



City Council Agenda

Monday, January 4, 2016

6:00 p.m. Following the Housing & Redevelopment Authority/ Economic Development Authority Meetings

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Etten, McGehee,
Laliberte, Roe
- 6:02 p.m. **2. Pledge of Allegiance**
- 6:04 p.m. **3. Approve Agenda**
- 6:05 p.m. **4. Public Comment**
- 6:10 p.m. **5. Council Communications, Reports and Announcements**
- 6. Recognitions, Donations and Communications**
- 7. Approve Minutes**
a. Approve December 7 City Council Meeting Minutes
b. Approve December 16 Special City Council Meeting
Minutes
- 6:25 p.m. **8. Approve Consent Agenda**
a. Approve Resolution Designating Official Bank
Depositories
b. Approve Resolution Designating Official Bank Signatories
c. Designate 2016 Legal Newspaper for Legal Notices and
Designate City of Roseville Website as an Alternative for
Public Improvement Contract Notices
d. Approve 2016 City Sign Permits
e. Community Development Department Request for the
2016 Electrical Inspection Service Renewal Contract
f. Designate Weed Inspector
g. Appoint Fire Relief Association Members
h. Authorize Seeking Donations for Various City Functions
and Events
i. Approve Terms of 2016-2018 Law Enforcement Labor
Services (LELS) Police Officers Contract

- 6:35p.m. **9. Consider Items Removed from Consent**
10. General Ordinances for Adoption
11. Presentations
12. Public Hearings
13. Budget Items
14. Business Items (Action Items)
- 6:40 p.m. a. Consider Oak Acres Preliminary Plat
- 7:20 p.m. b. Designate 2016 Acting Mayor
- 7:30 p.m. c. Consider Citizen Advisory Commission Reappointments
- 7:50 p.m. d. Discuss City Council Rules of Procedure
- 8:00 p.m. e. Discuss City Council Liaisons
- 15. Business Items – Presentations/Discussions**
- 8:10 p.m. **16. City Manager Future Agenda Review**
- 8:20 p.m. **17. Councilmember Initiated Items for Future Meetings**
- 8:30 p.m. **18. Adjourn**

Some Upcoming Public Meetings.....

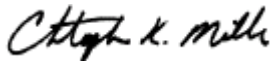
January			
<i>Friday</i>	<i>Jan 1</i>		<i>City Offices Closed - New Year's Day Observance</i>
Monday	Jan 4	6:00 p.m.	City Council Meeting
Tuesday	Jan 5	6:30 p.m.	Parks and Recreation Commission
Wednesday	Jan 6	6:30 p.m.	Planning Commission
Monday	Jan 11	6:00 p.m.	City Council Meeting
Tuesday	Jan 12	6:30 p.m.	Finance Commission
Thursday	Jan 14	6:30 p.m.	Community Engagement Commission

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

REQUEST FOR COUNCIL ACTION

Date: 1/04/16
Item No.: 8.a

Department Approval



City Manager Approval



Item Description: Designate Official Bank Depositories for 2016

BACKGROUND

State Statute requires the City to designate official bank depositories for which city funds may be deposited and held for safekeeping.

The attached resolution lists those institutions that will be used for various banking services. The institutions are selected on a bid basis.

POLICY OBJECTIVE

The designation of official bank depositories is required under State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends approval of the attached resolution.

REQUESTED COUNCIL ACTION

Adopt the attached resolution designating the official bank depositories for 2016.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution designating the official depositories for 2016

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The following members were present: _____. The following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following banks are designated official depositories for the City of Roseville for 2016.

- US Bank
- Premier Bank
- BMO Harris Bank

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

Whereupon said resolution was declared duly passed and adopted.

[illegible]

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of January, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as said Manager and the corporate seal of the City this 4th day of January, 2016.

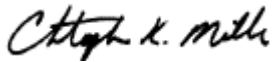
Patrick Trudgeon
City Manager

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: 1/04/16
Item No.: 8.b

Department Approval



City Manager Approval



Item Description: Designate Official Bank Signatories for 2016

BACKGROUND

State Statute requires the City to designate officials with the authority to sign checks for payment of goods and services. This includes checks processed through the City's payroll and accounts payable systems.

Traditionally, the Mayor, City Manager, and Finance Director have been designated as authorized individuals.

POLICY OBJECTIVE

The designation of official bank signatories is required under State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff Recommends that Mayor Dan Roe, City Manager Pat Trudgeon, and Finance Director Chris Miller be designated as official signatories for 2016.

REQUESTED COUNCIL ACTION

Adopt the attached resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2016.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2016

REQUEST FOR COUNCIL ACTION

Date: January 4, 2016
Item No.: 8.c

Department Approval

City Manager Approval



Item Description: Designate 2016 Legal Newspaper and City Website as 'Alternative Means of Dissemination'

BACKGROUND

Minnesota Statutes §331A requires cities annually to designate a legal newspaper for publication of ordinances and other notices.

The City requested bids from the Pioneer Press, Roseville Review and Star Tribune. The Pioneer Press and Roseville Review submitted bids. The Pioneer Press rates were \$4.00 per column inch. Roseville publications would be grouped under a larger North Suburban regional section within the paper. The Roseville Review rates were higher at \$6.55 per column inch.

City Staff recommends awarding the three year contract to Roseville Review despite the higher rate. City Staff believes that the Roseville Review reaches more residents and information is easily retrievable to Roseville residents. Little Canada, Maplewood, and the Roseville Area School District also use the Roseville Review for their legal publications.

Minnesota State Statutes allows the use of the City's website in lieu of publishing notices in the official newspaper for the purposes of seeking bids and/or proposals. Designating the City's website as the *alternative means of dissemination* for all public improvement projects would allow staff to advertise for bids more efficiently and decrease the time between Council approval of advertisement for bids, actual publication and bid opening. The City would still be required to publish official notices in the officially designated newspaper regarding any public hearings related to the project or any other public action such as easement vacations.

If the City Council approves this request there are some requirements in order to comply with State Statutes:

- The city must simultaneously publish, either as part of the minutes of a regular meeting or in a separate notice published in the official newspaper, a description of all the bid advertisements, requests for information, and request for proposals that have undergone alternative dissemination and the means by which the dissemination occurred.
- The alternative dissemination of notice must be in substantially the same format and for the same period of time as is generally required for notices published in the newspaper.
- For the first six months after a city designates an alternative means of dissemination, it must continue to publish bid advertisements, requests for information, and requests for proposals in the official newspaper in addition to the alternative method. The publication in the official

34 newspaper must indicate where to find the designated alternative method. After the expiration of
35 the six-month period, an alternative means of dissemination satisfies the publication
36 requirements.

37 Staff recommends designating the City's website as the alternative means of dissemination of notice for
38 bid advertisements, requests for information and requests for proposals as set forth in Minnesota State
39 Statutes 331A.03, subdivision 3.

40 **FINANCIAL IMPLICATIONS**

41 The 2016 budget includes funds for legal notices. In 2015 the City spent approximately \$2,218.22 on
42 Legal Notices.

43 **REQUESTED COUNCIL ACTION**

44 Motion adopting a resolution both designating the Roseville Review as the 2016 legal newspaper for
45 the City of Roseville and designating the City's website as the alternative means of dissemination of
46 notice for bid advertisements, requests for information and requests for proposal.
47
48

Prepared by: Kari Collins, Assistant to the City Manager/City Clerk

Attachment A: Resolution designating the 2016 Legal Newspaper and City website as alternative means of dissemination

* * * * *

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

BE IT FURTHER RESOLVED: That, pursuant to Minnesota Statute 331A.03, subdivision 3(c), for the first six months, ending July 5th, 2016, the City must continue to publish solicitation of bids, requests for information and requests for proposals in the official

43 newspaper in addition to the alternative method. The publication in the official newspaper
44 must indicate where to find the designated alternative method.

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

49

50 WHEAREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of January, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of January, 2016.

Patrick Trudgeon, City Manager

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: 1-4-16
Item No.: 8.d

Department Approval



City Manager Approval



Item Description: Annual City Sign Permits for 2016

BACKGROUND

The City Council annually approves sign permits for City events held throughout the year by multiple City Departments.

For 2016 the Departments prepared the attached list of signage requirements for the entire year, recognizing that some events may change dates or times slightly.

The signs and displays must adhere to setback provisions, except for directional signage, which may be at the property line.

STAFF RECOMMENDATION

Staff recommends the Council approve the 2016 sign permit for City uses and promotions as listed in the attached summary.

REQUESTED COUNCIL ACTION

By motion, approve the 2016 sign permit for City uses and promotions as listed in the sign summary dated 1-4-16.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A: Annual City Temporary Signage 1-4-16

Annual City Temporary Signage 1-4-16

EVENT/ACTIVITY	SIGN DESCRIPTION	LOCATION	TIMING
PR - Rink Attendants Wanted	• 4 x 4 two-sided display	• At 6 warming house locations	• As needed November / Dec
PR - Golf Course Specials	• 4 x 8 signs on plywood	• Attached to clubhouse and I.D. sign • Attached to fence along Hwy 36	• April - October
PR - Discover Your Parks Series	• 4 x 8 signs on plywood	• In front of each scheduled park	• Various locations, April - September • October
PR - Community Halloween Party	• 4 x 8 sign on plywood • directional	• HANC • CP Dale Street Arboretum area	• Periodically Feb - September
PR - Nature Center Special Events Earth Day, Open House, Wild Rice Festival	• 4 x 8 sign • Directional	• HANC	• Select Dates June - November
PR - FOR Parks fundraising events	• Directional	• Numerous locations throughout the city	• May - August • February - May • Periodically May - September
PR - Passport to Play	• 4 x 8 sign on plywood	• In front of each programmed park	• June/July
PR - Summer Staff Recruitment	• 4 x 8 sign on plywood	• Rotated among parks system-wide	• December
PR - Arboretum Special Events Plant Sale	• 4 x 4 two sided display	• Entrance to the Arboretum Parking Lot on Dale Street	
PR - Rosefest events including Parade, Run/Roll for the Roses, Taste of Rosefest	• Traffic information	• Along and near route	
PR - Holiday Craft Fair/Boutique	• 4 x 8 signs on plywood • Directional	• City Hall, Skating Center • Civic Center and C and Woodhill, • Numerous locations throughout City	
PR - Art Series/Art and Craft Show	• 4x4 two-sided displays • Directional	• Roseville Skating Center • Civic Center and C and Woodhill, entrance to Skating Center • Numerous locations throughout City	• Periodically March - December
PR - Wild Rice Festival	• 4 x 8 signs on plywood • Directional	• HANC • Numerous locations throughout City	• September-October
PR - Summer Special Events at Amphitheatre	• Directional	• Central Park Lexington and Amphitheatre area	• May - August
PR - Tapping Time event	• 4 x 8 signs on plywood • Directional	• HANC • Numerous locations throughout City	• March
PR - Skating Center Events	• Directional • Welcome	• Near Building	• Major State/National/International events as scheduled
PR - OVALumination	• Identification	• Trees around Roseville Skating Center	• November - December
PD - Recruiting Police Reserves	• 5 x 5 two-sided display	• In front of City Hall	• As needed
PD- Family Night Out and Night to Unite	• 4 x 8 signs on plywood	• City Hall and Central Park	• July-August
FD - Fire Prevention Program	• Informational	• Fire Station	• As needed
FD - Fire Dept. Booya	• 4 x 8 signs on plywood	• In front of each station	• September/October

FD - Fire Dept. Open Houses	• Approximately 4x8 ft. sign on plywood on side of City Vehicle • 4x4 two-sided display	• Located on Fire Dept. property	• Anticipated Summer/Fall
FD – Blood Pressure Clinic	• 7'x4' aluminum sign announcing upcoming clinics	• Roseville Fire Station 3	• Year round

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-4-16
Item No.: 8.e

Department Approval



City Manager Approval



Item Description: **Community Development Department Request for the 2016 Electrical Inspection Service Renewal Contract**

BACKGROUND

- Attached is an annual service agreement used with the City's electrical inspection contractor. Seven cities (Roseville, Arden Hills, Little Canada, North Oaks, North St. Paul, Shoreview and Brooklyn Center) contract with Tokle Inspections, Inc. and have a similar contract for services.
- The proposed service contract with Tokle Inspections, Inc. and owner Peter Tokle includes a requirement that the contractor maintains his insurance schedule, provides an annual report and carries an electrician's license.
- There are no changes in the permit fee schedule for 2016. The fee structure is applicable in all seven cities. The City passes the costs of doing business on to the electrical contractor as part of the electrical permit charge. The City retains 20% of the electrical permit fee, passing the remaining 80% on to Tokle Inspections, Inc.

POLICY OBJECTIVE

The Council annually considers this service contract and accepts any comments from the applicant or interested persons.

FINANCIAL IMPACTS

Over the past six years, the City has paid approximately \$69,000 per year to the electrical contractor with significant peaks and valleys year to year. Staff has reviewed the alternatives to the current approach, particularly jointly hiring a contractor or adding another inspector to handle both electrical and some building inspection activities. The amount being paid to contractors is not at a high enough level to justify a long term employee. There is also no guarantee that building levels will be as high as previous years. Staff recommends that this alternative is premature. This alternative should be evaluated annually as the service contract comes up for review.

Mr. Tokle's fee schedule for 2016 includes no increases.

STAFF RECOMMENDATION

Staff recommends approval of the 2016 one-year service agreement with Tokle Inspections, Inc. (which includes the 2016 Electrical Permit Fee Schedule) and for the agreement to be reviewed annually.

REQUESTED COUNCIL ACTION

By motion approve the 2016 Service Agreement with Tokle Inspections, Inc. and authorize the Mayor and City Manager to sign the agreement, after review by the City Attorney.

Prepared by: Don Munson, Codes Coordinator

Attachment: A - Proposed Consultant Services Contract

Standard Agreement for Professional Services

This Agreement (“Agreement”) is made on the 4th day of January, 2016, between the City of Roseville, a municipal corporation (hereinafter “City”), and Tokle Inspections Incorporated, a corporation organized and existing under the laws of the State of Minnesota, (hereinafter “Consultant”).

Preliminary Statement

The City has adopted a policy regarding the selection and retention of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services described below (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
 - a. Review electrical plans for sites and buildings;
 - b. Provide all required on-site electrical inspection services in relation to each electrical permit;
 - c. Retain all pertinent records and copies of permits and correspondence related to each permit and make them available to the City upon request;
 - d. Have open office hours each business day during which the property owners and staff may work with the inspectors;
 - e. Coordinate work (as necessary) with inspection work of the City through the Codes Coordinator;
 - f. Provide an annual report summarizing permit activity.
2. **Term.** The term of this Agreement shall be from January 1, 2016, through December 31, 2016, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Consultant the compensation described in Exhibit A attached hereto for the Work, subject to the following:

- 45 A. Any changes in the Work which may result in an increase to the compensation due
46 the Consultant shall require prior written approval of the City. The City will not pay
47 additional compensation for Work that does not have such prior written approval.
48
- 49 B. Third party independent contractors and/or subcontractors may be retained by the
50 Consultant when required by the complex or specialized nature of the Work when
51 authorized in writing by the City. The Consultant shall be responsible for and shall
52 pay all costs and expenses payable to such third party contractors unless otherwise
53 agreed to by the parties in writing.
54

55 4. ***City Representative and Special Requirements:***
56

- 57 A. Tokle Inspections Incorporated shall act as the City's representative with respect to
58 the Work to be performed under this Agreement. Such representative shall have
59 authority to transmit instructions, receive information and interpret and define the
60 City's policies and decisions with respect to the Work to be performed under this
61 Agreement, but shall not have the right to enter into contracts or make binding
62 agreements on behalf of the City with respect to the Work or this Agreement. The
63 City may change the City's representative at any time by notifying the Consultant of
64 such change in writing.
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- 66 B. In the event that the City requires any special conditions or requirements relating to
67 the Work and/or this Agreement, such special conditions and requirements are stated
68 in Exhibit B attached hereto. The parties agree that such special conditions and
69 requirements are incorporated into and made a binding part of this Agreement. The
70 Consultant agrees to perform the Work in accordance with, and this Agreement shall
71 be subject to, the conditions and requirements set forth in Exhibit B.
72

73 5. ***Method of Payment.*** The Consultant shall submit to the City, on a monthly basis
74 commencing on January 1, 2016, an itemized written invoice for Work performed under
75 this Agreement during the previous month. Invoices submitted shall be paid in the same
76 manner as other claims made to the City. Invoices shall contain the following:
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- 78 A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each
79 employee, his or her name, job title, the number of hours worked, rate of pay for each
80 employee, a computation of amounts due for each employee, and the total amount
81 due for each project task. For all other Work, the Consultant shall provide a
82 description of the Work performed and the period to which the invoice applies. For
83 reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an
84 itemized listing and such documentation of such expenses as is reasonably required
85 by the City. In addition to the foregoing, all invoices shall contain, if requested by
86 the City, the City's project number, a progress summary showing the original (or
87 amended) amount of the Agreement, the current billing, past payments, the
88 unexpended balance due under the Agreement, and such other information as the City
89 may from time to time reasonably require.
90

B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.

B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. **Project Manager and Staffing.** The Consultant has designated the Community Development Director and the Codes Coordinator ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.

7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind to the Work being performed under this Agreement.

8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the

Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.

10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. If subcontracts are approved and entered into, the Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Consultant shall otherwise comply with, the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** The City shall not be required to pay for any claim for services furnished by the Consultant not specifically provided for herein.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the

Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. **Indemnification.** The Consultant 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 the Consultant, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work and against all losses resulting from the failure of the Consultant to fully perform all of the Consultant's obligations under this Agreement.

18. **Insurance.**

A. General Liability. Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

- B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Employer's Liability	\$500,000 each accident
(Not needed for	\$500,000 disease policy limit
Minnesota based	\$500,000 disease each employee
Consultant):	
Commercial General Liability:	\$1,000,000 per occurrence
	\$2,000,000 general aggregate
	\$2,000,000 Products – Completed Operations
	Aggregate
	\$100,000 fire legal liability each occurrence
	\$5,000 medical expense

Comprehensive Automobile
Liability:

\$1,000,000 combined single limit (shall include
coverage for all owned, hired and non-owned
vehicles).

C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO
form CG 0001, and shall include the following:

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and
- (iii) Broad Form Property Damage coverage, including Completed Operations.

D. During the entire term of this Agreement, and for such period of time thereafter as is
necessary to provide coverage until all relevant statutes of limitations pertaining to
the Work have expired, the Consultant shall procure, maintain and pay for
professional liability insurance, satisfactory to the City, which insures the payment of
damages for liability arising out of the performance of professional services for the
City, in the insured's capacity as the Consultant, if such liability is caused by an error,
omission, or negligent act of the insured or any person or organization for whom the
insured is liable. Said policy shall provide an aggregate limit of at least
\$2,000,000.00. Said policy shall not name the City as an insured.

E. The Consultant shall maintain in effect all insurance coverages required under this
Provision 18 at Consultant's sole expense and with 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. In addition to the
requirements stated above, the following applies to the insurance policies required
under this Provision:

- (i) All policies, except the Professional Liability Insurance Policy, shall be written
on an "occurrence" form ("claims made" and "modified occurrence" forms are
not acceptable);
- (ii) All policies, except the Professional Liability Insurance Policy and the
Worker's Compensation Policy, shall name "the City of Roseville" as an
additional insured;
- (iii) All policies, except the Professional Liability Insurance and Worker's
Compensation Policies, shall contain a waiver of subrogation naming "the City
of Roseville."

(iv) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and

(v) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City at least 30 days prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

20. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. The cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. **Annual Review.** Prior to each anniversary of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
22. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
26. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City: City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113
Attn: City Manager

If to Consultant: Tokle Inspections Incorporated
1748 123rd Avenue NW
Coon Rapids, MN 55448
Attn: Peter Tokle

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier.

Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

27. **Entire Agreement.** Unless stated otherwise in this Provision 27, 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. The following agreements supplement and are a part of this Agreement: Exhibit A – 2016 Electrical Permit Fee Schedule and Exhibit B – Special Conditions.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

Tokle Inspections Incorporated

By: _____

Its: _____

EXHIBIT A

2016 Electrical Permit Fee Schedule Effective January 1, 2016

Minimum fee:

2016 Amount
\$40.00

New Service or Power Supply:

Description	2016 Amount
0 to 300 amp	\$ 50.00
301 to 400 amp	58.00
401 to 500 amp	72.00
501 to 600 amp	86.00
601 to 800 amp	114.00
801 to 1,000 amp	142.00
1,001 to 1,100 amp	156.00
1,101 to 1,200 amp	170.00
Add \$14 for each add'l 100 amps	

Circuits and Feeders:

Description	2016 Amount
0 to 30 amp	\$ 8.00
31 to 100 amp	10.00
101 to 200 amp	15.00
201 to 300 amp	20.00
301 to 400 amp	25.00
401 to 500 amp	30.00
501 to 600 amp	35.00
601 to 700 amp	40.00
Add \$5 for each add'l 100 amps	

Residential panel replacement: \$100.00

Residential sub panel: \$40.00

Minimum Fee: Minimum permit fee is \$40.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is \$80.00 plus \$1.00 State surcharge.

Maximum Fee: Maximum fee for single family dwelling or townhouse not over 200 amps is \$175.00 plus \$1.00 State surcharge. Maximum of 3 inspections.

Apartment Buildings: Fee per unit of an apartment or condominium complex is \$70.00. This does not cover service, unit feeders or house panels

Swimming Pool: \$80.00 plus circuits. This includes 2 inspections

Additions, Remodels or Basements Finishes: \$80.00 this includes up to 10 circuits and 2 inspections

Accessory Structures: \$50.00 for panel plus \$8 per circuit or \$80 for 2 inspections.

Traffic Signals: \$7.00 per each standard

Street and Parking Lot Lights: \$4.00 per each standard

Transformers and Generators: \$10 up to 10KVA, \$40 11 to 75KVA, \$60 75KVA to 299 KVA, over 299 KVA is \$150.

Retro Fit Lighting: \$.65 cents per fixture

Sign Transformer: \$8.00 per transformer

Remote Control and Signal Circuits: \$.75 cents per device

Re-Inspection Fee in addition to all other fees: \$40.00

Permit fee is doubled if the work is started before the permit is issued.

455 **EXHIBIT B**

456
457 **SPECIAL CONDITIONS**

458
459 **City Assistance.** The City agrees to provide the Consultant with the following assistance
460 concerning the Work to be performed hereunder:

- 461
- 462 A. Depending on the nature of the Work, Consultant may from time to time require
463 access to public and private lands or property. To the extent the City is legally and
464 reasonably able, the City shall provide access to and make provisions to enable the
465 Consultant to enter upon public and private land and property as required for the
466 Consultant to perform and complete the Work.
- 467
- 468 B. The City shall furnish the Consultant with a copy of any special standards or criteria
469 promulgated by the City relating to the Work, including but not limited to design and
470 construction standards, that is needed by the Consultant in order to prepare for the
471 performance of the Work.
- 472
- 473 C. A person shall be appointed to act as the City's representative with respect to the
474 Work to be performed under this Agreement. Such representative shall have
475 authority to transmit instructions, receive information, interpret, and define the City's
476 policy and decisions with respect to the Work to be performed under this Agreement,
477 but shall not have the right to enter into contracts or make binding agreements on
478 behalf of the City with respect to the Work or this Agreement.
- 479

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 01-4-16
Item No.: 8.f

Department Approval



City Manager Approval



Item Description: **Designation Of Assistant Weed Inspector For 2016**

BACKGROUND

- Under Minnesota Statutes, the Mayor is the designated Weed Inspector of the City. The Mayor may however appoint assistant(s) to perform the statutorily required weed inspection duties of the City.
- Mayor Roe is herein requesting that the Council appoint the City of Roseville Community Development Department Codes Coordinator as his assistant to perform all weed inspection duties.

POLICY OBJECTIVE

- Under Minnesota Statutes, Section 18.80, the Mayor is designated to be the City Weed Inspector.
- Minnesota Statutes allows the appointment of “assistants” to perform the statutory weed duties of the Mayor.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Staff recommends the appointment of the Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the calendar year 2016.

REQUESTED COUNCIL ACTION

By motion the appointment of the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the calendar year 2016, pursuant to Minnesota Statutes 18.80.

Prepared by: Don Munson, Codes Coordinator

Attachments: A - Designation of the Assistant Weed Inspector



OFFICE OF THE MAYOR

Attachment A

Memo

To: Patrick Trudgeon, City Manager
Paul Bilotta, Community Development Director
Don Munson, Codes Coordinator

Re: Designation of Assistant Weed Inspector for 2016

Date: January 4, 2016

Under Minnesota Statute Section 18.80, the Mayor is designated to be the City Weed Inspector. The statute allows the appointment of "assistants" to perform the statutory weed duties of the Mayor. Annually, the Mayor appoints the assistant(s).

I, Mayor Dan Roe, do hereby designate the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the City of Roseville, pursuant to Minn. Statute 18.80, for the calendar year 2016.

Dan Roe, Mayor
City of Roseville

REQUEST FOR COUNCIL ACTION

Date: January 4, 2016
Item No.: 8.g

Department Approval

City Manager Approval



Item Description: Appoint Mayor and City Manager to Roseville Firefighter Relief Association

BACKGROUND

Per Minnesota Statute 424A.04 Subdivision 1(a), The three municipal trustees [of a Firefighter Relief Association] must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

POLICY OBJECTIVE

Comply with Minnesota Statute 424A.04 Subdivision 1(a).

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

Designate the Mayor and City Manager to serve as municipal representatives to the Roseville Firefighter Relief Association.

REQUESTED COUNCIL ACTION

Approve Resolution designating the Mayor and City Manager as municipal representatives to the Roseville Firefighter Relief Association.

Prepared by: Patrick Trudgeon, City Manager
Attachments: A: Resolution
 B: MN Statute 424A.04 Subdivision 1(a)

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 4th day of January, at 6:00 p.m.

The following members were present:

and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION _____

RESOLUTION DESIGNATING THE MAYOR AND CITY MANAGER AS
MUNICIPAL REPRESENTATIVES TO THE FIREFIGHTER RELIEF ASSOCIATION

WHEREAS, Per Minnesota Statute 424A.04 Subdivision 1 (a), The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Roseville, Minnesota (the "City"), that the Council designate:

1. The Mayor as the elected municipal representative to the Roseville Firefighter Relief Association, and;
2. The City Manager as the municipal representative to the Roseville Firefighter Relief Association.

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

the following voted against the same: _____, and the following abstained: _____.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Designating Municipal Representatives to Roseville Firefighter Relief Association

STATE OF MINNESOTA)
 s) s
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on January 4 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of January, 2016.

Patrick Trudgeon, City Manager

(Seal)

424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.

Subdivision 1. **Membership.** (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

(b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association, two trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated, and one trustee must be the fire chief serving with the independent nonprofit firefighting corporation. The bylaws of a relief association may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The two municipal trustees must be elected or appointed municipal officials, selected as follows:

(1) if only one municipality contracts with the independent nonprofit firefighting corporation, the municipal trustees must be two officials of the contracting municipality who are designated annually by the governing body of the municipality; or

(2) if two or more municipalities contract with the independent nonprofit corporation, the municipal trustees must be one official from each of the two largest municipalities in population who are designated annually by the governing bodies of the applicable municipalities.

(c) The municipal trustees for a relief association that is directly associated with a fire department operated as or by a joint powers entity must be the fire chief of the fire department and two trustees designated annually by the joint powers board. The municipal trustees for a relief association that is directly associated with a fire department service area township must be the fire chief of the fire department and two trustees designated by the township board.

(d) If a relief association lacks the municipal board members provided for in paragraph (a), (b), or (c) because the fire department is not located in or associated with an organized municipality, joint powers entity, or township, the municipal board members must be the fire chief of the fire department and two board members appointed from the fire department service area by the board of commissioners of the applicable county.

(e) The term of the appointed municipal board members is one year or until the person's successor is qualified, whichever is later.

(f) A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.

REQUEST FOR COUNCIL ACTION

Date: 1-4-16
Item No.: 8.h

Department Approval



City Manager Approval



Item Description: Authorization to Seek Donations for Various City Functions and Events

BACKGROUND

The City Council established a policy in February of 1997 requiring Council approval of formal written request for donations to the City. The City has annually requested support from community groups and businesses for several city functions and special events. A typical letter of request is attached. The activities that the authorization is requested to seek donations for include:

Administration Department

Volunteer Recognition Banquet

Fire Department

Annual Firefighter Recognition Event
Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue
Fire Department Community Support Fund
Fire and medical safety and prevention materials & supplies

Parks and Recreation Department

Tapping Time at Nature Center
Community Arts Program
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Golf Course Events and Leagues
Rosefest
July 4th Party in the Park
Roll in Movies at the OVAL

Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior Safety Camp
New American Forum

POLICY OBJECTIVE

The following is the City of Roseville's policy regarding the solicitation of donations. To avoid conflict of interest or appearance of impropriety, the solicitation of donations by City staff is not permitted except by authorization of the City Council. The Council approves all the donations received.

FINANCIAL IMPACTS

Approved donations for these events may result in a budget reduction.

STAFF RECOMMENDATION

Staff recommends the authorization as per City policy for the requesting of donations for the following special events:

Administration Department

Volunteer Recognition Banquet

Fire Department

Annual Firefighter Recognition Event
Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue
Fire Department Community Support Fund
Fire and medical safety and prevention materials & supplies

Parks and Recreation Department

Tapping Time at Nature Center

Community Arts Program
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Golf Course Events and Leagues
Rosefest
July 4th Party in the Park
Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior Safety Camp
New American Forum

REQUESTED COUNCIL ACTION

Motion authorizing the City Manager or his designee to send letters requesting support for:

Administration Department

Volunteer Recognition Banquet

Fire Department

Annual Firefighter Recognition Event
Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue
Fire Department Community Support Fund
Fire and medical safety and prevention materials & supplies

Parks and Recreation Department

Tapping Time at Nature Center

Community Arts Program
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Golf Course Events and Leagues
Rosefest
July 4th Party in the Park
Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior Safety Camp
New American Forum

Prepared by: Lonnie Brokke, Director of Parks and Recreation

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/4/16
Item No.: 8.i

Department Approval



City Manager Approval



Item Description: Approve Terms of 2016-2018 Law Enforcement Labor Services (LELS)
Police Officers Contract

BACKGROUND

The City of Roseville has four collective bargaining units, the Police Sergeants - Teamsters; Police Officers- LELS; Maintenance Workers - IUOE Local 49, and the Fulltime Firefighters - IAFF. The Firefighters are the only other contract settled for 2016 and beyond.

This report is for the Police Officer's unit, which has 39 city employees participating in the LELS bargaining unit. They are comprised of non-supervisory licensed law enforcement officers. The City and the union have a tentative agreement and the contract terms will be implemented upon ratification of this contract.

The City and union reviewed and compared 10 other Police department contracts in the metro area to negotiate this contract, as well as making internal comparisons.

City staff and union members from LELS have met and found common ground for a settlement on a contract that spans three years. The membership has voted to accept the contract terms with implementation upon City Council approval and effective upon ratification. As part of the contract, significant changes were made to the educational incentives for officers. With that in mind, the contract should be looked at as part of a whole package undertaken to reform the educational incentive. The following are the highlights of the contract:

CONTRACT DURATION:

3 years from 1/1/16 - 12/31/18

WAGES & LONGEVITY:

The City will provide a 2.75% wage and longevity COLA for each step for each of the years of the contract that will be effective January 1st of each year.

Additionally the City will:

- increase the start pay 2% bringing it to 70% of top pay before longevity which is more in line with the marketplace average.
- increase the 6 mo. step by 5% bringing it to 75% of top pay before longevity which is which is more in line with the marketplace average.

- increase the 1 yr. step by 5% bringing it to 85% of top pay before longevity which is which is more in line with the marketplace average.
- add an additional longevity step at 20 years of continuous employment at 11% above top step. This is equivalent to an additional 2% after 20 years.

EDUCATIONAL INCENTIVE

Effective beginning 01/01/2016 the following terms and conditions are effective:

After one year of employment with the City, a police officer may choose to receive educational supplementary pay and will receive the following upon providing written request and certification of degree:

Bachelor's Degree	\$90 per month
Master's Degree	\$160 per month

(Note: Previous educational incentives ranged from \$149.72 to \$479.48 per month)

INSURANCE:

Same as City Council has provided to all other City staff.

SPECIALTY PAY:

Specialty pay will transition with the market trend to provide a 5% wage differential for those assigned to the specialty duties in the contract rather than a negotiated amount that works out to be the 5% differential anyway.

UNIFORMS:

Increase uniform allowance by a COLA each year of the contract starting with 2.5% in 2016 to provide \$825 for uniformed Officer's and for plain clothes Officer's the allowance will be \$720.

POLICY OBJECTIVE

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

BUDGET IMPLICATIONS

It is estimated that this contract will add an estimated \$30,000 - \$35,000 to the 2016 Police Department budget. There will not be any requests for additional funds in the Police Department. Instead the additional costs will be managed by reduced spending in other areas of police department operations and expected savings from assumed staff turnover throughout the year.

STAFF RECOMMENDATION

Staff recommends approval of the 2016 -2018 LELS contract terms.

REQUESTED COUNCIL ACTION

Motion to approve the proposed terms and conditions of the 2016-2018 collective bargaining agreement with the LELS and direct City staff to prepare the necessary documents for execution, subject to City Attorney approval.

Prepared by: Prepared by: Eldona Bacon, Human Resources Manager (651) 792-7025

REQUEST FOR COUNCIL ACTION

Agenda Date: 1/4/2016

Agenda Item: 14.a

Department Approval



City Manager Approval



Item Description: Request for Approval of a Preliminary plat at 2201 Acorn Road

APPLICATION INFORMATION

Applicant: Arthur Mueller

Property Owner: Arthur Mueller

Open House Meeting: none required for 3-lot plat

Application Submission: received and considered complete on November 6, 2015

City Action Deadline: January 5, 2016, as mandated by City Code §1102.01E

The only regular City Council meeting in December 2015 was on December 7, which was too soon after the December 2 public hearing to prepare materials for Council consideration. Council action on this item, therefore, must occur on the Council's first meeting in 2016, which is typically reserved for internal, organizational business, in order avoid statutory approval of the application by failing to approve or disapprove it before the mandatory deadline identified above.

GENERAL SITE INFORMATION

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site includes many trees and existing drainage issues on nearby parcels.

Planning File History: **PF3766:** (2006) 4-lot PUD with 26-foot private street. Planning Commission recommended approval (4 – 1); City Council denied (3 – 2), based on concerns over parking, emergency access, and other complications related to street width, loss of trees and open space, drainage, and compatibility with neighborhood.

PF3791: (2007) 4-lot preliminary plat with 26-foot public street. Planning Commission recommended approval (6 – 0); City Council approved (3 – 2).

PF07-039: (2007) City Council approved (3 – 2) final plat with 28-foot public street; final plat was not filed since legal delays led to financing difficulties.

PF07-039: (2014) Application for re-approval of 4-lot preliminary plat with 26-foot wide private street. Planning Commission recommended approval (6 – 0); City Council denied (3 – 2), based on concerns over drainage, loss of trees, and inadequate parking available on the proposed street and Acorn Road due to substandard widths. City Council Resolution 11161 denying the preliminary plat is included with this RCA as Exhibit B.

PF10-010: (2015) 4-lot preliminary plat with 32-foot private street. Planning Commission recommended approval (3 – 2); City Council denied (4 – 1), based on concerns over drainage. City Council Resolution 11264 memorializing the denial of the preliminary plat is included with this RCA as Exhibit C.

Planning Commission Action:

On December 2, 2015, the Planning Commission voted (6 – 0) to recommend approval of the proposed preliminary plat, subject to certain conditions.

PROPOSAL

Mr. Mueller proposes to demolish the existing home and plat the property into three lots for development of one-family, detached homes served by a private street. The proposed preliminary plat information, the staff analysis presented in the Request for Planning Commission Action, and other supporting documentation, as well as draft public hearing minutes, are included with this report as RCA Exhibit A. In summary, the present application meets or exceeds all of the City Code requirements and is materially different from its predecessors in the following ways:

- It proposes three lots instead of four. A three-lot plat has suggested by City Councilmembers, Planning Commissioners, and members of the public during reviews of recent four-lot plat proposals that were denied.
- Overland storm water discharge to the public storm drain west of the property during the 100-year event will be 1.34 cubic feet per second, which is an 82.0% reduction from existing flow and a 57.7% reduction from the most recent proposal that was denied based largely on concerns over the westward, overland flow of storm water. This reduction is achieved, in part, by reducing the number of new homes and the length of the street, thereby reducing impervious surfaces, and, in part, by directing some storm water from the northeastern portion of the site toward the storm sewer infrastructure in Acorn Road rather than the storm sewer infrastructure in Marion Road.
- Tree removal will be limited to 23 significant- and heritage-quality trees compared to removal of 51 such trees in the previous proposal. This lower impact is largely realized by reducing the number of new homes and the length of the street.

PUBLIC COMMENT

The public hearing for this application was held by the Planning Commission on December 2, 2015. Two members of the public spoke in opposition the proposal, and the primary concerns

were related to storm water and the effect of the proposed private street on the character of the neighborhood. After discussing the application and the public comment received during the hearing, the Planning Commission voted 6 – 0 to recommend approval of the proposed preliminary plat. At the time this report was prepared, Planning Division staff has received one brief comment from a nearby homeowner on Marion Road indicating his acceptance of the proposal.

After reviewing the proposal, staff's analysis, and the public comment received at the public hearing, the Planning Commission voted unanimously to recommend approval of the preliminary plat with four conditions as follow:

- a. *The Public Works Department shall approve easements, grading and drainage, storm water management, and utility requirements as necessary to meet the applicable standards prior to the approval of the final plat or issuance of permits for site improvements;*
- b. *Permits for site improvements shall not be issued without evidence of an approved permit from the watershed district;*
- c. *Final plat approval shall not be issued without approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated, by the Community Development Department; and*
- d. *The applicant shall create and maintain a homeowner's association for the permanent and on-going maintenance needs of the private infrastructure. The form of all documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department.*

In addition to the Planning Commission's recommendation, review of a previous proposal by the Parks and Recreation Commission led to its recommendation to accept park dedication of cash in lieu of land, which is reflected among the conditions of preliminary plat approval.

RECOMMENDED ACTION

Pass a motion approving the proposed preliminary plat of Oak Acres plat, dated November 5, 2015 and comprising the property at 2201 Acorn Road, based on the findings and recommendation of the Planning Commission, the content of this RCA, public input, and City Council deliberation, subject to the following conditions:

- a. The Public Works Department shall approve easements, grading and drainage, storm water management, and utility requirements as necessary to meet the applicable standards prior to the approval of the final plat or issuance of permits for site improvements;
- b. Permits for site improvements shall not be issued without evidence of an approved permit from the watershed district;
- c. Final plat approval shall not be issued without approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated, by the Community Development Department;
- d. The applicant shall create and maintain a homeowner's association for the permanent and on-going maintenance needs of the private infrastructure. The form of all documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department; and

- 66 e. Based on the June 4, 2013 recommendation of the Roseville Parks and Recreation
67 Commission and pursuant to City Code §1103.07, the City Council will accept park
68 dedication of cash in lieu of land. Because the proposed 4-lot plat would add three, one-
69 family residential building sites to the subject land area and the 2015 City of Roseville
70 fee schedule establishes a park dedication fee of \$3,500 per residential unit, a payment of
71 the \$10,500 park dedication shall be made by the applicant before the signed final plat is
72 released for recording at Ramsey County

73 **ALTERNATIVE ACTIONS**

74 **A) Pass a motion to table the item for future action.** Tabling the item beyond January 5,
75 2016, however, will require an agreement from the applicant to further extend the action
76 deadline established in City Code §1102.01 to avoid statutory approval.

77 **B) By motion, deny the request.** Denial should be supported by specific findings of fact
78 based on the City Council's review of the application, applicable City Code regulations,
79 and the public record.

Prepared by: Senior Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@cityofroseville.com

RCA Exhibits: A: 12/2/2015 RPCA packet and draft
public hearing minutes



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 12/2/2015

Agenda Item: 5a

Division Approval

Agenda Section

PUBLIC HEARINGS

Item Description: Request for approval of a preliminary plat at 2201 Acorn Road (PF15-023)

APPLICATION INFORMATION

Applicant: Arthur Mueller

Property Owner: Arthur Mueller

Open House Meeting: none required for a 3-lot plat as proposed

Application Submission: received and considered complete on November 6, 2015

City Action Deadline: January 5, 2016, City Code §1102.01E

GENERAL SITE INFORMATION

	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site includes many trees and existing drainage issues on nearby parcels.

Planning File History: **PF3766:** (2006) 4-lot PUD with 26-foot private street. Planning Commission recommended approval (4 – 1); City Council denied (3 – 2), based on concerns over parking, emergency access, and other complications related to street width, loss of trees and open space, drainage, and compatibility with neighborhood.

PF3791: (2007) 4-lot preliminary plat with 26-foot public street. Planning Commission recommended approval (6 – 0); City Council approved (3 – 2).

PF07-039: (2007) City Council approved (3 – 2) final plat with 28-foot public street—final plat was not filed since legal delays led to financing difficulties.

PF07-039: (2014) application for re-approval of 4-lot preliminary plat with 26-foot wide private street. Planning Commission recommended approval (6 – 0); City Council denied (3 – 2), based on concerns over drainage, loss of trees, and inadequate parking available on the proposed street and Acorn Road due to substandard widths.

PF10-010: (2015) 4-lot preliminary plat with 32-foot private street. Planning Commission recommended approval (3 – 2); City Council denied (4 – 1), based on concerns over drainage.

PF15-023_RPCA_120215

Page 1 of 4

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on a plat request is **quasi-judicial**; the City's role is to determine the facts associated with the request, and weigh those facts against the legal standards contained in State Statute and City Code.

PROPOSAL

Mr. Mueller proposes to demolish the existing home and plat the property into three lots for development of one-family, detached homes served by a private street. The proposed preliminary plat documentation is included with this report as Attachment C.

When exercising the so-called "quasi-judicial" authority on a plat request, the role of the City is to determine the facts associated with a particular request and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to a plat approval to ensure that the likely impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

PRELIMINARY PLAT ANALYSIS

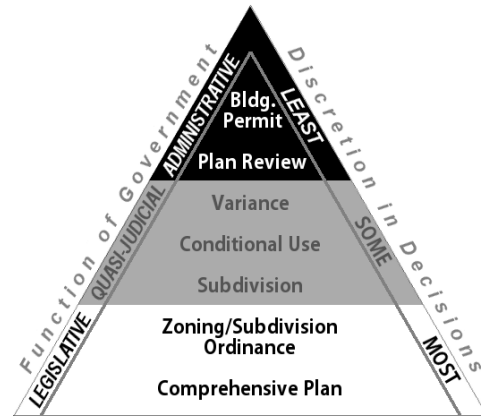
As a preliminary plat of a residential subdivision, the proposal is subject to the minimum lot sizes and roadway design standards of the subdivision code, established in Chapter 1103 (Design Standards) of the City Code. The applicable standards are reviewed below.

City Code §1103.02 (Streets): Since the proposed street is to be a private street, requirements for public rights-of-way do not apply. And while the Subdivision Code allows for private streets at the discretion of the City Council, design of the must conform to Minimum Roadway Standards unless an alternative design is specifically approved. The Planning Commission could provide a recommendation to the City Council on this issue.

§1103.021 (Minimum Roadway Standards): The proposed street is shown as 32 feet in width, which conforms to the standard width requirement and allows for parking on both sides of the street. (Approximately 19 on-street parking stalls would be available, assuming each stall is allotted 23 feet of curb length as required for parallel stalls in a public parking area.) The proposed street is about 170 feet in length at its longest; since the street is less than 200 feet in length, it is not required to include a cul-de-sac, although not having a turn-around will make delivery services and trash/recycling service more difficult or require the homeowners to bring their carts to Acorn Road.

City Code §1103.04 (Easements): Drainage and utility easements 12 feet in width, centered on side and rear property lines, are required where necessary. The proposed plat meets and exceeds this requirement.

City Code §1103.06 (Lot Standards): Subd. A of this section requires that all lots for one-family detached dwellings must be at least 85 feet wide, 110 feet deep, and comprise at least



11,000 square feet in area; Subd. B further requires that corner lots must be a minimum of 100 feet in width and depth and have at least 12,500 square feet in area. All of the proposed lots exceed these requirements even if the easement surrounding the proposed street is excluded from the parcels as though the easement area was equivalent to dedicating right-of-way.

Subd. F of this section specifies that “side lines of lots shall be at right angles or radial to the street line.” Although the western end of the proposed private street is square, Planning Division staff believes that the proposed side boundary common to Lots 1 and 2, extending into the southwestern corner of the existing parcel, meets this requirement because it intersects with the middle of the western end of the proposed street in a radial fashion. If need be, the project engineers have indicated that a semicircle of asphalt can be appended to the western end of the private street so that this side lot line is more obviously radial to the street; it is the opinion of Planning Division staff, however, that adding pavement is unnecessary and would only serve to increase the impervious surface across the development.

Roseville’s Public Works Department staff has been working with the applicant to address the requirements related to grading and drainage, street design, and the private utilities that will be necessary to serve the new lots. Even if these plans are not discussed in detail at the public hearing, actions by the Planning Commission and the City Council typically include conditions that such plans must ultimately meet the approval of Public Works staff.

City Code specifies that an approved tree preservation plan is a necessary prerequisite for approval of a preliminary plat. Mark Rehder, the certified arborist consulting with the Community Development Department, has reviewed the submitted tree preservation plan and determined it to be an accurate inventory of existing trees as well as a reasonable assessment of the trees likely to be lost as a result of the proposed development. The plan indicates the expected removal of 23 significant- and heritage-size deciduous trees and eight significant coniferous trees; based on the tree replacement calculations in the City Code, this would not require planting replacement trees beyond what is called for in the landscaping of new one-family, detached residences. Mr. Rehder will continue to review the plan for on-going accuracy as development plans are finalized and will monitor tree removal and protection efforts during construction.

At its meeting of June 4, 2013 Roseville’s Parks and Recreation Commission reviewed the proposed preliminary plat against the park dedication requirements of §1103.07 of the City Code and recommended a dedication of cash in lieu of land. Since the existing, undeveloped parcel comprises one residential unit, the proposed three-lot plat would create two new building sites. The 2015 Fee Schedule establishes a park dedication amount of \$3,500 per residential unit; for the three, newly-created residential lots the total park dedication would be \$7,000, to be collected prior to recording an approved plat at Ramsey County.

Roseville’s Development Review Committee (DRC) met on November 12 and 19, 2015 to discuss this application. Beyond the above comments pertaining to the zoning and subdivision codes representatives of the Public Works Department had the following comments.

- a. There are several basins shown to address the required storm water treatment and retention requirements. The proposed drainage improvements meet or exceed City requirements. Existing flow off site is reduced to both the north and southwest. The outlet for the water to the southwest of the development is onto private property. This is similar to existing conditions, but the flow will be reduced. Additional flow is directed to Acorn Road, which is permissible because the additional runoff is minimal and the Acorn Road storm sewer system can handle the additional flow.

RCA Exhibit A

- b. The proposed basins and private road will require a Home Owners Association to be established for the purpose of funding the maintenance of these assets. It should be noted that while the proposed basins and site grading meet the requirements of the City and should meet the requirements of the watershed (watershed review and approval are pending), this is an aggressive proposal and will present some long term maintenance that the new homeowners should be aware of.
- c. At this time, the Engineering department was not presented with any information for the alignment or design of water and/or sanitary sewer infrastructure to serve the proposed homes. A private sanitary sewer main and water main will be required that will then serve the individual private services to each proposed home, and maintenance of these facilities will be the responsibility of the Home Owners Association. Review and approval of this infrastructure will occur through the building permit review process.
- d. The applicant shall create and maintain a home owner's association for the long term maintenance of the private infrastructure. All documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department.

PUBLIC COMMENT

At the time this RPCA was prepared, Planning Division staff has not received any comments about the present proposal, although the Planning Commission will recall that a significant amount of public comment was offered in connection to the previous four-lot plat proposal.

RECOMMENDED ACTION

By motion, recommend approval of the proposed preliminary plat of the property at 2201 Acorn Road, based on the comments and findings of this report, and subject to the following conditions:

- a. The Public Works Department shall approve easements, grading and drainage, storm water management, and utility requirements as necessary to meet the applicable standards prior to the approval of the final plat or issuance of permits for site improvements;
- b. Permits for site improvements shall not be issued without evidence of an approved permit from the watershed district; and
- c. Final plat approval shall not be issued without approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated, by the Community Development Department.

ALTERNATIVE ACTIONS

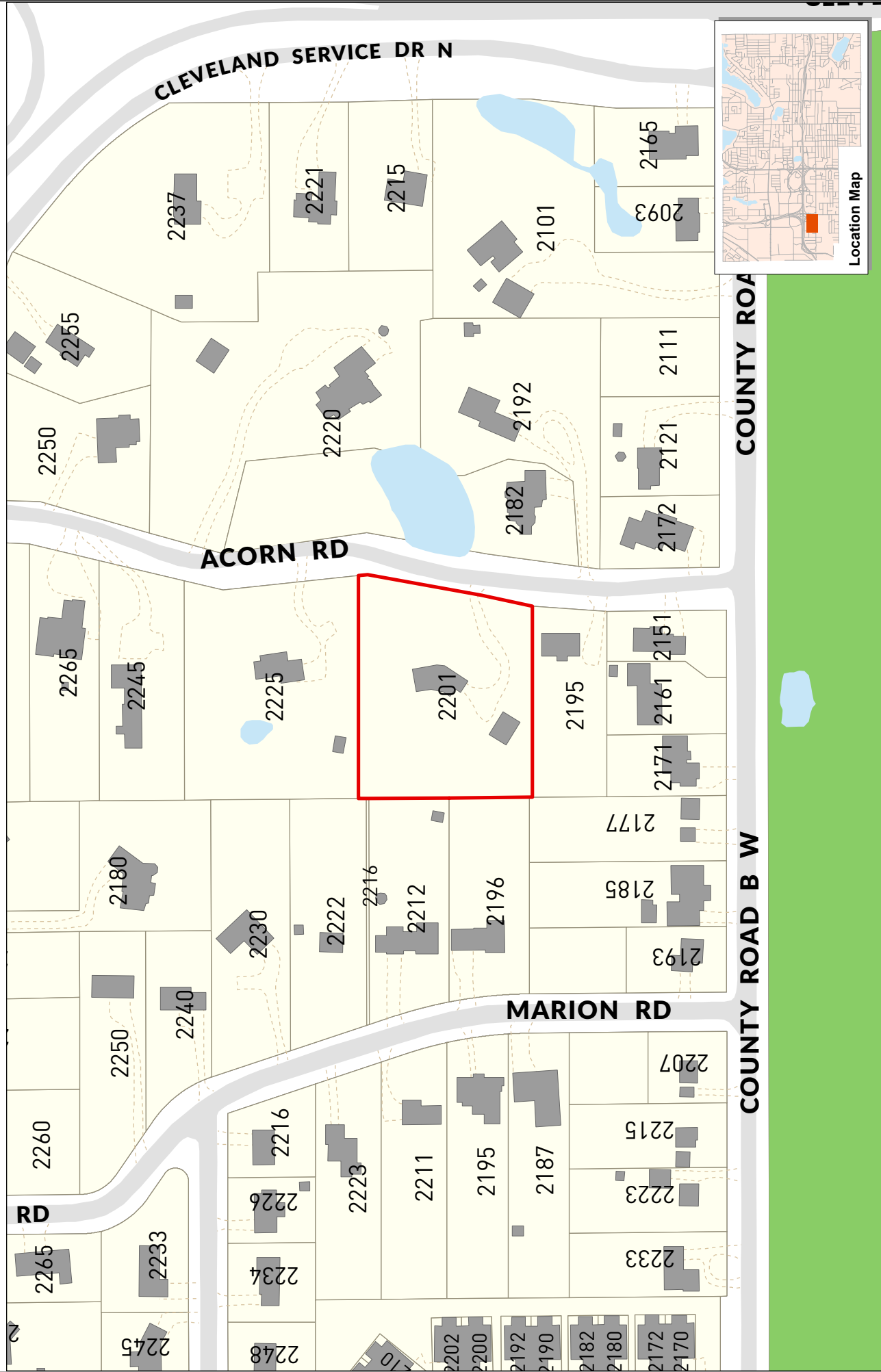
Pass a motion to table the item for future action. Tabling beyond January 5, 2016 may require extension of the 60-day action deadline established in City Code §1102.01E

By motion, recommend denial of the request. A recommendation to deny should be supported by specific findings of fact based on the Planning Commission's review of the application, applicable City Code regulations, and the public record.

Prepared by: Senior Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@cityofroseville.com

Attachments: A: Area map C: Preliminary plat information
B: Aerial photo

Attachment A for Planning File 15-010



Prepared by:
Community Development Department
Page 5 of 15, 2015

Site Location
Comp Plan / Zoning
LR / LDR-1 Designations

Data Sources

- * Ramsey County GIS Base Map (6/3/2015)
- City of Roseville, Community Development Department, 2660 Civic Center Drive, Roseville MN

Disclaimer

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for informational purposes only. The City of Roseville does not warrant the accuracy, completeness, or reliability of the map. The map is for informational purposes only and should not be used for legal or financial purposes. The City of Roseville is not responsible for any errors or omissions in the map. The City of Roseville is not responsible for any damages, claims, or losses arising out of the use of the map. The City of Roseville is not responsible for any damages, claims, or losses arising out of the use of the map.

0 100 200 Feet

mapdoc: planning_commission_location.mxd

Attachment B for Planning File 15-010



Prepared by:
Community Development Department



Site Location

Data Sources

- * Ramsey County GIS Base Map (6/3/2015)
 - * Aerial Data: MxGeo (4/2012)
- For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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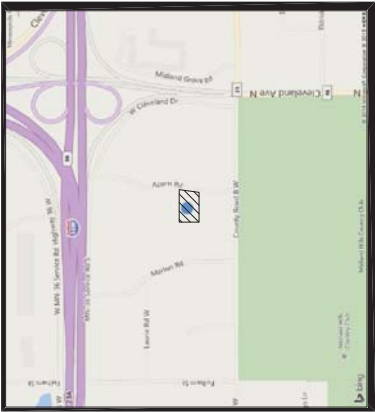
RCA Exhibit A

PRELIMINARY PLAT

~of~ OAK ACRES
~for~ ARTHUR G. MUELLER
2201 ACORN ROAD
ROSEVILLE, MN
(651) 295-1284

VICINITY MAP

PART OF SEC. 8, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA
(NO SCALE)

DEVELOPMENT DATA

TOTAL SITE AREA = 1.90± ACRES
3 PROPOSED SINGLE FAMILY LOTS
DENSITY = 1.58 LOTS / ACRE

ZONING AND SETBACKS

CURRENT ZONING IS LDR 1 (LOW DENSITY RESIDENTIAL)
PROPOSED ZONING IS LDR 1 (LOW DENSITY RESIDENTIAL)

FRONT SETBACK 30 FEET FROM EDGE OF BITUMINOUS FOR PRIVATE STREET (PROPOSED)
SIDE YARD 6 FEET
HOUSE 10 FEET
SIDE STREET 30 FEET
REAR SETBACK 30 FEET

DEVELOPMENT REQUIREMENTS FOR ZONE LDR 1 (LOW DENSITY RESIDENTIAL)

MINIMUM LOT AREA INTERIOR 11,000 S.F.
MINIMUM LOT AREA CORNER 12,500 S.F.
MINIMUM LOT WIDTH INTERIOR 85 FT.
MINIMUM LOT WIDTH CORNER 100 FT.
MINIMUM LOT DEPTH INTERIOR 110 FT.
MINIMUM LOT DEPTH CORNER 100 FT.

PROPERTY DESCRIPTION

(PER WARRANTY DEED; RAMSEY COUNTY DOC. NO. 1188525)

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29 North, Range 23 West, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter as an East and West line):

Commencing at a point 33 feet North of the South line and 1221.63 feet west of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.



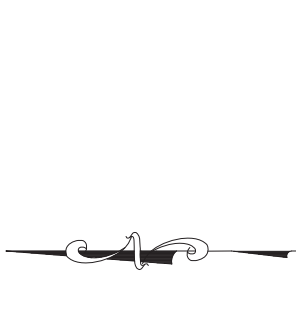
E.G. RUD & SONS, INC.

Professional Land Surveyors

6776 Lake Drive NE, Suite 110

Lino Lakes, MN 55014

Page 7 of 10 (651) 361-8200 Fax (651) 361-8701



NORTH

GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CATCH BASIN
- ⊙ DENOTES STORM SEWER MANHOLE
- ⊙ DENOTES SANITARY SEWER MANHOLE
- ⊙ DENOTES HYDRANT
- ⊙ DENOTES POWER POLE
- ⊙ DENOTES EXISTING SPOT ELEVATION
- ⊙ DENOTES EXISTING CONTOURS
- ⊙ DENOTES EXISTING SANITARY SEWER
- ⊙ DENOTES EXISTING STORM SEWER
- ⊙ DENOTES EXISTING WATER MAIN
- ⊙ DENOTES BITUMINOUS SURFACE

PID 082923440015
OWNER: CARLOS V. KILAU
UNPLATTED

PID 082923440031
OWNER: CARLOS V. KILAU
UNPLATTED

PID 082923430003
OWNER: RAYMOND I. HAKOMAKI
PART OF LOTS 5 & 6, MANSON HILLS

PID 082923430010
OWNER: STATE OF MN TRUST EXEMPT
PART OF LOT 6, MANSON HILLS

PID 082923430011
OWNER: GERALD T. LEE
LOT 1, GERALD T. LEE ADD.

PID 082923430012
OWNER: IRVIN A. CROSS
LOT 2, GERALD T. LEE ADD.

PID 082923440019
OWNER: PAUL T. ROMANOWSKI JR.
UNPLATTED

PID 082923440017
OWNER: PAUL T. ROMANOWSKI
UNPLATTED

PID 082923440027
OWNER: THOMAS N. GEORGE
UNPLATTED

PID 082923440032
OWNER: JASON E. RUD
UNPLATTED

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 11-05-15 License No. 41578

DRAWN BY: JEN	JOB NO: 15346PP	DATE: 06/05/15
CHECK BY: JER	SCANNED	
1	11/05/15	Revised Layout
2		
3		
NO.	DATE	DE

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INFORMATION. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN INVESTIGATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS. THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATER MAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS. INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.

THE CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.

CURB & BITUMINOUS NOTES

REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.

SAW-CUT EXISTING BITUMINOUS AND CONCRETE CURB TO PROVIDE BUTT-JOINT.

RESTORE DISTURBED STREET TO EXISTING OR BETTER SECTION.

BACKFILLING OF CURB IS INCIDENTAL TO CURB INSTALLATION.

FOUR INCHES OF CLASS 5 UNDER CURB IS INCIDENTAL TO CURB INSTALLATION.

CURB ENDS SHALL TERMINATE IN A THREE-FOOT BEAVER TAIL.

CHECKED BY: C.M.P.
PROJ. NO. 15-1548

ORIGINAL DATE: NOVEMBER 6, 2015

DATE	REVISION DESCRIPTION

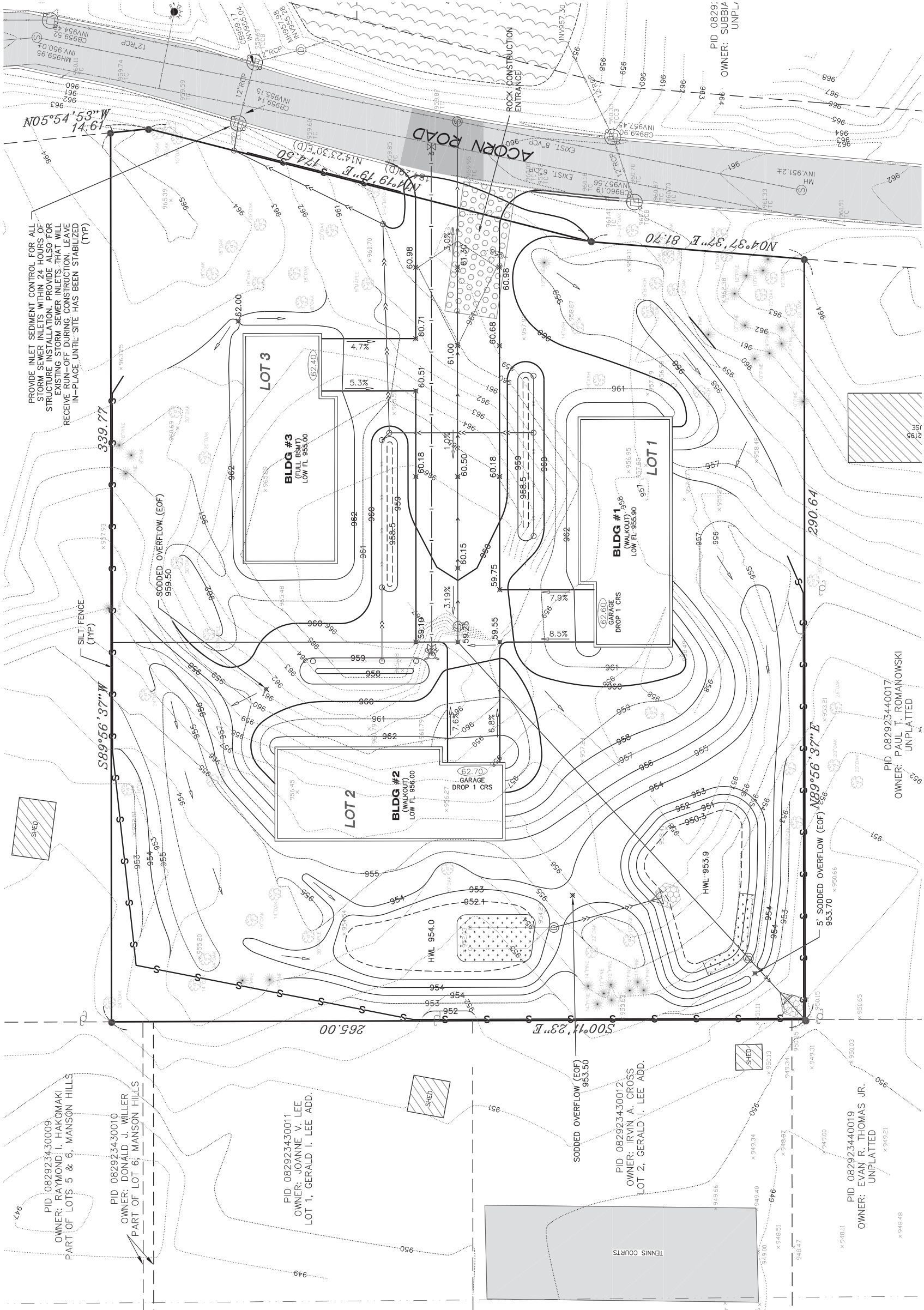
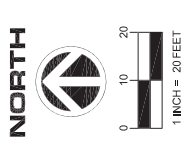
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
CHARLES W. PLOWE
L.I.C. NO. 18227
DATE: 11.06.2015

OAK ACRES
ROSEVILLE, MINNESOTA
GRADING, DRAINAGE & EROSION CONTROL PLAN

PREPARED FOR:
ART MUELLER



SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
8770 LAKE DRIVE
LINO LAKES, MN 55014
PHONE: (651) 361-4210
FAX: (651) 361-4701



GRADING, DRAINAGE & EROSION CONTROL PLAN
OAK ACRES

PID 082923440017
OWNER: PAUL T. ROMANOWSKI
UNPLATTED

PID 082923440019
OWNER: EVAN R. THOMAS JR.
UNPLATTED

PID 082923430012
OWNER: IRVIN A. CROSS
LOT 2, GERALD I. LEE ADD.

PID 082923430009
OWNER: RAYMOND I. HAKOMAKI
PART OF LOTS 5 & 6, MANSON HILLS

PID 082923430010
OWNER: DONALD J. MILLER
PART OF LOT 6, MANSON HILLS

PID 082923430011
OWNER: JOANNE V. LEE
LOT 1, GERALD I. LEE ADD.



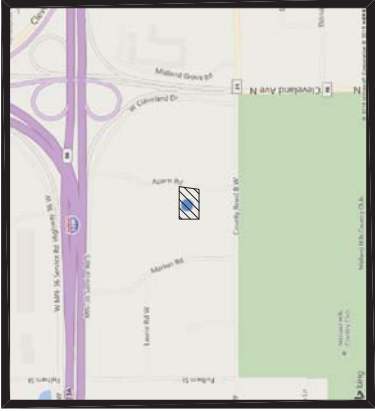
Know what's below.
Call before you dig.

EXISTING CONDITIONS SURVEY AND PRELIMINARY TREE INVENTORY AND TREE REMOVAL PLAN

~of~ OAK ACRES
~for~ ARTHUR G. MUELLER
2201 ACORN ROAD
ROSEVILLE, MN
(651) 295-1284

VICINITY MAP

PART OF SEC. 8, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA
(NO SCALE)



NORTH

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CATCH BASIN
- ⊙ DENOTES STORM SEWER MANHOLE
- ⊙ DENOTES SANITARY SEWER MANHOLE
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- ⊙ DENOTES POWER POLE
- ⊙ DENOTES EXISTING SPOT ELEVATION
- ⊙ DENOTES EXISTING CONTOURS
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(PER WARRANTY DEED; RAMSEY COUNTY DOC. NO. 1188525)

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Commencing at a point 33 feet North of the South line and 1221.63 feet west of the East line of said Section 8, thence North 0 degrees 08 minutes West 295 feet to the North line of said Section 8, thence North 89 degrees 51 minutes East 290.64 feet to the North 4 degrees 41 minutes East 81.70 feet; thence North 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.



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Page 9 of 10 (651) 361-8200 Fax (651) 361-8701

TREE CHART

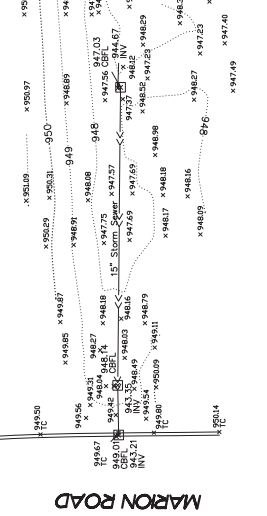
	DECIDUOUS	CONIFEROUS
TREE COUNT	72	34
TREES TO BE REMOVED	23	8
TREES TO REMAIN	49	26

TREE INVENTORY LIST

NUMBER	DESCRIPTION	REMOVED	NUMBER	DESCRIPTION	REMOVED	DESCRIPTION	TO BE REMOVED
1	24" OAK		45	12" PINE		85	10" PINE
2	14" OAK		46	18" PINE		86	2-16" BIRCH
3	24" OAK		47	14" PINE		89	12" OAK
4	10" PINE		48	14" PINE		90	8" BIRCH
5	14" PINE		49	20" OAK		91	2-24" OAK
6	14" OAK		50	14" OAK (DEAD)		92	12" OAK
7	14" OAK		51	14" OAK		93	12" OAK
8	30" MAPLE		52	14" OAK		94	14" OAK
9	24" MAPLE		53	8" OAK		95	12" OAK
10	24" OAK		54	10" OAK		96	8" PINE
11	16" OAK		55	18" OAK		97	12" OAK
12	20" TREE (DEAD)		56	18" OAK		98	12" OAK
13	20" OAK		57	18" OAK		99	12" OAK
14	22" OAK		58	18" OAK		100	12" PINE
15	20" MAPLE		59	18" OAK		101	10" PINE
16	20" MAPLE		60	18" OAK		102	8" PINE
17	2-16" OAKS		61	20" OAK		103	12" PINE
18	14" PINE		62	8" MAPLE		104	12" PINE
19	14" PINE		63	18" ASH		105	20" OAK
20	36" OAK		64	2-12" BIRCH		106	12" OAK
21	36" OAK		65	12" OAK		107	12" PINE
22	30" OAK		66	12" OAK		108	10" PINE
23	30" OAK		67	8" BIRCH		109	10" PINE
24	30" OAK		68	12" OAK		110	12" OAK
25	30" MAPLE		69	8" PINE		111	18" OAK
26	30" MAPLE		70	8" PINE		112	8" OAK
27	30" MAPLE		71	8" PINE		113	8" OAK
28	30" MAPLE		72	8" PINE		114	24" OAK
29	30" MAPLE		73	8" PINE		115	24" OAK (DEAD)
30	30" MAPLE		74	8" PINE		116	18" OAK
31	30" MAPLE		75	8" PINE		117	24" MAPLE
32	30" MAPLE		76	12" PINE		118	18" OAK
33	24" PINE		77	14" ASH		119	18" ASH
34	14" PINE		78	14" ASH		120	15" ASH
35	8" PINE		79	24" OAK		121	22" OAK
36	18" PINE		80	24" OAK			
37	30" OAK		81	18" ASH			
38	20" OAK		82	8" WALNUT			
39	18" ASH		83	18" ASH			
40	18" ASH		84	20" OAK (DEAD)			
41	18" ASH						
42	14" PINE						
43	12" PINE						
44	12" PINE						

TREE DETAIL

- ⊙ DENOTES TREE TYPE
- ⊙ DENOTES TREE SIZE
- ⊙ DENOTES TREE QUANTITY
- ⊙ DENOTES TREE TO BE REMOVED



NOTES

- Fee ownership is vested in Arthur G. Mueller.
- Parcel ID Number: 8.29.23.44.0016
- Address of the surveyed premises: 2201 Acorn Road, Roseville, MN 55113.
- Boundary area of the surveyed premises: 82,879 sq. ft. (1.90 acres).
- Field survey was completed by E.G. Rud and Sons, Inc. on 6/02/15.
- Bearings shown are on Ramsey County Coordinate System.
- Curb shots are taken at the top and back of curb.
- Surveyed premises shown on this survey map falls within Flood Insurance Rate Map Community Panel No. 27123C0015G by the Federal Emergency Management Agency. Said panel is not printed.
- Topography and utilities are a combination of field work done by E.G. Rud and Sons, Inc. on 6-02-15 and the Preliminary Plat prepared by Hakanson Anderson Civil Engineers and Land Surveyors dated 5-7-14. Said Preliminary Plat references that the existing improvements were per the Preliminary Plat prepared by Comstock & Davis, Inc. dated August 10, 2011.
- Utilities shown hereon are observed. Excavations were not made during the process of this survey to locate underground utilities and/or structures.
- The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
Date: 11-05-15 License No. 41578

PLANNING FILE 15-023

Request by Art Mueller for approval of a PRELIMINARY PLAT of the residential property at 2201 Acorn Road

Chair Boguszewski opened the public hearing for PLANNING FILE 15-023 at 6:33 p.m.

Senior Planner Bryan Lloyd provided a brief history of this property, its planning file history and this new request for a 3-lot Preliminary Plat at 2201 Acorn Road, as detailed in the staff report dated December 2, 2015. Mr. Lloyd noted that this request from Mr. Mueller proposed demolition of the existing home and replatting of the property into three lots for development of three single-family, detached homes served by a private street.

Mr. Lloyd provided staff's analysis of this latest Preliminary Plat request from Mr. Mueller as it related to city code. While the subdivision code language provides lots be perpendicular to streets, Mr. Lloyd noted (lines 68 – 76 of the staff report) that the boundary of Lot 1 is perpendicular and even though it could be revised to be radial, staff supported the proposed layout rather than adding additional pavement.

Specific to the City's Public Works and Engineering review, Mr. Lloyd reported that this latest iteration addressed concerns raised in previous proposals related to drainage, specifically stormwater management on the northwest area of the project site. Mr. Lloyd noted stormwater would be routed to existing infrastructure under Acorn Road, reducing pressure and volume in the southwest basin. Mr. Lloyd advised that plans submitted to-date appear to meet requirements for rate and volume runoff and address other grading considerations; with the City's Engineers continuing to work with the applicant and review requirements or changes to ensure the project continued to conform to city code and watershed requirements throughout the process.

Mr. Lloyd briefly reviewed the tree preservation reviewed by the City's tree consultant Mark Rehder, S & S Tree Service, with monitoring continuing as the project proceeded.

Specific to Park Dedication, Mr. Lloyd reported that with two additional lots, the Parks & Recreation Commission had determined cash in lieu of land.

As noted in the staff report (line 99), Mr. Lloyd advised that the Development review Committee (DRC) provided several comments for recommendation, and highlighted the need for including Item D (lines 121 – 123) to ensure a homeowners association be a condition of approval to ensure long-term private street and stormwater infrastructure maintenance remains intact.

Discussion

Chair Boguszewski asked for clarification if the additional flow capacity for Acorn Road was new or had been there before; and whether the City Engineer had an estimate of the total flow pulled toward Acorn Road and away from that southwest corner.

Mr. Lloyd responded that the routing is new for this iteration of the Oak Acres Development proposal, as in the past runoff was routed to rain gardens at the southwest corner of the proposed development. Mr. Lloyd reported that the City Engineer had not specifically isolated the total flow from the southwest corner now proposed to be directed to Acorn Road stormwater infrastructure, but the difference in volume of stormwater leaving the southwest corner of this proposal versus previous iterations reduced that runoff by approximately 58% for a 100 year rain event calculation. At the request of Chair Boguszewski, Mr. Lloyd clarified that (as noted in line 106 of the staff report) overall flow was actually reduced by approximately 82% with this latest development proposal, and reduced 58% from the previous iteration. As noted by Chair Boguszewski, this provided the neighborhood with an approximate 82% improvement in stormwater flow compared to current runoff flowing from the property.

On line 113, Chair Boguszewski questioned the subjective term "aggressive proposal" and asked Mr. Lloyd to describe what was intended for a homeowners association and their financial burden.

Mr. Lloyd advised that that term originated with review by the City's Public Works Department, and opined the proposal was certainly aggressive in the sense it provided many places for water infiltration for rate control, and significantly reduces current rates and volumes. However, Mr. Lloyd noted there was also a cost component and need to make sure funding remained available long-term to address those many maintenance components and their complexities.

Member Murphy noted that water runoff from the subject site to neighboring properties had continued to be of great concern in past iterations, and asked staff if this iteration was implemented as designed indicated only 18 gallons of stormwater runoff. Member Murphy asked if there would be any cost to the city for connecting and diverting stormwater flow to the Acorn Road system or if it would borne entirely by the developer.

Mr. Lloyd clarified that runoff was measured by cubic feet per second, not gallon, and confirmed that 100 year rain event model numbers indicated that would be the case and as compared with typical rain events where stormwater runoff should easily be addressed through infiltration of one mode or another. Mr. Lloyd confirmed that the cost to divert stormwater flow to the Acorn Road infrastructure would be at the cost of the developer to implement.

Member Murphy asked staff for a comparison with this latest tree removal plan with that of the most recent past iteration.

Mr. Lloyd advised that staff didn't perform a comparison between previous and this latest proposal. However, Mr. Lloyd advised that the arborist's review indicated there would probably be no replacement required with the trees proposed for removal and fewer structures with this development proposal and based on updated tree inventory information (e.g. dead trees listed in the previous inventory versus their size and condition, and review by diameter breast height, of DBH, in this review).

Regarding staff comments and review by the DRC related to stormwater flow toward Acorn Road, Member Bull sought clarification of the actual flow as displayed on the grading plan. Member Bull expressed concern that the proposed infiltration basins may not be empty before the next rain event occurs, causing overland flow issues. Member Bull questioned long-term maintenance of the basins or how the city would address that maintenance.

Mr. Lloyd reviewed the underground connections, overland flow, and reduced flow percentages, noting that not all runoff would be overland, and as modeled, with City Engineers and Mr. Mueller's Engineer still refining the plan, maintenance of the basins would be a requirement of the homeowner's association. However, if the homeowner's association was found at fault in providing that maintenance, the City would step in to address maintenance itself or by hiring a third party to do so, and then assess those property owners accordingly for that cost .

If and when city code or watershed district standards change in the future, Member Bull asked if these stormwater runoff options would be grandfathered in at the old standards or if they would require updating as well.

Mr. Lloyd clarified that "grandfathering" was a term related to land use, but other parts of code provided protections and address that ongoing maintenance and stormwater monitoring via a public infrastructure contract.

Given the fact that this proposal includes a private road, Member Gitzen questioned if that required a homeowner's association to ensure its maintenance, even without the addition of stormwater ponds and their maintenance. Member Gitzen noted reference in the staff report (lines 121-123) of documents for review and approval by the City Attorney, and whether or not that meant they would have input into the contract language.

Mr. Lloyd verified that an association would be required for maintenance of the road. Mr. Lloyd confirmed that the purpose of the City Attorney's review was to protect the City and its residents and advised they would revise language accordingly to provide those protections.

Applicant Representative Engineer Charles W. Plowe, Plowe Engineering

Specific to drainage questions raised tonight by commissioners, Mr. Plowe advised that the rate control would be addressed through catch basins, with the upstream pond built to allow water to drain slowly with minimal if any pooling. Mr. Plowe clarified that this would address the same volume of water flowing into the catch basins as experienced today, but at a slower rate to avoid street flooding.

Specific to volume control, a concern brought up by neighboring residents in the past, Mr. Plowe clarified that the rate had been slowed as well as the volume reduced, but not by 82%, but more in the range of 16% volume of water reduced. The reduction by 82% of the rate was huge and critical. Mr. Plowe

provided rationale in routing the water to Acorn Road to help the volume of water flowing in to the southwest portion of the property; and with this iteration, water would leave the site very slowly and infiltrate into the drainage tile system, connecting to an 8" pipe and downstream into that underground system to Acorn Road. Mr. Plowe advised that the City Engineer had indicated there would be no problem with this additional flow with existing stormwater management in the area.

Member Cunningham noted that one reason for previous proposals being ultimately denied by the City Council was due to concerns with emergency vehicle access; and asked for comment on this latest iteration without a cul-de-sac to facilitate that, as well as addressing whether or not widening the street to 32' would alleviate emergency vehicle access issues.

Mr. Plowe noted that, with this iteration, the road had been shortened 25' from the previously Planning Commission-approved development proposal, making the actual length of the street quite short.

City Planner Thomas Paschke clarified that concerns were raised by an individual Councilmember or from area residents, he couldn't readily remember. However, Mr. Paschke noted that the Fire Department was part of the DRC in reviewing any proposal, and had indicated no areas of concern. Mr. Paschke advised that this private street would be similar to local streets having parking on both sides, traffic, and delivery vehicles all having access, in addition to being able to accommodate emergency vehicle access.

At the request of Member Bull, Mr. Plowe advised that, while he didn't have actual impervious surface calculations available for this iteration compared to previous proposals, impervious surfaces had been reduced by eliminating one proposed building site and driveway, estimating that alone would reduce it by approximately 1,000 feet.

Developer and Property Owner Art Mueller

Mr. Mueller stated that the road would now be so short it was shorter than his existing driveway. Mr. Mueller opined that there should be no problems for delivery or emergency vehicles; and noted that due to the short private road, residents would actually haul their garbage out to Acorn Road.

Public Comment

Mr. S. Ramalingam, 2182 Acorn Road

Mr. Ramalingam reviewed various elevations, gradients, and his calculations with the proposed grading plan and stormwater basins; and potential impacts to Mr. Irv Cross's property on the east side. Mr. Ramalingam further addressed the flow moving from this site to the 8" drain into Acorn Road infrastructure, and questioned if it would be able to accommodate that additional flow, seeking further evaluation by the City Engineer as to how many inches per hour it could accommodate. Mr. Ramalingam asked staff to further evaluate the high water level on the western basin and surrounding area and height differences.

Mr. Ramalingam noted that, once all the trees were removed as proposed, there would be no longer any transpiration from the property, opining that 30-40% of the property's drainage today was handled by those mature trees, and questioned how that would impact neighboring properties.

Member Murphy suggested the questions raised by Mr. Ramalingam would be most likely addressed by the city's engineering staff.

Member Bull noted that engineered soils in the ponds should address that based on their understanding.

Mr. Ramalingam opined that engineers were addressing low, not high water levels; and groundwater was an unknown in the equation. However, Mr. Ramalingam further opined that the grading plan indicated the basins would be higher than Mr. Cross's property and the water had to go somewhere and based on his calculations, it was currently going to the Cross property.

Mr. Ramalingam further addressed the 32' width of Acorn Road with no parking, while this private street, while short will have parking on both sides; and sought a guarantee that emergency vehicles would be able to access properties or turn around.

Janet Romanowski, 2195 Acorn Road

In listening to tonight's conversation, Ms. Romanowski noted there still appeared to be problems with drainage, then homeowner's association and tree removal, as well as the private road and parking and

emergency vehicle access. Ms. Romanowski suggested that Mr. Mueller keep his existing beautiful home and build one additional home on the extra lot, similar to that done by others in that neighborhood.

Engineer Chuck Plowe

Regarding concerns raised during public comment about the level of groundwater in basins, Mr. Plowe reported that soil boring information indicated to engineers designing them, that their design should be 3' or more below water basins for infiltration and for the drain tiles to function properly. Mr. Plowe noted that all of these designs would require review and approval by the City Engineer as well as engineers with the Watershed District. Regarding those levels, Mr. Plowe advised that they were typical for down water streams, with water infiltrating and percolating onto adjacent properties with tight soils, thus the reason for drain tiles without the advantage of sandy soils, negating the need for the drain tile system. Mr. Plowe clarified that engineered soil materials would be installed above those drain tiles with the intent to make the water drain down into that system.

In response to Mr. Ramalingam's questions related to the ponds, and whether they would be dry before the next rainfall event begins, Mr. Plowe responded that typically they would be as the soil media and drain tile draws that water level down over a 48-72 hour period; but again noted the City Engineer and Watershed District engineers would also review and ultimately approve the stormwater management plan.

Specific to groundwater levels, Member Murphy sought clarification that in order for this design as proposed to pass muster, it needed to be at least 3' less than the number needed; with Engineer Plowe responding affirmatively.

Specific to the removal of trees and impacts to the soil evaporation rate, Member Murphy asked Mr. Plowe if that was a common consideration in site drainage plans.

Mr. Plowe advised that it was, and in developing the whole design, both existing condition calculations and redesigned or proposed calculations were taken into consideration, including taking into account added impervious surfaces and how much additional runoff would occur and not be infiltrated; providing the overall system design.

At the request of Member Murphy, Mr. Plowe stated that removal of trees for grading and other redevelopment needs could not be specifically calculated at this time, but evaporation and runoff is taken into account.

Chair Boguszewski asked if Mr. Plowe was confident that the 8" drain on Acorn Road would suffice.

Mr. Plowe responded that he was confident; and when reviewing the basins and infrastructure, there would continue to be some overflow as there is today, but the intent was not to have a lot of flow go through the 8" infrastructure system, but available to handle a 2-year rain event. Mr. Plowe opined that the system would prove adequate for short-term ponding and with smaller storm events that would not be much water for any length of time, but that it was taken into consideration in designing the stormwater management system.

As noted in the staff report, and confirmed by Mr. Plowe, Member Murphy stated that the City Engineer's review of the plan and his input indicated the new pipe would still be accommodated by the existing downstream system on Acorn Road; with a minimal amount of additional water added to that storm sewer system and not creating any additional problem.

Chair Boguszewski closed the public hearing at 7:15 p.m.; no one else spoke.

Member Cunningham noted that she had supported the last four proposals, and opined that this latest proposal from the applicant provided even more significant improvements and commended Mr. Mueller for listening to his neighbors and addressing their concerns. Member Cunningham stated her main concern in the past was with the road width and tree issues, as well as significant drainage issues; but again noted Mr. Mueller appeared to have addressed those concerns and improved upon them. Therefore, Member Cunningham stated she would be hard pressed not to support this request.

MOTION

Member Murphy moved, seconded by Member Cunningham to recommend to the City Council approval of the proposed PRELIMINARY PLAT of the property at 2201 Road; as detailed and

based on the information and analysis, and as conditioned and outlined in the project report dated December 2, 2015; amended to emphasize Condition D as follows:

“The applicant shall create and maintain a homeowner’s association for the long-term maintenance of the private infrastructure. All documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department.”

Member Stellmach stated he found this latest proposal much improved from the last iteration; and personally found three parcels and single-family homes a better fit for the neighborhood. Member Stellmach expressed appreciation to Mr. Mueller for the additional drainage improvements and trees remaining along Acorn Road.

Based on previous discussion earlier tonight, Member Bull clarified that based on his understanding the emergency vehicle access concern had been brought up by the City Council as to stacking of vehicles on the private road as with the situation on any cul-de-sac. However, Member Bull noted that the Police and Fire Departments, in their review, had expressed no concern with that emergency vehicle access. Specific to tree preservation, Member Bull noted that the previous plan required 87 replacement trees, while this plan required zero replacements. Member Bull further noted that this plan provided 4,000 square feet less of impervious surface area allowing for better drainage. Therefore, Member Bull opined there were a lot of positives with this proposal compared to those in the past. Member Bull stated that his one remaining concern was with the potential responsibility the city may incur to maintain the basin in the southwest corner, noting that it also bisected two different property lines. Member Bull asked how those costs would be allocated when two different property owners were involved or how the city would access the properties if required to provide that maintenance.

City Planner Paschke advised that all property owners would be assessed equally as they shared similar burdens; and if the site had any drainage issues, all three sites would share equally in the resolution and associated costs.

Regarding previous City Council comments, Member Bull stated that he shared their concerns about the homeowner’s association, and as noted in lines 113 and 121 of the staff report, he was unclear on the term “long-term” maintenance, suggesting it needed to be “permanent” and “ongoing” by the association. Therefore, Member Bull suggested changing that terminology in the Commission’s motion and conditions. With that amendment, Member Bull stated his support for that amended motion of approval.

Member Gitzen echoed the comments made by his colleagues, stating he found this iteration a vast improvement from the last one in lessening existing runoff as well as any new drainage. Member Gitzen spoke in support of the motion.

Chair Boguszewski also agreed with his colleagues, and suggested revised terminology for Condition D to the makers of the motion, which they agreed with.

MOTION RESTATED AS REVISED

Member Murphy moved, seconded by Member Cunningham to recommend to the City Council approval of the proposed PRELIMINARY PLAT of the property at 2201 Road; as detailed and based on the information and analysis, and as conditioned and outlined in the project report dated December 2, 2015; amended to emphasize Condition D as follows:

“The applicant shall create and maintain a homeowner’s association for the [long-term] [permanent and ongoing] maintenance of the private infrastructure. All documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department.”

Ayes: 6

Nays: 0

Motion carried.

For the benefit of the public, Member Murphy asked how questions were addressed and answers conveyed if unable to be answered tonight.

Chair Boguszewski suggested it would be incumbent for staff or the City Council to address those issues before their subsequent approval.

RCA Exhibit A

250 Mr. Paschke advised that, upon review of tonight's draft meeting minutes, if additional information was
251 needed before the request moved forward to the City Council, staff would do so and include them in their
252 updated report to the City Council. Mr. Paschke clarified that the City's Planning and Engineering staff
253 would continue their ongoing review and monitoring of the development process.

254 At the request of Chair Boguszewski and for the benefit of the public, Mr. Paschke advised that this
255 request was tentatively scheduled for a City Council meeting agenda in January of 2016.

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 23rd day of June 2014 at 6:00 p.m.

The following Members were present: Laliberte, McGehee, Willmus, Etten, Roe and no members were absent.

Council Member McGehee introduced the following resolution and moved its adoption:

RESOLUTION NO. 11161

**A RESOLUTION DENYING THE PROPOSED PRELIMINARY PLAT OF OAK ACRES
(PF07-039)**

WHEREAS, Arthur Mueller, applicant for approval of the proposed plat, owns the residential property at 2201 Acorn Road, which is legally described as;

PIN: 08-29-23-44-0016

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29, Range 23, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter as an East and West line):

Commencing at a point 33 feet North of the South line and 1221.63 feet West of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence North 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.

WHEREAS, the applicant has sought approval of the Oak Acres preliminary plat, herein referred to as the "project"; and

WHEREAS, the Roseville City Council, at its regular meeting on June 23, 2014 reviewed the project, the pertinent zoning and subdivision regulations, and the public record, received additional comments from the applicant and members of the public in attendance, and made the following findings of fact:

- 1) The project's proposed storm water retention/infiltration areas, known as best management practices ("BMPs"), do not provide sufficient assurance that they will adequately prevent standing-water ("ponding") conditions.

- 2) The project's plans do not provide sufficient protection against standing-water conditions in the event the BMPs fail.
- 3) The project's proposed infiltration basins on roughly the southern half of the subject property do not provide for overflow drainage into a body of water or the City's storm water sewer system. This is problematic given the existing surrounding, low-infiltration soil conditions where these basins overflow because there is insufficient off-site storm sewer or other conveyance system to provide adequate flow away from neighboring parcels.
- 4) The project's proposed grading design does not provide adequate assurance that trees intended to remain on the property, in accordance with the City's tree preservation policy, will survive in the long-term due to their close proximity to said grading.
- 5) The project's proposed number of new building sites and proposed quantity of removed trees is inconsistent with the goals contained within the City's comprehensive plan relative to maintaining neighborhood identities and character.
- 6) The project's plans do not provide for adequate parking considerations, given the quadrupling of home sites on the property with less-than-standard street width and cul-de-sac radius, which would preclude on-street parking, and given the inability for convenient overflow parking on Acorn Road, where parking is also prohibited due to its less-than-standard width.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the proposed preliminary plat is hereby denied.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member Willmus and upon vote being taken thereon, the following voted in favor: McGehee, Willmus, Etten; and
Laliberte and Roe voted against.

WHEREUPON said resolution was declared duly passed and adopted.

Page 3 of 3

[illegible]

WITNESS MY HAND officially as such Manager this 23rd day of June 2014.


Patrick Trudgeon, City Manager

(SEAL)

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26th day of October 2015 at 6:00 p.m.

The following Members were present: McGehee, Willmus, Etten, Roe and Laliberte was absent.

Council Member Willmus introduced the following resolution and moved its adoption:

RESOLUTION NO. 11264

**A RESOLUTION MEMORIALIZING THE DENIAL OF THE PROPOSED
PRELIMINARY PLAT OF OAK ACRES
(PF15-010)**

WHEREAS, Arthur Mueller, applicant for approval of the proposed plat, owns the residential property at 2201 Acorn Road, which is legally described as;

PIN: 08-29-23-44-0016

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29, Range 23, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter as an East and West line):

Commencing at a point 33 feet North of the South line and 1221.63 feet West of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence North 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.

AND WHEREAS, the applicant has sought approval of the Oak Acres preliminary plat, herein referred to as the "project"; and

WHEREAS, the Roseville City Council, at its regular meeting on September 28, 2015 reviewed the project, the pertinent zoning and subdivision regulations, and the public record, received additional comments from the applicant and members of the public in attendance, and made the following findings of fact as grounds for disapproving the project and denying the application by motion:

1. The City is not equipped to adequately handle the complexity of the proposed drainage system, including the fact that the City does not possess adequate easements situated on surrounding properties.

2. The potential increase in water volume draining from the subject property stands to be large.

3. There is a basis to believe that the ground on the subject property cannot adequately handle such water.

4. The surrounding properties are not adequately equipped to handle the potential water impact and therefore are more vulnerable to negative impact by this proposed project than if the project was located in another part of the City.

5. Past similar experiences, such as in the Fairview High School (Community Center)/Eldridge area and the Roseville Library/Dellwood area, compels the City to be invoke heightened caution in approving this uncertain proposed project.

AND WHEREAS, said findings of fact underpinning the disapproval of the project were reported to the applicant in a letter dated October 2, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the project has been denied as of September 28, 2015.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member McGehee and upon vote being taken thereon, the following voted in favor: McGehee, Willmus, and Etten
and Roe voted against.

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 26th day of October 2015.


Patrick Trudgeon, City Manager

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: January 4, 2016
Item No.: 14.b

Department Approval

City Manager Approval



Item Description: Appoint Acting Mayor for 2016

BACKGROUND

Minnesota State Statute 412.121, Acting Mayor, requires cities annually to designate an Acting Mayor among Councilmembers. The acting mayor shall perform the duties of the mayor during the disability or absence of the mayor, or in the case of a vacancy, until a successor has been appointed.

REQUESTED COUNCIL ACTION

Motion designating the 2016 Acting Mayor.

Prepared by: Patrick Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: January 4, 2016
Item No.: 14.c

Department Approval

City Manager Approval



Item Description: Citizen Advisory Commission Reappointments and Appointment Calendar

BACKGROUND

Roseville has eight standing advisory commissions to advise the City Council on specific actions and offer citizen input on issues of importance. Annually the City Council requests interviews, appoints and reappoints Commissioners and declares vacancies on the Commissions.

Nine commissioners on seven commissions have expressed interest in being reappointed to their commissions. Their attendance record for the previous 12 months and recommendations from the chairs are included. Re-applications for those requesting reappointment are attached.

Community Engagement

Theresa Gardella – eligible and requests reappointment: attended 10 of 12 meetings
Jonathan Miller – not interested in reappointment

Ethics Commission

Matthew Becker – not interested in reappointment

Finance Commission

John Bachhuber - eligible and requests reappointment: attended 11 of 12 meetings
Robin Schroeder - eligible and requests reappointment: attended 10 of 12 meetings

Human Rights Commission

Arlene Christiansen - eligible and requests reappointment: attended 7 of 7 meetings
Three vacancies on the commission

Parks and Recreation Commission

Philip Gelbach – eligible and requests reappointment: attended 6 of 7 meetings
Luke Heikkila – eligible and requests reappointment: attended 9 of 10 meetings
Randall Doneen – not eligible for reappointment
David Holt – not eligible for reappointment

Planning Commission

Robert Murphy – eligible and requests reappointment: *attended 7 of 9 meetings*
David Stellmach – not interested in reappointment

Police Civil Service Commission

Janet Henquinet – eligible and requests reappointment: attended 4 of 4 meetings

Public Works, Environment and Transportation Commission

Joseph Wozniak – eligible and requests reappointment: attended 9 of 11 meetings

Dwayne Stenlund – not eligible for reappointment

Staff asked chairs or vice-chairs for recommendations of reappointment.

Community Engagement Commission Chair Scot Becker recommends Theresa Gardella be reappointed to the Commission.

Finance Commission Chair Robin Schroeder recommends John Bachhuber be reappointed to the Commission.

Finance Commission Vice-Chair Justin Rohloff recommends Robin Schroeder be reappointed to the Commission.

Human Rights Commission Chair Wayne Groff recommends Arlene Christiansen be reappointed to the Commission.

Parks and Recreation Commission Chair Jerry Stoner recommends Philip Gelbach and Luke Heikkila be reappointed to the Commission

Planning Commission Chair Mike Boguszewski recommends Robert Murphy be reappointed to the Commission.

Police Civil Service Commissioners Zoe Jenkins and Brad VanderVegt recommend Janet Henquinet be reappointed to the Commission

Public Works Commission Chair Dwayne Stenlund recommends Joe Wozniak be reappointed to the Commission.

In addition to reappointing commissioners, the council establishes a calendar for advertising, interviewing and appointing new commissioners.

REQUESTED COUNCIL ACTION

Consider reappointment of commissioners to a three year term beginning April 1 through March 31, 2019 and/or determine which commissioners to interview at the January 11 Council meeting.

Confirm vacancies for the citizen advisory commissions:

- o Community Engagement – one vacancy
- o Ethics – one vacancy
- o Human Rights Commission – three vacancies for one term each expiring in 2017, 2018 and 2019
- o Parks and Recreation Commission – two vacancies
- o Planning Commission – one vacancy
- o Public Works, Environment and Transportation Commission – one vacancy

85

86 Set the commission appointment calendar:

87

- 88 • January 11 – Interview returning commissioners (if applicable). Authorize staff to
- 89 advertise for commission vacancies with a February 22 deadline for applications.
- 90 • January 25 – If applicable consider applications of commissioners who were re-
- 91 interviewed, and reappoint and/or declare additional vacancies.
- 92 • March 7 – Interview new commission applicants before regular meeting. Start time
- 93 depends upon how many applicants to be interviewed.
- 94 • March 14 – Appoint applicants to fill vacancies.
- 95

Prepared by: Patrick Trudgeon, City Manager

Attachments: A: Commission reappointment applications

Full Name: Arlene Joy Christiansen
Last Name: Christiansen
First Name: Arlene
Company: Human Rights

Home Address: 2694 Mackubin Street
Roseville, MN 55113

Home:

E-mail:

E-mail Display As: Arlene Joy Christiansen (joyq13@hotmail.com)

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Arlene Joy
Last Name	Christiansen
Address 1	2694 Mackubin Street
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	1 year, 2 months
Boards and Commissions	Human Rights

Board or commission preference	Human Rights
	<i>Field not completed.</i>
This application is for	Reappointment
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Board or Commission?	I would like to be reappointed to the Roseville Human Rights Commission since I applied for a 1 year term (which was the available appointment at the time). I believe in the work that Roseville HRC has done up to this point and would like to continue to contribute to my community.
What is your view of the role of this Board or Commission?	Human Rights Commission gives persons of our community an avenue to voice their concern as well as know that each person can talk to someone about human rights. HRC educates the public and gives awareness about the diversity of our community in a welcoming and safe manner.
Civic and Volunteer Activities	Besides the Roseville Human Rights Commission volunteer, I also have photographed numerous Roseville activities and submitted the photographs to either Kari Collins or Carolyn Curti. I also volunteer for my church, Unity in the Heart at St Paul.
Work Experience	Technical Writing and Training
Education	Bachelor of Arts degree from Ball State University, Muncie, IN
Is there additional information you would like the City Council to consider regarding your application?	I would like to continue working and volunteering for Roseville Human Rights Commission. It has only been 8 months since I started and there is more work to do.
Additional Information if you become Board or Commission Member Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.	
Minnesota Government Data Practices Act	Yes

Minnesota Statute §13.601.
subd. 3(b)

Email Address

Acknowledgement

Yes

Full Name: Janet Henquinet
Last Name: Henquinet
First Name: Janet
Company: Police Civil Service

Home Address: 1187 County Road B2 West
Roseville, MN 55113

Home:

E-mail:

E-mail Display As:

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Janet
Last Name	Henquinet
Address 1	1187 County Road B2 West
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	42
Boards and Commissions	Police Civic Service
Board or commission preference	Police Civil Service
	Field not completed.

This application is for	Reappointment
If this is a student application please list grade in school	<i>Field not completed.</i>
Note <i>There is no character limit for the fields below.</i>	
Why do you want to serve on this Board or Commission?	Currently serving on the police civil service commission and have found it to be a valuable use of my time. Education and work experience in human resource management provides strong background for the work required.
What is your view of the role of this Board or Commission?	Created by statute to oversee the hiring and promotion practices in the police department.
Civic and Volunteer Activities	<i>Field not completed.</i>
Work Experience	20 years human resource management in public and private sector 25 years human resource management professor
Education	BA sociology and psychology MA industrial relations PhD higher education administration
Is there additional information you would like the City Council to consider regarding your application?	<i>Field not completed.</i>
Additional Information if you become Board or Commission Member <i>Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.</i>	
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone
Acknowledgement	Yes

Full Name: Joe Wozniak
Last Name: Wozniak
First Name: Joe
Company: PWET

Home Address: 718 Sextant Ave W
Roseville, Mn 55113

Home:

E-mail:

E-mail Display As:

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Joe
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Last Name	Wozniak
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Address 1	718 Sextant Ave W
-----------	-------------------

Address 2	Field not completed.
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City	Roseville
------	-----------

State	MN
-------	----

Zip Code	55113
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Home or Cell Phone Number	6514901744
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Email Address	
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How many years have	25
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you been a Roseville resident?

Boards and Commissions	Public Works, Environment & Transportation
------------------------	--

Board or commission preference	Public Works, Environment & Transportation
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Field not completed.

This application is for	Reappointment
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If this is a student application please list grade in school	<i>Field not completed.</i>
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Note

There is no character limit for the fields below.

Why do you want to serve on this Board or Commission?	I wish to serve in an advisory capacity to the City Council on matters involving public works, infrastructure, transportation and transit, energy conservation and sustainability, water quality protection, and recycling and waste management.
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What is your view of the role of this Board or Commission?	Fostering an intelligent and diverse discussion on matters involving the above subjects to create an informed recommendation on those matters for City Council decisions and policies.
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Civic and Volunteer Activities	Current member of City of Roseville Public Works, Transportation and Environment Commission City of Roseville Planning Commission: appointed and served two-plus terms Volunteered on several projects for Roseville Parks Served as coach for Roseville Parks league teams in youth baseball and basketball Served as member of Citizen Advisory Committee for Recycling and Trash (2003?)
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Work Experience	Since 1990: Environmental Health Specialist II with Ramsey County Public Health Dept. Primary duties now include regulation of solid waste; administration of multi-million dollar fund that supports waste processing, waste reduction and recycling efforts in the County; and inspection of buildings in the County prior to demolition to identify materials of concern to be removed and properly managed prior to demolition.
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Education	B.A. in Conservation Biology, University of Wisconsin-
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Milwaukee, plus several graduate-level courses there and at the U of M, Twin Cities campus.

Is there additional information you would like the City Council to consider regarding your application?

I have enjoyed my current term on the Public Works Commission and wish to continue serving.

Additional Information if you become Board or Commission Member
Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act

Yes

Minnesota Statute §13.601. subd. 3(b)

Home/Cell Phone, Email Address

Acknowledgement

Yes

Full Name: John Bachhuber
Last Name: Bachhuber
First Name: John
Company: Finance

Home Address: 2223 Marion Road
Roseville, MN 55113

Home:

E-mail:

E-mail Display As:

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	John
------------	------

Last Name	Bachhuber
-----------	-----------

Address 1	2223 Marion Road
-----------	------------------

Address 2	Field not completed.
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City	Roseville
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State	MN
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Zip Code	55113
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Home or Cell Phone Number	
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Email Address	
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How many years have you been a Roseville resident?	5
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Boards and Commissions	Finance
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Board or commission preference	Finance
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Field not completed.

This application is for	Reappointment
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If this is a student application please list grade in school	<i>Field not completed.</i>
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Note
There is no character limit for the fields below.

Why do you want to serve on this Board or Commission?	I've been on the commission since it was founded in 2014 and am excited to be part of the ongoing work for the next 3 years. I believe the Finance Commission has made some valuable contributions to the city and that we continue to have many areas where we can add value.
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What is your view of the role of this Board or Commission?	In a nutshell, the commission goes deep on financial policy and budget matters, spending a significant amount of time gaining deep understanding of the financial issues facing the city and devising recommendations for Council consideration. We exist to help ensure the city continues to be good stewards of the assets we have.
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Civic and Volunteer Activities	Finance Commission - City of Roseville 2014 - present. YouthCARE - Advisory Board Chair, 2013 - 2015 - Past Board Chair, Treasurer and Board Member (6 years total service)
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Work Experience	VP - Total Rewards - Thrivent Financial (October 2012 - Present) Director - Total Rewards - Medtronic Inc. (November 2008 - October 2012) VP - Field Compensation Design and Measurement - Thrivent Financial (April 2006 - November 2008) Finance Partner - Thrivent Financial (June 2004 - April 2006)
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Education	• Fellow of the Society of Actuaries (FSA) – 2000. • BA in Math/Economics, Lawrence University, Appleton, Wisconsin, 1994. • Attended University of Chicago Graduate School of Business, Summer 1993.
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Is there additional information you would like the City Council to consider regarding your application?	<i>Field not completed.</i>
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Additional Information if you become Board or Commission Member
Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-

792-7020.

Minnesota Government Data Practices Act	Yes
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Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone
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Acknowledgement	Yes
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Full Name: Luke Heikkila
Last Name: Heikkila
First Name: Luke
Company: Park and Rec

Home Address: 2500 Matilda Street
Roseville MN 55113

Home:

E-mail:

E-mail Display As:

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Luke
Last Name	Heikkila
Address 1	2500 Matilda Street
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	Since 1998, 17 years
Boards and Commissions	Parks & Recreation
Board or commission preference	Parks & Recreation
	Field not completed.
This application is for	Reappointment

If this is a student application please list grade in school *Field not completed.*

Note

There is no character limit for the fields below.

Why do you want to serve on this Board or Commission? I feel strongly about how the state of our wonderful parks system reflects upon our community. Having served one one-year term on the commission I feel that the work the commission does to support the City Council and the decisions made on behalf of the citizens is important to how our parks are maintained. I am eager to serve another term as a parks and recreation commissioner.

What is your view of the role of this Board or Commission? There is no possible way Roseville's City Council can go in depth on all topics facing the city and its citizens. This commission, as with all commissions, is a key cog in helping gather the information the Council needs to make informed decisions. This commission's role is to provide the council with recommendations and regular updates on projects and potential projects.

Civic and Volunteer Activities I've been on the parks and recreation commission for one year. I attended Imagine Roseville 2020 meetings. I've served on my church's board.

Work Experience Since 2004 I've produced documentaries for Twin Cities PBS. Prior to 2004 I worked in: television news, public relations, and the accounting fields.

Education BA - Speech Communication, University of Minnesota - Morris

Is there additional information you would like the City Council to consider regarding your application? While I've served on the parks and recreation commission I feel I have learned a lot about the workings of both the commission and the city. I look forward to the possibility of serving another term to continue my growth as an active citizen of Roseville.

Additional Information if you become Board or Commission Member
Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act Yes

Minnesota Statute §13.601. subd. 3(b) Email Address

Acknowledgement Yes

Full Name: Philip Gelbach
Last Name: Gelbach
First Name: Philip
Company: Parks and Rec

Home Address: 1239 Willow Lane
Roseville, MN 55113

Mobile:

E-mail:

E-mail Display As:

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Philip
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Last Name	Gelbach
-----------	---------

Address 1	1239 Willow Lane
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Address 2	Field not completed.
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City	Roseville
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State	MN
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Zip Code	55113
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Home or Cell Phone Number	
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Email Address	
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How many years have you been a Roseville	10
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resident?

Boards and Commissions	Parks & Recreation
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Board or commission preference	Parks & Recreation
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Field not completed.

This application is for	Reappointment
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If this is a student application please list grade in school	<i>Field not completed.</i>
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Note

There is no character limit for the fields below.

Why do you want to serve on this Board or Commission?	I am a current (first term) member of the Parks and Recreation Commission and am involved with several projects that I'd like to see through to completion. I use the parks personally and through other organizations I'm involved with such as working with the Taste of Rosefest as the marketing chair for the past 8 years. The Roseville park system is one of the reasons I chose to move to the area. In my opinion, the parks system is a community treasure and I want to be involved with its development and preservation however it is appropriate.
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What is your view of the role of this Board or Commission?	Primarily we review a wide range of issues relating to Roseville Parks and Recreation. We address issues alongside the director and staff and provide counsel and advice as appropriate. Secondly, we are advocates for the park system. We actively participate in as many Park events and initiatives as we can and try to be a presence in the community, promoting the use of the parks, our programs, facilities and services. We solicit public input where appropriate and promote an open dialogue. We stay informed on Parks issues. We are involved and committed to the welfare of the parks and the Roseville community.
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Civic and Volunteer Activities	I have served as member of the Roseville Parks and Recreation commission for one term. A member of Roseville Rotary, I have been the marketing chair and a general grunt for the Roseville Rotary's, Taste of Rosefest event for the past eight years. Prior to these, I served as a Ramsey Soil and
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	Water Conservation District Supervisor for 6 years; the Mayor's Toxic Chemical Task force for St Paul (1990); and co-managed a family-owned 40-acre woodlot under a DNR forest stewardship plan with family members for more than 25 years. We managed the property to produce hardwood and future white pine, maintain wildlife habitat and to protect critical natural resources. I am a regular parks user.
Work Experience	30+ years experience in the communications industry. Work with clients that have a need for communications and marketing; offering support in publishing, manufacturing and technology marketing.
Education	Hamline University, BA; Minneapolis College of Art and Design BFA; University of Minnesota certification in biomedical design.
Is there additional information you would like the City Council to consider regarding your application?	My background in communications will be useful to the commission plus my ability in identifying, defining and reaching audiences when promoting the Parks. It takes about half of the first term to learn the Roseville Parks and Recreation commission ropes and come up to speed. A second term will provide a platform to use what I have learned. And then there's my grey hair, which lends a certain gravitas to this youthful, vibrant and energetic commission...
Additional Information if you become Board or Commission Member <i>Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.</i>	
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Acknowledgement	Yes

Full Name: Robert Murphy
Last Name: Murphy
First Name: Robert
Company: Planning

Home Address: 1996 Langton Lake Drive
Unit 208
Roseville, MN 55113

Home:

E-mail:

E-mail Display As:

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Robert
Last Name	Murphy
Address 1	1996 Langton Lake Drive, Unit 208
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	40+

Boards and Commissions	Planning
Board or commission preference	Planning
	Planning
This application is for	Reappointment
If this is a student application please list grade in school	<i>Field not completed.</i>
Note <i>There is no character limit for the fields below.</i>	
Why do you want to serve on this Board or Commission?	As a current Planning Commission and Variance Board member, I have honed my listening skills to take into account concerns of citizens, developers, and local business owners when forming my opinions. I've lived and worked in Roseville for over 40 years and have seen much development and redevelopment. I would like to continue to serve in an active role as Roseville continues to redevelop.
What is your view of the role of this Board or Commission?	I see the Planning Commission having two primary functions. The first is to provide an opportunity where Roseville citizens can comment on planning activities and applications. The second is to make recommendations to the City Council on actions that come before the commission. Also, during joint meetings of the Council and the Planning Commission, Commissioners have an opportunity to share thoughts on visions and priorities for Roseville.
Civic and Volunteer Activities	Roseville Fire Department – 21 years, holding positions from Firefighter to Deputy Chief Roseville Fire Department Building Facilities Needs Committee - Member Employer Support of Guard & Reserve – Member & Ombudsman Applewood Pointe Cooperative of Roseville at Langton Lake – Board member & President
Work Experience	Principal software engineer & manager – 40 years; Commissioned Officer – US Army Reserve – 30 years – commanded at the company, battalion, and brigade level.
Education	Bachelor of Science – Computer Science Master of Science – Computer Science
Is there additional information you would like the City Council to consider regarding your application?	Selected by my peers to serve as Chair of the Variance Board.

Additional Information if you become Board or Commission Member

Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act	Yes
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Minnesota Statute §13.601. subd. 3(b)	Email Address
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Acknowledgement	Yes
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Full Name: Robin Schroeder
Last Name: Schroeder
First Name: Robin
Company: Finance

Home Address: 316 N McCarrons Blvd
Roseville, MN 55113

Home:

E-mail:

E-mail Display As:

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Robin
Last Name	Schroeder
Address 1	316 N McCarrons Blvd
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	over 15 years
Boards and Commissions	Finance

Board or commission preference	Finance
	<i>Field not completed.</i>
This application is for	Reappointment
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Board or Commission?	I would like to continue to build on the work the commission has done so far. Since we are a newer commission the learning curve was long and know I would like to use the knowledge gained over the last 2 years to assist the City Council and help the Roseville residents feel good about the financial landscape of the city.
What is your view of the role of this Board or Commission?	Assist the City Council, improve financial transparency and recommend updates and improvements involving the financial setup of the city.
Civic and Volunteer Activities	Way to Grow - nonprofit - on the board and serve on the finance committee Roseville Finance commission - Chair Mentoring women in business Have been on a number of other boards
Work Experience	Business Consultant - finance, strategic planning, Selling businesses, accounting CFO Schroeder Milk - M&A, finance, HR, IT, sales, investments
Education	4 year degree started MBA on going classes and a life long learner
Is there additional information you would like the City Council to consider regarding your application?	I have enjoyed working with the finance commission and the City council and I hope to continue with the work started.
Additional Information if you become Board or Commission Member Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.	
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address

Acknowledgement

Yes

Full Name: Theresa Gardella
Last Name: Gardella
First Name: Theresa
Company: Community Engagement

Home Address: [REDACTED]
Roseville, MN 55113

Mobile: [REDACTED]

E-mail: [REDACTED]

E-mail Display As: Theresa Gardella [REDACTED]

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Board or Commission.

In order to complete this application, you will need a valid email address. All items marked with a star () are required fields.*

Contact Information

Under state statute, Commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the Commissioner gives permission for the City to release it. Information relating to a student representative is private data and will not be released.

First Name	Theresa
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Last Name	Gardella
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Address 1	[REDACTED]
-----------	------------

Address 2	Field not completed.
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City	Roseville
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State	MN
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Zip Code	55113
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Home or Cell Phone Number	[REDACTED]
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Email Address	[REDACTED]
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How many years have you been a Roseville resident?	6
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Boards and Commissions	Community Engagement
------------------------	----------------------

Board or commission preference	Community Engagement
	<i>Field not completed.</i>
This application is for	Reappointment
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Board or Commission?	I am currently serving on the Community Engagement Commission and find the work very challenging and rewarding. I believe the Commission is building a foundation of understanding amongst its members, and hopefully will have opportunities to share that with a broader audience. The Commission has a very large charge as advisors to the City Council on community engagement strategies. I wish to continue contributing my skills and experience to the Commission and to the broader community.
What is your view of the role of this Board or Commission?	The Commission's charge is to advise and make recommendations to the City Council on issues pertaining to community engagement. I believe one of our primary roles is to help deepen the understanding of community engagement - definitions, tools, strategies, etc. - across the city departments and commissions. Also, the Commission is not (and should not be) a programmatic body, but it can play a role in facilitating relationships and bringing opportunities to the City Council and city staff as it relates to our charge.
Civic and Volunteer Activities	My primary volunteer activity is my role as Commissioner on the Community Engagement Commission. I participate in other community and civic activities through my work.
Work Experience	I am currently the Director of Strategic Development for Nexus Community Partners, a community building organization working in the Twin Cities. I oversee the organization's communications, evaluation and development activities and until recently, was the lead staff person on our Building the Field of Community Engagement initiative. Nexus' work and my work with Building the Field of Community Engagement is focused on building the capacity of organizations and institutions to understand and implement community engagement.
Education	BA in History from the University of Connecticut MA in International Relations from American University, Washington, DC
Is there additional information	<i>Field not completed.</i>

you would like the City Council to consider regarding your application?

Additional Information if you become Board or Commission Member
Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act	Yes
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Minnesota Statute §13.601. subd. 3(b)	Email Address
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Acknowledgement	Yes
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REQUEST FOR COUNCIL ACTION

Date: January 4, 2016
Item No.: 14.d

Department Approval

City Manager Approval



Item Description: Discussion of City Council Rules and Procedures

BACKGROUND

Each year, the Council reviews and adopts Council Rules and Procedures for ways to best conduct City business. This year staff has recommended a change that will allow the City Council to consider action immediately following a public hearing. The change is reflected in the Draft Rules of Procedures in ‘Attachment A.’

REQUESTED COUNCIL ACTION

Discussion and adoption of Council rules and procedures.

Prepared by: **Patrick Trudgeon, City Manager**
Attachments: A: Draft 2016 Rules of Procedures
 B: Rosenberg’s Rules of Order

Revised January 5, 2015

Roseville City Council Rules of Procedure

Rule 1 Rosenberg's Rules of Order

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

Rule 2 Timing of Council Packet Formation and Delivery

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

Rule 3 Agenda

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

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Council Communications, Reports and Announcements
- 6) Recognitions, Donations and Communications
- 7) Approval of Minutes
- 8) Consent Agenda
- 9) Items Removed from Consent
- 10) General Ordinances
- 11) Presentations
- 12) Public Hearing & Action Consideration
- 13) Budget Items
- 14) Business Items – Action
- 15) Business Items – Presentation/Discussion
- 16) City Manager Future Agenda Review
- 17) Councilmember Initiated Future Agenda Items
- 18) Adjourn

The Council will schedule a 10 minute break after approximately two hours of meeting.

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

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

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

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

Rule 4 Electronic and/or Paper Agenda Packets

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

Rule 5 Public Comment

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

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

Rule 6 Issue and Meeting Curfew

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

Rule 7 City Council Task Force or Subcommittee Formation

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

Rule 8 Recording of Meetings

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

Rule 9 Suspension of Rules

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

Rule 10 Effective Date

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

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century



MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.



About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”
2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

- 3. The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

lege relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

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REQUEST FOR COUNCIL ACTION

Date: January 4, 2016
Item No.: 14.e

Department Approval

City Manager Approval



Item Description: Discussion of Council Liaisons

BACKGROUND

Each year the Council reviews, discusses and appoints Councilmembers to various commissions, community groups, task forces and other groups. The attached list includes 2015 appointments.

REQUESTED COUNCIL ACTION

Discussion of Council Liaisons could include:

- Changes to memberships
- Additional groups appropriate to have a Council or staff liaison
- Policy for selection and rotation of councilmembers to these groups
- Expectations (frequency, type of information) for reporting to the Council
- Level of activity that liaisons play

Prepared by: **Patrick Trudgeon, City Manager**
Attachments: A: 2015 Council Memberships/Liaisons

2015 Council Liaisons

Group/Organization/Activity	2014	2015	2016
Northeast Youth & Family Services Board, Roseville Board Member	Roe	Roe	
North Suburban Communications Commission/ North Suburban Access Corporation Board, Roseville Board Member	Roe, Alt - McGehee	Roe, Alt - McGehee	
Ramsey County League of Local Governments, Roseville Representative	Laliberte, Alt - McGehee	Laliberte, Alt - McGehee	
Roseville Fire Relief Association, Board of Trustees, Ex-officio members	City Manager, Roe	City Manager, Roe, Fire Chief	

Council Standing Subcommittees	2014	2015	2016
City Manager Performance Review	Etten, Willmus	Etten, Willmus	

Council Ad-Hoc Subcommittees	2014	2015	2016
Commissions, Review Ad Hoc Subcommittees	Laliberte, McGehee	Laliberte, McGehee	

Other Activities (For information only; not council-designated)	2014	2015	2016
<u>League of Minnesota Cities Policy Committees:</u> (3 meetings: July, August, September: weekdays at LMC Bldg in St. Paul) 1. Improving Service Delivery	City Manager	City Manager	

2015 Council Liaisons

2. Improving Local Economies 3. Human Resources & Data Practices 4. Improving Fiscal Futures			
<u>Metro Cities Policy Committees:</u> (3 meetings: July, August, September; 11 AM weekdays at LMC Bldg in St. Paul) 1. Housing & Economic Development (Mondays) 2. Municipal Revenue & Taxation (Tuesdays) 3. Transportation & General Legislation (Weds) 4. Metropolitan Agencies (Thurs x2, Fri)	City Manager	City Manager	
Regional Council of Mayors	Roe	Roe	
Minnesota Mayors Association, Member	Roe	Roe	
Minnesota Benefit Association, Board Member	Roe	Roe	