$ 2,000,000	$ 2,000,000	$ 10,200,000
Other	-	-	-	-	-	-
Total Expenditures	$ 1,800,000	$ 2,900,000	$ 1,900,000	$ 2,000,000	$ 2,000,000	$ 10,200,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Pathway Maintenance** Division: Public Works
Year: 2011 - 2020 Cost: $1,870,000
Status: $1,350,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 165,000	$ 170,000	$ 175,000	$ 180,000	$ 185,000	$1,020,000
Other	-	-	-	-	-	-
Total Sources	$ 165,000	$ 170,000	$ 175,000	$ 180,000	$ 185,000	$1,020,000
Expenditures						
Capital replacement	$ 165,000	$ 170,000	$ 175,000	$ 180,000	$ 185,000	$1,020,000
Other	-	-	-	-	-	-
Total Expenditures	$ 165,000	$ 170,000	$ 175,000	$ 180,000	$ 185,000	$1,020,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Pathway Construction**
Year: 2011- 2020
Status: Unfunded

Division: Public Works
Cost: $2,400,000

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$150,000	$ 150,000	$ 250,000	$ 250,000	$ 250,000	$ 1,350,000
Other	-	-	-	-	-	-
Total Sources	$ 150,000	$ 150,000	$ 250,000	$ 250,000	$ 250,000	$ 1,350,000
Expenditures						
Capital replacement	$ 150,000	$ 150,000	$ 250,000	$ 250,000	$ 250,000	$ 1,350,000
Other	-	-	-	-	-	-
Total Expenditures	$ 150,000	$ 150,000	$ 250,000	$ 250,000	$ 250,000	$ 1,350,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 1,500	$1,500	$1,500	$1,500	$1,500	$7,500
Other	-	-	-	-	-	-
Total Sources	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500
Expenditures						
Other	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500
Total Expenditures	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500

Item: **Water Vehicle Replacements** Division: Water
Year: 2011 - 2020 Cost: $253,300
Status: $253,300 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 2,000	$ 50,000	$ 40,000	$ -	$ -	$ 161,300
Other	-	-	-	-	-	-
Total Sources	$ 2,000	$ 50,000	$ 40,000	$ -	$ -	$ 161,300
Expenditures						
Capital replacement	$ 2,000	$ 50,000	$ 40,000	$ -	$ -	$ 161,300
Other	-	-	-	-	-	-
Total Expenditures	$ 2,000	$ 50,000	$ 40,000	$ -	$ -	$ 161,300

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Water Main Replacement** Division: Water
Year: 2011 - 2020 Cost: $7,500,000
Status: $7,500,000 available (projected)

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

Justification:
See above

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 400,000	$ 500,000	$ 500,000	$ 600,000	$ 700,000	$ 4,800,000
Other	-	-	-	-	-	-
Total Sources	$ 400,000	$ 500,000	$ 500,000	$ 600,000	$ 700,000	$ 4,800,000
Expenditures						
Capital replacement	$ 400,000	$ 500,000	$ 500,000	$ 600,000	$ 700,000	$ 4,800,000
Other	-	-	-	-	-	-
Total Expenditures	$ 400,000	$ 500,000	$ 500,000	$ 600,000	$ 700,000	$ 4,800,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

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

Division: Water
Cost: $500,000

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

Justification:
See above

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 500,000	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ 500,000	$ -	$ -	$ -	$ -	$ -
Expenditures						
Capital replacement	$ 500,000	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Expenditures	$ 500,000	$ -	$ -	$ -	$ -	$ -

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Water Meter Replacement** Division: Water
Year: 2011 - 2020 Cost: $1,100,000
Status: $1,100,000 available (projected)

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

Justification:
See above

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 75,000	$ 95,000	$ 150,000	$ 150,000	$ 150,000	$ 480,000
Other	-	-	-	-	-	-
Total Sources	$ 75,000	$ 95,000	$ 150,000	$ 150,000	$ 150,000	$ 480,000
Expenditures						
Capital replacement	$ 75,000	$ 95,000	$ 150,000	$ 150,000	$ 150,000	$ 480,000
Other	-	-	-	-	-	-
Total Expenditures	$ 75,000	$ 95,000	$ 150,000	$ 150,000	$ 150,000	$ 480,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Sewer Vehicle Replacements** Division: Sewer
Year: 2011 - 2020 Cost: $506,000
Status: $506,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 2,000	$ 30,000	$ 40,000	$ 28,000	$ 300,000	$ 106,000
Other	-	-	-	-	-	-
Total Sources	$ 2,000	$ 30,000	$ 40,000	$ 28,000	$ 300,000	$ 106,000
Expenditures						
Capital replacement	$ 2,000	$ 30,000	$ 40,000	$ 28,000	$ 300,000	$ 106,000
Other	-	-	-	-	-	-
Total Expenditures	$ 2,000	$ 30,000	$ 40,000	$ 28,000	$ 300,000	$ 106,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Sanitary Sewer Main Replacement** Division: Sewer
Year: 2011 – 2020 Cost: $8,600,000
Status: $8,600,000 available (projected)

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

Justification:
See above

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 400,000	$ 600,000	$ 700,000	$ 900,000	$ 1,000,000	$ 5,000,000
Other	-	-	-	-	-	-
Total Sources	$ 400,000	$ 600,000	$ 700,000	$ 900,000	$ 1,000,000	$ 5,000,000
Expenditures						
Capital replacement	$ 400,000	$ 600,000	$ 700,000	$ 900,000	$ 1,000,000	$ 5,000,000
Other	-	-	-	-	-	-
Total Expenditures	$ 400,000	$ 600,000	$ 700,000	$ 900,000	$ 1,000,000	$ 5,000,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Lift Station Repairs & Replacement** Division: Sewer
Year: 2011 – 2020 Cost: $485,000
Status: $485,000 available (projected)

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

Justification:
See above

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 100,000	$ 100,000	$ 25,000	$ 25,000	$ 32,000	$ 203,000
Other	-	-	-	-	-	-
Total Sources	$ 100,000	$ 100,000	$ 25,000	$ 25,000	$ 32,000	$ 203,000
Expenditures						
Capital replacement	$ 100,000	$ 100,000	$ 25,000	$ 25,000	$ 32,000	$ 203,000
Other	-	-	-	-	-	-
Total Expenditures	$ 100,000	$ 100,000	$ 25,000	$ 25,000	$ 32,000	$ 203,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Inflow & Infiltration** Division: Sewer
Year: 2011 - 2013 Cost: $450,000
Status: $450,000 available (projected)

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

Justification:
See above

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 150,000	$ 150,000	$ 150,000	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ 150,000	$ 150,000	$ 150,000	$ -	$ -	$ -
Expenditures						
Capital replacement	$ 150,000	$ 150,000	$ 150,000	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Expenditures	$ 150,000	$ 150,000	$ 150,000	$ -	$ -	$ -

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Stormwater Vehicle Replacements** Division: Storm
Year: 2011 - 2020 Cost: $907,100
Status: $907,100 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ 154,000	$ 199,000	$ 200,000	$ -	$ 353,600
Other	-	-	-	-	-	-
Total Sources	$ -	$ 154,000	$ 199,000	$ 200,000	$ -	$ 353,600
Expenditures						
Capital replacement	$ -	$ 154,000	$ 199,000	$ 200,000	$ -	$ 353,600
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ 154,000	$ 199,000	$ 200,000	$ -	$ 353,600

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Stormwater Pond Improvements** Division: Storm
Year: 2011 - 2020 Cost: $3,050,000
Status: $3,050,000 available (projected)

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

Justification:
See above.

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 300,000	$ 1,650,000
Other	-	-	-	-	-	-
Total Sources	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 300,000	$ 1,650,000
Expenditures						
Capital replacement	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 300,000	$ 1,650,000
Other	-	-	-	-	-	-
Total Expenditures	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 300,000	$ 1,650,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Stormwater Sewer Mains**
Division: Storm
Year: 2011 - 2020
Cost: $3,150,000
Status: $3,150,000 available (projected)

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

Justification:
See above.

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 200,000	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 1,850,000
Other	-	-	-	-	-	-
Total Sources	$ 200,000	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 1,850,000
Expenditures						
Capital replacement	$ 200,000	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 1,850,000
Other	-	-	-	-	-	-
Total Expenditures	$ 200,000	$ 250,000	$ 250,000	$ 300,000	$ 300,000	$ 1,850,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Leaf Site Improvements** Division: Storm
Year: 2011 Cost: $100,000
Status: $100,000 available (projected)

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

Justification:
See above.

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ 100,000	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ 100,000	$ -	$ -	$ -	$ -	$ -
Expenditures						
Capital replacement	$ 100,000	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Expenditures	$ 100,000	$ -	$ -	$ -	$ -	$ -

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Utility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Park Maintenance Vehicles**
Division: Park Maintenance
Year: 2011 – 2020
Cost: $735,000
Status: $400,000 available (projected)

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ 35,000	$ 140,000	$ 35,000	$ 105,000	$ 35,000	$ 385,000
Other	-	-	-	-	-	-
Total Sources	$ 35,000	$ 140,000	$ 35,000	$ 105,000	$ 35,000	$ 385,000
Expenditures						
Capital replacement	$ 35,000	$ 140,000	$ 35,000	$ 105,000	$ 35,000	$ 385,000
Other	-	-	-	-	-	-
Total Expenditures	$ 35,000	$ 140,000	$ 35,000	$ 105,000	$ 35,000	$ 385,000

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Skating Center** Division: Skating Center
Year: 2011 - 2020 Cost: $6,019,000
Status: Unfunded

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

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$93,000	$ 91,000	$ 149,000	$ 391,000	$242,500	$ 5,052,500
Other	-	-	-	-	-	-
Total Sources	$ 93,000	$ 91,000	$ 149,000	$ 391,000	$ 242,500	$ 5,052,500
Expenditures						
Capital replacement	$ 93,000	$ 91,000	$ 149,000	$ 391,000	$ 242,500	$ 5,052,500
Other	-	-	-	-	-	-
Total Expenditures	$ 93,000	$ 91,000	$ 149,000	$ 391,000	$ 242,500	$ 5,052,500

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

Item: **Golf Course Facilities**
Year: 2015
Status: $1,000,000 available (projected)

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

Description:
The Golf Course clubhouse and maintenance facility are scheduled to be renovated or replaced in 2015.

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

Capital Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ 1,000,000	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ 1,000,000	$ -
Expenditures						
Capital replacement	$ -	$ -	$ -	$ -	$ 1,000,000	$ -
Other	-	-	-	-	-	-
Total Expenditures	$ -	$ -	$ -	$ -	$ 1,000,000	$ -

Operations and Maintenance Costs

	2011	2012	2013	2014	2015	2016-2020
Funding Sources						
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -
Other	-	-	-	-	-	-
Total Sources	$ -	$ -	$ -	$ -	$ -	$ -
Expenditures						
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

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

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/13/2010
Item No.: 12.g

Department Approval

City Manager Approval

Item Description: Adopt a Preliminary 2011 Tax Levy and Budget

BACKGROUND

State Statute requires all cities in excess of 2,500 in population, to adopt a preliminary tax levy and budget by September 15th for the upcoming fiscal year. Once the preliminary levy is adopted it can be lowered, but not increased. Further discussion along with the adoption of the Final 2011 levy and budget is scheduled to take place on December 6, 2010.

Recommended Tax Levy

The 2011 City Manager Recommended Tax Levy is $15,039,419, an increase of $757,015 or 5.3% over 2010. The increase in the levy is necessitated by a number of operational and capital needs as well as the loss of non-tax revenues. The new tax levy dollars are tentatively earmarked for the following:

$ 25,000	Replace revenue reduction in market value homestead credit aid
218,660	Replace revenue reduction in interest earnings, court fines, other state aids, and surplus monies from the License Center
100,000	New program: Emerald Ash Borer
165,000	New program: Code Enforcement (previously funded with building permits)
62,000	Contractual obligations (dispatch, legal, audit, etc.)
236,375	Capital improvements and equipment purchases
195,910	1% employee COLA and step increases
213,200	PERA and Healthcare increases
36,000	Temporary/seasonal wages (parks & recreation, fire)
37,000	Supplies & materials
35,870	Contract maintenance and professional services
(78,000)	Less reduced Fire Relief pension obligation
(490,000)	Less reduced debt service obligations
$ 757,015	Net tax levy increase

Taxpayer Impact

For a median-valued home of $223,900 that experiences a projected 5% decline in assessed market value, the 2011 city taxes will be $640, an annual increase of $24 or $2 per month. In exchange, residents will receive round-the-clock police and fire protection, well-maintained streets and parks, and continued emphasis on enforcement of the City's Housing Code. In addition, a larger investment will be made to replace the City's aging infrastructure and equipment. Finally, the City will take the responsible measure of setting aside monies for the potential infestation of the Emerald Ash Borer and other contingencies.

Recommended Budget

The City Manager Recommended Budget for all city programs and services is $39,236,435; an increase of $1,532,476 or 4.0%. For those programs and services that are supported by property taxes the Recommended Budget is $18,931,869; an increase of $513,355 or 2.8%.

A list of budget increases in the tax-supported programs is detailed in the previous section. Increases for the non-tax supported programs are primarily in the water and sewer programs, communications, and information technology. All of these budget increases are expected to be funded by additional fees.

The Council is reminded that unlike the preliminary levy which establishes a maximum level for 2011, the preliminary Budget is much more fluid. It can be increased or decreased to accommodate changing goals and objectives or as new information because available.

POLICY OBJECTIVE

Adopting a preliminary budget and tax levy is required under Mn State Statutes.

FINANCIAL IMPACTS

Based on the Staff recommendations noted above, the 2011 preliminary, not-to-exceed tax levy would be $15,039,419, an increase of $757,015 or 5.3%. With this increase, a median-valued home would pay approximately $53 per month. This represents an increase of $2 per month. In exchange, residents receive 24x7x365 police and fire services, well maintained streets, and a full offering of parks and recreation programs and facilities.

$53 per month is comparable to the monthly cost for cable or satellite tv, telephone/mobile phone, gas, electric, and some broadband internet service.

STAFF RECOMMENDATION

Staff Recommends the Council adopt the 2011 Tax Levy and Budget Levy as outlined in this report and in the attached resolutions.

REQUESTED COUNCIL ACTION

The Council is asked to take the following separate actions:

a) Motion to approve the attached Resolution to adopt the 2011 Preliminary Tax Levy
b) Motion to approve the attached Resolution to adopt the 2011 Preliminary Debt Levy
c) Motion to approve the attached Resolution to adopt the 2011 Preliminary Budget

Prepared by: Chris Miller, Finance Director

Attachments:
A: Resolution to adopt the 2011 Preliminary Tax Levy
B: Resolution to adopt the 2011 Preliminary Debt Levy
C: Resolution to adopt the 2011 Preliminary Budget
D: 2011 City Council Tax-Supported Program rankings and Preliminary Budget
E: 2011 City Council Other Program rankings and Preliminary Budget
F: City Council Ranking Methodology
G: Program Descriptions

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

* * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 13th day of September, 2010 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION

RESOLUTION SUBMITTING THE PRELIMINARY PROPERTY TAX LEVY ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2011

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

The City of Roseville is submitting the following tax levy on real estate within the corporate limits of the City to the County Auditor in compliance with the Minnesota State Statutes.

Purpose	Amount
Programs & Services	$ 13,549,419
Debt Service	1,490,000
Total	$ 15,039,419

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th of September, 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of September, 2010

____

William J. Malinen
City Manager

Seal

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

*** * * * * * * * * * ***

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 13th day of September, 2010 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION DIRECTING THE COUNTY AUDITOR TO ADJUST THE APPROVED TAX LEVY FOR 2011 BONDED DEBT

WHEREAS, the City will be required to make debt service payments on General Improvement Debt in 2011; and

WHEREAS, there are reserve funds sufficient to reduce the levy for General Improvement Issues Series 2003A, and 2004A, 2008A, 2009A, and 2009B; and

WHEREAS, General Improvement Issues Series 22 has been defeased and is no longer outstanding; and series 23 has been refunded and replaced with series 2004A and series 25 has been refunded and replaced with series 2009B.

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

The Ramsey County Auditor is directed to change the 2011 tax levy for General Improvement Debt by $487,420.95 from that which was originally scheduled upon the issuance of the bonds, which is being paid by debt service reserves or are for debt issues no longer outstanding.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th day of September, 2010, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of September, 2010.

William J. Malinen
City Manager

Seal

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

* * * * * * * * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 13th day of September 2010 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION ______________

RESOLUTION ADOPTING THE PRELIMINARY 2011 ANNUAL BUDGET FOR THE CITY OF ROSEVILLE

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

The City of Roseville's Budget for 2011 in the amount of $39,236,435, of which $18,931,869 is designated for the property tax-supported programs, be hereby accepted and approved

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th day of September, 2010, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of September, 2010.

____
William J. Malinen
City Manager

City of Roseville

Priority-Based Budgeting **Attachment D**

Tax-Supported Programs

2011

8/9/2010

Department / Division	Program / Function	2011 Program Cost Current	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank	Diff. + / -
Administration	Council Support	120,252	-	-	-	-	-	-	-
Administration	Records Management/Data Practices	23,852	-	-	-	-	-	-	-
Administration	Human Resources	108,216	-	-	-	-	-	-	-
Administration	Organizational Management	125,113	-	-	-	-	-	-	-
Code Enforcement	Code Enforcement	165,000	-	-	-	-	-	-	-
Elections	Elections	80,655	-	-	-	-	-	-	-
Finance	Accounts Payable	34,970	-	-	-	-	-	-	-
Finance	Gen. Ledger, fixed assets, financial reporting	149,908	-	-	-	-	-	-	-
Finance	Payroll	74,405	-	-	-	-	-	-	-
Finance	Risk Management	32,122	-	-	-	-	-	-	-
Finance	Cash Receipts	52,204	-	-	-	-	-	-	-
Finance	Lawful Gambling (partial cost)	4,359	-	-	-	-	-	-	-
Finance	Business Licenses	8,719	-	-	-	-	-	-	-
Finance	Workers Compensation Admin.	48,183	-	-	-	-	-	-	-
General Insurance	General Insurance	84,000	-	-	-	-	-	-	-
Fire Relief	Fire Relief	355,000	-	-	-	-	-	-	-
Police Patrol	Dispatch	292,078	-	-	-	-	-	-	-
PW Administration	Storm Water Management	36,424	-	-	-	-	-	-	-
PW Administration	Permitting	49,421	-	-	-	-	-	-	-
Recreation Maint.	Natural Resources	139,601	-	-	-	-	-	-	-
Streets	Traffic Management & Control	99,456	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Streets	310,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Arena	355,000	-	-	-	-	-	-	-

**** All items listed above are categorized as MANDATORY programs ****

#	Department / Division	Program / Function	2011 Program Cost Current	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank	Diff. + / -
1	Police Patrol	24 x 7 x 365 First Responder	2,256,492	4.80	5.00	5.00	5.00	5.00	4.00	1.00
2	Police Investigations	Criminal Prosecutions	665,395	4.80	5.00	5.00	5.00	5.00	4.00	1.00
3	Fire Fighting / EMS	Emergency Medical Services	666,036	4.80	5.00	5.00	5.00	5.00	4.00	1.00
4	Fire Prevention	Fire Prevention	181,038	4.80	5.00	5.00	5.00	5.00	4.00	1.00
5	Fire Fighting / EMS	Fire Suppression / Operations	415,400	4.80	5.00	5.00	5.00	5.00	4.00	1.00
6	Firefighter Training	Firefighter Training	100,355	4.80	5.00	5.00	5.00	5.00	4.00	1.00
7	Police Investigations	Crime Scene Processing	44,013	4.40	3.00	5.00	5.00	5.00	4.00	2.00
8	Fire Administration	Emergency Management	371	4.40	5.00	3.00	5.00	5.00	4.00	2.00
9	Police Emerg. Mgmt	Police Emergency Management	10,185	4.40	5.00	2.00	5.00	5.00	5.00	3.00
10	Streets	Pavement Maintenance	562,881	4.20	4.00	4.00	5.00	4.00	4.00	1.00
11	Streets	Pathways & Parking Lots	187,242	4.00	4.00	3.00	5.00	4.00	4.00	2.00
12	Police Lake Patrol	Police Lake Patrol	1,900	4.00	5.00	3.00	5.00	3.00	4.00	2.00
13	Legal	Prosecuting Attorney	138,925	4.00	3.00	5.00	4.00	5.00	3.00	2.00
14	PW Administration	Street Lighting	219,447	4.00	3.00	3.00	5.00	5.00	4.00	2.00
15	Central Garage	Vehicle Repair	136,821	4.00	4.00	4.00	4.00	4.00	4.00	-
16	Streets	Winter Road Maintenance	222,237	4.00	3.00	3.00	5.00	5.00	4.00	2.00
17	Police Patrol	Animal Control	200,477	3.80	3.00	3.00	4.00	5.00	4.00	2.00
18	Finance	Budgeting / Financial Planning	77,995	3.80	3.00	4.00	3.00	4.00	5.00	2.00
19	Recreation Maint.	Facility Maintenance	329,779	3.80	4.00	3.00	5.00	4.00	3.00	2.00
20	PW Administration	Project Delivery	352,877	3.80	4.00	3.00	5.00	3.00	4.00	2.00
21	Police Investigations	Response to Public Requests	10,802	3.80	3.00	3.00	5.00	3.00	5.00	2.00
22	Street Lighting	Street Lighting capital items	64,000	3.80	3.00	4.00	4.00	4.00	4.00	1.00
23	Finance	Banking & Investment Management	11,012	3.60	4.00	4.00	3.00	4.00	3.00	1.00
24	Police Administration	Community Liaison	161,338	3.60	3.00	3.00	5.00	3.00	4.00	2.00
25	Miscellaneous	Emerald Ash Borer	100,000	3.60	4.00	3.00	3.00	3.00	5.00	2.00
26	Police Administration	Response to Public Requests	225,245	3.60	3.00	3.00	3.00	5.00	4.00	2.00
27	Recreation Programs	Volunteer Management	83,631	3.60	4.00	2.00	3.00	4.00	5.00	3.00
28	Skating Center	Arena	493,320	3.40	3.00	3.00	4.00	3.00	4.00	1.00
29	Skating Center	Banquet Area	135,998	3.40	3.00	3.00	4.00	3.00	4.00	1.00
30	Police Comm Services	Community Services	65,955	3.40	3.00	3.00	5.00	3.00	3.00	2.00
31	Rec Administration	Financial Management	58,814	3.40	3.00	2.00	5.00	3.00	4.00	3.00
32	Fire Administration	Fire Administration & Planning	166,325	3.40	4.00	2.00	5.00	2.00	4.00	3.00
33	Fire Prevention	Fire Administration & Planning	10,197	3.40	4.00	2.00	5.00	2.00	4.00	3.00
34	Skating Center	OVAL	407,038	3.40	3.00	3.00	4.00	3.00	4.00	1.00
35	Police Administration	Police Records / Reports	217,766	3.40	3.00	2.00	5.00	3.00	4.00	3.00
36	Police Patrol	Police Reports (by officer)	562,260	3.40	3.00	2.00	5.00	3.00	4.00	3.00
37	Rec Administration	Community Services	253,549	3.20	3.00	3.00	3.00	3.00	4.00	1.00
38	Fire Fighting / EMS	Fire Administration & Planning	107,294	3.20	3.00	2.00	5.00	2.00	4.00	3.00
39	PW Administration	General Engineering/Customer Service	132,157	3.20	3.00	3.00	3.00	3.00	4.00	1.00
40	Police Administration	Organizational Management	330,236	3.20	3.00	2.00	5.00	2.00	4.00	3.00
41	Police Patrol	Organizational Management	408,474	3.20	3.00	2.00	5.00	2.00	4.00	3.00
42	Police Investigations	Organizational Management	43,207	3.20	3.00	2.00	5.00	2.00	4.00	3.00
43	Fire Administration	Organizational Management	39,159	3.20	3.00	2.00	5.00	2.00	4.00	3.00
44	PW Administration	Organizational Management	112,143	3.20	3.00	2.00	5.00	2.00	4.00	3.00
45	Streets	Organizational Management	41,501	3.20	3.00	2.00	5.00	2.00	4.00	3.00
46	Recreation Programs	Personnel Management	67,734	3.20	3.00	2.00	5.00	2.00	4.00	3.00

City of Roseville

Priority-Based Budgeting **Attachment D**

Tax-Supported Programs

2011

	Department / Division	Program / Function	**8/9/2010** 2011 Program Cost Current	Composite Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank	Diff. + / -
47	Police Patrol	Public Safety Promo / Community Interaction	604,924	3.20	3.00	1.00	4.00	3.00	5.00	4.00
48	Police Investigations	Public Safety Promo / Community Interaction	125,603	3.20	3.00	1.00	5.00	3.00	4.00	4.00
49	Streets	Streetscape & ROW Maintenance	275,093	3.20	3.00	3.00	3.00	3.00	4.00	1.00
50	Miscellaneous	Building Replacement	25,000	3.00	4.00	3.00	-	4.00	4.00	4.00
51	Finance	Contract Administration	7,799	3.00	4.00	2.00	3.00	3.00	3.00	2.00
52	Administration	Customer Service	38,590	3.00	3.00	3.00	3.00	3.00	3.00	-
53	Recreation Programs	Facility Management	237,591	3.00	3.00	2.00	4.00	3.00	3.00	2.00
54	Administration	General Communications	64,732	3.00	3.00	3.00	3.00	3.00	3.00	-
55	Recreation Maint.	Grounds Maintenance	326,279	3.00	2.00	3.00	3.00	3.00	4.00	2.00
56	Advisory Comm.	Human Rights Commission	2,250	3.00	3.00	3.00	3.00	3.00	3.00	-
57	Central Garage	Organizational Management	54,222	3.00	3.00	2.00	5.00	2.00	3.00	3.00
58	Recreation Programs	Organizational Management	64,345	3.00	3.00	2.00	5.00	2.00	3.00	3.00
59	Miscellaneous	Park Improvement Program	185,000	3.00	3.00	3.00	-	4.00	5.00	5.00
60	Rec Administration	Planning & Development	78,051	3.00	3.00	2.00	3.00	3.00	4.00	2.00
61	Recreation Programs	Program Management	787,975	3.00	3.00	2.00	3.00	3.00	4.00	2.00
62	Finance	Utility Billing (partial cost)	7,572	3.00	4.00	4.00	-	4.00	3.00	4.00
63	City Council	Business Meetings	79,810	2.80	3.00	2.00	3.00	3.00	3.00	1.00
64	Rec Administration	City-wide Support	28,365	2.80	3.00	2.00	3.00	2.00	4.00	2.00
65	Legal	Civil Attorney	154,500	2.80	3.00	2.00	4.00	2.00	3.00	2.00
66	City Council	Community Support / Grants	62,490	2.80	4.00	3.00	1.00	3.00	3.00	3.00
67	Skating Center	Department-wide Support	42,986	2.80	3.00	2.00	2.00	3.00	4.00	2.00
68	Recreation Maint.	Department-wide Support	116,543	2.80	3.00	2.00	3.00	3.00	3.00	1.00
69	Advisory Comm.	Ethics Commission	2,500	2.80	3.00	3.00	3.00	2.00	3.00	1.00
70	Rec Administration	Organizational Management	31,515	2.80	3.00	2.00	3.00	2.00	4.00	2.00
71	City Council	Recording Secretary	12,000	2.80	2.00	2.00	5.00	2.00	3.00	3.00
72	Recreation Maint.	City-wide Support	52,403	2.60	3.00	2.00	3.00	2.00	3.00	1.00
73	Finance	Debt Management	7,799	2.60	3.00	4.00	3.00	-	3.00	4.00
74	Finance	Economic Development	7,799	2.60	4.00	1.00	2.00	3.00	3.00	3.00
75	Miscellaneous	Equipment Replacement	50,000	2.60	4.00	2.00	-	4.00	3.00	4.00
76	Bldg Maintenance	Organizational Management	28,688	2.60	3.00	2.00	3.00	2.00	3.00	1.00
77	Rec Administration	Personnel Management	90,357	2.60	3.00	1.00	3.00	2.00	4.00	3.00
78	Finance	Receptionist Desk	36,482	2.60	2.00	3.00	3.00	2.00	3.00	1.00
79	Legal	Special Services	-	2.60	3.00	2.00	3.00	2.00	3.00	1.00
80	Bldg Maintenance	General Maintenance	358,955	2.40	1.00	4.00	3.00	2.00	2.00	3.00
81	Central Services	Central Services	73,500	2.20	3.00	2.00	1.00	2.00	3.00	2.00
82	Finance	Contractual Services (RVA, Cable)	9,519	2.20	3.00	2.00	1.00	2.00	3.00	2.00
83	Finance	Organizational Management	29,823	2.20	3.00	2.00	1.00	2.00	3.00	2.00
84	City Council	Intergovernmental Affairs / Memberships	29,490	2.00	3.00	1.00	1.00	2.00	3.00	2.00
85	Bldg Maintenance	Custodial Services	88,360	1.60	1.00	1.00	3.00	1.00	2.00	2.00
			$ 18,931,869							

City of Roseville **Attachment E**

Priority-Based Budgeting

Summary of Non-Tax Programs

2011

Department / Division	Program / Function	8/16/2010 2011 Program Cost Current			
Planning	Planning - Current	300,235			
Planning	Planning - Long Range	59,842			
Planning	Zoning Code Enforcement	23,702			
Planning	Organizational Management	23,554			
Econ. Development	Economic Development and Redevelopment	104,869			
Econ. Development	Organizational Management	7,744			
Code Enforcement	Building Codes Review and Permits	408,335			
Code Enforcement	Nuisance Code Enforcement	33,981			
Code Enforcement	Organizational Management	64,501			
GIS	GIS	65,679			
GIS	Organizational Management	4,882	------------->	1,097,324	Total Community Development
Communications	Newsletter / News Reporting	143,552			
Communications	Audio / Visual	69,274			
Communications	Internet / Website	48,154			
Communications	NSCC Member Dues	84,500	------------->	345,480	Total Communications
Info Technology	Enterprise Applications	288,538			
Info Technology	Network Services	60,683			
Info Technology	PDA/Mobile Devices	13,219			
Info Technology	Server Management	49,087			
Info Technology	Telephone/Radio Systems	82,937			
Info Technology	Computer/End User Support	551,331			
Info Technology	User Administration	77,684			
Info Technology	Internet Connectivity	33,688			
Info Technology	Facility Security Systems	2,718			
Info Technology	Organizational Management	3,705	------------->	1,163,590	Total Information. Technology
License Center	Passport Issuance	108,069			
License Center	Motor Vehicle Transactions	479,071			
License Center	Identity Applications	144,418			
License Center	DNR Transactions	28,512			
License Center	Daily Sales Reporting & Cash Reconciliation	143,748			
License Center	Inventory and Supplies	16,565			
License Center	Customer Communications/Problem Solving	134,044			
License Center	Bad Check Recording & Recovery	10,989			
License Center	Organizational Management	79,308	------------->	1,144,724	Total License Center
Lawful Gambling	Gambling Licenses & Reports	50,660			
Lawful Gambling	Community Donations	80,000	------------->	130,660	Total Lawful Gambling
Water	Infrastructure Maintenance & Repair	749,891			
Water	System Monitoring & Regulation	138,272			
Water	Customer Response	112,099			
Water	GIS	25,106			
Water	Utility Billing	189,891			
Water	Metering	442,786			
Water	Wholesale Water Purchase from St. Paul	4,400,000			
Water	System Depreciation	250,000			
Water	Admin Service Charge	350,000			
Water	Organizational Management	412,770	------------->	7,070,815	Total Water
Sewer	Infrastructure Maintenance & Repair	846,840			
Sewer	Customer Response	63,415			
Sewer	GIS	34,298			
Sewer	Sewage Treatment Costs	2,750,000			
Sewer	System Depreciation	190,000			
Sewer	Admin Service Charge	275,000			
Sewer	Organizational Management	254,045	------------->	4,413,598	Total Sewer
Storm Sewer	Infrastructure Maintenance & Repair	882,267			
Storm Sewer	Street Sweeping	279,513			
Storm Sewer	Leaf Collection / Compost Maintenance	263,938			
Storm Sewer	System Depreciation	210,000			
Storm Sewer	Admin Service Charge	78,000			
Storm Sewer	Organizational Management	68,626	------------->	1,782,344	Total Storm Sewer
Recycling	Program Administration	21,077			
Recycling	Communications	16,061			
Recycling	Data Reporting / Outreach efforts	9,442			
Recycling	Recycling Pickup Contractor	435,000			
Recycling	Admin Service Charge	10,000	------------->	491,580	Total Recycling
Golf	Clubhouse Operations	181,154			
Golf	Grounds Maintenance	127,486			
Golf	Department-Wide Support	51,310	------------->	359,950	Total Golf
		$ 18,000,065			

Attachment F

2011 Budget Ranking Methodology

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

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

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

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

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

City Council

City Council: Business Meetings - City Council salaries and cost of City audit.

City Council: Community Support/Grants - Annual Grants to NWYFS and Roseville Senior Program.

City Council: Intergovernmental Affairs / Memberships - Annual memberships: League of Minnesota Cities; Ramsey County League of Local Governments, Suburban Rate Authority; and National League of Cities

City Council: Recording Secretary – Contract for recording and preparation of city council meeting minutes.

Advisory Commissions

Human Rights Commission – Expenses related to hosting a forum, member training, essay contest member conference attendance and other misc expenses

Ethics Commission - Expenses related to annual Ethics Training and other misc expenses.

Administration

Administration: Customer Service - Time spent responding to phone, email and in person inquiries.

Administration: Council Support - Time spent preparing City Council packets; preparing official documents; Codification of Ordinances; and Administrative support of Ethics and Human Rights Commissions.

Administration: Records Management/Data Practices - Administration of city-wide electronic Records Management system to collect, archive, and retrieve records. Administration of city-wide Data Practices procedures to assure privacy of certain data and appropriate dissemination of public information.

Administration: General Communications - Provide public information via *Roseville City News*; website; news releases, and other materials. Educate the public via tapes/dvds and special events.

Administration: Human Resources - Administration of human capital; benefits and wellness; compensation; employee/labor bargaining and relations; employee training and development; communications; and, legal compliance and record keeping.

Administration: Organizational Management - Time spent planning, leading, and organizing the City and department; participating in general training or meetings, conducting performance evaluations, etc.

Elections

Elections - Administration and clerical support for the education, recruitment and training of judges and staff; absentee and Election Day voter support; and precinct preparation. Election Day supplies and annual maintenance fees.

Legal

Civil Attorney – Annual retainer plus out-of-pocket expenses.

Prosecuting Attorney – Annual retainer plus out-of-pocket expenses.

Special Services - Contingency amount budgeted for legal suits and/or other actions.

Finance, Central Services, Insurance

Banking & Investment Management - Manage the City's investment portfolio and banking relationships including buying and selling investments, transferring cash among city accounts.

Budgeting / Financial Planning – Coordinate the City's Budget and capital planning function including; the preparation of the annual budget and CIP, and regular preparation of materials for the City Council, City Manager, and Department Heads.

Business Licenses - Process all tasks related to the issuance of business licenses including; application review and submittals to the City Council.

Cash Receipts - Process all tasks related to the cash receipts function including; entering cash receipts, balancing the cash drawer, etc.

Contract Administration - Assist in the coordination of IT JPA's, wireless lease agreements and License Center lease.

Contractual Services (RVA, Cable) - Provide contractual accounting-related services to the Roseville Visitor's Association, and Cable Commission.

Debt Management - Coordinate the City's debt management function including the issuance of all debt including conduit financing offerings.

Economic Development - Assist in the City's Economic Development function.

Accounts Payable - Process all tasks related to the accounts payable function including; processing invoices, issuing 1099's and sales tax filings.

Gen. Ledger, Fixed Assets, Financial Reporting - Process all tasks related to the general accounting and financial reporting functions including; journal entries, financial statement preparation, bank reconciliation, etc.

Lawful Gambling - Process all tasks related to the issuance of lawful gambling licenses including; application review and submittals to the City Council.

Payroll - Process all tasks related to the payroll function including; entering timesheets, managing benefit withholdings, general processing, federal and state reporting, etc.

Reception Desk - Process all tasks related to the receptionist function including; answering phones, directing lobby traffic, issuing pet licenses, etc.

Risk Management - Coordinate the City's risk management function including; property/liability, serving as Chair of the Safety Committee, and serving as the City's Agent of Record.

Utility Billing - Process all tasks related to the utility billing function including; entering meter reads, processing invoices, and servicing accounts.

Workers Compensation Administration - Administer the City's workers compensation program including managing First Report of Injury forms, and claims administration.

Organizational Management – Time spent planning, leading, and organizing the department; participating in general training or meetings, conducting performance evaluations, etc.

Central Services – Includes all general City Hall copier supplies (paper, toner, etc.), letterhead and envelopes, and postage machine lease payments.

General Insurance - The General Fund's share of the City's workers compensation and property/casualty insurance costs.

Information Technology: Enterprise Applications – Support for citywide applications such as Microsoft Office, Laser fiche, etc.

Information Technology: Network Services – Monitoring and managing access to data networks and network devices including servers, printers, copiers, etc.

Information Technology: PDA/Mobile Devices – Managing PDA's and mobile phones that access the City's network.

Information Technology: Server Management – Managing the City's network servers.

Information Technology: Telephone/Radio Systems – Managing the telephone and radio communication systems.

Information Technology: Computer/End User Support – End user support for all desktop applications.

Information Technology: User Administration – Managing users on the system including access and security privileges.

Information Technology: Internet Connectivity – Managing the City's internet service connections,

including in-building Wi-fi.
Information Technology: Facility Security Systems – Managing building security access.

Information Technology: Organizational Management - Time spent planning, leading, and organizing the department; participating in general training or meetings, conducting performance evaluations, etc.

License Center: Passport Acceptance – Process all tasks related to accepting and assembling passport applications. Reviewing all documents for authenticity, organizing and assembling applications for mail delivery.

License Center: Motor Vehicle Transactions – Process all tasks related to motor vehicle transactions, application review, data entry, additional form preparation, phone communication, daily receipts, dealer transactions, etc.

License Center: Identity Applications – Process all tasks related to identity applications with or without a photo. View all documents for authenticity, review application, process payment, etc.

License Center: DNR Transactions – Tasks related to DNR recreational licensing transactions and fish and game licensing transactions. Review applications, process payment, etc.

License Center: Daily Sales Reporting & Cash Reconciliation – Prepare and process all tasks associated with reporting and cash handling, balancing cash drawers, spreadsheets, journal entries, etc.

License Center: Inventory & Supplies – Process and assist with inventory and supply ordering for all programs/services, functions, plates and stickers, office forms, office supplies, etc.

License Center: Customer Communications/Problem Solving – Provide and assist with customer problem solving and communication.

License Center: Bad Check Recording & Recovery – Time spent recording bad checks and efforts to recover owed monies.

License Center: Organizational Management - Time spent planning, leading, and organizing the department; participating in general training or meetings, conducting performance evaluations, etc.

Police

Admin: Response to Public Requests - The foremost function of the police department is to serve and protect the public. Background checks through the Minnesota Bureau of Criminal of Apprehension (BCA) for new hires, gun purchase permits, clearance letters, investigations, business licensing: performed by front office staff trained by the BCA. Copies of police reports are available to the public upon request. The police counter front window is covered Monday-Friday, 8:00 to 4:30 to serve the public. There is also a 24 x 7 x 365 entry available to the public.

Admin: Police Records / Reports - Approximately 25,000 police reports are written by Patrol annually.

Record Technicians review and code all reports and then enter the reports into the records management system. Staff scans any media pertaining to the reports and files a hard copy of 25,000 reports. Copies of police reports are available to the public upon request. Police reports are also forwarded to the City/County Attorneys and the Court.

Admin: Community Liaison - National & Family Night Out, Citizens Academy, Neighborhood Block Watch, volunteer Citizens Park Patrol, Shop with a Cop, Senior Safety Camp, Bike Rodeos, Crime Free Multi-Housing, crime alerts, business/residential premise safety reviews, and statistical crime reporting.

Admin: Organizational Management - Personnel supervision, strategic planning, budget planning/management, grant procurement/management, internal investigations, compliance with data practices and state statutes, web site maintenance, policy and procedure development, union deliberation, tactile planning (SWAT) and training.

Patrol: 24x7x365 First Responder - 24 hour day/seven days week patrol entire City; first responder on the scene of all 911 calls.

Patrol: Public Safety Promo/Community Interaction - Volunteer Reserve Officer unit, volunteer Citizen's Emergency Response Team (CERT), Explorer's, Officer Friendly, Bike Rodeos, Citizens Academy, Shop with a Cop, and participation in many community events. Patrol by district to become familiar to residents.

Patrol: Dispatch - Dispatch through Ramsey County Sheriff's Office – 24 x 7 x 365 days/year; billed by number of calls for service.

Patrol: Police Reports (by Officers) - Approximately 25,000 police reports are written by Patrol annually. All reports are reviewed by a sergeant and then the records technicians for thoroughness and accuracy. A good percentage of incidents require all officers involved write a report on the incident—the first officer on the scene generates the original report and other officers called to the scene generate a supplemental report under the same case number.

Patrol: Animal Control - The Patrol Division holds the primary responsibility for animal control in the City unless a part-time Community Service Officer is available.

Patrol: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Sworn officers are mandated by the state to attend several trainings on a regularly scheduled basis—many civil judgments across county (deliberate indifference), constitutional violations.

Investigations: Crime Scene Processing - On scene collection of evidence; secured filing of evidence in police department; submission of evidence to BCA and courts. May include the writing of search warrants, getting judicial approval of warrant and then execution of said warrant (may include SWAT).

Investigations: Public Safety Promo/Community Interaction - Officer Friendly, Bike Rodeos, Citizens Academy, Shop With A Cop, "lemonade stand," focused Rosedale surveillance, and participation in many community events. Assist with crime alerts to notify community of criminal activity. Investigation of all major cases that continues until the case is closed. Under contract, the school district pays 2/3 salary of a detective to act as school liaison officer at RAHS during the school year.

Investigations: Response to Public Requests - To function efficiently the police department needs to see active and continual collaboration with the public, the State, County, other city departments, other law enforcement agencies, the courts, local businesses, the schools, vendors, and unions. Investigation of all major cases (incidents) by the department's detectives that occur in the City of Roseville; investigation continues until case is cleared.

Investigations: Criminal Prosecutions - Present and forward cases to City/County Attorney, Probation, Child Protection, and other law enforcement/public safety agencies.

Investigations: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Reviewing cases to determine which cases require follow-up or review by detectives based on solvability and case load. Coordination and supervision of major investigations and crime scenes.

Community Services: Community Services – Salary of two part-time temporary CSO's and annual community service officer budget that includes the cost of the City's contract with Brighton Vet Clinic—takes in strays and attempts to find owner, also disposes of dead animals.

Emergency Management: Emergency Management - City-wide emergency siren maintenance, cost of training for designated emergency manager, and cost to support the Department's volunteer reserve officer program.

Lake Patrol – Lake Patrol - Ramsey County Sheriff's Office to patrol Lake Owasso (water issues only).

Fire

Admin: Fire Administration and Planning - Administrative staff time related to department operations, planning, payroll processing, budgets, meeting, state, local, and federal requirements.

Admin: Emergency Management - Fire Department staff time for planning and operations related to City wide emergency management.

Admin: Organizational Management - Fire Department staff time related to daily department operations.

Prevention: Fire Administration and Planning - Full-time administrative and prevention personnel time for daily operations, personnel management, and planning.

Prevention: Fire Prevention - Prevention staff to perform prevention, plan review, inspections, fire investigations.

Fire Fighting/EMS: Fire Administration and Planning - Full-time administrative and operational personnel time for daily operations, personnel management, and planning.

Fire Fighting/EMS: Fire Suppression/Operations - On-duty staffing available to provide fire related response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighting/EMS: Emergency Medical - On-duty staffing available to provide EMS response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighter Training: Training - Firefighting, EMS, HAZ MAT, OSHA, leadership, rescue, vehicle operations, vehicle driving, equipment operations, report writing, new hire training, all areas of department training.

Public Works

Admin: Project Delivery – Planning, designing, organizing & managing engineering resources to ensure successful completion 2.5-4.0 million of projects. Construction staking, administration, and inspection of the construction process.

Admin: Street Lighting – Maintain 1300+ street lights & traffic signals, electrical costs for lighting. Manage contract maintenance.

Admin: Permitting – Issue ROW & erosion permits, review plans, inspection, coordinate with applicants. Take corrective action, as needed. Planning & building permit review.

Admin: General Engineering/Customer Service – Assist customers (phone, walk-up, online) with inquiries regarding public utilities, property lines, past & future projects, city services. Design, maintain, and update the City's organized collection of maps using computer hardware, software, geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information

Admin: Storm Water Management – Customer service, engineering, review, and management/coordination of stormwater issues and outside agencies involved in Storm Water Management.

Admin: Organizational Management – Supervise PW Staff, develop and manage the budget. General oversight & planning of the department. Prepare for, participate in, and follow up to Council & Commission meetings.

Streets: Pavement Maintenance – Preventative maintenance & repair of all City pavement to achieve an average condition rating of 75-80. Crackseal and sealcoat on a regular schedule to ensure safe & adequate transportation and to extend life of the pavement in the most cost effective manner.

Streets: Winter Road Maintenance – Keeping roads and streets accessible through the winter is a priority for the City. Full plow after 2 or more inches, ice control as needed to keep roads safe.

Streets: Traffic Management & Control – Design, fabrication, installation and maintenance of City traffic control signs for City streets and parking lots. Street & parking lot striping, including crosswalks, arrows, lane markings, school & parking lots to ensure compliance.

Streets: Streetscape and ROW Maintenance – Regular tree-trimming program to ensure visibility and clearance for safety. Mowing, watering, weeding, picking trash, tree maintenance in all streetscape areas. Mowing & weeding ROW areas.

Streets: Pathways & Parking Lots – Maintain pathways & parking lots to ensure safety to all users and achieve an average pavement condition of 75-80. Sustain an aesthetically pleasing appearance through repairs & various types of sealants. Repair quickly to avoid higher costs or injury.

Streets: Organizational Management –
Supervise/oversee street staff, street purchases, manage budget, departmental planning of street division to maintain services.

Street Lighting: Street Lighting – Maintain /replace as needed.

Bldg Maintenance: Custodial services – Provide cleaning of City buildings & contract maintenance to medium level, order supplies, resolve issues to ensure buildings are kept clean and acceptable.

Bldg Maintenance: General Maintenance – Oversee two-person contract custodial staff, HVAC management & monitoring, maintenance, manage summer seasonals.

Bldg Maintenance: Organizational Management – Supervision, budgetary control, planning, leading, and organizing.

Central Garage: Vehicle Repair - Maintenance & repair of City fleet to maintain safe, working condition minimize downtime, and regular scheduled maintenance and repairs.

Central Garage: Organizational Management - Budgetary control, supervision, and organizing workplan for fleet maintenance division.

Sanitary Sewer: Infrastructure Maintenance & Repair - Preventative maintenance & repair of 145 miles sanitary sewer lines and 3,116 sewer manholes. Operate, monitor, maintain & repair lift stations to meet operational standards and necessary reliability.

Sanitary Sewer: Customer Response - Respond to customer inquiries and provide assistance for approximately 10,500 sewer customers. Issues, such as sewer backups are investigated and repaired/resolved 24/7.

Sanitary Sewer: Capital Improvement - Maintain/replace as needed.

Sanitary Sewer: Organizational Management - Supervise/oversee utility staff, organize training, sewer purchases, manage budget, departmental planning of sewer utility to maintain services.

Water: Infrastructure Maintenance & Repair – Preventative maintenance & repair of the water utility infrastructure, including 160 miles of watermains and 1,711 fire hydrants. Monitor, maintain & repair pump station and water tower.

Water: System Monitoring & Regulation - Monitor the water infrastructure and operations for continuous supply, and respond as necessary to ensure continuous service. Test sample as required by regulatory agencies.

Water: Customer Response - Respond to daily customer calls and inquiries, investigate and repair, and educate the customer.

Water: Metering - Reading of approximately of 3,000 water meters per month, plus re-reads and transfer reads. Repair, replace, and inspect water meters as necessary. Maintain all City meters and curb stops (approximately 10,300 each).

Water: Capital Improvement - Rehabilitate or replace water utility infrastructure as needed.

Water: Organizational Management - Supervise/oversee water utility staff, organize training, water purchases, budgetary control, planning, leading, and organizing.

Stormwater: Infrastructure Maintenance & Repair - Preventative maintenance and repair of 135 miles storm sewer mainline. Maintain, inspect and repair 3,500 catch basins and storm water lift stations.

Stormwater: Street Sweeping - Bi-Annual sweeping of city streets and as needed sweeping of streets to keep neighborhoods clean and livable and to protect our ponds, lakes, and wetlands.

Stormwater: Leaf Collection - Annual leaf collection program to remove leaves, clean streets to help keep leaves out of storm sewers and ponds. Maintain the compost site to minimize odors and efficiently compost material, deliver compost and wood chips.

Stormwater: Organizational Management - Supervise/oversee storm utility staff, training, storm purchases; manage budget, departmental planning of storm utility to maintain services.

Parks & Recreation

Admin: Personnel Management – Personnel Management includes direct staffing costs to process and track bi-weekly payroll for 25 FTE employees and over 300 part-time seasonal staff. Personnel Management is responsible for the training and development of 25 FTE employees. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility, supervising to assure quality experiences and services and policy and procedure adherence and evaluating to manage professional and community expectations.

Admin: Financial Management – preparing, executing and monitoring all aspects of the department budgets including revenues and expenses whereby more than 50% is generated through non-tax dollar revenue. Include: planning and coordinating outside funding, administer financial matters on a continual bases. Financial Management involves intensive monitoring of 68 program budgets, 11 facility budgets and 8 event budgets. Financial Management includes the costs to supervise both expense and revenue budgets, to develop annual budgets and to report budget outcomes. Financial Management also includes staffing costs to process, track and report daily cash receipts and credit transactions.

Admin: Planning & Development – Includes: reporting for information and decision making, research, policy development and execution, short term and long term planning, best practice/accreditation maintenance, and special and routine projects and committees. Develop goals and activities, conduct program research and development, legal and legislative work, analyze and plan for program and facility needs, prepare for capital improvements, etc. Planning and Development expenses are connected to department wide and community based policy relations, research and reporting and project management.

Often times these projects are at the request of Council, Commission or Administration or involve improved department operations.

Admin: Community Services – includes department customer service, make presentations to local groups, participate with and support more than 20 affiliated groups, resident communications of offerings, special event support and guidance, incorporating technology into operations including website updates and timely e-mail responses. Community Services covers a range of community wide benefits from staff involvement with community organizations and agencies to providing excellent customer service, to offering a wide range of community events to producing communication materials that promote recreational opportunities and facilities and educate and inform the community to serving the community using current technology based tools for registration and communication.

Admin: Citywide Support – Includes projects, tasks, time spent not directly related to parks and recreation, i.e. department head meetings, city council meetings, community presentations, commission support, attending meetings and serving on city committees, coordinating with other city departments, etc. City-Wide Support includes personnel costs for staff involved in inter-department meetings and projects and community programs and events that involve multi city operations.

Skating Center: OVAL – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The OVAL portion reflects the cost of building maintenance, ice and equipment maintenance, personnel management and building and grounds maintenance. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the OVAL for the winter ice season and summer skate park.

Skating Center: Arena – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Indoor Arena portion reflects the cost of building maintenance, ice and equipment maintenance and personnel management. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the year round operation of the Arena.

Skating Center: Banquet Area – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Banquet Area portion reflects the cost of personnel management, program/event management and financial management. The amount reflected in the Banquet portion includes the cost of equipment and building maintenance for the estimated 50,000 users of the banquet facility at the Skating Center. Also included in this budget are the costs of personnel, equipment and supplies and overall facility management to host weddings, class reunions and hundreds of community group meetings and events.

Skating Center: Department wide Support – The amount in this portion of the Skating Center budget reflects the time spent by Skating Center staff working in other areas of the Parks and Recreation Department, i.e. parks and grounds, golf course, recreation, etc.

Programs: Program Management - Recreation Program Management involves all direct costs necessary to provide Roseville with 1850 recreation programs, events and opportunities annually. Program Management services all sectors of the community from the very young to older adults; provides opportunities in the arts, athletics, enrichment, wellness and leisure; and involves individuals, families and groups. Recreation Program Management includes all development, implementation and evaluation responsibilities including planning, communications and promotions, supervision and post program evaluations and reporting.

Programs: Personnel Management - Personnel Management is responsible for the training and development of part-time seasonal staff. Over 300 part-time seasonal employees deliver front line recreation services as activity leaders, customer service representatives and facility managers. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility and supervising to assure quality experiences and recreation services.

Programs: Facility Management - Includes the costs to facilitate current community programming at the following facilities: Brimhall and Central Park Community Gymnasiums, Gymnastic Center, Fairview Community Center, Harriet Alexander Nature Center, ballfields, picnic shelters and the Muriel Sahlin Arboretum. Facility Management provides oversight and direct management for eleven community resources. Facility Management includes direct costs for: scheduling usage, part-time seasonal staffing to supervise facility use, provides needed resources to maintain clean, safe and desirable community facilities.

Programs: Volunteer Management - The cost to recruit, train, supervise, communicate and recognize the current level of volunteers. Volunteer Management is responsible for recruitment, training and development of parks and recreation volunteer team. Over 3,000 volunteer experiences annually account for 30,000 hours of community service as sport coaches, park maintenance, facility support, event support, activity leaders, advisors and advocates. Volunteer Management encompasses all aspects of the volunteer experience from promotion and communication to recruitment and training to supervision and support to recognition and appreciation.

Programs: Organizational Management - Includes a compilation of program liability insurance and credit card/on-line fees, direct costs for providing credit card use, online services and insurance coverage for recreation programs, facilities, events and services.

Maintenance: Grounds Maintenance - Grounds maintenance activities include all maintenance and management of activities performed on all City parkland areas, i.e. mowing/trimming, landscape repair/maintenance and construction, pathways maintenance, etc.. This does not include athletic field areas, Muriel Sahlin Arboretum, Harriet Alexander Nature Center, Cedarholm GC and the Roseville Skating Center.

Maintenance: Facility Maintenance - Facility and Equipment Maintenance includes all maintenance and management of activities performed on all City park facilities, i.e. play equipment, athletic fields, hard surface courts, Muriel Sahlin Arboretum, HANC, park shelters, park ice rinks, wading pool, etc. This does not include the Roseville Skating Center and Cedarholm Golf Course.

Maintenance: Natural Resources Maintenance - Natural Resources activities include implementation and management of the City Diseased and Hazard Tree program and all natural resource implementation and management activities.

Maintenance: Department wide support Maintenance - Department-wide support is maintenance for recreation and includes all direct activities and management of those activities to support 1850 Roseville Parks and Recreation Programs and activities and numerous affiliated group efforts.

Maintenance: City wide Support - City-Wide Support includes all activities and management for city-wide events the Parks and Recreation Department Planning and Maintenance Division supports such as National Night Out, Election Support, Roseville Home and Garden Fair, etc. This also includes support for various City committees such as The Development Review Committee, Safety Committee, etc.

Golf: Clubhouse Operations – Cedarholm Golf Course has the following three main areas: 1) Clubhouse, 2) Grounds, and 3) Department wide support. The Clubhouse portion includes the cost of managing staff (hiring, training, scheduling, and payroll), ordering supplies, coordinating tournaments and rentals, managing leagues, overall customer service, conducting special events and executing of all communications/promotions.

Golf: Grounds Maintenance – Cedarholm Golf Course has the following three main areas: 1) Clubhouse, 2) Grounds, and 3) Department wide support. The grounds maintenance portion includes all aspects of building maintenance, turf maintenance, equipment maintenance, landscaping, horticulture and course repairs and enhancement.

Golf: Department Wide Support – Cedarholm Golf Course has the following three main areas: 1) Clubhouse and 2) Grounds and 3) Department wide support. Department wide support is a portion that reflects the time spent by Golf Course staff working in other areas of the department, i.e. Skating Center snow removal and ice maintenance work, department communications and promotions, turf management and special projects.

Community Development

Planning: Current – Receive and review all land use applications (Plats, conditional uses, variances, etc), and guides the application through the approval process.

Planning: Long Range – Conducts studies and projects as required by state law (Comprehensive Plan and Zoning code updates) as well as special studies and projects as needed (i.e. lot split study, rental licensing study).

Zoning Code Enforcement – Investigation of violations of the City zoning code regarding land use, setbacks, sign codes and enforcing the correction of said violations.

Organizational Management – Oversee the implementation of all department functions

Economic Development – Works on the creation and the administration of TIF Districts. Conduct business retention and recruitment activities. Apply for economic development grant and loan funds to be used for projects.

Building Codes / Permits – Review plans for all residential and commercial improvements in City, issue the required permits and conduct inspections of improvements to ensure compliance with state and local codes.

Nuisance Code Enforcement – Investigation of all nuisance complaints (junk, property maintenance, tall grass) and enforcing the correction of said violations. Also conduct the Neighborhood Enhancement Program.

GIS – Create and maintain electronic property data base for City staff and public use. Create mailing list for public hearing notices. Maintain online mapping system and city website. Serve as Department Coordinator for electronic archiving of files.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 9/13/10
Item No.: 12.h

Department Approval — City Manager Approval

Item Description: Adopt the 2011 Preliminary HRA Tax Levy

BACKGROUND

State Statute requires all municipalities that have levy authority over other governmental agencies to adopt a preliminary tax levy for that agency by September 15th for the upcoming fiscal year. The Roseville HRA, while a separate legal entity, does not have direct levy authority. The City Council must adopt a levy using its authority along with a designation that the funds go to the HRA. The Final 2011 HRA levy is scheduled to be adopted in December. <u>Once the preliminary levy is adopted it can be lowered, but not increased.</u>

On August 31, 2009, the HRA formally adopted a resolution calling for a 2011 Recommended Tax Levy in the amount of $353,500, the same levy as 2010. A copy of the resolution is attached.

A Representative of the HRA will be in attendance to speak to the request.

The following table summarizes the estimated tax impact on **residential** homes, based on the HRA's recommended 2011 tax levy, estimates provided by Ramsey County, and <u>assuming no change in property valuation</u>.

Value of Home	2010 Actual	2011 Estimated	$ Increase (decrease)	% Increase (decrease)
$ 175,000	$ 14	$ 14	$ -	0 %
200,000	16	16	-	0 %
235,000	18	18	-	0 %
275,000	21	21	-	0 %
300,000	23	23	-	0 %

The amounts shown above are <u>independent</u> of the impact that results from the City's tax levy.

POLICY OBJECTIVE

Adopting a final HRA tax levy is required under Mn State Statutes in order to make it effective the following year.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Staff Recommends the Council adopt or modify the attached resolution setting the 2011 Preliminary HRA Tax Levy.

REQUESTED COUNCIL ACTION

Motion to adopt or modify the attached resolution establishing the 2011 Preliminary HRA Tax Levy.

Prepared by: Chris Miller, Finance Director

Attachments:
A: Resolution to adopt the 2011 Preliminary HRA Tax Levy
B: Resolution adopted by the HRA requesting a 2011 Tax Levy

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 13th day of September, 2010, at 6:00 p.m.

The following members were present

and the following were absent:

Member ___________introduced the following resolution and moved its adoption:

RESOLUTION NO _____

A RESOLUTION SUBMITTING THE HOUSING AND REDEVELOPMENT AUTHORITY, IN AND FOR THE CITY OF ROSEVILLE, SPECIAL PROPERTY TAX LEVY ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2011

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

The request of the Housing and Redevelopment Authority, in and for the City of Roseville, for a special levy per Minnesota Statues Section 469.033, is hereby authorized in the amount of $353,500 to be collected in 2011 for the purposes of Minnesota Statutes Section 469.001 to 469.047.

The motion for the adoption of the forgoing resolution was duly seconded by Council Member ___________________ and upon vote being taken thereon, the following voted in favor:

and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 13th of September, 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 13th day of September, 2010.

____
William J. Malinen
City Manager

Seal

EXTRACT OF MINUTES OF MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE

Pursuant to due call and notice thereof, a regular meeting of the Housing and Redevelopment Authority in and for the City of Roseville, County of Ramsey, Minnesota, was duly called and held at the City Hall on Tuesday, the 20th day of July, 2010, at 6:00 p.m.

The following members were present: Dean Maschka; Bill Masche; Vicki Lee; Susan Elkins; Tammy Pust; and Kelly Quam

and the following were absent: Bill Majerus

Commissioner Masche introduced the following resolution and moved its adoption

Resolution No. 38

A Resolution Adopting A Tax Levy in 2010 Collectible in 2011

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota (the "Authority"), as follows:

Section 1. Recitals.

1.01. The Authority is authorized by Minnesota Statutes Section 469.033 to adopt a levy on all taxable property within its area of operation, which is the City of Roseville, Minnesota (the "City").

1.02. The Authority is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Section 469.001 to 469.047 (the "General Levy").

Section 2. Findings

2.01. The Authority hereby finds that it is necessary and in the best interest of the City and the Authority to adopt the General Levy to provide funds necessary to accomplish the goals of the Authority and in furtherance of its Housing Plan.

Section 3. Adoption of General Levy.

3.01. The following sums of money are hereby levied for the current year, collectible in 2010, upon the taxable property of the City for the purposes of the General Levy described in Section 1.02 above:

Amount: $353,500

Section 4. Report to City and Filing of Levies.

4.01. The executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the City Council for its consent to the levies.

4.02. After the City Council has consented by resolution to the levies, the executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the county auditor of Ramsey County, Minnesota.

Adopted by the Board of the Authority this 20th day of July, 2010.

Certificate

I, the undersigned, being duly appointed and acting Executive Director of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the Board of Commissioners of said Authority at a duly called and regularly held meeting thereof on July 20, 2010.

I further certify that Commissioner Masche introduced said resolution and moved its adoption, which motion was duly seconded by Commissioner Elkins, and that upon roll call vote being taken thereon, the following Commissioners voted in favor thereof: Dean Mashcka, Bill Masche;Vicki Lee; Susan Elkins; Tammy Pust; and Kelly Quam

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Witness my hand as the Executive Director of the Authority this 20th day of July, 2010.

Executive Director
Housing and Redevelopment
Authority in and for the City
of Roseville, Minnesota

EXTRACT OF MINUTES OF MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE

Pursuant to due call and notice thereof, a regular meeting of the Housing and Redevelopment Authority in and for the City of Roseville, County of Ramsey, Minnesota, was duly called and held at the City Hall on Tuesday, the 20th day of July, 2010, at 6:00 p.m.

The following members were present: Dean Maschka; Bill Masche; Vicki Lee; Susan Elkins; Tammy Pust; and Kelly Quam

and the following were absent: Bill Majerus

Commissioner Masche introduced the following resolution and moved its adoption

Resolution No. 38

A Resolution Adopting A Tax Levy in 2010 Collectible in 2011

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota (the "Authority"), as follows:

Section 1. Recitals.

1.01. The Authority is authorized by Minnesota Statutes Section 469.033 to adopt a levy on all taxable property within its area of operation, which is the City of Roseville, Minnesota (the "City").

1.02. The Authority is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Section 469.001 to 469.047 (the "General Levy").

Section 2. Findings

2.01. The Authority hereby finds that it is necessary and in the best interest of the City and the Authority to adopt the General Levy to provide funds necessary to accomplish the goals of the Authority and in furtherance of its Housing Plan.

Section 3. Adoption of General Levy.

3.01. The following sums of money are hereby levied for the current year, collectible in 2010, upon the taxable property of the City for the purposes of the General Levy described in Section 1.02 above:

Amount: $353,500

Section 4. Report to City and Filing of Levies.

4.01. The executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the City Council for its consent to the levies.

4.02. After the City Council has consented by resolution to the levies, the executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the county auditor of Ramsey County, Minnesota.

Adopted by the Board of the Authority this 20th day of July, 2010.

Certificate

I, the undersigned, being duly appointed and acting Executive Director of the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the Board of Commissioners of said Authority at a duly called and regularly held meeting thereof on July 20, 2010.

I further certify that Commissioner Masche introduced said resolution and moved its adoption, which motion was duly seconded by Commissioner Elkins, and that upon roll call vote being taken thereon, the following Commissioners voted in favor thereof: Dean Mashcka, Bill Masche;Vicki Lee; Susan Elkins; Tammy Pust; and Kelly Quam

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Witness my hand as the Executive Director of the Authority this 20th day of July, 2010.

Executive Director
Housing and Redevelopment
Authority in and for the City
of Roseville, Minnesota