



City Council Agenda

Monday, April 27, 2009

6:00 p.m.

Executive Session

6:30 p.m.

Regular Meeting

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
- Voting & Seating Order for April: Ihlan, Roe, Pust, Johnson, Klausing
- 6:02 p.m. **Closed Executive Session** Attorney-Client Privilege
Discussion regarding Hagen Ventures, LLC
- 6:32 p.m. **2. Approve Agenda**
- 6:35 p.m. **3. Public Comment**
- 6:40 p.m. **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**
- 6:45 p.m. **5. Recognitions, Donations, Communications**
- a. Proclamation of May 2009 Asian Pacific American Heritage Month
- 6:50 p.m. **6. Approve Minutes**
- a. Approve Minutes of April 20, 2009
- 6:55 p.m. **7. Approve Consent Agenda**
- a. Approve Payments
b. Approve Business Licenses
c. Approve One Day Gambling License for St. Rose of Lima
d. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000
e. Receive Roseville Area Facilities Inventory Report
f. Approve Water Supply Plan

- 7:05 p.m. **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**
- 10. Presentations**
- 11. Public Hearings**
- 12. Business Items (Action Items)**
- 7:15 p.m. a. Approve 2010 Benefits Contribution Incentive
- 13. Business Items – Presentations/Discussions**
- 7:25 p.m. a. Discuss Twin Lakes Infrastructure Improvements-Phase I
- 7:45 p.m. b. Discuss Twin Lakes Property Maintenance Code Enforcement
- 8:00 p.m. c. Discuss Ordinance to Expand Focus of Human Rights Commission
- 8:15 p.m. **14. City Manager Future Agenda Review**
- 8:20 p.m. **15. Councilmember Initiated Items for Future Meetings**
- 16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Apr 28	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	May 5	6:30 p.m.	Parks & Recreation Commission
Wednesday	May 6	6:30 p.m.	Planning Commission
Monday	May 11	6:00 p.m.	City Council Meeting
Tuesday	May 12	7:00 p.m.	Human Rights Commission
Wednesday	May 13	6:30 p.m.	Ethics Commission
Monday	May 18	6:00 p.m.	City Council Meeting
Tuesday	May 19	6:00 p.m.	Housing & Redevelopment Authority
Monday	May 25	-	Observation of Memorial Day City Offices Closed
Monday	Jun 8	6:00 p.m.	City Council Meeting

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

Date: 4/27/09

Item: Executive Session

Hagen Ventures, LLC

Mayor and Councilmembers:

Note: The Closed session will begin immediately after the
6:00 p.m. Roll Call.



Asian Pacific American Heritage Month May 2009

Whereas: The month of May commemorates the first Japanese immigrants to the United States on May 7, 1843, and the transcontinental railroad completion on May 10, 1869 (Golden Spike Day); and

Whereas: In 1978, President Jimmy Carter signed a Joint Resolution designating the first week of May as Asian Pacific Heritage Week, and in 1990 President George Bush signed a Resolution expanding the holiday to the entire month of May; and

Whereas: From the early 1800s to today, Asian and Pacific peoples have made lasting contributions to and have played a vital role in the development of the United States; and

Whereas: Asian and Pacific Americans have provided leadership, diversity and harmony to the arts, sciences and humanities and society; and

Whereas: Roseville recognizes Asian Pacific American Heritage Month's 2009 theme of "Leadership to Meet the Challenges of a Changing World" is fitting in light of the changes in global business, domestic politics and the economy; and

Whereas: Asian Pacific Americans bring a rich cultural heritage representing many languages, ethnicities and religious traditions to our society; and

Whereas: Approximately five percent of Roseville residents are of Asian Pacific American descent; and

Whereas: Diversity represents one of our greatest strengths, and we must strive to ensure that all Americans have the opportunity to reach their full potential. By recognizing the accomplishments and contributions of Asian Pacific Americans, Roseville celebrates the importance of inclusion in building a brighter future for all our citizens.

Now, Therefore Be It Resolved, that the City Council hereby declare May 2009 to be Asian Pacific American Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 27th day of April 2009.

Mayor Craig D. Klausung

Date: 4/27/09

Item: 6.a

Approve 4/20/09 Minutes

No Attachment

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/27/2009
Item No.: 7.a

Department Approval

City Manager Approval

Chris K. Miller

W. J. Mahinen

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$24,518.88
54922-54960	\$40,892.29
Total	\$65,411.17

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

POLICY OBJECTIVE

Under Mn State Statute, all claims are required to be paid within 35 days of receipt.

FINANCIAL IMPACTS

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: Checks for Approval Report

Accounts Payable

Checks for Approval

User: mjenson

Printed: 04/22/2009 - 8:32 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	04/16/2009	Police Forfeiture Fund	Professional Services	Ambry, Inc-ACH	Replacement CD Rom	113.93
0	04/16/2009	Police Forfeiture Fund	Use Tax Payable	Ambry, Inc-ACH	Sales/Use Tax	-6.95
0	04/16/2009	Community Development	Operating Supplies	Walser Buick-ACH	Key	21.30
0	04/16/2009	General Fund	Miscellaneous	Barnes & Noble-ACH	Gift Cards for Essay Contest Teachers	210.00
0	04/16/2009	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	63.75
0	04/16/2009	Community Development	Conferences	Fred Pryor Seminars, Inc.-ACH	Project Management Training-Trudgeon	149.00
0	04/16/2009	General Fund	Vehicle Supplies	Laerdal Medical-ACH	Medical Supplies	130.19
0	04/16/2009	Housing & Redevelopment	Miscellaneous	Menards-ACH	Sand for Home & Garden Show Signs	20.82
0	04/16/2009	Police Forfeiture Fund	Professional Services	Byerly's- ACH	Reserve Dinner Cake	25.99
0	04/16/2009	Community Development	Conferences	APA-ACH	Conference-Paschke	760.00
0	04/16/2009	Police Forfeiture Fund	Professional Services	Grumpy's Grill-ACH	Reserve Dinner	450.90
0	04/16/2009	Information Technology	Operating Supplies	Crescent Electric-ACH	Snap In Jack	37.95
0	04/16/2009	Community Development	Operating Supplies	Trophies Tomorrow-ACH	8 Inch Gavel	41.00
0	04/16/2009	Community Development	Use Tax Payable	Trophies Tomorrow-ACH	Sales/Use Tax	-2.50
0	04/16/2009	Sanitary Sewer	Operating Supplies	RadioShack-ACH	Lift Station Supplies	35.21
0	04/16/2009	Recreation Fund	Operating Supplies	Olive Garden-ACH	Volunteer Appreciation Gift Cards	40.00
0	04/16/2009	Storm Drainage	Operating Supplies	North Hgts Hardware Hank-ACH	Tarp	2.97
0	04/16/2009	Recreation Fund	Operating Supplies	Famous Daves-ACH	Volunteer Appreciation Gift Cards	30.00
0	04/16/2009	Golf Course	Memberships & Subscriptions	MGCSA-ACH	2009 Dues	105.00
0	04/16/2009	Police - DWI Enforcement	Professional Services	Covert Systems-ACH	Camera	327.48
0	04/16/2009	Police - DWI Enforcement	Use Tax Payable	Covert Systems-ACH	Sales/Use Tax	-19.98
0	04/16/2009	Recreation Fund	Operating Supplies	Party America-ACH	Volunteer Appreciation Supplies	34.70
0	04/16/2009	General Fund	Conferences	NWA Air-ACH	Airfare-FEMA Conference	334.21
0	04/16/2009	Water Fund	Training	U of M CCE Online-ACH	Regional Water Conference	545.00
0	04/16/2009	Water Fund	Training	U of M CCE Online-ACH	Credit	-150.00
0	04/16/2009	Recreation Fund	Operating Supplies	National Camera Exchange-ACH	Scan of Negative, Archive CD	19.11
0	04/16/2009	Recreation Fund	Office Supplies	Staples-ACH	Register Tape	14.50
0	04/16/2009	Information Technology	Training	Self Test Software-ACH	MCSA Upgrade on Windows	109.00
0	04/16/2009	General Fund	Contract Maintenance	Grainger Inc	Commercial Lockset Light	225.97
0	04/16/2009	General Fund	Operating Supplies	Government Finance Office-ACH	GFOA Budget Award	330.00
0	04/16/2009	General Fund	Operating Supplies	Streicher's-ACH	NIK Tests	207.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	04/16/2009	General Fund	Operating Supplies	USPS-ACH	Postage	6.24
0	04/16/2009	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Meter Van Supplies	16.09
0	04/16/2009	Recreation Fund	Operating Supplies	Home Depot- ACH	Trim Piece	9.12
0	04/16/2009	Community Development	Memberships & Subscriptions	Economic Dev. Asso MN-ACH	Annual Dues	220.00
0	04/16/2009	Information Technology	Operating Supplies	Newegg Computers-ACH	Computer Supplies	851.98
0	04/16/2009	Information Technology	Use Tax Payable	Newegg Computers-ACH	Sales/Use Tax	-51.99
0	04/16/2009	Sanitary Sewer	Operating Supplies	Mills Fleet Farm-ACH	Lift Station Supplies	44.27
0	04/16/2009	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Drill, Screw Driver Set	83.90
0	04/16/2009	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Pruning Sealer	15.31
0	04/16/2009	General Fund	Operating Supplies	Target- ACH	Peroxide	1.68
0	04/16/2009	Recreation Fund	Advertising	Family Times -ACH	Nature Center Advertising	190.00
0	04/16/2009	Recreation Fund	Operating Supplies	Dunn Bros Coffee-ACH	Gift Card	20.00
0	04/16/2009	Community Development	Professional Services	Abra Auto-ACH	Vehicle Repair	674.00
0	04/16/2009	Community Development	Contract Maintenance	Abra Auto-ACH	Vehicle Repair	200.00
0	04/16/2009	Golf Course	Operating Supplies	Newegg Computers-ACH	Parallel Port Cards	31.53
0	04/16/2009	Golf Course	Use Tax Payable	Newegg Computers-ACH	Sales/Use Tax	-1.92
0	04/16/2009	Recreation Fund	Operating Supplies	Office Depot- ACH	Postcards	221.41
0	04/16/2009	Sanitary Sewer	Operating Supplies	Cheetah Auto Supply-ACH	Auto Parts	5.76
0	04/16/2009	Recreation Fund	Operating Supplies	Party America-ACH	Volunteer Appreciation-Ribbon	6.38
0	04/16/2009	Recreation Fund	Operating Supplies	Target.com-ACH	Volunteer Appreciation-Coffee	7.99
0	04/16/2009	Recreation Fund	Operating Supplies	Office Depot- ACH	Credit	-157.93
0	04/16/2009	Recreation Fund	Operating Supplies	Office Depot- ACH	Postcards, Labels	283.81
0	04/16/2009	Information Technology	Contract Maintenance	Local Link, Inc.-ACH	Hosting, Domain Names	90.00
0	04/16/2009	General Fund	Operating Supplies	Cascade Healthcare-ACH	Hand Antiseptic	119.52
0	04/16/2009	General Fund	Use Tax Payable	Cascade Healthcare-ACH	Sales/Use Tax	-7.29
0	04/16/2009	Recreation Fund	Operating Supplies	AMC Rosedale-ACH	Volunteer Appreciation Supplies	20.00
0	04/16/2009	General Fund	Operating Supplies	McNards-ACH	Post Mount	158.71
0	04/16/2009	General Fund	Operating Supplies	North Hgts Hardware Hank-ACH	Shop Supplies	20.29
0	04/16/2009	Recreation Fund	Operating Supplies	Oriental Trading-ACH	Spring Break Camp Supplies	117.86
0	04/16/2009	Recreation Fund	Use Tax Payable	Oriental Trading-ACH	Sales/Use Tax	-7.19
0	04/16/2009	General Fund	Training	MN Fire Svc Cert Board-ACH	State Test Fee	70.00
0	04/16/2009	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Reflector Letters	40.95
0	04/16/2009	Info Tech/Contract Cities	White Bear Twnshp Cmptr Equip	Monoprice.Com-ACH	Parallel Cable	10.03
0	04/16/2009	Info Tech/Contract Cities	Use Tax Payable	Monoprice.Com-ACH	Sales/Use Tax	-0.61
0	04/16/2009	Recreation Fund	Operating Supplies	Staples-ACH	Index Cards	124.79
0	04/16/2009	General Fund	Training	Subway-ACH	Lunch During Taser Training	6.93
0	04/16/2009	General Fund	Contract Maintenance	Menards-ACH	Station Maintenance Supplies	138.76
0	04/16/2009	General Fund	Operating Supplies	Office Max-ACH	Computer Cleaning Supplies	12.80
0	04/16/2009	Community Development	Operating Supplies	Byerly's- ACH	Bakery Items	34.99
0	04/16/2009	Recreation Fund	Operating Supplies	Office Depot- ACH	Index Dividers	132.09
0	04/16/2009	Recreation Fund	Operating Supplies	Office Depot- ACH	Credit	-31.99
0	04/16/2009	P & R Contract Maintenance	Training	U of M CCE Online-ACH	Shade Tree Course-Norman, Skogstad	330.00
0	04/16/2009	Information Technology	Operating Supplies	Crucial.Com-ACH	Memory Upgrades-East Bethel	197.43
0	04/16/2009	Telecommunications	Professional Services	Survey Monkey.com-ACH	Monthly Subscription	19.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	04/16/2009	Telecommunications	Furniture and Fixtures	Menards-ACH	Silver Atomic CL	21.30
Check Total:						8,503.10
0	04/16/2009	Equipment Replacement	FunRental - Copier Machines	Ricoh Customer Finance Corp	Copier at Nature Center	471.46
0	04/16/2009	Recreation Fund	Professional Services	Barbara Carlson	Community Band Librarian	117.00
0	04/16/2009	Recreation Fund	Professional Services	Caitlin Bean	Assistant Dance Instructor	48.00
0	04/16/2009	Recreation Fund	Professional Services	Alaina Bean	Assistant Dance Instructor	76.00
0	04/16/2009	Building Improvements	MN Grant Skating Center	Ratwik, Roszak & Maloney, PA	Case #-65-110-M-00019-09 02 KATR-R	1,274.87
0	04/16/2009	Water Fund	Training	Anthony Thury	Mileage Reimbursement	18.00
0	04/16/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	186.10
0	04/16/2009	License Center	Rental	Gaughan Properties	Motor Vehicle Rent-May 2009	2,500.00
0	04/16/2009	License Center	Rental	Gaughan Properties	Motor Vehicle Rent-May 2009	1,700.00
0	04/16/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	198.19
0	04/16/2009	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	90.75
0	04/16/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	25.00
0	04/16/2009	Information Technology	Transportation	Aaron Seeley	Mileage Reimbursement	366.30
0	04/16/2009	Information Technology	Transportation	Douglas Barber	Mileage Reimbursement	202.40
0	04/16/2009	General Fund	Contract Maint. - City Hall	Collins Electrical Constructio	Repair Conduit-Police Garage	681.12
0	04/16/2009	General Fund	Use Tax Payable	Collins Electrical Constructio	Sales/Use Tax	-6.12
0	04/16/2009	Community Development	Professional Services	Collins Electrical Constructio	Repair Conduit	341.80
0	04/16/2009	License Center	Office Supplies	St. Paul Stamp Works, Inc.	Notary Stamp	39.88
0	04/16/2009	License Center	Office Supplies	Ufine	Open End Tyvek	102.35
0	04/16/2009	Water Fund	Operating Supplies	Alternative Business Furniture	Door, Shelves, Tackboard	198.19
0	04/16/2009	Sanitary Sewer	Operating Supplies	Alternative Business Furniture	Door, Shelves, Tackboard	198.19
0	04/16/2009	Storm Drainage	Operating Supplies	Alternative Business Furniture	Door, Shelves, Tackboard	198.19
0	04/16/2009	Building Improvements	GEO Thermal Project	American Engineering Test,Inc.	Geo Thermal Project Testing	530.00
0	04/16/2009	License Center	Contract Maintenance	Quicksilver Express Courier	Delivery Charges	151.62
0	04/16/2009	Water Fund	Professional Services	Gopher State One Call	Billable Tickets	53.75
0	04/16/2009	Sanitary Sewer	Professional Services	Gopher State One Call	Billable Tickets	53.75
0	04/16/2009	Storm Drainage	Professional Services	Gopher State One Call	Billable Tickets	53.75
0	04/16/2009	Water Fund	Professional Services	Gopher State One Call	Billable Tickets	84.58
0	04/16/2009	Sanitary Sewer	Professional Services	Gopher State One Call	Billable Tickets	84.59
0	04/16/2009	Storm Drainage	Professional Services	Gopher State One Call	Billable Tickets	84.58
0	04/16/2009	General Fund	Op Supplies - City Hall	Eagle Clan Enterprises, Inc	Roll Towels, Toilet Tissue	392.92
0	04/16/2009	General Fund	Op Supplies - City Hall	Eagle Clan Enterprises, Inc	Roll Towels, Disinfectant	323.76
0	04/16/2009	Information Technology	Contract Maintenance	Berbee Info Networks, Inc.	Voice Advantage Annual Service Fee	4,000.00
0	04/16/2009	General Fund	Contract Maint, - City Garage	Green View Inc.	Cleaning @ Public Works	1,245.48
0	04/16/2009	General Fund	Use Tax Payable	Green View Inc.	Sales/Use Tax	-76.01
0	04/16/2009	Information Technology	Contract Maintenance	Berbee Info Networks, Inc.	Anti-Spam & Anti-Virus	5.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						16,015.78
54922	04/16/2009	Recreation Fund	Professional Services	AARP	AARP Driving Instructor	230.00
Check Total:						230.00
54923	04/16/2009	Golf Course	Green Fees	Mark Abraham	Youth League Refund-Orig Check 48622	66.50
54923	04/16/2009	Golf Course	Day League Registration	Mark Abraham	Youth League Refund-Orig Check 48622	7.00
Check Total:						73.50
54924	04/16/2009	Water Fund	Accounts Payable	Dan Andert	Water Bill Refund-Orig Check 52432	8.57
Check Total:						8.57
54925	04/16/2009	Recreation Fund	Operating Supplies	Jason Brown	Lacrosse Equipment Reimbursement	26.60
Check Total:						26.60
54926	04/16/2009	General Fund	Operating Supplies	Central Power Distributors Inc	Boom Truck Chain Saw Chains	49.00
Check Total:						49.00
54927	04/16/2009	General Fund	211402 - HCMA - Medical Exp.		Flexible Benefit Reimbursement	326.79
Check Total:						326.79
54928	04/16/2009	Water Fund	Water - Roseville	Francis Decker	Reimbursement-Payment on Deleted Acct.	336.62
Check Total:						336.62
54929	04/16/2009	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	36.90
54929	04/16/2009	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	36.90
Check Total:						73.80
54930	04/16/2009	Community Development	Training	Donald Salverda & Associates	Leadership Training	60.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	60.60
54931	04/16/2009	Recreation Fund	Professional Services	Kevin Furhman	Summer Entertainment-Orig Check # 51760	375.00
					Check Total:	375.00
54932	04/16/2009	Storm Drainage	Operating Supplies	General Repair Service	SS Shackle, Chain	244.27
					Check Total:	244.27
54933	04/16/2009	Recreation Fund	Professional Services	GreenPlay, LLC	CAPRA Visit Flight Reimb-T. Penbrooke	239.20
					Check Total:	239.20
54934	04/16/2009	Information Technology	Computer Equipment	Hewlett-Packard Company	AK378A HP Storage Works MSL 2024 1 LTO-4	146.97
54934	04/16/2009	Information Technology	Training	Hewlett-Packard Company	HP LT04 Data Tape	68.16
54934	04/16/2009	Information Technology	Computer Equipment	Hewlett-Packard Company	AK378A HP Storage Works MSL 2024 1 LTO-4	5,502.85
54934	04/16/2009	Information Technology	Training	Hewlett-Packard Company	HP LT04 Data Tape	1,347.22
					Check Total:	7,065.20
54935	04/16/2009	Telephone	Telephone	Integra Telecom	Telephone	149.48
					Check Total:	149.48
54936	04/16/2009	General Fund	Professional Services	ISS Facility Services-Minneapo	Building Cleaning	3,762.94
54936	04/16/2009	Recreation Fund	Contract Maintenance	ISS Facility Services-Minneapo	Building Cleaning	734.24
54936	04/16/2009	General Fund	Professional Services	ISS Facility Services-Minneapo	Building Cleaning	367.12
54936	04/16/2009	Recreation Fund	Contract Maintenance	ISS Facility Services-Minneapo	Building Cleaning	550.68
54936	04/16/2009	License Center	Professional Services	ISS Facility Services-Minneapo	Building Cleaning	458.90
					Check Total:	5,873.88
54937	04/16/2009	Recreation Fund	Professional Services	Jessica Kohs	Assistant Dance Instructor	32.00
					Check Total:	32.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54938	04/16/2009	Equipment Replacement	FunRental - Copier Machines	Konica Minolta Business Soluti	Copy Charges	2,491.04
54938	04/16/2009	Equipment Replacement	FunRental - Copier Machines	Konica Minolta Business Soluti	Copy Charges	183.23
Check Total:						2,674.27
54939	04/16/2009	Recreation Fund	Fee Program Revenue	James Lundy	Girls Lacrosse Refund-Orig Check #44285	63.00
54939	04/16/2009	Recreation Fund	Fee Program Revenue	James Lundy	Girls Lacrosse Refund-Orig Check #44285	11.00
Check Total:						74.00
54940	04/16/2009	Housing & Redevelopment A	Conferences	Madden's on Gull Lake	Housing Conference-Kelsey	406.00
Check Total:						406.00
54941	04/16/2009	Water Fund	Operating Supplies	Samuel Marquez	Frozen Water Service-Thawing	470.00
Check Total:						470.00
54942	04/16/2009	Recreation Fund	Professional Services	Megan Miner	Assistant Dance Instructor	34.00
Check Total:						34.00
54943	04/16/2009	General Fund	Professional Services	MMKR	Progress Billing-2008 Audit	14,000.00
Check Total:						14,000.00
54944	04/16/2009	Community Development	Building Surcharge	MN Dept of Labor and Industry	Building Permit Surcharges	668.18
54944	04/16/2009	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry	Building Permit Surcharges-Retention	-25.00
Check Total:						643.18
54945	04/16/2009	Recreation Fund	Professional Services	MN Dept of Natural Resources	Firearms Safety Class-March/April 2009	210.00
Check Total:						210.00
54946	04/16/2009	Housing & Redevelopment A	Training	MN NAHRO	Housing Conference-Kelsey	330.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						330.00
54947	04/16/2009	Sanitary Sewer	Memberships & Subscriptions	MN Pollution Control Agency	License Fee-Luger	23.00
54947	04/16/2009	Sanitary Sewer	Memberships & Subscriptions	MN Pollution Control Agency	License Fee-Fish	23.00
Check Total:						46.00
54948	04/16/2009	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Regular Service	60.47
54948	04/16/2009	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Regular Service	40.47
54948	04/16/2009	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Regular Service	40.47
Check Total:						141.41
54949	04/16/2009	Telephone	St. Anthony Telephone	Qwest	Telephone	79.09
54949	04/16/2009	Telephone	St. Anthony Telephone	Qwest	Telephone	50.19
54949	04/16/2009	Telephone	St. Anthony Telephone	Qwest	Telephone	186.49
54949	04/16/2009	Telephone	St. Anthony Telephone	Qwest	Telephone Service	294.38
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone Service	171.51
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone Service	639.00
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone Service	639.00
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone Service	639.00
54949	04/16/2009	Telephone	N St. Paul Telephone	Qwest	Telephone Service	85.75
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone Service	639.00
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone Service	177.54
54949	04/16/2009	Telephone	Telephone	Qwest	Telephone	349.72
Check Total:						3,950.67
54950	04/16/2009	Storm Drainage	Operating Supplies	Ramsey County	Bridge Inspection	190.00
Check Total:						190.00
54951	04/16/2009	Golf Course	Operating Supplies	Ramsey County	Hazardous Waste Generator May 2009	70.60
54951	04/16/2009	Golf Course	Operating Supplies	Ramsey County	Annual License Fee	20.00
Check Total:						90.60
54952	04/16/2009	Community Development	Rental Registrations	Samuel Rock	Refund of Rental Registration Fee	25.00
Check Total:						25.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
54953	04/16/2009	Sanitary Sewer	Telephone	Sprint	Cell Phones	57.80
54953	04/16/2009	P & R Contract Maintenance	Temporary Employees	Sprint	Cell Phones	57.80
54953	04/16/2009	Information Technology	Telephone	Sprint	Cell Phones	115.63
Check Total:						231.23
54954	04/16/2009	Recreation Fund	Operating Supplies	Steichens Sporting Goods	Gymnastics Chalk	1,532.27
Check Total:						1,532.27
54955	04/16/2009	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	189.75
54955	04/16/2009	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.58
Check Total:						199.33
54956	04/16/2009	Water Fund	Accounts Payable	Gary Tierney	Water Bill Refund-Orig. Check #47735	57.93
Check Total:						57.93
54957	04/16/2009	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2009 Blanket PO for R.O.W. Weed Control	111.83
54957	04/16/2009	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	2009 Blanket PO for R.O.W. Weed Control	154.43
Check Total:						266.26
54958	04/16/2009	Water Fund	Rental	United Rentals Northwest, Inc.	Light Tower	95.23
Check Total:						95.23
54959	04/16/2009	Recreation Fund	Fee Program Revenue	Karen Vinnes	Tai Chi Class Refund	30.00
54959	04/16/2009	Recreation Fund	Fee Program Revenue	Karen Vinnes	Tai Chi Class Refund	8.00
54959	04/16/2009	Recreation Fund	Fee Program Revenue	Karen Vinnes	Tai Chi Class Refund	8.00
Check Total:						46.00
54960	04/16/2009	Water Fund	Accounts Payable	William Masche & Corwyn Knutso	Water Bill Refund-Orig Check # 44659	14.40
Check Total:						14.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
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Report Total:

65,411.17

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 04-27-09
Item No.: 7.b

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Approval of 2009 Business Licenses

1

2 **BACKGROUND**

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

5

6

7 Massage Therapist License

8 Laurie Ternes Kollar

9 @ Mind, Body & and Soul

10 1740 Lexington Avenue

11 Roseville MN 55113

12

13 Massage Therapy Establishment

14 Red Clover Clinic

15 2233 N Hamline Avenue

16 Roseville MN 55113

17

18 Massage Therapist License

19 Anita Teigen

20 @ Red Clover Clinic

21 2233 N Hamline Avenue

22 Roseville MN 55113

23

24

25 **POLICY OBJECTIVE**

26 Required by City Code

27 **FINANCIAL IMPACTS**

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

29 **STAFF RECOMMENDATION**

30 Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements.

31 **REQUESTED COUNCIL ACTION**

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

33

34

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications

35



City of Roseville
 Finance Department, License Division
 2660 Civic Center Drive, Roseville, MN 55113
 (651) 792-7034

Massage Therapy Establishment License Application

Business Name Red Clover Clinic
 Business Address 2233 N Hamline Ave, Roseville, MN 55113
 Business Phone 612-308-3597
 Email Address _____
 Person to Contact in Regard to Business License:
 Legal Name Anita Teigen
 Address _____
 Phone _____ Date of Birth _____
 Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2008, and ending June 31, 2009, in the City of Roseville, County of Ramsey, and State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Massage Therapy Establishment	\$300.00
	\$150.00 Background Check (new license only)

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

Signature Anita Teigen
 Date 4/16/09

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



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

Massage Therapist License

New License ☒ Renewal ☐

For License year ending June 30 2009

1. Legal Name Anita Teigen

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

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

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

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

License fee is 75.00
Make checks payable to City of Roseville



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

Massage Therapist License

New License _____

Renewal

2006095

For License year ending June 30 2010

1. Legal Name

Laurie Ternes Kollme

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

7. Have you ever used or been known by any name other than the legal name given in number 1 above?

Yes _____

No

If yes, list each name along with dates and places where used.

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

Mind, Body & Soul 1740 Lexington Ave, Roseville SS113

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

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?

Yes _____

No

If yes explain in detail.

License fee is 75.00

Make checks payable to City of Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 04-27-09
Item No.: 7.c

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: St. Rose of Lima Catholic Church One Day Off-Site Gambling Permit

BACKGROUND

St. Rose of Lima Catholic Church has applied for a One Day Off-Site Gambling Permit to conduct lawful gambling activities on May 16, 2009 at the Midland Hills Country Club located at 2100 Fulham Street.

The Minnesota Charitable Gambling Regulations allow any nonprofit organization, which conducts lawful gambling for less than five (5) days per year, and total prizes do not exceed \$50,000.00 in value, to be exempt from the licensing requirements if the city approves.

COUNCIL ACTION REQUESTED

Motion approving St. Rose of Lima Catholic Church's request to conduct off-site gambling on May 16, 2009 at the Midland Hills Country Club located at 2001 Fulham Street.

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

Page 1 of 2 9/08

Fee is \$50 for each event

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

For Board Use Only

Check # _____ \$ _____

ORGANIZATION INFORMATION

Organization name

St. Rose of Lima Catholic Church

Previous gambling permit number

X-62002

Type of nonprofit organization. Check one.

- ☐ Fraternal ☒ Religious ☐ Veterans ☒ Other nonprofit organization

Mailing address

City

State

Zip Code

County

2048 Hamline Ave. N.

Roseville

MN

55113

Ramsey

Name of chief executive officer (CEO)

Daytime phone number

Email address

Robert J. Fitzpatrick

651-357-1201

frfitz@saintroseoflima.net

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

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

☐ Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

☒ IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)If your organization falls under a parent organization, attach copies of both of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

☐ IRS - proof previously submitted to Gambling Control Board

If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

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

Midland Hills Country Club

Address (do not use PO box)

City

Zip Code

County

2001 Fulham Street

Roseville

55113

Ramsey

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

May 16, 2009 to May 16, 2009

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

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

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

Also complete
Page 2 of this form.

Fill-in & Print Form

Reset Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/27/09
Item No.: 7.d

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Request for Approval of General Purchases or Sale of Surplus Items
Exceeding \$5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of \$5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

General Purchases or Contracts

City Staff have submitted the following items for Council review and approval:

Department	Vendor	Item / Description	Amount
Utilities	Goldstar Electric	Replace breaker panel and transformer	\$ 13,186.00
Recreation	Americana Fireworks	4 th of July fireworks display (a)	10,800.00
Streets	AAA Striping Svcs.	Centerline striping contract	8,000.00

(a) \$4,800 of the total cost will be paid for with donations

Sale of Surplus Vehicles or Equipment

City Staff have identified surplus vehicles and equipment that have been replaced and/or are no longer needed to deliver City programs and services. These surplus items will either be traded in on replacement items or will be sold in a public auction or bid process. The items include the following:

Department	Item / Description
n/a	n/a

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

19 **STAFF RECOMMENDATION**

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

22 **REQUESTED COUNCIL ACTION**

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

25

26

Prepared by: Chris Miller, Finance Director

Attachments: A: None

27

ROSEVILLE

Parks and Recreation Department



To: Mayor, City Council Members and City Manager William Malinen
From: Lonnie Brokke, Director of Parks and Recreation
Date: April 27th, 2009
Re: Roseville Area Facilities Inventory

As a result of the joint meeting between the Roseville City Council and the Roseville School Board on June 25th, 2008 a request was made to develop a comprehensive indoor facilities inventory in the City of Roseville and Roseville Area School District, including their particular amenities.

Attached is inventory work completed of indoor facilities with input from city staff, school district staff and Roseville area community groups. The comprehensive inventory is outlined by facilities located in the City of Roseville and those located outside the City of Roseville and are categorized as follows:

1. Health/fitness facilities
2. Churches
3. Other Facilities
4. Roseville Community Education Areas and Facilities
5. City of Roseville Facilities
6. Nearby Cities Areas/ Facilities
7. Area Community Centers

The collection has been made available to the Roseville School District Education Planning and Advisory Committee for their use as needed and/or as appropriate and will be helpful in the development of the Park and Recreation System Master Plan update in the coming year. This document is also used when planning programs and searching for additional space.

Also attached is an athletic field inventory for the City of Roseville and Roseville School District fields utilized jointly.

Thank you and if you have any questions, please let me know.

Roseville Area Community Inventory – December 2008

I. Health/Fitness Facilities

Facility	Amenities	Programming/Operations Information
A. Roseville		
Curves For Women	Exercise Equipment	Personal Trainer Available
LA Fitness	Gym, Indoor swimming pool, Racquetball courts, Exercise Equipment, Kids Klub,	Racquetball & basketball leagues Child care available, Fitness classes Personal Trainers
Anytime Fitness	Exercise Equipment	Open 24/7 Personal Trainers
Lifetime Fitness-Women Only	Exercise Equipment	Personal Trainers Fitness Classes
Snap Fitness (Little Canada)	Exercise Equipment	Open 24/7
B. Out of Roseville		
Bally's Health Club, Little Canada	Indoor swimming pool, Aerobics floor Weights/ Exercise Equipment, Running Track	Adult membership – Child care Fitness Classes- Water Aerobics, Personal Trainer Available
Press Gym, Little Canada	Weights/Exercise Equipment	Classes, Personal Trainer
St. Paul NW YMCA, Shoreview	Gym (wood floor, divider)	Preschool, youth, teen,

Indoor & Outdoor Swimming Pool
Weights/Exercise
Equipment, Teen Lounge
Running Track

adult, older adult programs including
sports instruction/leagues, fitness
classes, special events
Partnership with city for wellness.

II. Churches

A. Roseville

Advent Lutheran	Meeting Rooms	Fellowship Groups
Bethany Baptist	Meeting Rooms	Fellowship Groups
Calvary Baptist	Meeting Rooms, Gym (tile floor), Playground	Fellowship Groups, Gym activities Musical groups, Preschool
Centennial Methodist	Meeting Rooms, Youth Lounge	Youth and Adult Social Groups Vacation Bible School, Teen program/trips musical groups
Corpus Christi	Meeting Rooms	Fellowship groups
Galilee Lutheran	Meeting Rooms	Fellowship groups, Musical groups
Grace	Meeting Rooms	Fellowship groups, Musical groups
King of Kings	Meeting Rooms, Gym (tile floor)	Fellowship groups, Gym activities
North Heights Lutheran	Meeting Rooms, Gym (tile floor) Open play field, Playground	Fellowship groups, Gym activities
North Como Presbyterian	Meeting Rooms	Fellowship groups

Prince of Peace Lutheran	Meeting Rooms, Gym (tile floor) Youth Lounge	Preschool. Gym activities, Vacation Bible School, Musical Groups
Roseville Baptist	Meeting Rooms	Fellowship groups
Roseville Church of Christ	Meeting Rooms	Fellowship groups
Roseville Covenant	Meeting Rooms, Gym (wood floor)	Fellowship Groups, Gym activities, Vacation Bible School, Musical Groups
Roseville Lutheran	Meeting Rooms, Multi- Purpose Room	Fellowship groups, Preschool Program Theatre/ Musical groups
St. Christopher's Episcopal	Meeting Rooms	Fellowship groups
St. Michael's Lutheran	Meeting Rooms, Playground	Fellowship groups, Musical groups
St. Rose of Lima	Meeting Rooms, Gym, (wood floor)	Fellowship groups, Gym activities, Musical Groups

B. Out of Roseville

St. John's Catholic Church, Little Canada	Meeting rooms, Gym (tile floor)	Fellowship groups, Gym activities
St. Odilia's Catholic Church, Shoreview	Meeting rooms	Fellowship groups

III. Other Facilities

A. Roseville

Applewood Pointe Senior Co-Op	Meeting rooms, Exercise room, Sauna	For members of the Co-Op Only
Concordia Academy High School	Gym (wood floor and divider) Auditorium, Meeting Rooms	Gym activities, Concerts/Plays
Har Mar Mall, Roseville	Community meeting spaces	
RosePointe Independent Living Apartment Homes	Exercise Room, Community Room	Exercise classes, recreation opportunities for residents/guests Partnership with City.
Roseville National Guard Armory	Meeting Rooms, Gym (small, tile floor) Open play field	Partnership with city.
R-2 Teen Center, Roseville	Computer lab, Indoor space for dances/music, Cafe, Teen lounge	

B. Out of Roseville

CapitolView School, Little Canada	Gym (wood floor), Auditorium	Gym activities
Harambee School, Maplewood	Gym (wood floor and divider)	Gym activities

Northwest Youth and Family Services, Shoreview Meeting Rooms, Gym opening in 2009 (wood floor) Family services, Mental Health Counseling, Senior Chore Program, Youth Employment, Partnership with City

Waldorf School, Maplewood Meeting rooms, Festival Hall

IV. Roseville Community Education Areas and Facilities

Facility Location	Features	Programs and Uses
<u>Fairview Community Center</u> Host to: Adult Learning Center (GED, Diploma, ESL, and ELL), ECFE & ECSE Community Education offices Cultural Services Senior Program School Readiness District Print Center ELL Transition FV Alternative High School Flaming Spoon Café Food Shelf 8 Outside of District Agencies	Pool Gym – wood floor, 1 full court Studio – wood floor w/mirrors Meeting Rooms Solarium (seats 150) Kitchen Computer Lab Senior Center Ball Fields Tennis Courts	Aquatics lessons, lap & open swim, water exercise Fitness classes, community use Dance Adult Enrichment classes, community use for meetings w/limited wireless access Cafeteria space, daytime use by seniors and alternative high school, exercise & dances held in evening, large meetings. Meals on Wheels, food service for alternative high school and staff & local preschool Daytime ELL classes & evening ESL classes Senior lounge, Craft & Gift Shoppe, resources, education, activities 2 baseball fields, football/lacrosse/soccer field 4 courts
<u>Parkview Center School</u> Host to: ECFE & Student Services offices IShine program Friendship Connection	Pool Parent Resource Library Gym – wood floor, 1 divided court Cafeteria Ball Fields	Aquatics lessons in Spring/Summer, used by HS swim team ECFE Youth basketball – bleachers available Enrichment classes & scouts 2 baseball fields, 2 softball fields, 2 football/soccer/lacrosse fields

Elementary Schools – Brimhall, Central Park, Edgerton, E.D. Williams, Falcon Heights, Little Canada Host to: Friendship Connection	Gym – all wood floors except LC Cafeteria Media Centers	Brimhall (2 court) & Central Park (2 court) gyms reserved by Roseville Parks & Rec. Edgerton gyms reserved by Maplewood Parks & Recreation Youth enrichment, scouts
<u>Roseville Area Middle School</u>	Cafeteria Auditorium Rock Climbing Wall Gyms (2) with wood floor full courts Classrooms Media Center Music Rooms Ball Fields Tennis Courts	Small open stage available Seats 210 Bleachers available in front gym Baseball & softball fields, soccer/lacrosse fields, football stadium 8 tennis courts
<u>Roseville Area High School</u>	Gymnastics Facility Gyms(2) w/ wood floor & dividers Auditorium Cafeteria Concessions Outdoor Track Football Stadium Ball Fields Tennis Courts Media Center Classrooms	Roseville Parks & Recreation Bleachers available Seats 575 Open to public High school use only 8 courts

V. City of Roseville Facilities

Facility Location	Features	Programs and Uses
<u>Civic Center Campus – includes City Hall, Maintenance Facility, Fire Station #1</u>	Small and Large Meeting Rooms, Council Chambers, Kitchen Area	Roseville City Offices, Community meeting spaces, Emergency Operations Center
<u>Roseville Skating Center- includes Banquet Room and Guidant John Rose OVAL and Indoor Arena</u>	Small (Raider Room) and Large (Olympic Room) Meeting Rooms, Kitchen Area, Locker Rooms, Fitness Room, Indoor Walking Track, Concession Area, Indoor and Outdoor Ice	Community meeting spaces, Weddings, Skating for Figure Skating, Hockey, Bandy, Speedskating, Inline General public and rental groups
<u>Cedarholm Golf Course Clubhouse</u>	Meeting Room for Rentals, Kitchen Area, Concessions	Community Meeting spaces, Table space for golfers
<u>Harriet Alexander Nature Center</u>	Classroom and meeting space, Trails, Small Outdoor Amphitheatre, Kitchen Area	Nature education classes for all ages, Exhibits, Community Meeting spaces
<u>Six (8) Park Warming Shelters</u>	Small open area	Ice rink warming house, space for summer programs, neighborhood meetings

VI. County Agencies

Features

Programs

Ramsey County Library	Meeting Rooms	Offers preschool, teen and adult programs, special events Note: plans are to remodel/expand in 2009-2010
Ramsey County Parks and Recreation	Lake Josephine Park (Roseville)	Swimming Beach –lessons Picnic Shelter, Trails
	Lake McCarrons (Roseville)	Swimming Beach- lessons Picnic Shelter, Trails
	Lake Gervais (Little Canada)	Swimming Beach- lessons

Picnic Shelter, Trails

VII. Nearby Cities Areas/ Facilities

Falcon Heights Community Park	Tennis courts (2), Soccer field, Open field area, Outdoor Basketball court, Fitness trail, Shelter, Playground, Hockey and pleasure rink
Lauderdale Community Park	Tennis courts (2), Sand Volleyball court, Playground, Dog Park Archery Range, Hockey Rink, Outdoor Basketball court, Open field area, Small Picnic Shelter
Little Canada Spooner Park	Tennis courts (2), Picnic Shelter, Trails, Amphitheatre, Playground, Soccer/Football field, Volleyball and Basketball courts

VIII. Area Community Centers

Maplewood Community Center

New Brighton Community Center

Shoreview Community Center

**Roseville Parks and Recreation
Athletic Facilities Information**

A. Outdoor Fields

I. Baseball/Softball Fields

Park	#Fields	Size	User Groups
Acorn	2	200' fence	RPR Programs RAYB
Autumn Grove	2	Little league	RPR Programs
B-Dale	1	300' fence	Adult Sports Senior Softball
Bruce Russell	1	Little league	RPR Programs RYBA
Central Park Dale Street	1	320' fence	Legion Baseball 9 th grade High School RAYB
Central Park Lexington	1 1	275' fence 260' fence	Adult Leagues Roseville High School Softball Senior Softball
*Central Park School	2	Little league	RPR Programs
Central Park Victoria	6	Field 2 – 210' fence Fields 1, 3, 4, 5, 6 = 275' fence	Adult Leagues Roseville High School Softball Senior Softball
Concordia	2	High School	Concordia School RAYB RPR Programs
Evergreen	4	2 @ 200' 2 @ 215'	RPR Programs RAYB
*Fairview	2	1-300' fence 1-no fence	High School Baseball RAYB
Howard Johnson	1	Little league	RPR Programs RAYB
Langton Lake	2	Little league 227' fence	RAGFP RAYB

Lexington Park	1	Little league	RPR Programs
Mapleview	1	Little league	RPR Programs RAYB
Oasis	1	Little league	RPR Programs
Owasso Fields	2	200' fence	Neighborhood field, grass infield
Owasso Hills	1	Little league	Neighborhood field, no fence, ag-lime infield
Parkview	2	Little league	RAYB
Pioneer	1	Little league	RPR Sports
Pocahontas	1	Little league	RPR Programs
*Roseville Area High School	1	High School	Roseville High School RAYB
*Roseville Area Middle School	1	Little league	Middle School Sports Little Canada
Sandcastle	1	Little league	RPR Programs
Tamarack	1	Little league	Neighborhood field, no fence, ag-lime infield
Valley	1	Little league	Neighborhood field, no fence, ag-lime infield
Veteran's	1	300' fence	Adult Leagues Senior Softball

II. Lacrosse Fields

Central Park Dale Street	2	South – 360'x 165' North- 300' x 165'	
*Fairview	1	330' x 180'	School district field
Langton Lake	1	330' x 180'	
*Parkview	1	Full 330' x 180' or smaller size available	School district field
Rosebrook	2	180' x 330'	Lights
*Roseville Area High School	1	Full size high school field	School district field, lights
Roseville Area Middle School	2	Various sizes available	School district field

III. Soccer Fields

Autumn Grove	3	Various youth sizes	RPR Programs
Central Park Dale Street	2	1-360' x 165' 1-300' x 165'	RPR Programs RPR Adult Sports Concordia King of Kings NSSA
Fairview	1	330' x 180'	High School Sports NSSA RPR Programs
Langton Lake	1	330' x 180'	NSSA RPR Programs
Lexington Park	1	210' X 150'	RPR Programs
Parkview	1	Full 330' x 180' or smaller size available	School Athletics NSSA
Roseville Area High School	1	High School – full size	High School Athletics
Roseville Area Middle School	6	Various youth sizes	School Athletics NSSA
Rosebrook	2	180' x 330'	RPR Programs NSSA

IV. Football Fields

Central Park Dale Street	2	1-360' x 165' 1-300' x 165'	RPR Programs RAYFA
Concordia	1	High School – Full Size	Concordia High School
Fairview	1	330' x 180'	School district field
Langton Lake	1	330' x 180'	RPR Programs
Roseville Area High School	1	High School – Full Size	High School Sports
Roseville Area Middle School	1	330' x 180'	School Sports NSSA

Rosebrook	2	330' x 180'	RPR Programs NSSA
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All School facilities that are marked (*) are maintained by the school district. Roseville Parks and Recreation will prep school district facilities if fields are used by an outside group that we schedule on the field.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/27/09
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Approve Water Supply Plan

BACKGROUND

The Metropolitan Council requires cities to have a Water Supply Plan as part of the Comprehensive Plan approval process. The Water Supply Plan is required by state statute for cities to receive water appropriation permits from the Department of Natural Resources (DNR) who is charged with overall management of water resources in the state. The City of Roseville is not required to have appropriation permits for our drinking water as we purchase all of our water from St. Paul regional Water Services. They secure water appropriation permits for all of the water they produce including the water they produce for their wholesale customers. The required areas of the supply plan pertinent to the City of Roseville are past water usage tables by customer class, that we have an emergency response plan and vulnerability assessment on file with the Department of Homeland Security, and that we are projecting to have adequate water supply to meet anticipated demand based on land use and growth discussed in the Comprehensive Plan. Another requirement is that this plan discusses conservation efforts and water rate structures designed to conserve the resource. The city does have an adequate water supply supported through a long term contract with St. Paul Regional Water Services. Consumption on a per capita basis has dropped considerably since the early 1990's and is well below the metropolitan average.

The Department of Natural Resources requires that the city formally approve the Water Supply Plan. Upon approval a copy of the plan will be sent to the Metropolitan Council and the Department of Natural Resources. A copy of the document which is in a format required by the DNR is attached for review.

POLICY OBJECTIVE

The city is required by state statute to have a Water Supply Plan.

FINANCIAL IMPACTS

There is no significant additional financial impact as Roseville's water supply is adequate to meet anticipated growth and land use indicated in the Comprehensive Plan. Roseville's water system was designed for an anticipated ultimate population of 50,000 residents.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the Water Supply Plan document.

REQUESTED COUNCIL ACTION

Motion to approve the Roseville Water Supply Plan.

Prepared by: Duane Schwartz, Public Works Director
Attachments: A: Water Supply Plan

**DEPARTMENT OF NATURAL RESOURCES - DIVISION OF WATERS and
METROPOLITAN COUNCIL
WATER SUPPLY PLANS**

These guidelines are divided into four parts. The first three parts, Water Supply System Description and Evaluation, Emergency Response Procedures and Water Conservation Planning apply statewide. Part IV, relates to comprehensive plan requirements that apply only to communities in the Seven-County Twin Cities Metropolitan Area. If you have questions regarding water supply plans, please call (651) 259-5703 or (651) 259-5647 or e-mail your question to wateruse@dnr.state.mn.us. Metro Communities can also direct questions to the Metropolitan Council at watersupply@metc.state.mn.us or (651) 602-1066.

DNR Water Appropriation Permit Number(s)	See SPRWS Water Appropriation Permit
Name of Water Supplier	
Address	
Contact Person	
Title	
Phone Number	
E-Mail Address	

PART I. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION

The City of Roseville Water Utility is a distribution only system, as all water is purchased through a wholesale contract with the City of St. Paul Board of Water Commissioners. Roseville's water utility supplies, via Roseville's system, water to the City of Arden Hills through an approved contract between the two communities and the City of St. Paul Board of Water Commissioners.

The City's water utility became operational in 1962 with the construction of feeder mains, a water pumping station, and a water tower. The utility grew as Roseville became nearly fully developed in the early 1980's. Today, the utility consists of a network of 190 miles of water mains, a 25,000+ GPM pumping station and 1.5-MG water tower.

Since its inception, the Roseville water utility has purchased wholesale water from the City of St. Paul. The location of the St. Paul Water Treatment Plant near Roseville's east boundary and its Dale Street reservoir which lies within Roseville contributed greatly to the decision to build a distribution only utility.

The current contract allows for a continuous treated water supply up to a maximum 28 MGD to be available for Roseville and Arden Hills consumption. Current maximum daily consumption is far below that level. The City of Roseville renewed its contract with St. Paul Regional Water Services in 2005 for another 20-year period.

Many of the sections in PART I of this plan that refer to the water source are referring to the St. Paul Water Utility water conservation and emergency response plan. Sections relating to consumption and storage capacities are outlined. A water distribution system map is attached in the pocket at the end of this plan.

A. ANALYSIS OF WATER DEMAND.

Fill in Table 1 for the past 10 years water demand. If your customer categories are different than the ones listed in Table 1, please note the changes below.

--

TABLE 1 Historic Water Demand

Year	Total Population	Population Served	Total Connections	Residential Water Sold (MG)	C/I/I Water Sold (MG)	Wholesale Deliveries (MG)	Total Water Sold (MG)	Total Water Pumped (MG)	Percent Unmetered/Unaccounted	Average Demand (MGD)	Maximum Demand (MGD)	Residential gallons/capita/day	Total gallons/capita/day
1998	34,306		N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A
1999	35,548		N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A
2000	33,690		10,524	450.2	1,799.1		2,249.4	2,272.1	1.01%	6.225	12.1	37	468
2001	33,949		10,173	517.0	1,800.3		2,317.3	2,352.3	1.51%	6.445	16.2	42	485
2002	34,100		9,978	497.0	1,461.6		1,958.6	1,988.6	1.53%	5.448	11.3	40	401
2003	34,080		9,931	512.6	1,581.4		2,094.0	2,136.0	2.01%	5.852	13.0	41	436
2004	34,080		10,053	355.4	1,041.3		1,396.7	1,421.7	1.79%	3.895	12.3	29	284
2005	33,882		10,115	505.4	1,470.0		1,975.5	2,021.5	2.33%	5.538	14.7	41	398
2006	33,969		10,083	486.5	1,582.7		2,069.2	2,115.2	2.22%	5.795	13.4	39	430
2007	33,969		10,199	495.8	1,607.3		2,103.0	2,156.0	2.52%	5.907	15.6	40	432

MG – Million Gallons

MGD – Million Gallons per Day

C/I/I- Commercial, Industrial, Institutional

Residential. Water used for normal household purposes, such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens.

Institutional. Hospitals, nursing homes, day care centers, and other facilities that use water for essential domestic requirements. This includes public facilities and public metered uses. You may want to maintain separate institutional water use records for emergency planning and allocation purposes.

Commercial. Water used by motels, hotels, restaurants, office buildings, commercial facilities, both civilian and military.

Industrial. Water used for thermoelectric power (electric utility generation) and other industrial uses such as steel, chemical and allied products, food processing, paper and allied products, mining, and petroleum refining.

Wholesale Deliveries. Bulk water sales to other public water suppliers.

Unaccounted. Unaccounted for water is the volume of water withdrawn from all sources minus the volume sold.

Residential Gallons per Capita per Day = total residential sales in gallons/population served/365 days **Total Gallons per Capita per Day** = total water withdrawals/population served/365 days

NOTE: Non-essential water uses defined by Minnesota Statutes 103G.291, include lawn sprinkling, vehicle washing, golf course and park irrigation and other non-essential uses. Some of the above categories also include non-essential uses of water.

Water Use Trends. Discuss factors that influence trends in water demand (i.e. growth, weather, industry, conservation). If appropriate, include a discussion of other factors that affect daily water use, such as use by non-resident commuter employees or large water consuming industry.

Historic water use is summarized in Table 1. As shown, Roseville's population has been relatively constant this period although the number of service connections has increased slightly. This period also indicates a slight decrease in overall consumption.

Most of the increase over this period can be attributed to commercial/industrial use. Redevelopment of former truck terminals into light manufacturing and commercial industries has been a major factor in water use.

Actual per capita residential water use is considerably lower than most metro area communities due to Roseville's demographics indicating a higher than average senior population and homes with 1-2 occupants.

As redevelopment continues in Roseville, we expect overall consumption to increase. We also expect that residential per capita consumption to decrease slightly offsetting some of the increased demand.

Water demand by customer category is shown in Table 1.

Table 2 summarizes Roseville's largest volume water customers. Schroeder Milk is currently the largest volume water consumer.

TABLE 2 Large Volume Users - List the top 10 largest users.

Customer	Gallons per year	% of total annual use
Schroeder Milk 2080 Rice St.	48,680,000	2.3%
RoseDale Center	18,000,000	0.8%
Filter Recovery Systems 2430 Rose Place	12,800,000	0.6%
The Lexington(Housing)	11,840,000	0.5%
The Hamline House(Housing)	10,280,000	0.5%
City of Roseville	9,460,000	0.4%
Roseville Estates(Housing)	9,320,000	0.4%
KMS Management(Housing)	8,920,000	0.4%
Palasades Ltd. (Housing)	8,480,000	0.4%
Rosepoint (Housing)	7,200,000	0.3%

B. TREATMENT AND STORAGE CAPACITY.

TABLE 3(A) Water Treatment

Water Treatment Plant Capacity	See SPRWS	Gallons per
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	day
Describe the treatment process used (i.e., softening, chlorination, fluoridation, Fe/Mn removal, reverse osmosis, coagulation, sedimentation, filtration, others). Also, describe the annual amount and method of disposal of treatment residuals, if any.	
As Roseville is a wholesale treated water customer of the City of St. Paul, we do not own any water treatment facilities. We pump directly from St. Paul's 30 MG Dale Street reservoir. The storage capacity that is within Roseville's distribution system is 1.5 million gallon elevated storage tower on Fairview Avenue, just north of Rosedale Shopping Center.	
The St. Paul Dale Street reservoir is considered as part of Roseville's storage capacity in that it is available on demand to our pumping station. The pumping station has a capacity in excess of 25,000 GPM with 2 variable frequency drive pumps and 4 additional on-demand single speed pumps to keep supply even with demand.	

TABLE 3(B) Storage Capacity - List all storage structures and capacities.

Total Storage Capacity		Average Day Demand (average of last 5 years)	
Gallons		Gallons per day	
Type of Structure	Number of Structures	Gallons	
Elevated Storage	1	1,500,000	
Ground Storage	1 (Owned by SPRWS)	30,000,000	
Other:			

- C. WATER SOURCES.** All water is purchased as treated water from St. Paul Water Utility As stated in their water conservation and emergency preparedness plan, their source is a combination of surface and ground waters. The St. Paul Water Utility has owned and maintained a reservoir in Roseville for 110 years. It has a capacity of 30 million gallons. Roseville's contract with the utility allows for on-demand pumping from their reservoir up to 28 MGD. I would refer this section to the St. Paul Water Utility plan for further details.

TABLE 4(A) Total Water Source Capacity for System (excluding emergency connections)

Total Capacity of Sources	25000	Gallons per minute
Firm Capacity (largest pump out of service)	19800	Gallons per minute

TABLE 4(B) Groundwater Sources - Copies of water well records and well maintenance information should be included with the public water supplier's copy of the plan in Attachment . If there are more wells than space provided or multiple well fields, please use the List of Wells template (see Resources) and include as Attachment See SPRWS.

Well # or name	Unique Well Number	Year Installed	Well & Casing Depth (ft)	Well Diameter (in)	Capacity (GPM)	Geologic Unit	Status

Status: Active use, Emergency, Standby, Seasonal, Peak use, etc.

GPM – Gallons per Minute

Geologic Unit: Name of formation(s), which supplies water to the well

TABLE 4(C) Surface Water Sources

Intake ID	Resource name	Capacity (GPM/MGD)
	See SPRWS	

GPM – Gallons per Minute

MGD – Million Gallons per Day

TABLE 4(D) Wholesale or Retail Interconnections - List interconnections with neighboring suppliers that are used to supply water on a **regular basis** either wholesale or retail.

Water Supply System	Capacity (GPM/MGD)	Wholesale or retail
N/A		

GPM – Gallons per Minute

MGD – Million Gallons per Day

TABLE 4(E) Emergency Interconnections - List interconnections with neighboring suppliers or private sources that can be used to supply water on an emergency or occasional basis. Suppliers that serve less than 3,300 people can leave this section blank, but must provide this information in Section II C.

Water Supply System	Capacity (GPM/MGD)	Note any limitations on use
City of Shoreview	500 GPM est.	
City of New Brighton	500 GPM est.	
City of St. Anthony City of Lauderdale City of St. Paul City of Little Canada	500 GPM est. 300 GPM est 500 GPM est 1300 GPM est	

GPM – Gallons per Minute

MGD – Million Gallons per Day

C. DEMAND PROJECTIONS.

TABLE 5 Ten Year Demand Projections

Year	Population Served	Average Day Demand (MGD)	Maximum Day Demand (MGD)	Projected Demand (MGY)
2010	36000	5.7	15.5	2080

2020	37000	5.75	15.8	2100
2030	38300	5.9	16.2	2153

MGD – Million Gallons per Day MGY – Million Gallons per Year

Projection Method. Describe how projections were made, (assumptions for per capita, per household, per acre or other methods used).

Metropolitan Council System Statement and current per capita consumption decreasing slightly

E. RESOURCE SUSTAINABILITY

Sustainable water use: use of water to provide for the needs of society, now and in the future, without unacceptable social, economic, or environmental consequences.

Monitoring. Records of water levels should be maintained for all production wells and source water reservoirs/basins. Water level readings should be taken monthly for a production well or observation well that is representative of the wells completed in each water source formation. **If water levels are not currently measured each year, a monitoring plan that includes a schedule for water level readings must be submitted as Attachment See SPRWS.**

TABLE 6 Monitoring Wells - List all wells being measured.

Unique well number	Type of well (production, observation)	Frequency of Measurement (daily, monthly etc.)	Method of Measurement (steel tape, SCADA etc.)
See SPRWS			

Water Level Data. Summarize water level data including seasonal and long-term trends for each ground and/or surface water source. If water levels are not measured and recorded on a routine basis then provide the static water level (SWL) when the well was constructed and a current water level measurement for each production well. Also include all water level data taken during well and pump maintenance.

See SPRWS

Attachment : Provide monitoring data (graph or table) for as many years as possible.

Ground Water Level Monitoring – DNR Waters in conjunction with federal and local units of government maintain and measure approximately 750 observation wells around the state. Ground water level data are available online www.dnr.state.mn.us/waters. Information is also available by contacting the Ground Water Level Monitoring Manager, DNR Waters, 500 Lafayette Road, St. Paul, MN 55155-4032 or call (651) 259-5700.

Natural Resource Impacts. Indicate any natural resource features such as calcareous fens, wetlands, trout streams, rivers or surface water basins that are or could be influenced by water withdrawals from municipal production wells. Also indicate if resource protection thresholds have been established and if mitigation measures or management plans have been developed.

N/A

Sustainability. Evaluate the adequacy of the resource to sustain current and projected demands. Describe any modeling conducted to determine impacts of projected demands on the resource.

N/A

Source Water Protection Plans. The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health's (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

Date WHP Plan Adopted: N/A

Date for Next WHP Update:

SWP Plan: ☐ In Process ☐ Completed ☐ Not Applicable

F. CAPITAL IMPROVEMENT PLAN (CIP)

Adequacy of Water Supply System. Are water supply installations, treatment facilities and distribution systems adequate to sustain current and projected demands? ☒ Yes ☐ No If no, describe any potential capital improvements over the next ten years and state the reasons for the

proposed changes (CIP Attachment B).

Proposed Water Sources. Does your current CIP include the addition of new wells or intakes?
☐ Yes ☒ No If yes, list the number of new installations and projected water demands from each for the next ten years. Plans for new production wells must include the geologic source formation, well location, and proposed pumping capacity.

Water Source Alternatives. If new water sources are being proposed, describe alternative sources that were considered and any possibilities of joint efforts with neighboring communities for development of supplies.

See SPRWS. The City of Roseville has a 20 year contract with SPRWS for water supply.

Preventative Maintenance. Long-term preventative programs and measures will help reduce the risk of emergency situations. Identify sections of the system that are prone to failure due to age, materials or other problems. This information should be used to prioritize capital improvements, preventative maintenance, and to determine the types of materials (pipes, valves, couplings, etc.) to have in stock to reduce repair time.

Roseville has an average of 30 water main breaks per year. To reduce the number of breaks, we are proposing a 10 year Capital Improvement Program to replace or rehabilitate \$1,000,000.00 of cast iron water main each year. Also as part of the 10 year Capital Improvement Program we propose to upgrade the older electrical controls, and replace some pumps at the booster station to high efficiency models.

PART II. EMERGENCY RESPONSE PROCEDURES

Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failures, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. If your community already has written procedures dealing with water emergencies we recommend that you use these guidelines to review and update existing procedures and water supply protection measures.

Federal Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act as amended by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188, Title IV – Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan. **Community water suppliers that have completed the Federal Emergency Response Plan and submitted the required certification to the U.S. Environmental Protection Agency have satisfied Part II, Sections A, B, and C of these guidelines and need only provide the information below regarding the emergency response plan and source water protection plan and complete Sections D (Allocation and Demand Reduction Procedures), and E (Enforcement).**

Provide the following information regarding your completed Federal Emergency Response Plan:

Emergency Response Plan	Contact Person	Contact Number
Emergency Response Lead	Tony Thury	651-775-3511
Alternate Emergency Response Lead	Duane Schwartz	651-775-3505
Emergency Response Plan Certification Date	June 2004	

Operational Contingency Plan. An operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance is recommended for all utilities. Check here ☒ if the utility has an operational contingency plan. At a minimum a contact list for contractors and supplies should be included in a water emergency telephone list.

Communities that have completed Federal Emergency Response Plans should skip to Section D.

EMERGENCY RESPONSE PROCEDURES

- A. Emergency Telephone List.** A telephone list of emergency contacts must be included as Attachment _____ to the plan (complete template or use your own list). The list should include key utility and community personnel, contacts in adjacent communities, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list on a regular basis (once each year recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Responsibilities and services for each contact should be defined.
- B. Current Water Sources and Service Area.** Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation, water well and maintenance records should be maintained in a central secured location so that the records are accessible for emergency purposes and preventative maintenance. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. Check here ☐ if these records and maps exist and staff can access the documents in the event of an emergency.
- C. Procedure for Augmenting Water Supplies.** List all available sources of water that can be used to augment or replace existing sources in an emergency. In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Copies of cooperative agreements should be maintained with your copy of the plan and include in Attachment _____. Be sure to include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MN Department of Health are required for interconnections and reuse of water.

TABLE 7 (A) Public Water Supply Systems – List interconnections with other public water supply systems that can supply water in an emergency.

Water Supply System	Capacity (GPM/MGD)	Note any limitations on use

GPM – Gallons per Minute MGD – Million Gallons per Day

TABLE 7 (B) - Private Water Sources – List other sources of water available in an emergency.

Name	Capacity (GPM/MGD)	Note any limitations on use

GPM – Gallons per Minute MGD – Million Gallons per Day

- D. Allocation and Demand Reduction Procedures.** The plan must include procedures to

address gradual decreases in water supply as well as emergencies and the sudden loss of water due to line breaks, power failures, sabotage, etc. During periods of limited water supplies public water suppliers are required to allocate water based on the priorities established in Minnesota Statutes 103G.261.

Water Use Priorities (Minnesota Statutes 103G.261)	
First Priority.	Domestic water supply, excluding industrial and commercial uses of municipal water supply, and use for power production that meets contingency requirements.
<i>NOTE:</i> Domestic use is defined (MN Rules 6115.0630, Subp. 9), as use for general household purposes for human needs such as cooking, cleaning, drinking, washing, and waste disposal, and uses for on-farm livestock watering excluding commercial livestock operations which use more than 10,000 gallons per day or one million gallons per year.	
Second Priority.	Water uses involving consumption of less than 10,000 gallons per day.
Third Priority.	Agricultural irrigation and processing of agricultural products.
Fourth Priority.	Power production in excess of the use provided for in the contingency plan under first priority.
Fifth Priority.	Uses, other than agricultural irrigation, processing of agricultural products, and power production.
Sixth Priority.	Non-essential uses. These uses are defined by Minnesota Statutes 103G.291 as lawn sprinkling, vehicle washing, golf course and park irrigation, and other non-essential uses.

List the statutory water use priorities along with any local priorities (hospitals, nursing homes, etc.) in Table 8. Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Local allocation priorities will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. In Table 8, list the priority ranking, average day demand and demand reduction potential for each customer category (modify customer categories if necessary).

Table 8 Water Use Priorities

Customer Category	Allocation Priority	Average Day Demand (GPD)	Demand Reduction Potential (GPD)
Residential	1(Including Arden Hills Residential) 1	1,360,000 (Roseville) 283,000(Arden Hills)	270,000 (Roseville) 54,000 (Arden Hills)
Institutional	2	No current data	
Commercial	3	to differentiate	
Industrial	4	between the	
Irrigation	5	remaining	
Wholesale	7	catogories.	
Non-essential	6	Total for all these catagories is 4,264,000	500,000
	TOTALS	5, 907, 000	824, 000

GPD – Gallons per Day

Demand Reduction Potential. The demand reduction potential for residential use will typically be the base demand during the winter months when water use for non-essential uses such as lawn watering do not occur. The difference between summer and winter demands typically defines the demand reduction that can be achieved by eliminating non-essential uses. In extreme emergency situations lower priority water uses must be restricted or eliminated to protect first priority domestic water requirements. Short-term demand reduction potential should be based on average day demands for customer categories within each priority class.

Triggers for Allocation and Demand Reduction Actions. Triggering levels must be defined for implementing emergency responses, including supply augmentation, demand reduction, and water allocation. Examples of triggers include: water demand >100% of storage, water level in well(s) below a certain elevation, treatment capacity reduced 10% etc. Each trigger should have a quantifiable indicator and actions can have multiple stages such as mild, moderate and severe responses. Check each trigger below that is used for implementing emergency responses and for each trigger indicate the actions to be taken at various levels or stages of severity in Table 9.

- | | | | |
|-------------------------------------|--|-------------------------------------|-------------------------|
| ☒ | Water Demand | ☒ | Water Main Break |
| ☒ | Treatment Capacity | ☐ | Loss of Production |
| ☒ | Storage Capacity | ☒ | Security Breach |
| ☐ | Groundwater Levels | ☒ | Contamination |
| ☐ | Surface Water Flows or Levels | ☐ | Other (list in Table 9) |
| ☒ | Pump, Booster Station or Well Out of Service | | |
| ☒ | Governor's Executive Order – Critical Water Deficiency (required by statute) | | |

Table 9 Demand Reduction Procedures

Condition	Trigger(s)	Actions
Stage 1 (Mild)	Water demand, Treatment capacity, Storage capacity, Security breach, Contamination.	Restrict lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses.
Stage 2 (Moderate)	All of the above, and Pump/ Booster station out of service.	Suspend lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses
Stage 3 (Severe)	All of the above	Shut off water to nonessential areas.1.
Critical Water Deficiency (M.S. 103G.291)	Executive Order by Governor & as provided in above triggers	Stage 1: Restrict lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses Stage 2: Suspend lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses

Note: The potential for water availability problems during the onset of a drought are almost impossible to predict. Significant increases in demand should be balanced with preventative measures to conserve supplies in the event of prolonged drought conditions.

Notification Procedures. List methods that will be used to inform customers regarding conservation requests, water use restrictions, and suspensions. Customers should be aware of

emergency procedures and responses that they may need to implement.

1. News Media including radio, television, and newspapers.
2. Local cable television.
3. City home page on the internet.
4. Public address system announcements in affected neighborhoods.
5. Door to door contact.

E. Enforcement. Minnesota Statutes require public water supply authorities to adopt and enforce water conservation restrictions during periods of critical water shortages.

**Public Water Supply Appropriation During Deficiency.
Minnesota Statutes 103G.291, Subdivision 1.**

Declaration and conservation.

(a) If the governor determines and declares by executive order that there is a critical water deficiency, public water supply authorities appropriating water must adopt and enforce water conservation restrictions within their jurisdiction that are consistent with rules adopted by the commissioner.

(b) The restrictions must limit lawn sprinkling, vehicle washing, golf course and park irrigation, and other nonessential uses, and have appropriate penalties for failure to comply with the restrictions.

An ordinance that has been adopted or a draft ordinance that can be quickly adopted to comply with the critical water deficiency declaration must be included in the plan (include with other ordinances in Attachment 7 for Part III, Item 4). Enforcement responsibilities and penalties for non-compliance should be addressed in the critical water deficiency ordinance.

Sample regulations are available at www.dnr.state.mn.us/waters

Authority to Implement Water Emergency Responses. Emergency responses could be delayed if city council or utility board actions are required. Standing authority for utility or city managers to implement water restrictions can improve response times for dealing with emergencies. Who has authority to implement water use restrictions in an emergency?

- ☐ Utility Manager ☒ City Manager ☐ City Council or Utility Board
☐ Other (describe):

Emergency Preparedness. If city or utility managers do not have standing authority to implement water emergency responses, please indicate any intentions to delegate that authority. Also indicate any other measures that are being considered to reduce delays for implementing emergency responses.

01.19: RESTRICTIONS AGAINST SPRINKLING AND OTHER LIMITATIONS:

All water customers and consumers shall be governed by the applicable regulations promulgated by the Board of Water Commissioners of the City of Saint Paul as to limitations in the time and manner of using water and such other applicable regulations

promulgated by the City Council affecting the preservation, regulation and protection of the water supply. (Ord. 388, 4-22-1963)

City would take appropriate operational measures in an emergency to ensure a continuous water supply to customers and keep the City Council informed of necessary actions.

PART III. WATER CONSERVATION PLAN

Water conservation programs are intended to reduce demand for water, improve the efficiency in use and reduce losses and waste of water. Long-term conservation measures that improve overall water use efficiencies can help reduce the need for short-term conservation measures. Water conservation is an important part of water resource management and can also help utility managers satisfy the ever-increasing demands being placed on water resources.

Minnesota Statutes 103G.291, requires public water suppliers to implement demand reduction measures before seeking approvals to construct new wells or increases in authorized volumes of water. Minnesota Rules 6115.0770, require water users to employ the best available means and practices to promote the efficient use of water. Conservation programs can be cost effective when compared to the generally higher costs of developing new sources of supply or expanding water and/or wastewater treatment plant capacities.

A. Conservation Goals. The following section establishes goals for various measures of water demand. The programs necessary to achieve the goals will be described in the following section.

Unaccounted Water (calculate five year averages with data from Table 1)	
Average annual volume unaccounted water for the last 5 years	42,500,000 gallons
Average percent unaccounted water for the last 5 years	2.17% percent
AWWA recommends that unaccounted water not exceed 10%. Describe goals to reduce unaccounted water if the average of the last 5 years exceeds 10%.	

Residential Gallons Per Capita Demand (GPCD)	
Average residential GPCD use for the last 5 years (use data from Table 1)	42.5 GPCD
In 2002, average residential GPCD use in the Twin Cities Metropolitan Area was 75 GPCD. Describe goals to reduce residential demand if the average for the last 5 years exceeds 75 GPCD.	

Total Per Capita Demand: From Table 1, is the trend in overall per capita demand over the past 10 years ☐ increasing or ☐ decreasing? If total GPCD is increasing, describe the goals to lower overall per capita demand or explain the reasons for the increase.
The TPCD is staying about the same for the past 8 years for which we have data.

Peak Demands (calculate average ratio for last five years using data from Table 1)	
Average maximum day to average day ratio	2.66/1
If peak demands exceed a ratio of 2.6, describe the goals for lowering peak demands.	

We have adopted an increasing block rate and seasonal rate structure for 2009 and beyond.

B. Water Conservation Programs. Describe all short-term conservation measures that are available for use in an emergency and long-term measures to improve water use efficiencies for each of the six conservation program elements listed below. Short-term demand reduction measures must be included in the emergency response procedures and must be in support of, and part of, a community all-hazard emergency operation plan.

1. **Metering.** The American Water Works Association (AWWA) recommends that every water utility meter all water taken into its system and all water distributed from its system at its customer's point of service. An effective metering program relies upon periodic performance testing, repair, repair and maintenance of all meters. AWWA also recommends that utilities conduct regular water audits to ensure accountability. Complete Table 10 (A) regarding the number and maintenance of customer meters.

TABLE 10 (A) Customer Meters

	Number of Connections	Number of Metered Connections	Meter testing schedule (years)	Average age/meter replacement schedule (years)
Residential	11653	11653		/
Institutional	N/A	N/A		/
Commercial	747	747		/
Industrial	N/A	N/A		/
Public Facilities	N/A	N/A		/
Other	-	-		/
TOTALS	12400	12400		

Unmetered Systems. Provide an estimate of the cost to install meters and the projected water savings from metering water use. Also indicate any plans to install meters.

TABLE 10 (B) Water Source Meters

	Number of Meters	Meter testing schedule (years)	Average age/meter replacement schedule (years)
Water Source (wells/intakes)	1	Semi Annual	5 years / 20 years
Treatment Plant	SPRWS		/

2. **Unaccounted Water.** Water audits are intended to identify, quantify, and verify water and revenue losses. The volume of unaccounted-for water should be evaluated each billing cycle. The AWWA recommends a goal of ten percent or less for unaccounted-for water. Water audit procedures are available from the AWWA and MN Rural Water Association.

Frequency of water audits: ☐ each billing cycle ☒ yearly ☐ other:

Leak detection and survey: ☐ every year ☐ every years ☒ periodic as needed
Year last leak detection survey completed:

Reducing Unaccounted Water. List potential sources and efforts being taken to reduce unaccounted water. If unaccounted water exceeds 10% of total withdrawals, include the timeframe for completing work to reduce unaccounted water to 10% or less.

Metering all City use and leak detection at 5 year intervals and as needed. Last citywide leak detection survey was 2003.

3. **Conservation Water Rates.** Plans must include the current rate structure for all customers and provide information on any proposed rate changes. Discuss the basis for current price levels and rates, including cost of service data, and the impact current rates have on conservation.

Billing Frequency: ☐ Monthly ☐ Bimonthly ☒ Quarterly
☐ Other (describe):

Volume included in base rate or service charge: 0 gallons or cubic feet

Conservation Rate Structures

- ☒ Increasing block rate: rate per unit increases as water use increases
☒ Seasonal rate: higher rates in summer to reduce peak demands
☒ Service charge or base fee that does not include a water volume

Conservation Neutral Rate Structure

- ☐ Uniform rate: rate per unit is the same regardless of volume

Non-conserving Rate Structures

- ☐ Service charge or base fee that includes a large volume of water
☐ Declining block rate: rate per unit decreases as water use increases
☐ Flat rate: one fee regardless of how much water is used (unmetered)

Other (describe):

Water Rates Evaluated: ☒ every year ☐ every years ☐ no schedule

Date of last rate change: Jan. 1,2009

Declining block (the more water used, the cheaper the rate) and flat (one fee for an unlimited volume of water) rates should be phased out and replaced with conservation rates.

Incorporating a seasonal rate structure and the benefits of a monthly billing cycle should also be considered along with the development of an emergency rate structure that could be quickly implemented to encourage conservation in an emergency.

Current Water Rates. Include a copy of the actual rate structure in Attachment A or list current water rates including base/service fees and volume charges below.

2009 residential base fee \$27.75
 2009 residential senior base fee \$18.00
 meter size 1inch and greater base fee increases incrementally to \$420.00 for 6 inch meter
 2009 residential usage rate up to 30,000 gal./ qtr \$1.85/1000gallons
 2009 residential usage over 30,000 gallons/ qtr. \$2.00/ 1000 gallons
 Non residential summer rate \$\$2.65/ 1000 gallons
 Non residential winter rate \$2.40/ 1000 gallons

Non-conserving Rate Structures. Provide justification for the rate structure and its impact on reducing demands or indicate intentions including the timeframe for adopting a conservation rate structure.

4. **Regulation.** Plans should include regulations for short-term reductions in demand and long-term improvements in water efficiencies. Sample regulations are available from DNR Waters. Copies of adopted regulations or proposed restrictions should be included in Attachment of the plan. Indicate any of the items below that are required by local regulations and also indicate if the requirement is applied each year or just in emergencies.

- ☐ Time of Day: no watering between am/pm and am/pm
 (reduces evaporation) ☐ year around ☐ seasonal ☐ emergency only
☐ Odd/Even: (helps reduce peak demand) ☐ year around ☐ seasonal ☐ emergency only
☐ Water waste prohibited (no runoff from irrigation systems)

Describe ordinance:

- ☐ Limitations on turf areas for landscaping (reduces high water use turf areas)

Describe ordinance:

- ☐ Soil preparation (such as 4"-6" of organic soil on new turf areas with sandy soil)

Describe ordinance:

- ☐ Tree ratios (plant one tree for every square feet to reduce turf evapotranspiration)

Describe ordinance:

- ☐ Prohibit irrigation of medians or areas less than 8 feet wide

Describe ordinance:

- ☐ Permit required to fill swimming pool ☐ every year ☐ emergency only

☒ Other (describe): Emergency restrictions only as required by wholesale water contract with SPRWS. Other emergency restrictions as determined by operating necessity .

State and Federal Regulations (mandated)

☒ Rainfall sensors on landscape irrigation systems. Minnesota Statute 103G.298 requires “All automatically operated landscape irrigation systems shall have furnished and installed technology that inhibits or interrupts operation of the landscape irrigation system during periods of sufficient moisture. The technology must be adjustable either by the end user or the professional practitioner of landscape irrigation services.”

☒ Water Efficient Plumbing Fixtures. The 1992 Federal Energy Policy Act established manufacturing standards for water efficient plumbing fixtures, including toilets, urinals, faucets, and aerators.

Enforcement. Are ordinances enforced? ☒ Yes ☐ No If yes, indicate how ordinances are enforced along with any penalties for non-compliance.
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Notification/tagging if necessary.

5. Education and Information Programs. Customers should be provided information on how to improve water use efficiencies a minimum of two times per year. Information should be provided at appropriate times to address peak demands. Emergency notices and educational materials on how to reduce water use should be available for quick distribution during an emergency. If any of the methods listed in the table below are used to provide water conservation tips, indicate the number of times that information is provided each year and attach a list of education efforts used for the last three years.

Current Education Programs	Times/Year
Billing inserts or tips printed on the actual bill	
Consumer Confidence Reports	1
Local news papers	6
Community news letters	4
Direct mailings (water audit/retrofit kits, showerheads, brochures)	
Information at utility and public buildings	12
Public Service Announcements	2
Cable TV Programs	
Demonstration projects (landscaping or plumbing)	2-3
K-12 Education programs (Project Wet, Drinking Water Institute)	
School presentations	1
Events (children's water festivals, environmental fairs)	2
Community education	4
Water Week promotions	1
Information provided to groups that tour the water treatment plant	
Website (include address: www.cityofroseville.com)	12
Targeted efforts (large volume users, users with large increases)	
Notices of ordinances (include tips with notices)	
Emergency conservation notices (recommended)as needed	0
Other:	

List education efforts for the last three years in Attachment 0 of the plan. Be sure to indicate whether educational efforts are on-going and which efforts were initiated as an emergency or drought management effort.

Proposed Education Programs. Describe any additional efforts planned to provide conservation information to customers a minimum of twice per year (required if there are no current efforts).

A packet of conservation tips and information can be obtained by contacting DNR Waters or the Minnesota Rural Water Association (MRWA). The American Water Works Association (AWWA) www.awwa.org or www.waterwiser.org also has excellent materials on water conservation that are available in a number of formats. You can contact the MRWA 800/367-

6792, the AWWA bookstore 800/926-7337 or DNR Waters 651/259-5703 for information regarding educational materials and formats that are available.

6. **Retrofitting Programs.** Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use as well as energy costs. It is recommended that communities develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and that the benefits of retrofitting be included in public education programs. You may also want to contact local electric or gas suppliers to see if they are interested in developing a showerhead distribution program for customers in your service area.

A study by the AWWA Research Foundation (Residential End Uses of Water, 1999) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

Retrofitting Programs. Describe any education or incentive programs to encourage the retrofitting of inefficient plumbing fixtures (toilets, showerheads, faucets, and aerators) or appliances (washing machines).

Educate public through news letter articles and website postings as to the benefits of retrofitting fixtures and appliances.

Plan Approval. Water Supply Plans must be approved by the Department of Natural Resources (DNR) every ten years. Please submit plans for approval to the following address:

DNR Waters

Water Permit Programs Supervisor

500 Lafayette Road

St. Paul, MN 55155-4032

or Submit electronically to

wateruse@dnr.state.mn.us.

Adoption of Plan. All DNR plan approvals are contingent on the formal adoption of the plan by the city council or utility board. Please submit a certificate of adoption (example available) or other action adopting the plan.

Metropolitan Area communities are also required to submit these plans to the Metropolitan Council. Please see PART IV. ITEMS FOR METROPOLITAN AREA PUBLIC SUPPLIERS.

METROPOLITAN COUNCIL

PART IV. ITEMS FOR METROPOLITAN AREA PUBLIC SUPPLIERS

Minnesota Statute 473.859 requires water supply plans to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process. Much of the required information is contained in Parts I-III of these guidelines. However, the following additional information is necessary to make the water supply plans consistent with the Metropolitan Land Use Planning Act upon which local comprehensive plans are based. Communities should use the information collected in the development of their plans to evaluate whether or not their water supplies are being developed consistent with the Council's Water Resources Management Policy Plan.

Policies. Provide a statement(s) on the principles that will dictate operation of the water supply utility: for example, "It is the policy of the city to provide good quality water at an affordable rate, while assuring this use does not have a long-term negative resource impact."

It is the policy of the City of Roseville to provide quality water that meets or exceeds drinking water standards at an affordable rate without having a negative impact on resource sustainability.

Impact on the Local Comprehensive Plan. Identify the impact that the adoption of this water supply plan has on the rest of the local comprehensive plan, including implications for future growth of the community, economic impact on the community and changes to the comprehensive plan that might result.

This water supply plan supports the anticipated land uses prescribed in the city's Comprehensive Plan.

Demand Projections

Year	Total Community Population	Population Served	Average Day Demand (MGD)	Maximum Day Demand (MGD)	Projected Demand (MGY)
2010	36000	same	5.7	15.5	2080
2020	37000	same	5.75	15.8	2100
2030	38300	same	5.9	16.2	2153
Ultimate	NA	NA	NA	NA	NA

Population projections should be consistent with those in the Metropolitan Council's 2030 *Regional Development Framework* or the Communities 2008 Comprehensive Plan update. If population served differs from total population, explain in detail why the difference (i.e., service to other communities, not complete service within community etc.).

NA

PLAN SUBMITTAL AND REVIEW OF THE PLAN

The plan will be reviewed by the Council according to the sequence outlined in Minnesota Statutes 473.175. **Prior to submittal to the Council, the plan must be submitted to adjacent**

governmental units for a 60-day review period. Following submittal, the Council determines if the plan is complete for review within 15 days. If incomplete, the Council will notify the community and request the necessary information. When complete the Council will complete its review within 60 days or a mutually agreed upon extension. The community officially adopts the plan after the Council provides its comments.

Plans can be submitted electronically to the Council; however, the review process will not begin until the Council receives a paper copy of the materials. Electronic submissions can be via a CD, 3 ½" floppy disk or to the email address below. Metropolitan communities should submit their plans to:

Reviews Coordinator
Metropolitan Council
390 Robert St,
St. Paul, MN 55101

electronically to:
watersupply@metc.state.mn.us

Attachment
Conservation Regulation

- E. Penalty For Late Payment: Each quarterly billing for water service not paid when due shall incur a penalty charge of ten percent of the amount past due. (1990 Code, per letter dated 1-31-1997)

801.17: REPAIR OF LEAKS:

It shall be the responsibility of the consumer or owner to maintain the service pipe from the water main into the house or building. In case of failure upon the part of any consumer or owner to repair any leak occurring in such pipe within twenty four (24) hours after verbal or written notice, the water will be shut off and will not be turned on until the leak is repaired. When the waste of water is great, or when damage is likely to result from the leak, the water may be turned off immediately pending repairs. A water shutoff charge shall be made in an amount set by City Council resolution. (Ord. 530, 3-20-1967; 1995 Code)

801.18: USE OF WATER FOR AIR CONDITIONERS:

- A. Permit Required: Permits shall be required for the installation of all new air conditioning systems to the public water system. Said permit shall be on forms as provided by the City.
- B. Water Conserving and Regulating Devices: All air conditioning systems which are connected directly or indirectly with the public water system must be equipped with water conserving and water regulating devices as approved by the Public Works Director. (Ord. 388, 4-22-1963)

801.19: RESTRICTIONS AGAINST SPRINKLING AND OTHER LIMITATIONS:

All water customers and consumers shall be governed by the applicable regulations promulgated by the Board of Water Commissioners of the City of Saint Paul as to limitations in the time and manner of using water and such other applicable regulations promulgated by the City Council affecting the preservation, regulation and protection of the water supply. (Ord. 388, 4-22-1963)

801.20: LIABILITY FOR DEFICIENCY OR SHUTOFFS:

The City shall not be liable for any deficiency or failure in the supply of water to consumers, whether occasioned by shutting the water off for the purpose of making repairs or connections or from any other cause whatever. In case of fire, or alarm of fire, or in making repairs or construction of new works, water may be shut off at any time and kept shut off as long as necessary. (Ord. 388, 4-22-1963)

801.21: WILLFUL DAMAGE TO SYSTEM:

No person shall remove or damage any structure, appurtenance or property of the water system, fill or partially fill any excavation or raise or open any gate constructed or maintained for the water system. (Ord. 388, 4-22-1963)

801.22: DISCONTINUANCE FOR VIOLATIONS:

Water service may be shut off at any stop box connection whenever:

- A. Violation: The owner or occupant of the premises serviced or any person working on any pipes or equipment which are connected with the water system, has violated or threatens to violate any of the provisions of this Chapter.
- B. Nonpayment of Charges: Any charge for water, service, meter or any other financial obligation imposed on the present or former owner or occupant of the premises served is unpaid.

Attachment

Education Article Examples

CITY OF ROSEVILLE

2007 DRINKING WATER REPORT

The City of Roseville takes pride in providing you with high quality water and excellent service. We are pleased to announce that the drinking water provided to our customers meets or exceeds all state and federal requirements. The results of testing done for the period from January 1, 2007 to December 31, 2007, are listed below.

The purpose of this report is to advance your understanding of drinking water and heighten awareness of the need to protect precious water resources.

SOURCE OF WATER

The City of Roseville purchases drinking water from St. Paul Regional Water Services (SPRWS). SPRWS obtains its water from wells in the Prairie Du Chien-Jordan aquifer and surface water from the Chain of Lakes and the Mississippi River. For a copy of the entire source water assessment call 651-201-4700 (and press 5) during normal business hours or view it online at www.health.state.mn.us/divs/eh/water/swp/swa.

This water is piped to the SPRWS Water Treatment Plant in Maplewood where it is treated and tested to meet or exceed all State and Federal drinking water standards.

WATER QUALITY MONITORING

SPRWS tests our drinking water daily before it is delivered. The City of Roseville conducts a minimum of 40 additional tests monthly on water samples. The Minnesota Department of Health also performs additional tests annually.

Roseville's water utility personnel perform annual system maintenance that helps ensure continued water quality, reliability, and integrity of the distribution system.

RESULTS OF MONITORING

The tables below list substances that were detected in trace amounts last year. Levels detected were well below maximums allowed in potable drinking water.

Key to abbreviations

MCLG Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

MCL Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

MRDL Maximum Residual Disinfectant Level.

MRDLG Maximum Residual Disinfectant Level Goal.

AL Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirement which a water system must follow.

90th Percentile Level This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

pCi/l PicoCuries per liter (a measure of radioactivity).

ppb Parts per billion, which can also be expressed as micrograms per liter (µg/l).

ppm Parts per million, which can also be expressed as milligrams per liter (mg/l).

TT Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.

NTU Nephelometric Turbidity Unit, used to measure clarity in drinking water.

N/A Not applicable (does not apply).

Contaminant (units)	MCLG	MCL	Level Found		Typical Source of Contaminant
			Range (2006)	Avg. Result*	
Fluoride (ppm)	4	4	1.1 - 1.3	1.23	State of Minnesota requires all municipal water systems to add fluoride to the drinking water to promote strong teeth. Erosion of natural deposits; Discharge from fertilizer and aluminum factories.
Haloacetic Acids (HAA5) (ppb)	0	60	5.6 - 24.6	15.18	By-product of drinking water disinfection.
THM (Total trihalomethanes) (ppb)	0	80	12.9 - 33.7	25.4	By-product of drinking water disinfection.

*This is the value used to determine compliance with federal standards. It is sometimes the highest value detected and sometimes is an average of all the detected values. If it is an average, it may contain sampling results from the previous year.

Contaminant (units)	MCLG	MCL	Average	Highest Single Measurement	Typical Source of Contaminant
Turbidity (NTU)	NA	TT	.048	.063	Soil runoff

Turbidity is a measure of the clarity of the water. It is monitored because it is a good indicator of the effectiveness of the filtration system. The percentage of Total Organic Carbon (TOC) removal was measured each month and the system met all TOC removal requirements set by the U.S. Environmental Protection Agency (EPA).

Contaminant (units)	MRDLG	MRDL	**	***	Typical Source of Contaminant
Chlorine (ppm)	4	4	2.2 - 2.8	2.78	Water additive used to control microbes.

Highest and Lowest Monthly Averages *Highest Quarterly Average

Contaminant (units)	MCLG	AL	90% Level	# sites over AL	Typical Source of Contaminant
Copper (ppm) (07/26/2004)	NA	1.3	0.03	0 out of 30	Corrosion of household plumbing systems; Erosion of natural deposits.
Lead (ppm)	NA	15	4	1 out of 30	Corrosion of household plumbing systems; Erosion of natural deposits.

† If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children.

OTHER SUBSTANCES IN OUR WATER

Some contaminants do not have Maximum Contaminant Levels established for them. These "unregulated contaminants" are assessed using state standards known as health risk limits to determine if they pose a threat to human health. If unacceptable levels of an unregulated contaminant are found, the response is the same as if an MCL has been exceeded; the water system must inform its customers and take other corrective actions. In the preceding table are the unregulated contaminants that were detected:

Contaminant (units)	Level Found		Typical Source of Contaminant
	Range 2007	Average Result	
Sodium (ppm)	N/A	12	Erosion of natural deposits.
Sulfate (ppm)	N/A	20.4	Erosion of natural deposits.

Hardness	Range	Result	
	N/A	5.25 Gr.	85 ppm

COMPLIANCE WITH NATIONAL PRIMARY DRINKING WATER REGULATIONS

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants** such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants** such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides**, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.
- Radioactive contaminants**, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U. S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

SPECIAL HEALTH INFORMATION

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* are available from the Safe Drinking Water Hotline at 1-800-426-4791.

WHAT ELSE CAN BE FOUND IN OUR DRINKING WATER?

In recent months, media outlets have addressed the presence of pharmaceutical and other household substances in our drinking water.

Note that we meet all EPA standards for safe drinking water. However, the EPA does not require testing for pharmaceuticals or household items such as caffeine over the counter medications, insect repellents, and cotinine (derived from nicotine, found in cigarettes).

When we drink coffee, smoke a cigarette, take medication, apply lotion, insect repellent, and other products, our bodies metabolize these substances—but not completely. These substances are excreted or rinsed off our bodies and end up in the sewer system and are then treated at a wastewater facility. Drinking water treatment plants remove most, but not all of these substances.

A study conducted in 2000-2002 tested for the presence of organic wastewater compounds at 65 sites throughout the state, including the water entering and leaving the SPRWS treatment plant. Detected concentrations of these compounds averaged less than 3 parts per billion.

Another study suggests the average person would need to drink between hundreds to thousands of 8-ounce glasses of water every day over a lifetime to increase the risk for cancer from these substances.

May June 08

Outdoor Water Conservation

In our last issue we provided tips that you can do inside the home to conserve water and save money on your water bill. This month we've included tips to reduce your outdoor water consumption.

- Choose native grasses, ground covers, shrubs and trees with a deep root system. Once established, they do not need to be watered as frequently.
- Raise the lawn mower blade to at least three inches. A lawn cut higher encourages grass roots to grow deeper, shades the root system and holds soil moisture better than a closely-clipped lawn.
- Water lawns and gardens only when needed and only during the early morning or evening when evaporation is lower. A hearty rain eliminates the need for watering for as long as two weeks.
- Avoid over-fertilizing your lawn. Fertilizer increases the need for water.
- Use mulch to retain moisture. It slows weed growth and reduces the need for fertilizers.
- Outfit your hose with a shut-off nozzle which can be adjusted down to fine spray so that water flows only as needed. When finished, turn it off at the faucet instead of at the nozzle to avoid leaks.
- Use a bucket to wash your car rather than running the hose continuously, and park your car on the grass while washing it rather than letting the water run down the street.
- Use a broom to clean leaves and other debris from your driveway or sidewalk. Never wash leaves or debris into the street.
- Position your sprinklers so that your water lands on the lawn and shrubs ... not on paved areas.
- Do not leave sprinklers or hoses unattended. Use a kitchen timer to remind yourself to turn it off.
- Check all hoses, connectors and spigots regularly for any leaks.

March April

The Gifts Rain Gives Us

April showers bring May flowers, but April showers can bring so much more to our lakes and streams. Rain water washes chemicals and pollutants from sidewalks, driveways or rooftops, and it washes fertilizers and herbicides from gardens and lawns. Pollutants can wash down storm water drains and into the water supply.

With a little landscaping effort on your part, you can help scrub the rain water clean and add beauty to your yard. Rain gardens are shallow depressions that capture storm water and allows it to trickle through the soil rather than running off the surface. The soil filters out pollutants before they reach the groundwater.

Rain gardens require minimal care once they are established, but planting one takes forethought, including selecting plants that can tolerate occasional wet soils. Many native plants are ideal for rain garden planting, and they will add beauty and attract butterflies and birds to your garden.

Log on to www.cityofroseville.com/stormwaterlinks or Call City Engineer Deb Bloom at 651-792-7042 for information about planting a rain garden.

Mark APW

Water – Saving a Valuable Resource

Four times a year, one of Roseville's Utility workers visits your home. You may not see him, but he was there. His job is to read your water meter. He then brings the information back to City Hall and soon you get your water bill in the mail. Many of us review the bill, write the check and then forget about it for another three months.

But you shouldn't pay it and forget it. You could take action to reduce your water consumption. First, replace your old washing machine, dishwasher, toilets, shower heads and faucets with more efficient ones. Not only will you save water, you'll lower your electric bill too. Log on to www.awwa.org/waterwiser/links/ for information about purchasing energy saving appliances.

Second, cut down on your water use.

- Take shorter showers and/or install low-flow showerheads
- Turn faucets off tightly
- Avoid running water continuously while performing kitchen tasks
- Run dishwashers and washing machines only with a full load
- Log on to <http://www.wateruseitwisely.com>.

Third, look for and repair any leaks. According to the American Water Works Association, as much as 12% of water used each day in a home is wasted because of leaks. Most people think if they have a leak they will hear or see it, but that is not true. Many leaks silently run down the drain.

You can do a simple home test to see if you have a silent leak.

- 1) Before going to bed and after all household devices such as the washing machine and dishwasher have stopped running, record the number reading on your water meter (typically located in the basement or lower level).
- 2) The next morning, record the reading again. If the number has changed, it could indicate a leak somewhere in the home.

If you've found that you have a silent leak there are several steps you can take to stop it. Your toilet is the most likely problem. Put several drops of food coloring in the toilet tank. Do not flush. Wait about 20 minutes. If the color appears in the bowl, your toilet has a silent leak.

The problem often occurs when in-tank chlorine toilet cleaners are used. While these products keep your toilet bowl clean, the chemicals can damage the rubber flapper in as little as 30 days. Manufacturers are now making composite rubber flappers with extended warranties that protect against leakage for up to five years. These flappers are more expensive but they are resistant to the chemicals found in traditional in-tank toilet cleaners. You can also switch to in-bowl cleaners – after all, that's where it's needed. In-bowl cleaners provide the same cleaning power, but there is no contact with the flapper.

If your toilet isn't causing the leaks, replace washers, hoses and nuts and bolts on all of the faucets and appliances in your home. Check your outdoor faucets and hoses too.

Leaks don't go away on their own; they only get worse. They cause property damage and can become expensive to repair. Take care of leaks as soon as they are identified. It saves water and money and limits complications of water damage.

With these simple tips, residents can save thousands of gallons and reduce quarterly utility bills.

If you want to learn more, log on to <http://www.cityofroseville.com/utilitybilling> or call 651-792-7196.

Set off in box

Property owner are responsible to pay for *all* water that flows through the meter – even if it is for a leak. The City does not give credit for water leaks.

T'ai Chi Chih Practice to Central Park

Learn to reduce stress in your life. Try T'ai Chi Chih, a practice of gentle, meditative moves that can reduce stress and help you feel better. Roseville Parks and Recreation invites you to try T'ai Chi Chih in an outdoor setting. Meet on Thursdays beginning May 31 through August 30 at Central Park Victoria Street (west side) in Roseville from 5:45-6:45 p.m. The instructor is Karen Carrier. Drop-in, no registration needed and it's free! Call 651-792-7006 if you have questions.

Free Blood Pressure Screening

Do you know what your blood pressure is? Why it's important to find out? High blood pressure is often called an invisible disease because it has no visible symptoms; however, high blood pressure poses a serious health risk because it forces your heart to work extra hard. If you suffer from high blood pressure your blood vessels could be damaged with each beat of your heart, and it can lead to a stroke or a heart attack.

Roseville Firefighters conduct free blood pressure checks daily from 1:00 to 6:00 p.m. at Fire Station #3, 2335 Dale St. unless they are on a fire call. The firefighters will provide you with a card to record your blood pressure. If your blood pressure is high over a few visits, please see your doctor. High blood pressure can be treated through changes to your lifestyle or through medication.

Protect our Groundwater

Spring weather calls us to work on our lawns and gardens, but before you begin the City of Roseville reminds you to plan carefully before purchasing fertilizers. The chemicals you apply on your lawn could seep into the groundwater or run off into the sewer system and go untreated into City lakes. Only buy fertilizers with chemicals your lawn needs, and only buy enough to use for one season. Follow these rules to help preserve the City's groundwater:

- Never fertilize before a heavy rain.
- City Code prohibits fertilizer application before April 15 or after November 15.
- City Code prohibits applying fertilizers within 10 feet of a body of water or wetland.
- Prevent grass clippings and leaves from washing into gutters and into lakes and ponds. Sweep clippings back onto your lawn. Compost clippings, use as mulch, take to a free county yard waste site or arrange a special pick up with your trash hauler.

To find out what chemicals you may need for your lawn, test your soil. The U of M Extension Office tests soil for a nominal fee. Log on to <http://www.extension.umn.edu/info-u/plants/BG468.html> or call

association was founded in 1954 as a training and social organization to network and exchange ideas between law enforcement executives.

Arboretum Green Team at Work

Share your passion for plants. Join the Roseville Arboretum Green Team. The Green Team is looking for volunteers to help tend the gardens at the Muriel Sahlin Arboretum. The eight acre Arboretum, located at 2525 North Dale St., Roseville, is home to a variety of plants, shrubs and trees including hostas, lilacs, shrub roses, dogwoods, viburnum shrubs, prairie grasses and hardwoods.

Volunteers will plant, water, rake, weed and do other tasks, as needed. A Master Gardener will be available most evenings to answer your gardening questions. Volunteers meet at 5:00 p.m. This year organizers added a special feature. Following an hour of work, they'll offer a free class or special event. The summer work schedule and special events include:

- May 13 - Prep Work for Annual Flower Bed Planting
- June 10 – How to Grow Roses
- July 8 – Daylily Sale
- August 12 – Cooking Demonstration Using Herbs and Vegetables Grown by Hmong Community
- September 9 – Gardening Tips – Plant Selections, Native or Non-Native, Plants to Attract Wildlife, Proper Tools and Techniques
- October 14 – Tree Care: Proper Planting, Pruning and Selection

If you can't meet at those times and you want to volunteer, we'll work with your schedule. Call Patti Sullivan at 651-366-8965 or email patti.sullivan@ci.roseville.mn.us if you want to join the Arboretum Green Team.

Chanhassen Dinner Theatre – 42nd Street

Theater fans, join Roseville Parks and Recreation and travel to 42nd Street – courtesy of Chanhassen Dinner Theatre. You'll dine at one of the nation's leading dinner theaters and then enjoy the stuff Broadway dreams are made of! Sing along with the musical classics such as "Lullaby of Broadway," "Shuffle Off to Buffalo" and "We're in the Money" and see the fairytale about a chorus girl who travels to the Big Apple to break into show business.

Motor coach leaves on Wednesday, June 4 from Roseville Skating Center, 2661 Civic Center Drive, at 10:00 a.m. and returns at about 5:00 p.m. Cost is \$69 and includes theater tickets, transportation and dinner. Space is limited so call today. Call 651-792-7110 to register.

REQUEST FOR COUNCIL ACTION

Date: 4/27/09
Item No.: 12.a

Department Approval

City Manager Approval



Item Description: **2010 Benefits Contribution Incentive**

INTRODUCTION AND BACKGROUND:

Through benefits changes toward consumer driven health care plans and the City's Wellness program, we have provided both awareness and opportunities for healthier and happier employees. The committees believe the next step is continued education and a focus on preventative care.

During the January Benefits and Wellness Committee meetings the teams looked at 2008 accomplishments and future goals. Members felt the changes incorporated into the 2009 benefits package provided a solid foundation for choice and a potential change in employee benefits use and behavior. The teams believe that improving employee wellness advances the long-range goal of increasing the health and happiness of staff and minimizes health insurance rate increases. We've seen a slight decline in claims over the last year and thus believe our programs are beginning to work.

In 2008, approximately 30% of Roseville employees saw their physicians for a wellness check, whereas the national average is closer to 80%. The members feel that Roseville's poor participation in preventative checkups is one reason that claims have been so high, which resulted in higher rate increases. To achieve the goal of improving employee health and minimizing insurance costs, the Benefits Committee (in agreement with the Wellness Committee) feels the next step is to provide greater incentives to get employees to complete health assessment surveys and see their doctor for a wellness exam. By following these initiatives, employees will be better informed about their health risks and, with the help of their doctor, may identify health problems at an early stage when they may be correctable, better managed, or less expensive to treat.

Therefore, Management concurs with the Benefits Committee and recommends directing a larger share of the Council-approved benefits contribution to employees who have completed certain wellness oriented initiatives prior to the beginning of the 2010 health insurance year. The Committee believes that \$10 per month would be enough incentive to motivate employees to participate. This distribution will be added to all benefit-eligible employees who participate showing the proper documentation during the benefits enrollment period for 2010.

To achieve this \$120 annual incentive, the employee must complete at a minimum, an annual Health Risk Assessment, an annual blood pressure screening, and a physical exam as directed by your doctor according to age, gender, and personal risk factors, prior to the end of the open enrollment period for the 2010 insurance year. Eligible employees who have opted out of Roseville's insurance coverage could participate in the same way to earn the additional \$10/month contribution as they could be on the City's plan at any time.

We want to be able to inform employees about this early enough in the year to allow ample time for scheduling an appointment with their doctor, if needed, and to complete an on-line Health Risk Assessment. Employees don't necessarily need to get ANOTHER physical exam/screening this year if their physician does not recommend one; they may just need to have their physician fill in the Benefits Plan Contribution Incentive form which I have attached to show how this would be administered.

BUDGET IMPLICATIONS

The budgeted 2010 Council approved budget for benefits contributions will cover the cost of the proposed incentive so there is no additional cost. Those that do not participate will receive \$10 per month less than the Council approved rate, resulting in budgetary savings.

REQUESTED COUNCIL ACTION

Motion to approve a \$120 annual incentive as part of the 2010 Council approved Benefits contribution for staff, and to direct City staff to prepare the necessary documents for execution, subject to City Attorney approval as to legal form.

Prepared by: Eldona Bacon
Attachments: A: Benefits Plan Contribution Incentive Form



EMPLOYEE NAME _____

Benefits Plan Contribution Incentive

Earn \$10 a month toward your health insurance. Complete items A, B, and C below and submit a copy of this form with your benefits enrollment for the New Year. Note that the physical exam/screening (item A) is required on a schedule determined by your physician, whereas the blood pressure screening (item B) and Health Risk Assessment (item C) need to be completed at least once a year.

- A. Physical Exams/Screenings** as appropriate for your gender, age, and personal risk factors as performed by a physician and/or other qualified medical professional are required at the intervals recommended for you by your physician. Based on your physician's recommendation, a physical exam/screening might include blood sugar or cholesterol testing, colorectal cancer screening, mammogram, obesity screening, tobacco use/exposure screening, calcium/osteoporosis counseling, alcohol abuse screening, depression screening, cervical cancer screening/pap smear, and/or folic acid screening. Your physician's determination of WHICH exams/screenings you need will not be shared with Roseville Human Resources; H.R. only needs to know you have had a physical exam and WHEN your physician wants to see you again.

This section is to be completed by employee's physician.

Clinic Name/Address Stamped Here:

Date of most recent wellness physical exam or screening: _____

Next physical exam or screening should occur by the end of _____
Month and year

Physician's signature: _____

AND

- B. A Blood Pressure Screening** performed by a qualified medical professional is required every year. This screening can be a part of a visit to your physician, blood donation center, or the neighborhood fire station.

Screener's Company Name, signature and date(s) to verify screening(s)

AND OVER

- C. A Health Risk Assessment** is required every year and is available through your health insurance provider or other online websites such as <http://www.healthstatus.com/index.html>. Print and attach the confirmation sheet generated at the conclusion of the online assessment; the confirmation sheet DOES NOT contain any of your personal health information.

Once this form is signed by your physician, keep it. Simply add signatures for each annual blood pressure screening until your next physical exam/screening and submit a copy of this form with your benefits enrollment materials.

Schedule your next recommended physical exam/screening early so you don't miss open enrollment because you may only sign up for this incentive at benefits enrollment time each year.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 04/27/09
Item No.: 13.a

Department Approval

City Manager Approval



Item Description: Twin Lakes Infrastructure Improvements-Phase I Update

BACKGROUND

On November 17, 2008, the City Council authorized staff to develop final plans and specifications and advertise for bids for the Twin Lakes Infrastructure Improvements- Phase I and to start negotiations with property owners for temporary and permanent easements. The Council authorized the utilization of Centre Pointe TIF funds in addition to state grant money and infrastructure contributions from Metropolitan Council's Park N Ride project to pay for the construction of the Twin Lakes Infrastructure Improvements- Phase I.

On February 23, 2009, the City Council approved the Interagency Agreement for Twin Lakes Park-N-Ride. This agreement defines the required timeline for the public improvements and how Metro Transit will meet their total obligation for their share of the public infrastructure construction costs. The Metropolitan Council is using Urban Partnership Agreement (UPA) funds to pay for their portion of the costs. These UPA funds must be spent by December 31, 2008.

The final plans are near completion and the Phase 1 improvements will be advertised for bid in early May. The bids will be presented to the Council with a recommendation at your June 8, 2009 meeting.

At the Council meeting, staff will present information to the City Council regarding the project scope and design including the following elements: right- of- way acquisition, environmental clean-up, green initiatives, streetscape elements, and storm water management.

POLICY OBJECTIVE

We have made significant progress on a number of items with this project; which staff felt were important to communicate with the City Council and Public.

FINANCIAL IMPACTS

Staff will present the updated costs and proposed funding for this project at the council meeting.

STAFF RECOMMENDATION

Discuss Twin Lakes Phase I Infrastructure Improvements.

REQUESTED COUNCIL ACTION

Discuss Twin Lakes Phase I Infrastructure Improvements.

Prepared by: Debra Bloom, City Engineer
Attachments: None



Ratwik, Roszak & Maloney, P.A.

Jay T. Squires
Direct Fax: (612) 225-6834
jts@ratwiklaw.com

April 3, 2009

Mr. Bill Malinen
City Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113-1899

Mr. Pat Trudgeon
Community Development Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113-1899

RE: *Condemnation of Buildings*
Our File No. 4002(1)-0001

Dear Bill and Pat:

I understand the Council on March 30 discussed dilapidated structures in Twin Lake. The Council requested general information on options available to the City to deal with the same.

Option One is to deal with the building as a nuisance under Chapter 407 of City Code. Under this chapter, buildings that are in poor condition can be addressed through the nuisance process. While this process is more common for residential properties, it has been utilized for commercial properties, ie the former Anderson Steakhouse next to Fuddrucker's at Snelling and County Road C.

Option Two is to deal with the property under the Hazardous Building Law, Minn. Stat. §§ 463.15-.23. Under this law, the City may seek court permission to raze a structure if the structure meets the definition of "hazardous building," which is defined as:

Any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsatisfactory

APR 06 2009

cc Council

Mr. Bill Malinen
Mr. Pat Trudgeon
April 3, 2009
Page 2

conditions, or abandonment, constitutes a fire hazard or a hazard to public safety or health.

Minn. Stat. § 462.15.

The Hazardous Building Law process is a judicial process involving the district court. Ultimately, if the court approves the removal or abatement of the hazardous building, the costs of removal may be assessed against the property (along with attorneys' fees).

Option Three would involve an outright condemnation of the property. Given the likely nature of such an action in Twin Lakes, an outright condemnation would presumably require the City to demonstrate that the conditions of "blight" existed, or that the building was "structurally substandard" as these terms are defined in Minn. Stat. § 117.025.

I hope this at least preliminarily addresses the questions raised by the Council. Let us know if you need further information.

Regards,

A handwritten signature in black ink, appearing to read 'Jay T. Squires', with a long horizontal flourish extending to the right.

Jay T. Squires

JTS/sem

RRM: #129812

REQUEST FOR COUNCIL ACTION

Date: April 27, 2009
Item No.: 13.c

Department Approval

City Manager Approval



Item Description: Ordinance Change to Expand Focus of Human Rights Commission

BACKGROUND

The Imagine Roseville 2025 visioning process produced goals and strategies for the community. There were several common themes identified by the Steering Committee as noted in their presentation of the Final Report to the City Council. Two of those themes were Diversity (people, ideas, development, revenue) and Sense of Community (neighborhoods, engagement opportunities, facilities and gathering places, open and responsive government).

Of the 15 goals, the first five goals identify with enhancing neighborhoods and embracing our community's diversity. These goals include:

- Roseville is a welcoming community that appreciates differences and fosters diversity
- Roseville is a desirable place to live, work and play
- Roseville has a strong and inclusive sense of community
- Roseville residents are invested in their community
- Roseville is a safe community

The recently completed Roseville 2030 Comprehensive Plan update confirmed and elaborated on these same goals and proposed various objectives for their achievement.

Some of the Imagine Roseville 2025 strategies that relate specifically to the themes of diversity and community are:

- Educate community members on the diversity issues, and provide means to repair damage caused by prejudice; convey a clear message that intolerance is not welcome in our community
- Promote ethnic, celebrations and festivals
- Foster collaboration between city and community-based organizations, groups, and nonprofits
- Encourage development of neighborhood groups, organizations, and forums in order to provide residents with a sense of belonging

In addition the 2030 Comprehensive Plan echoed the IR 2025 goals including the appreciation of and the contributions that diversity brings to the community. Their goals included:

- Provide a wide variety of housing options in order to retain and attract a diverse mix of people and family types with varying economic statuses, ages, and abilities.
- Maintain and enhance Roseville as a community with strong, desirable, and livable neighborhoods.
- Encourage the development of neighborhood identities that build a sense of community and foster neighborhood interaction, as appropriate.

DISCUSSION

The City Council is committed to making Roseville a more welcoming community, but that also requires leadership from residents. At a recent Human Rights Commission sponsored community forum, nearly 100 attendees shared ideas about this topic. It is important that the City tap this resource, get those (and other) citizens engaged and increase our efforts to build neighborhoods and communities of interest around our common interests and goals.

Staff believe that the Human Rights Commission could effectively help to implement the Imagine Roseville 2025 goals. We want to expand the Commission's focus to increase the sense of community by fostering understanding and relationships among residents and by ensuring that our city government and its activities, programs and services are accessible, understandable, and responsive by to all.

The Roseville Human Rights Commission was established in 1968. Over the years, the Human Rights Commission has been an important part the Roseville's government, advocating for human rights issues and addressing specific conditions or situations. Those goals and mission of the Commission will not change with the added responsibilities.

Expanding the Human Rights Commission's mission gives the City a greater opportunity to achieve the Imagine Roseville and the new 2030 Comprehensive Plan goals and objectives. It would support greater diversity awareness and cultural competence and help the City fully engage all of our residents to feel and be a vital part of our community. From facilitating community activism and activities, to helping residents to identify and establish neighborhoods organizations and communications networks to hosting cultural fairs to celebrate our diversity, this new focus could be a catalyst of change in the community.

Although only one measure of a community's diversity, recent demographic statistics indicate a growing ethnic diversity in Roseville's population. Based on 2005-2007 statistics, the US Census Bureau reported that:

- 10% of Roseville residents are foreign born.
- 12% speak a language other than English at home. The most commonly spoken language was Spanish.
- 27% of residents reported that they did not speak English "very well."

The 2000 Census, reported that 10.5% of residents were some other race than white. In 2005, it is estimated that 14.7% of residents are some other race than white.

At its April meeting the Human Rights Commission unanimously approved the suggested

81 changes to the Human Rights Commission ordinance.

82 **POLICY OBJECTIVE**

83 To further the goals and objectives of the Imagine Roseville and the 2030 Comprehensive Plan
84 to help build strong neighborhoods and to foster greater appreciation, respect and understanding
85 of the diversity of our community.

86 **FINANCIAL IMPACTS**

87 No additional financial impacts from existing advisory commission structure.

88 **STAFF RECOMMENDATION**

89 Adopt ordinance expanding the focus of the Human Rights Commission.

90 **REQUESTED COUNCIL ACTION**

91 Adopt ordinance expanding the focus of the Human Rights Commission to further the Imagine
92 Roseville and the 2030 Comprehensive Plan goals and strategies to help build strong
93 neighborhoods and to foster greater appreciation, respect and understanding of the diversity of
94 our community,

95

Prepared by: Bill Malinen, City Manager

Attachments: A: Proposed Ordinance

1 **City of Roseville**
2 **ORDINANCE NO.**
3

4 **AN ORDINANCE**
5 **AMENDING TITLE 2, SECTION 204**
6 **HUMAN RIGHTS COMMISSION**
7 **EXPANDING FOCUS OF HUMAN RIGHTS COMMISSION**
8

9 THE CITY OF ROSEVILLE ORDAINS:

10 SECTION 1: Title 2, Section 204 of the Roseville City Code is amended to read as
11 follows:

12 **204.01: POLICY:**

13 It is hereby declared that it is the public policy of the city to fulfill its responsibility as a partner
14 of the state department of human rights in securing for all citizens equal opportunity in housing,
15 employment, public accommodations, public services and education, and to work consistently to
16 improve the human relations climate of the city. (Ord. 566, 2-19-1968)

17 **204.02: ESTABLISHMENT OF COMMISSION:**

18 There is hereby established within the city a human rights commission. (Ord. 566, 2-19-1968)

19 **204.03: PURPOSE:**

20 The purpose of the commission is to secure for all citizens equal opportunity in employment,
21 housing, public accommodations, public services and education and full participation in the
22 affairs of this community by assisting the state department of human rights in implementing the
23 Minnesota Human Rights Act and by advising the City Council on long range programs to
24 improve community relations in the city. Additionally the commission will work to increase the
25 sense of community by reaching out to all members of the community and ensuring that our city
26 government and its activities, programs and services are accessible understandable and
27 responsive by all. (Ord. 566, 2-19-1968; amd. 1995 Code, Ord. 1324, 08-08-2005)

28 **204.04: MEMBERSHIP; TERMS AND REMOVAL:**

- 29 A. Membership: The commission shall consist of seven members, to be appointed by the City
30 Council. Members of the commission shall be appointed with due regard to their fitness for
31 the efficient dispatch of the functions, powers and duties vested in and imposed upon the
32 commission. In addition to the members appointed above, the City Council may for one year
33 terms appoint additional residents of the city under 21 years of age to serve as (ex officio)
34 members of the human rights commission. (Ord. 1253, 6-26-2001) (Ord. 1313, 12-6-2004)
- 35 B. Terms: The first commission shall consist of four members appointed for a term of three
36 years, three members for a term of two years, and three members for a term of one year.
37 Members of the commission shall be appointed for terms of three years, except that any
38 person appointed to fill a vacancy occurring prior to the expiration of the term for which
39 such member's predecessor was appointed, shall be appointed only for the remainder of such

term. Upon the expiration of such member's term of office, a member shall continue to serve until such member's successor is appointed and shall have qualified.

- C. Compensation; Removal: The members of the commission shall serve without compensation, and may be removed from office by a 4/5 vote of the City Council. (Ord. 566, 2-19-1968)

204.05: DUTIES:

In fulfillment of its purpose, the commission's duties and responsibilities shall be to:

- A. Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.
- B. Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.
- C. Formulate a human relations program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights.
- D. Advise the mayor, the City Council and other agencies of the government of human relations and civil rights problems. Act in an advisory capacity with respect to planning or operation of any city department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
- E. Develop such programs of formal and informal education as will assist in the implementation of the Minnesota state act against discrimination, and provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)
- F. Monitor statistical and other data trends in our city and identify and recommend to the city council ways to encourage mutual understanding among our citizens about the community's diversity through, but not limited to:
 - 1. connecting and partnering with neighborhood, community, educational, business and social services groups and organizations;
 - 2. co-sponsoring citywide neighborhood or facilitating community events which would include opportunities for heritage and cultural events; and
 - 3. programs for engaging citizens and community leaders in a holistic approach including dialogues, education and training about diversity issues.

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

Passed by the City Council of the City of Roseville this ____ day of _____ 200_.

91 William J. Malinen, City Manager