

Mayor: Dan Roe Councilmembers: Jason Etten Wayne Groff Robin Schroeder Julie Strahan	 City Council Agenda Monday, March 20, 2023 6:00 p.m. Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at: www.cityofroseville.com/attendmeeting	Address: 2660 Civic Center Dr. Roseville, MN 55113 Phone: 651-792-7000 Website: www.cityofroseville.com
--	---	--

1. 6:00 P.M. Roll Call
Voting & Seating Order: Etten, Schroeder, Groff, Strahan, and Roe
2. 6:01 P.M. Pledge of Allegiance
3. 6:02 P.M. Approve Agenda
4. 6:03 P.M. Public Comment
5. 6:10 P.M. Recognitions and Donations
 - 5.A. Arbor Day Proclamation
Documents:
[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 5.B. Fair Housing Month Proclamation
Documents:
[PROCLAMATION.PDF](#)
 - 5.C. Days of Remembrance Proclamation
Documents:
[PROCLAMATION.PDF](#)
6. 6:20 P.M. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:25 P.M. Receive update on the American Rescue Plan Act (ARPA) spending plan

Documents:

[REQUEST FOR COUNCIL ACTION.PDF](#)

- 7.B. 6:45 P.M. Consider Awarding American Rescue Plan Act (ARPA) funds as grants to Non-Profits serving the community

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 7.C. 7:05 P.M. Fire Department Presentation & Update

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 7.D. 7:25 P.M. Consider Ordinances amending Titles 8 and 10 of the City Code regarding shoreland, wetland, stormwater, and sustainability regulations

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 7.E. 7:45 P.M. Consider Agreement with Burro Loco LLC as the Kitchen/Grill Vendor for the Cedarholm Community Building

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

8. 8:05 P.M. Council Direction on Councilmember Initiated Agenda Items

- 8.A. Provide direction on a Proposed Future Agenda Item to initiate a review of commission scopes, duties, and functions -Etten

Documents:

[REQUEST FOR COUNCIL ACTION.PDF](#)

- 8.B. Provide direction on a Proposed Future Agenda Item to consider Council engagement with the community via various means-Strahan

Documents:

[REQUEST FOR COUNCIL ACTION.PDF](#)

9. 8:15 P.M. Approval of City Council Minutes
Approve City Council Minutes from February 27, 2023

Approve City Council Minutes from March 7, 2023

Approve City Council Minutes from March 8, 2023

10. 8:20 P.M. Approve Consent Agenda

10.A. Approve Payments

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)

10.B. Approve 1 Gasoline Station License for JE Roseville Gas 2021, LLC dba Holiday

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF](#)

10.C. Approve General Purchases and Sale of Surplus Items in Excess of \$10,000

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

10.D. Approve Long Lake Lift Station Temporary Easement Agreement

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

10.E. Approve Consumption and Display Permits for Hidden Puzzle Rooms, LLC dba Hidden MN, Nazareth Council Inc. dba Knights of Columbus #4021, and Blume Brauhaus, LLC dba Bent Brewstillery

Documents:

[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)

11. 8:25 P.M. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager

12. 8:30 P.M. Adjourn

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023

Item No.: 5.a

Department Approval



City Manager Approval



Item Description: Arbor Day Proclamation

BACKGROUND

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

POLICY OBJECTIVE

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

BUDGET IMPLICATIONS

None

RACIAL EQUITY IMPACT SUMMARY

Research shows that nationwide many neighborhoods of color have significantly less tree cover than more white neighborhoods. Met Council data shows that these trends occur on a regional level as well.

Roseville's ongoing commitment to its urban forest, including the Accelerated Emerald Ash Borer program and volunteer tree planting events reflects the city's commitment to ensuring that all residents, regardless of race or economic means, experience the benefits of a robust urban forest including climate resilience, health benefits, emotional benefits and more.

STAFF RECOMMENDATION

Staff recommends that April 28, 2023 be named Roseville Arbor Day.

REQUESTED COUNCIL ACTION

Motion adopting the proclamation

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments: A: Arbor Day Proclamation



Arbor Day

April 28, 2023

Whereas: Roseville's trees have been a significant element of our community because of their beauty and importance to our environment; and

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

Whereas: Activities such as construction damage and pollution as well as drought and disease have damaged and destroyed many trees which are therefore in need of replacement; and

Whereas: The City of Roseville seeks to positively impact our environment by planting trees and insuring that these trees are nurtured and protected; and

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

Whereas: Trees, wherever they are planted, are a source of joy and spiritual Renewal; and

Whereas: Trees assist with drainage and flood mitigation and reduce city costs for sewer and water treatment; and

Whereas: Everyone is encouraged to care for our trees and plant as many trees as possible.

Now, Therefore Be It Resolved that the City Council hereby declare April 28, 2023 as Arbor Day 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 twentieth day of March 2023.

Mayor Daniel J. Roe



Fair Housing Month April 2023

Whereas: The month of April marks the anniversary of the passage of the Federal Fair Housing Law of 1968, recognizing that no American should have their right to purchase or rent shelter of choice abridged because of race, color, religion, sex, handicap, familial status or national origin, sexual orientation or gender identity; and

Whereas: Equality of opportunity for all is a fundamental policy of this nation and the City of Roseville; and

Whereas: The location where people live has a direct impact on the quality of their health, education and access to economic opportunities; and

Whereas: Historical racial discriminatory housing practices have created racial and economic segregation in communities that have created disparate outcomes in overall quality of life, including access to homeownership, quality education, healthcare, and transportation as a few examples; and

Whereas: Economic stability, community health, and human relations in all communities are improved by diversity and integration; and

Whereas: The City of Roseville is committed to promoting housing choices and fostering inclusive communities, free from housing discrimination; and

Whereas: The City Council establishes the City of Roseville as an inclusive community committed to fair housing by applying this to its housing programs and services; and promotes appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of Roseville;

Now, Therefore Be It Resolved, that the City Council hereby declare April, 2023 to be Fair Housing 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 20th day of March, 2023.

Mayor Daniel J. Roe



Days of Remembrance April 2023

Whereas: The Holocaust was the state-sponsored, systemic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945; and

Whereas: An estimated six million Jews along with millions of Romani, disabled, LGBTQ+, and political dissidents among other marginalized groups suffered grievously and were murdered under Nazi tyranny; and

Whereas: The history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies and governments; and

Whereas: The Days of Remembrance have been set aside as a time for all to remember the victims of the Holocaust as well as to reflect on the need for respect of all people to strive to overcome intolerance and indifference through learning and remembrance; and

Whereas: The people of the City of Roseville remember the terrible events of the Holocaust and especially the deaths of more than a million children who were victims and remain vigilant against hatred, persecution and tyranny; and

Whereas: The people of Roseville are dedicated to the principles of individual freedom in a just society; and

Whereas: The Roseville community honors the memory of the victims, survivors, rescuers and liberators of the Holocaust.

Now, Therefore Be It Resolved, the City Council hereby proclaims the week of April 16 to April 23, 2023 as Days of Remembrance 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 20th day of March, 2023.

Mayor Daniel J. Roe

REQUEST FOR COUNCIL ACTION

Date: March 20, 2023

Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Receive update on the American Rescue Plan Act (ARPA) spending plan.

BACKGROUND

Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country. The US Treasury provided guidelines for each city to follow while thinking about ways to use the funds. The City was awarded \$3,984,102.54 in ARPA funds.

The City Council approved use of the flat standard revenue loss option as allowed under the final rules for use of the ARPA funds on January 24, 2022 along with the proposed spending plan. The ARPA funds are available for appropriation through December 31, 2024.

The Final Rule issued by the U.S. Department of the Treasury has the general categories of eligible use of these ARPA funds as follows:

1. Replacement of lost public sector revenues
2. Responding to the Public Health Emergency/Negative Economic Impacts
3. Infrastructure investments – water, sewer and broadband projects
4. Premium Pay for essential workers.

The following chart shows the spending plan and expenditures that have occurred in 2021 and 2022. It also shows amounts that have been dedicated in 2023 and 2024 thus far. The full amount of ARPA funds have not been allocated at this time so the City can remain flexible to handle anything major that may arise in the next year and to provide flexibility in the 2024 budget. The spending plan outlines the use of the dollars in the categories outlined in the ARPA funding rules and it is the intent to utilize these funds strategically for one-time costs.

Total ARPA Allocation \$3,984,102.54

Spending Plan for the dollars taken under the Standard Revenue Loss Allowance

	2021	thru 12/2022	2023	2024	Totals
Responding to Public Health Emergency					
COVID Testing Equip, Supplies & Staffing	\$ 30,023	\$ 36,212			\$ 66,235
PD Embedded Social Worker		\$ 26,012	\$ 203,988	\$ 125,000	\$ 355,000
Radios and computers for social workers		\$ 11,203			\$ 11,203
Police & Fire RMS systems		\$ 211,174			\$ 211,174
Access information - agenda mgmt software		\$ -	\$ 6,200		\$ 6,200
Redesign website/accessability audit		\$ -	\$ 17,000		\$ 17,000
Sprout social media accounts		\$ -	\$ 8,000		\$ 8,000
Outfit conference rooms to do virtual meetings		\$ -	\$ 20,000		\$ 20,000
Roll Call Room update technology		\$ 29,566			\$ 29,566
Laptop replacement for city employees		\$ 138,202			\$ 138,202
FD Advanced Life Support Start-up Supplies/Equip.		\$ 211,147			\$ 211,147
HR Onboarding Software		\$ 8,119			\$ 8,119
Social Pinpoint Software		\$ -	\$ 10,000		\$ 10,000
PD Communications Equipment		\$ 6,812			\$ 6,812
Solar Panel for PD overt trailer camera		\$ 5,144			\$ 5,144
AED replacements		\$ -	\$ 20,000		\$ 20,000
PD Wellness Program			\$ 30,000		\$ 30,000
PD Hsg Navigator		\$ 37,150	\$ 39,100		\$ 76,250
PD 2nd SRO-net cost			\$ 40,000		\$ 40,000
Metro-INET increased JPA costs			\$ 100,000		\$ 100,000
Disposable Masks - City Building mandate		\$ 250			\$ 250
Non-Profit Support		\$ -	\$ 50,000		\$ 50,000
					\$ 1,420,300
	2021	2022	2023	2024	Totals
Responding to Negative Economic Impact					
EDA Choose Roseville Campaign	\$ 42,953	\$ 92,819			\$ 135,772
RVA Support - Way Finding Signs		\$ -	\$ 200,000		\$ 200,000
Small Business Grant program			\$ 15,000	\$ 15,000	\$ 30,000
Affordable Housing - Land trust		\$ -	\$ 160,000	\$ 80,000	\$ 240,000
					\$ 605,772
	2021	2022	2023	2024	Totals
Premium Pay for Essential Workers					
FF premium Pay	\$ 47,682				\$ 47,682
PD premium Pay	\$ 85,218				\$ 85,218
					\$ 132,900
	2021	2022	2023	2024	Totals
Water, sewer, and broadband infrastructure					
Water 2023 projects		\$ -	\$ 500,000		\$ 500,000
					\$ 500,000
	2021	2022	2023	2024	Totals
Revenue Replacement					
License Center Revenue Loss Recovery	\$688,000				\$ 688,000
					\$ 688,000
	\$893,876	\$ 813,808	\$1,404,288	\$ 205,000	\$ 3,346,972
		Allocation	Proposed	Remaining	
		\$ 3,984,102.54	\$ 3,346,972	\$ 637,130.79	

27 **POLICY OBJECTIVE**
28 To provide an update on the status of the American Rescue Plan Act funding and expenditures.

29 **BUDGET IMPLICATIONS**
30 As outlined above.

31 **RACIAL EQUITY IMPACT SUMMARY**
32 The American Rescue Plan Act of 2021 created funding to deliver \$350 billion of aid to states,
33 municipalities, counties and Tribal governments. Among the key objectives of the funding was to support
34 an equitable recovery for households and businesses and address systemic public health and economic
35 challenges that have contributed to the unequal impact of the pandemic on certain populations.

36
37 Equity impacts were considered during the development of the City's ARPA budgeting process. Money
38 has been designated to support small local businesses and targeted towards BIPOC-owned businesses. In
39 addition, funds went for affordable housing through the EDA home ownership land trust program. Other
40 projects that will impact equity and engagement efforts for all residents include the embedded social
41 worker and Housing Navigator in the Police Department, and the website redesign for accessibility.

42 **STAFF RECOMMENDATION**
43 Receive update on American Rescue Plan Act funding and allocations.

44 **REQUESTED COUNCIL ACTION**
45 For information only, no Council action necessary.

46
Prepared by: Michelle Pietrick, Finance Director

Attachments: A: NA

47

REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 7.b

Department Approval

City Manager Approval



Item Description: Consider Awarding American Rescue Plan Act (ARPA) funds as grants to Non-Profits serving the community

BACKGROUND

Last year, the City Council agreed to create a grant program using American Rescue Plan Act (ARPA) funds to financially support non-profits impacted by the COVID pandemic. The grant program initially allocated \$50,000 of ARPA funds and allows for grants of up to \$10,000 to be awarded eligible non-profits.

To be eligible, the non-profits must meet the minimum requirements:

- 1) The organization must be a registered non-profit in the state of Minnesota and a 501(c)(3) Charitable Organization as defined by the Internal Revenue Service and in good standing with charity review organizations.
- 2) The organization must have an annual budget that is \$10 million or less
- 3) The organization must provide direct services to Roseville community members. As part of the application submittal, the organization will be required to provide information on the amount and type of services provided to community members.
- 4) The organization provides a community-based service, event, or program that benefits the greater good of the community and not just the members of that organization
- 5) The organization, program, project, or event does not advocate a political or religious affiliation or belief
- 6) The organization provides direct services, education, or advocacy to residents of Roseville in response to the pandemic OR the organization experienced negative financial impacts from the pandemic that can be demonstrated with documentation detailing the negative financial impact
- 7) Organizations that are affiliated with and provide funds directly to the City shall not be eligible to receive funds under this program

Eligible uses of City ARPA funds by non-profits include funding to provide programs and direct service to community members impacted by the pandemic. Other eligible uses of the funds include payroll and benefit costs, utilities, rent/mortgage payments, insurance, and other operating costs that directly support services to community members.

Staff sent out information to 9 non-profits that are based in Roseville and/or serve the Roseville community. The non-profits contacted included; Bhutanese Community Organization of Minnesota, Every Meal, Kids in Need, Bridging, NewTrax, Northeast Youth and Family Services, Karen Organization of Minnesota, Honor Flights Twin Cities, and Keystone.

Applications were received from six non-profits; Bhutanese Community Organization of Minnesota, Bridging, Keystone, Karen Organization of Minnesota, and Northeast Youth and Family Services and Kids in Need.

Staff has received all information required for the applications including budget documents and IRS 990 forms and have them on file. Information for each request is summarized below and each non-profit's application is included in the attachments.

Bhutanese Community Organization of Minnesota (BCOM) Request: \$10,000

Organization's service to the Roseville community

In the U.S. there are now more than 90,000 Bhutanese with around 2500 in Minnesota. Most Bhutanese live in St. Paul, Roseville and Minneapolis. About 40% of the Bhutanese community people live in Roseville therefore about the same percentage of budget BCOM spends for providing the services to them.

Impact of COVID on organization

COVID has increased the need for support within the Bhutanese community and at the same time restricted the ability of BCOM to provide this direct support. Several of BCOM's ongoing programs are group activities and are not possible to safely conduct during COVID. These include English as a Second Language (ESL) classes, Citizen Classes, Woman Health Education group meetings, etc. Individual appointments are possible and are being conducted with hygiene, social distancing and mask wearing protocols in place. These are now by appointment only and no walk-ins are permitted to control congestion of clients. Prior to COVID, 90% of individual direct services were delivered to walk-ins as this system matches Bhutanese cultural norms. These necessary adjustments have caused approximately 60% fewer clients served even though the community's needs are now greater. The Bhutanese community has many members who do not speak or read English, have low or no computer literacy or the financial resources to procure in-home internet and technology. This makes transitioning services to a remote provision model all but impossible and highlights how this BIPOC community is experiencing the impact of COVID disproportionately to communities with more economic, linguistic and educational privilege.

As a very small organization, the BCOM has realized that it is very difficult to secure enough funding to develop programs and services to meet the needs of the community members. With this realization, since it's founding BCOM has placed a strong emphasis on partnering with other agencies to learn, deliver and leverage services for Bhutanese community members. Each of BCOM's core programs partner with other agencies that have a track record of success in administering programming. The lack of operational fund makes BCOM hard to pay for the rent, utilities, insurance, and payroll taxes.

Use of ARPA grant funds

BCOM would like to request \$10,000. BCOM is the only Bhutanese led nonprofit organization that serves the Bhutanese refugee population resettled in Twin Cities area metro area since 2008. BCOM provides services primarily through funding from partners contracts and. The contracts are small and are budgeted primarily for staff time for direct services. BCOM has a need for funding overall organizational management and activities outside the grants' parameters to sustain and build Organization's capacity to keep serving the community. We are expecting the funds from Roseville city to meet the general operation need of the agency for the current year at least partially and BCOM is working on to apply with the Bremer foundation for the general operating fund. Therefore, a critical next step for BCOM is to increase the dissemination of translated and interpreted Center for Disease

Control and Minnesota Department of Health COVID guidance and to provide sufficient support so that every Bhutanese has access to testing and medical treatment. Until this information and service proliferates the community, BCOM's work is not complete. Increased general operation funds would support this next step.

Bridging

Request: \$10,000

Organization's service to the Roseville community

Bridging serves half of our client base (about 2,300 families/5,800 individuals) out of our Roseville warehouse. Of these served in 2022, 54 families were Roseville residents (with 105 total people in these households – 32 of whom were children).

Impact of COVID on organization

COVID impacted our program revenue, our number of volunteers and our ability to serve in-person. COVID stopped our in-home furniture donation pick-up program, which greatly reduced our program revenues. COVID reduced the numbers of homes we were able to serve (from close to 4,500 to 3,000). COVID also impacted our corporate partnerships (volunteering and sponsorships) and most of our corporate partners went fully remote.

As an essential part of the housing process, Bridging received critical sector exemption during the pandemic, and were allowed to remain open to receive furniture donations and serve families in need. Although we remained open, our volunteer base greatly diminished. A great majority of our volunteers are retirement age and older, and so many did not return for quite some time during 2020 and 2021. In an average year, 4,000 – 5,000 volunteers provide 80,000 hours of service towards carrying out our mission. With very few volunteers and social distancing requirements, we were able to serve much fewer families than in an average year. In 2019, we furnished 4,428 homes. In 2020, we furnished 3,059 homes. In addition to the service impacts, we were also impacted financially. 1/3 of Bridging's revenue comes from our program service fees and furniture donation pick-up fees. With a decrease in our services, and very few home pick-ups scheduled, we lost a large amount of revenue in this area. In addition, Corporate sponsors are a large part of our contributed income. With many workplaces shut down or virtual, the participation and funding from our corporate partners was much decreased in 2020 and 2021.

A positive impact was the creation of our virtual shopping program. Although it was created out of necessity at the beginning of the pandemic, it remains in use today, as one way for clients to access Bridging. Today, if clients have transportation, work or childcare barriers to visiting us in person, they can now shop virtually over their phones as our volunteers show them all of their choices over an iPad. This has improved our service rates, making "no-shows" virtually non-existent.

Use of ARPA grant funds

Scaling to Meet East Metro Community Need

In 2023, Bridging faces a new fiscal challenge. Rising costs in key areas such as human capital and transportation coupled with an increased demand for Bridging services require us to redouble our efforts to innovate how we serve clients and partners in the community. Bridging is requesting support from the City of Roseville to rise to this challenge and navigate organizational growth.

Bridging's board and leadership team set an ambitious goal of increasing the number of clients

our organization supports by 22% by the year 2025. In order to scale the organization to respond to the community's demand for our services, Bridging embarked on an organizational development initiative. This year, we will implement significant organizational changes that have an impact on the East Metro families we support, who make up 40% of the families we serve.

132

133

134 **Keystone**

Request: \$10,000

135

136 Organization's service to the Roseville community

137 *Keystone operates the largest food shelf operation in Ramsey County, including all of the Roseville*
138 *Area School District. Keystone's two Foodmobiles bring food shelf services to low-income individuals,*
139 *families and seniors in the Roseville Area on regular routes. Keystone's food shelf home delivery*
140 *service brings food shelf resources directly to the homes of Roseville Area seniors and people with*
141 *disabilities. Our community-based food distributions provide low-barrier, convenient access to as many*
142 *as 1,000 households per event. Roseville Area residents also visit Keystone's brick and mortar food*
143 *shelves. In 2022, Keystone Basic Needs programs provided food support for 9,165 Roseville area*
144 *residents at a cost of \$319,348 (21% of people served by Keystone Basic Needs Programs).*

145

146 Impact of COVID on organization

147 *The pandemic years have been a serious challenge for Keystone and the residual effects continue to be*
148 *felt by our community. Due to Covid-related economic volatility and subsequent inflation, Keystone's*
149 *food support programs have never been busier. The rising cost of food is hitting low-income households*
150 *hard and many households that have never sought assistance before are turning to Keystone to help*
151 *them put food on the table. In 2020, 6,162 Ramsey County residents accessed Keystone food resources*
152 *for the first time. In 2021, another 4,970 did. In 2022, Keystone food support programs served a*
153 *staggering 12,851 first-time participants. Overall, the number of visits to Keystone food shelves and*
154 *mobile food programs increased by 70% in 2022 compared to 2021 (25,366 visits in 2021 vs. 43,254*
155 *visits in 2022).*

156

157 *Keystone had to innovate quickly to deliver food during the pandemic, greatly expanding our mobile*
158 *food programs to include increased Foodmobile capacity, a new food shelf home delivery program, and*
159 *community-based food distribution events. We had to accomplish this with many fewer retiree-age*
160 *volunteers (due to Covid risks faced by older adults) and we still don't have the number of volunteers*
161 *we need. In addition, the 30% reduction in federal commodities we receive and the higher cost of key*
162 *foods like meat, eggs and milk is having a significant impact on Keystone's Basic Needs budget. We*
163 *added 25% more in our 2023 food budget so we have the funds to provide the foods requested by our*
164 *participants. Covid-related economic disruptions are both increasing Keystone's cost per person*
165 *served and increasing the number of people we serve.*

166

167 Use of ARPA grant funds

168 *Keystone is requesting \$10,000 which we will use to pay a portion of our FT food shelf home delivery*
169 *program coordinator. This program is directly related to pandemic-driven needs and has a high impact*
170 *in Roseville. Targeting funds here will simplify reporting and ensure compliance with ARP*
171 *requirements.*

172

173 **Karen Organization of Minnesota (KOM)**

Request: \$10,000

174

175 Organization's service to the Roseville community

KOM is located on Rice Street near Highway 36 in Roseville, at the intersection of southeastern Roseville, Saint Paul's North End, and Saint Paul's East Side, where most refugees from Burma in Minnesota live. KOM's location is also less than 4 miles from Roseville Adult Learning Center (RALC) where many of KOM clients attend our training programs. KOM has partnered with RALC for the last 7 years to co-develop contextualized career training programs to support refugees and immigrants interested in advancing their careers. KOM partnered with RALC to make training programs more accessible to lower-level English speakers who do not qualify for traditional programs and help English learners advance college and credential attainment without having to spend their financial resources on remedial coursework.

While most of KOM's clients are residents of Saint Paul, KOM served 50 Roseville residents in the past year, 8 of which participated in our career training programs. The costs for providing services varies from \$3,600-\$9,500 per participant depending on the program track participants decide to pursue. KOM is interested in utilizing the Roseville ARPA grant to support our Transportation Logistics training program, which has seen considerable growth in interest from both jobseekers and employers.

Impact of COVID on organization

Karen and Hmong people had the highest COVID-19 transmission and mortality rates in Ramsey County (Coalition of Asian American Leaders). In 2020, KOM provided over 3,200 "on-call" appointments (in place of walk-in hours) for 900 families to address needs related to employment, financial assistance, distance learning, accessing PPE, and much more. KOM also partnered with the Minnesota Department of Health to create Karen-language materials about COVID-19 and coordinate vaccine clinics. Three years later, we are seeing the impacts of the pandemic on refugee communities, including challenges finding stable, living-wage employment; youth academic and behavioral challenges; limited childcare access; lingering health problems; and the compounded grief and trauma of losing loved ones. This has resulted in increased demand for KOM's services.

KOM has been fortunate to increase our annual budget and reserves over the past three years due to increased grants for COVID-19 relief in 2020 and contracts for employment and youth services. However, after a surge in 2020-2021, KOM saw individual gifts and grant funding drop by 19% in 2022 compared with the previous year. We are concerned that COVID no longer feels urgent to most donors, but the effects are still evident in the communities we serve.

KOM also had much higher than average staff turnover in 2021 and 2022. Most staff who resigned cited burnout from working through the pandemic and/or challenges with childcare as the primary factors for them to leave. We have successfully filled all open positions, but the level of employee turnover, combined with funding gaps for workforce development programs, caused significant disruption to our programs over the past two years.

Lastly, changes in the labor market have required us to overhaul some of our employment training programs to better meet employer needs and participant interests. Coming out of the pandemic, many people are seeking jobs with higher wages to meet the rise in living costs and more flexible scheduling to accommodate their families. KOM created the Transportation and Logistics training in 2022 to meet these participant interests as well as a heightened demand from employers for workers with these skills.

Use of ARPA grant funds

KOM has developed cross-sector training for 6 Career Training Pathway programs (Healthcare, Construction, Interpreting, Transportation Logistics, and Manufacturing) and a youth career exploration program (for youth 14-24 years old) What's Next in partnership with RALC. KOM has

been able to build in financial literacy and 1:1 financial coaching by partnering with LISC and stipends for training participants who are East Saint Paul residents by joining the East Side Employment xChange. Due to the xChange's geographic focus, we have targeted most of our recruitment thus far to the East Side of St. Paul. We would like to use this grant to expand our outreach to participants and employers in Roseville.

KOM has received huge interest from the Karen community to enter careers as Forklift and CDL drivers due to the higher wages and job security these roles have in manufacturing and warehouse settings. With most of KOM's clients currently working in the manufacturing sector, KOM collaborated with RALC, Saint Paul College, and Stillwater Adult Basic Education to develop the Transportation and Warehouse Logistics training program to help immigrants and refugees gain the skills and credentials (Forklift certification, CDL permit, and CDL Behind the Wheel instruction) to advance in manufacturing and warehouse careers or transition into driving jobs.

Community training sites such as CareerForce, Ramsey County's Workforce Training Dashboard, social media, and word of mouth from participants have been KOM's main outreach strategies. Our recruitment and enrollment process allows participants to meet with KOM's Careers Pathways Training Coordinator and Employment Outreach Specialist one on one to discuss program eligibility, additional supports participants need to succeed, and ensure KOM's training supports the goals of the participant.

Interested participants who are looking for careers outside of Forklift and CDL drivers will be referred to our other programs (Move Up in Manufacturing or What's Next) or training agencies aligning with their career goals. KOM would also like to grow its employer network to include more Roseville employers, connecting them to our training program graduates and pool of job seekers.

KOM is requesting \$10,000 from the Roseville ARPA grant to support KOM's Transportation Logistics training program in:

1. \$6,000 = Stipends for 6 Roseville residents to complete Forklift and CDL training.
2. \$2,400 = Forklift training fees (Saint Paul College)
3. \$1,200 = Discretionary client support (housing, food, utilities, work attire, etc.)
4. \$400 = Participant and employer outreach costs (staff mileage reimbursement, printing, mailing, etc.)

Additional program costs, including staff time, ABE instructors, tuition fees, and client support, will be paid through DEED contracts and East Side Employment xChange funding. Funds from the City of Roseville will allow KOM to extend this training opportunity to Roseville residents and strengthen support for Roseville employers in need of qualified workers.

Northeast Youth and Family Services (NYFS)

Request: \$10,000

Organization's service to the Roseville community

NYFS is focused on serving those in our community who would otherwise not be able to access services. Our sliding-fee scale makes services available to all regardless of financial circumstance or insurance coverage. In 2022, we positively impacted 83 individuals in Roseville through our continuum of mental health and youth programs. This amounted to 1,223 hours of critical mental health and community services, including 1,087 hours of mental health services (at school, by tele-health and in-

273 clinic) and reaching 10 residents 71 times via community case management services in collaboration
274 with the Roseville Police Department.

275
276 Many of these individuals were youth - In 2022, about 8 in 10 (65/83) Roseville residents benefitting
277 from NYFS services were under the age of 25. As a proportion of our overall caseload, about 1 in 6
278 youth served is from Roseville. Broken down by municipality, they are the second largest group of
279 youth and young adults we serve – no single city makes up more than 20%. In FY 2021/2022, NYFS
280 provided \$64,000 of care to clients with financial barriers to care at low or no cost. In 2022, over
281 \$26,000 in services was written off by NYFS as uncompensated mental health care for Roseville
282 residents. Over \$74,000 was written off for students in the Roseville School District. NYFS seeks
283 additional funding from individual donors, government contracts, and foundation grants in order to
284 cover this uncompensated care. At the current time, we do not have adequate funding to cover the gap.

285
286 The broad reach of our partnerships means we can reach those who most need our services and who
287 may not otherwise be able to access them. To create greater access and reach for these critical
288 services, we partner with Roseville Schools, the City of Roseville and the Roseville Police Department.
289 School-Based Mental Health Services are offered at six schools: Roseville High School, Roseville
290 Middle School, Fairview Alternative School, Little Canada Elementary School, Parkview Elementary
291 School and Central Park Elementary School. Our Youth Diversion program served 11 Roseville youth
292 as the only provider of Diversion and School-Based services in Roseville.

293 294 Impact of COVID on organization

295 While COVID caused seismic interruptions, revenue losses and lingering effects, it also provided an
296 opportunity for reflection on agency capacity and allocation of resources. NYFS made many much-
297 needed updates – we can now support remote working, provide HIPAA compliant telehealth services
298 and better engage with stakeholders – and we are stronger for it.

299
300 NYFS revenue decreased by 34% Quarter 1 (July-September of 2020) compared to the same period in
301 2019. We rebounded through a robust influx of grant dollars – much of which are one-time CARES
302 ACT and COVID relief funds - but still had a revenue drop of 9% for the fiscal year ending 6/30/2021.
303 A decrease in school-based referrals lowered insurance revenue, but supplemental funds through our
304 DHS contract helped cover non-billable services during COVID. The NETS Day treatment program
305 was temporarily closed, reopening in November 2020 with a smaller cohort, causing a 72% decrease in
306 revenue, a loss of \$297,506. Through cutting expenses and CARES Act funds we brought the net loss
307 down to \$87,787. Individual contributions are down 50% - a loss of \$82,965. NYFS owns the building
308 that houses the Shoreview Clinic, where rental income is down 5% for a loss of \$22,102. NYFS secured
309 a PPP loan (forgiven in 2021, when it was recognized as revenue) which helped make up 2020 losses.
310 We secured a second PPP loan, critical to the continuity of services, which was forgiven.

311
312 Beyond the immediate fiscal and operational effects of COVID, we have seen longer term and more
313 concerning trends that effect the overall ability of the nonprofit community mental health sector to
314 recover. Most significantly, we are seeing youth with much higher symptoms, more significant trauma,
315 and more difficulty functioning – many in acute crisis. This has resulted in significant pressure on the
316 MH Workforce, and we are seeing many people leave psychotherapy roles because of the effects on
317 their own mental health and wellbeing. The staff attrition and accelerated retirements have had a
318 significant impact on NYFS, and on our revenue. Additionally, we have higher percentage of clients
319 that miss sessions due to illness, which especially in our day treatment program, means additional lost
320 revenue.

322 Use of ARPA grant funds
323 *NYFS is requesting \$10,000 to support the programs that directly support Roseville residents – Clinic-*
324 *based Mental Health Services, School-Based Mental Health Services, Youth Diversion, Community*
325 *Connections and Community Case Management. Many of our clients are low income, uninsured or*
326 *underinsured and struggling to make their copays and while this was a problem before the pandemic, it*
327 *has gotten worse for clients who are struggling with post-pandemic mental and physical health issues*
328 *and economic upheaval. We have provided over \$\$ in uncompensated care to Roseville residents*
329 *during 2022.*

330
331 **Kids in Need Foundation** **\$10,000**

332 Organization's service to the Roseville community
333 *Roseville is home to Kids In Need Foundation, and our flagship Teacher Resource Center (TRC). Our*
334 *TRC, located at 2917 Patton Road, is an approximately 800 square foot shopping experience for area*
335 *teachers who work in schools where 70% or more of the student population is eligible for the National*
336 *School Lunch Program. Inside, teachers will find core classroom supplies, art supplies, books and*
337 *more, all offered free of charge. Teachers are welcome to shop 2 times each year, and at each visit are*
338 *invited to take \$500 worth of classroom supplies. In 2022, more than 2,000 teachers shopped at our*
339 *Roseville TRC, representing 203 under-resourced schools in 62 area districts. Through this program,*
340 *we equipped more than 35,000 area students with more than \$2 million in critical school supplies. In*
341 *2022, the Roseville TRC represented 70% of our total budget, at \$3.2 million.*

342 *In the last year, our Roseville corporate neighbors have donated 340 hours to our programs, filling*
343 *backpacks with supplies and disseminating them to students who have little to call their own. School*
344 *supplies and resources matter because they represent belonging and ownership of a student's education*
345 *and a teacher's career. They empower underestimated students to recognize that they have choices and*
346 *to make choices for themselves and their futures. For teachers facing rooms full of students struggling to*
347 *break the cycle of poverty, supplies level the playing field so all students are prepared to learn when the*
348 *bell rings.*

349 *On May 6, we will host our 2nd annual Thanks A Million teacher appreciation event in Roseville. One*
350 *thousand area teachers will be invited, and each will receive \$1000 worth of supplies and gifts of*
351 *appreciation for their investment in the next generation of world changers. Teachers have a daily*
352 *influence on tomorrow's leaders and are the key to unlocking a student's potential. They touch our*
353 *society at every level and their impact can leave a legacy across several generations, which is why we*
354 *can think of nothing more noble than championing and supporting teachers in our most under-*
355 *resourced communities.*

356 Impact of COVID on organization
357 *KINF relies on the donations of both cash and Gift-in-Kind received from individuals, corporate*
358 *entities and other partners to execute its programs and was forced to adjust its operating model,*
359 *having various elements of its operations fully or partially shut down because of the COVID-19*
360 *pandemic.*

361 *In the second quarter of 2020, COVID-19 orders in the state of Minnesota impacted KINF by*
362 *disrupting its business and operating models, resulting in a 50% decrease in revenue, detailed below:*

363 *Cash receipts decreased by 27% for Q2 2020 versus the same period in 2019. Impacting the result*
364 *most significantly was our inability to host fundraising events. The annual in-person gala, typically*
365 *held in June, was canceled due to an executive order prohibiting gatherings of any kind in the state of*
366 *Minnesota. In 2019, KINF's gala plus an in-person affiliate meeting brought in \$156k, which was 15%*
367 *of overall cash revenue in 2019 Q2.*

368 *Gift-in-kind donations - KINF relies on donations of school supplies from various partners and*
369 *donors. These donations fluctuate throughout the year; however, Q2 is historically a high-volume*
370 *quarter for gift-in-kind product, due to the combination of May being the national teacher*
371 *appreciation month and June being the end of the fiscal year for many companies and the beginning*
372 *of back-to-school season. Overall, gift-in-kind donations decreased 63% in Q2 2020 (\$27.9M in Q2*
373 *2019 to \$10.2M in Q2 2020) due to the decrease in activity by partners as their business and*
374 *operations were equally affected by COVID-19. As a result of the significant shortfall in donated*
375 *products, KINF incurred increased expenses in the months to follow, having to purchase supplies to*
376 *fulfill its programs to support teachers and students.*

377 *When considering the impact of both cash and GIK contributions, KINF experienced a 62% decrease in*
378 *receipts from Q2 2020 to Q2 2019.*

379 *Volunteers - KINF relies on volunteers to assemble donated products into larger bundles, often referred*
380 *to as teacher boxes or student backpacks. In 2020, volunteer numbers decreased 72% and volunteer*
381 *hours declined 71% from 2019. In Q2 of 2020, in-house volunteering was completely shut down by state*
382 *mandates. This change of support impacted KINF's operations and logistics workforce, pulling staff in*
383 *other directions and, at times, resulting in support from team members outside the operations team to*
384 *assist in the distribution of donations to schools and partner organizations.*

385

386 **Use of ARPA grant funds**

387 *KINF humbly requests a \$10,000 investment to support our Roseville Teacher Resource Center*
388 *operations.*

389

390 The non-profit applicants have been invited to attend the City Council meeting.

391

392 **POLICY OBJECTIVE**

393 To distribute funds from Roseville's allocation of American Rescue Plan Act funds to ensure the
394 community is economically prosperous, physically and mentally active and healthy and the City is
395 engaged in the community's success as described in the City's Community Aspirations.

396 **FINANCIAL IMPACTS**

397 The City received a total of \$3,984,102.54 of ARPA funds. The City Council has directed \$50,000 of
398 the ARPA funds to be distributed through the non-profit grant program. Six non-profit agencies have
399 applied for the maximum grant award of \$10,000 for a total of \$60,000 of requests.

400

401 **RACIAL EQUITY IMPACT SUMMARY**

402 The American Rescue Plan Act of 2021 created funding to deliver \$350 billion of aid to states,
403 municipalities, counties and Tribal governments. Among the key objectives of the funding was to
404 support an equitable recovery for households and businesses and address systemic public health and
405 economic challenges that have contributed to the unequal impact of the pandemic on certain
406 populations. As demonstrated in the submitted applications, the granting of ARPA funds to the local
407 non-profits will directly impact Roseville's BIPOC community and community members of lower
408 socio-economic means.

409 **STAFF RECOMMENDATION**

410 Staff recommends the City Council review the submitted applications and award the following grants:

411

412 Bhutanese Community Organization of Minnesota \$10,000

413 Bridging \$10,000

414	Keystone	\$10,000
415	Karen Organization of Minnesota	\$10,000
416	Northeast Youth and Family Services	\$10,000
417	Kids in Need Foundation	\$10,000

418 **REQUESTED COUNCIL ACTION**

419 The City Council should review the submitted applications from area non-profits and consider awarding
 420 grants to the following applicants:

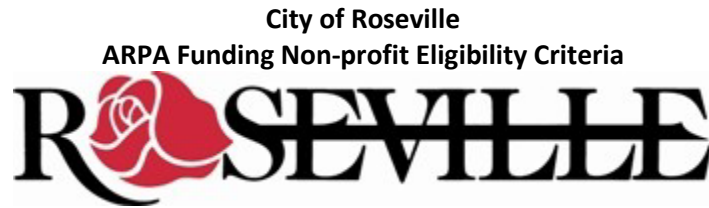
421		
422	Bhutanese Community Organization of Minnesota	\$10,000
423	Bridging	\$10,000
424	Keystone	\$10,000
425	Karen Organization of Minnesota	\$10,000
426	Northeast Youth and Family Services	\$10,000
427	Kids in Need Foundation	\$10,000

428
 429
 430

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

- Attachments:
- A: City of Roseville ARPA funding non-profit eligibility criteria
 - B: Bhutanese Community Organization of Minnesota Application
 - C: Bridging Application
 - D: Keystone Application
 - E: Karen Organization of Minnesota Application
 - F: Northeast Youth and Family Services Application
 - G: Kids in Need Foundation Application

431



The City of Roseville is making available a portion of the Federal American Rescue Plan Act (ARPA) funds received as one-time grants to non-profit organizations serving the Roseville community. Grants of up to \$10,000 are available to non-profit organizations that meet the following qualifications:

- 1) The organization must be a registered non-profit in the state of Minnesota and a 501(c)(3) Charitable Organization as defined by the Internal Revenue Service and in good standing with charity review organizations.
- 2) The organization must have an annual budget that is \$10 million or less
- 3) The organization must provide direct services to Roseville community members. As part of the application submittal, the organization will be required to provide information on the amount and type of services provided to community members.
- 4) The organization provides a community-based service, event, or program that benefits the greater good of the community and not just the members of that organization
- 5) The organization, program, project, or event does not advocate a political or religious affiliation or belief
- 6) The organization provides direct services, education, or advocacy to residents of Roseville in response to the pandemic OR the organization experienced negative financial impacts from the pandemic that can be demonstrated with documentation detailing the negative financial impact
- 7) Organizations that are affiliated with and provide funds directly to the City shall not be eligible to receive funds under this program

Eligible uses of City ARPA Funds for Non-Profits

Eligible uses of City ARPA funds by non-profits include funding to provide programs and direct service to community members impacted by the pandemic. Other eligible uses of the funds include payroll and benefit costs, utilities, rent/mortgage payments, insurance, and other operating costs that directly support services to community members.

Applying for City ARPA Funds for Non-Profits

Non-profit organizations interested in receiving City ARPA funds for non-profits shall complete the attached Roseville ARPA Funding Request Application (attached) and include all pertinent information required by the application. Submission of an application is not a guarantee of funding. Applications will initially be reviewed for staff and qualifying applications will be forwarded to the Roseville City Council for consideration of approving the grant awards at a future City Council meeting. Applicants who are awarded funding will be required to enter into an agreement with the City of Roseville.



City of Roseville
Non-profit Application for use of ARPA Funds

Organization Name	Bhutanese Community Organization of Minnesota		
Address Line 1	Puspa Bhandari		
Address Line 2	Bhutanese Community Organization of MN		
City	Roseville	State	MN
Zip Code	55113		
State of Minnesota Non-Profit Registration Number	364670106		
Person responsible for grant	Puspa Bhandari		
Email	pbhandari@bhutaneseemn.org		
Phone	6124327962		

Please describe the purpose/mission of your non-profit:

501(c)(3) qualified Minnesota nonprofit corporation. Incorporated in 2010 as "Nirvana Center" we changed the name of the organization to Bhutanese Community Organization of MN to make it more representative of the community it primarily serves. BCOM is focused on the Bhutanese refugee population. The long-term vision of Bhutanese Community Organization of Minnesota (BCOM) is to empower the Bhutanese community to become integrated into the economic and social life of the Twin Cities and to become established as a self-sufficient, vibrant community, and at the same time work to maintain the cultural richness of the community. BCOM is strive, to support the Bhutanese to grow into a healthy, vibrant community in Minnesota.

Please describe how your non-profit currently serve the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

Bhutanese are an ethnic group from Bhutan. Between 1990 and 1995, thousands of Nepali speaking Bhutanese were forced out of Bhutan into refugee camps in Nepal as a result of ethnic cleansing. The Bhutanese gradually were allowed to emigrate from the Nepali refugee camps to the U.S. and several other countries. In the U.S. there are now more than 90,000 Bhutanese with around 2500 in Minnesota. The Bhutanese first came to MN in 2008. The Minnesota Bhutanese community is composed of a diverse range of educational and operational backgrounds, from college educated professionals to illiterate farmers. Most Bhutanese live in St. Paul, Roseville and Minneapolis. BCOM's continuous interaction with the Bhutanese community members on a day-to-day basis, we have been able to identify and categorize community needs into three major groups. 1.Needs of the elder community members (60 years and older). The needs of this group are centered on supporting healthy aging. Ensuring that this population knows what is available and has access to medical and health services and BCOM serves the Bhutanese refugee community in Minnesota. BCOM has been able to engage the community towards this goal by supporting community members through women empowerment and health services, social services and senior services, covid community engagement and awareness services, housing services and ELS and citizenship class for adult and seniors. About 40% of the Bhutanese community people live in Roseville therefore about the same percentage of budget BCOM spends for providing the services to them.

Generally describe the impacts of COVID to your organization

COVID has increased the need for support within the Bhutanese community and at the same time restricted the ability of BCOM to provide this direct support. Several of BCOM's ongoing programs are group activities and are not possible to safely conduct during COVID. These include English as a Second Language (ESL) classes, Citizen Classes, Woman Health Education group meetings, etc. Individual appointments are possible and are being conducted with hygiene, social distancing and mask wearing protocols in place. These are now by appointment only and no walk-ins are permitted to control congestion of clients. Prior to COVID, 90% of individual direct services were delivered to walk-ins as this system matches Bhutanese cultural norms. These necessary adjustments have caused approximately 60% fewer clients served even though the community's needs are now greater. The Bhutanese community has many members who do not speak or read English, have low or no computer literacy or the financial resources to procure in-home internet and technology. This makes transitioning services to a remote provision model all but impossible and highlights how this BIPOC community is experiencing the impact of COVID disproportionately to communities with more economic, linguistic and educational privilege

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

As a very small organization, the BCOM has realized that it is very difficult to secure enough funding to develop programs and services to meet the needs of the community members. With this realization, since its founding BCOM has placed a strong emphasis on partnering with other agencies to learn, deliver and leverage services for Bhutanese community members. Each of BCOM's core programs partner with other agencies that have a track record of success in administering programming. The lack of operational fund makes BCOM hard to pay for the rent, utilities, insurance, and payroll taxes.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

BCOM would like to request \$10,000. BCOM is the only Bhutanese led nonprofit organization that serves the Bhutanese refugee population resettled in Twin Cities area metro area since 2008. BCOM provides services primarily through funding from partners contracts and. The contracts are small and are budgeted primarily for staff time for direct services. BCOM has a need for funding overall organizational management and activities outside the grants' parameters to sustain and build Organization's capacity to keep serving the community. We are expecting the funds from Roseville city to meet the general operation need of the agency for the current year at least partially and BCOM is working on to apply with the Bremer foundation for the general operating fund. Therefore, a critical next step for BCOM is to increase the dissemination of translated and interpreted Center for Disease Control and Minnesota Department of Health COVID guidance and to provide sufficient support so that every Bhutanese has access to testing and medical treatment. Until this information and service proliferates the community, BCOM's work is not complete. Increased general operation funds would support this next step.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

BCOM has been working to provide education and awareness on COVID-19 to the community and working in full commitment to keep community safe during the pandemic era of corona virus. BCOM has been partnering with Minnesota department of Health (MDH) since 2021 and working on the project. For the year 2023 BCOM has applied for the fund collaborating with Lao Community organization to keep continue the project to support the community.

Please confirm the following statements:

- ☒ Your organization is a registered non-profit in the state of Minnesota
- ☒ Your organization serves Roseville community members
- ☒ Your organization provides community-based services and programs that benefit the greater good of the community and not just members of your organization
- ☒ Your organization experienced negative financial impacts that can be demonstrated with documentation detailing the negative impacts OR your organization provides direct services, education, or advocacy to residents of Roseville in response to the COVID-19 pandemic
- ☒ Your organization does not advocate for a political or religious affiliation or cause



City of Roseville
Non-profit Application for use of ARPA Funds

SUPPORTING DOCUMENTATION

- IRS Form 990 from most recent tax filing
- Current year budget for organization

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also certify that I have the authority on behalf of the organization to submit this application and legally bind the organization.

02/07/2023

Date

Authorized Signer

Puspa Bhandari

Print Name

Bhutanese Community Organizatio

Organization Name



City of Roseville
Non-profit Application for use of ARPA Funds

Organization Name
Address Line 1
Address Line 2
City State Zip Code

State of Minnesota Non-Profit Registration Number

Person responsible for grant
Email
Phone

Please see attached document for
full responses to questions

Please describe the purpose/mission of your non-profit:

Bridging's mission is to empower people to thrive in their homes by providing quality furniture and hou

Please describe how your non-profit currently serve the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

Bridging serves half of our client base (about 2,300 families/5,800 individuals) out of c

Generally describe the impacts of COVID to your organization

COVID impacted our program revenue, our number of volunteers and our ability to se

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

As an essential part of the housing process, Bridging received critical sector exemption

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

\$10,000 Scaling to Meet East Metro Community Need In 2023, Bridging faces a new fis

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

In 2021, we received a PPP loan for \$376,551(forgiven), and in 2020, we received a PP

Please confirm the following statements:

- ☒ Your organization is a registered non-profit in the state of Minnesota
- ☒ Your organization serves Roseville community members
- ☒ Your organization provides community-based services and programs that benefit the greater good of the community and not just members of your organization
- ☒ Your organization experienced negative financial impacts that can be demonstrated with documentation detailing the negative impacts OR your organization provides direct services, education, or advocacy to residents of Roseville in response to the COVID-19 pandemic
- ☒ Your organization does not advocate for a political or religious affiliation or cause



City of Roseville
Non-profit Application for use of ARPA Funds

SUPPORTING DOCUMENTATION

- IRS Form 990 from most recent tax filing
- Current year budget for organization

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also certify that I have the authority on behalf of the organization to submit this application and legally bind the organization.

Maggie Mau
Digitally signed by Maggie Mau
Date: 2023.02.09 15:01:32 -06'00'

2-9-23

Authorized Signer

Date

1730 Terrace Drive

Print Name

Bridging, Inc.

Organization Name

Bridging
Attachment C

Please describe the purpose/mission of your non-profit:

Bridging's mission is to empower people to thrive in their homes by providing quality furniture and household goods for those pursuing housing stability. Bridging was founded in 1987 on one simple, yet powerful idea—that together we can create a bridge between those in need and those with excess. Bridging plays a key role in stabilizing families and individuals by providing furniture and housewares that make their house into a comfortable home.

In the Twin Cities metro area, more than 250 social service agencies connect clients with Bridging for five main reasons: Persistent Low Income, Mental Health, Disability, Foreclosure/Loss of Home, and Domestic Abuse.

Please describe how your non-profit currently serves the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

Bridging serves half of our client base (about 2,300 families/5,800 individuals) out of our Roseville warehouse. Of these served in 2022, 54 families were Roseville residents (with 105 total people in these households – 32 of whom were children).

Our operating budget in 2023 is \$4,268,054, approximately half of which runs our Roseville Warehouse. The value of the furniture and household goods that each family receives is approximately \$2,000 (for a family of four).

Bridging empowers people to thrive in their homes by providing quality furniture and household goods to those pursuing housing stability. Each week on average, Bridging serves 100 families (50 out of our Roseville warehouse). On average, client families receive basic home essentials, including 8-12 pieces of furniture and 2-3 large shopping cartloads of household items that include bedding, towels, pillows, pots and pans, dishes, small appliances, artwork, and other necessities. Bridging prioritizes client dignity in our process; clients choose all their furniture and household items. Clients share that this is a huge cost savings during their quest for stable housing and that it is a step towards transforming a living space into a stable home.

Generally describe the impacts of COVID to your organization

COVID impacted our program revenue, our number of volunteers and our ability to serve in-person. COVID stopped our in-home furniture donation pick-up program, which greatly reduced our program revenues. COVID reduced the numbers of homes we were able to serve (from close to 4,500 to 3,000). COVID also impacted our corporate partnerships (volunteering and sponsorships) and most of our corporate partners went fully remote.

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

As an essential part of the housing process, Bridging received critical sector exemption during the pandemic, and were allowed to remain open to receive furniture donations and serve families in need. Although we remained open, our volunteer base greatly diminished. A great majority of our volunteers

Bridging
Attachment C

are retirement age and older, and so many did not return for quite some time during 2020 and 2021. In an average year, 4,000 – 5,000 volunteers provide 80,000 hours of service towards carrying out our mission. With very few volunteers and social distancing requirements, we were able to serve much fewer families than in an average year. In 2019, we furnished 4,428 homes. In 2020, we furnished 3,059 homes. In addition to the service impacts, we were also impacted financially. 1/3 of Bridging's revenue comes from our program service fees and furniture donation pick-up fees. With a decrease in our services, and very few home pick-ups scheduled, we lost a large amount of revenue in this area. In addition, Corporate sponsors are a large part of our contributed income. With many workplaces shut down or virtual, the participation and funding from our corporate partners was much decreased in 2020 and 2021.

A positive impact was the creation of our virtual shopping program. Although it was created out of necessity at the beginning of the pandemic, it remains in use today, as one way for clients to access Bridging. Today, if clients have transportation, work or childcare barriers to visiting us in person, they can now shop virtually over their phones as our volunteers show them all of their choices over an iPad. This has improved our service rates, making "no-shows" virtually non-existent.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

\$10,000

Scaling to Meet East Metro Community Need

In 2023, Bridging faces a new fiscal challenge. Rising costs in key areas such as human capital and transportation coupled with an increased demand for Bridging services require us to redouble our efforts to innovate how we serve clients and partners in the community. Bridging is requesting support from the City of Roseville to rise to this challenge and navigate organizational growth.

Bridging's board and leadership team set an ambitious goal of increasing the number of clients our organization supports by 22% by the year 2025. In order to scale the organization to respond to the community's demand for our services, Bridging embarked on an organizational development initiative. This year, we will implement significant organizational changes that have an impact on the East Metro families we support, who make up 40% of the families we serve.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

In 2021, we received a PPP loan for \$376,551(forgiven), and in 2020, we received a PPP loan of \$345,912 (forgiven). In 2022, we received an ERC grant for \$220,255.69.



City of Roseville
Non-profit Application for use of ARPA Funds

Organization Name	Keystone Community Services
Address Line 1	Mary McKeown
Address Line 2	Keystone Community Services

City	Saint Paul	State	MN	Zip Code	55104
------	------------	-------	----	----------	-------

State of Minnesota Non-Profit Registration Number	41-0693924
---	------------

Person responsible for grant	Julia McCarthy
Email	jmccarthy@keystoneservices.org
Phone	(651) 603-6641

Please describe the purpose/mission of your non-profit:

Founded in 1939, Keystone Community Services provides basic needs, youth and senior programs that assist more than 40,000 Ramsey County residents each year. Keystone's mission is to strengthen the capacity of individuals and families to improve their quality of life. Our core values – equity, advocacy, professionalism, responsibility, innovation and support – are embedded in all areas of Keystone to ensure our services in our community are effective and sustainable.

Please describe how your non-profit currently serve the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

Keystone operates the largest food shelf operation in Ramsey County, including all of the Roseville Area School District. Keystone's two Foodmobiles bring food shelf services to low-income individuals, families and seniors in the Roseville Area on regular routes. Keystone's food shelf home delivery service brings food shelf resources directly to the homes of Roseville Area seniors and people with disabilities. Our community-based food distributions provide low-barrier, convenient access to as many as 1,000 households per event. Roseville Area residents also visit Keystone's brick and mortar food shelves. In 2022, Keystone Basic Needs programs provided food support for 9,165 Roseville area residents at a cost of \$319,348 (21% of people served by Keystone Basic Needs Programs).

Generally describe the impacts of COVID to your organization:

The pandemic years have been a serious challenge for Keystone and the residual effects continue to be felt by our community. Due to Covid-related economic volatility and subsequent inflation, Keystone's food support programs have never been busier. The rising cost of food is hitting low-income households hard and many households that have never sought assistance before are turning to Keystone to help them put food on the table. In 2020, 6,162 Ramsey County residents accessed Keystone food resources for the first time. In 2021, another 4,970 did. In 2022, Keystone food support programs served a staggering 12,851 first-time participants. Overall, the number of visits to Keystone food shelves and mobile food programs increased by 70% in 2022 compared to 2021 (25,366 visits in 2021 vs. 43,254 visits in 2022).

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

Keystone had to innovate quickly to deliver food during the pandemic, greatly expanding our mobile food programs to include increased Foodmobile capacity, a new food shelf home delivery program, and community-based food distribution events. We had to accomplish this with many fewer retiree-age volunteers (due to Covid risks faced by older adults) and we still don't have the number of volunteers we need. In addition, the 30% reduction in federal commodities we receive and the higher cost of key foods like meat, eggs and milk is having a significant impact on Keystone's Basic Needs budget. We added 25% more in our 2023 food budget so we have the funds to provide the foods requested by our participants. Covid-related economic disruptions are both increasing Keystone's cost per person served and increasing the number of people we serve.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

Keystone is requesting \$10,000 which we will use to pay a portion of our FT food shelf home delivery program coordinator. This program is directly related to pandemic-driven needs and has a high impact in Roseville. Targeting funds here will simplify reporting and ensure compliance with ARP requirements.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

Keystone received past Covid relief funding from Ramsey County, St. Paul, and philanthropic organizations. We do not have other Covid-specific proposals pending or planned. We will be applying for Ramsey County CDBG funds to help cover the increased food costs associated with serving suburban Ramsey participants.

City of Roseville

Non-profit Application for use of ARPA Funds

Please confirm the following statements:

- ☒ Your organization is a registered non-profit in the state of Minnesota
- ☒ Your organization serves Roseville community members
- ☒ Your organization provides community-based services and programs that benefit the greater good of the community and not just members of your organization
- ☒ Your organization experienced negative financial impacts that can be demonstrated with documentation detailing the negative impacts OR your organization provides direct services, education, or advocacy to residents of Roseville in response to the COVID-19 pandemic
- ☒ Your organization does not advocate for a political or religious affiliation or cause

SUPPORTING DOCUMENTATION

- IRS Form 990 from most recent tax filing
- Current year budget for organization

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also certify that I have the authority on behalf of the organization to submit this application and legally bind the organization.



Authorized Signer

March 9, 2023

Date

Mary McKeown

Print Name

Keystone Community Services

Organization Name



City of Roseville
Non-profit Application for use of ARPA Funds

Organization Name
Address Line 1
Address Line 2
City State Zip Code

State of Minnesota Non-Profit Registration Number

Person responsible for grant
Email
Phone

Please see attached document
for full responses to questions

Please describe the purpose/mission of your non-profit:

KOM's new mission statement (adopted by the Board of Directors in February 2023) is to build on the

Please describe how your non-profit currently serve the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

KOM is located on Rice Street near Highway 36 in Roseville, at the intersection of sou

Generally describe the impacts of COVID to your organization

Karen and Hmong people had the highest COVID-19 transmission and mortality rates

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

KOM has been fortunate to increase our annual budget and reserves over the past thr

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

KOM has developed cross-sector training for 6 Career Training Pathway programs (He

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

Received: Ignite Afterschool Believe & Build Grant: \$140,957 estimated in 2023 for after

Please confirm the following statements:

- ☒ Your organization is a registered non-profit in the state of Minnesota
- ☒ Your organization serves Roseville community members
- ☒ Your organization provides community-based services and programs that benefit the greater good of the community and not just members of your organization
- ☒ Your organization experienced negative financial impacts that can be demonstrated with documentation detailing the negative impacts OR your organization provides direct services, education, or advocacy to residents of Roseville in response to the COVID-19 pandemic
- ☒ Your organization does not advocate for a political or religious affiliation or cause



City of Roseville
Non-profit Application for use of ARPA Funds

SUPPORTING DOCUMENTATION

- IRS Form 990 from most recent tax filing
- Current year budget for organization

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also certify that I have the authority on behalf of the organization to submit this application and legally bind the organization.

Alexis
Walstad

Digitally signed by Alexis
Walstad
Date: 2023.02.17
11:06:08 -06'00'

2/17/2023

Authorized Signer

Date

2353 Rice St., Suite 240

Print Name

Karen Organization of Minnesota

Organization Name

Please describe the purpose/mission of your non-profit:

KOM's new mission statement (adopted by the Board of Directors in February 2023) is to build on the strengths of refugee and immigrant communities and remove barriers to achieving economic, social, and cultural wellbeing.

Please describe how your non-profit currently serve the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

KOM is located on Rice Street near Highway 36 in Roseville, at the intersection of southeastern Roseville, Saint Paul's North End, and Saint Paul's East Side, where most refugees from Burma in Minnesota live. KOM's location is also less than 4 miles from Roseville Adult Learning Center (RALC) where many of KOM clients attend our training programs. KOM has partnered with RALC for the last 7 years to co-develop contextualized career training programs to support refugees and immigrants interested in advancing their careers. KOM partnered with RALC to make training programs more accessible to lower-level English speakers who do not qualify for traditional programs and help English learners advance college and credential attainment without having to spend their financial resources on remedial coursework.

While most of KOM's clients are residents of Saint Paul, KOM served 50 Roseville residents in the past year, 8 of which participated in our career training programs. The costs for providing services varies from \$3,600-\$9,500 per participant depending on the program track participants decide to pursue. KOM is interested in utilizing the Roseville ARPA grant to support our Transportation Logistics training program, which has seen considerable growth in interest from both jobseekers and employers.

Generally describe the impacts of COVID to your organization:

Karen and Hmong people had the highest COVID-19 transmission and mortality rates in Ramsey County (Coalition of Asian American Leaders). In 2020, KOM provided over 3,200 "on-call" appointments (in place of walk-in hours) for 900 families to address needs related to employment, financial assistance, distance learning, accessing PPE, and much more. KOM also partnered with the Minnesota Department of Health to create Karen-language materials about COVID-19 and coordinate vaccine clinics. Three years later, we are seeing the impacts of the pandemic on refugee communities, including challenges finding stable, living-wage employment; youth academic and behavioral challenges; limited childcare access; lingering health problems; and the compounded grief and trauma of losing loved ones. This has resulted in increased demand for KOM's services.

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

KOM has been fortunate to increase our annual budget and reserves over the past three years due to increased grants for COVID-19 relief in 2020 and contracts for employment and youth services. However, after a surge in 2020-2021, KOM saw individual gifts and grant funding drop by 19% in 2022 compared with the previous year. We are concerned that COVID no longer feels urgent to most donors, but the effects are still evident in the communities we serve.

KOM also had much higher than average staff turnover in 2021 and 2022. Most staff who resigned cited burnout from working through the pandemic and/or challenges with childcare as the primary factors for them to leave. We have successfully filled all open positions, but the level of employee turnover, combined with funding gaps for workforce development programs, caused significant disruption to our programs over the past two years.

Lastly, changes in the labor market have required us to overhaul some of our employment training programs to better meet employer needs and participant interests. Coming out of the pandemic, many people are seeking jobs with higher wages to meet the rise in living costs and more flexible scheduling to accommodate their families. KOM created the Transportation and Logistics training in 2022 to meet these participant interests as well as a heightened demand from employers for workers with these skills.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program

KOM has developed cross-sector training for 6 Career Training Pathway programs (Healthcare, Construction, Interpreting, Transportation Logistics, and Manufacturing) and a youth career exploration program (for youth 14-24 years old) What's Next in partnership with RALC. KOM has been able to build in financial literacy and 1:1 financial coaching by partnering with LISC and stipends for training participants who are East Saint Paul residents by joining the East Side Employment xChange. Due to the xChange's geographic focus, we have targeted most of our recruitment thus far to the East Side of St. Paul. We would like to use this grant to expand our outreach to participants and employers in Roseville. KOM has received huge interest from the Karen community to enter careers as Forklift and CDL drivers due to the higher wages and job security these roles have in manufacturing and warehouse settings. With most of KOM's clients currently working in the manufacturing sector, KOM collaborated with RALC, Saint Paul College, and Stillwater Adult Basic Education to develop the Transportation and Warehouse Logistics training program to help immigrants and refugees gain the skills and credentials (Forklift certification, CDL permit, and CDL Behind the Wheel instruction) to advance in manufacturing and warehouse careers or transition into driving jobs.

Community training sites such as CareerForce, Ramsey County's Workforce Training Dashboard, social media, and word of mouth from participants have been KOM's main outreach strategies. Our recruitment and enrollment process allows participants to meet with KOM's Careers Pathways Training Coordinator and Employment Outreach Specialist one on one to discuss program eligibility, additional supports participants need to succeed, and ensure KOM's training supports the goals of the participant. Interested participants who are looking for careers outside of Forklift and CDL drivers will be referred to our other programs (Move Up in Manufacturing or What's Next) or training agencies aligning with their career goals. KOM would also like to grow its employer network to include more Roseville employers, connecting them to our training program graduates and pool of job seekers.

KOM is requesting \$10,000 from the Roseville ARPA grant to support KOM's Transportation Logistics training program in:

1. \$6,000 = Stipends for 6 Roseville residents to complete Forklift and CDL training.
2. \$2,400 = Forklift training fees (Saint Paul College)
3. \$1,200 = Discretionary client support (housing, food, utilities, work attire, etc.)
4. \$400 = Participant and employer outreach costs (staff mileage reimbursement, printing, mailing, etc.)

Additional program costs, including staff time, ABE instructors, tuition fees, and client support, will be paid through DEED contracts and East Side Employment xChange funding. Funds from the City of Roseville will allow KOM to extend this training opportunity to Roseville residents and strengthen support for Roseville employers in need of qualified workers. Additional budget details available upon request.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

Received:

Ignite Afterschool Believe & Build Grant: \$140,957 estimated in 2023 for after-school programming (grant reimbursed based on actual costs incurred)

Saint Paul Public Schools Community Partner Out-of-School-Time Grant: \$154,286 estimated in 2023 for after-school programming (grant reimbursed based on actual costs incurred)

Saint Paul Public Schools Mental Health Partnerships: \$36,000 for social work support at Humboldt Secondary School

Pending:

Ramsey County Learn & Earn Grant: \$122,812 estimated in 2023 for human services workforce development training and paid work experience (grant reimbursed based on actual costs incurred)



City of Roseville
Non-profit Application for use of ARPA Funds

Organization Name: Northeast Youth and Family Services

Address Line 1: 3490 Lexington Ave N #205

Address Line 2:

City: Shoreview

State: MN

Zip Code: 55126

State of Minnesota Non-Profit Registration Number: 41-1284306

Person responsible for grant: Angela Lewis Dmello

Email: Angela.LewisDmello@nyfs.org

Phone: 651-379-3404

Please describe the purpose/mission of your non-profit: The mission of NYFS is:

"Transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope."

As the only nonprofit mental health agency in the municipalities we serve, NYFS is a critical asset for the community, the primary resource for mental health referrals and services, and the trusted partner for the bedrock local public institutions (schools, cities, law enforcement) that impact everyone in our service area. In all, we serve ~800 clients via over 21,600 appointments per year across 15 northeast Ramsey County municipalities. Our connections run deep, reflecting over 45 years of providing services while building and sustaining community collaborations. Increased need for mental health services as a result of the pandemic has created a waitlist that is three times as long as our current capacity. While we're not alone in this (some therapists in private practice have two or more year waiting lists given the level of demand), many practitioners at for-profit clinics have closed their waiting list. In contrast, we keep ours open and are successfully recruiting new staff to build capacity while reducing barriers and finding new ways to reach people - true to our community-based mission.

Please describe the purpose/mission of your non-profit: The mission of NYFS is:

"Transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope."

As the only nonprofit mental health agency in the municipalities we serve, NYFS is a critical asset for the community, the primary resource for mental health referrals and services, and the trusted partner for the bedrock local public institutions (schools, cities, law enforcement) that impact everyone in our service area. In all, we serve ~800 clients via over 21,600 appointments per year across 15 northeast Ramsey County municipalities. Our connections run deep, reflecting over 45 years of providing services while building and

sustaining community collaborations. Increased need for mental health services as a result of the pandemic has created a waitlist that is three times as long as our current capacity. While we're not alone in this (some therapists in private practice have two or more year waiting lists given the level of demand), many practitioners at for-profit clinics have closed their waiting list. In contrast, we keep ours open and are successfully recruiting new staff to build capacity while reducing barriers and finding new ways to reach people - true to our community-based mission.

Please describe how your non-profit currently serves the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

NYFS is focused on serving those in our community who would otherwise not be able to access services. Our sliding-fee scale makes services available to all regardless of financial circumstance or insurance coverage. In 2022, we positively impacted 83 individuals in Roseville through our continuum of mental health and youth programs. This amounted to 1,223 hours of critical mental health and community services, including 1,087 hours of mental health services (at school, by tele-health and in-clinic) and reaching 10 residents 71 times via community case management services in collaboration with the Roseville Police Department.

Many of these individuals were youth - In 2022, about 8 in 10 (65/83) Roseville residents benefitting from NYFS services were under the age of 25. As a proportion of our overall caseload, about 1 in 6 youth served is from Roseville. Broken down by municipality, they are the second largest group of youth and young adults we serve – no single city makes up more than 20%. In FY 2021/2022, NYFS provided \$64,000 of care to clients with financial barriers to care at low or no cost. In 2022, over \$26,000 in services was written off by NYFS as uncompensated mental health care for Roseville residents. Over \$74,000 was written off for students in the Roseville School District. NYFS seeks additional funding from individual donors, government contracts, and foundation grants in order to cover this uncompensated care. At the current time, we do not have adequate funding to cover the gap.

The broad reach of our partnerships means we can reach those who most need our services and who may not otherwise be able to access them. To create greater access and reach for these critical services, we partner with Roseville Schools, the City of Roseville and the Roseville Police Department. School-Based Mental Health Services are offered at six schools: Roseville High School, Roseville Middle School, Fairview Alternative School, Little Canada Elementary School, Parkview Elementary School and Central Park Elementary School. Our Youth Diversion program served 11 Roseville youth as the only provider of Diversion and School-Based services in Roseville.

Generally describe the impacts of COVID to your organization: While COVID caused seismic interruptions, revenue losses and lingering effects, it also provided an opportunity for reflection on agency capacity and allocation of resources. NYFS made many much-needed updates – we can now support remote working, provide HIPAA compliant telehealth services and better engage with stakeholders – and we are stronger for it.

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts: NYFS revenue decreased by 34% Quarter 1 (July-September of 2020) compared to the same period in 2019. We rebounded through a robust influx of grant dollars – much of which are one-time CARES ACT and COVID relief funds - but still had a revenue drop of 9% for the fiscal year ending 6/30/2021. A decrease in school-based referrals lowered insurance revenue, but supplemental funds through our DHS contract helped cover non-billable services during COVID. The NETS Day treatment program was temporarily closed, reopening in November 2020 with a smaller cohort, causing a 72% decrease in revenue, a loss of \$297,506. Through cutting expenses and CARES Act funds we brought the net loss down to \$87,787. Individual contributions are down 50% - a loss of \$82,965. NYFS owns the building that houses the Shoreview Clinic, where rental income is down 5% for a loss of \$22,102. NYFS secured a PPP loan (forgiven in 2021, when it was recognized as revenue) which helped make up 2020 losses. We secured a second PPP loan, critical to the continuity of services, which was forgiven.

Beyond the immediate fiscal and operational effects of COVID, we have seen longer term and more concerning trends that effect the overall ability of the nonprofit community mental health sector to recover. At a Most F significantly, we are seeing youth with much higher symptoms, more significant trauma, and more difficulty functioning – many in acute crisis. This has resulted in significant pressure on the MH Workforce, and we are seeing many people leave psychotherapy roles because of the effects on their own mental health and wellbeing. The staff attrition and accelerated retirements have had a significant impact on NYFS, and on our revenue. Additionally, we have higher percentage of clients that miss sessions due to illness, which especially in our day treatment program, means additional lost revenue.

While NYFS was responding to the new fiscal and operational realities created by the pandemic, staff also recognized the need to quickly respond to community distress. Despite operational challenges, NYFS staff provided the following presentations and services free of charge to residents in the City of Roseville and the Roseville School district to aid residents during this extremely difficult time. Presentations and support services included:

“Covid 19 and Mental Health” online presentation in English with Spanish subtitles for parent group participants at Roseville Area Middle School

“Depression in Adolescents” online presentation for a Roseville Area High School staff

Facilitation of an African-American Healing Circle at Fairview Alternative High School following the murder of George Floyd

“Parenting in a Pandemic” and “Parenting After a Pandemic” online presentations to families in the Roseville Area School District.

“Self-Care for Teachers During Covid” online presentation shared with teachers in the Roseville Area School District.

NYFS staff also attended a community event in honor of Principal Brian Koland, handed out mental health resources, and spoke to community members grieving his loss by suicide.

Responding to community need, we added new services specifically to address them, at the same time we adjusted current programming for the same reason. However, COVID created a unique set of programmatic and funding challenges, and we have not able to return to a “pre-COVID” financial model for several reasons. The NETS program is one example: Bridging the gap between hospitalization and outpatient therapy, NETS provides daily support for youth ages 11-17 with intensive mental health treatment needs, Early in the pandemic, the program was temporarily closed, reopening in November 2020 with a smaller cohort, causing a 72% decrease in revenue, a loss of \$297,506. Through cutting expenses and CARES Act funds we brought the net loss down to \$87,787. Now, we are seeing a marked increase in the intensity of symptoms- many are suicidal and suffer from severe anxiety, paralyzing panic attacks, and/or debilitating post-traumatic stress symptoms. Workforce shortages have made the medical transport they need unreliable, but the program relies on attendance for reimbursement, causing further erosion of funding. Families are often unable to provide transportation at all. In addition, if participants are more than 7 minutes late, then the session is not reimbursable.

NYFS leadership was aware of changing realities in insurance reimbursement and the business model was going to be altered before COVID, but the pandemic exacerbated the situation. In addition, it created an urgent need to adapt in so many other ways that capacity was stretched to the limit. Now under new leadership, NYFS has conducted a recent operational review. We estimate that overall, our insurance reimbursement levels are generating only about 70% of the revenue they should. To address this, we have outsourced our billing are in the process of re-negotiating all of our insurance contracts to maximize reimbursement rates. We anticipate this process will take 6-12 months.

In addition, under-investment in staff and infrastructure in past years is now being corrected and setting the agency on a course for growth that can meet the urgent and unmet needs for mental health support and services in the community. The unique role that NYFS plays in the community cannot be replicated – our singular history and relationships along with our community-based orientation sets us apart from all other providers that serve these communities.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program: NYFS is requesting \$10,000 to support the programs that directly support Roseville residents – Clinic-based Mental Health Services, School-Based Mental Health Services, Youth Diversion, Community Connections and Community Case Management. Many of our clients are low income, uninsured or underinsured and struggling to make their copays and while this was a problem before the pandemic, it has gotten worse for clients who are struggling with post-pandemic mental and physical health issues and economic upheaval. We have provided over \$\$ in uncompensated care to Roseville residents during 2022.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for: We are currently not planning on applying for any additional COVID-19 relief. The initial federal emergency COVID aid package 2020 was for a total of \$651,352.25.

Please confirm the following statements:

Your organization is a registered non-profit in the state of Minnesota: Yes

Your organization serves Roseville community members: Yes

Your organization provides community-based services and programs that benefit the greater good of the community and not just members of your organization: Yes

Your organization experienced negative financial impacts that can be demonstrated with documentation detailing the negative impacts OR your organization provides direct services, education, or advocacy to residents of Roseville in response to the COVID-19 pandemic : Yes to both

Your organization does not advocate for a political or religious affiliation or cause: Yes



City of Roseville
Non-profit Application for use of ARPA Funds

SUPPORTING DOCUMENTATION

- IRS Form 990 from most recent tax filing - ATTACHED.
- Current year budget for organization – ATTACHED.

APPLICANT SIGNATURE

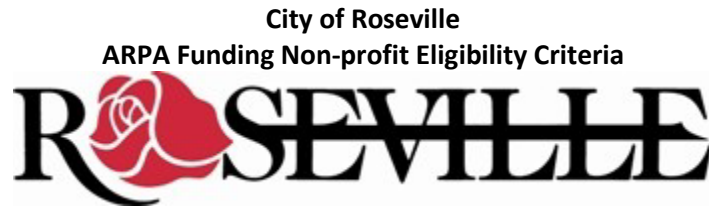
By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also certify that I have the authority on behalf of the organization to submit this application and legally bind the organization.

Authorized Signer: Angela for Dmello

Date: 2.13.2023

Print Name: Angela Lewis Dmello

Organization Name: Northeast Youth and Family Services



The City of Roseville is making available a portion of the Federal American Rescue Plan Act (ARPA) funds received as one-time grants to non-profit organizations serving the Roseville community. Grants of up to \$10,000 are available to non-profit organizations that meet the following qualifications:

- 1) The organization must be a registered non-profit in the state of Minnesota and a 501(c)(3) Charitable Organization as defined by the Internal Revenue Service and in good standing with charity review organizations.
- 2) The organization must have an annual budget that is \$10 million or less
- 3) The organization must provide direct services to Roseville community members. As part of the application submittal, the organization will be required to provide information on the amount and type of services provided to community members.
- 4) The organization provides a community-based service, event, or program that benefits the greater good of the community and not just the members of that organization
- 5) The organization, program, project, or event does not advocate a political or religious affiliation or belief
- 6) The organization provides direct services, education, or advocacy to residents of Roseville in response to the pandemic OR the organization experienced negative financial impacts from the pandemic that can be demonstrated with documentation detailing the negative financial impact
- 7) Organizations that are affiliated with and provide funds directly to the City shall not be eligible to receive funds under this program

Eligible uses of City ARPA Funds for Non-Profits

Eligible uses of City ARPA funds by non-profits include funding to provide programs and direct service to community members impacted by the pandemic. Other eligible uses of the funds include payroll and benefit costs, utilities, rent/mortgage payments, insurance, and other operating costs that directly support services to community members.

Applying for City ARPA Funds for Non-Profits

Non-profit organizations interested in receiving City ARPA funds for non-profits shall complete the attached Roseville ARPA Funding Request Application (attached) and include all pertinent information required by the application. Submission of an application is not a guarantee of funding. Applications will initially be reviewed for staff and qualifying applications will be forwarded to the Roseville City Council for consideration of approving the grant awards at a future City Council meeting. Applicants who are awarded funding will be required to enter into an agreement with the City of Roseville.



City of Roseville
Non-profit Application for use of ARPA Funds

Organization Name
Address Line 1
Address Line 2
City State Zip Code

State of Minnesota Non-Profit Registration Number

Person responsible for grant
Email
Phone

Please describe the purpose/mission of your non-profit:

Please describe how your non-profit currently serve the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

Generally describe the impacts of COVID to your organization

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

Please confirm the following statements:

- ☒ Your organization is a registered non-profit in the state of Minnesota
- ☒ Your organization serves Roseville community members
- ☒ Your organization provides community-based services and programs that benefit the greater good of the community and not just members of your organization
- ☒ Your organization experienced negative financial impacts that can be demonstrated with documentation detailing the negative impacts OR your organization provides direct services, education, or advocacy to residents of Roseville in response to the COVID-19 pandemic
- ☒ Your organization does not advocate for a political or religious affiliation or cause



City of Roseville

Non-profit Application for use of ARPA Funds

SUPPORTING DOCUMENTATION

- IRS Form 990 from most recent tax filing
- Current year budget for organization

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also certify that I have the authority on behalf of the organization to submit this application and legally bind the organization.

02/07/2023

Date

Authorized Signer

Puspa Bhandari

Print Name

Bhutanese Community Organizatio

Organization Name



Please describe the purpose/mission of your non-profit:

We believe every child in America should have equal opportunity and access to a quality education which is why our mission remains the same after 25 years, to partner with teachers and students in under-resourced schools, providing the support needed for teachers to teach and learners to learn. As we do this critical work, three values underpin our every strategy, campaign and communication:

The Value of Education - A quality education is the best gateway to opportunity, and students cannot achieve their full potential without it.

The Value of Teachers - Teachers know what's essential to helping students learn. They are the key to unlocking a student's potential.

The Value of Dignity - We strive to serve in a way that recognizes and protects the inherent dignity of both teachers and students.

Our core programs are designed to empower under-resourced teachers and students by providing the supplies they need to succeed. Through Supply a Student, Supply a Teacher, our 41 Resource Centers across the nation, Second Responder and Every Teacher, Every Day, Kids In Need Foundation equips nearly 8 million scholars with supplies and curriculum, free of charge, so they can focus on learning, and aim for their fullest potential - rewriting the poverty story as we've come to know it.

Please describe how your non-profit currently serves the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

- **Home to our flagship Teacher Resource Center, which serves 2,000 + teachers a year by investing \$2 million + in their under-resourced classrooms.**
- **Offers Roseville neighbors the opportunity to engage in the issues around equity in education**
- **Hosts 1,000 area teachers for our annual Thanks A Million! teacher appreciation event, where each teacher is gifted \$1,000 worth of classroom supplies**

Roseville is home to Kids In Need Foundation, and our flagship Teacher Resource Center (TRC). Our TRC, located at 2719 Patton Road, is an approximately 800 square foot shopping experience for area teachers who work in schools where 70% or more of the student population is eligible for the National School Lunch Program. Inside, teachers will find core classroom supplies, art supplies, books and more, all offered free of charge. Teachers are welcome to shop 2 times each year, and at each visit are invited to take \$500 worth of classroom supplies. In 2022, more than 2,000 teachers shopped at our Roseville TRC, representing 203 under-resourced schools in 62 area districts. Through this program, we equipped **more than 35,000 area students with more than \$2 million in critical school supplies.** In the same year, operations of the Roseville TRC represented \$2,161,645 of our annual expenses.

With inequitable public-school funding, **a per-student funding gap of \$2,200* exists** in schools where most students meet National School Lunch Program (NSLP) criteria. This gap disproportionately falls on students of color, particularly Hispanic and Black children, further perpetuating the Opportunity Gap. **According to the National Center for Education, teachers in these districts typically spend \$500* per year on supplies without reimbursement.** To further complicate this issue, teachers working in schools with higher poverty rates make, on average, 10% less each year than their counterparts. These are community issues that we believe deserve a community response, and Roseville continues to answer the call.

In the last year, our Roseville corporate neighbors have donated **340 hours** to our programs, filling backpacks with supplies and disseminating them to students who have little to call their own. School supplies and resources matter because they represent belonging and ownership of a student's education and a teacher's career. They empower underestimated students to recognize that they have choices and to make choices for themselves and their futures. For teachers facing rooms full of students struggling to break the cycle of poverty, supplies level the playing field so all students are prepared to learn when the bell rings.

On May 6, we will host our 2nd annual Thanks A Million teacher appreciation event in Roseville. One thousand area teachers will be invited, and each will receive **\$1000 worth of supplies and gifts of appreciation** for their investment in the next generation of world changers. Teachers have a daily influence on tomorrow's leaders and are the key to unlocking a student's potential. They touch our society at every level and their impact can leave a legacy across several generations, which is why we can think of nothing more noble than championing and supporting teachers in our most under-resourced communities.

Generally describe the impacts of COVID to your organization

KINF relies on the donations of both cash and Gift-in-Kind received from individuals, corporate entities and other partners to execute its programs. and was forced to adjust its operating model, having various elements of its operations fully or partially shut down because of the COVID-19 pandemic.

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

In the second quarter of 2020, COVID-19 orders in the state of Minnesota impacted KINF by disrupting its business and operating models, resulting in a 50% decrease in revenue, detailed below:

Cash receipts decreased by 27% for Q2 2020 versus the same period in 2019. Impacting the result most significantly was our inability to host fundraising events. The annual in-person gala, typically held in June, was canceled due to an executive order prohibiting gatherings of any kind in the state of Minnesota. In 2019, KINF's gala plus an in-person affiliate meeting brought in \$156k, which was 15% of overall cash revenue in 2019 Q2.

Gift-in-kind donations - KINF relies on donations of school supplies from various partners and donors. These donations fluctuate throughout the year; however, Q2 is historically a high-volume quarter for gift-in-kind product, due to the combination of May being the national teacher appreciation month and June being the end of the fiscal year for many companies. Furthermore, it is the ramp-up to back-to-school season. Overall, gift-in-kind donations decreased 63% in Q2 2020 (\$27.9M in Q2 2019 to \$10.2M in Q2 2020) due to the decrease in activity by partners as their business and operations were equally affected by COVID-19. As a result of the significant shortfall in donated products, KINF incurred increased expenses in the months to follow, having to purchase supplies to fulfill its programs to support teachers and students.

When considering the impact of both cash and GIK contributions, KINF experienced a 62% decrease in receipts from Q2 2020 to Q2 2019.

Volunteers - KINF relies on volunteers to assemble donated products into larger bundles, often referred to as

teacher boxes or student backpacks. In 2020, volunteer numbers decreased 72% and volunteer hours declined 71% from 2019. In Q2 of 2020, in-house volunteering was completely shut down by state mandates. This change of support impacted KINF's operations and logistics workforce, pulling staff in other directions and, at times, resulting in support from team members outside the operations team to assist in the distribution of donations to schools and partner organizations.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

KINF humbly requests a \$10,000 investment to support our Roseville Teacher Resource Center operations.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

KINF was awarded two PPP loans in the amount of \$313,700 (2020) and \$397,800 (2021).



Please describe the purpose/mission of your non-profit:

We believe every child in America should have equal opportunity and access to a quality education which is why our mission remains the same after 25 years, to partner with teachers and students in under-resourced schools, providing the support needed for teachers to teach and learners to learn. As we do this critical work, three values underpin our every strategy, campaign and communication:

The Value of Education - A quality education is the best gateway to opportunity, and students cannot achieve their full potential without it.

The Value of Teachers - Teachers know what's essential to helping students learn. They are the key to unlocking a student's potential.

The Value of Dignity - We strive to serve in a way that recognizes and protects the inherent dignity of both teachers and students.

Our core programs are designed to empower under-resourced teachers and students by providing the supplies they need to succeed. Through Supply a Student, Supply a Teacher, our 41 Resource Centers across the nation, Second Responder and Every Teacher, Every Day, Kids In Need Foundation equips nearly 8 million scholars with supplies and curriculum, free of charge, so they can focus on learning, and aim for their fullest potential - rewriting the poverty story as we've come to know it.

Please describe how your non-profit currently serves the community of Roseville. In your response please include the number of Roseville community members you serve and the costs for providing your services to the Roseville community:

- **Home to our flagship Teacher Resource Center, which serves 2,000 + teachers a year by investing \$2 million + in their under-resourced classrooms.**
- **Offers Roseville neighbors the opportunity to engage in the issues around equity in education**
- **Hosts 1,000 area teachers for our annual Thanks A Million! teacher appreciation event, where each teacher is gifted \$1,000 worth of classroom supplies**

Roseville is home to Kids In Need Foundation, and our flagship Teacher Resource Center (TRC). Our TRC, located at 2719 Patton Road, is an approximately 800 square foot shopping experience for area teachers who work in schools where 70% or more of the student population is eligible for the National School Lunch Program. Inside, teachers will find core classroom supplies, art supplies, books and more, all offered free of charge. Teachers are welcome to shop 2 times each year, and at each visit are invited to take \$500 worth of classroom supplies. In 2022, more than 2,000 teachers shopped at our Roseville TRC, representing 203 under-resourced schools in 62 area districts. Through this program, we equipped **more than 35,000 area students with more than \$2 million in critical school supplies.** In the same year, operations of the Roseville TRC represented \$2,161,645 of our annual expenses.

With inequitable public-school funding, **a per-student funding gap of \$2,200* exists** in schools where most students meet National School Lunch Program (NSLP) criteria. This gap disproportionately falls on students of color, particularly Hispanic and Black children, further perpetuating the Opportunity Gap. **According to the National Center for Education, teachers in these districts typically spend \$500* per year on supplies without reimbursement.** To further complicate this issue, teachers working in schools with higher poverty rates make, on average, 10% less each year than their counterparts. These are community issues that we believe deserve a community response, and Roseville continues to answer the call.

In the last year, our Roseville corporate neighbors have donated **340 hours** to our programs, filling backpacks with supplies and disseminating them to students who have little to call their own. School supplies and resources matter because they represent belonging and ownership of a student's education and a teacher's career. They empower underestimated students to recognize that they have choices and to make choices for themselves and their futures. For teachers facing rooms full of students struggling to break the cycle of poverty, supplies level the playing field so all students are prepared to learn when the bell rings.

On May 6, we will host our 2nd annual Thanks A Million teacher appreciation event in Roseville. One thousand area teachers will be invited, and each will receive **\$1000 worth of supplies and gifts of appreciation** for their investment in the next generation of world changers. Teachers have a daily influence on tomorrow's leaders and are the key to unlocking a student's potential. They touch our society at every level and their impact can leave a legacy across several generations, which is why we can think of nothing more noble than championing and supporting teachers in our most under-resourced communities.

Generally describe the impacts of COVID to your organization

KINF relies on the donations of both cash and Gift-in-Kind received from individuals, corporate entities and other partners to execute its programs. and was forced to adjust its operating model, having various elements of its operations fully or partially shut down because of the COVID-19 pandemic.

Please describe the negative and operational impact COVID-19 has had on your organization. In your response, please include specific information about the financial and operational impact along with any pertinent documents demonstrating the impacts:

In the second quarter of 2020, COVID-19 orders in the state of Minnesota impacted KINF by disrupting its business and operating models, resulting in a 50% decrease in revenue, detailed below:

Cash receipts decreased by 27% for Q2 2020 versus the same period in 2019. Impacting the result most significantly was our inability to host fundraising events. The annual in-person gala, typically held in June, was canceled due to an executive order prohibiting gatherings of any kind in the state of Minnesota. In 2019, KINF's gala plus an in-person affiliate meeting brought in \$156k, which was 15% of overall cash revenue in 2019 Q2.

Gift-in-kind donations - KINF relies on donations of school supplies from various partners and donors. These donations fluctuate throughout the year; however, Q2 is historically a high-volume quarter for gift-in-kind product, due to the combination of May being the national teacher appreciation month and June being the end of the fiscal year for many companies. Furthermore, it is the ramp-up to back-to-school season. Overall, gift-in-kind donations decreased 63% in Q2 2020 (\$27.9M in Q2 2019 to \$10.2M in Q2 2020) due to the decrease in activity by partners as their business and operations were equally affected by COVID-19. As a result of the significant shortfall in donated products, KINF incurred increased expenses in the months to follow, having to purchase supplies to fulfill its programs to support teachers and students.

When considering the impact of both cash and GIK contributions, KINF experienced a 62% decrease in receipts from Q2 2020 to Q2 2019.

Volunteers - KINF relies on volunteers to assemble donated products into larger bundles, often referred to as

teacher boxes or student backpacks. In 2020, volunteer numbers decreased 72% and volunteer hours declined 71% from 2019. In Q2 of 2020, in-house volunteering was completely shut down by state mandates. This change of support impacted KINF's operations and logistics workforce, pulling staff in other directions and, at times, resulting in support from team members outside the operations team to assist in the distribution of donations to schools and partner organizations.

Please indicate the amount of funds being requested (maximum of \$10,000) and how you would use funds awarded under this program:

KINF humbly requests a \$10,000 investment to support our Roseville Teacher Resource Center operations.

Please indicate any other COVID-19 related relief that your organization has applied for or will be applying for:

KINF was awarded two PPP loans in the amount of \$313,700 (2020) and \$397,800 (2021).

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 7.c

Department Approval



City Manager Approval

Item Description: Fire Department Presentation & Update

BACKGROUND

The Fire Department has significantly evolved its staffing and response model over the last decade with the inclusion of full-time staffing, increasing emergency call volume year over year, more shared services with neighboring agencies, and enhancing services in the community; for example, multi-family licensing and advanced life support (ALS) first response. Emergency response call volume has increased more than 18% over the last two years, resulting in nearly 6,700 emergency calls for service; we responded to less than 5,000 calls just in 2018. The Fire Department expanded and enhanced their emergency medical services capacity and capabilities by including paramedic-level care (ALS First Response) in August 2022. This significant step has also introduced potential collaboration with Allina Medical Transportation on hybrid ambulance transport models to address shortcomings identified within the medical transportation system. In 2018 the Fire Department transitioned the fire prevention/inspections division into the operations division and on-duty staffing with the expectation of performing all fire prevention activities while on-duty. The Fire Department has been working through, and to a degree, struggling, with balancing fire prevention/inspections and multi-family licensing expectations and needs with day-to-day emergency response. Through the continued growth of multi-family housing since 2018 this model is unable to keep up with the demand of the fire prevention and licensing inspections of the community. The Fire Department plans to present to Council on current staffing, call volume and other service updates.

POLICY OBJECTIVE

There is no policy objective at this time. The purpose of this presentation is to bring Council up to speed on current staffing, call volume trends, and to review the first six months of providing Advanced Life Support First Response.

BUDGET IMPLICATIONS

There are no budget impacts at this time. However, the Fire Department will be discussing the need for sustainable staffing to meet the demands of the emergency response system in Roseville as well as revisit the workload of multi-family licensing.

RACIAL EQUITY IMPACT SUMMARY

The Fire Department proudly serves the community of Roseville and its guests. There is no racial equity impact with this department update.

33 **STAFF RECOMMENDATION**
34 Review the presentatioin and provide feedback to the Fire Department.

35 **REQUESTED COUNCIL ACTION**
36 Receive presentation.

37

Prepared by: Brosnahan, David
Attachments: A: Power-Point

Fire Department Update

March 20, 2023



Fire Department Update



2022 In Review

- Call Volume & Staffing
 - Current
 - Fire Prevention & Multi-Family Licensing
- Advanced Life Support First Response Update

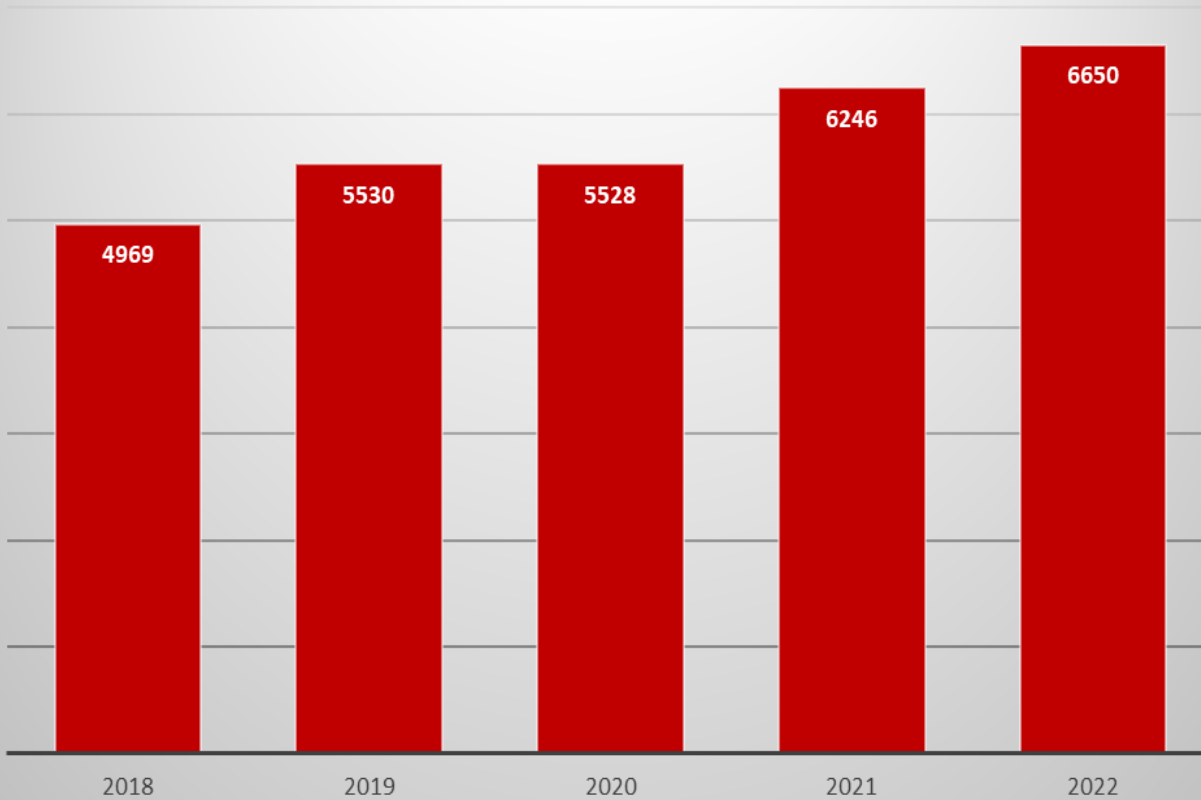
Emergency Medical Services

- Next Steps

Q&A Discussion

Fire Department Update

Number of Calls per Year



Call Volume Continues to Increase

- 6.5% increase 2021 to 2022
- 18% over the last two years
- Current Staffing Levels

Fire Department Update

On-Duty Staffing:

Up to 8 Firefighters Per Shift, 6 Minimum



2-3 Firefighters (EMT or Paramedic)



2 Firefighters (EMT or Paramedic)



2 Firefighters (EMT or Paramedic)



0-1* Battalion Chief
Shift Supervisor

Staffing Challenges & Goals

- Not to repeat pre-Phase II Levels
 - Call Volume Driven
- SAFER Grant
 - Current
 - Future
- Fire Inspections & Multi-Family Licensing
 - Causing Response Issues/Delays
 - Fire Inspector/Housing Officer

Fire Department Update



ALS First Response

- Six Month Review
 - Growth Opportunities & Success Stories

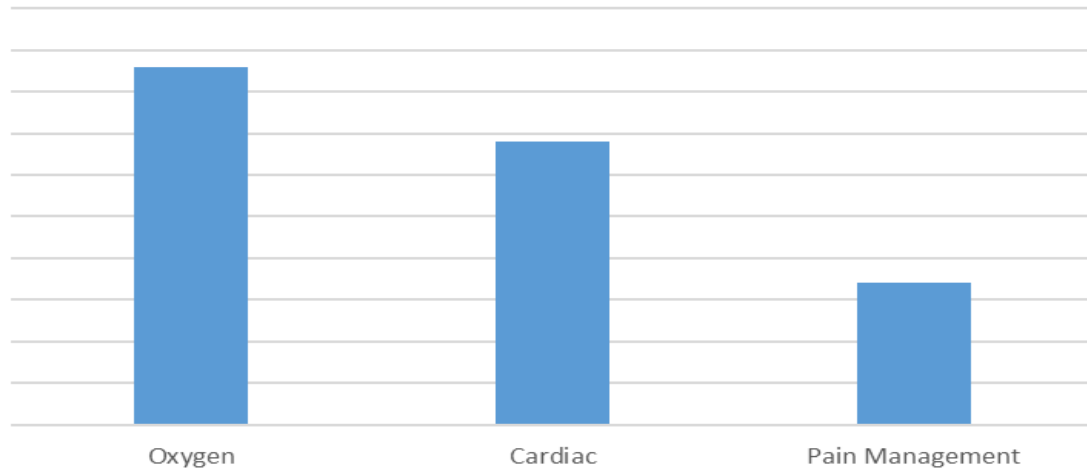
Our Why

- Recognition of the Need
- Capacity of the Organization

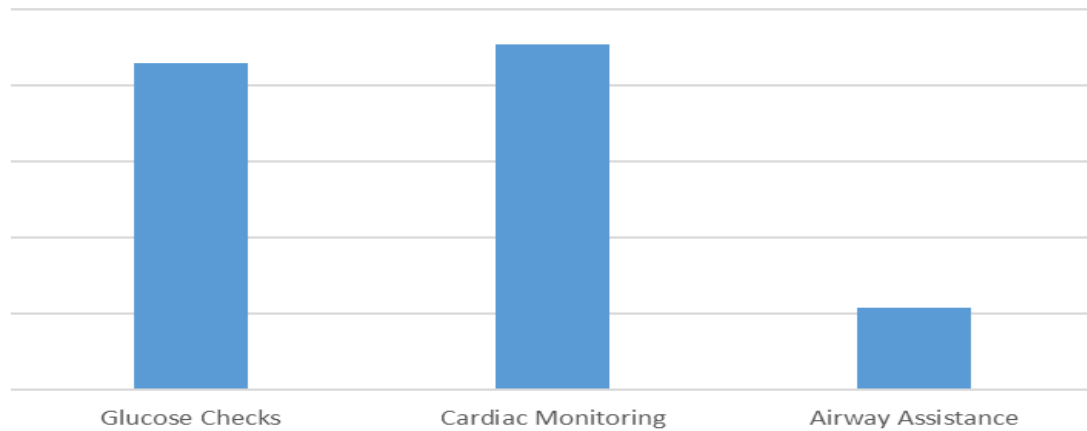


Fire Department Update

Medication Delivery



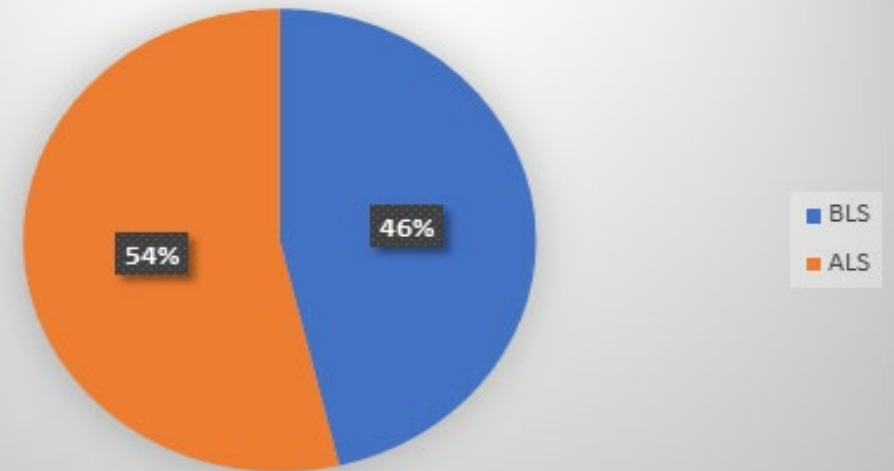
Interventions



ALS First Response Data

- Usage & Utilization
- Trends

Level of Care Provided



Fire Department Update



Emergency Medical Services

- Next Steps
 - Enhanced Patient Care Response Model
 - Hybrid & Collaborative Models
 - Allina
 - Local Control/PSA at State Level

Q & A

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Consider Ordinances amending Titles 8 and 10 of the City Code regarding shoreland, wetland, stormwater, and sustainability regulations

BACKGROUND

The legislative history surrounding these amendments is as follows:

- November 8, 2021: City Council adopted an ordinance approving phase one amendments to the Zoning Code to ensure compliance with the City's 2040 Comprehensive Plan. The Planning Commission held numerous meetings in 2021 reviewing these amendments and forwarded a recommendation to the City Council.
- September 1, 2021: Planning Commission held a preliminary discussion to prioritize the second phase of updates to the Zoning Code. At that time, consensus was built around two related topics: 1) shoreland and 2) sustainability.
- January 31, 2022: Planning Commission held a joint meeting with the City Council to determine if Commission and Council interests were aligned regarding the second phase of updates to the Zoning Code. That discussion revealed consensus to focus on updating the City's Shoreland Ordinance to comply with the DNR's current model ordinance and to pursue other Zoning Code amendments surrounding sustainability.
- February 28, 2022: City Council authorized additional budget to ensure phase two topics could be fully examined.
- June 1, 2022: The Planning Commission held a discussion on the phase two updates, including reviewing the DNR's model ordinance and potential modifications to the model ordinance to accommodate the implementation of such rules in Roseville. A preliminary discussion was also held regarding other sustainability topics, including requirements and incentives.
- July 6, 2022: The Planning Commission held a discussion on the phase two updates, including recommendations for certain requirements surrounding EV ready/charging, minimum tree requirements for multi-family development, and native landscaping. A discussion was also had about solar and whether screening requirements should be imposed, but a determination was made to leave the City's existing solar rules in place and not implement a screening requirement. A broader, more conceptual discussion occurred regarding incentives to promote more sustainable building practices. The incentives discussion was in response to existing barriers whereby State law limits the City's ability to impose more restrictive building standards than the Building Code, so development that is more sustainable would have to be incentivized.
- September 7, 2022: The Planning Commission reviewed the latest draft of the Shoreland Ordinance, final drafts of the language related to sustainability requirements (EV ready/charging and landscaping), and began discussion on sustainability incentives. It was determined incentives could best be offered through a worksheet and point system that offers

a variety of ways to achieve sustainability and what incentives would be provided in exchange for sustainable development practices.

- October 5, 2022: The Planning Commission reviewed the latest draft of the sustainability incentives worksheet and provided feedback to staff. The Planning Commission also reviewed a spreadsheet regarding the impact of the incentives offered via the worksheet (Attachment E).
- November 2, 2022: The Planning Commission reviewed the latest revisions to the sustainability incentives worksheet based on feedback obtained during the October meeting. Feedback included confirmation on a limit to the number of incentives a single project could obtain and that a greater number of points should be provided for incorporating bird-safe windows into a project.
- November 17, 2022: An open house regarding the phase II amendments was held at the City Hall Council Chambers from noon – 6pm. Based on those who signed the sign-in sheet, approximately 25 households attended the open house. Residents who attended were solely interested in the Shoreland Ordinance updates. Staff also managed a webpage informing the public of the phase II update process, including interactive mapping materials and ways to provide feedback. That webpage is still live at www.cityofroseville.com/zoningupdate. Aside from interest in the Shoreland Ordinance, the public has not expressed concerns about the other proposed amendments related to EV and landscaping (Attachment D).
- December 7, 2022: The Planning Commission held a public hearing regarding the phase II Zoning Code amendments. No persons from the public attended or provided testimony. The Planning Commission recommended the City Council approve amendments to five areas of the Zoning Code, with no further changes, consistent with the Commission's prior discussions and the staff recommendation.
- January 30, 2023: The City Council discussed the proposed amendments and provided comments and direction to City staff. Staff indicated the Council feedback would be incorporated and scheduled for consideration at a future City Council meeting. It was also decided the revisions to Title 8, pertaining to stormwater and wetland regulations, would be scheduled for the same discussion given this language is being proposed to move from the shoreland rules to the Public Works chapter of the City Code.
- March 6, 2023: The City Council discussed the proposed amendments, offering additional comments and revisions to City staff. Council requested consideration of the updated ordinances at the next available meeting. Staff was unable to include the minutes from this Council discussion as the minutes were not yet available at the time of drafting this report.

At the March 6, 2023 City Council meeting, Council asked questions and requested additional revisions. The issues discussed and a summary of how staff has addressed those issues is outlined below:

- 25% vs. 30% Impervious Surface

Council expressed concern about the impervious surface requirements decreasing to 25% from 30% and that this standard will apply past the current Shoreland Overlay of 300'. It's important to clarify two items: 1) the impervious surface requirement in the current Shoreland Overlay of 300' is 25%, with an ability to go up to 35% only with an approved Stormwater Permit, and 2) the 30% impervious surface limitation applies to the rest (those outside the Shoreland overlay) of the residential properties in Roseville. Because the DNR has statutory authority

over Shoreland ordinances, they must approve any deviations from their model ordinance, which contains the 25% limit and 1,000' overlay. City staff, through our consultant, requested a 30% limit within the 1,000' overlay given that is the City-wide standard for residential properties. This request would not be approved. In order to move to the current model ordinance, staff cannot pick and choose what model standards to adopt or not. Thus, if the Council wishes to move forward, the 25% limitation must be accepted. This change was directly communicated to the public, via a letter mailed to each resident, through Open House materials, and through the City's website content. Only one resident expressed concern in regards to this specific issue.

Using GIS data, staff examined impervious surface across parcels within both the 300' and 1,000' shoreland overlay. This data illustrates the following:

- Within the current 300' overlay, 208 parcels already exceed 25% impervious surface.
- By going to the 1,000' overlay, an additional 417 parcels would exceed 25% impervious surface.
- Whether in the 300' or 1,000' overlay, approximately 2/3rd's of the parcels will remain in compliance and 1/3rd would become legal nonconforming.
- Of the 1/3rd that is legal nonconforming, 5% of those exceed 35%, meaning they are already over what the Stormwater Permit would allow.
- Many of these 417 parcels are located along the periphery of the Shoreland Overlay – or where only a portion of the parcel lies within the 1,000' overlay. Under these scenarios, only the portion of the property within the Shoreland Overlay would be subject to the 25% limitation. The portion outside would be allowed 30% impervious.

While 1/3rd of the parcels within the overlay would become legal nonconforming through adoption of the updated ordinance, in terms of impervious surface, they would be grandfathered-in. Grandfathering means the property owner would be able to maintain impervious surface at the current amount but not increase it. Depending on the specific characteristics of a project, the variance process can be used to exceed 25% (or whatever the grandfathered percentage is). If it can be demonstrated the additional impervious surface will not negatively impact the lake, it's likely the "practical difficulty" test can be met and a variance could be approved. Staff is confident the need for a variance under these scenarios would not be a regular occurrence. Staff is also fairly confident the DNR would not object to these variance requests.

There was also some discussion about impervious surface vs. improvement area. Impervious surface only is referred to in the LDR and LMDR zoning districts, whereas improvement areas are referred to in all districts. All impervious surfaces are included in improvement areas. The existing improvement area standards outside LDR and LMDR zoning districts will remain unchanged even if those parcels are within the Shoreland Overlay.

- Defining what "open area" means as it relates to multi-family landscaping (specifically tree) requirements (lines 837-838)

Instead of defining "open area" staff redrafted the standard to say "Multi-family residential dwellings shall require 1 canopy and 1 evergreen tree per two thousand (2,000) square feet of site area not occupied by structures" given the definition of structure includes any buildings or

paved areas.

- Clarifying when EV charging requirements apply, and how, to improved and/or expanded parking areas (Table 1019-2 and lines 864-874)

Language was added to Table 1019-2 to clarify when and how the EVCS requirements apply to “expanded or improved” parking areas. It applies when existing parking areas are expanded or improved by 25%. Then, the amount of EVCS required is based on the same requirement for new parking areas, but calculated based only on the amount of improved or expanded spaces.

Scenario 1: a multi-family apartment building with 100 parking stalls is adding 25 parking stalls, triggering the following EVCS = 25 new stalls x 5% = 1.25 = 1 EVCS of Level 1 or greater

Scenario 2: a multi-family apartment building with 200 parking stalls is adding 75 parking stalls, triggering the following EVCS = 75 new stalls x 10% = 7.5 = 8 EVCS of Level 1 or greater

Scenario 3: a retail store with 200 parking stalls is adding 10 parking stalls, triggering zero EVCS because less than 25% of a parking stall expansion is proposed

Scenario 4: a retail store with 200 parking stalls is rebuilding 100 parking stalls, triggering $100 \times 5\% = 5$ EVCS of Level 2 or greater

Under all scenarios, except Scenario 3 where no EVCS is required, EVCS shall be made available to at least one accessible stall.

- Reword the language related to reducing EVCS charging requirements (lines 878-883)

The language provided matches what was discussed during the Council meeting.

- Rounding up (lines 858-860)

While not discussed during the meeting on March 6th, while running EVCS scenarios staff discovered a need to clarify how and when to round numbers to determine EVCS requirements. As such, if the EVCS regulations produce a number less than one, the calculation shall always round up to one. When the calculation produces a number greater than one, fractional result of at least one-half will be round up to the nearest number.

No revisions have been made to the ordinance amending Title 8 (Attachment B).

Given the length of the ordinances provided in Attachments A and B, a summary publication is recommended to save on publishing costs. The summary language is provided as Attachment C. A summary publication requires a 4/5th vote of the City Council.

POLICY OBJECTIVE

Ensure compliance and consistency between the City’s 2040 Comprehensive Plan and the City’s Zoning Code.

BUDGET IMPLICATIONS

On February 28, 2022 the City Council authorized a First Amendment to the professional services agreement with HKGi providing an additional \$15,000 to cover professional service costs related to the second phase of Zoning Code amendments. Based on the funds that remained after the first phase of amendments, the total cost to complete the second phase of amendments was approximately \$25,000. These funds were paid for from Community Development Fund balance.

RACIAL EQUITY IMPACT SUMMARY

Impacts on racial equity were not considered in conjunction with the phase II amendments to the Zoning Code. However, such impacts are not anticipated based on the Zoning Code topics proposed for amendment.

STAFF RECOMMENDATION

Adopt the ordinances provided in Attachments A-C, amending Titles 8 and 10 of the City Code regarding shoreland, wetland, stormwater and sustainability requirements.

REQUESTED COUNCIL ACTION

Adopt the ordinances provided in Attachments A-C, amending Titles 8 and 10 of the City Code regarding shoreland, wetland, stormwater and sustainability requirements.

Prepared by: Janice Gundlach, Community Development Director
Jesse Freihammer, Public Works Director

Attachments: A: Ordinance (amendments to Title 10)
B: Ordinance (amendments to Title 8)
C: Ordinance (summary publication)
D: Shoreland Overlay Map

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 10, ZONING, OF THE ROSEVILLE CITY CODE TO
UPDATE AND AMEND SHORELAND MANAGEMENT AND ENVIRONMENTAL
REGULATIONS

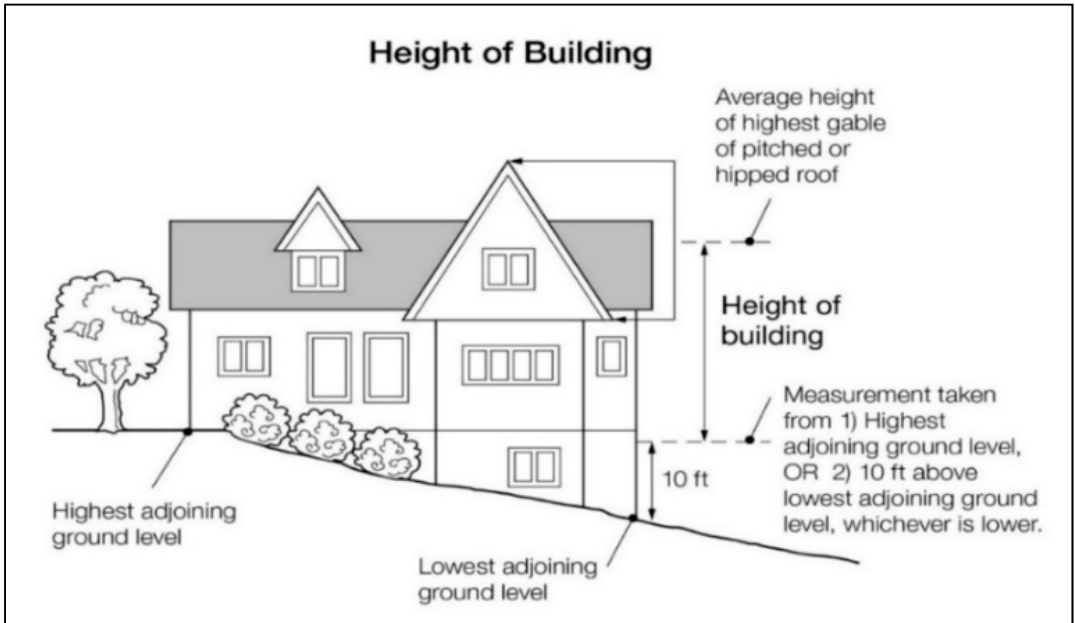
The City Council of the City of Roseville does ordain:

Section 1. Zoning Code Amended. After Planning Commission and City Council consideration of Phase 2 of Project File 0044, the Roseville City Code, Title 10 (Zoning) is hereby amended to add and update various definitions.

ACCESSIBLE ELECTRIC VEHICLE CHARGING STATION: electric vehicle charging station where the battery charging station is located within accessible reach of a barrier-free access aisle and the electric vehicle.

BATTERY ELECTRIC VEHICLE: any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.

BUILDING HEIGHT: The vertical dimension measured from the average elevation of the approved grade at the front of the building to the highest point of the roof in the case of a flat roof, to the deck line of a mansard roof, and to the midpoint of the ridge of a gable, hip, or gambrel roof. (For purposes of this definition, the average height shall be calculated by using the highest ridge and its attendant eave. The eave point used shall be where the roof line crosses the side wall.) In the case of alterations, additions or replacement of existing buildings, height shall be measured from the natural grade prior to construction. The vertical distance between the highest adjoining ground level at the building or ten feet above the lowest adjoining ground level, whichever is lower, and the highest point of a flat roof or average height of the highest gable of a pitched or hipped roof.



CHARGING LEVELS: standardized indicators of electrical force, or voltage, at which an electric vehicle's battery is recharged. The terms 1, 2, and DC are the most common charging levels, and include the following specifications:

1. Level 1 is considered slow charging with 120v outlets.
2. Level 2 is considered medium charging with 240v outlets, charging head and cord hard-wired to the circuit.
3. DC is considered fast or rapid charging. Voltage is greater than 240.

ELECTRIC VEHICLE: a vehicle that operates, either partially or exclusively, on electrical energy from the electrical grid, or an off-grid source, that is stored on board for motive purposes. "Electric vehicle" includes:

1. Battery electric vehicle
2. Plug-in hybrid electric vehicle

ELECTRIC VEHICLE CHARGING STATION (EVCS): a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle.

ELECTRIC VEHICLE CHARGING INFRASTRUCTURE: conduit/wiring, structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations and rapid charging stations.

ELECTRIC VEHICLE PARKING SPACE: any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle.

ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE): any equipment or electrical component used in charging electric vehicles at a specific location. EVSE does not include equipment located on the electric vehicles themselves.

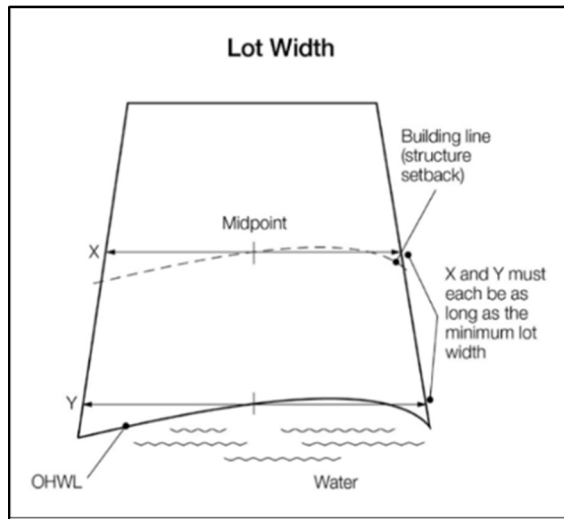
ELECTRICAL CAPACITY shall mean, at minimum:

1. Panel capacity to accommodate a dedicated branch circuit and service capacity to install a 208/240V outlet per charger;
2. Conduit from an electric panel to future EVCS location(s).

LOT WIDTH: ~~The horizontal distance between the side lines of a lot measured at right angles to its depth along a straight line parallel to the front lot line at the minimum required structure setback line.~~ The minimum distance between:

1. Side lot lines measured at the midpoint of the building line; and

4.2. Side lot lines at the ordinary high water level, if applicable (see figure below). Otherwise, side lot lines at the rear yard building setback line.



ORDINARY HIGH WATER LEVEL: ~~The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.~~ The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.

PLUG IN HYBRID ELECTRIC VEHICLE: an electric vehicle that:

1. Contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor;
2. Charges its battery primarily by connecting to the grid or other off-board electrical source;
3. May additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and
4. Has the ability to travel powered by electricity.

SETBACK: ~~The minimum horizontal distance by which any building or structure must be separated from a street right-of-way, lot line, or ordinary high water level~~ required between a structure, sewage treatment system, or other facility and an ordinary high water level, sewage treatment system, top of a bluff, road or highway right-of-way, property line, or other facility. Also known as “required yard.”

STRUCTURE: ~~A structure is anything constructed or erected, including paved surfaces, the use of which requires more or less permanent location on the ground, or attached to something having permanent location on the ground, and in the case of floodplain areas, in the stream bed or lake bed.~~ A structure is anything constructed or erected, including paved surfaces, the use of which requires more or less permanent location on the ground, or attached to something having permanent location on the ground, and in the case of floodplain areas, in the stream bed or lake bed. Structures include, but are not limited to,

decks, driveways, and at-grade patios. Structures do not include aerial or underground utility lines such as sewer, electric, telephone, gas lines, towers, poles, and other supporting structures.

Section 2. Shoreland Management Regulations After Planning Commission and City Council consideration of Phase 2 of Project File 0044, the Roseville City Code, Title 10 (Zoning) is hereby amended to reflect updates to the shoreland management regulations made to ensure that the provisions of the zoning code are in alignment with the model ordinance prepared by Minnesota Department of Natural Resources, including repealing the existing Chapter 1017 (Shoreland, Wetland and Storm Water Management) and replacing it with a new Shoreland Overlay District in Chapter 1012 (Overlay Districts). Regulations in Chapter 1017 pertaining to wetland and storm water management will be incorporated into City Code Title 8 under a companion ordinance.

§1004.09.C.2

Within this improvement area limit, impervious surfaces shall be limited to 25% of the ~~parcel area for parcels~~ within a Shoreland ~~or Wetland~~ Management Overlay District, or within the Stormwater Management or Wetland Protection Overlay Districts regulated in Title 8 of this Code, to mitigate surface water impacts caused by excess storm water runoff. ~~This impervious surface limit may be exceeded, within the allowed improvement area and in compliance with pertinent regulations in Chapter 1017 of this Title, by receiving approval(s) from the City Engineer to mitigate excess storm water runoff, generated by additional hard surfaces, through technical analysis of building materials, soils, slopes, and other site conditions.~~

§1004.10.C

Improvement Area: Improvement area, including paved surfaces, the footprints of principal and accessory buildings, and other structures like decks, pergolas, pools, etc, shall be limited to 60% of the parcel area. The purpose of this overall improvement area for rather liberal construction on a residential property while preventing over- building; ~~for parcels within a Shoreland or Wetland Management District, paved surfaces and building footprints shall be further limited to 25% of the parcel area.~~

§1004.10.C.2

Within this improvement area limit, impervious surfaces shall be limited to 25% of the ~~parcel area for parcels~~ within a Shoreland ~~or Wetland~~ Management Overlay District, or within the Stormwater Management or Wetland Protection Overlay Districts regulated in Title 8 of this Code, to mitigate surface water impacts caused by excess storm water runoff. ~~This impervious surface limit may be exceeded, within the allowed improvement area and in compliance with pertinent regulations in Chapter 1017 of this Title, by receiving approval(s) from the City Engineer to mitigate excess storm water runoff, generated by additional hard surfaces, through technical analysis of building materials, soils, slopes, and other site conditions.~~

Chapter 1012 Overlay Districts

Section:

1012.03: Shoreland Overlay District

1012.03: SHORELAND OVERLAY DISTRICT**A. Statutory Authorization and Policy**

1. Statutory Authorization: This shoreland ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F, Minnesota Rules, Parts 6120.2500 - 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.
2. Policy: The Legislature of Minnesota has delegated responsibility to local governments of the state to regulate the subdivision, use and development of the shorelands of public waters and thus preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, and provide for the wise use of waters and related land resources. This responsibility is hereby recognized by the City of Roseville.
3. Purpose: The purpose of the Shoreland Overlay District is to recognize, preserve, protect and enhance the environmental, recreational and hydrologic resources and functions of the city's lakes by regulating the use of land adjacent to public waters. In order to promote the general health, safety and welfare, certain protected waters in the city have been given a shoreland management classification by the Minnesota Department of Natural Resources and the City of Roseville. The intent of the Shoreland Overlay District is to apply the regulations and standards found in this chapter to public waters and adjacent land as an overlay zone, further regulating the use of land as allowed by other districts of this ordinance.

B. General Provisions and Definitions

1. Jurisdiction: The provisions of this ordinance apply to the shorelands of the public water bodies as classified in Section 1012.03.D.1 of this ordinance. Pursuant to Minnesota Rules, Parts 6120.2500 -6120.3900, no lake, pond, or flowage less than 10 acres in size in municipalities or 25 acres in size in unincorporated areas need be regulated in a local government's shoreland regulations. A body of water created by a private user where there was no previous shoreland may, at the discretion of the governing body, be exempt from this ordinance.
2. Enforcement: The Community Development Director is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements, including violations of conditions and safeguards established in connection with grants of variances or conditional uses, constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in Section 1012.03.C.2 of this ordinance.
3. Severability: If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
4. Abrogation and Greater Restrictions: It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
5. Definitions: Unless specifically defined below, words or phrases used in this ordinance shall be interpreted to give them the same meaning they have in common usage and to give this ordinance

its most reasonable application. For the purpose of this ordinance, the words “must” and “shall” are mandatory and not permissive. All distances, unless otherwise specified, are measured horizontally.

BLUFF: A topographic feature such as a hill, cliff, or embankment having the following characteristics:

- Part or all of the feature is located in a shoreland area;
- The slope must drain toward the waterbody.
- The slope rises at least 25 feet above the ordinary high water level;
- The grade of the slope from the toe of the bluff to a point 25 feet or more above the ordinary high water level averages 30 percent or greater (see Figure 1012-1), except that an area with an average slope of less than 18 percent over a distance of at least 50 feet shall not be considered part of the bluff (see Figure 1012-2).

Figure 1012-1: Illustration of Bluff

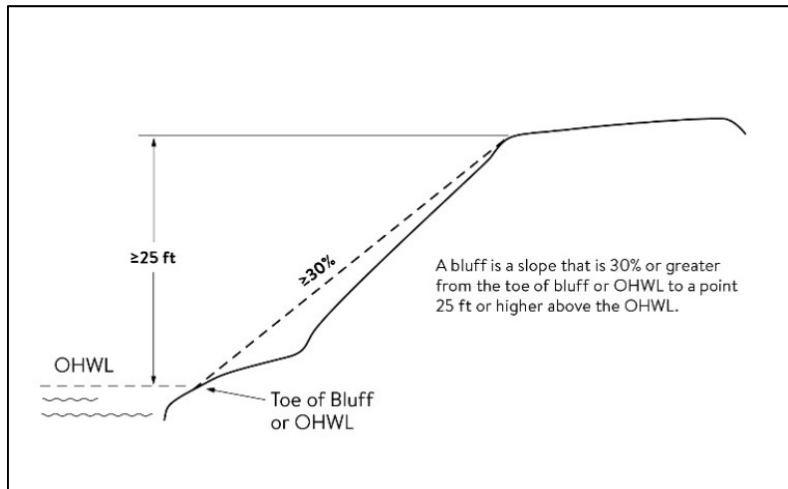
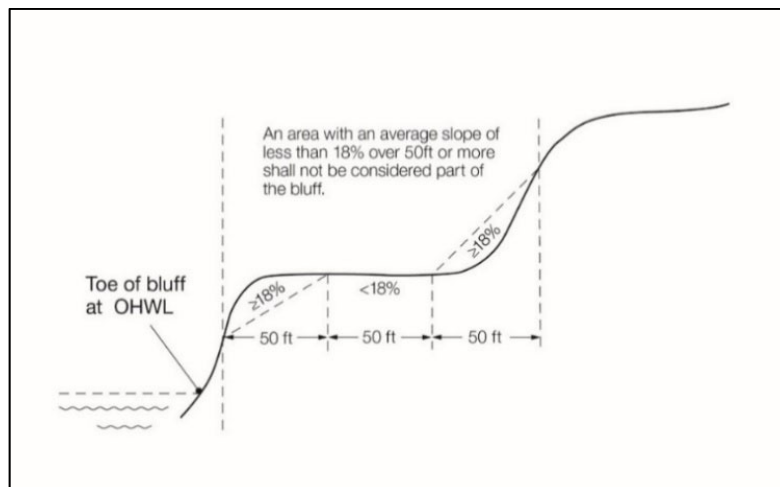
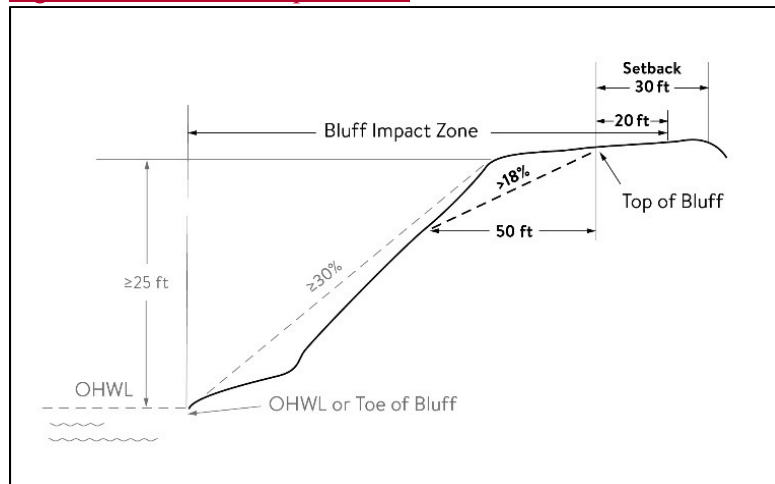


Figure 1012-2: Exception to Bluff



BLUFF IMPACT ZONE: A bluff and land located within 30 feet of the top of a bluff. See Figure 1012-3.

Figure 1012-3: Bluff Impact Zone



BLUFF, TOE OF: The lower point of a 50-foot segment with an average slope exceeding 18 percent or the ordinary high water level, whichever is higher.

BLUFF, TOP OF: For the purposes of measuring setbacks, bluff impact zone, and administering vegetation management standards, the higher point of a 50-foot segment with an average slope exceeding 18 percent.

BOATHOUSE: A facility as defined by Minnesota Statutes, Section 103G.245.

BUFFER: A vegetative feature as defined by Minnesota Statutes, Section 103F.48.

BUILDING LINE: A line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.

CONTROLLED ACCESS LOT: A lot used to access public waters or as a recreation area for owners of nonriparian lots within the same subdivision containing the controlled access lot.

COMMERCIAL USE: The principal use of land or buildings for the sale, lease, rental, or trade of products, goods, and services.

COMMISSIONER: The commissioner of the Department of Natural Resources.

CONDITIONAL USE: Conditional use. A land use or development as defined by ordinance that would not be appropriate generally but may be allowed with appropriate restrictions upon a finding that certain conditions as detailed in the zoning ordinance exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with the existing neighborhood.

DWELLING SITE: A designated location for residential use by one or more persons using temporary or movable shelter, including camping and recreational vehicle sites.

INDUSTRIAL USE: The use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

200 INTENSIVE VEGETATION CLEARING: The complete removal of trees or shrubs in a
201 contiguous patch, strip, row, or block.

202 NONCONFORMITY: Any legal use, structure or parcel of land already in existence, recorded, or
203 authorized before the adoption of official controls or amendments to those controls that would not
204 have been permitted to become established under the terms of the official controls as now written.

205 PLANNED UNIT DEVELOPMENT: A type of development characterized by a unified site
206 design for a number of dwelling units or dwelling sites on a parcel, whether for sale, rent, or
207 lease, and also usually involving clustering of these units or sites to provide areas of common
208 open space, density increases, and a mix of structure types and land uses. These developments
209 may be organized and operated as condominiums, time-share condominiums, cooperatives, full
210 fee ownership, commercial enterprises, or any combination of these, or cluster subdivisions of
211 dwelling units, residential condominiums, townhouses, apartment buildings, dwelling grounds,
212 resorts, hotels, motels, and conversions of structures and land uses to these uses.

213 PUBLIC WATERS: Any water as defined in Minnesota Statutes, Section 103G.005, Subd. 15,
214 15a.

215 RESIDENTIAL PLANNED UNIT DEVELOPMENT: A use where the nature of residency is
216 nontransient and the major or primary focus of the development is not service-oriented. For
217 example, residential apartments, manufactured home parks, time-share condominiums,
218 townhouses, cooperatives, and full fee ownership residences would be considered as residential
219 planned unit developments. To qualify as a residential planned unit development, a development
220 must contain at least five dwelling units or sites.

221 SEMIPUBLIC USE: The use of land by a private, nonprofit organization to provide a public
222 service that is ordinarily open to some persons outside the regular constituency of the
223 organization.

224 SEWER SYSTEM: Pipelines or conduits, pumping stations, and force main, and all other
225 construction, devices, appliances, or appurtenances used for conducting sewage or industrial
226 waste or other wastes to a point of ultimate disposal.

Figure 1012-4: Shore Impact Zone



- 1,000 feet from the ordinary high water level of a Department of Natural Resources designated lake, pond, or flowage; and
- 300 feet from a city designated water body; and
- 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater (see Figure 1012-5).

Definition of Shoreland

The diagram illustrates the definition of shoreland in relation to a river and a lake. Key features include:

- Designated (mapped) floodplain:** Indicated by a dotted line.
- River:** The water body on the left side of the diagram.
- Lake:** The larger water body on the right side of the diagram.
- Shoreland:** The area between the river/lake and the floodplain, shaded in gray.
- 300 ft:** The width of the shoreland from the river.
- 1,000 ft:** The width of the shoreland from the lake.
- OHWL (Ordinary High Water Line):** Marked on the lake shore.

238
239

SIGNIFICANT HISTORIC SITE: Any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of Minnesota Statutes, Section 307.08. A historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications for listing after review by the Minnesota state archaeologist or the director of the Minnesota Historical Society. All unplatted cemeteries are automatically considered to be significant historic sites.

STEEP SLOPE: Lands having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more, which are not bluffs.

SUBDIVISION: Land that is divided for the purpose of sale, rent, or lease, including planned unit developments.

SUITABILITY ANALYSIS: An evaluation of land to determine if it is appropriate for the proposed use. The analysis considers factors relevant to the proposed use and may include the following features: susceptibility to flooding; existence of wetlands; soils, erosion potential; slope steepness; water supply, sewage treatment capabilities; water depth, depth to groundwater and bedrock, vegetation, near-shore aquatic conditions unsuitable for water-based recreation; fish and wildlife habitat; presence of significant historic sites; or any other relevant feature of the natural land.

VARIANCE: "Variance" means the same as that defined in Minnesota Statutes, Section 462.357 Subd. 6 (2).

WATER-DEPENDENT USE: The use of land for commercial, industrial, public or semi-public purposes, where access to and use of a public water is an integral part of the normal conduct of operation. Marinas, resorts, and restaurants with transient docking facilities are examples of commercial uses typically found in shoreland areas.

WATER-ORIENTED ACCESSORY STRUCTURE OR FACILITY: A small, above ground building or other improvement, except stairways, fences, docks, and retaining walls, which, because of the relationship of its use to surface water, reasonably needs to be located closer to public waters than the normal structure setback. Examples of such structures and facilities include, watercraft and watercraft equipment storage structures, gazebos, screen houses, fish houses, pump houses, saunas, patios, and detached decks. Boathouses and boat storage structures given the meaning under Minnesota Statutes, Section 103G.245 are not a water-oriented accessory structures

WETLAND: "Wetland" has the meaning given under Minnesota Rule, part 8420.0111.

C. Administration

1. Purpose: The purpose of this Section is to identify administrative provisions to ensure the ordinance is administered consistent with its purpose.

2. Permits

a. A permit is required for the construction of buildings or building additions (including construction of decks and signs) and those grading and filling activities not exempted by Section 1012.03.H.3 of this ordinance.

b. A certificate of compliance, consistent with Minnesota Rules Chapter 7082.0700 Subp. 3, is required whenever a permit or variance of any type is required for any improvement on or use of the property.

3. Application Materials: Application for permits and other zoning applications such as variances shall be made to the Community Development Department on the forms provided. The application shall include the necessary information so that the Community Development Director can evaluate how the application complies with the provisions of this ordinance.

4. Variances: Variances may only be granted in accordance with Minnesota Statutes, Section 462.357 and are subject to the following:

a. A variance may not circumvent the general purposes and intent of this ordinance; and

b. Variances that allow a structure to be located within the ordinary high water level setback or that allow more impervious surface coverage than the standard shall include the following minimum conditions:

i. The greater of 20 feet or 20% of contiguous shoreline to a depth of 10 feet shall be restored with trees, shrubs, and low ground covers consisting of native plants which are consistent with the natural cover of the shoreline.

ii. A planting plan which is acceptable to City Staff shall be submitted that demonstrates how the restoration will occur.

iii. Either a conservation easement for the restored area shall be established and recorded, or signage following City policies shall be installed and maintained around the restoration area.

5. Conditional Uses: All conditional uses in the shoreland area are subject to a thorough evaluation of the waterbody and the topographic, vegetation, and soil conditions to ensure:

a. The prevention of soil erosion or other possible pollution of public waters, both during and after construction;

b. The visibility of structures and other facilities as viewed from public waters is limited;

c. There is adequate water supply and on-site sewage treatment; and

d. The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercrafts.

6. Mitigation

a. In evaluating all variances, conditional uses, zoning and building permit applications, the zoning authority shall require the property owner to address the following conditions, when related to and proportional to the impact, to meet the purpose of this ordinance, to protect adjacent properties, and the public interest:

i. Advanced storm water runoff management treatment;

ii. Reducing impervious surfaces;

iii. Increasing setbacks from the ordinary high water level;

- 317 iv. Restoration of wetlands;
- 318 v. Limiting vegetation removal and/or riparian vegetation restoration;
- 319 vi. Provisions for the location, design, and use of structures, sewage treatment systems, water
- 320 supply systems, watercraft launching and docking areas, and parking areas; and
- 321 vii. Other conditions the zoning authority deems necessary.
- 322 b. In evaluating plans to construct sewage treatment systems, roads, driveways, structures, or
- 323 other improvements on steep slopes, conditions to prevent erosion and to preserve existing
- 324 vegetation screening of structures, vehicles, and other facilities as viewed from the surface of
- 325 public waters assuming summer, leaf-on vegetation shall be attached to permits.
- 326 7. Nonconformities
- 327 a. All legally established nonconformities as of the date of this ordinance may continue, but will
- 328 be managed according to Minnesota Statutes, 462.357 Subd. 1e and other regulations of this
- 329 community for alterations and additions; repair after damage; discontinuance of use; and
- 330 intensification of use.
- 331 b. All additions or expansions to the outside dimensions of an existing nonconforming structure
- 332 must meet the setback, height, and other requirements of Sections 1012.03.E to 1012.03.H of
- 333 this ordinance. Any deviation from these requirements must be authorized by a variance.
- 334 8. Notifications to the Department of Natural Resources
- 335 a. All amendments to this shoreland ordinance must be submitted to the Department of Natural
- 336 Resources for review and approval for compliance with the statewide shoreland management
- 337 rules. The City of Roseville will submit the proposed ordinance amendments to the
- 338 commissioner or the commissioner's designated representative at least 30 days before any
- 339 scheduled public hearings.
- 340 b. All notices of public hearings to consider variances, ordinance amendments, or conditional
- 341 uses under shoreland management controls must be sent to the commissioner or the
- 342 commissioner's designated representative at least ten (10) days before the hearings. Notices
- 343 of hearings to consider proposed subdivisions/plats must include copies of the
- 344 subdivision/plat.
- 345 c. All approved ordinance amendments and subdivisions/plats, and final decisions approving
- 346 variances or conditional uses under local shoreland management controls must be sent to the
- 347 commissioner or the commissioner's designated representative and postmarked within ten
- 348 days of final action. When a variance is approved after the Department of Natural Resources
- 349 has formally recommended denial in the hearing record, the notification of the approved
- 350 variance shall also include the summary of the public record/testimony and the findings of
- 351 facts and conclusions which supported the issuance of the variance.
- 352 d. Any request to change the shoreland management classification of public waters within the
- 353 City of Roseville must be sent to the commissioner or the commissioner's designated
- 354 representative for approval, and must include a resolution and supporting data as required by
- 355 Minnesota Rules, part 6120.3000, subp.4.

e. Any request to reduce the boundaries of shorelands of public waters within City of Roseville must be sent to the commissioner or the commissioner's designated representative for approval and must include a resolution and supporting data. The boundaries of shorelands may be reduced when the shoreland of water bodies with different classifications overlap. In these cases, the topographic divide between the water bodies shall be used for adjusting the boundaries.

9. Mandatory EAW: An Environmental Assessment Worksheet consistent with Minnesota Rules, Chapter 4410 must be prepared for projects meeting the thresholds of Minnesota Rules, part 4410.4300, Subparts 19a, 20a, 25, 27, 28, 29, and 36a.

10. Planned Unit Development: A planned unit development (PUD) may be permitted within the Shoreland Overlay District as long as it follows the requirements of Chapter 1024 Planned Unit Developments and Section 1012.03.J below.

D. Shoreland Classification System and Land Uses

1. Shoreland Classification System

a. Purpose. To ensure that shoreland development on the public waters of the City of Roseville is regulated consistent with the classifications assigned by the commissioner under Minnesota Rules, part 6120.3300.

b. Lakes are classified as follows:

i. State designated general development (GD) lakes:

<u>Lake Name</u>	<u>DNR Public Waters I.D. #</u>
<u>Little Johanna</u>	<u>62005800 or 62-58P</u>
<u>Lake Josephine</u>	<u>62005700 or 62-57P</u>
<u>Lake Owasso</u>	<u>62005600 or 62-56P</u>
<u>McCarron Lake</u>	<u>62005400 or 62-54P</u>

ii. State designated natural environment (NE) lakes:

<u>Lake Name</u>	<u>DNR Public Waters I.D. #</u>
<u>Bennett Lake</u>	<u>62004800 or 62-48W</u>
<u>Langton Lake</u>	<u>62004900 or 62-49W</u>

iii. City designated general development (GD) lakes:

<u>Lake Name</u>
<u>Oasis Pond</u>
<u>Zimmerman Lake</u>
<u>Walsh Lake</u>
<u>Willow Pond</u>

2. Land Uses: The land uses allowable for the Shoreland Overlay District shall follow the permitted and conditional use designations as defined and outlined in the underlying zoning district.

E. Special Land Use Provisions

1. Commercial, Industrial, Public, and Semipublic Use Standards

a. Water-dependent uses may be located on parcels or lots with frontage on public waters provided that:

i. The use complies with provisions of Section 1012.03.G;

ii. The use is designed to incorporate topographic and vegetative screening of parking areas and structures;

iii. Uses that require short-term watercraft mooring for patrons must centralize these facilities and design them to avoid obstructions of navigation and to be the minimum size necessary to meet the need; and

iv. Uses that depend on patrons arriving by watercraft may use signs and lighting, provided that:

A. Signs placed in or on public waters must only convey directional information or safety messages and may only be placed by a public authority or under a permit issued by the county sheriff; and

B. Signs placed within the shore impact zone are:

a. No higher than ten feet above the ground, and no greater than 32 square feet in size; and

b. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination across public waters; and

C. Other lighting may be located within the shore impact zone or over public waters if it is used to illuminate potential safety hazards and is shielded or otherwise directed to prevent direct illumination across public waters. This does not preclude use of navigational lights.

2. Commercial, industrial, public, and semi-public uses that are not water-dependent must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

F. Dimensional and General Performance Standards

1. Purpose: To establish dimensional and performance standards that protect shoreland resources from impacts of development.

2. Lot Area and Width Standards: After the effective date of this ordinance, all new lots must meet the minimum lot area and lot width requirements in subsection d below, subject to the following standards:

a. Only lands above the ordinary high water level can be used to meet lot area and width standards;

b. Lot width standards must be met at both the ordinary high water level and at the building line;

c. Residential subdivisions of one-family housing (lot) types that have dwelling unit densities exceeding those in subsection d below are allowed only if designed and approved as residential PUDs under Section 1012.03.J of this ordinance; and

d. Minimum Lot Area and Width Standards for One-Family to Four-Family Housing (Lot Type).

i. Riparian Lot

<u>Housing (Lot) Type</u>	<u>General Development Lake</u>		<u>Natural Environment Lake</u>	
	<u>Lot Area (sf)</u>	<u>Lot Width (ft)</u>	<u>Lot Area (sf)</u>	<u>Lot Width (ft)</u>
<u>One-Family (Single)</u>	<u>15,000</u>	<u>85</u>	<u>40,000</u>	<u>125</u>
<u>Two-Family (Duplex)</u>	<u>26,000</u>	<u>135</u>	<u>70,000</u>	<u>225</u>
<u>Three-Family (Triplex)</u>	<u>38,000</u>	<u>195</u>	<u>100,000</u>	<u>325</u>
<u>Four-Family (Quad)</u>	<u>49,000</u>	<u>255</u>	<u>130,000</u>	<u>425</u>

ii. Non-Riparian Lot. The lot area and lot width shall meet the standards set forth in the underlying zoning district.

3. Impervious Surface Coverage: Lot development shall meet the impervious surface requirements of the underlying zoning district and the stormwater management requirements of Title 8 of this Code.

4. Special Residential Lot Provisions:

a. Development of attached, courtyard cottage, and multifamily housing shall meet the following standards:

i. The lot area and lot width shall meet the standards of the underlying zoning district.

ii. 70% of the shore impact zone must be permanently protected. If that zone does not meet a riparian buffer standards then restoration is required.

iii. Shore recreation facilities:

A. Must be centralized and located in areas suitable for them based on a suitability analysis.

B. Docking, mooring, or over-water storage of more than six (6) watercraft on the centralized facility for the development will only be allowed if the width of the development is greater than the minimum lot width for a riparian single-family residential lot on the respective lake type. For each watercraft greater than six, the width of the development must be increased consistent with the following table:

<u>Ratio of lake size to shore length (acres/mile)</u>	<u>Required percent increase in frontage</u>
<u>Less than 100</u>	<u>25%</u>
<u>100 – 200</u>	<u>20%</u>
<u>201 – 300</u>	<u>15%</u>
<u>301 – 400</u>	<u>10%</u>
<u>Greater than 400</u>	<u>5%</u>

C. Launching ramp facilities, including a small dock for loading and unloading equipment, may be provided for use by occupants of dwelling units.

D. A legal instrument must be developed that:

- a. Specifies which tenants and/or lot owners have authority to use the facilities;
- b. Identifies what activities are allowed. The activities may include watercraft launching, loading, storage, beaching, mooring, docking, swimming, sunbathing, or picnicking;
- c. Limits the total number of vehicles allowed to be parked in any parking area specifically dedicated to the centralized facilities and the total number of watercraft allowed to be continuously moored, docked, or stored over water;
- d. Requires centralization of all common facilities and activities in the most suitable locations on the lot to minimize topographic and vegetation alterations; and
- e. Requires all parking areas, storage buildings, and other facilities to be screened by vegetation or topography as much as practical from view from the public water, assuming summer, leaf-on conditions.

E. Accessory structures and facilities, except water oriented accessory structures, must meet the required structure setback and must be centralized.

F. Water-oriented accessory structures and facilities may be allowed if they meet or exceed design standards contained in Section 1012.03.G.3 of this ordinance and are centralized.

b. Subdivisions of two-family (duplexes), three-family (triplexes), and four-family (quads) are conditional uses on Natural Environment Lakes and must also meet the following standards:

- i. Each building must be set back at least 200 feet from the ordinary high water level;
- ii. Watercraft docking facilities for each lot must be centralized in one location and serve all dwelling units in the building; and
- iii. No more than 25 percent of a lake's shoreline can be in duplex, triplex, or quad developments.

c. An accessory dwelling unit may be allowed as long as the standards of Section 1011.12.B.1 and i and ii below are met:

- i. The minimum lot size for a detached ADU must meet the two-family (duplex) standard for the lake type.
- ii. A detached ADU must be located or designed to reduce its visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer leaf- on conditions.

d. Controlled access lots are permissible if created as part of a subdivision and in compliance with the following standards:

i. The lot must meet the area and width requirements for residential lots, and be suitable for the intended uses of controlled access lots as provided in subsection iv below;

ii. If docking, mooring, or over-water storage of more than six (6) watercraft is to be allowed at a controlled access lot, then the width of the lot (keeping the same lot depth) must be increased by a percentage of the requirements for riparian residential lots for each watercraft beyond six, consistent with the following table:

<u>Ratio of lake size to shore length (acres/mile)</u>	<u>Required percent increase in frontage</u>
<u>Less than 100</u>	<u>25%</u>
<u>100 – 200</u>	<u>20%</u>
<u>201 – 300</u>	<u>15%</u>
<u>301 – 400</u>	<u>10%</u>
<u>Greater than 400</u>	<u>5%</u>

iii. The lot must be jointly owned by all purchasers of lots in the subdivision or by all purchasers of non-riparian lots in the subdivision who are provided riparian access rights on the access lot; and

iv. Covenants or other equally effective legal instruments must be developed that:

A. Specify which lot owners have authority to use the access lot;

B. Identify what activities are allowed. The activities may include watercraft launching, loading, storage, beaching, mooring, docking, swimming, sunbathing, or picnicking;

C. Limit the total number of vehicles allowed to be parked and the total number of watercraft allowed to be continuously moored, docked, or stored over water;

D. Require centralization of all common facilities and activities in the most suitable locations on the lot to minimize topographic and vegetation alterations; and

E. Require all parking areas, storage buildings, and other facilities to be screened by vegetation or topography as much as practical from view from the public water, assuming summer, leaf-on conditions.

5. Placement, Height, and Design of Structures

a. OHWL Setback for Structures. When more than one setback applies to a site, structures and facilities must be located to meet all setbacks, and comply with the following OHWL setback provisions.

i. General Development Lake – 50 feet

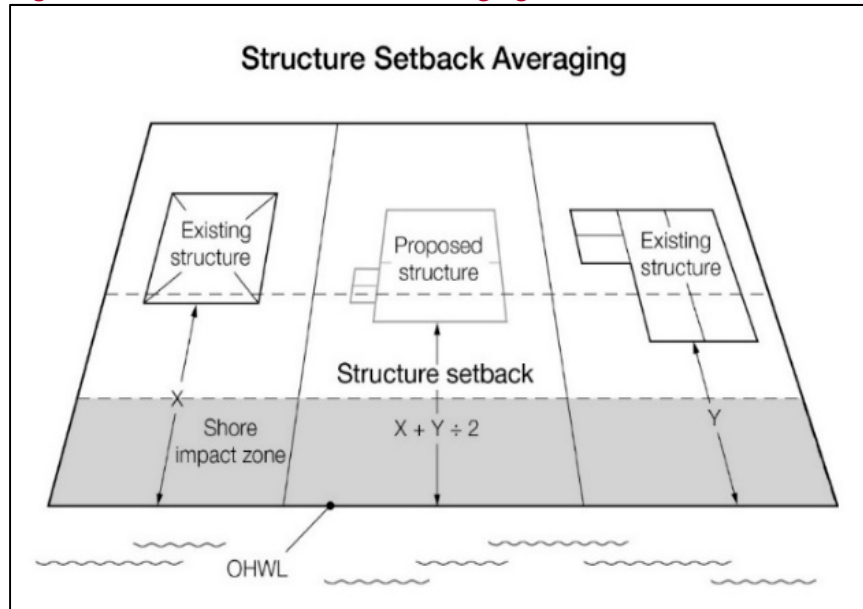
ii. Natural Environment Lake – 150 feet

iii. OHWL Setbacks. Structures and impervious surfaces must meet setbacks from the Ordinary High Water Level (OHWL), except that one water-oriented accessory structure or facility, designed in accordance with Section 1012.03.G.3 of this ordinance, may be set back a minimum distance of ten (10) feet from the OHWL.

iv. Setback averaging. Where structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to

the adjoining setbacks from the OHWL, provided the proposed structure is not located in a shore impact zone or in a bluff impact zone (see Figure 1012-6);

Figure 1012-6: Structure Setback Averaging



v. Setbacks of decks: Deck additions may be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria are met.

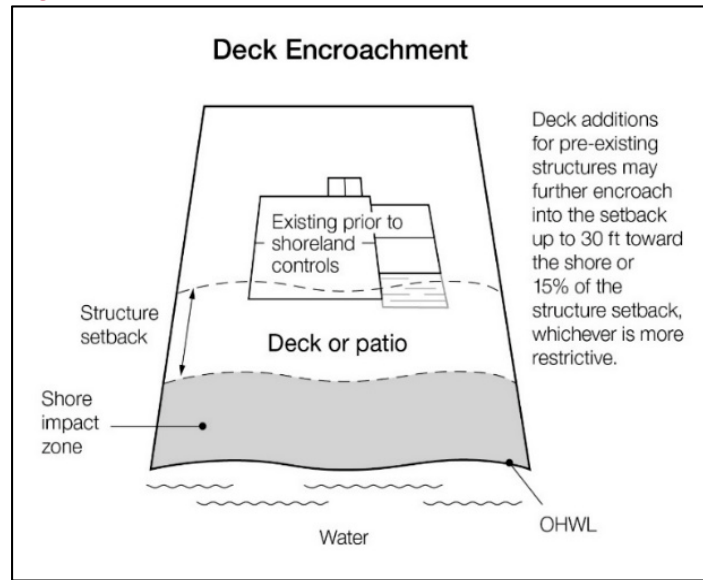
A. The structure existed on the date the structure setbacks were established;

B. A thorough evaluation of the property and structure reveals no reasonable location for a deck meeting or exceeding the existing ordinary high water level setback of the structure;

C. The deck encroachment toward the ordinary high water level does not exceed 15 percent of the existing setback of the structure from the ordinary high water level or is no closer than 30 feet from the OHWL, whichever is more restrictive; and

D. The deck is constructed primarily of wood or composite materials having the appearance of wood, and is not roofed or screened (see Figure 1012-7).

525

Figure 1012-7: Deck Encroachment

526

527

528

529

530

531

532

533

534

535

536

537

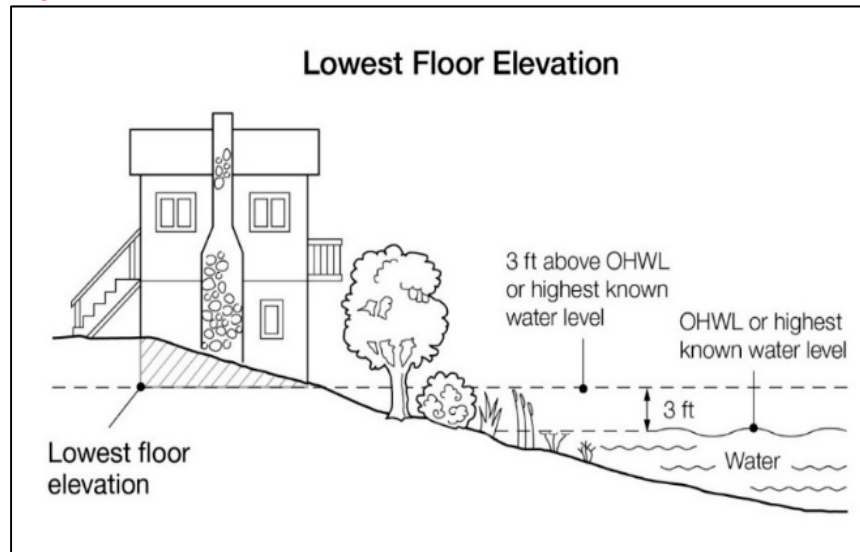
538

539

540

- vi. Additional structure setbacks: Structures must also meet the following setbacks, regardless of the waterbody classification.
 - A. 30 feet from the top of the bluff
 - B. 50 feet from an unplatted cemetery
- vii. Bluff Impact Zones: Structures, impervious surfaces, and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.
- b. Height of Structures: All structures must meet the height limitations of the underlying zoning district.
- c. Lowest Floor Elevation
 - i. Determining elevations: Structures must be placed at an elevation consistent with the applicable floodplain regulatory elevations. Where these controls do not exist, the elevation to which the lowest floor, including basement, is placed or flood-proofed must be determined for lakes by placing the lowest floor at a level at least three feet above the highest known water level, or three feet above the ordinary high water level, whichever is higher (see Figure 1012-8).

Figure 1012.8: Lowest Floor Elevation



ii. Methods for Placement

A. In addition to the lowest floor, all service utilities must be elevated or water-tight to the elevation determined in subsection i above.

B. If elevation methods involving fill would result in filling in the shore impact zone, then structures must instead be elevated through floodproofing methods in accordance with subsection C below:

C. If the structure is floodproofed, then it must be built to resist hydrostatic pressure through elevation methods such as blocks, pilings, filled stem walls, elevated concrete pad, internally flooded enclosed areas, or through other accepted engineering practices consistent with FEMA technical bulletins 1, 2 and 3.

d. Significant Historic Sites: No structure may be placed on a significant historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.

6. Water Supply and Sewage Treatment

a. Water supply. Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the Minnesota Department of Health and the Minnesota Pollution Control Agency.

b. Sewage treatment. Any premises used for human occupancy must be connected to a publicly-owned sewer system, where available or comply with Minnesota Rules, Chapters 7080 – 7081.

G. Performance Standards for Public and Private Facilities

1. Placement and Design of Roads, Driveways, and Parking Areas: Public and private roads and parking areas must be designed to take advantage of natural vegetation and topography to achieve maximum screening as viewed from public waters and comply with the following standards:

- 566 a. Roads, driveways, and parking areas must meet structure setbacks and must not be placed
 567 within bluff and shore impact zones, when other reasonable and feasible placement
 568 alternatives exist. If the City Engineer determines that no alternatives exist, they may be
 569 placed within these areas, and must be designed to minimize adverse impacts;
- 570 b. Watercraft access ramps, approach roads, and access-related parking areas may be placed
 571 within shore impact zones provided the vegetative screening and erosion control conditions of
 572 this subpart are met;
- 573 c. Private facilities must comply with the grading and filling provisions of Section 1012.03.H.3
 574 of this ordinance; and
- 575 d. For public roads, driveways and parking areas, documentation must be provided by a
 576 qualified individual that they are designed and constructed to minimize and control erosion to
 577 public waters consistent with the field office technical guides of the local soil and water
 578 conservation district, or other applicable technical materials.
- 579 2. Stairways, Lifts, and Landings: Stairways and lifts are the preferred alternative to major
 580 topographic alterations for achieving access up and down bluffs and steep slopes to shore areas.
 581 Stairways, lifts, and landings must meet the following design requirements:
- 582 a. Stairways and lifts must not exceed four feet in width on residential lots. Wider stairways
 583 may be used for commercial properties, public recreational uses, and planned unit
 584 developments;
- 585 b. Landings for stairways and lifts on residential lots must not exceed 32 square feet in area.
 586 Landings larger than 32 square feet may be used for commercial properties, public-space
 587 recreational uses, and planned unit developments;
- 588 c. Canopies or roofs are not allowed on stairways, lifts, or landings;
- 589 d. Stairways, lifts, and landings may be either constructed above the ground on posts or pilings,
 590 or placed into the ground, provided they are designed and built in a manner that ensures
 591 control of soil erosion;
- 592 e. Stairways, lifts, and landings must be located in the most visually inconspicuous portions of
 593 lots, as viewed from the surface of the public water assuming summer, leaf-on conditions,
 594 whenever practical; and
- 595 f. Facilities such as ramps, lifts, or mobility paths for physically handicapped persons are also
 596 allowed for achieving access to shore areas, if they are consistent with the dimensional and
 597 performance standards of items a-e above and the requirements of Minnesota Rules, Chapter
 598 1341.
- 599 3. Water-oriented Accessory Structures or Facilities: Each residential lot may have one water-
 600 oriented accessory structure or facility if it complies with the following provisions:
- 601 a. The structure or facility must not exceed ten feet in height, exclusive of safety rails, and
 602 cannot occupy an area greater than 250 square feet. The structure or facility may include
 603 detached decks not exceeding eight feet above grade at any point or at-grade patios;
- 604 b. The structure or facility is not in the Bluff Impact Zone;

- c. The setback of the structure or facility from the ordinary high water level must be at least ten feet;
- d. The structure is not a boathouse or boat storage structure as defined under Minnesota Statutes, Section 103G.245;
- e. The structure or facility must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer, leaf-on conditions;
- f. The roof may be used as an open-air deck with safety rails, but must not be enclosed with a roof or sidewalls or used as a storage area;
- g. The structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities;
- h. As an alternative for general development and recreational development waterbodies, water-oriented accessory structures used solely for storage of watercraft and boating-related equipment may occupy an area up to 400 square feet provided the maximum width of the structure is 20 feet as measured parallel to the shoreline; and
- i. Water-oriented accessory structures may have the lowest floor placed lower than the elevation specified in Section 1012.03.F.5.c.i if the structure is designed to accommodate internal flooding, constructed of flood-resistant materials to the elevation, electrical and mechanical equipment is placed above the elevation and, if long duration flooding is anticipated, the structure is built to withstand ice action and wind-driven waves and debris.

H. Vegetation and Land Alterations

- 1. Purpose: Alterations of vegetation and topography are regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, sustain water quality, and protect fish and wildlife habitat.

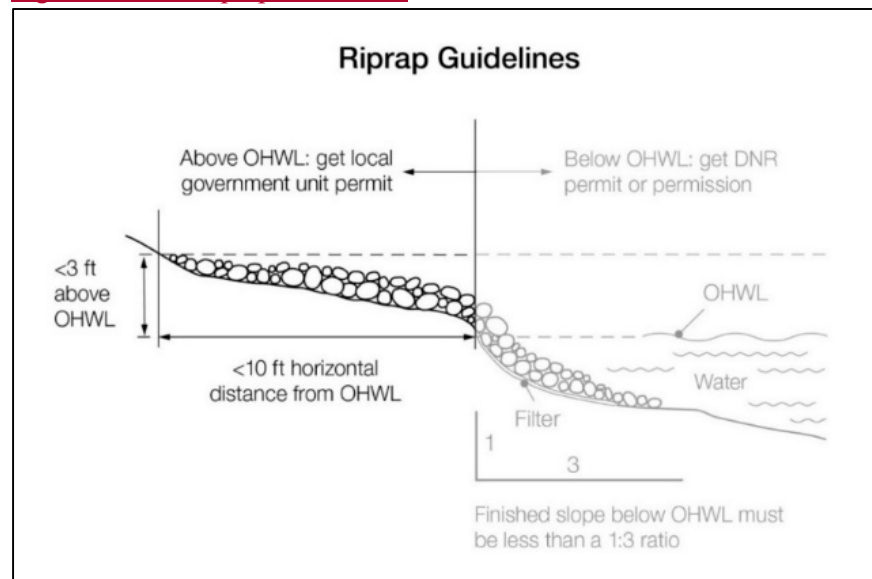
2. Vegetation Management

- a. Removal or alteration of vegetation must comply with the provisions of this subsection except for:
 - i. Vegetation alteration necessary for the construction of structures and sewage treatment systems under validly issued permits for these facilities; and
 - ii. The construction of public roads and parking areas if consistent with Section 1012.03.G.1 of this ordinance.
- b. Intensive vegetation clearing in the shore and bluff impact zones and on steep slopes is prohibited.
- c. Limited clearing and trimming of trees and shrubs in the shore and bluff impact zones and on steep slopes is allowed to provide a view to the water from the principal dwelling and to accommodate the placement of stairways and landings, picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:

- i. The screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, is not substantially reduced;
 - ii. Existing shading of water surfaces along rivers is preserved;
 - iii. Cutting debris or slash shall be scattered and not mounded on the ground; and
 - iv. Perennial ground cover is retained.
 - v. Picnic areas, access paths, livestock watering areas, beaches and watercraft access areas are prohibited in bluff impact zones.
 - d. Removal of trees, limbs, or branches that are dead, diseased, dying, or pose safety hazards is allowed without a permit.
 - e. Fertilizer and pesticide runoff into surface waters must be minimized through use of vegetation, topography or both.
3. Grading and Filling
- a. Grading and filling activities must comply with the provisions of this subsection except for the construction of public roads and parking areas if consistent with Section 1012.03.G.1 of this ordinance.
 - b. Permit Requirements
 - i. Grading, filling and excavations necessary for the construction of structures, and driveways, if part of an approved permit, do not require a separate grading and filling permit. However, the standards in Section 1017.08.B.3 of this ordinance must be incorporated into the permit.
 - ii. For all other work, including driveways not part of another permit, a grading and filling permit is required for:
 - A. The movement of more than 10 cubic yards of material on steep slopes or within shore or bluff impact zones; and
 - B. The movement of more than 50 cubic yards of material outside of steep slopes and shore and bluff impact zones.
 - c. Grading, filling and excavation activities must meet the following standards:
 - i. Grading or filling of any wetland must meet or exceed the wetland protection standards under Minnesota Rules, Chapter 8420 and any other permits, reviews, or approvals by other local state, or federal agencies such as watershed districts, the DNR or US Army Corps of Engineers;
 - ii. Land alterations must be designed and implemented to minimize the amount of erosion and sediment from entering surface waters during and after construction consistently by:
 - A. Limiting the amount and time of bare ground exposure;
 - B. Using temporary ground covers such as mulches or similar materials;
 - C. Establishing permanent, deep-rooted and dense vegetation cover as soon as possible;

- D. Using sediment traps, vegetated buffer strips or other appropriate techniques;
- E. Stabilizing altered areas to acceptable erosion control standards consistent with the field office technical guides of the soil and water conservation district;
- F. Not placing fill or excavated material in a manner that creates unstable slopes. Plans to place fill or excavated material on steep slopes must be reviewed by qualified professionals for continued slope stability and must not create finished slopes of 30 percent or greater;
- G. Fill or excavated material must not be placed in bluff impact zones;
- H. Any alterations below the ordinary high water level of public waters must first be authorized by the commissioner under Minnesota Statutes, Section 103G;
- I. Alterations of topography are only allowed if they are accessory to permitted or conditional uses and do not adversely affect adjacent or nearby properties; and
- J. Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, is permitted if:
- a. the finished slope does not exceed three feet horizontal to one-foot vertical;
 - b. the landward extent of the riprap is within ten feet of the ordinary high water level; and
 - c. the height of the riprap above the ordinary high water level does not exceed three feet (see Figure 1012-9).

Figure 1012-9: Riprap Guidelines



- d. Connections to public waters. Excavations to connect boat slips, canals, lagoons, and harbors to public waters require a public waters permit and must comply with Minnesota Rules, Chapter 6115.

I. Subdivision/Platting Provisions

1. Purpose: To ensure that new development minimizes impacts to shoreland resources and is safe and functional.
2. Land suitability: Each lot created through subdivision, including planned unit developments authorized under Section 1012.03.J of this ordinance, must be suitable in its natural state for the proposed use with minimal alteration. A suitability analysis must be conducted for each proposed subdivision, including planned unit developments, to determine if the subdivision is suitable in its natural state for the proposed use with minimal alteration and whether any feature of the land is likely to be harmful to the health, safety, or welfare of future residents of the proposed subdivision or of the community.
3. Consistency with other controls: Subdivisions and each lot in a subdivision shall meet all official controls so that a variance is not needed later to use the lots for their intended purpose.
4. Dedications: When a land or easement dedication is a condition of subdivision approval, the approval must provide easements over natural drainage or ponding areas for management of stormwater and significant wetlands.
5. Platting: All subdivisions that cumulatively create five or more lots or parcels that are 2-1/2 acres or less in size shall be processed as a plat in accordance with Minnesota Statutes, Chapters 462.358 Subd. 3a (cities) and 505. No permit for construction of buildings or sewage treatment systems shall be issued for lots created after the adoption of this ordinance unless the lot was previously approved as part of a formal subdivision.
6. Controlled Access Lots: Controlled access lots within a subdivision must meet or exceed the lot size criteria in Section 1012.03.F.2.d of this ordinance.

J. Planned Unit Developments (PUDs)

1. Purpose: To protect and enhance the natural and scenic qualities of shoreland areas during and after development and redevelopment of high density residential and commercial uses.
2. Types of PUDs Permissible: Planned unit developments (PUDs) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. Deviation from the minimum lot size standards of Section 1012.03.F.2.d of this ordinance is allowed if the standards in this Section are met.
3. Processing of PUDs: Planned unit developments must be created through rezoning to an overlay district. The Planned unit development shall comply with the provisions of this section in addition to the standards set forth in Chapter 1023 Planned Unit Developments.
4. Application for a PUD: In addition to the application materials required by Chapter 1023 Planned Unit Developments, the applicant for a PUD must submit the following documents prior to final action on the application request:
 - a. A property owner's association agreement (for residential PUDs) which includes mandatory membership, and which is consistent with Section 1012.03.J.6 of this ordinance.

b. Deed restrictions, covenants, permanent easements or other instruments that ensure the long-term preservation and maintenance of open space in accordance with the criteria and analysis specified in subsection 6 below.

5. Density Determination. Proposed new or expansions to existing planned unit developments must be evaluated using the following procedures.

a. Step 1: Identify Density Analysis Tiers. Divide the project parcel into tiers by drawing one or more lines parallel to the ordinary high water level at the following intervals, proceeding landward:

<u>Waterbody Classification</u>	<u>No Sewer (ft)</u>	<u>Sewer (ft)</u>
<u>General Development Lakes – 1st tier</u>	<u>200</u>	<u>200</u>
<u>General Development Lakes – all other tiers</u>	<u>267</u>	<u>200</u>
<u>Natural Environment Lakes</u>	<u>400</u>	<u>320</u>

b. Step 2: Calculate Suitable Area for Development. Calculate the suitable area within each tier by excluding all wetlands, bluffs, or land below the ordinary high water level of public waters.

c. Step 3: Determine Base Density. For residential PUDs, divide the suitable area within each tier by the minimum single residential lot area for lakes to determine the allowable number of dwelling units, or base density, for each tier.

<u>Inside Living Floor Area or Dwelling Site Areas (sf)</u>	<u>General Development Lakes w/sewer – all tiers</u>	<u>Natural Environment Lakes</u>
<u>< 200</u>	<u>.040</u>	<u>.010</u>
<u>300</u>	<u>.048</u>	<u>.012</u>
<u>400</u>	<u>.056</u>	<u>.014</u>
<u>500</u>	<u>.065</u>	<u>.016</u>
<u>600</u>	<u>.072</u>	<u>.019</u>
<u>700</u>	<u>.082</u>	<u>.021</u>
<u>800</u>	<u>.091</u>	<u>.023</u>
<u>900</u>	<u>.099</u>	<u>.025</u>
<u>1,000</u>	<u>.108</u>	<u>.027</u>
<u>1,100</u>	<u>.116</u>	<u>.029</u>
<u>1,200</u>	<u>.125</u>	<u>.032</u>
<u>1,300</u>	<u>.133</u>	<u>.034</u>
<u>1,400</u>	<u>.142</u>	<u>.036</u>
<u>> 1,500</u>	<u>.150</u>	<u>.038</u>

d. Step 4: Determine if the Site can Accommodate Increased Density:

i. The following increases to the dwelling unit or dwelling site base densities determined in Step 3 above are allowed if the design criteria in Section 1012.03.J.6 of this ordinance are satisfied as well as the standards in subsection ii below:

<u>Shoreland Tier</u>	<u>Maximum density increase within each tier (percent)</u>
<u>1st</u>	<u>50</u>
<u>2nd</u>	<u>100</u>
<u>3rd</u>	<u>200</u>
<u>4th</u>	<u>200</u>
<u>5th</u>	<u>200</u>

- 757 ii. Structure setbacks from the ordinary high water level:
- 758 A. Are increased to at least 50 percent greater than the minimum setback; or
- 759 B. The impact on the waterbody is reduced an equivalent amount through vegetative
- 760 management, topography, or additional acceptable means and the setback is at least
- 761 25 percent greater than the minimum setback.
- 762 6. Design Criteria: All PUDs must meet the following design criteria.
- 763 a. General Design Standards
- 764 i. All residential planned unit developments must contain at least five dwelling units or
- 765 sites.
- 766 ii. Dwelling units or dwelling sites must be clustered into one or more groups and located on
- 767 suitable areas of the development.
- 768 iii. Dwelling units or dwelling sites must be designed and located to meet the dimensional
- 769 standards in Section 1012.03.F:
- 770 iv. Shore recreation facilities:
- 771 A. Must be centralized and located in areas suitable for them based on a suitability
- 772 analysis.
- 773 B. The number of spaces provided for continuous beaching, mooring, or docking of
- 774 watercraft must not exceed one for each allowable dwelling unit or site in the first
- 775 tier.
- 776 C. Launching ramp facilities, including a small dock for loading and unloading
- 777 equipment, may be provided for use by occupants of dwelling units or sites located in
- 778 other tiers.
- 779 v. Structures, parking areas, and other facilities must be treated to reduce visibility as
- 780 viewed from public waters and adjacent shorelands by vegetation, topography, increased
- 781 setbacks, color, or other means acceptable to the local unit of government, assuming
- 782 summer, leaf-on conditions. Vegetative and topographic screening must be preserved, if
- 783 existing, or may be required to be provided.
- 784 vi. Accessory structures and facilities, except water oriented accessory structures, must meet
- 785 the required structure setback and must be centralized.
- 786 vii. Water-oriented accessory structures and facilities may be allowed if they meet or exceed
- 787 design standards contained in Section 1012.03.G.3 of this ordinance and are centralized.

b. Open Space Requirements: Open space must constitute at least 50 percent of the total project area and must include:

i. Areas with physical characteristics unsuitable for development in their natural state;

ii. Areas containing significant historic sites or unplatted cemeteries;

iii. Portions of the shore impact zone preserved in its natural or existing state as follows:

A. For existing residential PUDs, at least 50 percent of the shore impact zone

B. For new residential PUDs, at least 70 percent of the shore impact zone.

iv. Open space may include:

A. Outdoor recreational facilities for use by owners of dwelling units or sites, by guests staying in commercial dwelling units or sites, and by the general public;

B. Non-public water wetlands.

v. Open space shall not include:

A. Dwelling sites;

B. Dwelling units or structures, except water oriented accessory structures or facilities;

C. Road rights-of-way or land covered by road surfaces and parking areas;

D. Land below the OHWL of public waters; and

E. Commercial facilities or uses.

c. Open Space Maintenance and Administration Requirements

i. Open space preservation: The appearance of open space areas, including topography, vegetation, and allowable uses, must be preserved and maintained by use of deed restrictions, covenants, permanent easements, public dedication, or other equally effective and permanent means. The instruments must prohibit:

A. Commercial uses (for residential PUDs);

B. Vegetation and topographic alterations other than routine maintenance;

C. Construction of additional buildings or storage of vehicles and other materials; and

D. Uncontrolled beaching of watercraft.

ii. Development organization and functioning: Unless an equally effective alternative community framework is established, all residential planned unit developments must use an owners association with the following features:

A. Membership must be mandatory for each dwelling unit or dwelling site owner and any successive owner;

B. Each member must pay a pro rata share of the association's expenses, and unpaid assessments can become liens on units or dwelling sites;

C. Assessments must be adjustable to accommodate changing conditions; and

D. The association must be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.

d. Erosion Control and Stormwater Management

i. Erosion control plans must be developed and must be consistent with the provisions of Section 1012.03.H.3 of this ordinance. Erosion control plans approved by a soil and water conservation district may be required if project size and site physical characteristics warrant.

ii. Stormwater management facilities must be designed and constructed to manage expected quantities and qualities of stormwater runoff.

Chapter 1017 Shoreland, Wetland and Storm Water Management [REPEALED]

Section 3. Environmental Regulations. After Planning Commission and City Council consideration of Phase 2 of Project File 0044, the Roseville City Code, Title 10 (Zoning) is hereby amended to revise certain regulations pertaining to landscaping requirements and add regulations for electric vehicle charging.

§1011.03.A.3.e.ii

Multi-family residential dwellings shall require 1 canopy ~~or~~ and 1 evergreen tree per dwelling unit two thousand (2,000) square feet of site area not occupied by structures.

§1011.03.A.4

c. All plant materials shall be selected based on zone tolerance in accordance with the USDA Plant Hardiness Zone Map.

d. No new landscaping shall contain plant materials that are listed on the MN Dept. of Agriculture Noxious Weed List or the MN DNR Invasive Terrestrial Plants List.

Chapter 1019 Parking and Loading Areas

Section

1019.04: Minimum Parking Spaces and Electric Vehicle Charging Requirements

1019.04: Minimum Parking Spaces and Electric Vehicle Charging Requirements

1019.04

D. Electric Vehicle Charging Standards

1. The intent of this section is to facilitate and encourage the use of electric vehicles, to expedite the establishment of a convenient, cost-effective electric vehicle charging infrastructure, and establish minimum requirements for electric vehicle parking spaces and charging infrastructure to serve both short and long-term parking needs.

2. Minimum Number of Required Electric Vehicle Charging Stations (EVCS)

a. All new parking areas, existing parking areas expanding by more than 25% additional parking spaces, and existing parking areas improving more than 25% of the parking area are subject to the standards of Table 1019-2.

- b. For all calculations of required parking spaces based on percentages, any result less than one shall be rounded up to one and, above that, fractional results of at least one half shall be rounded up to the nearest whole number.

Table 1019-2: Minimum Number of Required Electric Vehicle Charging Stations (EVCS)

<u>Number of spaces</u>	<u>EVCS by required parking spaces and charging levels (Level 1, Level 2, DC) for new parking areas</u>	<u>EVCS by required parking spaces and charging levels (Level 1, Level 2, DC) for expansion or improvement of existing parking areas</u>
<u>29 or fewer</u>	<u>Optional</u>	<u>Optional</u>
<u>30- 49</u>	<u>Multiple-family residential (5 or more units):</u> <u>5% of required parking spaces, of which at least one shall be accessible, as Level 1 or greater</u> <u>Non-residential land uses</u> <u>Two parking spaces, of which at least one shall be accessible, as Level 2 or greater</u>	<u>For parking areas that are expanded or improved (per Section 1019.03) by more than 25%, EVCS shall be provided at the minimum quantities required for new parking areas, prorated to the number of parking spaces in the area of expansion or improvement.</u>
<u>50+</u>	<u>Multiple-family residential (5 or more units):</u> <u>10% of required parking spaces, of which at least one shall be accessible, as Level 1 or greater</u> <u>One guest parking space as Level 2 or greater</u> <u>Non-residential land uses</u> <u>5% of required parking spaces, of which at least one shall be accessible, as Level 2 or greater</u>	<u>For parking areas that are expanded or improved (per Section 1019.03) by more than 25%, EVCS shall be provided at the minimum quantities required for new parking areas, prorated to the number of parking spaces in the area of expansion or improvement.</u>

- a. Notwithstanding the requirements of subsections above, all new motor fuel sales (gas station) as defined in Section 1001.10 shall be required to install at least one EVCS as Level 2 or greater.
- b. In addition to the number of required EVCS, the following accommodations shall be required for the anticipated future growth in market demand for electric vehicles:
- i. New Non-Residential and Multiple-Family Residential Land Uses (5 or more units per building): all new parking areas shall provide electric vehicle supply equipment (EVSE) with the electrical capacity necessary to accommodate the future hardwire installation of EVCS as Level 2 or greater for a minimum of 10% of required parking spaces.

- ii. Existing Non-Residential and Multiple-Family Residential Land Uses (5 or more units per building): all existing parking areas that are expanded or improved (per Section 1019.03) by more than 25%, EVSE shall be provided according to the preceding standards required for new parking areas, prorated to the number of parking spaces in the area of expansion or improvement.
- c. These requirements may be revised upward or downward by the City Council as part of an application for a conditional use permit or planned unit development based on verifiable information pertaining to parking.
3. Reductions to EVSE and EVCS requirements. When the cost of meeting the requirements of this section would exceed five percent of the total project cost, the property owner or applicant may request a reduction in the requirements and submit cost estimates for city consideration. When City Council approval of the project is not required, the Community Development Department may administratively approve a reduction to the requirements in order to limit the installation costs to not more than five percent of the total project cost.
4. Permitted Locations
- a. Level 1, Level 2, and DC EVCS are permitted in every zoning district, when accessory to the primary permitted use. Such EVCS located at residential uses shall be designated as private restricted use only.
- b. If the primary use of the parcel is the retail electric charging of vehicles, then the use shall be considered a motor fuel sales use for zoning purposes. Installation shall be located in zoning districts which permit a motor fuel sales use.
5. General Requirements for One- to Four-Family Dwellings
- a. EVCS shall be located in a garage, or on the exterior wall of the home or garage adjacent to a parking space.
- b. EVCS shall comply with all relevant design criteria as outlined in subsection 6.d below, unless specifically exempted.
6. General Requirements for Multi-Family Dwellings (5 or more units per building) and Non-Residential Development
- a. Accessible Parking Spaces: An EVCS will be considered accessible if it is located adjacent to, and can serve, an accessible parking space as defined and required by the ADA. It is not necessary to designate the EVCS exclusively for the use of vehicles parked in the accessible parking space.
- b. EVCS – public use shall be subject to the following requirements:
- i. EVCS shall be located in a manner that will be easily seen by the public for informational and security purposes.
- ii. EVCS shall be located in desirable and convenient parking locations that will serve as an incentive for the use of electric vehicles.

iii. EVCS must be operational during the normal business hours of the use(s) that it serves. EVCS may be de-energized or otherwise restricted after normal business hours of the use(s) it serves.

c. Lighting: Site lighting shall be provided where EVCS is installed, unless charging is for daytime purposes only.

d. EVCS Equipment Design Standards

i. Battery charging station outlets and connector devices shall be mounted to comply with state code and must comply with all relevant Americans with Disabilities Act (ADA) requirements. EVCS mounted on pedestals, lighting posts, bollards, or other devices shall be designed and located as to not impede pedestrian travel or create trip hazards on sidewalks.

ii. EVCS may be located adjacent to designated parking spaces in a garage or parking lot as long as the devices do not encroach into the required dimensions of the parking space (length, width, and height clearances).

iii. The design should be appropriate to the location and use. Facilities should be able to be readily identified by electric vehicle users and blend into the surrounding landscape/architecture for compatibility with the character and use of the site.

iv. EVCS pedestals shall be designed to minimize potential damage by accidents, vandalism and to be safe for use in inclement weather.

e. Usage Fees: Service fee may be collected for the use of EVCS.

f. Maintenance: EVCS shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting problems with the equipment or access to it.

Section 4. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 20th day of March 2023.

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 8, PUBLIC WORKS, OF THE ROSEVILLE
CITY CODE TO UPDATE AND AMEND STORMWATER AND WETLAND
REGULATIONS

Section 1. Stormwater Amended. After City Council consideration the Roseville City Code, Chapter 803 is hereby amended to add and update language to Stormwater Management Overlay District.

SECTION:

803.01: ~~Storm Water~~Stormwater
Drainage Utility 803.02: Connection to
Storm Sewers
803.03 ~~Storm Water~~Stormwater Illicit Discharge and Connections
803.04 Erosion and Sedimentation Control
803.05 Stormwater Management Overlay District
~~803.04~~803.06 Stormwater Best Management Practice (BMP)
Maintenance

803.01 : ~~STORM WATER~~STORMWATER DRAINAGE UTILITY:

- A. Establishment: The Municipal storm sewer system shall be operated as a public utility pursuant to Minnesota Statute, section 444.075, from which revenues will be derived subject to the provisions of this Section and Minnesota statutes. The ~~storm-water~~stormwater drainage utility will be part of the Public Works Department and under the administration of the Public Works Director.
- B. Definition: "Residential equivalent factor, (REF)" - One REF is defined as the ratio of the average volume of runoff generated by one acre of a given land use to the average volume of runoff generated by one acre of typical single-family residential land during a standard one year rainfall event.
- C. Fees: ~~Storm-water~~Stormwater drainage fees for parcels of land shall be determined by multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the resulting product by the ~~storm water~~stormwater drainage rate. The REF values for various land uses are as follows¹:
For the purpose of calculating ~~storm-water~~stormwater drainage fees, all developed one- family and duplex parcels shall be considered to have an acreage of one-third (1/3) acre. The ~~storm-water~~stormwater drainage rate used to calculate the actual charge per property shall be established by City Council Resolution.
- D. Credits: The City Council may adopt policies recommended by the Public Works Director, by resolution, for adjustment of the ~~storm-water~~stormwater drainage fee for parcels based upon hydrologic data to be supplied by property owners, which data demonstrates a hydrologic response substantially different from the standards. Such adjustments of ~~storm-water~~stormwater drainage fees shall not be made retroactively.
- E. Exemptions: The following land uses are exempt from ~~storm water~~stormwater drainage fees:

1. Public rights of way.
 2. Vacant, unimproved land with ground cover.
- F. Payment of Fee: Statements for ~~storm-water~~stormwater drainage fee shall be computed every three months and invoiced by the Finance Officer for each account on or about the fifth day of the month following the quarter. Such statement shall be due on or before the last day of the month in which the statement is mailed. Any prepayment or overpayment of charges shall be retained by the City and applied against subsequent quarterly fees.
- G. Recalculation of Fee: If a property owner or person responsible for paying the ~~storm-water~~stormwater drainage fee questions the correctness of an invoice for such charge, such person may have the determination of the charge recomputed by written request to the Public Works Director made within twelve months of mailing of the invoice in question by the City.
- H. Penalty for Late Payment: Each quarterly billing for ~~storm-water~~stormwater drainage fees not paid when due shall incur a penalty charge of ten percent of the amount past due.
- I. Certification of Past Due Fees on Taxes: Any past due ~~storm-water~~stormwater drainage fees, in excess of 90 days past due, may be certified to the County Auditor for collection with real estate taxes, pursuant to Minnesota Statute, section 444.075, subdivision 3. In addition, the City shall also have the right to bring a civil action or to take other legal remedies to collect unpaid fees. (Ord. 937, 1-9-84; amd. 1995 Code) (Ord. 1383, 6-08-2009)

803.02 : CONNECTION TO STORM SEWERS:

- A. Permit Required: No person shall connect any drain to a storm sewer of the City without first obtaining a permit to do so.
- B. Granting of Permits: The Public Works Director shall grant permits only to applicants who are licensed by the City.
- C. Hook Up Permit Fee: The fee for a permit to hook up to a City storm sewer shall be set by City Council resolution. (Ord. 377, 9-10-62; amd. 1995 Code)
- D. Additional Fees: Before any hook up permit shall be issued, the following conditions shall be complied with:
1. No permit shall be issued to connect with any storm sewer system to the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:
 - a. That such lot or tract of land has been assessed for the cost of construction or the storm sewer main or line with which the connection is made, or
 - b. If no assessment has been levied for such construction cost, the proceedings for levying such assessment have been or will be completed in due course, or
 - c. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said storm sewer main which would be assessable against said lot or tract has been paid to the City, or
 2. If no such certificate can be issued by the Public Works Director no permit to connect to any storm sewer main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said storm sewer main which would be assessable against said lot or tract to be served by such connection. Said assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the said main,

including interest at a rate equal to the interest rate of the original assessment from the date of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased, when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar storm sewer improvements, determined on the basis of the total assessable cost of said main or line, allocated on a frontage basis, acreage basis, or both.

3. No building permit shall be issued for any building where the affected lot or parcel of land has been benefited by an assessed storm sewer improvement unless the provisions of this subsection have been complied with. (Ord. 745, 12-30-74; amd. 1995 Code)

803.03 : ~~STORM WATER~~STORMWATER ILLICIT DISCHARGE AND CONNECTIONS:

A. Purpose: The purpose of the ordinance is to promote, preserve and enhance the natural resources within the City and protect them from adverse effects caused by non-~~storm water~~stormwater discharge by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City of Roseville through the regulation of non- ~~storm water~~stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

1. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by ~~storm water~~stormwater discharges by any person.
2. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.

B. Definitions: For the purposes of this ordinance, the following terms, phrases, words and their derivatives shall have the meaning stated below.

1. BEST MANAGEMENT PRACTICE (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 - a. Non-structural BMP: Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage ~~storm water~~stormwater at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
 - b. Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff

- 152 velocities.
- 153 2. COMMERCIAL: Activity conducted in connection with a business.
- 154 3. DISCHARGE: Adding, introducing, releasing, leaking, spilling, casting,
- 155 throwing, or emitting any pollutant, or placing any pollutant in a location
- 156 where it is likely to pollute waters of the state.
- 157 4. EQUIPMENT: Implements used in an operation or activity. Examples
- 158 include, but are not limited to; lawn mowers, weed whips, shovels,
- 159 wheelbarrows and construction equipment.
- 160 5. EROSION: any process that wears away the surface of the land by the action
- 161 of water, wind, ice, or gravity. Erosion can be accelerated by the activities of
- 162 man and nature.
- 163 6. GROUNDWATER: Water contained below the surface of the earth in the
- 164 saturated zone including, without limitation, all waters whether under
- 165 coned, unconfined, or perched conditions, in near surface unconsolidated
- 166 sediment or regolith, or in rock formations deeper underground.
- 167 7. ILLEGAL/ ILLICIT DISCHARGE: Any direct or indirect non-~~storm~~
- 168 ~~water~~stormwater discharge to the storm drainage system, except as
- 169 exempted in this chapter.
- 170 8. ILLICIT CONNECTION: Either of the following:
- 171 a. Any drain or conveyance, whether on the surface or subsurface, which
- 172 allows an illegal discharge to enter the storm drain system (including any
- 173 non-~~storm-water~~stormwater discharge) including wastewater, process
- 174 wastewater, and wash water and any connections to the storm drain
- 175 system from indoor drains and sinks, regardless of whether said drain or
- 176 connection had been previously allowed, permitted, or approved by the
- 177 City; or,
- 178 b. Any drain or conveyance connected from a residential, commercial or
- 179 industrial land use to the storm drain system which has not been
- 180 documented in plans, maps, or equivalent records and approved by the
- 181 City.
- 182 9. IMPERVIOUS SURFACE: A hard surface area which either prevents or
- 183 retards the entry of water into the ground. Common impervious surfaces
- 184 include, but are not limited to, roof tops, walkways, patios, driveways,
- 185 parking lots or storage areas, concrete or asphalt paving, gravel roads, packed
- 186 earthen materials, or other surfaces which similarly impede the natural
- 187 infiltration of surface and ~~storm-water~~stormwater runoff.
- 188 10. MAXIMUM EXTENT PRACTICABLE (MEP): A standard for water
- 189 quality that applies to all MS4 operators regulated under the NPDES
- 190 program. Since no precise definition of MEP exists, it allows for maximum
- 191 flexibility on the part of MS4 operators as they develop and implement their
- 192 programs to reduce the discharge of pollutants to the maximum extent
- 193 practicable, including management practices, control techniques and system,
- 194 design and engineering methods, and such other provisions as the
- 195 Administrator or the State determines appropriate for the control of
- 196 pollutants.
- 197 11. MECHANICAL CLEANING TECHNIQUES: Arranging the collision
- 198 between the substance being removed and some object. Mechanical
- 199 cleaning techniques include: sweeping, shoveling, or blowing. This does
- 200 NOT include using water to clean the surface.
- 201 12. MPCA: The Minnesota Pollution Control Agency.
- 202 13. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): The system
- 203 of conveyances (including sidewalks, roads with drainage systems,
- 204 municipal streets, catch basins, curbs, gutters, ditches, channels, or storm

- drains) owned and operated by the City and designed or used for collecting or conveying ~~storm water~~stormwater, and which is not used for collecting or conveying sewage.
14. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES): The national program for issuing, modifying, revoking, and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements under sections 307, 318, 402, and 405 of the Clean Water Act, United States Code, title 33, sections 1317, 1328, 1342, and 1345.
15. PERSON: Any individual, firm, corporation, partnership, franchise, association or governmental entity.
16. PERVIOUS SURFACE: Pervious areas permit water to enter the ground by virtue of their porous nature or by large voids in the material. Commonly pervious areas have vegetation growing on them.
17. POLLUTANT: Any substance which, when discharged has potential to or does any of the following:
- a. Interferes with state designated water uses;
 - b. Obstructs or causes damage to waters of the state;
 - c. Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
 - d. Adds an unnatural surface film on the water;
 - e. Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
 - f. Degrades the quality of groundwater; or
 - g. Harms human life, aquatic life, or terrestrial plant and wildlife; A Pollutant includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials, rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, wastewater, and oxygen-demanding material.
18. POLLUTE: To discharge pollutants into waters of the state.
19. POLLUTION: The direct or indirect distribution of pollutants into waters of the state.
20. PREMISES: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips
21. SANITARY SEWER: a pipe, conduit, or sewer owned, operated, and maintained by the City and which is designated by the Public Works Director as one dedicated to the exclusive purpose of carrying sanitary wastewater to the exclusion of other matter
22. STATE DESIGNATED WATER USES: Uses specified in state water quality standards.
23. STORM DRAINAGE SYSTEM: Publicly-owned facilities by which ~~storm water~~stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
24. ~~STORM WATER~~STORMWATER: Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.
25. SURFACE WATERS means all waters of the state other than ground waters,

which include ponds, lakes, rivers, streams, wetlands, ditches, and public drainage systems except those designed and used to collect, convey, or dispose of sanitary sewage.

26. ~~STORM WATER~~ ~~STORM WATER~~ POLLUTION PREVENTION PLAN (SWPPP): A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to ~~Storm water~~ ~~Stormwater~~, ~~Storm~~ ~~water~~ ~~Stormwater~~ Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

27. VEHICLE: Any "motor vehicle" as defined in Minnesota Statutes. Also includes watercraft, trailers and bicycles.

28. WATERCOURSE: A natural channel for water; also, a canal for the conveyance of water, a running stream of water having a bed and banks; the easement one may have in the flowing of such a stream in its accustomed course. A water course may be dry sometimes.

29. WATERS OF THE STATE: All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

30. WASTEWATER: Any water or other liquid, other than uncontaminated ~~storm water~~ ~~stormwater~~, discharged from a facility or the by-product of washing equipment or vehicles

C. Applicability: This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the City Council.

D. Administration: The Public Works Director is the principal City official responsible for the administration, implementation, and enforcement of the provisions of this ordinance. The Director may delegate any or all of the duties hereunder

E. Exemptions: No person shall cause any illicit discharge to enter the storm sewer system or any surface water unless such discharge:

1. Consists of non-~~storm water~~ ~~stormwater~~ that is authorized by an NPDES point source permit obtained from the MPCA;
2. Is associated with fire fighting activities or other activities necessary to protect public health and safety;
3. Is one of the following exempt discharges: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
4. Consists of dye testing discharge, as long as the Public Works Director is provided a verbal notification prior to the time of the test.

F. Illegal Disposal and Dumping

1. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business place, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in

containers, recycling bags, or any other lawfully established waste disposal device.

2. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

G. Illicit Discharges and Connections

1. No person shall use any illicit connection to intentionally convey non-~~storm~~ ~~water~~stormwater to the City's storm sewer system.
2. The construction, use, maintenance or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system, or allows such a connection to continue.

H. General Provisions: All owners or occupants of property shall comply with the following general requirements:

1. No person shall leave, store, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm sewer system may occur. This section shall apply to both actual and potential discharges.
 - a. Private sanitary sewer connections and appurtenances shall be maintained to prevent failure, which has the potential to pollute surface water.
 - b. Recreational vehicle sewage shall be disposed to a proper sanitary waste facility. Waste shall not be discharged in an area where drainage to streets or storm sewer systems may occur.
 - c. For pools, the pool's water should be tested before draining to ensure that PH levels are neutral and chlorine levels are not detectable. Pool water should be discharged over a vegetated area before draining into the storm sewer system. Unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
2. The washing down of commercial equipment and vehicles shall be conducted in a manner so as to not directly discharge wastewater where drainage to streets or storm sewer system may occur.
3. Removal of pollutants such as grass, leaves, dirt and landscape material from impervious surfaces shall be completed to the maximum extent practicable using mechanical cleaning techniques.
4. Mobile washing companies (carpet cleaning, mobile vehicle washing, etc) shall dispose of wastewater to the sanitary sewer. Wastewater shall not be discharged where drainage to streets or storm sewer system may occur.
5. Storage of materials, machinery and equipment shall comply with the following requirements:
 - a. Objects, such as equipment or vehicle parts containing grease, oil or other hazardous substances, and unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
 - b. Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.
6. Debris and residue shall be removed as follows:
 - a. All vehicle parking lots and private streets shall be swept at least once a

- year in the spring to remove debris. Such debris shall be collected and disposed of according to state and federal laws governing solid waste.
- b. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries shall be contained immediately, removed as soon as possible and disposed of according to state and federal laws governing solid waste.
- I. Industrial or Construction Activity Discharges. Any person subject to an industrial activity NPDES ~~storm-water~~stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a manner acceptable to the Public Works Director prior to the allowing of discharges to the storm sewer system. Any person responsible for a property or premise, who is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a ~~storm-water~~stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.
 - J. Access to Facilities
 1. When the City has determined that there is a danger to the health, safety or welfare of the public, city representatives shall be permitted to enter and inspect facilities subject to regulation under this ordinance to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to city representatives.
 2. In lieu of an inspection by a City representative, the property owner shall furnish a certificate from a licensed plumber, in a form acceptable to the City, certifying that the property has not discharged prohibited material into the municipal storm sewer system. Failure to provide such certificate of compliance shall make the property owner immediately subject to the suspension of storm sewer access as provided for in section M of this section until the property is inspected and/or compliance is met, including any penalties and remedies as set forth in section N below.
 3. Unreasonable delays in allowing city representatives access to a permitted facility is a violation of a ~~storm-water~~stormwater discharge permit and of this ordinance.
 4. The City may seek issuance of a search warrant for the following reasons:
 - a. If city representatives are refused access to any part of the premises from which ~~storm-water~~stormwater is discharged, and there is probable cause to believe that there may be a violation of this ordinance; or
 - b. there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder; or
 - c. to protect the overall public health, safety, and welfare of the community.
 - K. Watercourse Protection. Every person owning property through which a watercourse passes or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse free of trash, debris, and other obstacles that would pollute, contaminate, or retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.
 - L. Notification of Spills. Notwithstanding other requirements of law, as soon as

any person has information of release of materials which result or may result in illegal discharges of pollutants into the storm sewer system, or water of the state, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release according to state and federal laws.

M. Suspension of Storm Sewer System Access

1. Suspension due to illicit discharges in emergency situation: The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, to the health or welfare of persons, to the storm sewer or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or the waters of the state, or to minimize danger to persons.
2. Suspension due to the detection of illicit discharge: All persons discharging to the MS4 in violation of this ordinance may have their access terminated if such termination serves to abate or reduce an illicit discharge. It is a violation of this ordinance to reinstate access to premises that have been terminated pursuant to this section without the prior approval of the City.

N. Enforcement

1. Notice of Violation: A violation of this ordinance is a Public Nuisance. When it has been determined that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the Public Works Director may order compliance by written notice of violation to the person(s) responsible for the violation. Such notice may require without limitation:
 - a. The performance of monitoring, analysis, and reporting;
 - b. The elimination of illicit connections or discharges;
 - c. That violating discharges, practices, or operations shall cease and desist;
 - d. The abatement or remediation of ~~storm-water~~stormwater pollution or contamination hazards and the restoration of any affected property;
 - e. Payment of a fine to cover administrative and remediation costs;
 - f. The implementation of source control or treatment BMPs;
 - g. The development of a corrective action plan to prevent repeat discharges; and/ or
 - h. Any other requirement deemed necessary.

If abatement of a violation and/ or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

2. Appeal of Notice of Violation: Any person receiving a Notice of Violation may appeal the determination of the Public Works Director. The notice of appeal must be received within 7 days from the date of the Notice of Violation. Hearing on the appeal before the City Manager or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City Manager or his/ her designee shall be final.
3. Enforcement Measures after Appeal: If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the City Manager upholding the decision of the Public Works Director, then city representatives shall have the right to enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent

- or person in possession of any premises to refuse to allow city representatives to enter upon the premises for the purposes set forth above.
4. Cost of Abatement of the Violation: Within 15 days after abatement of the violation, the person(s) responsible for the violation will be notified of the cost of abatement, including administrative costs. The person(s) given such notice may file a written protest objecting to the amount of the costs within 7 days. If the amount due is not paid within a timely manner as determined by the decision of the City Manager or by the expiration of the time in which to file an appeal, the amount due shall constitute a lien upon, and the City shall have the right to assess such cost against the property owned by such violator(s) pursuant to Minnesota Statute § 429.101.
 5. Injunctive Relief: It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
 6. Compensatory Action: In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the City may impose upon a violator alternative compensatory action such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.
 7. Violations Deemed a Public Nuisance: In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.
 8. Criminal Prosecution: A violation of this ordinance is a misdemeanor.
 9. Costs and Expenses: The City may recover all attorney's fees, court costs, staff expenses, clean-up costs, and any other expenses associated with enforcement of this ordinance including, but not limited to, sampling and monitoring expenses.
 10. Remedies Not Exclusive: The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies.
- (Ord. 1388, 2-22-2010)

803.04 : GRADING, EROSION AND SEDIMENTATION CONTROL:

- A. Purpose: The purpose of this article is to regulate grading and to control or eliminate soil erosion and sedimentation resulting from construction activity within the City. This Section establishes standards and specifications for grading practices which protects drainage, conservation practices and planning activities which minimize soil erosion and sedimentation. (Ord. 1550, 6-4-2018)
- B. Scope: Except as exempted by the definition of the term "land disturbance activity" in Section 803.04.C7, any person, entity, state agency, or political subdivision thereof proposing land disturbance activity within the City shall apply to the City for the approval of the grading, erosion and sediment control plan. No land shall be disturbed until the plan is approved by the City and conforms to the standards set forth in this article. (Ord. 1550, 6-4-2018)

- C. Definitions: The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
1. Best Management Practice (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 2. Certificate of Completion: the certificate issued after the final inspection of the site has been completed, temporary erosion control has been removed and the site has been fully restored.
 3. City of Roseville Erosion Control Specifications: practices described in, but not limited to, the following manuals:
 - a. Minnesota Stormwater Manual
 - b. Minnesota DOT Erosion Control Manual
 - c. Minnesota Pollution Control Agency's "Protecting Water Quality in Urban Areas" handbook (Ord. 1550, 6-4-2018)
 4. Erosion: any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
 5. Erosion and sediment control plan: a document containing the requirements of Section 803.04 D that, when implemented, will prevent or minimize soil erosion on a parcel of land and off-site sediment damages.
 6. Erosion and sediment control practice specifications and erosion and sediment control practices: the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by the City.
 7. Land disturbance activity: Any activity, including clearing, grading, excavating, transporting and filling of land, greater than 5,000 square feet, and/or placement or grading of 50 cubic yards of earthen materials on a parcel of land located ~~directly adjacent~~ within 300 feet of ~~to~~ a water resource ~~or located within the shoreland overlay district~~ JF1 JF2 JF3. Land disturbance activity does not mean the following:
 - a. Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work disturbing less than 500 square feet.
 - b. Tilling, planting, or harvesting or agricultural, horticultural, or silvicultural crops disturbing less than 500 square feet.
 - c. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
 - d. Emergency work to protect life, limb, or property and emergency repairs. However, if the land disturbance activity would have required an approved erosion and sediment control plan except for the emergency, the land area disturbed shall be shaped and stabilized in accordance with the requirement of the local plan-approving authority or the city when applicable. (Ord. 1550, 6-4-2018)
 8. Permittee: a person, entity, state agency, corporation, partnership, or political subdivision thereof engaged in a land disturbance activity.
 9. Sediment: solid mineral or organic material that, in suspension, is being transported or has been moved from its original site by air, water, gravity, or ice, and has been deposited at another location.
 10. Sedimentation: the process or action of depositing sediment that is

- determined to have been caused by erosion.
11. Water Resource: any stream, channel, wetland, storm pond, or lake within the City. (Ord. 1550, 6-4-2018)
- D. Grading, Erosion and Sediment Control Plan:
1. Required: Every Permittee for a building permit, a subdivision approval, or a permit to allow land disturbance activities must submit a grading, erosion and sediment control plan to the City Engineer. No building permit, subdivision approval, or permit to allow land disturbance activities shall be issued and no earth disturbing activity shall commence until approval of the grading, erosion and sediment control plan by the City.
Projects coordinated by Ramsey County or Mn/DOT do not require a permit; however, the City must be notified of the project and be provided a copy of the grading, erosion and sediment control plan, as well as an estimated schedule for commencement and completion. The City will notify the designated contact if the grading plan is not being followed, if erosion control measures should fail, or if erosion control measures require maintenance with the expectation that the deficiencies will be corrected. If no permit has been obtained, a stop work order shall be issued on the construction and a fine shall be issued in an amount equal to twice the required permit fee. A completed grading, erosion and sediment control plan and permit application shall be submitted before construction will be allowed to resume.
Obtaining a permit does not exempt the permittee from obtaining permits required by other government regulatory agencies. (Ord. 1550, 6-4-2018)
 2. Criteria addressed: The grading, erosion and sediment control plan shall address the following criteria:
 - a. Account for existing drainage patterns
 - b. Control the ~~storm-water~~stormwater leaving the site
 - c. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.
 - d. Stabilize all exposed soils and soil stockpiles
 - e. Establish permanent vegetation
 - f. Prevent sediment damage to adjacent properties and other designated areas
 - g. Schedule of erosion and sediment control practices
 - h. Criteria for the use of temporary sedimentation basins
 - i. Stabilization of steep slopes
 - j. Stabilize all waterways and outlets
 - k. Protect storm sewers from the entrance of sediment, debris and trash
 - l. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter, sanitary waste, etc. that may adversely impact water quality
 - m. When working in or crossing water resources, take precautions to contain sediment.
 - n. Restabilize utility construction areas as soon as possible
 - o. Protect paved roads from sediment and mud brought in from access routes
 - p. Dispose of temporary erosion and sediment control measures
 - q. Maintain all temporary and permanent erosion and sediment control practices
 - r. Removal of sediment from streets at the end of each day
 - s. Dewatering methods and outletting of stormwater
 - t. Site inspection plan & record of rainfall amounts

- u. Final stabilization (Ord. 1550, 6-4-2018)
- 3. Contents of Plan: The grading, erosion and sediment control plan shall include the following:
 - a. Contact information for the Permittee
 - b. Project description: the nature and purpose of the land disturbance activity and the amount of grading involved, including the amount of material removed and imported to the site
 - c. Phasing of construction: the nature and purpose of the land disturbance activity and the amount of grading, utilities, and building construction
 - d. Existing and proposed site conditions: existing and proposed topography, vegetation, and drainage
 - e. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbance activity
 - f. Soils: soil names, mapping units, erodibility
 - g. Critical erosion and Environmentally Sensitive areas: areas on the site that have potential for serious erosion problems and local water resources.
 - h. Erosion and sediment control measures: methods to be used to control erosion and sedimentation on the site, both during and after the construction process
 - i. Temporary and Permanent stabilization: how the site will be stabilized during and after construction is completed, including specifications
 - j. ~~Storm water~~[Stormwater](#) management: how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff
 - k. Maintenance: schedule of regular inspections and repair of erosion and sediment control structures
 - l. Calculations: any that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices (Ord. 1510 09-26-16) (Ord. 1550, 6-4-2018)

E. Plan Review:

- 1. General: The City appoints the City Engineer to review the grading, erosion and sediment control plan to ensure compliance with the City of Roseville Design Standards and Grading, Erosion and Sediment Control Standards.
- 2. Permit required: If the City determines that the grading, erosion and sediment control plan meets the requirements of this article, the City shall issue a permit, valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the grading, erosion and sediment control plan.
- 3. Denial: If the City determines that the grading, erosion and sediment control plan does not meet the requirements of this article, the City shall not issue a permit for the land disturbance activity. The grading, erosion and sediment control plan must be resubmitted for approval before the land disturbance activity begins. No land use and building permits may be issued until the Permittee has an approved grading, erosion and sediment control plan.
- 4. Permit suspension: If the City determines that the approved plan is not being implemented according to the schedule or the control measures are not being properly maintained, all land use and building permits must be

suspended and stop work order issued until the Permittee has fully implemented and maintained the control measures identified in the approved erosion and sediment control plan. (Ord. 1550, 6-4-2018)

F. Plan Implementation ~~And~~ and Maintenance:

1. All grading should follow the approved grading, erosion and sediment control plan. If temporary grading is needed, it should be reflected in the grading, erosion and sediment control plan. (Ord. 1550, 6-4-2018)
2. All ~~storm-water~~ stormwater pollution controls noted on the approved grading, erosion and sediment control plan shall be installed before commencing the land disturbance activity, and shall not be removed without City approval or issuance of a Certificate of Completion. (Ord. 1550, 6-4-2018)
3. The Permittee shall be responsible for proper operation and maintenance of all stormwater pollution controls and soil stabilization measures in conformance with best management practices. The Permittee shall also be responsible for maintenance, clean-up and all damages caused by flooding of the site or surrounding area due to in-place grading, erosion and sediment control. The foregoing responsibilities shall continue until a Certificate of Completion is issued to the Permittee by the City for the land disturbance activity and the obligations of the grading, erosion and sediment control permit have been satisfied. (Ord. 1550, 6-4-2018)

G. Modification of Plan:

An approved grading, erosion and sediment control plan may be modified on submission of an application for modification to the City and subsequent approval by the City Engineer. In reviewing such application, the City Engineer may require additional reports and data and possible modification of escrow. (Ord. 1550, 6-4-2018)

H. Escrow Requirement:

The City shall require the Permittee to escrow a sum of money sufficient to ensure the grading is completed per the approved grading plan. The escrow shall also be sufficient to ensure the inspection, installation, maintenance, and completion of the grading, erosion and sediment control plan and practices. Escrow amounts shall be set as detailed in the adopted City fee schedule. Upon project completion and the issuance of a Certificate of Completion any remaining amount held in escrow shall be returned to the Permittee. (Ord. 1550, 6-4-2018)

I. Enforcement:

1. If the City determines the grading, erosion and sedimentation control is not being implemented or maintained according to the approved plan, the Permittee will be notified and provided with a list of corrective work to be performed. The corrective work shall be completed by the Permittee within forty-eight (48) hours after notification by the City. Notification may be given by:
 - a. Personal delivery upon the Permittee, or an officer, partner, manager or designated representative of the Permittee.
 - b. E-mail or facsimile by sending such notice to the e-mail address or facsimile number provided by the Permittee.
2. Failure to Do Corrective Work: If a Permittee fails to perform any corrective work or otherwise fails to conform to any provision of this ordinance within the time stipulated, the City may take any one or more of the following actions:

RCA Attachment B

- a. Issue a stop work order whereupon the Permittee shall cease all land disturbance activity on the site until such time as the City determines the corrective measures that are necessary to correct the conditions for which the stop work order was issued. Once the necessary corrective actions have been determined the Permittee shall perform the corrective work. All corrective work must be completed before further land disturbance activity will be allowed to resume.
- b. Complete the corrective work using City forces or by separate contract. The issuance of a land disturbance permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of completing the corrective work.
- c. Impose a monetary fine in an amount equal to twice the required permit fee.
- d. Charge the Permittee for all staff time expended and costs incurred by the City to:
 - i. perform any corrective work required by the City,
 - ii. perform such inspections and reinspections of the site on which the land disturbance activity is occurring as the City deems necessary, and/or
 - iii. coordinate and communicate with the Permittee regarding any corrective work, inspections, reinspections or other remedial actions which the City deems necessary to implement as a result of the failure of the Permittee to conform to the provisions of this ordinance, and
 - iv. remedy any other failure of the Permittee to conform to provisions of this ordinance.

The cost for staff time shall be determined by multiplying the staff member's hourly rate times 1.9 times the number of hours expended, for all staff members (including administrative employees) involved in such corrective work, communications, coordination of activities, inspections, reinspections and other remedial actions. All amounts charged shall be paid by the Permittee within 30 days of the delivery by the City of a written invoice which describes such charges.
- e. Draw on the escrow amount for all staff costs incurred, and payments due to the City as a result of the exercise by the City of any remedy available to the City pursuant to this ordinance.
- f. Assess that portion of any unpaid charges which are attributable to the removal or elimination of public health or safety hazards from private property pursuant to Minnesota Statutes Section § 429.101.
- g. Pursue any other legal equitable remedy which is available to the City.
3. Appeal of Notice of Violation: Any person receiving a Notice of Violation may appeal the determination of the Public Works Director. The notice of appeal must be received within 7 days from the date of the Notice of Violation. Hearing on the appeal before the City Manager or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City Manager or his/ her designee shall be final.
4. The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the

discretion of the City to seek cumulative remedies. (Ord. 1416, 9-26-2011)
(Ord. 1550, 6-4-2018)

803.05 : Stormwater Management Overlay District

A. Establishment. The Stormwater Management Overlay District shall include all land either within one hundred (100) feet of the normal water level of constructed stormwater ponds or wetlands managed for stormwater quantity and quality management purposes, or all land below the 100-year flood elevation of such ponds or wetlands, whichever is most restrictive.

B. Definition: “Stormwater pond” – A manmade pond capable of holding water seasonally or permanently, the purpose of which is to collect runoff, nutrients, and sediment prior to releasing water into wetlands and natural water bodies.

C. Lot Standards. All lots within the Stormwater Management Overlay District shall met the following setbacks:

STRUCTURE SETBACKS FROM STORM POND		
Type of Water Body	Structure Setback from Water Body	Roads, Driveway, Parking and Other Impervious Surface or Setback
Storm Pond	10 Ft. ¹	10 Ft. ²
<u>1. Setback is measured from the pond boundary [JF4], [RJ5] as defined by the 1% probability storm, or as approved by the City Engineer.</u>		
<u>2. A 10 foot setback from road or parking surfaces may include a combination of land within rights of way and adjacent to the right of way, as well as curb and gutter controlling runoff and sediment to a storm pond. Pedestrian trails shall be exempt from setback requirements.</u>		

D. General Standards:

1. Existing Natural Drainageways: When possible, existing natural drainageways, and vegetated soil surfaces shall be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.
2. Minimum Disturbance: Development shall be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas shall be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.
3. Constructed Facilities: When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds may be used. Preference shall be given to designs using surface drainage, vegetation, and infiltration rather than buried pipes and manmade materials and facilities.

E. Specific Standards:

1. Impervious Surface Coverage: Impervious surface coverage of a site shall not exceed 25% of the site area in a shoreland or wetland overlay [JF6] district unless stormwater is conveyed to an approved, on-

site or regional stormwater ponding/retention facility designed to accommodate the increased runoff prior to discharge from the site into public waters or wetlands.

2. Review by City Engineer: All proposed stormwater facilities shall be reviewed by the City Engineer and certified for compliance with the city's comprehensive surface water management plan, National Urban Runoff Program (NURP) standards, the Minnesota Pollution Control Agency's (MPCA) Urban Best Management Practices, and any established standards of the water management organization having jurisdiction in the project area.

3. ~~Commercial, Industrial, and Residential Development Affection: All commercial and industrial developments and redevelopments affecting more than five acres of land and all residential developments affecting more than five 5 acres of land shall:~~

i. ~~Be served by stormwater ponding facilities, on or off site, designed to remove a minimum of 90% of total suspended solids resulting from the runoff from a one inch rainfall event, and~~

ii. ~~Within the development, provide for settling chambers, sumps, dry ponds or other devices to provide for the filtering or settling of fine sands prior to discharge into the city's stormwater system.~~ [RJ7] [RJ8]

F. Private Stormwater Facilities: All private stormwater facilities shall be maintained in proper condition consistent with the performance standards for which they were originally designed. All settled materials from ponds, sumps, grit chambers, and other devices, including settled solids, shall be removed and properly disposed of on a five year interval. One to five year waivers from this requirement may be granted by the City Engineer when the owner presents evidence that the facility has additional capacity to remove settled solids in accordance with the original design capacity.

G. Inventory of Private Stormwater Facilities: Upon adoption of this chapter, the City Engineer shall inventory and maintain a database for all private stormwater facilities requiring maintenance to assure compliance with this section.

803.05 803.06: STORMWATER BEST MANAGEMENT PRACTICE (BMP) MAINTENANCE:

A. Maintenance of Stormwater BMPs. The City requires that stormwater BMPs be maintained.

1. Private Stormwater BMPs - All private stormwater BMPs shall be maintained by the property owner so that the BMPs are in proper condition consistent with the performance standards for which they were originally designed.

a. Ponds, Stormwater Wetlands, Underground Storage, and other BMPs that settle pollutants

i. Removal of settled materials - All settled materials from ponds, and other BMPs, including settled solids, shall be removed and properly

disposed of on a five (5) year interval. One (1) to five (5) year waivers from this requirement may be granted by the City when the owner presents evidence that the BMP has additional capacity to remove settled solids in accordance with the original design capacity. (Ord 1590, 10-12-2020)

- b. Infiltration, Filtration, pretreatment devices and other BMPs that filter stormwater (Ord 1590, 10-12-2020)
 - i. Quarterly inspections, unless otherwise specified in a maintenance agreement, of the Private Stormwater BMPs and, if necessary, removal of all litter, debris, sediment, and replacement of mulch, vegetation, and eroded areas to ensure establishment of healthy functioning plant life therein; and
 - ii. A five (5) year certification, by a stormwater professional acceptable to the City, is required that demonstrates the Stormwater BMPs are functioning in accordance with the approved plans and have maintained the proper operation of the stormwater treatment as a Stormwater Management BMP according to the City Standards. The quarterly inspection(s) and certification(s) shall be made available to the City upon request without prior notice

- 2. Maintenance plan required - No private stormwater BMPs may be approved unless a maintenance plan is provided that defines who will conduct the maintenance, the type of maintenance, and the maintenance intervals.
- 3. Inspection - The City shall inspect or require the inspection of, all stormwater BMPs during construction, during the first year of operation, and at least once every five years thereafter, or as budget allows.
- 4. Maintenance of Publicly Owned Stormwater BMPs - The City shall annually perform the maintenance of the in place stormwater BMPs within the City as provided for in the local water management plan or watershed management plan. Further, the City shall notify the owners of other publicly owned stormwater BMPs if scheduled maintenance is needed according to periodic site inspections or maintenance plans on file.

B. Inventory of Stormwater BMPs. Upon adoption of this Chapter, the City shall inventory and maintain a database for all private and public stormwater BMPs within the City requiring maintenance to assure compliance with this ordinance. The City shall notify owners of public and private stormwater BMPs of the need for conducting maintenance at least every five years.

B.C. Severability. The provisions of this ordinance are severable, and if any provisions of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance shall remain in full force and effect.

C.D. Failure to maintain Private Stormwater BMPs: It is the responsibility of the property owner to maintain all private stormwater BMPs in accordance with the original standards. If during a City inspection the BMP does not meet City standards, the City will notify the owner in writing of the deficiencies.

Failure to properly maintain the BMP after notification could result in administrative penalties and abatement processes under Chapter 407 and/or 906 of the City Code. (Ord. 1550, 6-4-2018)

Section 2. Wetland Amended. After City Council consideration the Roseville City Code, Chapter 804 is hereby created to add and update Wetland Protection Overlay District rules.

CHAPTER 804 WETLANDS

SECTION:

804.01 Wetland Protection Overlay District

804.01: WETLAND PROTECTION OVERLAY DISTRICT

A. Purpose. These regulations are intended to protect the City's wetlands, which are defined as land transitional between terrestrial and aquatic systems as defined in Minnesota Statutes Section 103G.005, Subdivision 19.

B. Applicability. All upland within one hundred (100) feet of the wetland boundary of wetlands and those public waters not specifically listed as shoreland shall be considered within the Wetland Protection Overlay District[RJ9] and those identified within the city's Comprehensive Surface Water Management Plan.

C. Lot Standards. The minimum lot area, width and depth requirements of the underlying land use zoning district within this code shall apply provided that not more than 25% of the lot area may be included in any wetland area to meet the minimum lot area dimension.

<u>STRUCTURE SETBACKS FROM WETLAND</u>		
<u>Type of Water Body</u>	<u>Structure Setback from Water Body</u>	<u>Roads, Driveway, Parking and Other Impervious Surface or Setback</u>
<u>Wetland</u>	<u>50 Ft. ^{1, 2}</u>	<u>30 Ft. ²</u>
<u>1. Setback is measured from the approved delineated wetland boundary.</u> <u>2. A 30 foot setback from road or parking surfaces may include a combination of land within rights of way and adjacent to the right of way, as well as curb and gutter controlling runoff and sediment to a storm pond. Pedestrian trails shall be exempt from setback requirements.</u>		

D. Stormwater treatment. All stormwater must be treated to the water quality standard outlined in the City's Comprehensive Surface Water Management Plan and Stormwater Management Standards before discharged to a wetland.

E. Wetland Buffers. Wetland buffers shall be required for all developments adjacent to a wetland whether or not the wetland is located on the same parcel as the proposed development.

(1) Table X [RJ10] outlines the no-disturb buffer widths and minimums that must be met:

Wetland Buffer Widths	
Average Buffer Width	25 feet
Minimum Buffer Width	12.5 feet

- (2) New and existing ponds constructed for water quantity and quality adjacent to new development shall maintain a 10-foot vegetative buffer from the normal water level.
- (3) Stormwater management BMPs shall not be allowed to be constructed in the buffer area, unless approved by the City Engineer. [RJ11][JF12]
- (4) A permanent wetland buffer monument shall be installed at each lot line where it crosses a wetland buffer, and where needed to indicate the contour of the buffer, with a maximum spacing of two hundred (200) feet of wetland edge.
- (5) Where acceptable vegetation exists in buffer areas, the retention of such vegetation in an undisturbed state is required unless an applicant receives approval by the City District to replace such vegetation. A buffer strip has acceptable vegetation if it:
- a. Has a continuous, dense layer of vegetation or overstory of trees and/or shrubs that have been uncultivated or unbroken for at least five consecutive years, or
 - b. Is not composed of undesirable plant species (including, but not limited to: reed canary grass, common buckthorn, purple loosestrife, leafy spurge, and noxious weeds), or
 - c. Does not have topography that tends to channelize the flow of surface runoff.
- (6) If the City determines the existing buffer to be unacceptable, the applicant shall maintain the minimum buffer in its undisturbed state but may disturb the remainder of the buffer area as long as the buffer area is re-planted with native species and maintained as a native habitat. The buffer planting must be identified on the permit application and the buffer landscaping shall comply with the following standards:
- a. Buffer areas shall be planted with a native seed mix, native plants, shrubs, trees, or other [RJ13] vegetation approved by the City, with the exception of a one-time planting with an annual nurse or cover crop such as oats or rye.
 - b. The revegetation project shall be performed by a qualified contractor. All methods shall be approved by the City prior to planting or seeding.
 - c. ~~The seed mix shall be broadcast according to the specifications of the selected mix including date of application. The annual nurse or cover crop shall be applied at a minimum rate of 30 pounds per acre. The seed mix selected for permanent cover shall be appropriate for soil site conditions and yellow tag certified free of invasive species.~~ [RJ14][JF15]
 - d. ~~Native shrubs may be allowed to be substituted for native forbs. All substitutions shall be approved by the City. Such shrubs may be bare root seedlings and shall be planted at eight foot spacing. Shrubs shall be distributed so as to provide a natural appearance and shall not be planted in rows.~~ [RJ16][JF17]
 - e. Any groundcover or shrub plantings installed within the buffer area are independent of any landscaping requirements required elsewhere by the City.
 - f. ~~Compacted soils in the buffer area shall be loosened to a depth of at least 5" prior to seeding.~~

- g. No fertilizer shall be used in establishing new buffer areas, except on highly disturbed sites when necessary to establish acceptable buffer vegetation and then limited to amounts indicated by an accredited soil testing laboratory.
- ~~h. All seeded areas shall be mulched or blanketed immediately in a method approved by the City.~~
- i. Buffer areas (both natural and created) shall be protected by erosion and sediment control measures during construction in accordance with Section 803.04 Erosion and Sediment Control. The erosion and sediment control measures shall remain in place until the vegetation is established.
- j. Buffer vegetation shall be actively managed throughout the three-year establishment period. This includes but is not limited to: mowing, overseeding, spot weed control, prescribed burning, and watering.
- k. Buffer vegetation shall be established and maintained in accordance with the requirements above. During the first three full growing seasons, the applicant or developer must replant any buffer vegetation that does not survive. The applicant or developer shall specify a method acceptable to the City for monitoring compliance and verifying establishment of the buffer at the end of the third full growing season.

Section 3. Effective Date. This ordinance amendment to the City Code shall take effect upon passage and publication of this ordinance.

Passed this 6th day of March 2023

ORDINANCE SUMMARY NO. _____

**ORDINANCES AMENDING TITLE 8, PUBLIC WORKS, AND TITLE 10, ZONING,
OF THE ROSEVILLE CITY CODE**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on March 20, 2023:

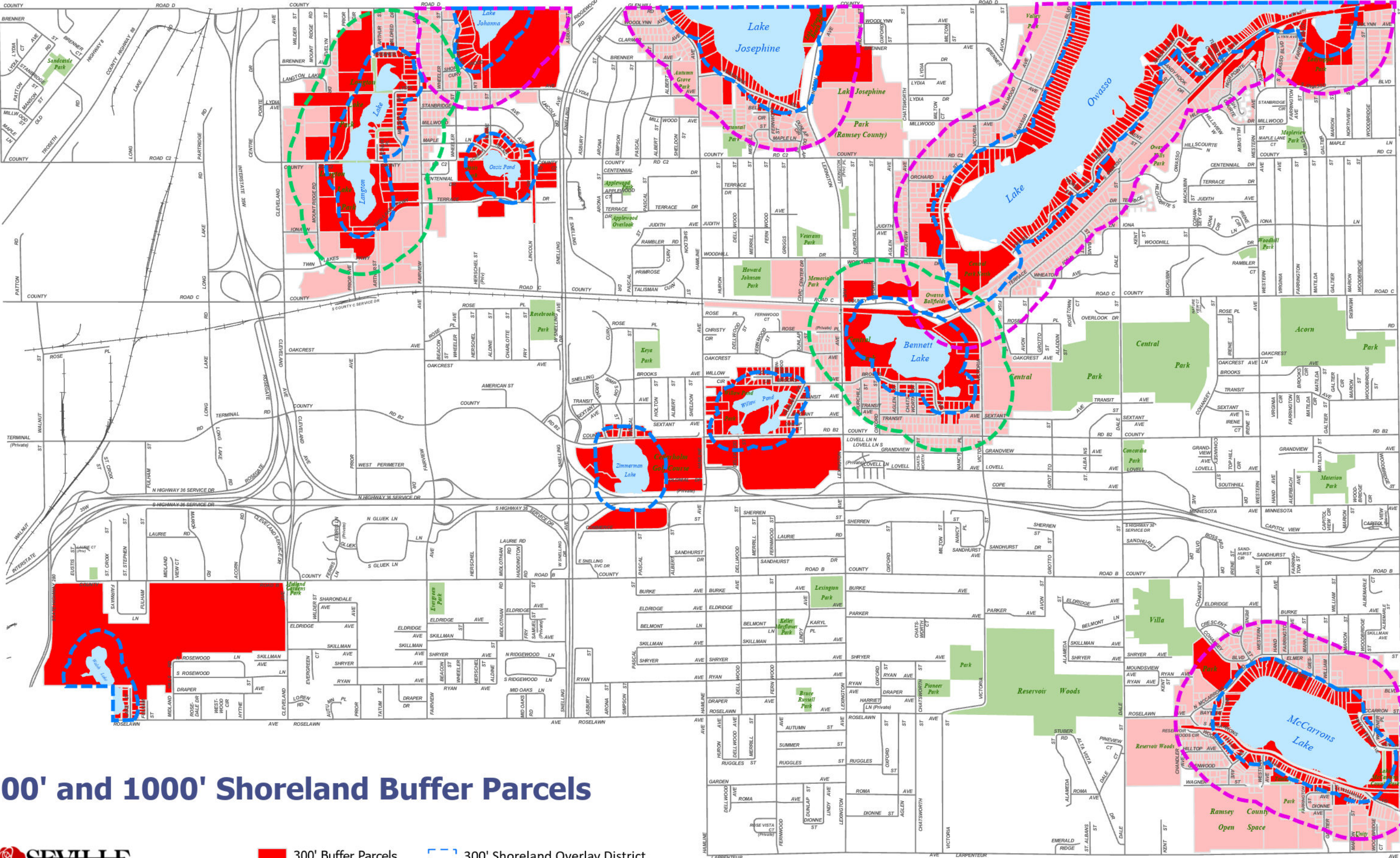
The Roseville City Code, Title 8, Public Works, Chapter 803 has been amended to add language to modify and clarify specific requirements pertaining to storm water drainage. Section 803.05 Stormwater Best Management Practice (BMP) Maintenance was moved to 803.06, and 803.05 was changed to Stormwater Management Overlay District, which was moved from Chapter 1017. Chapter 804 has been created within Roseville City Code to clarify specific requirements pertaining to wetlands; some information was moved from Chapter 1017, and buffer information was added to be more in line with local watershed district rules.

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on March 6, 2023:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to add and update various definitions; to reflect updates to the shoreland management regulations made to ensure that the provisions of the zoning code are in alignment with the model ordinance prepared by Minnesota Department of Natural Resources, including repealing the existing Chapter 1017 (Shoreland, Wetland and Storm Water Management) and replacing it with a new Shoreland Overlay District in Chapter 1012 (Overlay Districts); to revise certain regulations pertaining to landscaping requirements; and to add regulations for electric vehicle charging.

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

Attest: _____
Patrick Trudgeon, City Manager



300' and 1000' Shoreland Buffer Parcels



Prepared by: Engineering Department
3/15/2023

- 300' Buffer Parcels
- 1000' Buffer Parcels
- 300' Shoreland Overlay District
- 1,000' General Development Lake
- 1,000' Natural Environment Lake

Data Sources
* Ramsey County GIS (2/1/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-782-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subc. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Consider Agreement with Burro Loco LLC as the Kitchen/Grill Vendor for the Cedarholm Community Building

BACKGROUND

The Cedarholm Community Building has a kitchen/grill area that includes food preparation equipment adequate for a full-service kitchen and beverage operation. This space is intended to provide food and beverage service to the community building users including golfers, users participating in other recreational activities, users who rent the space for private events and neighborhood foot traffic. Dating back to the earliest community conversations about a possible expanded community space at Cedarholm, there was some thought that a third-party vendor could utilize the kitchen and grill space to provide a high level of service to all Cedarholm users.

In September of 2022, the city and BBQ Holdings (the previous third-party vendor who was operating out of Cedarholm) terminated their agreement. At that time, the city decided to issue a request for proposal (RFP) to determine if there were any qualified vendors who were interested in providing food and beverage service in the space. The RFP was issued in late October and one proposal was received (Attachment B).

The proposers are Dannelle and Edison Bautista, two experienced restaurateurs who are currently operating a food truck and restaurant in St. Francis, MN, named Burro Loco. Dannelle has experience in many food service roles including several years as a sous chef at the Hudson Country Club. The Bautistas' proposal includes a reasonably priced menu that was formulated based on Dannelle's experience with golf courses, event spaces and fast/casual dining.

Staff have worked with Dannelle and Edison to seek clarification on what their proposal would entail and their capability to effectively operate at the Cedarholm Community Building. The preliminary terms for a potential agreement have been reached (Attachment D). Some specifics of the proposed agreement include:

- A three-year and eight-month agreement for operation of the Cedarholm kitchen/grill (through December 2026).
- Public kitchen/grill hours during the golf season that would effectively serve our golf community, and provide consistent hours for non-golf users. It should also be noted that although not required in the draft agreement, the proposer has stated their intention to grow the business to year-round service.
- A catering menu that offers flexible catering options for a wide variety of events.

- Proposers would become the preferred caterer at Cedarholm. Renters using the facility may “opt out” of the use of the preferred caterer by paying a non-preferred caterer fee to the city. The proposed fees are:
 - \$150 for groups of 50 or fewer people.
 - \$250 for groups of 50 or more.
 - \$100 for official City of Roseville affiliated groups who opt out, regardless of event size.
- Beer, wine and light bar service during all public kitchen/grill hours, with the ability to expand for larger events that are occurring in the Community Building.
- Compensation to the city of \$750 per month and 4% of all sales.
- Proposer will provide all small wares and utilize compostable “to go” containers.
- The proposer would be responsible for routine maintenance and service calls for all kitchen equipment. However, the city would retain the responsibility to replace equipment if needed.
- The proposers intend to provide a menu and operation that is tailored to the Cedarholm Community Building (Attachment A).
- The proposers will work with city staff to determine a name that is acceptable to both parties.

Ultimately, the proposal has several anticipated benefits for the community including:

- A higher level of food and beverage service than the city can provide.
- Management of the kitchen/grill by individuals who have experience in the provision of food and beverage services and event catering.
- Kitchen/grill service with the capacity to handle larger events and service a wide variety of rental users.
- A “one stop shop” that will allow renters to purchase food and beverage without needing to find a separate food and alcohol vendor.
- Permanent bar service that will allow renters access to beer, wine and a light bar during their event without needing to bring in a third-party vendor.
- Use of a third-party vendor will allow Parks and Recreation staff to continue to focus on the management of the Cedarholm Community Building and Golf Course, and the provision of year-round recreational opportunities for the community.

It should also be noted that by entering into the agreement, the city would need to make several concessions that could be impactful including:

- Some loss of flexibility for renters who use the facility, including affiliated groups. As noted above, renters can opt out of the preferred caterer for a fee. Additionally, there are many other facilities available to renters in the parks and recreation system that do not have any catering restrictions.
- The city would lose direct control of staffing and kitchen operations. However, the agreement will contain performance standards that the vendor will be expected to adhere to.
- In the short term, the proposed agreement could lead to a reduction in facility rentals as small groups who would like to bring in their own food may select other venues. However, given the volume of rentals seen over the past year and the Community Building’s competitive price point, it is anticipated that over time this temporary loss would diminish.

To help assess the viability of the proposal, staff convened a focus group of community members which included six individuals: two Parks and Recreation Commissioners, two community members who were involved with the Cedarholm Clubhouse Replacement Committee, two members of Roseville Golf Leagues and several who have rented the facility and participated in other public events at the facility.

On Tuesday, February 28, staff hosted a meeting between the proposer and the community focus group. The meeting consisted of an overview of the proposal, scripted questions and follow-up or spontaneous questions and conversation. Much of the conversation focused on the preliminary terms of a potential agreement, and the proposers' capability to handle the size and scope of the operation. In addition to the tangibles, during the meeting the proposers emphasized their intention to build the business over time through the provision of a strong product that draws in users who do not currently use the space, ongoing marketing, developing connections to the community, and flexibility to pivot as the habits and needs of the customers are learned.

Following the presentation, each focus group member completed a rubric to score the key elements in the RFP (Attachment C). After submitting the scores as individuals, they gathered as a group to discuss the pros and cons of the proposal. In summary, the focus group was supportive of moving forward with the proposal and excited about the possibilities of the partnership.

If the Council supports moving forward, staff will work with the City Attorney and proposer to finalize the agreement. From there, the vendor will need to begin to hire staff, apply for various licenses, train staff (including mandatory alcohol training), acquire supplies and product, and conduct other start-up machinations.

At this time, it is anticipated that the vendor would be operational by June 1. Until that time, the city will continue to operate the kitchen/grill as was done last fall.

POLICY OBJECTIVE

The proposal is consistent with the city practice of providing the best possible service at the lowest cost to citizens and contracting out services where these goals can be met.

BUDGET IMPLICATIONS

The adopted 2023 Cedarholm Community Building budget anticipates \$15,000 in revenue from the kitchen/grill. With the terms of this agreement, \$9,000 would be received annually at minimum, plus 4% of sales. Although the total amount of sales cannot be known, a very conservative estimate based on our own experience and previous vendor would be \$60,000 per year, which would yield an additional \$2,400 to the city or a total of \$11,400. If the kitchen/grill grows, it is reasonable to anticipate revenue that would exceed this very conservative number.

RACIAL EQUITY IMPACT SUMMARY

The proposer, Burro Loco, is a minority and women owned business.

The proposed vendor has indicated their ability to prepare food for a broad cross-section of cultural groups.

110 It should also be noted that this proposed agreement does not include a preferred caterer “opt out”
111 for cultural dietary considerations without a fee. With our previous vendor, staff found that the
112 cultural opt out was overused by renters and put staff in the difficult position of determining what
113 was a legitimate cultural accommodation or simply someone who did not want to use the mandated
114 catering vendor. Under the currently proposed agreement, such groups could still “opt out” by
115 paying the non-preferred caterer fee.

116 In observation of this possible concern, an individual with a legitimate cultural concern may submit
117 a timely written appeal to the Parks and Recreation Director for consideration of waiving the non-
118 preferred caterer fee for a narrowly tailored cultural need and financial hardship. The Parks and
119 Recreation Director will have the discretion to waive the fee for cultural considerations for up to five
120 events per year, however, it is the intention of staff to use this authority sparingly, if at all.

121 An additional consideration for equity could be price point and access. The proposed agreement
122 seeks to keep the price point as low as is reasonably possible for daily users and facility renters,
123 while fulfilling the vision of a third party vendor.

124 **STAFF RECOMMENDATION**

125 Authorize staff to enter into an agreement with Burro Loco to provide kitchen/grill service at the
126 Cedarholm Community Building, pending final legal review.

127 **REQUESTED COUNCIL ACTION**

128 Consider a motion to authorize staff to enter into an agreement with Burro Loco to provide
129 kitchen/grill service at the Cedarholm Community Building, pending final legal review.

130 Prepared by: Matthew Johnson, Parks and Recreation Director
131 Attachments: A: Planned Initial Menu
132 B: Original Proposal Submitted by Burro Loco
133 C: Community Focus Group Scoring Summary
134 D: Draft Agreement
135 E: Presentation
136

MENU

APPETIZERS

Chicken Wings (10) \$12.99
BBQ, Buffalo or dry-rub served with blue cheese and celery

Walleye Fingers \$13.99
Hand-battered served with lemon and house tartar

Chicken Quesadilla \$11.49
Served with sour cream and fresh salsa

Sampler Platter \$14.99
Cheese Curds, Chicken Tenders, Chicken Quesadilla and Walleye
Served with dipping sauces

Ellsworth Cheese Curds \$9.99
Served with marianara or house-made ranch

Hand-Cut Onion Rings \$8.99
Lightly battered, with seasoned ranch for dipping

Buttermilk Chicken Tenders \$10.99
Choice of honey mustard or ranch

Nachos Supreme \$12.99
Fresh chips and your choice of grilled chicken or steak, topped with
melted cheese,
roasted corn and bean salsa, guacamole and sour cream

HANDHELDS

Served on your choice of bread or croissant with French and Pickle. Sub seasonal fruit , side salad or onion rings for \$2.49

Classic BLT \$10.49

Thick-cut bacon, bibb lettuce, tomatoes and garlic aioli

Chicken Caesar Wrap \$10.99

Romaine, Garlic Caesar, Parmesan,

Clubhouse Sandwich \$12.99

Triple-decker with turkey, ham, bacon, swiss, cheddar, lettuce, tomato, garlic aioli

Pecan Chicken Salad Croissant \$11.99

Celery, red onion, tarragon, grapes and candied pecans

Beer Battered Walleye Sandwich \$13.99

Hand battered served on a grilled Hoagie with lettuce and tomato. Lemon and dill

Tartar on the side

Grilled Chicken Sandwich \$10.99

Marinated Grilled Chicken, Melted Swiss, Lettuce, Tomato, Garlic Aioli

LUNCH COMBO

Your choice of half a Chicken Salad, BLT or Clubhouse sandwich and a Side Salad or Cup of Soup \$12 M-F Only

*Choice of bakery fresh artisan sourdough, whole wheat or caraway rye.
Served toasted unless otherwise specified. Gluten-free bread add \$2*

BURGERS

Half-pound Brisket and Chuck blend grilled to order. Served on a toasted Brioche bun with french fries and pickle. Sub seasonal fruit, side salad or onion rings for \$2.50, add Bacon \$2

Plain Jane \$9.99

Cheeseburger \$10.49

BBQ Bacon Cheeseburger \$12.49
Thick-cut Bacon, Cheddar, Onion Ring, BBQ

Mushroom Swiss \$12.49
Port Wine Mushrooms, Melted Swiss

Bacon Bleu \$13.99
Carmelized onions, Thick-cut Bacon, Bleu Cheese

Blackjack \$13.99
Cajun, Carmelized Onions, Cheddar, Chipotle Aioli

Double Deluxe \$14.49
Two beef patties, American Cheese, Lettuce, Tomato, Onion, Bacon, Special Sauce

LIGHTER SIDE

Attachment A

Salads served with fresh baguette, all dressings made in-house

Roasted Beet and Goat Cheese \$11.99

Arugula, tangy Chevre, Pistachios, Champagne Vinaigrette

Santa Fe Chicken \$12.99

Grilled Chicken, Corn and Bean Salsa, Shredded Cheese, Tortilla Strips. Served with Chipotle Ranch on the side

Turkey Cobb \$13.49

Lettuce, Tomato, Hard Boiled Egg, Cheddar, Avocado, Bacon with choice of dressing

Grilled Chicken Caesar \$11.99

Romaine, Creamy Caesar, Tomato and Parmesan

Cilantro Lime Rice Bowl \$12.49

Chicken or Steak, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Taco Salad \$12.99

Crispy shell filled Ground Beef, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Side Salad \$3.99 Garden or Caesar

Soup of the Day \$3.99 Cup \$5.99 Bowl

KIDS

Served with choice of
Fresh Fruit or Fries \$7.49

Chicken Tenders

Grilled Cheese

Cheeseburger

Soft Shell Tacos (2)

Cheese Quesadilla

DESSERTS

Fresh Baked Pie \$6.99 add ice cream \$.99

Ice Cream Cone or Sundae two scoop \$5.49

Kids Cone \$3.49

Dessert of the Day \$7.49

BEVERAGES

Mulled Cranberry Cider \$3.99

Hot Chocolate \$3.99

Fountain Drink Large \$3.49 Small \$2.49

Lemonade \$3.99

GRAB & GO

SALADS \$7.49

SANDWICH \$8.49

BISTRO BOX \$8.99

YOGURT PARFAIT \$5.49

FRUIT CUP \$4.99

CHIPS \$1.99

HOUSE-MADE PROTEIN BITES \$4.99

GIANT COOKIE \$4.49

Catering

MENU SUNRISE

CINNAMON OR CARAMEL PECAN ROLLS
\$37.99 PER DOZEN

CROISSANTS
\$35.99 PER DOZEN

CHOCOLATE CROISSANTS
\$41.99 PER DOZEN

ASSORTED SCONES OR MUFFINS
\$44.99 PER DOZEN

VARIETY DANISH
\$30.99 PER DOZEN

COFFEE
REGULAR, DECAF, ASSORTED CREAMERS AND
SUGAR
\$3 PER PERSON

JUICE
\$2 PER PERSON
ORANGE, APPLE OR CRANBERRY

PLATTERS

Attachment A

MEAT & CHEESE

TURKEY, HAM, SWISS AND CHEDDAR CHEESE
WITH DOLLAR BUNS, MUSTARD AND MAYO

MEDIUM (SERVES 15-20) \$59.99

LARGE (SERVES 25-30) \$69.99

SNACK ATTACK

BEEF STICKS, HARD SALAMI, SUMMER SAUSAGE,
CHEESE CURDS, ASSORTED CHEESE AND CRACKERS
(SERVES 15-20) \$59.99

TORTILLA PINWHEELS

HERB CREAM CHEESE, TURKEY AND HAM

MEDIUM (SERVES 15-20) \$29.99

LARGE (SERVES 25-30) \$49.99

PARTY SUBS

TURKEY, HAM, CHEESE ON WHITE OR WHEAT
SUB ROLL. LETTUCE, TOMATO, ONION, MAYO AND
MUSTARD ON THE SIDE \$49.99 (SERVES 18)

CHICKEN SALAD CROISSANTS (LARGE)

\$96 PER DOZEN

SEASONAL FRUIT

MEDIUM (SERVES 15-20)

LARGE (SERVES 20-25)

VEGGIES AND DIP

MEDIUM (SERVES 15-20)

LARGE (SERVES 20-25)

ASSORTED COOKIES

\$14.99 PER DOZEN

ASSORTED BARS

\$21.99/DOZEN

FRESH SALADS (SERVE 10-12)

Attachment A

GARDEN SALAD

GREENS TOPPED WITH CHEESE, TOMATOES, RED ONION AND CROUTONS \$22.49

CAESAR SALAD

ROMAINE WITH TOMATOES, PARMESAN AND CROUTONS \$19.99

ADD CHICKEN \$29.99

COMPOSED SALADS (SERVE 15-20)

ITALIAN PASTA SALAD

ROTINI PASTA WITH BROCCOLI, CAULIFLOWER, RED ONION, PARMESAN CHEESE, TOMATOES AND BLACK OLIVES \$37.99

HOMESTYLE POTATO SALAD

MUSTARD, HARD BOILED EGG, ONION AND PAPRIKA \$29.99

CREAMY COLESLAW

\$20.49

SWEET POTATO SALAD

ROASTED SWEET POTATO, RED ONION, CILANTRO IN A CREAMY CUMIN DRESSING
\$25.99

QUINOA SALAD

TRI-COLOR QUINOA, CHICKPEAS, BELL PEPPERS, TOMATOES, CUCUMBER, PARSLEY, LEMON VINAIGRETTE
\$35.99

BUFFET STYLE 25 PERSON MINIMUM

Attachment A

Taco Bar

Ground Beef, Pinto Beans, Tortillas and all the fixings
\$12.95 per person

Fried Chicken Picnic

Fried Chicken, Coleslaw, Biscuits, Mac and Cheese
\$15.95 per person
Sub BBQ Ribs \$18.95 per person

Italian Buffet

Lasagna, Grilled Chicken, Penne or Fettuccine,
Marinara, Alfredo, Breadsticks and Caesar Salad
\$17.95 per person

Ham Dinner

Honey Ham, Scalloped Potatoes, Green Beans, Dinner
Roll
\$15.95 per person



Non Binding Letter of Intent to Lease

December 14th, 2022

Carrie Anderson

Assistant Parks and Recreation Director

2660 Civic Center Drive

Roseville, MN 55113

RE: Cedarholm Community Building and Golf Course Grill/Kitchen Service

2660 Civic Center Drive

Roseville, MN 55113

Dear Carrie,

This is an official letter from Burro Loco, a restaurant located at 23212 St Francis Blvd NW suite 200, St Francis MN 55070, occupied since October of 2021.

We would like to lease the commercial kitchen and dining space at Cedarholm to provide year-round, full-service dining, catering, and bar service to the Roseville Community. Our goal is to provide a variety of fresh locally-sourced menu items prepared in a timely manner that will appeal to both golfers and the general public alike.

Our backgrounds in foodservice management include extensive experience in not only the day-to-day kitchen operations, but also banquets, buffets, special events and catering.

A kitchen manager will be on-site during all hours of operation, and Dannelle, who is well-versed in planning and executing special events, will be available to meet with clients to plan events to meet their needs.

We are confident that we will reach an agreement that is beneficial to both our company and the community as well. Thank you for your interest in our company, and your time in consideration of a partnership.

Sincerely,

Dannelle and Edison Bautista-Robles

About Us

Burro Loco opened March of 2021 as a food truck operated by Dannelle and Edison Bautista. We saw a need for fast-casual, fresh and flavorful Mexican food in the area. Our vision was to offer more than just a typical taco truck. We wanted to provide options for every taste. Burgers, loaded fries, bowls and salads were incorporated in addition to tacos. The truck was successful and well received, prompting us to open a brick and mortar in October of 2021. Within the restaurant space we were able to expand our offerings, and grow our business to offer catering as well as operating food truck events simultaneously.

A.) Scope of Operations

We would offer a fast-casual concept- paninis, salads, home-made soups, sandwiches, burgers, and tacos of course! Other ideas for the front counter service are fresh baked cookies and pastries, ice cream, malts, coffee and creative non-alcoholic beverages.

Staff will be properly trained to welcome all guests with a smile. An inviting and comfortable environment will be provided for all who gather. Accommodating the needs of customers will be a focus for all team members.

For the cold case we would have a grab-and-go concept with salads, sandwiches, wraps, a bistro box including cheese, crackers, fruit and hard boiled egg, yogurt parfaits, hummus and veggies all prepared fresh and ready for purchase.

We envision using the banquet space to host Saturday and Sunday Brunch Buffets 10:00 am-2:00 pm with an omelet station and build-your-own Bloody Mary bar.

Small Group Catering- box lunches, deli sandwich trays, salads, charcuterie, taco bars, deli sandwich and soup buffets, coffee and pastry trays for meetings and the like.

Event Catering- On or off-site availability. Weddings, celebrations and large groups could choose from either a plated, coursed meals or buffet style service. Food Truck catering would also be available.

During summer we envision using the patio space for outdoor grill events. This works well for tournaments or family gatherings. Possibility of an outdoor beer cart to offer golfers.

Beer, Wine and Cocktails available during restaurant hours. Staff will be trained to identify and limit excessive alcohol consumption, maintaining a family friendly experience for guests.

Demonstration Cooking- Chef-led cooking demos/classes for the community, or showcased at events.

Holiday Buffets-Mother's and Father's Day, Easter Brunch, New Year's Eve dinner, Thanksgiving family-style meal.

B.) Proposal

We would propose that a percentage of on-site catering would be in-house, allowing us to maximize the potential of the space. Providing the catering will showcase our food and service, and attract more potential customers. Liquor catering will be discussed.

C.) Hours of Operation- Open for discussion. We would love to offer breakfast that would include breakfast sandwiches, burritos, and breakfast bowls. A more upscale dinner menu would be available during the season, possibly expanding the closing time to accommodate guests. Staffing requirements will partially determine hours of operation.

D.) Resumes

Dannelle Bautista

25251 Xeon St NW Isanti, MN 55040 (612)-987-7263

EDUCATION AND CERTIFICATIONS

Metropolitan State University 2015 Bachelor of Arts –Biology and Psychology

ServSafe Certification Acquired 2009 **MN Food Service Management Certification** Renewed 2022

A.A.A.S Member 2014-2017 **CPR and AED Certified** 2018

EMPLOYMENT EXPERIENCE

Burro Loco Burgers and Tacos, St Francis, MN 2021-present *Owner/Operator*

- Created company, concept, menu and all marketing and events for food truck
- Opened start-up fast casual concept food truck and restaurant
- Day-to-day restaurant operations
- All recruiting, hiring, and training of staff
- Marketing and social media

Autumn Glen Senior Living, Coon Rapids, MN 2019-2021 *Dining Services Director*

- Responsible for all hiring, training and coaching of staff
- Monitored the safety and sanitation of the foodservice operation per state and federal regulations ● Created weekly menus
- Member of Safety Committee
- Organized resident events
- Held monthly departmental meetings
- Managed budget for all department spending

Shepherd of the Valley Lutheran Church, Apple Valley, MN 2013-2019 *Kitchen and Hospitality*

Manager

- Actively participated in the administration and management of hospitality services, including: budgeting, maintaining proper inventory, vendor relations, menu and cost planning, routine cleaning of kitchen, and ensuring safety procedures are followed.
- Recruited, interviewed, hired, trained, and supervised new employees and volunteers, ensuring clarity in roles, responsibilities and safety of the kitchen.
- Collaborate with staff and volunteer leaders in events and programs to ensure excellence in hospitality at all small and large-scale events.

Saint Therese of Woodbury, Woodbury, MN 2016-2017 *Dining Services Director*

- Built dining department in a new construction start-up, managed budget and scheduling, and responsible for overall direction, education, and retention of 50 dining staff.
- Ensured compliancy of four service kitchens and a bistro, serving average 350 meals per day to independent/assisted living, memory care, TCU, and long-term care customers and their families.
- Member of Safety Committee.

Valley View Assisted Living, Northfield, MN 2012-2013 *Dietary Manager*

- Responsible for all daily kitchen operations including meal planning and preparation for 40+ residents with mental health diagnosis.
- Created new menus utilizing fresh ingredients and trained staff in scratch cooking.
- Scheduling, hiring, and training of staff, assuring quality and compliance with food safety standards, and striving to meet all nutritional needs of residents.

Keystone Communities, Eagan, MN 2010-2012*Lead Cook*

- Prepared and served meals for 120+ people in independent/assisted living/memory care communities.
- Assured quality and safety for a high-risk population by adhering to MN food code safe food handling and preparation guidelines. Relieved foodservice manager on weekends.

Royal Cuisine-Hopkins High School, Hopkins, MN 2009-2010 *Catering Cook/Baker/Cashier*

- Prepared food items in a sanitary environment for catering orders, concessions, bakery items.
- Worked all stations as needed.
- Cashiered and provided excellent customer service to students and teachers

Hudson Golf Club, Hudson, WI 2003-2008 *Sous Chef*

- Collaborated with Executive Chef to prepare menus and meals for large banquets and/or events, and restaurant service.
- Executed Sunday brunch each week along with holiday events.
- Menu planning, food cost analysis, food ordering, and supervision of kitchen staff.

Christian Community Home, Hudson, WI 1997-2002 *Dietary Manager*

- Hired at entry level as a dishwasher. Promoted to manager in 1999.
- Scheduling, training, and hiring of dietary staff; working knowledge of foodservice operations.
- Assured compliance with MN Dept of Health Food Safety Standards.

Edison Bautista

25251 Xeon St NW Isanti, MN 55040 (612) 481-3439

EMPLOYMENT EXPERIENCE

Bautista Towing, Isanti MN 2017- Current *Owner/Operator*

- Professional vehicle transportation operating two flatbed trucks
- Maintains relationships with contracted customers providing excellent customer service
- Follows safety standards and maintains all licensure

Burro Loco, St Francis MN 2021- Current *Owner/Operator*

- Opened start-up fast casual restaurant
- Oversee daily foodservice operation. Duties include menu planning and execution, inventory, budgeting, recruitment and hiring staff.
- Supervises staff to assure safe and proper food handling
- Maintains kitchen equipment including food truck operation

Lema Towing, Minneapolis MN 2015-2017 *Driver*

- Transported wrecked vehicles

Lancer Hospitality, Eagan MN 2007-2015 *Cook*

- Prepared, cooked, and delivered food items at different client locations including MN Zoo, Como Zoo, Science Museum, and Dakota County Technical College
- Executed large scale events
- Followed stringent food safety guidelines
- Provided excellent customer service
- Followed standardized recipes
- Collaborated with management to plan menus and events

E.) Tentative Menu

Sample MENU

APPETIZERS

Chicken Wings \$10.99
BBQ, Buffalo or dry-rub served with blue cheese and celery

Walleye Fingers \$12.99
Hand-battered served with lemon and house tartar

Chicken Quesadilla \$11.49
Served with sour cream and fresh salsa

Sampler Platter \$14.99
Cheese Curds, Chicken Tenders, Chicken Quesadilla and Walleye
Served with dipping sauces

Ellsworth Cheese Curds \$9.99
Served with marinara or house-made ranch

Hand-Cut Onion Rings \$8.99
Lightly battered, with seasoned onion for dipping

Chimichurri Steak Bites \$11.99
Garlic peppercorn rub, chimichurri dipping sauce

Buttermilk Chicken Tenders \$10.99
Choice of honey mustard or ranch

Nachos Supreme \$12.99
Fresh chips and your choice of grilled chicken or steak, topped with melted cheese,
roasted corn and bean salsa, guacamole and sour cream

Ceviche \$13.99
Marinated Shrimp, tomato, bell peppers, cilantro, red onion. Served with fresh chips

SEE UPDATED
MENU IN
ATTACHMENT A.

HANDHELDS

Served on your choice of bread or croissant with French fries and house-made pickles. Sub seasonal fruit, side salad or onion rings for \$1.50

Classic BLT \$10.50

Thick-cut bacon, bibb lettuce, tomatoes and garlic aioli

Clubhouse Sandwich \$13.99

Triple-decker with turkey, ham, bacon, swiss, cheddar, lettuce, tomato, garlic aioli

Pecan Chicken Salad Croissant \$11.99

Celery, red onion, tarragon, grapes and candied pecans

Cubano Panini \$11.49

Ham, swiss, dijonnaise, pickles

Beer Battered Walleye Sandwich \$13.99

Hand battered served on a grilled Hoagie

with lettuce and tomato. Lemon and oil

Tartar on the side

Hot Italian Panini \$12.49

Ham, Salami, Provolone, Pepperoncini

and Italian pickles

Grilled Chicken Sandwich \$11.99

Marinated Grilled Chicken, Melted Swiss, Lettuce, Tomato, Garlic Aioli

Patty Melt \$11.99

Sauteed Onion, Melted Cheese and Tomato on Fire

Street Tacos \$10.99 three per order

Chicken or Steak on White Corn Tortillas, Onion, Cilantro and Cotija Cheese

Served with limes and salsa

Tacos Supreme \$12.99 two per order

Flour tortilla filled with chicken or steak, cheese, lettuce, sour cream, guacamole and pico de Gallo

Choice of bakery fresh artisan sourdough, whole wheat or caraway rye.

Served toasted unless otherwise specified. Gluten-free bread add \$2

LUNCH COMBO

Your choice of half a Chicken Salad, BLT or Clubhouse sandwich and a Side Salad or Cup of Soup \$12 M-F Only

SEE UPDATED
MENU IN
ATTACHMENT A.

LIGHTER SIDE

Salads served with fresh baguette, all dressings made in-house

Roasted Beet and Goat Cheese \$11.99

Arugula, tangy Chevre, Pistachios, Champagne Vinaigrette

Santa Fe Chicken \$12.99

Grilled Chicken, Corn and Bean Salsa, Shredded Cheese, Tortilla Strips. Served with Chipotle Ranch on the side

Turkey Cobb \$13.49

Lettuce, Tomato, Hard Boiled Egg, Cheddar, Avocado, Bacon

Grilled Chicken Caesar \$11.99

Romaine, Creamy Caesar, Tomato and Parmesan

Cilantro Lime Rice Bowl \$12.49

Chicken or Steak, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Taco Salad \$12.99

Crispy shell filled Ground Beef, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Fajita Salad \$

Blackened Chicken, Sauteed Peppers and Onions, Cotija Cheese, Black Beans, Guacamole and Mexican Ranch

Side Salad \$3.99 Garden or Caesar

Soup of the Day \$3.99 Cup \$5.99 Bowl

SEE UPDATED
MENU IN
ATTACHMENT A.

BURGERS

Hand-pattied half-pound Angus beef grilled to order. Served on a toasted egg bun with French fries and house-made pickles. Sub seasonal fruit, side salad or onion rings for \$1.50, add Bacon \$2

Plain Jane \$9.99

Cheeseburger \$10.49

BBQ Bacon Cheeseburger \$12.49
Thick-cut Bacon, Cheddar, Onion Straws, BBQ

Mushroom Swiss \$12.49
Port wine mushrooms, Melted Swiss

Bacon Bleu \$13.99
Carmelized onions, Thick-cut Bacon, Bleu Cheese

Blackjack \$13.99
Cajun, Carmelized Onions, Cheddar, Chipotle Aioli

Deluxe \$14.49
Two beef patties, American Cheese, Lettuce, Tomato, Onion, Bacon, Special Sauce

SEE UPDATED
MENU IN
ATTACHMENT A.

FLATBREAD PIZZA

Mushroom, Carmelized Onion,
Mozzarella and Arugula \$11.49

Margherita- Roasted Tomato,
Fresh Mozzarella, Basil and Balsamic \$11.99

BBQ Chicken- Mozzarella, Red Onion, Bacon, BBQ \$12.49

SEE UPDATED

DESSERTS

Fresh Baked Pie \$6.89

Ice Cream Cone or Sundae \$5.49

Old Fashioned Mart \$6.49

Chocolate Beyond Reason \$7.19

MENU IN

ATTACHMENT A.

BEVERAGES

Mulled Cranberry Cider \$4

Lime Fizz \$3.49

Blueberry Lemon Iced Tea \$4

Arnold Palmer \$3.49

KIDS

Served with choice of
Fresh Fruit or Fries \$7.49

Chicken Tenders
Grilled Cheese
Cheeseburger
Soft Shell Tacos (2)
Cheese Quesadilla

F.) Compensation Statement

The average profit margin for restaurants in the US currently is around 1%, pre-covid it was 5%. Average occupancy costs for restaurants is 8%. We feel a 10% revenue agreement would be sustainable, as 8% covers occupancy, and 2% organization income. We are open for discussion regarding compensation. We are conservative in our forecast being that the current inflation of supplies and labor directly impacts the restaurant industry. A mutually beneficial agreement is desired to directly impact the Roseville community in a positive manner.

Testimonials

"I ordered a bowl with chicken and green rice and also the churros with caramel sauce. My family got wet burritos. Everything we ordered was delicious. Service was quick, staff is friendly."

"Absolutely obsessed with the taco truck on Tuesdays at Grace Lutheran! I look forward to it when I see it now! The tacos are super duper yummy and the loaded fries are to die for! Just take all my money lol. Tristan by the way is the best! Even remembered my order haha. Great customer service!"

"Was so happy to see they have a store front. The burrito bowls and corn are delicious. I prefer the cilantro lime rice. Not too much cilantro."

"Stopped in for lunch, had the chicken street tacos. They were delicious and only \$9 for three! I'll be back next time I'm in the area can't wait to try what else they have on the menu."

"We loved the food truck, but the stand alone restaurant is amazing! Friendly staff, welcoming decor and of course the most delicious food!"

"Best food in St Francis, probably best in northern Anoka county."

"This is the 2nd year Physical Therapy Consultants has had Burro Loco's food truck for our company picnic, food was fantastic and they are great to work with!!"

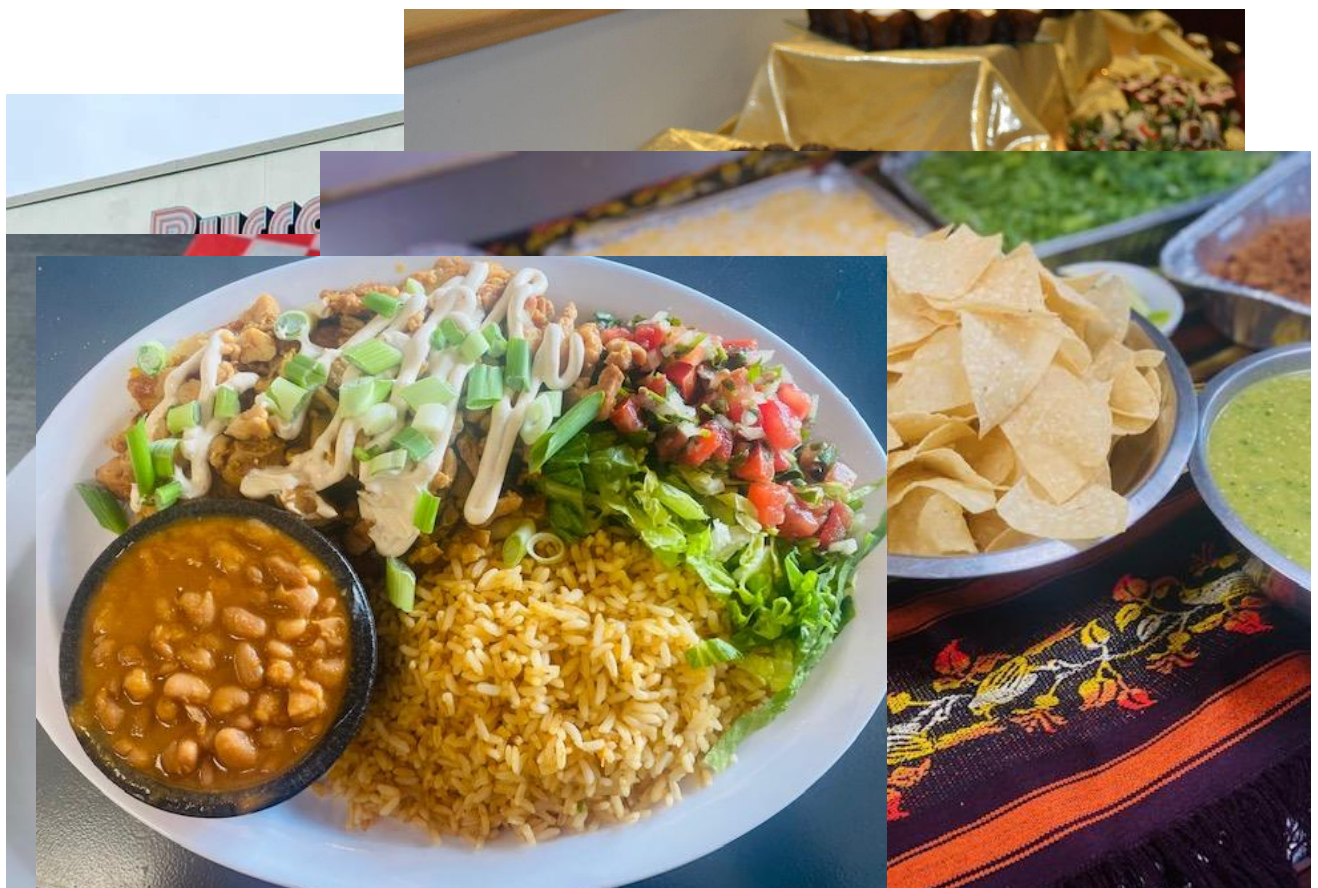
"Great food truck experience! Dannelle worked with me to provide a variety of "small plate" taco and burger options with a chips and salsa/queso/quac bar, too. Big hit for our backyard event for 120!"

"Fast, friendly service and delicious food. I tried a variety of tacos last time, the Diablo burger today, and the thing I can't stop thinking about: Dirty Fries! Nice and spicy, but not too hot so you still get good flavor. Ordering online was fast and easy and my food was correct, packaged securely, and on time."

"Finally some good food comes to St Francis. Fast, friendly service with fresh food! Love Love Love!!!!"



Retro Christmas Buffet, Shepherd of the Valley Lutheran Church



Celebrating Genorosity Funraising Buffet, Shepherd of the Valley Lutheran Church





Fruit Tray



Passion Fruit Pie, Tanzanian Welcome dinner



Store Front Opening Day



Our Food Truck



Chicken Tortilla Soup



Chimichanga



Tacos, Taco Salad and Mexican Corn



Asada Fries



Build Your Own Taco and Burrito Bar



Holiday Desserts



OPEN SUN-THURS 11:00-8:00

FRI-SAT 11:00-9:00

FOOD TRUCK catering available!
LET US come to you!

23212 ST FRANCIS BLVD NW SUITE 200
ST FRANCIS MN 55070
(612) 644-2686

ORDER ONLINE
WWW.BURROLOCOMN.COM

Prices DO NOT include sales tax
card payment subject to fee

Tacos

CHOICE OF GROUND BEEF, STEAK, CHICKEN, CARNITAS,
BARBACOA (+\$2), SHRIMP (+.75) OR VEGGIE

STREET STYLE
CORN TORTILLA, TOPPED WITH ONION,
CILANTRO AND LIME
SERVED WITH SALSA \$3

TRADITIONAL
FRIED FLOUR, HARD SHELL, OR SOFT FLOUR
LETTUCE, CHEESE, TOMATO
SERVED WITH SALSA \$3

Burritos & Bowls

CHOICE OF MEAT OR VEGGIE \$12
SERVED WITH SPANISH OR CILANTRO RICE, CORN & BEAN
SALSA, LETTUCE, CHEESE, GUACAMOLE, & CHIPOTLE CREAM

Nachos

FRESH CHIPS & CHOICE OF MEAT
TOPPED WITH QUESO, CORN AND BEAN SALSA,
GUACAMOLE, CHIPOTLE CREAM AND GREEN ONION.
\$12

Quesadillas

SERVED WITH SALSA AND CHIPOTLE CREAM
CHEESE \$9
\$11.50 CHOICE OF MEAT
LOADED WITH FAJITA VEG \$13

Burgers

an 8 OZ PATTY ON TOASTED BRIOCHE BUN, SERVED WITH FRIES
ADD BACON \$2 UPGRADE ONION RINGS \$3

CLASSIC- GRILLED ONION, AMERICAN CHEESE, PICKLES \$13

DIABLO- JALAPENO, PEPPER JACK, FIRE RANCH \$13

DELUXE- AMERICAN CHEESE, LETTUCE, TOMATO,
ONION, SPECIAL SAUCE \$13

BBQ BACON CHEESEBURGER
CHEDDAR - ONION RING - BBQ - BACON \$15

DIRTY FRIES

QUESO, CAJUN SEASONING, JALAPENO, SRIRACHA AIOLI
\$9

ASADA FRIES

STEAK, QUESO, CORN SALSA, GREEN ONION, CHIPOTLE CREAM
\$11

CHICKEN BACON RANCH FRIES

CHICKEN, BACON, QUESO, PICO, AND FIRE RANCH
\$12

PLATTERS

SERVED WITH BEANS, SALAD, PICO, CHIPOTLE CREAM
CHOICE OF RICE AND MEAT
FAJITAS \$15
ENCHILADAS \$14
TACO (3) \$13

PRICES DO NOT INCLUDE SALES TAX

Desserts

Churro Bites

SERVED WITH CINNAMON SUGAR AND CARAMEL DRIZZLE \$6

Tres Leches Cake

VANILLA SPONGE CAKE SOAKED IN 3 MILKS AND TOPPED
WITH WHIPPED CREAM \$7

Sides

MEXICAN CORN SALAD \$6

CHIPS AND QUESO \$6

CHIPS AND SALSA \$6

CHIPS & GUACAMOLE \$6

CHIPS \$3

RICE \$3

BEANS \$3

FRIES SMALL \$4 **LARGE** \$6

ONION RINGS SMALL \$6 **LARGE** \$9

SIDE GUAC \$3

SIDE QUESO \$3

Extra meat \$3

Extra sauce \$1

Beverages

AGUA FRESCAS \$4

FOUNTAIN COKE PRODUCTS \$3

BOTTLED \$3

PRICES DO NOT INCLUDE SALES TAX

TAQUITOS (5)

SHREDDED CHICKEN-CHEESE-LETTUCE-PICO
CHIPOTLE CREAM \$10

CHIMICHANGA

CHOICE OF MEAT- REFRIED BEANS- CHEESE
TOPPED WITH QUESO-PICO-CHIPOTLE CREAM \$12

WET BURRITO

CHOICE OF MEAT- REFRIED BEANS- CHOICE OF RICE
RED SAUCE- GREEN ONION \$9 SUB QUESO (+\$1)

QUESABIRRIA

SEASONED SHREDDED BEEF- CHEESE- CONSOMME
3 FOR \$18

SALADS

FAJITA TACO SALAD

FAJITA VEGETABLES - CHOICE OF MEAT
QUESO FRESCO - PICO
GUACAMOLE - SALSA AND RANCH \$13

TACO SALAD

FRESH SHELL WITH YOUR CHOICE OF
MEAT OR VEGGIE
TOPPED WITH CHEESE, CORN AND BEAN
SALSA, GUAC, CHIPOTLE CREAM
SALSA AND FIRE RANCH ON THE SIDE \$12

Kids

CHICKEN FINGERS

SERVED WITH FRIES OR CHIPS \$7

QUESADILLA

CHEESE \$6 ADD MEAT \$1.50
SERVED WITH FRIES OR CHIPS
SALSA AND SOUR CREAM

TACOS

2 HARD OR SOFT SHELL BEEF
CHEESE, LETTUCE AND TOMATO \$5

CHEESEBURGER

SERVED WITH PICKLES AND CHOICE OF CHIPS OR
FRIES \$7

Cedarholm Kitchen/Grill Focus Group Scoring

Scoring Criteria		Projects					
1 (Not Acceptable) 5 (Acceptable) 10 (Exceptional)		Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
CRITERIA	MAX	Points	Points	Points	Points	Points	Points
1. Resumes of vendor	10	10	10	10	10	10	10
2. Experience in catering large events	10	5	10	5	10	10	5
3. Experience in kitchen/grill	10	10	5	5	10	10	10
4. Menu/pricing for daily ops	10	10	10	10	10	10	10
5. Menu/pricing for large rentals	10	5	10	5	10	10	10
6. Hours of operation	10	5	5	5	10	10	5
7. Alcohol proposal	10	10	10	5	10	10	5
8. Compensation terms	10	5	10	5	DNS	5	5
9. Level of service to golfers	10	5	10	5	10	10	10
10. Level of service to non-golfers	10	10	10	5	10	10	10
11. Level of service for renters	10	7.00	10	5	10	10	10
TOTALS (out of 110)	110	82	100	65	100	105	90

Comments/Feedback

Open to meeting customer needs

Seems to set their own culture, unlike past vendor

would like to see some higher end options

open at 9-10am?

would like to see escalation after 18 months-2 years

needs to meet early morning needs (city staff or vendor

\$150 payable should drive traffic but needs to make sure to maintain variety of options

Not familiar with RSV, how to market

exceptional attitude and flexibility

Cedarholm Grill/Kitchen Proposal Scoring Rubric

Burro Loco Proposal

Reviewer _____

Date of Submission _____

INSTRUCTIONS

Please score the attached proposal in the five categories listed below, based upon how it aligns with the below vision and objectives and your own understanding of the needs and expectations of current and prospective Cedarholm users.

Cedarholm Community Building Vision & Objectives (from RFP)

The city envisions the Cedarholm Community Building as a vibrant, year-round activity space that allows Roseville community members to enjoy a broad variety of recreational activities. Whether enjoying a beverage on the patio, watching live music in the building, meeting family and friends for dinner and board games, or gathering for some post-game banter after completing nine-holes, the city envisions the Community Building as having something for everyone. Roseville is seeking a food and beverage vendor to serve as a partner in this endeavor.

Objectives

The objective of the Cedarholm Community Building kitchen/grill is to provide quality, affordable and consistent food and beverage service that enhances the Cedarholm user experience. This objective would be attained by meeting the following guidelines:

- A. Food and/or Beverage
 - a. Fresh, appetizing food fitting the needs of users.
 - b. Quick turnaround menu for golfers on the go.
 - c. Menu items that are appealing to other members of the Roseville Community (i.e. – lunch crowd).
 - d. Capability of meeting the needs of large groups – up to 120 people.
- B. Customer Service
 - a. Friendly service with a smile.
 - b. Prompt service that meets the needs of users.
 - c. Neat clean presentation of the facility.
- C. Alcohol
 - a. Administer alcohol service in adherence to the terms of vendor's alcohol license.
 - b. Strictly control the excessive consumption of alcohol. The Cedarholm Community Building and Golf Course is family friendly and open to all users.
- D. Management
 - a. Effective management that includes well trained, customer service oriented staff.
 - b. Consistent year round hours of operation and services.
 - c. Consistent food quality.
 - d. It is preferred that the lessee provide a full time onsite kitchen manager.
 - e. Cooperation with community building and golf course operations is a necessity.

SCORING/REVIEW

For each question, please circle the score that fits best.

SECTION I EXPERIENCE

1. Resumes of owner and manager, including past kitchen experience.

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

2. Experience related to catering and large events.

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

3. Experience related to daily operation of a kitchen grill similar to Cedarholm.

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

SECTION II MENU

4. Tentative menu, including pricing for daily operation?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

5. Tentative menu, including pricing for daily operation for large rentals (Weddings etc)?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

6. Tentative menu, including pricing for daily operation for large rentals (Weddings etc)?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

SECTION III OTHER

7. Hours of Operation?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

8. Alcohol proposal?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

9. Statement regarding proposed compensation terms?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Value Add or Changes:

SECTION IV OVERALL BENEFIT**10. Level of service (benefit) to golfers?****Score** (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:**Proposed Changes or Concerns:****11. Level of service (benefit) to non-golfer diners?****Score** (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:**Proposed Changes or Concerns:****12. Level of service (benefit) to people who rent the facility for events?****Score** (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:**Proposed Changes or Concerns:**

OTHER THOUGHTS OR COMMENTS

**FOOD AND BEVERAGE SERVICES
AGREEMENT BETWEEN
City of Roseville and Burro Loco Restaurant**

THIS AGREEMENT, made and entered into this _____ day of March 2023, by and between the City of Roseville a municipal corporation, hereinafter referred to as (“City”) and Burro Loco LLC, a Minnesota limited liability company, hereinafter referred to as (“Burro Loco”).

SECTION 1 - PURPOSE

1. The City owns and operates the Cedarholm Community Building and Golf Course (“Cedarholm”).
2. The City desires to contract with a food and beverage provider to provide such services, including catering and alcohol services.
3. The City desires to designate Burro Loco as the exclusive food and beverage provider at Cedarholm during the term of this contract. The City does reserve the right to use or allow another food and beverage service provider in the event of default occurring under this agreement or upon termination of this agreement.

SECTION 2- DUTIES AND RESPONSIBILITIES OF BURRO LOCO

1. Burro Loco agrees to provide food and beverage services, catering, and alcohol services for Cedarholm, (“the Services”) including provision of adequate staff, supplies, and appropriate licensing.
2. Burro Loco agrees to provide the Services according to the following schedule:
 - a. May 1- August 31: 11am-9pm.
 - b. March 1- April 30 & September 1- October 31: 11am-6pm.
 - c. November 1- February 28- as needed for events and the golf season.

Any derivation from this schedule must be approved, in writing, by the City at least two weeks prior to the schedule change.

3. Burro Loco agrees to obtain, maintain, and to periodically provide the City with a copy of the current licensure by the State of Minnesota and the City for service of food and alcohol during the term of this Agreement. Burro Loco agrees to meet all local/state/federal health regulations, codes, rules, and laws concerning Restaurant and Alcohol service.
4. Burro Loco accepts full and exclusive liability for all employees, servers, agents, and others it directs and controls to perform the Services and shall pay all applicable Social Security withholding taxes, unemployment, workers’ compensation, contributions of insurance, and any required employee benefits.

5. Burro Loco is responsible for the recruitment, training, employment, performance, and compensation of its staff, all of whom shall perform their services in a manner consistent with City policies and applicable ordinances. Burro Loco's employees will maintain a consistently high level of service and appearance. Burro Loco will provide enough qualified management and non-management employees to perform the Services, including an on-site manager.

6. Burro Loco will supply Services of good quality, on a timely basis, and with appropriate products in accordance with the terms of this Agreement. Products served are equivalent to the industry standard with respect to service, personnel, management, products, menus, pricing, and all other aspects of similarly situated restaurant and catering services. Burro Loco agrees to charge fair, reasonable, and not unjustly discriminatory prices for all food and other related products.

7. Burro Loco agrees to provide catering for events held at Cederholm and will have the right of first refusal to cater said events. Customers who wish to use an outside catering service may pay an outside catering fee of \$150 the City. The following events are excluded from catering services and may opt-out with no additional fee:

- a. Events that do not include a meal (e.g. doughnuts, cookies and coffee).
- b. Specialty desserts such as wedding cakes.
- c. Up to 25 City run events per year.
- d. Up to 5 events per year if Burro Loco cannot accommodate religious, cultural or dietary restrictions.

It is the City's desire to work with Burro Loco to cater City events. However, the City may opt out of Burro Loco catering, for any reason, for these 25 events.

1. Burro Loco agrees that the menu attached as Exhibit A, and the catering menu attached as Exhibit B, are the intended operating menus and prices. Any significant deviation or price increases of more than 10% must be approved, in writing, by the City.

2. Burro Loco will be the sole provider of alcoholic beverages at Cedarholm, including providing full bars upon request at catered events. Alcohol service shall include, at minimum, four separate beer options and two wine options.

3. Burro Loco agrees to provide all smallware and compostable containers needed to provide the Services.

4. Burro Loco is responsible for daily janitorial services of the kitchen, dining room and patio and cleaning of the Community Room following any catered events. Burro Loco will provide regular and annual service maintenance and repair to the kitchen and bar equipment in accordance with the manufacturers' recommendations.

5. Burro Loco will maintain the facilities so that they remain in the same condition as they were on the date of this Agreement up to and including the termination of this Agreement.

6. Burro Loco agrees to open and close the building as needed if City staff are unavailable to do so.

7. Burro Loco may reprint and use the City of Roseville or the Cedarholm Golf Course Logo with written permission from the City.

8. Burro Loco agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, have the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Burro Loco and invoice transactions relating to this Agreement.

SECTION 3 - CITY'S DUTIES AND RESPONSIBILITIES

1. The City agrees to maintain the building and grounds in a high-quality condition, excluding maintenance designated to Burro Loco per this Agreement.

2. The City will schedule and update bookings within Cedarholm.

3. The City agrees to provide necessary tables, chairs, and other furniture and maintain them in acceptable condition.

4. The City agrees to work with Burro Loco representatives and clients to determine set-up and details surrounding each catered event.

5. The City will provide Burro Loco access to the Kitchen and Grill area of Cedarholm as needed for provision of the Services, prep time, food and beverage storage, cleaning, and maintenance. The Kitchen and Grill layout is provided "as is". Any alterations to the layout must be agreed to, in writing, by both the City and Burro Loco.

6. The City will provide Burro Loco staff with access to the City's public wifi network.

7. The City will provide Burro Loco the option of a phone line at the cost of \$25 per month.

8. The City will provide facility access and parking to Burro Loco personnel, including snow removal from parking lot and sidewalks.

9. The City will grant Burro Loco permission to display limited pre- approved signage on site. All signage must be approved, in writing.

SECTION 4 - JOINT RESPONSIBILITIES

The City and Burro Loco are jointly responsible for the following:

1. The City has the right to inspect the kitchen, grill, and dining room, without notice, at any time. The inspection will be conducted in a manner to avoid disruption to the Services. Burro Loco agrees to allow designated City staff to perform inspections as requested.

2. At the time a reservation for a catered event is made, a Burro Loco representative will document the details of services required and charges for services. City staff will document rental agreements.

3. Burro Loco and City Staff shall schedule reoccurring monthly conversations to evaluate Burro Loco's performance of Services.
4. Annual Review. In addition to monthly meetings, following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of Services performed under this Agreement. Burro Loco agrees to cooperate in such review and to provide such information as the City may reasonably request.

SECTION 5 – COMPENSATION

1. Burro Loco agrees to pay to the City \$750 per month in rental payments (the "Rental Payments") for the use of Cedarholm facilities.
2. Burro Loco Agrees to pay the to City 4% of all net sales at Cedarholm (the "net sales payments").
3. Burro Loco agrees to follow accounting procedures as listed below:
 - a. Burro Loco agrees to pay the City Net Sales Payments based on the final billing for each month, including revenue for any catering event held at Cedarholm. Net sales documentation must accompany payment.
 - b. Rental Payments and Net Sales Payments will be due on the first day of the month.
 - c. Net Sales Payments will be due one month after the final day they are collected (ex.- Net sales collected for the month of May will be due on July 1st). Net Sales Payments owing for months during the term of this Agreement will remain due to the City even after the termination of this Agreement.
 - d. The City will implement a 5% late fee for any Rental Payments that are not provided by the 5th day of any month.
4. A City representative will collect all fees from the customers that apply to room rental, damage deposit, equipment rental, or other fees payable.
5. Facility rentals by Burro Loco:
 - a. Burro Loco will be permitted to book 3 events per year (based on room availability) at no additional cost.
 - b. By request, Burro Loco will be permitted access to rental space at no cost if no events are booked 7 days prior to the request.
 - c. Burro Loco will be permitted to book events (based on room availability) at the Roseville resident rate between one-month and one-week prior to the event.

d. The City and Burro Loco will work together to establish a system that allows Burro Loco to see room availability, but all final booking must be made through the Cedarholm Recreation Supervisor.

SECTION 7- TERM, TERMINATION, DEFAULT

1. This Agreement is effective April 1, 2023 through December 31, 2026. This Agreement may be extended for an additional two-year period upon mutual written agreement of the Parties. If the Agreement is not extended, Burro Loco will remain responsible for providing services to rentals booked at Cedarholm for which they had committed to at the time of the Agreement expiration, but which events take place after the Agreement expiration. At the discretion of City staff, Burro Loco will remain responsible for providing service to the rentals booked at the City facilities for which they had committed at the time of the written notification of termination.
2. Any events that were booked prior to the date of this Agreement, even if such event occurs after the date of this Agreement, is outside the scope of this Agreement unless the parties agree otherwise.
3. If Burro Loco fails to perform cleaning, maintenance, or repair services in accordance with this Agreement, the City shall provide written notice that details the deficiencies to Burro Loco. If Burro Loco fails to respond or otherwise cure the deficiencies within 10 days of the written notice, the City may, but is not obligated to, cure the stated deficiencies. The City will send an invoice to Burro Loco for all costs associated with curing any noticed deficiencies. In the event that a deficiency presents a hazard to the health, safety, and/or wellbeing of Cedarholm guests, Burro Loco staff, or City Staff, the City retains the right to cure the deficiency immediately without notice.
4. If Burro Loco fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Default shall also occur immediately upon the filing of any petition in Bankruptcy, assignment for the benefit of creditors, or imposition of receivership upon Burro Loco.
5. The City may terminate this Agreement at any time for any reason provided that it gives at least thirty (30) days' written notice of termination or longer as the City determines in its sole discretion. Prior to the date of termination, Burro Loco will continue to provide Services under this Agreement and make Rent Payments and Net Sales Payments as required by this Agreement. Burro Loco may terminate this agreement for breach of this Agreement after providing the city notice of breach and a reasonable opportunity to cure but in no event shall such opportunity be shorter than thirty (30) days'. If the City fails to cure within thirty (30) days, Burro Loco must provide notice of termination which will be effective no less than 180 days from issuance of the notice. Prior to the date of termination, Burro Loco will continue to perform the Services and make Rent Payments and Net Sales Payments as required by this Agreement.

SECTION 8 – INDEMNITY

Burro Loco agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of burro

Loco, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Services. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

SECTION 9 – INSURANCE

Prior to starting the Work and during the full term of this Agreement, the Burrow Loco must procure and maintain insurance, at Contractor's expense, as follows:

1. Workers Compensation insurance in accordance with Minnesota law;
2. General Liability Coverage against claims for bodily injury, death, or property damage arising out of Contractor's performance of duties under this Agreement;
3. Liquor liability insurance;
4. Coverage shall be sufficiently broad to cover to all duties and obligations undertaken by Burro Loco in this Agreement including duties related to indemnification;
5. Insurance must be on an "occurrence" basis, and, other than Workers Compensation, the limits of such policies must be no less than \$1,000,000 per occurrence and \$1,500,000 aggregate.
6. Policies must be held by insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing.
7. Burro Loco must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, Burro Loco's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Services. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Burro Loco has complied with all insurance requirements.

SECTION 11- MISCELLANEOUS

1. Data Practices. All data collected, created, received, maintained, or disseminated for any purposes by the activities of Burro Loco because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
2. Audit Disclosure. In accordance with Minnesota Statutes, section 16C.05, subdivision 5, Burro Loco's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the City and the Minnesota State Auditor for a minimum of six years from the expiration date of this Agreement.
3. Assignment or Subcontracting. Burro Loco shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City.

4. Independent Contractor. Services provided pursuant to this Agreement shall be provided by Burro Loco as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Burro Loco, or any other person engaged by Burro Loco in the performance of the Services, shall not be considered employees of the City. Burro Loco its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [NAME, TITLE]

To Contractor:

Attn: _____

6. Entire Agreement. The entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the parties have executed this Agreement that day and year first above written.

CITY OF ROSEVILLE

BURRO LOCO RESTAURANT

By: _____
Dan Roe, Mayor

Date: _____

By: _____

Print Name: _____

Its: _____

Date: _____

By: _____
Patrick Trudgeon, City Manager

Date: _____

Exhibit A

Non-Catering Menu

Consider Agreement with Burro
Loco LLC as the Kitchen/Grill
Vendor for the Cedarholm
Community Building

Parks and Recreation



A Vision for Cedarholm

A space for golfer and non-golfers alike

- Year-round use
- Golf
 - Leagues
 - Walk Up
- Recreational events
 - Arts, sports, community
 - Gathering
 - Affiliated Groups
 - Rentals/community gatherings
 - Drop-in space



Draft Agreement Summary

- Menu geared toward success in a community space with golf
- Multiple Catering Options
- Hours would vary seasonally
 - May 1 - August 31: 11am - 9pm
 - March 1 -April 30 & September 1 - October 31: 11am-6pm
 - November 1- February 28- As needed for events and the golf season.
- Beer, wine and light bar
- Vendor maintains equipment
- Compostable small wears
- Agreement through 2026

Preferred Caterer

- Vendor would become our preferred caterer. Non-preferred caterer fee:
 - \$150 for groups of 50 or fewer people
 - \$250 for groups of 50 or more.
 - \$100 for official City of Roseville affiliated groups who opt out, regardless of event size.



Cedarholm Kitchen/Grill Focus Group Scoring

Scoring Criteria		Projects					
1 (Not Acceptable) 5 (Acceptable) 10 (Exceptional)		Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
CRITERIA	MAX	Points	Points	Points	Points	Points	Points
1. Resumes of vendor	10	10	10	10	10	10	10
2. Experience in catering large events	10	5	10	5	10	10	5
3. Experience in kitchen/grill	10	10	5	5	10	10	10
4. Menu/pricing for daily ops	10	10	10	10	10	10	10
5. Menu/pricing for large rentals	10	5	10	5	10	10	10
6. Hours of operation	10	5	5	5	10	10	5
7. Alcohol proposal	10	10	10	5	10	10	5
8. Compensation terms	10	5	10	5	DNS	5	5
9. Level of service to golfers	10	5	10	5	10	10	10
10. Level of service to non-golfers	10	10	10	5	10	10	10
11. Level of service for renters	10	7.00	10	5	10	10	10
TOTALS (out of 110)	110	82	100	65	100	105	90

Proposal Considerations

- Offers many benefits
 - Higher quality of food
 - Provides sufficient food/beverage service without city staff
 - Easier for customers looking for “one stop shop”
 - Beer/wine and light bar
- Concessions
 - Less flexibility for renters
 - Some loss of control

Thank You

REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 8.a

Department Approval

City Manager Approval



Item Description: Council Direction on Councilmember Initiated Agenda Item

BACKGROUND

Under Rule 9 of the Roseville City Council and Commissions Rules of Procedures, when a Councilmember request that an item be placed on a future City Council agenda, that item is placed on the next meeting agenda for the City Council to provide direction as to whether, how, and when the item will be taken up at a future meeting.

At the March 13, 2023, City Council meeting, Councilmember Etten requested the following item be considered by the City Council:

- In conjunction with current City Commission members, have a discussion regarding the scope and duty of commissions, the number of and/or frequency of their meetings, as well as any other aspects of the current commission system they might consider asking to change

POLICY OBJECTIVE

Not applicable at this time.

FINANCIAL IMPACTS

Not applicable at this time.

EQUITY IMPACT SUMMARY

Not applicable at this time.

STAFF RECOMMENDATION

Discuss the item brought forward by Councilmember Etten and provide direction to staff.

REQUESTED COUNCIL ACTION

Discuss the item brought forward by Councilmember Etten and provide direction to staff.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: None

REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 8.b

Department Approval

City Manager Approval



Item Description: Council Direction on Councilmember Initiated Agenda Item

BACKGROUND

Under Rule 9 of the Roseville City Council and Commissions Rules of Procedures, when a Councilmember request that an item be placed on a future City Council agenda, that item is placed on the next meeting agenda for the City Council to provide direction as to whether, how, and when the item will be taken up at a future meeting.

In an email to the City Manager on March 14, 2023, Councilmember Strahan requested the following item be considered by the City Council:

- In response to community interest and Envision Roseville, Councilmember Strahan would like to propose the following events to engage the council/mayor with the community:
 - A community town hall meeting, in the community.
 - Monthly “Coffee with Council” or other “office hours” where the council is regularly available in the community to residents.
 - At least one council meeting per year to be held at a park building or other city facility-rotating around the city to provide access for more residents.

POLICY OBJECTIVE

Not applicable at this time.

BUDGET IMPACTS

Not applicable at this time.

RACIAL EQUITY IMPACT SUMMARY

Not applicable at this time.

STAFF RECOMMENDATION

Discuss the item brought forward by Councilmember Strahan and provide direction to staff.

REQUESTED COUNCIL ACTION

Discuss the item brought forward by Councilmember Strahan and provide direction to staff.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 10.a

Department Approval

Michelle Littrick

City Manager Approval

Sam J. Truog

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	\$652,693.73
106053-106133	\$511,585.69
Total	\$1,164,279.42

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

POLICY OBJECTIVE

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

BUDGET IMPLICATIONS

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

RACIAL EQUITY IMPACT SUMMARY

N/A

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Joshua Kent - Assistant Finance Director
Attachments: A: Checks for Approval

Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 03/13/2023 - 4:36PM
 Date Range: 03/01/2023 - 03/13/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	5,715.37
Total for Department: 00 General Function				5,715.37
Department: 01 General Government				
0	4Imprint-CC	Stockford Journals	03/09/2023	412.12
0	All Security Equipment-CC	Linear 3 Button Transmitter	03/03/2023	252.53
0	Amazon.com- CC	Office Chair	03/03/2023	516.08
0	Amazon.com- CC	BHM Display	03/09/2023	32.24
0	Background Investigation Bureau - CC	Background Checks	03/03/2023	267.89
0	Best Buy-CC	Monitors	03/03/2023	257.68
0	Company Promo-CC	Clothing - Photographer Mark Connol	03/03/2023	196.47
0	Cub Foods- CC	MLK Day Event	03/09/2023	4.49
0	Ebay Inc-CC	Garage Door Supplies	03/09/2023	666.77
0	Fikes, Inc.	Bathroom Supplies	03/08/2023	101.12
0	Fusion Learning Partners-CC	Membership renewal	03/09/2023	1,125.00
0	Government Finance Officers Associati	Annual Conference - Kent	03/09/2023	970.00
0	Greenhaven Printing	Envelopes	03/01/2023	699.08
0	League of MN Cities-CC	MCMA Annual Conference	03/09/2023	495.00
0	Madden's - CC	Conference Lodging	03/09/2023	386.54
0	McGough Property Management, LLC	Feb Facility Management Service	03/08/2023	5,792.60
0	Menards-CC	Pressure Washer Supplies	03/03/2023	65.79
0	Michaels-CC	BHM Display	03/09/2023	90.21
0	National PERLA-CC	Membership	03/03/2023	155.00
0	Nitti Sanitation-CC	January Trash Services	03/03/2023	776.11
0	Northern Tool & Equip- CC	Pressure Washer	03/03/2023	117.98
0	Personnel Concepts-CC	Poster Boards	03/03/2023	290.72
0	Quickbooks-CC	Online Payroll Premium	03/03/2023	319.00
0	Roseville Rotary-CC	Rotary	03/09/2023	285.00
0	Sam's Club-CC	MLK Day Event	03/09/2023	58.37
0	SOS Office Furniture-CC	Chairs	03/03/2023	769.26
0	Suburban Ace Hardware-CC	Weather Strip Tape	03/09/2023	11.99
0	Taco Libre-CC	Lunch Meeting w/ Mayor	03/03/2023	22.01
0	Target- CC	Tablet	03/03/2023	118.10
0	Target- CC	MLK Day Event	03/09/2023	15.79
0	Time Saver Off Site Secretarial, Inc.	1/30 Council Meeting, 2/1 Commissio	03/01/2023	391.50
0	Volgistics-CC	Volunteer Database	03/09/2023	234.00
0	Walgreens-CC	BHM Display	03/09/2023	16.05
106070	League of MN Cities	Bryan Poland Respect @ Work	03/01/2023	75.00
106076	Robin Schroeder	Mileage to/from Elected Leaders Clas	03/01/2023	73.36
106077	Meghan Seeger	HRIEC Essay/Art Contest Winner	03/01/2023	50.00
106081	US Bank	Petty Cash Reimbursement	03/01/2023	150.00
106096	Gilbert Mechanical Contracting	Fire Sprinkler Annual System Inspecti	03/08/2023	3,575.00
106100	Huebsch, Inc.	Rug Rental	03/08/2023	828.88
106101	Hunt Electric Corp	City Hall Electrical Work	03/08/2023	1,396.06
106106	Linn Building Maintenance	March Cleaning Service	03/08/2023	8,626.00
106120	Shred-N-Go, Inc.	Feb Shredding Services	03/08/2023	64.08
106132	Zep Sales & Service	Round Robin 5 GL, THT 55 GL	03/08/2023	785.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Total for Department: 01 General Government				31,536.62
Department: 02 Public Safety				
0	Acapulco Restaurant-CC	Training Lunch	03/09/2023	373.50
0	Advanced Graphix, Inc.	Magnetic Numbers, Reflective Dots	03/01/2023	123.00
0	Amazon.com- CC	Thermostat	03/03/2023	669.63
0	Amazon.com- CC	tape	03/09/2023	495.65
0	Apple-CC	iCloud Storage	03/09/2023	0.99
0	AV For You-CC	AV Equip for Swearing In/Awards	03/09/2023	825.00
0	Batteries Plus-CC	Battery	03/03/2023	6.67
0	BCA-CC	Training	03/03/2023	25.00
0	BCA-CC	BCA Investigations Training	03/09/2023	815.00
0	Brueggers Bagels- CC	Traning Lunch	03/03/2023	33.78
0	Brueggers Bagels- CC	Bagels/Training	03/09/2023	21.38
0	Caribou Coffee- CC	Training Coffee	03/03/2023	79.10
0	Caribou Coffee- CC	Refreshments for Awards Ceremony	03/09/2023	85.00
0	Chipotle- CC	Training Lunch	03/03/2023	158.98
0	Chipotle- CC	Hiring Lunch	03/09/2023	66.20
0	Clives-CC	Training Lunch	03/03/2023	104.38
0	Costco-CC	grocery	03/09/2023	418.28
0	Cub Foods- CC	Grocery	03/09/2023	134.30
0	Davanni's -CC	Recognition Lunch	03/03/2023	33.22
0	Davis Lock & Safe-CC	Keys	03/03/2023	19.30
0	Dick's Sporting Goods-CC	Air Mattress	03/09/2023	161.05
0	Elite K9-CC	K9 Replacement gear	03/03/2023	97.68
0	Evident Inc-CC	Shipping & Handling	03/03/2023	50.29
0	Evident Inc-CC	Security Bags	03/09/2023	393.42
0	Fikes, Inc.	Bathroom Supplies	03/08/2023	341.65
0	Fusion Learning Partners-CC	Training	03/09/2023	350.00
0	HCMC-CC	EMT Training	03/09/2023	25.00
0	Home Depot- CC	Safety Coupler	03/03/2023	43.31
0	Home Depot- CC	Operations Supplies	03/09/2023	23.71
0	IACP- CC	Membership	03/03/2023	190.00
0	International Code Council-CC	Membership	03/03/2023	145.00
0	Jimmy John's- CC	Training Lunch	03/03/2023	204.96
0	Jimmy John's- CC	Training Lunch	03/09/2023	242.80
0	Joe's Sporting Goods-CC	Lox Box Key	03/03/2023	37.57
0	KwikTrip-CC	Training Beverages	03/03/2023	19.20
0	Lunds & Byerlys-CC	Refreshments for Awards Ceremony	03/09/2023	11.49
0	Lynn Peavey Co.-CC	Evidence Strips	03/09/2023	190.82
0	MAPET-CC	Membership	03/03/2023	35.00
0	Menards-CC	Operations/tool parts	03/03/2023	46.99
0	Menards-CC	Butane Torches	03/09/2023	38.77
0	Michaels-CC	Canvas	03/03/2023	55.79
0	MN IAAI-CC	Conference	03/09/2023	260.00
0	MN Sheriffs Assn-CC	Training	03/09/2023	600.00
0	MPPOA-CC	Member Dues	03/09/2023	62.10
0	Nitti Sanitation-CC	January Trash Services	03/03/2023	230.74
0	North Georgia Communications - CC	Wireless Shoulder Mic	03/09/2023	272.90
0	Olive Garden-CC	Hiring Lunch	03/09/2023	55.22
0	Parking Ramp-CC	Parking - Fire Service Day Downtown	03/09/2023	8.00
0	Rosedale Chevrolet-CC	Operations	03/03/2023	221.94
0	Select Surfaces-CC	Operations	03/03/2023	175.00
0	Speedway-CC	Patrol Fuel	03/03/2023	203.07
0	Suburban Ace Hardware-CC	Combo Lock	03/03/2023	26.89
0	Suburban Ace Hardware-CC	Power Equip Parts	03/09/2023	7.96
0	Target- CC	Air Mattress	03/09/2023	69.77
0	Tavern Grill-CC	Training Lunch	03/03/2023	133.23
0	Tipsy Steer-CC	Training Lunch	03/03/2023	123.33
0	UE Medical-CC	Single Use Blade D3	03/03/2023	164.00
0	Uline-CC	Chair Mats/Desktop Organizers	03/09/2023	497.25
0	UPS Store- CC	Shipping	03/03/2023	41.46

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	UPS Store- CC	Property room - send package to victir	03/09/2023	13.49
0	USPCA-CC	K9 Membership Renewal	03/03/2023	75.00
0	USPCA-CC	Membership Renewal	03/09/2023	50.00
0	Victor O'Neill Studio-CC	Photo	03/03/2023	38.50
0	Vista Print-CC	Brochures	03/09/2023	140.65
0	Xcel Energy	Xcel Billings	03/01/2023	7,225.10
106054	Aspen Mills Inc.	Clothing	03/01/2023	894.98
106055	AT&T Mobility	Account 287284171528	03/01/2023	704.69
106084	All Safe Global, Inc.	Extinguisher/Supplies	03/08/2023	270.83
106086	Brothers Fire & Security	2023 Annual Fire Sprinkler Inspection	03/08/2023	275.00
106095	Gearhead Service LLC	Preventative Maintenance	03/08/2023	225.00
106106	Linn Building Maintenance	March Cleaning Service	03/08/2023	1,400.00
106116	SFM	Escrow Replenishment Policyholder #	03/08/2023	284.90
106127	Verizon	Account 487223064-00001, Jan 27-Fe	03/08/2023	40.01
Total for Department: 02 Public Safety				21,983.87
Department: 03 Public Works				
0	Amazon.com- CC	Dry Erase Calendar	03/03/2023	28.01
0	Amazon.com- CC	Shop Tool	03/09/2023	329.57
0	Apple-CC	iCloud Storage	03/09/2023	1.98
0	Cub Foods- CC	Bakery Items	03/03/2023	39.95
0	Cub Foods- CC	Water	03/09/2023	7.99
0	Factory Motor Parts, Co.	Fan Clutch	03/08/2023	223.03
0	Fastenal Company Inc.	Supplies & Accessories	03/08/2023	743.91
0	Fusion Learning Partners-CC	Conference Fee	03/03/2023	485.00
0	Fusion Learning Partners-CC	CEAM Annual Meeting	03/09/2023	485.00
0	Jimmy John's- CC	Training Lunch	03/09/2023	386.75
0	Mansfield Oil Company of Gainesville,	CONV 87 OCT E-10	03/08/2023	12,124.38
0	McMaster-Carr	Button Head Screw, Nylon-Insert Flan	03/01/2023	55.24
0	McMaster-Carr	Spray Nozzles	03/08/2023	83.55
0	Midway Ford Co.	Cover, Extension	03/01/2023	1,126.34
0	Napa Auto Parts	Fuse Holder	03/01/2023	26.10
0	Northern Tool & Equip- CC	Sand Blaster Supplies	03/03/2023	85.69
0	Northern Tool & Equip- CC	Shovels	03/09/2023	164.25
0	Premium Waters Inc	Coffee	03/01/2023	173.70
0	Premium Waters Inc	Monthly March	03/08/2023	5.33
0	Snap On-CC	Tools	03/09/2023	375.50
0	Speedway-CC	Fuel	03/03/2023	352.06
0	Suburban Ace Hardware-CC	Power Equip Parts	03/09/2023	34.48
0	T Mobile-CC	Cell Phones	03/03/2023	760.60
0	U of M-CC	Cont. Learning	03/09/2023	150.00
0	Verizon-CC	Phone Charges	03/09/2023	226.17
106058	Cintas Corporation	Clothing	03/01/2023	143.96
106060	Definitive Technology Solutions, Inc.	Toner	03/01/2023	57.00
106065	Gary Carlson Equipment, Corp.	3/4in IRON F NPT END	03/01/2023	19.20
106066	Grainger Inc	Coupler/Rachet/Paint	03/01/2023	166.70
106068	Jeff Belzers Roseville Chrysler Dodge .	Power Steering Pump/Fluid, Fuses	03/01/2023	2,188.33
106074	Napa Genuine Parts, Co	Boxed Capsules, Fuses	03/01/2023	59.34
106080	Tri State Bobcat, Inc	Snowblow Shoe, Bolt, Nut, Washer, S	03/01/2023	594.96
106085	Astleford International	Mirror, Rear View	03/08/2023	387.38
106088	CEAM-c/o League of MN Cities	CEAM Membership - Jennifer Lowry	03/08/2023	100.00
106089	CES Imaging	Cannon TX-3000MFP	03/08/2023	40.00
106097	Grainger Inc	Nozzles/Spray Gun	03/08/2023	149.32
106108	Minnesota Equipment	Receptacles, Nut, Cap, Link chain, Ele	03/08/2023	227.83
106116	SFM	Escrow Replenishment Policyholder #	03/08/2023	5,881.03
106124	Suburban Tire Wholesale, Inc.	20.5-25 4 Link Twist Chain	03/08/2023	1,862.00
Total for Department: 03 Public Works				30,351.63
Total for Fund:100 General Fund				89,587.49

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	enVision Hotel-CC	Hotel Stay for Homless	03/09/2023	176.76
0	Erik's Bike Shop- CC	Bike donation	03/09/2023	429.49
0	Target- CC	Mobil Phone (Homeless Outreach)	03/03/2023	129.89
Total for Department: 02 Public Safety				736.14
Total for Fund:101 General Fund Donations				736.14

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	90.10
0	Short Elliott Hendrickson, Inc.	Civic Center MP- T-Mobil Generator l	03/01/2023	930.87
Total for Department: 00 General Function				1,020.97
Department: 03 Public Works				
0	Cadd Microsystems-CC	Bluebeam Revu Standard to Complete	03/03/2023	981.00
0	T Mobile-CC	Cell Phones	03/03/2023	9.05
Total for Department: 03 Public Works				990.05
Total for Fund:103 Contracted Engineering Svcs				2,011.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	42.94
Total for Department: 00 General Function				42.94
Department: 01 General Government				
0	Adobe System-CC	Adobe Stock - 10 assets a month	03/09/2023	29.99
0	Mailchimp-CC	500 Contacts - Standard Plan	03/03/2023	20.00
0	Pioneer Press-CC	Pioneer Press Ad	03/03/2023	10.75
Total for Department: 01 General Government				60.74
Total for Fund:110 Telecommunications				103.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	417.07
Total for Department: 00 General Function				417.07
Department: 04 Recreation				
0	Academy Sports & Outdoor-CC	Volleyball Net Antenna Replacements	03/03/2023	89.11
0	Amazon.com- CC	Gymnastics Equipment/Supplies	03/03/2023	1,776.67
0	Amazon.com- CC	Dance Costumes	03/09/2023	357.16
0	Angel Benes	Taught 2 classes @ \$225	03/08/2023	450.00
0	Becker Arena Products, Inc.	Pro Series Goal Package	03/08/2023	2,274.59
0	Best Buy-CC	DVD Player for Willow Room	03/09/2023	44.00
0	Caden Barber	Speedskate Instructor - 10 sessions	03/08/2023	140.00
0	Comcast-CC	Sandcastle Monthly Services	03/03/2023	289.11
0	Comcast-CC	Autumn Grove Comcast Business	03/09/2023	303.33
0	Cub Foods- CC	Sprouts Snacks	03/03/2023	51.89
0	CVS-CC	Peanut butter for mouse traps	03/09/2023	4.19
0	Dansco-CC	Costumes	03/03/2023	1,166.18
0	Elise Stave	Speedskate Instructor - 11 sessions	03/08/2023	154.00
0	Ferguson Enterprises Inc.-CC	PVC	03/09/2023	48.54
0	Fikes, Inc.	Bathroom Supplies	03/08/2023	651.40
0	Home Depot- CC	SC - Tools	03/03/2023	145.00
0	Home Depot- CC	Tool Supplies	03/09/2023	81.93
0	Lunds & Byerlys-CC	Debbie Cash Retirement	03/09/2023	122.00
0	Menards-CC	Purified Water	03/09/2023	20.88
0	Metro Volleyball Officials	Adult Winter Volleyball Weeks 4-6	03/08/2023	4,624.00
0	MIAMA-CC	Membership Fee	03/03/2023	250.00
0	Nitti Sanitation-CC	January Trash Services	03/03/2023	566.34
0	Now & Later-CC	Ice for Concessions	03/03/2023	41.92
0	Office Depot- CC	HANC supplies	03/09/2023	91.00
0	PetSmart-CC	Animal Foods	03/03/2023	100.11
0	Piper Arcand	Speedskate Instructor - 10 sessions	03/08/2023	140.00
0	Revolution Dancewear-CC	Dance Costumes	03/09/2023	3,566.30
0	Robert Brooke & Associates-CC	ADA latch knob & cover	03/09/2023	53.02
0	Speedway-CC	Ice for Consessions	03/03/2023	11.98
0	Suburban Ace Hardware-CC	Ice melt	03/09/2023	128.41
0	Sundial Time Systems-CC	Time cards	03/03/2023	123.88
0	Target- CC	Dance Costumes	03/09/2023	194.00
0	Voss Lighting	ADV 71A8473-001D 400W HPS S51	03/08/2023	151.25
0	Weissman's Design-CC	Costumes	03/03/2023	9,272.40
0	Weissman's Design-CC	Dance Costume	03/09/2023	10.71
0	When I Work-CC	45 Employee Seats	03/03/2023	90.00
0	Xcel Energy	Xcel Billings	03/01/2023	40,423.58
106071	Little Saints Photography	Sweetheart Dance, 1 digital image per	03/01/2023	300.00
106087	Ezra Campbell	Speedskate Instructor - 8 sessions	03/08/2023	120.00
106094	Fulton Productions	Run for the Roses Announcing & Mus	03/08/2023	500.00
106097	Grainger Inc	Protective Leg Tip	03/08/2023	741.82
106098	Groth Music	Music	03/08/2023	28.00
106102	Lissa Keely	Announcing Services for 16 HS Hocke	03/08/2023	480.00
106104	Andrew Knutson	Announcing Services for 14 HS Hocke	03/08/2023	420.00
106105	Patrick Kosel	Speedskate Instructor - 10 sessions	03/08/2023	140.00
106106	Linn Building Maintenance	March Cleaning Service	03/08/2023	3,140.00
106107	Noah Lopez	Speedskate Instructor - 7 sessions	03/08/2023	98.00
106110	MR Cutting Edge	Ice Scraper Blade Sharpening	03/08/2023	1,521.00
106111	Edward Nagel	Speedskate Instructor - 10 sessions	03/08/2023	140.00
106112	Bob Nielsen	Drive own van/supervise loading/unlo	03/08/2023	45.00
106113	Overhead Door Co of the Northland	Coiled Cord	03/08/2023	77.00
106115	Region 4AA	Region 4AA Girls Hockey Ticket Rev	03/08/2023	968.00
106117	Shamrock Group, Inc.	Soda	03/08/2023	296.00
106118	Sandra Sherbarth-Lynch	February Pickleball Classes	03/08/2023	1,676.00
106119	Sherwin Williams Co.	Paint, Job 10 Ice Arena	03/08/2023	222.34

Check No.	Vendor/Employee	Transaction Description	Date	Amount
106122	St. Croix Coffee Tea Company	Coffee	03/08/2023	214.64
106125	Twin City Filter Service, Inc.	4L440, BX53	03/08/2023	47.96
106126	Joe Van Guilder	Announcing Services for 32 HS Hocke	03/08/2023	1,280.00
106127	Verizon	Account 487223064-00001, Jan 27-Fe	03/08/2023	160.08
106128	Eli Vicari	Speedskate Instructor - 11 sessions	03/08/2023	154.00
106130	Watson Company	Concession Supplies	03/08/2023	795.47
106131	Maxwell Weber	Speedskate Instructor - 10 sessions	03/08/2023	140.00
Total for Department: 04 Recreation				81,714.19
Total for Fund:200 Recreation Fund				82,131.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	276.32
Total for Department: 00 General Function				276.32
Department: 04 Recreation				
0	Adam's Pest Control - CC	Prevention Plus	03/03/2023	267.36
0	Amazon.com- CC	Wall Calendar	03/03/2023	21.25
0	Batteries Plus-CC	Batteries	03/03/2023	34.37
0	Batteries Plus-CC	4x WKDC12-14F2 Batteries	03/09/2023	225.70
0	BP Oil-CC	Fuel	03/03/2023	72.64
0	Clark-CC	Fuel	03/03/2023	11.04
0	Fastenal-CC	Ear Plugs	03/03/2023	106.06
0	Fastenal-CC	Accessories	03/09/2023	208.30
0	Fleet Farm-CC	Camera and accessories	03/09/2023	188.74
0	Frattallones-CC	Roof Rake	03/03/2023	179.95
0	Frattallones-CC	Hose Nozzle	03/09/2023	12.29
0	Home Depot- CC	Joint tape, sanding supplies	03/09/2023	34.82
0	Luke Gerlinger	Union Uniform Purchase	03/01/2023	258.50
0	MN Nursery & Lands-CC	MN Shade Tree Short Course	03/09/2023	450.00
0	Nitti Sanitation-CC	January Trash Services	03/03/2023	1,061.95
0	Sherwin Williams - CC	Paint	03/03/2023	50.47
0	Sloanrepair.com - CC	Diaphragm Kits for Urinal/Closet	03/09/2023	232.80
0	Speedway-CC	Fuel	03/03/2023	103.51
0	SupplyHouse.com-CC	EBV-129-A-C, G2 Electronic Module	03/09/2023	370.62
0	Verizon-CC	Phone Charges	03/09/2023	110.03
0	Viking Electric -CC	120/277 Dual Tech Switch Wht	03/09/2023	400.38
106106	Linn Building Maintenance	March Cleaning Service	03/08/2023	325.00
106127	Verizon	Account 487223064-00001, Jan 27-Fe	03/08/2023	390.11
Total for Department: 04 Recreation				5,115.89
Total for Fund:204 P & R Contract Maintenance				5,392.21

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 221 Municipal Jazz Band				
Department: 04 Recreation				
0	Glen Newton	Feb 2023 Payment - Big Band Directo	03/08/2023	250.00
Total for Department: 04 Recreation				250.00
Total for Fund:221 Municipal Jazz Band				250.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	594.11
0	Mn Dept of Labor-CC	Building Permit Surcharge	03/03/2023	1,447.25
Total for Department: 00 General Function				2,041.36
Department: 02 Public Safety				
0	Cadd Microsystems-CC	Membership Renewal	03/09/2023	357.00
0	Int'l Code Council-CC	Region III Training	03/09/2023	1,298.00
0	MN Assoc of Plumbing-CC	Membership Dues	03/03/2023	175.00
0	St. Paul Bagelry-CC	Inspection Meeting Bagels	03/09/2023	79.63
0	T Mobile-CC	Inspector Cell Phone	03/03/2023	280.96
0	Tokle Inspections, Inc.	Feb Electrical Inspections	03/08/2023	10,121.12
106127	Verizon	Account 487223064-00001, Jan 27-Fe	03/08/2023	51.91
Total for Department: 02 Public Safety				12,363.62
Department: 10 Community Development				
0	Time Saver Off Site Secretarial, Inc.	1/30 Council Meeting, 2/1 Commissio	03/01/2023	207.75
Total for Department: 10 Community Development				207.75
Total for Fund:260 Community Development				14,612.73

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	464.27
Total for Department: 00 General Function				464.27
Department: 01 General Government				
0	Amazon.com- CC	Cleaner	03/03/2023	90.65
0	Amazon.com- CC	Vacuum Bags	03/09/2023	42.65
0	Barcodes Inc-CC	Barcode Scanner	03/03/2023	438.00
0	Driver License Guide-CC	Drivers Manuals	03/03/2023	243.32
0	Fikes, Inc.	Bathroom Supplies	03/08/2023	25.28
0	Imaging Spectrum-CC	Passport Photo Paper	03/09/2023	1,846.32
0	McGough Property Management, LLC	Feb Facility Management Service	03/08/2023	789.90
0	Minn Cor Industries-CC	Minn Cor	03/09/2023	140.00
0	USPS-CC	Postage	03/03/2023	1,285.85
0	USPS-CC	Postage	03/09/2023	1,203.05
0	Yale Mechanical	Dance Studio	03/08/2023	1,406.79
106100	Huebsch, Inc.	Rug Rental	03/08/2023	554.10
106101	Hunt Electric Corp	License Center Electrical Work	03/08/2023	3,784.84
106106	Linn Building Maintenance	March Cleaning Service	03/08/2023	880.00
106120	Shred-N-Go, Inc.	Feb Shredding Services	03/08/2023	115.08
Total for Department: 01 General Government				12,845.83
Total for Fund:265 License Center				13,310.10

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 270 Charitable Gambling				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	0.68
Total for Department: 00 General Function				0.68
Total for Fund:270 Charitable Gambling				0.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	1.40
Total for Department: 00 General Function				1.40
Total for Fund:290 Police Forfeiture Fund				1.40

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 295 Police Grants				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	27.70
Total for Department: 00 General Function				27.70
Total for Fund:295 Police Grants				27.70

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
0	Amazon.com- CC	Sidearms and Rifle Parts	03/03/2023	356.55
0	Blue Can Training Solutions-CC	Blue Cans	03/03/2023	340.00
0	Magpul Industries-CC	Sidearms and Rifle Parts	03/03/2023	373.61
0	SHI International Corp	Laserjet M209DWPrinter Hardware	03/01/2023	221.43
Total for Department: 02 Public Safety				1,291.59
Total for Fund:400 Police Vehicle Revolving				1,291.59

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
0	AT&T-CC	Fleet IT	03/03/2023	322.11
0	X Training Equipment-CC	CIP - Gym Equipment	03/09/2023	687.00
106053	Leslie Adams	Reimbursement for Knox home box	03/01/2023	200.00
106062	Dinges Fire Company	Fire Gloves	03/01/2023	552.08
106093	Dinges Fire Company	Fire Gloves	03/08/2023	224.74
106103	Knox Company	ALS/Cardiac/Response Equipment	03/08/2023	3,923.48
Total for Department: 02 Public Safety				5,909.41
Total for Fund:401 Fire Vehicles Revolving				5,909.41

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 402 Parks & Recreation Vehicle Rev				
Department: 04 Recreation				
0	Cushman Motor Co Inc	Trade In Holder #518	03/08/2023	112,755.00
Total for Department: 04 Recreation				112,755.00
Total for Fund:402 Parks & Recreation Vehicle Rev				112,755.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
106059	Definitive Technology Solution, Inc.	Printer/Copier lease	03/01/2023	1,709.00
106092	Definitive Technology Solution, Inc.	Printer/Copier Lease	03/08/2023	5,220.00
Total for Department: 01 General Government				6,929.00
Total for Fund:409 Central Svcs Equip Revolving				6,929.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 410 Building Improvements				
Department: 04 Recreation				
106083	W.L. HALL CO	Refurbishment of Skating Center Banc	03/01/2023	8,928.86
Total for Department: 04 Recreation				8,928.86
Total for Fund:410 Building Improvements				8,928.86

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
106079	Tree Trust	Tree Removals	03/01/2023	17,058.41
Total for Department: 04 Recreation				17,058.41
Total for Fund:411 Recreation Improvements				17,058.41

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 588 TIF District #20: McGough				
Department: 10				
106063	Ehlers & Associates, Inc.	Work on PayGo 2nd half	03/01/2023	137.50
Total for Department: 10				137.50
Total for Fund:588 TIF District #20: McGough				137.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 589 TIF District #22 Twin Lakes II				
Department: 10				
106063	Ehlers & Associates, Inc.	Work on PayGo, Discussions with Cot	03/01/2023	687.50
Total for Department: 10				687.50
Total for Fund:589 TIF District #22 Twin Lakes II				687.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	157.58
Total for Department: 00 General Function				157.58
Department: 05 Sanitary Sewer				
0	Crysteel Truck Equipment, Inc.	Purchase and installation of liftgate G2	03/08/2023	13,108.00
0	Emergency Automotive Tech Inc	Cab Protector	03/08/2023	590.16
0	Gopher State One Call	113 Billable Tickets	03/08/2023	50.85
0	Metropolitan Council	Waste Water Services, Cust # 5164	03/08/2023	255,964.10
0	T Mobile-CC	Cell Phones	03/03/2023	111.60
0	Verizon-CC	Phone Charges	03/09/2023	75.02
106067	Maurice Harnett	Sewer back up City main issue	03/01/2023	423.50
Total for Department: 05 Sanitary Sewer				270,323.23
Total for Fund:600 Sanitary Sewer				270,480.81

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	256.16
106057	RICHARD & CAROLYN CARLSON	Refund Check 023078-000, 1434 PRI	03/01/2023	39.50
106061	WILLIAM & JULENE DENET	Refund Check 012203-000, 1345 SKI	03/01/2023	157.04
106064	ROBERT EHLERT	Refund Check 009484-000, 2727 VIR	03/01/2023	59.41
106072	VANG LO	Refund Check 024271-000, 1301 ELI	03/01/2023	210.48
106073	JAN MADEJ	Refund Check 004267-000, 3090 HIC	03/01/2023	97.10
106090	CTW GROUP	Refund Check 025594-000, 1257 W C	03/08/2023	117.78
106091	CTW GROUP	Refund Check 025704-000, 1265 W C	03/08/2023	256.39
Total for Department: 00 General Function				1,193.86
Department: 06 Water Fund				
0	All Security Equipment-CC	Item Returned	03/09/2023	313.49
0	Carquest-CC	Antifreeze	03/09/2023	7.52
0	Ferguson Waterworks #2518	3 T/F CMPD MTR P/C USG PIT	03/08/2023	27,406.55
0	Fleet Farm-CC	Impact Wrench	03/03/2023	235.15
0	Fleet Farm-CC	Break Truck	03/09/2023	81.34
0	Gopher State One Call	113 Billable Tickets	03/08/2023	50.85
0	Home Depot- CC	Adapter	03/09/2023	8.56
0	Marathon Oil-CC	LP 20#	03/03/2023	36.00
0	Michael Ross	Work Boots	03/01/2023	189.20
0	Suburban Ace Hardware-CC	Screws	03/03/2023	35.88
0	Suburban Ace Hardware-CC	Tools/Supplies	03/09/2023	75.16
0	T Mobile-CC	Cell Phones	03/03/2023	216.43
0	USA Blue Book-CC	Hach Total Chlorine Swiftest Dispense	03/09/2023	152.99
0	Verizon-CC	Phone Charges	03/09/2023	156.17
0	Viking Industrial Center	Break Pads/Discs/3 Way Retractable L	03/01/2023	241.48
106066	Grainger Inc	Water Based Parts Washer	03/01/2023	232.19
106075	Q3 Contracting, Inc.	Road Signs	03/01/2023	410.20
106078	T Mobile	Cell Phones Acct #967323231	03/01/2023	35.79
106082	Valley Rich Co., Inc.	Job 2047 Marion St	03/01/2023	4,630.74
106099	Holcim-MWR, Inc.	Operating Supplies	03/08/2023	5,619.11
106119	Sherwin Williams Co.	Primer	03/08/2023	16.78
106123	St. Paul Regional Water Services	Feb 2023 Water, Acct# 0709535	03/08/2023	384,116.60
106127	Verizon	Account 487223064-00001, Jan 27-Fe	03/08/2023	280.21
106129	Water Conservation Service, Inc.	Water Leak Locate	03/08/2023	2,674.77
Total for Department: 06 Water Fund				427,223.16
Total for Fund:610 Water Fund				428,417.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	207.06
0	Xcel Energy	Xcel Billings	03/01/2023	-100.84
Total for Department: 00 General Function				106.22
Department: 07 Golf Course				
0	Amazon.com- CC	Luminary Bags	03/09/2023	33.27
0	Batteries Plus-CC	Batteries	03/03/2023	83.64
0	ECR Software-CC	Monthly Service	03/09/2023	140.21
0	Epoch Eyewear-CC	Merch for Sale - Sunglasses	03/09/2023	386.38
0	Fastsigns-CC	Tee Sign Ad - Cane's	03/03/2023	54.29
0	Menards-CC	Portable fire pit and supplies	03/09/2023	118.96
0	MGCSA-CC	Membership Renewal	03/03/2023	165.00
0	MN Dept of Agriculture-CC	Pesticide Applicator	03/03/2023	10.22
0	MN DNR-CC	DNR Water Permits	03/03/2023	140.00
0	NAPA Auto Parts-CC	2 Trickle battery chargers	03/09/2023	68.70
0	Nitti Sanitation-CC	January Trash Services	03/03/2023	457.76
0	PLT Services - CC	Training Classes	03/09/2023	185.00
0	Ramsey County-CC	Food License	03/03/2023	187.00
0	Xcel Energy	Xcel Billings	03/01/2023	1,567.62
Total for Department: 07 Golf Course				3,598.05
Total for Fund:620 Golf Course				3,704.27

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	173.15
Total for Department: 00 General Function				173.15
Department: 08 Storm Water				
0	Gopher State One Call	113 Billable Tickets	03/08/2023	50.85
0	T Mobile-CC	Cell Phones	03/03/2023	69.66
0	Verizon-CC	Phone Charges	03/09/2023	56.63
0	Xcel Energy	Xcel Billings	03/01/2023	1,131.60
106056	Capitol Region Watershed District	Vac truck serv - half reimbursement G	03/01/2023	10,474.00
106114	Ramsey-Washington Metro	Waterfest Sponsorship	03/08/2023	700.00
106121	SKB Environmental, Inc.	Couch/Lg Item	03/08/2023	26.07
Total for Department: 08 Storm Water				12,508.81
Total for Fund:640 Storm Drainage				12,681.96

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 650 Solid Waste Recycle				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	19.73
Total for Department: 00 General Function				19.73
Department: 09 Recycle				
0	Eureka Recycling	Monthly Recycling Charge	03/08/2023	68,425.00
0	Sticker Mule-CC	Custom Stickers	03/03/2023	76.77
106114	Ramsey-Washington Metro	Waterfest Sponsorship	03/08/2023	300.00
Total for Department: 09 Recycle				68,801.77
Total for Fund:650 Solid Waste Recycle				68,821.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 700 Workers Compensation				
Department: 00 General Function				
106116	SFM	Escrow Replenishment Policyholder #	03/08/2023	6,168.02
Total for Department: 00 General Function				6,168.02
Total for Fund:700 Workers Compensation				6,168.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
0	Delta Dental Plan of Minnesota/DDMN	Insurance Premium Feb 2023	03/08/2023	8,335.60
Total for Department: 00 General Function				8,335.60
Total for Fund:710 Risk Management				8,335.60

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 722 HRA Property Abatement Program				
Department: 00 General Function				
106109	Montgomery Brinkman, LLC	Snow removal	03/08/2023	354.00
Total for Department: 00 General Function				354.00
Total for Fund:722 HRA Property Abatement Program				354.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	LINA	Bill Reference - 15688_02012023 Acc	03/01/2023	50.76
0	North Suburban Access Corp.	Roseville Business Council Series 2/2	03/08/2023	200.00
0	Office Depot- CC	Document Frame	03/09/2023	19.30
0	Sensible Land Use-CC	Registration Fee	03/03/2023	58.00
106069	Kennedy & Graven, Chartered	RS275-00029 Legal Services through .	03/01/2023	3,126.50
Total for Department: 00				3,454.56
Total for Fund:725 EDA Operating Fund				3,454.56

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 10.b

Department Approval



City Manager Approval



Item Description: Approval of 1 Gasoline Station License for JE Roseville Gas 2021, LLC dba Holiday

BACKGROUND

Chapter 3 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Gasoline Station License

JE Roseville Gas 2021, LLC dba Holiday
1215 Larpenteur Ave
Roseville, MN 55113

JE Roseville Gas 2021, LLC dba Holiday have submitted application materials for a Gasoline Station.

POLICY OBJECTIVE

Required by City Code

BUDGET IMPLICATIONS

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

RACIAL EQUITY IMPACT SUMMARY

NA

STAFF RECOMMENDATION

Staff has reviewed the application(s) 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 Gasoline Station License application for JE Roseville Gas 2021, LLC dba Holiday.

Prepared by: Katie Bruno, Deputy City Clerk

Attachments: A: Application- JE Roseville Gas 2021 LLC dba Holiday for a Gasoline Station License



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

Gasoline Station License Application

Business Name Holiday Gas (Roseville Gas 2021, LLC)
Business Address 1215 Larpeur Ave. W.
Business Phone _____
Email Address mjacobson@jerrysfoods.com

Person to Contact in Regard to Business License:

Name Michelle Jacobson c/o Jerry's Enterprises, Inc.
Address 5101 Vernon Ave. S. Edina, MN 55436
Phone 952-283-2569

I hereby apply for the following license(s) for the term of one year, beginning July 1, _____, and ending June 30, 2023, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Gasoline Station

\$130.00

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data will constitute public record if and when the license is granted. Our intended use of the information is to annually update our records. If you refuse to supply the information, the license application may not be processed.

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

Signature _____

Date _____

[Handwritten Signature]

3/3/23

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 10.c

Department Approval

Michelle Dietrick

City Manager Approval

Samuel Truog

Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment A-1* includes a list of items submitted for Council review and approval.

Staff will note that unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with *Attachment A-2*.

POLICY OBJECTIVE

Required under City Code 103.05.

BUDGET IMPLICATIONS

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

RACIAL EQUITY IMPACT SUMMARY

N/A

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the submitted purchases or contracts for services and where applicable; the sale/trade-in of surplus items.

Prepared by: Joshua Kent, Assistant Finance Director
Attachments: A1: Over \$10,000 Items for Purchase or Sale/Trade-in

A2: CIP Project/Initiative summary (if applicable)

Attachment A-1

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works (Water)	Premier Truck Holding LTD	7' x 12' Service Trailer	(a)	\$ 35,000	\$ 28,200	2023 CIP

Key

- (a) There is a budget amount of \$35,000 in the Water Capital Fund Budget for the replacement of a 2011 Ford Transit Connect van (Unit #214), which was used to transport our televising equipment. Due to the age and condition Public Works recommends replacing it with a trailer until to transfer the equipment in. The City will dispose of the existing 2011 Ford Transit van and expect to receive \$4,000 at auction.

Sale of Surplus Vehicles or Equipment

Division	Description	Key	Est. Sale / Trade-In Amount
Public Works (Water)	2011 Ford Transit Connect Van (Unit #214)	(a)	\$ 4,000

Roseville

Public Works Department

Memo

To: Jesse Freihammer, Director of Public Works
From: Ted Fish, Public Works Superintendent - Utilities
Date: 03/02/2023
Re: Televising Trailer

In the 2023 Water Capital Fund Budget, the city has the amount of \$35,000.00 for the replacement of unit #214. A 2011 Ford Transit Connect van which is used to transport our televising equipment. Due to age and condition we recommend replacing it with a trailer unit to install our equipment in.

Staff received two quotes for trailers that would meet our new requirements.

Flexible Pipe Tool Company
22606 186th Avenue, Cold Spring, MN 56320

One (1) 2023 Aries 6' x 10' Enclosed Camera Trailer per MN State Equipment Contract #187482

Cost \$42,926.00

Premier Truck Holdings LTD
9138 Bluffton Road, Fort Wayne, Indiana 46809

One (1) 2021 Mobile Tec Cargo Trailer, Service Trailer, Utility Trailer 7'x 12'

Cost \$28,200.00

Staff would like to move forward with the purchase of the trailer from **Premier Truck Holdings LTD**.

The City will dispose of the existing 2011 Ford Van. We expected to get at least \$4,000 at the auction.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 10.e

Department Approval



City Manager Approval



Item Description: Approve Long Lake Lift Station Temporary Easement Agreement

BACKGROUND

At the March 6, 2023 meeting, Council approved easements and agreements related to the Long Lake Lift Station project. The property owner, LLR Investments, LLC, has now requested the temporary easement document be revised to be a temporary easement agreement (Attachment A) with the City, similar to the permeant easement agreement. The only major change is that the City would be signing this document as well. All other terms remain the same including the price, which was included in the previously-approved Memorandum of Understanding (Attachment B).

As part of the 2023 sanitary sewer capital improvement plan, the Long Lake Lift station location on Long Lake Road, south of County Road D, is scheduled for replacement. It was designed in 2021 but was put on hold for construction until this year. The original lift station was built in 1967 and is in need of upgrades to the pumps and controls. Additionally, one of the major goals of the project is to relocate the lift station further away from the roadway. Currently, the lift station sits between the curb and the sidewalk, separated only by a guardrail. With the large amount of semi-truck traffic along Long Lake Road, the location makes it susceptible to damage from an out-of-control vehicle or a turning vehicle into the adjacent parking lot. A new location will also provide more room for safer maintenance to be performed on the lift station.

The City Attorney has reviewed the updated easement agreement.

POLICY OBJECTIVE

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition.

BUDGET IMPLICATIONS

Per the previously approved Memorandum of Understanding, the cost of the temporary easement is \$1,000. The cost of the permanent easement is \$9,000 for a total of \$10,000. Future costs for the construction of the lift station are estimated to be \$355,000. All costs for the project will be funded from the sanitary sewer fund.

RACIAL EQUITY IMPACT SUMMARY

There should be no equity impacts associated with this agreement.

STAFF RECOMMENDATION

Staff recommends the City Council approve the temporary easement agreement with LLR Investments, LLC.

31 **REQUESTED COUNCIL ACTION**

32 Motion to approve Temporary Construction Easement at 2070 Long Lake Road.

Prepared by: Jesse Freihammer, Public Works Director

Attachments: A: Temporary Easement

B: Memorandum of Understanding

C: Location Map

TEMPORARY CONSTRUCTION EASEMENT

THIS INSTRUMENT is made by LLR Investments, LLC, a Minnesota limited liability company, Grantor, in favor of the City of Roseville, a Minnesota municipal corporation, Grantee. Grantee joins herein to express its agreement to the provisions hereof which relate to Grantee's undertakings and responsibilities.

Recitals

- A. Grantor is the fee owner of certain property located at 3070 Long Lake Road, in Ramsey County, Minnesota (PID No. 052923120006) and legally described on Exhibit A attached hereto (the "Property").
- B. Grantor at the request of grantee is willing to grant to Grantee a temporary construction easement (the "Easement") according to the terms and conditions contained herein.

Terms of Temporary Construction Easement

- 1. Incorporation. The above recitals and attached exhibits are hereby incorporated and made part of this Instrument.
- 2. Grant of Temporary Construction Easement for Lift Station. For good and valuable consideration, receipt of which is acknowledged by Grantor, Grantor grants and conveys to a temporary construction easement which is legally described on Exhibit B and depicted on Exhibit C attached hereto (the "Easement Area").
- 3. Scope of Easement. The Temporary Construction Easement is for the sole purpose of allowing Grantee, its contractors, agents, and employees the right to enter the Temporary Construction Easement Area at all reasonable times to construct a wastewater lift station, and to store materials, vehicles, and equipment related to the construction of the lift station.

The temporary easement granted herein also includes the right to cut, trim, or remove any landscaping, trees, shrubs, improvements, or vegetation within the Easement Area that in Grantee's reasonable judgment unreasonably interfere with the Easement. Grantee will restore the property affected by its work within the Easement Area to the general condition that it was in prior to the work being performed. All restoration will be completed no later than the expiration date of this Instrument.

Grantor will not erect, construct, or create any building, improvement, obstruction, or structure of any kind within the Easement Area during the term of this Easement, either above or below the surface without the express written permission of Grantee.

4. Warranty of Title. Grantor warrants that it is the fee owner of the Property and has the right, title, and capacity to convey to Grantee the easement herein subject to the rights of the mortgagee under the mortgage recorded against the property.

5. Environmental Matters. Grantee shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the Easement Area or the Property prior to the date of this Instrument.

6. Damage, Liens and Indemnity. Grantee is responsible for payment for all inspections, tests, surveys, engineering reports and any other work performed by Grantee or at Grantee's request in, under or on the Easement Area (the "Work"), and shall pay for any damage that occurs to the Property or Easement Area as a result of such Work or as a result of the use or maintenance of the lift station facilities. Grantee shall not permit claims or liens of any kind against the Property for Work performed on the Property by Grantee or at Grantee's request. Grantee hereby indemnifies, protects and holds Grantor harmless from and against any liability, damage, cost or expense incurred by Grantor and caused by any such Work, claim, or lien, or the use and maintenance of the lift station facilities. This indemnity includes Grantor's right to recover all costs and expenses incurred by Grantor to defend against any such liability, damage, cost or expense, or to enforce these provisions, including Grantor's reasonable attorney and legal fees. The provisions of this paragraph shall survive the termination of the easement.

7. Binding Effect. The terms and conditions of this Instrument shall run with the land and be binding on Grantor, its successors and assigns.

8. Term. The Easement granted herein shall expire on July 21, 2024.

STATE DEED TAX DUE HEREON: NONE

[Signatures on following page.]

Dated this ____ day of _____, 2023.

GRANTOR:

LLR INVESTMENTS, LLC
a Minnesota limited liability company

By: _____
Allen T. Ofstehage
Its: President and Chief Manager

GRANTEE:

CITY OF ROSEVILLE

By: _____
Dan Roe, Mayor

By: _____
Patrick J. Trudgeon, City Manager

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Allen T. Ofstehage, the President and Chief Manager of LLR Investments, LLC, a Minnesota limited liability company, on behalf of said company.

Notary Public

COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Dan Roe, Mayor, and Patrick J. Trudgeon, City Manager, of the City of Roseville, a Minnesota municipal corporation, on behalf of the City.

Notary Public

This instrument drafted by:

Kennedy & Graven, Chartered
700 Fifth Street Towers
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

**EXHIBIT A TO
TEMPORARY CONSTRUCTION EASEMENT**

Legal Description of the Property

Parcel A

That part of the Northeast Quarter of Section 5, Township 29 North, Range 23 West, described as commencing at the point of intersection of the Southeasterly line of Long Lake Road and the centerline of The Minnesota Transfer Railway Company's lead track as now located and hereinafter described; thence Southwesterly along the Southeasterly line of Long Lake Road a distance of 439.22 feet to the place of beginning of land to be described; thence deflect 90 degrees to the left on a straight line to intersection with the Northwesterly line of Roseville ponding easement as described in Document No. 1740057; thence Southwesterly along the Northwesterly line of said ponding easement as described in Document No. 1740057; thence Southwesterly along the Northwesterly line of said ponding easement to intersection with the North line of said ponding easement; thence Westerly along the Northline of said ponding easement to intersection with the Southeasterly line of Long Lake Road; thence Northeasterly along the Southeasterly line of Long Lake Road to the place of beginning of land to be described.

Description of centerline of the Minnesota Transfer Railway Company's lead tract:

Commencing at the point of intersection of the North line of said Section 5, Township 29 North, Range 23 West and the centerline of The Minnesota Transfer Railway Company's main line track; thence Southwesterly on said centerline of said main line track a distance of 101.57 feet to the place of beginning of lead track to be described; thence Southwesterly along a curve to the right with a radius of 762.70 feet and a delta of 6 degrees 22 minutes; thence continuing Southwesterly 61.62 feet to a point of curve; thence Southwesterly and Westerly along a curve to the right with a radius of 338.27 feet and a delta of 87 degrees 47 minutes 50 seconds; thence Northwesterly 159.34 feet to intersection with the Southeasterly line of Long Lake Road and there terminating. Together with an easement for railway purposes as created by Warranty Deed, Document No. 1762559.

Ramsey County, Minnesota.

(Abstract)

**EXHIBIT B TO
TEMPORARY CONSTRUCTION EASEMENT**

Legal Description of the Easement Area

A temporary easement for construction purposes over, under and across part of the Northeast Quarter of Section 5, Township 29 North, Range 23 West, and said easement is described as follows:

Commencing at the northwesterly corner of said Parcel A; thence on an assumed bearing of South 29 degrees 35 minutes 14 seconds West along the westerly line of said Parcel A, a distance of 292.39 feet to the point of beginning of the easement to be described; thence South 60 degrees 24 minutes 46 seconds East, a distance of 21.00 feet; thence South 29 degrees 35 minutes 14 seconds West, a distance of 22.00 feet; thence North 60 degrees 24 minutes 46 seconds West, a distance of 21.00 feet to said westerly line; thence South 29 degrees 35 minutes 14 seconds West along said westerly line, a distance of 5.00 feet; thence South 60 degrees 24 minutes 46 seconds East, a distance of 31.00 feet; thence North 29 degrees 35 minutes 14 seconds East, a distance of 42.00 feet; thence North 60 degrees 24 minutes 46 seconds West, a distance of 31.00 feet to said westerly line; thence South 29 degrees 35 minutes 14 seconds West along said westerly line, a distance of 15.00 feet to said point of beginning.

MEMORANDUM OF UNDERSTANDING

City of Roseville

City Project No.: _____
 PID No.: 052923120006
 Fee Owner: LLR Investments, LLC

As of _____, 2023, LLR Investments, LLC, a Minnesota limited liability company, Owner of that certain property located at 3070 Long Lake Road, in the City of Roseville (the "City"), County of Ramsey, State of Minnesota, executed and delivered (i) a LIFT STATION UTILITY EASEMENT AGREEMENT and (ii) a TEMPORARY CONSTRUCTION EASEMENT (the "Easements")

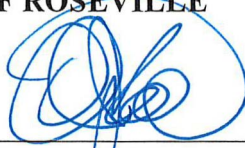
This Memorandum is now made and entered as a memorandum of the agreement between the parties relating to the Easements. It is hereby acknowledged and agreed upon between the parties that:

1. The Owner has been furnished with the approved estimate of just compensation for the property rights acquired by the City in connection with the Easements. The Owner understands that the property rights acquired by the City as described in the LIFT STATION UTILITY EASEMENT AGREEMENT are permanent and will be governed by the terms and conditions stated in the LIFT STATION UTILITY EASEMENT AGREEMENT.
2. In full compensation for the conveyance of the Easements to the City, the City shall pay the Owner \$9,000 for the LIFT STATION UTILITY EASEMENT AGREEMENT and \$1,000 for the TEMPORARY CONSTRUCTION EASEMENT. Owner understands that payment by the City is contingent upon City Council approval, verification of marketable title, and a lender consent, if needed. City understands that Owner's grant of the Easements is contingent upon the payment of the foregoing compensation to Owner.
3. In the event of a clerical error with respect to the Easements, the parties agree to cooperate in correcting the error including but not limited to resigning the easement documents.

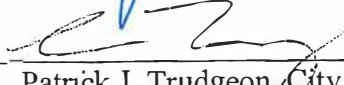
It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and the Easements dated _____, 2023, and that these documents and agreements include all agreements between the parties with respect to the Easements.

Date: _____

CITY OF ROSEVILLE

By: 

Dan Roe, Mayor

By: 

Patrick J. Trudgeon, City Manager

Date: _____

LLR INVESTMENTS, LLC

By: _____
Allen T. Ofstehage
Its: President and Chief Manager

LONG LAKE RD

3070



Long Lake Lift Station Easement

Prepared by: Engineering Department
1/26/2023

Easement
 Parcel

Data Sources
* Ramsey County GIS (1/14/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown. It is for use for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not warrant that the City will not be held liable for any damages, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 30 60 90 100 Feet
LongLakeLiftStationEasement



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 10.f

Department Approval

City Manager Approval



Item Description: Approve Consumption and Display Permits for Hidden Puzzle Rooms, LLC dba Hidden MN, Nazareth Council Inc. dba Knights of Columbus #4021, and Blume Brauhaus, LLC dba Bent Brewstillery

BACKGROUND

The City has received applications for a Consumption and Display Permit from the following:

- Hidden Puzzle Rooms, LLC dba Hidden MN, 1975 Oakcrest Ave. #1
- Nazareth Council Inc. dba Knights of Columbus #4021, 2233 N Hamline Ave N. #B12
- Blume Brauhaus, LLC dba Bent Brewstillery 1744 Terrace Drive

Consumption and Display permits are addressed in MN Statute 340A. Staff has reviewed the request with representatives from the Minnesota Alcohol and Gambling Enforcement Department, and determined the applicant meets the criteria for the permit. The state requires approval from the local entity prior to submitting to AGED.

POLICY OBJECTIVE

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

STAFF RECOMMENDATION

The applicants meet all requirements set forth under state statutes. Staff recommends approval of a Consumption and Display Permit, valid through March 31, 2024.

REQUESTED COUNCIL ACTION

Motion to approve Motion to approve Nazareth Council Inc. dba Knights of Columbus #4021, Hidden Puzzle Rooms, LLC dba Hidden MN, and Blume Brauhaus, LLC dba Bent Brewstillery's request for a Consumption and Display Permit.

Prepared by: Katie Bruno, Deputy City Clerk

Attachments: A: Application, Hidden Puzzle Rooms, LLC dba Hidden MN
B: Application, Nazareth Council Inc. dba Knights of Columbus #4021
C: Application, Blume Brauhaus, LLC dba Bent Brewstillery



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

Iden: 76300

License Code: CDPBL

Business Phone: 651-478-4112

Hidden Puzzle Rooms LLC
DBA: Hidden MN
1975 Oakcrest Ave Suite 1
Roseville, MN 55113

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

Worker's Comp. Ins. Name State Farm Policy No. 93-EFR197-3 Policy Period 09/28/22 - 09/28/23
City/County where permit approved Roseville (Ramsey County)
Licensee Name Hidden Puzzle Rooms LLC DBA: Hidden MN
Address, City, State, Zip 1975 Oakcrest Ave., Roseville, MN 55113
Business Phone 651-478-4112 Email Trish@HiddenMN.com

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

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

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

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

Trish Wallick

3/2/2023

Licensee Signature

Date

(Signature certifies all application information to be correct and permit has been approved by city/county.)

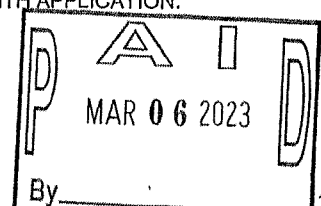
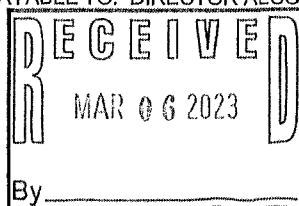
City Clerk/County Signature

Date

(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received



250-



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street
St Paul, Minnesota 55101
651-201-7507

Attachment B

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

Iden: 1285

License Code: CDPRV

Business Phone: 651-631-0538

Nazareth Council Inc.

DBA: Knights of Columbus 4021

2233 N Hamline Ave/Suite B-12

Roseville, MN 55113-5010

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

EMC INSURANCE	6D40245-2	2/1/2023-2/1/2024
Worker's Comp. Ins. Name	Policy No.	Policy Period
ROSEVILLE / RAMSEY		
City/County where permit approved		
NAZARETH BUILDING ASSOC.		
Licensee Name	2233 HAMLINE AVENUE, STE B12, ROSEVILLE, MN 55113	
Address, City, State, Zip	651-631-0538 kofc4021@gmail.com	
Business Phone	Email	

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

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

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

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

	2/13/2023
Licensee Signature	Date
(Signature certifies all application information to be correct and permit has been approved by city/county.)	

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

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street
St Paul, Minnesota 55101
651-201-7507

Attachment C

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

Iden: 73067

License Code: CDPBL

Business Phone: 651-233-3843

Blume Brauhaus, LLC
DBA: Bent Brewstillery
1744 Terrace Dr
Roseville, MN 55113

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

West Bend	A409881	3/3/23 - 3/3/24
Worker's Comp. Ins. Name	Policy No.	Policy Period
Roseville/Ramsey		
City/County where permit approved		
Blume Brauhaus, LLC		
Licensee Name		
1744 Terrace Dr Roseville MN 55113		
Address, City, State, Zip		
651-233-3843	bartley@bentbrewstillery.com	
Business Phone	Email	

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

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

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

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

Bartley R Blume

3/14/2023

Licensee Signature

Date

(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature

Date

(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received